EXPO XT

Teams for Power BI Setup Guide

Thank you for your Purchase of Expo XT Teams for Power BI App.

This a fully customized application built for your organization.

Expo XT Teams - Installation Checklist

Metropolis will email you a link to install your software. When your order is processed, if you need assistance you can schedule an appointment using our team link from Support at Metropolis Scheduling.

Pre-Installation

1. Authenticate Metropolis Corp access to collect call details from your Tenant's Teams instance.

   a. Accept the Permissions Using the Link below:

      Microsoft Permission

2. Activate the Microsoft Office 365 Usage APIs by making report data available to Power BI. Configure CQD Data Setup

   Microsoft Reference: Enable Microsoft 365 usage analytics - Microsoft 365 admin | Microsoft Docs

   Note:

   It can take several days for Microsoft to activate your Teanant's Microsoft Office 365 Usage API. We recommend scheduling the installation or self-installing the app seven days after activation.

   The back-end Microsoft 365 service will refresh data on a daily basis and provides data that is between 5-8 days latent from the current date, click link for more details. Microsoft Data Refresh

During Installation

1. Make sure the Power BI Admin Enables Template App Installations

2. Open the installation link. Make sure the user installing the app is one of the following:

   a. Global admins

   b. Teams Administrator

   c. Reports Reader

   d. Teams Communication Administrator

3. Connect to Azure SQL Server Database Using the Credentials Provided by Metropolis

4. Connect to the Microsoft Office 365 Usage and CQD APIs using OAUTH (e.g. your company email).

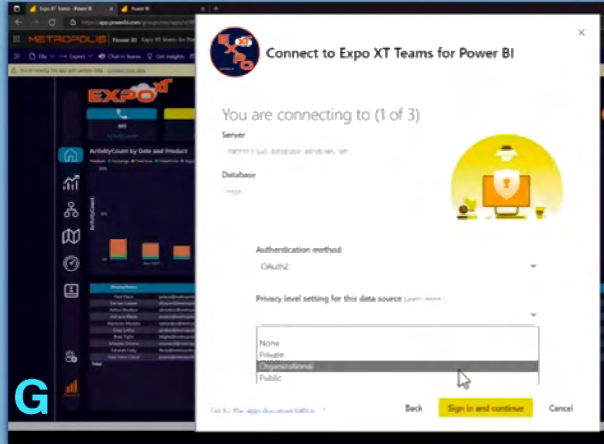   Estimated Time for Power BI to Process your Data (5 Minutes)

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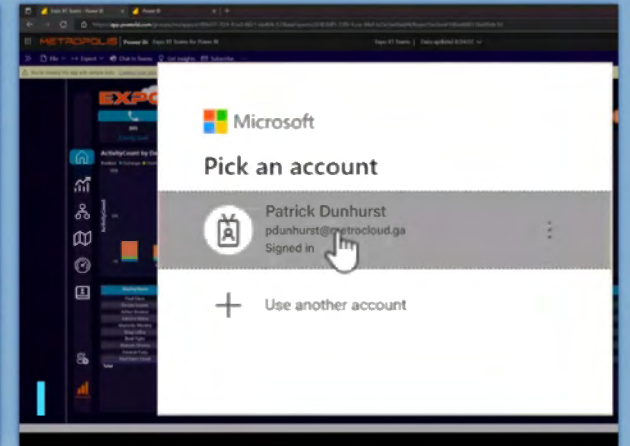# Configuration of Expo XT Teams for Power BI
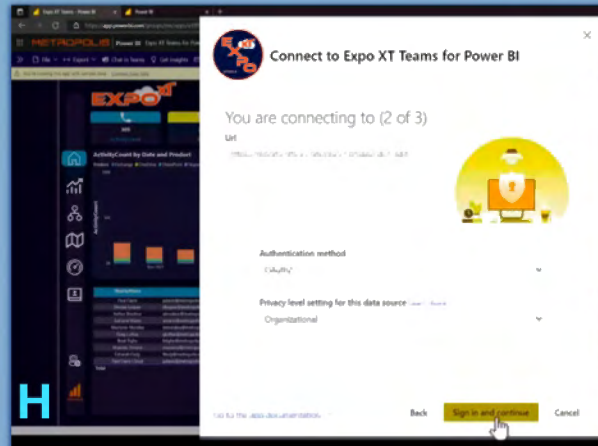
Configure Your Login Settings

