

Accessing Dashboards by DDI

To access and share the dashboards we create for you and your clients, you will need a PowerBI Account.

1. Setting up your PowerBI Pro Account/License

Find out more about PowerBI and signup on their website here: [Data Visualisation | Microsoft Power BI](#)

To obtain a PowerBI Pro License starts at \$13.70/month - [Pricing & Product Comparison | Microsoft Power BI](#). *Note: You may be eligible to take advantage of the 60day free trial.*

The goal will be to ensure the *appropriate* people in your organisation can access your dashboards. By setting up your own account – you have full control of who accesses it and what subscription type you have.

You can either:

Setup an existing individual person/user	Create a single email account for multiple users
Example: joe.blogs@consultancy.com	Example: power.bi@consultancy.com
This account is ideally only used by that individual.	This can be used for a team to have one location for all dashboards they may need to access.

- *Note: DDI is NOT a licensed seller of Microsoft products/PowerBI.*
- *If you need technical support, start with your IT department.*

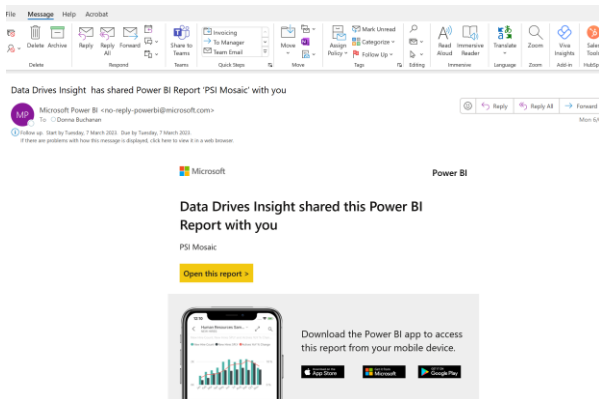
Once you have your account established, simply follow the steps in section 2 below.



2. Using your current PowerBI Pro Account/License

Provide the email address associated with your current PowerBI Account and we will share dashboards to this.

This email address will receive an email notification from Datadrivesinsight.com that we have shared a dashboard with you. It should look like this.



Click on the **'Open this report'** button.

This will take you the Home page of your PowerBI Account. You will find the dashboard we share with you in the **"From External Orgs"** Tab.

