OPM | USA Staffing

USA Staffing® Data – Power BI Report Builder™: Getting Started

Powered by the USAS Power BI platform and Talent Analytics, Research, and Innovation Group (TARI)





Power BI Report Builder™: Getting Started

App Overview

What is Power BI Report Builder?

- Power BI Report Builder™ is a Windows application, optimized for creating paginated reports. Some advanced functions it supports are:
  - Report Parameter setup
  - Tablix/data table configuration
  - Header and Footer customization (images, logos, footer styling)

- Paginated Reports for USA Staffing™ Data are developed with Power BI Report Builder™

Microsoft Learn
Tablix

Focus and Limitations

- Report Builder™ for Power BI focuses on precision and structure (in contrast to Power BI Desktop™ for visualizations).
- Report Builder™ is ideal for reporting needs where the designs need to remain consistent no matter how much data you throw at it.
- Report Builder™ is easy to start, but complex customizations may need extra training.

Report Builder™ and Power BI Desktop are different tools

Power BI Report Builder™

- Paginated Reports

Power BI Desktop™

- Interactive Reports

SSRS: SQL Server Reporting Services



- SSRS is SQL Server Reporting Service which is a “legacy” Microsoft product. It is a conventional, server-based report generating and data analysis software.

- Power BI Report Builder™ is based on SSRS



Power BI Report Builder™: Getting Started

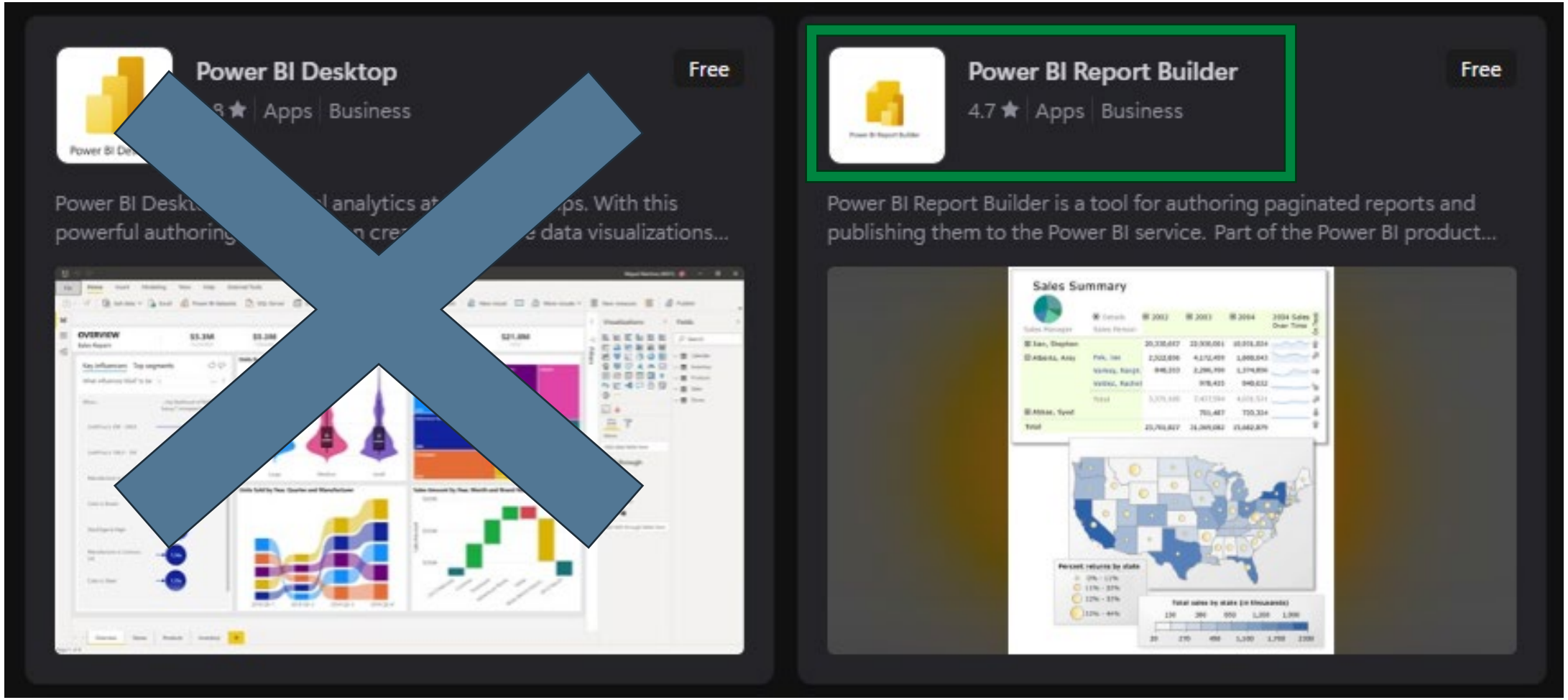
Authorized Installation

Power BI Report Builder™ is a Windows Install

- Local Windows install is necessary (administrative rights needed)
  - Review the System Requirements, Dependencies, and Install Instructions
  - Prerequisite of .NET Framework 4.6
- Power BI Desktop™ IS NOT the same as Power BI Report Builder™
