



Power Platform App in a Day

Module 2: Common Data Service

Hands-on Lab Step-by-Step

December 2019

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Common Data Service

Lab Prerequisites

This is the second lab in a series covering Power Apps Canvas Apps, Common Data Service, Power Apps Model-driven Apps, Power Automate, and Power BI. The assumption is that you have successfully completed the initial part of setting up an environment as described in the overview document – “00-AppInADay Lab Overview.pdf”.

If you have not completed building the Power Apps Canvas App in Module 1, you can use the partially completed version of the lab package in the “\Completed\Module1” folder. Follow the instructions in the document “Importing Module 1 Completed” before proceeding with this module.

Before you begin

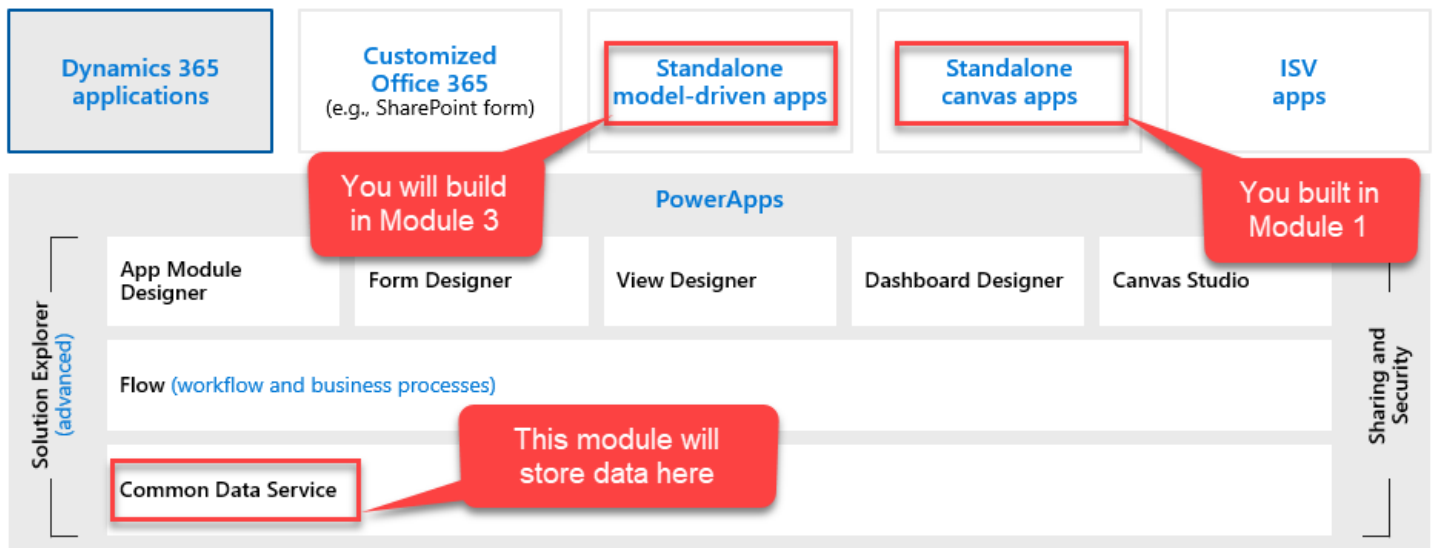
You must be connected to the internet.

1. **Have a Test Environment with permission to create Common Data Service database:** You should have gone through the steps to create a new environment using the Admin center. In this lab, you will create a database in this environment if you haven't already created one.
2. **Sign-in to Power Apps:** Go to <https://powerapps.com> and **sign in** with the same account you used to complete the first lab. Make sure you switch to the environment where you created the app.

Overview

The [Common Data Service \(CDS\)](#) adds data storage and modeling capabilities to Power Apps that is scalable and easy to provision. In this module, you will be using Common Data Service to model and store the data from the device ordering canvas app that you built in module 1. In the next module, you will be building a model-driven application using the same

data that will be used by the back-office staff to process the device orders. These apps that you build on CDS use the same technology framework (Common Data Service) that Microsoft Dynamics 365 apps are built-on.



Goals for this lab

After this lesson you will be able to:

- Provision a Common Data Service database
- Create a custom entity and add custom fields to it
- Use the Power Apps Form control to populate the entity table
- View the entity data in the entity table
- Create a calculated field
- Implement a server-side business rule



The time to complete this lab is **[60]** minutes.

Exercise 1: Exploring Common Data Service

In this exercise, you will explore Common Data Service standard entities. Entities in CDS are like tables in a database or worksheets in Microsoft Excel. Entities can be connected together with relationships that model real world interactions between the entities. Each entity contains multiple records (rows), each having data fields. For example, a "Project" entity may have fields such as Name, Due Date, Status, etc. and it may be related to a "Project Owner" entity which might have fields such as Name, Email, etc.

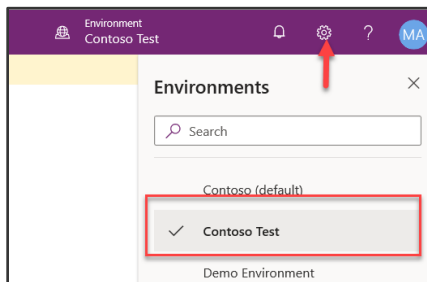
CDS abstracts a lot of the typical low-level database management work to make it easier for you to configure a custom data model that fits your application.

In addition to allowing for the creation of custom entities, CDS contains a Common Data Model (CDM) consisting of hundreds of standard entity definitions. You can find the current CDM schema at <https://github.com/Microsoft/CDM> and you can browse the CDM using the CDM Visual Entity Navigator located here <https://microsoft.github.io/CDM/>. You can read more about the CDM here <https://docs.microsoft.com/powerapps/common-data-model/overview>.

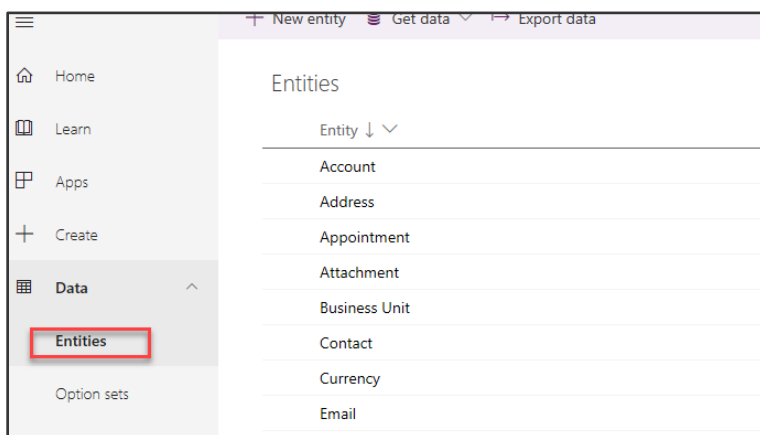
Task 1: Explore standard entities

In this task, you will explore Common Data Service standard entities.

Before beginning the exercises, confirm that you are in the desired environment for the labs.



1. Navigate to <http://make.powerapps.com> and in the left pane, expand **Data** and select **Entities**.



2. This will bring up the list of entities in this database instance. Click on a few of the standard entities (for example, **Account**) to get familiar with some of the features of an entity.



For detailed documentation on CDS entities, see <https://docs.microsoft.com/en-us/powerapps/developer/common-data-service/reference/about-entity-reference>

Fields:

An entity has a list of fields. In the example below, the "Account" entity has fields such as Account Name, Account Number, etc. Each field has a data type, such as Text, Number, etc. The data type is chosen when you create a field and is not changeable. The data type also defines many of the characteristics and behaviors of the field when your application runs. For example, an Option Set allows you to have a pre-defined list of values for use in your application. When this field is used on a form in a model-driven application the visual presentation is a drop-down control. The field helps to ensure data consistency and allows for built-in support for multi-language applications.

To see all the fields for the entity, change the default view in the top right corner to show all, or once you reach the bottom of the list you can click Remove Filter.

Entities > Account

Fields Relationships Business rules Views Forms Dashboards Charts Keys Data

Display name ↓		Name ↓	Data type ↓
Account Name	...	name	Text
Account Number	...	accountnumber	Text
Account Rating	...	accountratingcode	Option Set
Address 1	...	address1_composite	Multiline Text
Address 1: Address Type	...	address1_addresstypecode	Option Set
Address 1: City	...	address1_city	Text
Address 1: Country/Region	...	address1_country	Text
Address 1: County	...	address1_county	Text

For a list of supported data types, see <https://docs.microsoft.com/en-us/powerapps/maker/common-data-service/types-of-fields>

Relationships:

Allows you to manage relationships between entities. Relationships supported are One to Many (1:N), Many to One (N:1) and Many to Many (N:N). Relationships also define the behavior that happens when actions occur on the primary record in a 1:N relationship. For example, if the parent record is deleted you can configure the relationship behavior so that all child records are also deleted or simply remove the reference.

Note: You will need to click the Relationships tab to see relationships. If you don't see any relationships, click the Reset the Filter button.

Entities > Account


Fields	<u>Relationships</u>	Business rules	Views	Forms	Dashboards	Charts	Keys	Data
Display name ↓ ▾		Name ▾	Related ... ▾	Relationships... ▾	Type ▾			
Account_SocialActivities	...	regarding...	Social Acti...	One-to-many	System			
Company Name	...	parentcust...	Contact	One-to-many	System			
Connected From	...	record1id (...)	Connection	One-to-many	System			
Connected To	...	record2id (...)	Connection	One-to-many	System			
Created By	...	createdby	User	Many-to-one	System			
Created By (Delegate)	...	createdon...	User	Many-to-one	System			

Business rules:

Building a Business rule is like building a flowchart where you can define conditions and actions. You can learn more about Business rules in the link below.

Business Rules Recommendations: <https://docs.microsoft.com/dynamics365/customer-engagement/customize/create-business-rules-recommendations-apply-logic-form>

Entities > Account

Fields	Relationships	<u>Business rules</u>	Views	Forms	Dashboards	Charts	Keys	Data
Name ↓							Status ↓	Sc
								

Views:

Views will let you define how a list of records are shown in the app. You can create multiple custom views, each having their own filtering and sorting criteria. For example, you could create a view to see only the records created in the last week and another one to see records that haven't been updated in a year. Create views to make the application users more productive in filtering their data.

Entities > Account

Fields Relationships Business rules Views Forms Dashboards Charts Keys Data

Model-driven

Name ↓		View type ↓	Type ↓
Account Advanced Find View	...	Advanced Fin...	Standard
Account Associated View	...	Associated View	Standard
Account BulkOperation View	...	Associated View	Standard

Forms:

Forms provide the user interface that people use to interact with the data they need to do their work. It's important that the forms people use are designed to allow them to find or enter the information they need efficiently. You can create different types of forms like Quick Create, Quick View, Card, and a Main form. For some of these forms you can have more than one version, to accommodate for different user roles within your organization.

Entities > Account

Fields Relationships Business rules Views Forms Dashboards Charts Keys Data

Model-driven

Name ↓		Form type ↓	Type ↓
Account	...	Main	Standard
account card	...	Quick View Fo...	Standard
Account Card form	...	Card	Standard
Account for Interactive experience	...	Main	Standard


Dashboards:

Dashboards helps you bring your views, charts, and web resources together in one place.

Entities > Account

Fields Relationships Business rules Views Forms Dashboards Charts Keys Data

Name ↓ Type ↓



Charts:

Use Charts to display high-level view of your data in insightful and graphical ways.

Entities > Account

Fields Relationships Business rules Views Forms Dashboards Charts Keys Data

Model-driven

Name ↓ ▾	Type ▾
Accounts by Industry	Standard
Accounts by Owner	Standard
Accounts by Owner - Tag Chart	Standard
New Accounts By Month	Standard

Keys:

Allows you to view the lookup keys for the entity. Keys can contain multiple fields to define a composite key. Keys enforce uniqueness, so they should not be used when there is a need to store duplicate values of fields used.

Entities > Account

Fields Relationships Business rules Views Forms Dashboards Charts Keys Data

Display name ↓ ▾	Name ▾	Number of fields ▾	Type ▾

Data:

You can view and search the data in the entity table. This gives you a quick way to see some of the data for the entity without having to jump into a specific Canvas or Model-driven app.

Entities > Account

Fields Relationships Business rules Views Forms Dashboards Charts Keys Data

Account Name	Main Phone	Address 1: City	Primary Contact	Email (Primary Co
A. Datum Corporatio...	555-0158	Redmond	Rene Valdes (sample)	someone_i@exa
Adventure Works (sa...	555-0152	Santa Cruz	Nancy Anderson (sampl	someone_c@exa

Task 2: Explore standard option sets

Just like standard entities, the Common Data Service includes a set of standard **Option Sets**. You can also create custom **Option Sets**. Later in this lab, we will create a custom **Option Set** called **ApprovalStatus** to set the approval status of a device order.

1. Select **Option Sets** from underneath the expanded **Data**.



2. Examine the standard **Option Sets**.

Display name	Name	Type
A Yes or No boolean	field_security_permission_type	System
Activity Type	activitypointer_activitytypecode	System
Approve Article	knowledgearticle_isapproverel...	System
Assign type	assigntype	System
Authentication Protocol	emailserverprofile_authenticati...	System
Blocked Profile	socialprofile_isblocked	Standard
Boolean Option Set	appmodulemetadata_boolean...	System

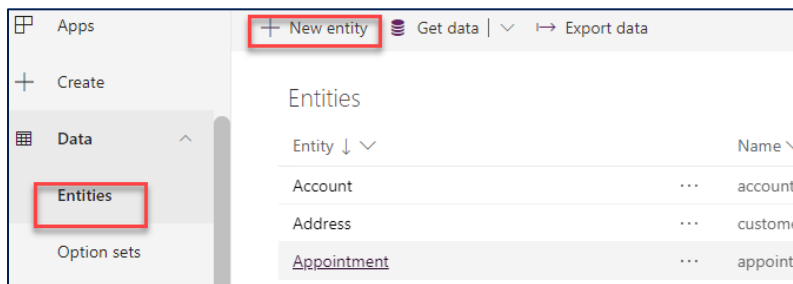
Exercise 2: Custom Entities and Fields

In this exercise, you will create a new custom entity named Device Order and add fields necessary to track the device requests. You will also create a server-side Business Rule that will default the estimated ship date.

