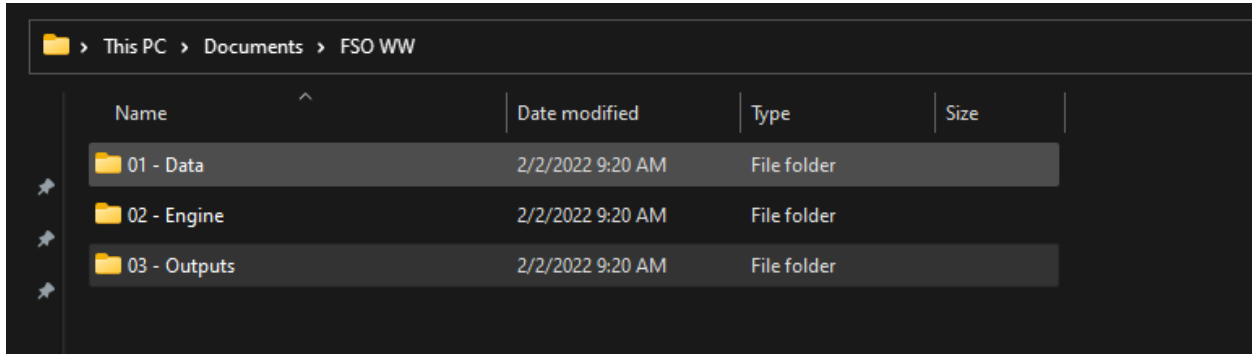


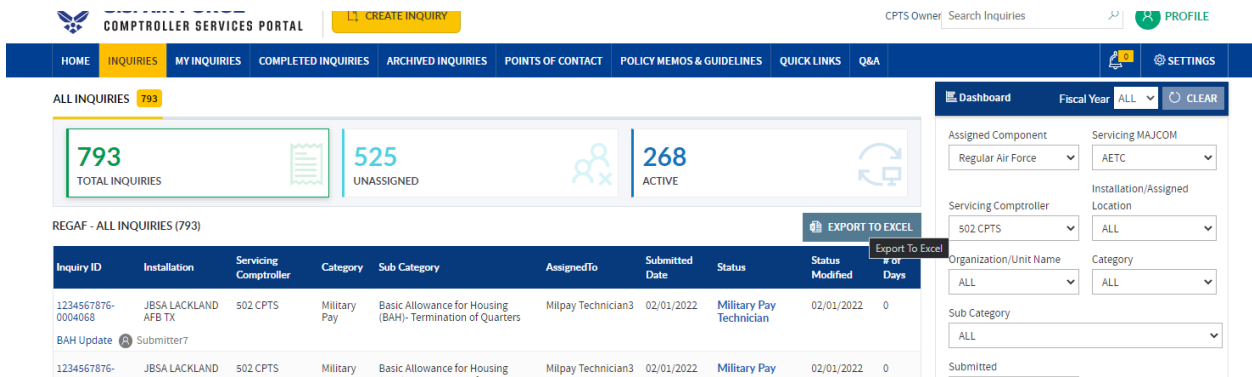
How to Create a PowerBI Database for CSP Analytics

How to Load the Data

1. Create 3 separate folders: Data, Engine, and Outputs. Ensure this folder location will not move. If moved, you will need to relink the files.



2. Download exports from CSP: Inquiries, Completed Inquiries, and Archived Inquiries.



3. Search the entire CPTS in the Archive search and export.

COMPTROLLER SERVICES PORTAL CPTS Owner PROFILE

HOME INQUIRIES MY INQUIRIES COMPLETED INQUIRIES **ARCHIVED INQUIRIES** POINTS OF CONTACT POLICY MEMOS & GUIDELINES QUICK LINKS Q&A SETTINGS

Archived Inquiries

Assigned Component: Regular Air Force

Hint: Search Inquiries by DoD ID, Inquiry ID, Inquiry Title, Servicing Comptroller, Servicing MAJCOM

Search

HOME INQUIRIES MY INQUIRIES COMPLETED INQUIRIES **ARCHIVED INQUIRIES** POINTS OF CONTACT POLICY MEMOS & GUIDELINES QUICK LINKS Q&A SETTINGS

Assigned Component: Regular Air Force

ARCHIVED INQUIRIES (666) EXPORT TO EXCEL

Inquiry ID	Installation	Servicing Comptroller	Servicing MAJCOM	Category	Sub Category	Priority	Submitted Date	Status	Status Modified	Archived Date
9989432666-0003938	JBSA RANDOLPH AFB TX	502 CPTS	AETC	Military Pay	Basic Allowance for Housing (BAH)-Marriage		11/17/2021	Closed	11/17/2021	11/17/2021

After the Secretary of the Air Force established the Interpersonal Violence Task Force in 2020, the team examined a broad range of 81 behaviors along what is known as the [/Rmoortal/rmi](#) Tester:7

Filter By CLEAR

Servicing MAJCOM: AETC

Servicing Comptroller: 502 CPTS

4. Save all files to the Data folder as excel workbooks.

This PC > Documents > FSO WW > 01 - Data

Name	Date modified	Type	Size
01 - Inquiries	2/2/2022 9:26 AM	Microsoft Excel W...	116 KB
02 - Completed	2/2/2022 9:26 AM	Microsoft Excel W...	16 KB

