

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

Powered by the USAS Power BI platform
and Talent Acquisition Analytics Group (TAAG)



Learning Objectives

- ✓ Explain the purpose of Power BI Report Builder™
 - ✓ Focus and Limitations
 - ✓ Describe the Paginated Report format (RDL)
- ✓ Understand how to obtain Report Builder™
- ✓ Once installed, understand the sign-on process to OPM Connect



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™

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™**

**Power BI
Desktop™**

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

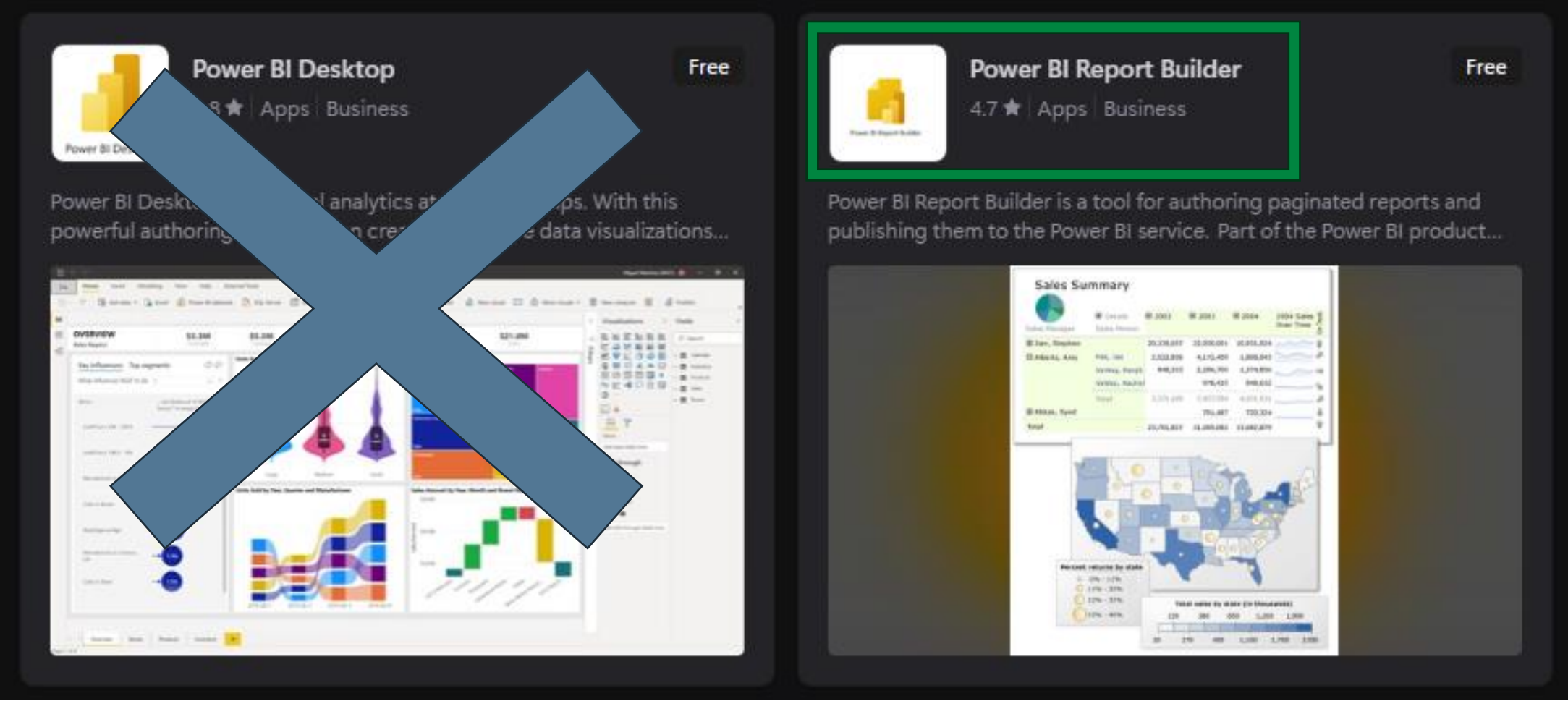


Power BI Report Builder™ is a Windows Install

- 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](https://www.microsoft.com/en-us/download/details.aspx?id=54545)

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](#)

