

Power BI User-based Licensing Job Aid

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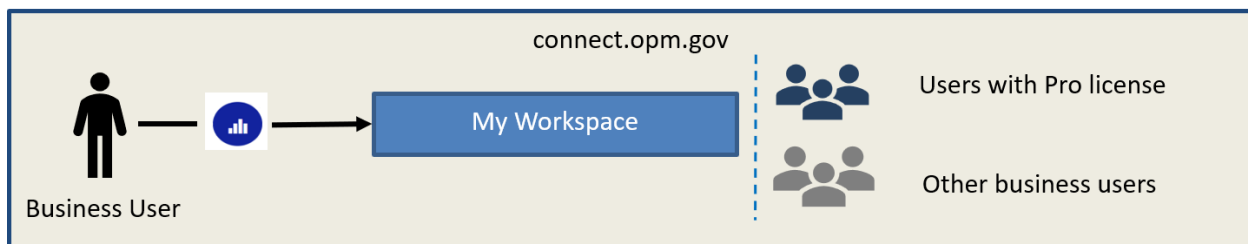
In the USA Staffing Power BI environment, connect.opm.gov, users will interact with the **Power BI service**, the online self-service and enterprise business intelligence platform, in two different capacities: as a business user or report publisher. All USA Staffing reporting users are automatically assigned to a regular user access package, which provides business users access to standard features in Power BI. A subset of users will be assigned to a Pro user access package and granted Power BI Pro licenses. This job aid is meant to highlight the differences between a business user and report publisher (Power BI Pro) and help identify which users should be granted Pro licenses.

A Power BI Pro license is an individual per-user license that carries an additional cost. The cost for Power BI Pro licenses is covered by USA Staffing license agreements, but in order for Pro license costs to continue to be covered by license agreements, **Pro licenses must only be granted to those users that have a business need to publish content for other users within their organization(s)**. Not all users will be provided with Pro licenses and current Cognos Report Authors will not be automatically converted to Power BI Pro users.

What are standard features in Power BI?

All USA Staffing reporting users will have access to the Power BI service to view and interact with shared datasets, reports, and apps. A business user can publish a report developed in **Power BI Desktop**¹, which is the tool for authoring and creating the data model and report, to the user's personal workspace, My Workspace. A Pro license is required to publish content to a shared organizational workspace.² In summary, the standard features in Power BI allow a business user to do personal data analysis and visualizations.

Figure 1. Power BI My Workspace diagram.



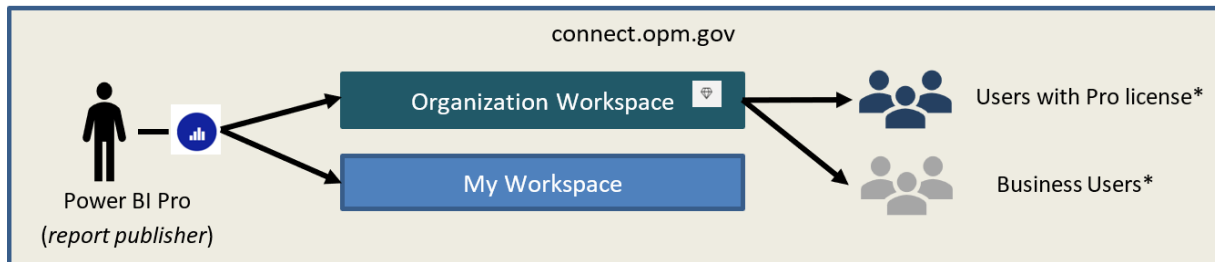
¹ Power BI Desktop is a free, downloadable application from Microsoft. Anyone can download and use Power BI Desktop regardless of their license. Coordinate with your agency's IT support and follow applicable guidance to download and install the application, if necessary.

² A shared organizational workspace is a shared place to collaborate in the Power BI Service. It can store dashboards, reports, datasets, etc. Each USA Staffing Organization will have a shared workspace. Access to each shared workspace is determined by a user's permissions in USA Staffing.

What are Power BI Pro features?

Power BI Pro provides the same capabilities as business users to create content and enables publishing content to a shared organizational workspace in the Power BI service.³ Premium capacity workspaces, indicated with the diamond icon, allow business users with permission to the workspace access to the content published there. Users must have permissions to at least one office in the organization within USA Staffing to access that organization's shared workspace.

Figure 2. Power BI shared organizational workspace diagram.



*Users must have permissions to at least one office in the organization within USA Staffing to access that organization's shared workspace.

Which users should have a Power BI license?

A **Power BI Pro** user will be creating Power BI reports for larger consumption within an organization workspace or publishing content on behalf of other users. This user should be familiar with Power BI navigation, Power BI workspace roles, Data Analysis Expressions (DAX), and data visualization and data modeling concepts. A **business user** is mainly a report consumer who needs to read the data and use built-in report slicers, filters, visual interactions, etc. to analyze the data but can also create reports and visualizations for personal use.

What is the impact on row-level security on data?