File name: 03 - Archived

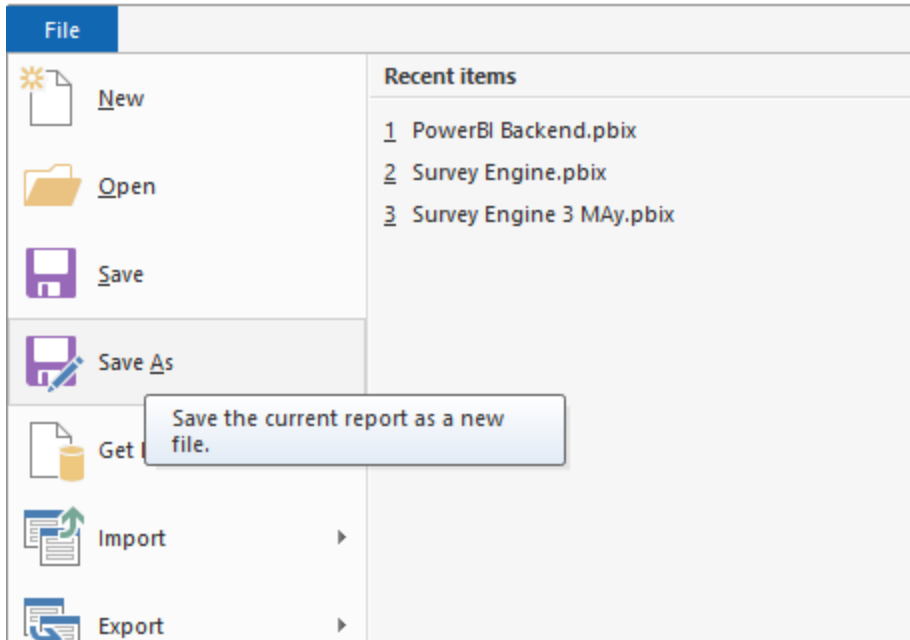
Save as type: Excel Workbook

Authors: AlexL Tags: Add a tag Title: Add a title

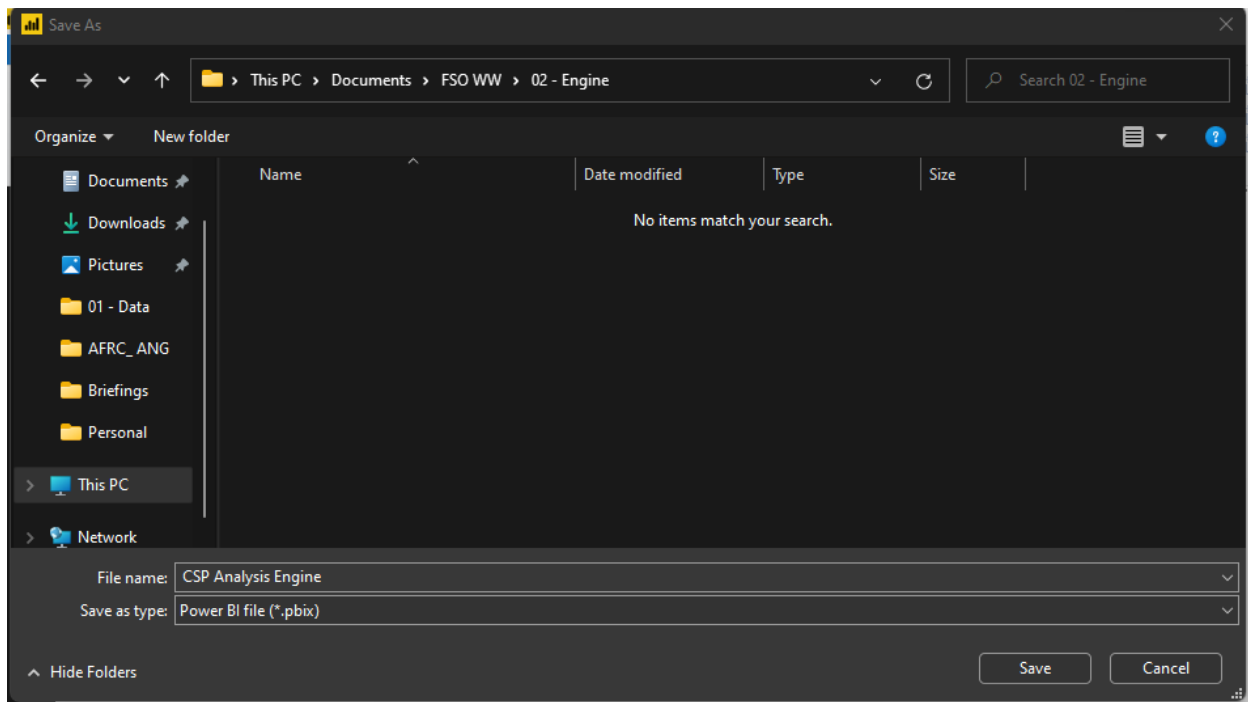
Save Thumbnail

Hide Folders Tools Save Cancel

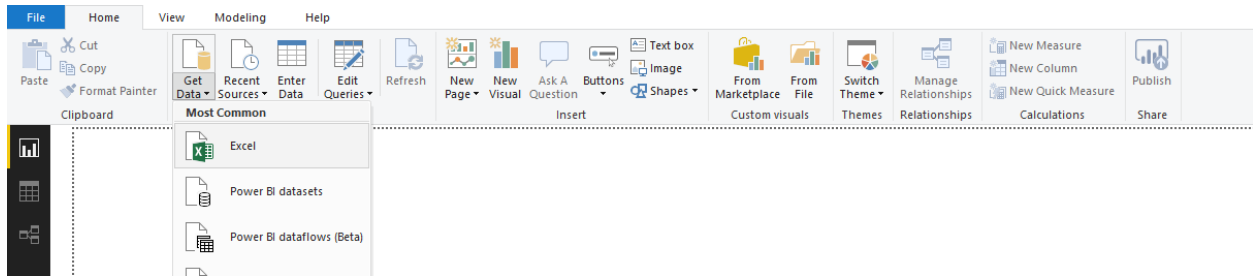
5. Open PowerBI
6. Click File Save As



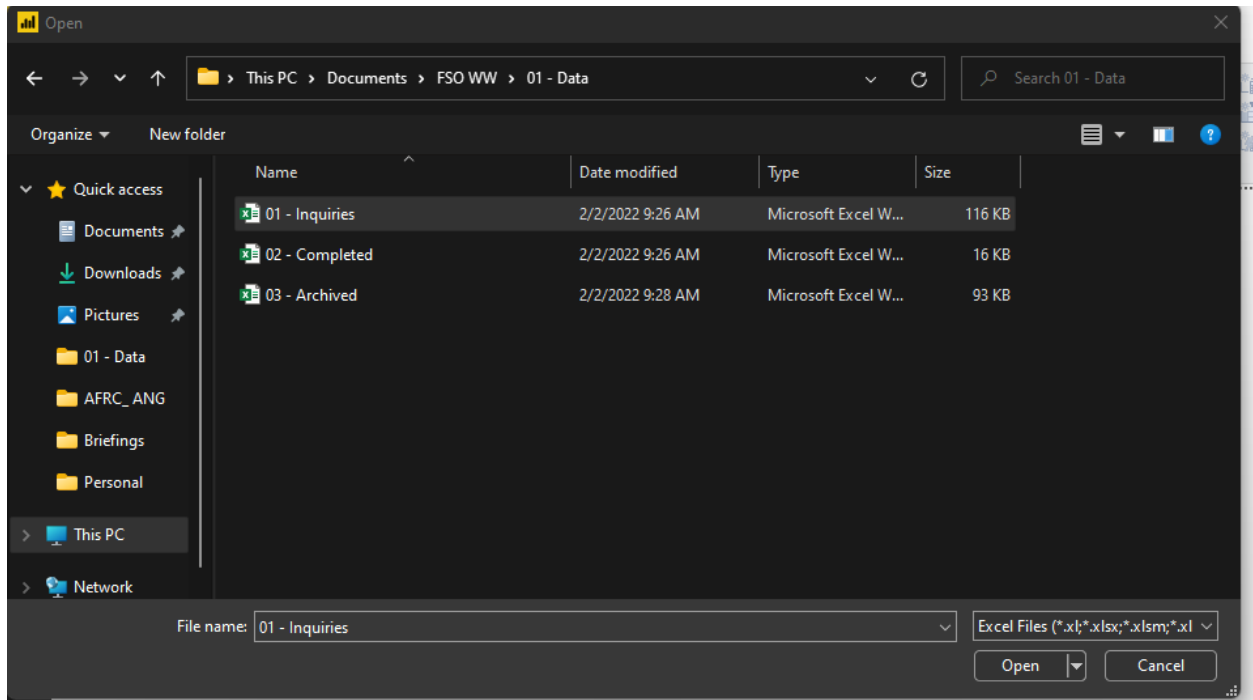
7. Save to the 02 – Engine folder



8. Click “Get Data” then Excel Workbook at top of the page



9. Navigate to your data folder and select the INQUIRIES workbook.



10. Click the check box next to the data and click “Load”

Navigator

01 - Inquiries.xlsx [1]

RegAF-Total Inquiries (2)

Inquiry ID	Subject
1234567876-0004068	BAH Update
1234567876-0004067	Test - 220201
1234567890-0004065	test
6148067441-0004064	Budget Inquiry
6148067441-0004063	Hardship duty pay
0000000050-0004057	civilian pay advance leave
1234567876-0004053	BAH Update
0000000010-0004050	Military Pay Inquiry
0000000010-0004049	Military Pay Inquiry
1234567811-0003633	The General Fund is the fund into which most receipts of the United State
0000000010-0004046	Test
1234567876-0004035	Need to update my BAH
0000000050-0004018	BAH
1234567876-0003921	Clothing Allowance
0000000050-0003968	Inquiry 001
1234567876-0003965	test

The data in the preview has been truncated due to size limits.

