OPM | Talent Acquisition Analytics Group

User License Power BI App Job Aid

V1 – August 2023
V2 – October 2023
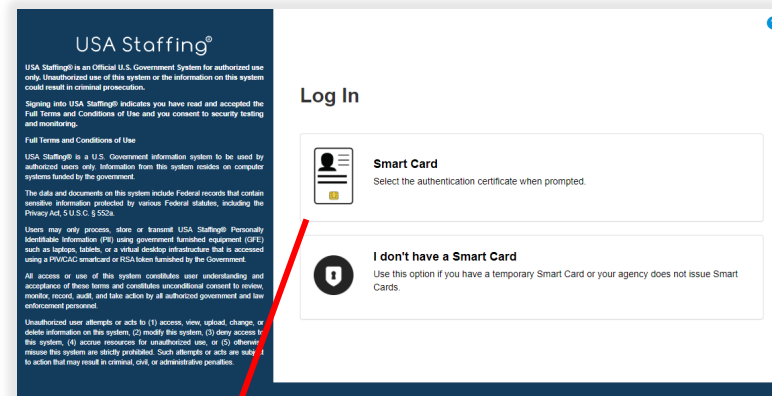V3 – December 2023

Accessing Power BI through USA Staffing

USA Staffing Login
https://usastaffing.gov
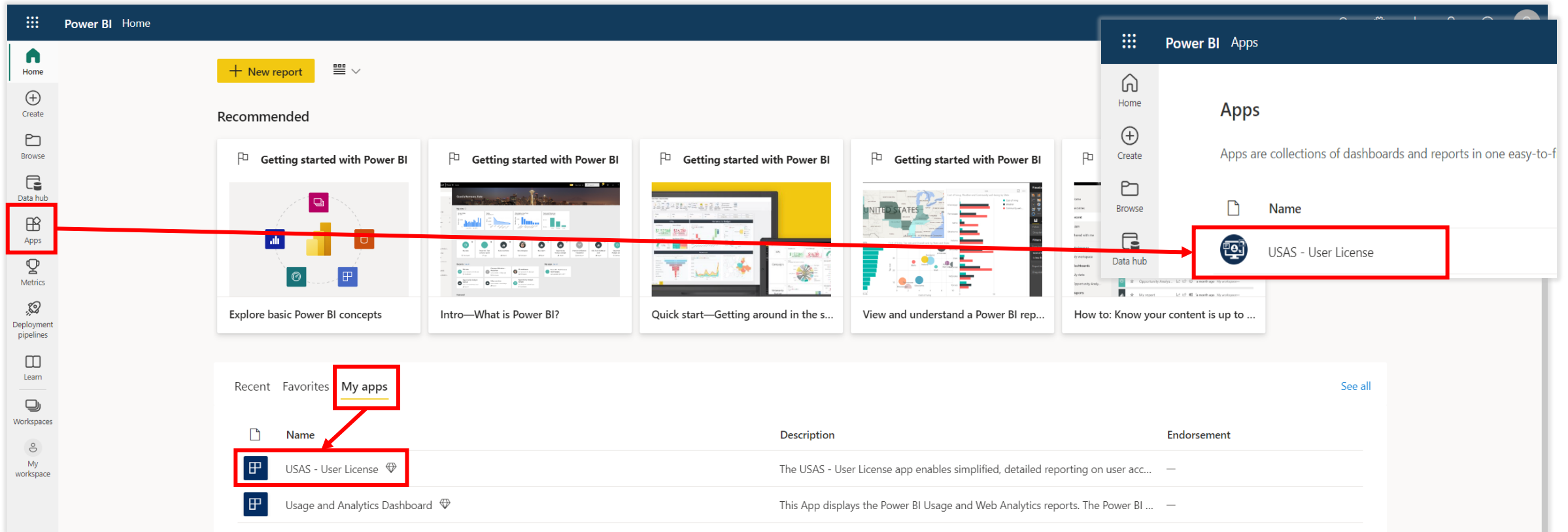
Staffing User Access

