

Power BI программыг ашиглах зөвлөгөө, зааварчилгаа



Power BI програм нь өгөгдлийн дүрслэлийн хэрэглүүр бөгөөд уг программын тусламжтайгаар:

1. Байгууллагын аливаа дата, өгөгдлүүдийг дүрслэх.
2. Өгөгдлөө динамик дашборд/тайлан болгон харах.
3. Тайлангаа бусадтай хуваалцах.
4. Дата анализ хийх.
5. Трендүүдийг олж харах.
6. Стратегийн төвшинд шийдвэрүүдийг гаргах.

Боломжуудтай тул та бүхэн байгууллагын тайлан/report – уудыг уг програмаар зохион байгуулахад тохиромжтой.

Контентийн агуулга:

Бүлэг 1: Power BI программыг суулгах, нэвтрэх

Бүлэг 2: Датаг цэвэрлэх

Бүлэг 3: Датаг Power BI – тай холбох

-Edit Query

Бүлэг 4: Дашборд зурах

Бүлэг 5: Томъёо бичих

Бүлэг 6: Report Publish хийх

1 Power BI программыг суулгах, нэвтрэх



Дурын веб хуудсаар Power BI download гэж хайгаад, татаж суулган, хувийн эсвэл ажлын аккаунтаа бүртгүүлэн хөгжүүлэлт хийх боломжтой.

<https://powerbi.microsoft.com/en-us/downloads/>



Та утас нь дээрээс apple store/google store-н тусламжтайгаар “Power BI Microsoft” гэж хайгаад татна уу.



2 Power BI : Датаг цэвэрлэх

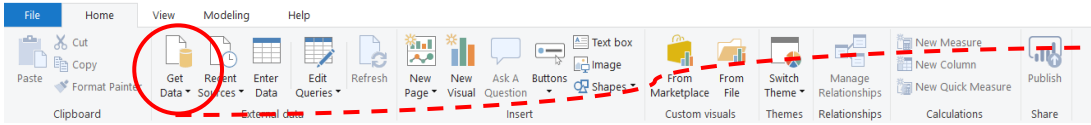
Excel программаас дата татаж байгаа бол заавал “Format as table” гэсэн сонголтыг сонгоно уу.

