

# Module 10: Create and Manage Workspaces

Mohammed Arif



# Learning Objectives

You will learn the following concepts:

- Workspaces
- Sharing and Managing Power BI Assets

# Lesson 1: Creating Workspaces

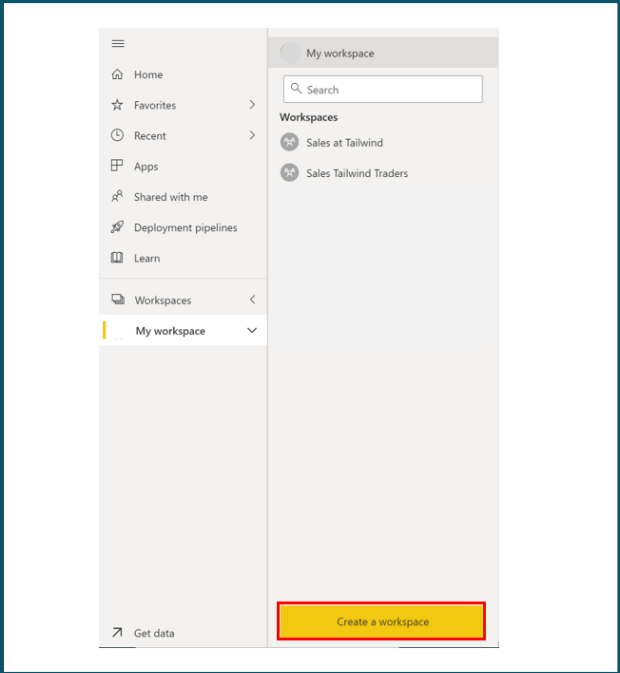


# Introduction to Workspaces

- A centralized repository to:
  - Collaborate with colleagues and teams.
  - Create collections of reports and dashboards.
- Workspaces provide the following benefits:
  - Share and present reports in a single environment.
  - Enable the highest level of security.
  - An environment for housing reports and dashboards for use by others.


# Create a Workspace

Make reports easily viewable and sharable.



### Create a workspace

**YOU'RE CREATING AN UPGRADED WORKSPACE**  
Enjoy new features, better sharing options, and improved security controls.  
[Revert to classic](#) | [Learn more](#)

**Workspace image**  
 [Upload](#)  
[Delete](#)



**Workspace name**

**Description**

[Learn more about workspace settings](#)