Reports Only Access
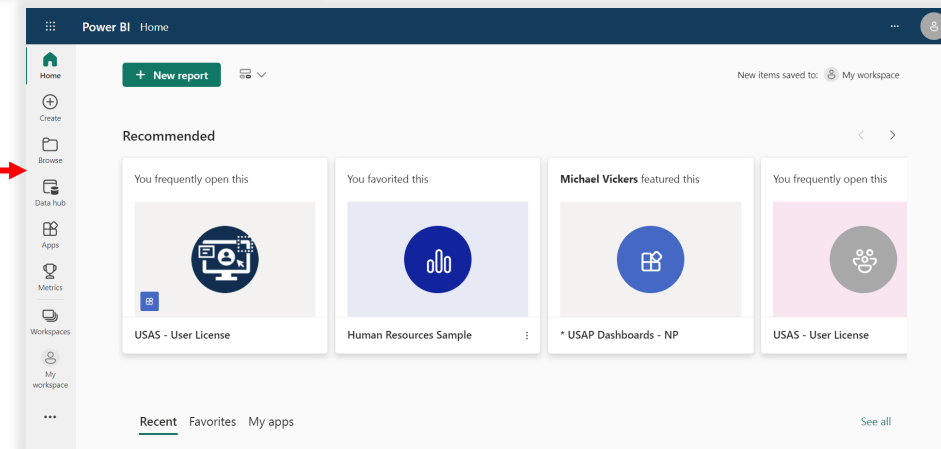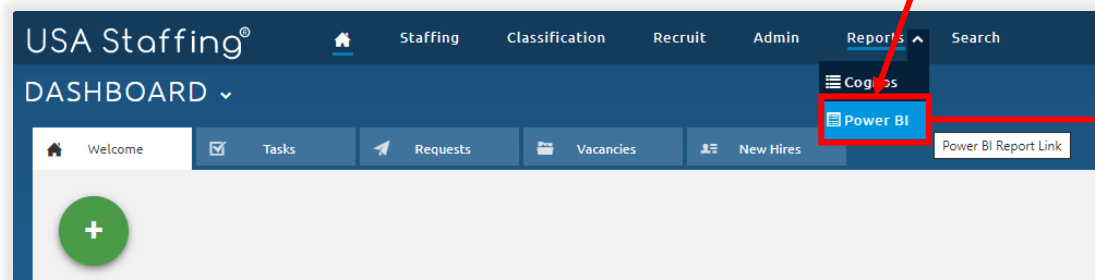
The USA Staffing Power BI environment, connect.opm.gov, can be accessed directly at
https://app.powerbigov.us/home?ctid=3ce07c0b-30c5-4bcd-ad92-238975b649af

User License App

The User License App enables simplified, detailed reporting on user accounts and permission profiles. The User License App dataset is updated multiple times per day.
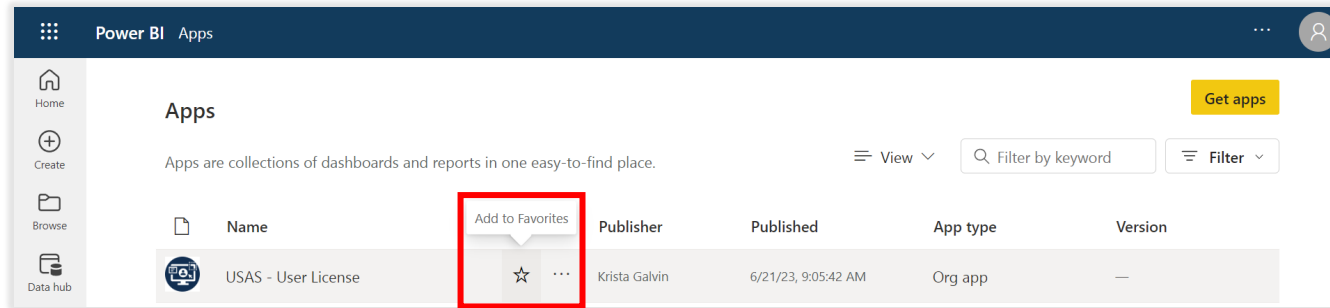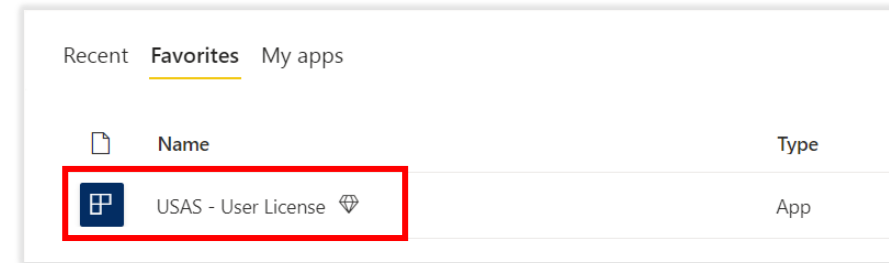

Select the **Apps** icon from the navigation panel or **My apps** from the tabs in the center of the page to display all of your available Apps. Select **USAS - User License** to open the User License App.
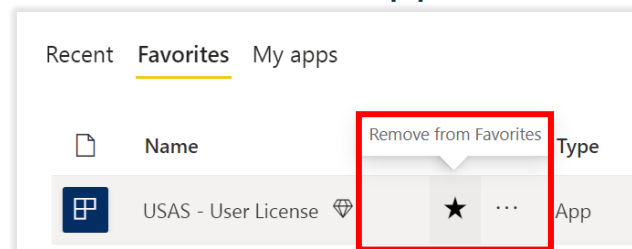
Favoriting an App

You can make commonly used apps even easier to locate by adding them to your favorites. To favorite an app, hover over the app row near the app name and select the star icon to "Add to Favorites." These actions can also be done under the My apps tab on the Home screen or within the app itself.

Once added to favorites, the app will appear on the Home screen under the Favorites tab.

To remove a favorite, select the **star icon** again from the Favorites tab or My apps tab on the Home screen, from the Apps icon, or within the app itself.