Load Edit Cancel

11. Repeat steps 8-10 for your completed and archived Inquiries.

12. Once data is loaded. Click the datasheet view on the left side, then click edit queries and edit queries from the drop down.

CSP Analysis Engine - Power BI Desktop

File Home Modeling Help

Clipboard External data Edit Queries Data source settings Edit Parameters Edit Variables

Inquiry ID	Installation	Servicing Comproller	Servicing MAJCOM	Category	Sub Category	Customer Name	Priority	SI
0000000007-0002646	JBSA LACKLAND AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - SF1034	Submitter7		Clo
0000000003-0002364	FT SAM HOUSTON AIN TX	502 CPTS	AETC	Travel Pay	Travel Debts	Submitter3		Clo
1000000002-0002267	JBSA LACKLAND-KLY AFB TX	502 CPTS	AETC	Civilian Pay	Donated Leave	Submitter2		Clo
1000000002-0002264	JBSA LACKLAND-KLY AFB TX	502 CPTS	AETC	Accounting	DEAMS Assistance	Submitter2		Clo
487888888-0002254	FT SAM HOUSTON AIN TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	acc.majcom.2		Clo
1000000002-0002249	JBSA LACKLAND-KLY AFB TX	502 CPTS	AETC	Travel Pay	DTS - Elevated Permission Request (577/Training Certificates)	Submitter2		Clo
1000000002-0002236	JBSA LACKLAND-KLY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Clo
1000000002-0002231	JBSA LACKLAND-KLY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Clo

13. Once new page opens, click append queries, append queries as new

CSP Analysis Engine - Power Query Editor

File Home Transform Add Column View Help

Close & Apply New Source Recent Sources Enter Data Data source settings Manage Parameters Refresh Preview Properties Advanced Editor Choose Columns Remove Columns Keep Rows Remove Rows Split Column Group By Data Type: Text Use First Row as Headers Replace Values Merge Queries Append Queries Append Queries as New

Inquiry ID	Subject	Installation	Servicing Comptroller	Category	Sub Category
1234567876-0004068	BAH Update	JBSA LACKLAND AFB TX	502 CPTS	Military Pay	Basic Allowance for Housing (BAH)- Termination of Quarters
1234567876-0004067	Test - 220201	JBSA LACKLAND AFB TX	502 CPTS	Military Pay	Basic Allowance for Housing (BAH)- Termination of Quarters
1234567890-0004065	test	JBSA LACKLAND AFB TX	502 CPTS	Military Pay	Allotments
6148067441-0004064	Budget Inquiry	KELLY RTC TX	502 CPTS	Budget	Funds Control
6148067441-0004063	Hardship duty pay	KELLY RTC TX	502 CPTS	Civilian Pay	Hardship Duty Pay
0000000050-0004057	civilian pay advance leave	JBSA LACKLAND AFB TX	502 CPTS	Civilian Pay	Advance Leave

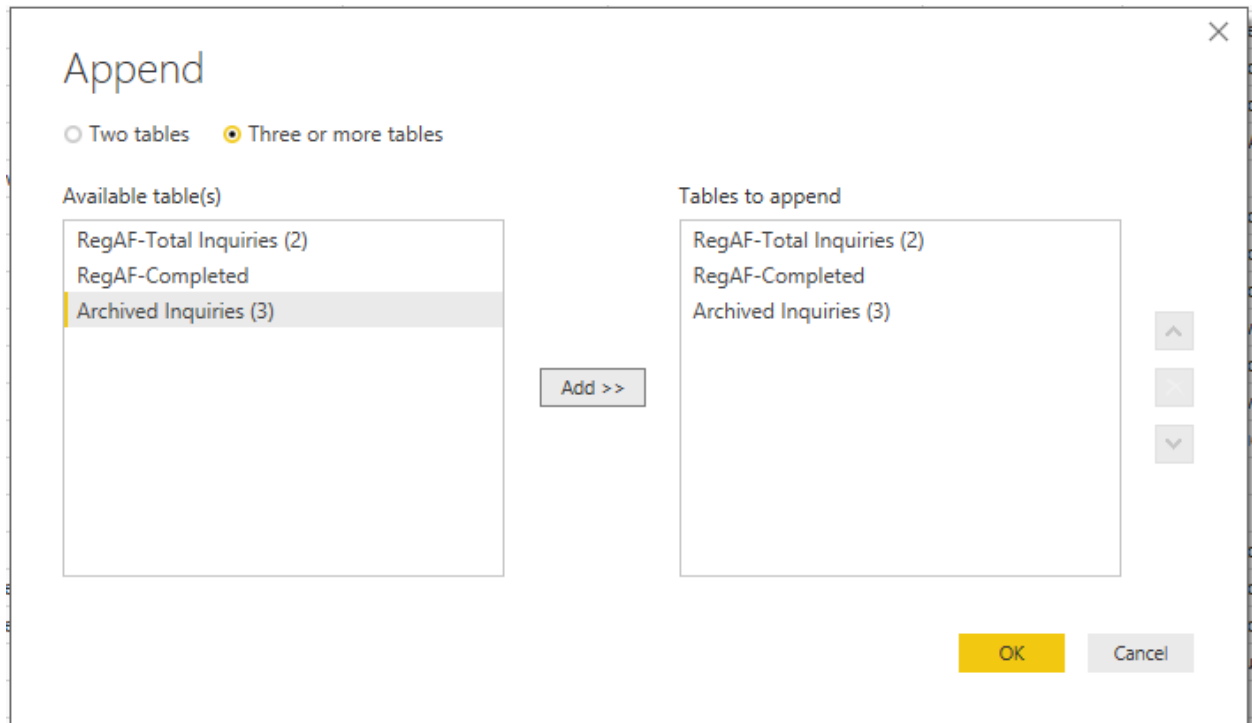
QUERY SETTINGS

PROPERTIES

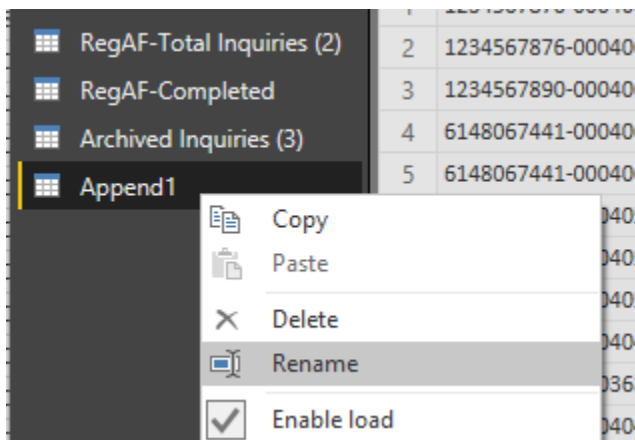
Name: RegAF-Total Inquiries (2)

All Properties

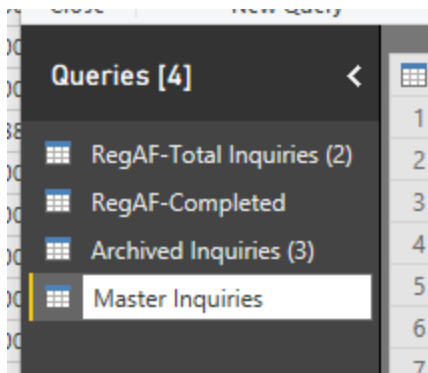
14. Click 3 or more tables, then add the remaining 2 datasheets. Click ok.



