

Power BI Report Consumer Training for USA Staffing® Data

Data Resource Center -- developer.usastaffing.gov





Introduction and Overview

Agenda breakdown

- **Introduction**
- **USA Staffing Data and Reporting**
- **Concepts of Power BI Service**
- **Logging in to Power BI Service**
- **Navigating the Power BI Service**
 - **Paginated Reports**
 - **Interactive Reports**



USA Staffing[®] Data and Reporting

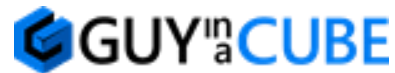
Reporting for USA Staffing®

- An ongoing large initiative to move OPM products to a cloud-based environment
 - Microsoft Power BI (and Azure) was chosen as the platform for USA Staffing® reporting and analytics solutions
- Cognos Analytics has limited business intelligence (BI) and limited scaling capability
 - Enhancements to reporting will be developed with Power BI
 - Other options (like Data Interconnections) will be used for integration with other services

Power BI has many advantages



- Cloud-based servicing
 - high availability, stable, performant
 - automated updating
- Interactive reporting (with visualizations)
- Dynamic filtering on-the-fly
- Data customizing (access to data models)
- Wide adoption (active community, courses, certifications)



[Power BI Paginated Reports in a Day | YouTube](#)

Power BI data refresh expectations



- Data refreshed from USA Staffing at least 3 times per day
 - Next refresh begins immediately after the last refresh
 - Goal is to have more frequent refreshes



Microsoft Power BI Service Concepts

Microsoft Power BI: a collection of software products

Power BI Service



Report consumer
(business user)



Report viewing and exporting

Analyze data and visuals; download



Sharing and scheduling

Subscribe, save views, collaborate



Semantic model access

Develop customized reports using datasets

Advanced Software (not discussed here)



Power BI
Desktop
(incl. Power Query)









Power BI
**Report
Builder**



Power
Apps



What is an App? What is a Workspace? What is a Report?

<p><u>App</u></p> 	<p><u>Workspace</u></p> 	<p><u>Report</u></p> 
<p>A collection of 1 or more reports, often with dataset access</p> <p>Example: Time to Hire App contains 3 report pages, 1 job aid, and 1 dataset</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;">    </div>	<p>An “agency area” to manage raw components (reports, dataflows, models). This is where Apps are made.</p> <p>A <u>Pro License</u> allows Workspace files to be shared with others</p> <p>Examples: “My Workspace” and “TRAINING : OPM - USA Staffing”</p>	<p>A view of a dataset, often including visualizations that represent different findings and insights</p> <p>A report can include several pages of interactive or paginated report views</p> <p>The term “dashboard” is used independently in Power BI</p> <p>Examples: New Hire report (with 3 report-pages)</p>

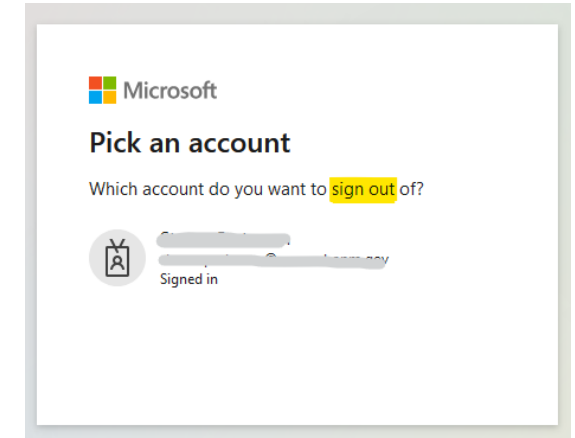


Logging in to Power BI

- USA Staffing® Power BI instance

Login troubleshooting tips and tricks

- *If possible, use a separate browser*
- If not possible
 - Sign out fully, log back in using www.usastaffing.gov
 - Clear browser cache
 - keyboard combo: Ctrl + Shift + Del
 - Exit browser fully, start over
- Bookmark landing page: <https://data.usastaffing.gov/ibmcognos/reportinglanding.html>
 - Direct URL: <https://app.powerbigov.us/home?ctid=3ce07c0b-30c5-4bcd-ad92-238975b649af>
- Job Aids on access: <https://developer.usastaffing.gov/Training/PowerBI/JobAids>
- Still having trouble? Submit Help Desk request to troubleshoot further: <https://developer.usastaffing.gov/Help/SubmitTicket>



Simplest login workflow: USA Staffing route



USA Staffing®

USA Staffing® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution.

Signing into USA Staffing® indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring.

Full Terms and Conditions of Use

USA Staffing® is a U.S. Government information system to be used by authorized users only. Information from this system resides on computer systems funded by the government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

Users may only process, store or transmit USA Staffing® Personally Identifiable Information (PII) using government furnished equipment (GFE) such as laptops, tablets, or a virtual desktop infrastructure that is accessed using a FIVOCAC smartcard or RSA token furnished by the Government.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use, or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Log In

Smart Card
Select the authentication certificate when prompted.

I don't have a Smart Card
Use this option if you have a temporary Smart Card or your agency does not issue Smart Cards.



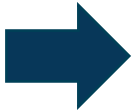
USA Staffing®

DASHBOARD

Staffing Classification Recruit Admin Reports Cogno Power BI

Welcome Tasks Requests Vacancies New Hires

Reports Cogno Power BI



Microsoft Sign in

my_info@my_agency.gov

Can't access your account?

Next

Sign-in options



OPM Power BI Home

Home Create

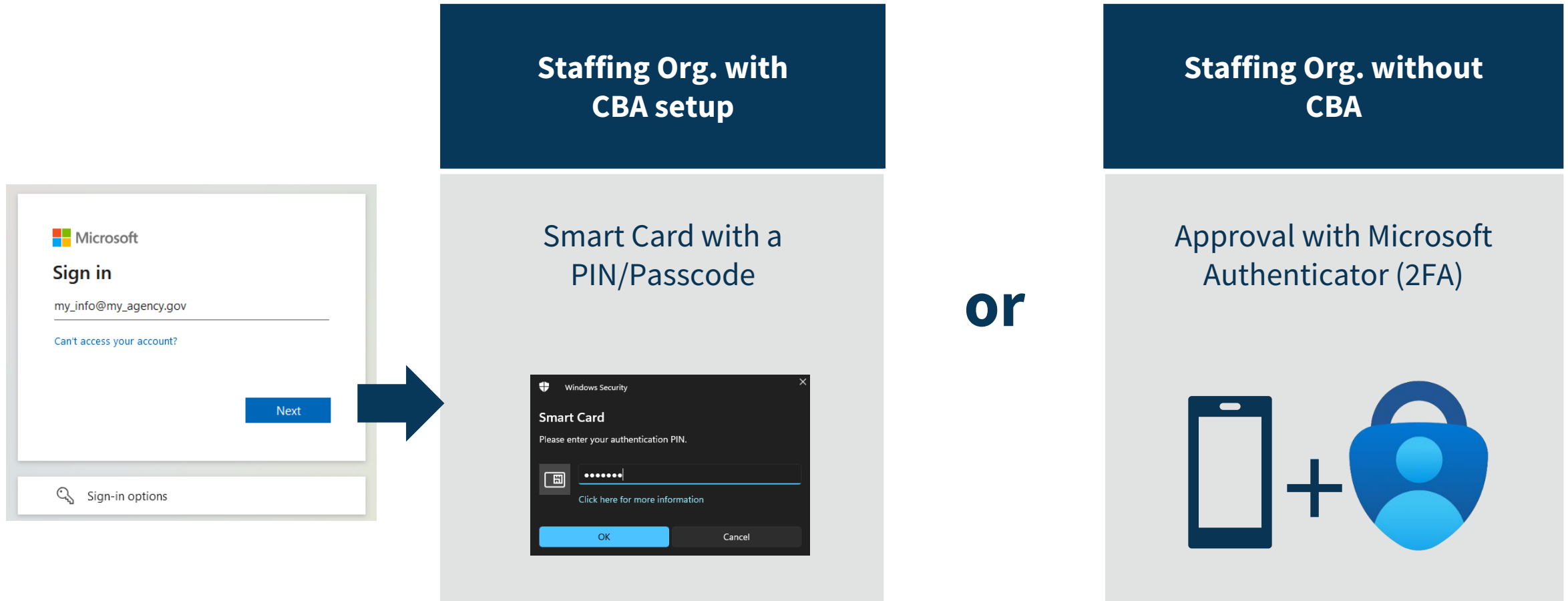
Introducing the new app in Teams Collaborate

New report

- Access roles:
- ✓ Report Only User*
 - ✓ HR User
 - ✗ Hiring Manager
 - ✗ Onboarding User

<https://www.usastaffing.gov> or <https://data.usastaffing.gov/ibmcognos/reportinglanding.html>

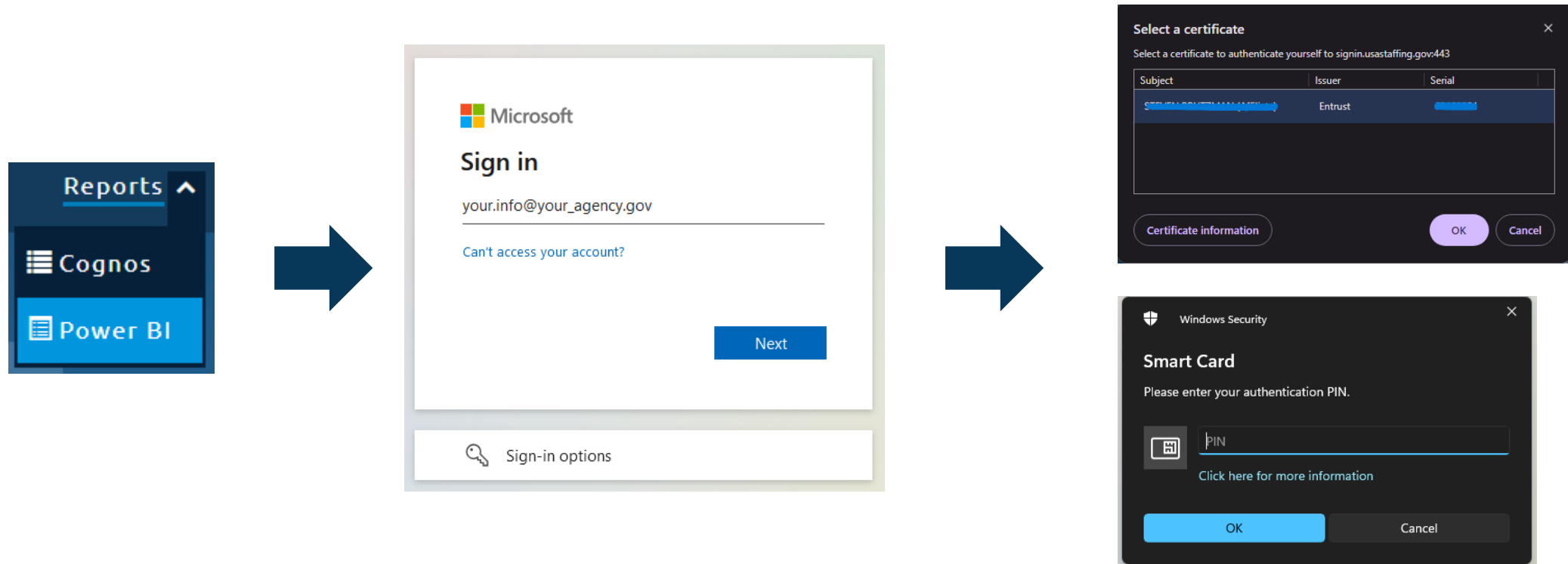
USAS Power BI has two methods of sign-on: Two-Factor Authentication (2FA) or Certificate-Based Authentication (CBA)



