The Office of the University Registrar
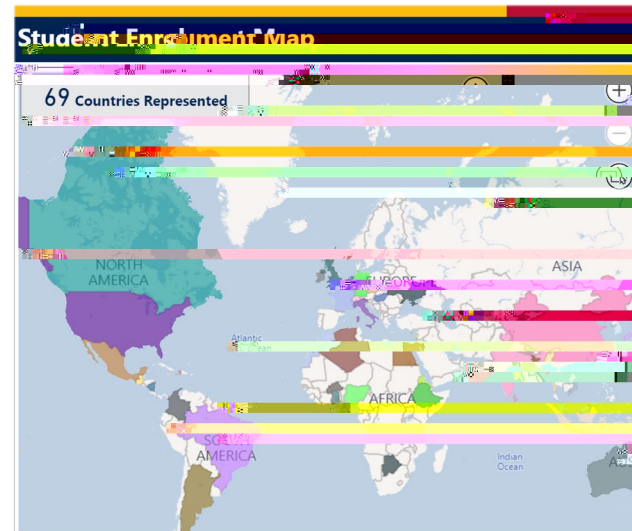
Reporting Using

A web service that will allow the Office of the University Registrar to deliver to you dynamic *Reports and Dashboards.*

What Reports and Dashboards have been delivered?

Where do I login?

If you have been identified as someone who may benefit from access to a Report or Dashboard, a login link will be shared with you via your Queen's email address. You can also

Home Page

Once you have logged into PowerBI using your link your Report or Dashboard will be displayed. The Home page will provide you with a report description, navigations and additional useful information.

Date of Last Data Update

Navigating Dashboards and Reports

Every page will have a side navigation panel that will provide you with easy access to page navigations and a Guide containing a Glossary of Terms used in the Dashboard.
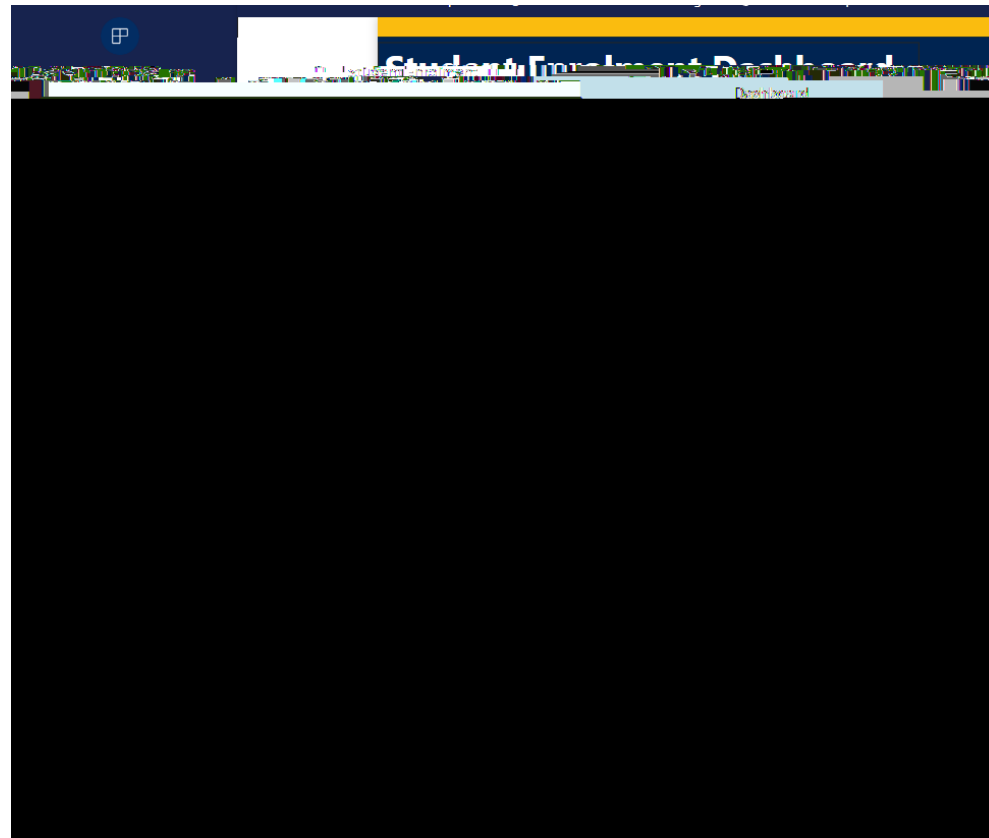
Dashboard or Report Title

