

INSTRUCTIONS FOR INSTALLING THE RECEPTOMETER APPLICATION IN POWER BI

Please note that in order to install the application from Microsoft AppSource, you will need the appropriate user rights within your company's Microsoft lease and Power BI service. You should contact the relevant Administrator/IT Department in your company for support in this regard. We recommend that the installation of the application and its sharing within the organisation is coordinated by one person with the appropriate permissions.

1. DOWNLOADING THE RECEPTOMETR APPLICATION FROM APPSOURCE

Downloading the RECEPTOmetr application from Microsoft AppSource inside the Power BI website is possible in the "Applications" section, where the "Download application" button must be selected.



Search for the **RECEPTOmetr** application from PEX, e.g. by entering the keyword "receptometer" in the search engine.

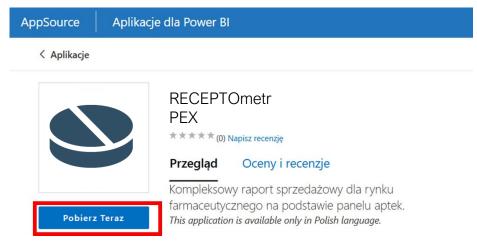
Please note, if different RECEPTOmetr applications appear in the search, this means that the application has already been downloaded by the same or another user. Do not install multiple versions of the same application. In this situation, you can install an existing one in your organisation (below the name it is indicated who downloaded and shared the application internally) or contact the service administrator.







When first downloaded from AppSource, a page with a description of the app will be displayed.

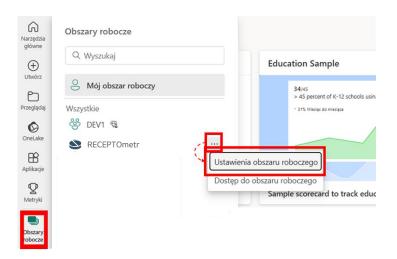






2. SETTING UP A NEW APPLICATION AND ITS WORKSPACE

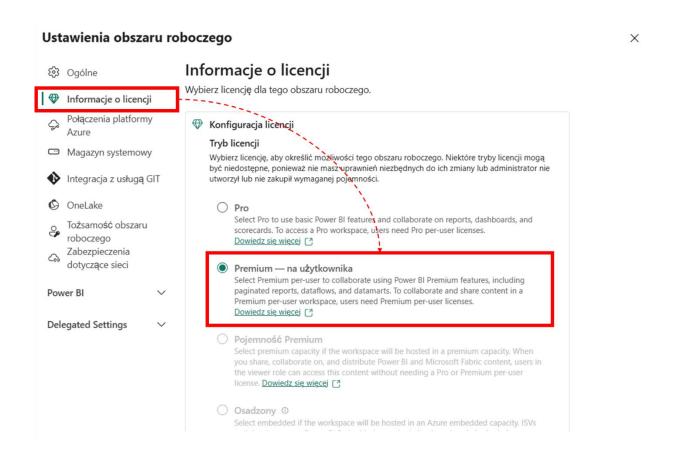
Once the application is installed from AppSource, the **RECEPTOmetr** workspace will appear in the PowerBI service. Before refreshing the data, make sure that the workspace is assigned **a Premium Per User licence** (this is indicated by the diamond icon next to the workspace name). If the workspace is not assigned a Premium licence, go into the workspace settings (hover over the workspace name and click on the dots - "Workspace settings").



In the workspace settings, you need to go to the second tab - Licence information. In the licence configuration window, click Edit and select "Premium - per user" (or "Premium capacity"/"Backbone capacity" for organisations using Power BI capacity licences). Confirm with the green "Select licence" button.







In the list of workspaces, the installed workspace should have a diamond icon next to its name.



3. CONNECTION TO DATABASE (DATA UPDATE)

Before proceeding, it will be necessary to link the data for the application. To do this, enter the workspace and click the 'Connect your data' button on the yellow bar. The bar will remain visible until you have completed the data connection process, which must be done once after installing the application.







In the pop-up window, enter the parameters:

- Server: [address provided by PEX when purchasing the data].
- Database: [name provided by PEX when purchasing the data].