Depending on your organization, you may have to set up Microsoft Authenticator on an approved device

[Microsoft Entra ID \(formerly Azure Active Directory\) | Microsoft.com](https://www.microsoft.com/en-us/entra)

Entra ID/CBA Option: Your account is prompted for a PIN

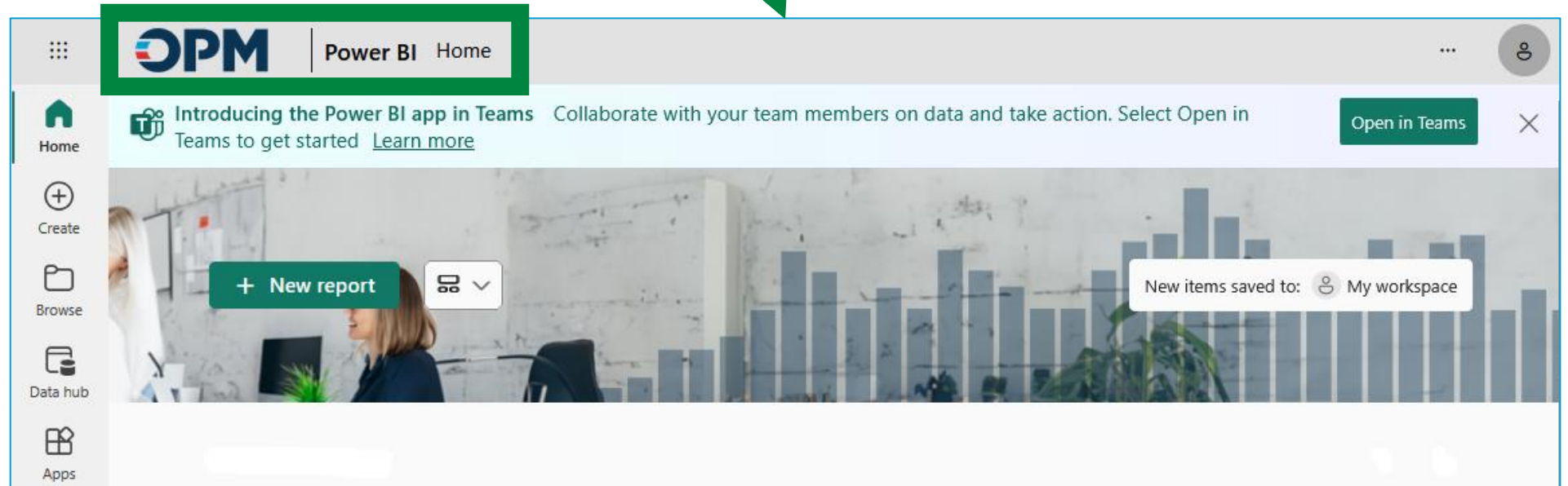
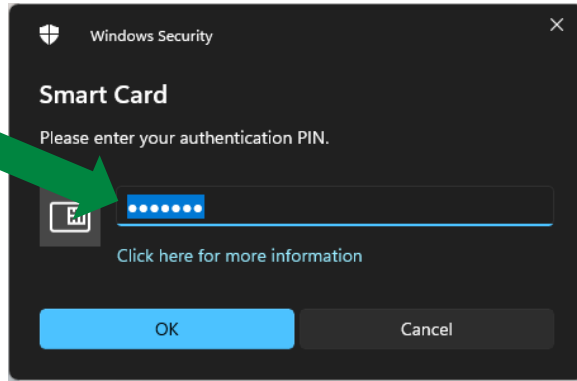


Your agency may have additional steps to authenticate before and after Smart Card entry. Typically, a PIV Card is treated as a “Smart Card” (inserted into hardware for authentication).

[Microsoft Entra ID \(formerly Azure Active Directory\) | Microsoft.com](https://www.microsoft.com/en-us/entra)

Verify you've logged in by confirming the OPM Logo is at the top of the Power BI Home screen

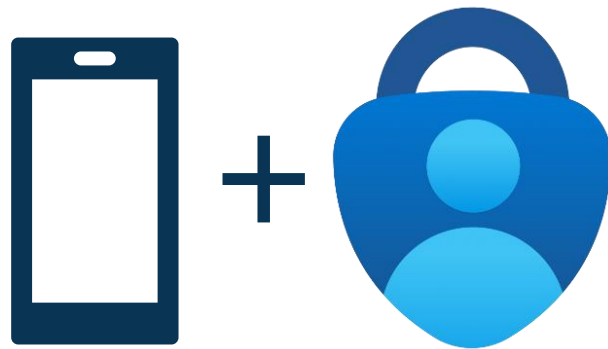
Your agency may have additional steps to authenticate before and after Smart Card entry



Accessing USAS Power BI may require MFA



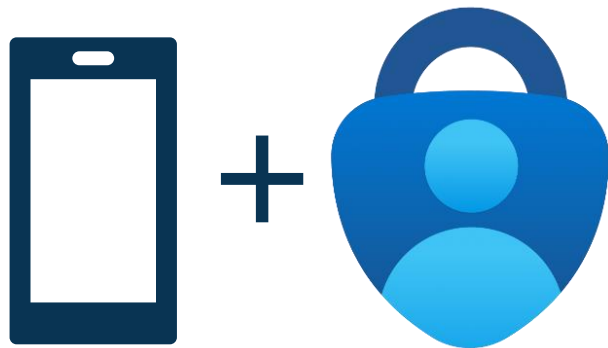
- **USA Staffing Power BI Reports** are housed within the “connect.opm.gov” Azure domain/organization for external end-user consumption
- To keep personnel data secure, the **Microsoft Authenticator App** needs to be setup on a device (like a smartphone) to verify your identity



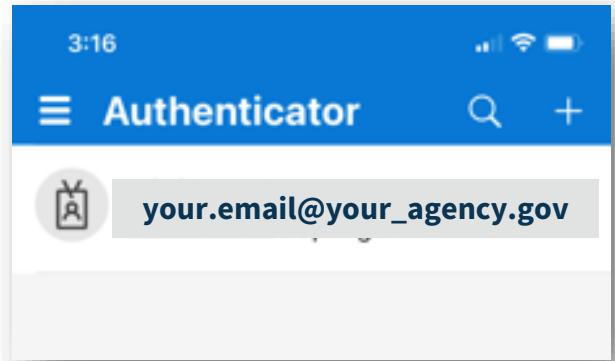
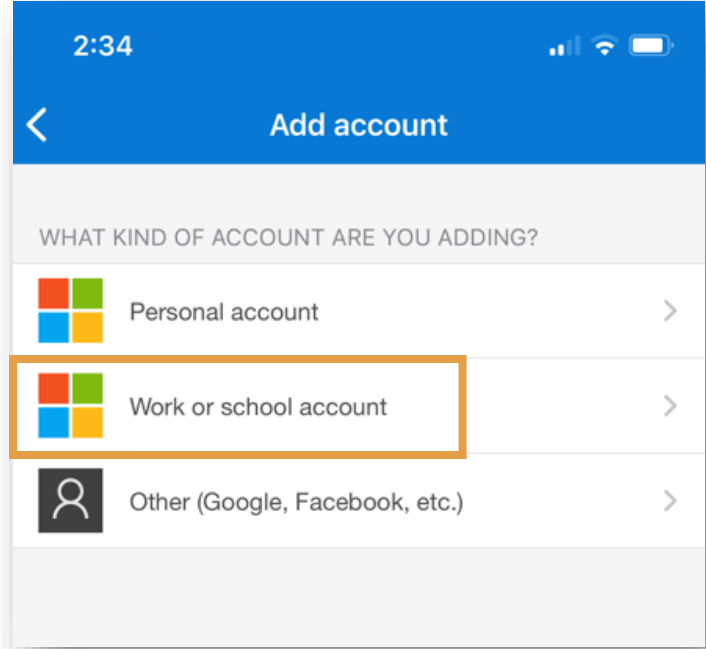
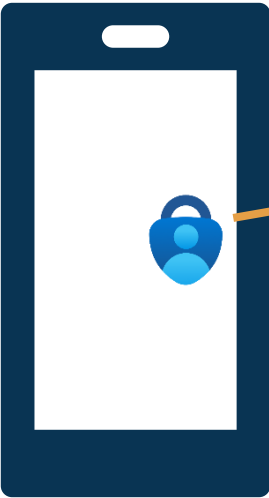
MFA Install the Microsoft Authenticator App on a federally-approved device



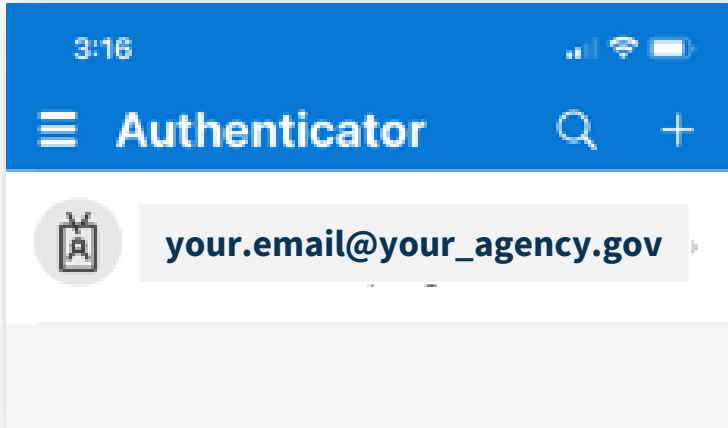
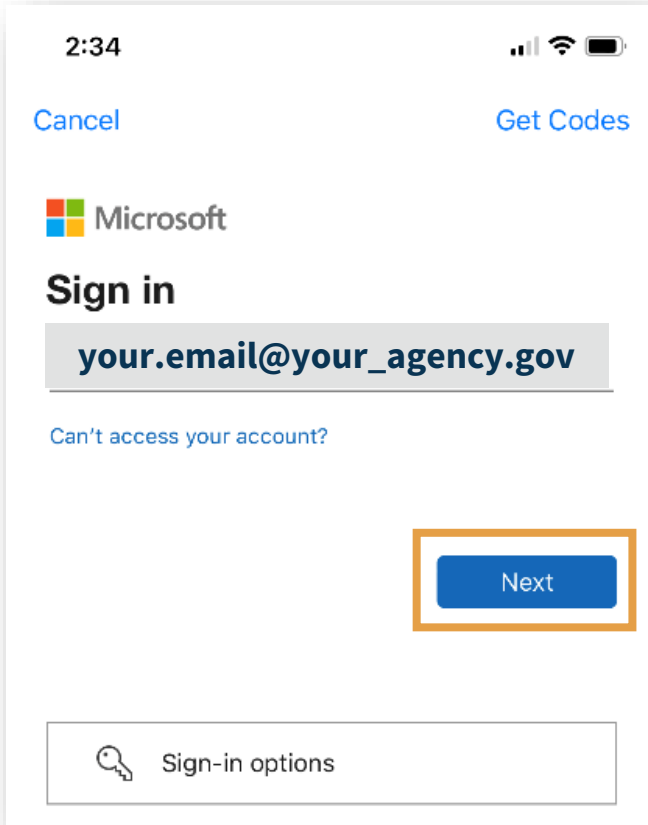
- Install the **Microsoft Authenticator** app for 2FA:
 - **For Android OS devices:**
 - Use Google Play Store to download and install the Authenticator app
 - **For Apple iOS devices:**
 - Use the App Store to download and install the Authenticator app



