QUICK START GUIDE

BI SERVICE

THŌRAPPS

REFERENCES

This guide is part of ThorApps - BI Service product documentation. We encourage you to click through the links below to learn about using the BI Service app:

1. Installation Guide
2. Environment Setup Guide
3. Quick Start Guide (this document)
4. User Guide
5. Purchasing Guide
6. Uninstall Guide

OVERVIEW

This guide will demonstrate uploading reports and data sources to a SharePoint Online environment, configuring data sources for use, viewing reports and embedding reports into WebParts.

We have provided a copy of the Microsoft AdventureWorks sample database on Azure with connection details in this document. Please be aware this is for demo purposes only and the credentials may change at any time (but will also be updated in this guide).

PREREQUISITES

To follow this guide, you will need the following items:

- A SharePoint Online Site Collection with ThorApps BI Service installed and configured
- The sample reports and data sources provided at
  https://biservice.thorapps.com/Help/SampleReports.zip

DOWNLOAD SAMPLE REPORTS AND DATA SOURCES

First, we need to download the reports and data sources we will use.

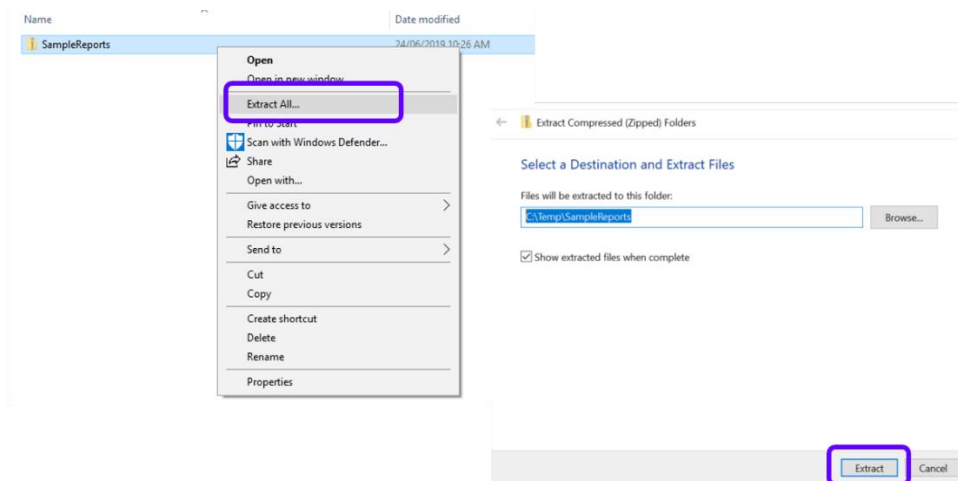Open File Explorer on your local machine and navigate to C:\.

If there is no folder named "Temp", create one.

Open a web browser and navigate to **https://biservice.thorapps.com/Help/SampleReports.zip**

Locate the file "SampleReports.zip" on your local machine, and move it to C:\Temp

Right click "SampleReports.zip" and select "Extract All".
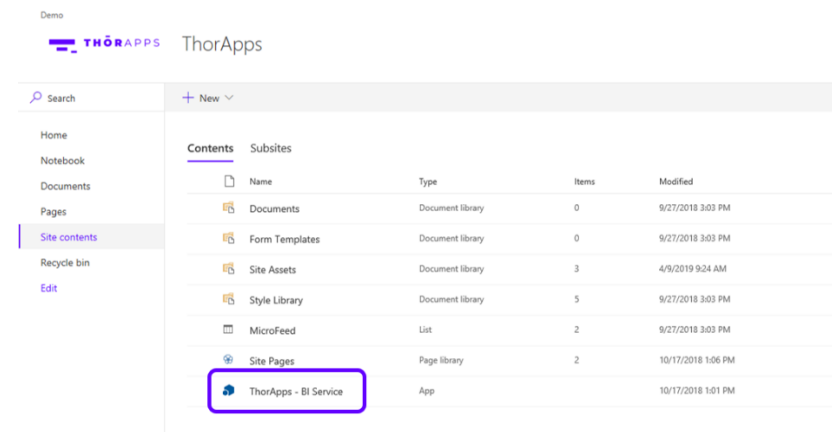
Click "Extract".

