



Power platform App in a Day

Module 4: Microsoft Flow

Hands-on Lab Step-by-Step

November 2018

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Microsoft Flow

Lab Prerequisites

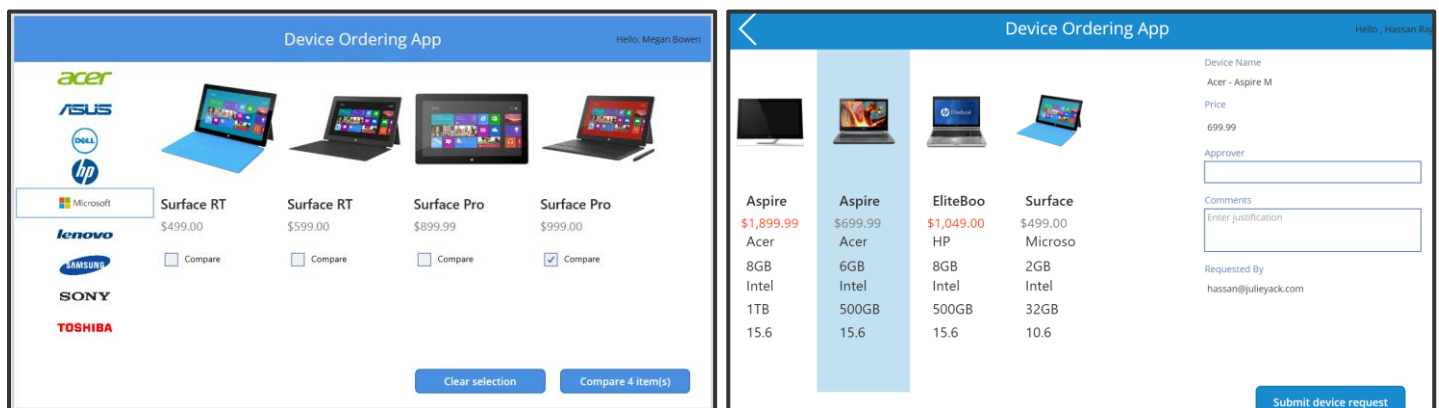
This is the fourth lab in a five-part series covering PowerApps, Common Data Service, and Flow. The assumption is that you have successfully completed the first three modules, or at least the initial part of setting up an environment as described in the overview – “**00-AppInADay Lab Overview.pdf**”.

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

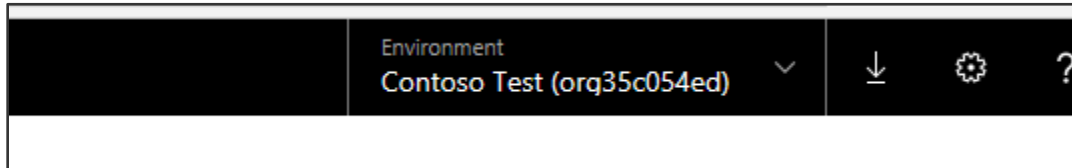
The flow will trigger when a new item is added to the **Device Order** entity table in the Common Data Service.

- 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.

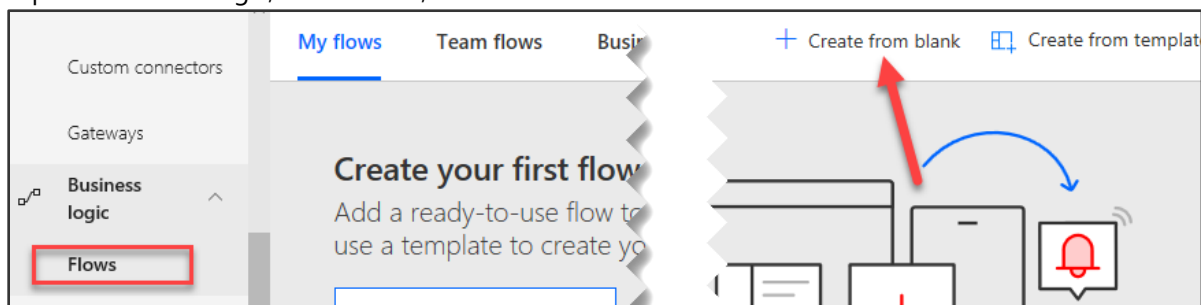
There are two ways to create a flow – from blank or from a template. In this lab, we will create the approval flow starting with a blank flow.

Task 1: Login on PowerApps website and create a flow

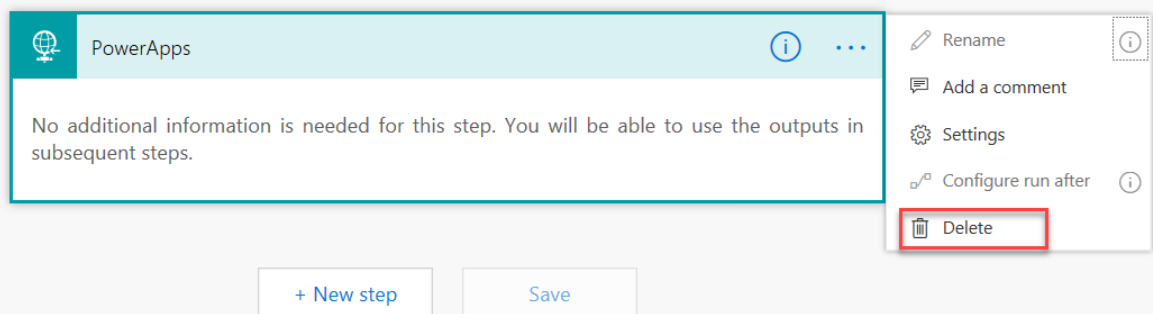
1. Navigate to <https://web.powerapps.com/> and make sure you are in the correct environment.



2. Expand Business Logic, select Flows, and click Create for Blank.



3. Currently, the template for "blank" includes a PowerApps canvas app trigger. We are not going to use this trigger so delete it. You will select a new trigger in the next task.



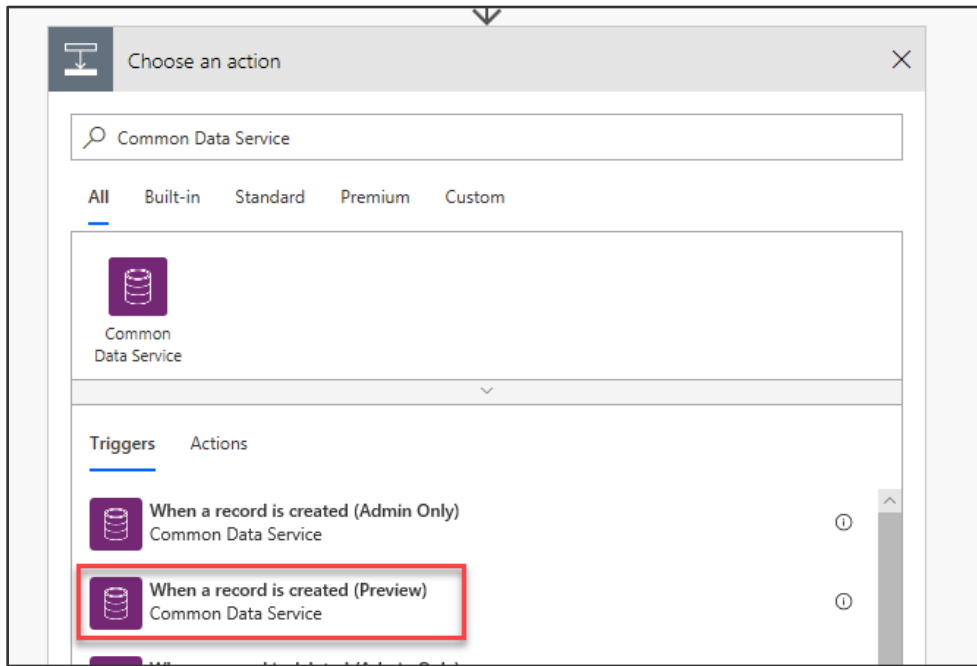
Task 2: Configure the trigger

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.

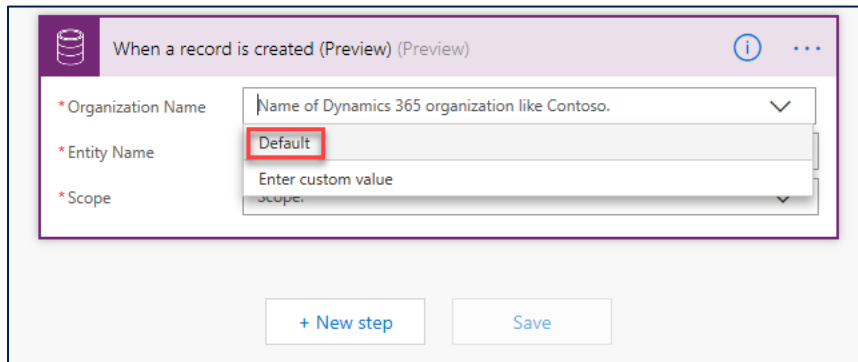
In this scenario, we will configure the flow to trigger when a **new item is added** to the **Device Order entity** table in the **Common Data Service**

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



Note: Make sure you select the one that says (Preview) not the one that says (Admin). The Admin one requires Entity Change Tracking to be enabled on the entity before it will work, the preview one does not.

2. Click the **Organization Name** drop-down and select **Default**.



When a record is created (Preview) (Preview)

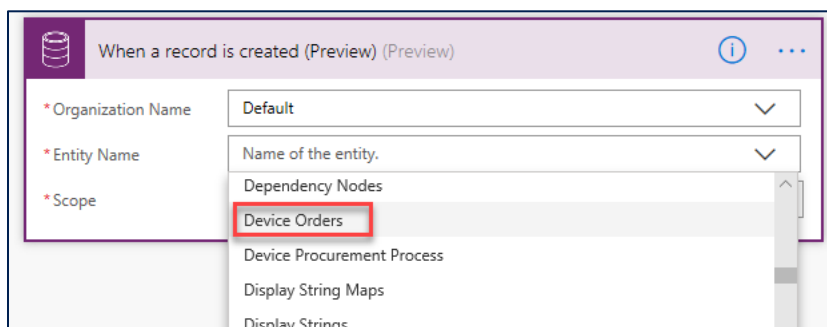
* Organization Name: Name of Dynamics 365 organization like Contoso. (Dropdown menu open, showing 'Default' selected)

* Entity Name: (Dropdown menu open, showing 'Enter custom value')

* Scope: (Dropdown menu open, showing 'Scope')

+ New step Save

3. Click the **Entity Name** drop-down and select **Device Orders**. You can type "device orders" to search for it.



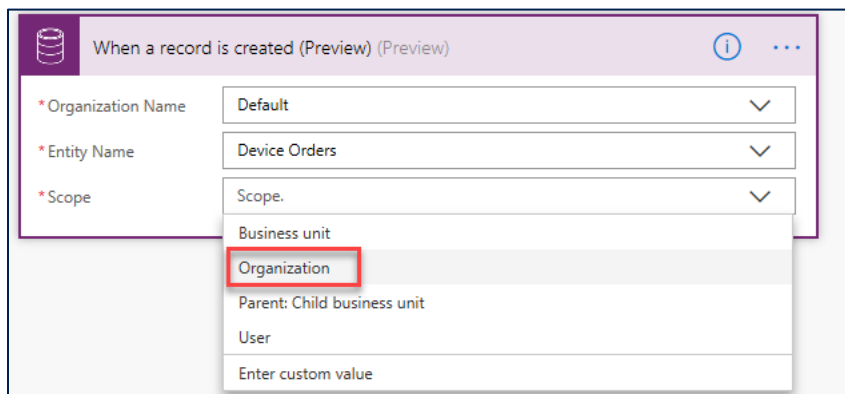
When a record is created (Preview) (Preview)

* Organization Name: Default

* Entity Name: Name of the entity. (Dropdown menu open, showing 'Device Orders' selected)

* Scope: (Dropdown menu open, showing 'Device Orders' selected)

4. 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.



