



Power Platform App in a Day

Module 4: Microsoft Flow

Hands-on Lab Step-by-Step

March 2019

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Microsoft Flow

Lab Prerequisites

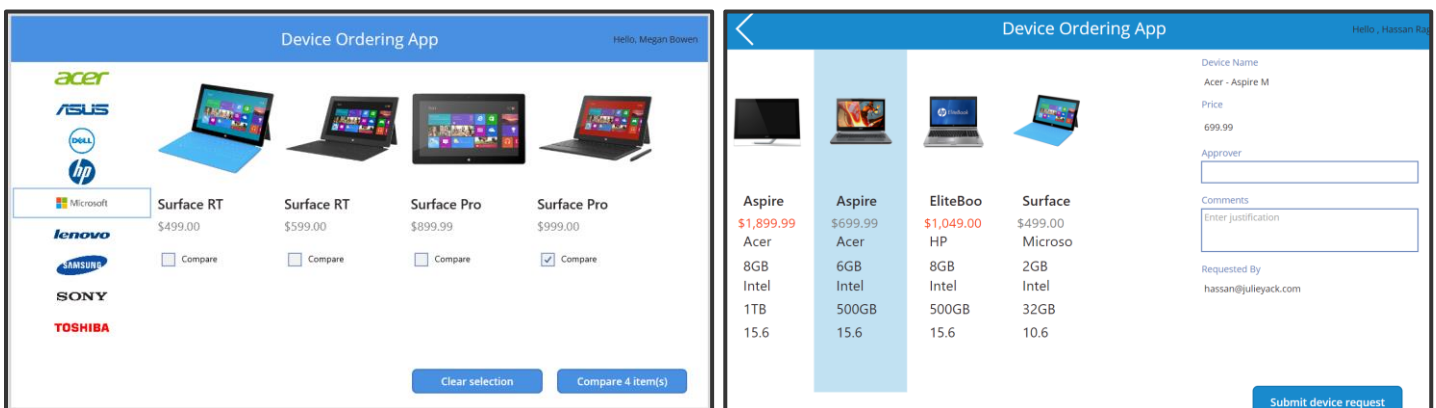
This is the fourth lab in a five-part series covering PowerApps, Common Data Service, and Flow. The assumption is that you have successfully completed the first three modules, or at least the initial part of setting up an environment as described in the overview – “**00-AppInADay Lab Overview.pdf**”.

If you have not completed the previous modules, you can use the partially completed version of the lab package in the “\Completed\Module3” folder. Follow the instructions in the document “Importing Module 3 Completed” before proceeding with this module, which will provision the app and the Common Data Service entity into your environment.

Integrating a PowerApps App with Flow

In this lab, you will create a Flow that uses the Modern Approvals service to automate the approval workflow – it will send an email to the selected approver and take an action based on their response.

You should already have an app with these two screens:



Exercise 1: Create Approval Request Flow

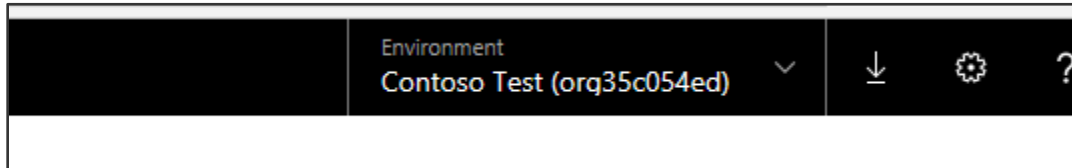
The flow will trigger when a new item is added to the **Device Order** entity table in the Common Data Service.

- It will use the Approvals Service to send an approval request.
- The approver will receive an email with options to Approve or Rejects and add comments.
- Once the approver responds, the record in the Device Order table will be updated with the appropriate approval status and comments.
- An email will be sent to the requester informing them whether the device was approved or rejected.

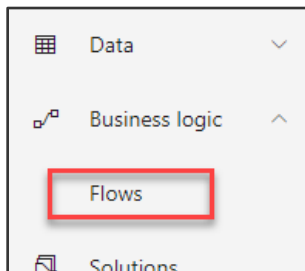
There are two ways to create a flow – from blank or from a template. In this lab, we will create the approval flow starting with a blank flow.

Task 1: Login on PowerApps website and create a flow

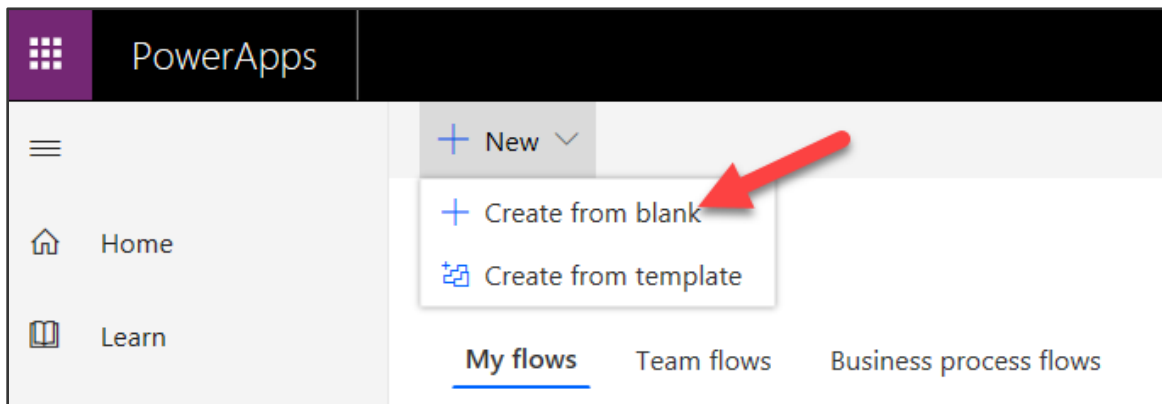
1. Navigate to <https://web.powerapps.com/> and make sure you are in the correct environment.



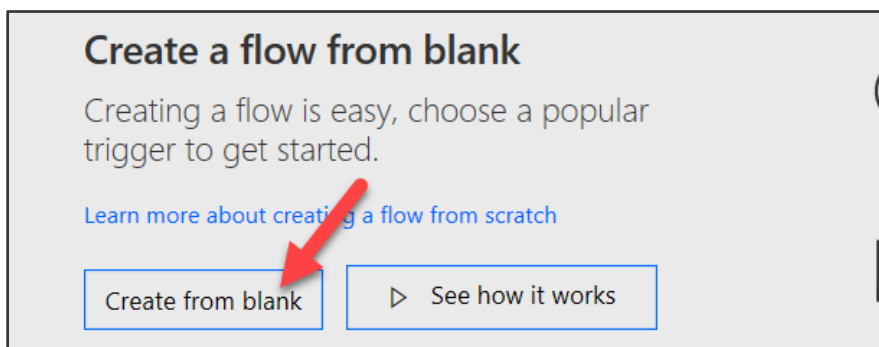
2. Expand **Business Logic** and select **Flows**.



3. Click **New** and select **Create from Blank**.



4. Click **Create from Blank** again.



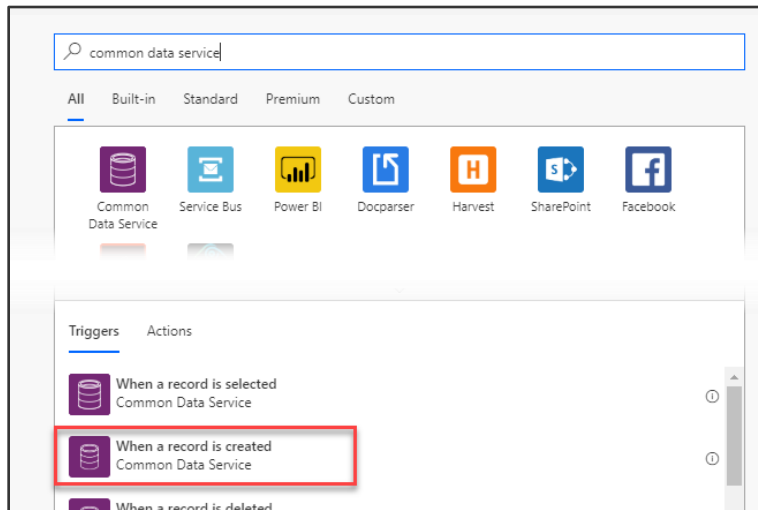
Task 2: Configure the trigger

The first thing you will need to configure is the trigger, i.e. when should this flow run. A flow can be triggered:

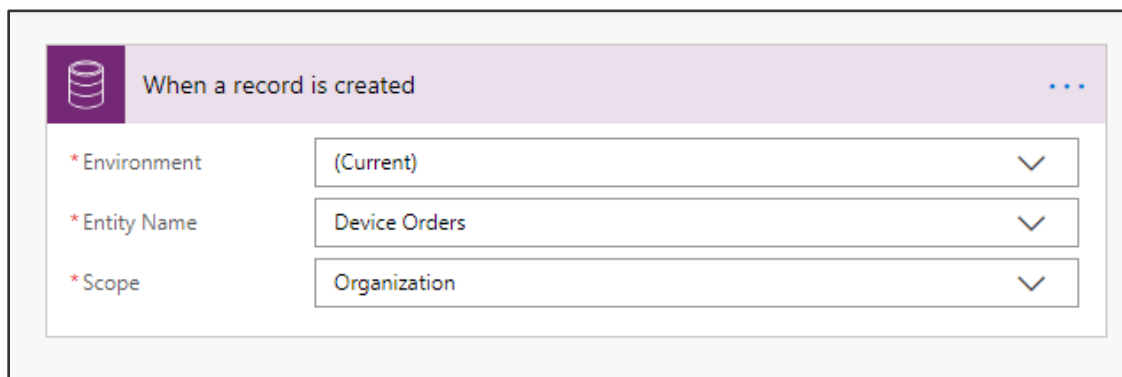
- manually from a PowerApps app,
- manually from a flow button
- on a fixed schedule, or
- when an event occurs, such as a new item being added to a table, a new email arriving in a user's inbox, a new tweet being posted that meets certain conditions, etc.

