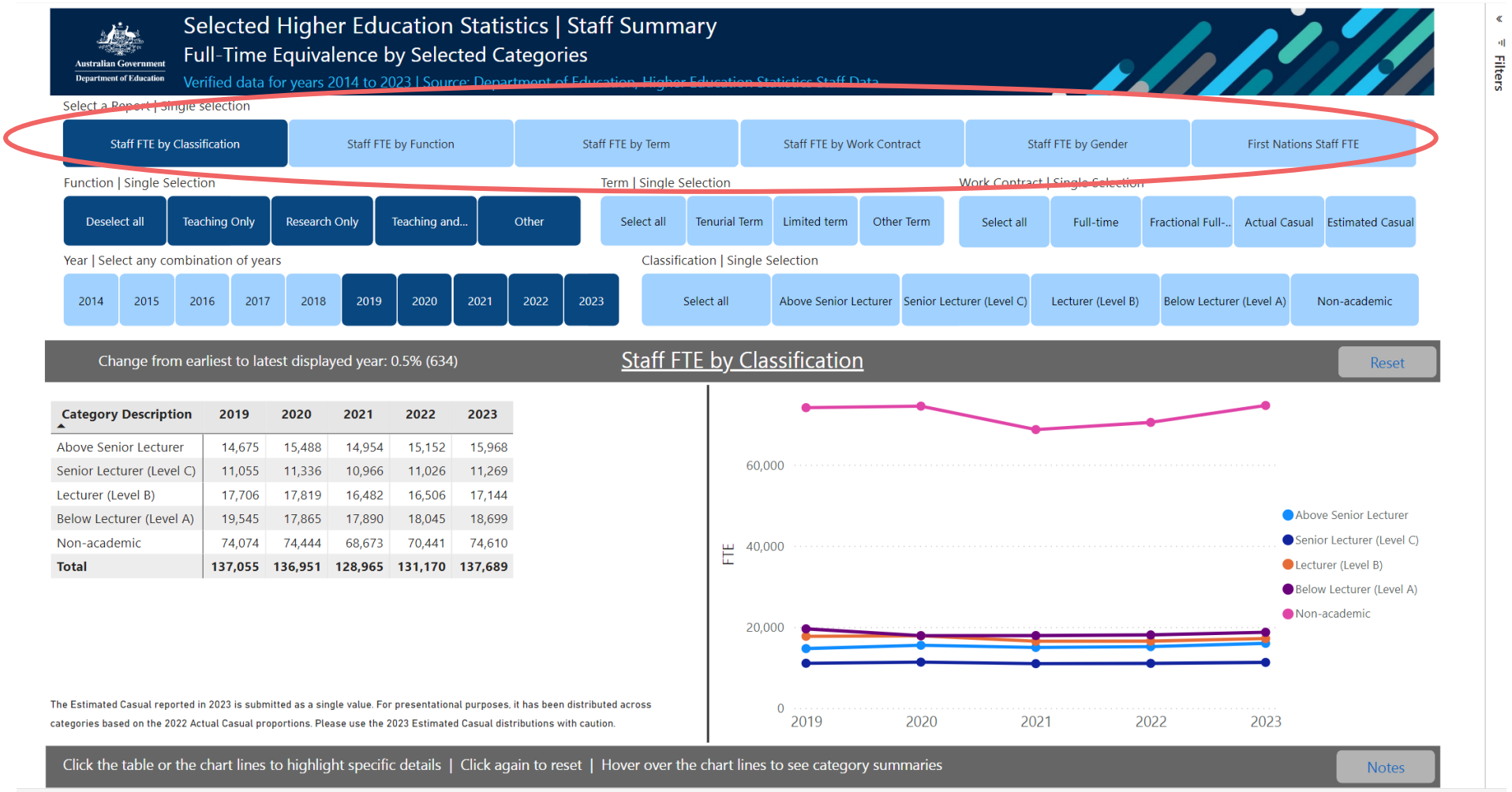
Australian Government
Department of Education

