

# Deploying Solutions using Apps and App Workspaces

**Lab Time:** 40 minutes

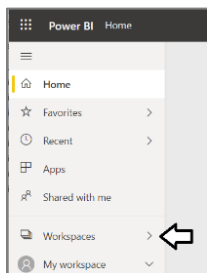
**Lab Folder:** C:\Student\Modules\06\_AppWorkspaces\Lab

**Lab Overview:** In the first exercise, you will create and populate the **Wingtip Reports** app workspace by importing the report and dataset from **Wingtip Sales Report.pbix**. In the second exercise, you will publish the **Wingtip Reports** app workspace as an organization app. In the last exercise, you will work through the process of creating and testing a Power BI template app.

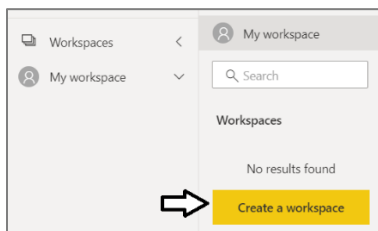
## Exercise 1: Create an App Workspaces and Add Content

In this exercise, you will create a new app workspace named **Wingtip Reports** and then you will publish the report from the Power BI Desktop project named **Wingtip Sales Report.pbix**.

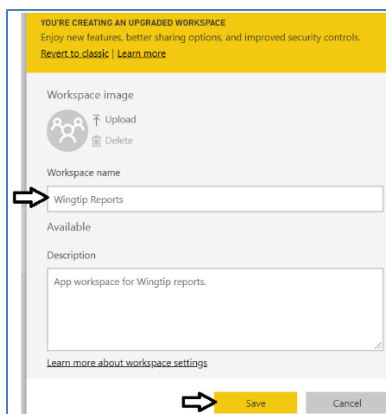
1. Log into the Power BI Service with your Office 365 account.
  - a) Navigate the Power BI portal at <https://app.powerbi.com> and if prompted, log in using your Office 365 account.
2. Create a new app workspace named **Wingtip Reports**.
  - a) Click the **Workspace** flyout menu in the left navigation.



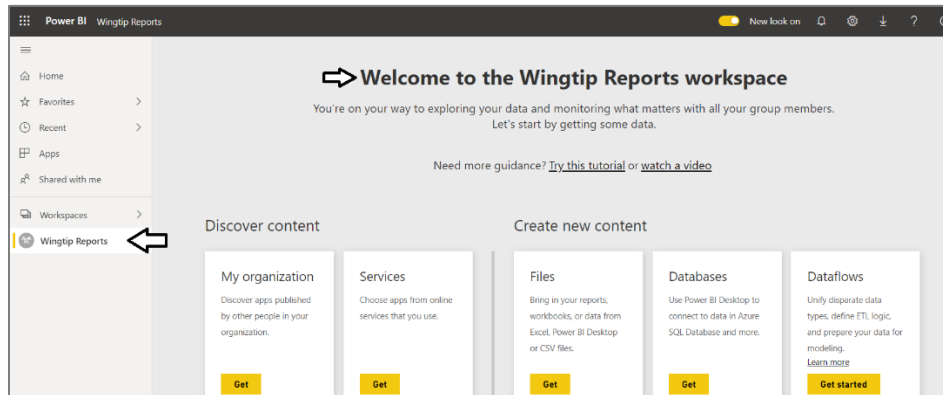
- b) Click the **Create a workspace** button to display the **Create a workspace** dialog.



- c) In the **Create a workspace** pane, enter a workspace name of **Wingtip Reports**.
- d) Click the **Save** button to create the new app workspace named **Wingtip Reports**.

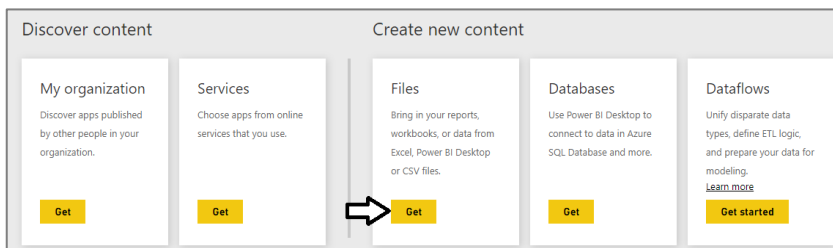


- e) When you click **Save**, the Power BI service should create the new app workspace and then switch your current Power BI session to be running within the context of this new **Wingtip Reports** workspace.

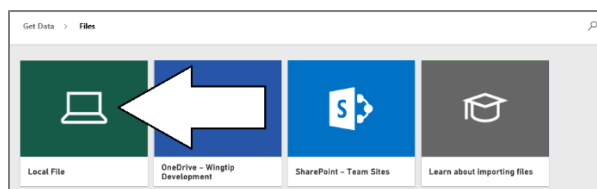


You have now created an app workspace which will provide the foundation for publishing and managing the Power BI reports and dashboards used by a custom solution.

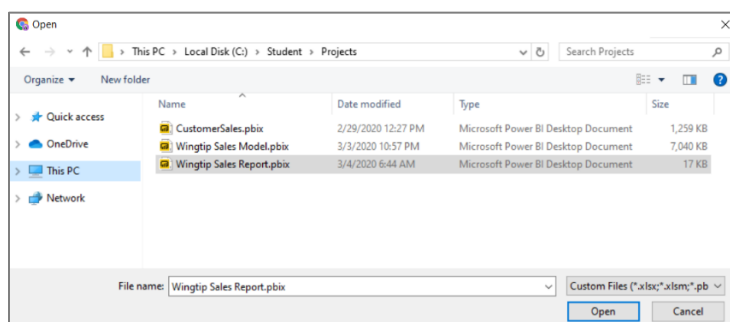
3. The **Wingtip Reports** app workspace should currently display the standard Welcome page because it does not yet contain any datasets, reports or dashboards.



