

Summit PowerApps Lab with Charles Sterling and Ted Pattison

Setup Time: 60 minutes

Lab Folder: C:\SummitPowerAppLabs\

Overview: This lab covers how to get up and running with the Power Platform by creating a new Microsoft 365 tenant with trial subscriptions to Office 365, PowerApps, Flow, Power BI and SharePoint Online. The act of creating and configuring this new Microsoft 365 tenant will yield an isolated testing and development environment for building and testing the apps and components you can build with PowerApps and Flow. One valuable aspect of creating your own new Microsoft 365 tenant is that you will have Global tenant administrative permissions allowing you to create multiple Microsoft 365 user accounts for testing your apps and flows in isolation from any other existing Microsoft 365 tenant.

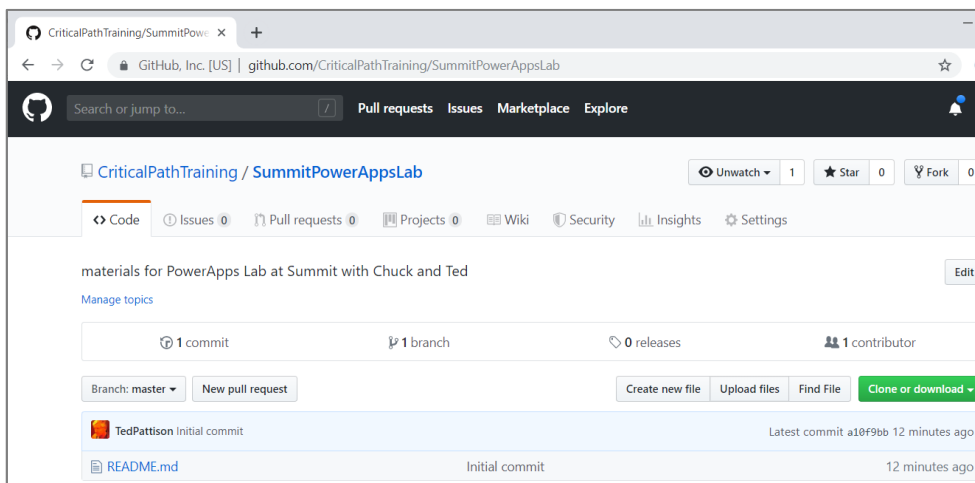
Exercise 1: Setup a PowerApps Builders Environment

In this exercise, you will download a local copy of the student files from a GitHub repository named **SummitPowerAppsLab**

1. Launch a browser and navigate to the GitHub repository for this course at the following URL.

<https://github.com/CriticalPathTraining/SummitPowerAppsLab>

2. You should see the home page for the repository as shown in the following screenshot.

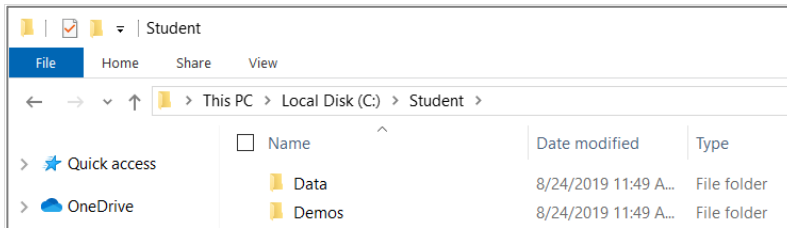


Note that you can examine the folders and the contents of individual files of this repository using the browser. However, it will be easier for you to download a local copy of the files from this repository as you work on these lab exercises.

3. Download the ZIP archive with the student files using the following URL:

<https://github.com/CriticalPathTraining/SummitPowerAppsLab/archive/master.zip>

4. Extract the contents of the zip archive into a local folder on your hard drive.



You can see that the student files contain **Lab.pdf** and **Slides.pdf**.

Task 2: Sign Up for an Office 365 E5 Trial

In this task you will create a new Office 365 trial tenant. As you work through the sign up process for this free trial, you will be asked to provide a user name and a password for an Azure AD user account that will be configured as the tenant Global administrator. You will log in with this account when developing and testing applications that use Power BI embedding. However, it's a good practice that you also test your applications with standard user Azure AD accounts that have no administrative permissions. The trial tenant that you are going to create will allow you to create up to 25 user accounts with Office 365 E5 subscriptions. Remember that any user with an Office 365 E5 subscription is automatically assigned a Power BI Pro license as well.

1. Navigate to the Office 365 trial sign up web page.
 - a) Launch the Chrome browser.
 - b) Copy and paste the following URL into the address bar of the incognito window to navigate to the signup page.

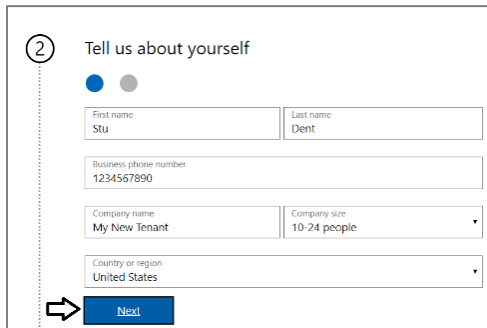
<https://go.microsoft.com/fwlink/p/?LinkID=698279&culture=en-US&country=US>

- c) You should now see the form you need to fill out to create your new **Office 365 E5** trial.
- d) Enter your email address and click **Next**.

If you enter an email address for an organization account, the form provides the option to sign in. Do not click the **Sign in** button because you don't want to sign with an existing organization account. The purpose of this exercise is to create a new organizational account in a new Microsoft 365 tenant.

- e) Click the **Create a new account instead** link.

- f) Enter your **First name** and **Last name**.
- g) Enter your mobile phone number as the **Business phone number**.
- h) Provides values for **Company size** and **Country or region** and click **Next**.



② Tell us about yourself

First name: Stu Last name: Dent

Business phone number: 1234567890

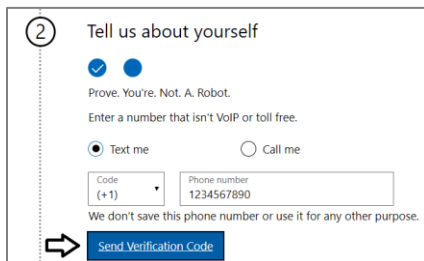
Company name: My New Tenant Company size: 10-24 people

Country or region: United States

Next

Whatever **Company name** you enter will be used as the name of the Azure AD tenant that will be created during the sign up process.

- i) When prompted to prove you're not a robot, select the **Text me** option and ensure Phone number of for your mobile phone.
- j) Click **Send Verification Code**.



② Tell us about yourself

Prove. You're. Not. A. Robot.

Enter a number that isn't VoIP or toll free.

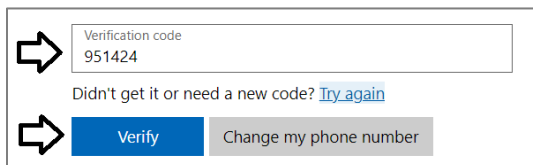
☒ Text me ☐ Call me

Code (+1) Phone number: 1234567890

We don't save this phone number or use it for any other purpose.

Send Verification Code

- k) Retrieve the access code from your mobile device and use it to complete the validation process.

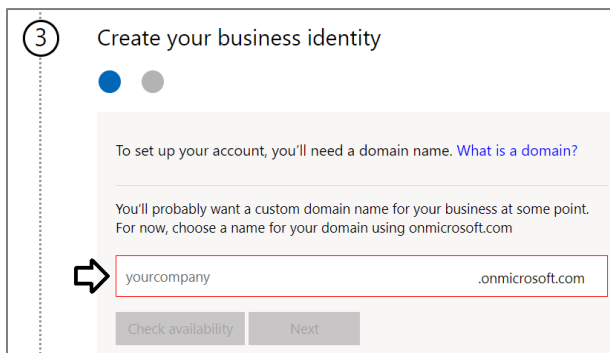


Verification code: 951424

Didn't get it or need a new code? [Try again](#)

Verify Change my phone number

- l) In the **Create your business identity** step, locate the textbox into which you will enter a domain name.



③ Create your business identity

To set up your account, you'll need a domain name. [What is a domain?](#)

You'll probably want a custom domain name for your business at some point. For now, choose a name for your domain using onmicrosoft.com

yourcompany.onmicrosoft.com

Check availability Next

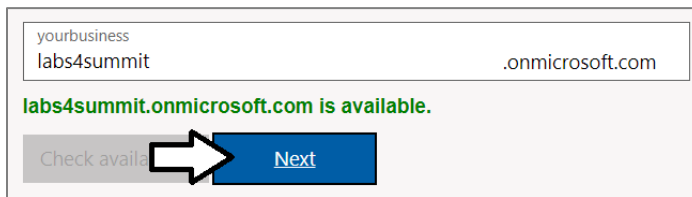
Note that the company name you enter in this textbox will be used to create an Internet domain name for a new Microsoft 365 tenant. For example, if you were to enter a company name of **cptstudent**, it would result in the creation of a new Office 365 tenant within a domain of **cptstudent.onMicrosoft.com**. The user name you enter will be used to create the first user account which will

be given global admin permissions throughout the Azure AD tenant. If you enter a user name of **Student**, then the email address as well as user principal name for this account will be **student@cptstudent.onmicrosoft.com**

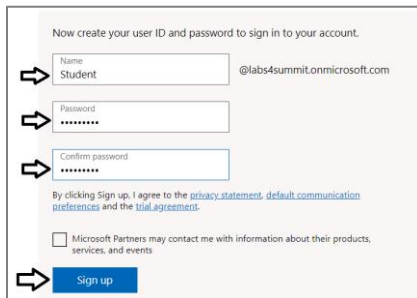
- m) Enter a domain name for your new Microsoft 365 tenant.



- n) If the domain name you enter is not available, modify the domain name until you can verify that it is available.
o) Once you have created a domain name that is available, click **Next**.

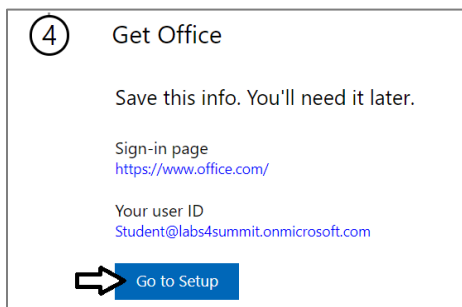


- p) Enter a **Name** for your user account, a **Password** that you will remember and then click **Sign up**.



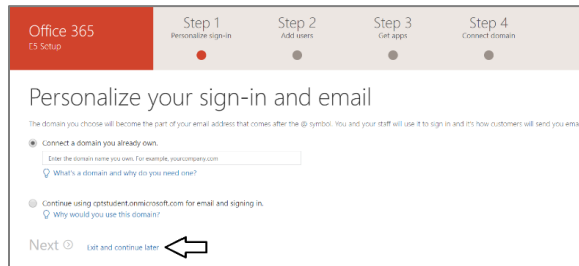
At this point, the Sign up process should begin to provision your new Microsoft 365 tenant and your new organizational account.

- q) Once the provision process completes, take note of your new **user ID** and click the **Go To Setup** button.

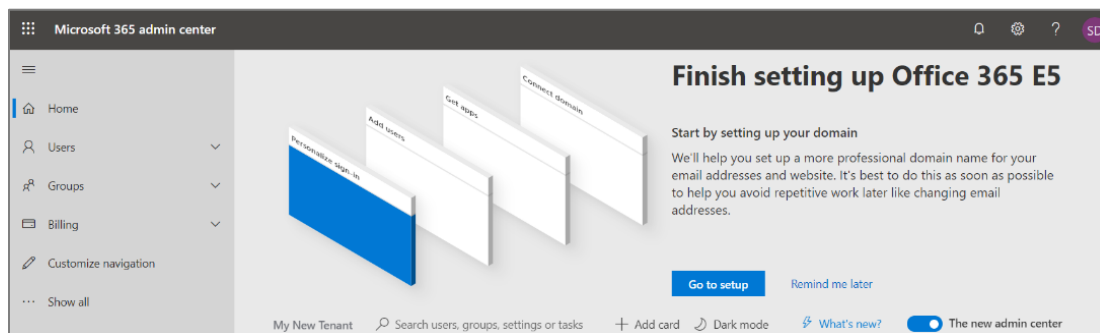


You have just created a new Microsoft 365 tenant with a 30-day trial for 25 Office 365 E5 licenses. Note that some Microsoft cloud services within your new tenant such as the Microsoft 365 admin center, Power BI, PowerApps and Flow can be accessed immediately. Other Office 365 services such as SharePoint Online, OneDrive for Business and your Outlook mailbox will not be ready immediately and can take some time to provision.

- r) If you see the **Personalize your sign-in and email** setup page, click **Exit and continue later**.



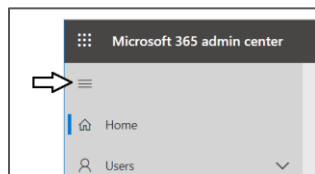
s) You should now be located at the home page of the **Microsoft 365 admin center**.



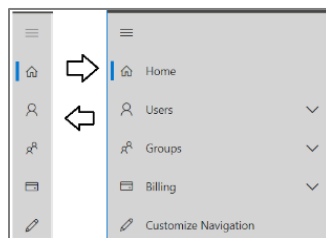
If you don't see the home page of the **Microsoft 365 admin center**, navigate to <https://admin.microsoft.com/Adminportal>.

2. Inspect the set of active users in the current Azure AD tenant.

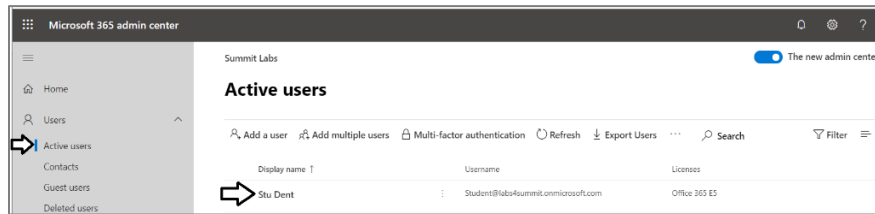
a) Locate the top **Collapse navigation menu** with the hamburger icon just under the Microsoft 365 App Launcher menu.



b) Toggle the **Collapse navigation menu** button to see how it collapses and expands the left navigation menu.



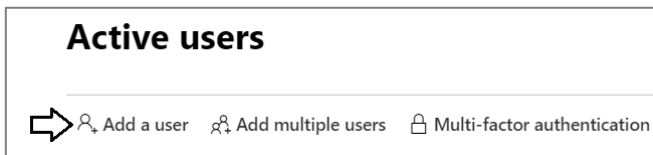
c) Navigate to the **Active users** view where you should be able to verify that the user account you are currently logged in as is the only user account that exists in the current tenant.



Remember that your account is global tenant administrator. You have permissions to configure any settings throughout the tenant.

3. Create a second Azure AD user account in your new Azure AD tenant.

- a) On the **Active Users** page, click the button **Add a user** button to create a new user account



- b) Fill in the **Set up the basics** form with information for a new user account. When creating this account, you can use any name you would like. These lab instructions will demonstrate this by creating a user account for a person named **James Bond** with a user name and email of **JamesB@labs4summit.onmicrosoft.com**.

- c) Move below to the **Password settings** section.
- d) Select the option for **Let me create the password**.
- e) Enter a password of **pass@word1** into the textbox labeled **Password**.
- f) Uncheck the checkbox for the **Require this user change their password when they first sign in** option.
- g) Click **Next**.

- h) In the **Product licenses** section, make sure the **Office 365 E5** license is set to **On**.

The screenshot shows the 'Assign product licenses' step in the 'Add user' wizard. On the left, a progress bar indicates the steps: Basics (completed), Product licenses (current), Optional settings, and Finish. The main content area is titled 'Assign product licenses' and includes the instruction 'Assign the licenses you'd like this user to have.' Below this, there is a 'Select location' dropdown menu set to 'United States'. A section titled 'Licenses (1)' contains two radio button options: 'Assign user a product license' (selected) and 'Create user without product license (not recommended)'. Under the selected option, a checkbox for 'Office 365 E5' is checked, with a note '24 of 25 licenses available'. A warning message states: 'They may have limited or no access to Office 365 until you assign a product license.'

Note that the new account is usually assigned a trial license for **Office 365 E5** plan. However, it's a good practice to check and make sure the new user has been assigned a license for **Office 365 E5**.

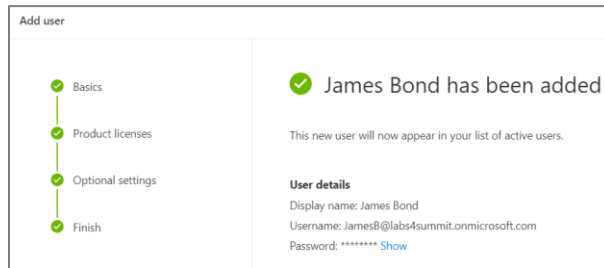
- i) Click the **Next** button down below.
- j) On the **Optional settings** view, click **Next**.

The screenshot shows the 'Optional settings' step in the 'Add user' wizard. The progress bar on the left shows 'Basics', 'Product licenses', and 'Optional settings' as completed steps. The main content area is titled 'Optional settings' and includes the instruction 'You can choose what role you'd like to assign for this user, and fill in additional profile information.' There are two expandable sections: 'Roles (User: no administration access)' and 'Profile info'. At the bottom, there are 'Back' and 'Next' buttons with arrows.

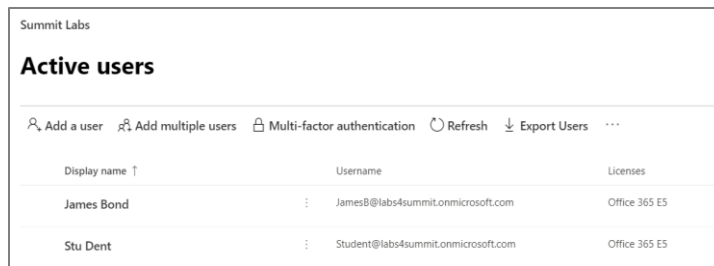
- k) On the **Finish** view, Click the **Finish adding** button at the bottom to create the new user account.

The screenshot shows the 'Finish' step in the 'Add user' wizard. The progress bar on the left shows all four steps (Basics, Product licenses, Optional settings, and Finish) as completed. The main content area is titled 'You're almost done - review and finish adding'. It contains a summary of the 'Assigned Settings' for the user, including: 'Display and username' (James Bond, jamesb@labcsummit.onmicrosoft.com), 'Password' (Type: Custom password), 'Product licenses' (Office 365 E5), and 'Roles (default)' (User (no administrator access)). At the bottom, there is a 'Finish adding' button with a right-pointing arrow.

- l) You should see the **Finish** view with a message indicating that the new user account has been created.



- m) Click the **Close** button at the bottom of the **Finish** view to close the **Add User** pane on the right.
- n) Verify that the new user account has been created and is displayed along with your primary Office 365 user account.



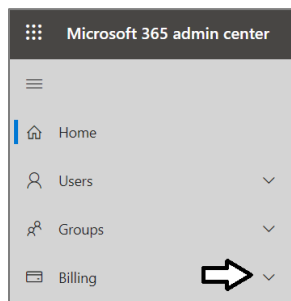
Display name ↑	Username	Licenses
James Bond	JamesB@labs4summit.onmicrosoft.com	Office 365 E5
Stu Dent	Student@labs4summit.onmicrosoft.com	Office 365 E5

Now you have a secondary user account that does not have any administrative permissions. It's important that you test applications which use first-party embedding with standard user accounts to ensure your application doesn't require users with special permissions.

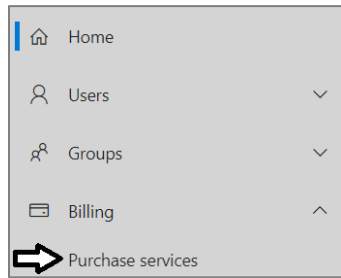
Task 3: Create a Trial Subscription for PowerApps Plan 2

In this exercise, you will configure your new Microsoft 365 tenant by creating a new subscription based on PowerApps Plan 2.

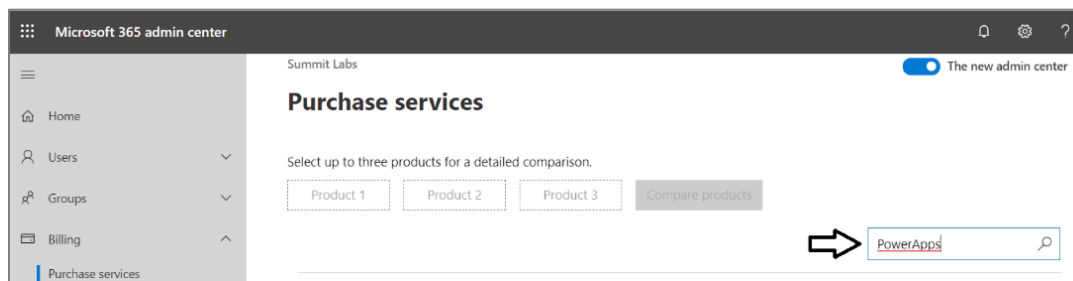
- 4. Navigate to the home page of the Microsoft 365 Admin center.
- 5. Create a new subscription for PowerApps Plan 2.
 - a) Click on **Billing** in the left navigation to expand the menu items underneath.



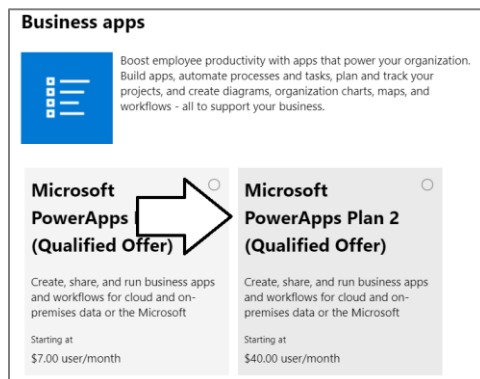
- b) Click on the **Purchase services** navigation link.



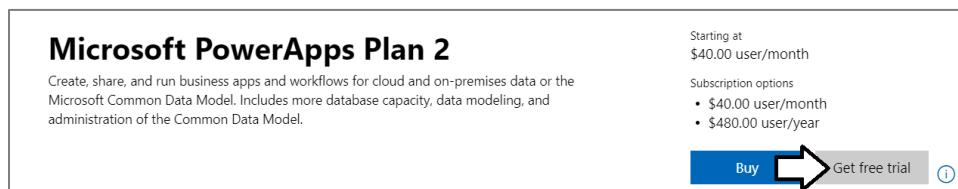
- c) Type "PowerApps" into the search box to search for PowerApps subscription plans.



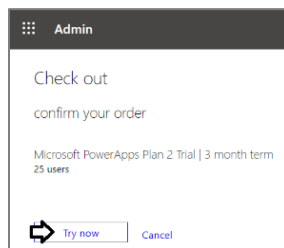
- d) Find the subscription with the name **Microsoft PowerApps Plan 2** and click on it to select it.



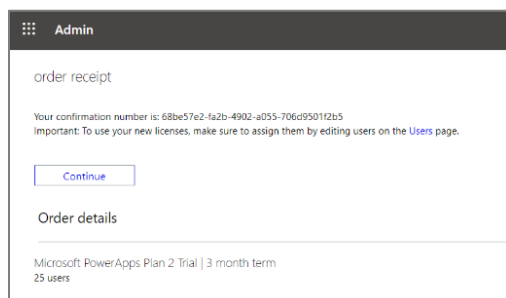
- e) Click the **Start free trial** button



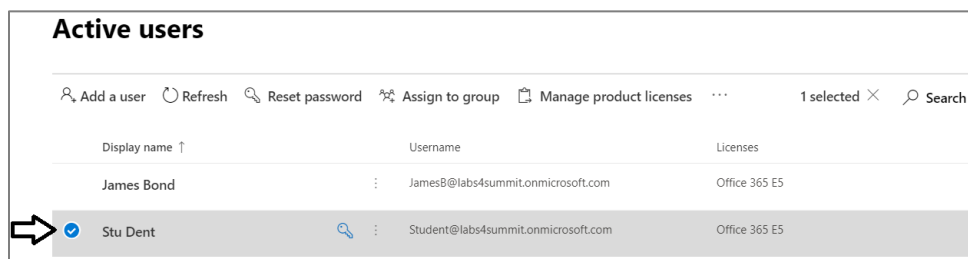
- f) When prompted to confirm your order, click **Try now**.



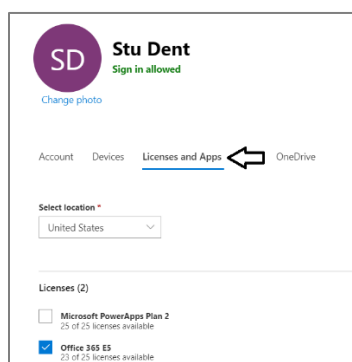
- g) You should see an order receipt to confirm you have created the new trial subscription.



