

# Launching and connecting to akoyaGO with PowerBI Desktop

Follow these steps after you have downloaded PowerBI Desktop from <u>https://powerbi.mi-crosoft.com/en-us/desktop/</u> and using the yellow "Download Free" button.

13 Steps

Created by

akoyaGO Support

Creation Date

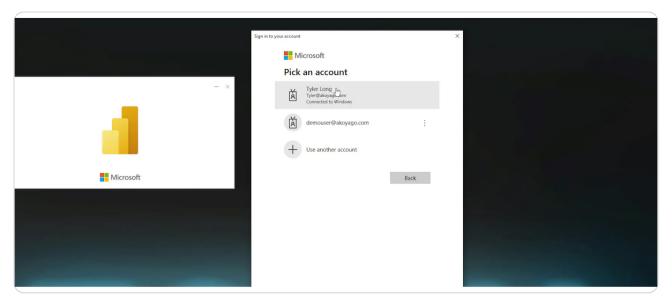
February 7, 2023

Last Updated

February 7, 2023

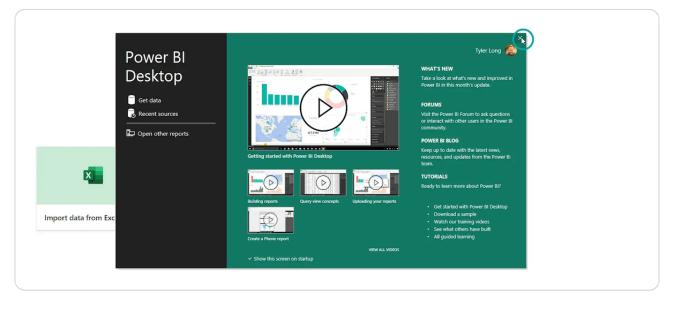


Launch PowerBI Desktop, and sign in using your Microsoft credentials.



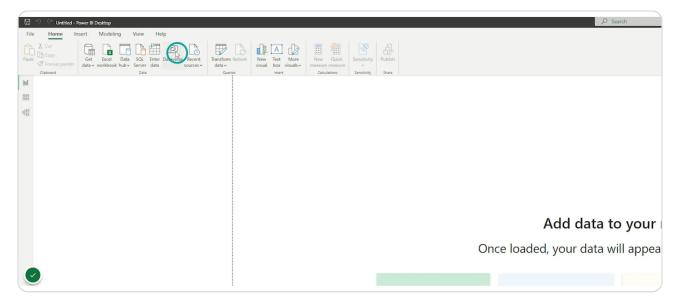
#### STEP 2

When PowerBI opens, close the popup using the "X" button.





On the header, click "Dataverse".



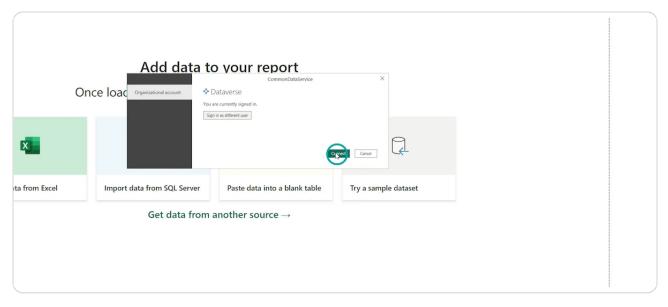
#### STEP 4

You may need to sign in again. If so continue, and use your same account.

C	nce loac Organizational account	<b>D VOUR REPORT</b> CommonDataService Dataverse	×	
×	Veu	ren't igned in.	Correct Carce	
Import data from Excel	Import data from SQL Server	Paste data into a blank table	Try a sample dataset	
	Get data from	another source $\rightarrow$		