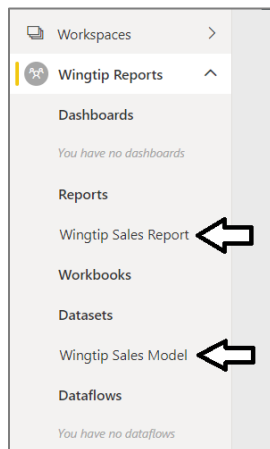
4. Import the **Wingtip Sales Reports.pbix** project into the **Wingtip Reports** app workspace.
- On the Welcome page, click the **Get** button in the **Files** section.
  - On the **Get Data > Files** page, click the **Local File** button to display the Windows **Open** file dialog.



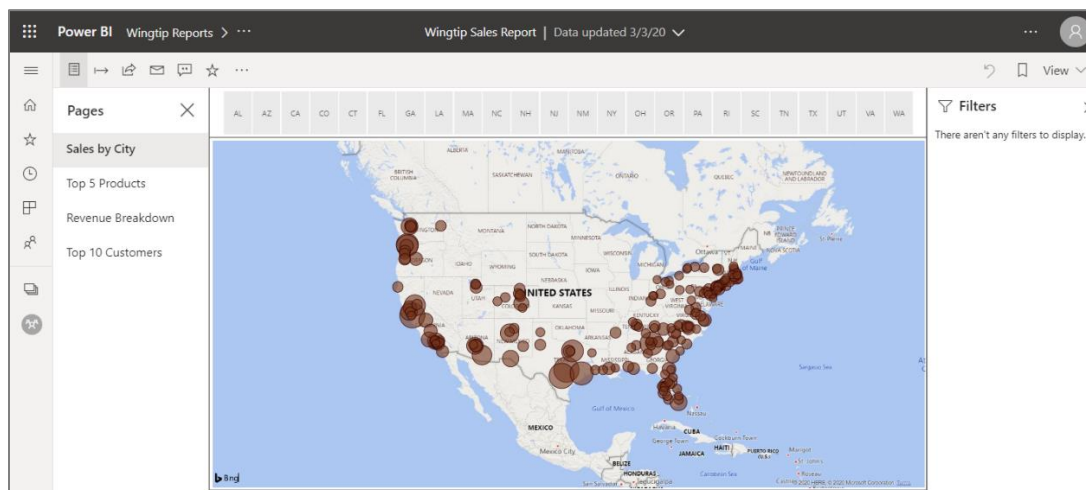
- c) In the Windows **Open** file dialog, select the project file at **c:\Student\Projects\Wingtip Sales Report.pbix** and click **Open**.



- d) Wait while the Power BI service uploads the PBIX files and imports its assets into the **Wingtip Reports** app workspace
- e) Once the import operation has completed, you should only see a dataset and report in the left nav menu.

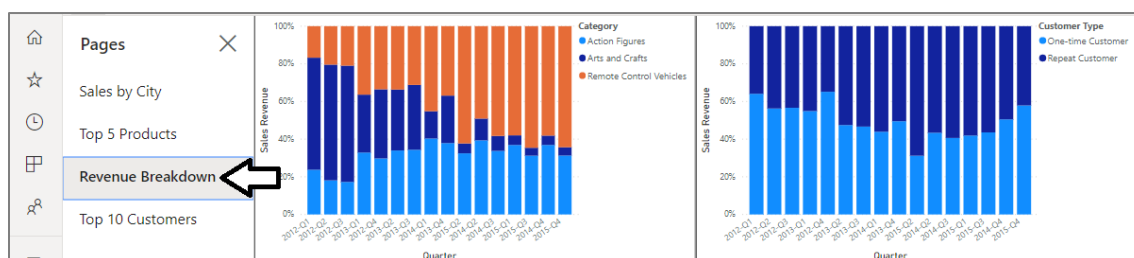


- f) Click on the report named **Wingtip Sales Report** in the **Reports** section.
5. Examine the report named **Wingtip Sales Report**.
- a) Locate the page tabs in the top left corner of the report.

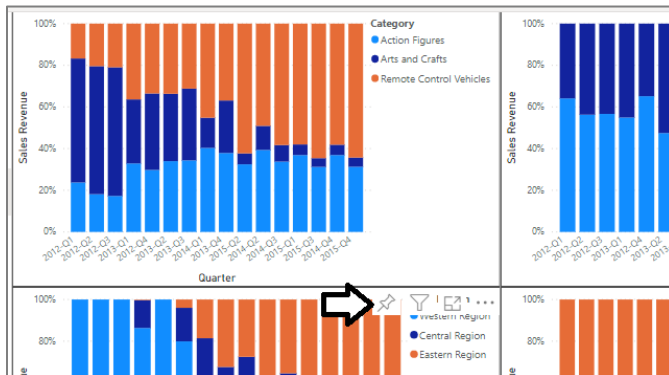


Note that you must always create dashboards using the browser. You cannot create a dashboard with Power BI Desktop.

6. Create a new dashboard named **Wingtip Sales Dashboard**.
- a) Navigate to the **Reports** tab and open the report named **Wingtip Sales Report**.
  - b) Navigate to the **Revenue Breakdown** page of **Wingtip Sales Report**.