# PUBLISH AN SSRS REPORT TO THE THORAPPS – BI SERVICE REPORT LIBRARY

In a browser, navigate to the root of your site collection.

Click on the cog in the upper right and select "Site Contents".

Click on "ThorApps - BI Service".

Click "Manage". If "Manage" is not visible, you have not been granted access to the current folder. If this is the case, then please contact your site collection manager.
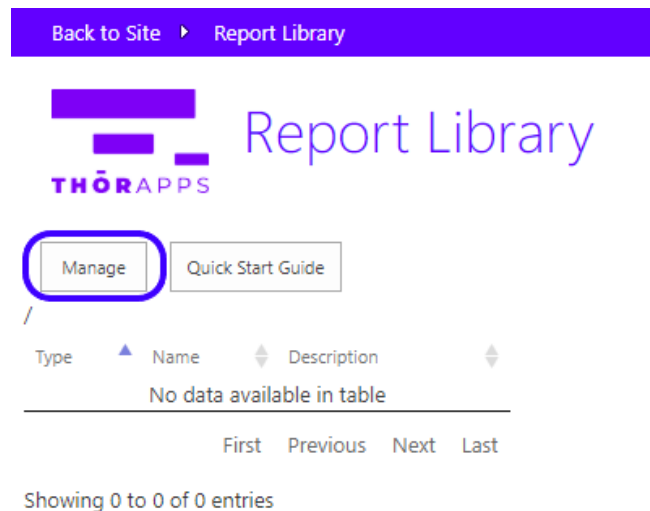
You will now have buttons to manage your reports.
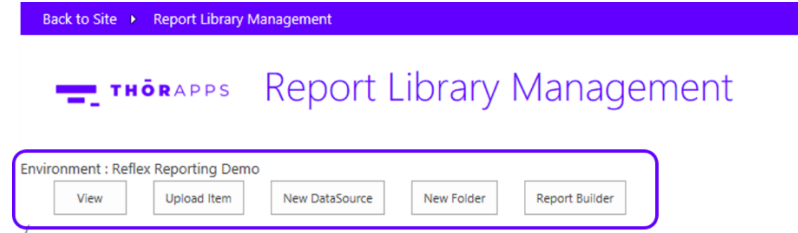
Click "Upload Item".
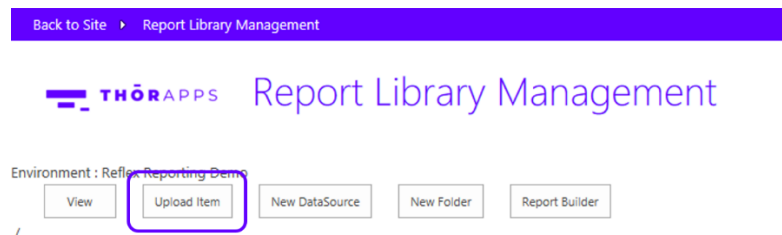
Click "Browse".

Navigate to C:\Temp\SampleReports.

Select "AdventureWorks.rds" and click "Open".
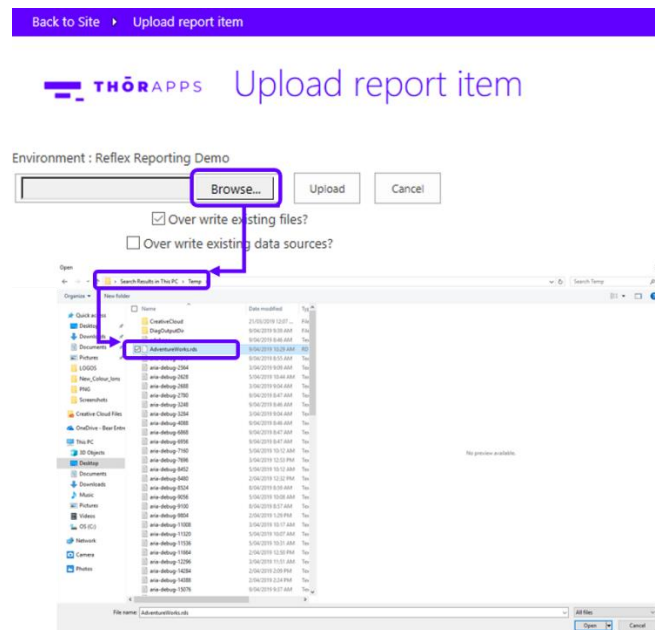
Click "Upload".