Row-level security (RLS) in Power BI is used to restrict data access for a given user.⁴ RLS for an individual user is based on their USA Staffing account permissions. Users will only be able to report on USA Staffing data for which they have permission. Build access granted via the Power BI app allows users to create their own reports using the Power BI app dataset with RLS applied within their Power BI My Workspace (personal) or organization (shared) workspaces.⁵

Power BI Pro users are assigned Contributor workspace roles in their Power BI organization workspaces. This role provides edit permissions for datasets published to the organization workspace and, therefore, row-level security will not apply to Power BI Pro users on data provided by the organization. USA Staffing-provided datasets will have RLS applied regardless of Pro license status. If

³ Microsoft. (2023, Feb 5). "Power BI service per-user and capacity-based licenses", <https://learn.microsoft.com/en-us/power-bi/fundamentals/service-features-license-type>

⁴ Microsoft. (2023, Nov 10). "Row-level Security (RLS) with Power BI", <https://learn.microsoft.com/en-us/power-bi/enterprise/service-admin-rls>

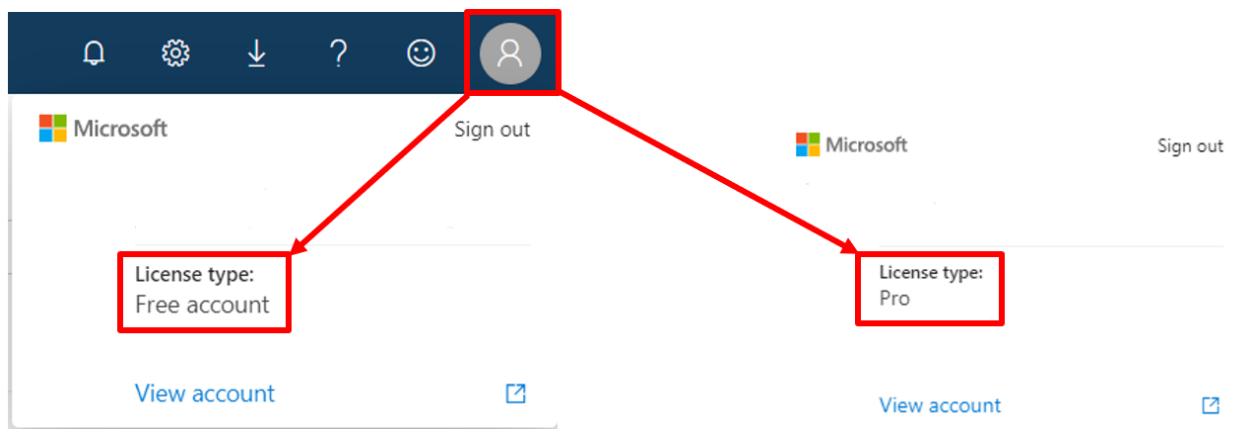
⁵ Microsoft. (2023, Dec 14). "Publish an app in Power BI", <https://learn.microsoft.com/en-us/power-bi/collaborate-share/service-create-distribute-apps#create-and-manage-multiple-audiences>

organizations want to mix USA Staffing data with their own data within the organization workspaces, they should be mindful of the data governance impacts of the Contributor role provided to Power BI Pro users in connect.opm.gov.

How do I confirm if I have a Pro license in connect.opm.gov?

When logged in to connect.opm.gov, click on the Profile icon in the upper right corner of the screen. If you have a Pro license assigned to you, the license type will display as “Pro.” For all others, it will display as “Free account.”

Figure 3. Power BI profile.



If I have a Pro license with my home agency, does that mean I have one in connect.opm.gov?

B2B collaboration, the method used to invite external users into connect.opm.gov, does not allow a user to “bring their own license”, therefore, a new license must be assigned by the provider tenant, connect.opm.gov.⁶

How are Pro licenses being managed?

After the initial solicitation for and bulk assignment of Power BI Pro users, requests to add or remove a Power BI Pro license should go through your USA Staffing Account Manager. The request must include the following information: first and last name, email address, and the USA Staffing Organizations the user should have Pro license permissions for. In the future, the management of Pro licenses will be aided by the Account Details area of the User Profile screen in the USA Staffing Administration area so that those with the Office Administrator role will have visibility into who currently has a license, although a request to activate a Pro license will continue to go through the USA Staffing Account Manager. The Power BI team will have the ability to regularly monitor license usage and Pro licenses will be automatically removed after 60 days of inactivity.

⁶ Microsoft. (2023, Nov 20). “Power BI for US government customers”, <https://learn.microsoft.com/en-us/power-bi/enterprise/service-govus-overview>

Summary of Capabilities by User Capacity

Table 1: Summary of Capabilities by User Capacity

Capability	Pro User	Business User
View and interact with a report in a shared workspace.	✓	✓
View bookmarks created by others and add your own bookmarks.	✓	✓
Export report to PowerPoint or PDF; data to Excel; Analyze in Excel.	✓	✓
Download report file (.pbix).	✓	✓
Create, edit, and delete content, such as reports.	✓	✓
Publish reports to a shared organizational workspace.	✓	

Need additional help? Contact your USA Staffing Account Manager with any questions.