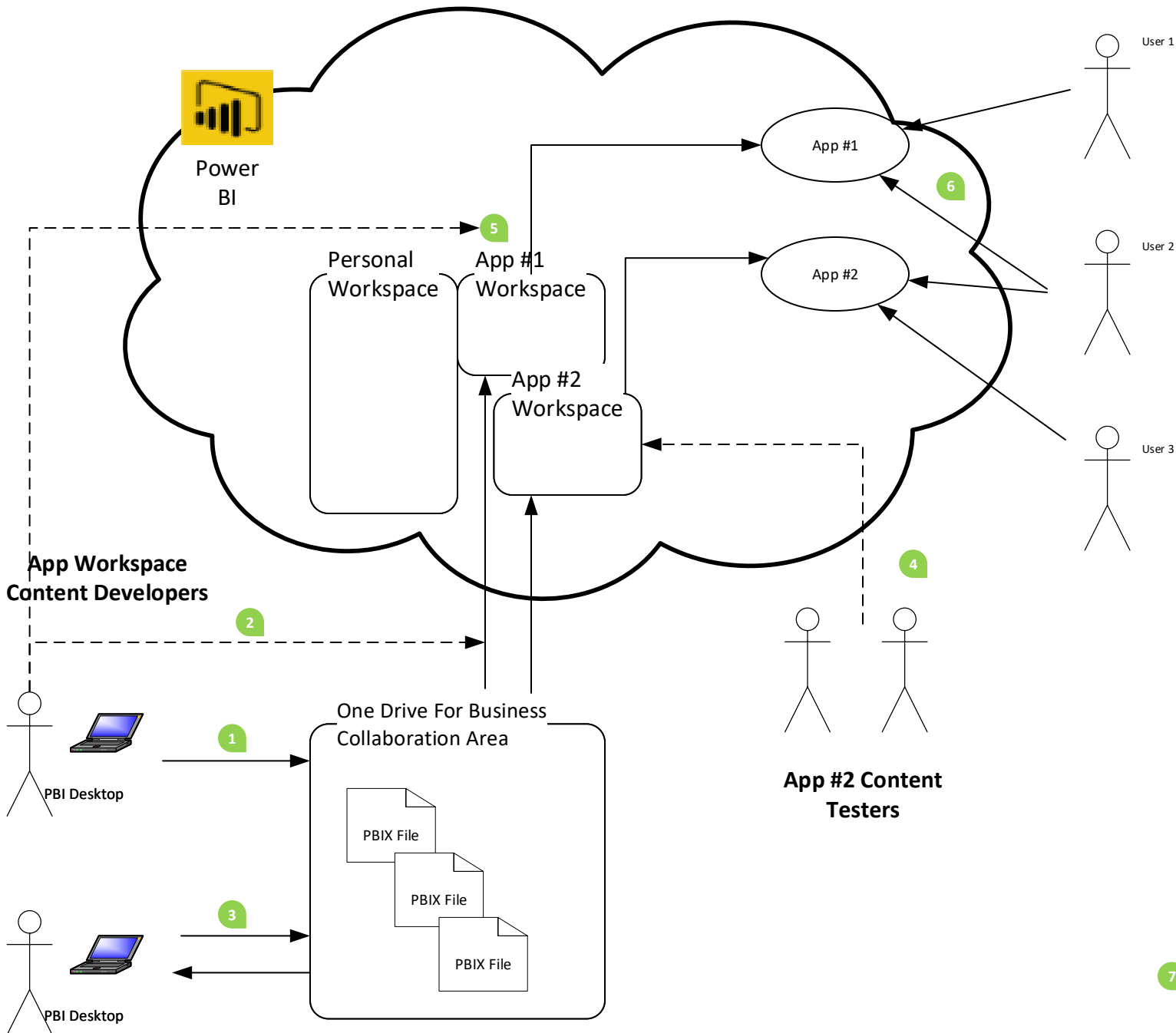


Power BI Content Workflow



Pre-Requisite

OneDrive, UNC file path, or even a source control repository should be setup to store PBIX files. App Workspaces should also be created to align with app content delivery

- 1 A report author will use the Power BI Desktop to develop content. The PBIX file should be saved to a OneDrive location (or UNC file path) that is designated for your Power BI Content. This ensures multiple authors have access to the source files.
- 2 If the report author is happy with the result, they can publish from the OneDrive location to an App Workspace in Power BI to start creating the dashboard.
- 3 As the OneDrive location is shared with other content developers, another report author on the team can collaborate and make additional changes on the report. Steps 1&2 can be repeated as often as necessary
- 4 Within the App workspace, users can be dedicated as "read only" to that workspace so that they can perform testing/QA function on the content. They can then collaborate with report authors and steps 1-3 can be repeated as necessary.
- 5 Once the content has been verified, the report authors at that time can publish an App from the app workspace for distribution to the end users. Apps can be distributed by active directory groups. Note that all content in the app workspace is distributed with the app.
- 6 At the time of publishing, the author can copy the url and send to the users, or the users can go to the Power BI App Source to retrieve the app. End users do not have permission to modify app content.
- 7 As report changes are necessary, steps 1-5 can be repeated without effecting the end user's app. The report authors can republish the app to promote changes to end users when they are ready.