Navigating within a Power BI App

App Navigation Pane

USAS - User License

User License

Paid Licenses

Staffing Organization

Staffing Office Permission Profiles

User License Job Aid

← Go back

Collapse/expand the app navigation pane

Use the navigation pane to move to different report pages within the app

"User License Job Aid" provides in-app navigation to the User License Job Aid posted in the Resource Center

Select **Go back** to exit the app and return to last visited screen
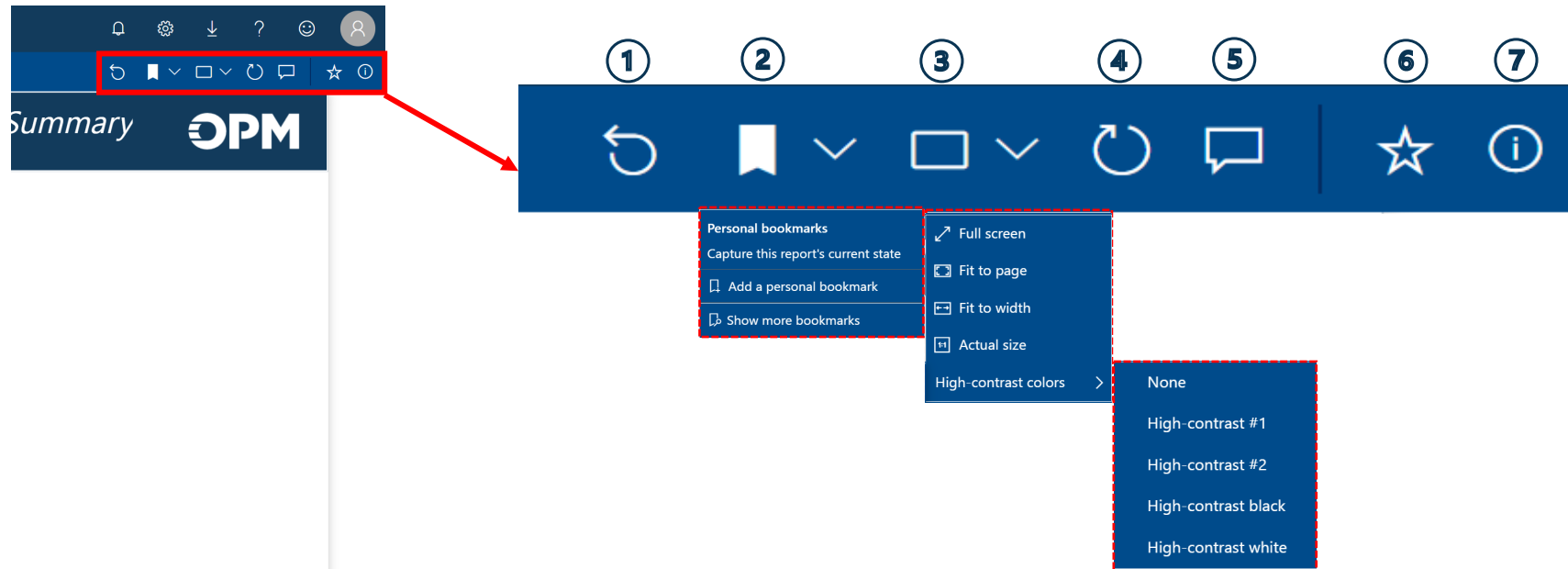
Menu Bar Options (Left Side)

Last refresh information for the report's underlying dataset.
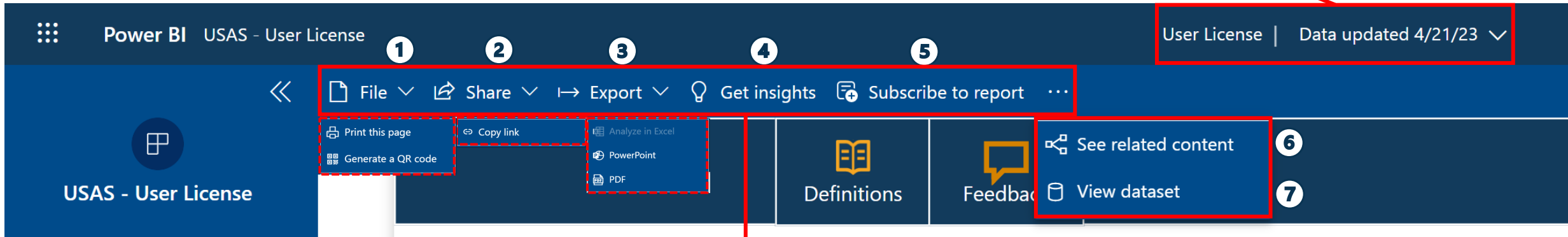
1. **File** > Print this page (opens Print menu); Generate a QR code (creates copy link)
2. **Share** > Copy link (only those with existing access can use link)
3. **Export** > Analyze in Excel (currently not available in connect.opm.gov); PowerPoint; PDF
4. **Get insights**: Currently not available in Power BI Apps
5. **Subscribe to report**: Send screenshot, link to report, and/or full report attachment as PDF or PowerPoint to email (self-only)
6. **See related content**: Shows related dashboards and datasets
7. **View dataset**: Displays last refresh information for the report's underlying dataset. Explore related reports that you have access to and create report from underlying dataset*

Training will be offered in the future on how to create a report from a dataset in Power BI

Menu Bar Options (Right Side)

Summary **OPM**

① ② ③ ④ ⑤ ⑥ ⑦

Personal bookmarks
Capture this report's current state
🔖 Add a personal bookmark
Show more bookmarks

↗ Full screen
Fit to page
Fit to width
Actual size
High-contrast colors ›

None
High-contrast #1
High-contrast #2
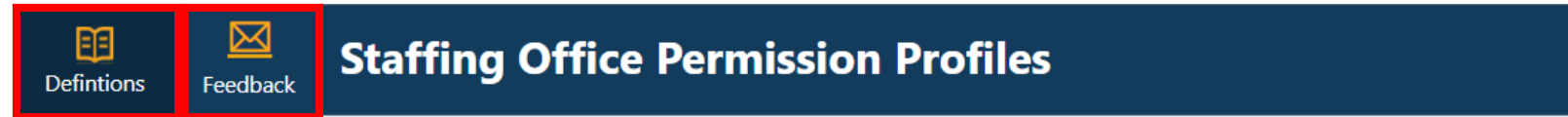High-contrast black
High-contrast white

1. **Reset** filters, slicers, and other data view changes you've made
2. **Personal bookmarks** > Add a **personal bookmark*** or **show more bookmarks** on report page
3. Change **view** to full screen, adjust width to screen or switch to high contrast mode
4. **Refresh visuals** – only for data model changes
5. **Comments** are disabled
6. **Favorite** or unfavorite an app from here
7. Displays **App Info**

Training will be offered in the future on how to create bookmarks

Fit to page is selected by default. Use slider to zoom in and out of the page.

- + 132%

Report Page Header

Definitions:

- Each report page contains a data glossary with a description of the report page, data source, and definitions of each data item or measure used in the visuals on the page.

- The glossary is specific to each report page.

Feedback:

- Use the Feedback button to open an email to USAStaffingData@opm.gov to provide feedback on the User License app.

Staffing Office Permission Profiles

Definitions   Feedback

Tenant Code — All
Organization Name — All
Office Name — All   Clear all slicers

Permission Profiles Data Glossary

Paid Licenses summarizes paid accounts and license allocations by Tenant Code, Organization Name, and Office Name for each user's designated Primary Office. Drill-through reports displaying user details by organization or office, as well as contact cards for individual users are available from the report page. Data items listed are those that are visible on the report page as well as those included via drill-throughs and contact cards. Retired users and excepted users are excluded from the report, drill-throughs, and the underlying dataset.

Definitions

Data Item	Definition
Allocated	The number of paid accounts or licenses allocated and the difference (+/-) from the number of paid licenses.
Applicant Flow Data Access?	Flag indicating if a user has been granted permission to access applicant flow data via the reporting tool.
Days Since Last Login	Metric indicating the number of days since a Human Resources user with at least one paid permission profile logged in as a Human Resources user.
Days Since Last Login	Metric indicating the number of days since a user with office-based permissions (Human Resources, Reports Only, Applicant Flow Data Only), combined with the paid status of the user's permission profile(s) last logged in.
Fax Number	The fax number (and extension, if applicable) of the user as designated in their user profile.
Inactive?	Flag indicating if a user is inactive (i.e., has not logged into their account in the last 60 days). Note: Applicant Flow Data Only Users and Reports Only Users are directed to Cognos upon providing log-in information; if their account is more than 60 days old, it will always show as Inactive.
Licenses	Metric indicating either the number of permission profiles assigned to users by user type (Permission Profiles by User Type) or the number of permission profiles assigned to users by permission profile paid status (Days since last login for User's Permission Profile Types).
Licenses - Active Paid	Metric indicating the number of active Human Resources user accounts (i.e., has logged into their account within the last 60

Source

USA Staffing User Administration and Permission Profiles last refreshed on 9/25/2023

User License Dataset & Row-Level Security

- The User License dataset currently **excludes** Retired and Excepted Users due to report performance impacts. There will eventually be a separate dataset developed to include Retired and Excepted Users.
- The dataset includes row-level security (RLS), which filters data to the row-level, restricting data access to only the data the user would see in the USA Staffing interface.
- RLS applies to the dataset when viewing the report in connect.opm.gov and when connecting to the dataset in Power BI Desktop to build a new report.

Report Page Slicers

Slicers offer a way to filter visuals on the report page.
The User License app has **Tenant Code**, **Organization Name**, and **Office Name** slicers on each page.
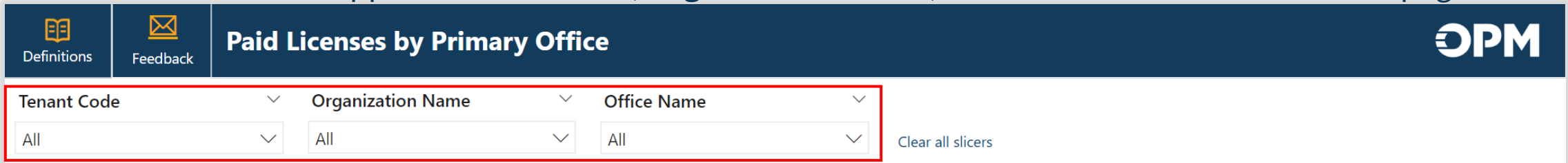
Hovering near the top of an individual slicer reveals the **Clear selections** button that will remove selections from that slicer. The **Clear Filters** button will clear selections from all slicers.
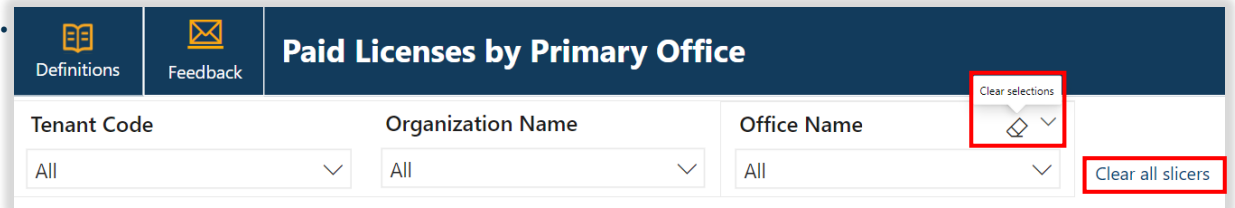
To make multiple selections in a slicer, hold down the **Ctrl** button while selecting options. By default, the slicers are set to include all data. Use the **Select all** option to more efficiently make multiple selections by unselecting options. Use the **Search bar** to search for specific Organization or Office Names.
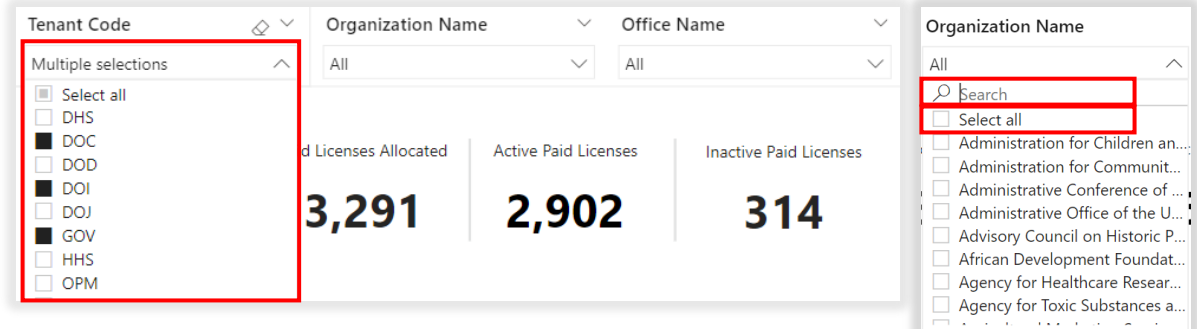
Report Page Visual Interactions

Visuals on the report pages are interconnected. Selecting a data point in one visual will change all related visuals where that data point also appears. To de-select, click again on the selected value in the visual.
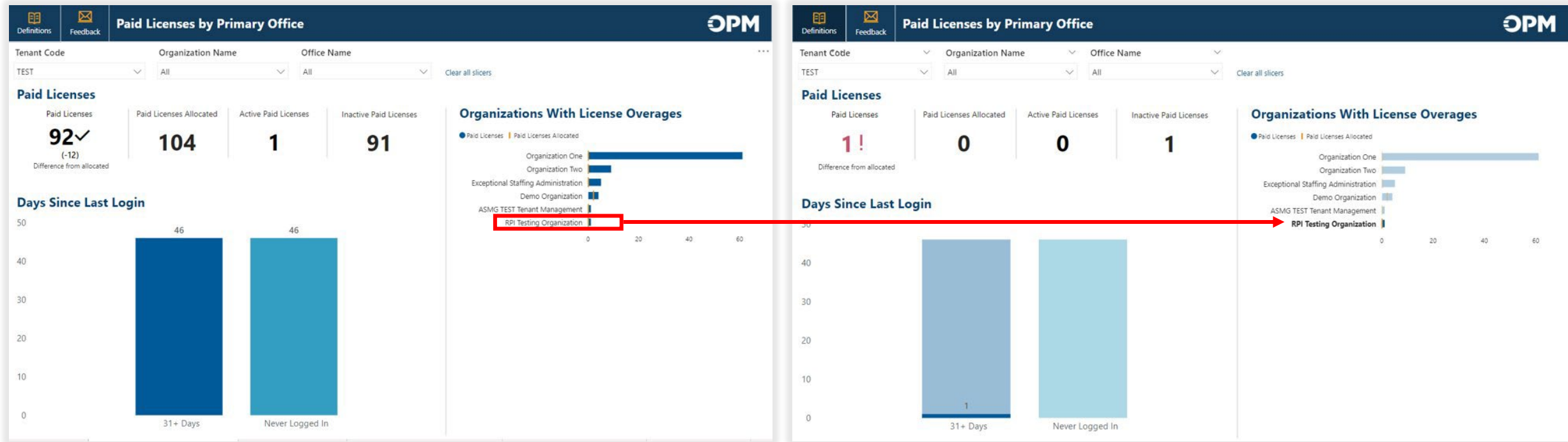
In this example, the organization, "RPI Testing Organization" was selected from the "Organizations With License Overages" visual. This is indicated by the other columns becoming transparent. The large number tiles and "Days Since Last Login for Paid HR Users" visuals are cross-filtered and cross-highlighted to reflect licenses or Paid HR User counts specific to the selected organization.

Exporting Data from Visuals

The summarized data used to create visuals can be exported to Excel for further analysis. Select the **More options** menu by hovering near the top right corner of the report visual, select **Export data**, update the file format to **.xlsx (Excel 150,000-row max)**, select **Export**, and open the Excel file after downloading.

Paid Licenses by Primary Office Page

Paid Licenses by Primary Office summarizes paid accounts and license allocations by Tenant Code, Organization Name, and Office Name for each user's designated Primary Office.
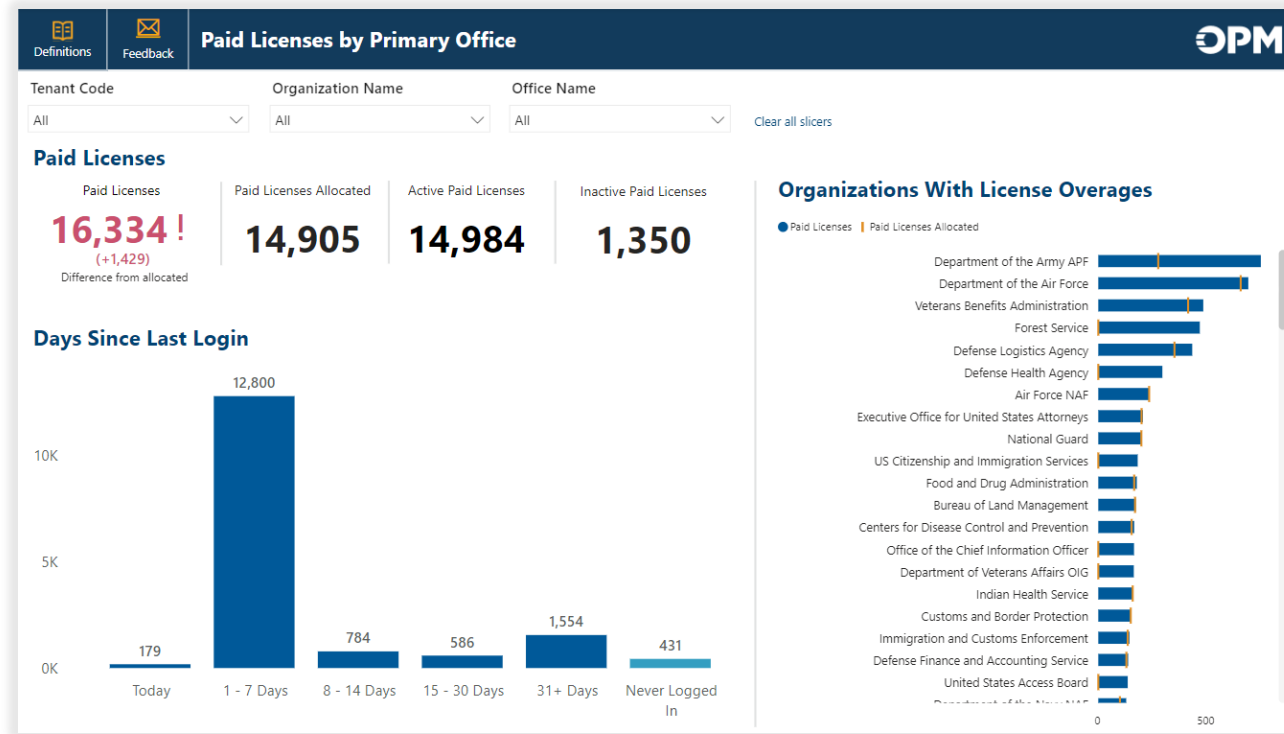
Slicers:

- Tenant Code
- Organization Name
- Office Name

Data Items:

- Active Paid Licenses
- Days Since Last Login
- Inactive Paid Licenses
- Licenses Exceeding Allocated
- Paid Licenses
- Paid Licenses Allocated
- Row Count User Profiles

