



User guide for Microsoft Power BI



Power BI

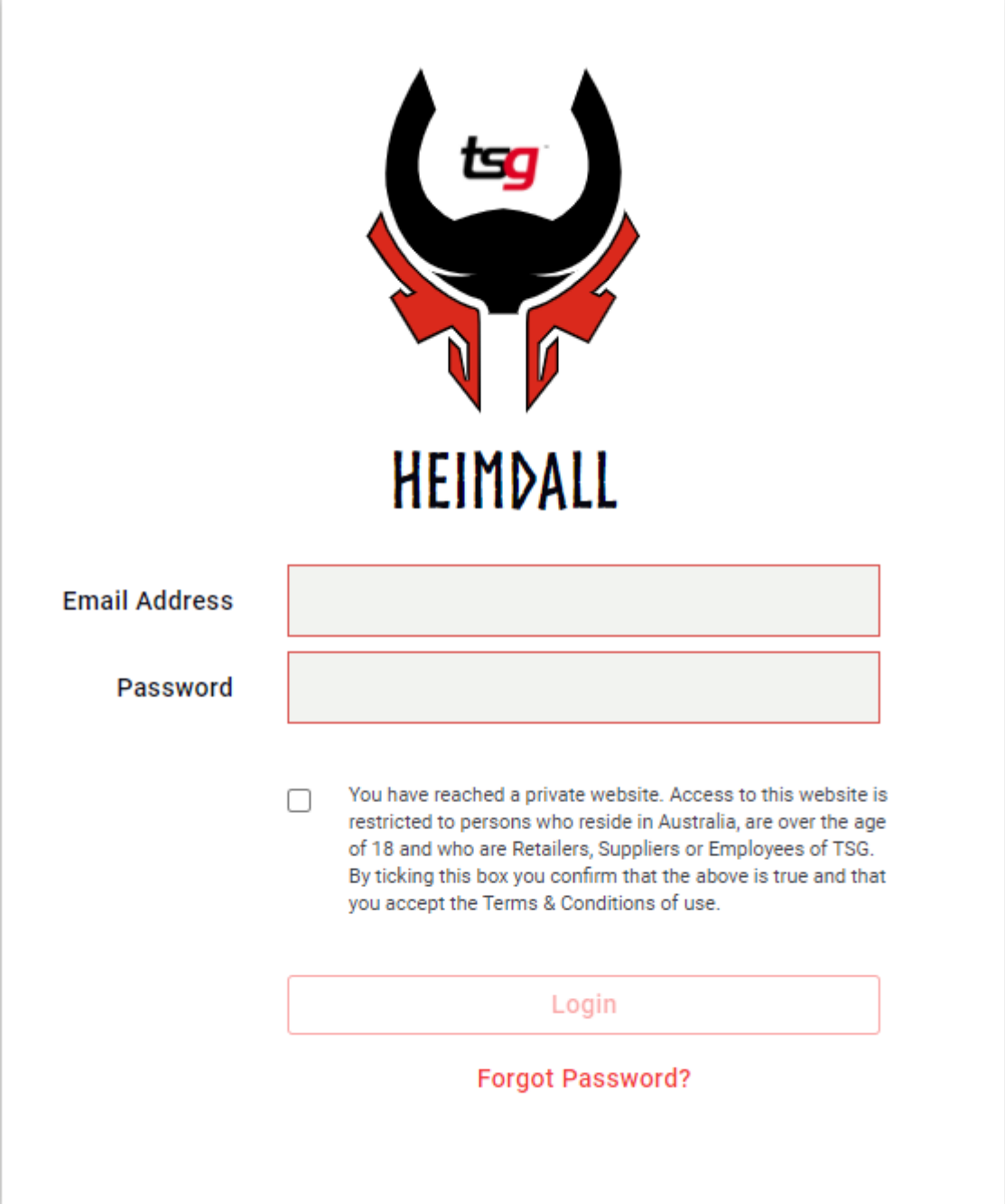
TSG has now added a Microsoft Power BI report to Heimdall. Power BI reports are used to transform data and create charts or graphs to provide an insight of how your business is tracking. By logging in to Heimdall, you will have access the last 7months of sales data for your store/stores.


Please see the below instructions on how to use this report.

1. How do I access Power BI?

Step 1 Open your internet browser and go to TSG Heimdall website.

