

Power BI | How To Series

Topic: How non-CRS users view reports

Last update: 29th April 2020

 Step 1: You will be getting an email from <u>no-reply-powerbi@microsoft.com</u> with subject "<CRS staff> has shared Power BI Report <Report Name> with you" (see below)

has shared Power Bl Report		with you	
• Microsoft Power Bl <no-reply-powerbi@micro To:</no-reply-powerbi@micro 	osoft.com>		
	- Microsoft	Po	ower Bl
	shared	this Power Bl Report witl	h
	you		
	I'd like to share this Power BI repo	rt with you:	
	Open this report >		
	2:10	Download the Power BI app to ac this report from your mobile devic this report from your mobile device this report from the foreign	ce.
	Privacy Statement Microsoft Corporation, One Microsoft Way,	Redmond, WA 98052	
	Microsoft		

- **Step 2:** You need to the click on "Open this report>" button, Power BI will ask you to create a free Microsoft Account. Follow enlisted steps:
 - **Step 2.1:** You need to click Next when prompted to create account.

	Microsoft	
	Create account	
	It looks like you don't have an account with us. We'll create one for you using	
1		
	<u>Next</u>	JA A
-4-		



version 1.0.0.



Power BI | How To Series

Topic: How non-CRS users view reports

Last update: 29th April 2020

• **Step 2.2:** You need to create password, verify email address and create the account by following the steps

Microsoft		
←		
Crooto o popolyor	4	Ţ
Create a password		١
Enter the password you would account.	like to use with your	
•••••		
Show password		
	Next	
Microsoft		
÷		
Create account		
Before proceeding, we need to		
person is creating this account.		10
NDANO	New	
QSAN 76	Audio	
Enter the characters you see		
VDNVPQ4WJ6		
	Next	Ser.
and the Names House and the Paradatic		



version 1.0.0.



3

Power BI | How To Series

Topic: How non-CRS users view reports

Last update: 29th April 2020

• **Step 2.3:** Recipients need to click "Accept" which allows Catholic Relief Services to share and receive data with email address when prompted to accept.



• Step 3: With a Microsoft account, the you will be able to view reports in the "Read Only" mode. In order to be able to have further access to the underlying dataset, the you would need a Power BI Pro subscription.

Power Bl csScan	🗟 Explore 🗸 🖒 Refresh				* Reset to default	live.com#palapoorv@me.com
	Average Availability	Average Request Time	Number of Outages	Average Outage Duration	Average Request Time	Sign out
Ŵ	95.20% 99.97% 120.20%	https://c.0.50 spes0.40 Sharef., (3.40 Sharef., (3.40) 	927	96.87	1.55	Respondents • Organisation:
Total Outage Seconds			Number of Outages and Average Outa	age Duration		All
Me Me Mar 2015 Mag 2	аран англаг. • Тарслийн айснин о ЦАслан 1997 - Март Сан	epert. • pediatrifications pr	30 30 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			* Roke: At
Number of Outages	ante, •http://fiatesru-odkclustore		Average Request Time and Number of	Requests	androstation of the bases	Al
Addential and a second and a second addential addentia					- 10	* Gender: Select all Female Male
Apr 2015	20 20	40 50 60	0.1M 0M Mar 2015 May 2015	Ad 2015 Sep 20	5 Nov 2015	* Age: Select all 18Andifounger 1945

