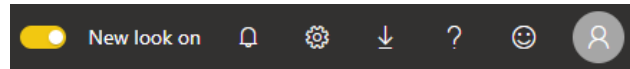


How to guide: **change data source settings in a .pbix file**


1. Log-in to the Power BI Service - <https://app.powerbi.com/>
2. To ensure that the instructions in this document match what you see on the screen, turn 'New look on' in the top right hand corner of Power BI if you have not already done so.

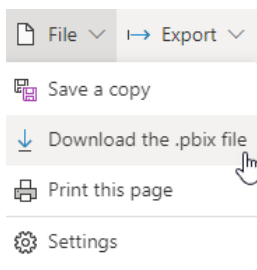


3. Open the workspace which contains the report which connects to the Student Records shared dataset.

All **Content** Datasets + dataflows

4. On the 'Content' tab, click the report name.

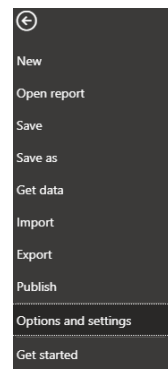
Name	Type
 Student Records Reports	Report



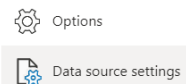
5. On the next screen, click File then 'Download the .pbix' file.

6. The file will save to your Downloads folder. Open the .pbix file you have just downloaded in Power BI Desktop. If you have not got this installed on your computer you can install it from the Microsoft Store if you are on Windows 10 or from the Software Centre if you are not.

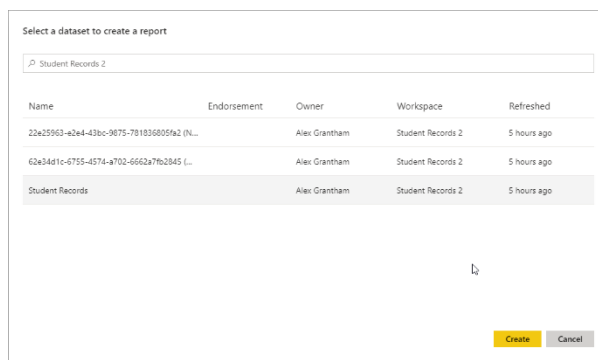
7. Click 'File', then 'Options and settings', then 'Data source settings'.



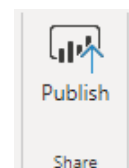
Options and settings



8. In the Search bar, search for "Student Records 2" and click the 'Student Records' dataset within the 'Student Records 2' workspace, then click 'Create'.



9. Save the file, then click 'Publish' and select the workspace where your report is currently based. This will most likely be 'My workspace'. When it has



successfully published, click 'Got it' and then close file. You can also delete the .pbix file.

10. Back in the Power BI Service you will now have two version of the same report in the workspace. Delete the old version, this will be the version with the oldest refreshed date.

For support, please contact datateam@manchester.ac.uk.