

# BridgeBI Configuration guide

## Summary

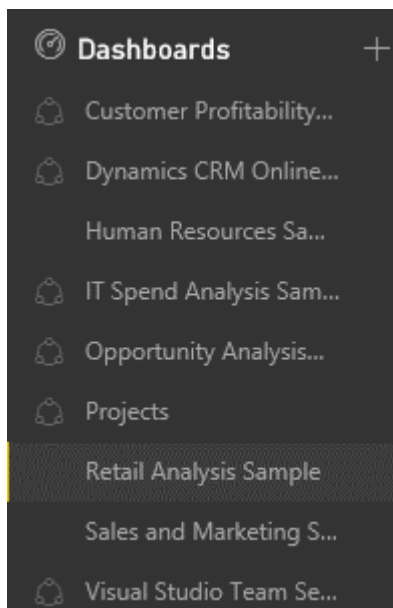
BridgeBI is a SharePoint add in from 64 Squared which allows Power BI reports to be surfaced alongside traditional SharePoint content, side by side. Bringing your live reports into the heart of your business. This guide assumes that BridgeBI has already been purchased and deployed to your SharePoint environment.

## Configuration

### Before you begin

The first thing that you need is a Power BI subscription. For further information please visit <https://powerbi.microsoft.com/en-us/>

Once you have a Power BI account, you need to create some reports and dashboards for BridgeBI to connect to.

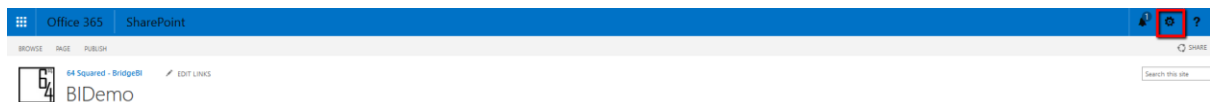


## Getting Started

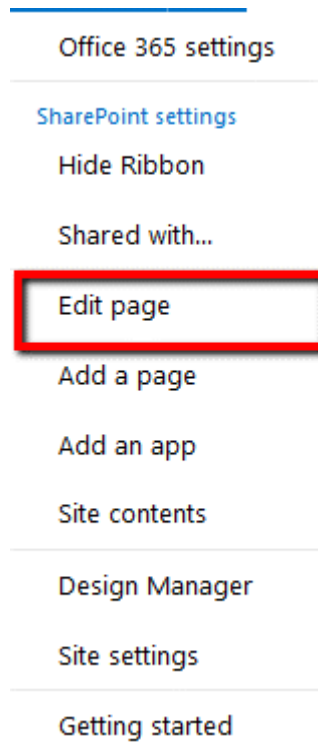
Once BridgeBI has been deployed to your SharePoint, a BridgeBI web part can be added to any page by editing the page and inserting the app.

To insert an app

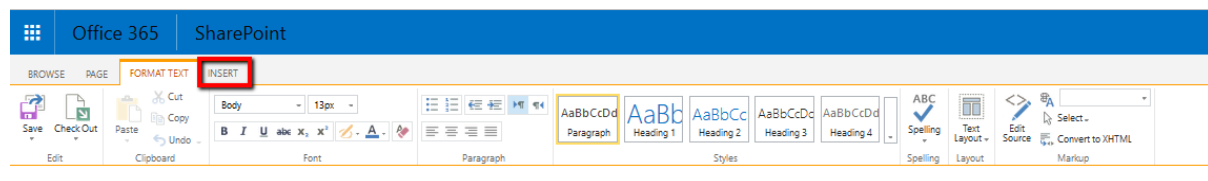
Click the cog



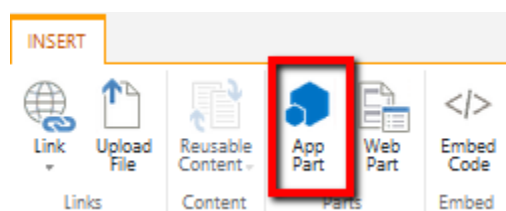
Edit the page



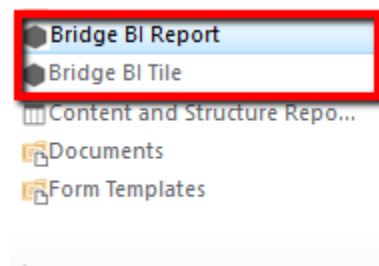
Click the area of the page you would like to add the app, and then click 'insert' from the page ribbon.