  - Report Builder™ is a distinct install
  - Report Builder™ is for Paginated Report authoring
- Typically, must be installed by your federal agency Help Desk
  - May need to follow an SOP (or contact your Help Desk) to be authorized to use
  - **Verbiage for Help Desk:**
    - **"this tool will be used to develop Paginated Reports for USA Staffing Data, which has a Power BI instance located at https://app.powerbigov.us/home?ctid=3ce07c0b-30c5-4bcd-ad92-238975b649af "**

Download Microsoft Report Builder | Microsoft.com

Power BI Report Builder™ Also Appears in the Microsoft Store



[Power BI Report Builder | Microsoft Store]

Microsoft Power BI Report Builder™ may have network connection issues (blockages)

Power BI URLs for general site usage

Expand table

Purpose	Destination
Back-end APIs	**GCC:** api.powerbigov.us **GCC High:** api.high.powerbigov.us **DoD:** api.mil.powerbigov.us
Back-end APIs	**GCC:** *.analysis.usgovcloudapi.net **GCC High:** *.high.analysis.usgovcloudapi.net **DoD:** *.mil.analysis.usgovcloudapi.net
Back-end APIs	**All:** *.pbidedicated.usgovcloudapi.net
Content Delivery Network (CDN)	**GCC:** gov.content.powerapps.us **GCC High:** high.content.powerapps.us **DoD:** mil.content.powerapps.us
Microsoft 365 integration	**GCC:** Worldwide endpoints **GCC High:** US Government GCC High endpoints **DoD:** US Government DOD endpoints
Portal	**GCC:** *.powerbigov.us **GCC High:** *.high.powerbigov.us **DoD:** *.mil.powerbigov.us
Manage gateways, connections, and data policies (preview)	**GCC:** gatewayadminportal-gov.azure.us **GCC High:** gatewayadminportal-high.azure.us **DoD:** gatewayadminportal-mil.azure.us
Service telemetry	**All:** dc.services.visualstudio.us
Informational messages (optional)	**All:** arc.msn.com