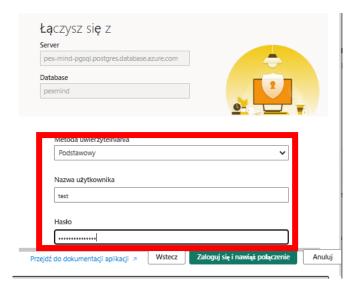
Then expand the Advanced option and disable the option "Automatically refresh my data every day at midnight". The RECEPTOmetr system database is refreshed once a month on a customised cycle. PEX informs you of the database update in a separate communication - in this situation, the administrator looking after the application in the client environment manually triggers the refresh to get the data as early as possible. If a daily update is necessary, it should be set to a time between 2:00 and 21:00 to avoid a maintenance interruption to the server. Otherwise, the refresh process may communicate a data download error (which does not prevent the use of data already loaded). For more information, please contact PEX.







Next, click Next and enter the username and password for the database server. **The login and password are provided by PEX**. Fill in as below and click 'Log in and establish connection'.



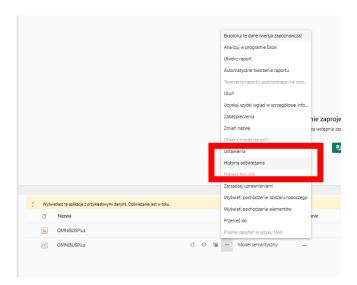
The semantic model of the application will be refreshed. The process takes approximately 20-60 minutes depending on the scope of the data. The ongoing refresh process is indicated by a spinning wheel in the "Refreshed workspace" column.



You can also open the refresh history. To do this, hover the mouse over the semantic model, click on the dots and select "Refresh history".







A window will appear with information about the refresh history of the model. Unfinished refresh processes have the status "In progress".



Note: In the event of a refresh error indicating insufficient memory, go back in the instructions to the Premium licence allocation stage for the installed workspace. The message about insufficient memory appears if the workspace licence settings are not switched from Pro to Premium.

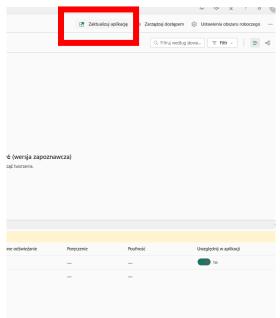
4. ALLOCATION OF RIGHTS/ACCESS WITHIN THE ORGANISATION





Once an authorised person (e.g. a service administrator) has carried out the steps described previously, this person has access to both the application and the content creating it in the workspace. In order to allow others in the organisation to access the application, appropriate rights must be granted.

To do this - while in the installed **RECEPTOmetr** application workspace - find the Update application button in the top right corner.

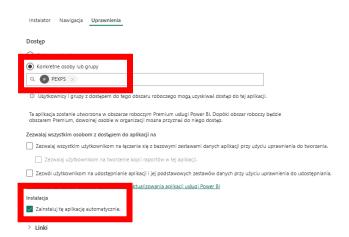


Then go to the Permissions tab. In the tab, select whether access is assigned for the entire organisation or for selected users or groups (in the example below, access for PEXPS group members only). It is also recommended to select the option "Install this application automatically" - then the application will automatically install itself on all users with access. NOTE: This option is only available if you select specific users or groups to whom access is assigned (it is not available if you select access for the entire organisation).

Confirm the settings with the green "Update application" button.







If the option "Install this app automatically" is not selected, any interested user will have to install it themselves. In the list of applications, the user clicks on the Download application button in the top right corner.



The application will be available under the "Organisational applications" tab.







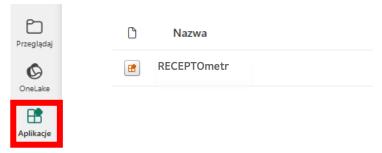
In order to avoid confusion, we recommend that the option "Install this application automatically" is used so that users do not have to perform additional steps.

5. APPLICATION AVAILABLE TO USERS/REMARKS

It may take a few minutes for the app to be revealed to all users (after selecting the 'Install this app automatically' option) according to the Microsoft service.

Depending on the company's service and user settings, the **RECEPTOmetr** app may be visible:

a. In the list of applications



b. On the home screen ("Main tools" tab) → "My applications" section