The report Data Source is NOT uploaded with Credentials, so you will need to re-enter them.

Click the AdventureWorks Data Source.

Enter the User Name "demo", and the Password "Pass@word1".

(Note: this password will change from time to time and provide no guarantee your reports will continue to work from one day to the next, these reports and this data source are only for trial purposes).

Click "Test Connection" to ensure there are no typos.

Click "Save".

Next, we need the report .rdl file.

Click "Upload".

Click "Choose Files".

Navigate to C:\Temp\SampleReports and select "Sales_by_Region.rdl"

Click "Open".

Click "Upload".

Click "View" to return to the standard report library view.

Note the Data Sources are not visible in this view.

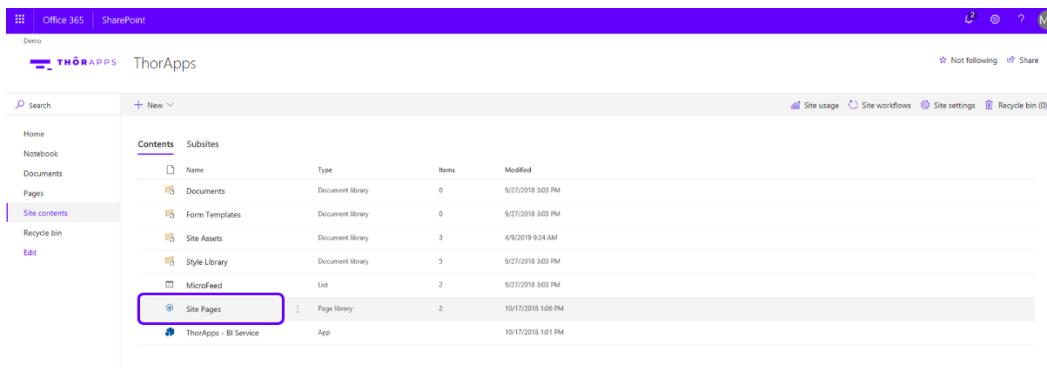Click on your report from the list to test it renders correctly.

EXPOSE A SSRS REPORT IN THE THORAPPS - BI SERVICE 'APP PART'

Navigate to the root of the site collection.