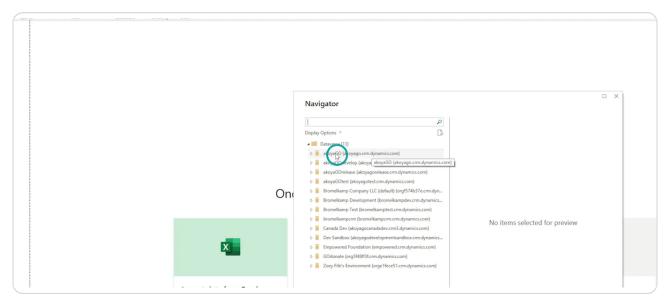


# Press the green "Connect" button.



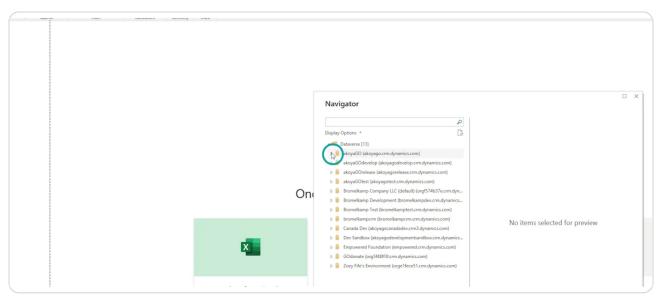
## STEP 6

You should see just one or two URL's. Find your akoyaGO URL (i.e yourfoundation.crm.dynamics.com).



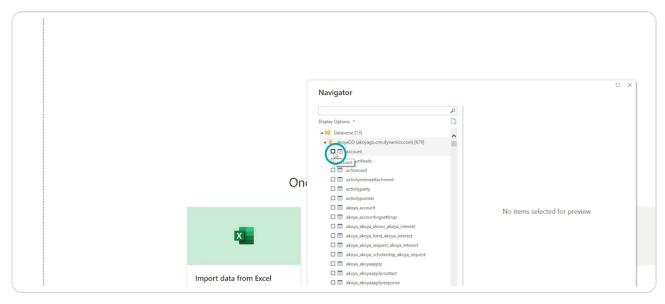


Hit the downwards arrow next to your URL.



## STEP 8

For the demonstration, we are going to use three tables. Check off account (Constituent).



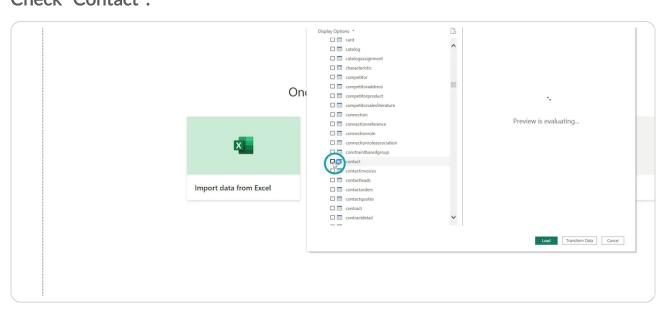


# Check akoya\_request (Request).

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	Display Options - 2 i i akoya,outcomemeasure i i akoya,page i i akoya,phase i i akoya,phase i i akoya,phase	account 🗟	
On	akoya_programbudget	Preview is evaluating	
	akoya, requested/chelarship     akoya, requested/chelarship     akoya, reverses/payment     akoya, reverses/payment     akoya, reverses/payment     akoya, reverses/payment     akoya, reverses/payment     akoya, reverses/payment	r teview is evaluating	
Import data from Excel	iiii akoya_reviewerrequestscore     iiii akoya_reviewgroup     iiii akoya_reviewgroupapplications		
	acys_reviewresponses     acys_scheduleddistribution		
		Lood Transform Data Cancel	

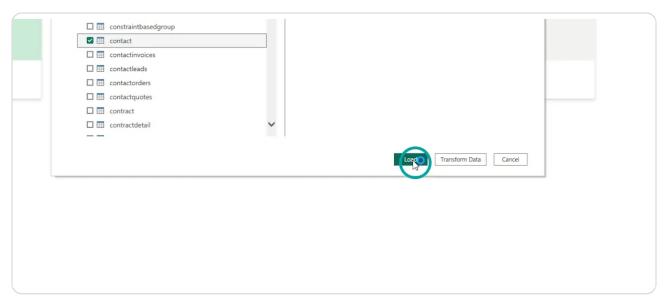
#### STEP 10

# Check "Contact".





After the three tables are selected, hit "Load".



#### STEP 12

Change the radial option to "DirectQuery" and hit "OK".

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		Connection	settings		
	Once loaded, you	bring a copy of th data source.	ow to connect to this data source. Import allows you to le data into Power BI. DirectQuery will connect live to this	١e	<u>.</u>
		O Import DirectQuery			
×	squ	Learn more about	DirectQuery		
from Excel	Import data from S	QL Server	Paste data into a blank table	Try	a sample dataset
	Get o	lata from	another source $ ightarrow$		



If you have loaded the tables correctly, your fields pane on the right hand side should look like this. This is where the starting point will be for the webinar.

-		
	Visualizations >> Build visual	Fields     >
	Image: space state sta	
	Keep all filters On Add drill-through fields here	



