

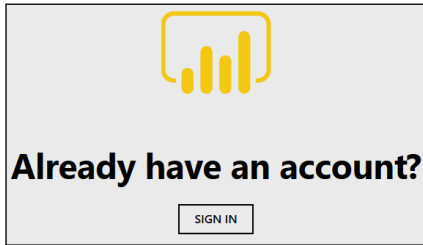


# Power BI First sign in guide

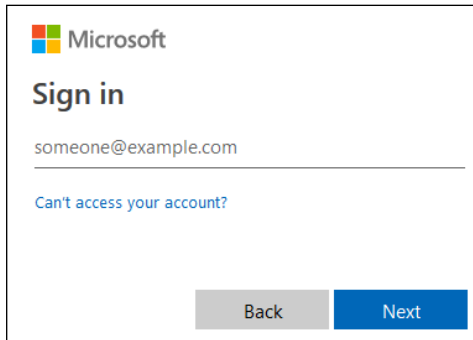
Type: "https://app.powerbi.com"

If you previously have signed in to Power BI skip to step 6.

1. Click 'Sign in'



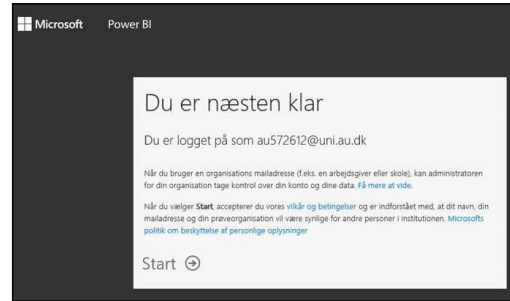
2. Enter your email (auxxxx@uni.au.dk) and press 'Next'



3. Click 'Sign in'



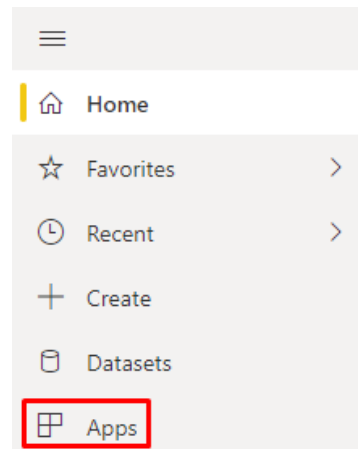
4. Click 'Start'



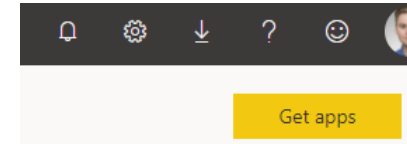
5. Click 'Skip'



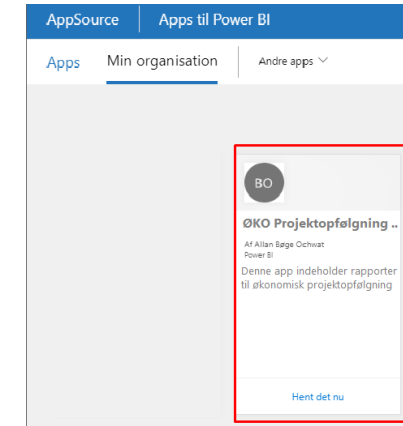
6. Click 'Apps' in left sidebar



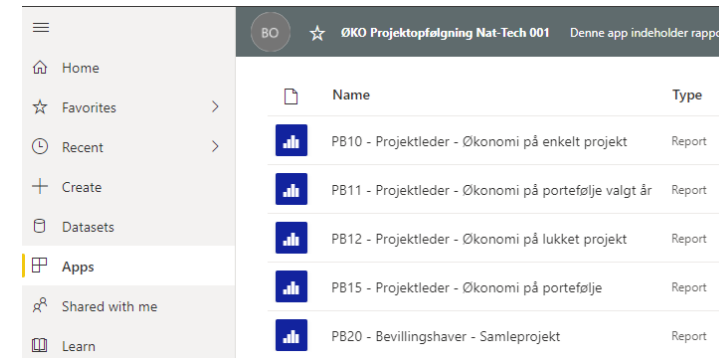
7. Click 'Get apps' in the top right corner. Sometimes it's placed in the middle of your screen



8. Click 'Get it now' on ØKO Projektopfølgning Nat-Tech 001



9. Afterwards you have access to the reports



Tip: Create a bookmark to the report page, for easy access next time.

Support: rapporter.nat-tech@au.dk



## PB10 - Projektleder - Økonomi på enkelt projekt

- Portfolio overview
- Staff
- Project overview
- Hour follow-up



## PB11 - Projektleder - Økonomi på portefølje valgt år

- Project overview
- Statement of account



## PB12 - Projektleder - Økonomi på lukket projekt

- Project overview on closed projects



## PB15 - Projektleder - Økonomi på portefølje

- Portfolio overview
- Remaining consumables
- Consolidated economy
- Staff
- Hour follow-up
- Total budget overview (ST22)
- Forwarding of funds



## PB20 - Bevillingshaver - Samleprojekt

- Project overview on "samle projekter"