15. Once new query is created, right click on file and rename to Master Inquiries.



16. Once typed, click outside of text box

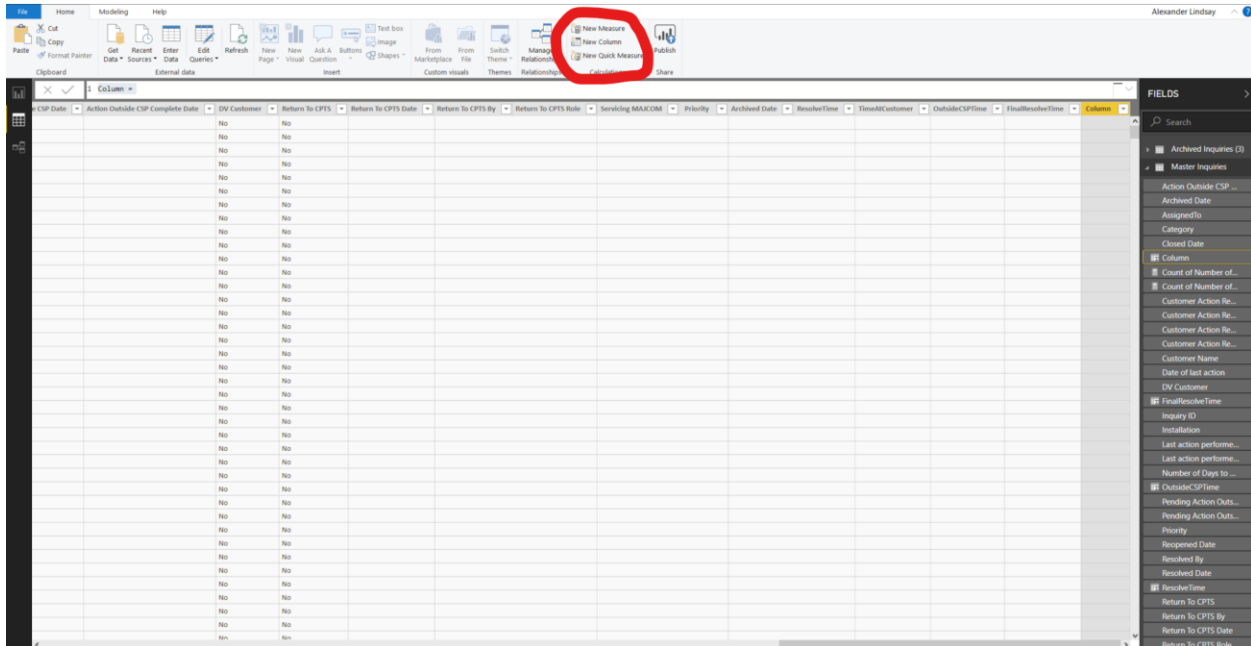


17. Open Datasheet vie

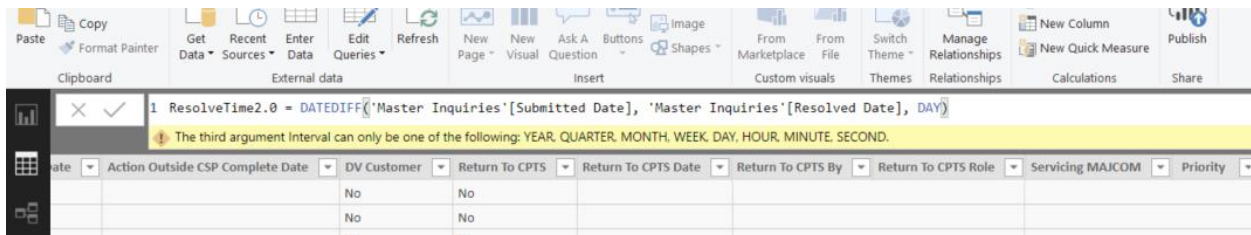
Inquiry ID	Subject	Installation	Servicing Component	Servicing MAJCOM	Category	Sub Category	Customer Name	Priority	Status	Submitted By
900000007-0002645	Civilian Pay CSR Submitted the inquiry for Other CPTS and categor...	IBSA LACKLAND AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - SF1034	Submitter7		Closed	Drppy Cpts-cs1
900000003-0002364	While full motion video is expected to be delivered enterprise-wid...	FT SAM HOUSTON AIN TX	502 CPTS	AETC	Travel Pay	Travel Debts	Submitter3		Closed	Submitter3
900000002-0002287	Civilian Request	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Civilian Pay	Donated Leave	Submitter2		Closed	Submitter2
900000001-0002266	Accounting Request	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	DEBARS Assistance	Submitter2		Closed	Submitter2
487888888-0002254	Members without dependents who are not authorized to receive f...	FT SAM HOUSTON AIN TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	acc:majcom_2		Closed	LeadAccounting Technician1
900000001-0002249	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Travel Pay	DTS - Elevated Permission Request (377/Training Certificates)	Submitter2		Closed	Submitter2
900000002-0002238	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002231	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002230	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002229	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000001-0002228	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002227	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002226	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002225	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002224	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002223	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002222	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002221	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002220	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000001-0002219	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002218	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002217	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002216	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002215	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000001-0002214	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002213	Members without dependents who are not authorized to receive f...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000001-0002212	The FY95 NDAA approved the CONUS COLA, to provide compensat...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002211	The FY95 NDAA approved the CONUS COLA, to provide compensat...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002210	The FY95 NDAA approved the CONUS COLA, to provide compensat...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002209	The FY95 NDAA approved the CONUS COLA, to provide compensat...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002208	The FY95 NDAA approved the CONUS COLA, to provide compensat...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002207	Members who are unable to use leave due to military necessity m...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002206	Members who are unable to use leave due to military necessity m...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002205	Members who are unable to use leave due to military necessity m...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002204	Members who are unable to use leave due to military necessity m...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002203	Members who are unable to use leave due to military necessity m...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002202	Members who are unable to use leave due to military necessity m...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002201	Members who are unable to use leave due to military necessity m...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000002-0002200	This is the housing allowance amount for a member who is assign...	IBSA LACKLAND-KCY AFB TX	502 CPTS	AETC	Accounting	Claim for Reimbursement - OF1164/SF1034	Submitter2		Closed	Submitter2
900000004-0001879	Insulte Fire Pay	IBSA LACKLAND AFB TX	502 CPTS	AETC	Travel Pay	Civilian - Relocation Income Tax Allowance (RITA)	Submitter4		Closed	Submitter4
900000004-0001878	New Inquiry for other Allowance	IBSA LACKLAND AFB TX	502 CPTS	AETC	Travel Pay	DTS - Elevated Permission Request (377/Training Certificates)	Submitter4		Closed	Milpoy Technician1
900000007-0001824	Civilian Pay Inquiry 78344	IBSA RANDOLPH AFB TX	502 CPTS	AETC	Civilian Pay	Taxes- Military Spouse	Submitter7		Closed	Drppy Cptscom2
900000008-0001792	Accounting Inquiry	HOUSTON CTY TX	502 CPTS	AETC	Accounting	FMS - Delivery Reporting	Submitter8		Closed	Submitter8
900000008-0001789	Budget Inquiry	HOUSTON CTY TX	502 CPTS	AETC	Budget	Reimbursements	Submitter8		Closed	Submitter8
222222222-0001645	test	FT SAM HOUSTON AIN TX	502 CPTS	AETC	Accounting		Submitter1		Closed	Submitter1
900000009-0001411	Inquiry 004	FT SAM HOUSTON AIN TX	502 CPTS	AETC	Accounting	JVA/3081s	Submitter9		Closed	Submitter9
900000009-0001407	Inquiry 002	FT SAM HOUSTON AIN TX	502 CPTS	AETC	Accounting	MAFN	Submitter9		Closed	Submitter9
900000009-0001405	Inquiry 005	FT SAM HOUSTON AIN TX	502 CPTS	AETC	Accounting	JVA/3081s	Submitter9		Closed	Submitter9
900000009-0001358	test	FT SAM HOUSTON AIN TX	502 CPTS	AETC	Accounting		Test Admin		Closed	Test Admin