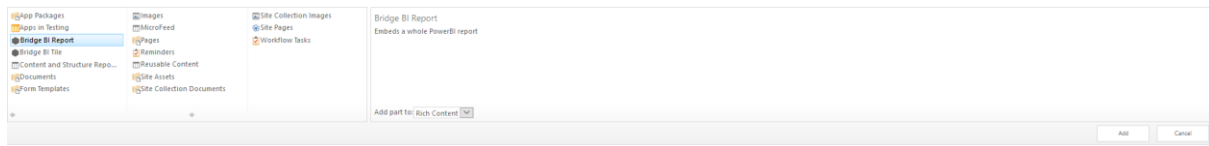
Once insert has been selected you will have the option to insert various types of content, select App Part.



With BridgeBI you have 2 options, to embed an entire report, or just 1 tile from a report depending on which is the most relevant.



Once you have decided between a report or a tile, click 'add'



The first time you launch BridgeBI you will be required to enter your credentials. This authentication is carried out using the same Microsoft account used to set up the Power BI subscription. 64 Squared will have no access to your personal information.

Connecting...

We are connecting to your Power BI account. If you have not signed in recently then please sign in to Power BI when prompted.

[Click here to connect](#)

---

# PowerBI Bridge

Work or school, or personal Microsoft account

Keep me signed in

Sign in

[Can't access your account?](#)

## Example 1 – Report

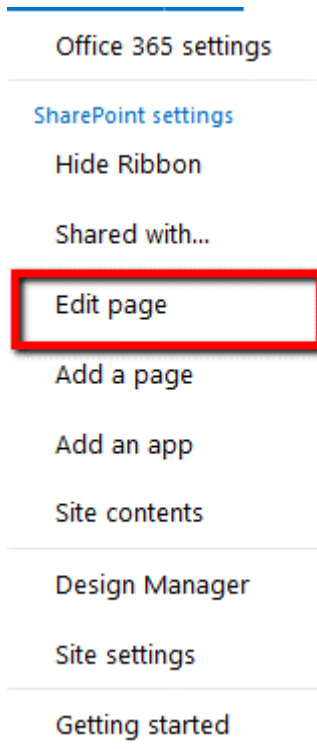
In this example, I will embed an entire report on a page

Navigate to the page where the report will be embedded

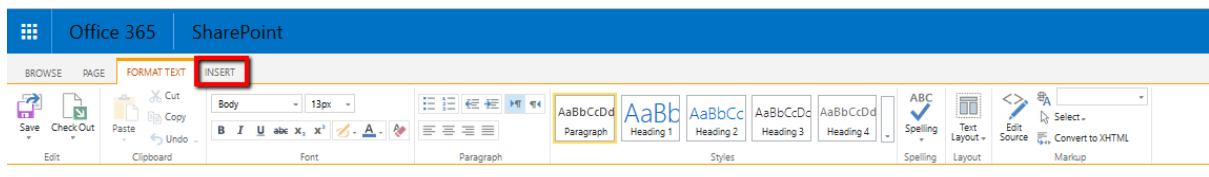
Click the cog



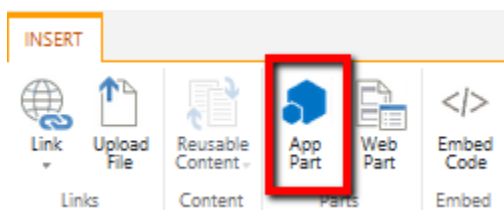
Edit the page



Click the area of the page you would like to add the app, and then click 'insert' from the page ribbon.



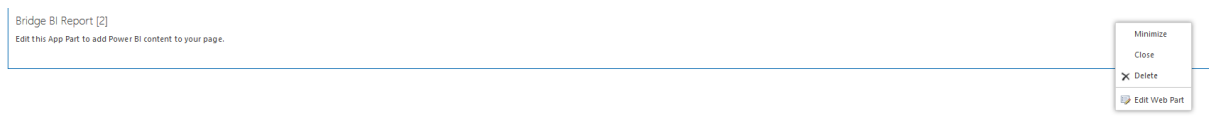
Once insert has been selected you will have the option to insert various types of content, select App Part.