Planned	Plan type	BCS type	Goal	Teams	Task Name	Assigned	Month	Start Date	Due Date	% Complete	ID	Complexity	Task Status	Item Type	
2	Yes	Action Plan	Customer	Goal 1	Team 4	Task 1	Emp 7	1 cap	1/23/2019	1/25/2019	100.00%	25	Complex	Completed	Item
3	Yes	Action Plan	Customer	Goal 2	Team 2	Task 3	Emp 8	1 cap	1/1/2019	1/31/2019	100.00%	31	Complex	Completed	Item
4	Yes	Action Plan	Customer	Goal 3	Team 2	Task 3	Emp 8	1 cap	4/1/2019	6/30/2019	100.00%	32	Normal	Completed	Item
5	Yes	Action Plan	Customer	Goal 4	Team 2	Task 4	Emp 10	1 cap	1/1/2019	4/30/2019	100.00%	33	(2) Normal	Completed	Item
6	Yes	Action Plan	Learning&Growth	Goal 5	Team 2	Task 5	Emp 9	1 cap	1/1/2019	1/30/2019	0.00%	34	(2) Normal	Not Started	Item
7	Yes	Action Plan	Finance	Goal 6	Team 4	Task 6	Emp 8	2 cap	1/1/2019	3/31/2019	69.00%	37	(2) Normal	Resolved	Item
8	Yes	Action Plan	Finance	Goal 7	Team 4	Task 7	Emp 8	1 cap	1/1/2019	3/31/2019	12.90%	39	(2) Normal	Resolved	Item
9	Yes	Action Plan	Finance	Goal 8	Team 4	Task 8	Emp 8	2 cap	1/1/2019	3/31/2019	100.00%	40	(2) Normal	Completed	Item
10	Yes	Action Plan	Finance	Goal 9	Team 4	Task 9	Emp 8	2 cap	1/1/2019	3/31/2019	100.00%	41	(2) Normal	Resolved	Item
11	Yes	Action Plan	Finance	Goal 10	Team 4	Task 10	Emp 4	2 cap	1/1/2019	3/31/2019	90.00%	41	(2) Normal	Resolved	Item
12	Yes	Action Plan	Learning and Growth	Goal 11	Team 4	Task 11	Emp 1	1 cap	1/1/2019	3/31/2019	100.00%	42	(2) Normal	Completed	Item
13	Yes	Action Plan	Learning and Growth	Goal 12	Team 4	Task 12	Emp 7	1 cap	1/1/2019	3/31/2019	100.00%	43	(2) Normal	Completed	Item
14	Yes	Action Plan	Learning and Growth	Goal 13	Team 4	Task 13	Emp 12	2 cap	2/25/2019	3/1/2019	100.00%	44	(2) Normal	Completed	Item
15	Yes	Action Plan	Learning and Growth	Goal 14	Team 4	Task 14	Emp 12	3 cap	3/4/2019	3/8/2019	100.00%	45	(2) Normal	Completed	Item
16	Yes	Action Plan	Learning and Growth	Goal 15	Team 4	Task 15	Emp 12	3 cap	3/11/2019	3/15/2019	100.00%	46	(2) Normal	Completed	Item
17	Yes	Action Plan	Learning and Growth	Goal 16	Team 4	Task 16	Emp 12	3 cap	3/4/2019	3/8/2019	100.00%	47	(2) Normal	Completed	Item
18	Yes	Action Plan	Learning and Growth	Goal 17	Team 4	Task 17	Emp 12	2 cap	2/25/2019	3/1/2019	100.00%	48	(2) Normal	Completed	Item
19	Yes	Action Plan	Learning and Growth	Goal 18	Team 4	Task 18	Emp 12	3 cap	3/11/2019	3/27/2019	100.00%	49	(2) Normal	Completed	Item
20	Yes	Action Plan	Learning and Growth	Goal 19	Team 4	Task 19	Emp 11	3 cap	3/18/2019	3/28/2019	100.00%	50	(2) Normal	Completed	Item
21	Yes	Action Plan	Learning and Growth	Goal 20	Team 4	Task 20	Emp 11	4 cap	4/22/2019	4/26/2019	100.00%	51	(2) Normal	Completed	Item
22	Yes	Action Plan	Learning and Growth	Goal 21	Team 4	Task 21	Emp 12	3 cap	3/11/2019	3/27/2019	100.00%	52	(2) Normal	Completed	Item
23	Yes	Action Plan	Learning and Growth	Goal 22	Team 4	Task 22	Emp 12	3 cap	3/18/2019	3/22/2019	100.00%	53	(2) Normal	Completed	Item
24	Yes	Action Plan	Learning and Growth	Goal 23	Team 4	Task 23	Emp 11	3 cap	3/11/2019	3/15/2019	100.00%	54	(2) Normal	Completed	Item
25	Yes	Action Plan	Learning and Growth	Goal 24	Team 4	Task 24	Emp 12	2 cap	2/18/2019	3/22/2019	100.00%	55	(2) Normal	Completed	Item
26	Yes	Action Plan	Learning and Growth	Goal 25	Team 4	Task 25	Emp 12	2 cap	2/18/2019	3/22/2019	100.00%	56	(2) Normal	Completed	Item
27	Yes	Action Plan	Learning and Growth	Goal 26	Team 4	Task 26	Emp 12	2 cap	2/11/2019	3/15/2019	100.00%	57	(2) Normal	Completed	Item
28	Yes	Action Plan	Learning and Growth	Goal 27	Team 4	Task 27	Emp 12	3 cap	2/11/2019	3/15/2019	100.00%	58	(2) Normal	Completed	Item
29	Yes	Action Plan	Learning and Growth	Goal 28	Team 4	Task 28	Emp 12	2 cap	2/25/2019	3/1/2019	100.00%	59	(2) Normal	Completed	Item