<https://tsg-heimdall.com/login>




HEIMDALL

Email Address

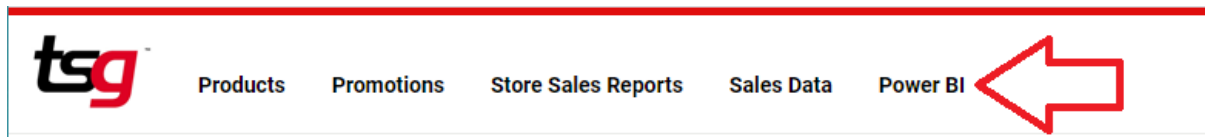
Password

You have reached a private website. Access to this website is restricted to persons who reside in Australia, are over the age of 18 and who are Retailers, Suppliers or Employees of TSG. By ticking this box you confirm that the above is true and that you accept the Terms & Conditions of use.

[Forgot Password?](#)

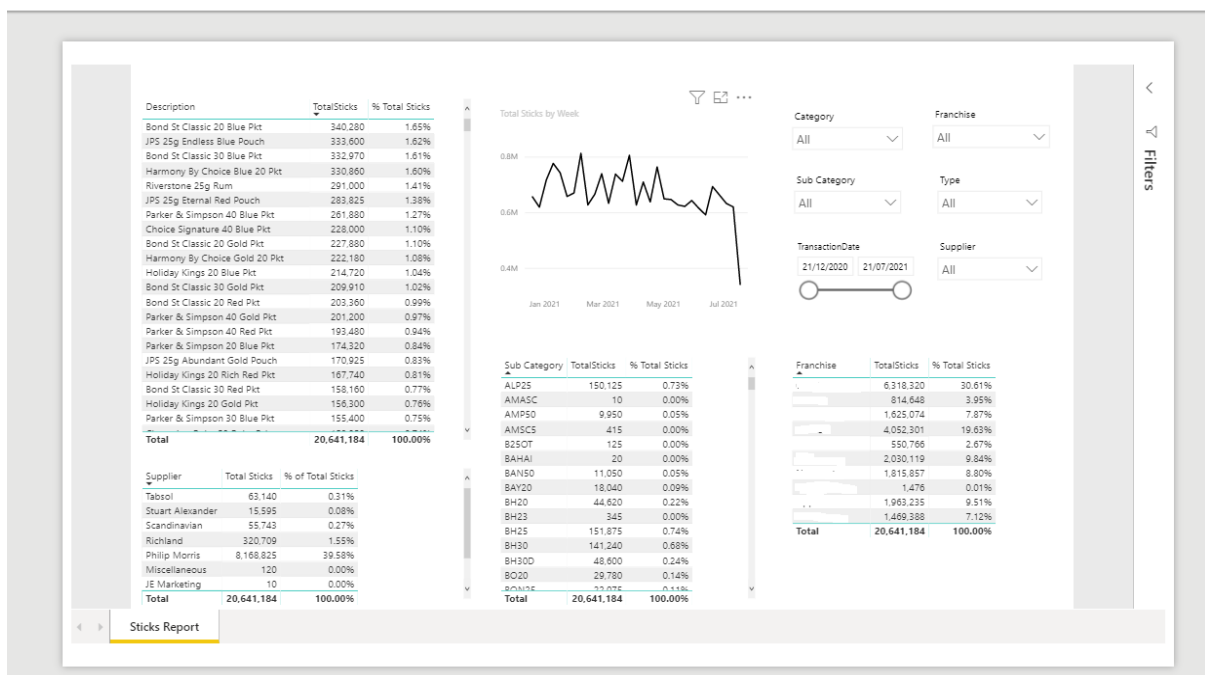
Enter your email address and password, then click log in.

Click the Power Bi tab in menu bar.



Now you have accessed the Power Bi page for your store(s).

Home
Power BI



2 Power BI content

Total sticks for all products and their % ratio.

Description	TotalSticks	% Total Sticks
Bond St Classic 20 Blue Pkt	340,280	1.65%
JPS 25g Endless Blue Pouch	333,600	1.62%
Bond St Classic 30 Blue Pkt	332,970	1.61%
Harmony By Choice Blue 20 Pkt	330,860	1.60%
Riverstone 25g Rum	291,000	1.41%
JPS 25g Eternal Red Pouch	283,825	1.38%
Parker & Simpson 40 Blue Pkt	261,880	1.27%
Choice Signature 40 Blue Pkt	228,000	1.10%
Bond St Classic 20 Gold Pkt	227,880	1.10%
Harmony By Choice Gold 20 Pkt	222,180	1.08%
Holiday Kings 20 Blue Pkt	214,720	1.04%
Bond St Classic 30 Gold Pkt	209,910	1.02%
Bond St Classic 20 Red Pkt	203,360	0.99%
Parker & Simpson 40 Gold Pkt	201,200	0.97%
Parker & Simpson 40 Red Pkt	193,480	0.94%
Parker & Simpson 20 Blue Pkt	174,320	0.84%
JPS 25g Abundant Gold Pouch	170,925	0.83%
Holiday Kings 20 Rich Red Pkt	167,740	0.81%
Bond St Classic 30 Red Pkt	158,160	0.77%
Holiday Kings 20 Gold Pkt	156,300	0.76%
Parker & Simpson 30 Blue Pkt	155,400	0.75%
Total	20,641,184	100.00%