Power BI for US government customers: Allow connections | Microsoft Learn

Add Power BI URLs to your allowlist | Microsoft Learn

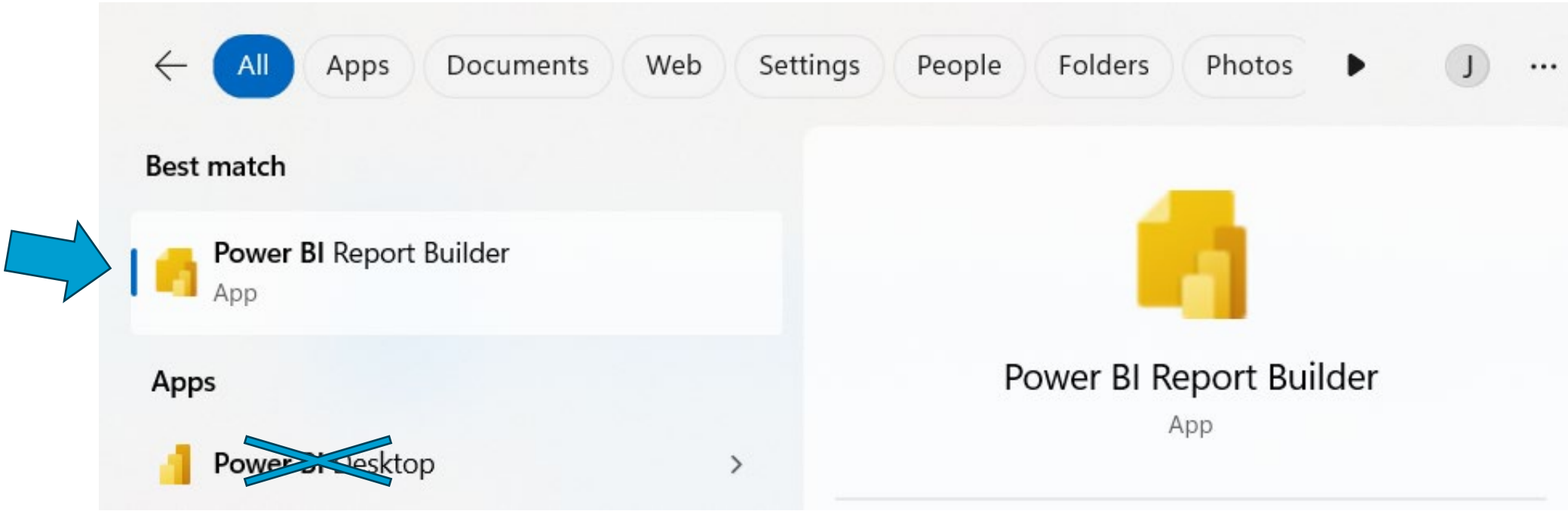


Power BI Report Builder™: Getting Started

Signing-in to USA Staffing® Power BI Instance

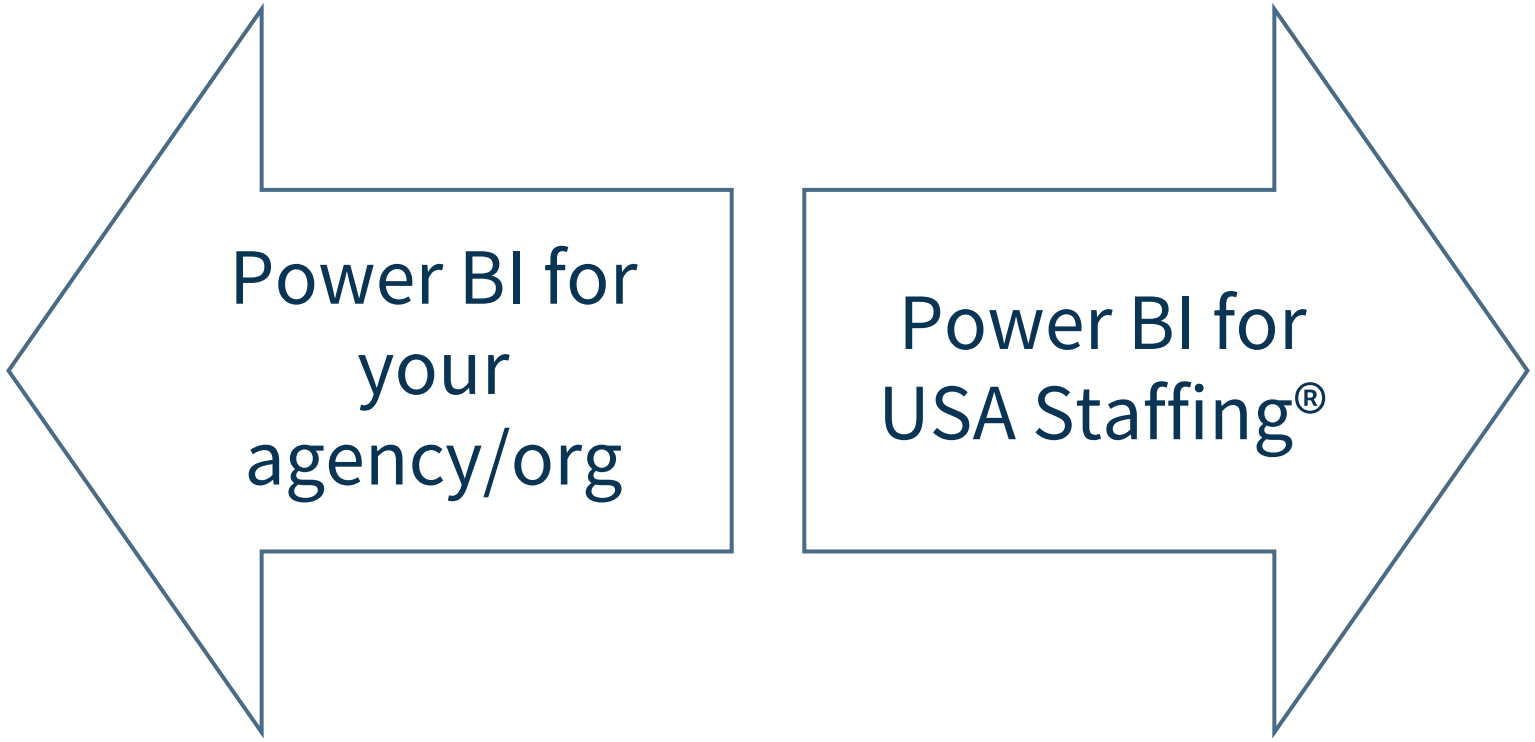
Opening Power BI Report Builder™

Once installed, find “Power BI Report Builder” in the Windows menu:



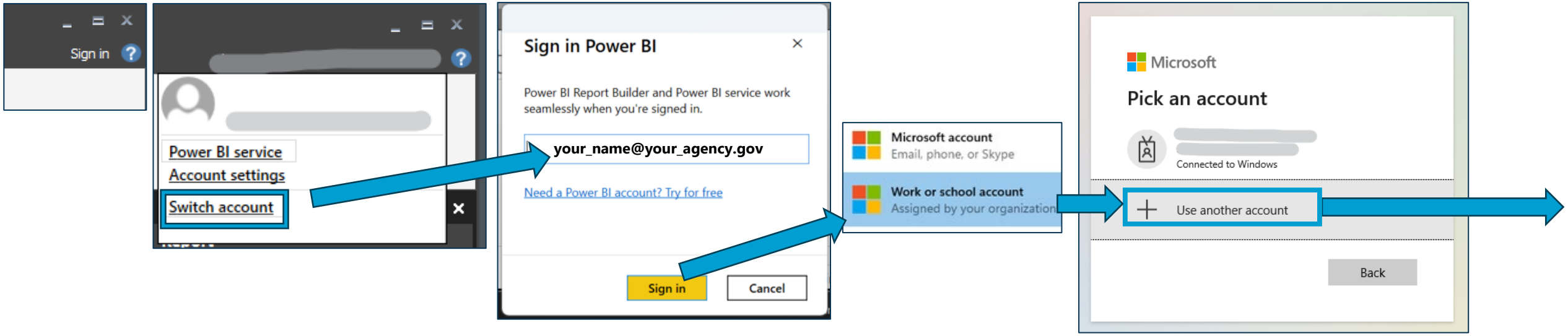
Power BI Report Builder™ can connect to different instances of Power BI

- Depending on your organization, automatic sign-in to a separate Power BI instance may occur.



- Next are instructions on how to switch to Power BI for USA Staffing® data.

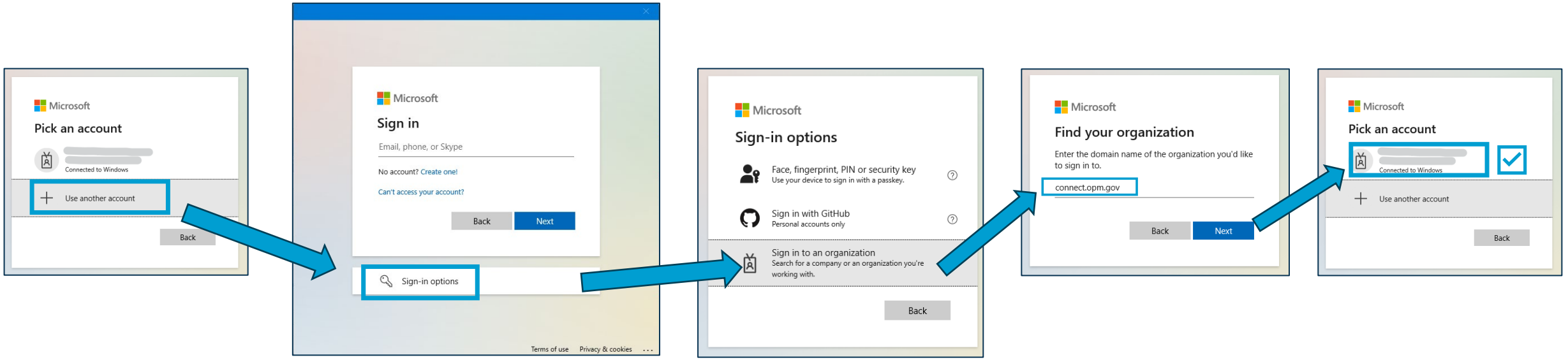
Signing in to Report Builder: You may already be automatically signed in



