

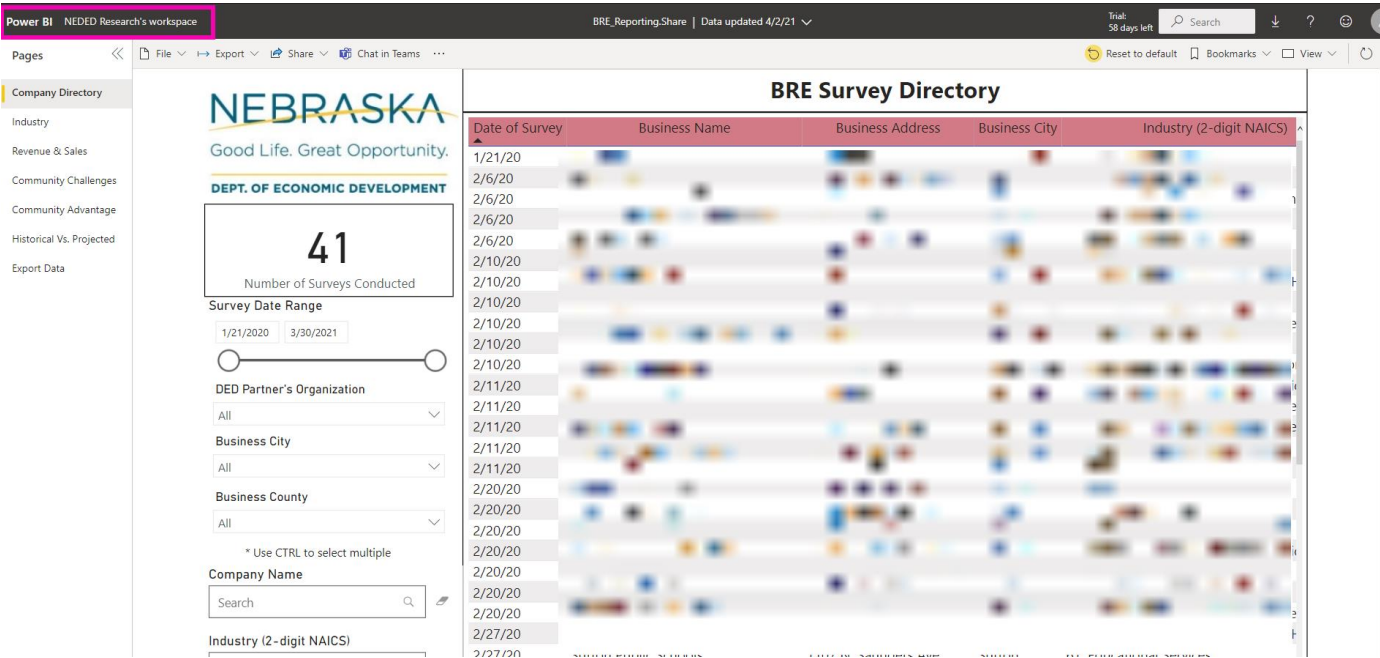
Print/Export BRE Report

Instructions to export data & print BRE Report to a PDF/PowerPoint

1. Export Survey Data (Excel)

1.1. Open report from NEDED Research

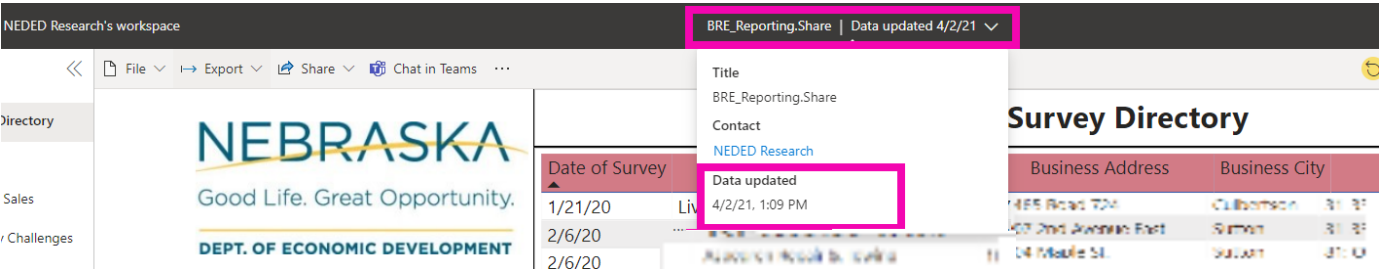
NOTE: The report will say NEDED Research’s Workspace in the top left-hand side and will display the BRE survey report.



1.2. Check Updated Data

At the top of the page, check on the “Data updated” field. Any Survey entered after 12:00 PM CT will not be included in the download.

NOTE: Power BI updates the data from Survey Monkey automatically every day at 12:00 PM CT. If a survey is entered after the update, it will not appear on the report until the following day after 12:00 PM CT.

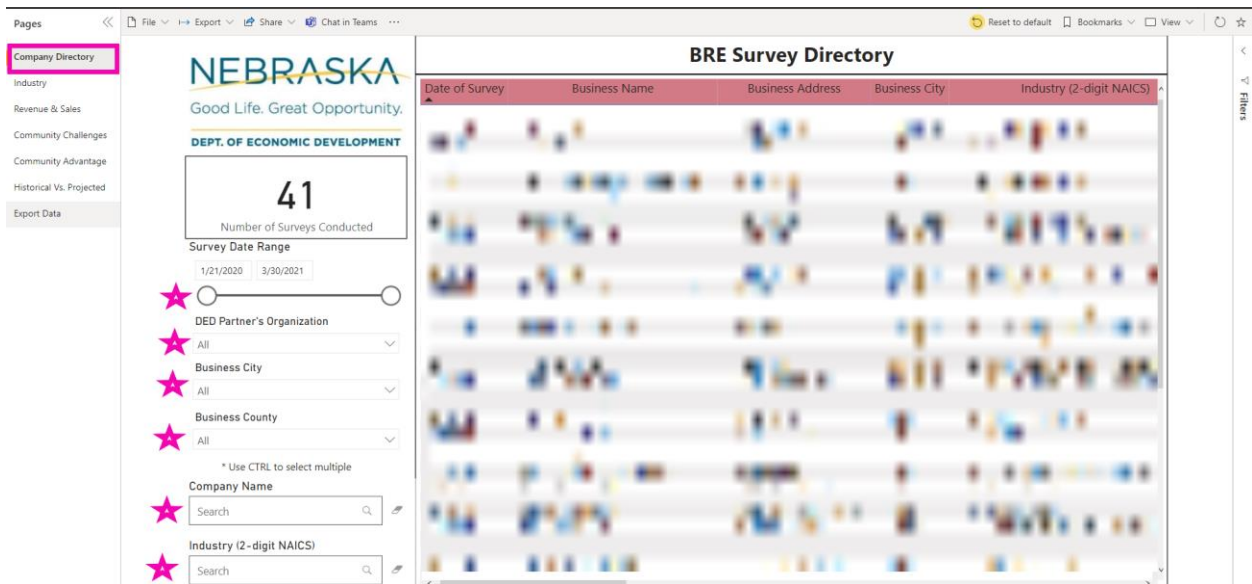


1.3. Set Filters

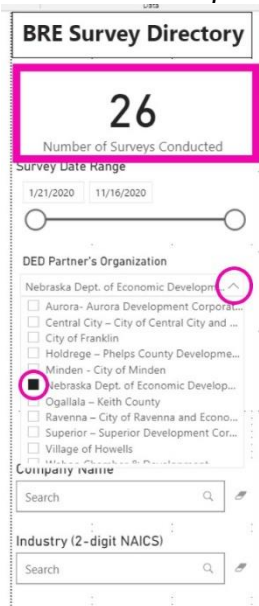
At the top left of the report are tabs/pages for each section of the report. If you want to use filters, we recommend starting with the Company Directory Tab. Any filters applied to this tab/page will carry through all the pages/sections.

If a specific date, specific location, or company needs to be pulled from the report, use the filters on the left-hand side (see stars below).

NOTE: If you need to select more than one in the drop-down filters hold "Ctrl" and click on multiple options.



NOTE: The number of surveys conducted will update once filtered.