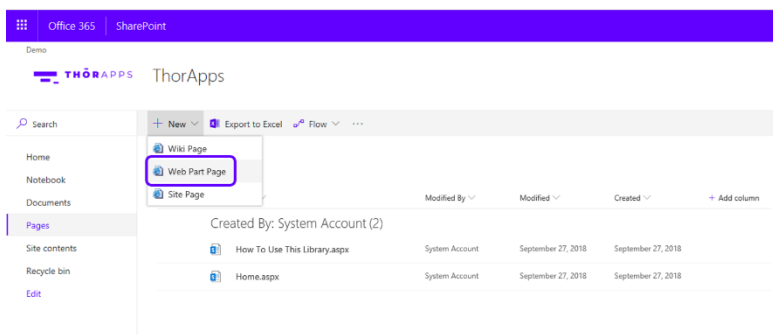Click the cog in the upper right and select "Site contents".
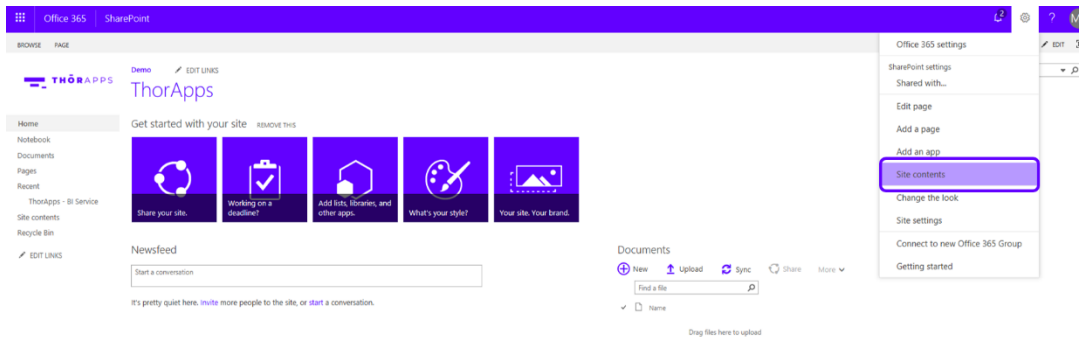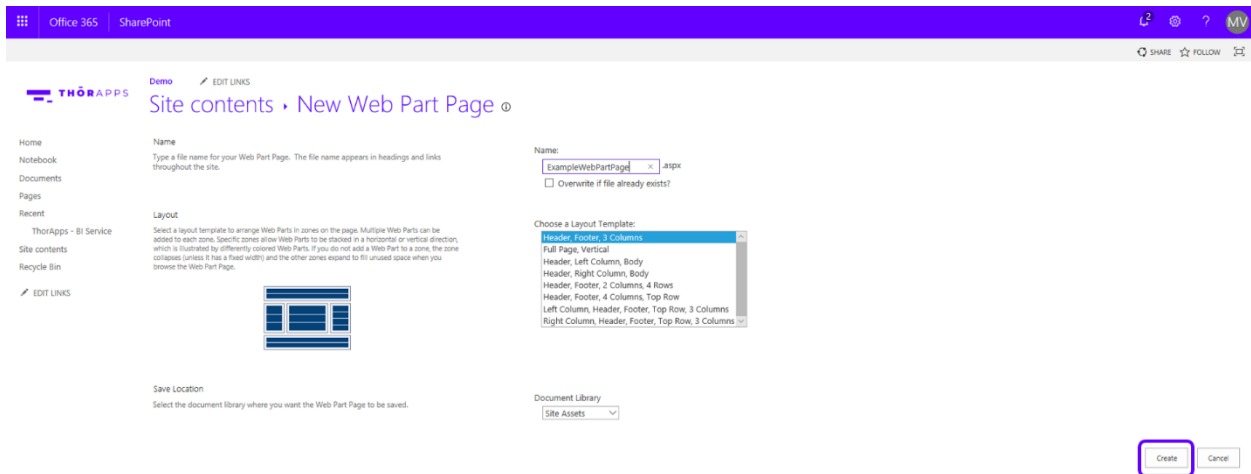
Click "Site Pages".

Click "New".
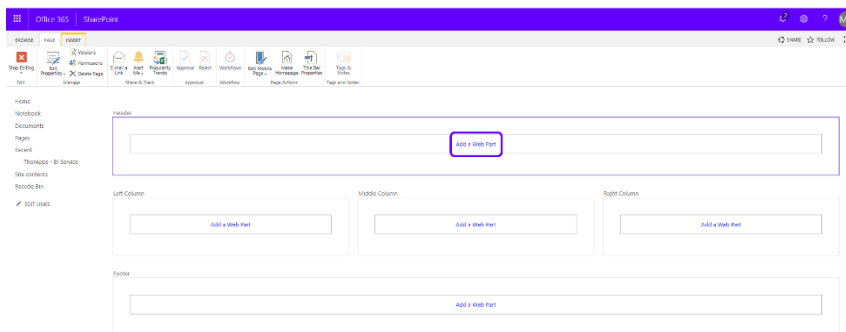
Give the page a name.