Select 'tile'

If this is the first time you have embedded a report, you may be asked to authenticate to Power BI.

Once you have authenticated and the page loads, mouse over the right-hand corner of the newly added web part, and click 'edit web part'.



Select a report using the drop-down arrow on the right-hand side

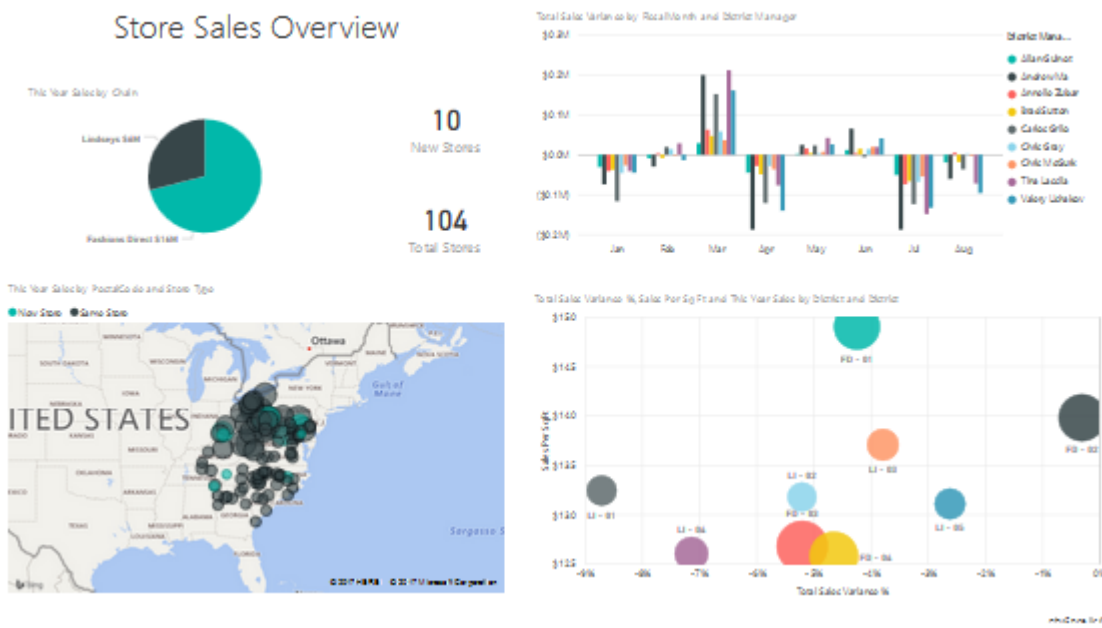


Setup report

Report:

SAVE

Once you have selected the report, save the configuration



Setup report

Report:

Retail Analysis Sample

Store Sales Overview

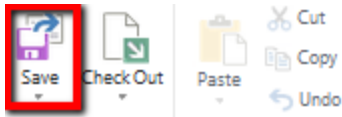
Overview District Monthly Sales New Stores District Sales Report