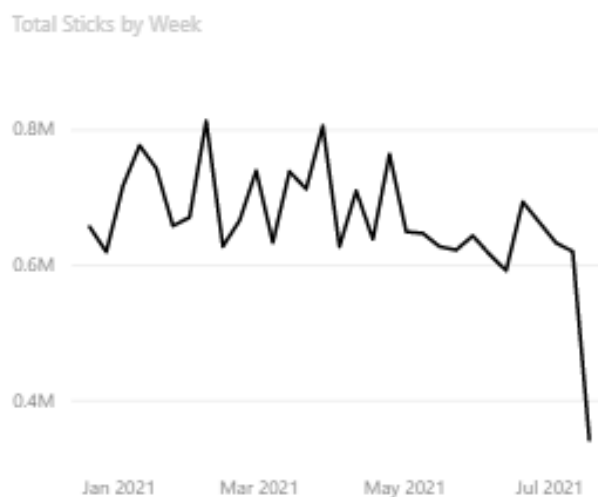
Total sticks for all suppliers and their % ratio.

Supplier	Total Sticks	% of Total Sticks
BATA	4,537,347	21.98%
Imperial	7,479,695	36.24%
JE Marketing	10	0.00%
Miscellaneous	120	0.00%
Philip Morris	8,168,825	39.58%
Richland	320,709	1.55%
Scandinavian	55,743	0.27%
Total	20,641,184	100.00%

Total sticks for all sub-categories and their % ratio.

Sub Category	TotalSticks	% Total Sticks
ALP25	150,125	0.73%
AMASC	10	0.00%
AMP50	9,950	0.05%
AMSC5	415	0.00%
B25OT	125	0.00%
BAHAI	20	0.00%
BAN50	11,050	0.05%
BAY20	18,040	0.09%
BH20	44,620	0.22%
BH23	345	0.00%
BH25	151,875	0.74%
BH30	141,240	0.68%
BH30D	48,600	0.24%
BO20	29,780	0.14%
BON25	22,075	0.11%
Total	20,641,184	100.00%


Total sticks in chart form.



By hovering your mouse over the relevant area of the chart you will see a total of sticks by that week

Report Filter

Category	Franchise
All	All
Sub Category	Type
All	All
TransactionDate	Supplier
21/12/2020 21/07/2021	All



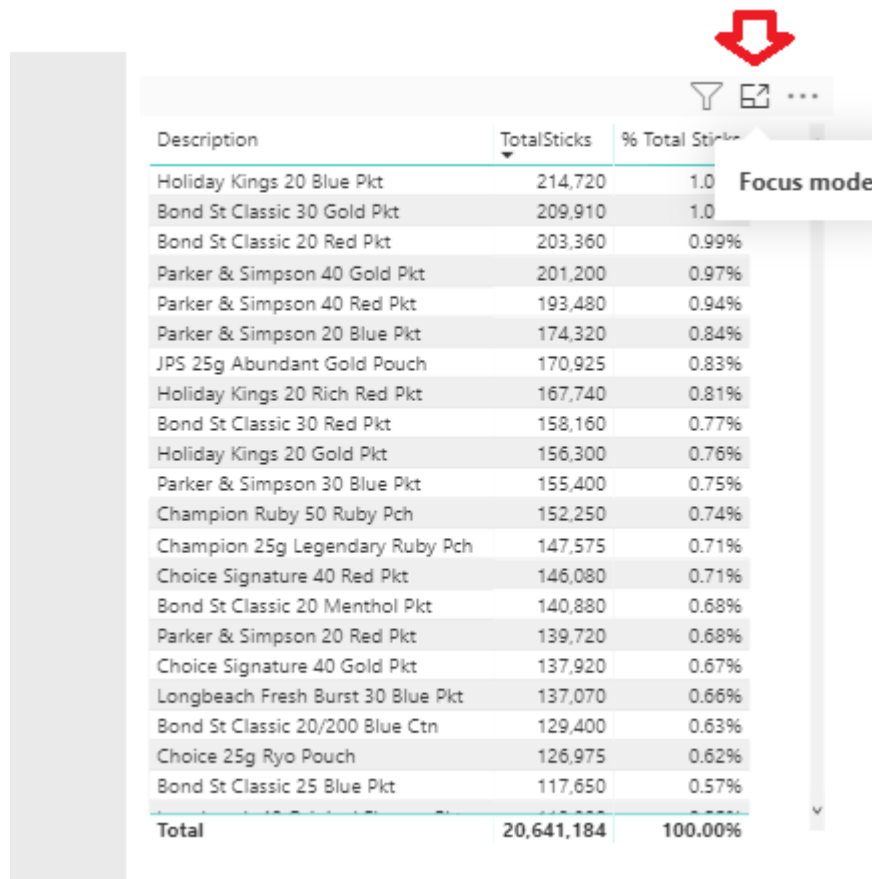
Total sticks for all franchise and their % ratio. (Only if you have more than 1 store)