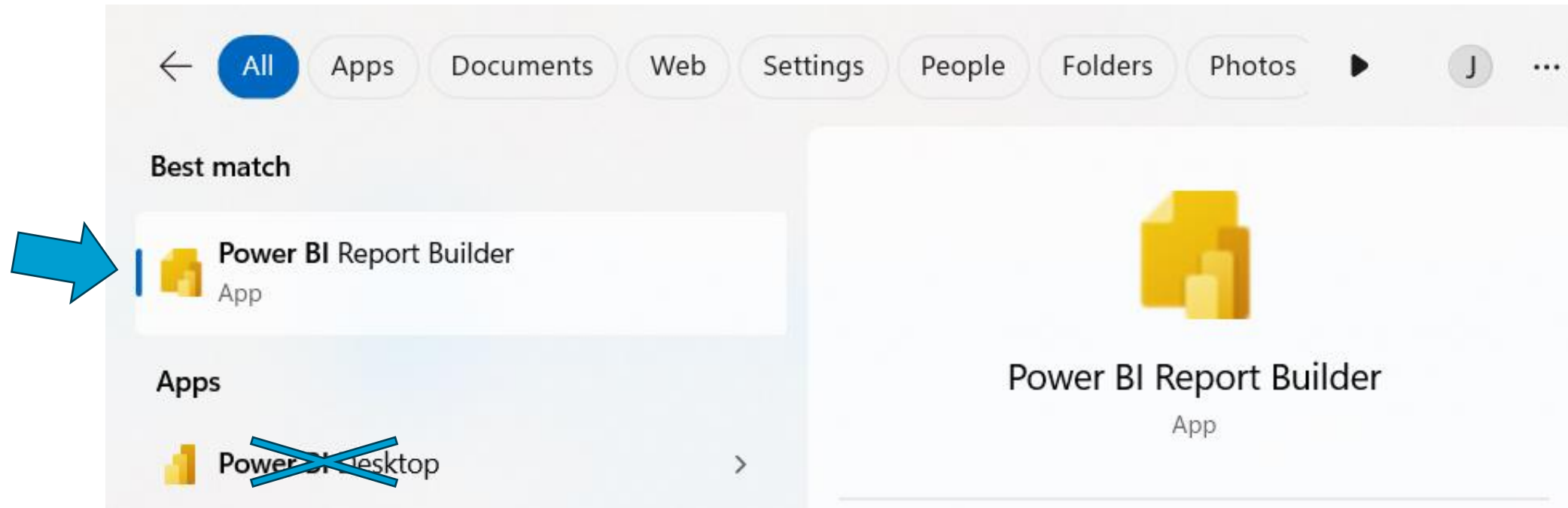


Power BI Report Builder™: Getting Started

Signing-in to USA Staffing® Power BI Instance

Opening Power BI Report Builder™

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

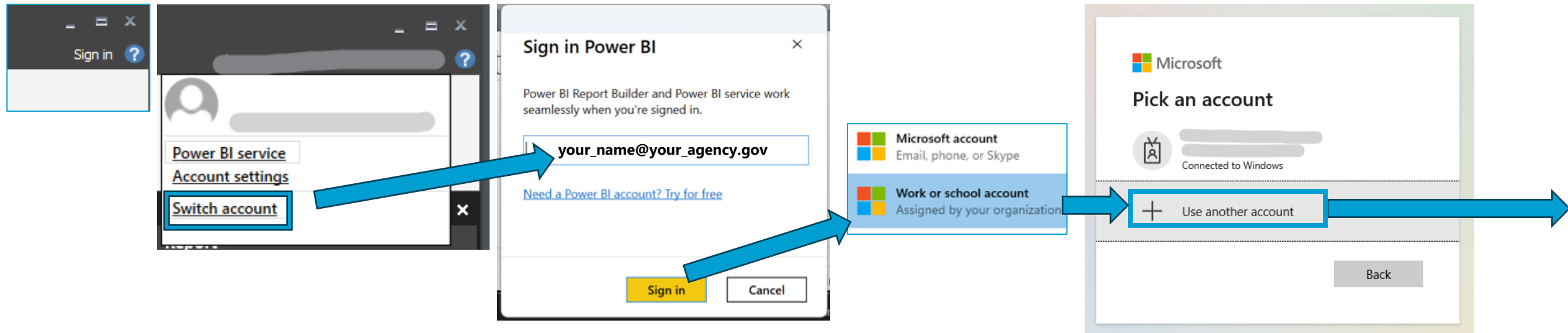


Power BI Report Builder™ can connect to different instances of Power BI

- Depending on your organization, automatic sign-in to a separate Power BI instance may have occurred. Next are instructions on how to switch to Power BI for USA Staffing® data.