Brief Guide

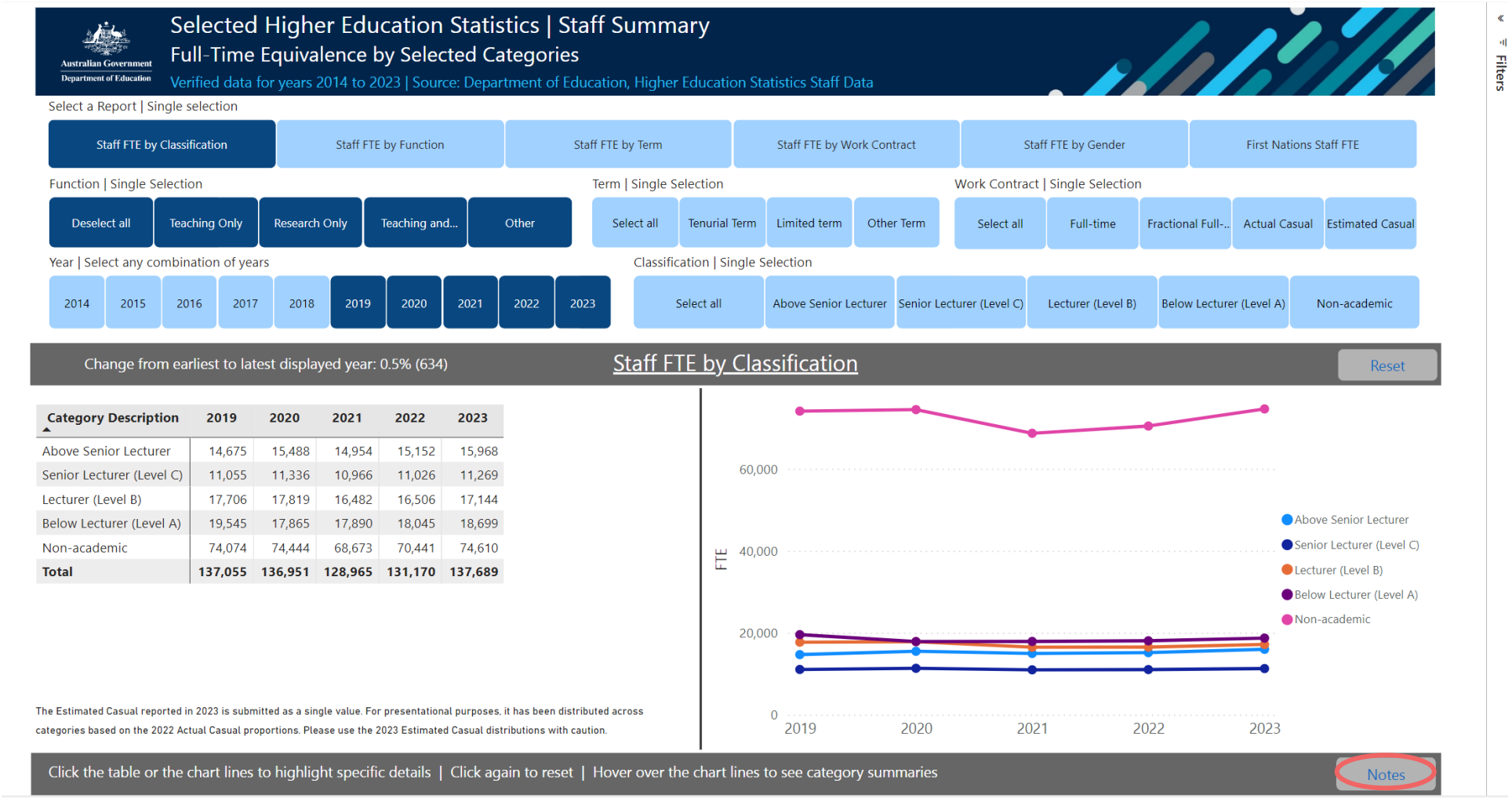
Staff Data - Power BI report

Navigating Power BI Reports

1. When a Power BI report is opened, a home screen will appear and breakdowns exist within the page (e.g., Staff FTE by Classification, Staff FTE by Function, etc). Select a breakdown by clicking on one of the tabs on the top row.