Franchise	TotalSticks	% Total Sticks
	6,318,320	30.61%
	814,648	3.95%
	1,625,074	7.87%
	4,052,301	19.63%
	550,766	2.67%
	2,030,119	9.84%
	1,815,857	8.80%
	1,476	0.01%
	1,963,235	9.51%
	1,469,388	7.12%
Total	20,641,184	100.00%

3 How do we use Power Bi to get what I need ?

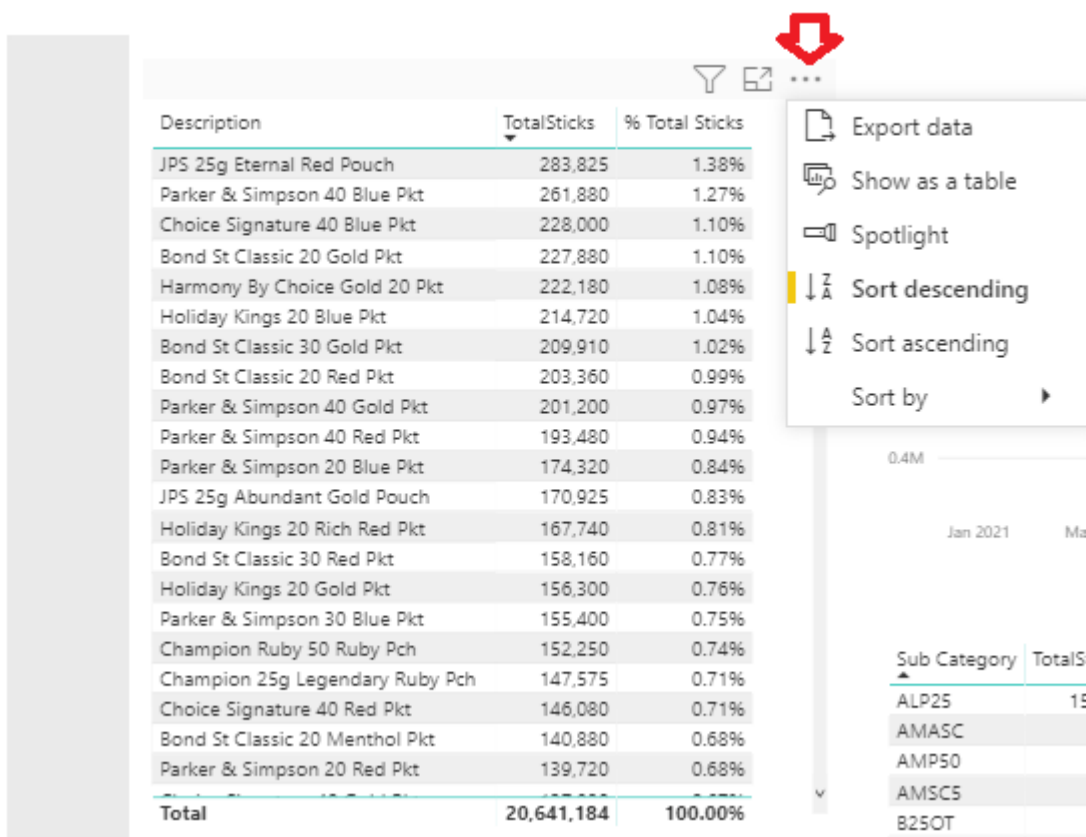
Focus mode

Focus mode lets you expand (pop out) a visual or tile to see more detail. Maybe you have a dashboard or report that is a little crowded and you want to zoom in on only one visual. This is a perfect use of focus mode.