Task 1: Create a custom entity

In this task, you will create a custom entity to store device order requests.

1. Select **Entities** in the left pane and click **New Entity** in the upper left corner of the page.

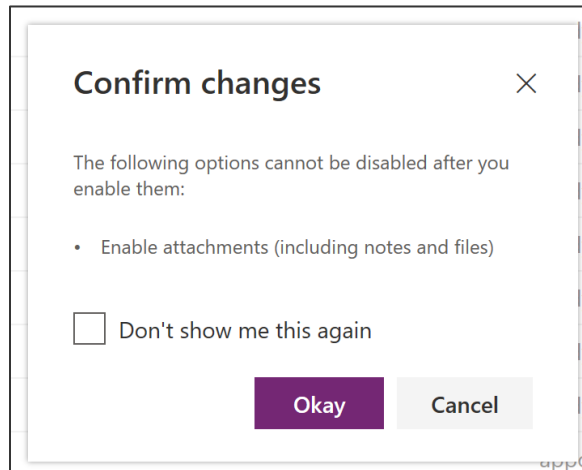


2. Enter **Device Order** for Display Name. The fields for Name and Plural name display name will automatically populate based on your entry. These are editable in case you need to make any changes. The plural name is used by the system by default anytime a set of the records are shown. Check the Enable attachments since this will allow creating notes on the device order.
3. Change the **Primary Field Display Name** to **Device Name**. The primary attribute defaults to being named Name, for some scenarios that might not be the best label and you can customize it if needed. The primary attribute however is always a Text field, that is not changeable.
4. Click **Create**.

A screenshot of the 'New entity' form in Microsoft Dynamics 365. The form contains the following fields and options:

- Display name ***: Device Order
- Plural display name ***: Device Orders
- Name ***: cr2fe_ DeviceOrder
- Primary Field**:
 - Display name ***: Device Name
 - Name ***: cr2fe_ DeviceName
- ☒ **Enable attachments** (including notes and files)
- More settings** (dropdown arrow)
- Create** (button)
- Cancel** (button)

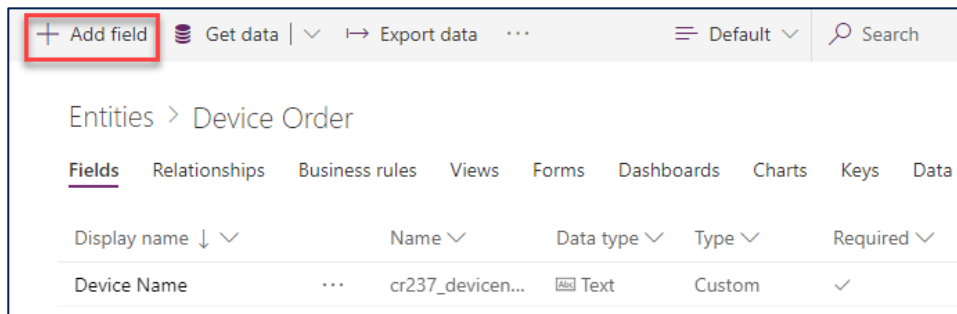
5. If prompted, approve the option in this dialog.



Task 2: Create custom fields

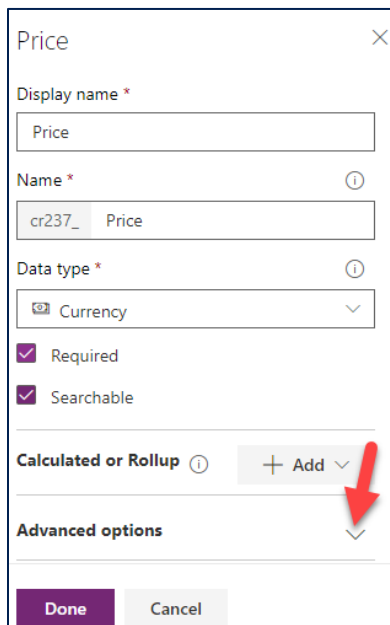
In this task, you will create custom fields for the Device Order entity.

1. Select the **Fields** tab and click on the **Add field** button to add fields to your custom entity.



2. Enter **Price** for **Display Name**, select **Currency** for **Data Type**, make the field **Required** and **Searchable** and click **Advanced Options**.

Note: Currency is a special data type. For each currency field you add, another currency field is added with the prefix "_Base" on the name. This field stores the calculation of the value of the currency field you added and the base currency. For additional information on using the Currency field, see [here](#).



Price

Display name *

Price

Name *

cr237_ Price

Data type *

Currency

☒ Required

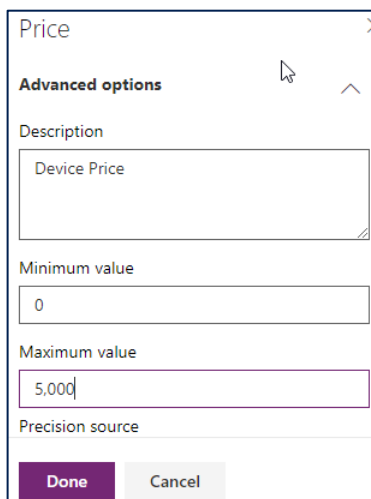
☒ Searchable

Calculated or Rollup ⓘ + Add ▾

Advanced options ▾

Done Cancel

- Enter **Device Price** for Description, **0** for **Minimum Value**, **5000** for **Maximum Value**, and click **Done**.



Price

Advanced options

Description

Device Price

Minimum value

0

Maximum value

5,000

Precision source

Done Cancel

- Click **Add Field** again.
- Enter **Requested By** for **Display Name**, **RequestedBy** for **Name**, **Email** for **Data Type**, make the field **Searchable** and click **Done**.

Requested By

Display name *

Requested By

Name * ⓘ

cr237_ RequestedBy

Data type * ⓘ

Abc Email ▾

☐ Required

☒ Searchable

Done Cancel

6. Now repeat the Add field process and add the following fields

Display Name	Name	Type
Request Date	RequestDate	Date Only
Approver	Approver	Email
Comments	Comments	Multiline Text
Estimated Ship Date	EstimatedShipDate	Date Only
Approved Date	ApprovedDate	Date Only

7. Now we are going to create the **Approval Option Set**. Click **Add Field**.

8. Enter **Approval Status** for **Display Name**, **ApprovalStatus** for **Name**, select **Option Set** for **Data Type**, and select **New Option Set** for **Option Set**.

+ New option set

A Yes or No boolean

Activity Type

Authentication Protocol

Category

Channel Activities

Component State

Component Type

Confirm delete appointment series

Connector Type

Approval Status

Display name *

Approval Status

Name * ⓘ

cr571_ ApprovalStatus

Data type * ⓘ

Option Set ▾

Option set *

▾

9. Change the **New Option** label to **Approve**

10. Click **Add new item**.

Approval Status

Display name *

Approval Status

Name *

crf61_ approvalstatus

[View more](#)

Items (1)

Approve ...

[Add new item](#)

11. Enter **Reject** and click **Save**.

Items (2)

Approve ...

Reject ...

[Add new item](#)

Save Cancel

12. Click **Done**.

Approval Status

Display name *

Approval Status

Name * ⓘ

cre39_ ApprovalStatus

Data type * ⓘ

Option Set

Option set *

Approval Status

[Edit option set](#)

Default value

[No default value]

☐ Required

☒ Searchable

Calculated or Rollup ⓘ [+ Add](#)

Advanced options

Done Cancel

13. Click **Save Entity**.

Entities > Device Order

Fields Relationships Business rules Views Forms Dashboards Charts Keys Data

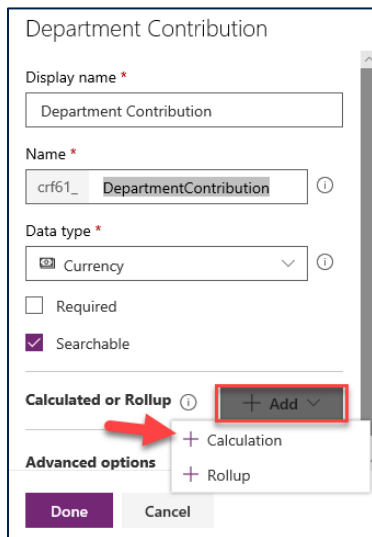
Display name ↓		Name ↓	Data type ↓	Type ↓	Required ↓	Searchable ↓
Approval Status	...	cr237_approv...	Option ...	Custom		✓
Approved Date	...	cr237_approv...	Date Only	Custom		✓
Approver	...	cr237_approver	Email	Custom		✓
Comments	...	cr237_comme...	Multilin...	Custom		✓
Device Name	...	cr237_devicen...	Text	Custom	✓	✓
Estimated Ship Date	...	cr237_estimat...	Date Only	Custom		✓
Price	...	cr237_price	Currency	Custom	✓	✓
Request Date	...	cr237_request...	Date Only	Custom		✓
Requested By	...	cr237_request...	Email	Custom		✓

Discard Save Entity

Task 3: Create a calculated field

In this task, you will add a Department Contribution field and set its value to 10% of the price. In our scenario, this is the amount that will come from the department manager's budget. Calculated fields are special fields that automatically perform the calculation when the data is retrieved. When you create or modify a calculated field you set the formula used in the calculation.

1. In the upper left corner of the screen, click on **Add Field** to add fields to your custom entity.
2. Enter **Department Contribution** for **Display Name**, **Currency** for **Data Type**, click **Add Calculated or Rollup**, and select **Calculation**.



Department Contribution

Display name *

Department Contribution

Name *

crf61_ DepartmentContribution

Data type *

Currency

☐ Required

☒ Searchable

Calculated or Rollup

+ Add

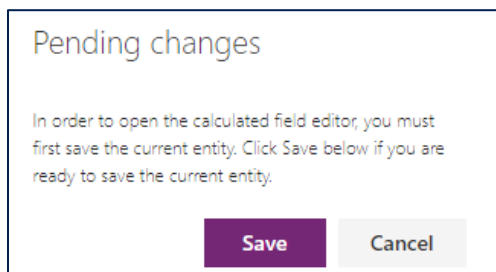
+ Calculation

+ Rollup

Advanced options

Done Cancel

3. Click **Save**.



Pending changes

In order to open the calculated field editor, you must first save the current entity. Click Save below if you are ready to save the current entity.

Save Cancel

4. If you have not yet allowed popups from Power Apps, you will be prompted to do so now.



Microsoft Edge blocked a pop-up from make.powerapps.com.

Allow once Always allow X

5. Click **Add Action**.

SAVE SAVE AND CLOSE

CALCULATED FIELD

Set Department Contribution

IF...THEN

CONDITION (OPTIONAL)

+ Add condition

ACTION

+ Add action

6. Type price and select the **Price** field you created.

..THEN

CONDITION (OPTIONAL)

+ Add condition

ACTION

Set Department Contribution (currency)

= price

cr6bd_price (currency) Price

7. Add *** 0.1** and click the **Check Mark** button.

..THEN

CONDITION (OPTIONAL)

+ Add condition

ACTION

Set Department Contribution (currency)

= cr6bd_price * 0.1

✓ ✕

8. Click **Save and Close**.

SAVE SAVE AND CLOSE

CALCULATED FIELD

Set Department Contribution

IF...THEN

CONDITION (OPTIONAL)

+ Add condition

ACTION

Set Department Contribution to Price * 0.1

9. Click **Done**.

Note on currency fields: You might notice that there are two Department Contribution fields one with (base) next to it. Currency fields in CDS store the base currency value (this is the configured default currency for the environment) and the transaction currency (this can be selected on a record by record basis) to allow support for multi-currency transactions. Generally, you will want to make sure to pick the field without the (base) in the name.

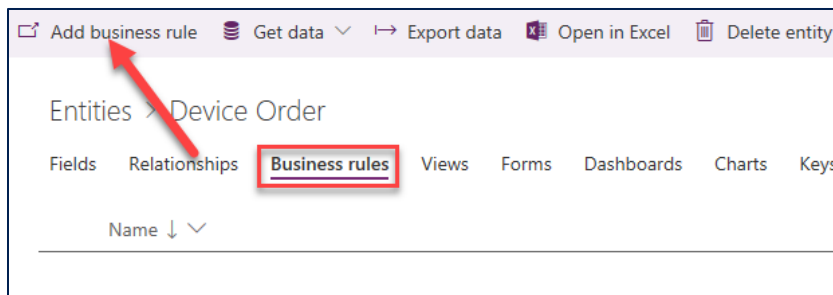
The (base) value is commonly used in reporting where you want to normalize multiple currencies to allow reporting on them in the base currency value.

Currency	...	Lookup	Standard
Department Contribution	...	Currency	Custom
Department Contribution (Base)	...	Currency	Custom
Device Name	...	Text	Custom
Estimated Ship Date	...	Date Only	Custom

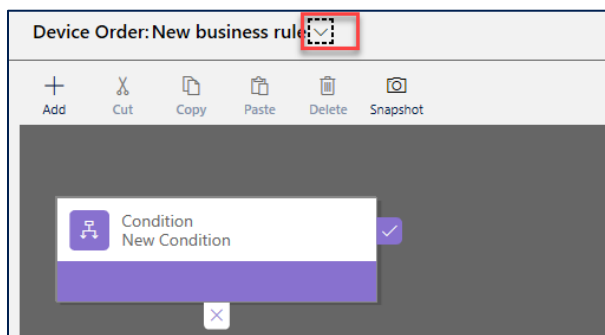
Task 4: Create a business rule

In this task, you will create a **Business rule** that will set the Estimated Delivery Date to 14 days after approval of the order.

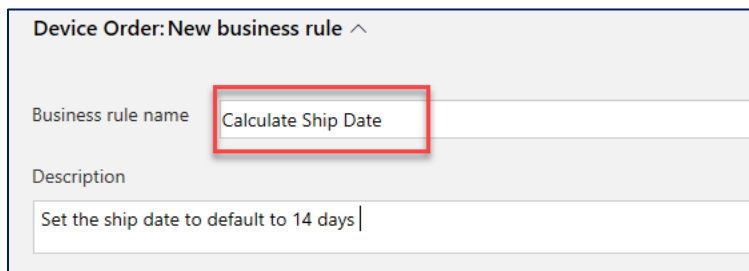
1. Select the **Business rules** tab and click **Add business rule**.



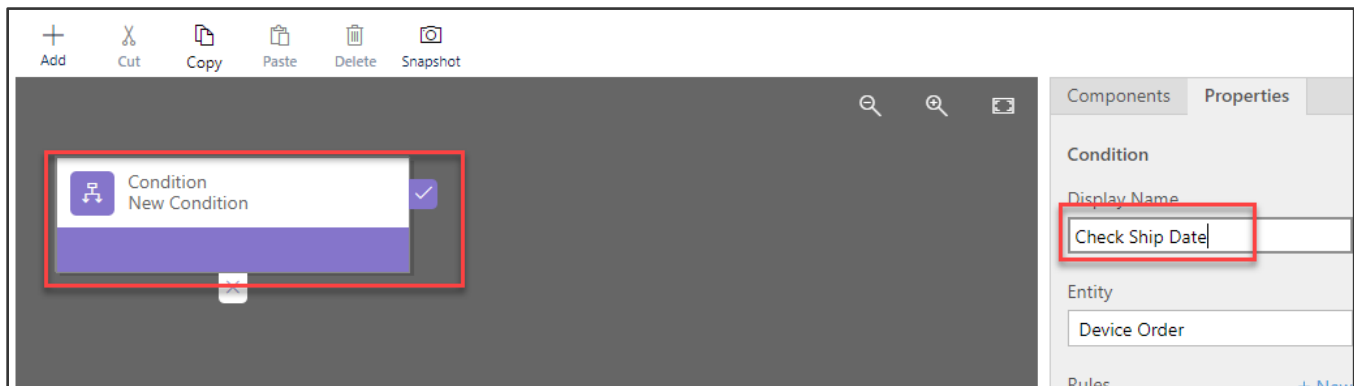
2. Click the arrow to **Show Details**.



3. Change the **Name** to **Calculate Ship Date** and click the arrow to **Hide Details**.

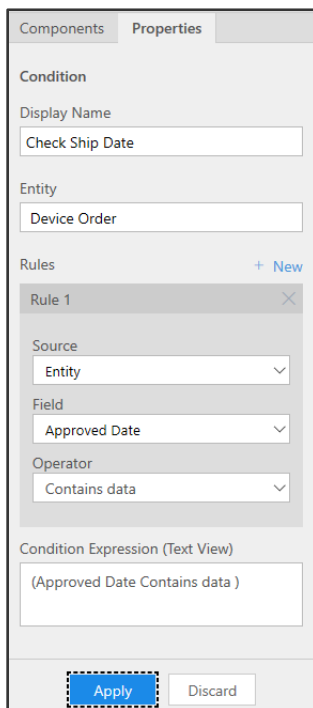


4. Select the **Condition**, change the name to **Check Ship Date**.

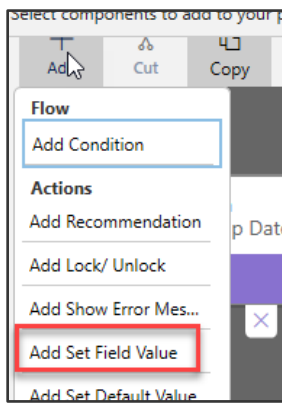


5. In the **Rule 1** section select **Entity** for **Source**, **Approved Date** for **Field**, **Contains Data** for **Operator** and click **Apply**.

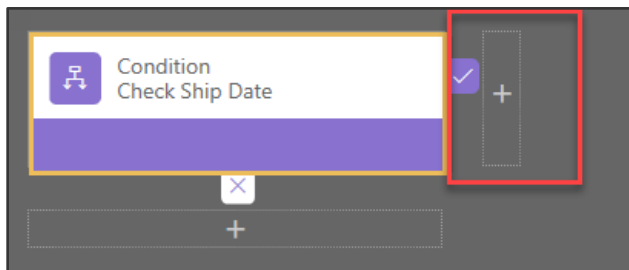
Note: You may need to scroll down to the bottom of all scroll bars to see the Apply button. You must click Apply after any change to the properties otherwise they will revert to the prior value. The Business Rule (Text View) will automatically update after you hit apply when you are done modifying the rule.



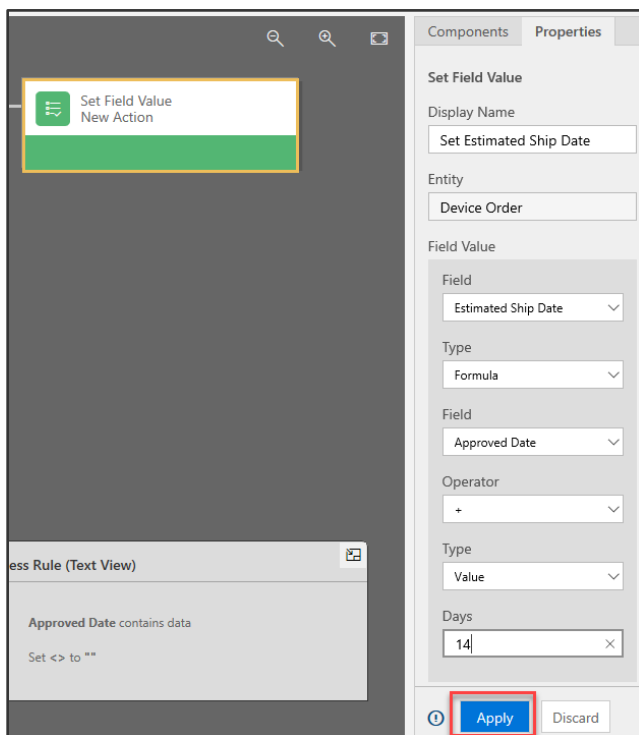
6. Click **Add**, select **Add Set Field Value**.



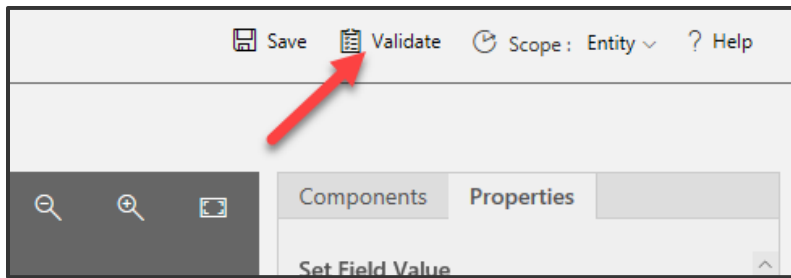
7. Select the True side of the condition.



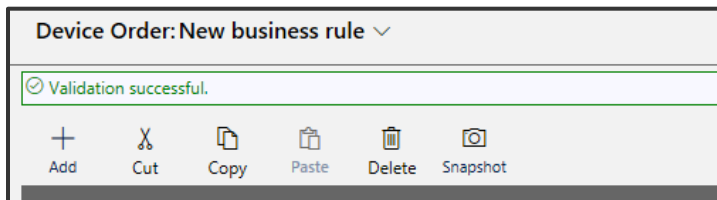
8. Enter **Set Estimated Ship Date** for **Display Name**, select **Estimated Ship Date** for **Field**, **Formula** for **Type**, **Approved Date** for **Field**, **+** for **Operator**, **Value** for **Type**, **14** for **Days**, and click **Apply**.



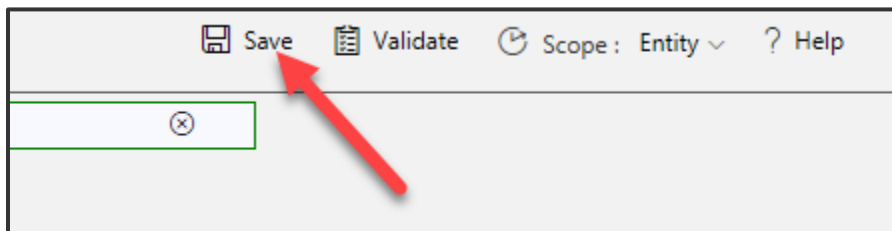
9. Click **Validate**.



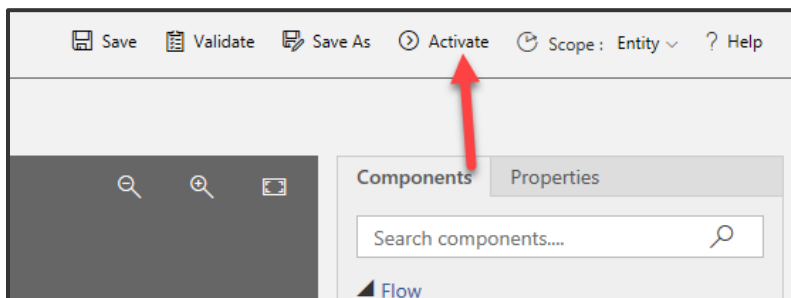
10. Make sure validation succeeds.



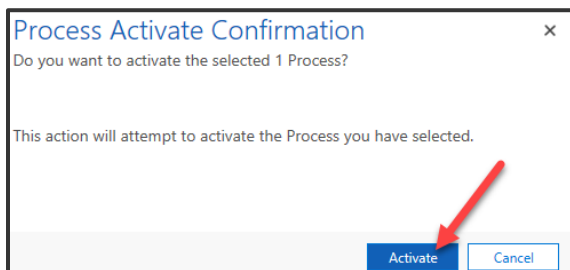
11. Click **Save**.



12. Click **Activate**.

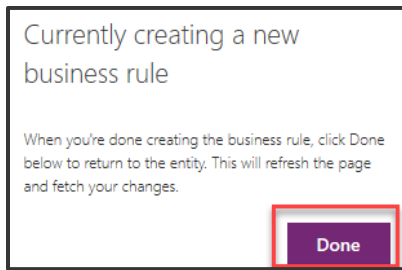


13. Confirm activation. Business rules only execute when they are activated. In the future to make changes to rules you deactivate them, make the change, and then re-activate the rule.

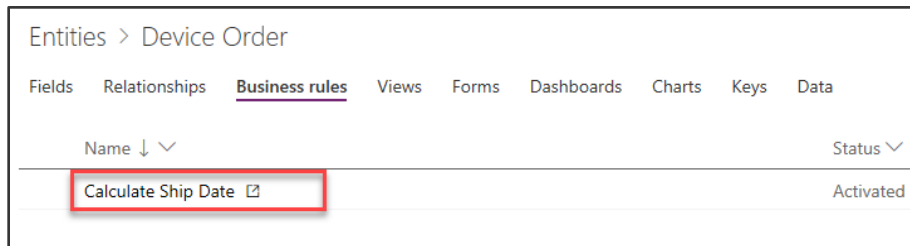


14. Close the process editor browser window or tab.

15. Click **Done**. The list should refresh showing the Business Rule you just created.



16. Your Device Order entity will have one Business Rule.



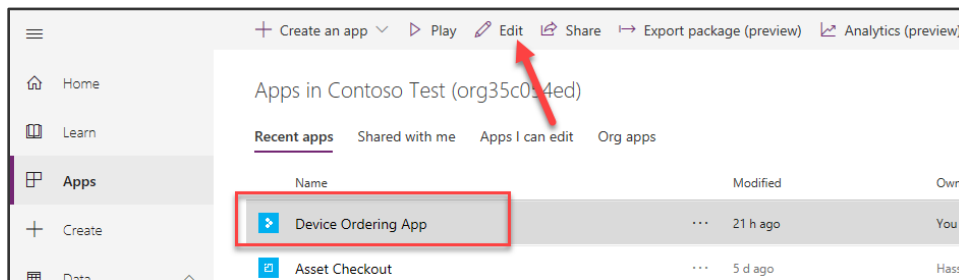
Exercise 3: Connect the data from the Canvas App

Now that you have created the entity to store device order requests let's connect your Device Ordering Canvas app to this entity and add a form to submit device approval requests.

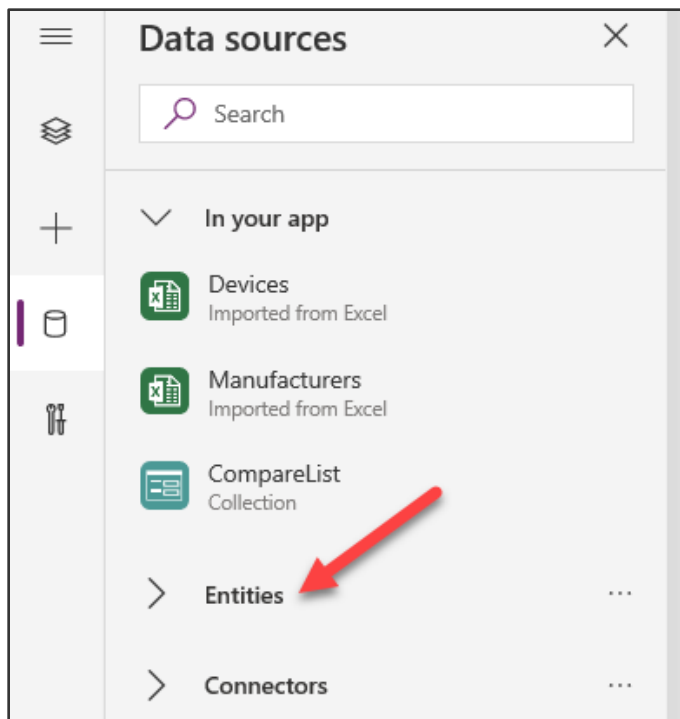
Task 1: Add CDS entity as a data source to the app

Open the device ordering app. Make sure you are opening the version of the app that is in the newly created environment that has the CDS database instance.

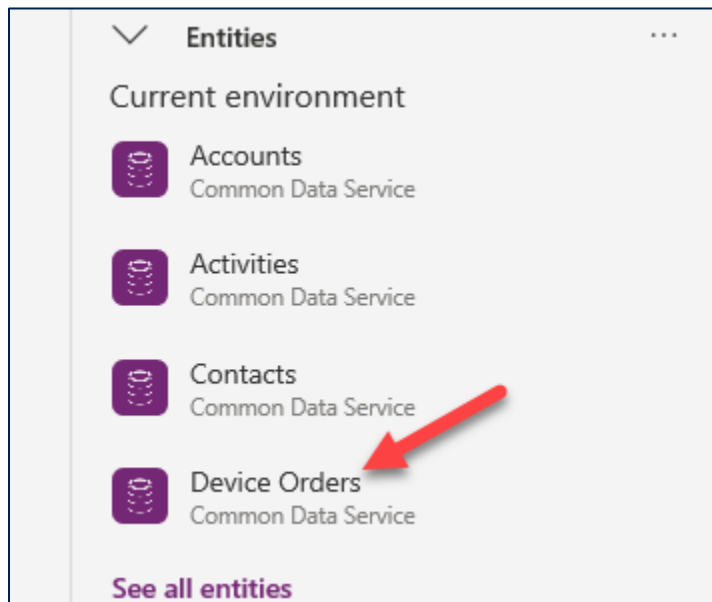
1. Select **Apps**, select the **Device Order App** you created in Module 1, and click **Edit**.



