

How to Export Reports to PDF and Excel

1. Navigate to the PowerBI Workspace

Navigate to the PowerBI workspace by clicking on the “link to export to pdf” button or by using the link sent to you directly by PowerBI when the report was shared with you

Facility Performance Dashboard

scroll down to sign in

[Link to Export to PDF](#) [Provide Feedback Here](#)

Report will default to CW (Collaborative Wide) when opened. Make sure to select your facility from the dropdown menu. If your facility is not in the dropdown, reach out to support@mroqc.org

ENROLLMENT SUMMARY FOR FACILITY CW

Enrollment default view is 1/1/2025-present. This can be adjusted with the "Enrollment Date" slicer below

SELECT A FACILITY: CW
SELECT A PROJECT: All
SELECT A PROVIDER: All
ENROLLMENT DATE: 1/1/2025 to 1/28/2025

Enrollment	
Your Facility	Collaborative-Wide
0	346

	Breast	Lung	Bone Mets	Prostate	Total
Your Facility	0	0	0	0	0
Collaborative-Wide	152	45	45	104	346

2. Export to pdf

In the report view click on the export tab and select PDF as your export option

Facility Performance Dashboard updated 1/28/25

Export | Analyze in Excel | PowerPoint | PDF

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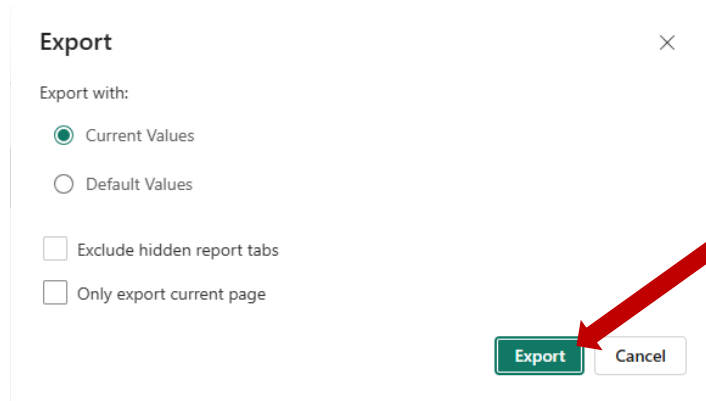
Enrollment Trends for Facility CW

Your Facility's Total Enrollment in 2025 Compared to Other Facilities

Month	Enrollment
Jan	30
Feb	29
Mar	29
Apr	28
May	27
Jun	26
Jul	25

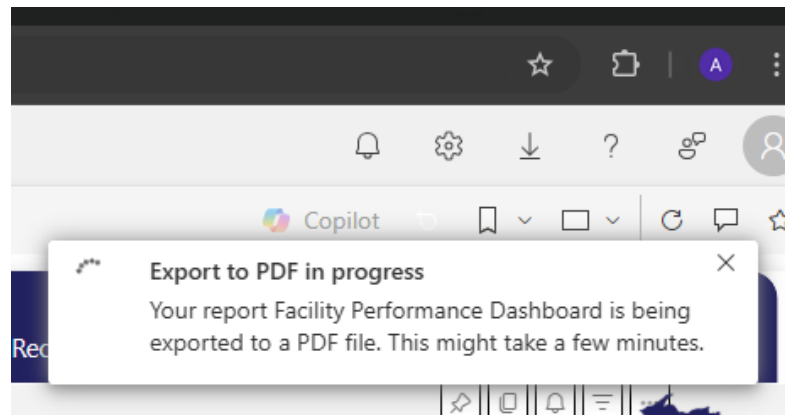
3. Select Export Options

When you get this pop-up, make sure you are exporting the current values you want to be viewing and that you are exporting all of the pages. Then click export to continue.



4. Wait for PDF to export and save to computer

Exporting the pdf might take a couple minutes, once it is done you will be prompted to select where you would like to store it on your computer.



Exporting to Excel



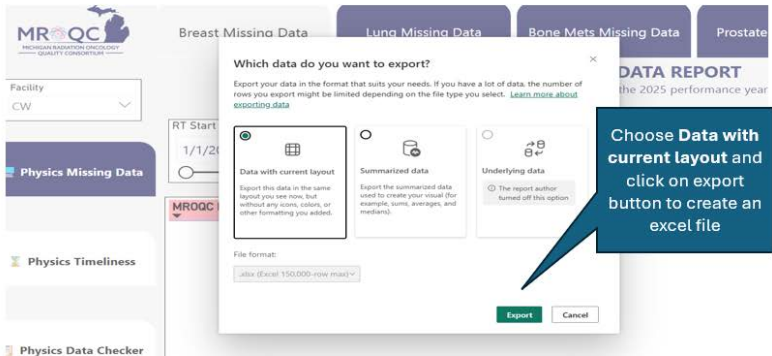
Exporting a Table from the Report to Excel

1. Hover over the Table Visual

- Locate the three dots (...) in the top-right corner of the table visual.

2. Select “Export Data”

- Click on the “Export Data” option.
- In the dialog box that appears, choose Data with Current Layout.



3. Export to Excel

- Click the Export button.
- An Excel file will be generated and saved to your local computer.