

SiteZone Power BI Dashboard Access and Setup Instructions

Invite emails

First Invite - Azure

- **Action** – Click on ‘Accept invitation’
- **What does this do** – This adds your email address into the SiteZone (OnGrade) account. By accepting this invite it enables Power BI to share the dashboard with external users outside of the SiteZone organisation.
- **Tip: If you get asked for Microsoft Authentication please see slides 3-10**

Sender: Steve Dowding (Steve.Dowding@ongrade.com)
 Organisation: OnGrade Ltd
 Domain: sitezonesafety.com

If you accept this invitation, you'll be sent to https://account.activedirectory.windowsazure.com/?tenantid=4cf9518d-3a27-4695-ae20-226648f81a36&login_hint=sitezonesafety.com

[Accept invitation](#)

[Block future invitations](#) from this organisation.

This invitation email is from OnGrade Ltd (sitezonesafety.com) and may include advertising content. OnGrade Ltd has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
 Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



Second Invite – Power BI

- **Action** – Click on ‘Open this report’ & log in to you own Power BI account (this will be your Microsoft password)
- **What does this do** – This will open Power BI and direct you to the SiteZone dashboard report that has been shared with you.

Tip: Once you’ve opened the report, bookmark the link for easier access next time.

From: Microsoft Power BI <no-reply-powerbi@microsoft.com>

Sent: 10 August 2023 10:44

To: 1

Subject: Hubert Urbaniak has shared Power BI Report 'Customer - RCV Data V4' with you

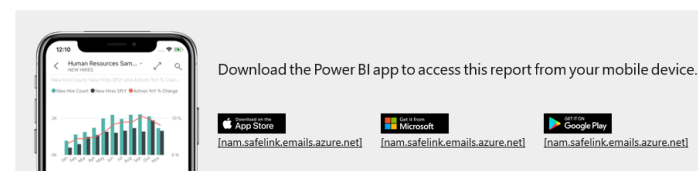


Power BI

Hubert Urbaniak shared this Power BI Report with you

Customer - RCV Data V4

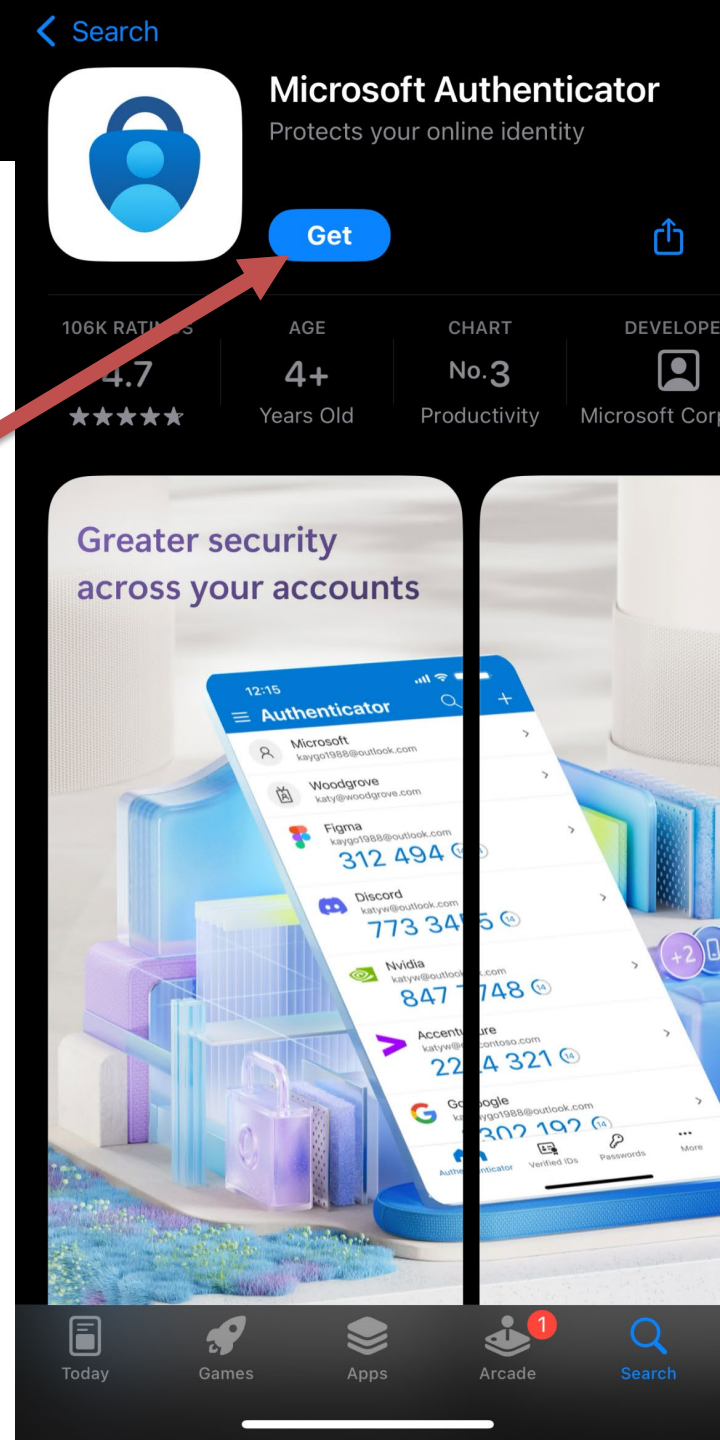
[Open this report > \[nam.safelink.emails.azure.net\]](#)