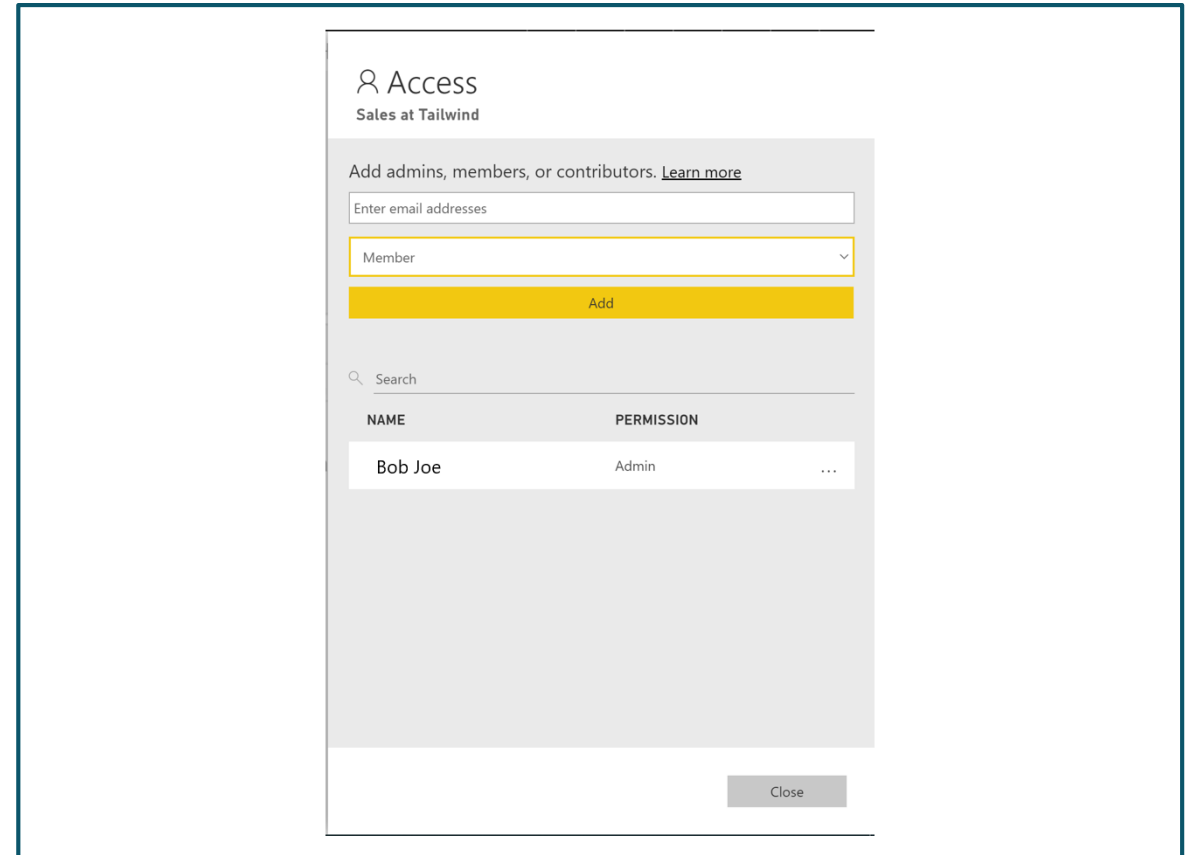
Advanced ∨












NAME ↑	ACTIONS	OWNER	SENSITIVITY	INCLUDED IN APP
 ☆ keysales01			--	<input checked="" type="checkbox"/> Yes

# Assign Workspace Roles

- Roles determine what a user can do in a workspace, so teams can collaborate.
- Key roles include:
  - Admin.
  - Member.
  - Contributor.
  - Viewer.



# Create Apps

NAME ↑	ACTIONS	OWNER	SENSITIVITY	INCLUDED IN APP
 ☆ keysales01	       		--	<input checked="" type="checkbox"/> Yes



**Create app**



**Successfully published** ✕

**Sales at Tailwind**

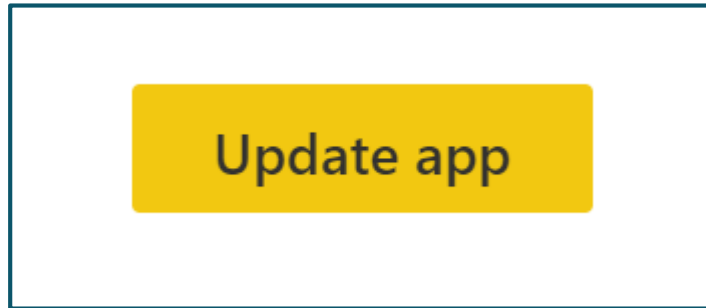
Give people the link below, or direct them to Apps > Get apps in the Power BI service.

<https://app.powerbi.com/Redirect?action=OpenApp&appld=a690311> **Copy**

**Go to app** **Close**

# Configure and Update a Workspace App

- How do you update a published App?
  - Navigate back to the workspace.
  - Make any necessary updates.
  - Click **Update App** (previously called Publish App).