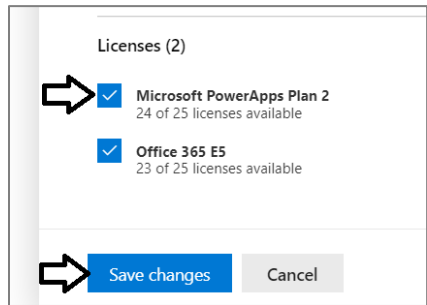
6. Configure your user account by assigning a PowerApps Plan 2 license.
- a) Navigate back to the **Active Users** page in the Office 365 Admin center.
 - b) Click on your user account to edit it.



- c) Click the **Licenses and Apps** link.

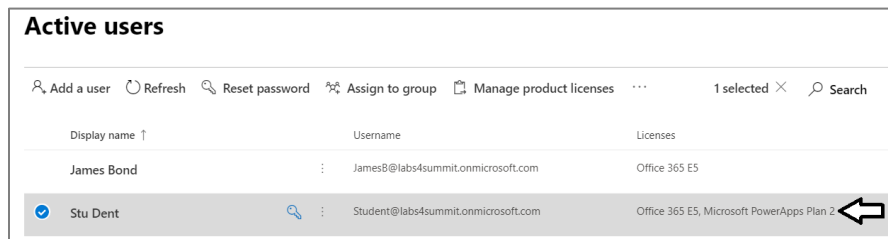


- d) Enable the **Microsoft PowerApps Plan 2** subscription and then click **Save changes** below.



After creating a new subscription for PowerApps Plan 2, it might take a minute or two before it shows up in the Product licenses dialog.

- e) You should be able to confirm your user account has been configured with a **Microsoft PowerApps Plan 2** subscription.

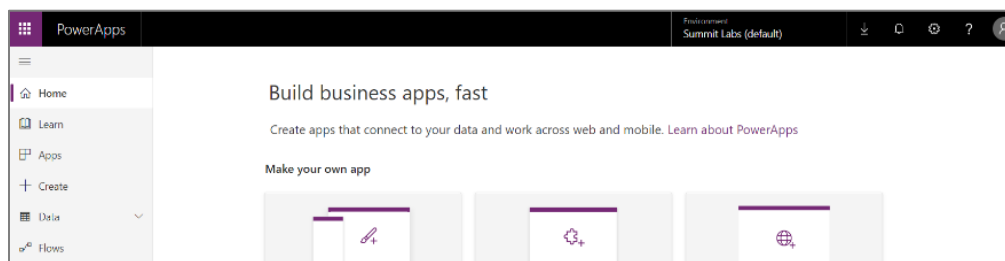


You will need the Microsoft PowerApps Plan 2 subscription to create a new PowerApps environment with a Common Data Service database. The PowerApps Plan 2 provides the licensing beyond the Office 365 license such as the ability to use premium connectors and custom connectors.

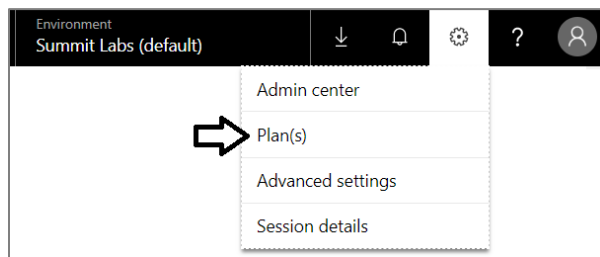
Exercise 2: Create a New PowerApps Environment

In this exercise, you will create a new PowerApps environment with a PowerApps portal.

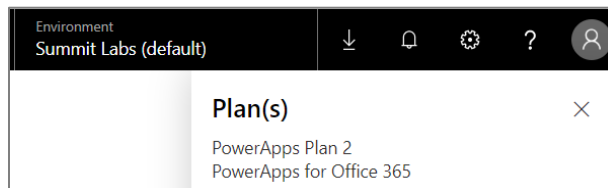
1. Navigate to the PowerApps Admin center.
 - a) In the browser, navigate the PowerApps Maker portal at <https://make.powerapps.com>.



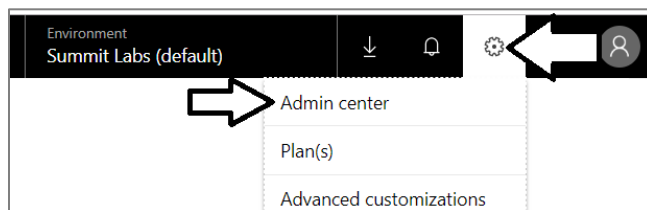
- b) Drop down the menu with the gear icon in the upper right of the page and select the **Plan(s)** command.



- c) You should be able to verify that you have Plan 2.

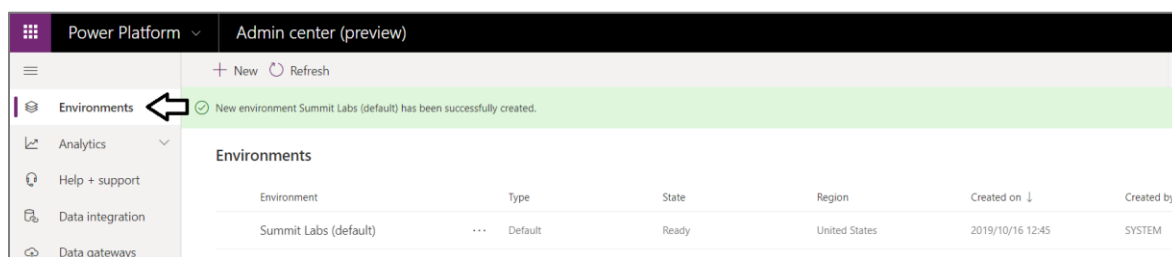


- d) Drop down the menu with the gear icon in the upper right of the page and select the **Admin center** command.

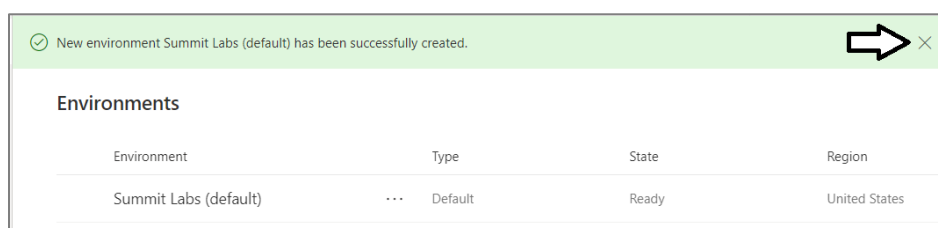


2. Create a new PowerApps environment with a Common data Service database.

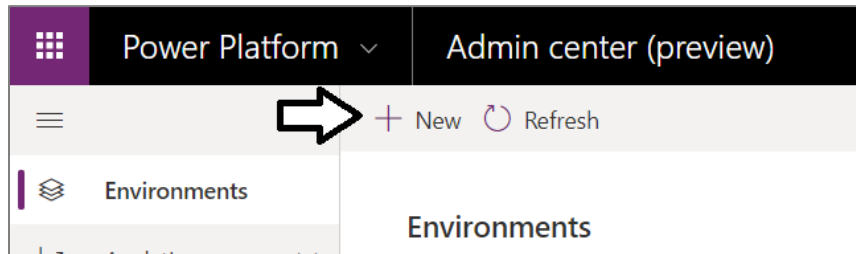
- a) In the **Power Platform Admin center**, click the **Environments** link in the left navigation.



- b) If you see an informational message about the default environment, dismiss it by clicking the **X** in the upper right corner.



- c) Click the **+ New** button to create a new environment.



- d) In the **New environment** pane on the right, enter a Name of **My Dev Environment**.

The screenshot shows a 'New environment' dialog box. It has a title bar with 'New environment' and a close button (X). Below the title bar is a label 'Name *' followed by a text input field. The input field contains the text 'My Dev Environment'. A white arrow points to the input field.

- e) Make sure you enable the option **Create a database for this environment**.
f) Once you have filled out the **New environment** pane, click **Next**.

The screenshot shows the 'New environment' dialog box with several fields. The 'Name' field is filled with 'My Dev Environment'. Below it is the 'Type' dropdown menu, which is set to 'Production'. Below that is the 'Region' dropdown menu, which is set to 'United States - Default'. Below that is the 'Purpose' text area, which contains the text 'Describe the environment purpose'. Below the 'Purpose' field is a toggle switch labeled 'Create a database for this environment?'. The toggle switch is turned on, and the text 'Yes' is visible next to it. A white arrow points to the toggle switch. At the bottom of the dialog box are two buttons: 'Next' and 'Cancel'.

- g) Leave the default setting on the **Add database** pane as shown in the following screenshot
h) Click **Save**.