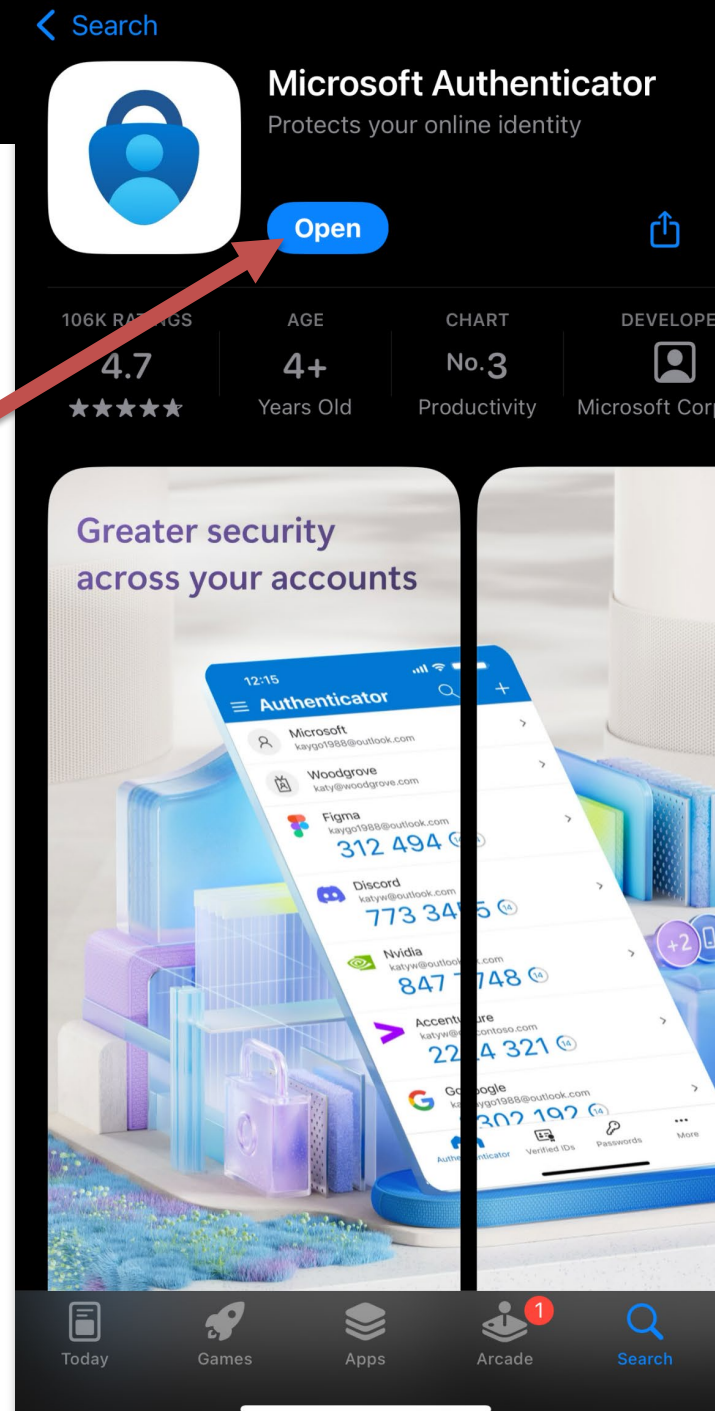
A subscription to Microsoft Power BI Pro (payable directly to Microsoft) is required to access the SiteZone dashboard.

Step 1: Download the Microsoft Authenticator App

1. Open the App Store (for iOS devices) or Google Play Store (for Android devices) on your smartphone.
2. Use the search bar to type Microsoft Authenticator.
3. Locate the app and tap the Download or Install button.



- Step 2: Open the App
- Once the installation is complete, tap Open from the app store or locate the app icon on your home screen and tap to open it.



- Step 3: Set Up the App



Microsoft respects your privacy

We collect required diagnostic data to keep the app secure and updated. This does not include any personal data.

Accept

[Microsoft Privacy Statement](#)



Help us improve Microsoft Authenticator

By allowing us to collect additional non-personal data, you can help us improve the app. You can turn this on or off at any time in the Settings page

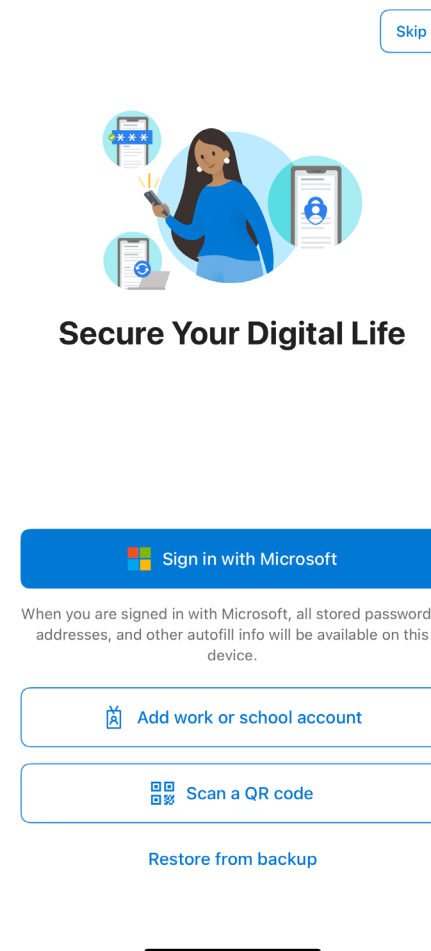


Help improve the app by sharing your app usage data

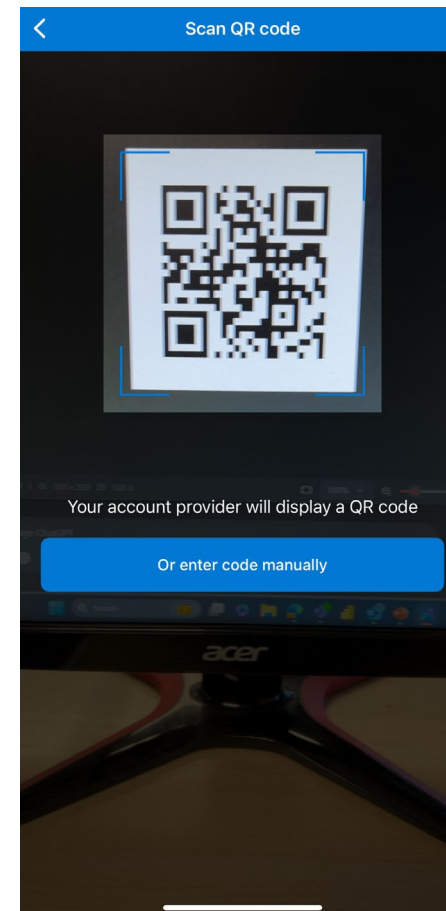
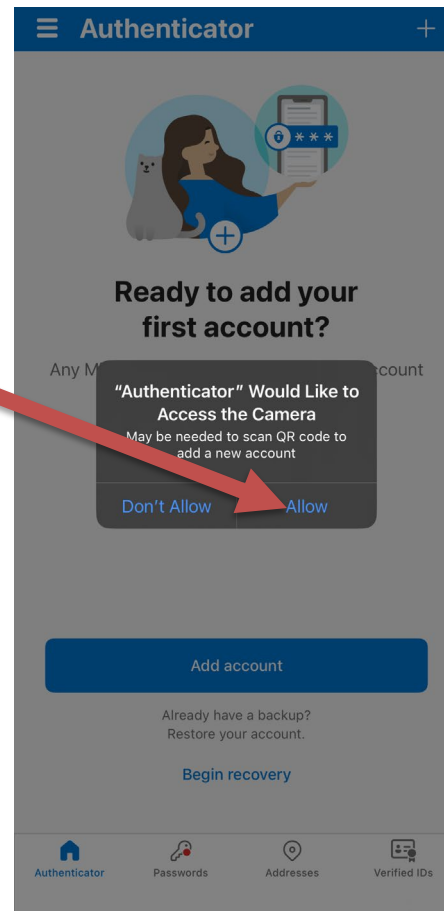
Continue

[Microsoft Privacy Statement](#)

- Step 4: Add Your First Account
- Choose an account type. Common options are:
 - Work or school account: For accounts managed by your organization.
 - Personal account: For Microsoft accounts like Outlook or Xbox.
- Follow the prompts to connect the app to your account.