When a record is created (Preview) (Preview)

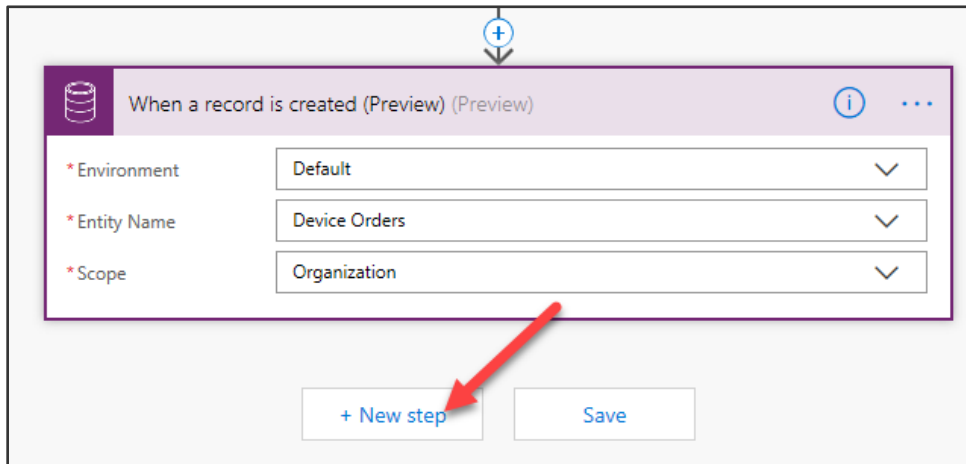
* Organization Name: Default

* Entity Name: Device Orders

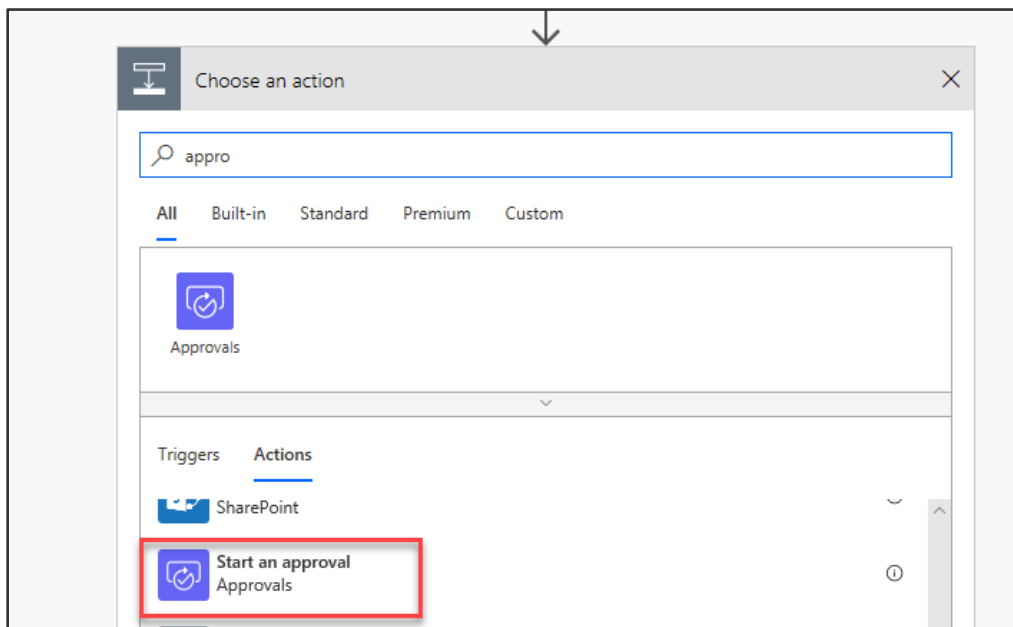
* Scope: Scope. (Dropdown menu open, showing 'Organization' selected)

Task 3: Add action to send an approval request

1. Click **+ New step**.



2. Search for **Approval** and select **Start an approval**.



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 **Anyone from the assigned list** for **Approval type**.

When a record is created (Admin Only)

Start an approval

* Approval type

Select an approval type

Anyone from the assigned list

Everyone from the assigned list

Enter custom value

+ New step

Save

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

Anyone from the assigned list

* Title

New device request for

Add dynamic content +

* Assigned to

Email addresses, separated by a semicolon (;)

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

Start an approval

* Approval type

Anyone from the assigned list

* Title

New device request for Device Name x

Add dynamic content +

* Assigned to

Email addresses, separated by a semicolon (;)

Requestor

Add the email of the person generating this request

Details

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

Dynamic content

Expression

Search dynamic content

Currency

Unique identifier of the currency associated with the entity.

Currency Type

Unique identifier of the currency associated with the entity.

Device Name

Required name field

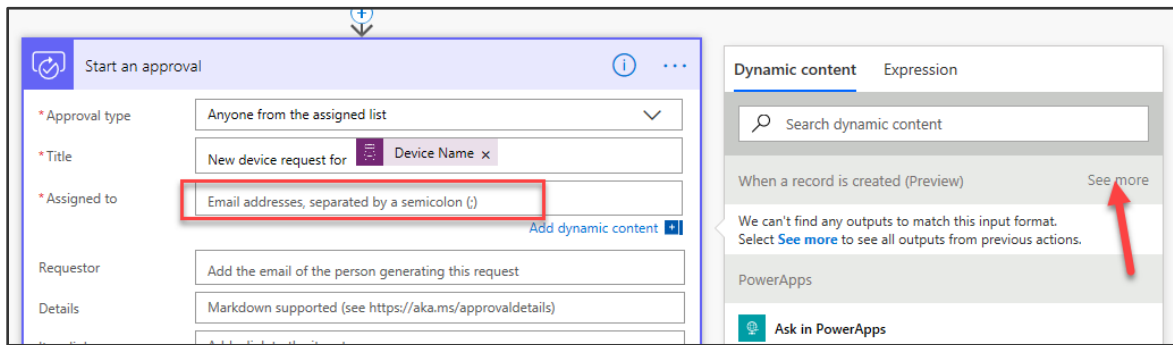
Device Order

Unique identifier for entity instances

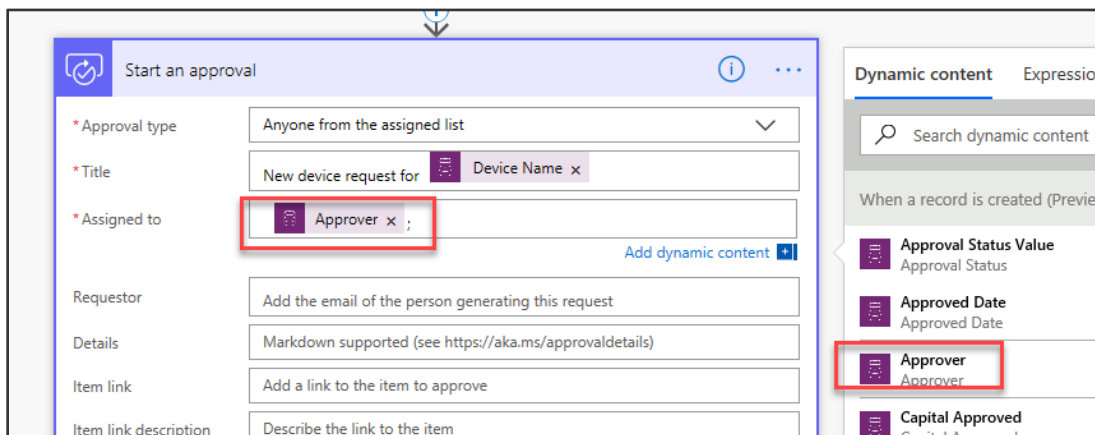
Estimated Ship Date

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

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



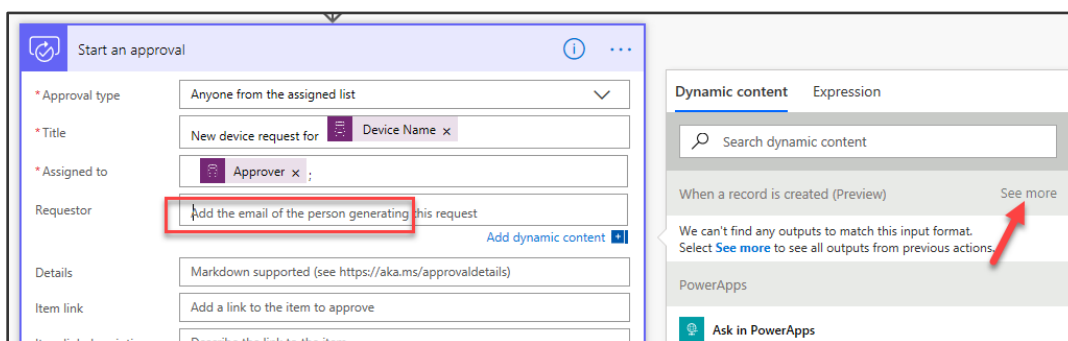
7. Select **Approver**



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



9. Select **Requested By**.

Start an approval

* Approval type: Anyone from the assigned list

* Title: New device request for Device Name x

* Assigned to: Approver x ;

Requestor: Requested By 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

Dynamic content

Search dynamic content

Record Created On: Date and time that the record was migrated.

Request Date: Request Date

Requested By: Requested By

Send Survey: Send Survey

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

Start an approval

* Approval type: Anyone from the assigned list

* Title: New device request for Device Name x

* Assigned to: Approver x ;

Requestor: Requested By x ;

Details: A new device has been requested

Add dynamic content +

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

Start an approval

* Approval type: Anyone from the assigned list

* Title: New device request for Device Name x

* Assigned to: Approver x ;

Requestor: Requested By x ;

Details: A new device has been requested

Item link: Add a link to the item to approve

Dynamic content

Search dynamic content

Currency Type: Unique identifier of the currency asso

Device Name: Required name field

Device Order: Unique identifier for entity instances

12. 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.

Start an approval

* Approval type: Anyone from the assigned list

* Title: New device request for Device Name

* Assigned to: Approver

Requestor: Requested By

Details: A new device has been requested
Device Name, \$ Price

Item link: Add a link to the item to approve

Dynamic content: price

When a record is created (Preview)

Price
Device Price

Price (Base)
Value of the Price in base currency.

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

Start an approval

* Approval type: Anyone from the assigned list

* Title: New device request for Device Name

* Assigned to: Approver

Requestor: Requested By

Details: A new device has been requested
Device Name, \$ Price
Department Contribution \$

Add dynamic content

14. Select **Department Contribution**.

Start an approval

* Approval type: Anyone from the assigned list

* Title: New device request for Device Name

* Assigned to: Approver

Requestor: Requested By

Details: A new device has been requested
Device Name, \$ Price
Department Contribution \$ Department C...

Item link: Add a link to the item to approve

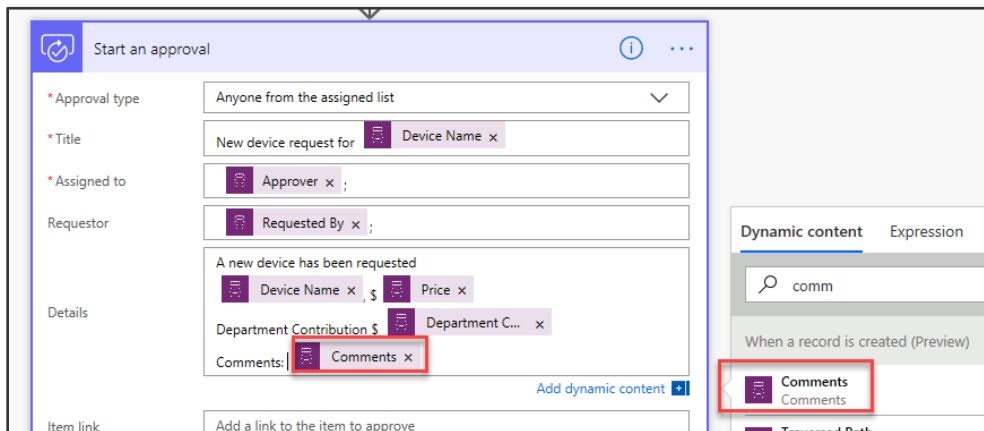
Dynamic content: depart

When a record is created (Preview)

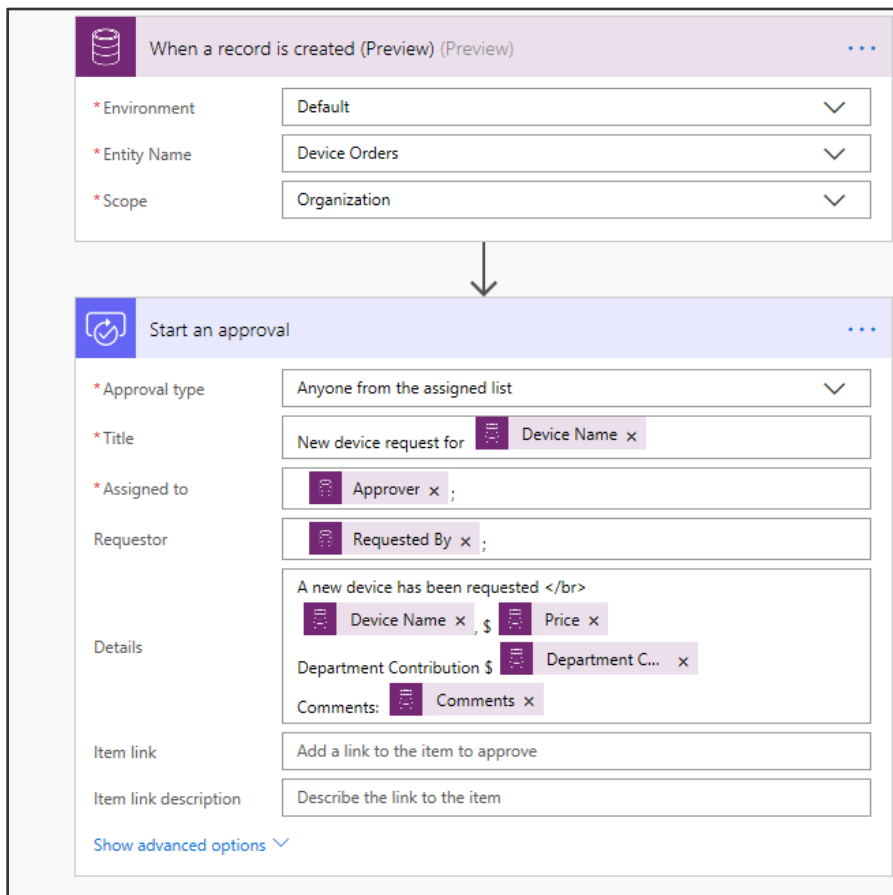
Department Contribution
Department Contribution

Department Contribution (Base)

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



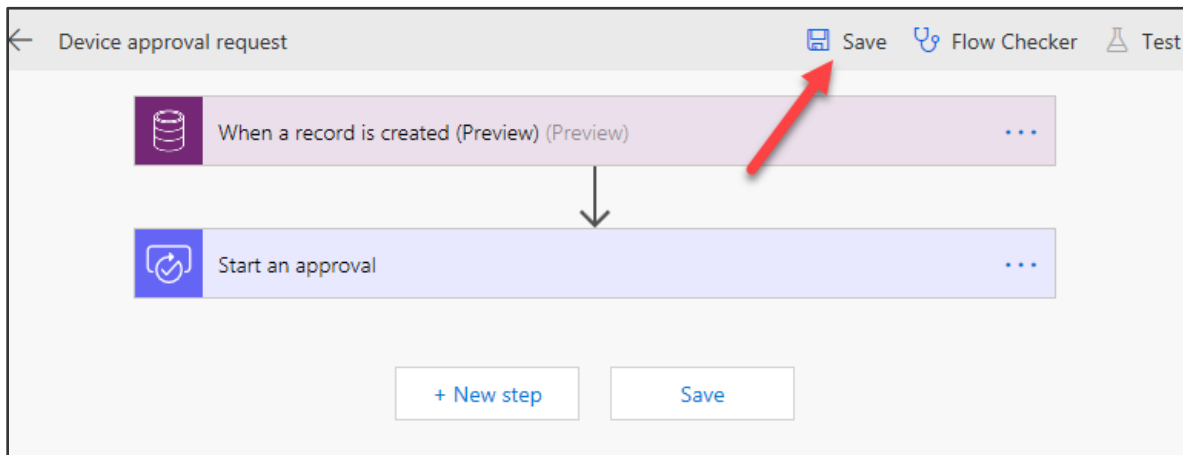
16. Your **Flow** will now look like the image below.



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.

17. Change the **flow** name to **Device approval request** and click **Save**.

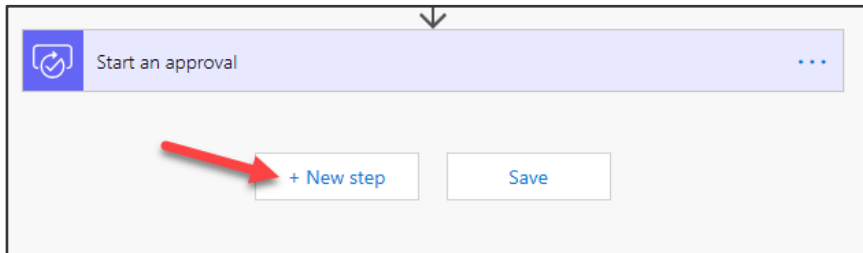


Exercise 2: Conditional Logic

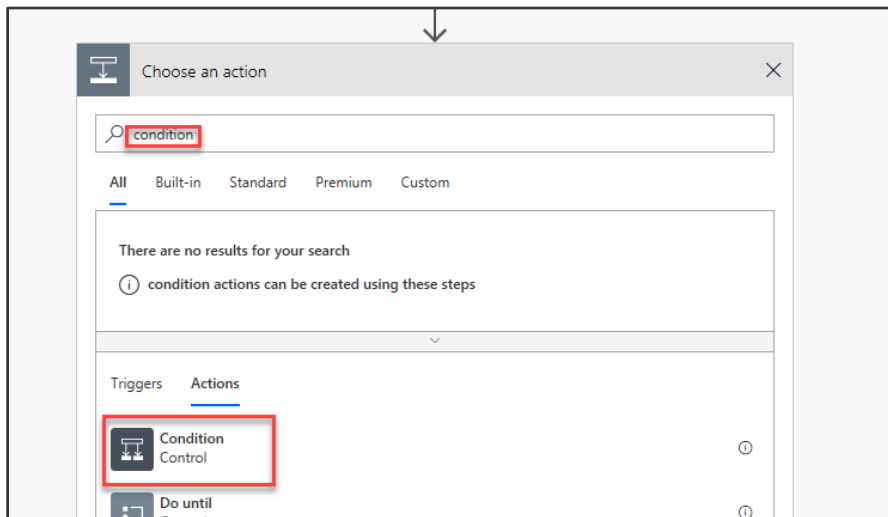
In flow, you can add conditions to take different actions depending on a certain result, in this case, whether the request was approved or rejected.

Task 1: Add conditional logic to flow

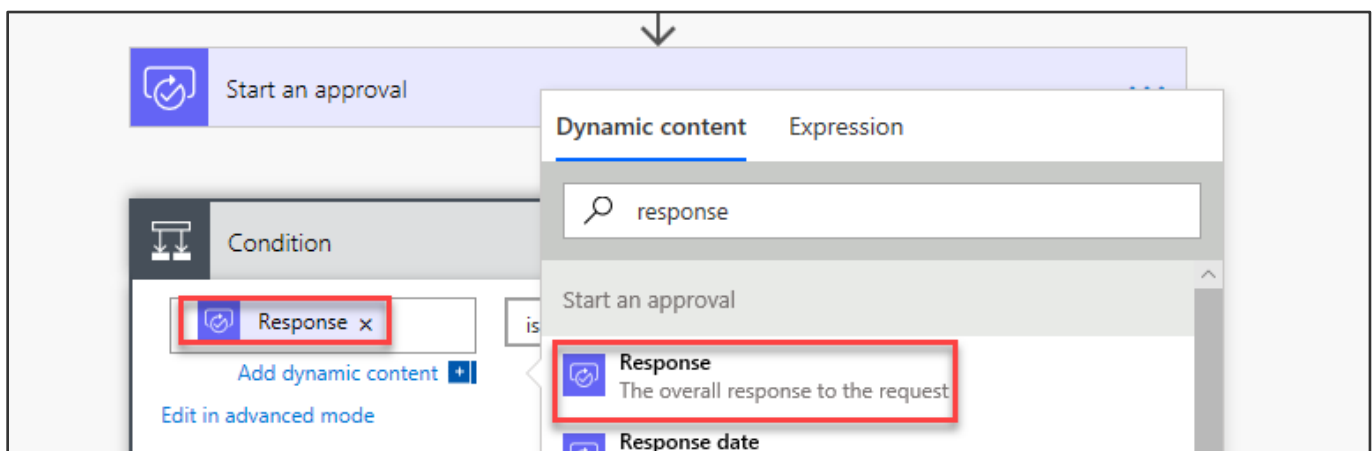
1. Click **+ New step**.



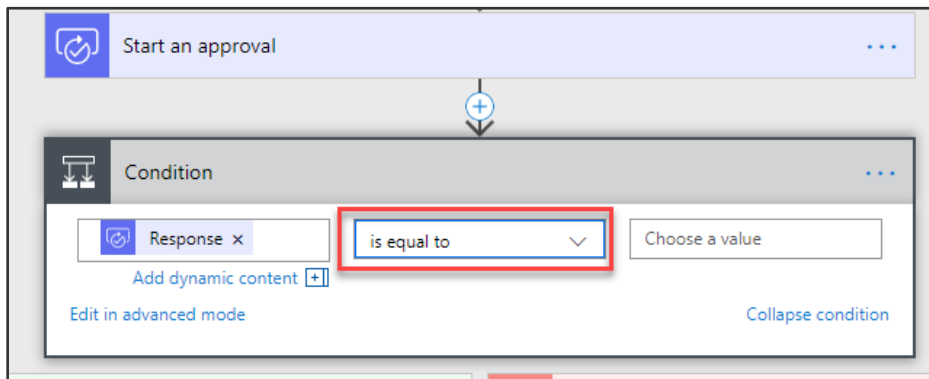
2. Search for **Condition** and select it.



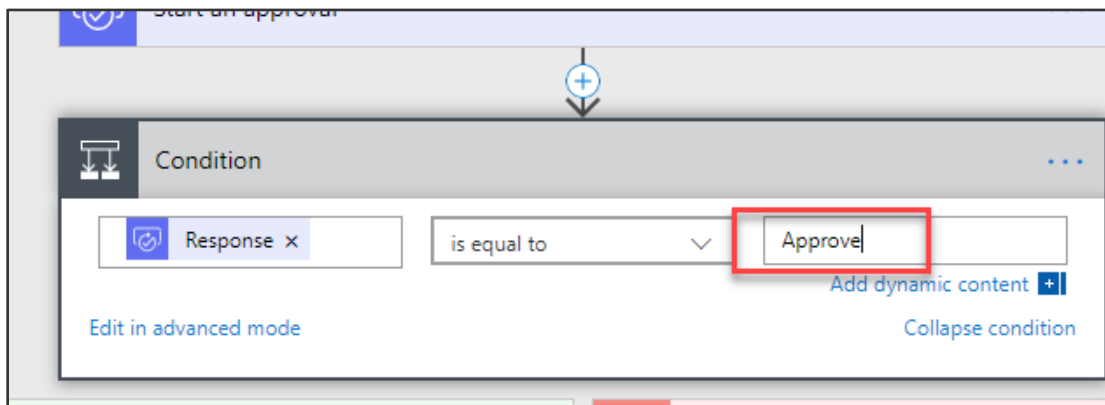
3. Click in the left edit box that says, "Choose a value" and select **Response** from the dynamic content pane. You may need to press the "+" icon below the edit box to hide the dynamic content pane.



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



5. Type Approve for value.



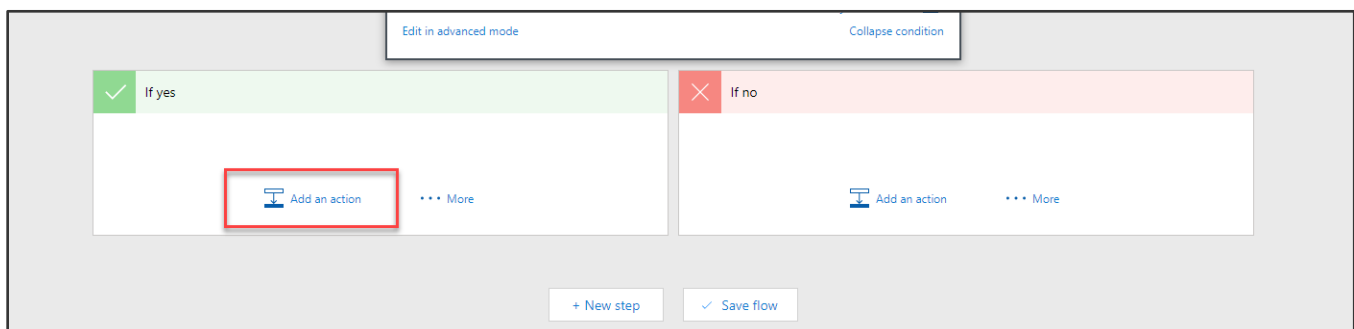
Task 2: Add conditional logic to flow

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

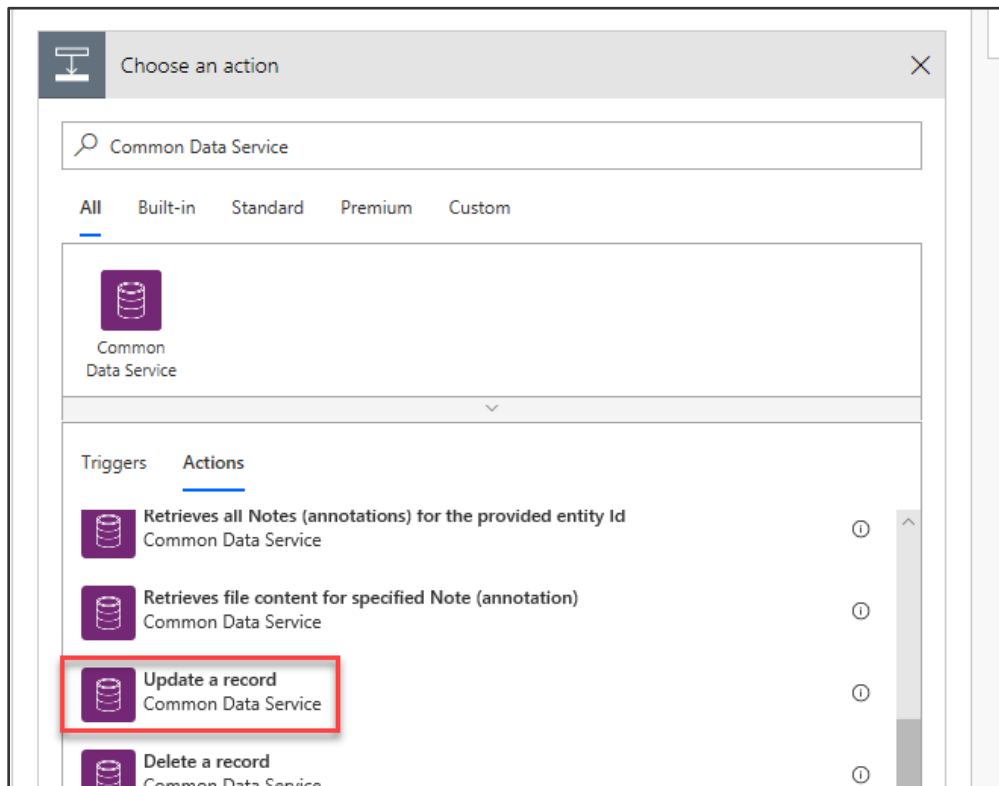
We will add two actions:

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

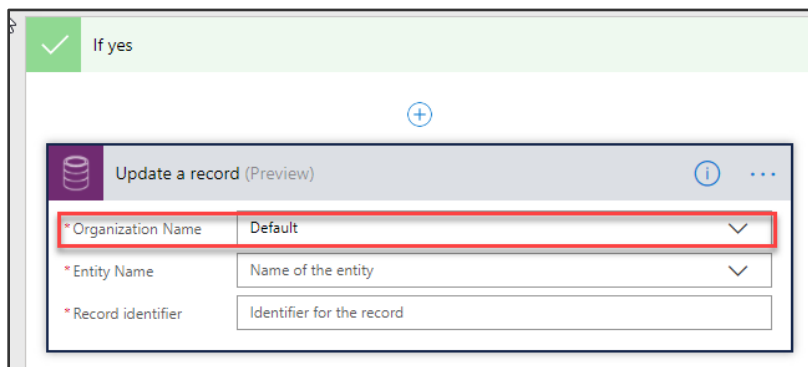
1. In the left **If yes** box, click **Add an action**



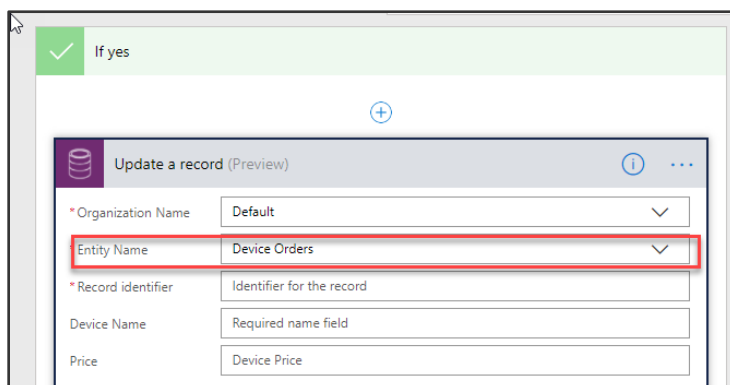
2. Search for **Common Data Service** and select **Common Data Service – Update a record**



3. Select **Default** for **Organization Name**.



4. Select **Device Orders** for **Entity Name**.



5. Select **Device Order** for **Record identifier**.

The screenshot shows the 'Update a record (Preview)' form. The 'Record identifier' field is highlighted with a red box and contains 'Device Order'. The 'Dynamic content' pane on the right shows 'Device Order' selected as the unique identifier for entity instances.

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

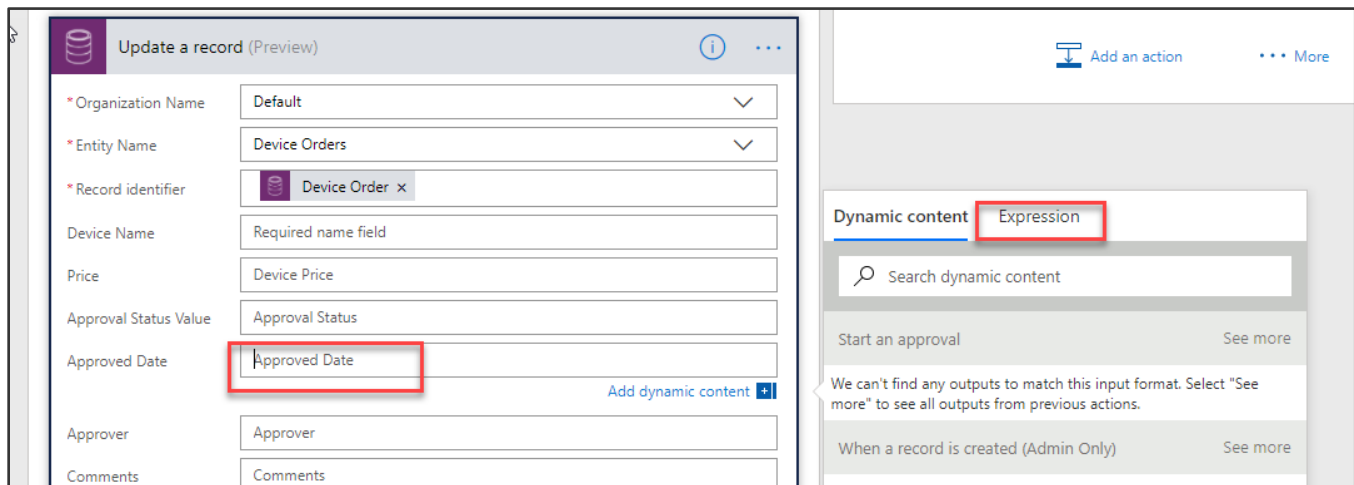
6. Click **Show advanced options**.

The screenshot shows the 'Update a record' form. The 'Show advanced options' link is highlighted with a red arrow.

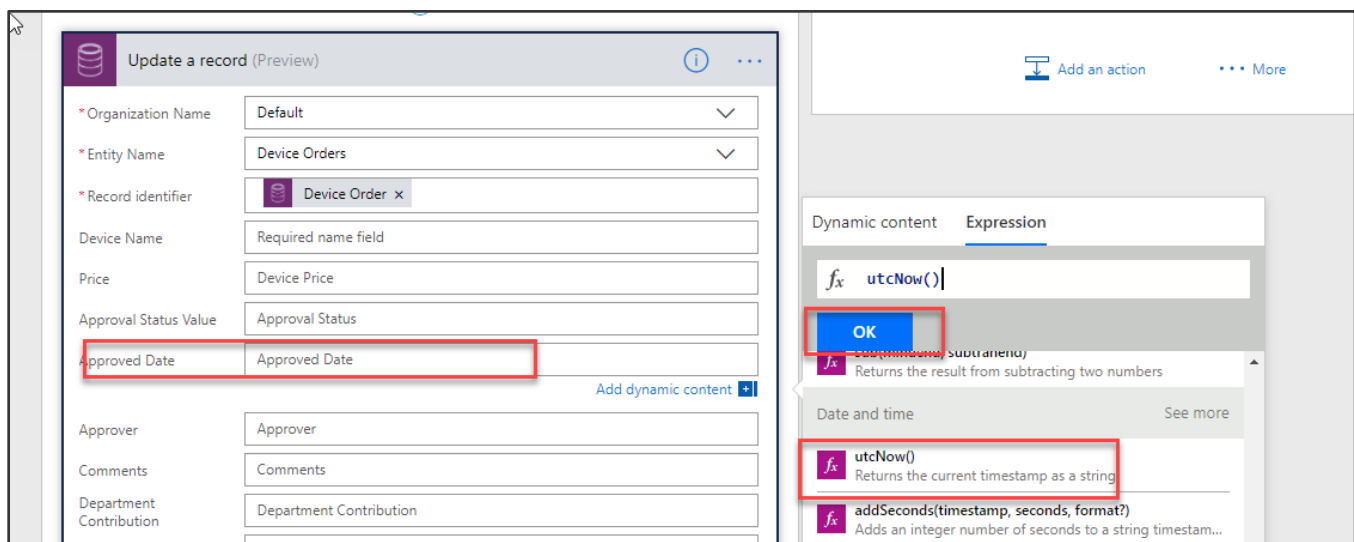
7. Select **Approve** from the **Approval Status Value** drop-down.

The screenshot shows the 'Update a record' form with the 'Approval Status Value' drop-down menu open. The 'Approve' option is selected and highlighted with a red box.

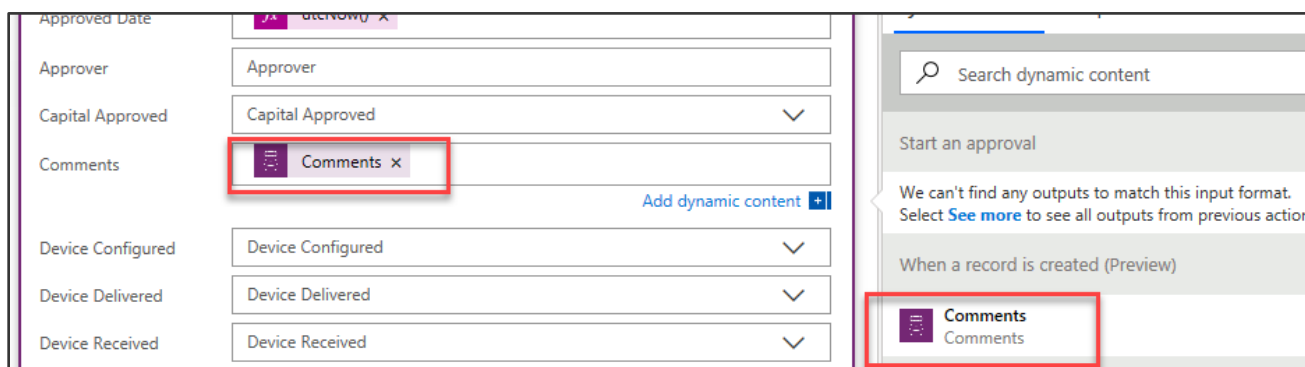
8. Select the **Approved Date** field and select the **Expression** tab.