18. Click the master datasheet on the right

19. Click the new column at the top

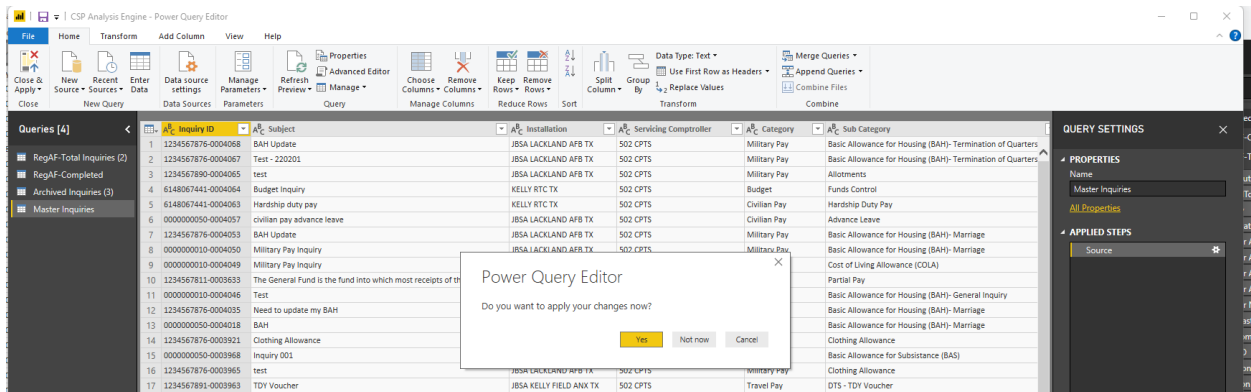


20. Write this code to the column: [Variable_Name] = DATEDIFF('Master Inquiries'[Submitted Date], 'Master Inquiries'[Resolved Date], DAY

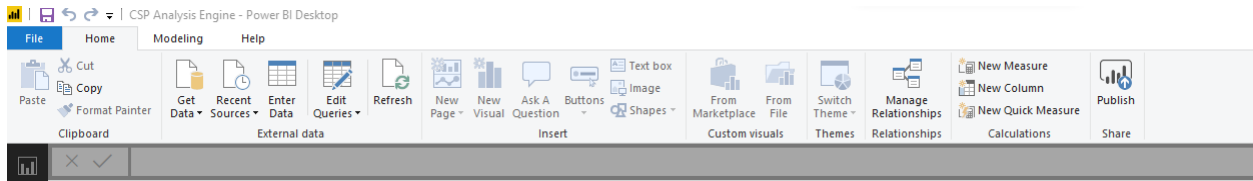


21. You can use the same formula to remove the time at customer action and pending outside of CSP.

22. Exit the popout window and click yes to apply changes.



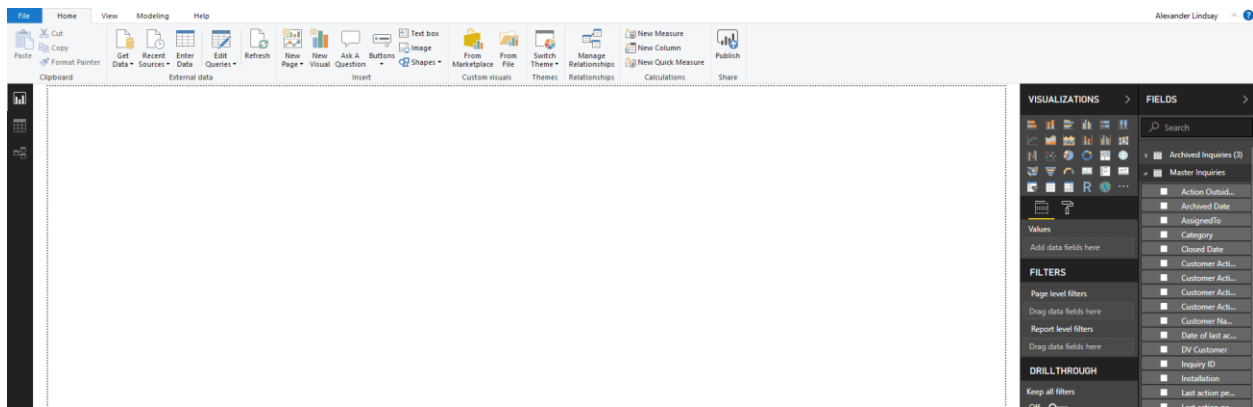
23. When updating the data, save over the files in your "01-Data" folder and click the refresh button at the top of your screen.



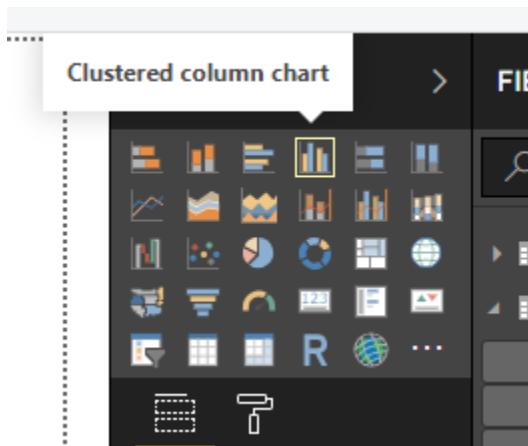
You can also load your Raw Survey data to append to the new data sheet, but that is not covered in this demo.

How to Explore the Data

1. Click the Reports button on the left, and ensure you are using the Master Inquiries datasheet



2. You can begin building Visualizations using the tab next to the data fields.
 - a. The best way to learn PowerBI and mastering data visualizations is by trying new things. We will go over some basic visualizations.
3. Click the Clustered Columns chart on the visualizations tab.



4. Click and drag category to the Axis, Inquiry ID to the value, and submitted Date to the filter

VISUALIZATIONS >

Axis

Category
✕

Legend

Add data fields here

Value

Count of Inquiry ID
✕

Tooltips

Add data fields here

FIELDS >

- Archived Date
- AssignedTo
- Category
- Closed Date
- Customer Action Requested By
- Customer Action Requested Role
- Customer Action Required
- Customer Action Required Date
- Customer Name
- Date of last action
- DV Customer
- Inquiry ID
- Installation
- Last action performed by
- Last action performed role
- Number of Days to Resolve
- Pending Action Outside CSP
- Pending Action Outside CSP Date
- Priority
- Reopened Date
- Resolved By
- Resolved Date
- Return To CPTS
- Return To CPTS By
- Return To CPTS Date
- Return To CPTS Role
- Servicing Comptroller
- Servicing MAJCOM
- Status
- Sub Category
- Subject
- Submitted By
- Submitted Date

▶ RegAF-Completed

▶ RegAF-Total Inquiries (2)

FILTERS

Visual level filters

Category

is (All)

Count of Inquiry ID

is (All)

Submitted Date

is (All)

Filter type

Relative date filtering
▼

Show items when the value:

is in the last
▼

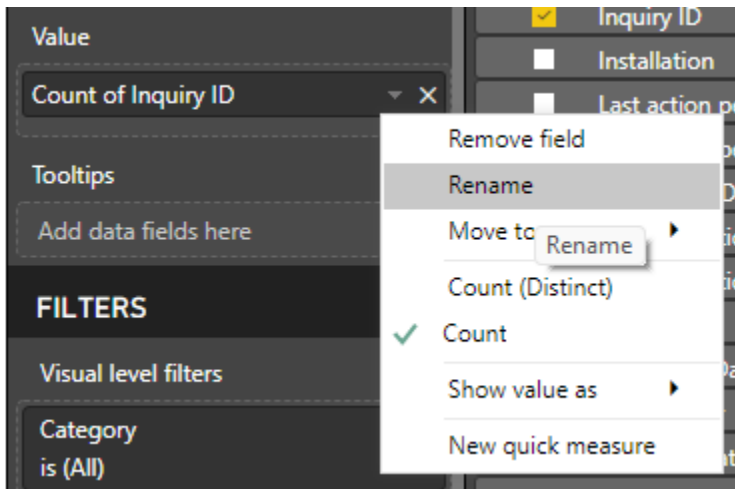
30

days
▼

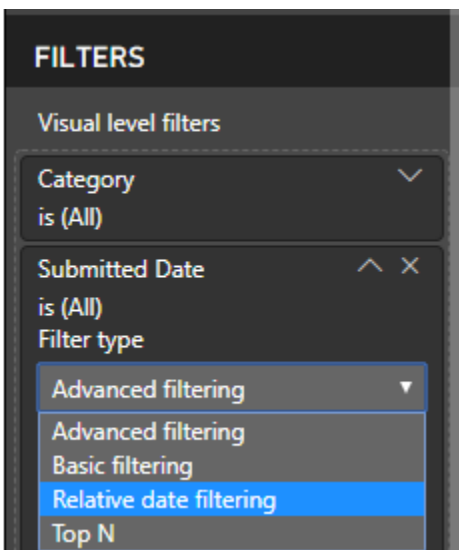
Include today

Apply filter

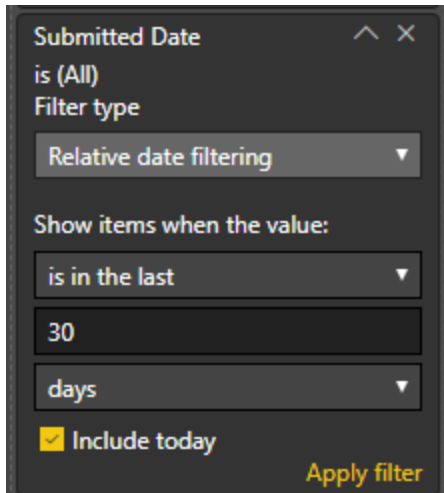
5. Rename Count of Inquiry ID to “Total Inquiries”



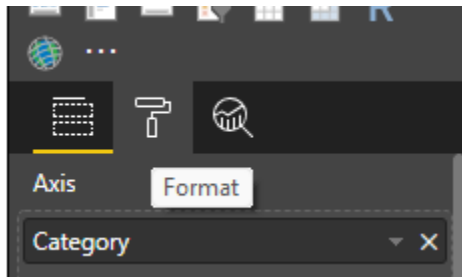
6. For your date filter, click the drop down that says Basic Filtering and select “Relative date filtering”



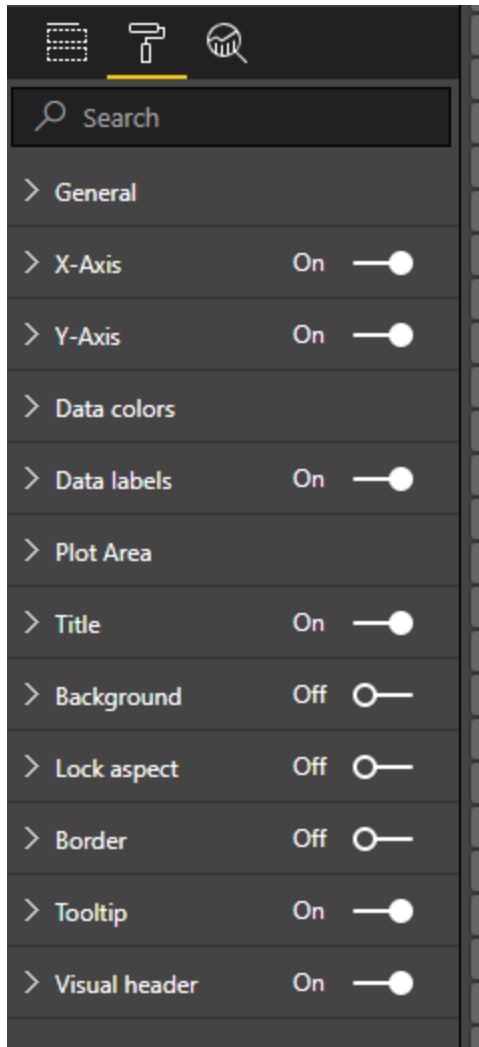
7. Leave the filter as the last 30 Days, click apply filter



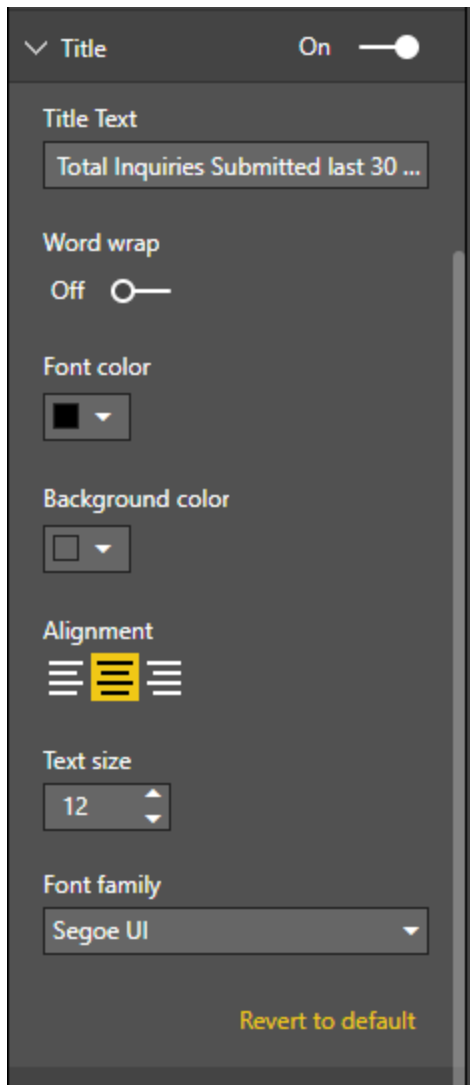
8. Add Data labels to the graph, click the format button.