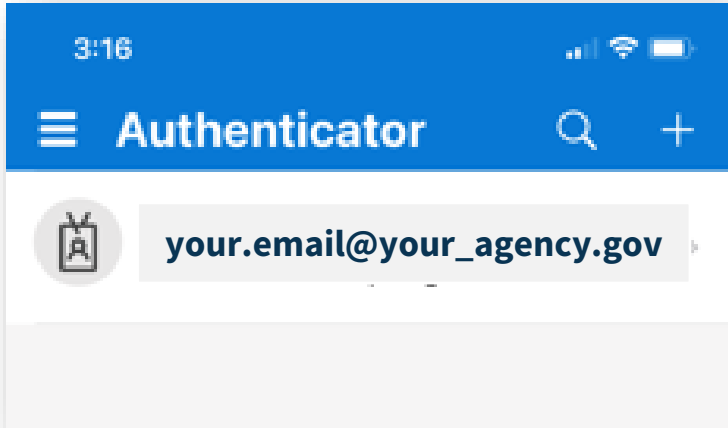
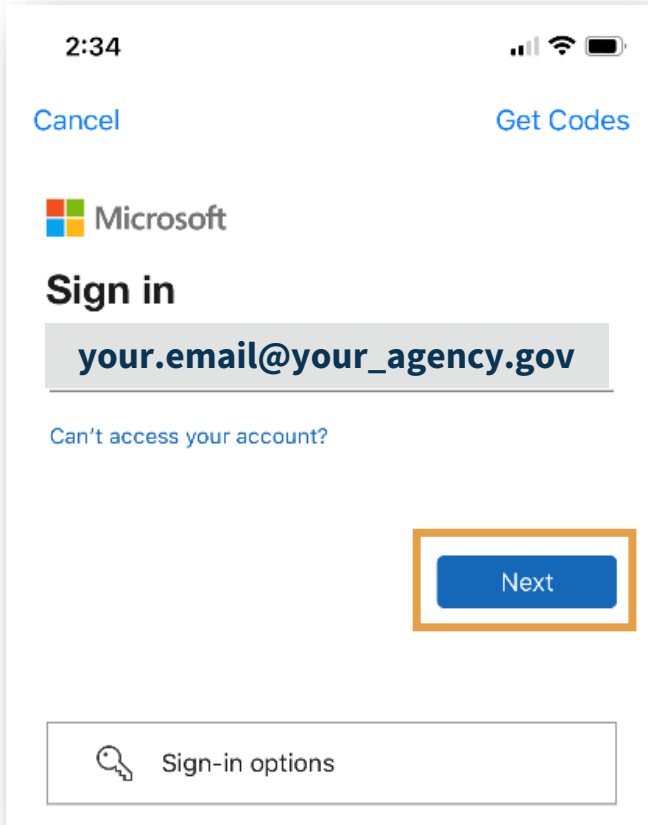
Microsoft Authenticator App: Add Account



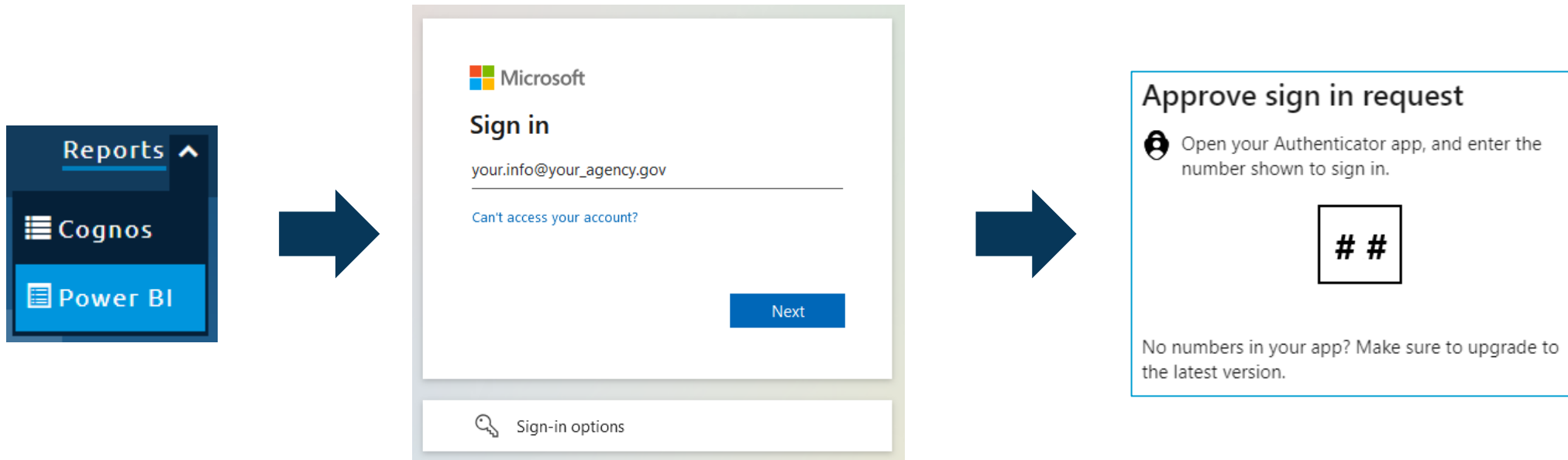
Microsoft Authenticator login uses your work account



Microsoft Authenticator login uses your work account



If using Microsoft Authenticator, a number is requested from your device to verify login





Accessing standard USA Staffing® Reports

Post-login experience (do you see this?)

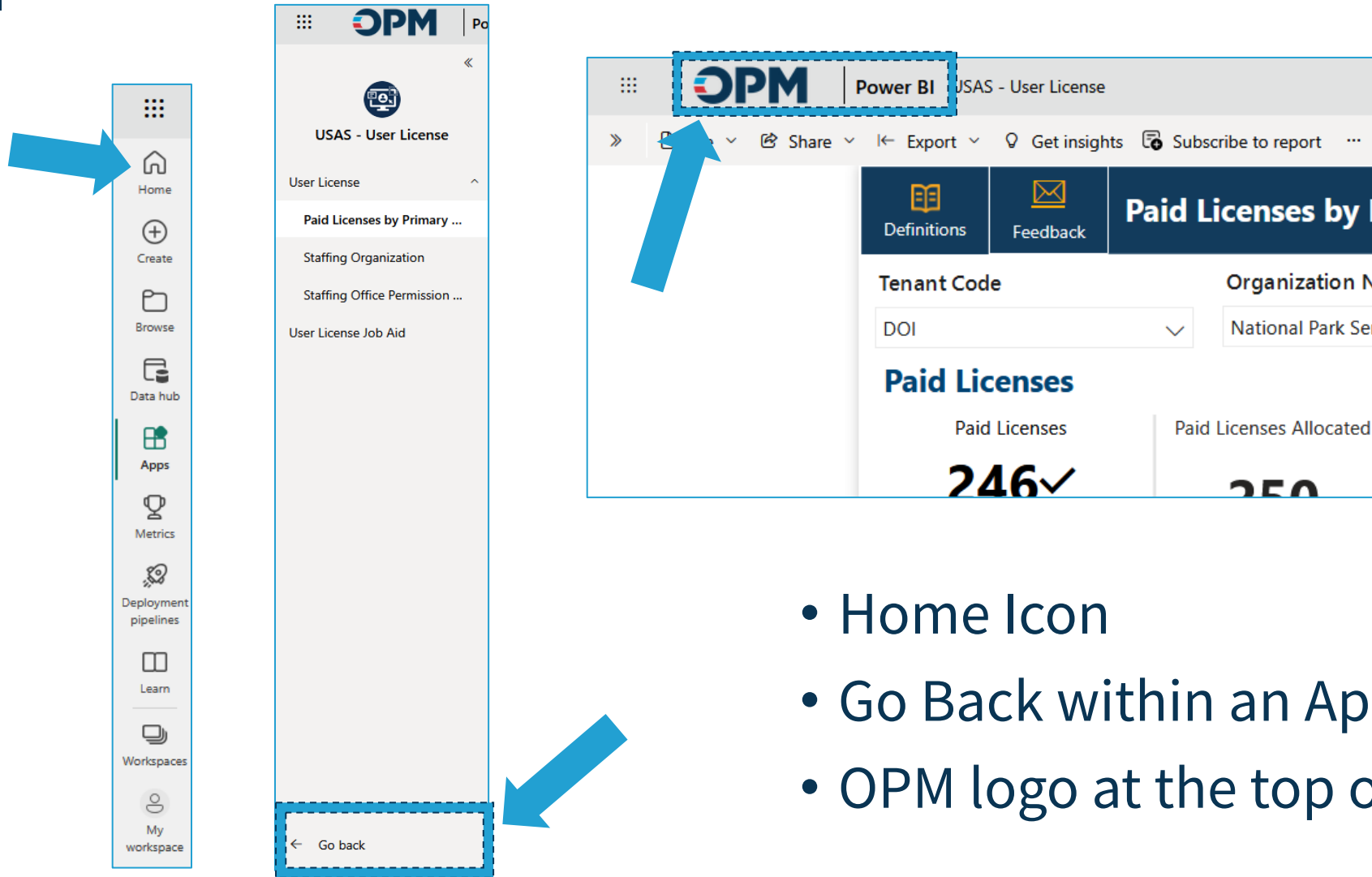
The screenshot shows the Power BI Home interface. At the top, there's a navigation bar with the OPM logo and 'Power BI Home'. Below that is a banner for 'Introducing the Power BI app in Teams' with a 'New report' button and a notification 'New items saved to: My workspace'. The main content area features a 'Recommended' section with five cards for getting started with Power BI. Below this is a 'Recent' section with a table of items.