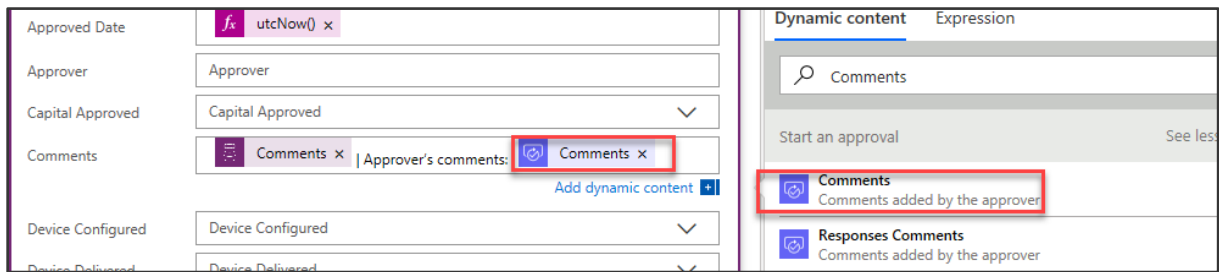
9. Select **utcNow()** and click **OK**.



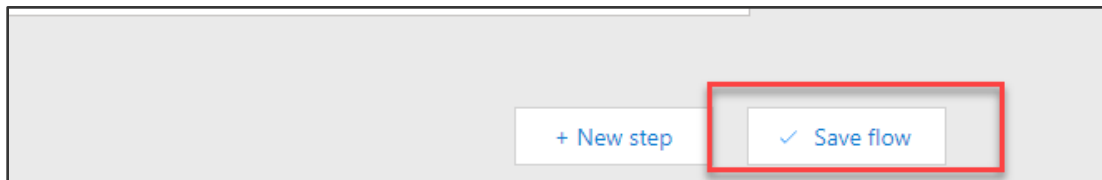
10. In the Comments field, we want to preserve the earlier comments and append on the comments from the approver. Select the **Comments** field and select **Comments**.



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



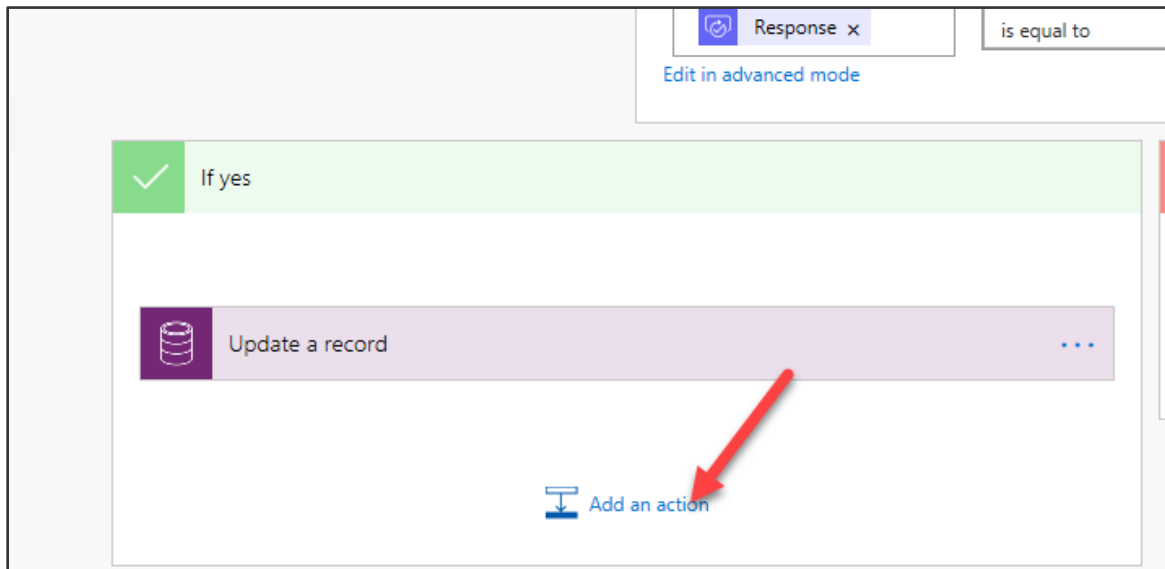
12. Save the flow.



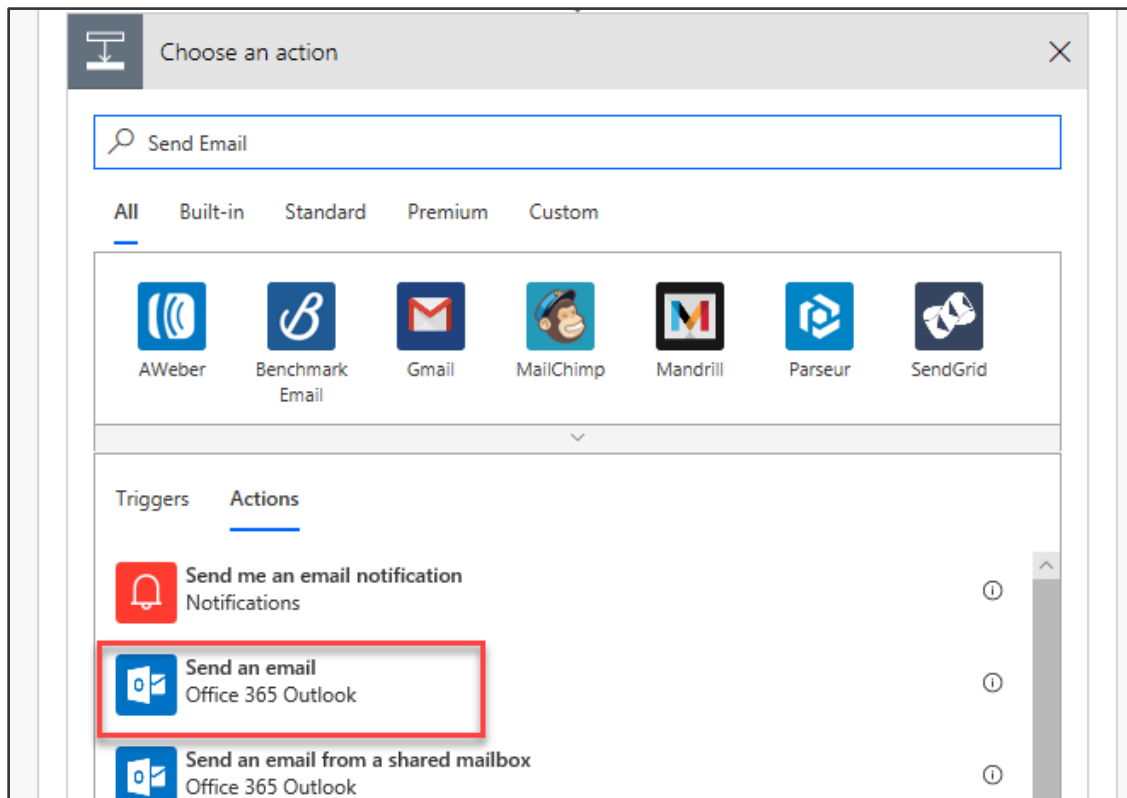
Task 3: Add another action

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

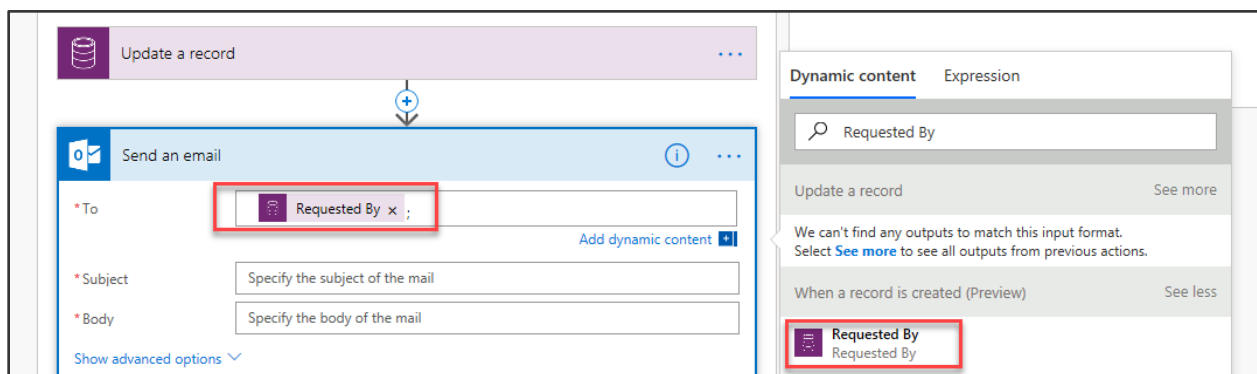
1. From within the yes branch, Click **Add an Action**.



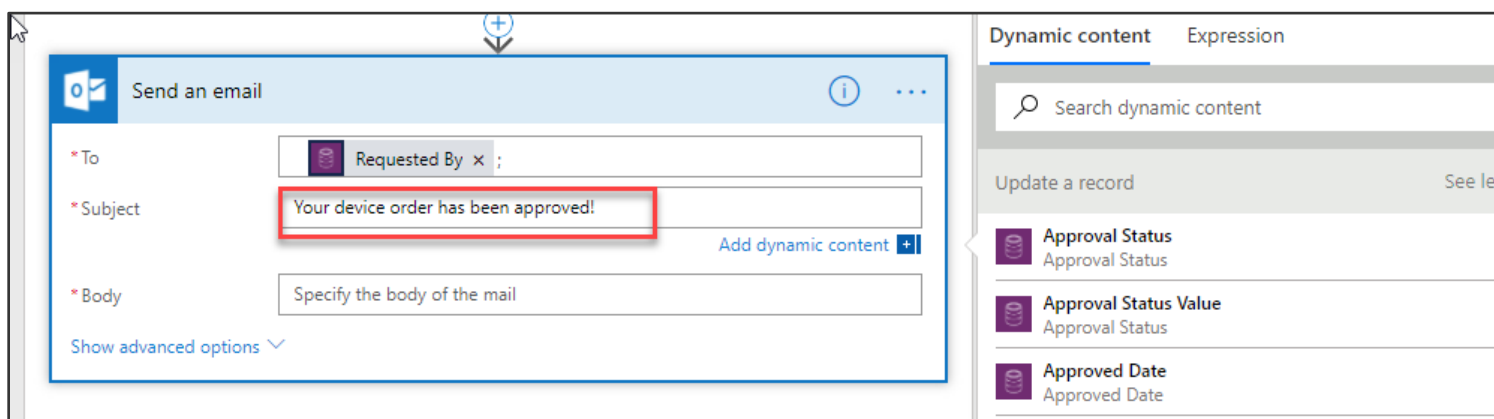
2. Search for **send email** and select **Office 365 Outlook - Send an email**.



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



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



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

Send an email

* To: Requested By x ;

* Subject: Your device order has been approved!

* Body: Your device order for Device Name x has been approved by Approver name x
 Approver's comments: Comments x
 Estimated Ship Date: Estimated Ship... x

Add dynamic content +

Show advanced options v

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

BCC: Specify email addresses separated by semicolons like someone@contoso.com

Attachments Name - 1: Attachment name

Attachments Content - 1: Attachment content

+ Add new item

Importance: Importance v

Is HTML: Yes v

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**.