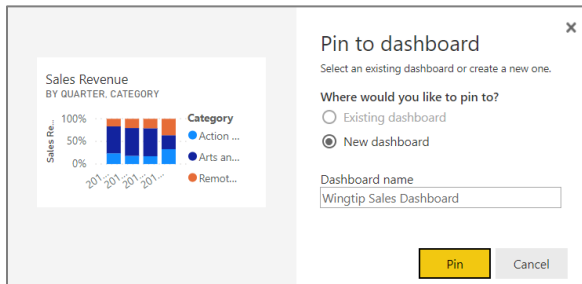


- c) Hover the mouse over the column chart visual which displays a sales revenue breakdown by product category.
- d) Locate and click the button with the thumbtack icon under the visual to pin this report visual to a new dashboard.

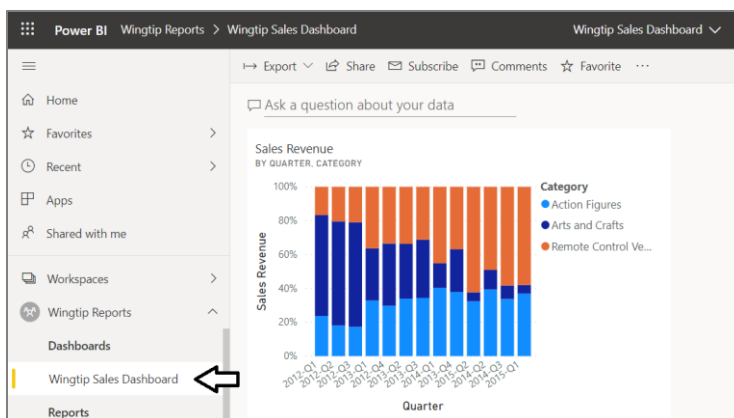


When you click the thumbtack button, you'll be prompted with the **Pin to dashboard** dialog where you must select a dashboard.

- e) Select **New Dashboard**, give it a name of **Wingtip Sales Dashboard** and click the **Pin** button.

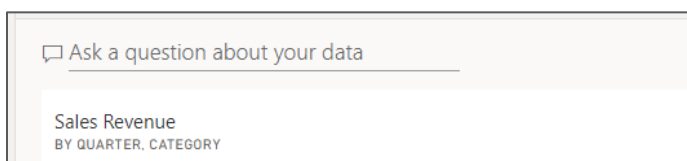


- f) Click the **Wingtip Sales Dashboard** link in the **Dashboards** section of the left navigation to display the new dashboard.

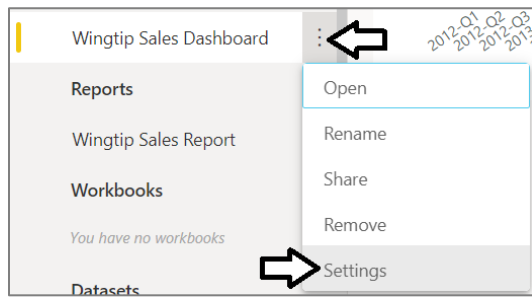


7. Remove the Q&A search box from **Wingtip Sales Dashboard**.

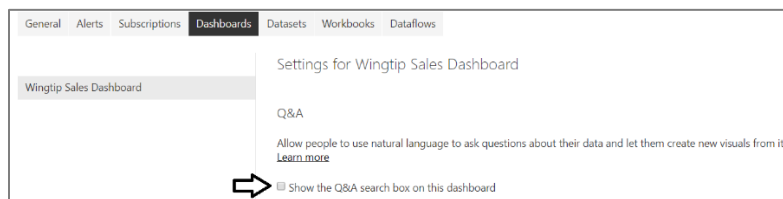
- a) You can see the dashboard is initially displayed with the **Ask a question about your data** search box.



- b) Click **Dashboards > Settings** in the left navigation to display the **Settings for Wingtip Sales Dashboard** pane.



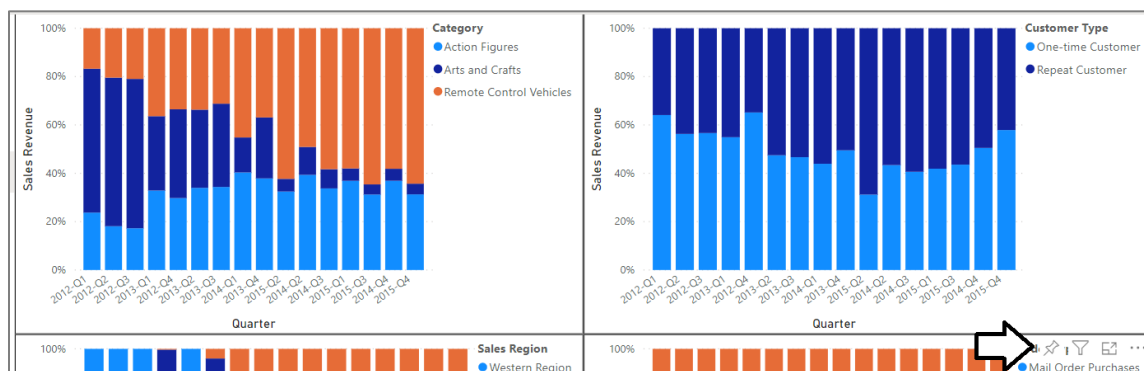
- c) In the **Settings for Wingtip Sales Dashboard** pane, uncheck **Show the Q&A search box on this dashboard**.