Return to Home Page Navigation

Guide Navigation

Page Return Navigation

Information Pages

Each Dashboard page will have an Information Page that will give you detailed information about how to use the page as well as data tips.
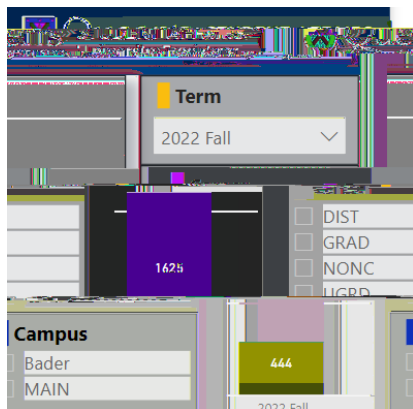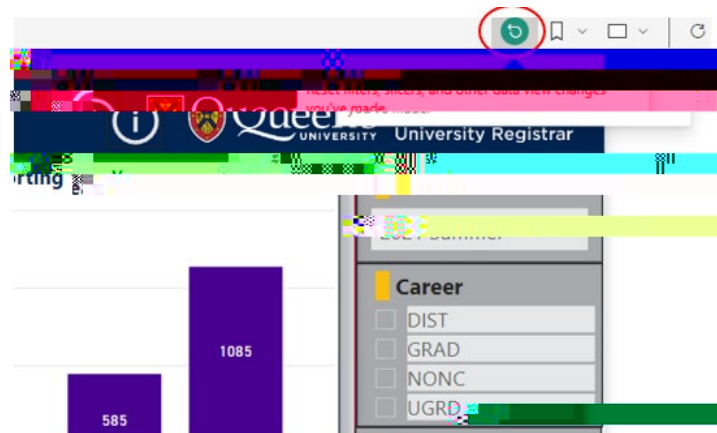
Slicers

List of categories in Reports and Dashboards that can be selected to narrow (filter) search results.

Slicer selections added to one page of a Dashboard can carry from one page to another.

Selecting Term 2021 Summer on the Enrollment Dashboard page will carry over to the Student Demographics page.

Reset your page to clear all slicer selections.

Exporting Report Data

Data in Reports and Dashboard can be Exported to Excel by:

- Click your mouse anywhere inside of your report or visualization to see options appear in just above the upper right corner of the Report

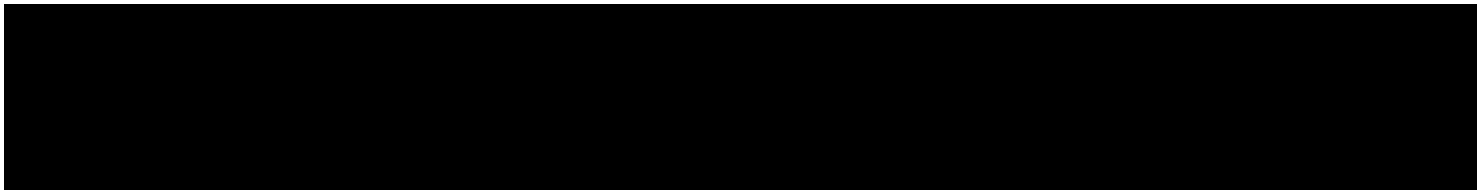- Click the ellipsis to expand the menu.

- Select *Export Data* from the dropdown menu

- *Data with current layout* will be displayed
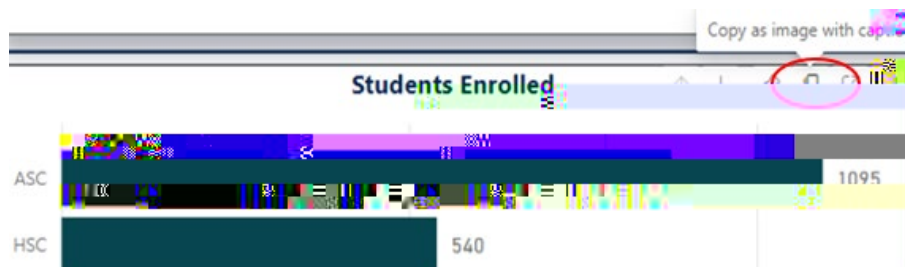
- Click *Export*   <

Exporting Visualizations

Visualizations and Dashboards can be exported to both PDF and PowerPoint by:

- Select *Export* from the top menu bar and selecting your preference from the dropdown menu.

Images with captions can be exported by selecting the Copy icon on graphs.

Error Message

If you bookmark a Power BI Dashboard in your web browser, your bookmark could break when the is Dashboard is updated. You will see a pop-up message saying: "**Sorry, we couldn't find that report**" (shown below);

When this happens, you will have option to click OK and to see the underlying information bevma(o)-7 (w)-6.4 Tc( )-8.d.8