

## Log In to Power BI:

1. Open <https://app.powerbi.com>
2. Click **Sign in**.
3. Enter your USF email address and click **Next**.
4. Enter your USF password and click **Sign in** (some browsers skip this step) \*.
5. Select the Apps option in the left panel to access the Travel reports.


6. Click Travel 

\*After your initial login, subsequent logins ask only for your USF email address.

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## Navigate the Reports:

Top Panel:  
Select department, travelers, and codes




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## Important to Know


Security permissions are set to enable sharing of this data to appropriate users, e.g., travel coordinators have access to view travel requests submitted by travelers in their departments.

Data in these reports are not live but are refreshed once daily from Archivum. View the date on the bottom right of each report to confirm the refresh date.

Filter Panel:  
Select statuses and dates



Data Panel (Workspace):



The displays are interactive; that is, if you select a component in one section, the numbers in the other sections adjust accordingly. To return to the full display, click that segment again.

Hover over the pie chart or bar chart segments to view counts for that selection.