2. Select the **Data sources** to display the current sources. Expand entities.

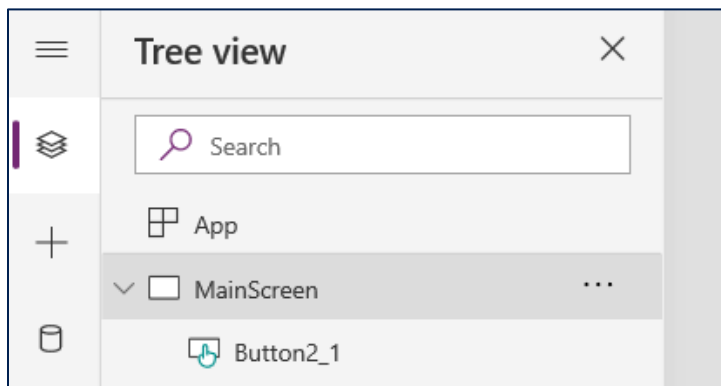


3. Click on **Device Orders** from the entity list to include it as a data source for our app.

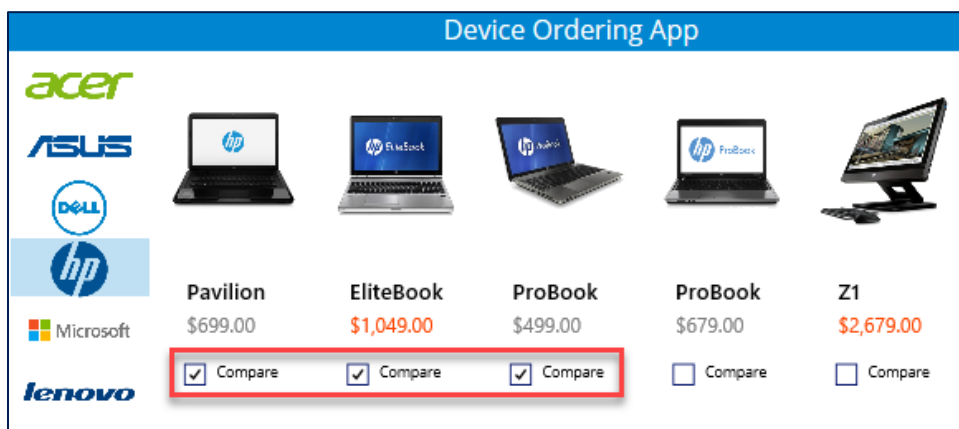


Task 2: Create the edit form

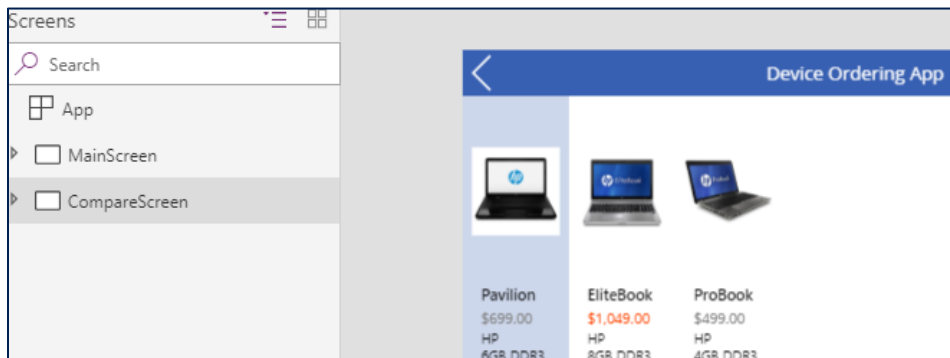
1. Switch to the Tree view and select the **MainScreen**.



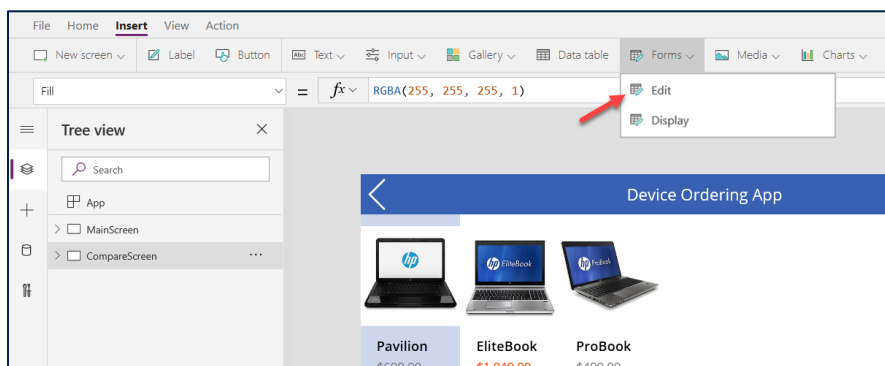
2. Select few devices. Hold the "Alt" key, and then it will allow you to check the compare on the devices.



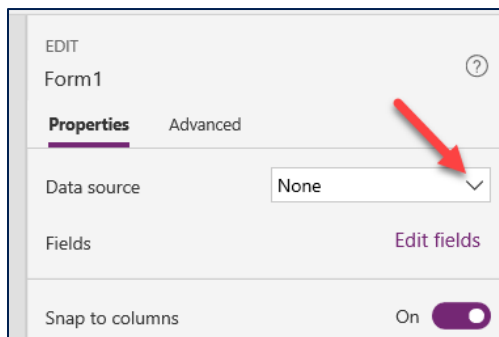
3. Select the **CompareScreen**. You will now have the selected devices.



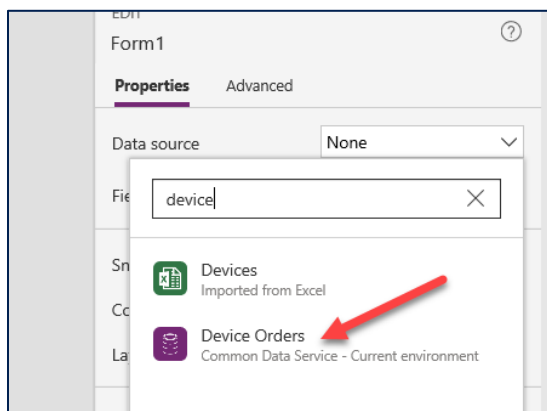
4. Select the **Insert** tab, click **Forms**, and select **Edit**.



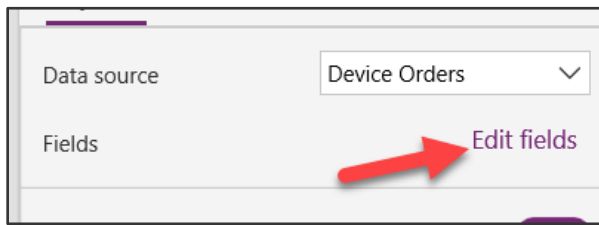
5. Click the **Data Source** drop-down in the Data pane on the right.



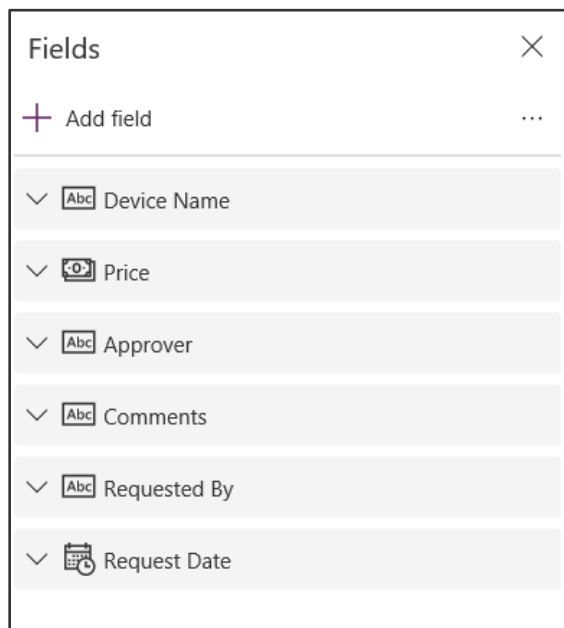
6. Select the **Device Orders** entity as the data source.



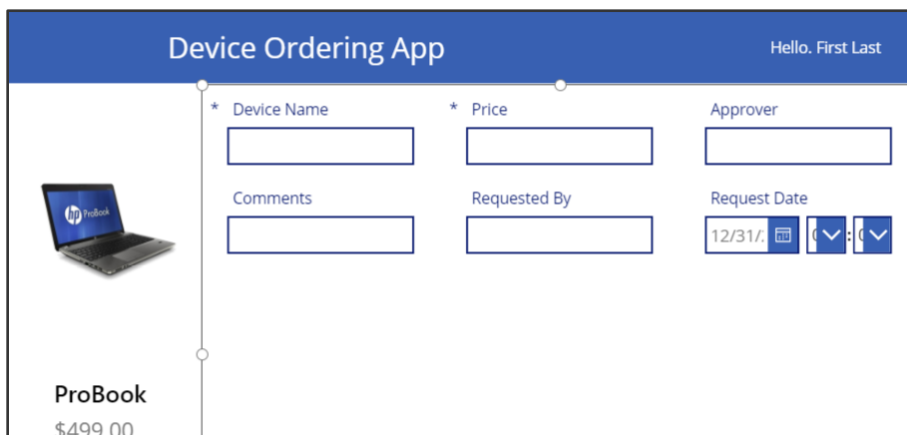
7. Click **Edit Fields**.



8. Add, remove, and order fields like the image below. The fields are added using the plus sign and can be reordered by dragging the field to the desired placement.

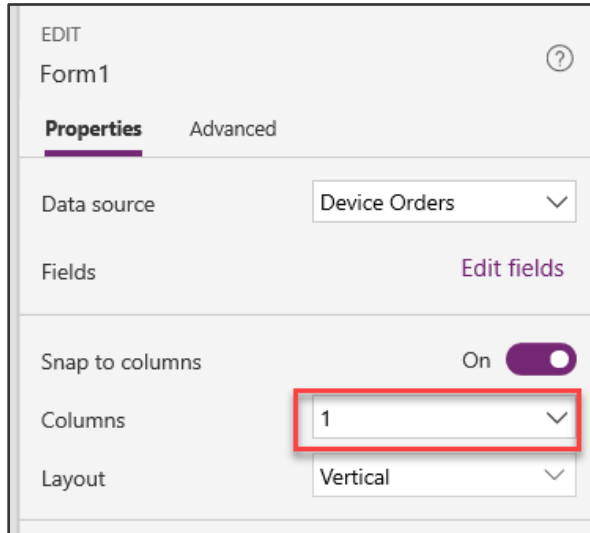


9. Close the **Fields** pane.
10. Move the form control **Form1** to the right of the screen and resize it using the drag handles such that it fits in the empty space. See picture on the right. Make sure there is enough space below the form to add a Submit button.



Note: You can always select controls, such as the Form1 control, from the tree view on the left to make sure you are selecting the correct control. To move it make sure you select the Form and not a control within the form.

11. Change the **Snap to columns** setting from 3 to 1. This will modify the layout of the edit form to be single column.



EDIT
Form1

Properties Advanced

Data source Device Orders

Fields Edit fields

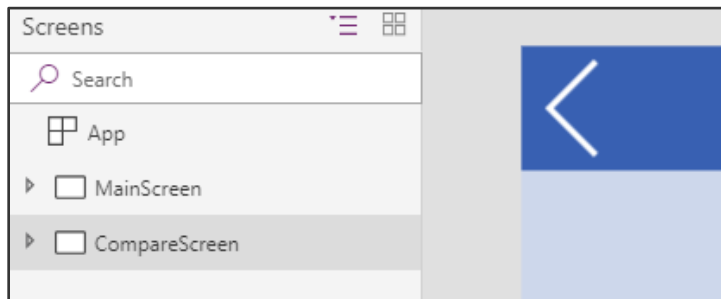
Snap to columns On

Columns 1

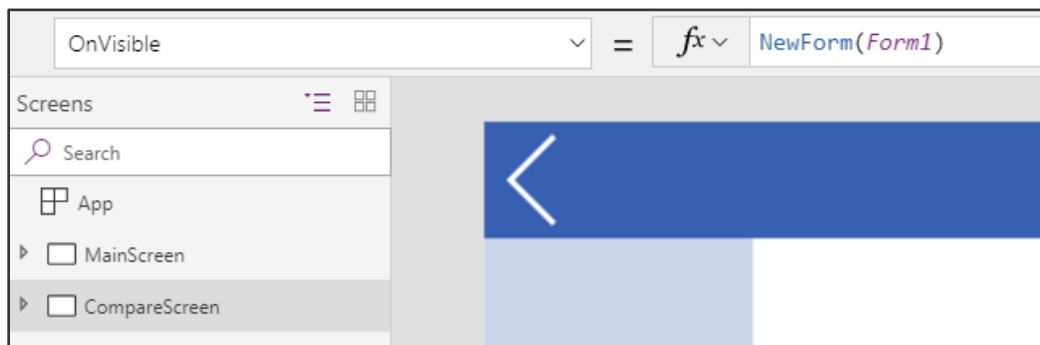
Layout Vertical

For more info on working with multi-column form layouts, see <https://powerapps.microsoft.com/tutorials/working-with-form-layout/>.