Click next and configure your Login settings

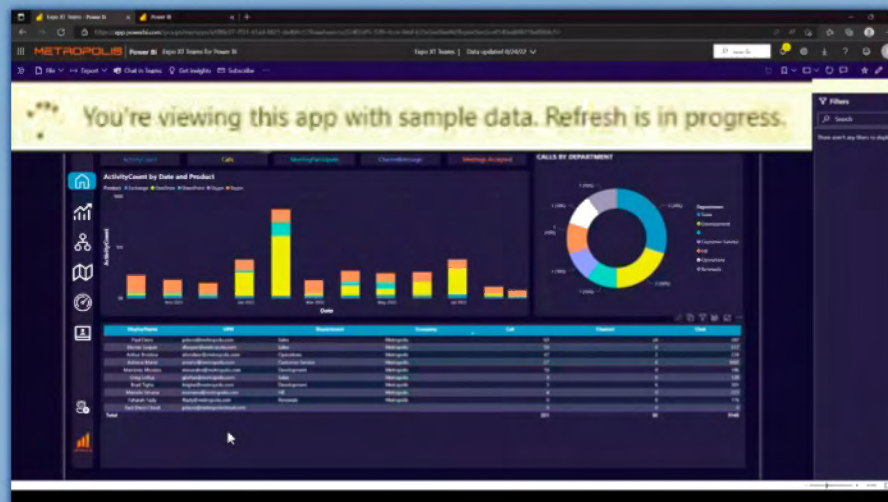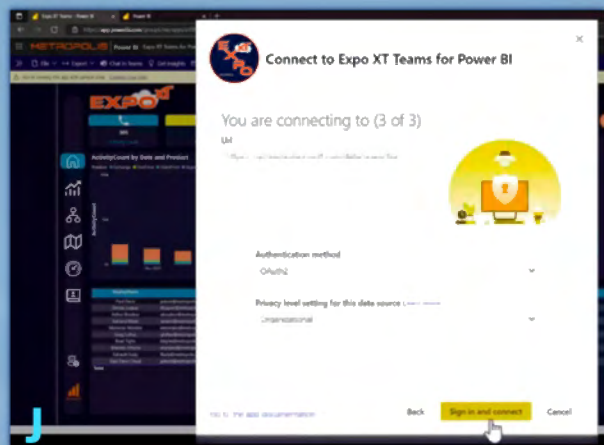OAuth: Uses your email credentials.

Step 1. Select OAuth2 and Organization; **G**.

Step 2. Select your email address; **H** once you click Sign in and continue you will be prompted to choose your email account **I**.
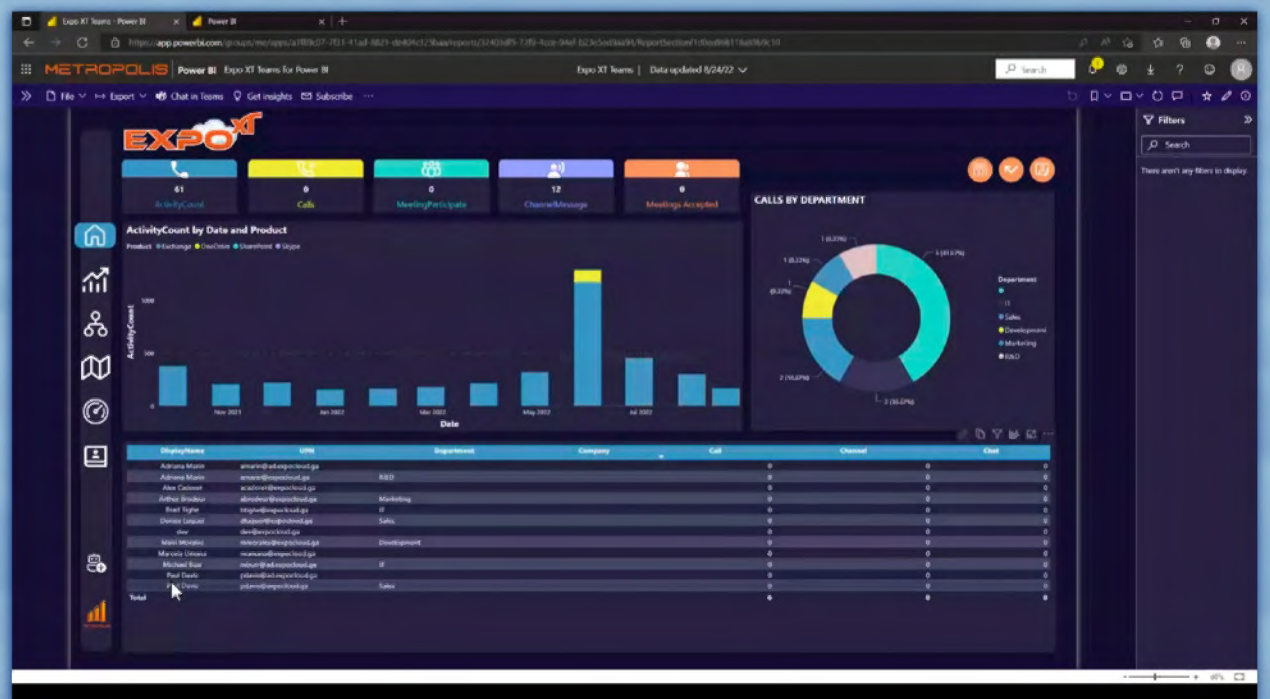

Step 3. Sign In; **J**.

