



Microsoft Power Virtual Agents in a Day

Trainer Set Up and Prerequisites

July 2022

Contents

<i>Lab Overview and Pre-requisites</i>	1
<i>Instructor Set Up and Prerequisites</i>	1
<i>Task 1: Set up a tenant</i>	2
<i>Task 2: Obtain a Power Apps Trial</i>	8
<i>Task 3: Add users and assign licenses</i>	12
Option 1: Add users and assign licenses using PowerShell	12
Option 2: Add users and assign licenses in the Microsoft Administration Center (Recommended)	12
<i>Task 4: Create a trial environment</i>	17
<i>Task 5: Import PVA in a Day solution package</i>	23
<i>Task 6: Generate data for participants to use</i>	29
<i>Optional- Turn off Multi-factor authentication</i>	33
<i>Terms of Use</i>	35

Lab Overview and Pre-requisites

The estimated time to complete this setup is 60 minutes.

Providing your attendees with a tenant already set up will maximize the time available for learning on the day, and allow them to get started with Power Virtual Agents quickly and easily. It will also remove the need for any troubleshooting with security and permissions issues faced by some customers who are unable to sign up for a trial or create an environment. It is not recommended for attendees to create their own environment, so you will need to follow these instructions to create it for them. There will be 5 attendees per environment.

Note that there is a limit of 5 Dataverse for Teams environments per trial, so you will need to set up 1 trial tenant per 5 attendees for this training. For instance, if you have 25 participants, you will need 5 trial tenants.

Instructor Set Up and Prerequisites



This document takes you through setting up a tenant to use for training.

You will:

- Create trial account(s) and set up tenant(s)
- Set up user accounts and assign licenses
- Create a new environment



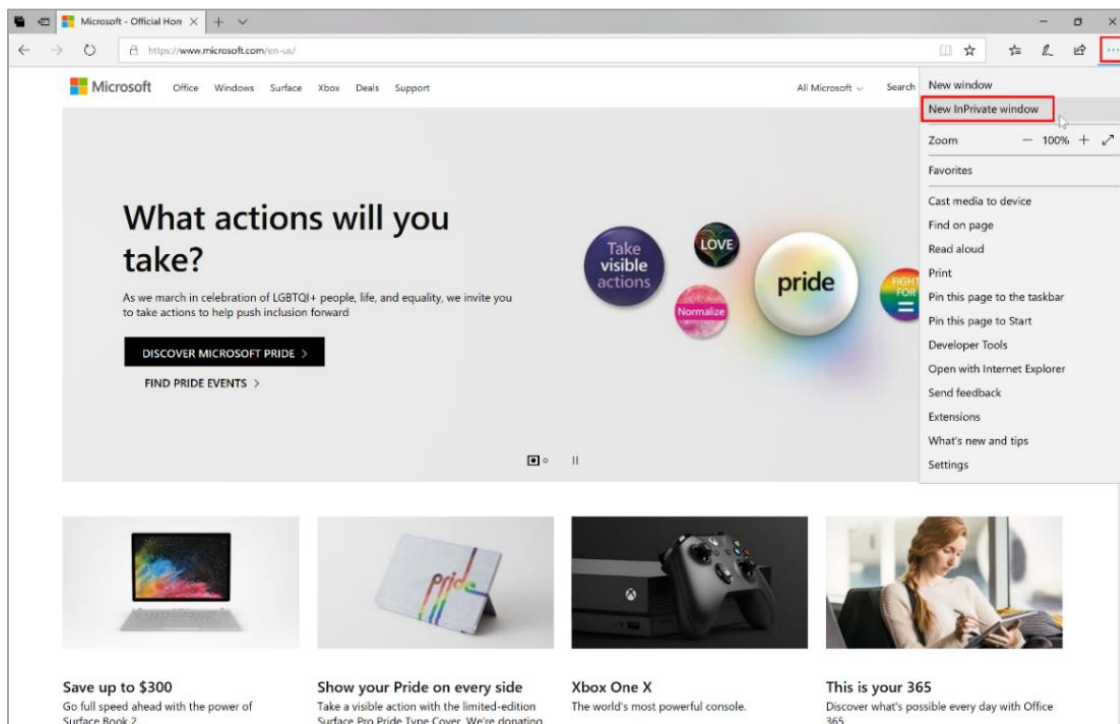
The time to complete this setup is [60] minutes.

Task 1: Set up a tenant

You will sign up for an Office 365 E3 tenant with trial licenses for Power Apps for attendees to work in. Note that a maximum of 5 attendees can have access to a tenant, based on the limitations of the Dataverse for Teams environments per trial. If you have more than 5 attendees, you will have to repeat these prerequisites for the next lot of 5 attendees.

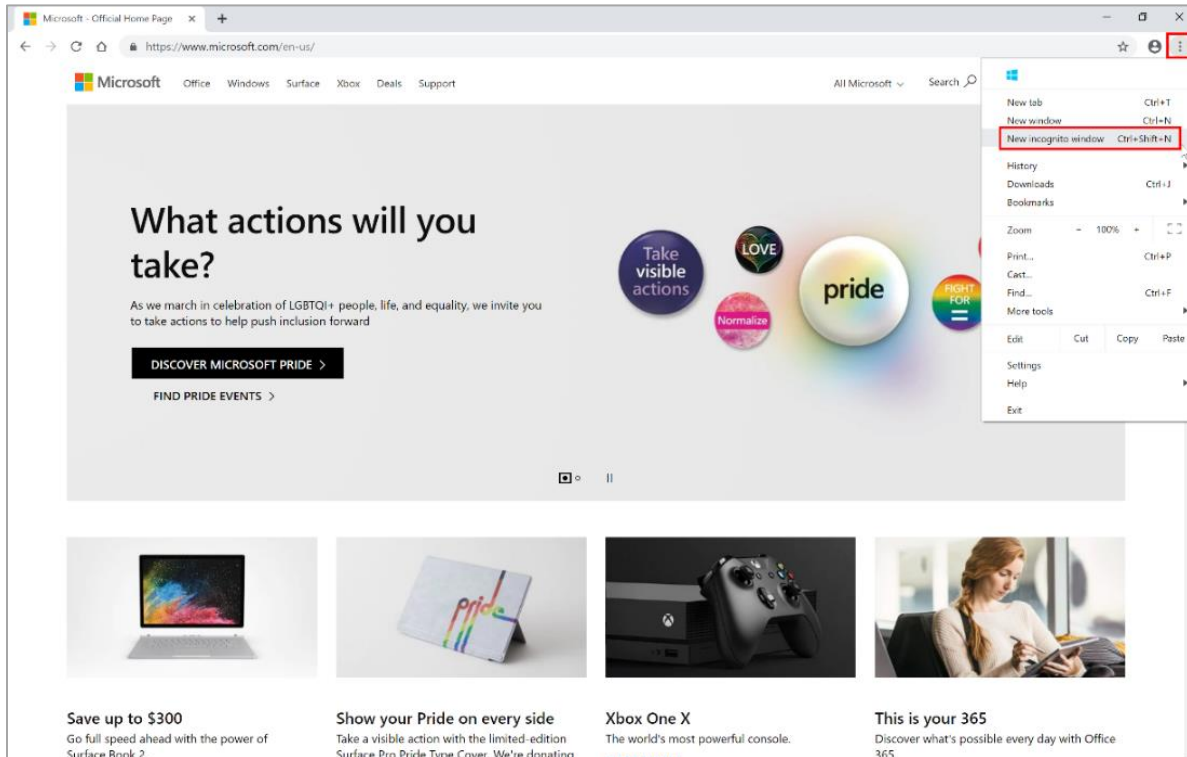
Follow the instructions below to sign up for a free trial.

1. Open a private browser
 - ➔ If you're in Edge, open a New InPrivate Window.
 - I. To open a New InPrivate Window in Edge: click ...
 - II. Then, select New InPrivate Window.

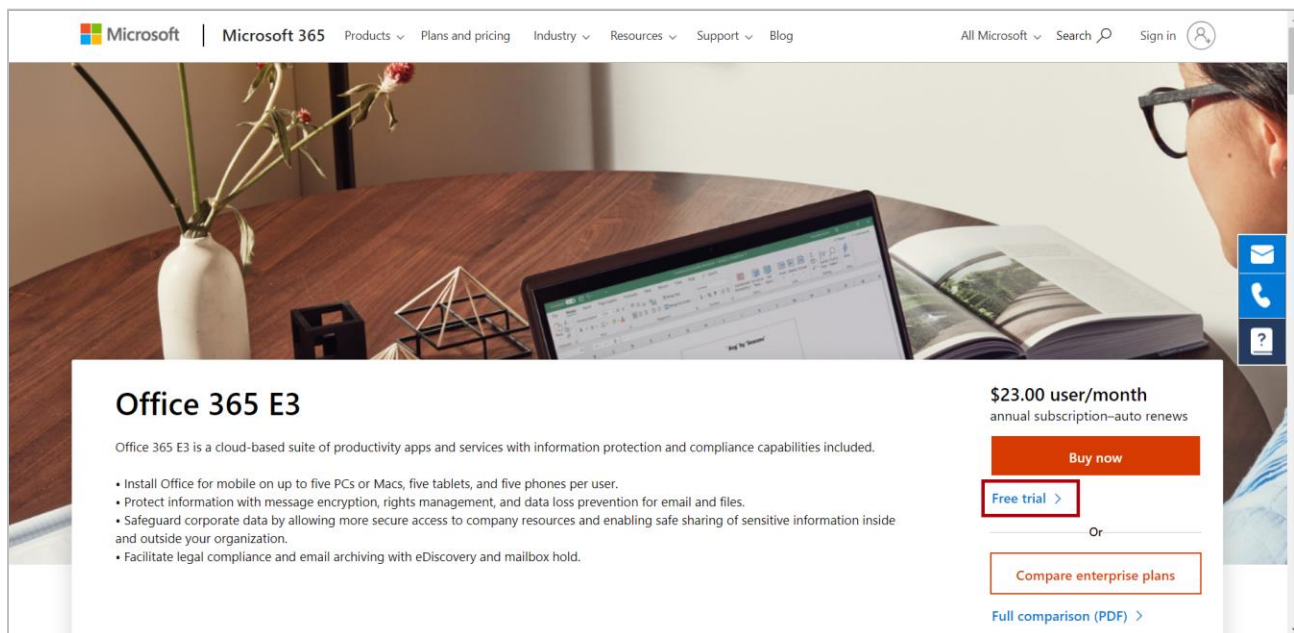


If you're in Chrome, open a New Incognito Window.