In this scenario, we will configure the flow to trigger when a **new item is added** to the **Device Order entity** table in the **Common Data Service**

- Search for **Common Data Service** and select **When a record is created - Common Data Service**.

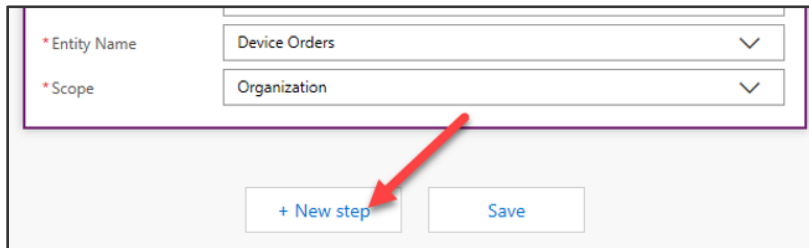


- Click the **Environment** drop-down and select **Current**.
- Click the **Entity Name** drop-down and select **Device Orders**. You can type "device orders" to search for it.
- Click the **Scope** drop-down and select **Organization**. Scope allows you to limit when your flow will run, for example you could choose User and it would only run for orders you create. In this case you are choosing organization because you want this flow to run for records created by anyone in your entire organization.



Task 3: Add action to send an approval request

1. Click **+ New step**.

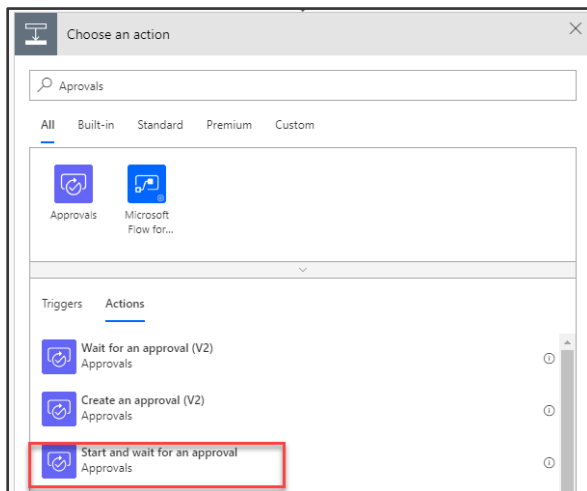


* Entity Name: Device Orders

* Scope: Organization

+ New step Save

2. Search for **Approvals** and select **Start and wait for an approval**.



Choose an action

Approvals

All Built-in Standard Premium Custom

Approvals Microsoft Flow for...

Triggers Actions

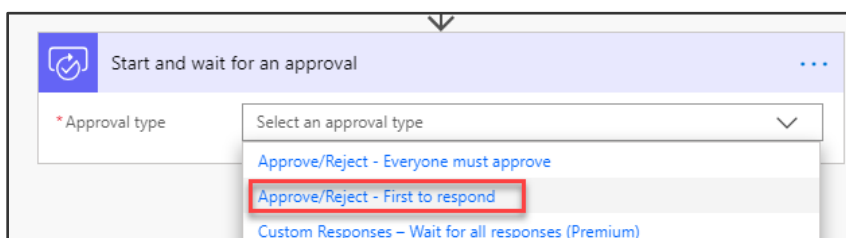
Wait for an approval (V2) Approvals

Create an approval (V2) Approvals

Start and wait for an approval Approvals

This will use the modern approval service. For more information see the blog post at <https://flow.microsoft.com/blog/introducing-modern-approvals/>.

3. Select **First to Respond** for **Approval type**.



Start and wait for an approval

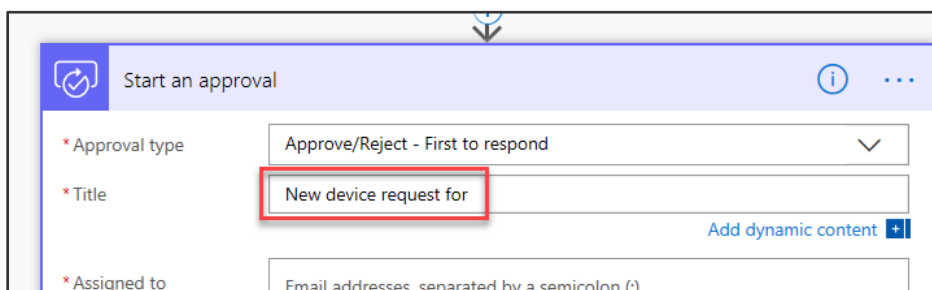
* Approval type: Select an approval type

Approve/Reject - Everyone must approve

Approve/Reject - First to respond

Custom Responses - Wait for all responses (Premium)

4. For the Title, we will add some text and one variable. This variable will contain the Device Name of the device order request. Enter **New device request for** in the **Title** text box.



Start an approval

* Approval type: Approve/Reject - First to respond

* Title: **New device request for**

Add dynamic content

* Assigned to: Email addresses, separated by a semicolon (;)

5. Select **Device Name** for the **Dynamic content**.

The screenshot shows the 'Start and wait for an approval' step. The 'Title' field is 'New device request for' followed by a dynamic content box containing 'Device Name'. The 'Assigned to' field is 'Email addresses, separated by a semicolon (;)'. The 'Dynamic content' pane on the right shows 'Device Name' as a required name field.

Note: if the Dynamic content box is not visible, click the Add dynamic content button -

Add dynamic content +

6. Select the **Assigned to** field, and from the **Dynamic content**, click **See More**.

The screenshot shows the 'Start an approval' step. The 'Assigned to' field is 'Email addresses, separated by a semicolon (;)'. The 'Dynamic content' pane on the right shows 'See more' button.

7. Select **Approver**

The screenshot shows the 'Start an approval' step. The 'Assigned to' field is 'Approver x ;'. The 'Dynamic content' pane on the right shows 'Approver' as a selected field.

You might get a warning message about this field being optional. Ignore it and ignore similar warnings in future.

Note: Recall from the earlier lab that this will be the approver's email address.

8. Click **Show Advanced Options**.

The screenshot shows the 'Assigned to' field in a Microsoft Flow. The field is 'Approver x ;'. The 'Show advanced options' link is visible at the bottom.

9. Select the **Requestor** field and click **See More**.

* Assigned to: Approver x ;

Details: Markdown supported (see https://aka.ms/approvaldetails)

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

Requestor: Add the email of the person generating this request

Dynamic content: Search dynamic content

When a record is created: See more

We can't find any outputs to match this input format. Select See more to see all outputs from previous actions.

10. Select **Requested By**.

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

Requestor: Requested By x ;

Enable notifications: Yes

Dynamic content: Request Date, Requested By

11. In the **Details** field, type **A new device has been requested** and hit <Enter>.

* Title: New device request for Display Name x

* Assigned to: Approver x ;

Details: A new device has been requested

Add dynamic content

12. Select **Device Name** from the Dynamic content pane.

* Assigned to: Approver x ;

Details: A new device has been requested

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

Dynamic content: Device Name

13. Type, \$ and select **Price**. You may need to click the "See More" option under the dynamic content search bar in order to see the Price option.