You may need to sign out/switch account to connect to USA Staffing® Data

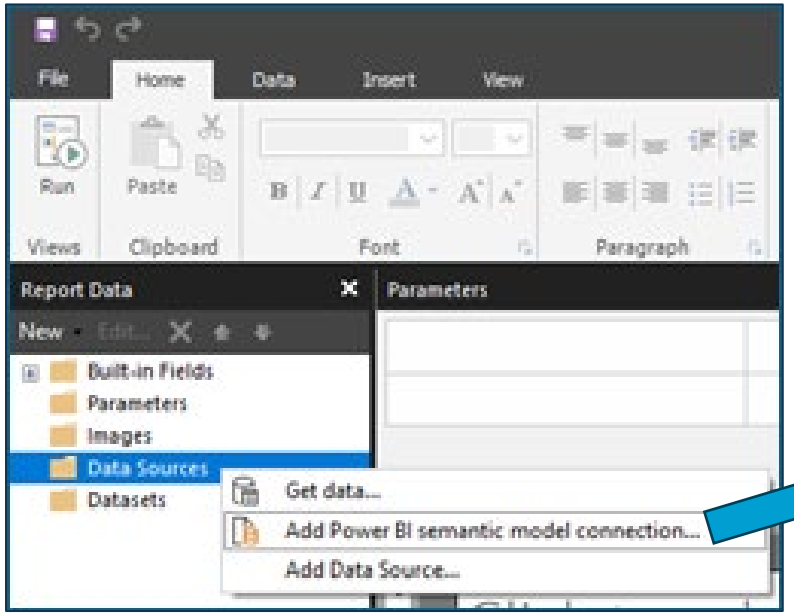
- Depending on your organization, auto-login may get you to the internal Power BI service instance (e.g., your agency)
- Instead, to sign in to OPM Connect, go to “Switch Account” in the top right of the Report Builder window
- *See next slides for further steps…*

