

Contributing your workbook

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Steps to submitting a workbook for review

This guide will walk you through the process of publishing your workbook as a Public Template in the Gallery.

Prerequisites:

In order to submit a workbook you must:

1. Have a GitHub account
2. Belong to the [Microsoft Organization in GitHub](#)
-If you do not yet belong, click on this link: <https://repos.opensource.microsoft.com/> and then select **Microsoft** to join organization
3. Be a member of the [@azure-ad-workbooks](#) team in GitHub
-If you are not yet a member, go to the [Microsoft Organization in GitHub](#) and search for the [@azure-ad-workbooks](#) team and request access for approval by owner

Step 1: Clone the Application Insights Repository

- Sign into your GitHub Account.
- Go to the [Azure AD Workbooks Team](#)
- Click Repositories
- Select the [Application-Insights-Workbooks repro](#)
- Click the Code button

- Copy the HTTPS URL: <https://github.com/microsoft/Application-Insights-Workbooks.git>

Step 2: Create a local copy of the Applications-Insights-Workbooks repro using Git Bash

If you do not already have Git Bash, you can download it here: [Git - Downloads](#)

Navigate to location where you want to store the repo:

- Create a GitHub folder where you will store this and future repos
- Right click on the GitHub Folder and select “Git Bash Here”
- A Git Bash Window will open up and will point to your GitHub folder

Create a local version of the repro

- Type “git clone <https://github.com/microsoft/Application-Insights-Workbooks.git>” in the Git Bash terminal
- Once it is completed enumerating, counting, compressing and resolving all the objects, the repo will show up in your GitHub folder

Return to your Git Bash Terminal

- Type cd Application-Insights-Workbooks
- You are now in the master version of the Application Insights Workbook repository

Create your branch

- Type git pull (this is to make sure that the master is up to date)
- Type git checkout -b “your branch name” to create a new branch
In this example, my branch name is corissalea_1

Step 3: Prepare your Workbook file to be saved in the local repository

Download JSON representation of your workbook

As you built your workbook, the advanced editor is tracking in JSON format.

- In your browser, go to the Azure Active Directory Management Portal (<https://aad.portal.azure.com>)
- Under Monitoring, select Workbooks
- Open the Workbook you’d like to share/export/submit to GitHub
- Click Edit in the toolbar above the workbook
- Select the Advanced Editor </>
- Click the download button:
 - The workbook file will be in your Downloads folder

Navigate to your Downloads folder:

- Open up the workbook using NotePad++, Sublime or whatever text editor you prefer

Remove the fallback resource IDs

- Delete any of the fallback resource IDs, which is found at the end of the workbook
- Be careful not to remove too many commas or brackets
Note: this is to avoid falling back to the incorrect Resource when the Workbook is opened in another tenant

Save the file in the local repo

- Once you have made the changes to your workbook, select "Save As" and save in the Azure Active Directory folder in the local version of your repo. Make sure to save it as a Workbook file.
- For example, the path for my local repo is: C:\GitHub\Application-Insights-Workbooks\Workbooks\Azure Active Directory\Device Insights
Note: I needed to create the Device Insights folder since there was not another folder with the correct category.

Step 4: Update the meta data folder in the "gallery" folder

- Navigate to the gallery folder (example C:\GitHub\Application-Insights-Workbooks\gallery)
- Open up the "workbook" folder
- Right click on "microsoft.aad-tenant.json" and open with text editor
- Update the "microsoft.aad-tenant.json" metadata file with the path for how you want your workbook to show up in the gallery and save it.

Step 5: Commit the changes you made locally to the master repo using Git Bash

- Return to the open Git Bash terminal (you should still be in your branch)
- Type `git add .` to add your changes
- Type `git commit -m "comments"`

Push to the master branch

- Type `git push -u origin "your branch name"`
 My branch name is `corissalea_1`

Go back to GitHub to push & compare request

- You will see a yellow box at the top of the "Pull Requests" tab
- Click on "Compare & pull request"
- The "Open a pull request" page will come up with a green checkmark to let you know it is able to merge. Click on "Create pull request".
- Share screenshot of the PR to **@Sarah Baranowski** via Teams/email. Take note of the PR number, which is an indicator that your workbook has been completed the Pull Request correctly.
- Once the workbook has been approved by **@Sarah Baranowski**, you will need to return to GitHub to merge the workbook. This is a very IMPORTANT final step. Make sure you see

something similar to the image below which states "Pull request successfully merged and closed."

- The Azure AD Workbooks Team will now review your workbook and get back to you with any questions, comments, feedback or change requests. [See Deployment Process for more info.](#)
- Please allow at least **72 hours** to hear back. If it is an urgent request, please let us know.
- If you find something missing, please feel free to edit this page. If you get stuck, please contact **@Corissa Koopmans**. Thanks!

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