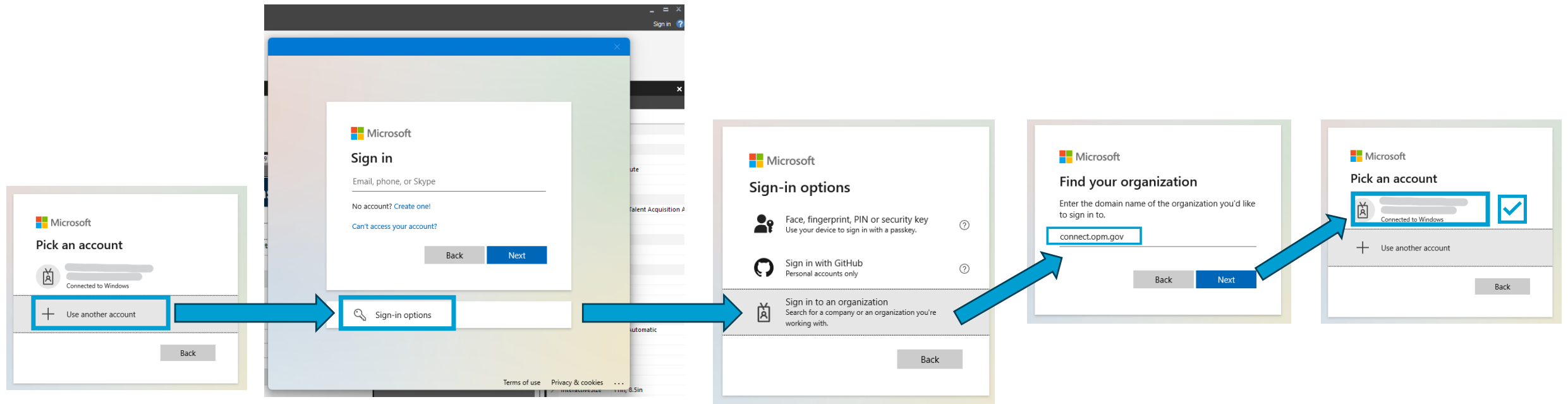
Signing in to Report Builder: You may already be automatically signed in