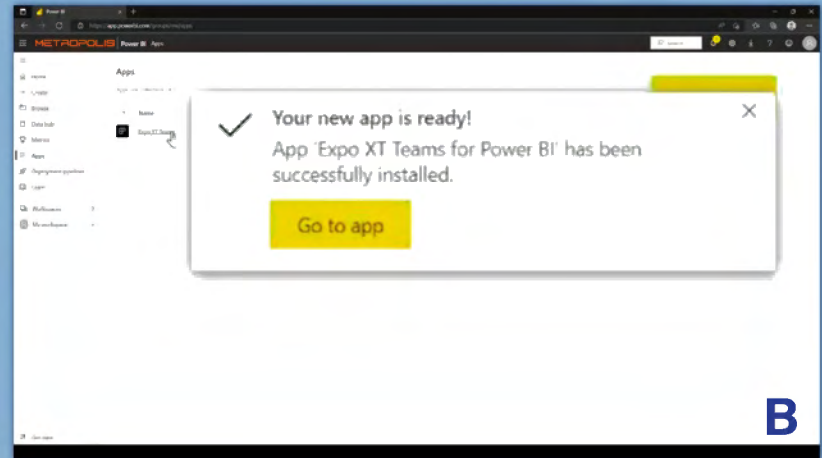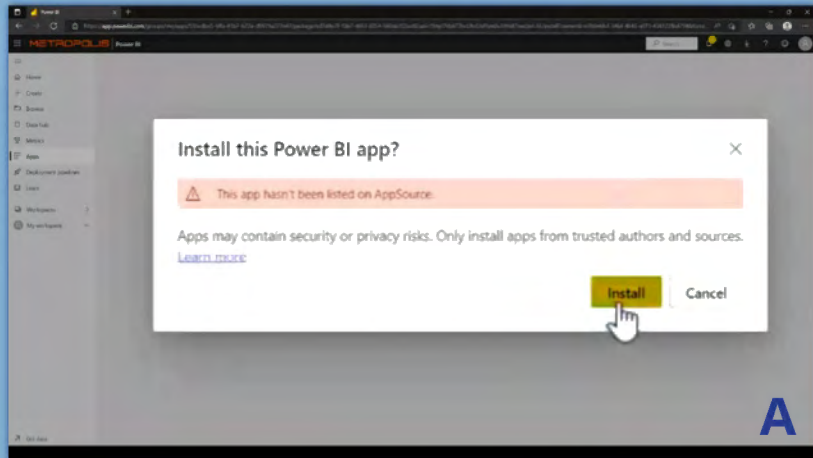## Success you are logged into Expo XT Teams!

Connect to Azure SQL Server Database using the credentials provided by Metropolis
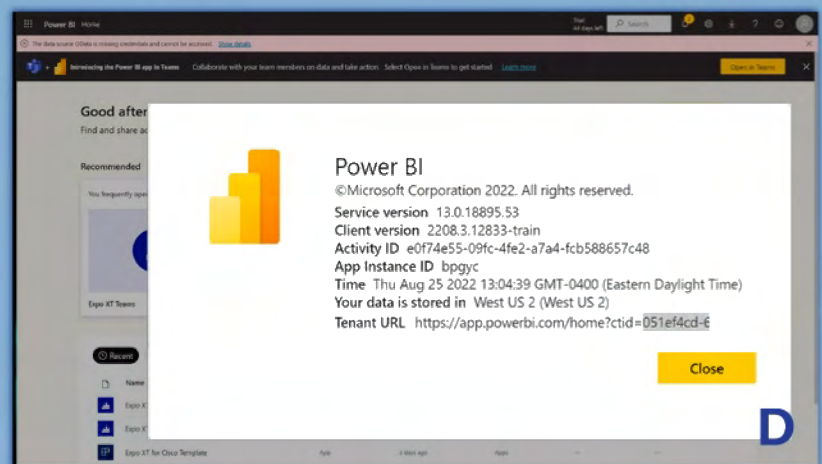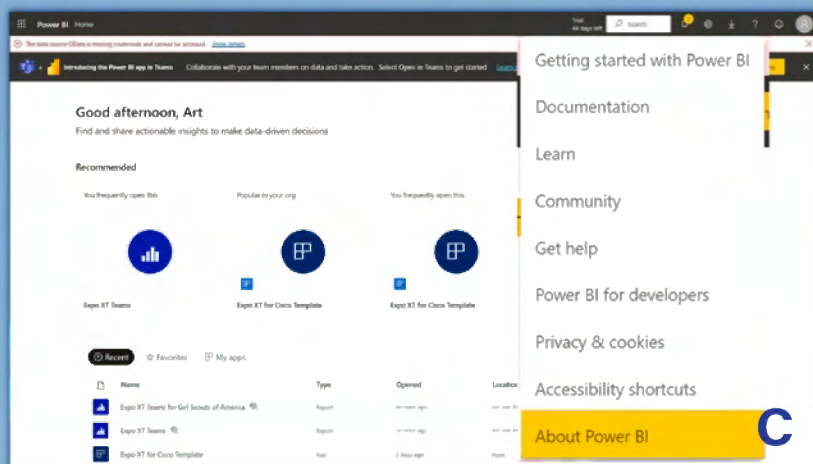