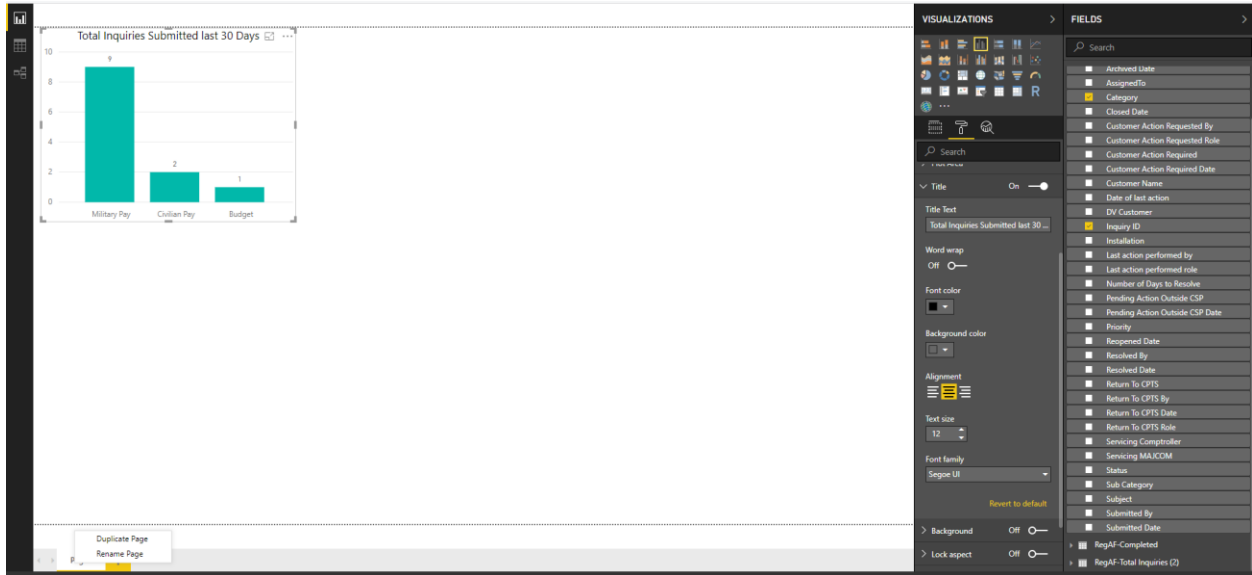
9. Turn data labels on



10. Click the Title drop down, then rename the Title “Total Inquiries Submitted Last 30 Days”, change font to black, and center



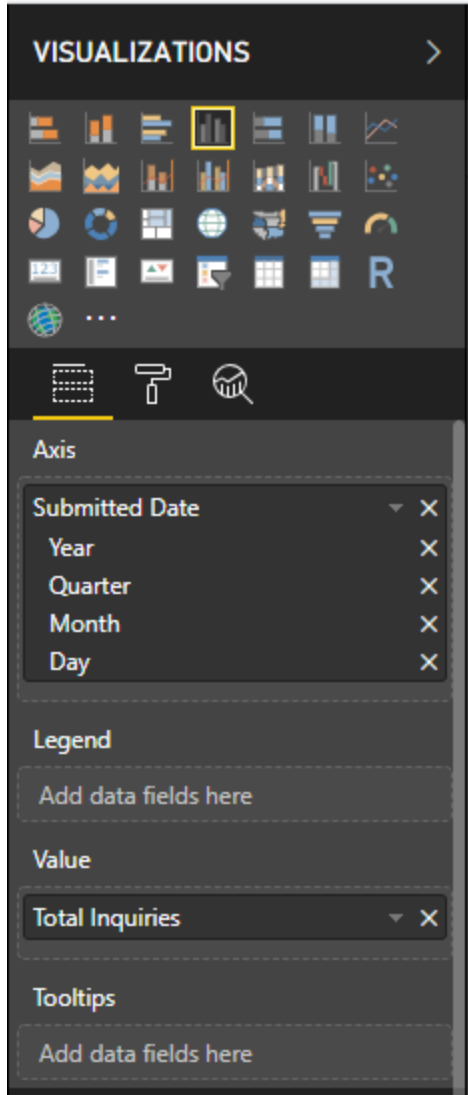
11. You can play around with the format of each graph to best fit what you are trying to convey.
12. Rename the page at the bottom to “Commander’s Dashboard”



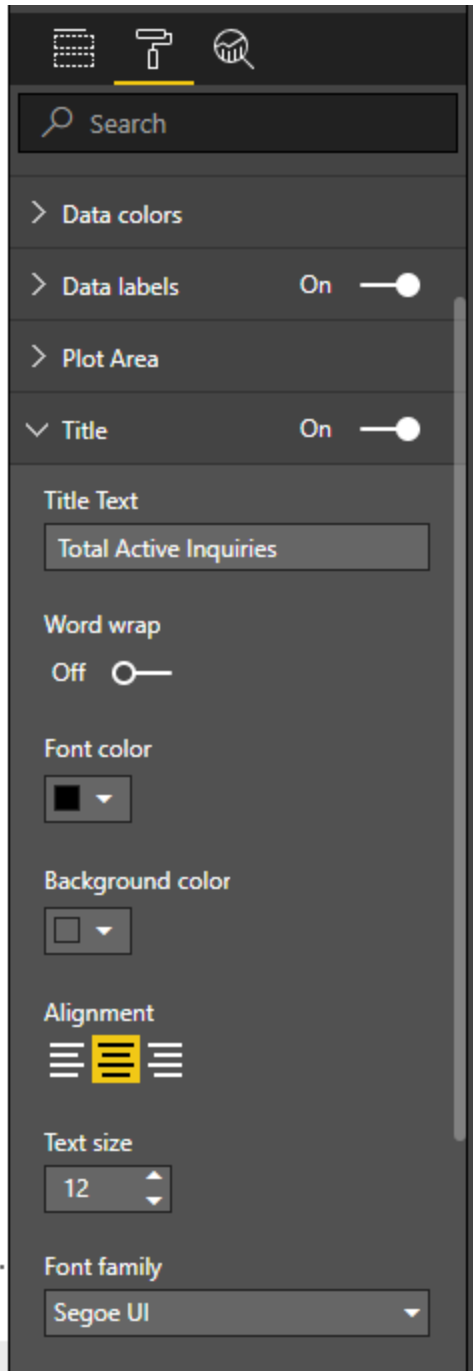
13. Next, we will explore the Active Inquiries.