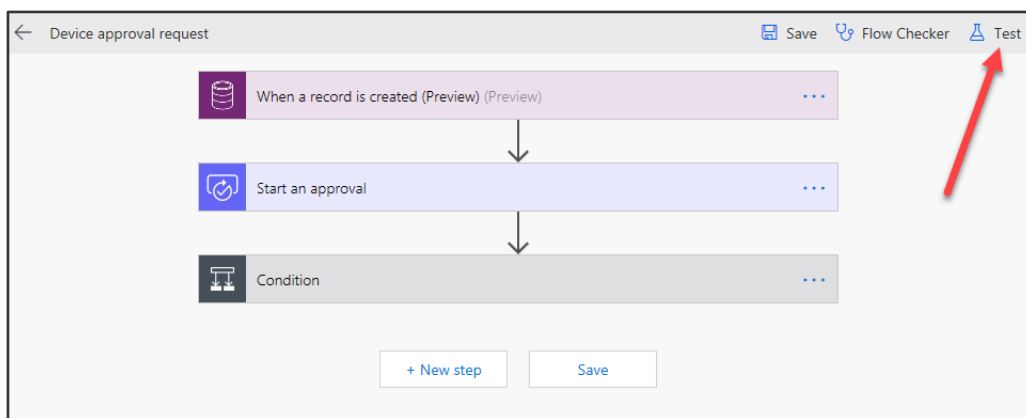
Exercise 3: Test the Flow

To test the flow, you will:

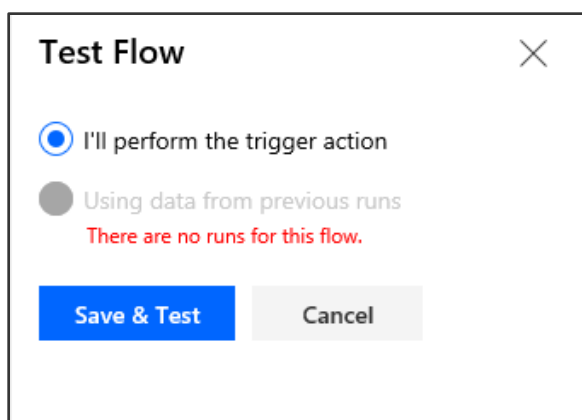
- Run the Device Ordering app and submit an approval request
- Verify the request was sent to the approver
- Approve the request
- Verify that the Common Data Service record was updated, and an email was sent back to the requestor

Task 1: Test the Flow

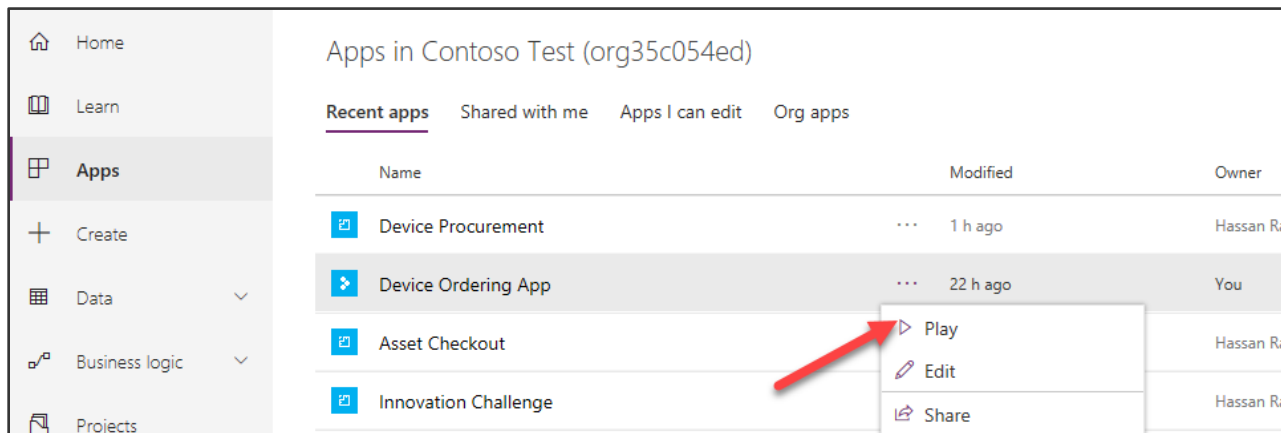
Note: When a new device record is added to the Device Order entity in CDS, it may take up to ten minutes for the flow to trigger. To ensure the flow runs immediately, select the **Test** option in the top right and select the **"I'll perform the trigger action"** option. Then go ahead and submit a device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



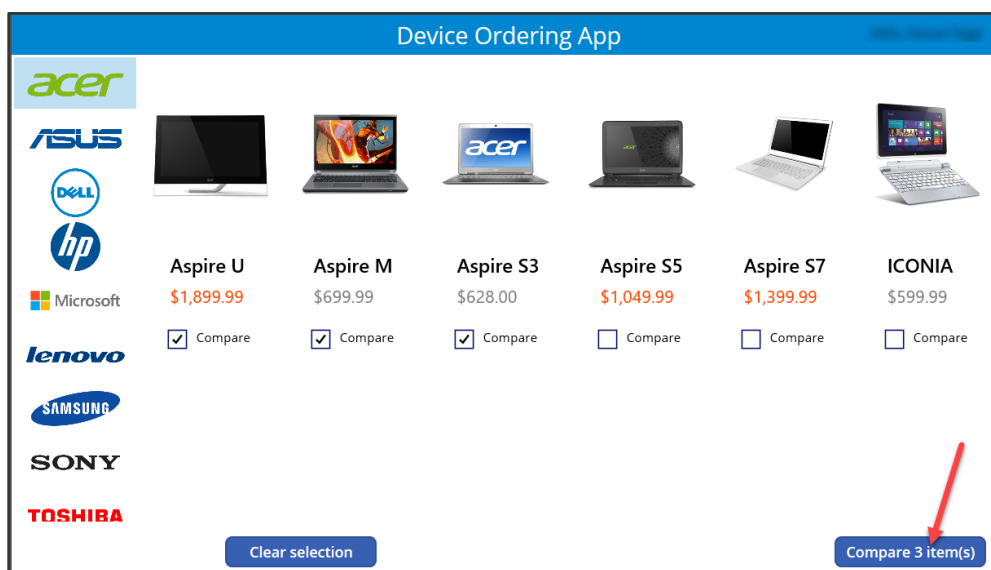
1. Select **I'll Perform the Trigger Action** and click **Save & Test**.



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.



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



6. Provide a comment and click Submit device request.

Device Ordering App

Device Name	Price	Approver
Acer - Aspire U	1899.99	[Redacted]ck.com

Comments
I need this device for my super work

Requested By
[Redacted]k.com

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.

Approvals | Powered by Microsoft Flow

Pending approval

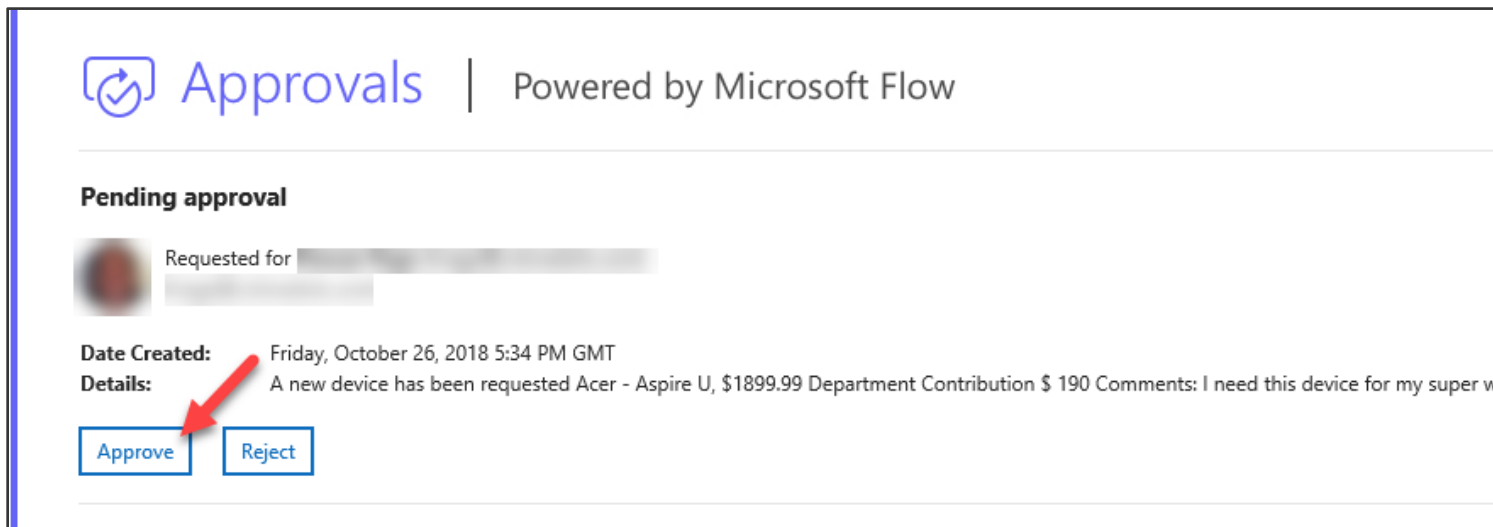
Requested for [Redacted]

Date Created: Friday, October 26, 2018 5:34 PM GMT

Details: A new device has been requested Acer - Aspire U, \$1899.99 Department Contribution \$ 190 Comments: I need this device for my super work

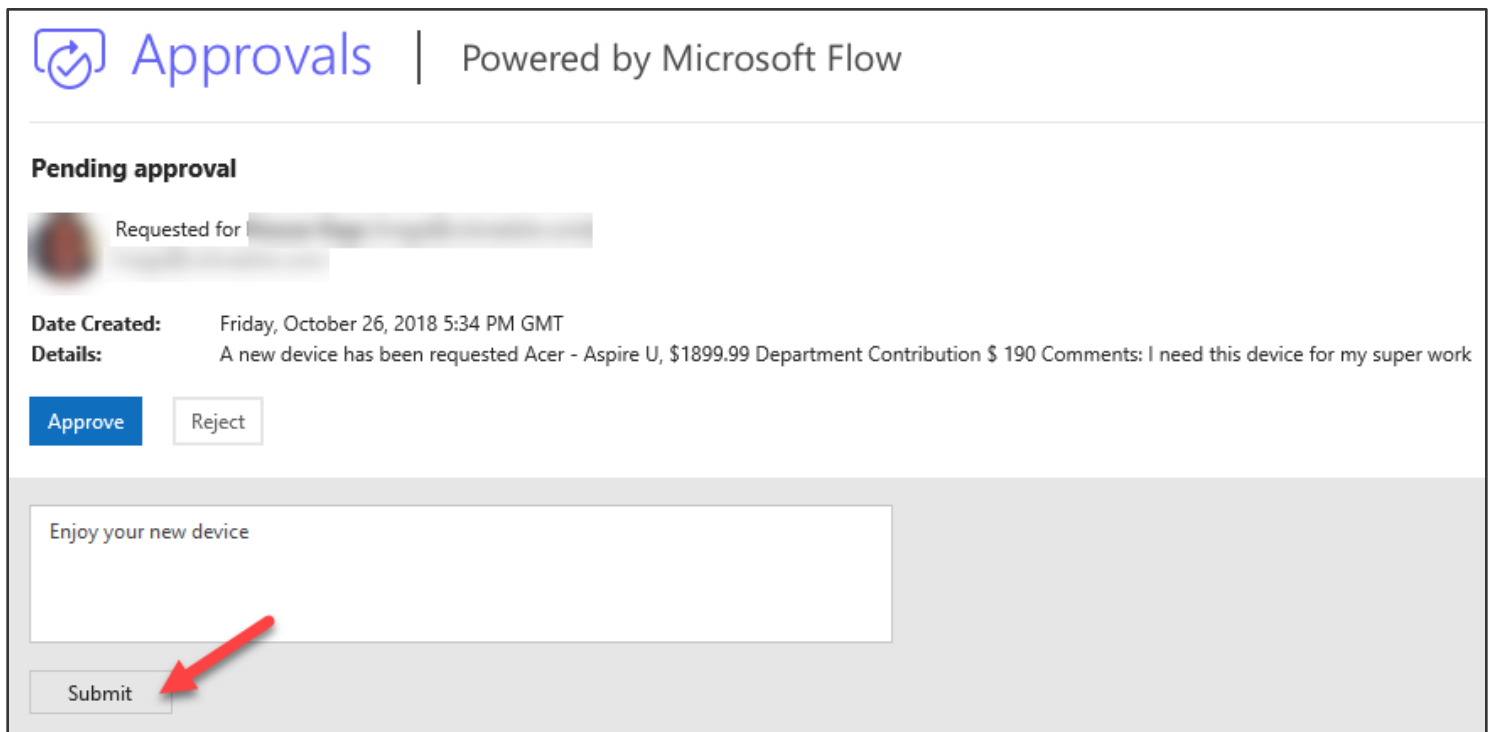
Approve **Reject**

9. Click **Approve**.



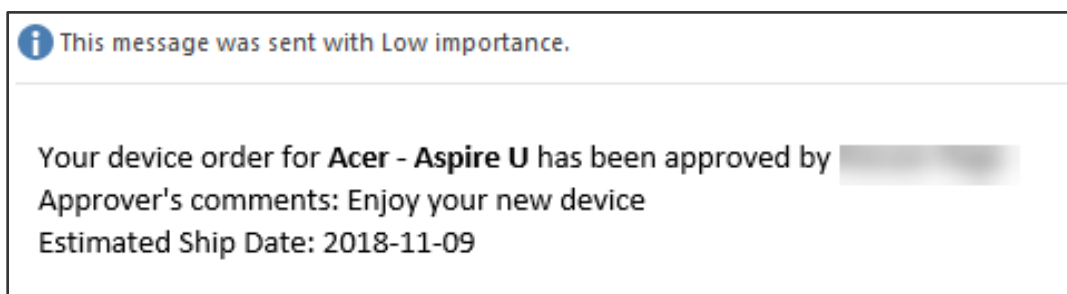
The screenshot shows the 'Approvals' app interface, powered by Microsoft Flow. It displays a 'Pending approval' card. The card includes a profile picture placeholder, a 'Requested for' field with a blurred name, and a 'Date Created' of 'Friday, October 26, 2018 5:34 PM GMT'. The 'Details' section contains the text: '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'. A red arrow points to the 'Approve' button.