Staffing Organization Page

Staffing Organization provides user metrics related to paid and unpaid status and permission profiles by Tenant Code, Organization Name, and Office Name for user types who permissions are office-based (i.e., Human Resources, Reports Only, and Applicant Flow Data Only).
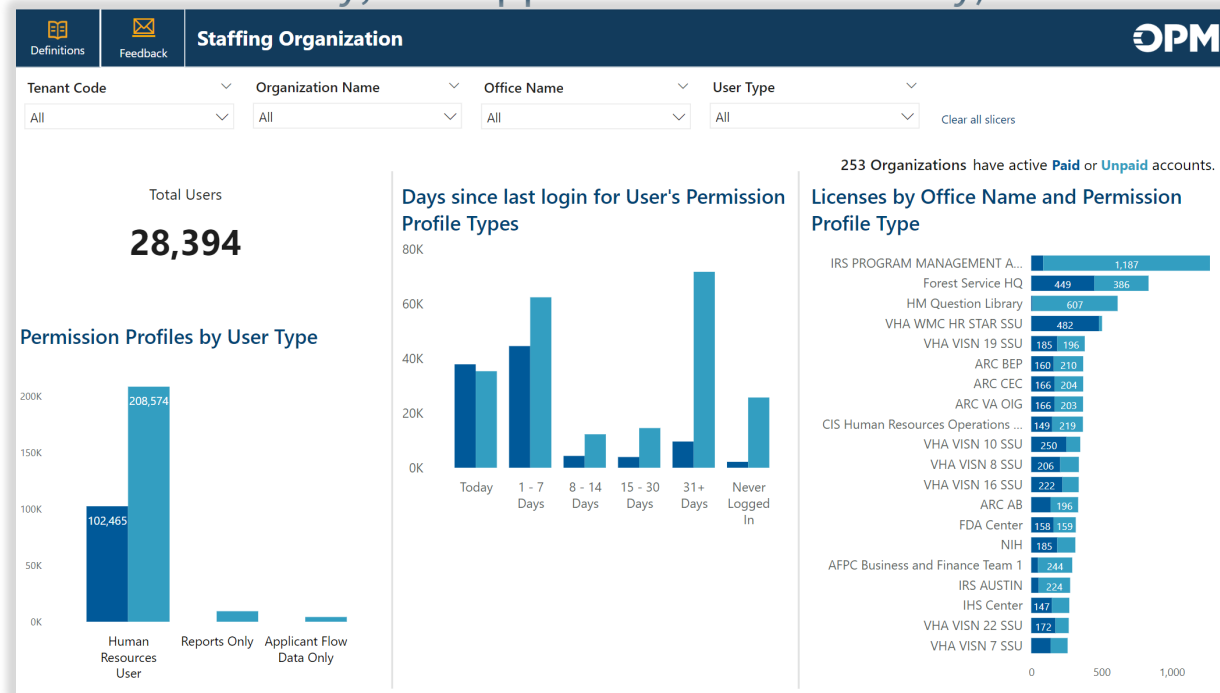
Slicers:

- Tenant Code
- Organization Name
- Office Name

Data Items:

- Days Since Last Login
- Licenses
- Office Name
- Paid?
- Permission Profile Type
- Total Users
- User Type

Staffing Office Permission Profiles Page

Staffing Office Permission Profiles provides permission profile metrics as well as user level details by Tenant Code, Organization Name, and Office Name for user types whose permissions are office-based (i.e., Human Resources, Reports Only, and Applicant Flow Data Only).

Slicers:

- Tenant Code
- Organization Name
- Office Name

Data Items:

- Offices
- Permission Profile Name
- Permission Profile Type
- Permission Profiles
- Primary Office
- Total Users
- User Full Name
- User Type
- Users

Staffing Office Permission Profiles: User Details View

On the User Details view of the Permission Profiles report page, use the paid/unpaid rows on the left side to filter the user detail tables.

All/Default (visual unselected)

Paid row selected

Unpaid row selected

Staffing Office Permission Profiles: Permission Profiles View

All/Default (visual unselected)

Paid row selected

Unpaid row selected

18

Drill Through Reports & Contact Card

Drill through reports to more granular user details are available on each report page visual where the Organization Name, Days Since Last Login or User Type data items appear. The visual's tooltip will indicate when a drill through is available. Right-click to drill through. Information displayed in the drill through report is contextual based on the part of the visual from where it is opened.