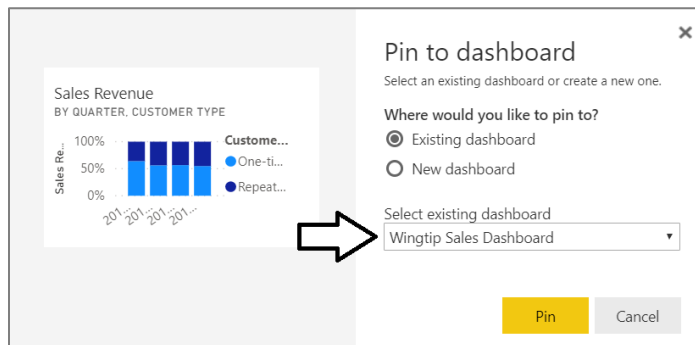
- d) Click **Apply** below in the **Settings for Wingtip Sales Dashboard** pane.  
e) Confirm the Q&A search box is no longer showing.



8. Add a second tile to the dashboard by pinning another visual from **Wingtip Sales Report**.  
a) Navigate the **Revenue Breakdown** page of the report named **Wingtip Sales Report**.  
b) Click the thumbtack button of the visual underneath the visual.

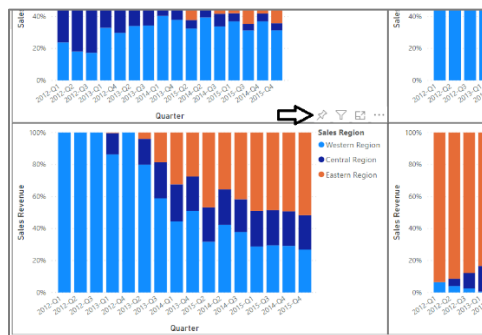


- c) Pin the visual to the dashboard named **Wingtip Sales Dashboard**.

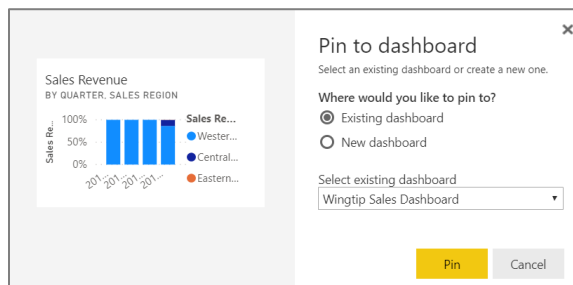


9. Add a third tile to the dashboard by pinning another visual from **Wingtip Sales Report**.

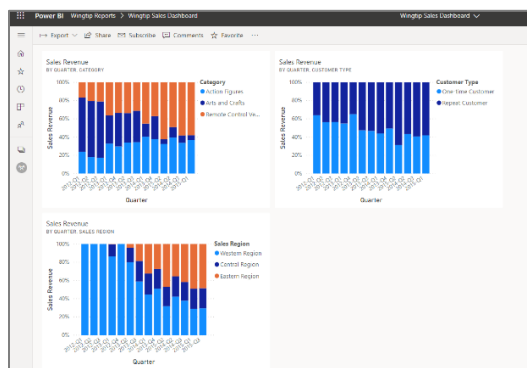
- a) Click the thumbtack button of the visual in the top left corner.



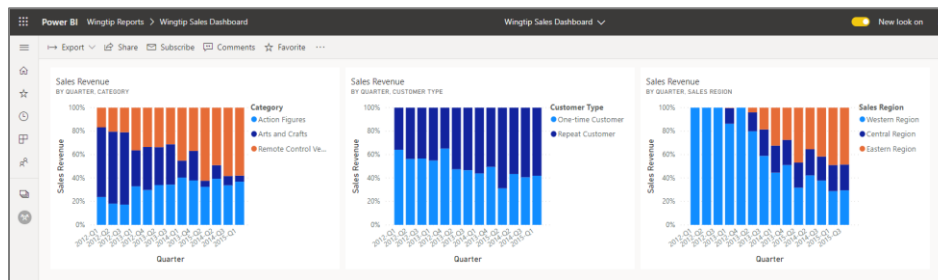
- b) Pin the visual to **Wingtip Sales Dashboard**.



- c) Navigate to the dashboard named **Wingtip Sales Dashboard**. The tile layout should match the following screenshot.

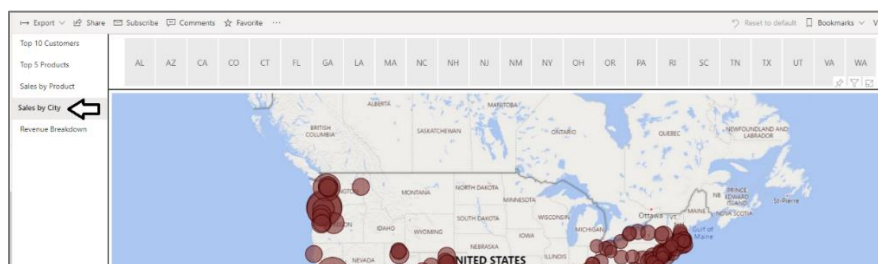


- d) Using the mouse, move the tile on the bottom row up so it's to the right of the two other tiles.

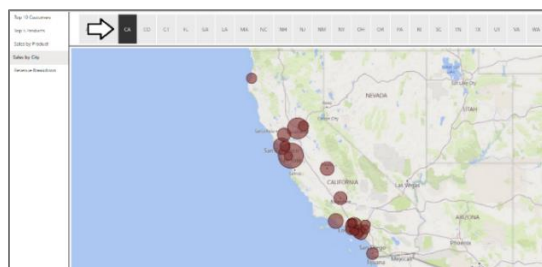


10. Add three more tiles to **Wingtip Sales Dashboard** to show sales revenue by city in CA, TX and FL.

- a) Navigate to the **Sales by City** page of **Wingtip Sales Report**.



