

Refreshing your Power BI Dashboard

The Power BI dashboard you are using uses **Import table storage mode**. Here's what you need to know about that.

Import mode stores a snapshot of your data in local storage. This allows for the quick loading of visuals in your dashboard, but it **does not update in real-time**.

In contrast, **Direct Query** mode directly accesses your database and pulls the latest data any time you load your dashboard, manipulate a slider, or go to another tab. However, this method has been known to significantly affect HIFIS performance, especially if you have multiple users viewing the dashboard at the same time. In other words, while someone is interacting with a dashboard with Direct Query mode, HIFIS could run very slowly for all users.

→ Reference: [Table Storage Mode in Power BI Semantic Models](#)

We therefore recommend Import table storage mode for Power BI dashboards, and periodically refreshing your data.

There are **three ways** you can refresh your data in Power BI.

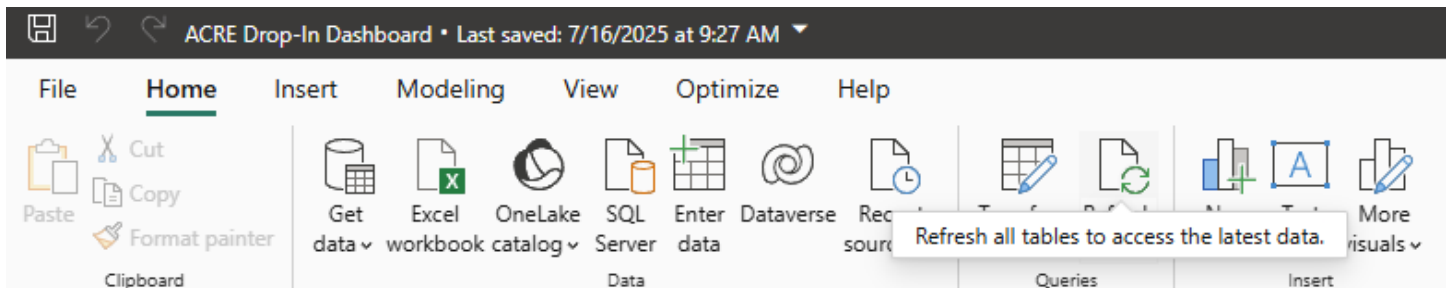
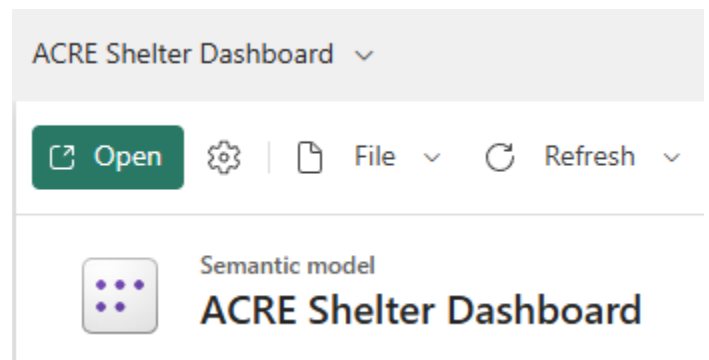
→ Reference: [Data refresh in Power BI](#)

Option 1: Manual

The simplest option is to click the Refresh button.

In **Power BI Service**, open the semantic model for your dashboard, then click the Refresh now button.

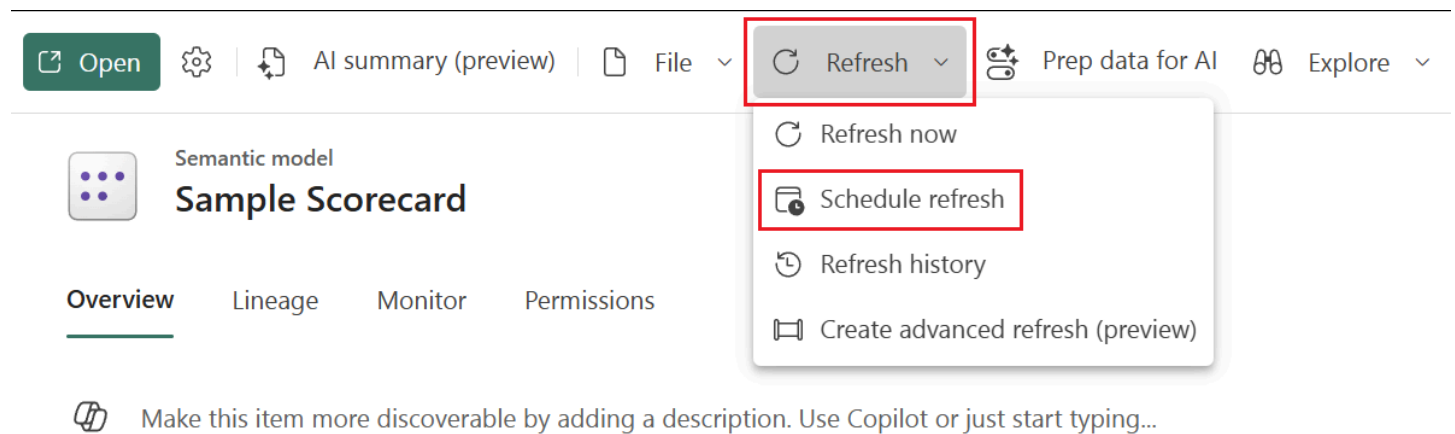
Or, open the file in **Power BI Desktop**, use the Home ribbon and click Refresh, and then Save the dashboard again.



This is a completely manual process. If you do not configure anything differently, this is the default option, but far from the most useful one.

Option 2: Scheduled (Recommended)

In [Power BI Service](#), you can configure a dashboard to periodically refresh itself on a schedule. This is the recommended option but it is not something that ACRE Consulting is able to configure in the .pbix file you have been provided with.



Publish your report, then visit the semantic model for your dashboard in [Power BI Service](#), and select Refresh > Schedule refresh. From there, you can schedule your refresh frequency and what time it will be refreshed at. For example, you could set it to refresh daily at 3:00am.

→ Reference: [Configure scheduled refresh - Power BI](#)

Option 3: Refresh Button

It is possible to create a button in your report that triggers a refresh, but this is not a mechanism that is recommended, because: (a) refresh requests are asynchronous, so the user will not refresh anything, they will only request a refresh; (b) there is no feedback when the refresh completed and whether it was successful, and (c) you are also risking multiple users attempting this at the same time, causing a 429 “Too many requests” error.

For this reason, we have not included a Refresh button on your dashboard by default. We recommend using the scheduled refresh option (Option 2).

In order to create a Refresh button in your Power BI dashboard, follow these steps:

1. Publish your report.
2. Add the **Power Automate** visual, using “Get more visuals.”
3. Add a Power Automate visual to your dashboard, then select the Edit option for that visual. You are now in the Power Automate web interface.
4. Select New > Instant cloud flow.
5. Click +New Step then search for “Refresh a dataset.” Configure that step by selecting the Workspace and Dataset you want to refresh when the button is clicked.
6. Click Save and Apply, then go back to the dashboard.

→ Reference: [Create a Power Automate visual for Power BI](#)