12. To create a new instance of the form when the screen is loaded. Click **CompareScreen** in left tree view pane.



13. Select the **OnVisible** property of the screen, enter: **NewForm(Form1)**.

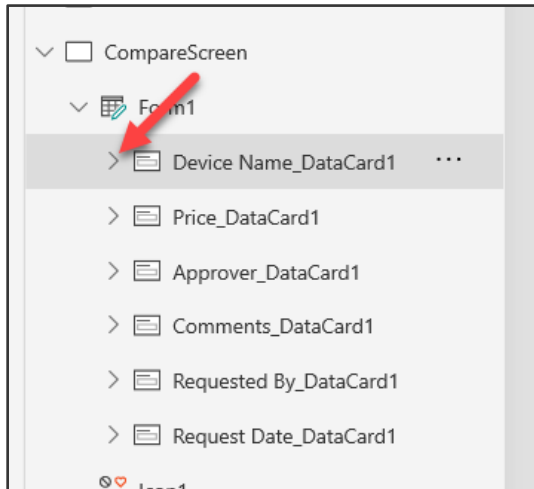


Task 3: Configure the title field

In the next few steps, you will configure each of the form fields.

Let's start by configuring the Title to display the manufacturer and device name for the selected device. For example, if the user selects the Surface Pro device, we want the device order to have the title: "Microsoft – Surface Pro".

1. Expand the **Device Name**.



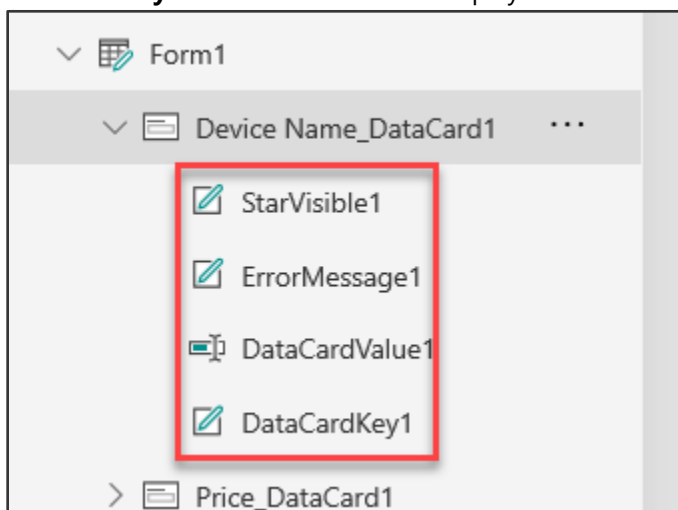
Notice that the default card contains a few controls:

StarVisible1: This is a label control that has an asterisk (*) which has its Visible property set to true or false depending on whether the field is Required or not. Since the Title field was marked as Required when you configured the entity, its Required property is set to true.

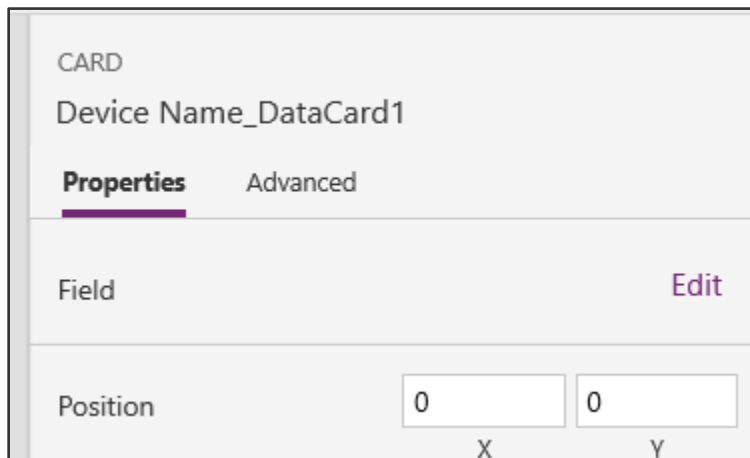
ErrorMessage1: This is a label that is just below the main data entry field which displays error messages.

DataCardValue1: This is the text input control where you can enter the Title. For this scenario, we will set the title based on the selected device.

DataCardKey1: This is the label that displays the title of the field.



2. Select **Device Name** in the tree view and click **Advanced**.



CARD

Device Name_DataCard1

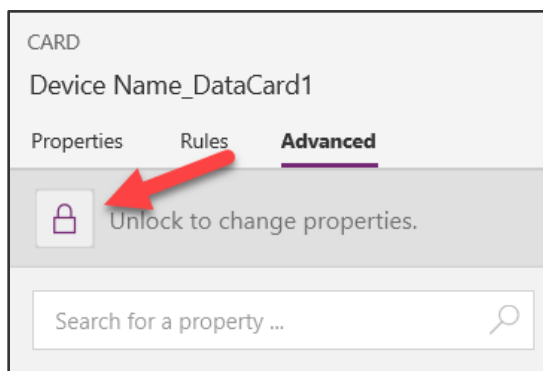
Properties Advanced

Field Edit

Position 0 0

X Y

3. Click **Unlock** so you can customize the card



CARD

Device Name_DataCard1

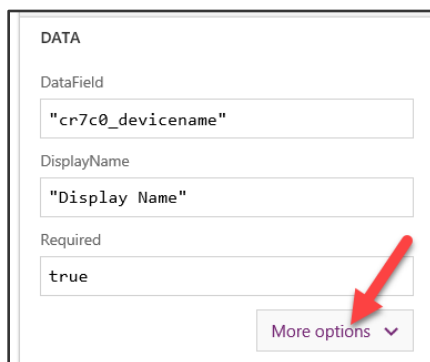
Properties Rules **Advanced**

Unlock to change properties.

Search for a property ...

For the next few steps, we will use the Advanced pane to customize control properties within the form, note that you can perform the same customizations using the property drop-down and formula bar in the top left of the studio.

4. Click **More Options** button in the **Data** section of the Advanced pane.



DATA

DataField

"cr7c0_devicename"

DisplayName

"Display Name"

Required

true

More options

5. To display the selected item in the Title field, set the **Default** property to `CompareListGallery.Selected.ManufacturerName & " - " & CompareListGallery.Selected.Title`

Required

true

Default

`CompareListGallery.Selected.ManufacturerName & " - " & CompareListGallery.Selected.Title` *fx*

Title

6. Click **More Options** button in the **DESIGN** section of the Advanced pane. We are going to change the Device Name field to be read only so they don't change it.

DESIGN

BorderColor

`RGBA(0, 18, 107, 1)`

BorderStyle

`BorderStyle.Solid`

BorderThickness

`0`

More options ▼

7. Change the **DisplayMode** to `DisplayMode.View`. This will prevent users from changing the value within the text box.

true

DisplayMode

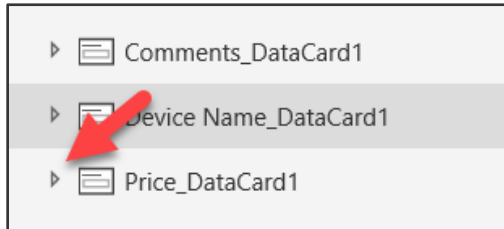
`DisplayMode.View`

Fewer options ▲

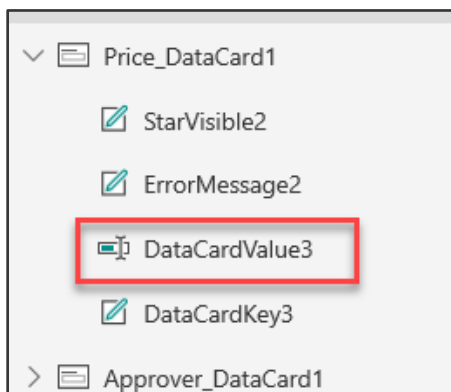
Task 4: Configure the price field

In this task, we are going to set the price to the price of the item and then make it read-only.

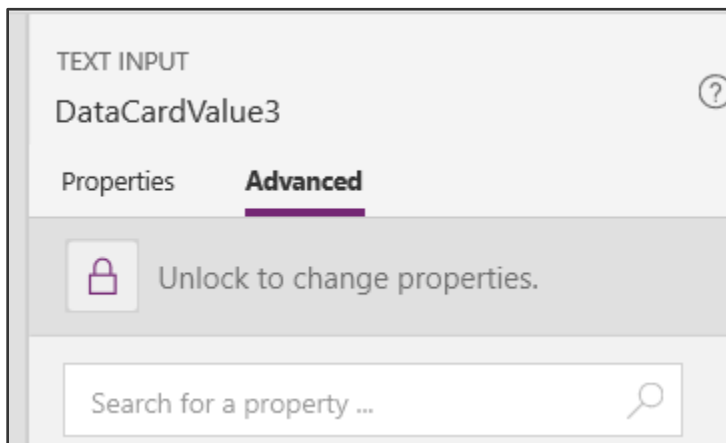
1. Expand **Price**.



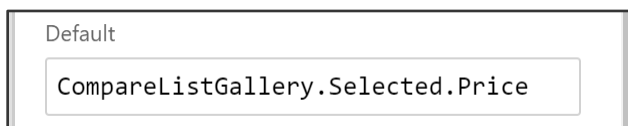
2. Select the **Data Card Value**.



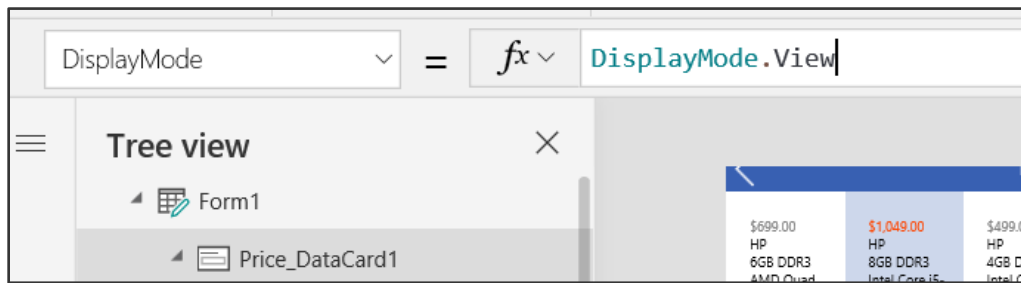
3. Select the **Advanced** tab and click **Unlock**.



4. Change the **Default** property in the Data section to: `CompareListGallery.Selected.Price`



5. Select Price and change the **DisplayMode** property to `DisplayMode.View`.

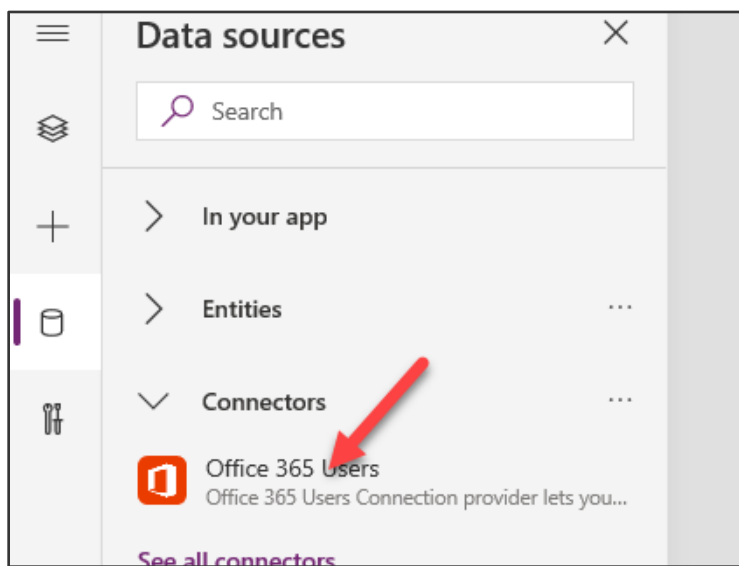


Task 5: Configure the approval field

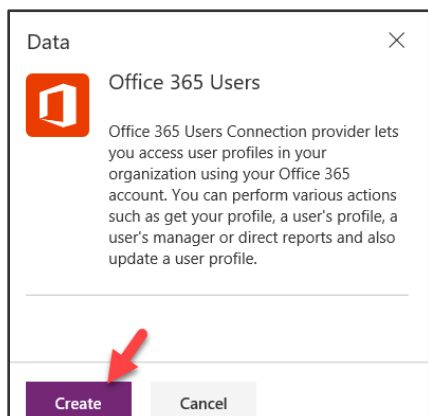
Let's set the **default** value for the Approver to be the email address of the **logged in user's manager**.

You will use the **Office 365 graph** to retrieve the manager's email. You can find more about the Office 365 Users Connection provider here <https://docs.microsoft.com/connectors/office365users/>

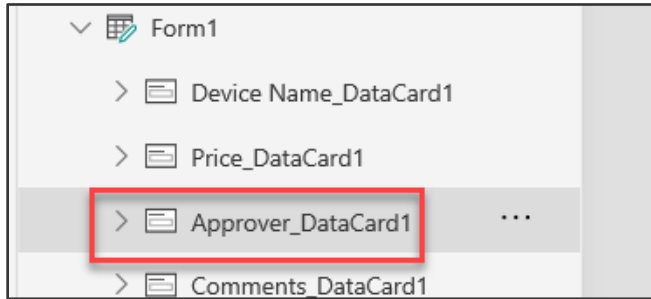
1. Select **Data sources**. Expand Connectors. Select Office 365 Users.



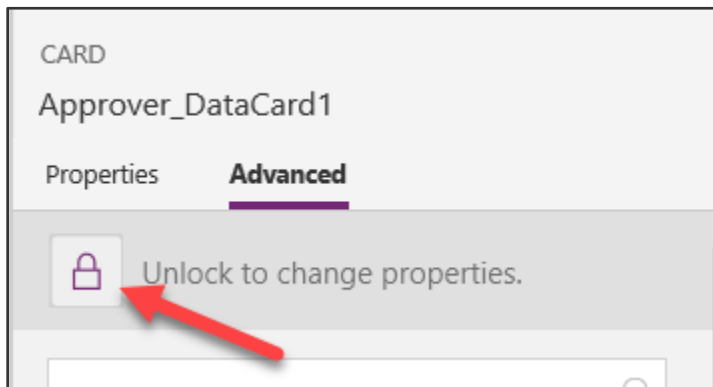
2. When prompted, click **Create**



3. Switch to the Tree view.
4. Select **Approver**.



5. Go to the **Advanced** pane and **Unlock**.

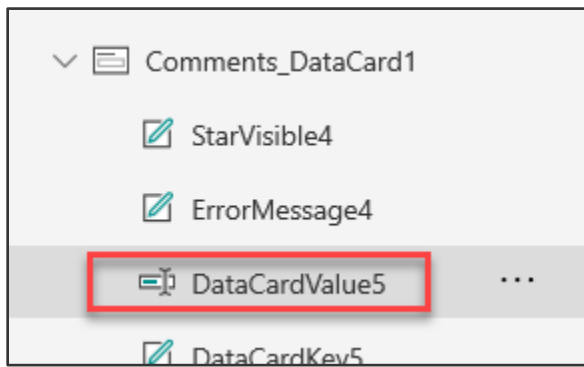


6. Set the **Default** value to: `User().Email` This expression will use your user's email, so you won't accidentally e-mail your manager to approve your testing.
In a real application or if you wanted to try the expression to use your managers email would be `Office365Users.Manager(User().Email).Mail` This would make an API call at runtime to get the manager's email address of the logged-on user. *If you try this and hit an error when calling the `Office365Users.Manager()` function, this may be because a manager is not set up in the system for the logged in Office 365 user. In that case, you can simply go back go `User().Email`.*
7. Save your work and return to the continue editing the app.