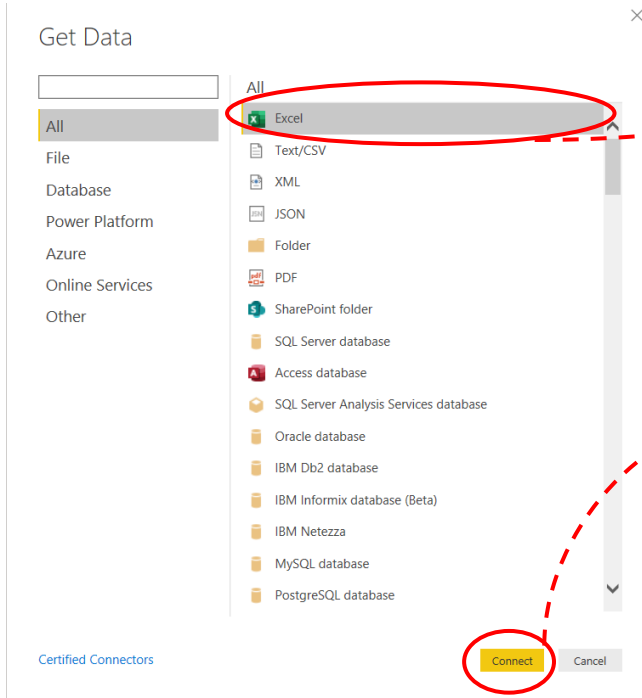
Багана болгон дахин давтагдашгүй нэртэй байх ёстой.

3

Power BI : Датаг холбох

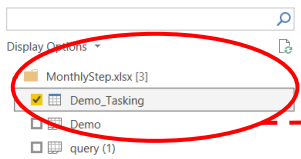


1. Power BI Desktop программыг нээж Home цэсний **Get Data** товч дээр дарна.



2. Холбох датаны төрлийг сонгон **Connect** товч дээр дарна. (Жишээ болгон Excel дататай холболт хийнэ.)

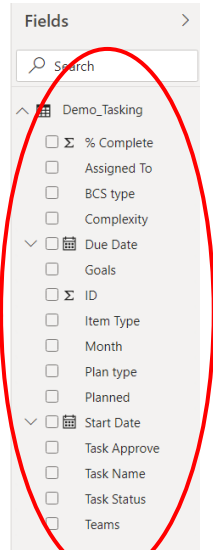
Navigator

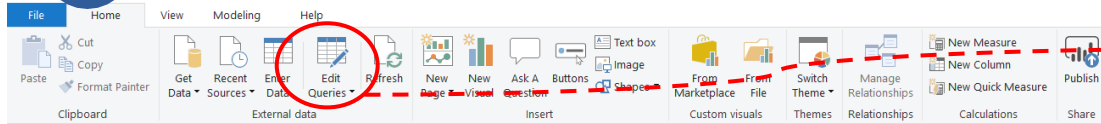


Demo_Tasking
Preview downloaded on Wednesday, January 22, 2020

Planned	Plan type	BCS type	Goals	Teams	Task Na
No	Action Plan	Customer	Goal 1	Team 4	Task
Yes	Action Plan	Customer	Goal 2	Team 2	Task
Yes	Action Plan	Customer	Goal 3	Team 2	Task
Yes	Action Plan	Customer	Goal 4	Team 2	Task
Yes	Action Plan	Learning&Growth	Goal 5	Team 2	Task
Yes	Action Plan	Finance	Goal 6	Team 4	Task
Yes	Action Plan	Finance	Goal 7	Team 4	Task
Yes	Action Plan	Finance	Goal 8	Team 4	Task
Yes	Action Plan	Finance	Goal 9	Team 4	Task
Yes	Action Plan	Finance	Goal 10	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 11	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 12	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 13	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 14	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 15	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 16	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 17	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 18	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 19	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 20	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 21	Team 4	Task
Yes	Action Plan	Learning and Growth	Goal 22	Team 4	Task

3. Датагаа холбохдоо Table – ийн нэрийг сонгоод **Load** товч дээр дарна. **Field** хэсэгт дата нь баганы нэрээр байрлана.





4. Номе цэсний **Edit Queries** товч дээр дарна.