Description	TotalSticks	% Total Sticks
Holiday Kings 20 Blue Pkt	214,720	1.0
Bond St Classic 30 Gold Pkt	209,910	1.0
Bond St Classic 20 Red Pkt	203,360	0.99%
Parker & Simpson 40 Gold Pkt	201,200	0.97%
Parker & Simpson 40 Red Pkt	193,480	0.94%
Parker & Simpson 20 Blue Pkt	174,320	0.84%
JPS 25g Abundant Gold Pouch	170,925	0.83%
Holiday Kings 20 Rich Red Pkt	167,740	0.81%
Bond St Classic 30 Red Pkt	158,160	0.77%
Holiday Kings 20 Gold Pkt	156,300	0.76%
Parker & Simpson 30 Blue Pkt	155,400	0.75%
Champion Ruby 50 Ruby Pch	152,250	0.74%
Champion 25g Legendary Ruby Pch	147,575	0.71%
Choice Signature 40 Red Pkt	146,080	0.71%
Bond St Classic 20 Menthol Pkt	140,880	0.68%
Parker & Simpson 20 Red Pkt	139,720	0.68%
Choice Signature 40 Gold Pkt	137,920	0.67%
Longbeach Fresh Burst 30 Blue Pkt	137,070	0.66%
Bond St Classic 20/200 Blue Ctn	129,400	0.63%
Choice 25g Ryo Pouch	126,975	0.62%
Bond St Classic 25 Blue Pkt	117,650	0.57%
Total	20,641,184	100.00%

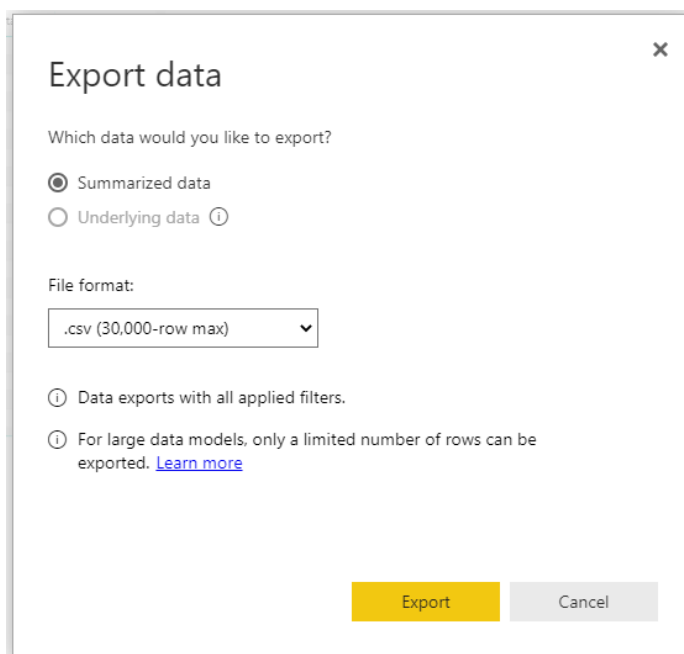
More options



The screenshot shows a data table with columns 'Description', 'TotalSticks', and '% Total Sticks'. A context menu is open over the table, with a red arrow pointing to the 'More options' icon (three dots) in the top right corner of the table. The menu includes options: 'Export data', 'Show as a table', 'Spotlight', 'Sort descending', 'Sort ascending', and 'Sort by'. Below the menu, a small preview of a table is visible, showing 'Sub Category' and 'TotalS' columns with values like 'ALP25', 'AMASC', 'AMP50', 'AMSC5', and 'B25OT'.

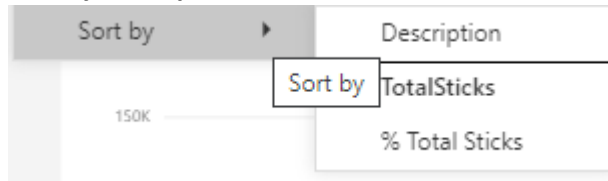
Description	TotalSticks	% Total Sticks
JPS 25g Eternal Red Pouch	283,825	1.38%
Parker & Simpson 40 Blue Pkt	261,880	1.27%
Choice Signature 40 Blue Pkt	228,000	1.10%
Bond St Classic 20 Gold Pkt	227,880	1.10%
Harmony By Choice Gold 20 Pkt	222,180	1.08%
Holiday Kings 20 Blue Pkt	214,720	1.04%
Bond St Classic 30 Gold Pkt	209,910	1.02%
Bond St Classic 20 Red Pkt	203,360	0.99%
Parker & Simpson 40 Gold Pkt	201,200	0.97%
Parker & Simpson 40 Red Pkt	193,480	0.94%
Parker & Simpson 20 Blue Pkt	174,320	0.84%
JPS 25g Abundant Gold Pouch	170,925	0.83%
Holiday Kings 20 Rich Red Pkt	167,740	0.81%
Bond St Classic 30 Red Pkt	158,160	0.77%
Holiday Kings 20 Gold Pkt	156,300	0.76%
Parker & Simpson 30 Blue Pkt	155,400	0.75%
Champion Ruby 50 Ruby Pch	152,250	0.74%
Champion 25g Legendary Ruby Pch	147,575	0.71%
Choice Signature 40 Red Pkt	146,080	0.71%
Bond St Classic 20 Menthol Pkt	140,880	0.68%
Parker & Simpson 20 Red Pkt	139,720	0.68%
Total	20,641,184	100.00%