Name	Type	Opened	Location	Endorsement	Sensitivity
USAS - User License	App	28 minutes ago	Apps	—	—
My workspace	Workspace	an hour ago	Workspaces	—	—
USAS - User License	Workspace	an hour ago	Workspaces	—	—

Power BI Left Navigation (Home)



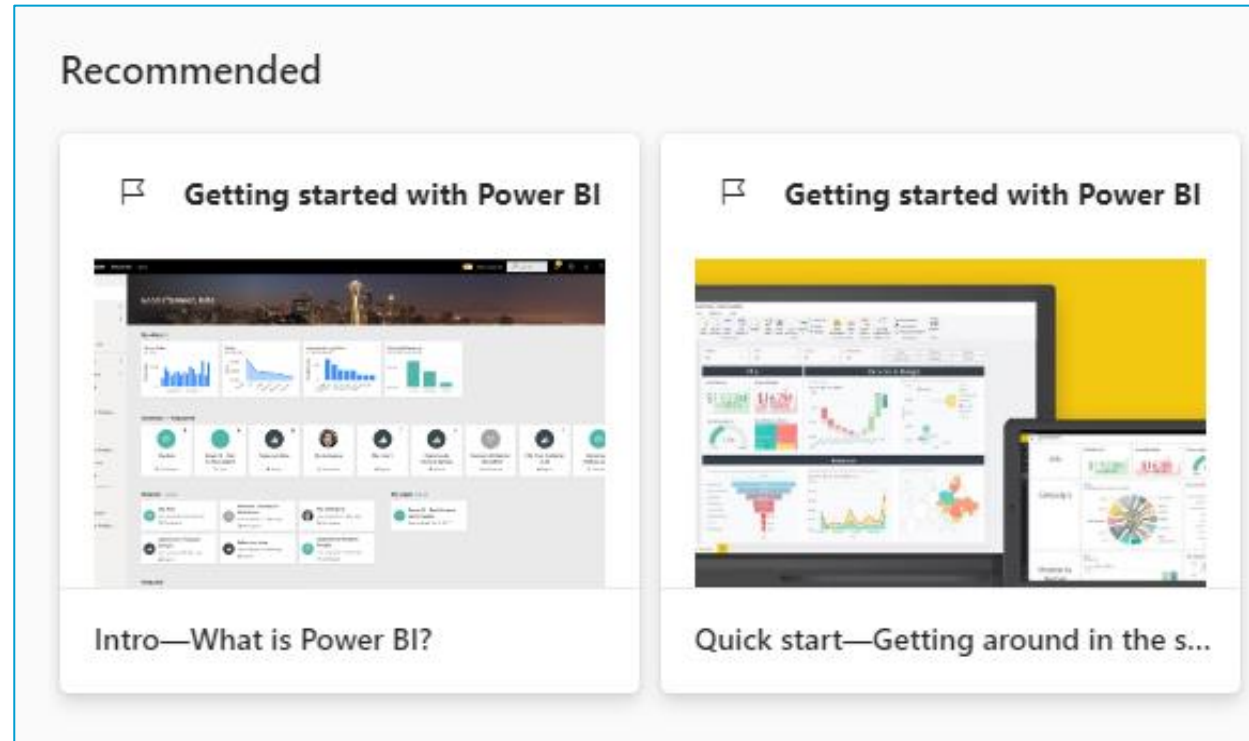
Ways to go back to the landing page (Home)



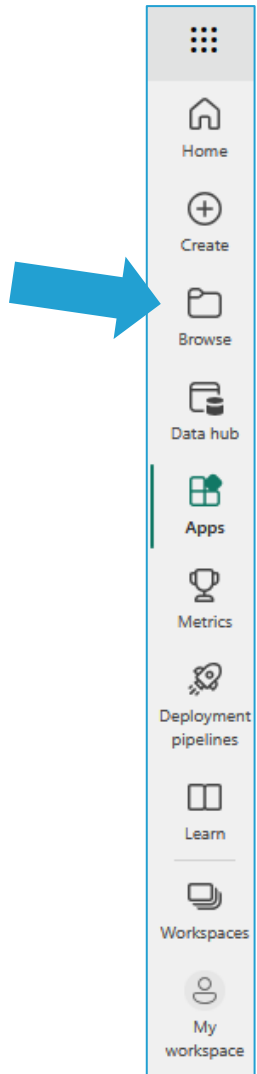
- Home Icon
- Go Back within an App
- OPM logo at the top of the screen

Recommended tiles

- Visible on the Homepage
- Customized per user
 - Frequently Opened Apps
 - Shared content
 - Microsoft resources



Browse

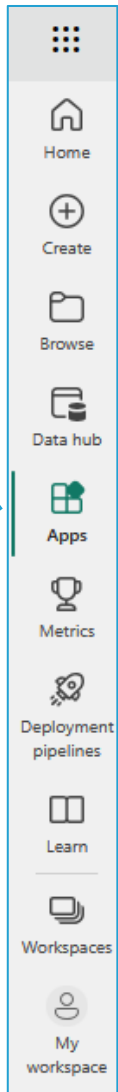


The screenshot shows the 'Browse' interface. On the left, there is a sidebar with options: Recent, Favorites, and Shared with me. The 'Recent' option is selected. The main content area is titled 'Recent' and contains a table with the following data:

	Name	Type
	New Hire	App
	Request	App

- Browse displays recently opened Apps, Favorites, and Shared content
- Browse searches reports, dataflows, semantic models, etc.

Apps



Apps

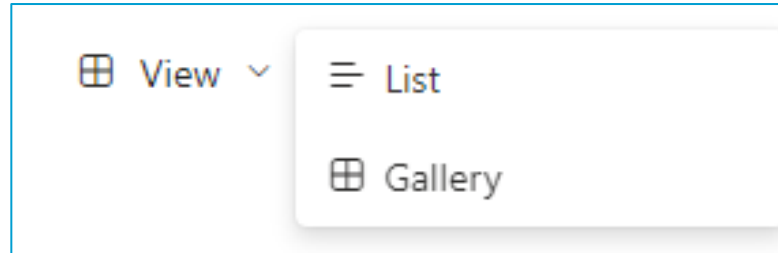
Apps are collections of dashboards and reports in one easy-to-find place.

	Name ↑	Owner	Updated	App type
	New Hire	Leslie Welch	11/1/2024, 12:16:05 PM	App
	Time to Hire	Pac Kotcharag	11/12/2024, 10:15:41 ...	App
	USA Staffing - User License	Ozie Foster	11/1/2024, 4:15:23 PM	App

- Apps displays a list of all Apps and is searchable and sortable
- Sort by Column headers using the arrow icon (Name, Publisher, Published, App Type, Version)
- View by List (shown) or Gallery
- Filter by keyword
- Favorite

Modifying the Apps Page View


- View: List (default)
 - Table of data
- View: Gallery
 - Larger App icons



Apps


Apps are collections of dashboards and reports in one easy-to-find place.

New Hire
This app enables managers and HR teams... ★




Owner: Leslie Welch
11/1/2024, 12:16:05 PM

Time to Hire
This app enables agencies to identify bottl... ★



Owner: Pac Kotcharag
11/12/2024, 10:15:41 AM

USA Staffing - User License
The USAS - User License app enables sim... ☆



Owner: Ozie Foster
11/1/2024, 4:15:23 PM


Filtering by keyword

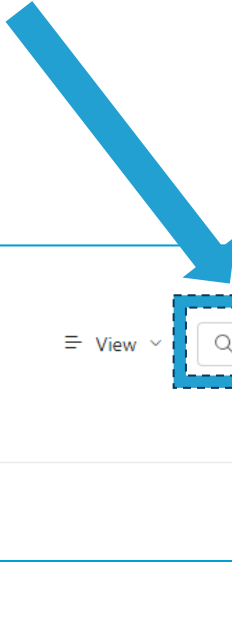
- Search apps that contain the keyword(s) in the App name

Q Filter by keyword

Apps
Apps are collections of dashboards and reports in one easy-to-find place.

≡ View ▾

Name	Publisher	Published	App type	Version	Endorsement ↑
 USAS - User License	Jesus Lightfoot	8/2/24, 1:40:43 PM	Org app	—	—









Favoriting an App

- Used for frequently opened reports
- Adds to Favorites in Browse and on the Home page

Apps

Apps are collections of dashboards and reports in one easy-to-find place.

	Name ↑	 Favorite		Owner	Updated	App type
	New Hire			Leslie Welch	11/1/2024, 12:16:05 PM	App
	Time to Hire			Pac Kotcharag	11/12/2024, 10:15:41 ...	App



Favoriting an App (continued)

The screenshot shows the Power BI Home interface. On the left is a vertical navigation sidebar with icons for Home, Create, Browse, Data hub, Apps, Metrics, Deployment pipelines, Learn, Workspaces, and My workspace. The main content area features a header with the OPM logo and 'Power BI Home'. Below the header is a banner image of people in a meeting with a '+ New report' button. The 'Recommended' section contains four cards, each titled 'Getting started with Power BI' with a subtitle: 'Intro—What is Power BI?', 'Quick start—Getting around in the s...', 'View and understand a Power BI rep...', and 'How to: Know your content is up to ...'. At the bottom, there are three tabs: 'Recent', 'Favorites', and 'My apps'. The 'Favorites' tab is highlighted with a blue dashed box, and a blue arrow points to it from the bottom right.