* Assigned to: Approver x ;

Details: A new device has been requested

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

Requestor: Requested By x ;

Dynamic content: Price

14. Hit Enter and type **Department Contribution \$**

15. Select **Department Contribution**.

Assigned to: Approver x ;

Details: A new device has been requested
Device Name x Price x
Department Contribution x Department Contribution x
Add dynamic content +

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

Requestor: Requested By x ;

used in this flow: Dynamic content Expression
depa
When a record is created
Department Contribution
Department Contribution (Base)

16. Hit <Return>, type **Comments:** and select **Comments**.

Details: A new device has been requested
Device Name x Price x
Department Contribution x Department Contribution x
Comments x
Add dynamic content +

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

Requestor: Requested By x ;

used in this flow: Dynamic content Expression
comments
When a record is created
Comments
Comments (Base)

17. Your **Flow** will now look like the image below.

When a record is created

* Environment: (Current) v

* Entity Name: Device Orders v

* Scope: Organization v

Start and wait for an approval

* Approval type: Approve/Reject - First to respond v

* Title: New device request for Device Name x

* Assigned to: Approver x ;

Details: A new device has been requested
Device Name x Price x
Department Contribution x Department Contribution x
Comments: Comments x

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

Requestor: Requested By x ;

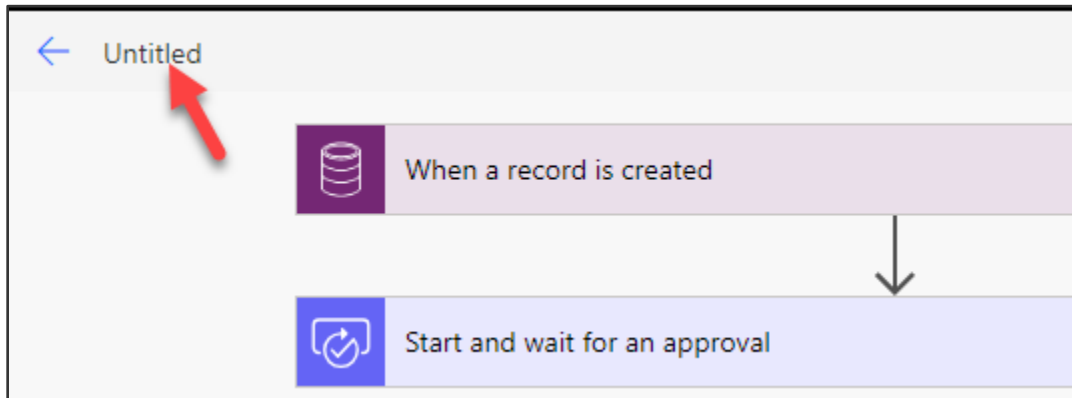
Enable notifications: Yes v

Hide advanced options ^

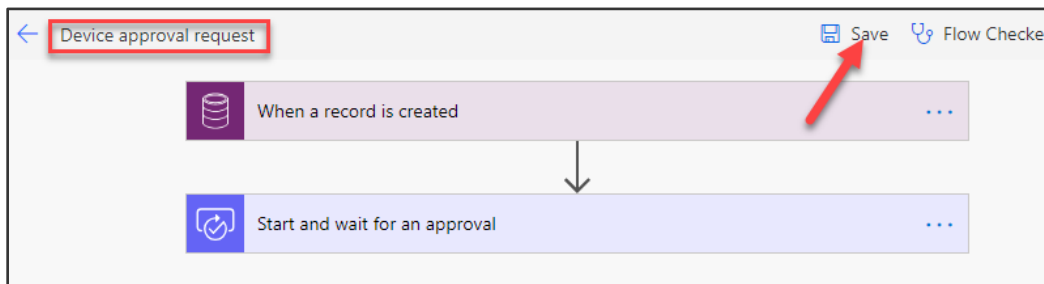
Note: When creating your own approval flows, you may additionally include a clickable link that will be displayed in the approval email. In this scenario, for example, you could include a link to view device details in an online catalogue. You would include the **Item link** and **Item link description**.

Note: You could also set the **Item link** to deep link into a PowerApps app to view more details about the request. In this scenario, you might pass an OrderID or a DeviceID as a URL parameter. PowerApps accepts URL parameters, see <https://powerapps.microsoft.com/tutorials/function-param/> for more details.

18. Select the Name of the Flow.



19. Type **Device approval request** for name and click **Save**.

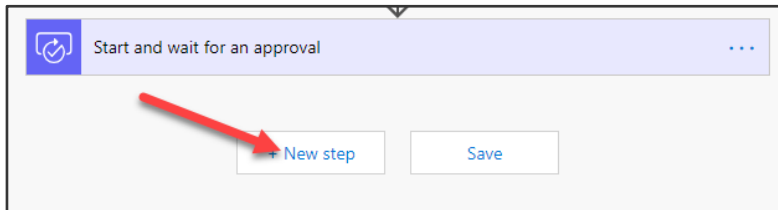


Exercise 2: Conditional Logic

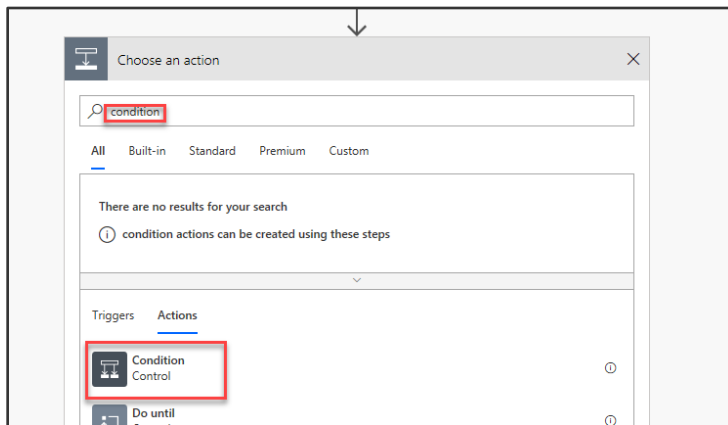
In flow, you can add conditions to take different actions depending on a certain result, in this case, whether the request was approved or rejected.

Task 1: Add conditional logic to flow

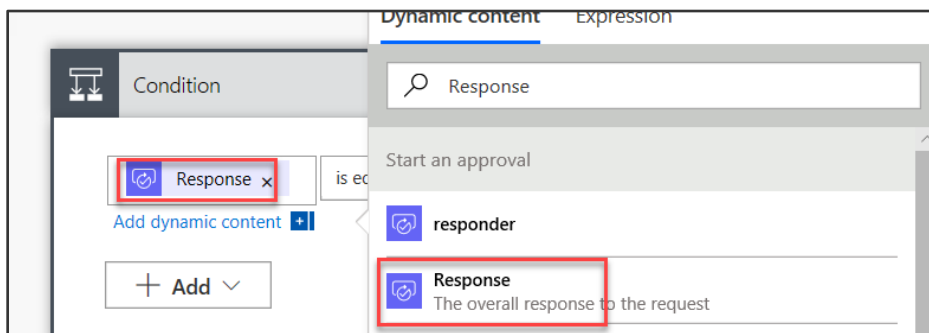
1. Click **+ New step**.



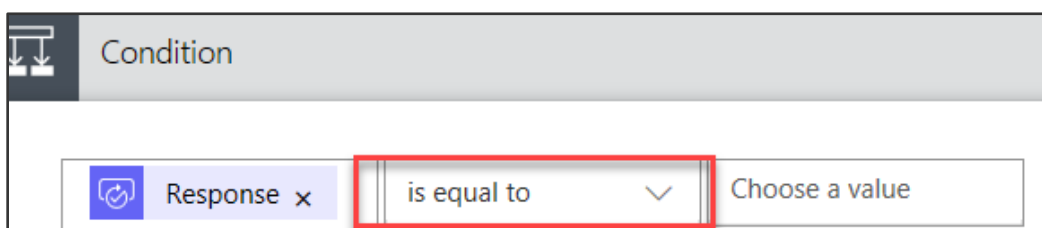
2. Search for **Condition** and select it.



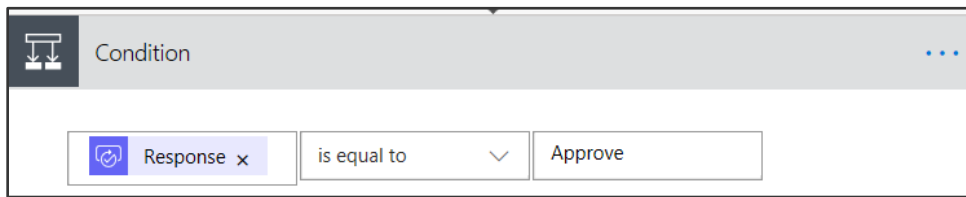
3. Click in the left edit box that says, "Choose a value" and select **Response** from the dynamic content pane. You may need to press the "+" icon below the edit box to hide the dynamic content pane.



4. Select **is equal to** for condition.



5. Type Approve for value.



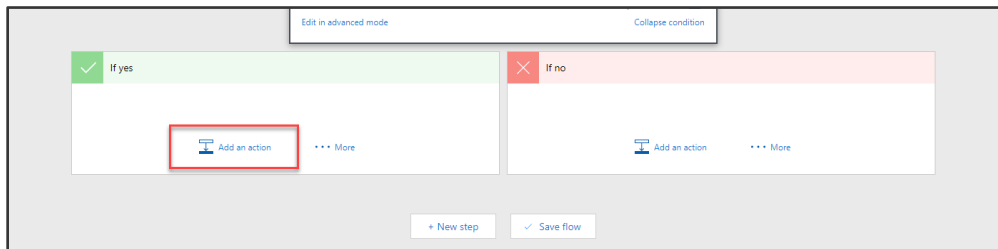
Task 2: Add conditional logic to flow

We will now configure what actions to perform if the response is approved or not – YES branch vs. NO branch.

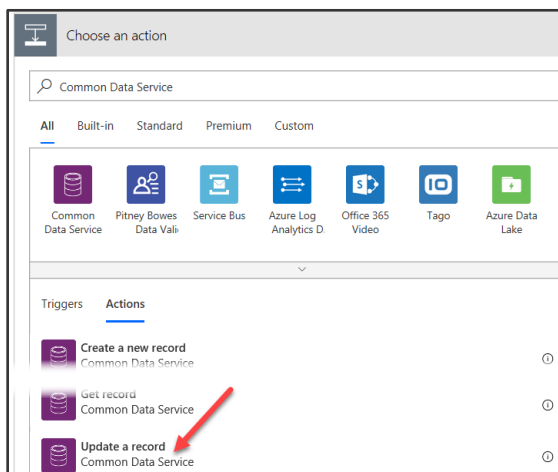
We will add two actions:

- a. Update the record in the Device Order table
- b. Send an email to the employee who requested the device

1. In the left **If yes** box, click **Add an action**



2. Search for **Common Data Service** and select **Common Data Service – Update a record**



3. Select **Current** for **Environment**.
4. Select **Device Orders** for **Entity Name**.
5. Select **Device Orders** for **Record identifier**.

Update a record

* Environment: (Current)

* Entity Name: Device Orders

* Record identifier: Device Order x

Display Name: Required name field

Dynamic content: Device Order (Unique identifier for entity)

This is the unique lookup ID for the record that was created.

6. Click **Show advanced options**.

* Record identifier: Device Order x

Display Name: Required name field

Price: Device Price

Show advanced options v

7. Select **Approve** from the **Approval Status Value** drop-down.

* Record identifier: Device Order x

Display Name: Required name field

Price: Device Price

Approval Status Value: Approve

Approved Date:

8. Select the **Approved Date** field and select the **Expression** tab.

* Record identifier: Device Order x

Display Name: Required name field

Price: Device Price

Approval Status Value: Approve

Approved Date:

Approver:

Dynamic content: Expression

9. Type **utcNow()** and click **OK**.

Approval Status Value: Approve

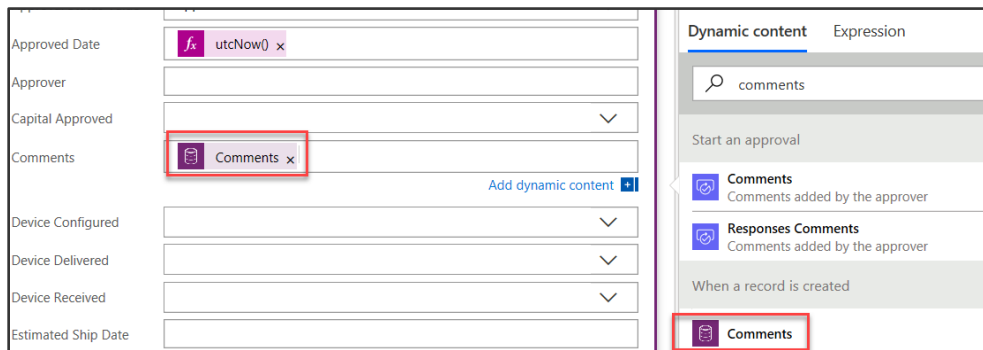
Approved Date: utcNow()

Approver:

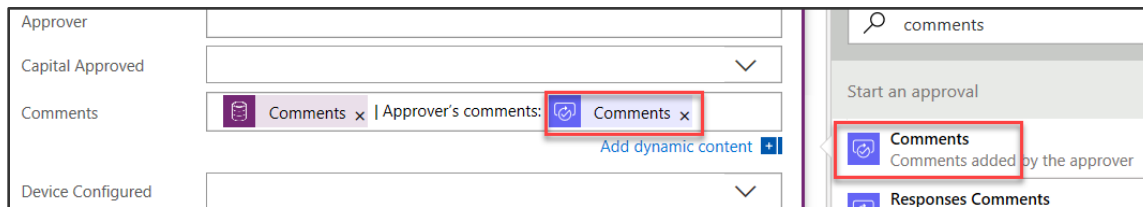
Comments:

Dynamic content: OK

10. In the Comments field, we want to preserve the earlier comments and append on the comments from the approver. Select the **Comments** field and select **Comments**.



11. Type | **Approver's comments:** and select the Approver **Comments**.

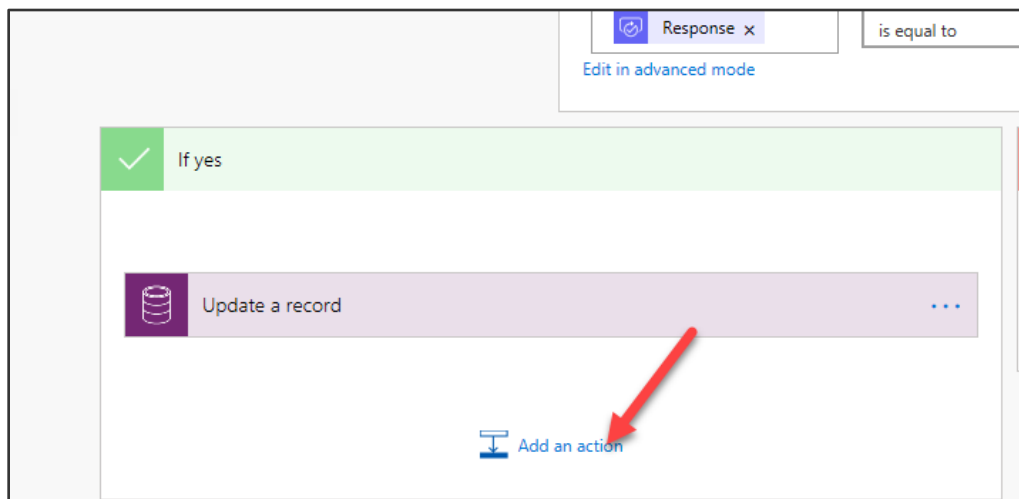


12. Save the flow.

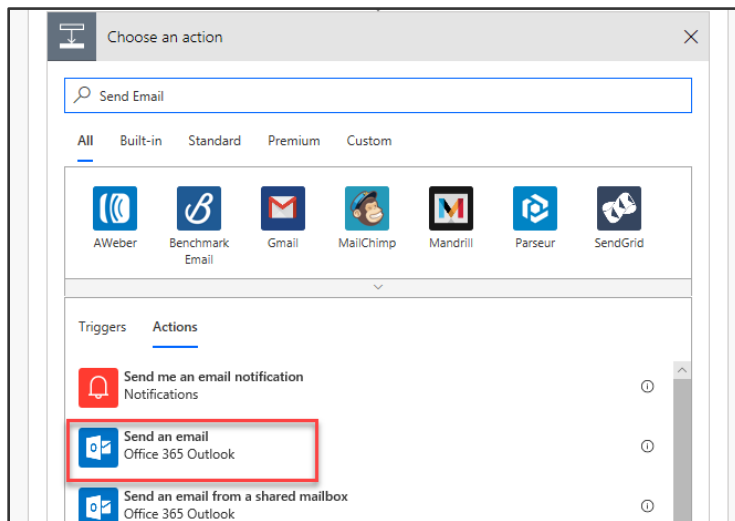
Task 3: Add another action

You will now add the send email action to the If Yes branch.

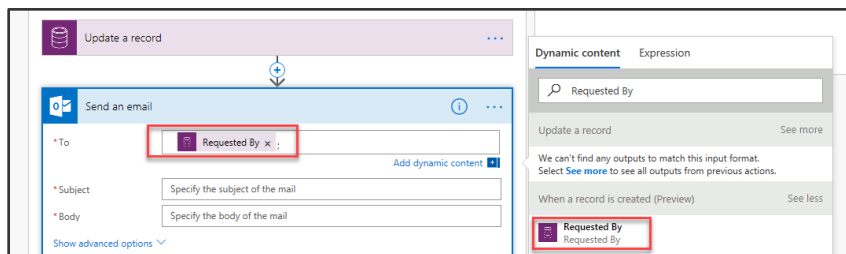
1. From within the yes branch, Click **Add an Action**.



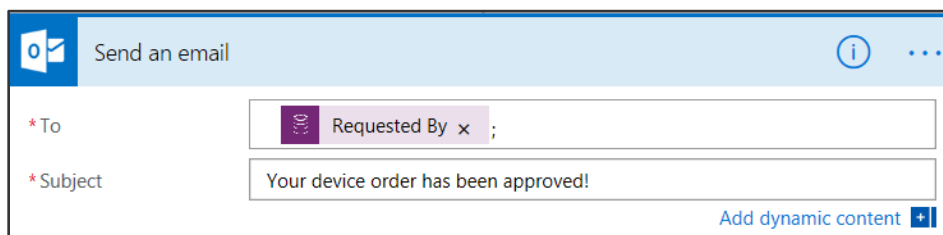
2. Search for **send email** and select **Office 365 Outlook - Send an email**.



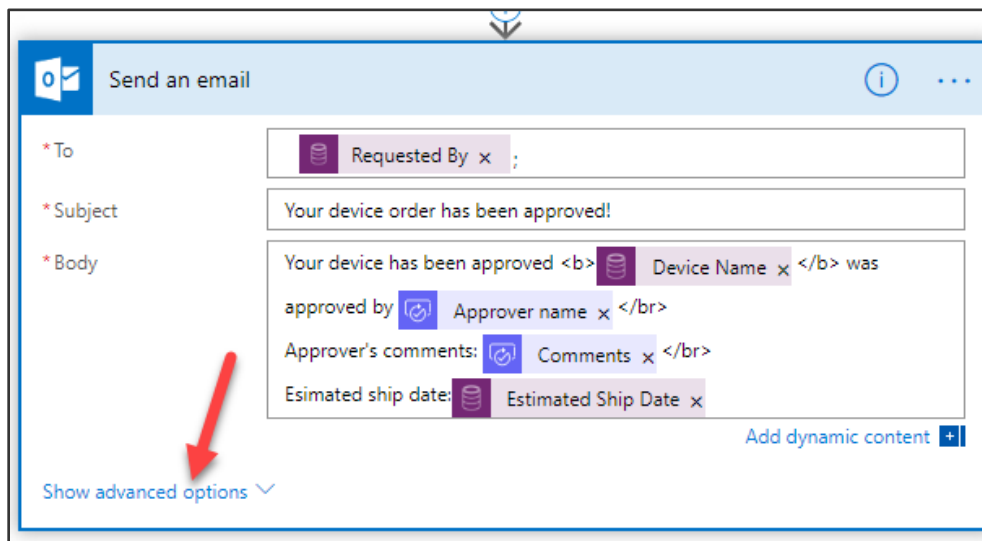
3. Select **Requested By** for **To**.



4. Type **Your device order has been approved!** for **Subject**.



5. Set the Body value as shown below and click **Show advanced options**.



- Set **Is HTML** to **Yes**.

The screenshot shows the configuration interface for the 'Send Email' connector. The 'BCC' field is at the top with a placeholder text 'Specify email addresses separated by semicolons like someone@contoso.com'. Below it is a section for attachments with two rows: 'Attachments Name - 1' with a text box 'Attachment name' and 'Attachments Content - 1' with a text box 'Attachment content'. There is an '+ Add new item' button. Below the attachments section is the 'Importance' dropdown, currently set to 'Importance'. The 'Is HTML' dropdown is highlighted with a red box and is set to 'Yes'. At the bottom, there is a link 'Hide advanced options ^'.

Note: If you do not have an Office 365 mailbox setup, you can use one of the other connectors to send the email, such as Outlook.com, Gmail or SendGrid.

- Click **Save**.

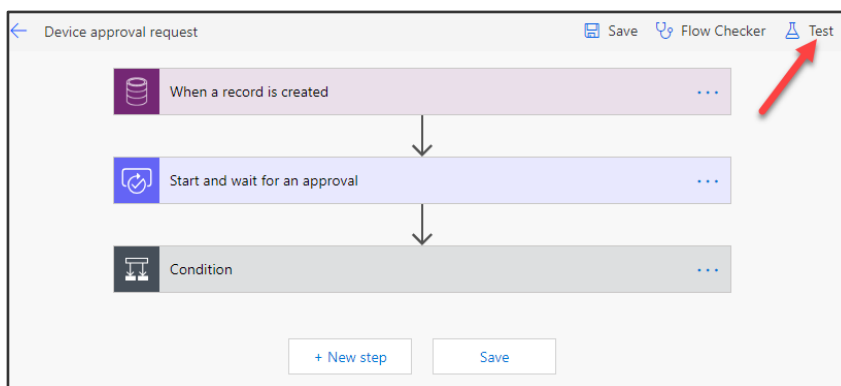
Exercise 3: Test the Flow

To test the flow, you will:

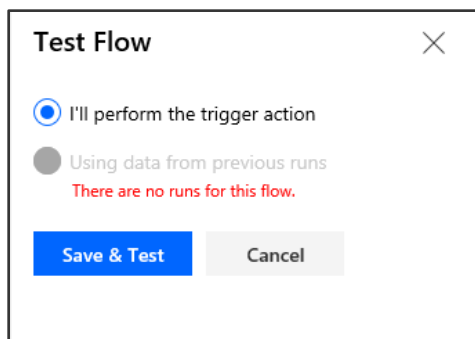
- Run the Device Ordering app and submit an approval request
- Verify the request was sent to the approver
- Approve the request
- Verify that the Common Data Service record was updated, and an email was sent back to the requestor

Task 1: Test the Flow

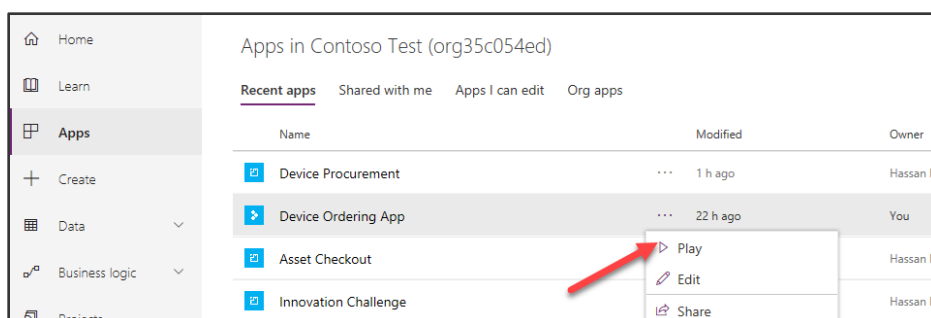
Note: When a new device record is added to the Device Order entity in CDS, it may take up to ten minutes for the flow to trigger. To ensure the flow runs immediately, select the **Test** option in the top right and select the **"I'll perform the trigger action"** option. Then go ahead and submit a device request. The flow should run immediately.



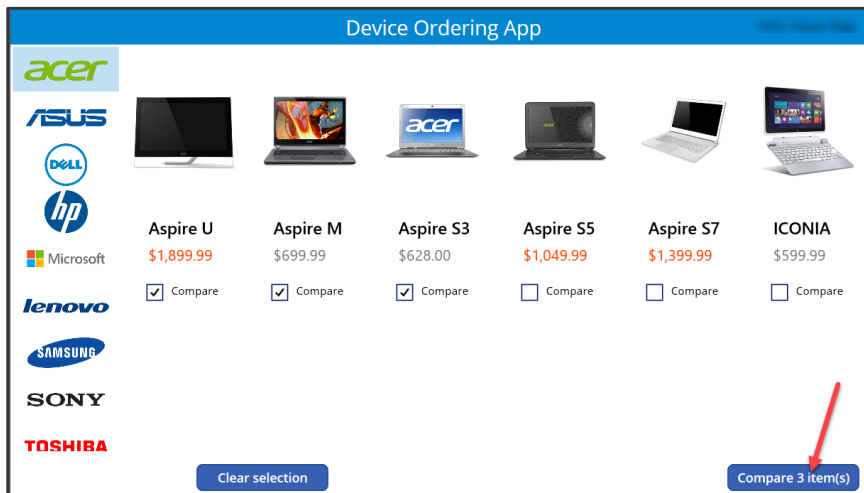
1. Select **I'll Perform the Trigger Action** and click **Save & Test**.



2. To submit a device request, go to <http://web.powerapps.com>
3. Select **Apps** and start the **Device Ordering App**.



4. Select a few devices and click Compare.

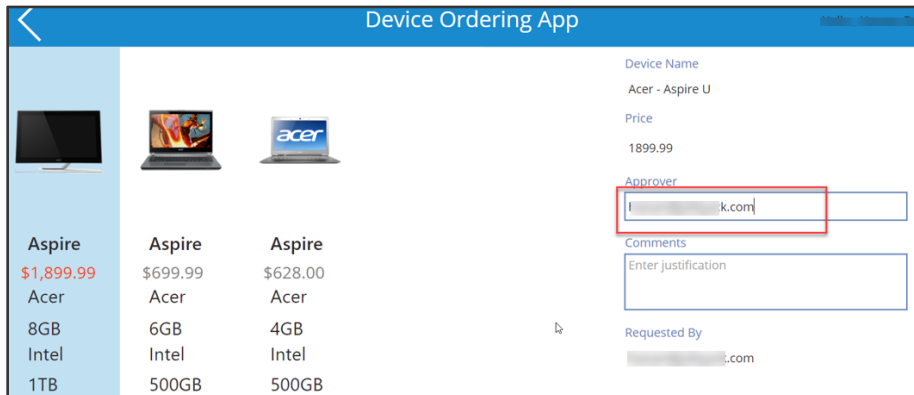


The screenshot shows the 'Device Ordering App' interface. On the left, there is a vertical list of brand logos: acer, ASUS, DELL, hp, Microsoft, lenovo, SAMSUNG, SONY, and TOSHIBA. In the center, there are six device cards, each with an image and specifications:

Device	Aspire U	Aspire M	Aspire S3	Aspire S5	Aspire S7	ICONIA
Price	\$1,899.99	\$699.99	\$628.00	\$1,049.99	\$1,399.99	\$599.99
Compare	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom, there are two buttons: 'Clear selection' and 'Compare 3 item(s)'. A red arrow points to the 'Compare 3 item(s)' button.

5. Select one of the devices, provide email for Approver.

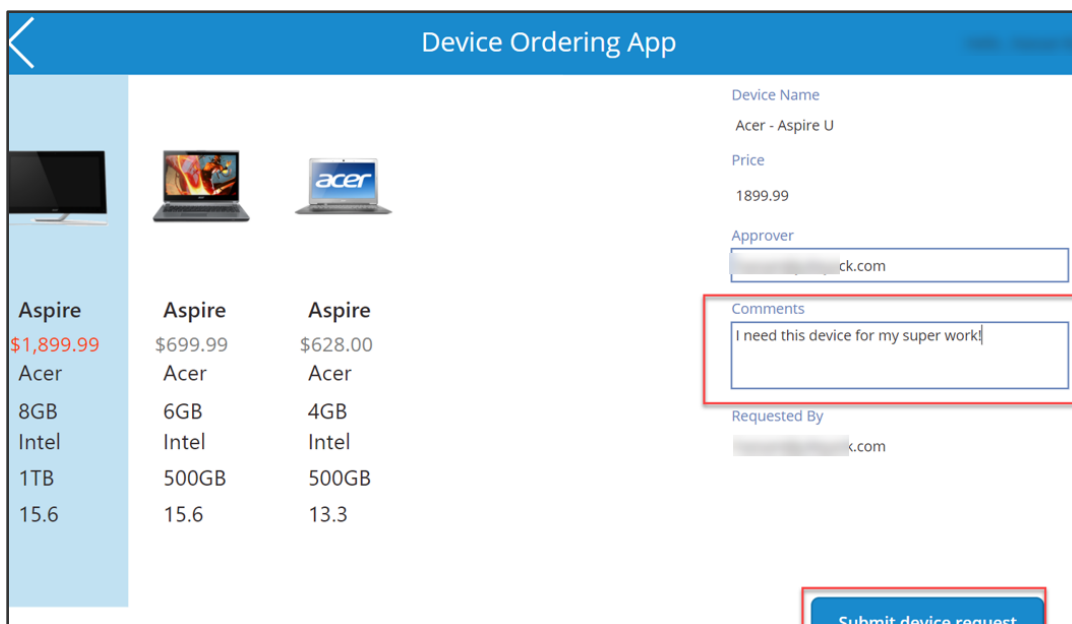


The screenshot shows the 'Device Ordering App' interface with the details of a selected device, 'Acer - Aspire U'. The details include the price (\$1,899.99) and a table of specifications:

Aspire	Aspire	Aspire
\$1,899.99	\$699.99	\$628.00
Acer	Acer	Acer
8GB	6GB	4GB
Intel	Intel	Intel
1TB	500GB	500GB

On the right, there are fields for 'Device Name', 'Price', 'Approver', 'Comments', and 'Requested By'. The 'Approver' field is highlighted with a red box and contains the text 'l...k.com'.

6. Provide a comment and click Submit device request.



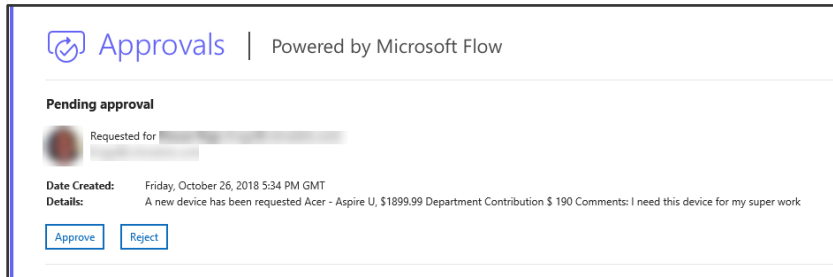
The screenshot shows the 'Device Ordering App' interface with the details of a selected device, 'Acer - Aspire U'. The details include the price (\$1,899.99) and a table of specifications:

Aspire	Aspire	Aspire
\$1,899.99	\$699.99	\$628.00
Acer	Acer	Acer
8GB	6GB	4GB
Intel	Intel	Intel
1TB	500GB	500GB
15.6	15.6	13.3

On the right, there are fields for 'Device Name', 'Price', 'Approver', 'Comments', and 'Requested By'. The 'Comments' field is highlighted with a red box and contains the text 'I need this device for my super work!'. At the bottom right, there is a button labeled 'Submit device request'.

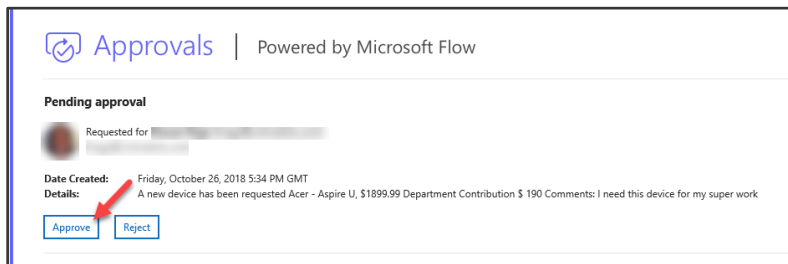
7. Click **OK**.
8. The flow will run and send email to the manager email you provided. The request for approval email will look like the image below; it will include **Device information, Price, Department Contribution (the calculated field)**, and the **Requester Comment**.

REMINDER: If the flow does not run immediately, please wait, it may take up to ten minutes for the flow to be triggered. To ensure the flow runs immediately, see note above - select the **Test** option in the top right and select the "I'll perform the trigger action" option. Then go ahead and submit a device request. The flow should run immediately.



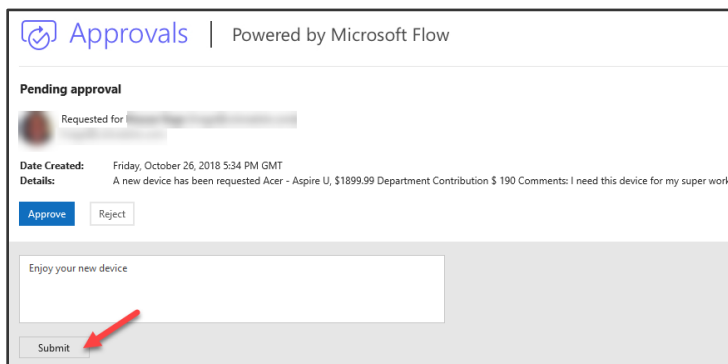
The screenshot shows the 'Approvals' interface, powered by Microsoft Flow. It displays a 'Pending approval' card. The card includes a 'Requested for' field with a blurred name, a 'Date Created' of 'Friday, October 26, 2018 5:34 PM GMT', and 'Details' stating 'A new device has been requested Acer - Aspire U, \$1899.99 Department Contribution \$ 190 Comments: I need this device for my super work'. At the bottom of the card are two buttons: 'Approve' and 'Reject'.

9. Click **Approve**.



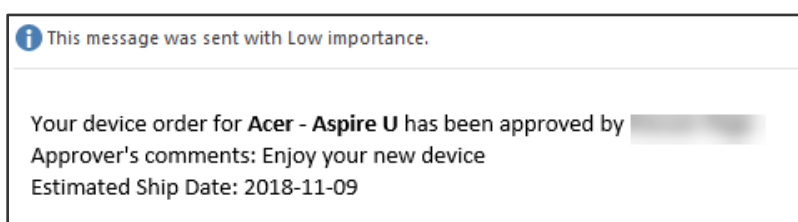
This screenshot is identical to the previous one, but a red arrow points to the 'Approve' button, indicating the next step in the process.

10. Add a comment and click **Submit**.



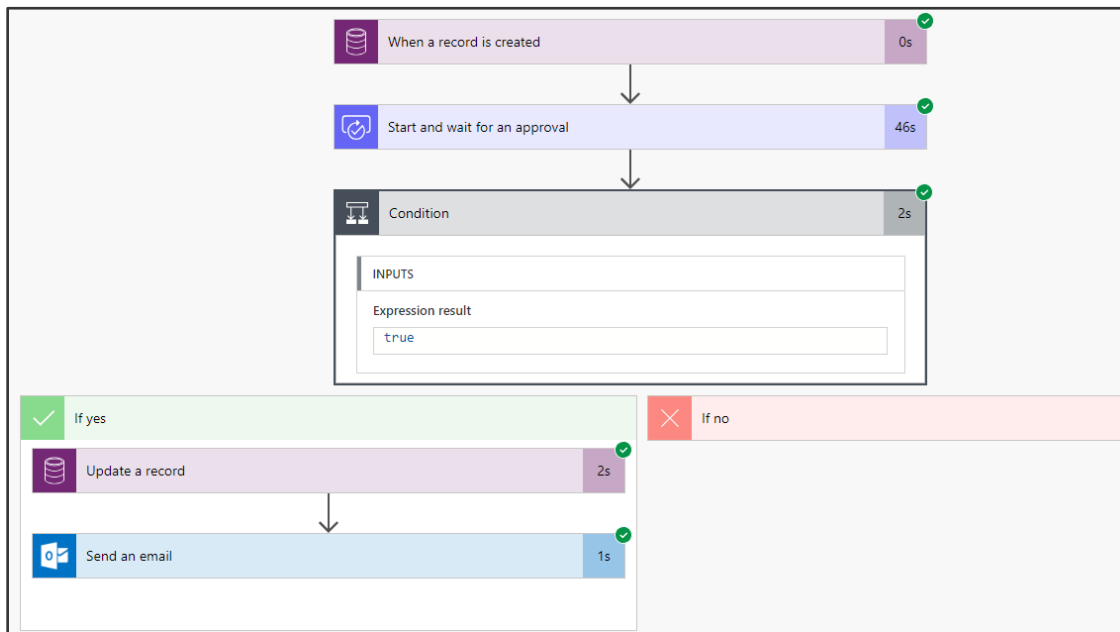
The screenshot shows the 'Approvals' interface after the 'Approve' button was clicked. The 'Approve' button is now highlighted in blue. Below the approval card, there is a text input field with the placeholder 'Enjoy your new device'. A red arrow points to the 'Submit' button at the bottom left of the form.

11. The flow will continue to run; it will update the record and send an email to the requestor. The email sent to the requester will look like the image below.



The screenshot shows an email message. At the top, it says 'This message was sent with Low importance.' The main body of the email contains the following text: 'Your device order for **Acer - Aspire U** has been approved by [blurred name]', 'Approver's comments: Enjoy your new device', and 'Estimated Ship Date: 2018-11-09'.

12. Check the flow, you will notice that the flow is now marked as **Succeeded** in the run history.

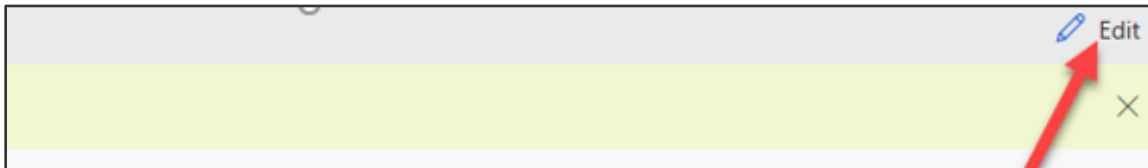


Exercise 4: Update the Flow

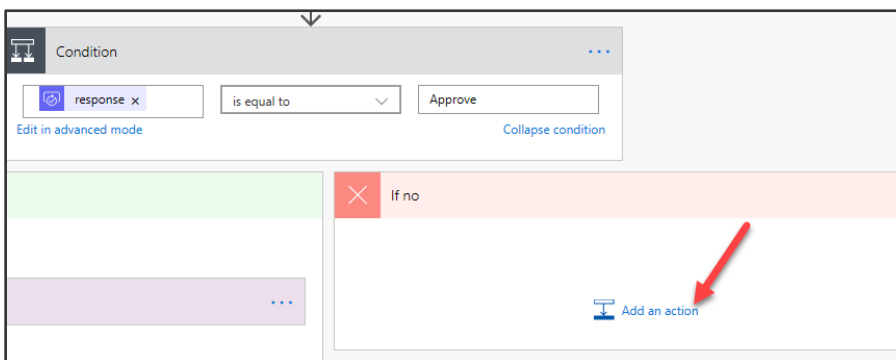
In this exercise, you will add two actions to the “if no” branch.

Task 1: Add actions

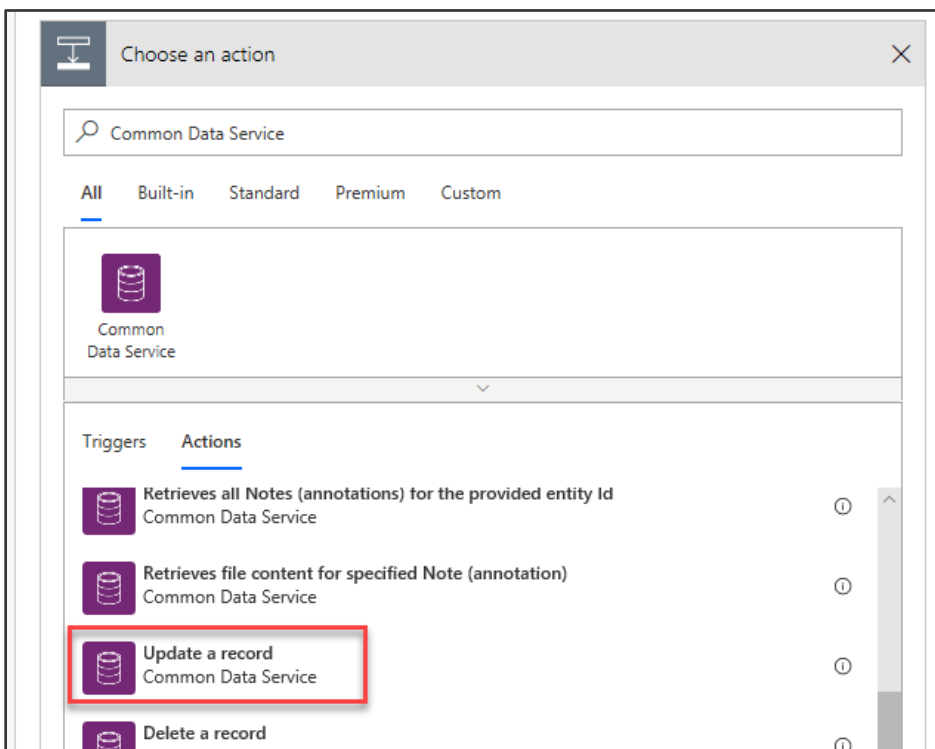
1. If you don't already have the flow open, open it in edit mode.



2. In the If no branch, click **Add an action**.



3. Search for **Common Data Service** and select **Common Data Service – Update a record**.



4. Select **Current** for **environment**, **Device Orders** for **Entity Name**, select **Device Order** for **Record Identifier**, and click **Show advanced options**

Update a record 2

* Environment: (Current)

* Entity Name: Device Orders

* Record identifier: Device Order x

Display Name: Required name field

Price: Device Price

Show advanced options

5. Select **Reject** for **Approval Status Value**.

* Record identifier: Device Order x

Display Name: Required name field

Price: Device Price

Approval Status Value: Reject

Approved Date:

6. Click **Add an action**.

If no

Update a record 2

Add an action

7. Search for **send email** and select **Office 365 Outlook Send an email**.

Choose an action

Send Email

All Built-in Standard Premium Custom

AWeber Benchmark Email Gmail MailChimp Mandrill Parseur SendGrid

Triggers Actions

Notifications

Send an email Office 365 Outlook

Send an email from a shared mailbox

- Provide the information shown on the image below. This will send an email to the requestor informing them that their device request was not approved.

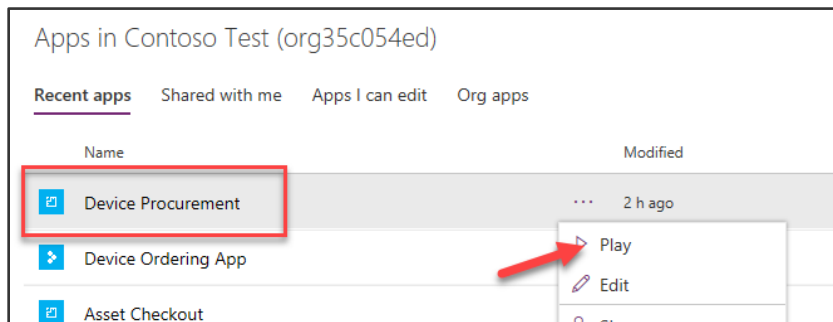
- Save** the flow.

Task 2: Test the updated Flow

- Click **Test** in the top right of the flow editor and start the Flow.
- Run the Device Ordering app -> Select a device and submit an approval request.
- You should receive an email with options to Approve or Reject the request. Select **Reject** this time and enter some comments, such as "Not eligible for new device." Click Submit.

- Confirm that the requestor receives an email informing them that their device approval request was rejected.

- Navigate to <https://web.powerapps.com> select **Apps** and start the **Device Procurement** application.

