

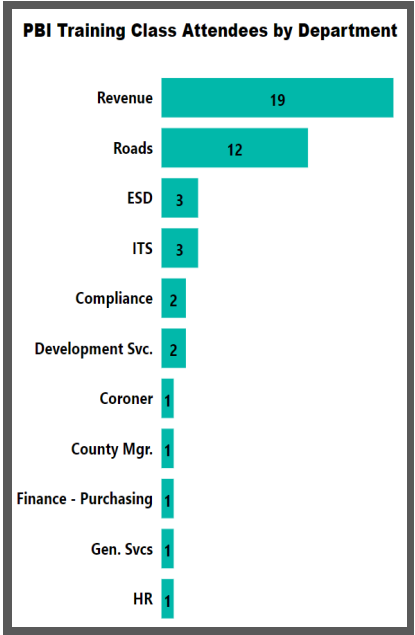
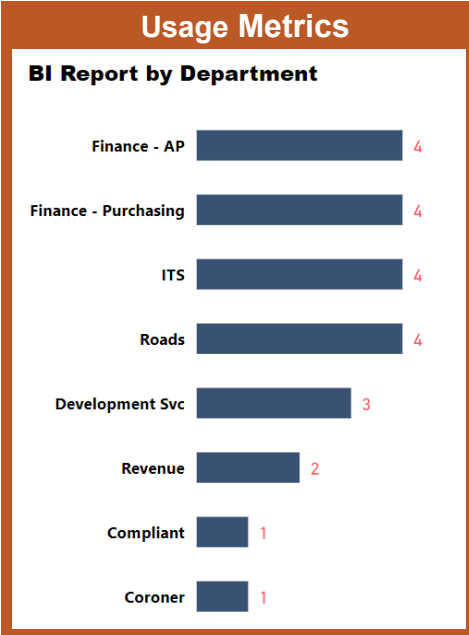
**In this Issue: Featured Article | Featured BI Report | Usage Metrics | Success Story | Tips | BI Training**

**Featured Article: [End User Tutorial](#)**

This tutorial shows you how to use and navigate around a Power BI report. As not all reports will look the same, this video covers basic Power BI functionality so you should be able to follow along with any Power BI report that has been shared with you. Click [Here](#) to access the tutorial.

**Success Story**

*“Power BI has provided the Purchasing Division with opportunities to enhance our role in the procurement function. Power BI purchasing reports allow us to communicate real time spend analytics so that departments can make real time decisions, either in the day-to-day, or in fiscal/budget planning. Having real time data at your fingertips improves our ability to critically think about tasks and create viable solutions to supply chain challenges.”* - Dr. Michael D. Matthews, Purchasing Agent, Finance



**Power BI Report - Spotlight**

Pending Requisitions Dashboard

Department: All | Clerk: All | Approver: All | Approver De...: All | Buyer: All | Days Active: 0 to 30 | Total Requisitions: 96

The screenshot shows a Power BI report titled 'Pending Requisitions Dashboard'. It features several filters and slicers at the top, including Department, Clerk, Approver, Approver De..., Buyer, Days Active (0 to 30), and Total Requisitions (96). The main content area displays three bar charts: 'Requisitions by Department', 'Requisitions by Approver Department', and 'Requisitions by Buyer'. A tooltip is visible over the 'Requisitions by Department' chart, showing filters for 'Days Active' (less than or equal to 30) and 'REQ status' (6 - Released).



Click Filters and slicers

To view filters and slicers affecting a visual

**BI Training**

ITS dept. is offering hands-on Power BI (PBI) user training classes. Click [here](#) to sign up.

**Have questions? Want a demo?**

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