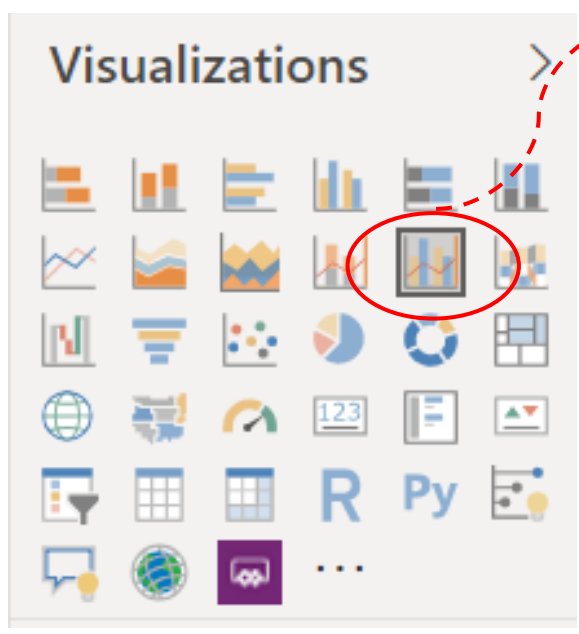
	Task Name	Assigned To	Month	Start Date	Due Date
1	Task 1	Emp 7	1 cap	1/23/2019	1/25/2019
2	Task 2	Emp 8	1 cap	1/1/2019	1/31/2019
3	Task 3	Emp 8		4/1/2019	6/30/2019
4	Task 4	Emp 10		1/1/2019	1/30/2019
5	Task 5	Emp 9		1/1/2019	1/30/2019
6	Task 6	Emp 8	1 cap	1/1/2019	3/31/2019
7	Task 7	Emp 8	2 cap	1/1/2019	3/31/2019
8	Task 8	Emp 8	1 cap	1/1/2019	3/31/2019
9	Task 9	Emp 8	2 cap	1/1/2019	3/31/2019
10	Task 10	Emp 4	2 cap	1/1/2019	3/31/2019
11	Task 11	Emp 1	1 cap	1/1/2019	3/31/2019
12	Task 12	Emp 7	1 cap	1/1/2019	3/31/2019
13	Task 13	Emp 12	2 cap	2/25/2019	3/1/2019
14	Task 14	Emp 12	3 cap	3/4/2019	3/8/2019
15	Task 15	Emp 12	3 cap	3/1/2019	3/15/2019
16	Task 16	Emp 12	3 cap	3/4/2019	3/8/2019
17	Task 17	Emp 12	2 cap	2/25/2019	3/1/2019
18	Task 18	Emp 12	3 cap	3/1/2019	3/27/2019
19	Task 19	Emp 11	3 cap	3/18/2019	3/28/2019
20	Task 20	Emp 11	4 cap	4/22/2019	4/26/2019
21	Task 21	Emp 12	3 cap	3/1/2019	3/27/2019
22	Task 22	Emp 12	3 cap	3/18/2019	3/22/2019
23	Task 23	Emp 11	3 cap	3/1/2019	3/15/2019
24	Task 24	Emp 12	2 cap	2/18/2019	3/22/2019
25	Task 25	Emp 12	2 cap	2/18/2019	3/22/2019
26	Task 26	Emp 12	2 cap	2/11/2019	3/15/2019
27	Task 27	Emp 12	3 cap	2/11/2019	3/15/2019
28	Task 28	Emp 12	2 cap	2/25/2019	3/1/2019
29	Task 29	Emp 12	3 cap	3/4/2019	3/8/2019
30					

5. Баганы **төрлийг** зөв заах хэрэгтэй. Жишээ нь “Date” багана бол **Transform** цэсний **Data Type** дахь **Date** гэсэн төрлийг сонгоно.

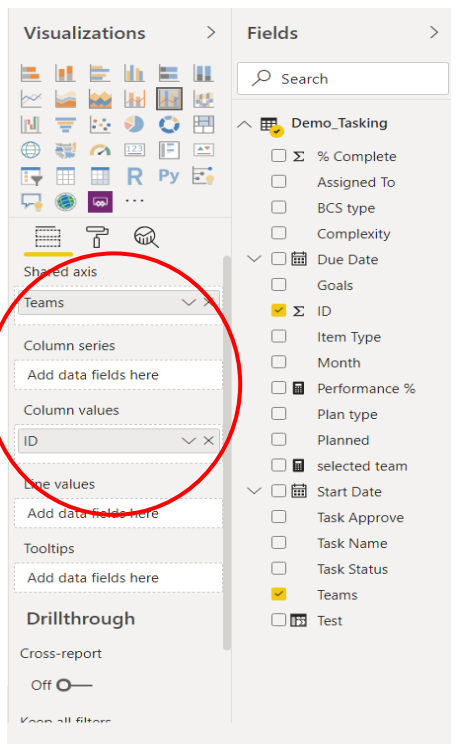
	Planned
1	No
2	No
3	Yes
4	Yes
5	Yes
6	Yes
7	Yes
8	Yes
9	Yes
10	Yes
11	Yes
12	Yes
13	Yes
14	Yes
15	Yes
16	Yes
17	Yes
18	Yes
19	Yes
20	Yes
21	Yes
22	Yes
23	Yes