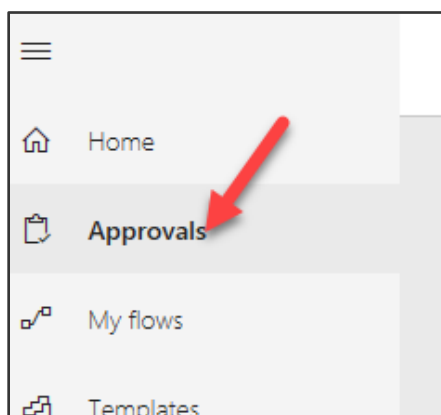


6. Device Orders will now have the Approval Status.

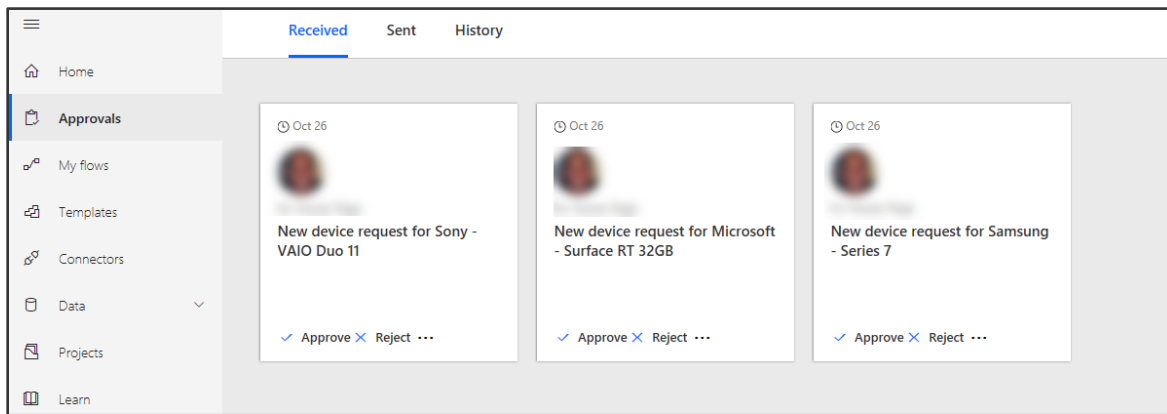
Device Name	Created On	Approval Status
Acer - Aspire U	10/26/2018 11:34 AM	Approve
Acer - Aspire U	10/25/2018 3:11 PM	---
Asus - K55VD	10/25/2018 3:13 PM	---
Dell - Inspiron 17	10/26/2018 12:02 PM	Reject

Task 3: Visit the approval center

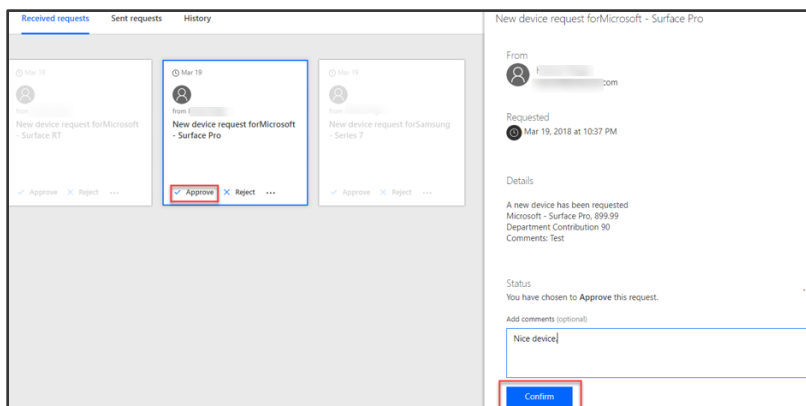
1. Use the Device Ordering app to **submit a few more approval requests**.
2. Navigate to <https://flow.microsoft.com> and make sure you are in the correct environment.
3. Select Approvals.



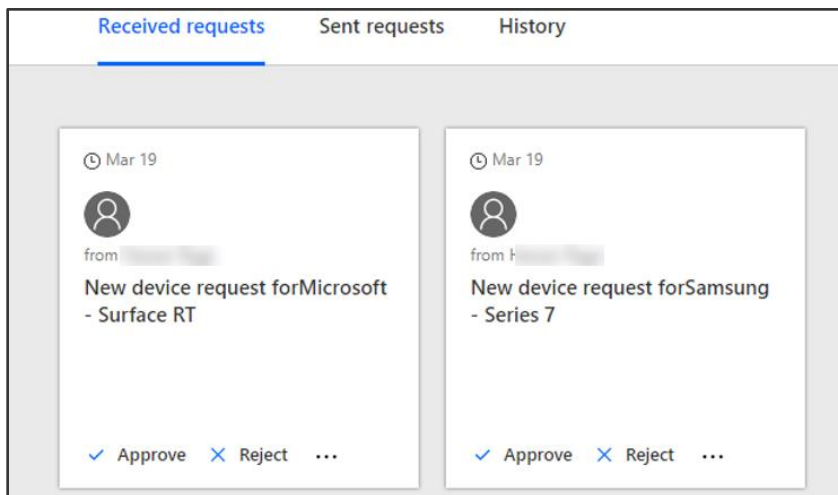
7. Notice that all pending approval requests are visible.



8. Go ahead and approve or reject a request from this screen. The details are displayed in the right pane where you can **enter comments** and **Confirm**.

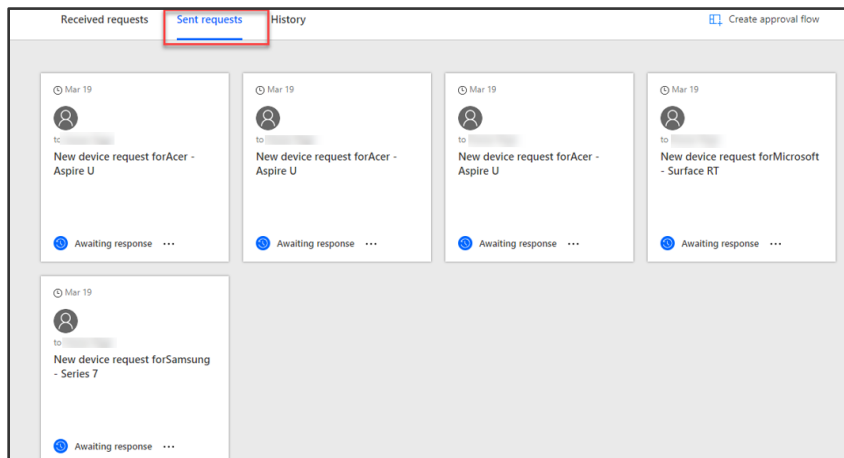


9. The request will no longer be visible as it has been processed.



Note: All approval requests sent to the current logged on user will be visible in the Approvals Center. This includes approvals sent from any app or flow.

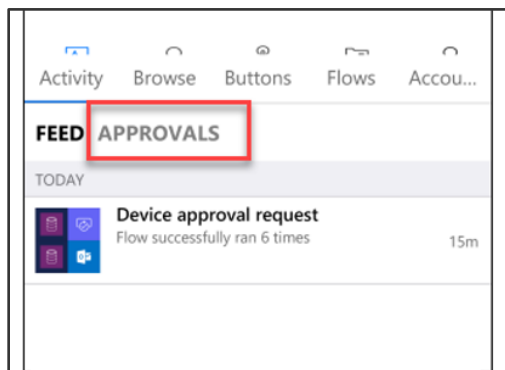
10. You can also use the Approvals Center to view all requests that you have sent and are **Awaiting response** from the approver. Select the **Sent requests** tab at the top to view all requests that you have sent.



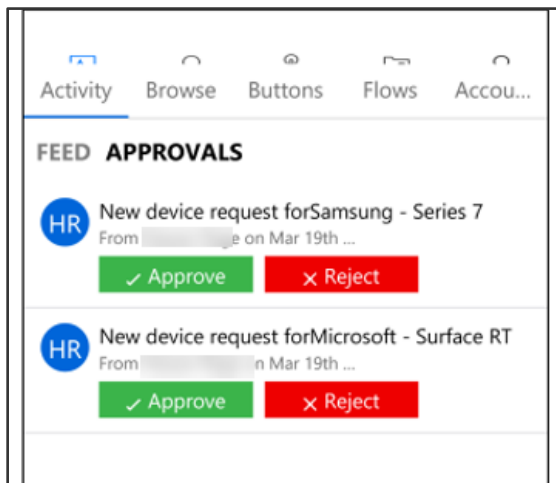
11. Open the **Microsoft Flow mobile app** on your mobile device.
12. Login and switch to the environment where the flow is deployed.



13. Select **Approvals** in the top right and view all pending approvals.



14. You can quickly approve or reject these pending requests from this screen.



15. If you have push notifications turned on and are signed into the Flow mobile app – when you receive a new Approval request it will trigger a push notification on your phone. You can give this a shot.

Congratulations! You have successfully completed this lab. You have created your PowerApps app and flow and connected them to a Common Data Service entity. Now you are ready to build your own apps and workflows.

Lab survey

We would appreciate your feedback on the Business Application Platform technologies and on this hands-on-lab, such as the quality of documentation and the usefulness of the learning experience.

Please use the survey at <http://aka.ms/appinadayLabSurvey> to share your feedback.

You may provide feedback for each module as you complete it or at the end once you've completed all the modules. Thank you!

References

App in a Day introduces some of the key functionalities available in PowerApps, Microsoft Flow, Power BI and the Common Data Service. For an up to date list of learning references, see <http://aka.ms/powerapps-resources> and <http://aka.ms/flow-resources> and <http://powerbi.com>.

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