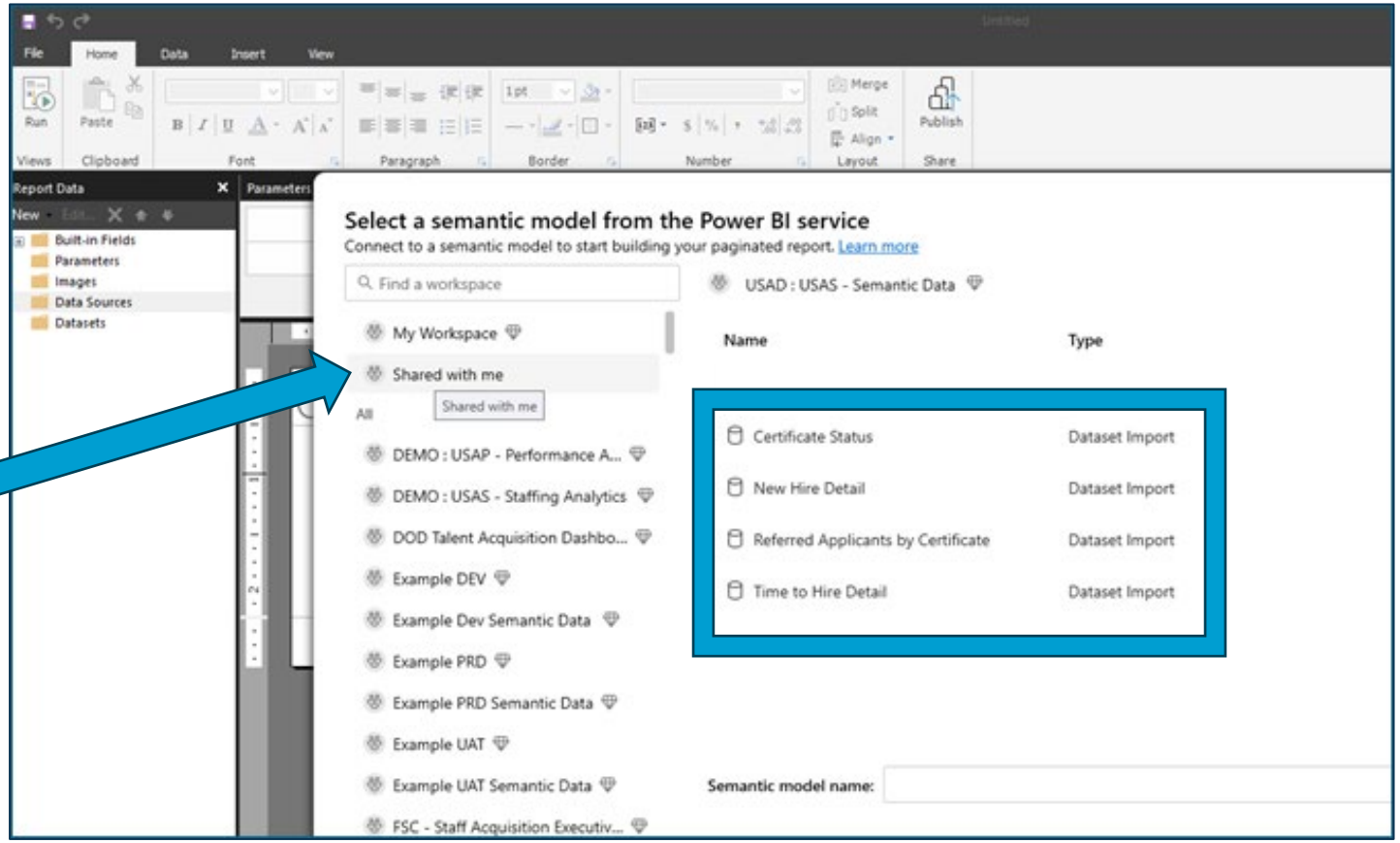
Signing In to Report Builder (Continued)



- You may need to sign out/switch account (auto-login might not take you to the USA Staffing Power BI instance)
- When prompted for an Organization, use "**connect.opm.gov**" as the domain name
- With sign in, your account permissions stay in place:
  - Row-level security
  - Semantic Model access
  - Publishing to USA Staffing Shared Workspaces

