

Exercise - Modify the form and view

15 minutes

In this exercise, you modify the Machine Order form to add other columns. When you create a table in Microsoft Dataverse, it also creates a main form for that table with a few basic columns on it. In addition to the form, views are created for the table. Views are used in a model-driven app whenever a list of the table rows are displayed. You would modify the view to add more columns or change the placement. You can also create other views. For example, you might provide a view to show all machine requests that are waiting to be received.

📌 Note

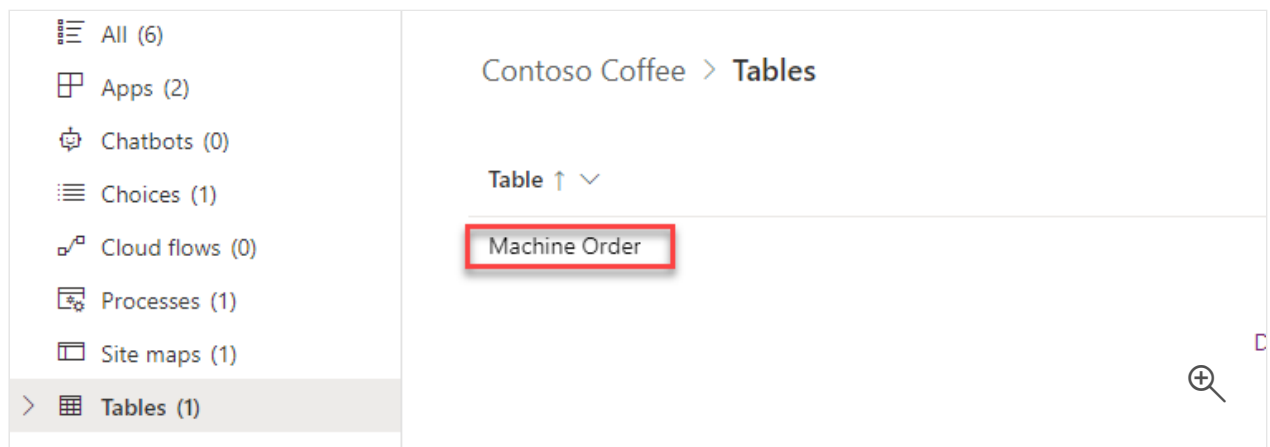
To complete the exercises, you'll need to use a few files. Download the **App in a Day files** for use in this module. The file folders that are in this download include:

- **Completed modules with instructions** - Package files to import the completed exercise steps.
- **Machine-Order-Data.xlsx** - File used in the exercises.

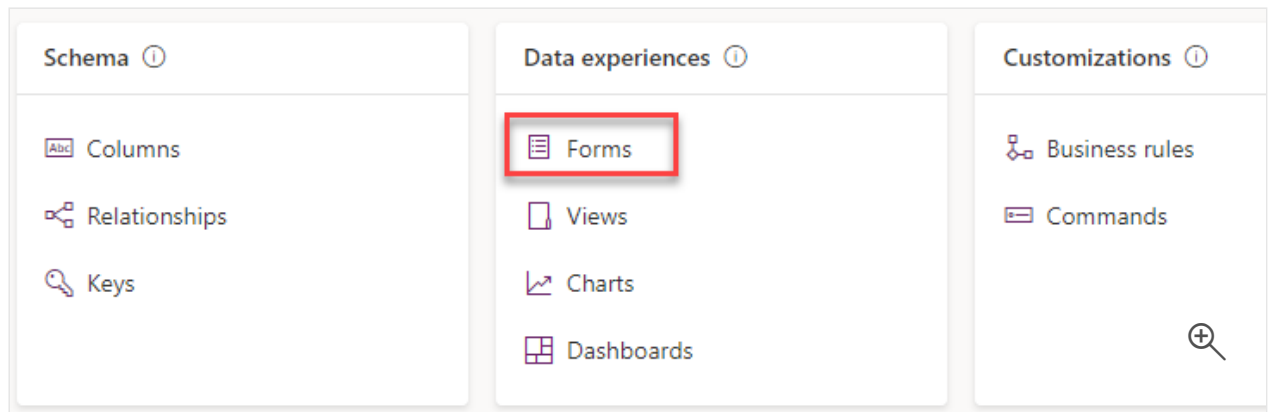
Task: Modify the form

To modify the form, follow these steps:

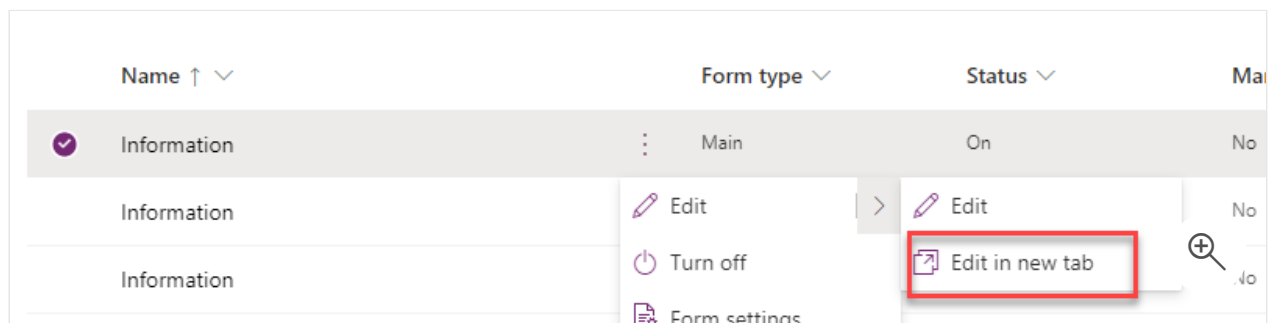
1. Select **Solutions** and then open the **Contoso Coffee** solution.
2. Select **Tables** and then open the **Machine Order** table.



3. Go to the **Data experiences** section and select **Forms**.



4. Select the **Information Main** form and then select **Edit > Edit in new tab**.



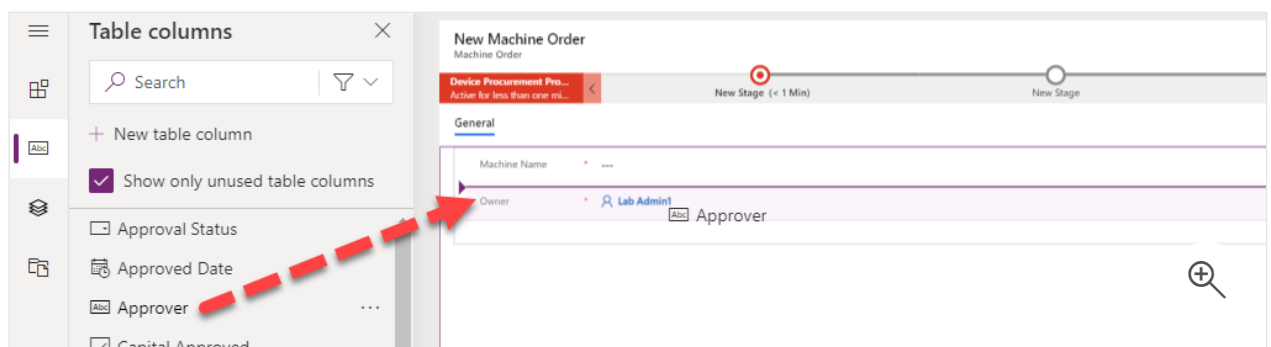
ⓘ Note

The form designer is being modernized. For more information, see [Overview of the model-driven form designer](#).

5. If you're required to sign in again, do so.

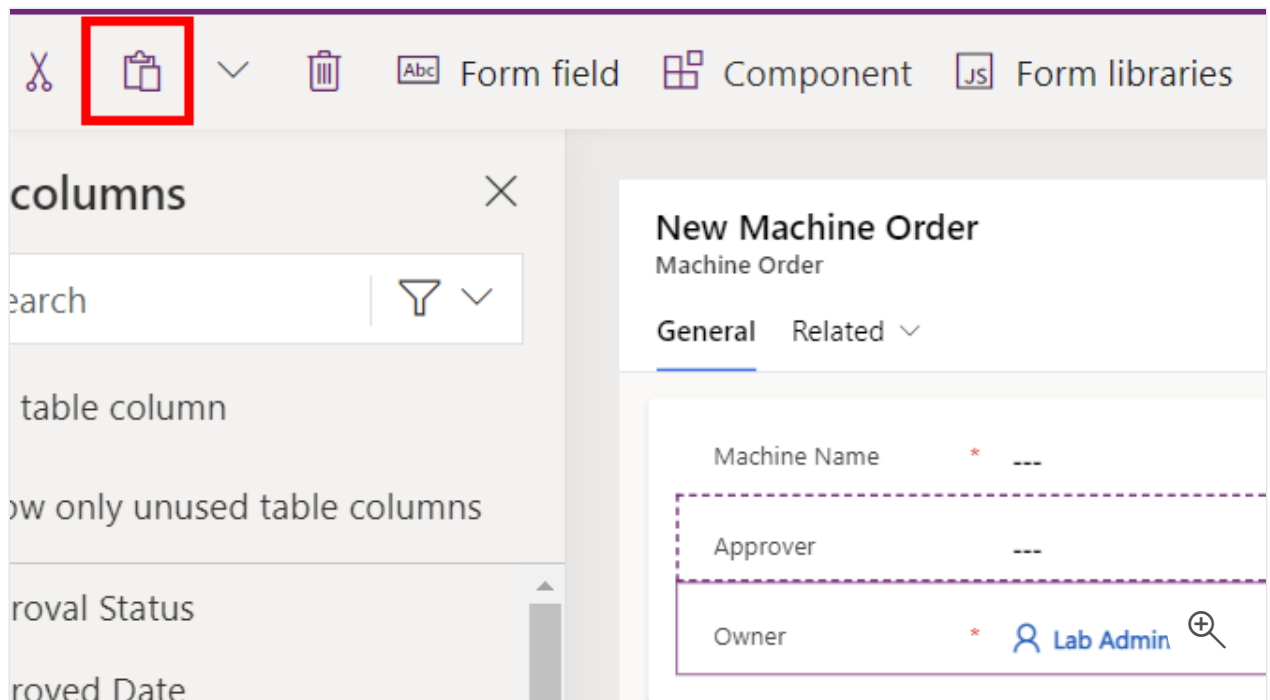
6. Search for the **Approver** column and then drag it to the form.

7. Place the **Approver** column above the **Machine Name** column.

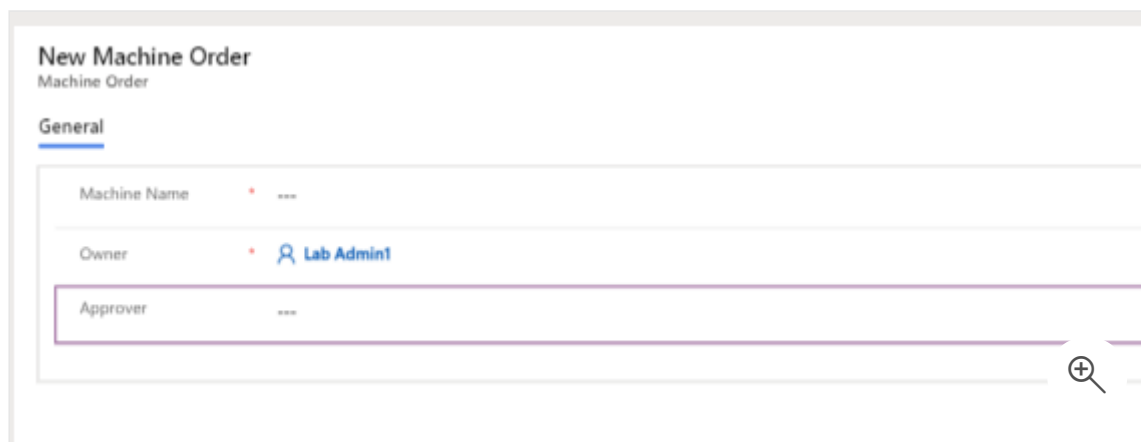


8. The new form designer lets you reposition columns. Drag the **Approver** column and place it between the **Machine Name** and **Owner** columns.

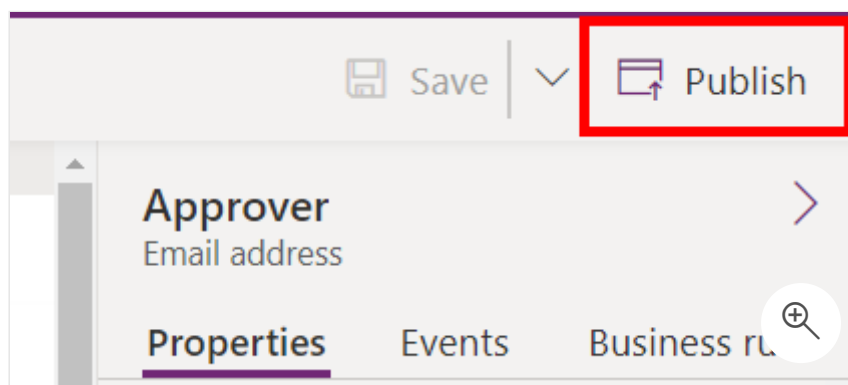
9. The new form designer lets you cut and paste columns. Select the **Approver** column and then select the **Cut** button.
10. Select the **Owner** column and then select **Paste**.



The **Approver** column is moved to the bottom.



11. Select **Save**.
12. Select **Publish**.



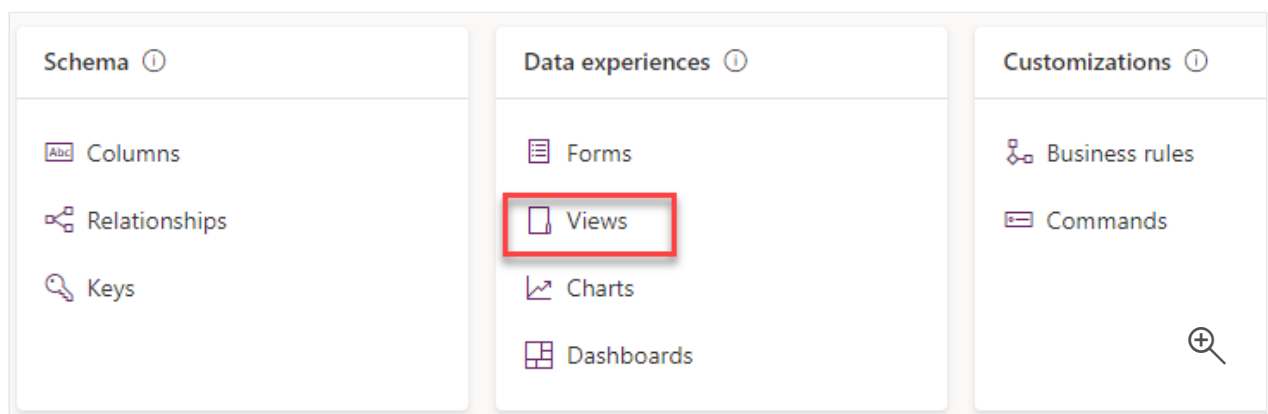
13. Close the **Form Designer** tab.

14. Select **Done**.

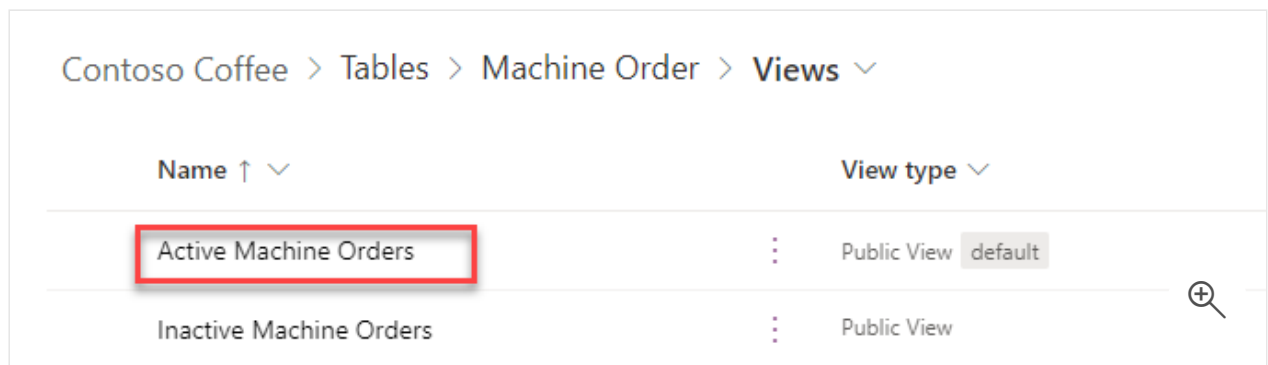
Task: Modify the view

To modify the view, follow these steps:

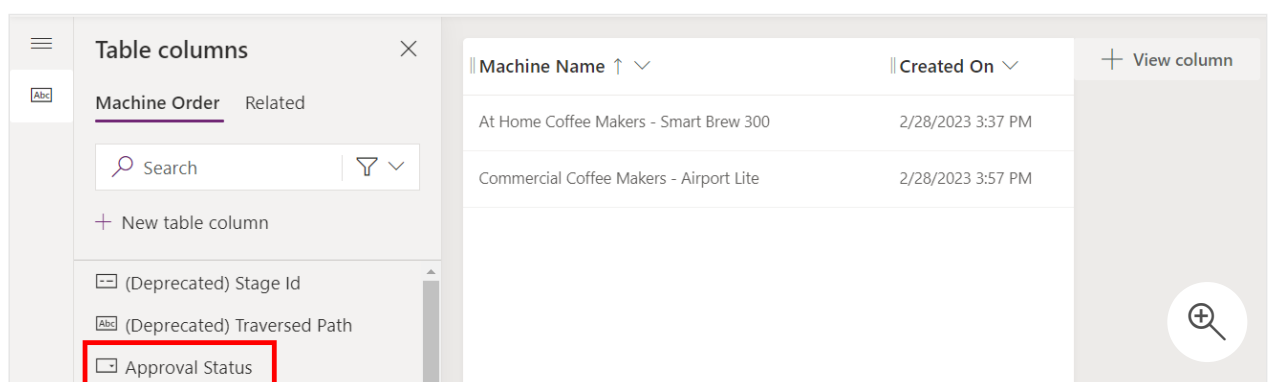
1. Select **Solutions** and then open the **Contoso Coffee** solution.
2. Select **Tables** and then open the **Machine Order** table.
3. Go to the **Data experiences** section and select **Views**.



4. Open the **Active Machine Orders** option.



5. Select the **Approval Status** column once (you don't need to double-click).



The new column is added to the view.

Machine Name ↑	Created On	Approval S...
At Home Coffee Makers - Smart Brew 300	5/16/2022 8:06 PM	
At Home Coffee Makers - Smart Brew 300	5/16/2022 8:36 PM	

6. Select the + View column button.

Created On	Approval S...	+ View column
2/28/2023 3:37 PM		
2/28/2023 3:57 PM		

7. Select Estimated Ship Date.

Created On	Approval S...	+ View column	Ac
2/28/2023 3:37 PM			View
2/28/2023 3:57 PM			

View column

Machine Order

Related

est

×

▼

21

Estimated Ship Date

21

Request Date

✉

Requested By

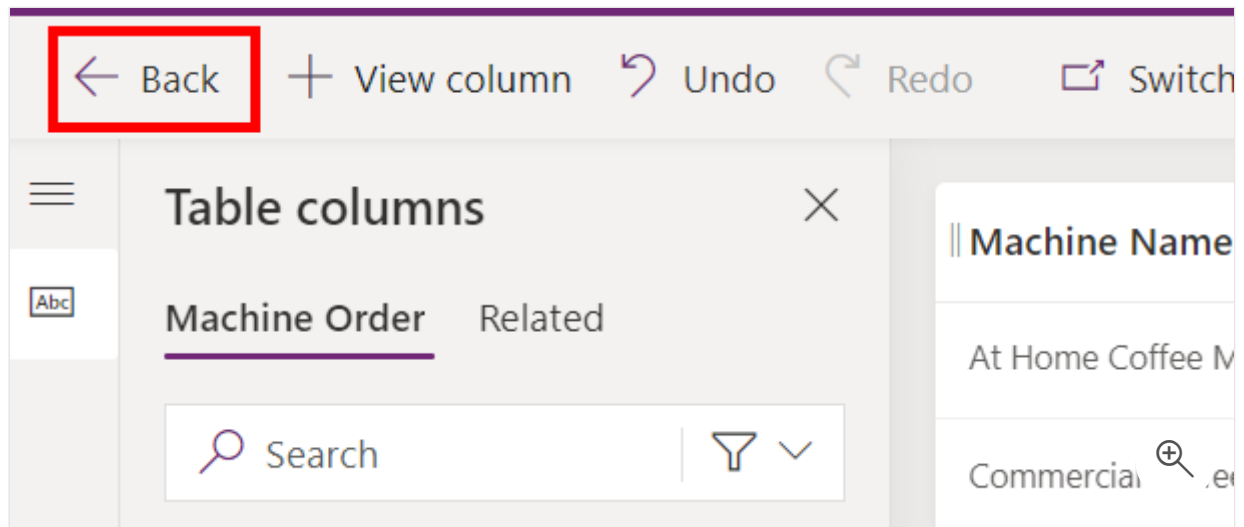
8. Add Price and Status to the view.

Machine Name ↑ ▾	Created On ▾	Approval S... ▾	Estimated ... ▾	Price ▾	Status ▾ ▾	+ Vie	+
At Home Coffee Makers - Smart Brew 300	5/16/2022 8:06 PM			\$499.00	Active		

9. Select **Save**.

10. **Publish** the view.

11. Select the **Back** button.



Next unit: Exercise - Test the application

Continue >