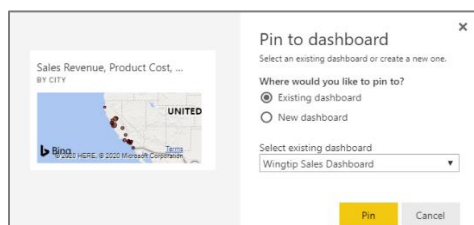
- b) Click on **CA** in the top slicer to filter cities by the state of California.



- c) Once you have applied a filter for the state of **CA**, click the thumbtack button to pin the visual as a dashboard tile.



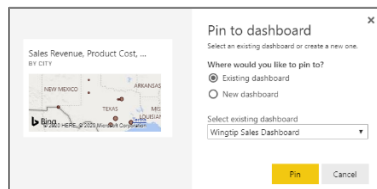
- d) Pin the filtered map visual to **Wingtip Sales Dashboard**.



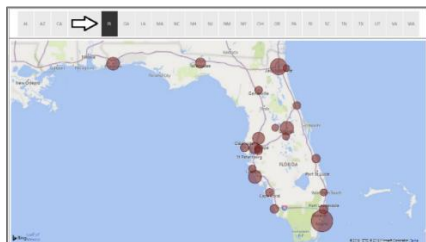
- e) Click on **TX** in the top slicer to filter cities by the state of Texas.



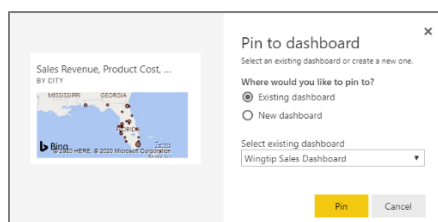
- f) Pin the filtered map visual to **Wingtip Sales Dashboard**.



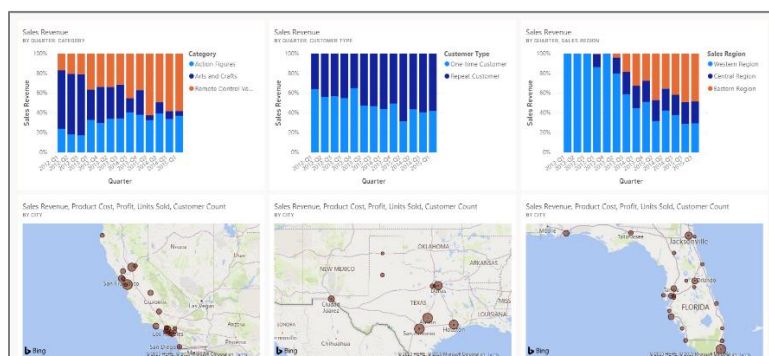
- g) Click on **FL** in the top slicer to filter cities by the state of Florida.



- h) Pin the filtered visual to **Wingtip Sales Dashboard**.



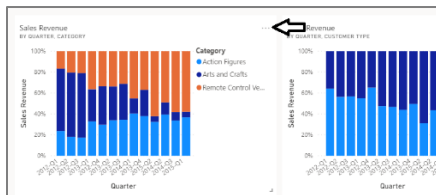
- i) Navigate back to **Wingtip Sales Dashboard**.  
j) Rearrange the tiles in **Wingtip Sales Dashboard** to match the following screenshot.



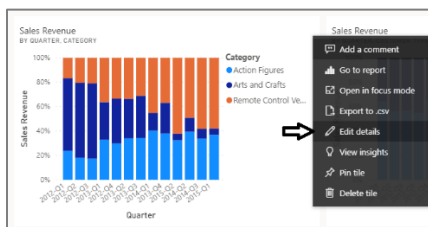


## 11. Remove the titles and subtitles from all six dashboard tiles

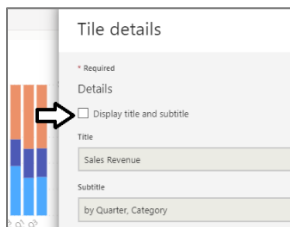
- Click the ellipse flyout menu for the tile at the top left of the dashboard.



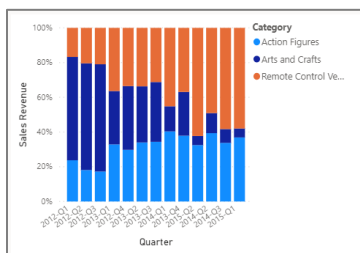
- Select the **Edit details** to open the **Tile details** pane for this tile.



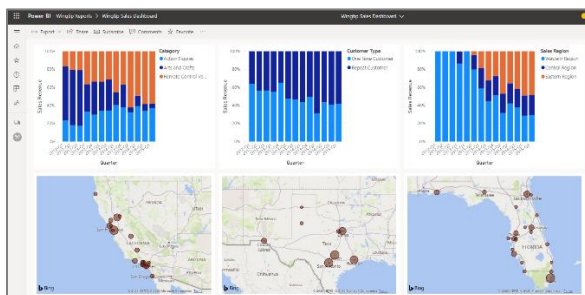
- On the **Tile details** pane, uncheck the **Display title and subtitle** checkbox and then click **Apply**.



- The top left tile should now display without a title or subtitle.