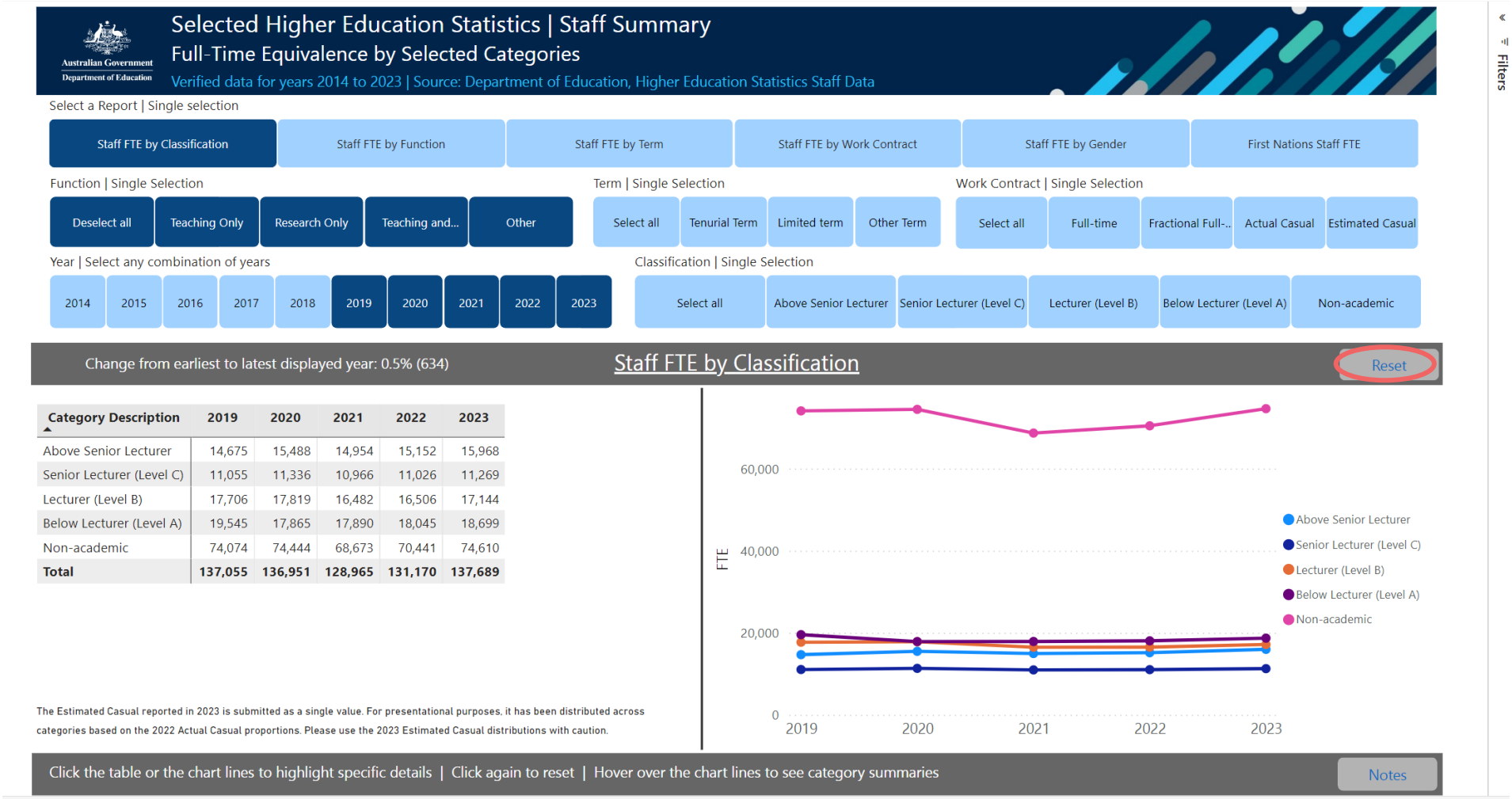


2. Notes including how to use the reports and definitions about the data can be accessed by selecting the “Notes” button.