- **Export data** You can export Summarized data using a .csv File format on your POS, or if you have Microsoft Office installed *you can use .xlsx*



The 'Export data' dialog box is shown. It has a title bar with a close button (X). The main text asks 'Which data would you like to export?'. There are two radio buttons: 'Summarized data' (selected) and 'Underlying data' (with an information icon). Below this is a 'File format:' label and a dropdown menu showing '.csv (30,000-row max)'. At the bottom, there are two buttons: 'Export' (yellow) and 'Cancel' (grey). There are also two information icons with text: 'Data exports with all applied filters.' and 'For large data models, only a limited number of rows can be exported. [Learn more](#)'.

- **Show as a table**
- **Spotlight** With spotlight, you can draw attention to a specific visual on a report page. If the spotlight mode is selected when you add a bookmark, that mode is retained in the bookmark.
- **Sort Descending**
- **Sort Ascending**
- **Sort by Description, total sticks and %**

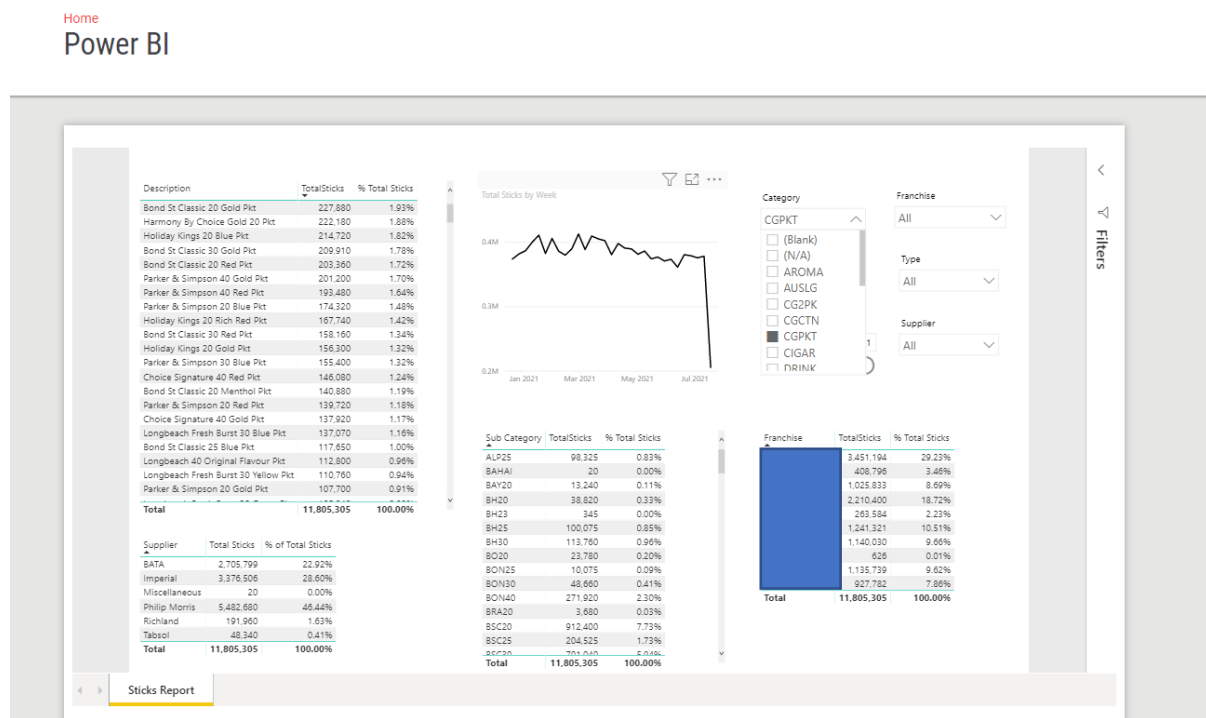


Find the data that you want by adjusting the report filter.