Microsoft Power BI

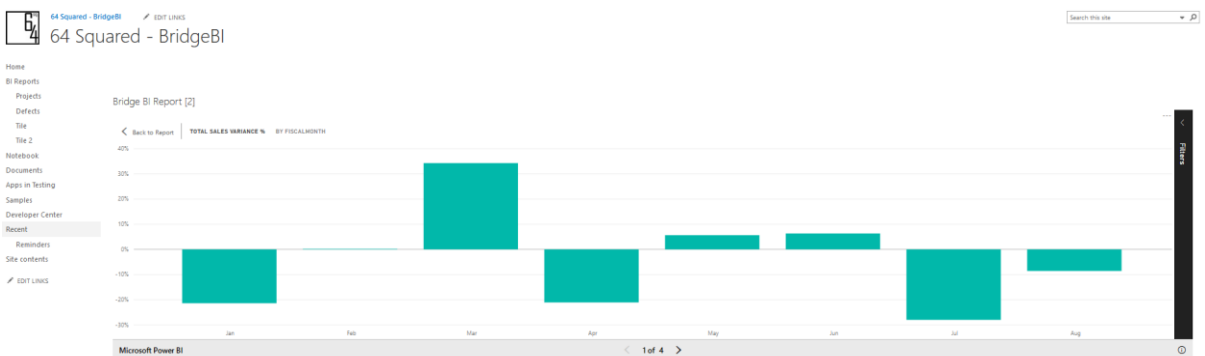
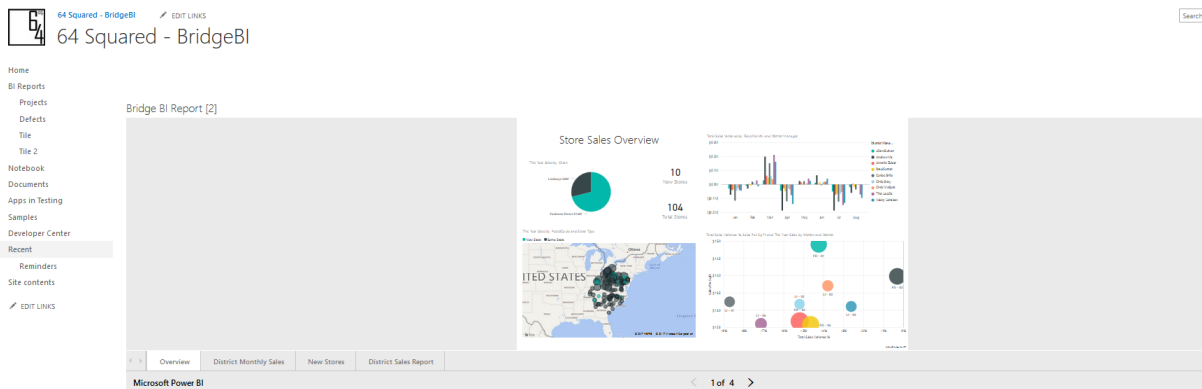
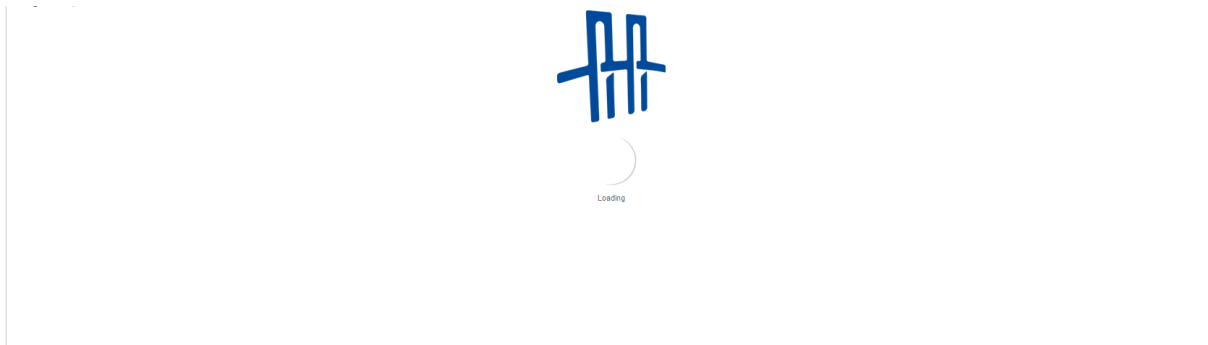
1 of 4