- Follow the same set of steps to remove the title and subtitle from the other 5 tiles.

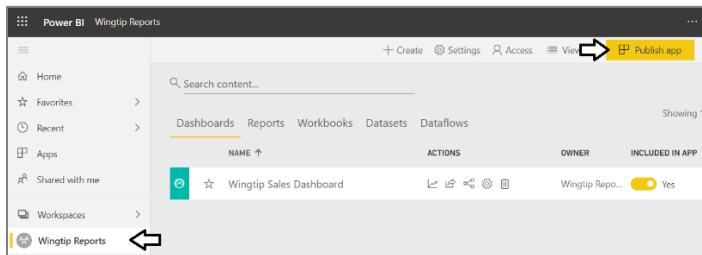


You have finished populating the **Wingtip Sales Reports** workspace with content and it's time to publish this workspace as an app.

## Exercise 2: Publish an App Workspace as a Power BI App

In this exercise you will publish the **Wingtip Reports** app workspace as a Power BI app.

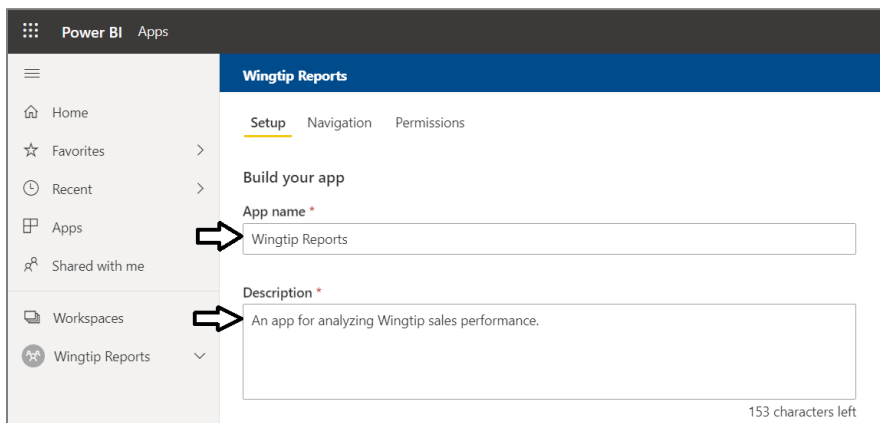
1. Publish the **Wingtip Reports** workspace as a Power BI app.
  - a) Navigate to the **Wingtip Reports** workspace.
  - b) Click the **Wingtip Reports** link in the left navigation to show the summary page for the **Wingtip Reports** workspace.



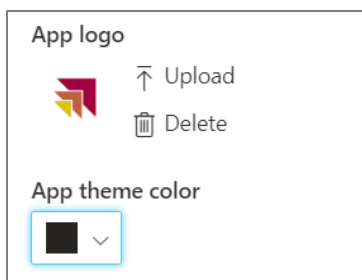
- c) Click the **Publish app** button.



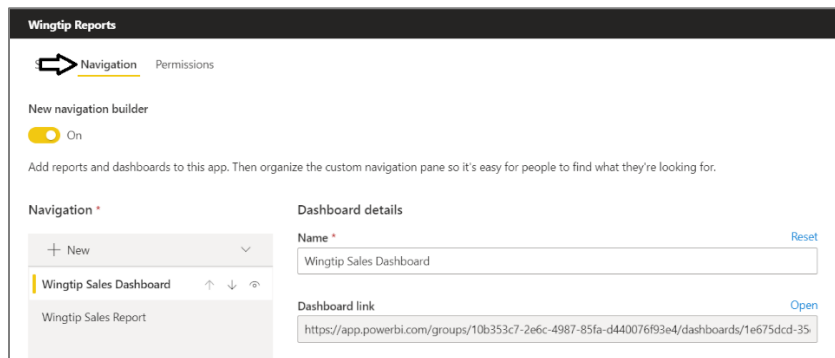
- d) On the **Setup** tab, enter an **App name** of **Wingtip Reports** and a short **Description**.



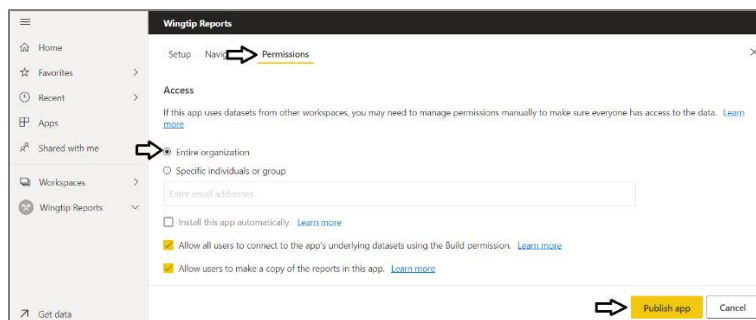
- e) Upload an **App logo** from **C:\Student\Extras\Images\Applcon.png**.
    - f) Select an **App theme color** of black.



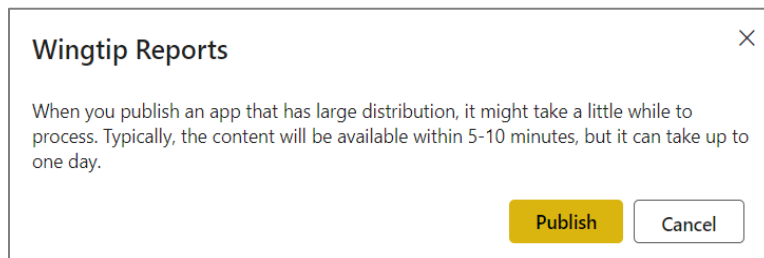
- g) Click on the **Navigation** tab and **Set New navigation builder to On**.