# Review Questions

1

**Q – How is the admin workspace different from other types of workspace roles?**

**A – Admins are the only role that can remove users.**

---

2

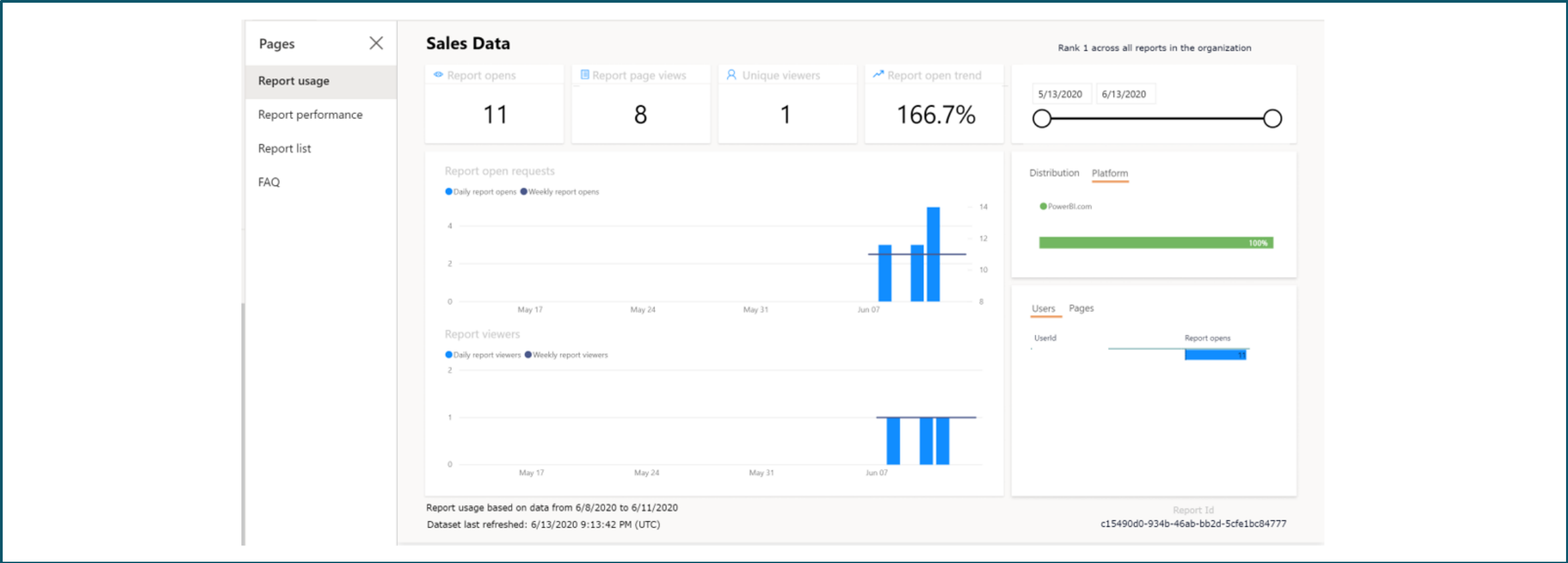
**Q – What is the best description of a workspace?**

**A – A workspace is a centralized location or repository that allows you to collaborate with colleagues and teams to create collections of reports, dashboards, etc.**