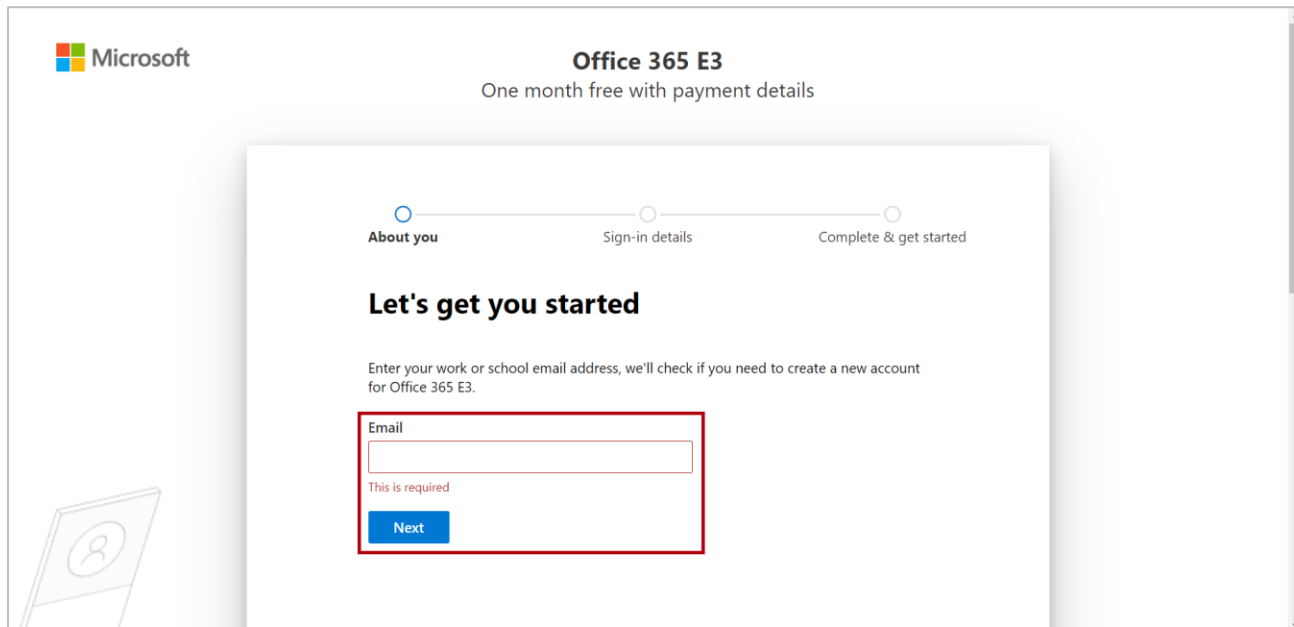
- I. To open New Incognito Window in Chrome: click ⋮
- II. Then, select New Incognito Window.



2. In your private browser, navigate to <https://products.office.com/en-us/business/office-365-enterprise-e3-business-software>. Select **Free Trial** to navigate to trial sign up page.



3. Enter your email address and click **Next**.



Microsoft

Office 365 E3
One month free with payment details

Progress bar: About you (active), Sign-in details, Complete & get started

Let's get you started

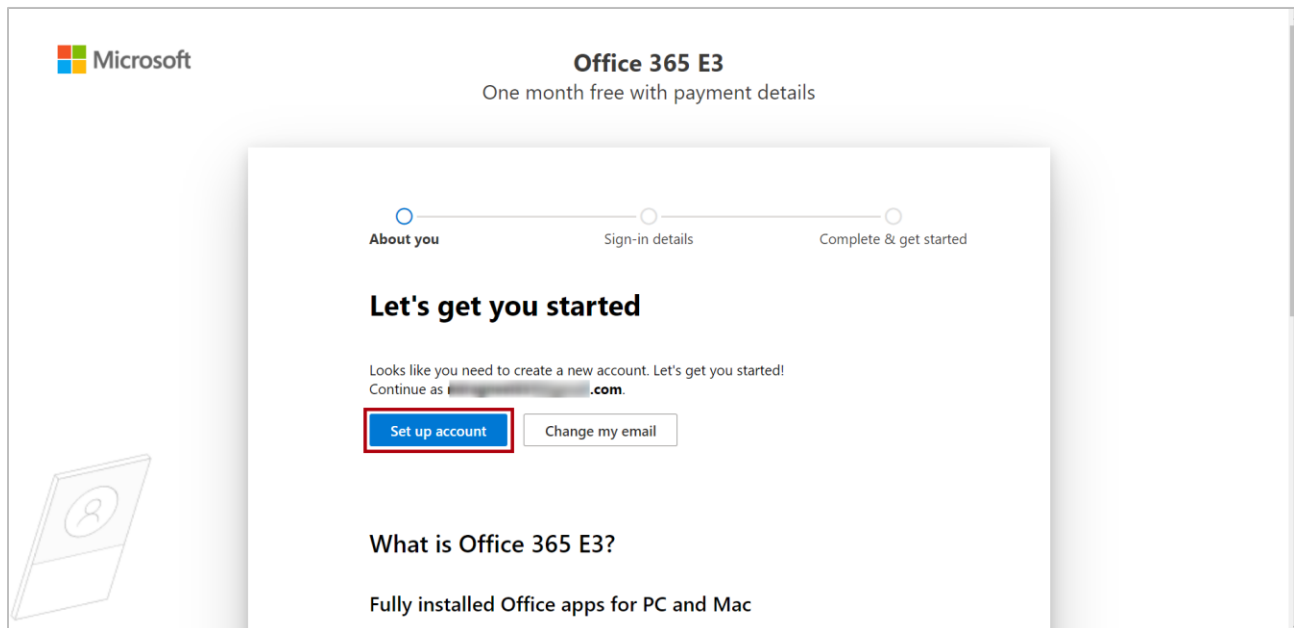
Enter your work or school email address, we'll check if you need to create a new account for Office 365 E3.

Email

This is required

Next

4. Click **Set up account**. If it prompts you to sign in at this stage, select the option **Create a new account instead**.



Microsoft

Office 365 E3
One month free with payment details

Progress bar: About you (active), Sign-in details, Complete & get started

Let's get you started

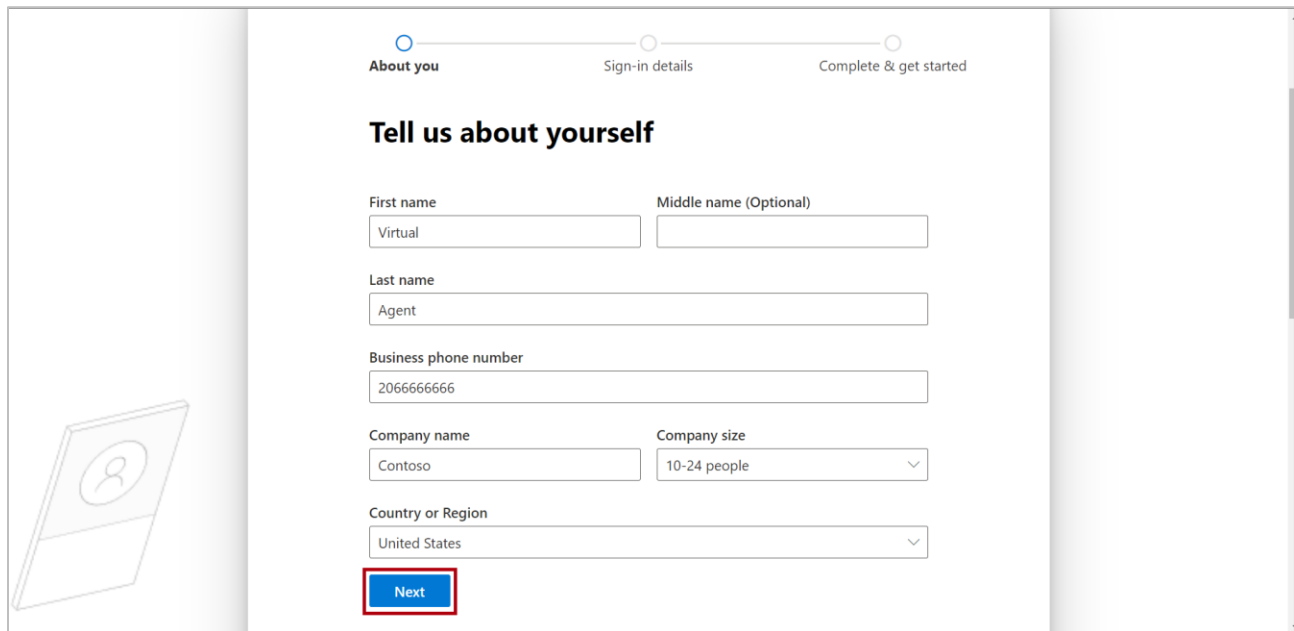
Looks like you need to create a new account. Let's get you started!
Continue as [redacted].com.

Set up account Change my email

What is Office 365 E3?

Fully installed Office apps for PC and Mac

5. Fill in your information and click **Next**.



Progress bar: About you (active), Sign-in details, Complete & get started

Tell us about yourself

First name: Virtual

Middle name (Optional):

Last name: Agent

Business phone number: 2066666666

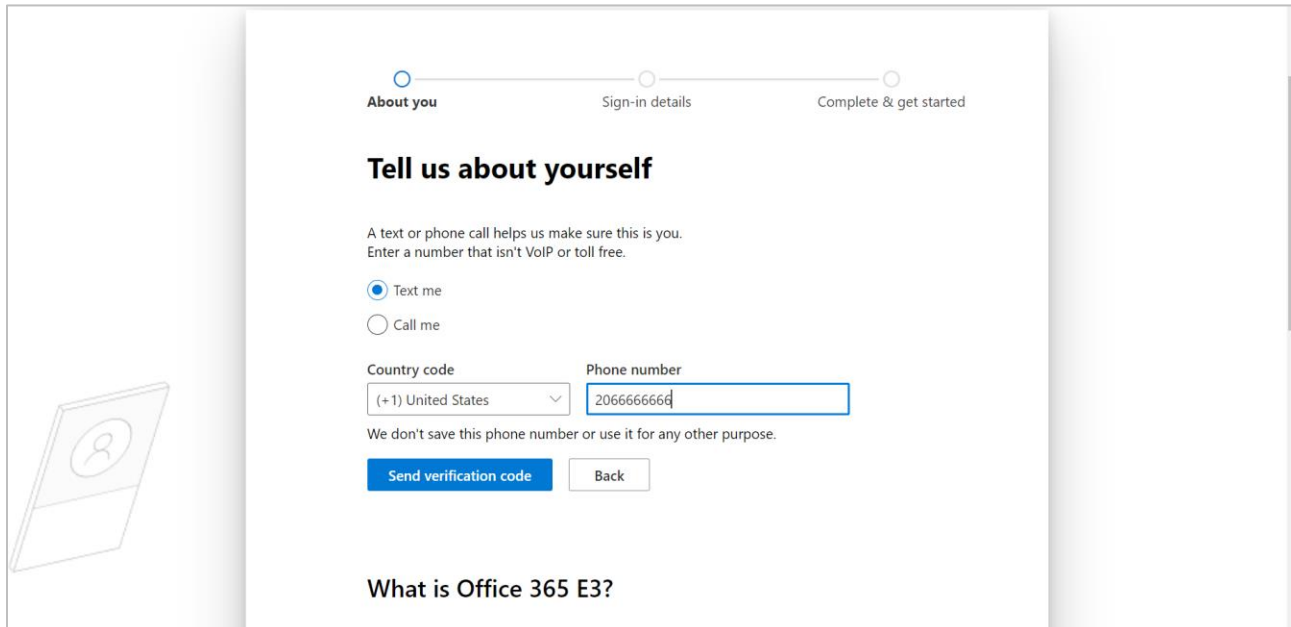
Company name: Contoso

Company size: 10-24 people

Country or Region: United States

Next

You'll be asked to verify your identity using either phone call or text message. Follow the directions and confirm your identity by entering your phone number, and then entering the verification code you receive.



Progress bar: About you, Sign-in details (active), Complete & get started

Tell us about yourself

A text or phone call helps us make sure this is you.
Enter a number that isn't VoIP or toll free.

☒ Text me
☐ Call me

Country code: (+1) United States

Phone number: 2066666666

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

Send verification code Back

[What is Office 365 E3?](#)

6. On the how you'll sign in page, fill in information for an administrator user and select your tenant domain.

Note: the tenant domain must be unique. You can check the availability of your domain by clicking **Save**.

How you'll sign in

This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own custom domain.

Username: admin Domain name: yourdemocompany.onmicrosoft.com Save

Sorry, yourdemocompany.onmicrosoft.com is not available. Choose a different domain.

Password: [input field]

Confirm password: [input field]

By selecting **Next**, you agree to our [trial agreement](#).

I understand that Microsoft may contact me about my trial.

I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, view the [Privacy Statement](#).

Next

How you'll sign in

This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own custom domain.