6. Баганы **нэр** дээр 2 удаа дарж нэрийг солих боломжтой

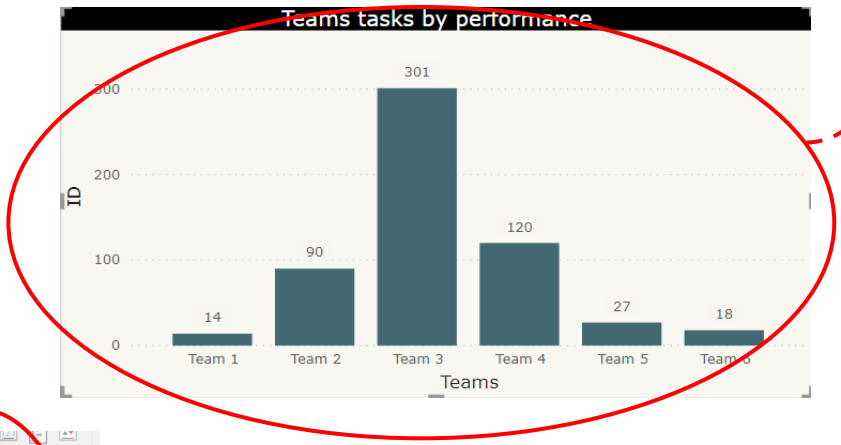
4 Power BI : Дашборд зурах



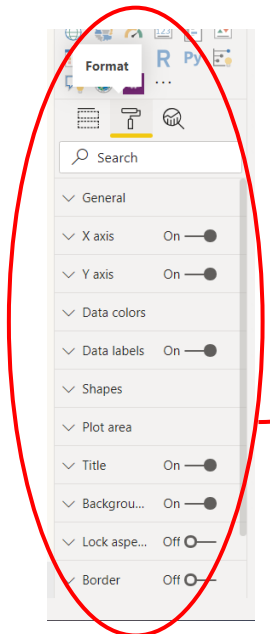
1. Visualization хэсгээс өөрт хэрэгтэй дүрслэлийг сонгоно.



2. Fields хэсэгт хэрэгтэй багануудыг сонгоно. Жич : Value гэсэн хэсэгт үргэлж тоон утгууд орно.

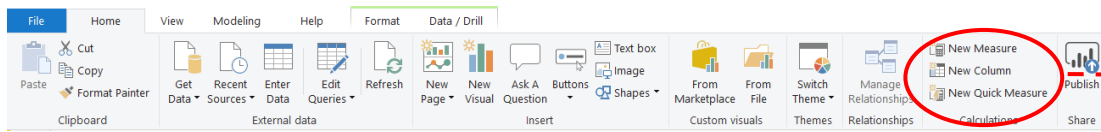


3. Сонгосон дүрслэлээс хамаараад багануудын утга өөр өөр хэлбэрээр харагдана.