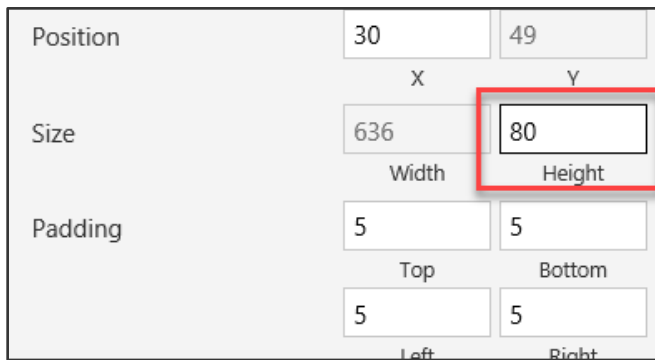
The Office 365 User connector has access to many other valuable types of information you can learn more about the other actions and data available here <https://docs.microsoft.com/en-us/connectors/office365users/>

Task 6: Configure the Comment field

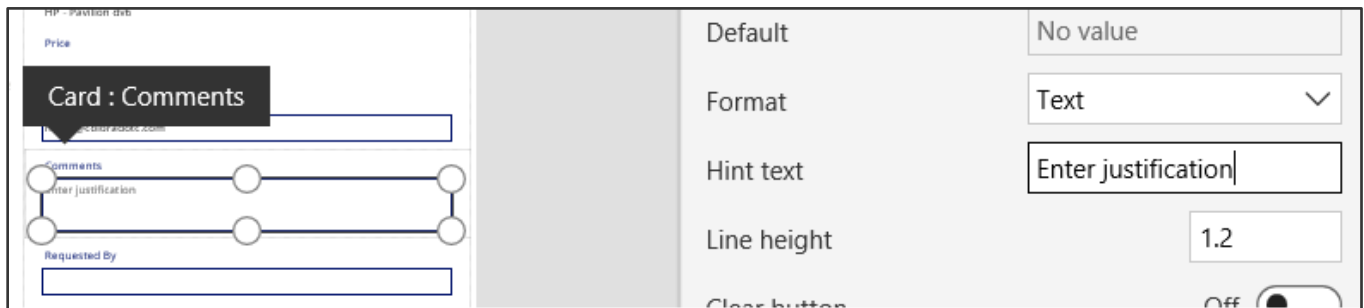
1. Expand the **Comments** field and select the **DataCardValue**.



2. Select the **Properties** tab and change the **Size -> Height** value to **80**.



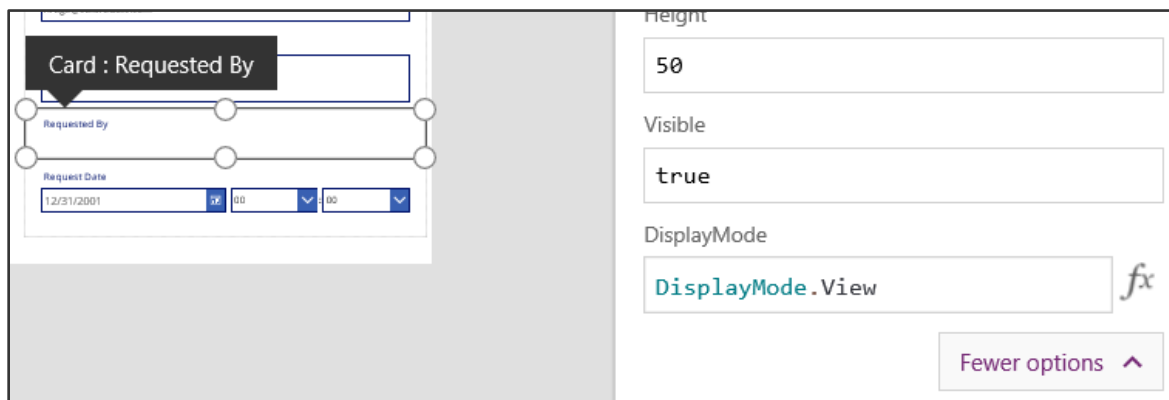
Optionally, you may select the Text Input control **DataCardValue4** and set its **HintText** property to: "Enter justification" (without quotes).



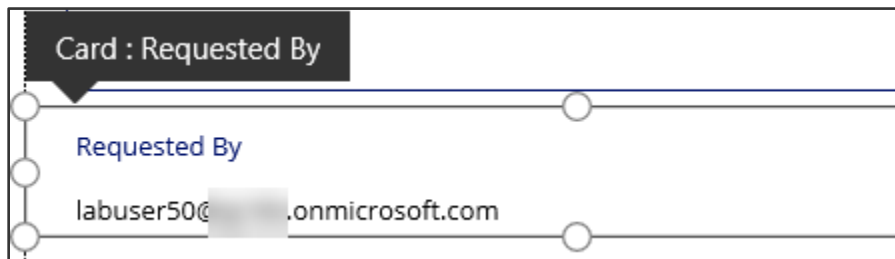
Task 7: Configure the Requested By field

Let's set the Requested By field to be the current logged on user's email and disable the control so the user cannot change this value.

1. Select the **Requested By** card.
2. Go to the **Advanced** pane and **Unlock** the card.
3. Change the **DisplayMode** property to: `DisplayMode.View`



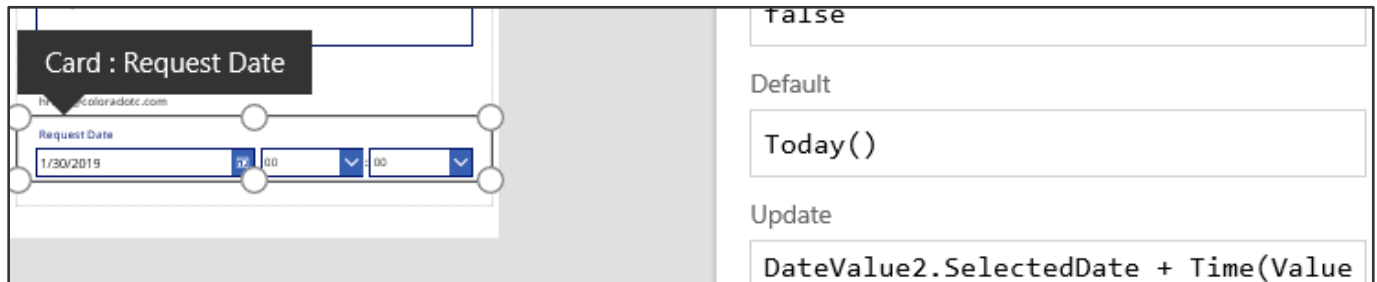
4. Set the **Default** value to `User().Email`
This is the email of the currently logged in user



Task 8: Configure the requested date field

Let's set the Request Date to be today's date.

1. Select the **Request Date** card.
2. Go to the **Advanced** pane and **Unlock** the card.
3. Change the **Default** property to `Today()`



Notice that the date in the calendar control will change to today's date.

Now we will hide the Request Date card. We don't need to show this field to the user. Since we have included it as part of the form the field will get updated as part of the form submit.

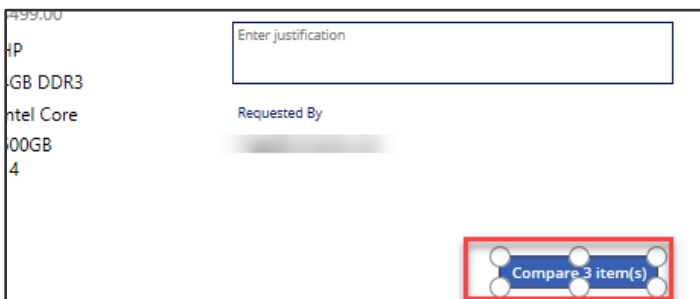
4. Go to the **Properties** pane.
5. Set the **Visible** toggle to **Off**.

Task 9: Add a button to submit the form

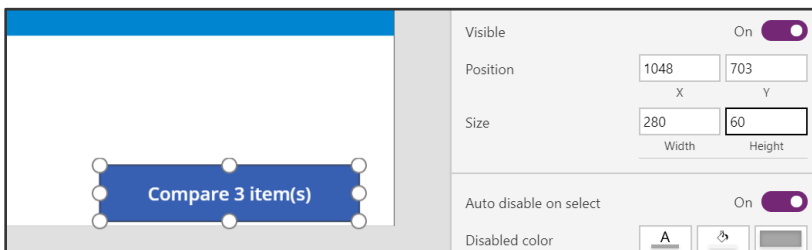
1. Select the **MainScreen**.
2. Copy (Ctrl-C) the **Compare button** from the first screen which has the correct color values.



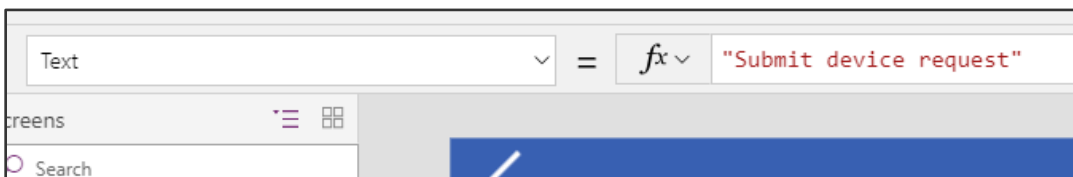
3. Go back to the **CompareScreen** and paste (Ctrl-V) the button.



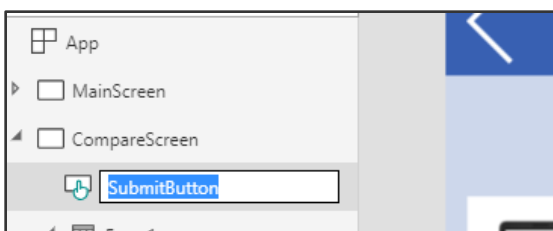
4. Position it in the bottom right of the screen, center aligned with the Form.
5. Make the button larger – you can resize to 280x60 using the Properties pane on the right.



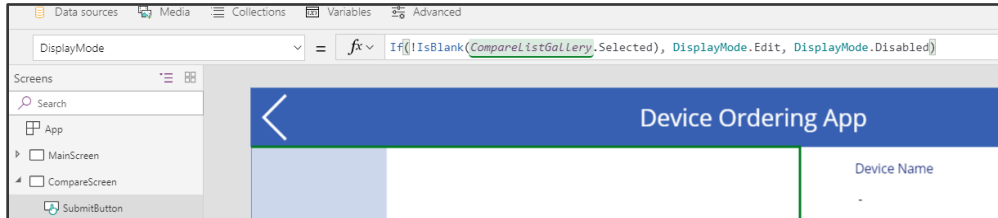
6. Set the button's **Text** property to **"Submit device request"**



7. Rename the button to **SubmitButton**.

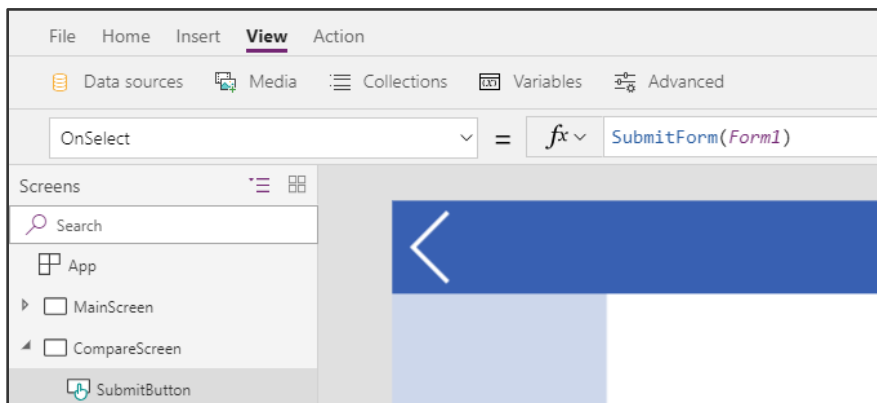


8. The button should be enabled only if a device is selected. To do this, change the button's **DisplayMode** property to: `If(!IsBlank(CompareListGallery.Selected), DisplayMode.Edit, DisplayMode.Disabled)`



Note: You might notice the exclamation mark (!) in the formula `!IsBlank()`. Normally if you just have `IsBlank()` the check is for blank. Adding the exclamation mark (!) in front of it changes it to check if it is NOT blank.

9. Next, we are going to configure what we want to happen when the button is clicked. Set the **OnSelect** property to `SubmitForm(Form1)`.

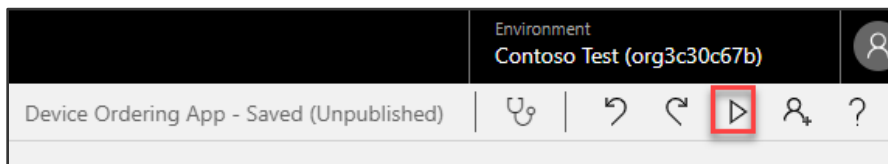


When the button is pressed, the form data will be submitted to the Common Data Service.