Username: admin Domain name: mypvaadcompany.onmicrosoft.com Edit

Password: [input field]

Confirm password: [input field]

By selecting **Next**, you agree to our [trial agreement](#).

I understand that Microsoft may contact me about my trial.

I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, view the [Privacy Statement](#).

Next

7. Click **Next** if the custom domain name is available and you have done filling in information.

How you'll sign in

This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own custom domain.

Username: admin Domain name: mypvaadcompany.onmicrosoft.com Edit

Password: [input field]

Confirm password: [input field]

By selecting **Next**, you agree to our [trial agreement](#).

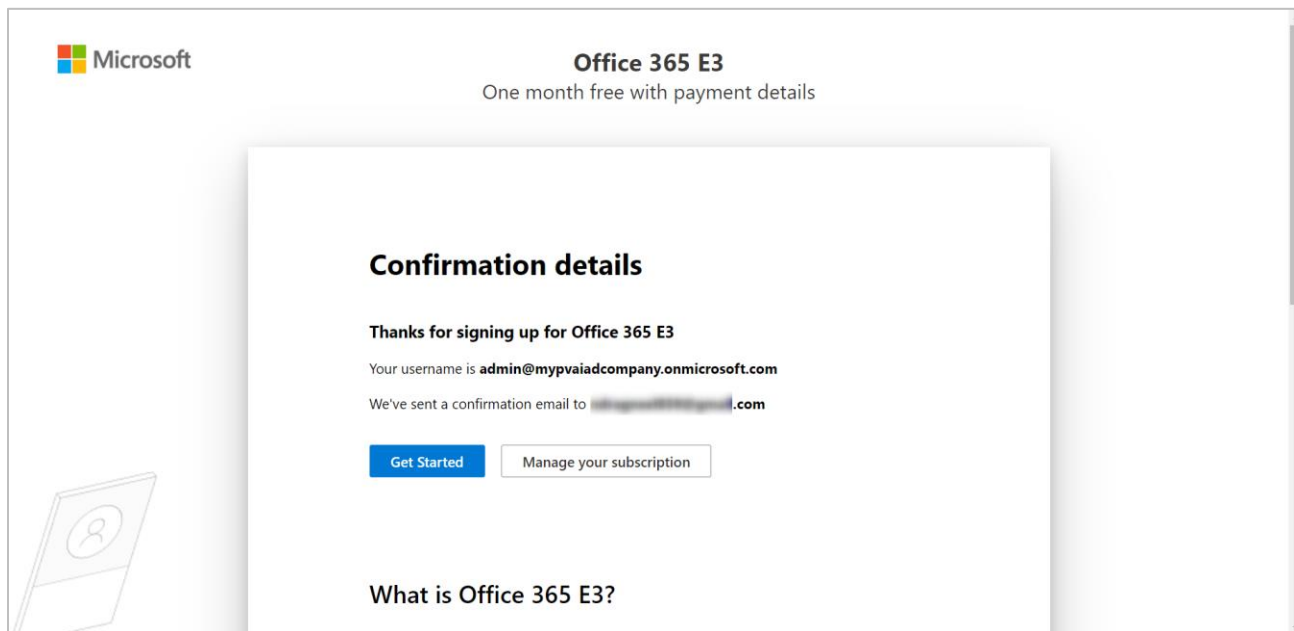
I understand that Microsoft may contact me about my trial.

I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, view the [Privacy Statement](#).

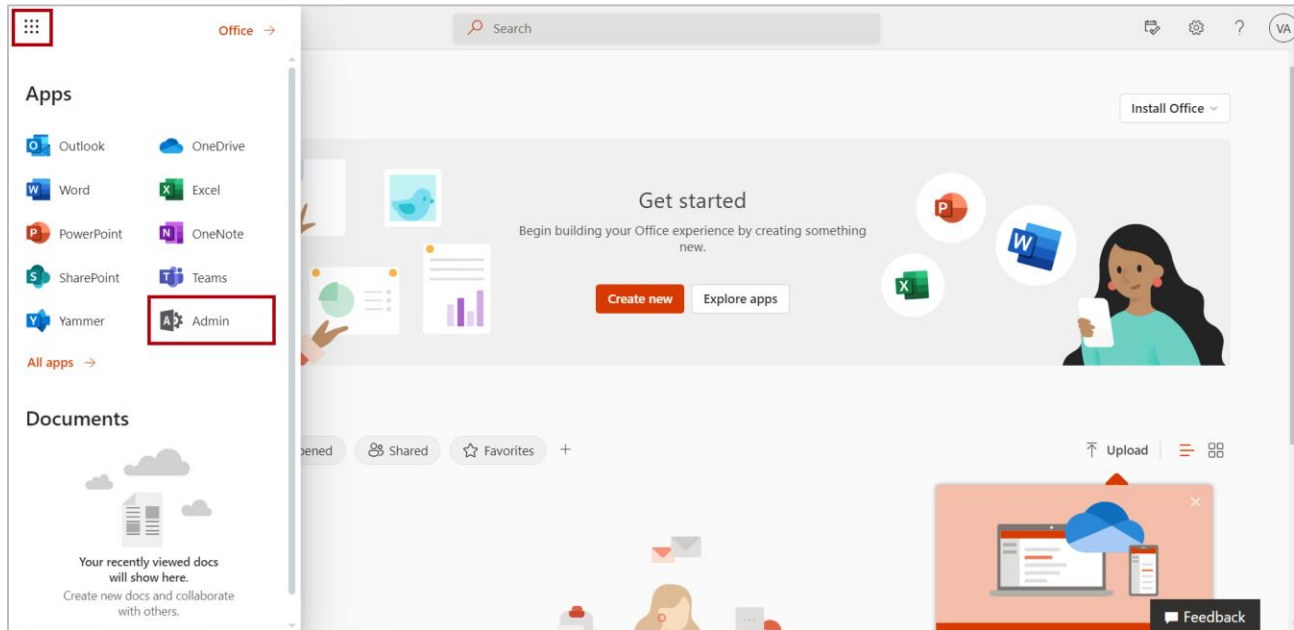
Next

- Wait while the tenant is created. It usually takes less than 1 minute. Take note of the login details you have just created as you will be using this to complete the training.

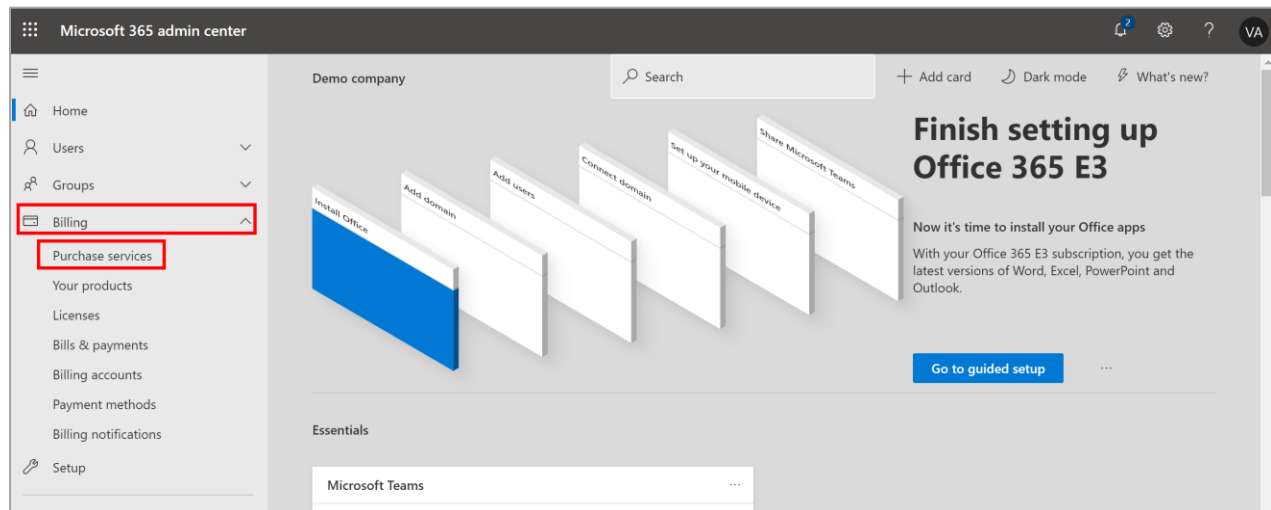


Task 2: Obtain a Power Apps Trial

1. Navigate to <https://portal.office.com> and click the **App launcher** then select **Admin** to open the Admin Center.



2. On the left side of the Admin Center, expand **Billing** and click on **Purchase Services**.



3. Search for **Power Apps**.

The screenshot shows the Microsoft 365 admin center interface. The left sidebar contains navigation links: Home, Users, Teams & groups, Billing, Purchase services (selected), Your products, Licenses, Bills & payments, Billing accounts, Payment methods, Billing notifications, Setup, and Show all. The main content area is titled 'Purchase services' and includes a search bar with 'Power Apps' entered. Below the search bar, there are tabs for 'View by category': Microsoft 365, Business apps, Security and identity, Power BI, and Other services. The 'Business apps' tab is selected. The search results show 27 products. The first product listed is 'Microsoft 365', which is highlighted. Below it, there are three cards for 'Microsoft 365 Apps for business', 'Microsoft 365 Apps for enterprise', and 'Microsoft 365 Apps for enterprise (With PI) Trial'.

4. Find **Power Apps per user plan** and click on **Details**. Ensure this is **per user plan**, do not select per app plan.

The screenshot shows the Microsoft 365 admin center interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Business apps' and includes a search bar with 'Power Apps' entered. Below the search bar, there are tabs for 'View by category': Microsoft 365, Business apps, Security and identity, Power BI, and Other services. The 'Business apps' tab is selected. The search results show 27 products. The first product listed is 'Power Apps per app plan'. The second product listed is 'Power Apps per user plan', which is highlighted with a red box. Below it, there are three cards for 'Power Apps Portals page view capacity add-on', 'Power Apps Portals login capacity add-on', and 'Power Apps Portals login capacity add-on Tier 2 (10 unit min)'. The 'Power Apps per user plan' card is highlighted with a red box, and the 'Details' button is also highlighted with a red box.

