

Who Can See Your Power BI Data? Access Demystified.



Why Roles Matter

- **Control who can see your reports and data**
- **Prevent unauthorized access to sensitive information**
- **Manage who can edit and publish content**
- **Assign the right level of power to team members**
- **Ensure a secure and organized analytics environment**
- **They are the foundation of good data governance**



The Viewer Role

- Can view reports and dashboards in the workspace
- Cannot edit any content or data models
- Cannot create new reports or add data sources
- Ideal for most end-users and stakeholders
- Perfect for distributing finished analytics products
- Lowest level of permission available



The Contributor Role

- Can do everything a Viewer can do
- Can create and edit their own reports
- Can add new reports to the workspace
- Cannot modify datasets created by others
- Cannot delete others' content or publish to web
- Great for report developers and analysts



The Member Role

- Has all the capabilities of a Contributor
- Can also edit and modify existing datasets
- Can refresh data for all datasets in the workspace
- Can publish or update apps for the group
- Cannot add other users to the workspace
- This is a powerful role for developers



The Admin Role

- Has full control over the entire workspace
- Can add or remove users and assign their roles
- Can delete any content, including all datasets
- Can update workspace settings and details
- Should be limited to a few trusted individuals
- Ultimate responsibility for the workspace



Key Differences Summarized

- **Viewer: Consume content only**
- **Contributor: Create new reports only**
- **Member: Manage all content and datasets**
- **Admin: Manage people and workspace settings**
- **Permissions are cumulative from Viewer to Admin**
- **Always assign the least privileged role needed**



Best Practices

- **Start users with the Viewer role; promote as needed**
- **Use the Contributor role for testing new reports**
- **Reserve the Admin role for team leads only**
- **Regularly audit user access and roles**
- **Name workspaces clearly to avoid confusion**
- **Train team members on their permission level**



Putting It All Together

- Roles are essential for security and collaboration
- Understand the tasks each user needs to perform
- Match the role to the user's responsibility
- Incorrect roles lead to risk or frustration
- Proper setup enables a smooth workflow
- Now you can confidently manage your workspace



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