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

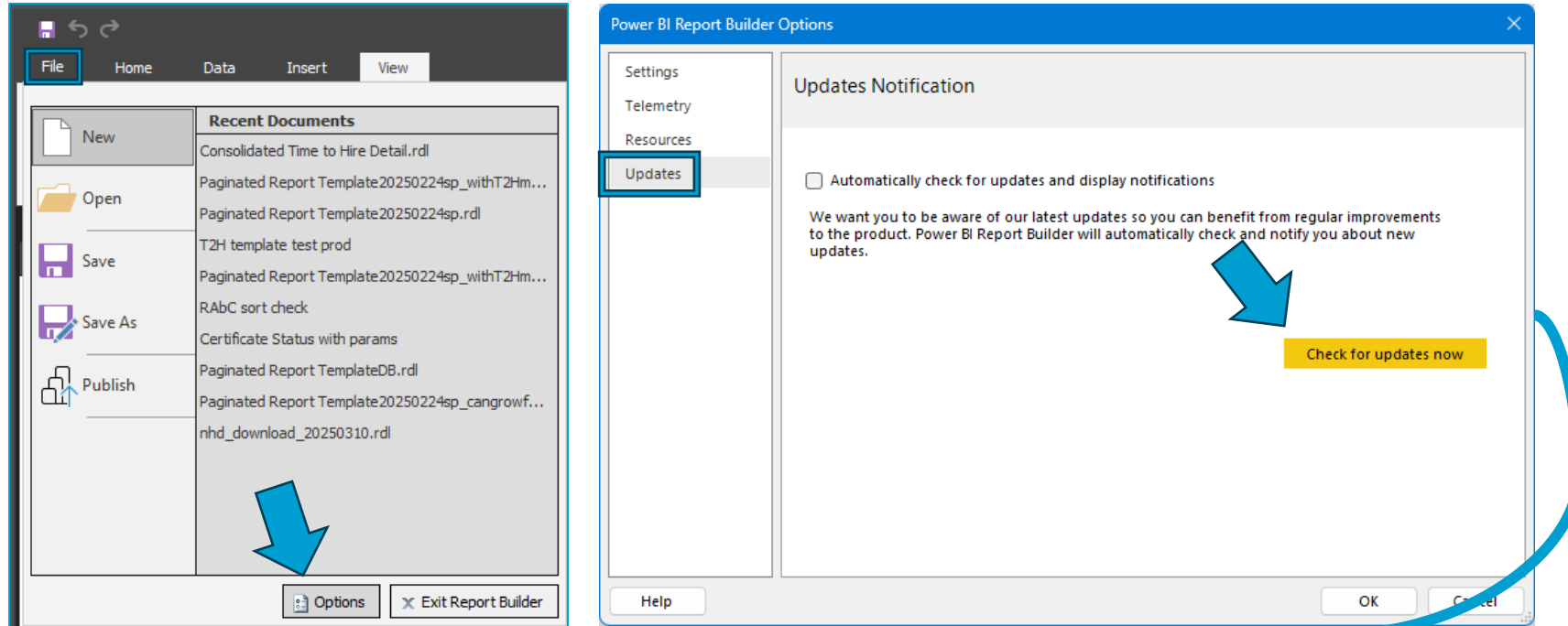
Verify Connection Success

The screenshot illustrates the steps to verify a connection to USA Staffing® Data in Power BI. On the left, the 'Data Sources' folder is selected in the 'Report Data' pane, and the context menu is open, showing the option 'Add Power BI semantic model connection...'. A blue arrow points from this option to the 'Shared with me' section of the 'Select a semantic model from the Power BI service' dialog. The dialog displays a list of semantic models, with a blue box highlighting the following models:

Name	Type
Certificate Status	Dataset Import
New Hire Detail	Dataset Import
Referred Applicants by Certificate	Dataset Import
Time to Hire Detail	Dataset Import

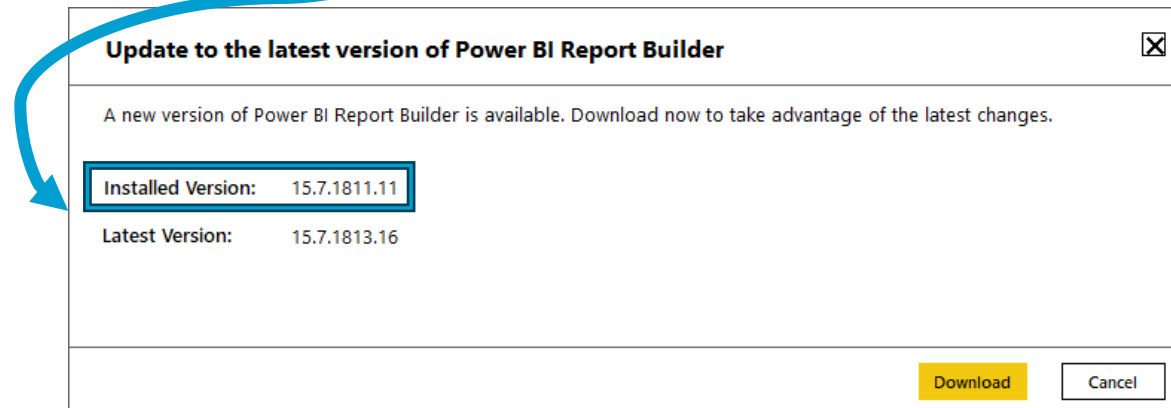
- To verify connection to USA Staffing® Data, right-click Data Sources and select “Add Power BI semantic model connection...”
- In “Shared with me”, a list of USA Staffing® report models should display

Check Your Report Builder™ Version in Options



File menu → Options → Updates →
“Check for updates now”

USA Staffing Data team uses the
July 2024 Version (v 15.7.1811.11)