←

Add database

×

Language *

Default language for user interfaces in this environment

English

Currency *


Reports will use this currency

USD

Enable Dynamics 365 apps

In addition to PowerApps. [Learn more](#)

☐ No

 Currently, Dynamics 365 apps can only be enabled for your default region. [Learn more](#)

Deploy sample apps and data

☐ No

Security group

Restrict environment access to people in this security group. Otherwise, everyone can access. [Learn more](#)

+ Select

Save

Cancel

- i) You should now see the new environment in the tenant **Environments** list with a **State** or **PreparingInstance**.

New environment My Dev Environment is getting prepared. It can be used once active.

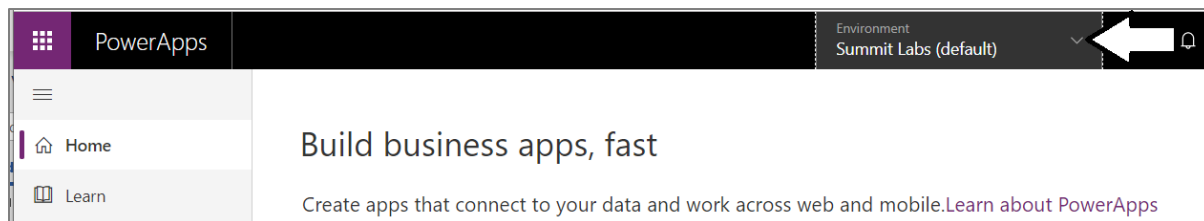
Environments

Environment	Type	State	Region	Created on ↓	Created by	
<div><div></div><div>My Dev Environment</div></div>	Production	PreparingInstance	United States	2019/10/16 13:17	Ted Pattison	
<div><div></div><div>Summit Labs (default)</div></div>	...	Default	Ready	United States	2019/10/16 12:45	SYSTEM

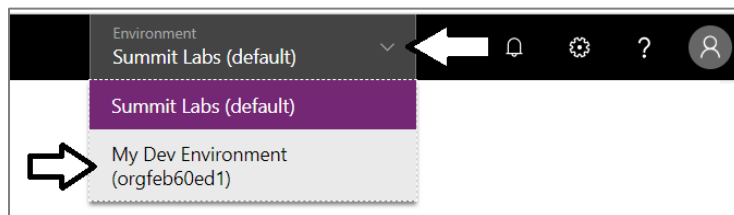
- j) Refresh the Environments list every 30 seconds until you see that the **State** has turned to **Ready**.

Environments			
Environment		Type	State
My Dev Environment	...	Production	Ready
Summit Labs (default)	...	Default	Ready

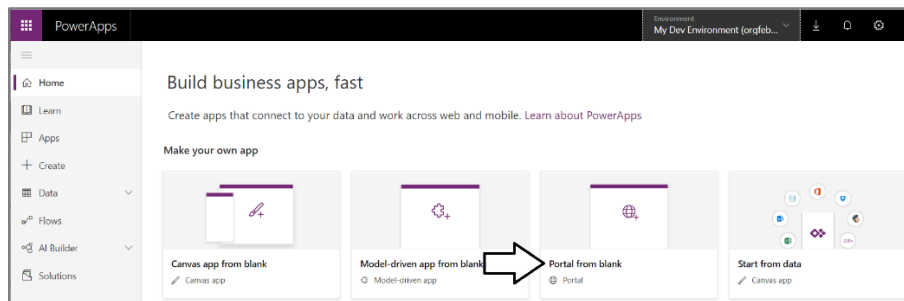
3. Create a PowerApps portal in your new PowerApps environment.
 - a) Return to the PowerApps Maker portal at <https://make.powerapps.com>.
 - b) Refresh the page at <https://make.powerapps.com> by pressing {F5}.
 - c) Drop down the Environments menu at the top right of the page.



- d) Switch over to the new environment you just created named **Portal Lab**.



- e) Click on the **Portal from blank (preview)** tile to create a new PowerApps portal.



During the PowerApps portal preview, you can only create one portal per environment. If you want to create multiple portals, you will have to create a separate PowerApps environment for each one.

- f) In the **Portal from blank (preview)** dialog, enter a portal tile such as **My Portal Lab**.

Portal from blank

We'd need to install certain prerequisites. If you'd like to quickly try portals, use an environment with portal package already installed or create a new one using this link. [Create new environment](#)

Name *

Summit Portal

- g) Enter a value for the portal **Address**. You might need to try several times if you pick an address that is already taken.

Name *

Summit Portal

Address * ⓘ

summittt .powerappsportals.com

✓ summittt.powerappsportals.com

- h) Once you have entered a **Name** and **Address** for your portal, click **Create** to begin the portal provisioning process.

Portal from blank

We'd need to install certain prerequisites. If you'd like to quickly try portals, use an environment with portal package already installed or create a new one using this link. [Create new environment](#)

Name *

Summit Portal

Address * ⓘ

summittt .powerappsportals.com

✓ summittt.powerappsportals.com

Language

English

By clicking on Create, you agree to the [Terms and Conditions](#) and the [Terms of service](#). [Privacy Statement](#)

Create Cancel

Once you click the **Create** button, it will take quite a bit of time before your portal is ready to use and edit. The entire provisioning process for a new portal can take from 30 to 60 minutes or even longer.

4. Inspect the apps in **My Dev Environment**.

- Click the **Apps** link in the left navigation to see the list of apps for **My Dev Environment**.
- You should see the portal app in a greyed-out site which indicates that the portal is being provisioned.

PowerApps

Environment: My Dev Environment (orgfeb60ed1)

+ Create an app Import package (preview) Microsoft Dynamics 365

Apps in My Dev Environment (orgfeb60ed1)

Recent apps Shared with me Apps I can edit Org apps

Name	Modified	Owner
Summit Portal		

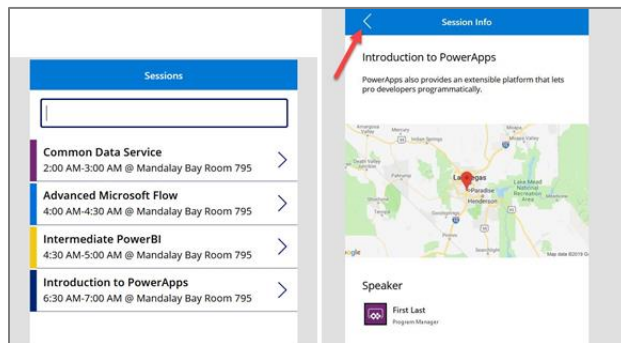
Since the provisioning process is not instant, you will not be able to work on our portal for a while. Therefore, you will begin working on a Power Platform solution with work that does not involve this portal. However, you have started the PowerApps portal provisioning process so later when it's time to work with your portal, it will be ready.

Exercise 3 - Begin Work on a Conference Management Solution

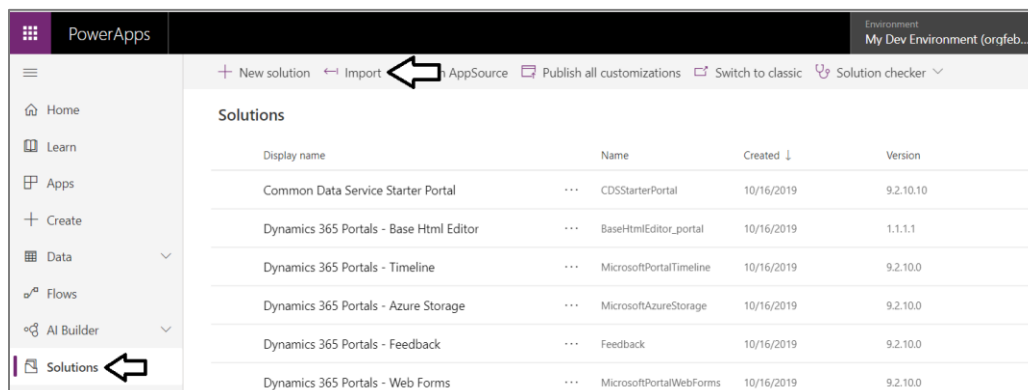
Imagine you are organizing an internal conference (like Summit!) and you would like to build an app to allow internal attendees to browse sessions and see the details. You also will need a way for the conference administrators to input the session and venue information.

SOLUTION OVERVIEW: Power Platform technologies enable tech-savvy business users (aka "citizen developers") to build a customized conference management solution. The application user interface and interaction logic are built in PowerApps, and the data is stored in the Common Data Service.