SAVE CANCEL

Once done, save the page



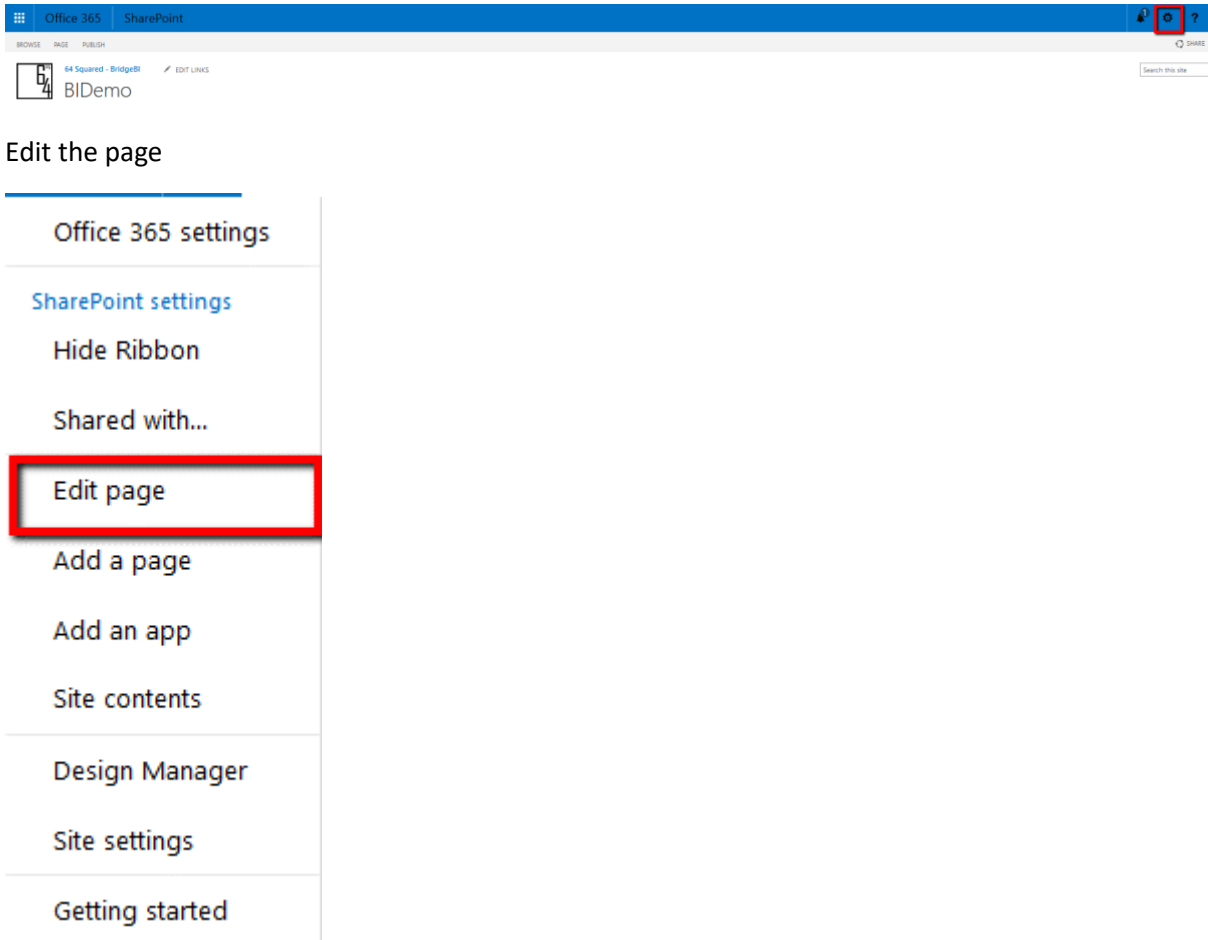
This will embed the entire report into the page, allowing you an overview or if required to drill down into individual sections of the report if required.



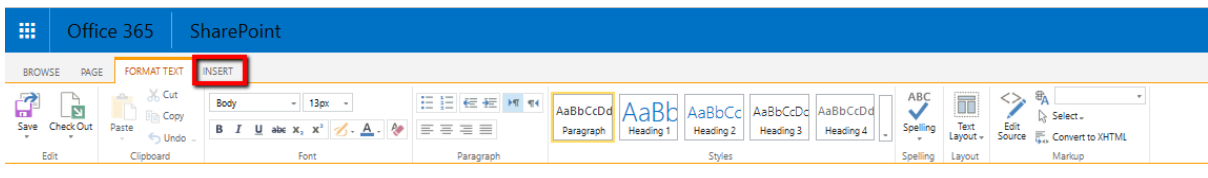
## Example 2 – Tile

In this example, I will embed individual tiles from a report onto a page, alongside other SharePoint content.

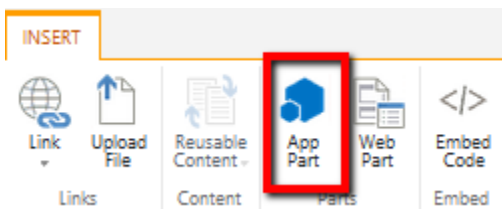
Click the cog



Click the area of the page you would like to add the app, and then click 'insert' from the page ribbon.

