Instructions for importing solution

Note: You need permissions to be able to import solutions into your environment. If you don't have these permissions you will need to contact your environment administrator for assistance.

1. Download the appropriate package for the module.
2. Navigate to [make.powerapps.com](https://make.powerapps.com/) and sign in with your Microsoft credentials.
3. Click on **Solutions**.

Graphical user interface, application

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1. Select **Import**.

Note: Import only one zip file at a time or you will receive an error.



1. Choose **Browse**, select the appropriate zip file, and then select **Next**.

Graphical user interface, application

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1. Select **Import**.

Graphical user interface, application

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1. This will take a few minutes, but at the end of importing, you will see the green success message at the top.

Graphical user interface, text, chat or text message

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1. Once your solution has been imported, it may take a few minutes for the tables to show up in Dataverse or for the Power App to show up in your apps. You can see them also by clicking on the solution name.

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Graphical user interface, application

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## Continuing instruction for module 4 or later

In order to use the app properly, you will need to add data. Select the **Expense Report** table to open it in Dataverse.

Once there, click on the **Data** tab. It should say you have no records. Click the **Data** drop-down on the ribbon and select **Edit data in Excel**.

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Once Excel loads, you will need to **Enable Editing** and ensure you are signed in to the correct tenant by checking the logged in user in the right-hand editing pane.

Graphical user interface, application

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Afterward, you can edit the sheet as you would any other excel sheet. The data connector panel on the right will pop up options and information for various fields, such as a date picker for your arrival and departure date fields. The Traveler field can also be chosen here.

Graphical user interface, application, table, Excel

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After filling in the Trip Destination, Arrival Date, Departure Date, and Traveler, you can click **Publish** to push your changes to Dataverse. Feel free to add a few more rows of data with different users since we will be filtering based on that field. Don’t worry about Report Status right now. Choice fields can be difficult to edit this way, so we will wait until we can edit in the canvas app for that one.

Note: if you do not have any users in your User table, follow the above steps to populate that table first.

Once you have published, go back into Dataverse and refresh your data. You should now see the data you added in excel.

Graphical user interface, application

Description automatically generated

Now you can begin building without having to follow the previous modules by editing the Power App.