

## 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.

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

Query Name	Last updated ↓	Duration	Is Recurring	Status		
Standard person query	08/17/2020 9:01:51 PM	20m	On			

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

- 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

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

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

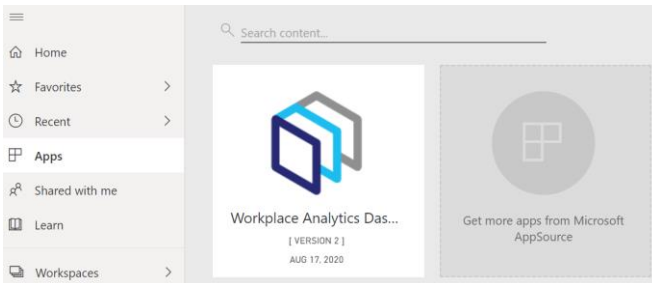
- Select Run to run the query, which might take several minutes to complete.

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

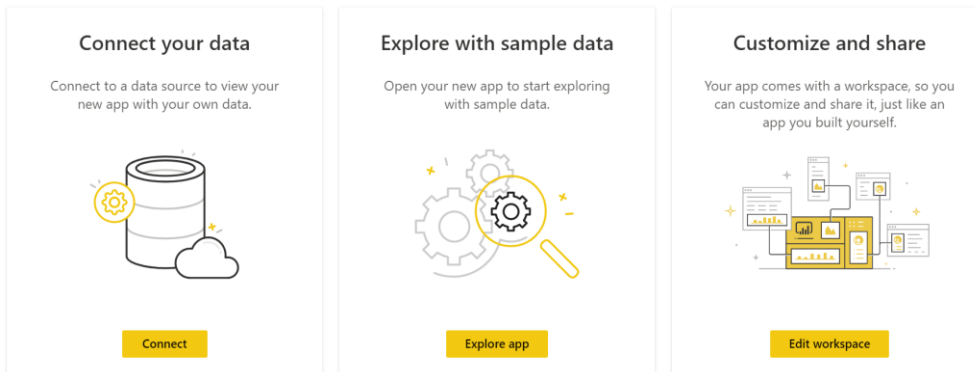
Query Name	Last updated	Duration ↓	Is Recurring	Status		
Teams Insights	08/16/2020 7:22:15 PM	24m	On			

### How to connect your data:

- 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).

### Connect to Workplace Analytics Dashboard

Before connecting to your data, you must update the required parameters (\*).

**Standard Person Query URL**  
Enter the URL of OData link of your Standard Person Query

**Teams Insights Query URL**  
Enter the URL of OData link of your 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.

url

Authentication method

Privacy level setting for this data source

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.

url  
 https://workplaceanalytics.office.com/ea77648c-63c8-46d7-a57f-6f176b0ee84c/scopes/d5b02860-0f8d-4c69-96

Authentication method  
 Microsoft account

Privacy level setting for this data source  
 Organizational

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