- Review the key pieces of solution that you are going to build through this lab.
 - A PowerApps canvas app that conference attendees can use
 - A PowerApps model-driven app that conference admins can use to setup the data
 - A PowerApps Business Card Reader
 - A PowerApps Portal that external speakers can use to submit their session ideas
 - A Business Process Flow that assists users in session management
 - A Microsoft Flow that requests approval for sessions depending on capacity
- Have a look at what you are going to build
 - When you are done, you will have created a canvas app that allows the user to browse conference sessions,

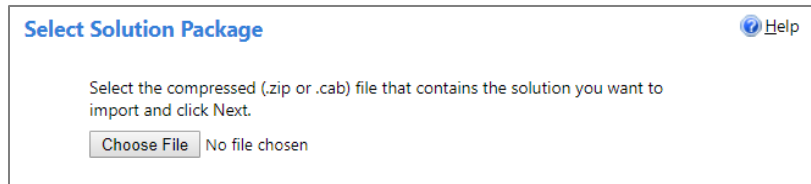


- Import a Pre-existing Solution to Provide a Starting Point
 - Navigate to <https://make.powerapps.com/> and make sure you are in **My Dev Environment**.
 - Select **Solutions** and click **Import**.

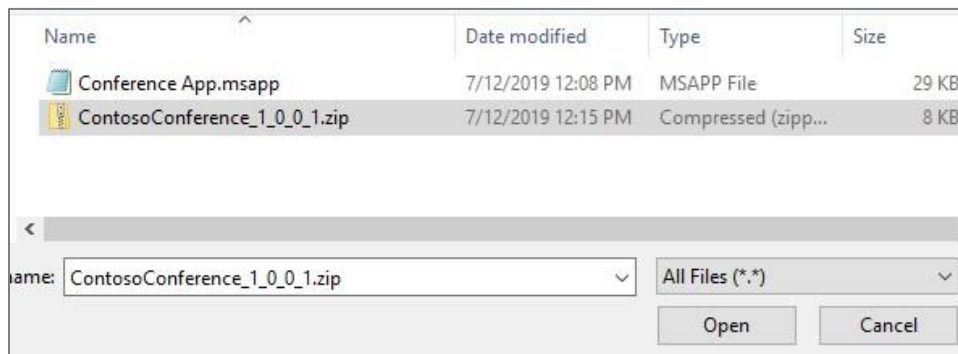


If you are prompted to log in, sign in using the same Office 365 account you have been using in this lab.

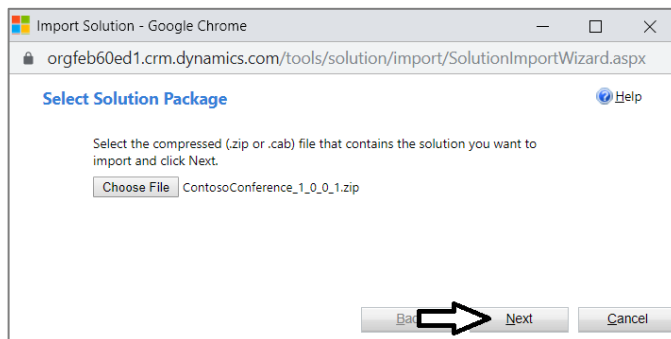
- c) Select Choose File



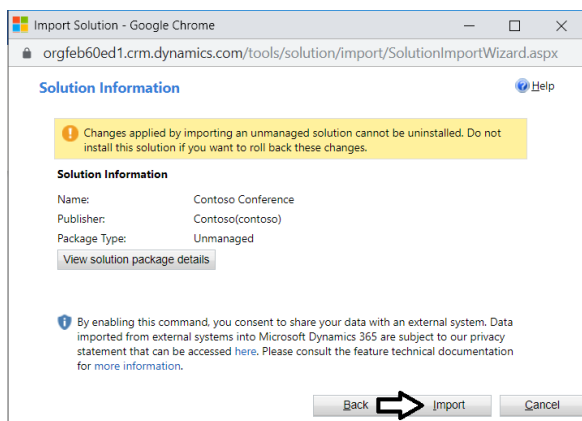
- d) Select **ContosoConference** zip file located in the resources folder and click **Open**.



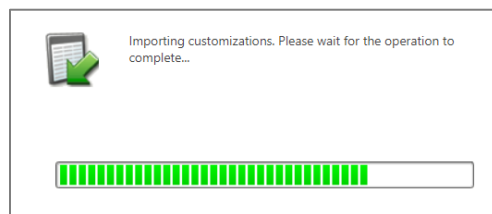
- e) Click **Next**.



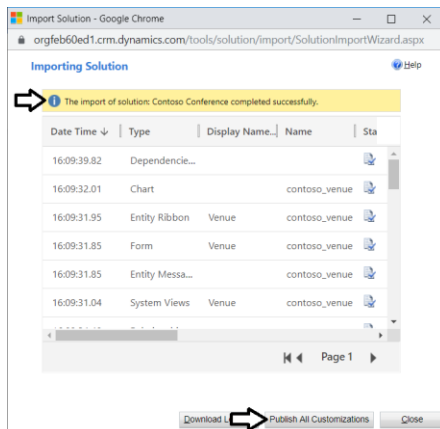
- f) Click **Import** and wait for the importing to complete.



- g) You should see a dialog that indicates the import is in progress,



- h) Click **Publish All Customizations** and wait for the publishing to complete.



- i) Click the Close button to close the **Importing Solution** dialog.

In this lab you will add new CDS components such as entities, canvas apps and model-driven apps into the **Contoso Conference** solution. In many real-world scenarios you will create your own CDS solution and then you will add your components into that solution. In this lab, you have been provided with a pre-existing solution with an entity as a starting point and you will continue to add components into that solution.

4. Inspect what's already inside the **Contoso Conference** solution.
 - a) Click to open the Contoso Conference solution you just imported.

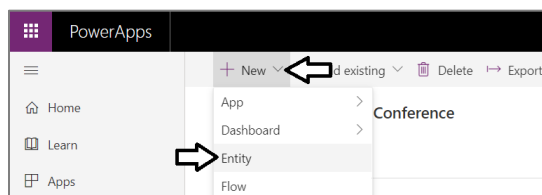
Solutions					
Display name	Name	Created ↓	Version	Managed externally?	
Contoso Conference	ContosoConference	10/16/2019	1.0.0.1		
Common Data Service Starter Portal	CDSStarterPortal	10/16/2019	9.2.10.10		

- b) The solution should have one entity with the name **Venue**.

Solutions > Contoso Conference			
Display name	Name	Type	
Venue	contoso_venue	Entity	

5. Create the **Session** entity.

- a) Make sure you are at the summary page for the **Contoso Conference** solution.
 b) Drop down the **New** menu and select the **Entity** command.



- c) Enter **Session** for Display Name and click **Create**.

New entity

Display name *

Session

Plural display name *

Sessions

Name *

contoso_ Session

Primary Field

Display name *

Name

Name *

contoso_ Name

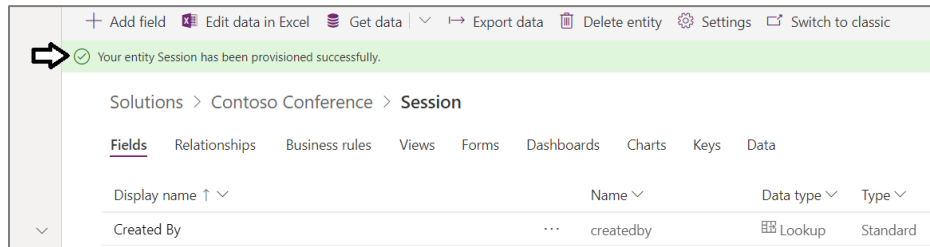
☐ Enable attachments (including notes and files)

More settings

Create

Cancel

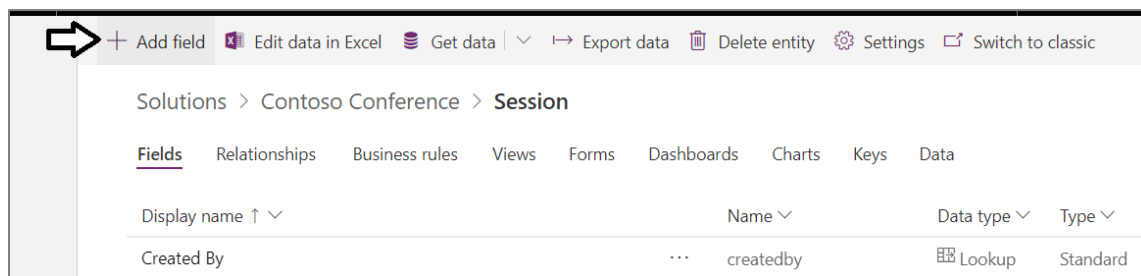
- d) You should see a green information message indicating the entity has been created.



e) Close the green message by clicking the X at right-hand side.

6. Add the **Track** field to the **Session** entity.

a) Make sure the **Fields** tab is selected and click **+ Add Field**.



b) Enter **Track** for **Display Name** and select **Option Set** for **Data Type**.

Track ✕

Display name *
Track

Name * ⓘ
contoso_ Track

Data type * ⓘ
Option Set

Option set *
⌵

☐ Required

c) Click on the **Option Set** drop down and select **New Option Set**.

The screenshot shows the 'Track' form in PowerApps. On the left, a list of data sources is visible, with '+ New option set' highlighted. On the right, the 'Track' form is displayed with the following fields: 'Display name' (Track), 'Name' (contoso_ Track), 'Data type' (Option Set), and 'Option set' (a dropdown menu). A red arrow points to the dropdown arrow of the 'Option set' field.

- d) Enter **PowerApps** and click **Add New Item**.

The screenshot shows the 'Track' form with the 'Items (1)' list. The list contains 'PowerApps' and 'Add new item'. A red arrow points to the 'Add new item' link.

- e) Enter **Microsoft Flow** and click **Add New Item**.
f) Enter **AI Builder** and click **Add New Item**.
g) Enter **CDS** and click **Add New Item**.
h) Enter **Power BI** and click **Save**.

The screenshot shows the 'Track' form with the 'Items (5)' list. The list contains 'PowerApps', 'Microsoft Flow', 'AI Builder', 'CDS', and 'Power BI'. The 'Add new item' link is at the bottom. The 'Save' button is highlighted.

- i) Check the **Required** checkbox and click **Done**.

Option Set

Option set *

Track

Edit option set

Default value

[No default value]

☒ Required

☒ Searchable

Calculated or Rollup ⓘ + Add ▾

Advanced options ▾

Done Cancel

7. Add the **Description** field to the **Session** entity.
- Make sure the **Fields** tab is selected and click + **Add Field**.
 - Enter **Description** for **Display Name**.
 - Select **Text** for **Data Type**.
 - Expand **Advanced options** and set **Max length** to **1000**

Description

Display name *

Description

Name * ⓘ

contoso_ Description

Data type * ⓘ

Text

☐ Required

☒ Searchable

Calculated or Rollup ⓘ + Add ▾

Advanced options ^

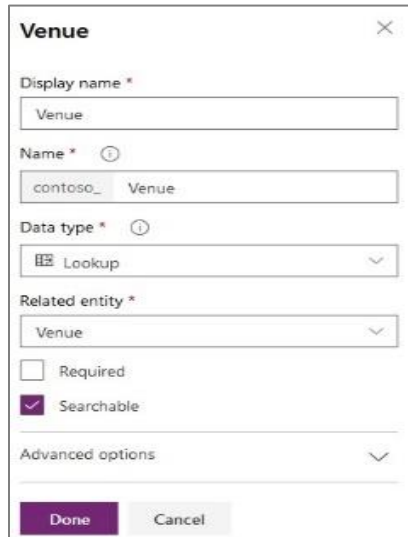
Description

Max length *

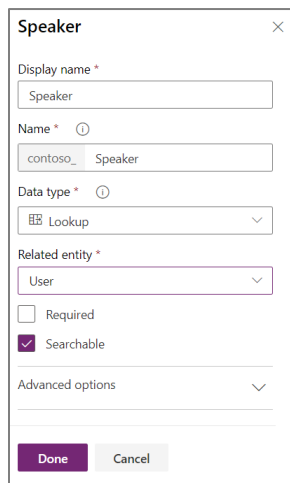
100

Done Cancel

- e) Click **Done** to add the new field.
- 8. Add the **Venue** field to the **Session** entity.
 - a) Add **Display name** of **Venue**.
 - b) Set the data type of **Lookup**.
 - c) Select **Venue** as the **related entity**



- d) click **Done**.
- 9. Add the **Speaker** field to the **Session** entity.
 - a) Add **Display name** of **Speaker**,
 - b) Set the data type to **Lookup**,
 - c) Set **User** as the Related entity..



- d) Click **Done**

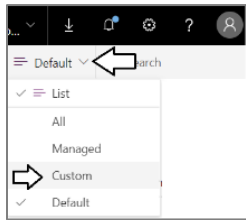
Now that you have added a few fields with step-by-step instructions, you are now going to add several more fields without step-by-step instructions. Use the exact same steps that you used to create the first few fields when creating the additional fields.

10. Add eight more fields to the Session entity.

a) Use the following table to add eight additional fields to the Session entity.

Display name	Date type	Additional details
Start time	Date and Time	
End Time	Date and Time	
External Speaker	Text	
Capacity	Whole Number	
A/V Requirements	Text	Max length 1000
Room Setup	Text	Max length 1000
ADA Requirements	Text	Max length 1000
Session status	Option Set	Draft Waiting Approval Approved Rejected Published

b) When you are done adding the fields to the Session entity, which the view mode for fields over to Custom.



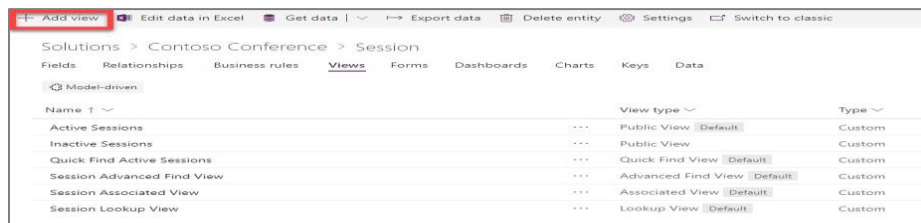
c) You should be able to see all the fields you added to the **Session** entity.

d) Click **Save** entity.

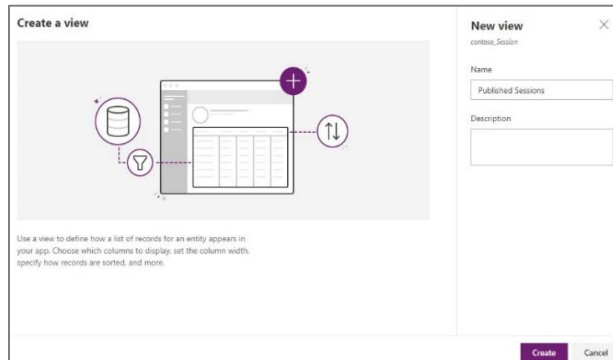
Solutions > Contoso Conference > Session				
Fields Relationships Business rules Views Forms Dashboards Charts Keys Data				
Display name ↑	Name	Data type	Type	
ADA Requirements	contoso_adarequirements	Text	Custom	✓
A/V Requirements	contoso_avrequirements	Text	Custom	✓
Capacity	contoso_capacity	Whole ...	Custom	✓
Description	contoso_description	Text	Custom	✓
End Time	contoso_endtime	Date an...	Custom	✓
External Speaker	contoso_externalspeaker	Text	Custom	✓
Name	contoso_name	Text	Custom	✓
Room Setup	contoso_roomsetup	Text	Custom	✓
Session status	contoso_sessionstatus	Option ...	Custom	✓
Speaker	contoso_speaker	Lookup	Custom	✓
Start Time	contoso_starttime	Date an...	Custom	✓
Track	contoso_track	Option ...	Custom	✓
Venue	contoso_venue	Lookup	Custom	✓
Discard				Save Entity

11. Add a new view to the **Session** entity

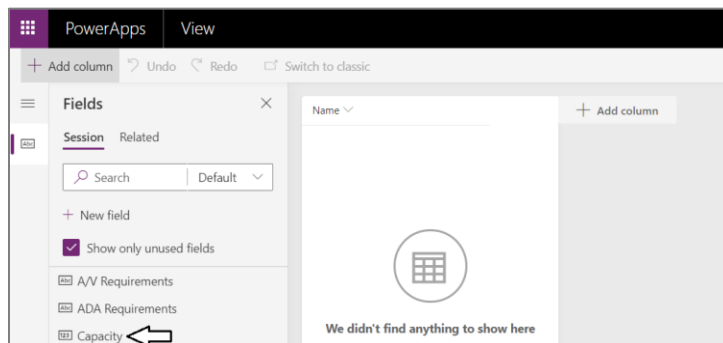
a) Select the **Views** tab and click **+ Add View**



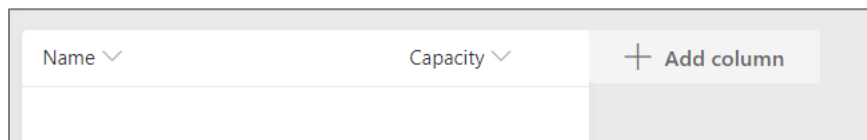
b) Enter a view **Name** of **Published Sessions** and click the **Create** button.



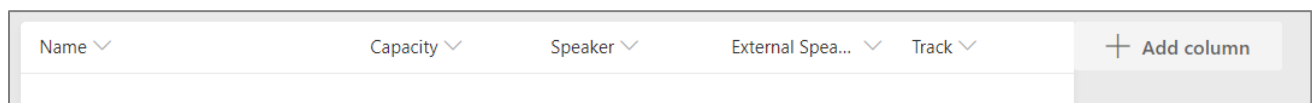
c) Click on **Capacity** to add it as a view header.



d) You should see the **Capacity** field has been added to the view.



e) Add the following fields to your view: **Speaker**, **External Speaker**, and **Track**.



f) On the right of the screen, select **Edit filters**

Published Sessions

View

Name
Published Sessions

Description

Sort by ...
Sort by ...

No filters are present.
Edit filters ...

g) Click Add

Edit filters

And

+ Add

+ Add row

≡ Add group

⌘ Add related entity

h) Configure the filter as shown below where **Session Status Equals Published**.

Edit filters

And

Session status Equals Published

i) Click OK to save the filter.

Edit filters

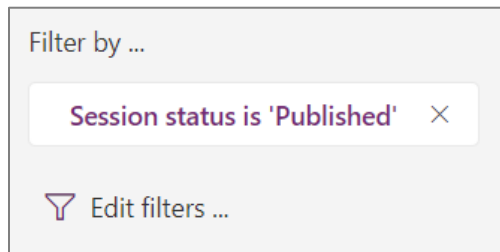
And

Session status Equals Published

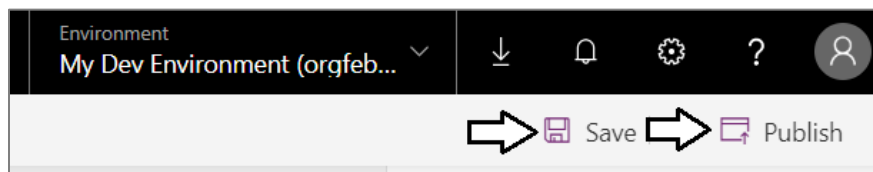
+ Add

Ok Cancel

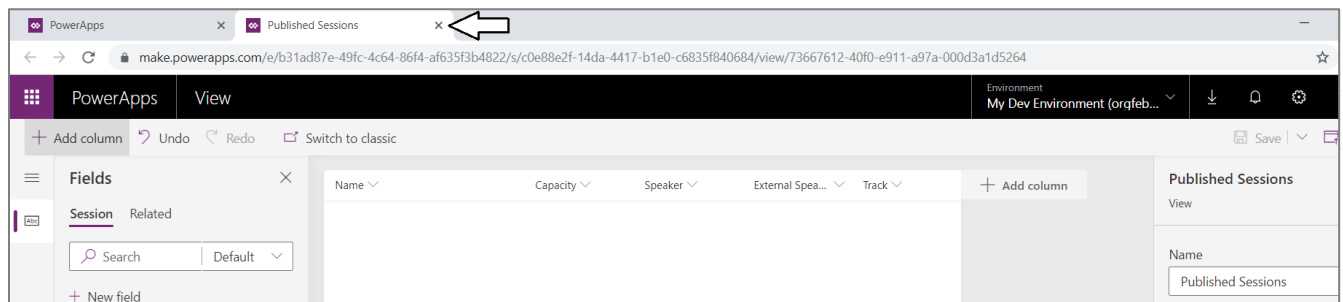
- j) Verify that the filter is configure for **Session status is 'Published'**.



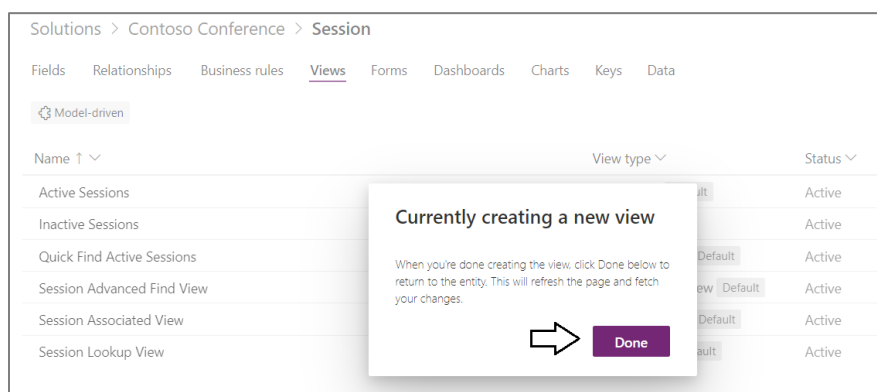
- k) Click **Save** and click **Publish**.



- l) Close the browser tab.



- m) Click **Done**



- n) Verify you can see the **Published Sessions** view.

Solutions > Contoso Conference > **Session**

Fields Relationships Business rules Views Forms Dashboards Charts Keys Data

Model-driven

Name ↑ ↓	View type ↓	Status ↓	Type ↓
Active Sessions	Public View Default	Active	Standard
Inactive Sessions	Public View	Active	Standard
Published Sessions	Public View	Active	Custom
Quick Find Active Sessions	Quick Find View Default	Active	Standard

12. Customize the Main form of the Session entity.

a) Select the **Forms** tab and click to open the **Main** form.

Solutions > Contoso Conference > **Session**

Fields Relationships Business rules Forms Dashboards Charts Keys Data

Model-driven

Name ↑ ↓	Form type ↓	Type ↓
Information	Card	Custom
Information	Main	Custom
Information	QuickViewForm	Custom

b) The form should be opened in the new forms designer.

PowerApps Form

+ Add Field + Add Component Undo Redo Cut Paste Delete Switch to classic

Fields

Session

Search Default

+ New field

☒ Show only unused fields

A/V Requirements

ADA Requirements

SESSION
New Session

General

Name *

Owner *

c) Drag the **Description** field and place it above the **Owner** field.

Fields

Session

Search Default

+ New field

☒ Show only unused fields

Created By

Created By (Delegate)

Created On

Description

End Time

SESSION
New Session

General

Name *

Owner *

Description

d) Drag the **Session status** field and place it above the **Owner** field.

e) Drag the **Track** field and place it above the **Owner** field.

- f) Drag the **Start Time** field and place it above the **Owner** field.
- g) Drag the **End Time** field and place it above the **Owner** field.
- h) Drag the **Speaker** field and place it above the **Owner** field.
- i) Drag the **External Speaker** field and place it above the **Owner** field.
- j) Drag the **Venue** field and place it above the **Owner** field.
- k) Drag the **Capacity** field and place it above the **Owner** field.
- l) Drag the **ADA Requirements** field and place it above the **Owner** field.
- m) Drag the **A/V Requirements** field and place it above the **Owner** field.
- n) Drag the **Room Setup** field and place it above the **Owner** field.
- o) When you are done, the form should match the following screenshot.

SESSION
New Session

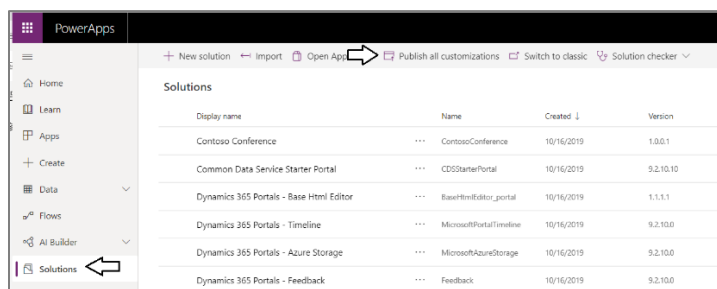
General

Name	---
Description	---
Session status	---
Track	---
Start Time	---
End Time	---
Speaker	---
External Speaker	---
Venue	---
Capacity	---
ADA Requirements	---
A/V Requirements	---
Room Setup	---
Owner	Ted Pattison

- p) Click Save and then click **Publish**.



35. Publish all customization in the Contoso Conference solution.
- q) Return to the PowerApps maker using your browser back button.
 - r) Select **Solutions**.
 - s) Click **Publish All Customizations** and wait for the publishing to complete.



At this point you must change over to the other PDF file with the rest of the lab instructions.