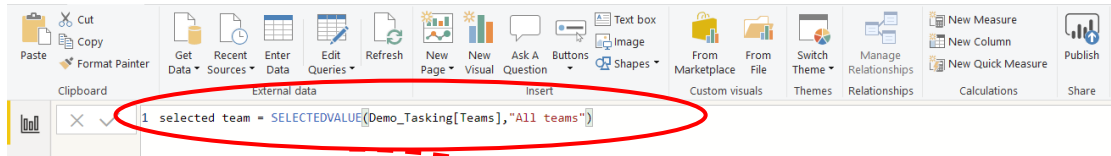


4. Format хэсэгт сонгосон дүрслэлийн загварыг өөрчилж болно.

5 Power BI : Томьёо бичих

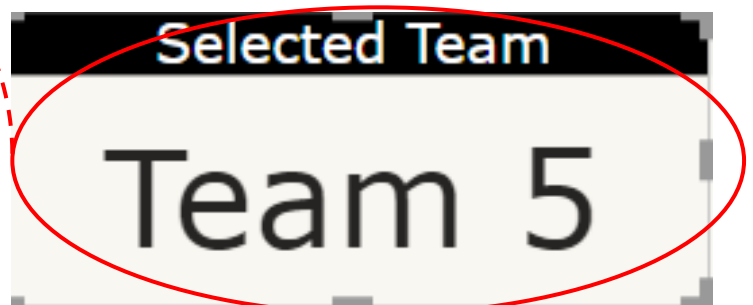
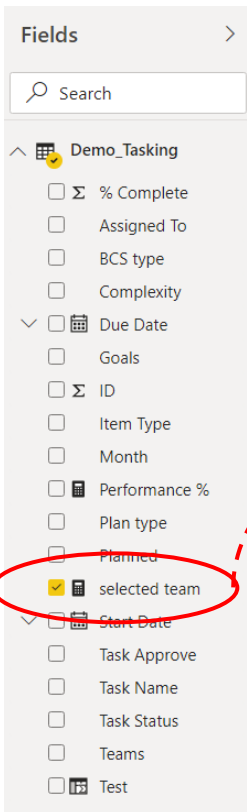


1. Томьёог бичихдээ Home цэсний Calculations хэсгээс хэрэгцээт томьёоны төрөл дээр дарна.