1.4. Export the Data to Excel

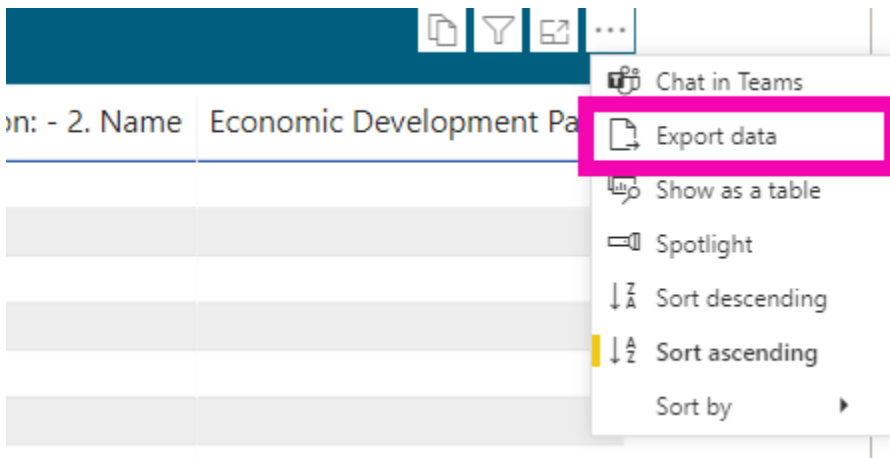
- Once the data has been filtered, at the top left of the page, click on the “Export Data” tab. The exported data will reflect any filters you applied.



- In the top right-hand side of the Export Data table, there will be three dots. Click on the dots.
NOTE: You may have to click somewhere on the table for the dots to appear.



- A list of options will appear. Select the “Export Data”.



- A Dialog box will appear. The 'Summarized data' option will already be selected ('Underlying data' option will always be unavailable.)
- Select the file format you want and click "Export".

x

Export data

Which data would you like to export?

Summarized data

Underlying data ⓘ

File format:

ⓘ Data exports with all applied filters.

ⓘ For large data models, only a limited number of rows can be exported. [Learn more](#)

- The export will load and be saved as a downloaded file that is available for your use.

2. Print BRE Report (Graphics into PDF or PowerPoint)

Power BI is meant to be an interactive report. It is not recommended to view it as a PDF/PowerPoint or to print it. If you do either of those options, certain features will be lost in this conversion.

2.1. Open report from NEDED Research

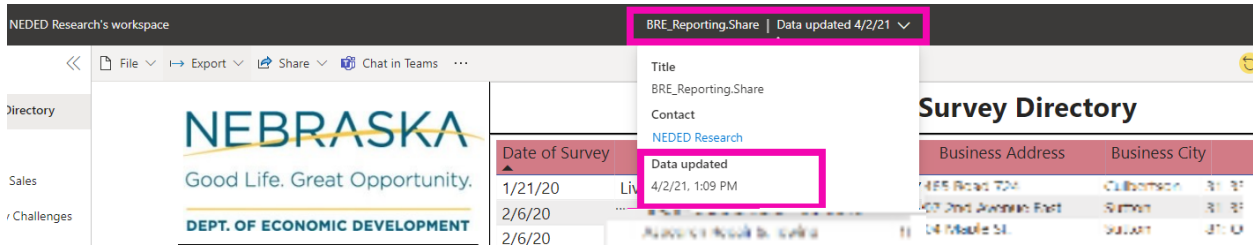
NOTE: The report will say 'NEDED Research's Workspace' in the top left-hand corner and display the BRE survey report.

The screenshot shows a Power BI report titled "BRE Survey Directory" for Nebraska. The report is displayed in a workspace named "NEDED Research's workspace". The main content area shows a table with the following columns: "Date of Survey", "Business Name", "Business Address", "Business City", and "Industry (2-digit NAICS)". The table contains multiple rows of data, with dates ranging from 1/21/20 to 2/27/20. On the left side, there is a sidebar with various filters and a large number "41" indicating the "Number of Surveys Conducted". The sidebar also includes a "Survey Date Range" filter set to 1/21/2020 to 3/30/2021, and several dropdown menus for "DED Partner's Organization", "Business City", and "Business County", all set to "All". There is also a search box for "Company Name" and a filter for "Industry (2-digit NAICS)".