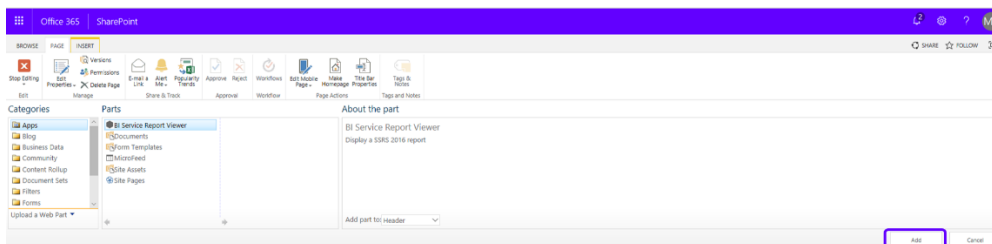Click "Create".

Give the page a name.

Click "Create".

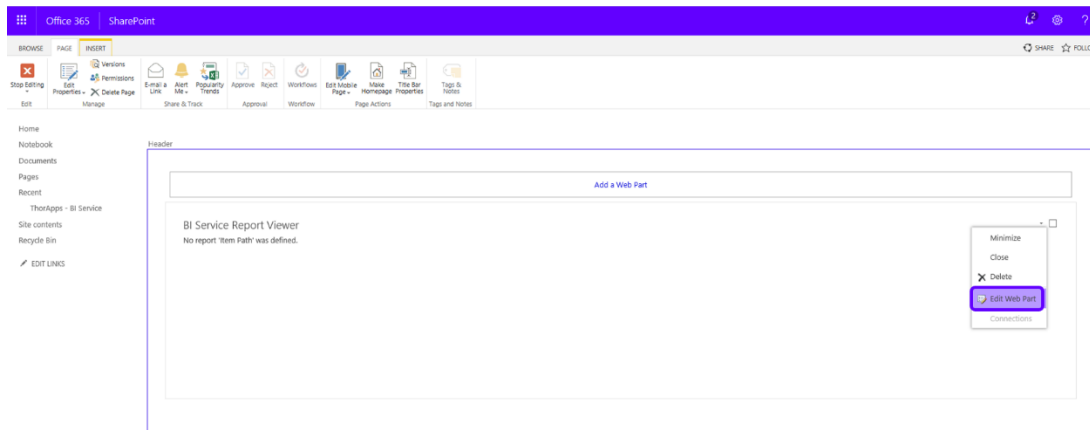On the new page, click the "Add a Web Part".

Select the "BI Service Report Viewer".
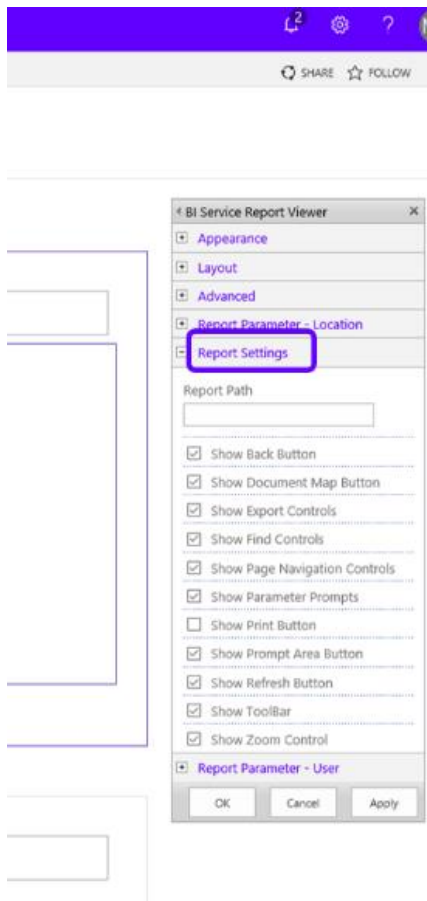
Click "Add".