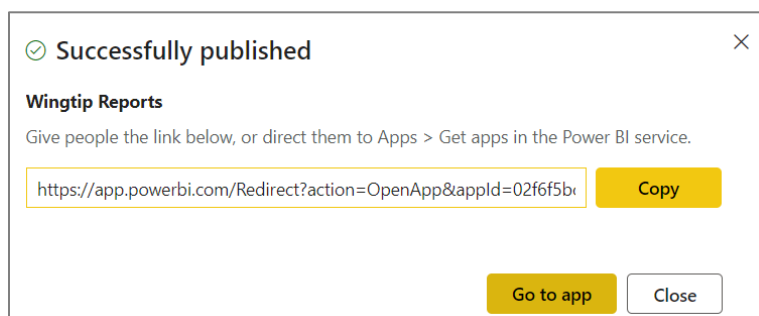
- h) On the **Permissions** tab under **Access**, select **Entire organization**  
i) Click the **Publish app** button on the right to complete the publication process.



- j) When prompted by the **Wingtip Reports5** dialog, click **Publish**.

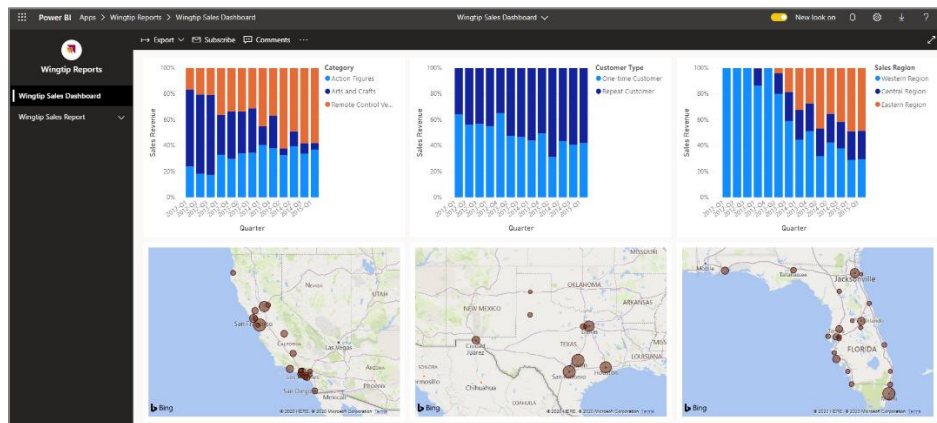


- k) When you see the **Successfully Published** dialog, click the **Go to app** button.



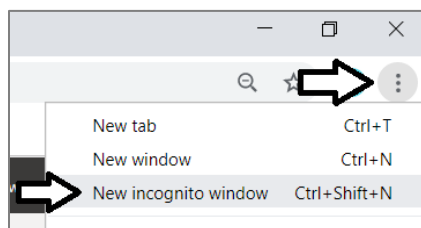
The **Wingtip Reports** app is now being installed for your organization account,

- l) You should now be redirected into the **Wingtip Reports** app.



In the next step, you will login as James Bond and you will access the **Wingtip Reports** app as a consumer.

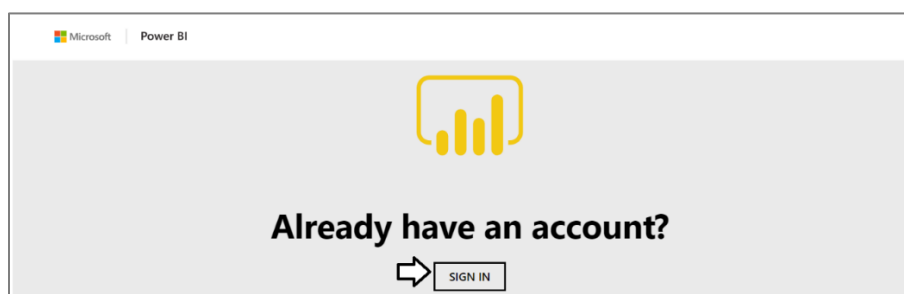
2. Launch a new browser session to sign into the Power BI Service as the user James Bong.
  - a) Launch a new session of the Chrome browser in incognito mode. (or you can launch a different browser such as IE or Edge)



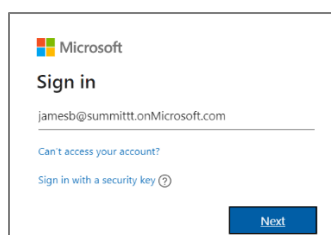
- b) In the new browser window, copy and paste the following URL into the address bar to navigate the Power BI Service.

**<https://app.powerbi.com>**

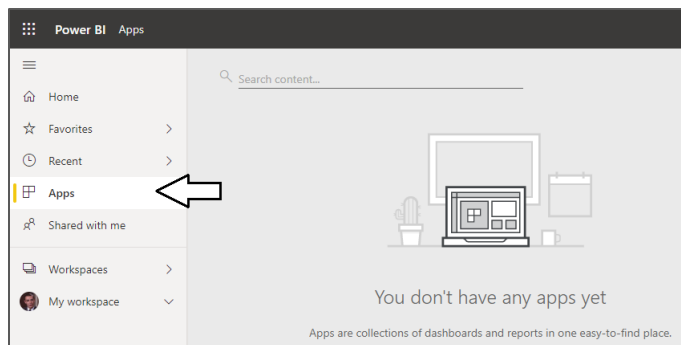
- c) When you navigate to the Power BI Service, you should see a page with a **Sign In** button. Click the **Sign in** button.