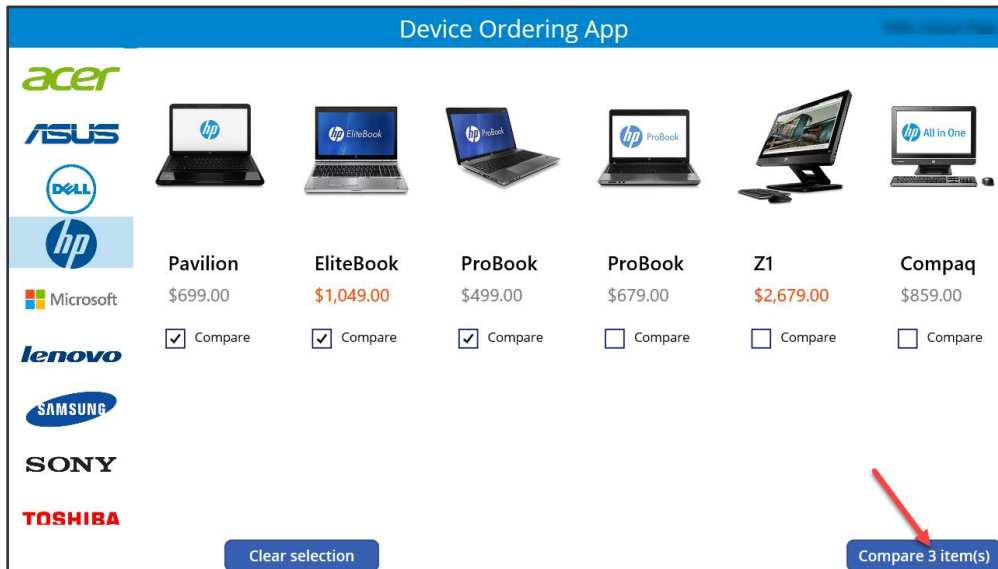
10. Save your work and return to continue editing the app.

Task 10: Test the form

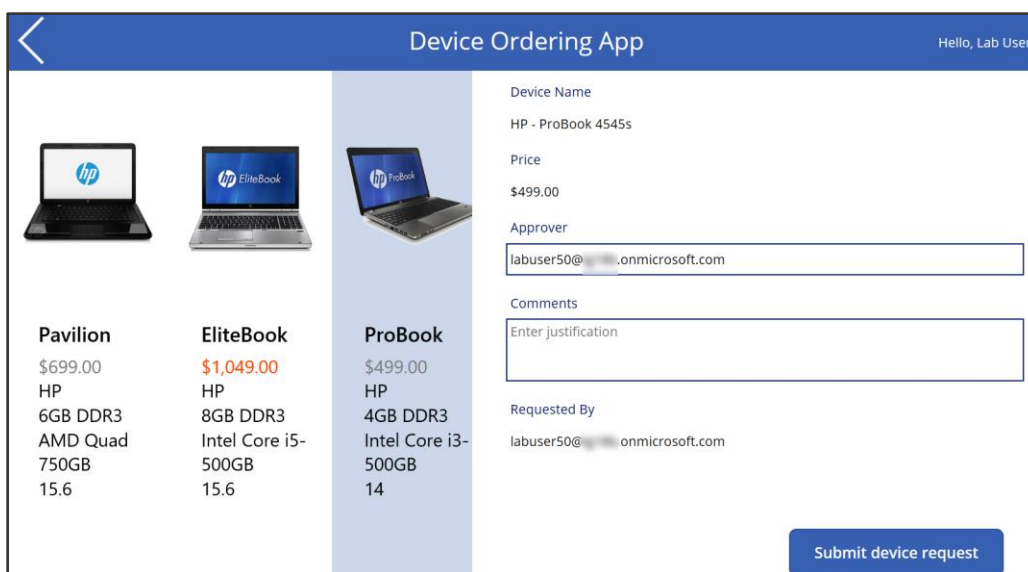
1. Select the **MainScreen** in the left side tree navigation and click Play.



2. Select a few devices to compare. And click **Compare**.



3. Select one of the devices.



Notice that the Title, Price and Requested By fields are already filled in.

4. Change the Approver email to your own email for test purposes
5. Add some **Comments**, such as: "Current laptop does not work, need a new device."

6. Click **Submit device request**.

Device Name
HP - ProBook 4545s

Price
\$499.00

Approver
labuser50@...onmicrosoft.com

Comments
Current laptop does not work, need a new device.

Requested By
labuser50@...onmicrosoft.com

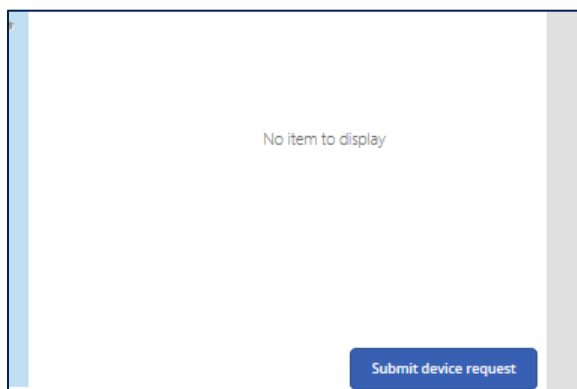
ProBook
\$499.00
HP
4GB DDR3
Intel Core i3-500GB
14

Submit device request

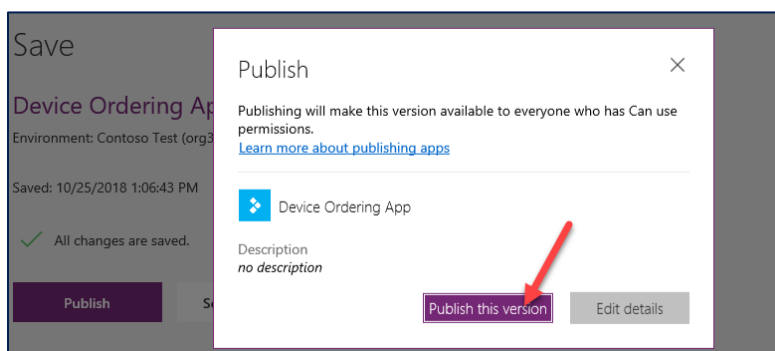
The button should turn disabled (gray) for a few seconds while it's submitting the request. If it does not do this there is likely an error. Click the X in top right to get back to the design mode.

If there is an error, you will see a yellow error icon next to the Submit button, hover over it to check the error.

7. The form will become empty after the record gets created, we will fix this issue in optional task. Exit the preview mode ('X' in top right).

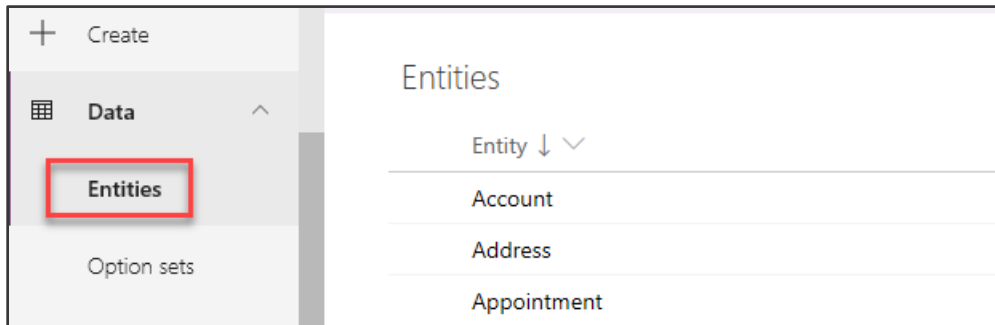


8. Save the Application and Publish

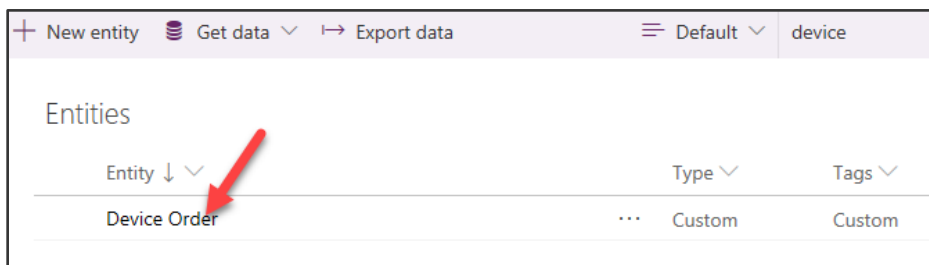


Task 11: Verify a new item was added to the Device Order entity

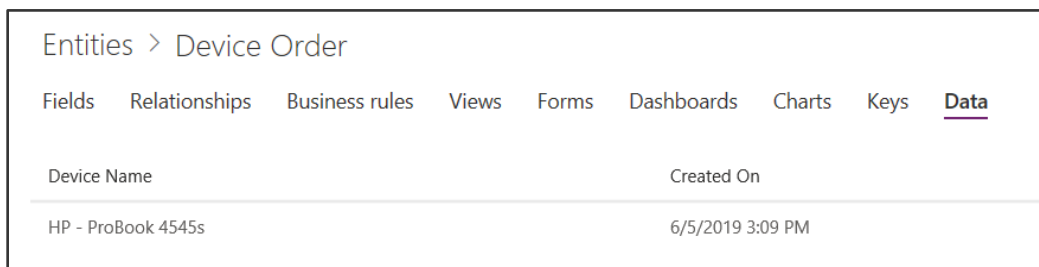
1. Browse a browser window, go to <http://make.powerapps.com>.
2. Click on **Data** -> **Entities**.



3. Select the **Device Order** entity.



4. Select the **Data** tab.
5. You should see a newly added row with your device order details. This may take a few seconds to load.

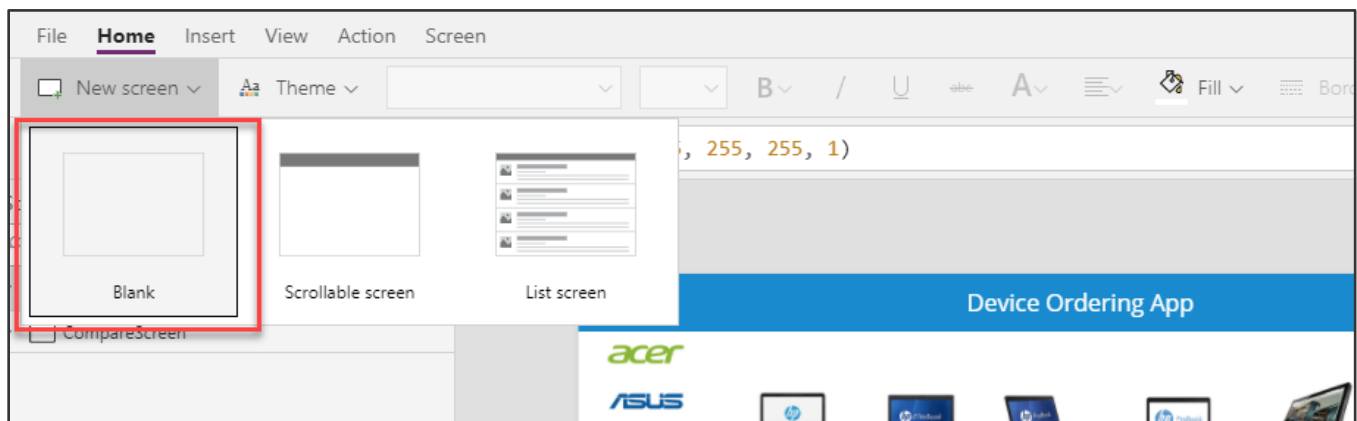


Task 12: [Optional] Navigate to confirmation screen after the Form submit is successful

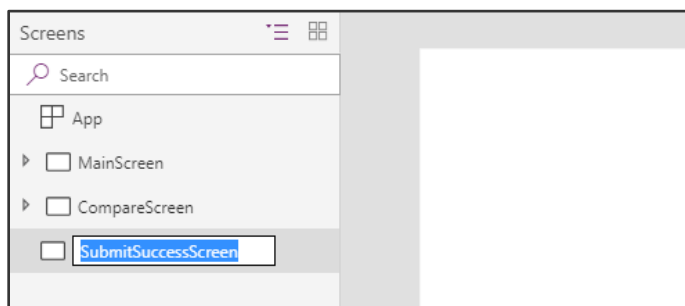
This step is optional, if you're short on time you may skip it and continue to the next module.

Once the Form has been successfully submitted, it's a good idea to show a confirmation screen and allow the user to navigate back to the main screen.

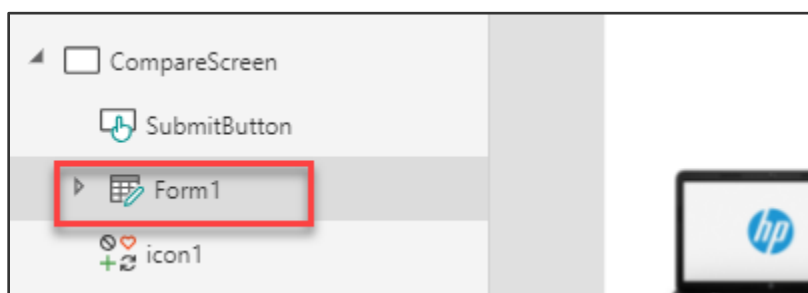
1. Navigate to the Canvas Studio for your powerapp.
2. Select **Home** -> **New screen** -> **Blank**



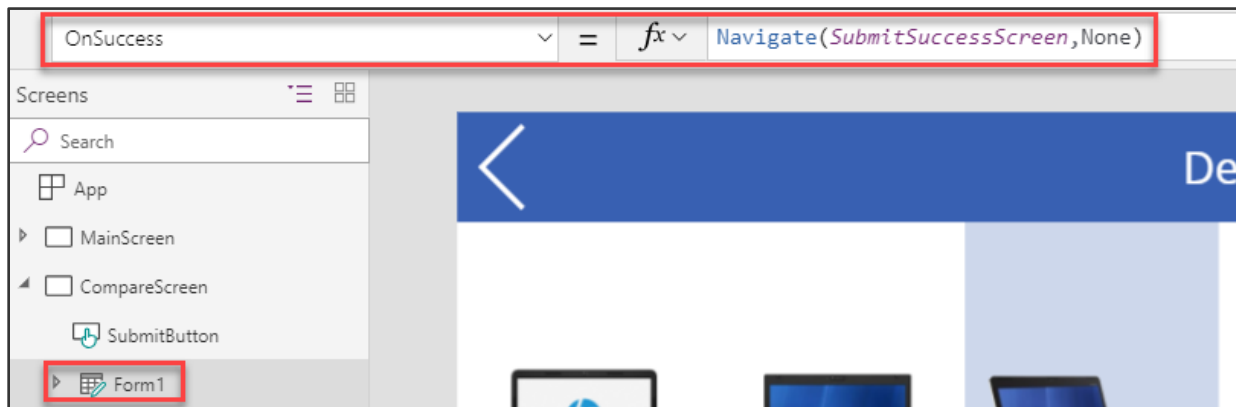
3. Rename the screen to **SubmitSuccessScreen**



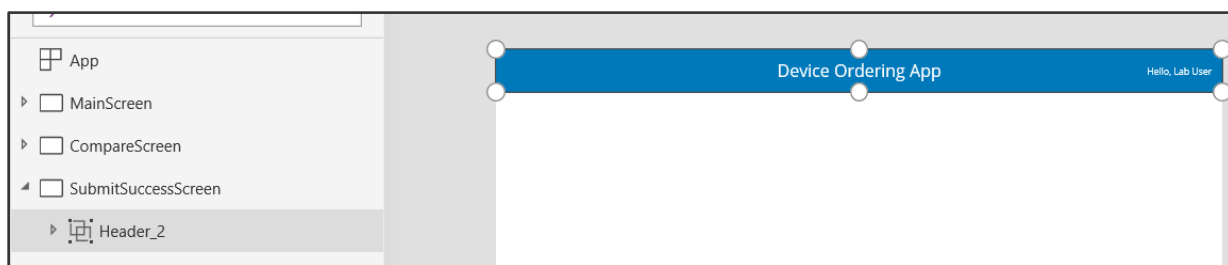
4. Expand the **CompareScreen**.
5. Select the Form – you can use the tree view on the left to select **Form1**.