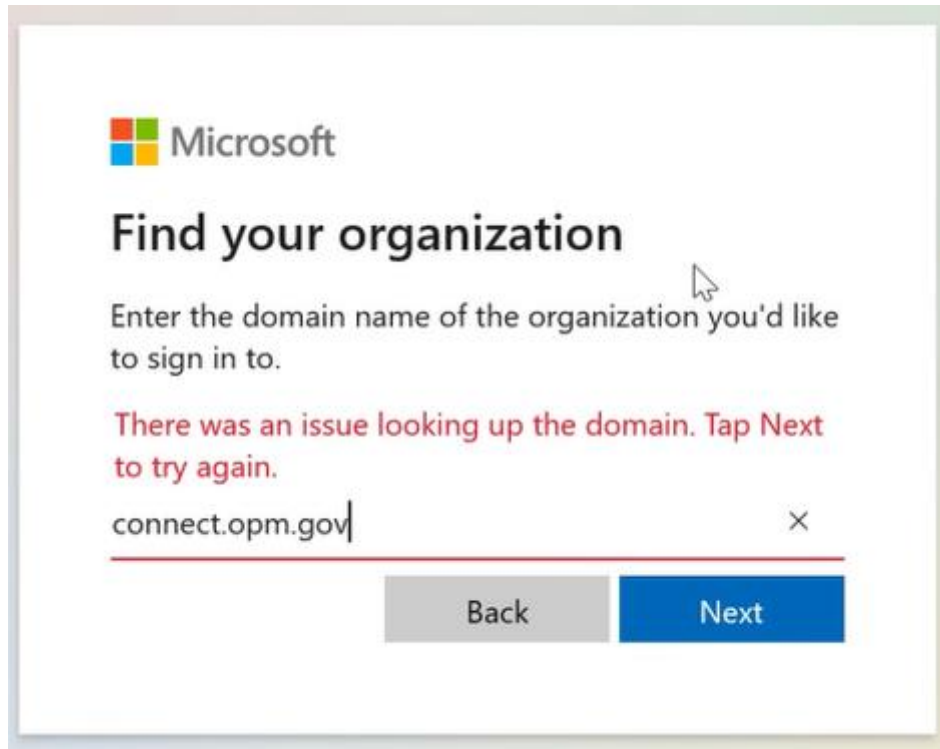




Power BI Report Builder™

Common Errors

Connection Issue: Domain Lookup Issue



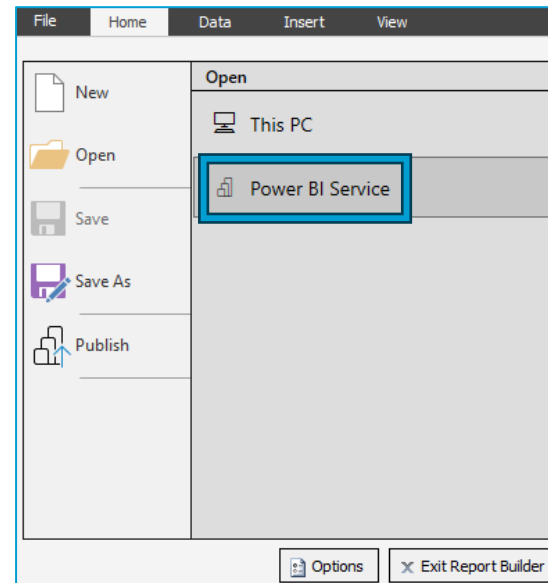
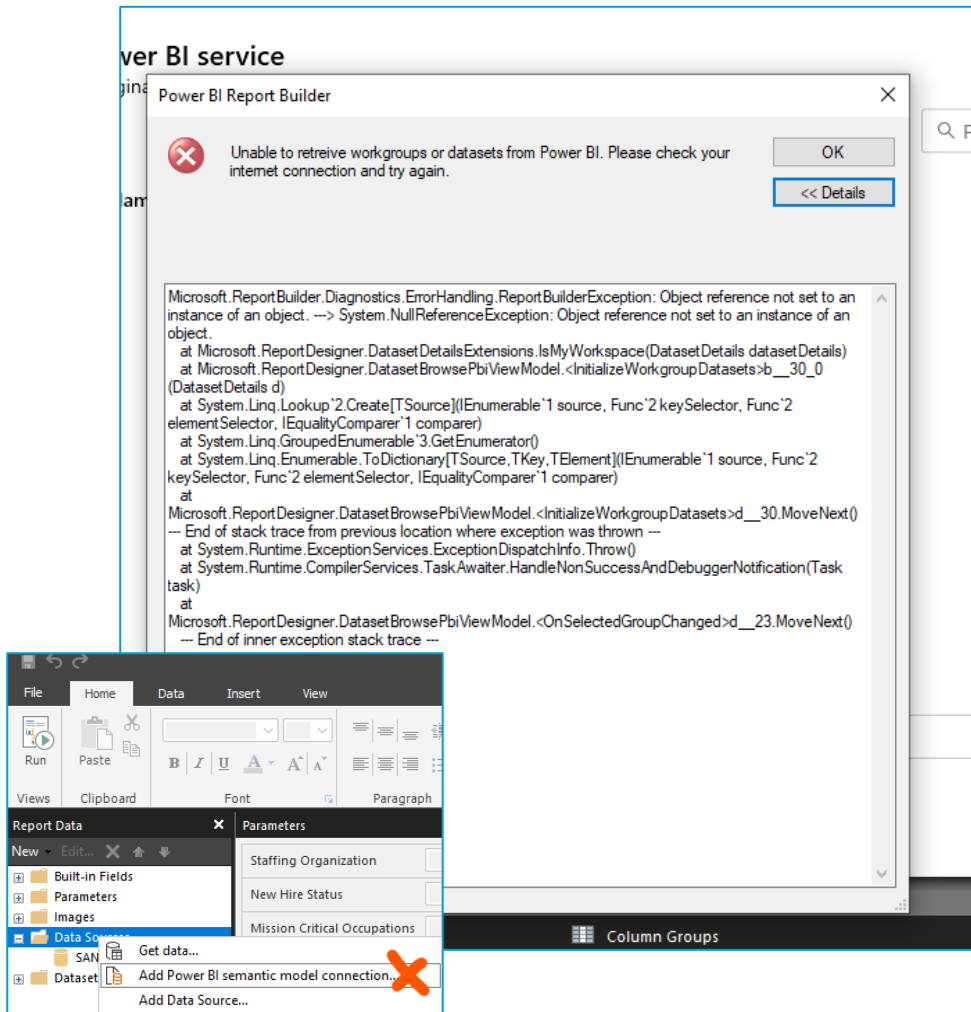
- Error text: “There was an issue looking up the domain. Tap Next to try again.”
- The error only occurs within Report Builder™ (and not the Power BI online service)

Contact USA Staffing Help Desk for next steps. Make sure to note which version of Report Builder™ is installed.

Connection Issue: Unable to retrieve workgroups or datasets

Error text: “Unable to retrieve workgroups or datasets from Power BI. Please check your internet connection and try again.”

Workaround: Close the error dialog, and go to File menu → Open → Power BI Service to see available Power BI



Contact USA Staffing Help Desk for next steps.

Make sure to note which version of Report Builder™ is installed.



Power BI Report Builder™: Getting Started

Questions, Help, and Feedback

Ready to learn more about Power BI?

- Ask your USA Staffing™ Account Manager about **Power BI**

Author Training

- USA Learning Modules are available:

- ▼ Power BI Authoring Training
 - ▼ Concepts and Architecture
 - 🔄 USA Staffing Power BI Authoring: Concepts and Architecture 🔍
 - ▼ Paginated Report Editor Basics
 - 🔄 USA Staffing Power BI Authoring: Paginated Report Editor Basics 🔍

Questions, Help, and Feedback



<https://developer.usastaffing.gov/Help/SubmitTicket>

Help

Access frequently asked questions (FAQs) or submit a help desk ticket.

Submit Help Ticket

Instructions: In order to submit a ticket about your issue, please respond to each of the questions below and provide specific information which may be needed to research and resolve your request. After submitting, we will respond to the ticket via email to update you on a resolution.

First Name * Last Name *

Email Address *

Please enter any additional recipients who should receive a copy of this form submission. Separate multiple email addresses with commas.
CC Email Address(es)

Please enter a subject for the problem being encountered. * Phone Number

Select the area for the issue or request. *

Identify the type of issue or request. * Specify what the issue or request is. *

Provide your specific Office Name

Please enter a detailed description of the issue, including information such as report path, error message, steps taken when the issue was encountered, what you expected to happen versus what actually happened, impact of the issue, etc. After the ticket is created, please respond with screenshots (do not include PII) if applicable.*

- Select Issue or Request
- Modify standard report(s)
- New data item(s)
- New standard report(s)
- Other

Thank you

<https://developer.usastaffing.gov/Help/SubmitTicket>