5. Click on **Start free trial** for Power Apps per user plan.

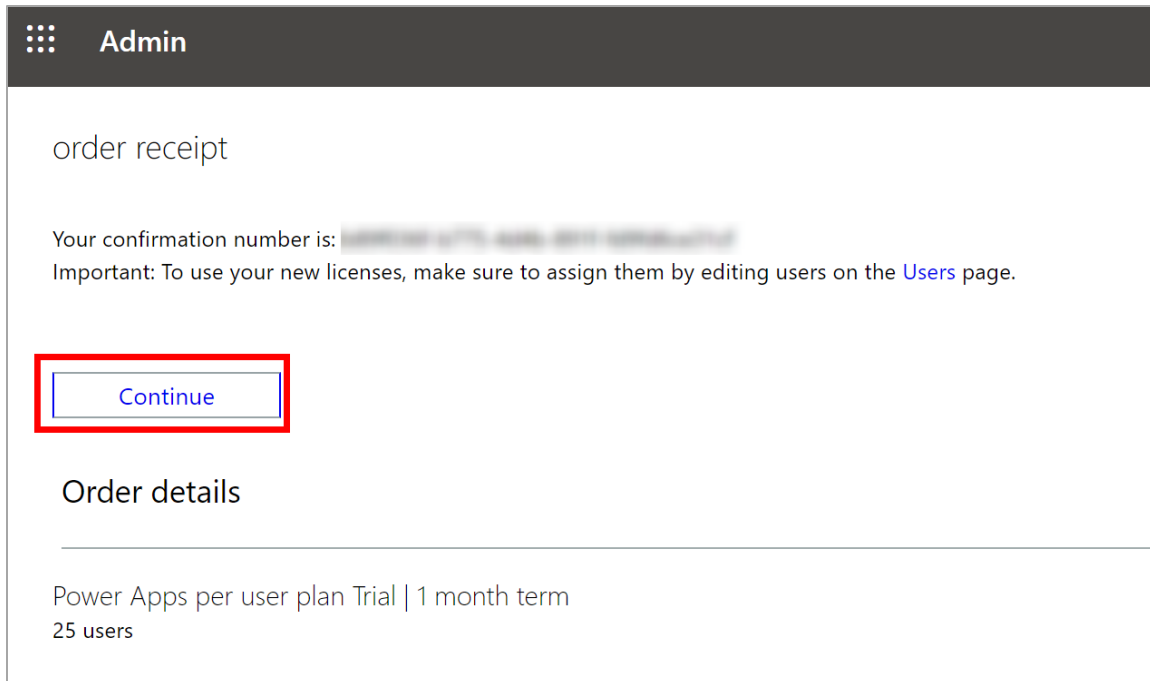
The screenshot shows the Microsoft 365 admin center interface. The left sidebar contains navigation links: Home, Users, Teams & groups, Billing, Purchase services, Your products, Licenses, Bills & payments, Billing accounts, Payment methods, Billing notifications, and Setup. The main content area is titled 'Power Apps per user plan' and includes a description: 'Subscription enables licensed user to create, customize, share, and run business applications.' Below this, there are options to 'Select license quantity' (set to 1) and 'Select billing frequency' (radio buttons for '\$20.00 license/month' and '\$240.00 license/year'). A 'Subtotal before applicable taxes' of '\$20.00' is displayed, with 'Buy' and 'Start free trial' buttons. The 'Start free trial' button is highlighted with a red box. Below the purchase options, a 'Compare details' section shows a table of included apps for three plans: Power Apps per user plan, Power Automate per user plan, and Microsoft Stream. The 'Power Apps per user plan' column shows 'Included apps' with a checkmark for 'PowerApps'.

	Power Apps per user plan	Power Automate per user plan	Microsoft Stream
From \$20.00 licenses/month	From \$15.00 licenses/month	From \$5.00 licenses/month	
Details	Details	Details	
Business apps			
Boost employee productivity with apps that help your organization automate processes, plan and track projects, create workflows, and more.			
Included apps			
> Stream	--	--	Plan 2
> PowerApps	✓	✓	--

6. Click **Try now** to confirm your order.

The screenshot shows the Admin checkout page. The header is 'Admin'. The main content area says 'Check out confirm your order' and 'Power Apps per user plan Trial | 1 month term 25 users'. At the bottom, there are two buttons: 'Try now' and 'Cancel'. The 'Try now' button is highlighted with a red box.

7. Click **Continue** on your order receipt screen.



Task 3: Add users and assign licenses

You have 2 options for setting up users and assigning licenses. Choose one of the following (you do not need to do both, they each achieve the same end result)

- 1) **Using PowerShell.** This method is recommended if you are already familiar with using PowerShell. It is similar to the setup used for other training programs such as App in a Day.
- 2) **RECOMMENDED: Using the Microsoft 365 Administration Center.** This method is likely faster and is recommended if you are not familiar with PowerShell.

Option 1: Add users and assign licenses using PowerShell

Refer to the Setup folder in the instructor materials which contains instructions and PowerShell scripts. Follow the instructions provided to set up users and assign licenses using PowerShell, repeating this for each tenant, and then return here to **Task 4: Create a Trial Environment.**

If you are not familiar with PowerShell, skip this step and work through the Option 2 instructions here to add users and assign licenses in the Microsoft Administration Center.

Option 2: Add users and assign licenses in the Microsoft Administration Center (Recommended)

You will now create user accounts within the tenant. There will be an account created for each training attendee. The accounts will be created by uploading a template for the user set up.

From your trainer material package, open the csv file called **Import User Template.csv**. You will use this template to add in the details of your attendees. The template contains 5 sample users.

The template provided will appear as below:

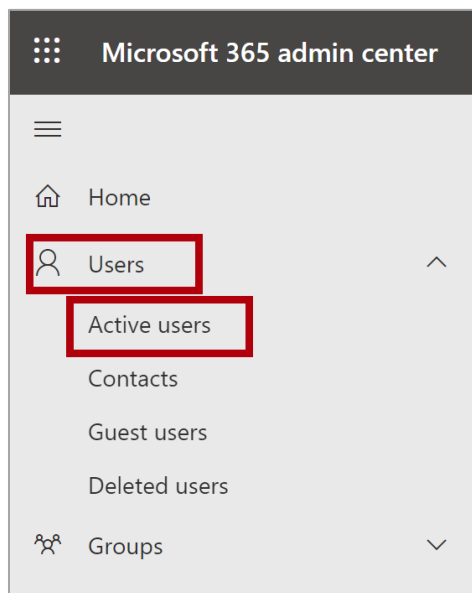
1	User Name	First Name	Last Name	Display Name	Job Title	Department	Office	Phone	Mobile	Fax	Address	City	State or Province	ZIP
2	User.1@yourtenantname.onmicrosoft.com	User		1 User 1										
3	User.2@yourtenantname.onmicrosoft.com	User		2 User 2										
4	User.3@yourtenantname.onmicrosoft.com	User		3 User 3										
5	User.4@yourtenantname.onmicrosoft.com	User		4 User 4										
6	User.5@yourtenantname.onmicrosoft.com	User		5 User 5										
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

1. Use Search and Replace in Excel to replace "yourtenantname" in the User Name column with the tenant name you chose in the setup.

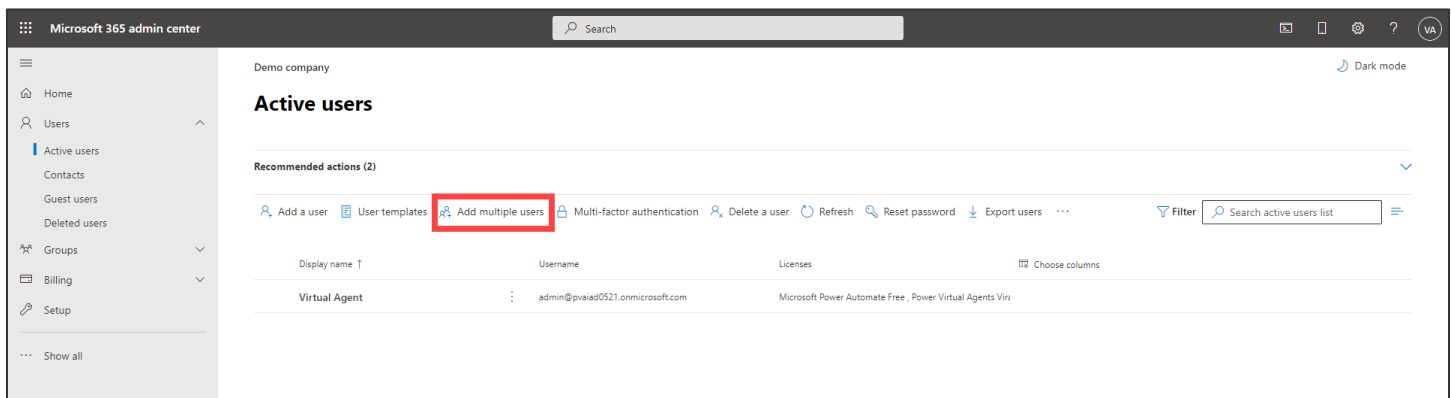
If you do not need to create 5 users, **delete the unused rows**.

Ensure you do not delete or rename any columns. Leave unused columns blank.

2. Save the template once complete. It should be saved as a **.csv** file.
3. Go back to the Admin Center, and go to **Users > Active Users** from the navigation menu. If you need to navigate to the Admin Center again, you can access it by going to <https://admin.microsoft.com/> and signing in with the trial tenant you created in Task 1.



4. Click on **+Add Multiple Users**



5. Browse for the template you created with your attendees, then click **Next**.

Add multiple users

● List of users
○ Licenses
○ Finish

Upload a CSV file with user info

Download and save one of the files below. Open the file in Excel or a similar app and add your user info. Save the file as .CSV using commas as delimiters between the 16 columns. [Learn more about importing multiple users](#)

[Download a blank CSV file with the required headers](#)

[Download a CSV file that includes example user info](#)

Avoid common errors

- You can upload up to 249 users per CSV file.
- Each user must have a unique email address.
- Email addresses may only use letters, numbers, and the following special characters: !#\$%&*+./=:?^_`~-.
- Email addresses can't begin or end with a period (.).
- The part of the email address before the @ symbol can have 64 characters or less.
- Save as a CSV (comma delimited) file with 16 columns.

Upload CSV file with your user information

Import User Template.csv

6. Assign the **Office 365 E3** and **Power Apps per user plan** licenses, then click **Next**.

Microsoft 365 admin center

Home > Active users > Add multiple users

Active users

Recommended
Add a user
Display
Lisa C

Add multiple users

● List of users
● Licenses
○ Finish

Licenses

Select the location and product licenses for the 5 users you're adding.

Location *
United States

Licenses *

☒ Assign licenses

- ☒ Office 365 E3
19 of 25 licenses available
- ☒ Power Apps per user plan
20 of 25 licenses available
- ☐ Don't assign any licenses (not recommended)

Apps (30)

7. Click **Add users**, then wait until the users are added. **Do not** close Add multiple users pop out. This may take approximately 5 minutes.

The screenshot shows the 'Add multiple users' dialog box with the 'Review and finish adding multiple users' step selected in the left-hand progress bar. The main content area displays the following information:

- Users to add:** 24 users (with an 'Edit' link)
- Licenses:**
 - Location: United States
 - Licenses: Office 365 E3, Power Virtual Agents Viral Trial, Power Apps per user plan
 - Apps: Information Protection and Governance Analytics – Standard, Power Virtual Agents for Office 365, Common Data Service for Teams, 30 more (with an 'Edit' link)

At the bottom of the dialog, there are three buttons: 'Back', 'Add users' (highlighted with a red box), and 'Cancel'.

