Description:

As employees move to remote work and collaboration becomes digital, it is important to support your employees do their best work. This dashboard will help you answer the following questions:

- Are collaboration hours changing significantly as collaboration becomes digital?
- How are external network managed as employees move to remote work?
- How do employees adopt Microsoft Teams?
- Are employees collaborating in different ways?
- Can Teams channels replace scheduled meetings?
- Are employees working after-hours?

Prerequisites

Before you can install the Workplace Analytics dashboard, you must

- Be assigned the role of Analyst in Workplace Analytics.
- Run predefined queries in Workplace Analytics: Standard person query and Teams Insights.

How to run predefined queries in Workplace Analytics:

1. In Workplace Analytics, select Analyze > Queries.

2. Under Start from preselected filters and metrics, select Standard person query to open the predefined query.

3. Select or confirm the following query settings:
   - Name - Customize or keep the default name
   - Group by - Week
   - Time period - Select the time period for this analysis
   - Auto-refresh - Enable the setting
   - Meeting exclusions - Select the preferred rule for your tenant

4. In Select filters, select Active only for "Which measured employees do you want to include?"

5. In Organizational data, select Organization that the dashboard requires.

6. Select Run to run the query, which might take several minutes to complete.
7. In Queries > Results, after the query successfully runs, select the Link icon for the query, and select to copy the generated OData URL link.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Last updated</th>
<th>Duration</th>
<th>Is Recurring</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard person query</td>
<td>08/17/2020 6:15PM</td>
<td>20m</td>
<td>On</td>
<td></td>
</tr>
</tbody>
</table>

8. Under Start from preselected filters and metrics, select Teams Insights to open the predefined query.

9. Select or confirm the following query settings:
   - **Name** - Customize or keep the default name
   - **Group by** - Week
   - **Time period** - Select the time period for this analysis
   - **Auto-refresh** - Enable the setting
   - **Meeting exclusions** - Select the preferred rule for your tenant

10. In Select filters, select Active only for "Which measured employees do you want to include?"

11. In Organizational data, keep the preselected Organization and LevelDesignation attributes that the dashboard requires.

12. Select Run to run the query, which might take several minutes to complete.

13. In Queries > Results, after the query successfully runs, select the Link icon for the query, and select to copy the generated OData URL link.

<table>
<thead>
<tr>
<th>Query Name</th>
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<th>Is Recurring</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
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<td>08/16/2020 7:22PM</td>
<td>24m</td>
<td>On</td>
<td></td>
</tr>
</tbody>
</table>

How to connect your data:

14. Log into PowerBI.com and go to Apps and select Workplace Analytics Dashboard. If you haven’t installed it, search Workplace Analytics Dashboard from AppSource and install it first.
15. Click Connect

16. Enter the URL of OData link you copied from the step 7 (Standard person query) and the step 13 (Teams Insights query).

17. For the standard person query, sign in with an account logged into Workplace Analytics. Choose **Microsoft account** for Authentication method and **Organizational** for Privacy level setting.
18. For the Teams Insights query, sign in with an account logged into Workplace Analytics. Choose **Microsoft account** for Authentication method and **Organizational** for Privacy level setting.

19. You should be able to see your data in the dashboard as following: