Exercise #1: Create New Table

**Objective:** In this exercise, you will create new custom table for Visits.

Task # 1: Create Visit Table and Columns

The **Visit** table will contain information about the campus visits including the visitor, scheduled times and actual times of each visit.

We would like to assign each visit a unique number that can be easily entered and interpreted by a visitor when asked during the visit check-in process.

We use **Time zone independent** behavior to record date and time information, because time of a visit is always local to the location of the building and should not change when viewed from a different time zone.

1. Sign into [https://make.powerapps.com](https://make.powerapps.com/) (if you are not already signed in)
2. Select your **[my initials] Practice** environment at the top right if it is not already selected.
3. Using the navigation on the left, expand Dataverse, and select Tables.
4. Click **New table**.
5. Enter **Visit** for **Display Name**.
6. Click **Create**. This will start provisioning the table in background while you can start adding other columns.
7. Create Scheduled Start column
   1. You should be on the Visit table columns page.
   2. Make sure you have the **Columns** tab selected and click **Add column**.
   3. Enter **Scheduled Start** for **Display name**.
   4. Select **Date and Time** for **Data type**.
   5. In **Required**, select **Required**.
   6. Expand **Advanced options** section.
   7. In **Behavior**, select **Time zone independent**.
   8. Click **Done**.
8. Create Scheduled End column
   1. Click **Add column**.
   2. Enter **Scheduled End** for **Display name**.
   3. Select **Date and Time** for **Data type**.
   4. In **Required**, select **Required**.
   5. Expand **Advanced options** section.
   6. In **Behavior**, select **Time zone independent**.
   7. Click **Done**.
9. Create Actual Start column
   1. Click **Add column**.
   2. Enter **Actual Start** for **Display name**.
   3. Select **Date and Time** for **Data type**.
   4. In **Required**, leave this as **Optional**.
   5. Expand **Advanced options** section.
   6. In **Behavior**, select **Time zone independent**.
   7. Click **Done**.
10. Create Actual End column
    1. Click **Add column**.
    2. Enter **Actual End** for **Display name**.
    3. Select **Date and Time** for **Data type**.
    4. In **Required**, leave this as **Optional**.
    5. Expand **Advanced options** section.
    6. In **Behavior**, select **Time zone independent**.
    7. Click **Done**.
11. Create Code column
    1. Click **Add column**.
    2. Enter **Code** for **Display name**.
    3. Select **Autonumber** for **Data type**.
    4. Select **Date prefixed number** for **Autonumber type**.
    5. Click **Done**.
12. Create Visitor lookup column
    1. Click **Add column**.
    2. Enter **Visitor** for **Display name**.
    3. Select **Lookup** for **Data type**.
    4. Select **Contact** for the **Related Table.**
    5. Expand **Advanced options** section.
    6. Enter **visitor\_id** for **Relationship name**.
    7. Click **Done**.
13. Click **Save Table** in the bottom right.

Exercise #2: Import Data

**Objective:** In this exercise you will import sample data into the Dataverse database.

1. Task #1: Import the Visits.xls file.

In this task you will import a Visit data from an Excel file.

1. You should have the **Visits.xls** file stored on your lab folder. Download [Visits.xls](https://github.com/MicrosoftLearning/PL-900-Microsoft-Power-Platform-Fundamentals/raw/master/Allfiles/Visits.xlsx) if you do not.
2. If not already signed in, sign in to [https://make.powerapps.com](https://make.powerapps.com/).
3. Select your **[my initials] Practice** environment at the top right if it is not already selected.
4. Using the navigation on the left, expand **Dataverse**, and select tables.

You may see this as Data > Tables on your screen.

1. Locate and open the **Visit** table you created in the previous exercise.
2. Using the menu at the top, select the drop-down arrow next to **Data**, select the arrow next to **Get data**, and then select **Get data from Excel**.
3. From the menu that appears, select the **Upload** button.
4. Locate and select the **Visits.xls** file you downloaded earlier. *(Note it can take a minute or two for the file to upload. Do not worry if you get a message that mapping errors exist, we will fix those next.)*
5. Select **Map columns.**
6. Map the Columns as noted below:

| Visit Db columns | Source Values |
| --- | --- |
| Actual End | Actual end |
| Actual Start | Actual start |
| Code | Code |
| Name | Name |
| Scheduled End | Scheduled end |
| Scheduled Start | Scheduled start |

1. Leave all the rest of the fields to **Not Set**.
2. In the upper right corner of the screen, select **Save changes**.
3. On the **Import data** screen, verify that the mapping status says “Mapping was successful”.
4. Select **Import** in the upper right corner to complete the data import.

**Note:** *It can take several minutes for your data to import into your table. Don’t worry if you get a few errors, that is normal, and will not impact the rest of the course.*

1. Task #2: Verify Data Import
2. After your data has been imported, use the navigation at the left of the screen to select the **Visit** table again.
3. Notice that you have many tabs for the Visit table. These include Cikynns, Relationships, Business rules, Views, and more.
4. Select the **Data** tab for the Visit table. This is beneath **Tables** > **Visit**.
5. Verify that there are records in your table. You can change the view by selecting the view name at the top right and changing it to **All Columns**.

Congratulations, you have successfully created a new table and imported data.