- Step 5: Scan the QR Code
- On the welcome screen, you'll see an introduction to the app's features. Tap Get Started or Add Account (depending on your version).
- If prompted, allow the app to access your camera and send notifications.
- If you're setting up an account that uses two-factor authentication, a QR code will typically be provided by the service.
- On the app, select Scan QR Code. Point your camera at the QR code displayed on your computer or another device.
- If the QR code is unavailable, you may be able to enter a setup key manually.



- Step 6: Approve sign-in by preferred method

Cancel



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Approve sign-in request

 Open your Outlook mobile app, and enter the number shown to sign in.

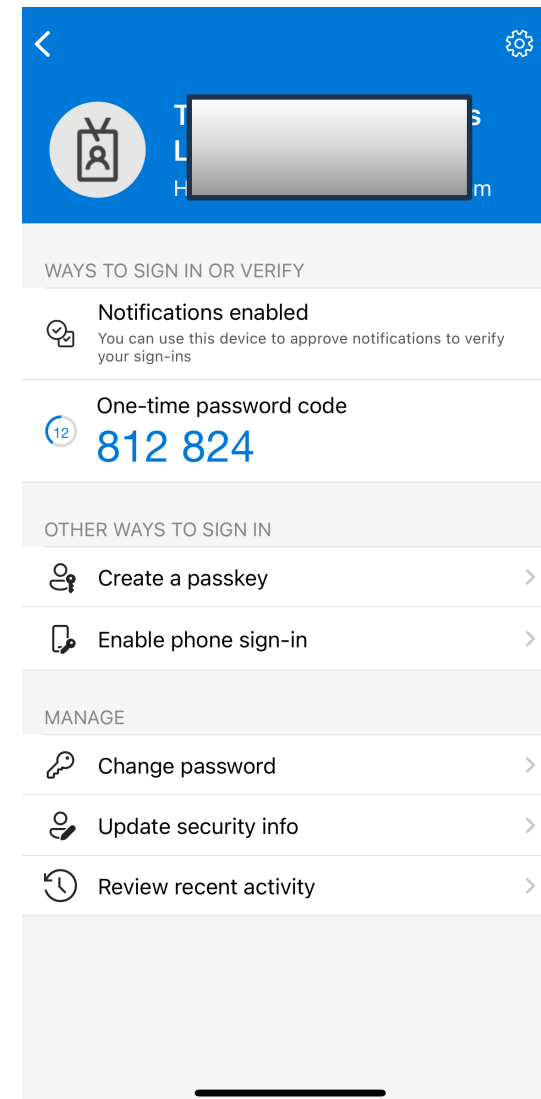
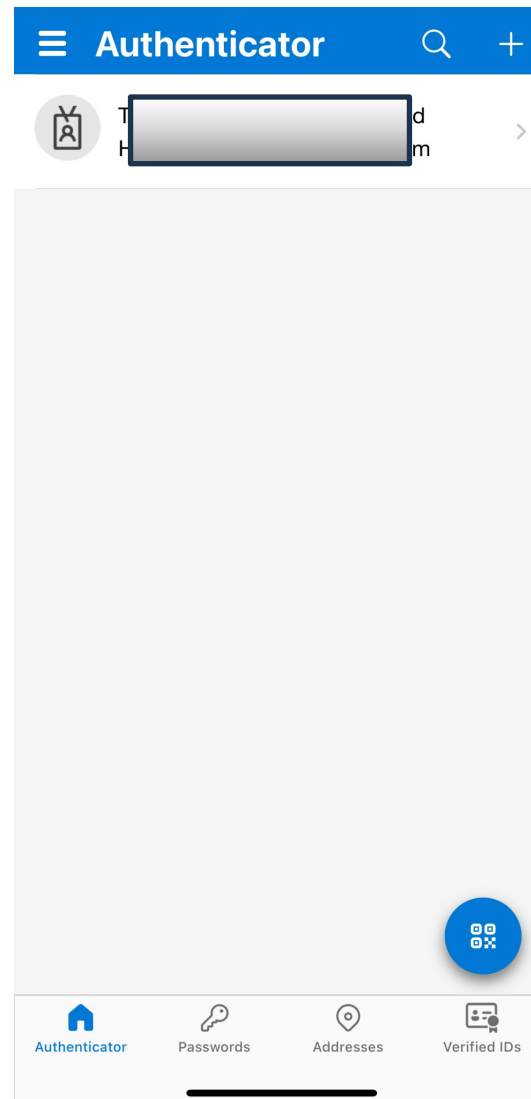
84

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Outlook mobile app right now](#)

Step 7: Confirm and Test

1. Once the QR code is scanned, the account will appear in the Microsoft Authenticator app.
2. Test the setup by entering a verification code into the corresponding service to ensure it's working correctly.



More information available:

[About Microsoft Authenticator - Microsoft Support](#)