Verify Connection Success

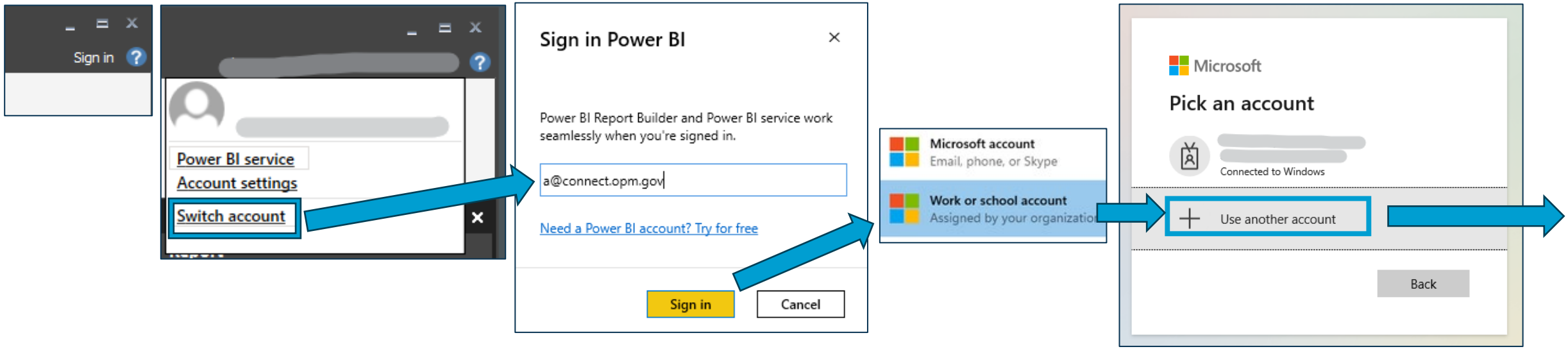




- To verify connection to USA Staffing® Data, right-click Data Sources and select “Add Power BI semantic model connection…”
- In “Shared with me”, a list of USA Staffing® report models should display

Verify Connection Success Issue: Semantic Models not Visible

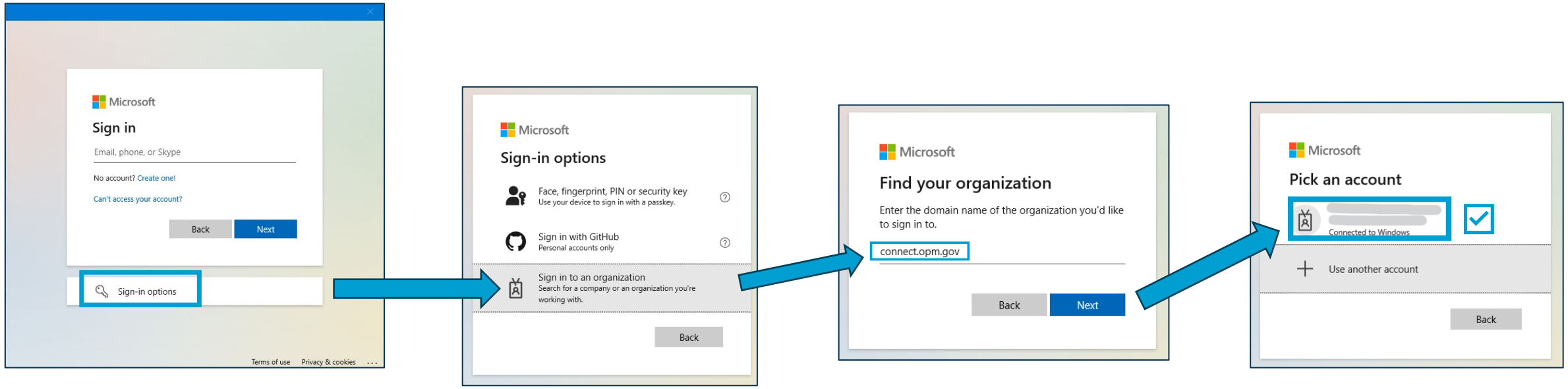
- If you don't see any semantic models as noted in the prior slide, then please follow these steps:



1. To sign into Power BI Report Builder, click "**Sign In"** in the top right corner of the application. If you are automatically logged in to a different account, you may need "**Switch accounts"** first to ensure you access the correct USA Staffing Power BI instance.
2. Type "**a@connect.opm"** into the text box and click "Sign In" to continue.
3. Select "**Use another account**" when prompted by the pick an account screen.

See next slides for further steps…

Verify Connection Success Issue: Semantic Models not Visible (Continued)



1. Select "**Sign in to an organization**" from the sign-in options.
2. Type "**connect.opm.gov**" into the text box under "Find your organization." You may be prompted multiple times to authenticate using your email, two-factor authentication, or CBA—this is expected behavior.
3. After entering "connect.opm.gov" to connect to the correct domain, log in using your regular USA Staffing email account. Once selected, authenticate using your agency's approved method. After successful authentication, the blank canvas should appear.

Verify connection success again. You should see now see semantic models shared with you. If you still do not, then please submit a USA Staffing Help Desk Ticket.

Author Training, Author Forum, Questions, Help, and Feedback



- Author Training
  - https://drc-usadata.opm.gov/TrainingAndResources/Training/AuthorTraining
- Author Forum
  - https://drc-usadata.opm.gov/TrainingAndResources/Resources/Forums
- Questions, Help, and Feedback
  - https://support-usadata.opm.gov/hc/en-us/requests/new

Thank you