2.2. Check Updated Data

At the top of the page, check on the “Data updated” field. Any Survey entered after 12:00 PM CT will not be included in the download.

NOTE: Power BI updates the data from Survey Monkey automatically every day at 12:00 PM CT. If a survey is entered after the update, it will not appear on the report until the following day after 12:00 PM CT

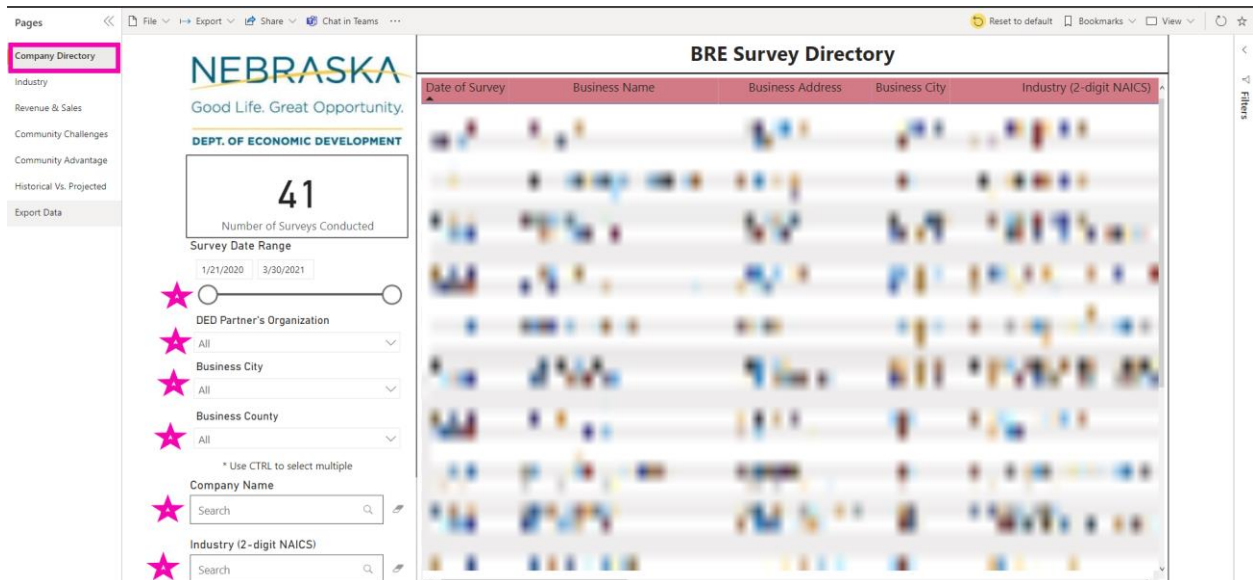


2.3. Set Filters

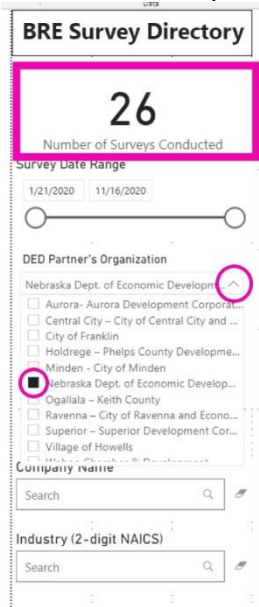
At the top left of the report are tabs/pages for each section of the report. If you want to use filters, we recommend starting with the Company Directory Tab. Any filters applied to this tab/page will carry through all the pages/sections.

If a specific date, specific location, or company needs to be pulled from the report, use the filters on the left-hand side (see stars below).

NOTE: If you need to select more than one in the drop-down filters hold “Ctrl” and click on multiple options.