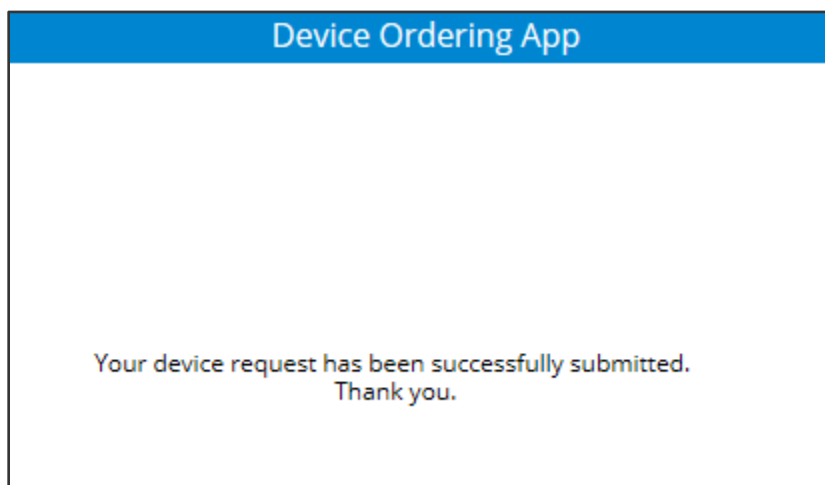
6. Set the **OnSuccess** property to:
`Navigate(SubmitSuccessScreen,ScreenTransition.None)`



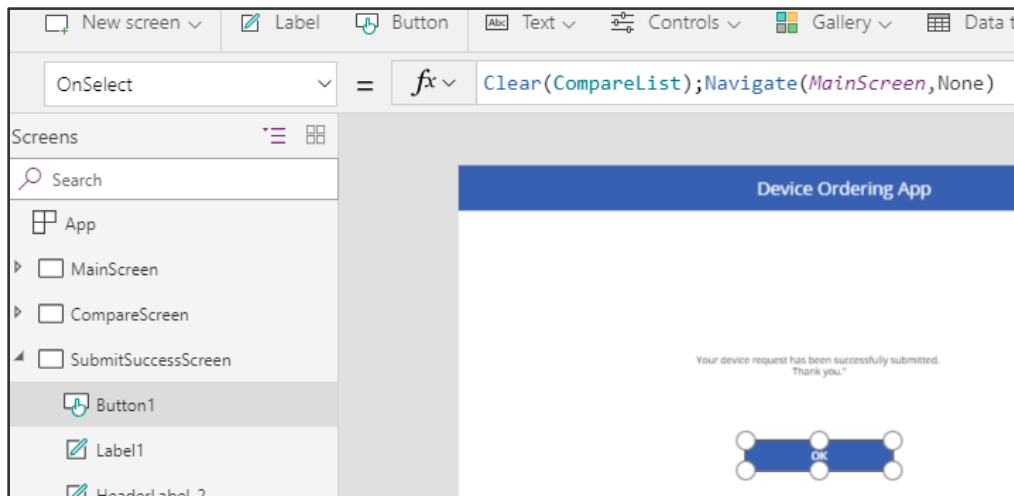
7. Copy (Ctrl-C) the **Header** from the CompareScreen.
8. Go to the **SubmitSuccessScreen**, paste the header and align Top.



9. Add another **label** in the middle of the screen and set the **Text** to: "**Your device request has been successfully submitted. Thank you.**"
10. Increase the font size, the size of the label and center the text.

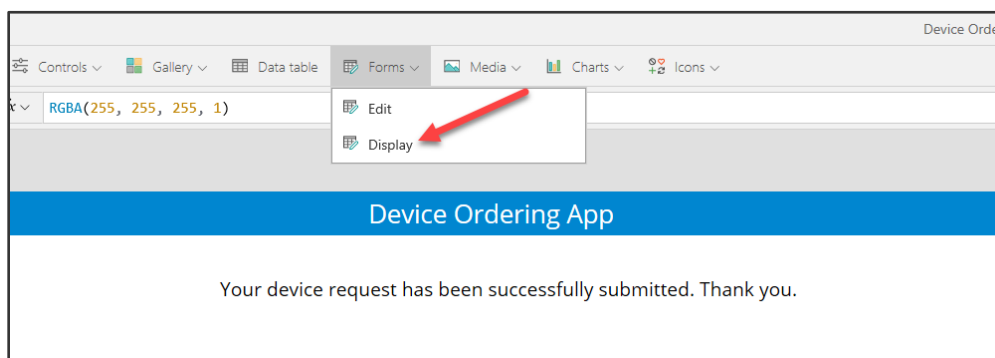


11. Add a **button** and set its **Text** to: "**OK**".
12. When the button is pressed, let us remove all the items from the CompareList collection and navigate to the first screen.
13. Set the **OnSelect** property of the button to:
`Clear(CompareList);Navigate(MainScreen,ScreenTransition.None)`

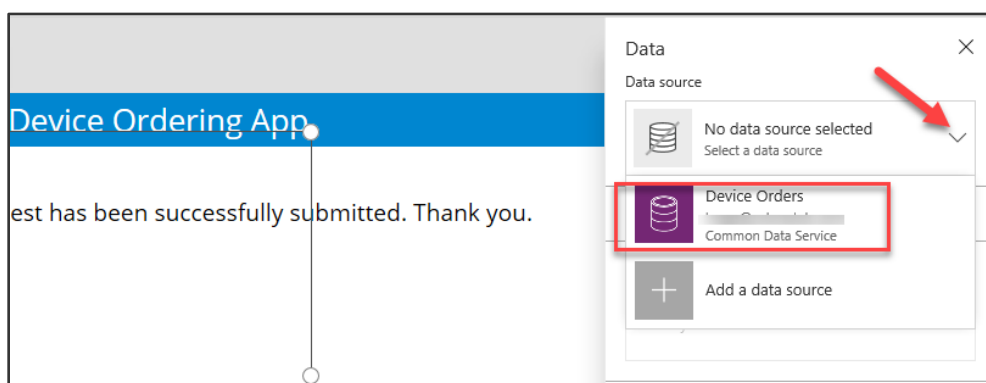


Note: ';' is used as a separator when multiple functions are called one after the other. If you are in a locale where ',' is used as a comma-separator, then use a double ';' here (without the single-quotes).

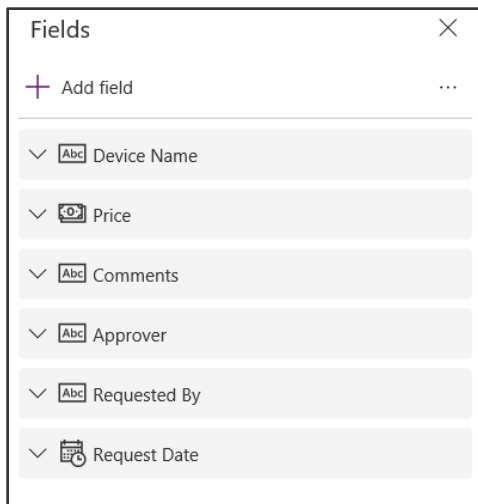
14. Move the label up and add a Display Form: **Insert** -> **Form** -> **Display**.



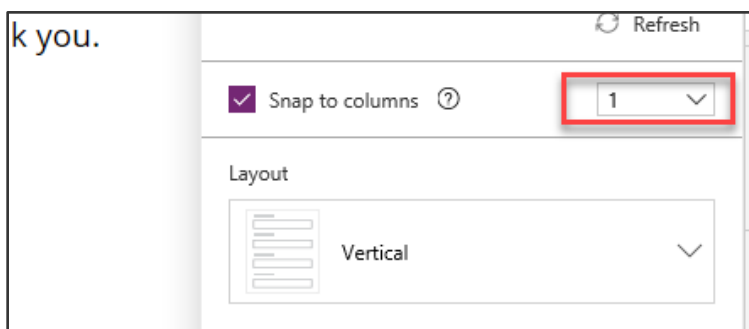
15. Configure its **data source** to point to the 'Device Order' entity.



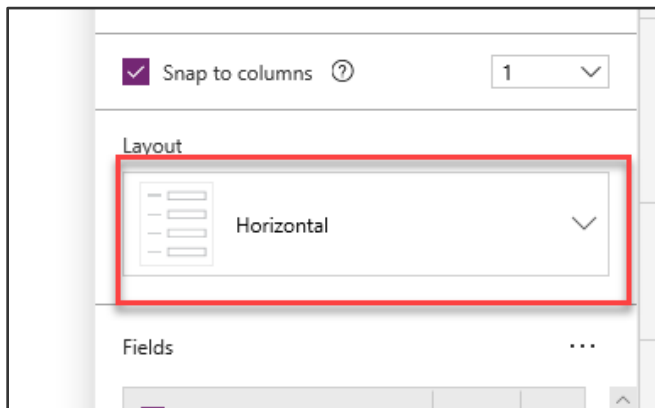
16. Select the fields to display: Device Name, Price, Comments, Approver, Requested By, Request Date. Rearrange and remove any additional fields.



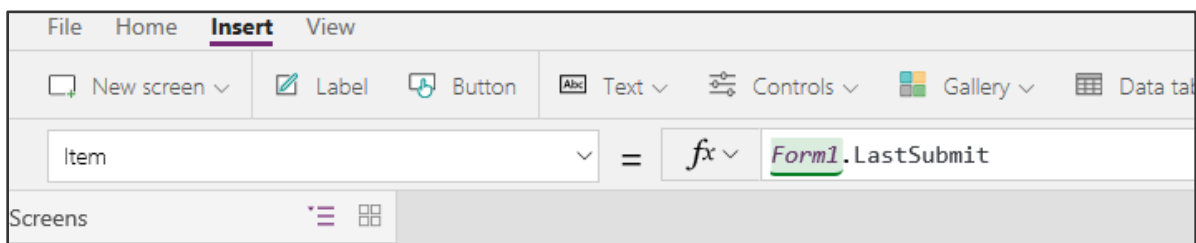
17. Change the **Snap to columns** value from 3 to 1.



18. Change the **Layout** from Vertical to Horizontal.



19. Set form **Item** property to `Form1.LastSubmit`.



20. Reposition/Resize the for until it looks like the image below.

Device Ordering App

Your device request has been successfully submitted. Thank you.

Device Name

Price

Comments

Approver

Requested By

Request Date

OK

21. Save your Changes and Publish.
22. Select the MainScreen and click Play.
23. Select few more devices and click Compare

acer

ASUS

DELL

hp





Microsoft

lenovo

SAMSUNG

SONY


TOSHIBA

			
Surface	Surface	Surface	Surface
\$499.00	\$599.00	\$899.99	\$999.00
<input checked="" type="checkbox"/> Compare	<input checked="" type="checkbox"/> Compare	<input checked="" type="checkbox"/> Compare	<input type="checkbox"/> Compare


Clear selection

Compare 6 item(s)

24. Select one of the new devices, provide a comment and click Submit.



Surface RT
\$499.00
Microsoft
2GB RAM
Intel Core i5
32GB
10.6



Surface
\$599.00
Microsc
2GB RA
Intel Co
64GB
10.6

Device Name

Microsoft - Surface RT 32GB

Price

\$499.00

Approver

labuser50c@onmicrosoft.com

Comments

Comment

Requested By

labuser50c@onmicrosoft.com

Submit device request

25. Verify that the confirmation screen shows the order details. Click OK.

Device Ordering App

Your device request has been successfully submitted. Thank you.

Device Name	Microsoft - Surface RT 32GB
Price	499
Comments	
Approver	
Requested By	
Request Date	10/25/2018

OK

26. The application will navigate back to the main screen and the compare list will be cleared.

Surface	Surface	Surface	Surface
\$499.00	\$599.00	\$899.99	\$999.00
<input type="checkbox"/> Compare	<input type="checkbox"/> Compare	<input type="checkbox"/> Compare	<input type="checkbox"/> Compare

Clear selection

Compare 0 item(s)

27. Close the application.

Lab survey

We would appreciate your feedback on the Power Platform technologies and on this hands-on-lab, such as the quality of documentation and the usefulness of the learning experience.

Please use the survey at <http://aka.ms/appinadayLabSurvey> to share your feedback.

You may provide feedback for each module as you complete it or at the end once you've completed all the modules. Thank you!

References

App in a Day introduces some of the key functionalities available in Power Apps, Power Automate, Power BI and the Common Data Service. For an up to date list of learning references, see <http://aka.ms/powerapps-resources> and <http://aka.ms/flow-resources> and <http://powerbi.com>.

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