In this example the User Details – Org drill through was opened from the "Never Logged In" column from the Days Since Last Login visual displaying the 6 users and their information.
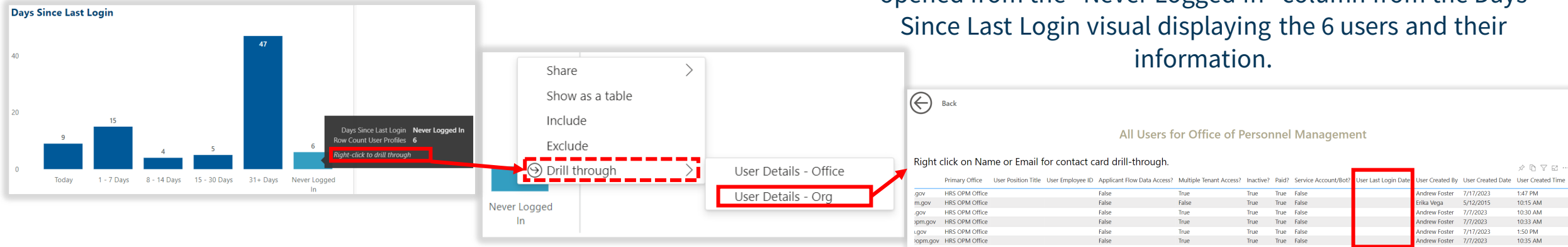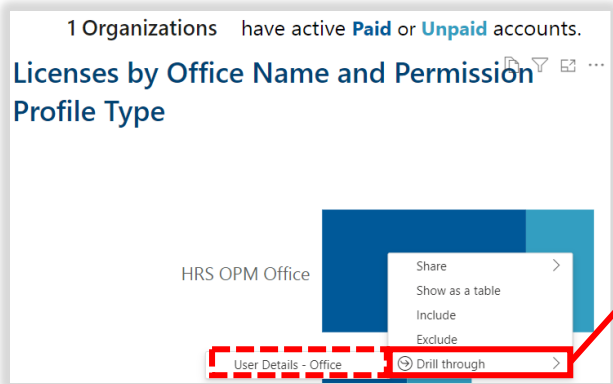

An individual user Contact Card can be accessed from the User Details drill through report by right clicking on their Name or Email. Use the **Back** button to return to the original report page from any drill through report.
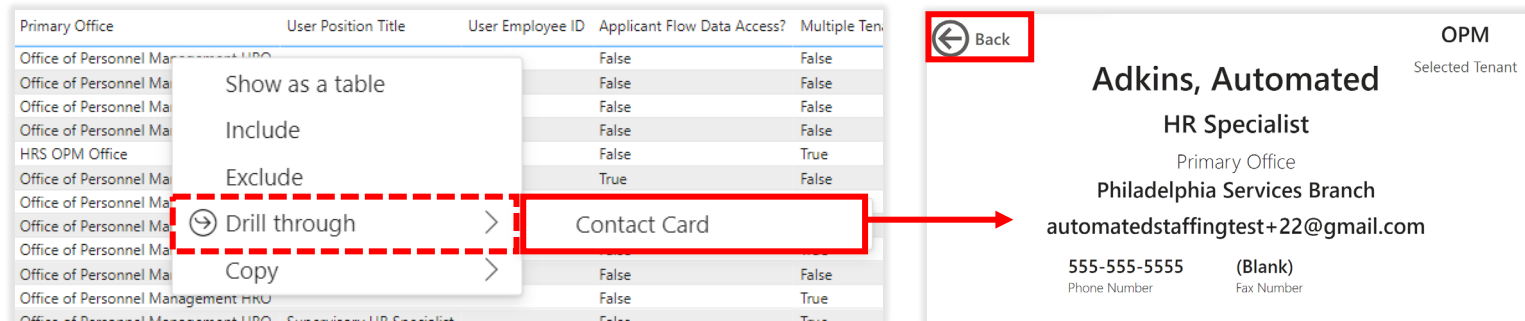
Exporting Drill Through Reports

Drill through reports can be exported to Excel for further editing or analysis. After opening the User Details drill through report, select the **More options** menu by hovering near the top right corner of the report visual, select **Export data**, select **Export**, and open the file after downloading.
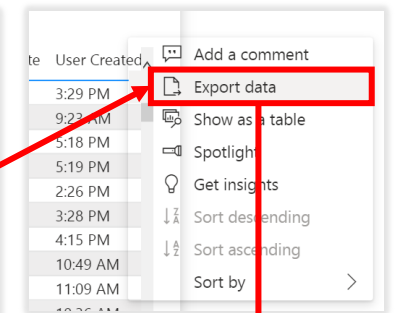

If exporting summarized data, be sure to select .xlsx (Excel 150,000-row max) (without Live connection) or .csv as the file format.

Reporting Resources

Resource Center

- **Job Aid**: Step-by-step Microsoft Authenticator App Job Aid is available (User License Job Aid also available within the User License Power BI app)

- **Release Notes**: USAS – User License Power BI App Special Release Notes available https://help.usastaffing.gov/ResourceCenter/index.php/Reporting_and_Analytics

Need Help?

- If you need assistance or receive an error message, submit a Help Desk ticket through USA Staffing. Please send a screenshot of any error message received with the ticket.

HR Users
Submit a ticket through USA Staffing
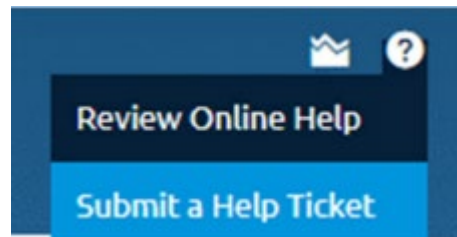
Report Author Only and AFD Users
Contact your internal USA Staffing Lead or Account Manager to submit a ticket on your behalf.

Review Online Help

Submit a Help Ticket

Or send an email to USAStaffingData@opm.gov