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



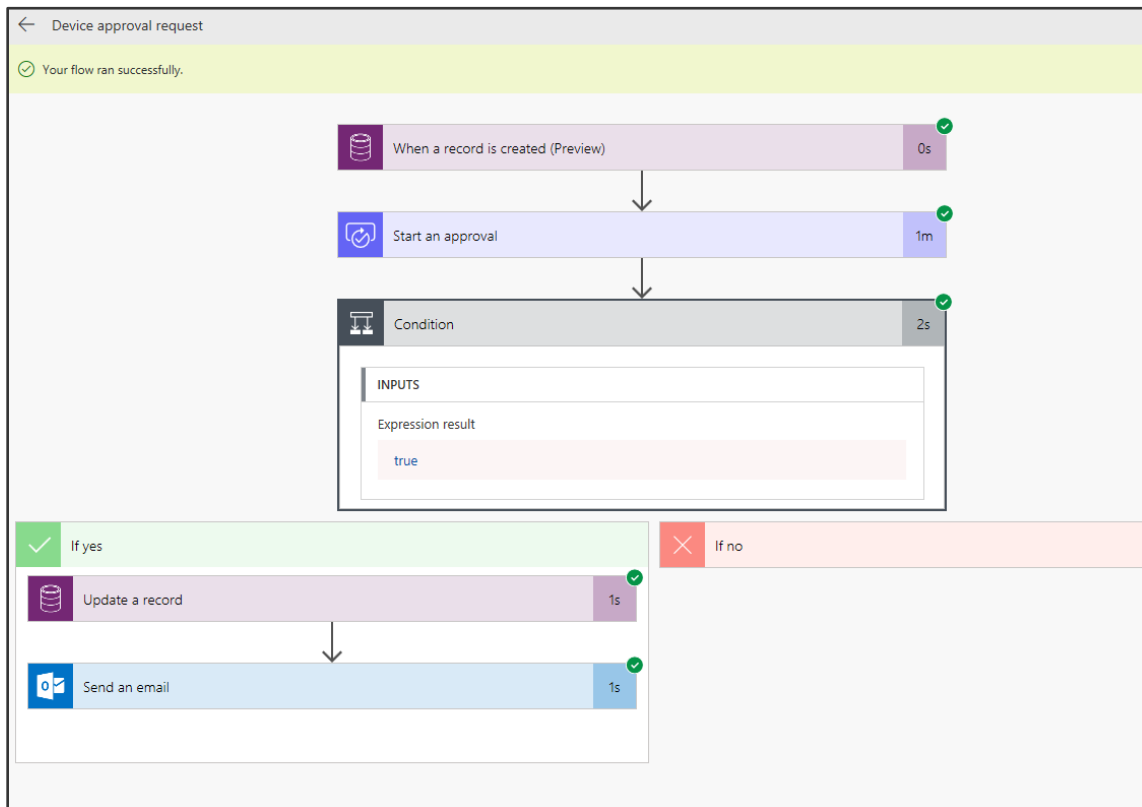
This screenshot shows the same 'Approvals' app interface as the previous one, but with a text input field added below the 'Approve' and 'Reject' buttons. The text input field contains the placeholder text 'Enjoy your new device'. Below the text input field is a 'Submit' button, which is highlighted with a red arrow. The 'Approve' button is now a solid blue button, and the 'Reject' button is a light gray button.

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 notification. At the top, there is a blue information icon followed by the text 'This message was sent with Low importance.' Below this, 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.

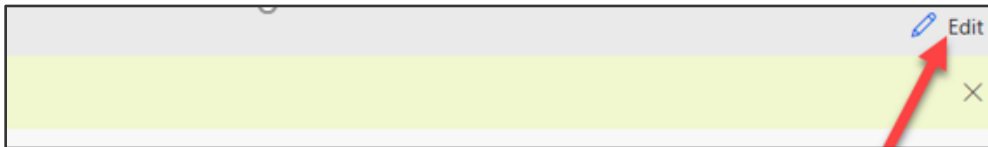


Exercise 4: Update the Flow

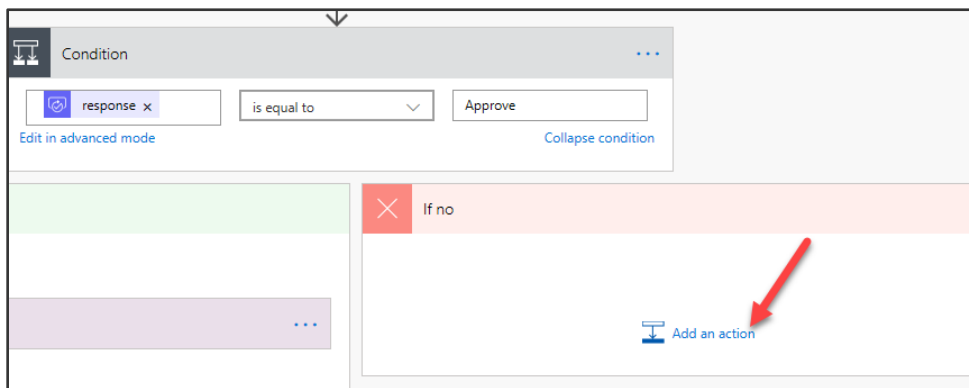
In this exercise, you will add two actions to the “if no” branch.

Task 1: Add actions

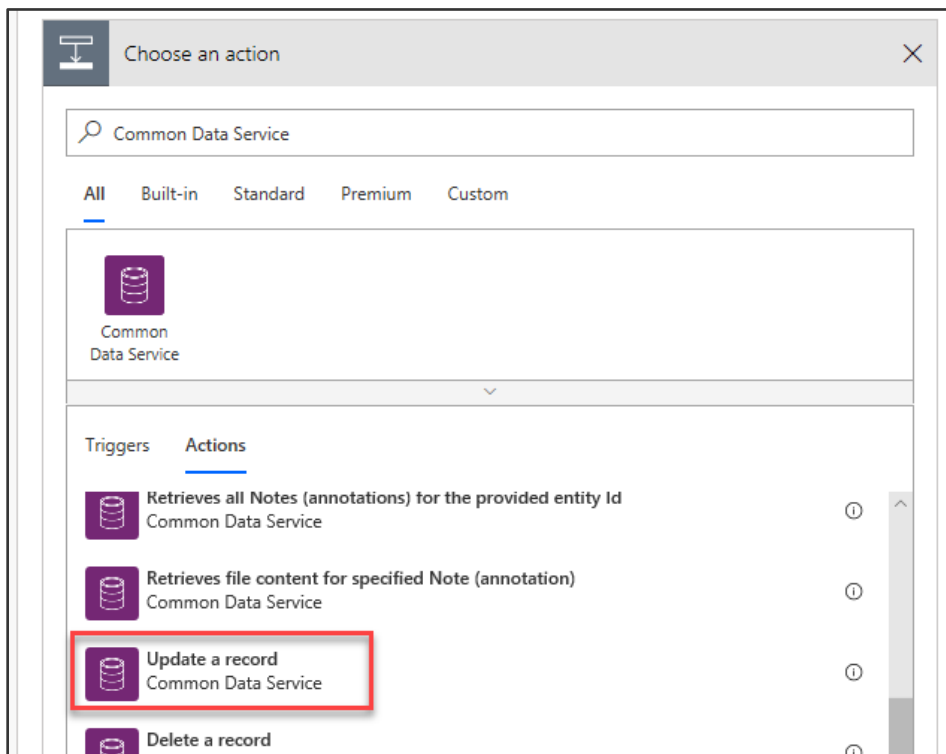
1. If you don't already have the flow open, open it in edit mode.



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 **Default** for **Organization Name**, **Device Orders** for **Entity Name**, select **Device Order** for **Record Identifier**, and click **Show advanced options**

The screenshot shows the 'Update a record 2' configuration screen. The 'Record identifier' field is set to 'Device Order'. The 'Show advanced options' link is highlighted with a red arrow. The 'Dynamic content' pane on the right shows 'Device Order' as the selected entity.

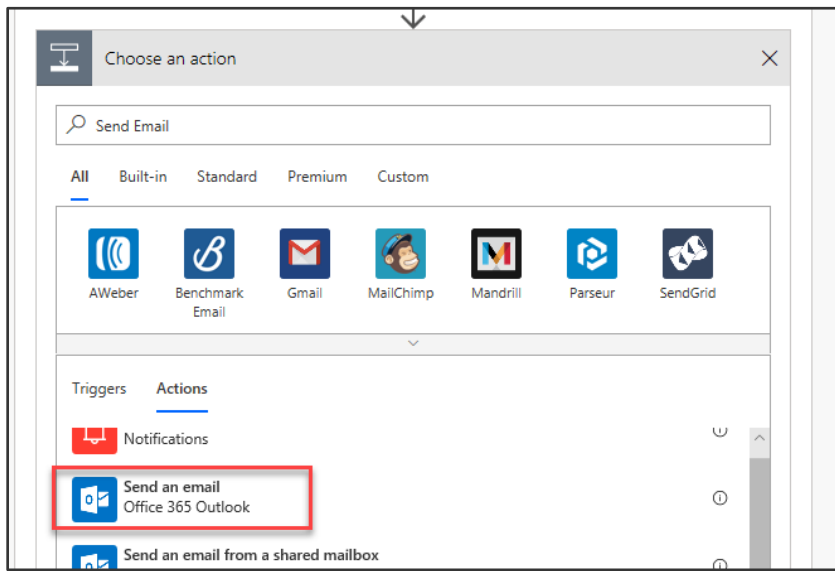
5. Select **Reject** for **Approval Status Value**.

The screenshot shows the 'Update a record 2' configuration screen. The 'Approval Status Value' field is set to 'Reject'.

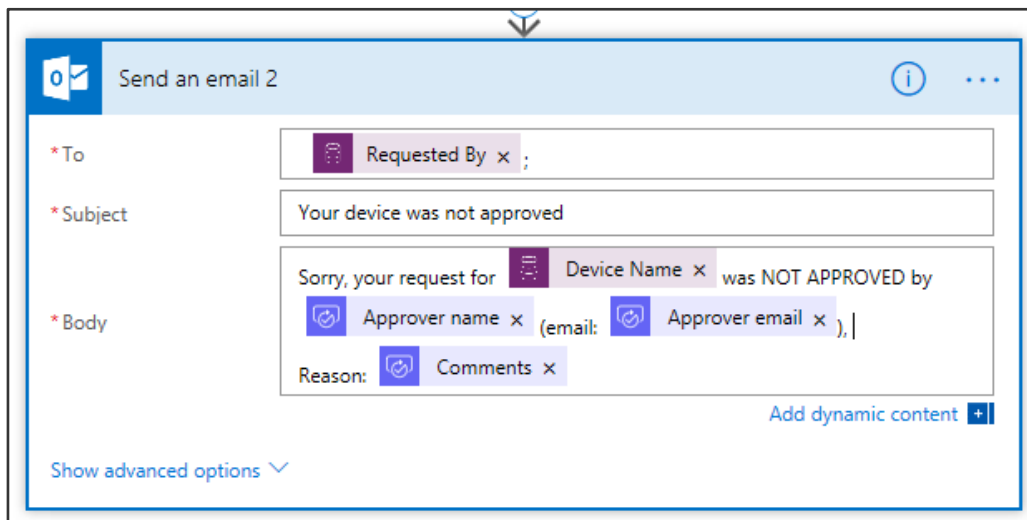
6. Click **Add an action**.