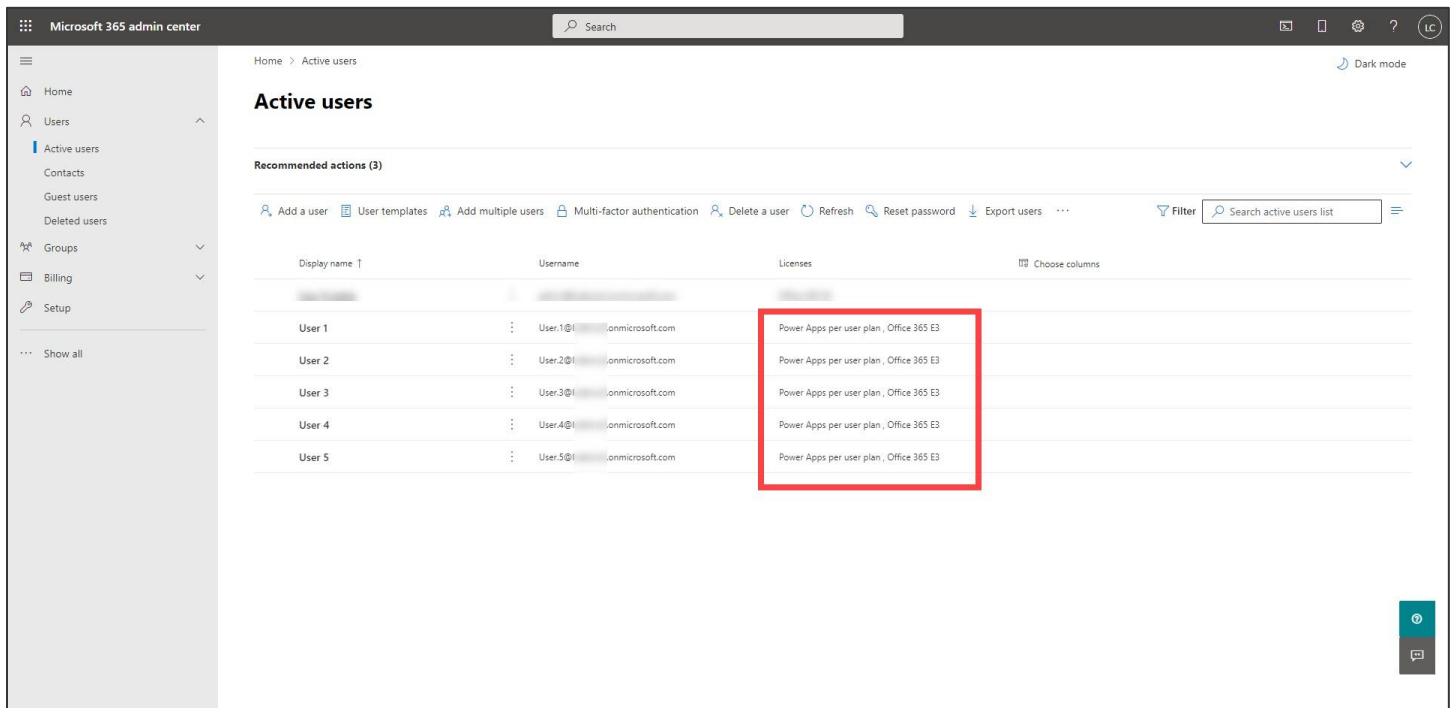
8. Once the users have been added, click **Download Results** and **Send email**. (Enter your regular email address here). Then, click **Close**.

The screenshot shows the 'Add multiple users' dialog box with the 'You added 5 users' step selected in the left-hand progress bar. The main content area displays the following information:

- You added 5 users** (with a green checkmark icon)
- These users will appear in your list of **Active Users**.
- Download results** (button with a download icon, highlighted with a red box)
- ☒ **Email results**
- The file contains sign-in information, so we recommend that you only send it to one person.
admin@nicrosoft.com
- Send email** (button, highlighted with a red box)
- Licenses bought:** None
- Licenses assigned:**
 - Location: United States
 - Office 365 E3
 - Power Apps per user plan

At the bottom of the dialog, there is a 'Close' button (highlighted with a red box) and a help icon (question mark in a circle) in the bottom right corner.

9. You will be redirected to the Admin Center, where you will see the page of Active users. Confirm that you can see a profile for each of the attendees you imported. Confirm that both the attendees and your admin user have the Office 365 E3 and Power Apps per user plan licenses assigned.



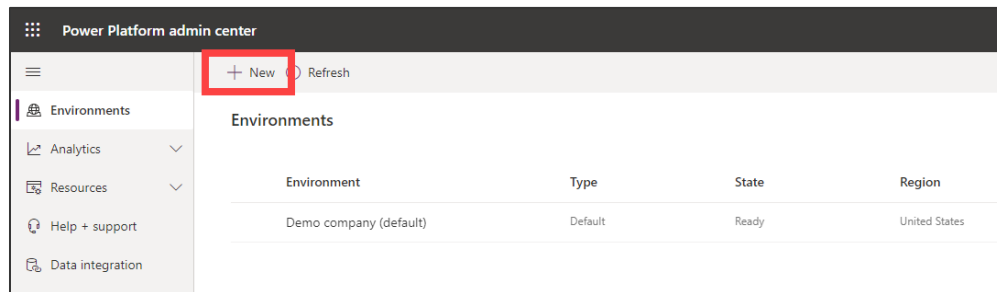
10. Open the .csv file you downloaded in step 9. This file contains the login information for each user. **This file is important, as the user details will need to be distributed to each attendee.** If you need to download this information again, it would have been emailed to you. Each user will be prompted to change their password upon login.
11. Repeat all the steps in this task for each tenant until you have enough user accounts for all participants.

To distribute the login details to each attendee, we recommend sending an email using mail merge to send the correct Username and Password to the attendee's actual email address prior to the start of the training.

Task 4: Create a trial environment

You'll need create a Power Apps trial environment so that attendees can experience using Power Virtual Agents with Microsoft Dataverse, for the bot to retrieve and post data. Make sure you have Power App per user plan license.

1. In your private browser, navigate to the Power Platform Admin Center <https://admin.powerplatform.microsoft.com/environments>, and sign in with the trial account you created at the start.
2. Select **+New** to create a new Environment.



Fill in the fields in the New environment dialog box with these values and select **Next** to continue. **Note:** *Creating an environment may take up to one minute.*

- Environment Name: PVA Training
- Region: United States (default)
- Type: Trial
- Create a database for this environment? Yes

New environment

This operation is subject to [capacity constraints](#)

Name *
PVA Training

Region *
United States - Default
A local region can provide quicker data access

Type *
Trial

Purpose
Describe the environment's purpose

Create a database for this environment? Yes

Next **Cancel**

3. Specify values in the **Add database** dialog box, as follows:
- Language: English
 - Currency: USD
 - Select the "Deploy Sample Apps and Data" option
 - Click Save

Add database

Language *
Default language for user interfaces in this environment
English

URL
A unique domain name will be generated.
Click [here](#) to enter a custom domain.

Currency *
Reports will use this currency
USD (\$)

Enable Dynamics 365 apps
In addition to Power Apps. [Learn more](#)
☐ No
 Currently, Dynamics 365 apps can only be enabled for production environment. You can create trial [here](#)

Deploy sample apps and data
☒ Yes

Save **Cancel**

4. An alert bar will pop up to tell you that your new environment is getting prepared.

Power Platform admin center

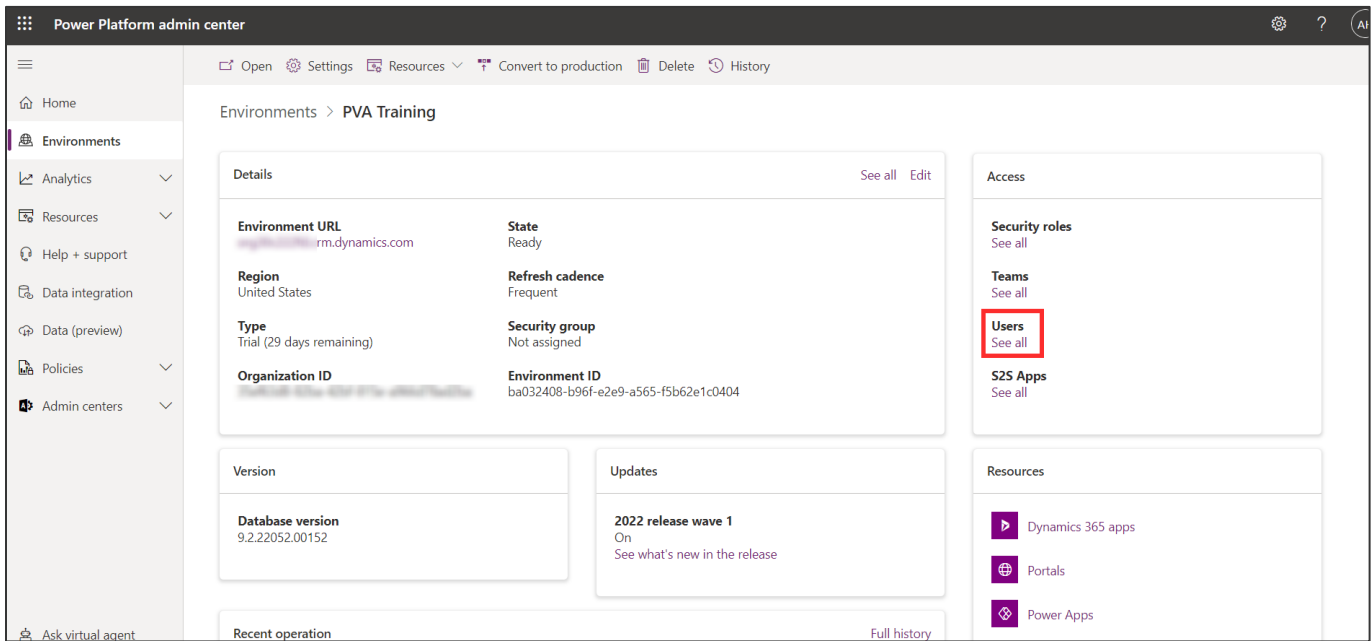
+ New Refresh Recover deleted environments

Environments

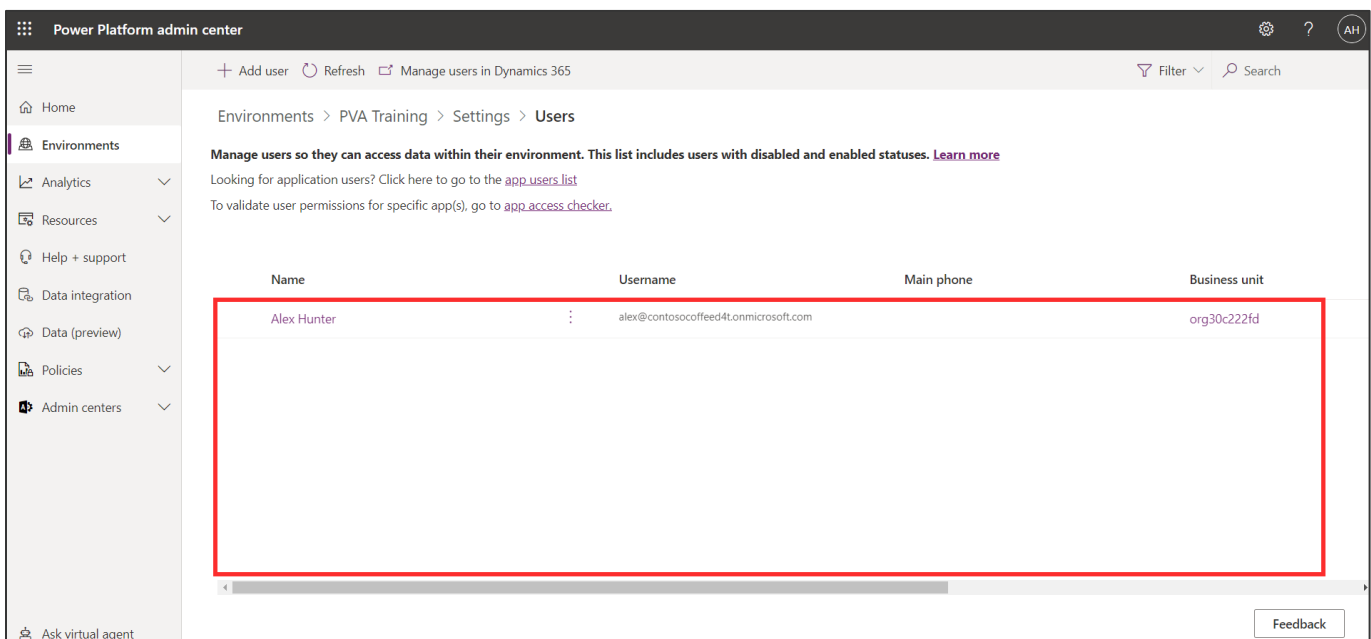
New environment PVA Training is preparing. It can be used once Ready

Environment	Type	State	Region
PVA Training	Trial	PreparingInstance	United States
Alex Hunter's Environment	Developer	Ready	United States
Office - Admin	Microsoft Teams	Ready	United States

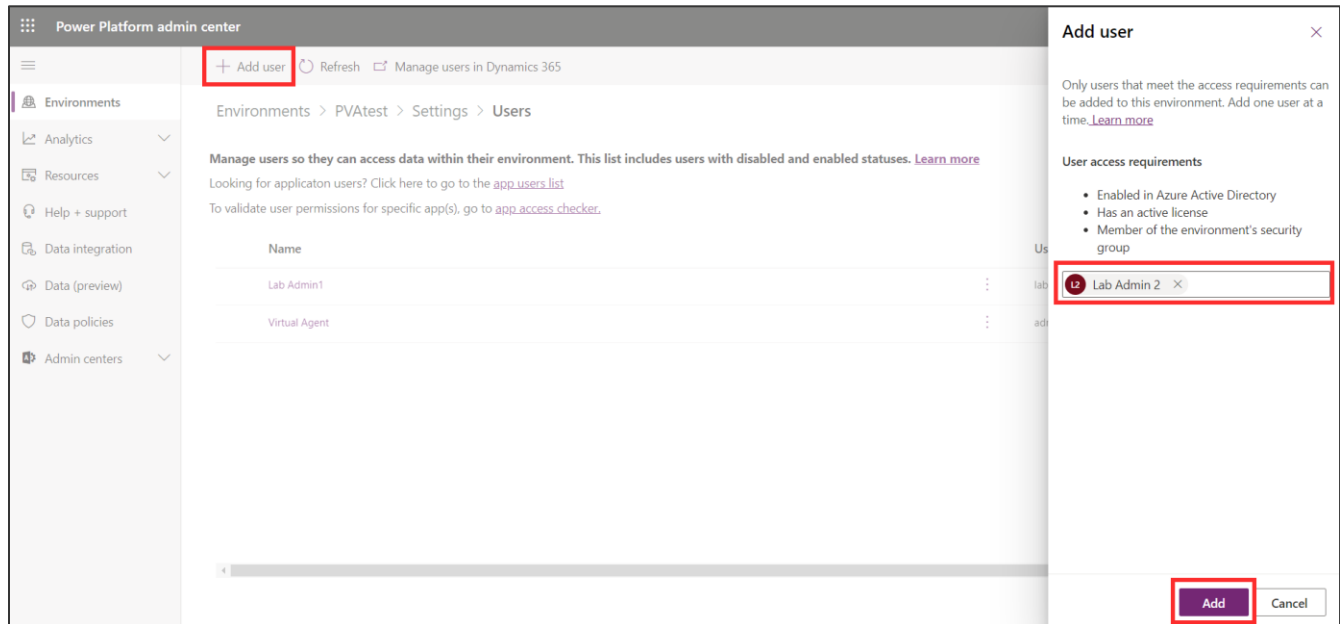
- Wait about a minute and click refresh. When your environment is fully prepared, click on your environment name to open it.
- Click on Users: See all



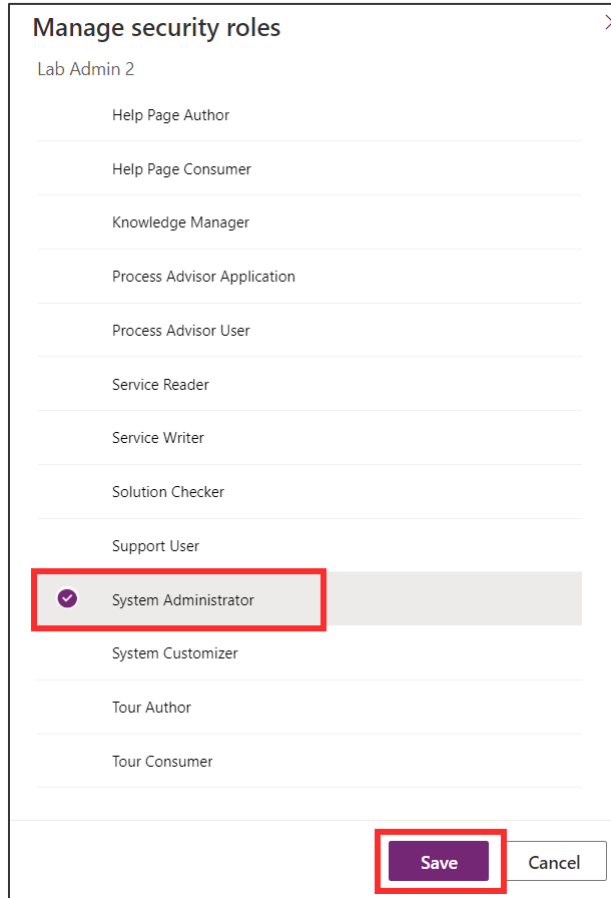
- You will see your username in the list of users. This can take some time to come through, so if you don't see it there, give it 10 mins (or longer as needed) and come back and check again.



8. You will need to give each user created earlier access to the environment. Click **+Add User** and type in the name of one of the users you set up. Then click **Add**.



9. Assign the user with **System Administrator** security role and click **Save**. Assigning System Administrator gives your users full access to everything for the training.



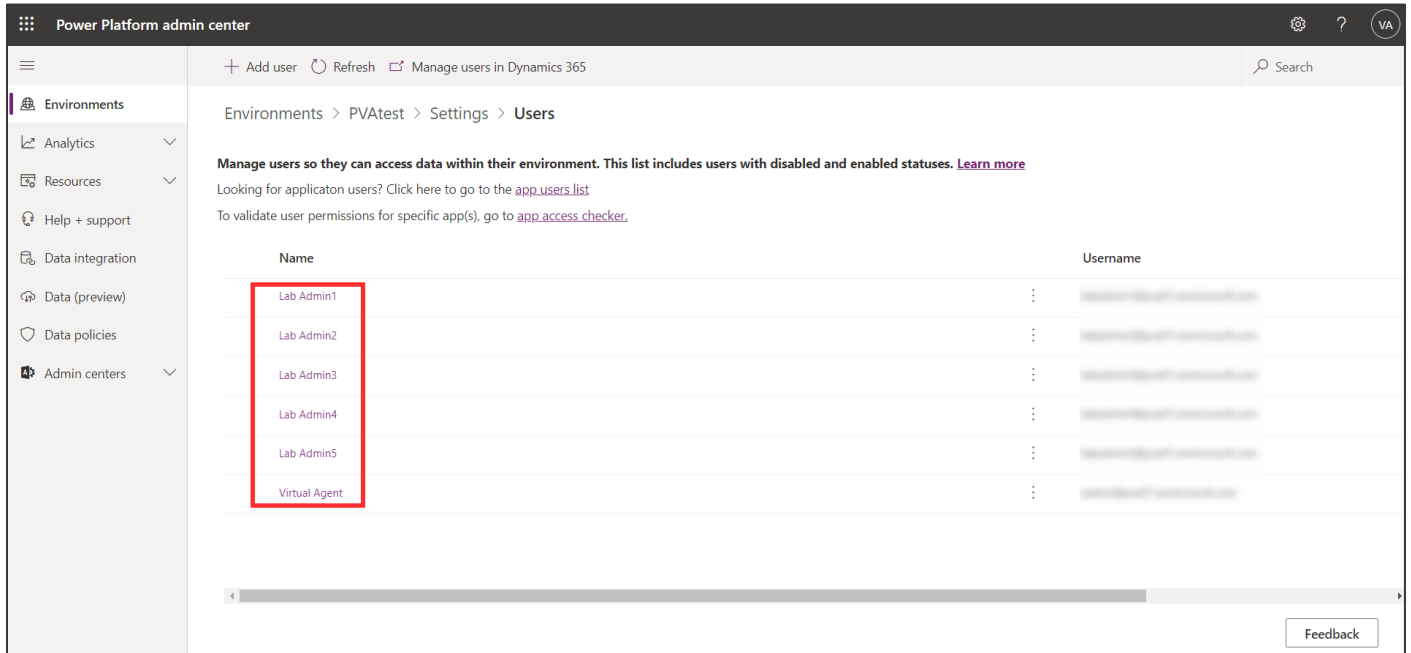
Manage security roles

Lab Admin 2

- Help Page Author
- Help Page Consumer
- Knowledge Manager
- Process Advisor Application
- Process Advisor User
- Service Reader
- Service Writer
- Solution Checker
- Support User
- ☒ System Administrator
- System Customizer
- Tour Author
- Tour Consumer

Save Cancel

10. Add the remaining users to the environment using the same method, and make sure they are assigned with System Administrator security role. Click Refresh when done, and you should see all your users in the list. It may take a few minutes for the users to appear.



The screenshot shows the Power Platform admin center interface. The left sidebar contains navigation options: Environments, Analytics, Resources, Help + support, Data integration, Data (preview), Data policies, and Admin centers. The main content area displays the 'Users' page for the 'PVAtest' environment. It includes a header with '+ Add user', 'Refresh', and 'Manage users in Dynamics 365'. Below the header, there is a message: 'Manage users so they can access data within their environment. This list includes users with disabled and enabled statuses. [Learn more](#)'. A link for 'app users list' is also present. The users are listed in a table with columns 'Name' and 'Username'. The first five users, 'Lab Admin1' through 'Lab Admin5', are highlighted with a red box. The 'Virtual Agent' user is also listed. A 'Feedback' button is located at the bottom right.

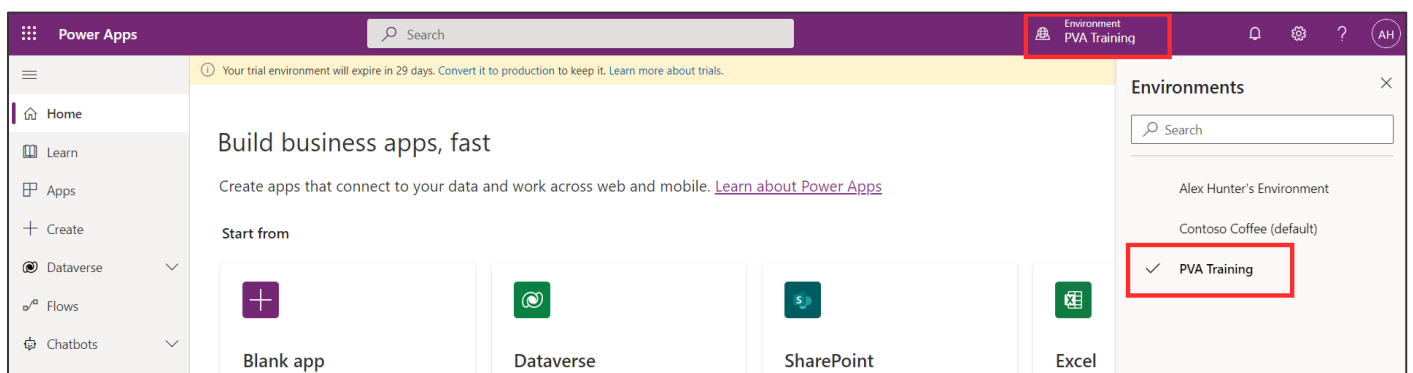
Name	Username
Lab Admin1	
Lab Admin2	
Lab Admin3	
Lab Admin4	
Lab Admin5	
Virtual Agent	

11. You are now ready to install a solution package to use for the training.
12. Repeat all steps in this task for each tenant you are setting up.