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Installation

Once you receive the Link from Metropolis, paste it in your web brower. If you are a registered user of Power BI* you will be asked to install the Expo XT Teams for Power BI App. Next, click install; **A**. Once logged into the platform load your Expo XT App; **B**.
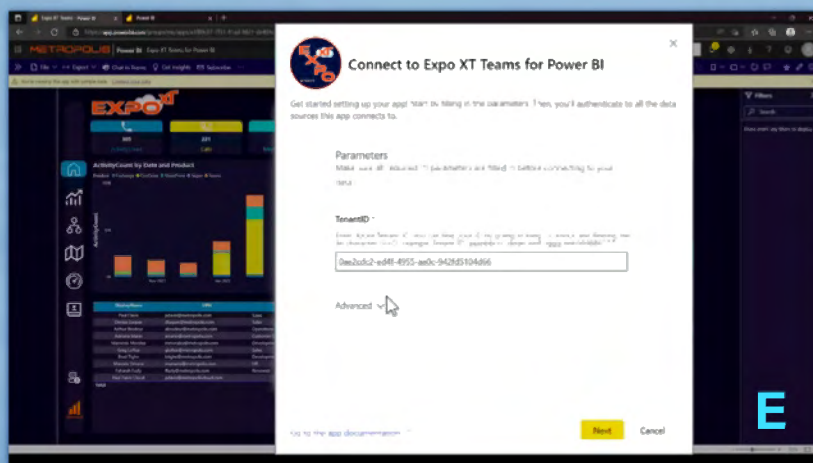
Activating Your Tenant

Once loaded, connect to your **TenantID**; **C**. Click on **?** in upper right corner and select **About Power BI.** Copy the last 36 digits after ctid=051uu9bm-6da5-4307-b31a-5b4a96ad7d20 under **Tenant URL** in the dialog; **D**.
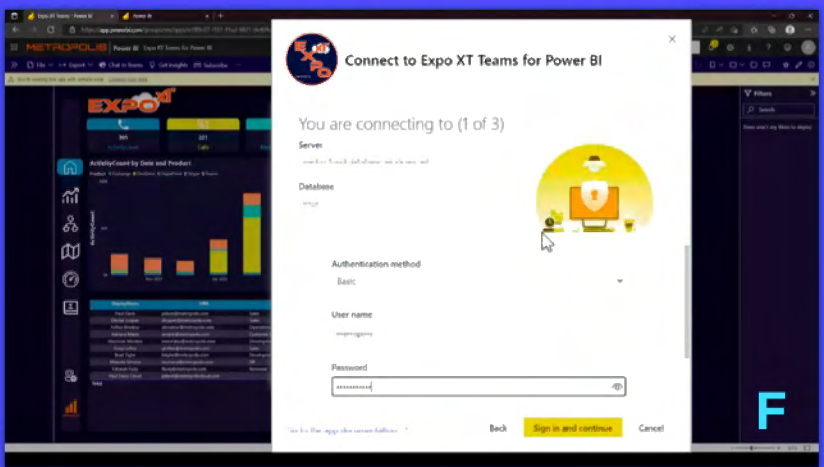
Paste the **TenantID** into Connect to Expo XT Teams for Power BI dialog; when you click **Connect your data; E**.

To configure the CQD in your Tenant click link for instructions; CQD Instructions connect.

Note:
For those without a TenantID you will be supplied a User ID and Password by Metropolis, **F**.

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