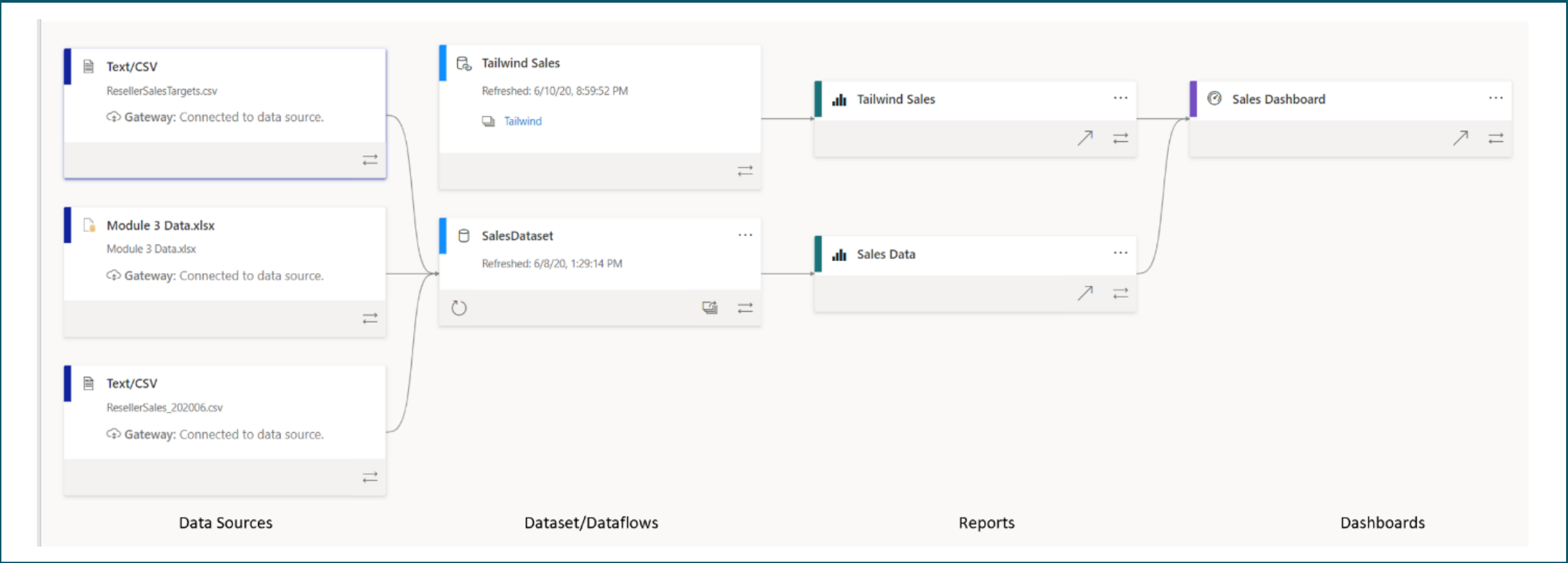
# Lesson 2: Sharing and Managing Assets



# Monitor Usage and Performance



# Viewing Data Lineage



# Data Protection

- Classify and label sensitive Power BI data
- Enforce governance policies even when Power BI content is exported
- Monitor and protect user activity on sensitive data in real time
- Empower security administrators

The screenshot displays the Power BI interface for the 'Finance Department' workspace. A table lists several reports, including 'Finance Report', 'New Report', 'Sales 2019', 'Sales 2019 - External', and 'T - Profitability'. The 'Settings for Finance Report' dialog box is open, showing various configuration options. The 'Sensitivity label' is set to 'Confidential/Internal-only'. The 'Export data' section is set to 'Summarized data'. The 'Filtering experience' section has 'Allow users to change filter types' and 'Enable search for the filter pane' both enabled. The 'Cross-report drill through' section is also enabled. The dialog box includes 'Save' and 'Cancel' buttons at the bottom.

Name	Type	Owner	Refreshed	Next refresh	Endorsement	Sensitivity
Finance Report	Report	Finance Department	10/29/19, 3:49:04 PM	—	—	Confidential
New Report	Report	Finance Department	6/5/19, 2:21:33 AM	—	—	Highly Confidential
Sales 2019	Dashboard	Finance Department	—	—	—	Confidential
Sales 2019 - External	Report	Finance Department	6/7/19, 6:32:05 PM	—	—	Confidential
T - Profitability	Workbook	Finance Department	6/5/19, 2:21:33 AM	—	—	—

# Review Questions

1

Q – What feature in Power BI service can you use to troubleshoot the flow of data from its source to destination?

A – View Lineage

---

2

Q – A key tenet of data protection is sensitivity labels, which specifies what?

A – Which data can be exported.

# Module Overview

We covered the following concepts:

- Workspaces
- Sharing and Managing Power BI Assets

# References

- PL-300 Create and manage Workspaces in Power BI

<https://docs.microsoft.com/en-us/learn/modules/create-manage-workspaces-power-bi/>