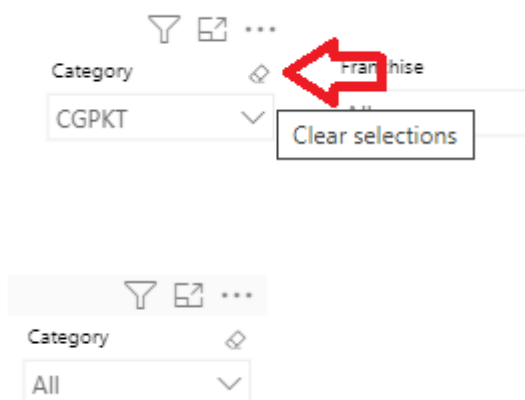
Category	Franchise
<input type="text" value="All"/>	<input type="text" value="All"/>
Sub Category	Type
<input type="text" value="All"/>	<input type="text" value="All"/>
TransactionDate	Supplier
<input type="text" value="21/12/2020"/> <input type="text" value="21/07/2021"/>	<input type="text" value="All"/>
<input type="range"/>	

Example 1

In this example, we only want to see reports for products in the packet category. We choose CGPKT for the category section. Immediately we can see all the data and graph in the report has changed. Please note, if you need multiple selections for any of the reports you must hold the Ctrl key down on your keyboard whilst making your selections.



We can always use the “clear selections” button to change our filter back to default.



You can also change specific franchise if you have multiple stores.

Franchise

Example 2

In this example, we would like to see all report for sub-category WF30. We select WF30 from the sub-category list. Now we can see all the data and graph in the report has changed as all reports now are focus on WF30 products.

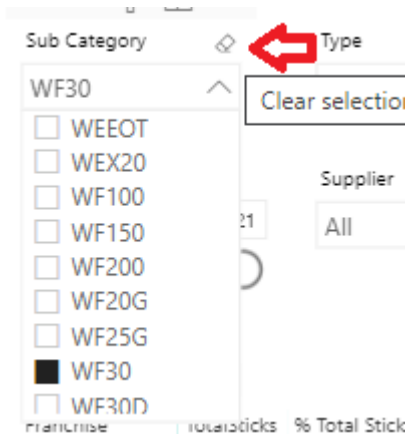
Sub Category

- WF200
- WF20G
- WF25G
- WF30
- WF30D
- WF40G
- WFT50
- WIC20
- WIC25

franchise totalstick

Description	TotalSticks	% Total Sticks
Winfield 30 Blue Pkt	51,480	24.32%
Winfield 30 Gold Pkt	44,910	21.22%
Winfield 30 Red Pkt	31,950	15.09%
Winfield 30 Sky Blue Pkt	26,340	12.44%
Winfield 30 Grey Pkt	22,920	10.83%
Winfield 30/120 Blue Ctn	15,240	7.20%
Winfield 30/120 Gold Ctn	11,520	5.44%
Winfield 30/120 Sky Blue Ctn	3,240	1.53%
Winfield 30/120 Red Ctn	2,880	1.36%
Winfield 30/120 Grey Ctn	1,200	0.57%
Total	211,680	100.00%

We can always use the “clear selections” button to change our filter back to default.



Example 3

We can adjust the date range by moving the Transaction Date bar.

The screenshot displays a 'Sticks Report' dashboard. On the left is a table of products with columns for Description, TotalSticks, and % Total Sticks. In the center is a line chart titled 'Total Sticks by Week' showing data for January and February 2021. On the right is a filter panel with dropdowns for Category, Franchise, Sub Category, Type, and Supplier. Below these is a 'TransactionDate' bar with a date range from 21/12/2020 to 01/03/2021. A red house icon is positioned below the date range. At the bottom right, there is a summary table for Franchise.

Description	TotalSticks	% Total Sticks
JPS 25g Endless Blue Pouch	124,100	1.74%
Harmony By Choice Blue 20 Pkt	118,860	1.66%
Bond St Classic 30 Blue Pkt	114,210	1.60%
JPS 25g Eternal Red Pouch	112,375	1.57%
Parker & Simpson 40 Blue Pkt	93,520	1.31%
Choice Signature 40 Blue Pkt	91,880	1.29%
Riverstone 25g Rum	91,150	1.28%
Bond St Classic 20 Blue Pkt	87,060	1.22%
Harmony By Choice Gold 20 Pkt	77,680	1.09%
Parker & Simpson 40 Gold Pkt	76,080	1.07%
Bond St Classic 30 Gold Pkt	74,010	1.04%
Parker & Simpson 40 Red Pkt	67,080	0.94%
Holiday Kings 20 Blue Pkt	62,300	0.87%
Bond St Classic 20 Gold Pkt	59,740	0.84%
Parker & Simpson 20 Blue Pkt	59,620	0.83%
Bond St Classic 30 Red Pkt	59,070	0.83%
JPS 25g Abundant Gold Pouch	57,850	0.81%
Choice Signature 40 Red Pkt	56,440	0.79%
Choice Signature 40 Gold Pkt	56,320	0.79%
Champion Ruby 50 Ruby Pch	55,750	0.78%
Parker & Simpson 30 Blue Pkt	55,260	0.77%
Total	7,140,385	100.00%

