Micro Learning Video: BI Report Management

In this video, you will learn how to locate and export BI reports.

1. Click the BI Reports tab in the left navigation menu.
2. Click the hyperlinked Report Name from the BI Reports list view.
3. Click the Report Url icon.

   Microsoft Power BI will open the report online in a new tab.

   From here you will have options to view and manipulate the report.
4. Click the Export button.

   You can export the report as a Microsoft Excel or Adobe PDF document.
5. Click the required export format.

The report will be downloaded and saved to your local machine for offline review and utilization.