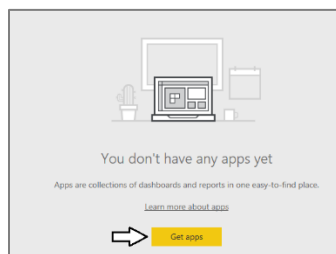
- d) Sign in using the account name and the password of the user account for James Bond.



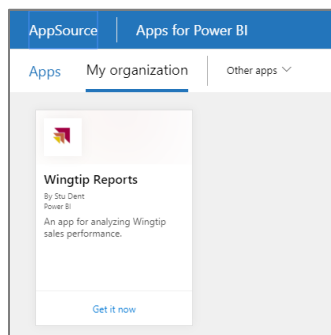
3. Install the **Wingtip Sales** app from the perspective of an app consumer.
  - a) Click the **Apps** button in the left navigation menu.



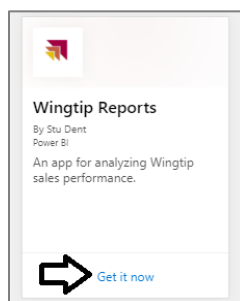
- b) You should see there are no apps currently installed for the current user, James Bond.
  - c) Click the **Get apps** button.



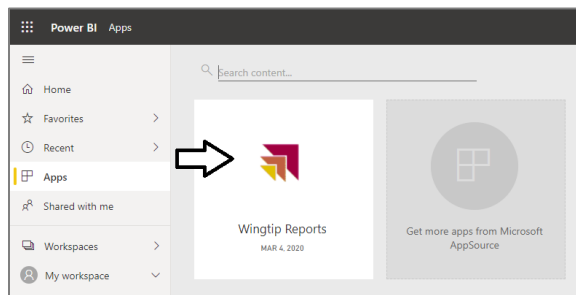
- d) You should see the **AppSource** dialog showing you what apps are available for installation.
  - e) Inspect the apps in the **My organization** tab where you should see the new app named **Wingtip Reports**.



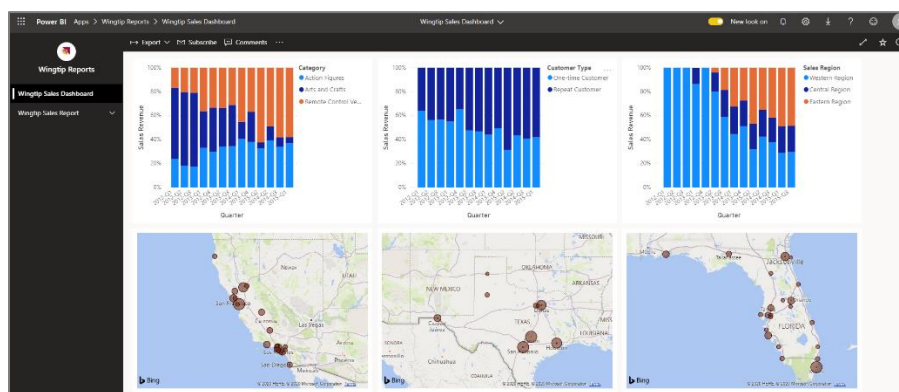
- f) Click the **Get it now** link.



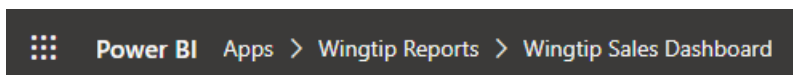
- g) The app should install and then be displayed as shown in the following screenshot.  
h) Click on the tile for the **Wingtip Reports** app to launch it,



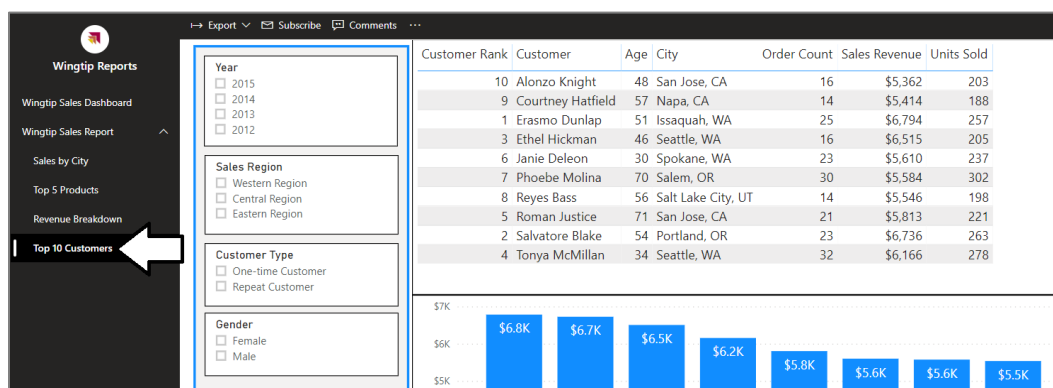
- i) When the app is launched, it displays a left navigation menu and also initially displays the **Wingtip Sales Dashboard**.



- j) Note the breadcrumb at the top shows a path with the app and the dashboard inside the app.



- k) Expand the **Wingtip Sales Report** node in the left navigation so you can see all the report pages in left navigation.  
l) Experiment navigating to the report pages such as the **Top 10 Customers** page.



You have now installed and tested an app from the perspective of an ordinary user who does not an administrator.