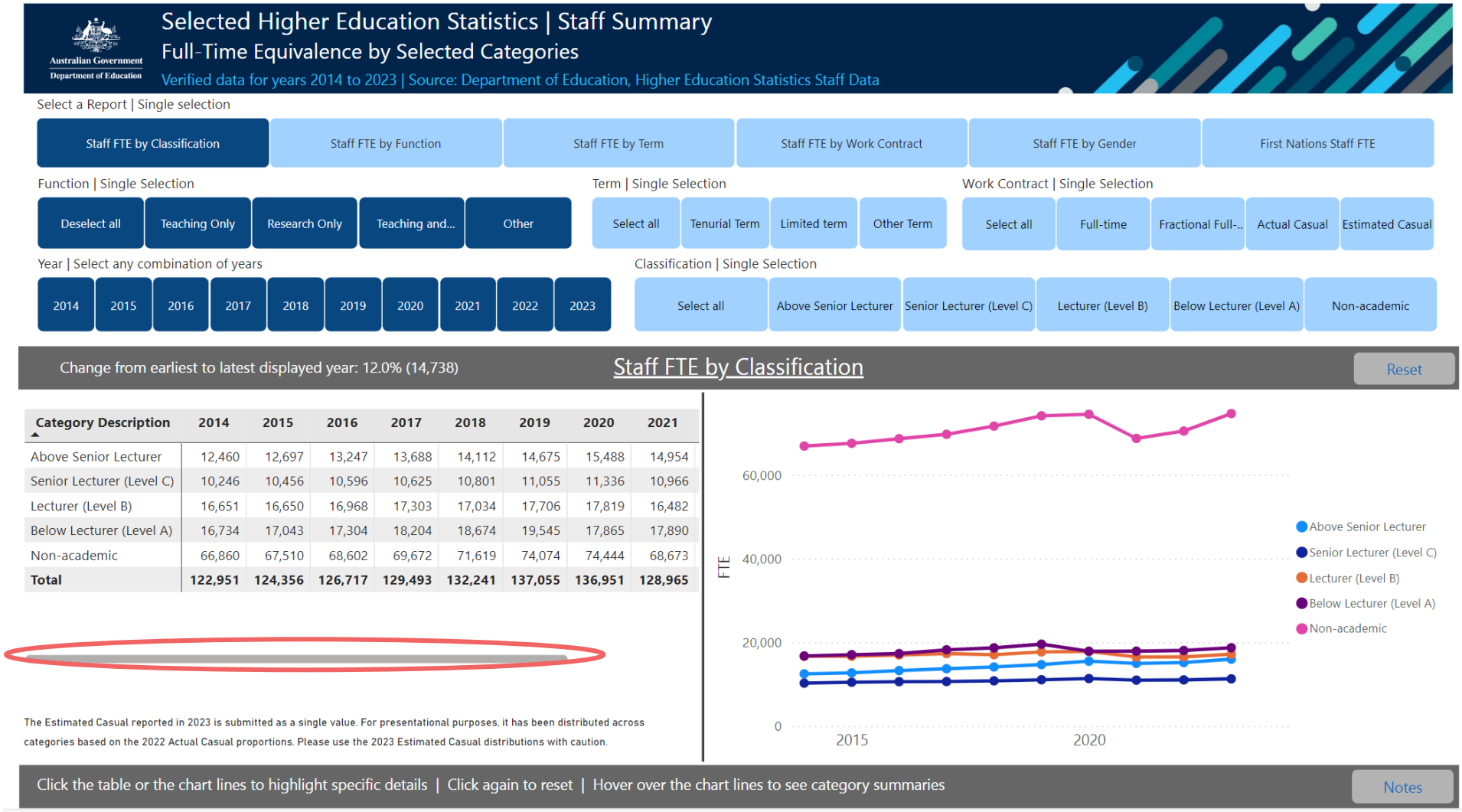


Using Power BI Reports

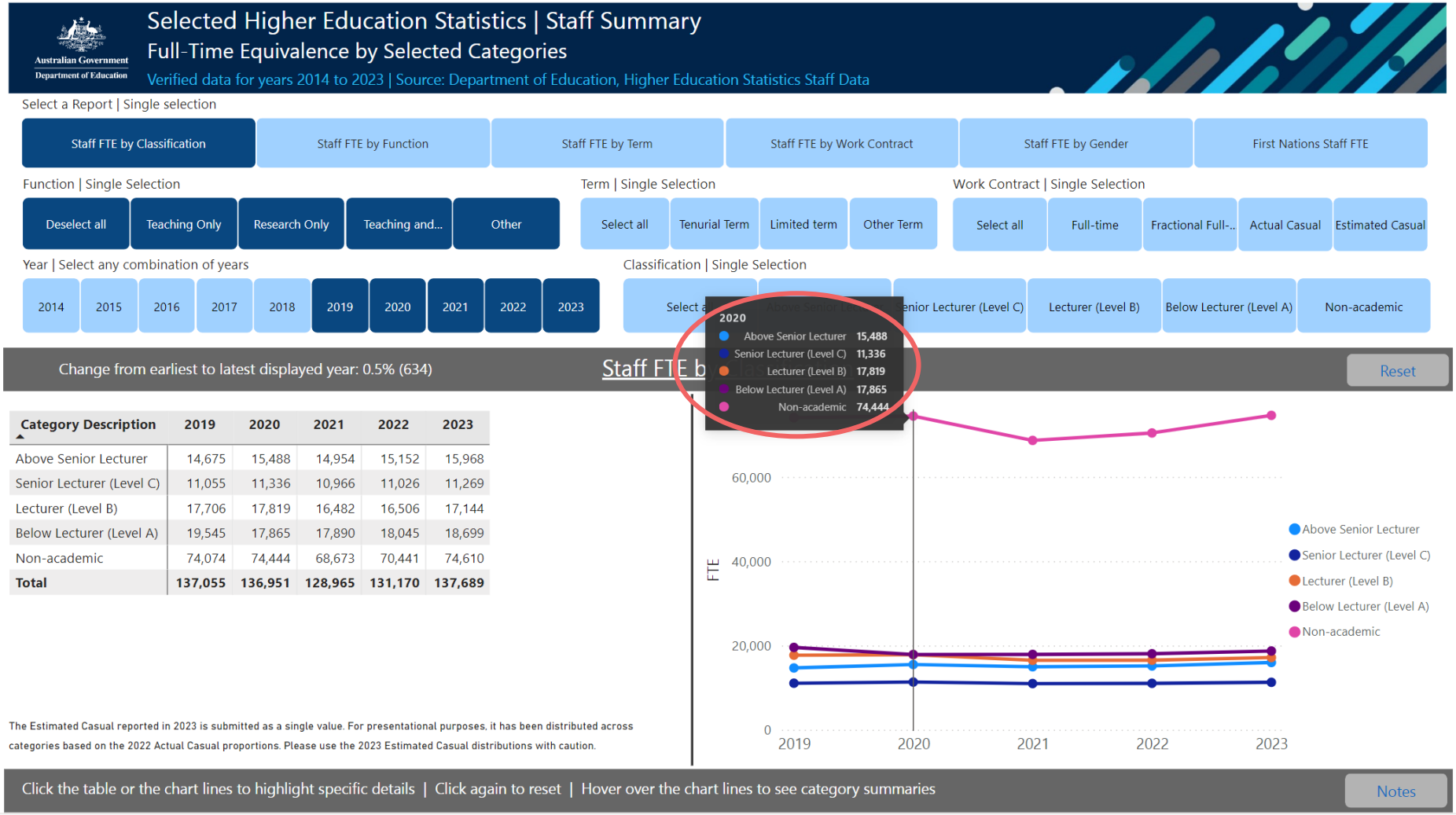
3. Below is a typical example of what a Power BI report page may look like, including a chart, table, and various filters at the top. To reset all settings, select "Reset" on the right-hand side towards the middle of the screen.



4. On some pages you may need to use the scroll bar to see all the data.

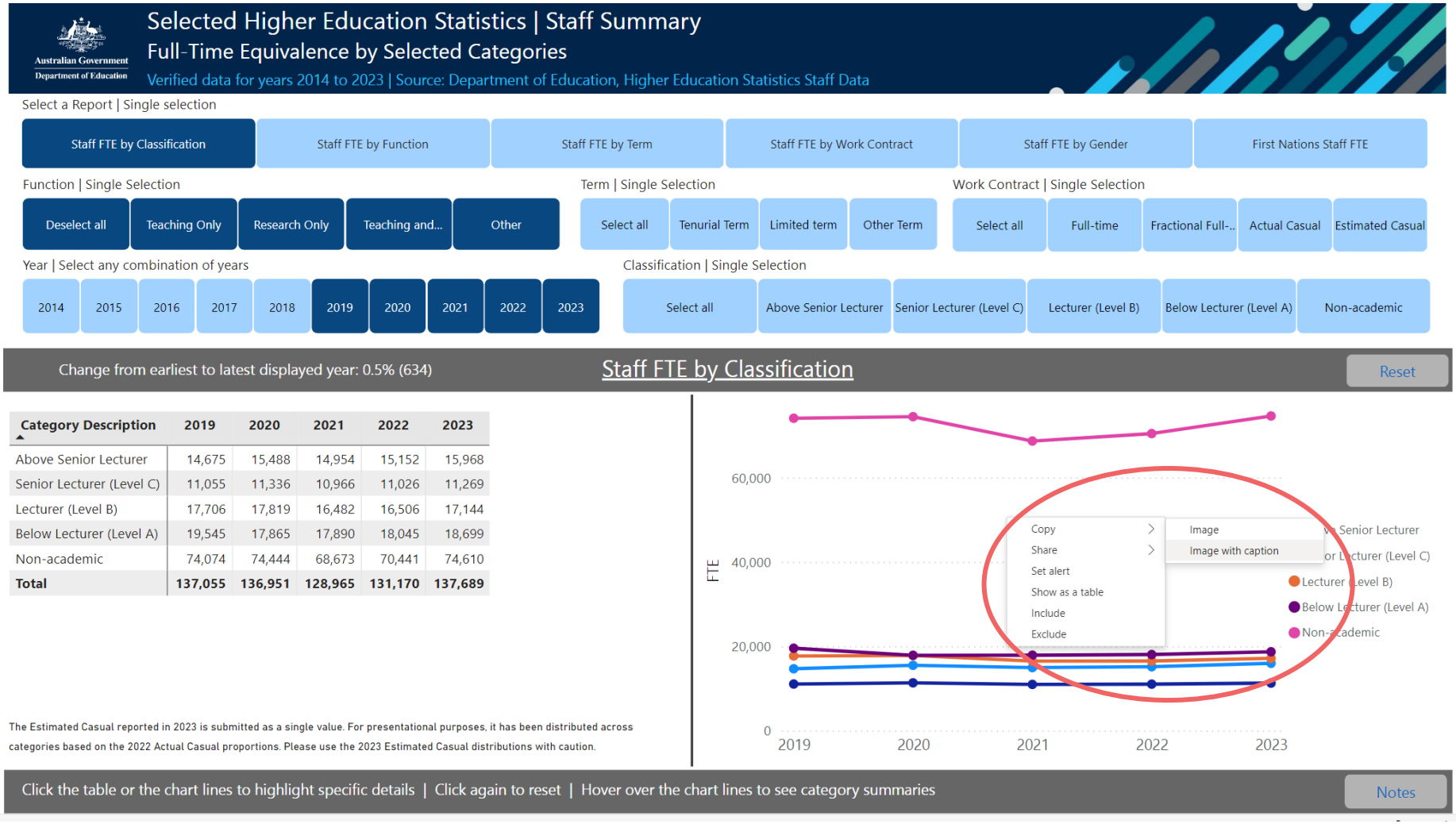


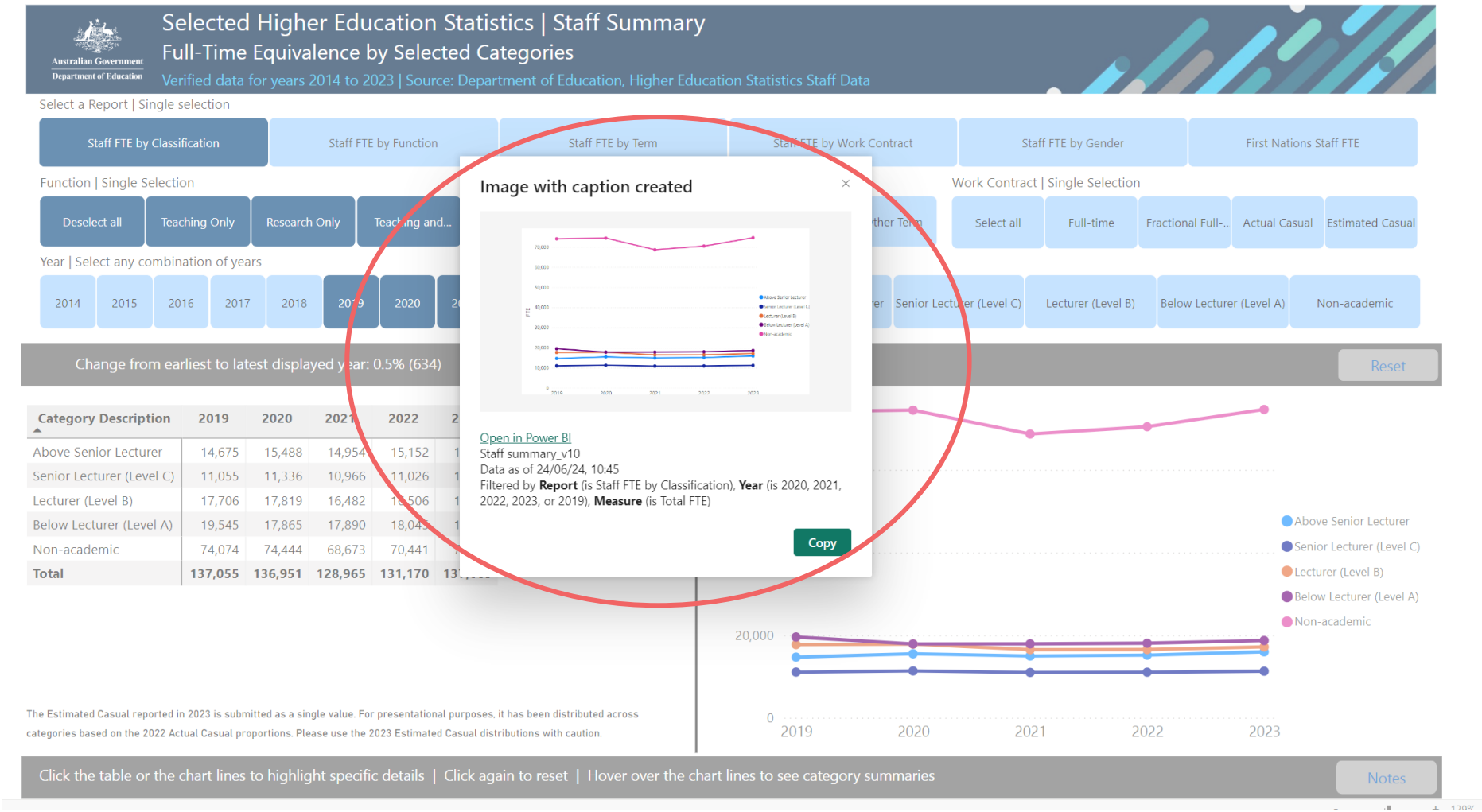
5. By hovering over a data point in a chart with the mouse pointed, the exact number can be displayed. This function works on both line charts and bar charts.



Category Description	2019	2020	2021	2022	2023
Above Senior Lecturer	14,675	15,488	14,954	15,152	15,968
Senior Lecturer (Level C)	11,055	11,336	10,966	11,026	11,269
Lecturer (Level B)	17,706	17,819	16,482	16,506	17,144
Below Lecturer (Level A)	19,545	17,865	17,890	18,045	18,699
Non-academic	74,074	74,444	68,673	70,441	74,610
Total	**137,055**	**136,951**	**128,965**	**131,170**	**137,689**

6. Charts can be copied as an image with a caption, and then pasted as required. Hover the mouse pointer over the individual chart, right click, hover over “Copy”, then select the “Image with caption” button. Once copied select “Copy”, as seen in the second image below.





7. Alternatively, the ‘Snipping tool’ (or similar) can be used to cut and paste charts and tables as pictures if required. It is best to use the focus mode option (described above) before snipping for the best resolution. If desired, a picture of the filters can also be snipped, so that a record is maintained of what filters were applied to the data.