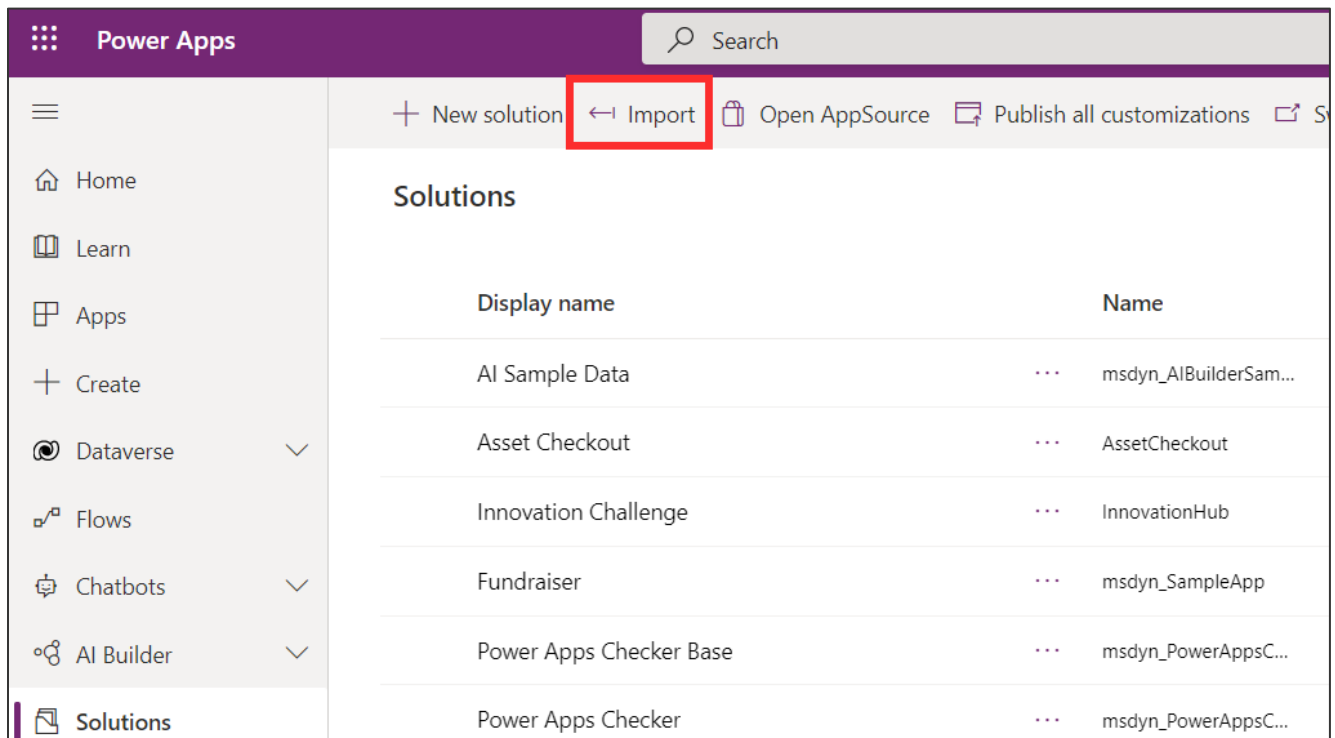
Task 5: Import PVA in a Day solution package

In this task, you will import a solution file that contains a Dataverse table and a Power Automate flow to generate data for that table. This will enable your participants to build a bot that interacts with Dataverse to retrieve and create data rows (without them needing to build their own data source). **This is necessary for Lab 05.**

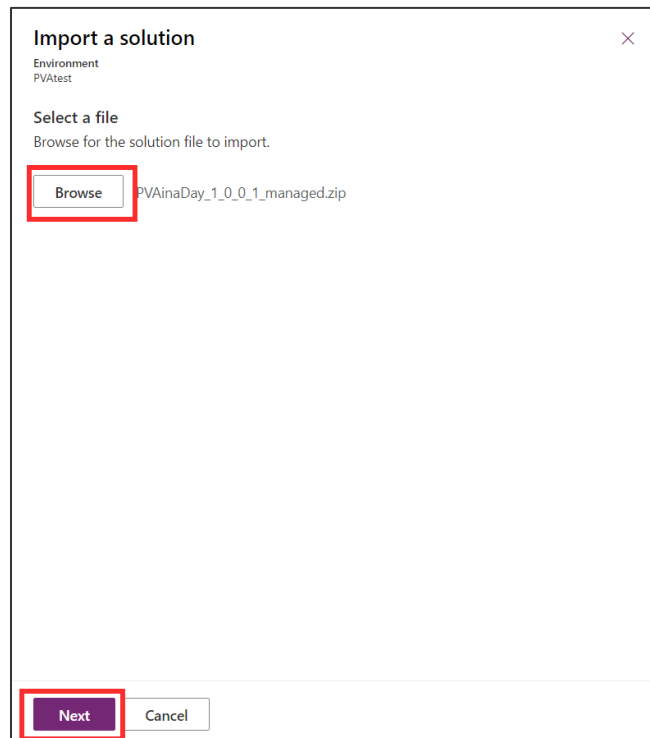
1. Navigate to <https://make.powerapps.com> in your Edge or Chrome private browsing window.
2. Click the **environment** icon and select the environment you just created (PVA Training). Ensure you no longer have the default environment selected.



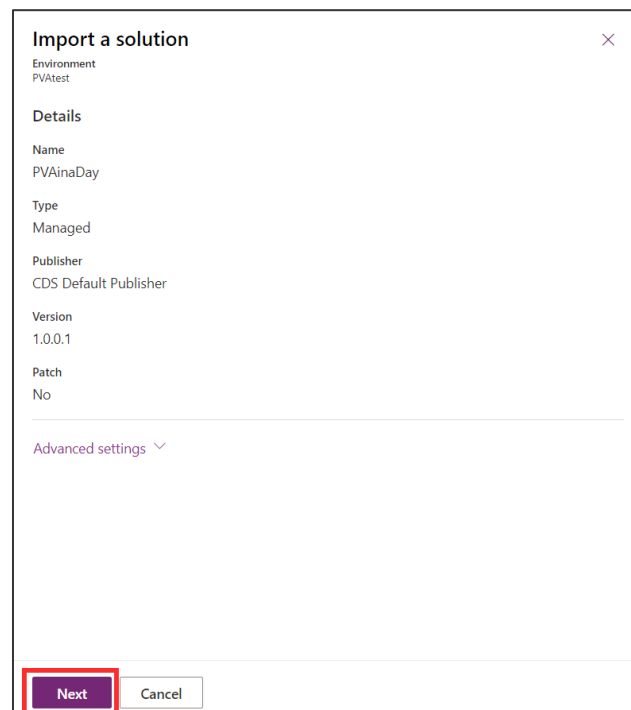
3. Select **Solutions** and click **Import**.



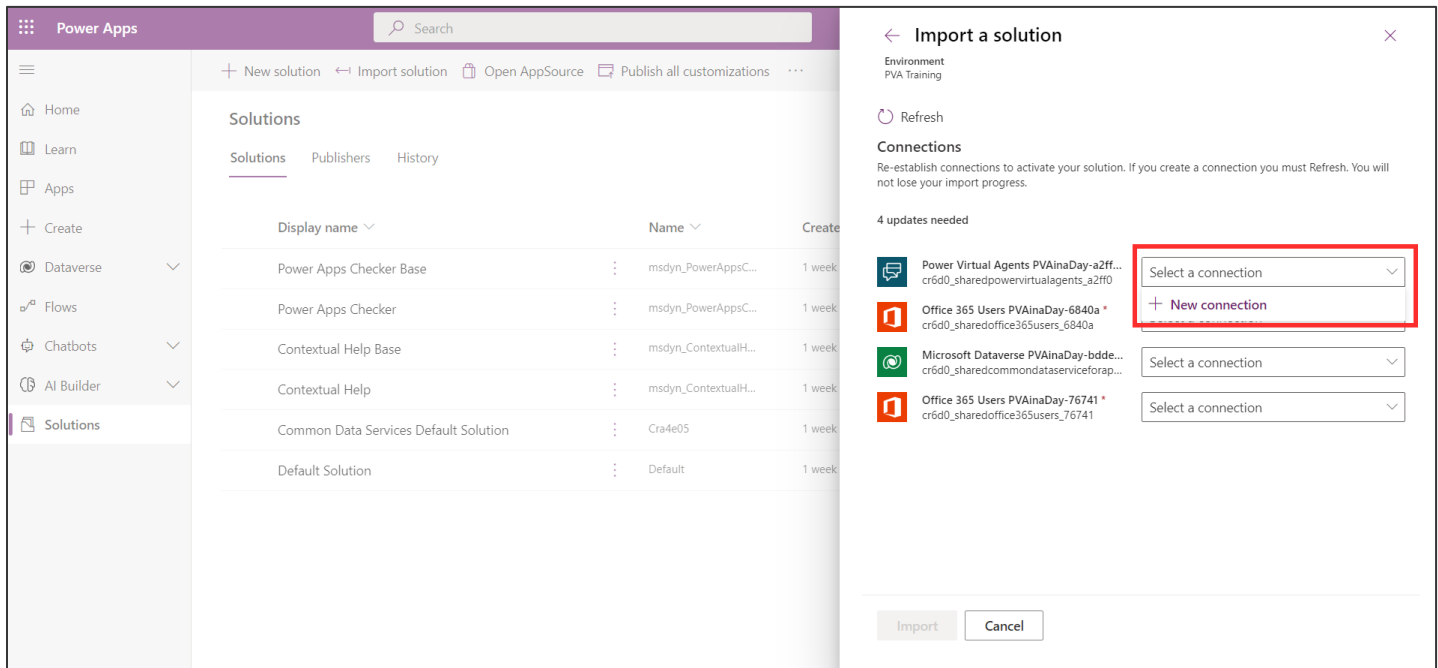
4. On the Import a solution pop-out, click **Browse** and select PVAinaDay_1_0_0_1_managed.zip from your training resources. Click **Next**.



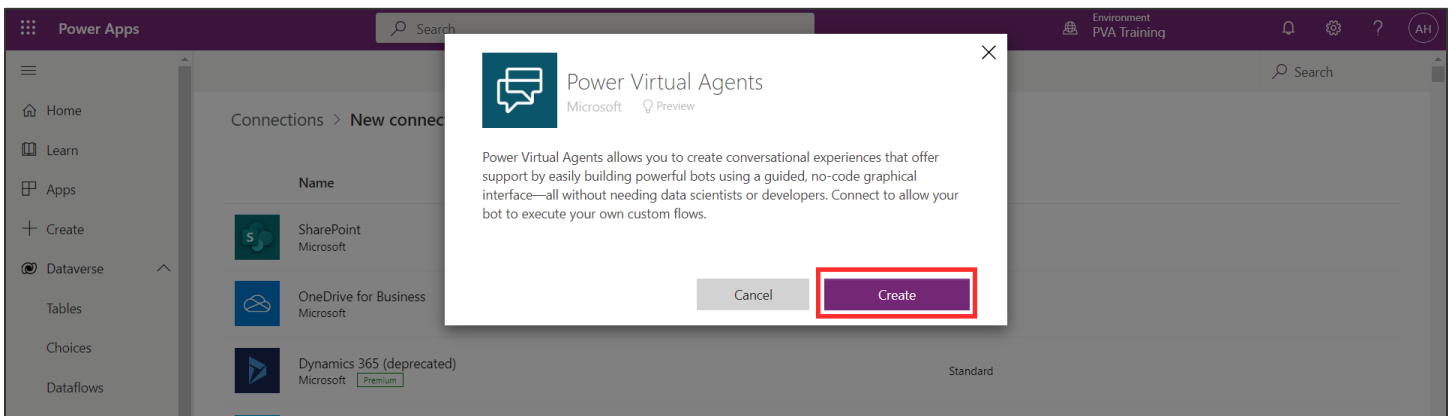
5. You will get this confirmation screen. Click **Next** again to continue.



