



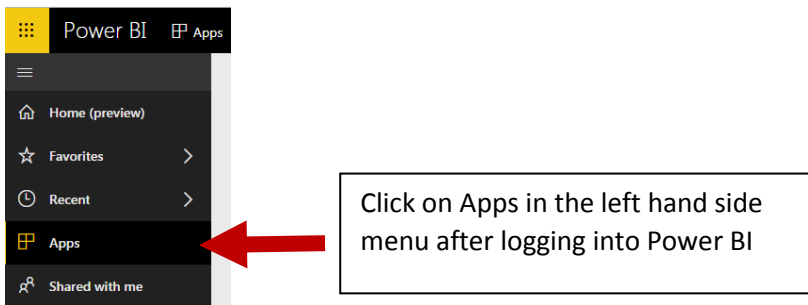
Business Intelligence/Data Analytics (DANte)


So you [logged a ticket with ISS requesting access to DANte](#) and a selection of reports. ISS have responded by providing you with a power BI license and confirmation you can now view the reports. Now what do you do to get started?

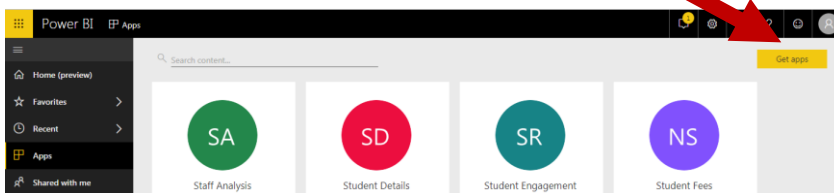
Step 1 – Log in - DANte is available through Office 365. Log into [Office 365](#), click on the ‘waffle’  in the top left hand corner of the screen

Step 2 - Click on the Power BI icon within the waffle  Power BI

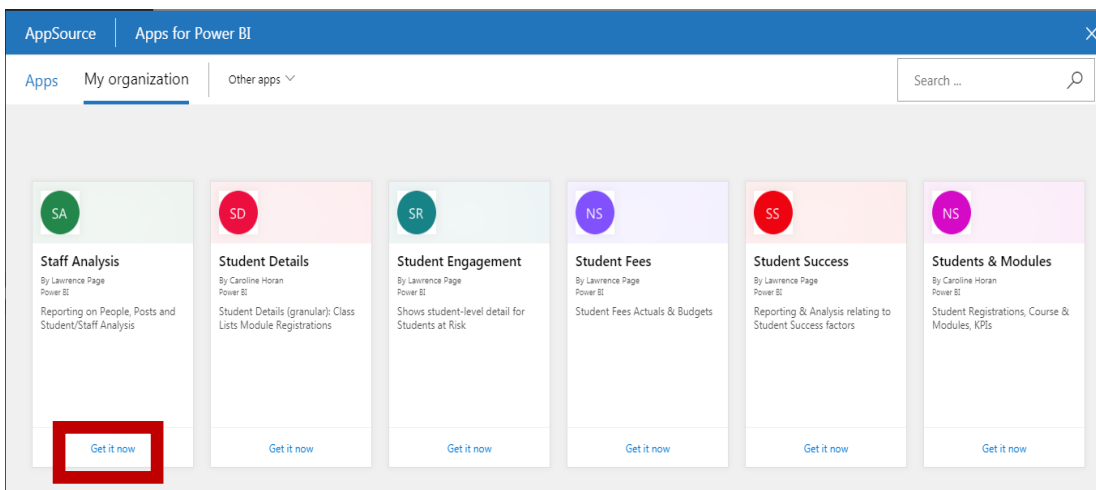
Step 3 - The home screen of Power BI will now display. Time to access the Apps allocated by ISS.



Step 4 - Once “Apps” is clicked, the below screen will appear. If the “App” you are looking to access is not listed, then click on the yellow box – “Get Apps” 

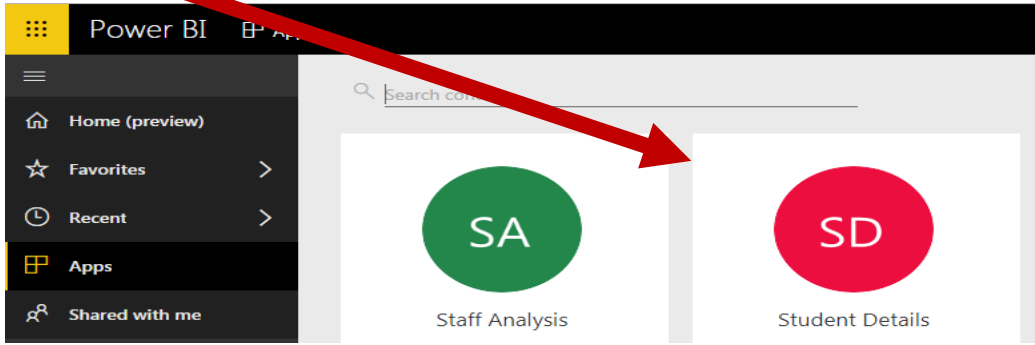


Step 5 – A window similar to the one below, will appear once “Get Apps “is clicked. Click on “My Organisation” and a selection of apps, as per your request, will appear. Click the “Get it now” under the relevant app, for it to be added to your “apps menu”.

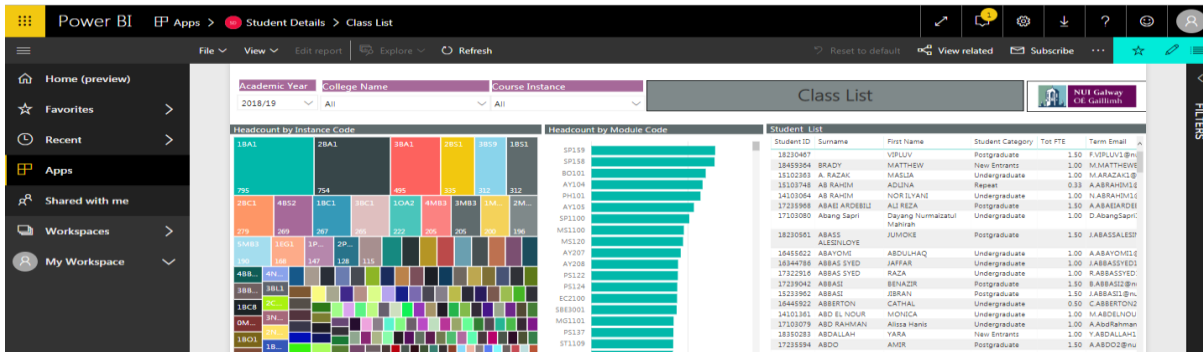


Once downloaded, the app will appear under the apps link you first clicked on. Follow the below steps to access the reports available within any of the apps.

To access the reports within an app, you must first click on the app in which you have an interest, in this example I am using the “Student Details” app. Just click on any area within the white square of an app



This will open the first report available within the app, as shown below:



To access additional reports, within the app, you just click on the top right hand corner menu -



A list of available reports will then be displayed, by clicking on any of the reports, will result in the report opening:

