Share Your Report Library Smarts: A Comprehensive Guide to Sharing and Collaborating on Power BI Reports

Power BI is a powerful tool for creating visually appealing and informative reports that can help you make better decisions. However, to get the most out of your reports, you need to be able to share them with others.

In this article, we'll show you how to easily share Power BI reports, collaborate on them with colleagues, and manage access permissions.

There are two main ways to share Power BI reports:

Share Your Book Report (Library Smarts) by Lisa Owings

★★★★★ 5 out of 5

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File size	: 4896 KB
Print length	: 24 pages
Screen Reader	: Supported
Paperback	: 63 pages
Item Weight	: 3.52 ounces
Dimensions	: 6 x 0.15 x 9 inches

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- **Share via the Power BI Service**

- **Share via Power BI Desktop**

To share a Power BI report via the Power BI Service, simply follow these steps:

1. Open the report you want to share.

2. Click on the "Share" button in the top right corner of the screen.

3. Enter the email addresses of the people you want to share the report with.

4. Click on the "Share" button.

The people you share the report with will receive an email with a link to the report. They can then click on the link to view the report in their own browser.

To share a Power BI report via Power BI Desktop, simply follow these steps:

1. Open the report you want to share.

2. Click on the "File" menu.

3. Select the "Share" option.

4. Choose the method you want to use to share the report (email, OneDrive, SharePoint, etc.).

5. Enter the email addresses of the people you want to share the report with.

6. Click on the "Share" button.

The people you share the report with will receive a copy of the report file. They can then open the report in Power BI Desktop to view it.

Once you've shared a Power BI report, you can collaborate on it with others. To do this, simply click on the "Collaborate" button in the top right corner of the screen.

This will open the collaboration pane, which allows you to:

- **Add collaborators**

- **Assign permissions**

- **Track changes**

- **Comment on the report**

To add a collaborator, simply enter their email address in the "Add collaborators" field. You can then choose what level of access you want to give them.

You can assign different levels of permissions to different collaborators. The available permissions are:

- **View**

- **Edit**

- **Share**

The collaboration pane also allows you to track changes made to the report. This is useful for keeping track of who made what changes and when.

You can also use the collaboration pane to comment on the report. This is a great way to provide feedback to your collaborators or to ask questions

about the report.

Once you've shared a Power BI report, you can manage the access permissions for that report. To do this, simply click on the "Manage permissions" button in the top right corner of the screen.

This will open the permissions pane, which allows you to:

- **View the current permissions**

- **Add or remove collaborators**

- **Change the permissions for individual collaborators**

Sharing and collaborating on Power BI reports is a great way to get the most out of your reports. By following the steps in this article, you can easily share reports, collaborate on them with others, and manage access permissions.

So what are you waiting for? Start sharing your Power BI report library smarts today!

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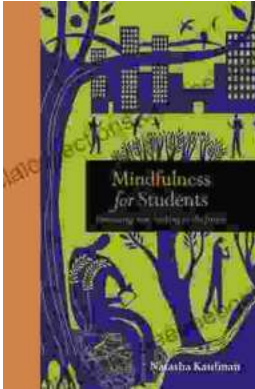Screen Reader   : Supported
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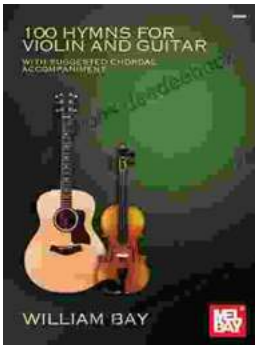Dimensions   : 6 x 0.15 x 9 inches

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