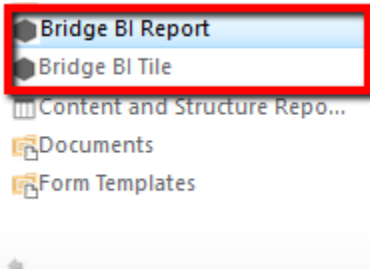


Once insert has been selected you will have the option to insert various types of content, select App Part.



Select 'tile'

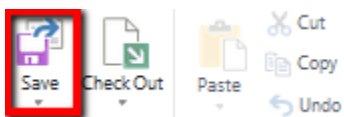




You will now be presented with the option to configure the tile to display



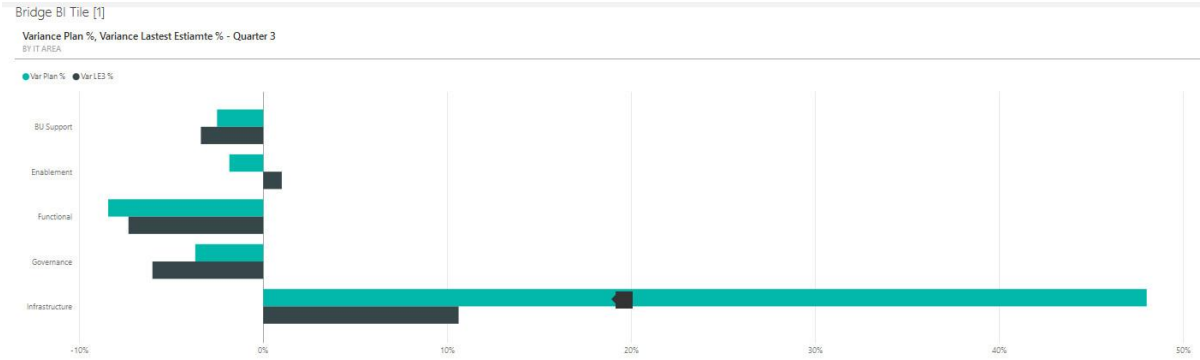
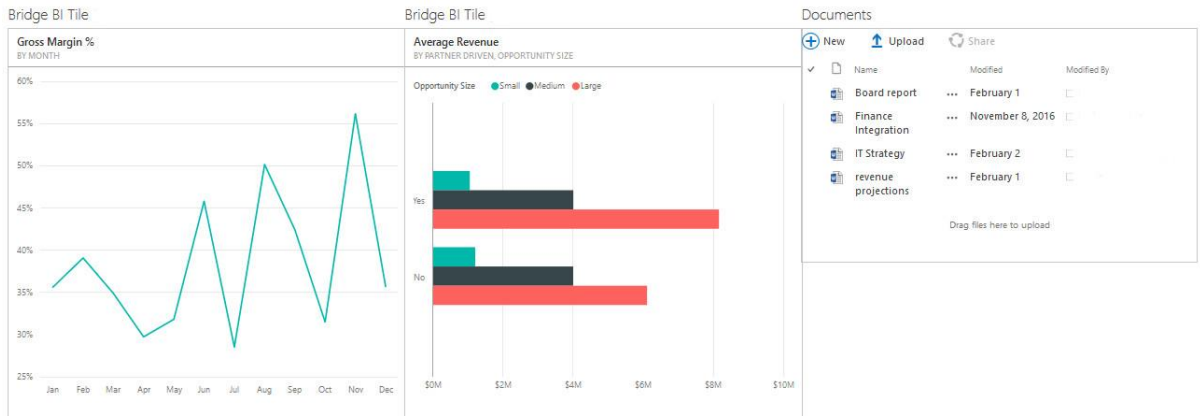
Once you have setup the tile to your liking, save the app configuration



Save the page

The report tile will now display when the page loads.

It is possible to embed multiple tiles alongside each other, as well as existing Sharepoint content to build your own custom dashboard



## Support Details

If you have any queries or support needs, please don't hesitate to contact us at [support@64squared.co.uk](mailto:support@64squared.co.uk)