Power BI Report Types: Paginated and Interactive

Paginated Report type

- Intended for “fits-on-paper” memos/reports
- Effective for viewing a table/spreadsheet
- Offers on-the-fly filtering
- Permits data manipulation (Excel pivoting)

OPM Time to Hire Detail						
Organizations: Demo Organization, Organization Two, Organization three						
Fiscal Years: 2024, 2023, 2022						
Months: March, April, May, June, July, August, September, October, November						
Series: 0017, 0018, 0130, 0132, 0301, 0343, 2210						
Request Type: New Vacancy, Additional Selection, Onboard New Hire						
Vacancy Type: No Value, Case Exam						
Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy
Demo Organization	USA Staffing Demo Office	20230414-42392	Onboard New Hire			
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST
Demo Organization	USA Staffing Demo Office	20220506-55331	New Vacancy	11492011	Case Exam	DE, ST, IN
Demo Organization	USA Staffing Demo Office	20200818-55416-0001	Additional Selection	10893958	Case Exam	DE
Demo Organization	USA Staffing Demo Office	20200723-66778-0006	Additional Selection	10873894	Case Exam	DE, IMP
Demo Organization	USA Staffing Demo Office	20220502-67101	New Vacancy	11483950	Case Exam	DE, ST
Demo Organization	USA Staffing Demo Office	20230707-55546	Onboard New Hire			
Demo Organization	USA Staffing Demo Office	20231027-68383-0003	Additional	12194691	Case Exam	DE

Time to Hire Detail Report																		
Organizations:		National Park Service, National Science Foundation					Request Types:		All parameter options									
Fiscal Year:		2024					Vacancy Types:		All parameter options									
Month(s):		All parameter options					Request Numbers:		All parameter options									
Series:		All parameter options					Vacancy Numbers:		All parameter options									
Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Announcement Number	New Hire Name	New Hire Number	New Hire Creation Date	New Hire Veterans Preference Status	New Hire Customer Name	New Hire Pay Plan	New Hire Series	New Hire Grade	Hiring Need Validation Date	Request Personnel Action Date	Request Approval Date
National Park Service	Alaska Region	20220404MMMA-00000001-00000001	Onboard New Hire							05/09/2024			GS	0404	9	05/07/2024	May 8, 2024	05/09/2024
National Park Service	Alaska Region		Onboard New Hire							07/26/2023			WG	193	12	07/24/2023	Jul 25, 2023	07/26/2023
National Park Service	Alaska Region		Onboard New Hire							08/17/2023	TP - 5-point Preference based on Active Duty in the U.S. Armed Forces		WG	4749	5	08/15/2023	Aug 16, 2023	08/17/2023
National Park Service	Alaska Region		Onboard New Hire							08/24/2023	CP - 10-point Preference based on Compensable Service-connected		GS	2210	9	08/22/2023	Aug 23, 2023	08/24/2023

Power BI

Paginated reports offer:

- ✓ **Exporting to Excel**
- ✓ **Scheduling**
- ✓ **Authoring (dataset access)**

Paginated Report (Parameters)

The screenshot displays the Power BI report interface for 'Time to Hire'. The top navigation bar includes the OPM logo, the report title 'Power BI Time to Hire', and the current view 'Time to Hire Detail'. Below the navigation bar, a 'Parameters' section is highlighted with a blue box. This section contains six filter controls, each labeled 'Required' and featuring a dropdown arrow:

- Staffing Organization
- Fiscal Year
- Month
- Series
- Vacancy Type
- Request Type

To the right of these filters is a green 'View report' button. The main content area below the filters is currently empty.

Paginated Report (Parameters/Slicing)

The screenshot shows the top section of a Power BI report titled "Time to Hire". The header includes the OPM logo, the report name "Power BI Time to Hire", and a sub-section "Time to Hire Detail". Below the header is a navigation bar with options for File, Export, View, and a search bar. The main area contains six parameter dropdowns: Staffing Organization, Fiscal Year, Month, Series, Vacancy Type, and Request Type. Each dropdown is currently set to "Required". A "View report" button is located on the right side.

This screenshot shows a dropdown menu for "Staffing Organization Name". The text "organi" is entered in the search field. The dropdown list includes the following options:

- Select All
- Demo Organization
- Organization One
- Organization Two
- Organization three
- RPI Testing Organization

This screenshot shows a dropdown menu for "Staffing Organization Name" with "Demo Organization Orga..." selected. The dropdown list includes the following options:

- Select All
- Demo Organization
- Organization One
- Organization Two
- Organization three
- RPI Testing Organization

Paginated Report (slicing)

>> File Export View << 1 Parameters Subscribe to report Search >

Staffing Organization Demo Organization, Orga... View report

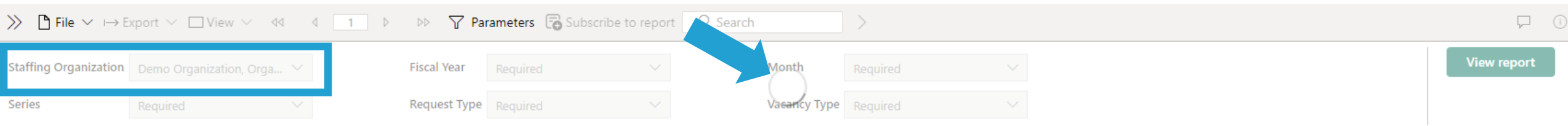
Series Required

Fiscal Year Required

Request Type Required

Month Required

Vacancy Type Required



Paginated Report (Run/view report)


Staffing Organization	Demo Organization, Orga... <input type="checkbox"/>	Fiscal Year	2024, 2023 <input type="checkbox"/>	Month	January, February, March,... <input type="checkbox"/>	View report
Series	0006, 0007, 0011, 0017, 0... <input type="checkbox"/>	Vacancy Type	Case Exam <input type="checkbox"/>	Request Type	New Vacancy, Additional ... <input type="checkbox"/>	



View report

Paginated Report (View Report: Loading)

Staffing Organization	Demo Organization, Orga... ▾	Fiscal Year	2024, 2023 ▾	Month	January, February, March,... ▾	View report
Series	0006, 0007, 0011, 0017, 0... ▾	Vacancy Type	Case Exam ▾	Request Type	New Vacancy, Additional ... ▾	



Generating report...
123 rows

[Cancel](#)

Paginated Report (search)

OPM | Power BI Time to Hire

Time to Hire Detail

File Export View 1 Parameters Subscribe to report Search

Staffing Organization Name: Demo Organization, Orga... Fiscal Year: 2024 Month: January, February, March,...

Request Type: Additional Selection, Onb... Request Number: 20231026-35297, 202403... Vacancy Number: No Value, Case Exam New Hire Series: 0006, 000...

OPM | Time to Hire Detail

Organizations: Demo Organization, Organization One, Organization Two, Organization three, RPI Testing Organization

Months: January, February, March, April, May, June, July, August, October, November

Fiscal Year: 2024

Series: 0006, 0007, 0011, 0017, 0023, 0130, 0201, 0203, 0301, 0343, 0650, 1082, 1111, 1330, 2210, 3705

Request Type: Additional Selection, Onboard New Hire, New Vacancy

Vacancy Type: No Value, Case Exam


Request Number: 20231026-35297, 20240301-33930, 20231030-17150, 20231228-42849, PROD107GREENTEST, 20221027-26375, 20240404-84599,

Vacancy Number: 12526575, 12141177, 10273828, 10677312, 11898302, 12090201, 10874542, 12464032, 12302123, 12347187, 11164010, 12194691

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Announcement Number	New
RPI Testing Organization	Artemis RPI Testing	RPI-NHIPRODDEPLOY155-JT	New Vacancy	12526575	Case Exam	ST	Test-20240823	Scien
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST	23-CBPK-12141177	Wade
Organization One	Office A	20180731-95905-0072	Additional Selection	10273828	Case Exam	DE	DE-10273828-18-SC	Prin
Organization One	Office A	20180731-95905-0074	Additional Selection	10273828	Case Exam	DE	DE-10273828-18-SC	Pea
Organization One	Office A	20191212-JR-MASSNOTIFICATIONS-0004	Additional Selection	10677312	Case Exam	DE	19-10677312-DE	Steve
Organization Two	Office D	20230322-48428	New Vacancy	11898302	Case Exam	IMP	IMP-23-CDH-11898302	Yellow
Organization One	Office A	20180731-95905-0070	Additional Selection	10273828	Case Exam	DE	DE-10273828-18-SC	Aubre
Organization One	Office A	20230813-52100-0001	Additional	12090201	Case Exam	DE, ST	12090201-DEST-JR-23-234	Megh

1 Parameters Subscribe to opm Find next

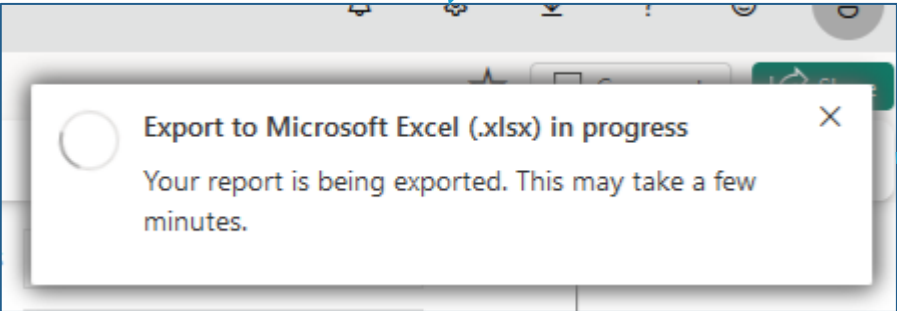
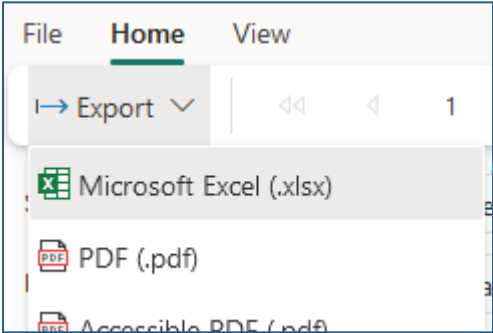
Paginated Report (parameter paste)

Vacancy Number	12141177, 10273828, 102... 
To Date	
	<div data-bbox="1187 465 1783 902"><p>12141177 10273828 10273828 10874542 11492011 11492012 12076904 11483950</p></div>

The open entry box for Vacancy Number is optional. It can be used to paste in a list of VINs.

Don't use commas—use line breaks to separate the VINs. Any text or special characters will be ignored.

Paginated Report (export)



OPM | Time to Hire Detail

Organizations: Demo Organization, Organization Two, Organization three
Months: April, May, October
Fiscal Year: 2024
Series: 0017, 0130, 0201, 2210
Request Type: Additional Selection, Onboard New Hire, New Vacancy
Vacancy Type: Case Exam
Request Number: 20230922-94941-STATE-DEMO-0002
Vacancy Number: 12141177

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Ann
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST	23-C
Demo Organization	USA Staffing Demo Office	20231027-68383-0003	Additional Selection	12194691	Case Exam	DE	24-C
Organization Two	Office D	20230322-48428	New Vacancy	11898302	Case Exam	IMP	IMP-

Run Date: 9/24/2024 9:58:01 PM (UTC) USA Staffing Reports - Powered by the Talent Acquisition Analytics Group For Official Use

Time to Hire Detail Data Dictionary

Paginated Report (subscribe)

The screenshot displays the Power BI interface for a paginated report titled "Time to Hire Detail". The top navigation bar includes the "Subscribe to report" button, which is highlighted with a blue box. A large blue arrow points from this button to the "New subscription" button in the "Subscriptions" panel on the right. The main content area shows a summary of the report's filters and a table of data.

Staffing Organization Name: Demo Organization, Orga...
Fiscal Year: 2024
Month: January, February, March, ...
Request Type: Additional Selection, Onb...
Request Number: 20231026-35297, 202403...
Vacancy Type: No Value, Case Exam

OPM | Time to Hire Detail

Organizations: Demo Organization, Organization One, Organization Two, Organization three, RPI Testing Organization
Months: January, February, March, April, May, June, July, August, October, November
Fiscal Year: 2024
Series: 0006, 0007, 0011, 0017, 0023, 0130, 0201, 0203, 0301, 0343, 0650, 1082, 1111, 1330, 2210, 3705
Request Type: Additional Selection, Onboard New Hire, New Vacancy
Vacancy Type: No Value, Case Exam
Request Number: 20231026-35297, 20240301-33930, 20231030-17150, 20231228-42849, PROD107GREENTEST, 20221027-26375, 20240404-...
Vacancy Number: 12526575, 12141177, 10273828, 10677312, 11898302, 12090201, 10874542, 12464032, 12302123, 12347187, 11164010, 1219...