The screenshot shows the 'If no' condition screen. The 'Add an action' link is highlighted with a red arrow.

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



8. 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.



9. **Save** the flow.

Task 2: Test the updated Flow

1. Click **Test** in the top right of the flow editor and start the Flow.
2. Run the Device Ordering app -> Select a device and submit an approval request.
3. 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.

Pending approval

Requested for [redacted]

Date Created: Friday, October 26, 2018 7:39 PM GMT
Details: A new device has been requested HP - Pavilion dv6, \$699 Department Contribution \$69.9 Comments: I need a faster computer

Not eligible for new device.

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




 This message was sent with Low importance.


Sorry, your request for HP - Pavilion dv6 was NOT APPROVED by I [redacted] (email [redacted]),
Reason: Not eligible for new device.

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

Apps in Contoso Test (org35c054ed)

Recent apps Shared with me Apps I can edit Org apps

Name	Modified
 Device Procurement	... 2 h ago
 Device Ordering App	
 Asset Checkout	

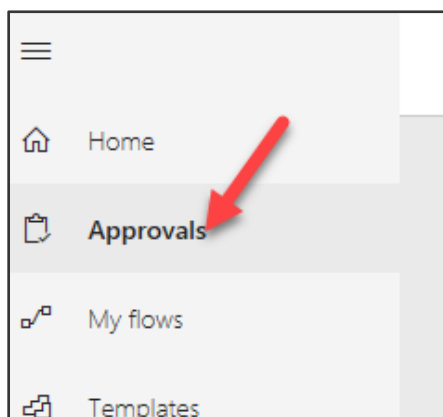
 Play Edit

6. Device Orders will now have the Approval Status.

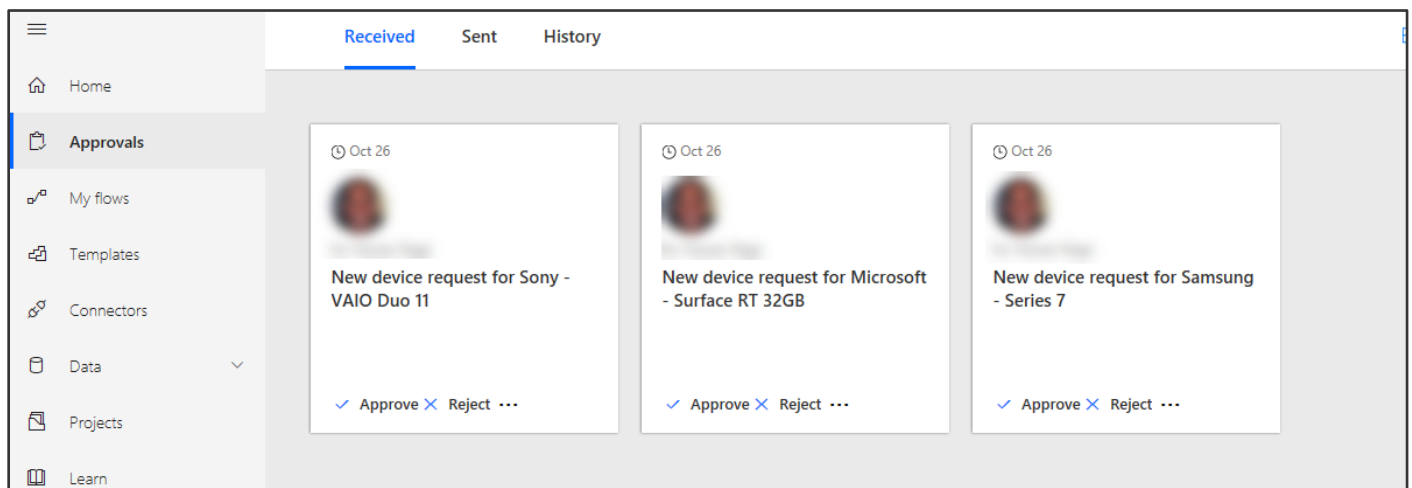
Active Device Orders ▾			
✓	Device Name	↑ ▾ Created On	Approval Status
	Acer - Aspire U	10/26/2018 11:34 AM	Approve
	Acer - Aspire U	10/25/2018 3:11 PM	---
	Asus - K55VD	10/25/2018 3:13 PM	---
	Dell - Inspiron 17	10/26/2018 12:02 PM	Reject

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**.

Received requests Sent requests History

Mar 19

from [User]

New device request for Microsoft - Surface RT

✓ Approve ✗ Reject ...

Mar 19

from [User]

New device request for Microsoft - Surface Pro

✓ Approve ✗ Reject ...

Mar 19

from [User]

New device request for Samsung - Series 7

✓ Approve ✗ Reject ...

New device request for Microsoft - Surface Pro

From [User]@[Domain].com

Requested Mar 19, 2018 at 10:37 PM

Details

A new device has been requested
Microsoft - Surface Pro, 899.99
Department Contribution 90
Comments: Test

Status
You have chosen to **Approve** this request.

Add comments (optional)

Nice device

Confirm

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

Received requests Sent requests History

Mar 19

from [User]

New device request for Microsoft - Surface RT

✓ Approve ✗ Reject ...

Mar 19

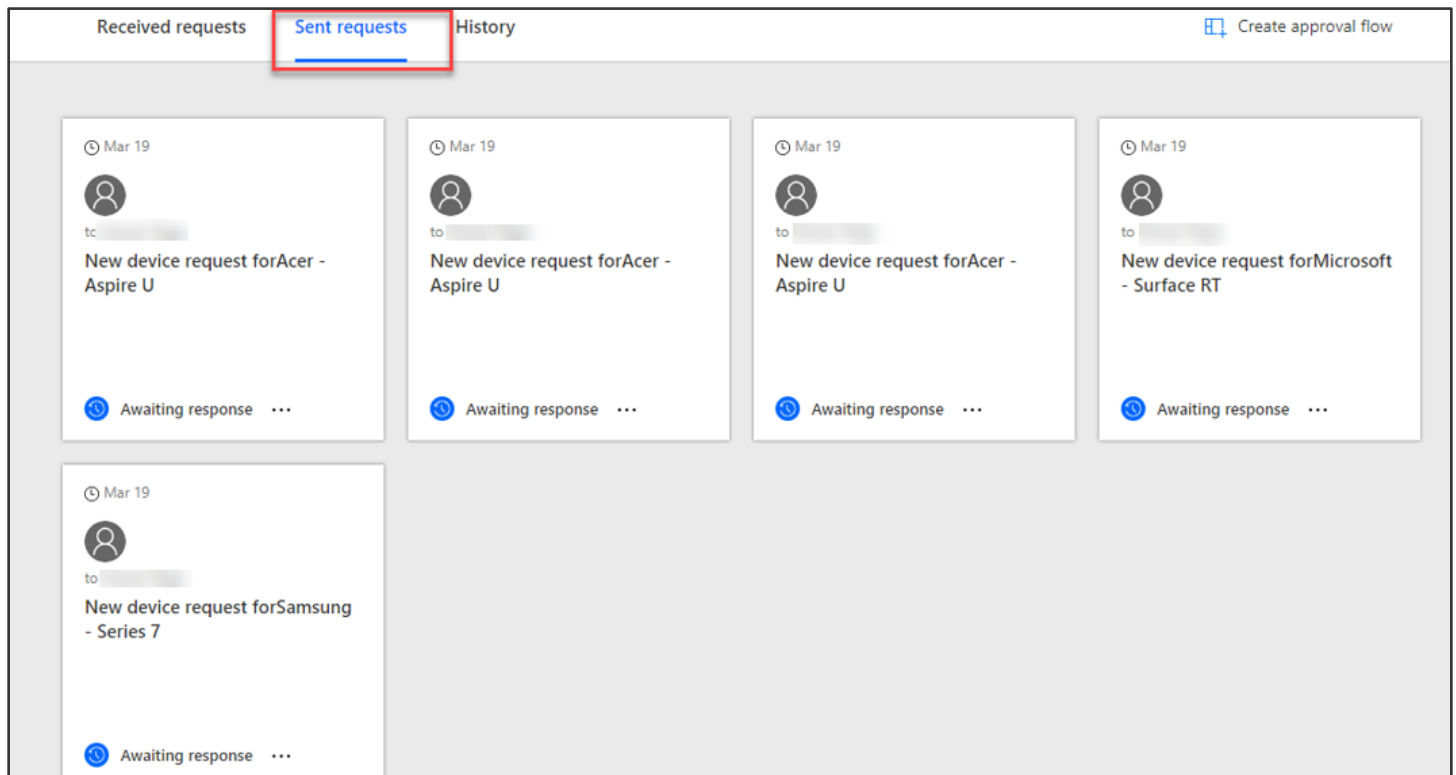
from [User]

New device request for Samsung - Series 7

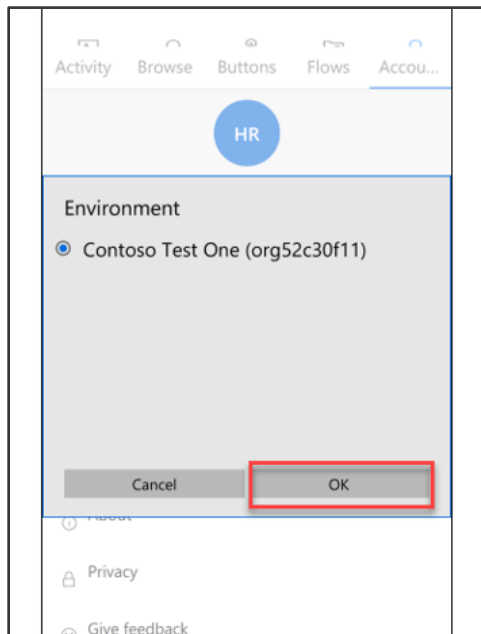
✓ Approve ✗ Reject ...

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.

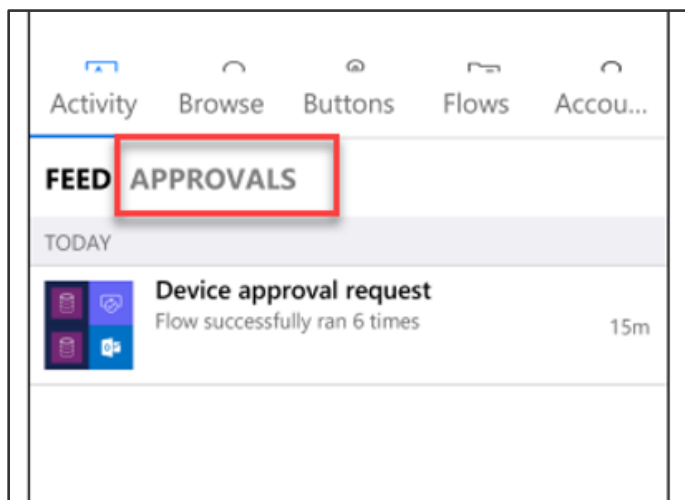
10. You can also use the Approvals Center to view all requests that you have sent and are **Awaiting response** from the approver. Select the **Sent requests** tab at the top to view all requests that you have sent.



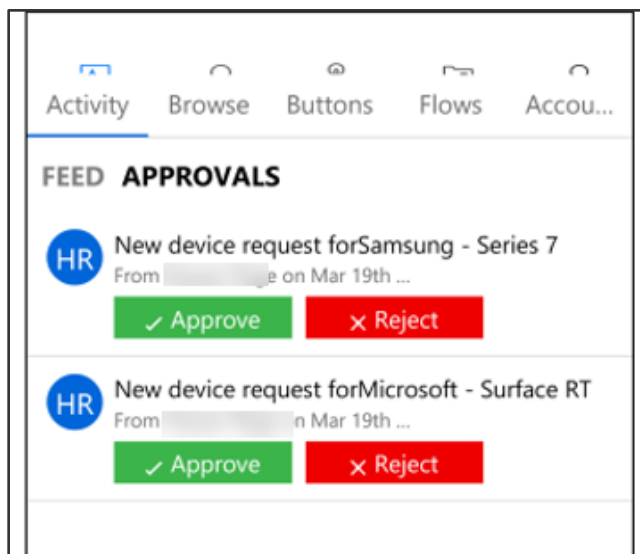
11. Open the **Microsoft Flow mobile app** on your mobile device.
12. Login and switch to the environment where the flow is deployed.



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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