

If your Power BI report isn't reflecting the latest data, you can manually trigger a refresh of your semantic model at any time. Follow the steps below to get started.

Before You Begin

- Use Google Chrome in Incognito mode to avoid any session or credential conflicts.
- Have your Power BI login credentials ready. If you're unsure where to find them, reach out to your Customer Success Manager (CSM).

Steps to Refresh

1. **Log in to Power BI**Navigate to www.powerbi.com and sign in with your credentials.
2. **Browse to your semantic model**Click **Browse** in the left-hand navigation panel to view your available content. Locate the semantic model you'd like to refresh.

Tip: Some reports and datasets share the same name. Use the **Type** column to confirm you're selecting a semantic model, not a report.

3. **Open the semantic model properties**Click on the semantic model to open its properties page.
4. **Trigger the refresh**In the top menu bar, click **Refresh**, then select **Refresh now** from the dropdown.
5. **Confirm the refresh completed**The semantic model's details page will show an updated date and timestamp once the refresh is complete.

Need Help?

If you run into any issues or have questions, please reach out to your **Customer Success Manager (CSM)** — we're happy to assist.