

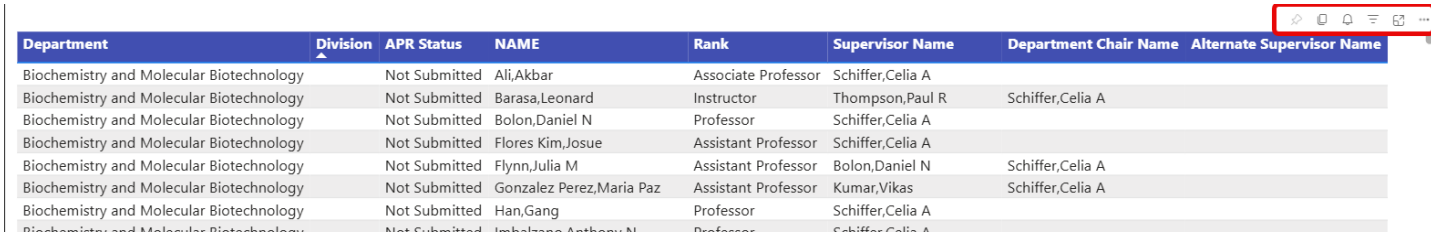
Administrative Staff Guide: How to Export Power BI Reports

Prepared by – IT Academic Technology

Date – 03/06/2025

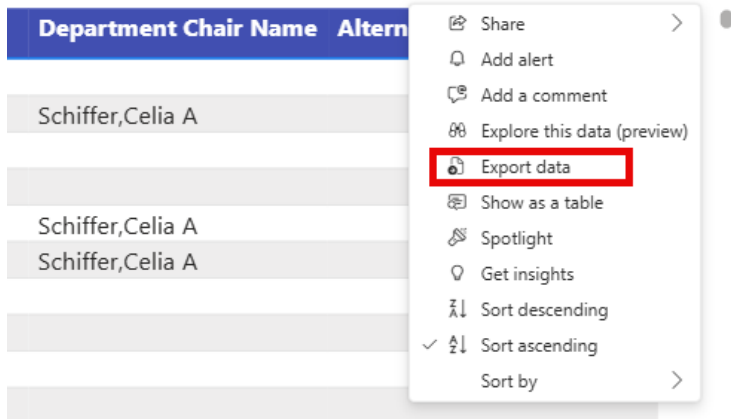
Step by step guide

1. Access [OFA Faculty APR Status report](#)
2. Hover over to right side of the report. Small icons will appear at the top of the column names.



Department	Division	APR Status	NAME	Rank	Supervisor Name	Department Chair Name	Alternate Supervisor Name
Biochemistry and Molecular Biotechnology		Not Submitted	Ali,Akbar	Associate Professor	Schiffer,Celia A		
Biochemistry and Molecular Biotechnology		Not Submitted	Barasa,Leonard	Instructor	Thompson,Paul R	Schiffer,Celia A	
Biochemistry and Molecular Biotechnology		Not Submitted	Bolon,Daniel N	Professor	Schiffer,Celia A		
Biochemistry and Molecular Biotechnology		Not Submitted	Flores Kim,Josue	Assistant Professor	Schiffer,Celia A		
Biochemistry and Molecular Biotechnology		Not Submitted	Flynn,Julia M	Assistant Professor	Bolon,Daniel N	Schiffer,Celia A	
Biochemistry and Molecular Biotechnology		Not Submitted	Gonzalez Perez,Maria Paz	Assistant Professor	Kumar,Vikas	Schiffer,Celia A	
Biochemistry and Molecular Biotechnology		Not Submitted	Han,Gang	Professor	Schiffer,Celia A		
Biochemistry and Molecular Biotechnology		Not Submitted	Ishikawa,Anthony M	Professor	Schiffer,Celia A		

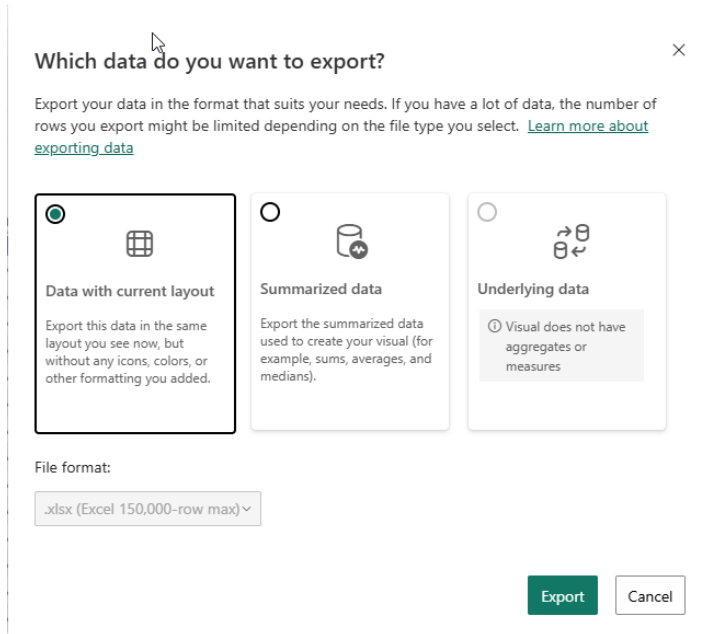
3. Click on the three dots (ellipsis) icon and select Export data.



Department Chair Name	Altern
Schiffer,Celia A	
Schiffer,Celia A	
Schiffer,Celia A	

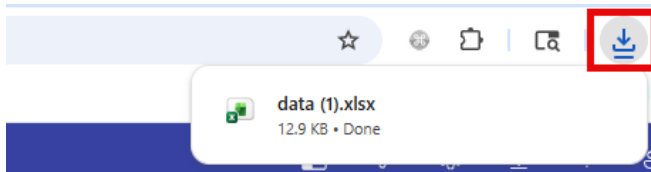
- Share
- Add alert
- Add a comment
- Explore this data (preview)
- Export data**
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

4. Select the first export option and click Export. The file will be saved on your machine.



5. Access the file from

- The download icon on the right side of your browser.



OR

- The Downloads folder on your machine.