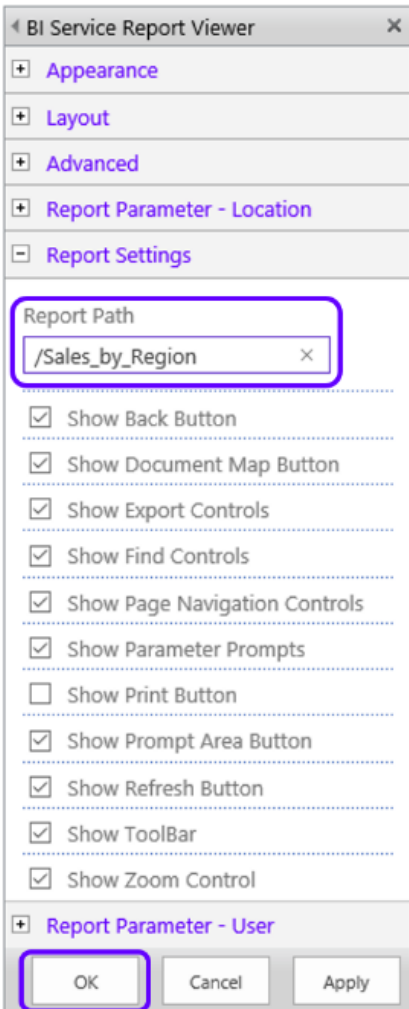Open the web part context menu.

Click "Edit Web Part".

Scroll to the bottom of the web part properties tool part window.
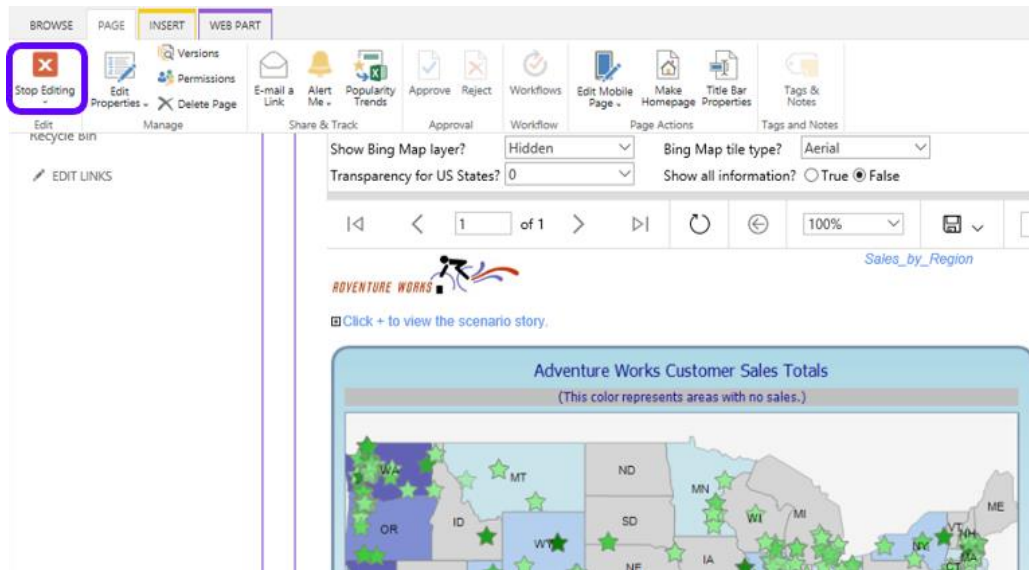
Expend the "Report Settings" section.

Enter "/Sales_by_Region" into the Report Path textbox

Click "OK".

The report should now be displayed in the web part.

Click "Stop Editing".

So now you should be able to add your own reports.

This quick start guide has only shown the basics. You can use SSRS reports to create great visualisations with charts and gauges, dials etc. and print them or export to Excel, Word, and PDF as per normal.

The ThorApps – BI Service Report Viewer 'App Part' also provides options for auto populating report parameters and hiding/disabling various features (i.e. hide the tool bar, parameter bar or zoom buttons).

SO, WHAT'S NEXT?

Purchasing

Like what you've seen? If you'd like to keep using **BI Service by ThorApps**, you'll need to setup your subscription and payment.

You can configure these through the account settings page, which is accessed from the Settings Cog.

THŌRAPPS

Click here to download the Purchasing Guide.

ANY QUESTION?

Contact our team of specialists at info@thorapps.com.