Supplier	Total Sticks	% of Total Sticks
BATA	1,539,345	21.56%
Imperial	2,691,566	37.69%
JE Marketing	10	0.00%
Phillip Morris	2,743,585	38.42%
Richland	104,802	1.47%
Scandinavian	19,967	0.28%
Stuart Alexander	5,635	0.08%
Total	7,140,385	100.00%

Sub Category	TotalSticks	% Total Sticks
ALP25	55,150	0.77%
AMP50	4,400	0.06%
AMSC5	175	0.00%
BAN50	3,300	0.05%
BAY20	4,960	0.07%
BH20	15,400	0.22%
BH23	345	0.00%
BH25	51,325	0.72%
BH30	44,760	0.63%
BH30D	13,680	0.19%
BO20	10,320	0.14%
BON25	10,650	0.15%
BON30	24,570	0.34%
BON40	112,440	1.57%
Total	7,140,385	100.00%

Franchise	TotalSticks	% Total Sticks
Total	7,140,385	100.00%

Example 4

In this example, we would like to see all report for specific supplier. In this case, we select Philip Morris. Now we can see all sticks and % report only for PML.

The dashboard displays the following data:

Description	TotalSticks	% Total Sticks
Bond St Classic 20 Blue Pkt	340,280	4.17%
Bond St Classic 30 Blue Pkt	332,970	4.08%
Harmony By Choice Blue 20 Pkt	330,860	4.05%
Choice Signature 40 Blue Pkt	228,000	2.79%
Bond St Classic 20 Gold Pkt	227,880	2.79%
Harmony By Choice Gold 20 Pkt	222,180	2.72%
Bond St Classic 30 Gold Pkt	209,910	2.57%
Bond St Classic 30 Red Pkt	203,360	2.49%
Bond St Classic 30 Red Pkt	158,160	1.94%
Choice Signature 40 Red Pkt	146,080	1.79%
Bond St Classic 20 Menthol Pkt	140,880	1.72%
Choice Signature 40 Gold Pkt	137,920	1.69%
Longbeach Fresh Burst 30 Blue Pkt	137,070	1.68%
Bond St Classic 20/200 Blue Ctn	129,400	1.58%
Choice 25g Ryo Pouch	126,975	1.55%
Bond St Classic 25 Blue Pkt	117,650	1.44%
Longbeach 40 Original Flavour Pkt	112,800	1.38%
Longbeach Fresh Burst 30 Yellow Pkt	110,760	1.36%
Longbeach 45g Original RYO	110,475	1.35%
Longbeach Fresh Burst 30 Green Pkt	105,240	1.29%
Bond St Classic 20/200 Gold Ctn	104,000	1.27%
Total	8,168,825	100.00%

Supplier	Total Sticks	% of Total Sticks
Philip Morris	8,168,825	100.00%
Total	8,168,825	100.00%

Sub Category	TotalSticks	% Total Sticks
ALP25	150,125	1.84%
B25GT	125	0.00%
BO20	29,780	0.36%
BON25	22,075	0.27%
BON30	61,080	0.75%
BON40	347,760	4.26%
BO715	76,815	0.94%
BO725	190,575	2.33%
B5C20	1,222,200	14.96%
B5C25	253,325	3.10%
B5C30	848,460	10.39%
CH1ST	48,525	0.59%
CHC40	160	0.00%
CHRO2	227,600	2.79%
CHC20	100,320	1.23%
Total	8,168,825	100.00%

Franchise	TotalSticks	%
Philip Morris	2,722,235	32.77%
Philip Morris	713,335	8.73%
Philip Morris	1,643,215	20.11%
Philip Morris	165,945	2.03%
Philip Morris	746,990	9.14%
Philip Morris	618,520	7.57%
Philip Morris	965	0.01%
Philip Morris	658,270	8.06%
Philip Morris	576,575	7.06%
Total	8,168,825	100.00%