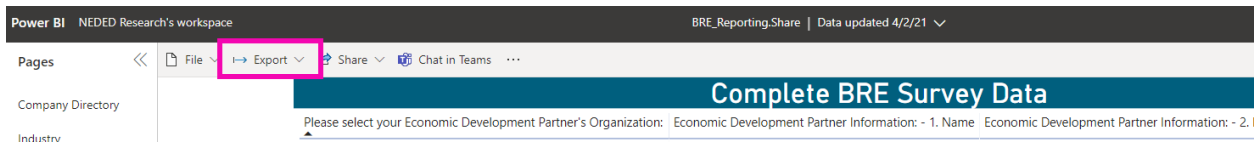


NOTE: The number of surveys conducted will update once filtered.

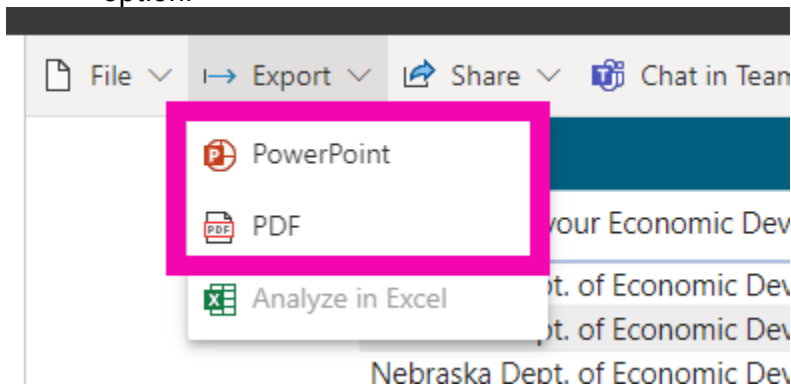


2.4. Export the report to PDF

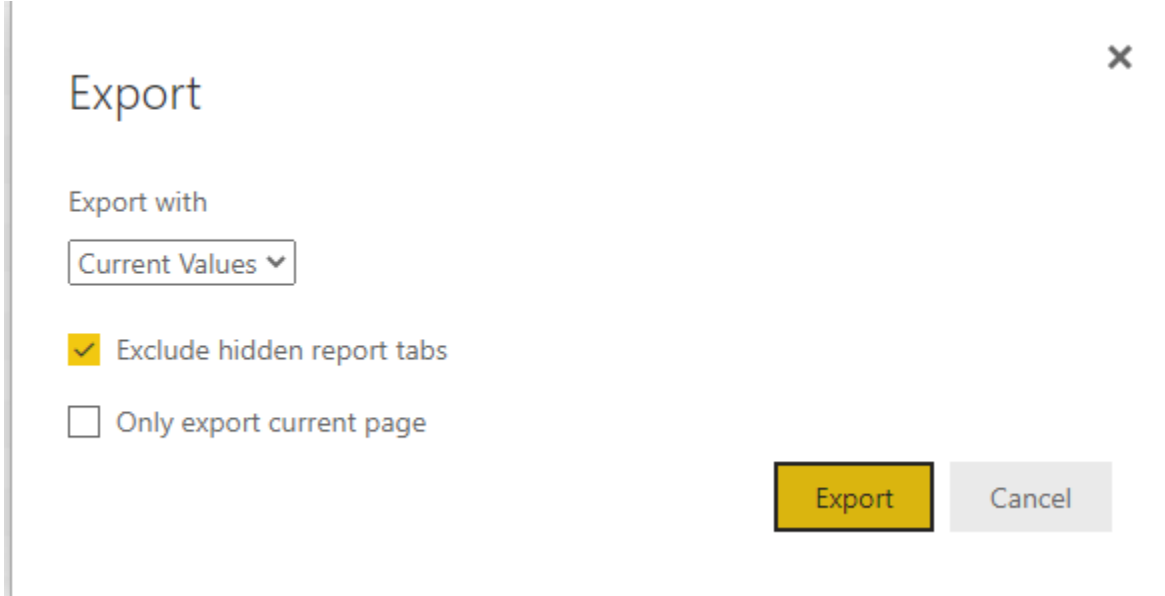
- At the top of the page, click on the drop-down arrow next to “Export”.



- The drop down will give you three options to export. Click on the PowerPoint or PDF option.



- A dialog box will appear. Select the type of information to be included in the report. Then, click “Export”.



- Export will begin automatically and will save in your downloaded files. It may take a few minutes to complete.