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy	Announcement Types	Announcement
RPI Testing Organization	Artemis RPI Testing	RPI-NHIPRODDEPLOY155-JT	New Vacancy	12526575	Case Exam	ST		Test-20240823
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST		23-CBPK-121411
Organization One	Office A	20180731-95905-0072	Additional Selection	10273828	Case Exam	DE		DE-10273828-18
Organization One	Office A	20180731-95905-0074	Additional Selection	10273828	Case Exam	DE		DE-10273828-18
Organization One	Office A	20191212-JR-MASSNOTIFICATIONS-0004	Additional Selection	10677312	Case Exam	DE		2019-10677312-DE
Organization Two	Office D	20230322-48428	New Vacancy	11898302	Case Exam	IMP		IMP-2023-03-118
Organization One	Office A	20180731-95905-0070	Additional Selection	10273828	Case Exam	DE		DE-10273828-18
Organization One	Office A	20230813-52100-0001	Additional Selection	12090201	Case Exam	DE, ST		12090201-52100
Organization One	Office A	20200724-71874-PROD-DJ/R2	Additional Selection	10874542	Case Exam	IMP		Grenz Prod Test 1
RPI Testing Organization	Artemis RPI Testing	TESTRPIPROD07012024	New Vacancy	12464032	Case Exam	DE		24-DE
Organization One	Office B	20240202-89962	Additional Selection	12302123	Case Exam	DE, ST, IMP		DESTIMP-123021

Page 1

Subscriptions
Keep track of your data by subscribing to this paginated report.
Manage all

> Time to Hire Detail


Save New subscription

[Subscribe to paginated reports | Microsoft Learn](#)
[Troubleshooting Power BI subscriptions | Microsoft Learn](#)


Paginated Report (subscribe)

Subscriptions ×

Keep track of your data by subscribing to this paginated report.

[Manage all](#) 

As a viewer, you can't subscribe others.



No subscriptions yet

Stay up-to-date on this paginated report and set up a recurring email for yourself or others.

[Create a subscription](#)

Paginated Report (standard subscription setup)

Subscriptions

Keep track of your data by subscribing to this paginated report.

[Manage all](#)

As a viewer, you can't subscribe others.

Subscription name *

New Hire Detail by Actual Start Date

Attach full report

Microsoft Excel (.xlsx)

Parameters

Report parameters

Use current (rendered report) values

> Customize parameters (10)



Scheduled date and time

Start date * 9/10/2024 **End date** Select a date

Repeat * Daily

Scheduled time * 12:00 PM

Time zone * (UTC-05:00) Eastern Time (US and Cana)

Emails will be sent daily at 12:00 PM (UTC-05:00) Eastern Time (US and Canada) starting Tuesday, September 10, 2024.

> **More options**

Send now

Subscription must be saved before sending.

Save New subscription



Paginated Report (send subscription now)

Subscriptions [Close]

Keep track of your data by subscribing to this paginated report.

[Manage all](#) [External Link]

As a viewer, you can't subscribe others.

▼ **Detail by Vacancy Number 10273828 11060777 1189...** [Edit] [Delete] [Toggle On]

Subscription name
Detail by Vacancy Number 10273828 11060777 11898302 12526575

Attach full report
[Excel Icon] Microsoft Excel (.xlsx)

Parameters

Report parameters
Keep previous subscription values

> Customize parameters (1)

Scheduled date and time
Emails will be sent daily at 07:30 AM (UTC-05:00) Eastern Time (US and Canada) starting Wednesday, December 11, 2024.

▼ **More options**

Link to report in Power BI
On

Report preview
On

Power Automate
[Trigger more actions with Microsoft Power Automate](#) [External Link]

Send now

[Save] [New subscription]



Subscriptions [Close]

Keep track of your data by subscribing to this report.

[Manage all](#) [External Link]

> **Paid Licenses by Primary Office** [Edit] [Delete] [Toggle Off]

> **Staffing Organization** [Edit] [Delete] [Toggle On]

⚠ Unsaved changes

[Save] [New subscription]



Paginated Report (scheduled email)



Subscription for Time to Hire Detail

Microsoft Power BI <no-reply-powerbi@microsoft.com>
To: Prutzman, Steven P. (CTR) Tue 9/24/2024 1:15 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Time to Hire Detail.xlsx 51 KB

Time to Hire Detail test001

[Open report in Power BI >](#)

OPM | Time to Hire Detail

Organizations: Organization One, Organization Two, Organization Three, Demo Organization
Months: July, August, September, November, October, May, April, June, February, March, January
Fiscal Year: 2024, 2023
Series: 0006, 0007, 0011, 0017, 0018, 0021, 0023, 0030, 0130, 0132, 0188, 0201, 0203, 0301, 0343, 0650, 0991, 1082, 1111, 1330, 2210, 3
Request Type: Additional Selection, Onboard New Hire, New Vacancy
Vacancy Type: No Value, Case Exam
Request Number: 20240528-14997
Vacancy Number: 12302123

Staffing Organization Name	Announcement Close Date	Staffing Office Name	Announcement Number
Organization One		Office A	
Organization One		Office A	
Organization One		Office C	
Organization One		Office A	
Organization One		Office A	
Organization One		Office A	
Organization One		Office A	
Organization One		Office A	
Organization One		Office A	
Organization One		Office A	

You're receiving this email because steven.prutzman@connect.opm.gov subscribed you to the 'First' page of the 'Time to Hire Detail' report. The image above was generated on September 24, 2024 17:14 UTC.

Microsoft Power BI

Your Power BI report subscription will end in 30 days

Your subscription to the [redacted] report will end in 30 days. Update your subscription end date by October 31, 2024, to continue receiving report emails.

[Manage subscription >](#)

[Privacy Statement](#)
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Microsoft

[Subscribe to paginated reports | Microsoft Learn](#)
[Troubleshooting Power BI subscriptions | Microsoft Learn](#)

Manage All Subscriptions

⚙️ Settings menu → Settings → Subscriptions Tab


The screenshot shows the Power BI interface with the 'Subscriptions' tab selected. The settings gear icon in the top right corner is highlighted with a blue arrow. A dropdown menu is open, and the 'Settings' option is highlighted with another blue arrow. The interface includes a navigation pane on the left with options like Home, Create, Browse, and Data hub. The main content area shows a table of subscriptions with columns for Subscription name, Workspace, Owner, and Content name.

Subscription name ↑	Workspace	Owner	Content name	State
AED Application Detail	LIAT - USAS - Applicant Flow Data	Steven Prutzman	AED Application Detail	











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[Troubleshooting Power BI subscriptions | Microsoft Learn](#)

Subscribing Others: It's Complicated

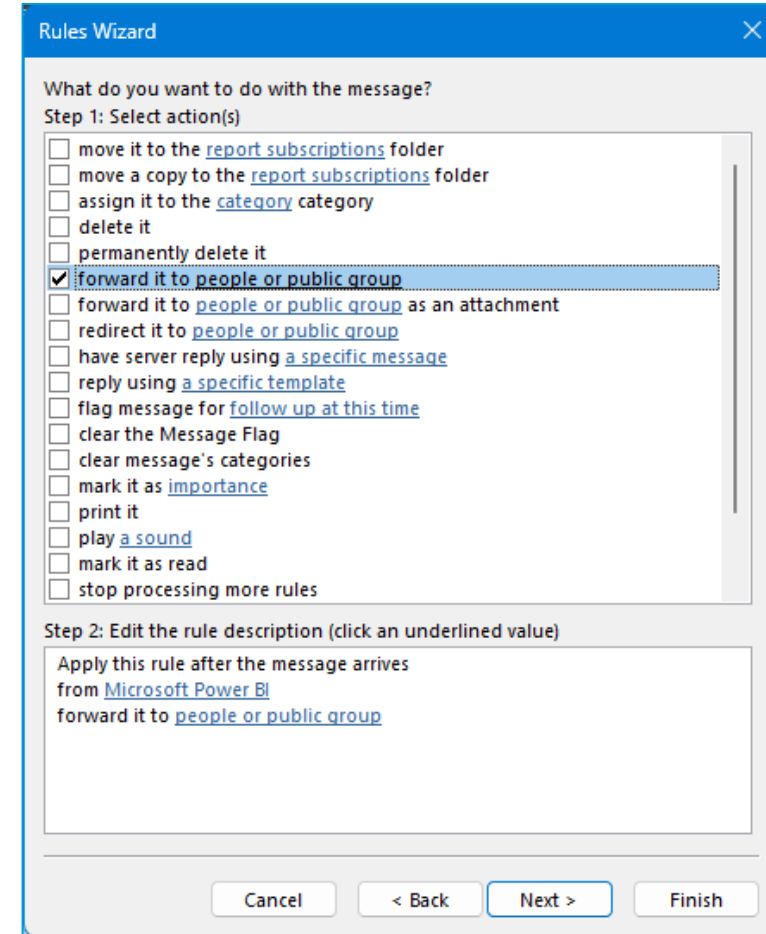
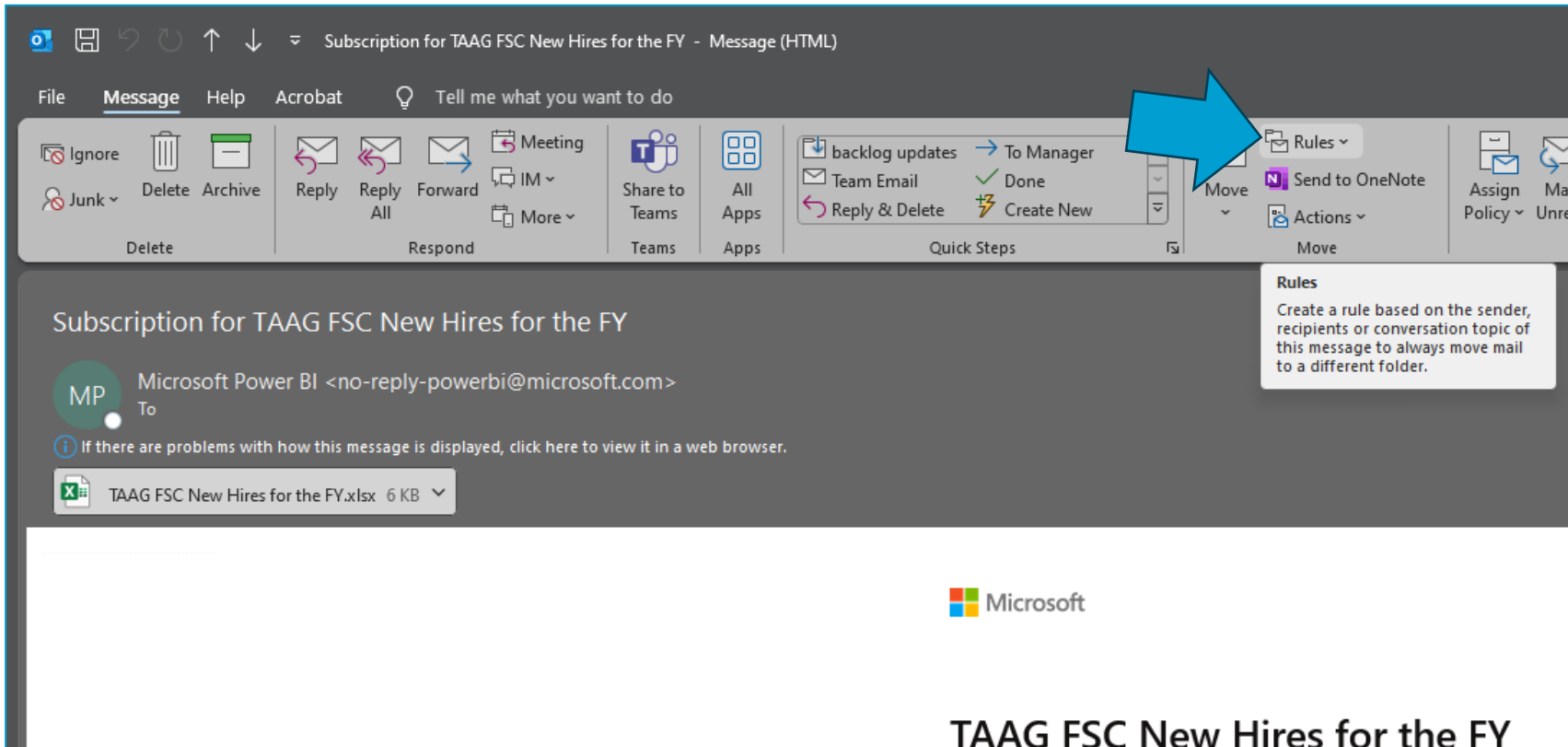
“To create a subscription that includes others, in addition to the [requirements necessary to create your own subscriptions](#), you also need:

- “A Pro license with Contributor, Member, or Admin role in that Workspace. You know that you have the Contributor, Member, or Admin role in a workspace if you're able to edit reports or dashboards in that workspace. Read more about [roles in workspaces](#).
- “To be part of the [OPM USA Staffing] organization. [B2B guest users](#) can't subscribe others, only themselves. For more information, read [B2B guest users can set up and be subscribed to email subscriptions](#).
- “If the report isn't hosted in a Premium capacity, as indicated by the diamond icon (), you can still subscribe others. However, they must also have a Power BI Pro license.”

Subscribing Others: Rules

Workspace / Area	Subscribe self?	Subscribe Others within Power BI Service?	Notes
USA Staffing App (all standard reports)			Standard reports are deployed as an App from a restricted USA Staffing Only Workspace.
My Workspace			Private workspace
Shared Workspace 			Area for custom reports and copies of USA Staffing reports.
TRAINING Workspace 			Pro license area only. Designed for temporary training files (not a permanent workspace).

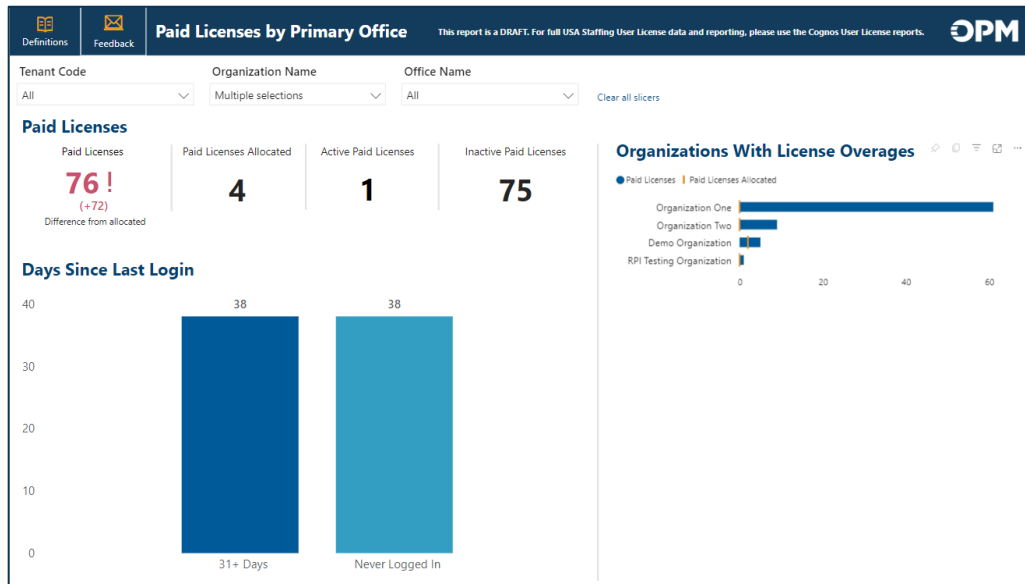
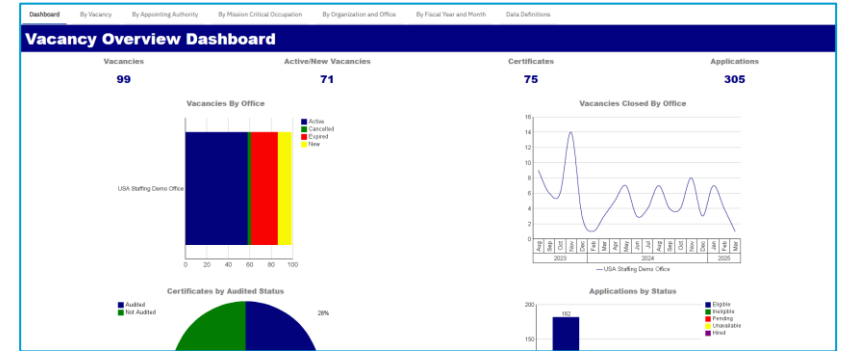
Subscribing Others Workaround: Setup Outlook Rules



[Manage email messages by using rules in Outlook | Microsoft Support](#)
[Subscribe to paginated reports | Microsoft Learn](#)
[Troubleshooting Power BI subscriptions | Microsoft Learn](#)

Interactive Analytics reporting

- A view of a dataset with visualizations
 - Can often be drilled-through
- Designed for quick insights, pattern identification
- Offers on-the-fly filtering and slicing
- Permits data manipulation (Excel pivot, etc)



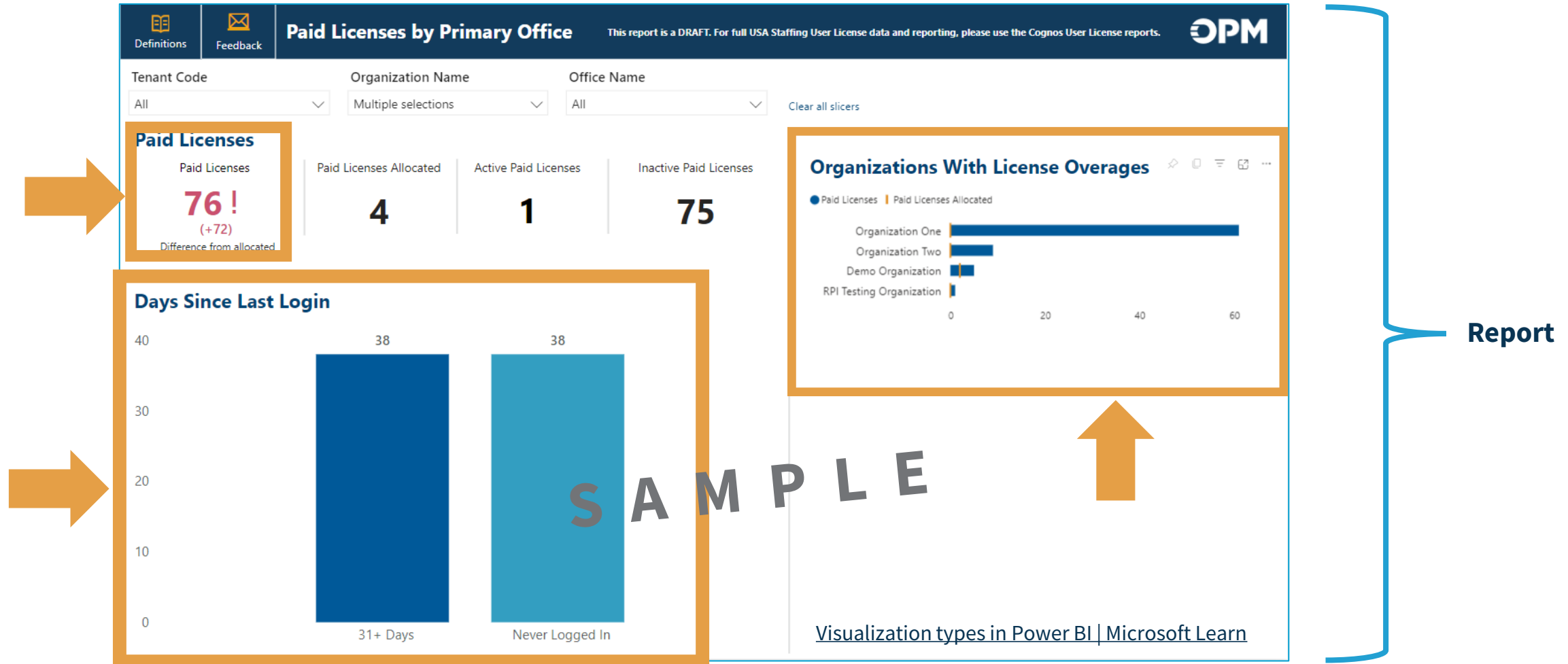
Power BI

interactive reports offer:

- ✓ **Bookmarking**
- ✓ **Exporting to Excel, PDF**
- ✓ **Scheduling**
- ✓ **Authoring (dataset access)**