14. Click the clustered column chart. Click and drag the submitted Date to the Axis and Inquiry ID to the Value.

- a. Depending on how you wish to display the data, you can X out the Year, Quarter, Month and Day.

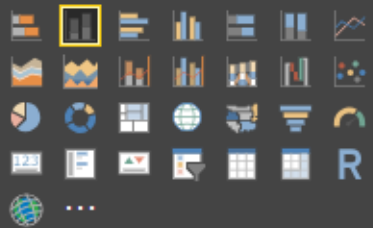


15. Drag the status into the filter, click select all, then deselected Canceled, Closed, and Resolved Inquiries.
16. Add Data labels



17. Next, we'll view the last action performed by customer.
 - a. These inquiries should be recorded as stagnant for the CPTS.
18. Click Stacked Column Chart, click and drag AssignedTo to Axis, InquiryID to Value, and last action performed role to the filter.
 - a. Deselect all roles, and click on Customer.

VISUALIZATIONS



Axis

AssignedTo

Legend

Add data fields here

Value

Count of Inquiry ID

Tooltips

Add data fields here

FILTERS

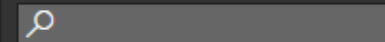
Visual level filters

AssignedTo
is (All)

Count of Inquiry ID
is (All)

Last action performed role
is Customer
Filter type

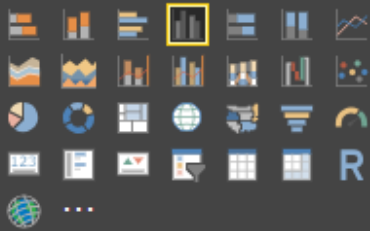
Basic filtering



- Select All
- (Blank) 1217
- Accounting Manager 1
- AFIMSC 7
- Budget Analyst 3
- Civilian Pay CSR 9
- Civilian Pay CSR Manager 1
- Civilian Personnel Office 1

19. This graph will allow you to see all items which the customer took action on last and the technicians have not responded.
20. Add Data labels and update the title and Count of InquiryID.
21. Next, we will view the top resolvers.
22. Click, clustered column chart, drag and drop Resolved by into the Axis, InquiryID to the Value, and deselect Blank from the ResolvedBy.

VISUALIZATIONS



Axis

Resolved By

Legend

Add data fields here

Value

Total Inquiries

Tooltips

Add data fields here

FILTERS

Visual level filters

Resolved By

is not (Blank)

Filter type

Basic filtering

Search

- Select All
- (Blank) 968
- Accounting Manager1 6
- Accounting Supervisor1 1
- Accounting Supervisor3 4
- Accounting Technician1 20
- Accounting Technician3 7
- ba3 1
- Budget Analyst1 3

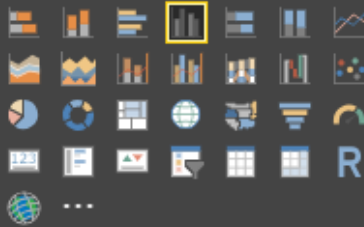
Require single selection

Total Inquiries

is (All)

23. Finally, you can view the Total Inquiries resolved on a particular date.
24. Select clustered column, drag and drop Resolved Date to the Axis, Inquiry ID to the Value, and remove the blanks from the Resolved Date filter.

VISUALIZATIONS



Axis

Resolved Date

Legend

Add data fields here

Value

Count of Inquiry ID

Tooltips

Add data fields here

FILTERS

Visual level filters

Count of Inquiry ID
is (All)

Resolved Date
is not (Blank)

Filter type

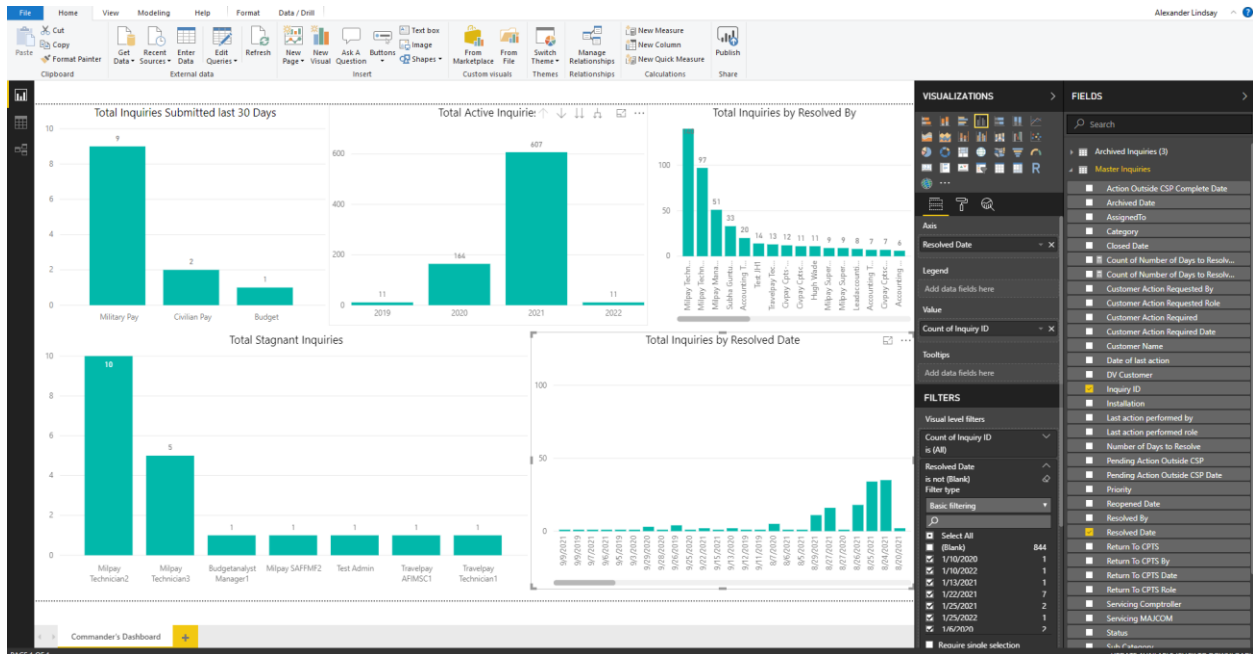
Basic filtering

Search input field

<input checked="" type="checkbox"/>	Select All	
<input type="checkbox"/>	(Blank)	844
<input checked="" type="checkbox"/>	1/10/2020	1
<input checked="" type="checkbox"/>	1/10/2022	1
<input checked="" type="checkbox"/>	1/13/2021	1
<input checked="" type="checkbox"/>	1/22/2021	7
<input checked="" type="checkbox"/>	1/25/2021	2
<input checked="" type="checkbox"/>	1/25/2022	1
<input checked="" type="checkbox"/>	1/6/2020	2

Require single selection

25. Update the data labels and title.
26. Finally, your commander's dashboard is ready.



27. Update data labels and Title.

How to Export you Data

1. Now that your dashboard is complete, you can now export.
2. In addition to export, you can provide the file location to leadership to view the data.
3. Click the file button, then export to PDF.
4. The PDF will print to your desktop and you can email or print for your leadership.

Note, there are a lot of things you can do with PowerBI,:

1. Building Additional Pages to do deep dives in certain areas.
2. Slicing the data across the previous months/years.
3. Adding your Surveys to the data model.
4. Viewing key influences for data points.

Please take some time and explore all the visualizations you can build for you and leadership.