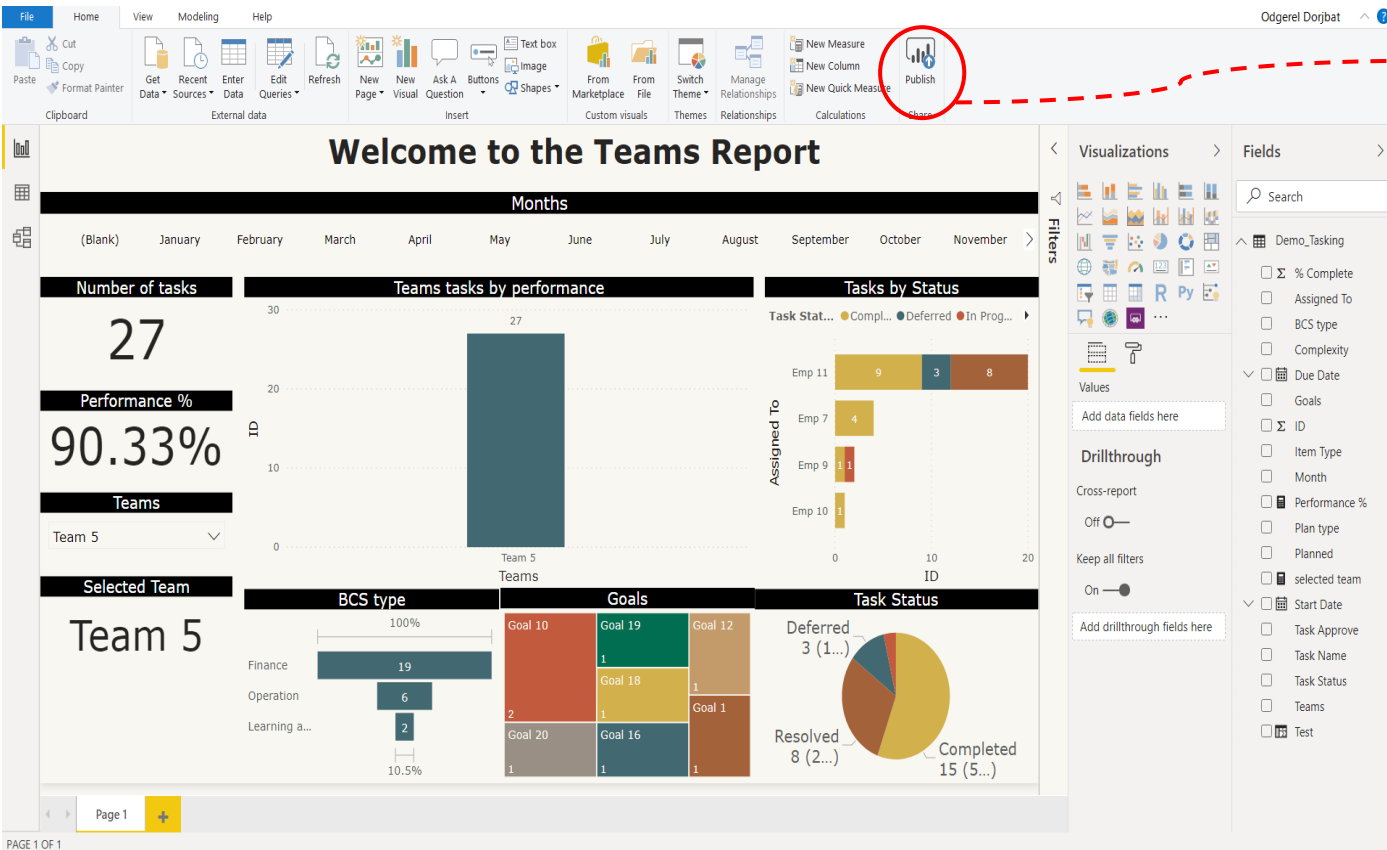


2. “=” тэмдэгтээс өмнөх утга нь томьёоны нэр, хойших нь томьёо болон функцийг бичих хэсэг. (Жишээ нь: Selected team нь measure- ийн нэр, SELECTEDVALUE нь сонгосон утгыг харуулдаг функц, Demo_Tasking[Teams] нь баганы нэр, таслалын дараах утга нь багана дээр дараагүй үед гарах утга.)

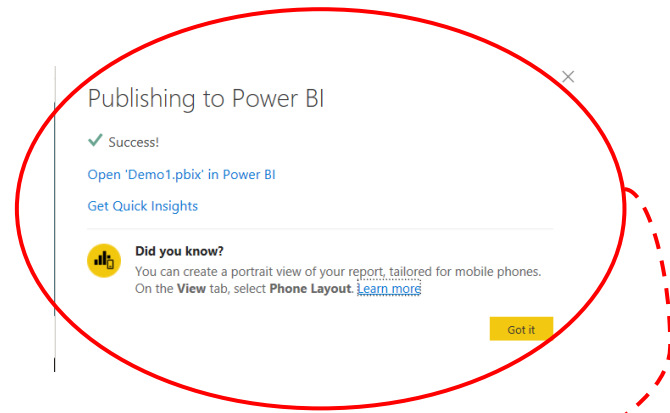
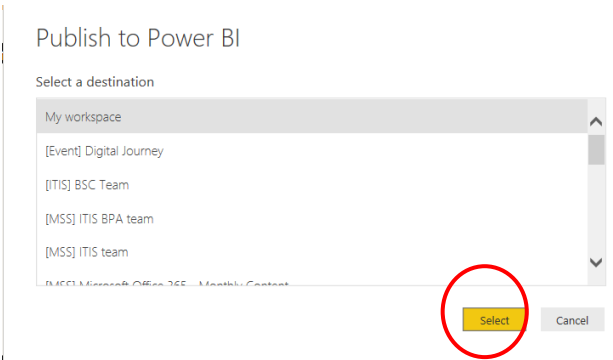
3. Томьёо алдаагүй ажилласан бол Field хэсэгт гарч ирнэ. Үүсгэсэн томьёогоо ашиглан дүрслэлүүдийг зурж болно.



6 Power BI : Report-oo Publish хийх



Дашбордоо зурж дууссаны дараа Home цэсний **Publish** товчийг дарна.



Report байрлах талбараа сонгоод, **Select** дарсны дараа баталгаажсан цонх гарч ирсэн **линк** дээр дарж report -оо харах боломжтой.



*Бидэнтэй хамтран ажиллаж
буй та бүхэнд баярлалаа*

Эргэн холбогдох:

Веб хуудас: <https://mogulss.mn/>

Дуудлага саппорт үүсгэх: <http://itzone.atlassian.net>

Харилцах утас: +976 77312424

И-мэйл хаяг: support@mogulss.mn