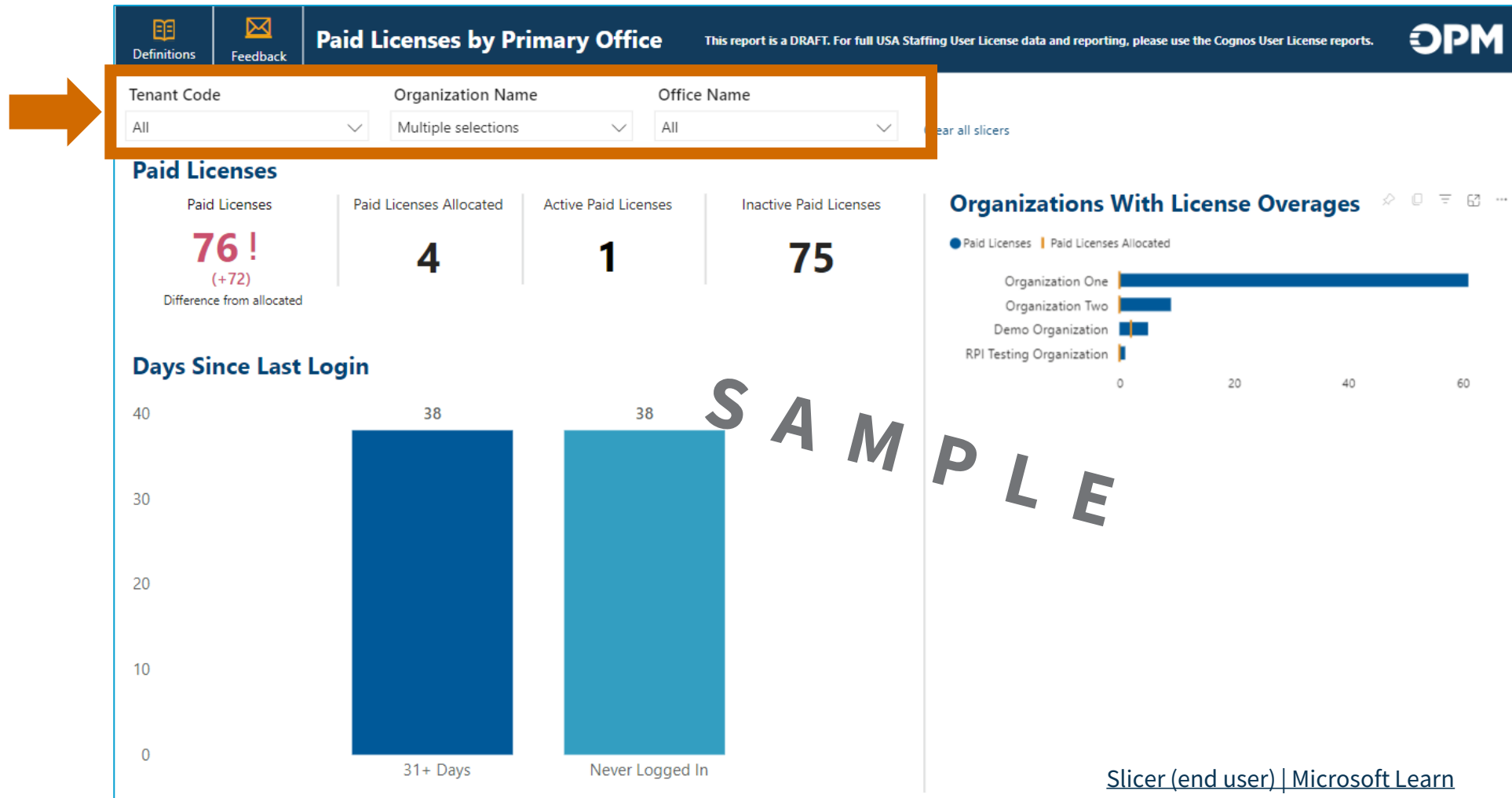
What is a visualization?

A visualization (or “visual”) is an object within an interactive report. Visualizations can be sliced, filtered, highlighted, and setup to be drilled-through.



Slicer

- A type of data filter that is also visible on the report itself



App/Report controls

The screenshot shows a Power BI report interface for 'USAS - User License'. The report title is 'Paid Licenses by Primary Office'. The top navigation bar includes 'File', 'Share', 'Export', 'Get insights', and 'Subscribe to report'. The left sidebar contains a navigation menu with 'User License', 'Paid Licenses by Primary ...', 'Staffing Organization', 'Staffing Office Permission ...', and 'User License Job Aid'. The main content area displays several key metrics and charts:

- Paid Licenses Summary:**
 - Paid Licenses: 76! (+72) Difference from allocated
 - Paid Licenses Allocated: 4
 - Active Paid Licenses: 1
 - Inactive Paid Licenses: 75
- Days Since Last Login:** A bar chart showing 38 days for '31+ Days' and 38 days for 'Never Logged In'.
- Organizations With License Overages:** A horizontal bar chart comparing 'Paid Licenses' (blue) and 'Paid Licenses Allocated' (orange) for four organizations: Organization One, Organization Two, Demo Organization, and RPI Testing Organization.

Blue arrows highlight the top navigation bar, the left sidebar, and the bottom zoom control.

Interactive Report: Personal Bookmark

Share ▾ | Export ▾ | Get insights | Subscribe to report ...

Definitions | Feedback

Staffing Office Permission Profiles

This report is a DRAFT. For full USA Staffing User License data and reporting, please use the ...

Tenant Code: TEST ▾ | Organization Name: All ▾ | Office Name: All ▾ | Clear all slicers

Personal bookmarks | Capture this report's current state

- Add a personal bookmark
- Show more bookmarks

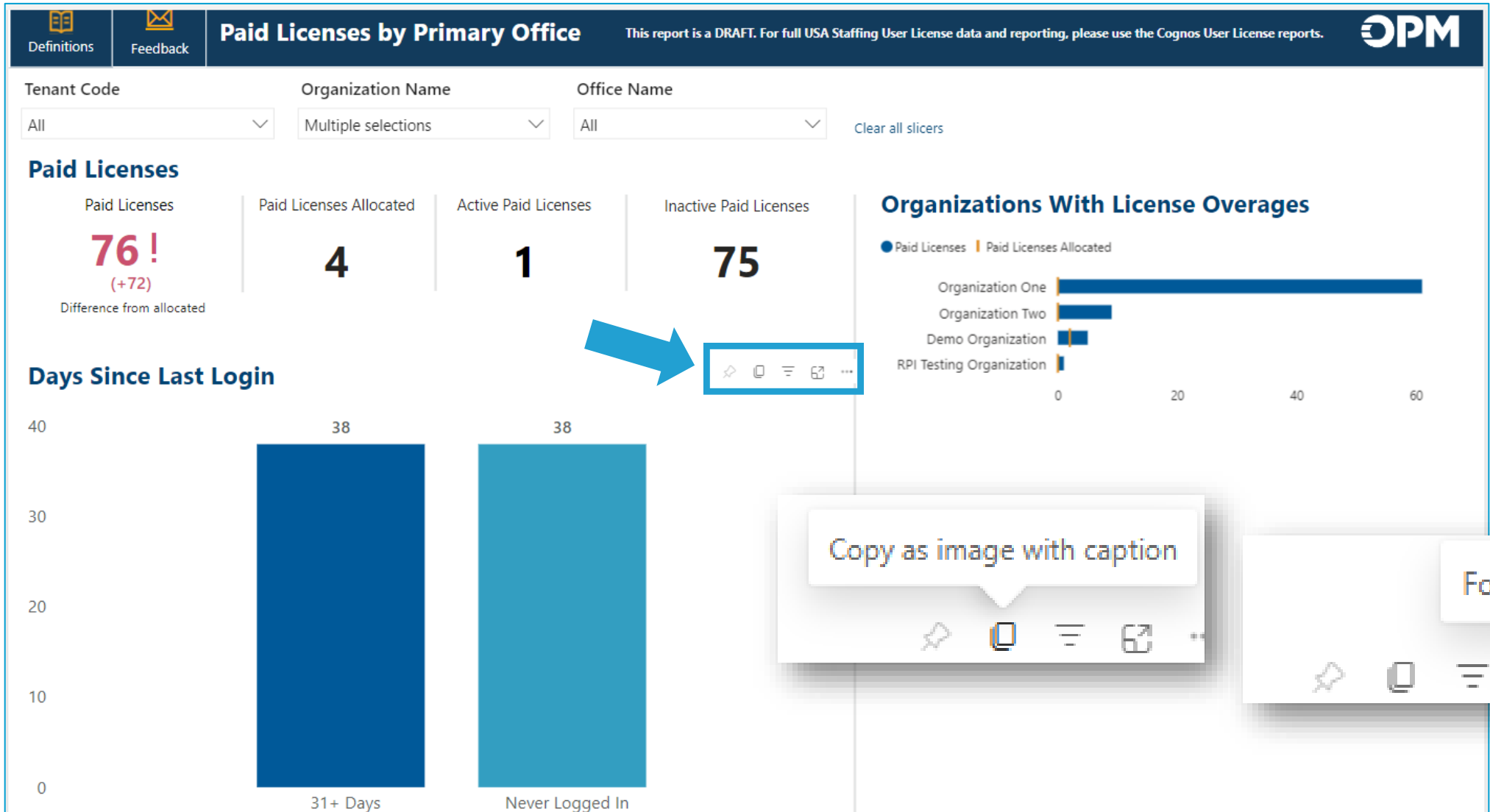
Personal bookmarks | Capture this report's current state

Bookmark 1

Make default view | Save

Show more bookmarks

Interactive Report: Visual controls #1



Interactive Report: Visual controls (cont'd)

The screenshot shows a web-based interactive report interface. At the top, there is a navigation bar with 'Definitions' and 'Feedback' buttons, the report title 'Paid Licenses by Primary Office', a draft notice, and the OPM logo. Below the navigation bar are three slicers: 'Tenant Code' (set to 'All'), 'Organization Name' (set to 'Multiple selections'), and 'Office Name' (set to 'All').

The main content area is divided into several sections:

- Paid Licenses**: A KPI card showing 76! (Difference from allocated +72).
- Paid Licenses Allocated**: A KPI card showing 4.
- Active Paid Licenses**: A KPI card showing 1.
- Inactive Paid Licenses**: A KPI card showing 75.
- Organizations With License Overages**: A horizontal bar chart comparing 'Paid Licenses' (blue) and 'Paid Licenses Allocated' (orange) for four organizations: Organization One, Organization Two, Demo Organization, and RPI Testing Organization. Organization One has the highest overage.
- Days Since Last Login**: A vertical bar chart showing the number of days since last login for two categories: '31+ Days' (38) and 'Never Logged In' (38).

A blue arrow points to a context menu that appears over the 'Organizations With License Overages' chart. The menu includes the following options: Share, Add a comment, Export data, Show as a table, Spotlight, Get insights, and Sort axis.

Final tips



- We'll email a copy of this training deck as a PDF
- Use the usastaffing.gov link to get directly to the instance
 - “Apps” area is where the standard reports are published
 - CBA (Entra ID) login with a Smart Card requires agency collaboration to setup
- Paginated reports: Data Definitions are the last page
 - Or separate workbook tab in Excel export
- Interactive reports: the USA Staffing User License report is a DRAFT, but available for training and practice purposes
 - Open bugs/issues with the data
- More apps (reports) coming soon

Questions, Help, and Feedback



Submit Help Ticket | USA Staffing Data Resource Center

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. *

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

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. *

Thank you