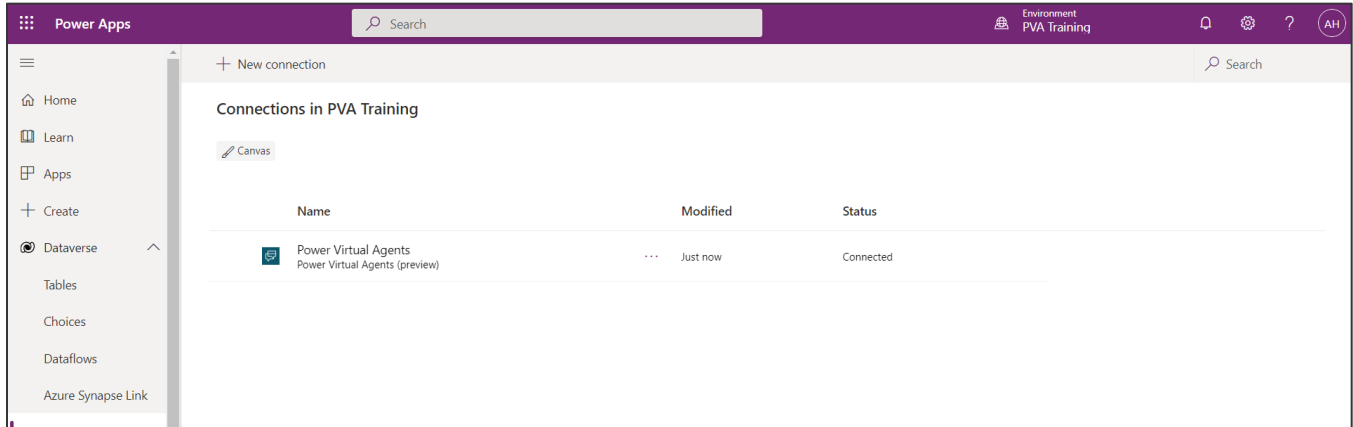
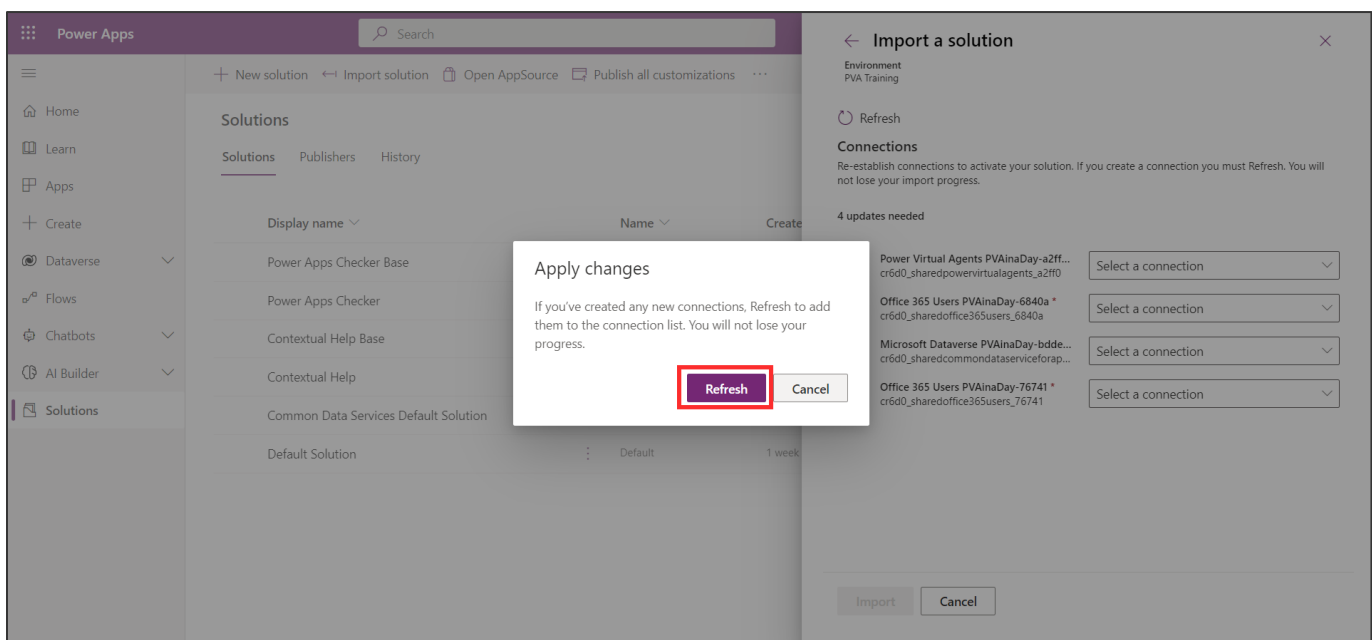
6. You will need to establish connections for the Power Virtual Agents, Office 365 Users and Dataverse connectors. Select the dropdown for the Power Virtual Agents connection and click **+ New Connection**.



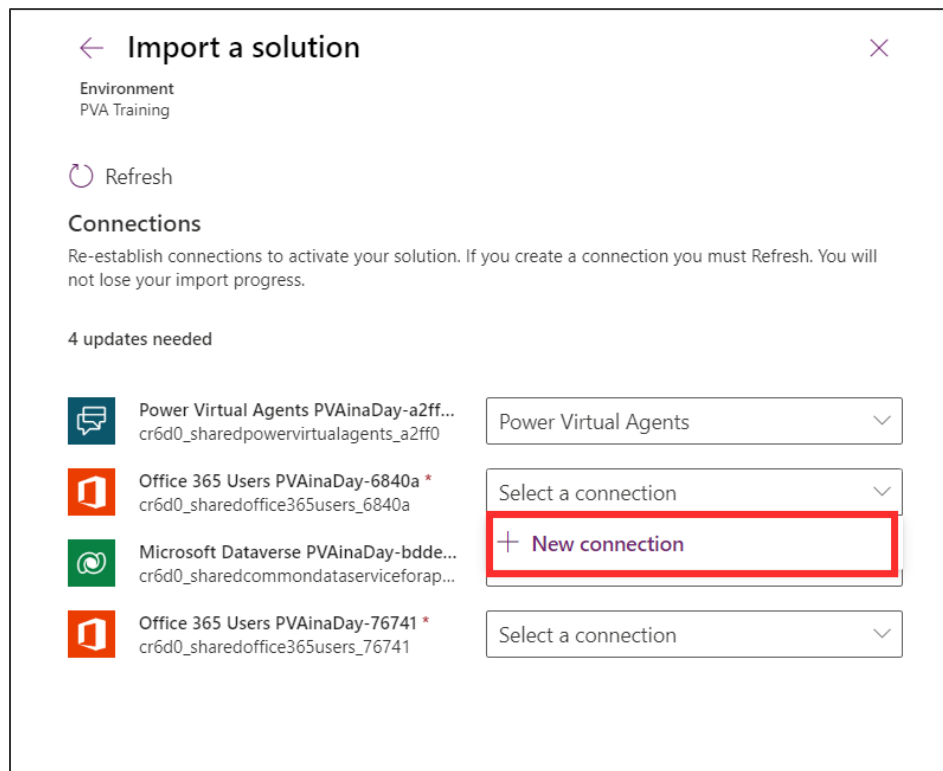
7. This will open a new tab, with the Power Virtual Agents connection displayed. Click **Create**.



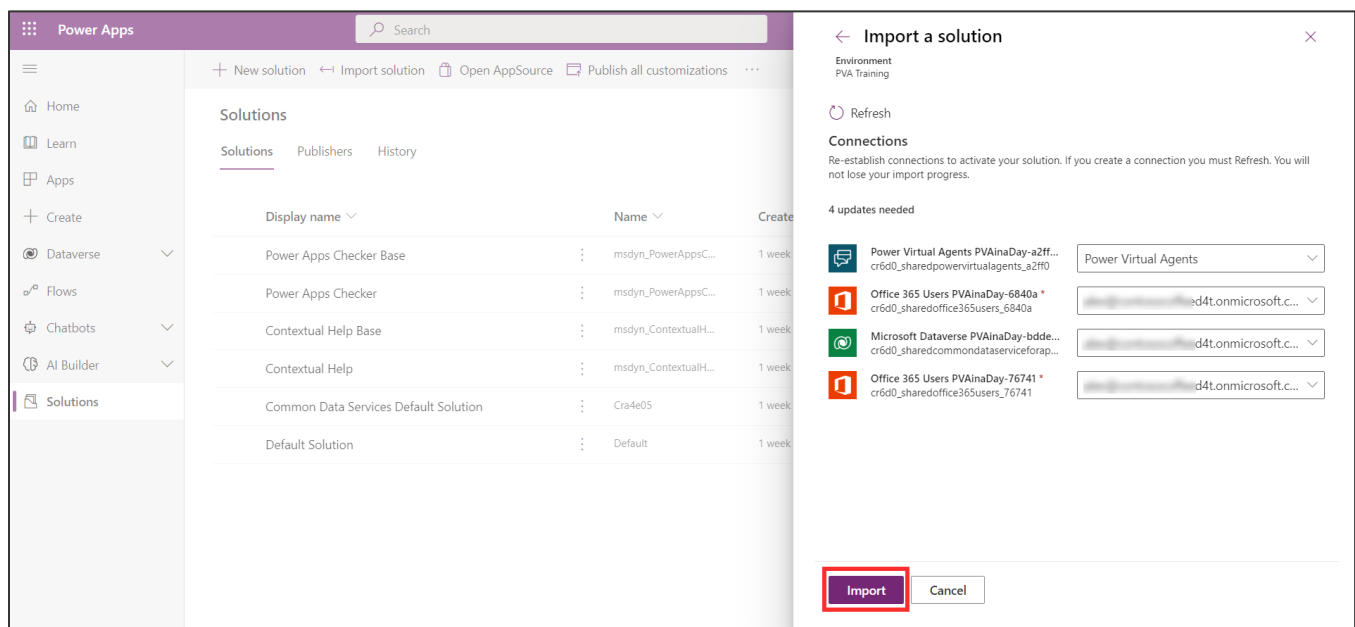
8. Wait for the connection to be authenticated.

9. Close this tab and return to the main tab where you were importing your solution. Click on **Refresh** to apply changes. You will then see Power Virtual Agents in the dropdown next to the Power Virtual Agents connector.

10. Repeat this for the remaining 3 connections listed, by clicking **+ New Connection**. When creating a connection for Office 365 Users and Dataverse, you may be prompted to verify your email address. You may not need to create a new connection for the second Office 365 Users connection as this may automatically update.



11. You will now have all four connectors connected. Click **Import** to finish importing the solution.



12. You will get a notification message saying "Currently importing solution PVA in a Day". Once the import is complete, you will see the PVA in a Day solution in the Solutions section of your main Power Apps window.

13. Repeat all steps in this task for each tenant you are setting up.

The screenshot shows the Power Apps interface. At the top, there's a purple header with the 'Power Apps' logo and a search bar. Below the header, a navigation pane on the left lists various options: Home, Learn, Apps, Create, Dataverse, Flows, Chatbots, AI Builder, and Solutions (which is currently selected). The main area displays a notification bar at the top with a green checkmark and the text 'Solution "PVA in a Day" imported successfully.' Below this, a table titled 'Solutions' lists several solutions. The first row, 'PVA in a Day', is highlighted with a red box. The table has columns for Display name, Name, Created, and Version.

Display name	Name	Created ↓	Version
PVA in a Day	PVAinaDay	8/31/2021	1.0.0.1
AI Sample Data	msdyn_AIBuilderSam...	8/28/2021	1.0.0.6
Asset Checkout	AssetCheckout	8/28/2021	0.0.0.1
Innovation Challenge	InnovationHub	8/28/2021	0.0.0.1
Fundraiser	msdyn_SampleApp	8/28/2021	1.0.0.4
Power Apps Checker Base	msdyn_PowerAppsC	8/28/2021	1.2.0.11

Task 6: Generate data for participants to use

You will now use the flow that you imported in the solution to generate data for participants to use in the lab. This flow will create a device order record for each user in the system, so that in Lab 5 they can retrieve a coffee machine order based on their email.

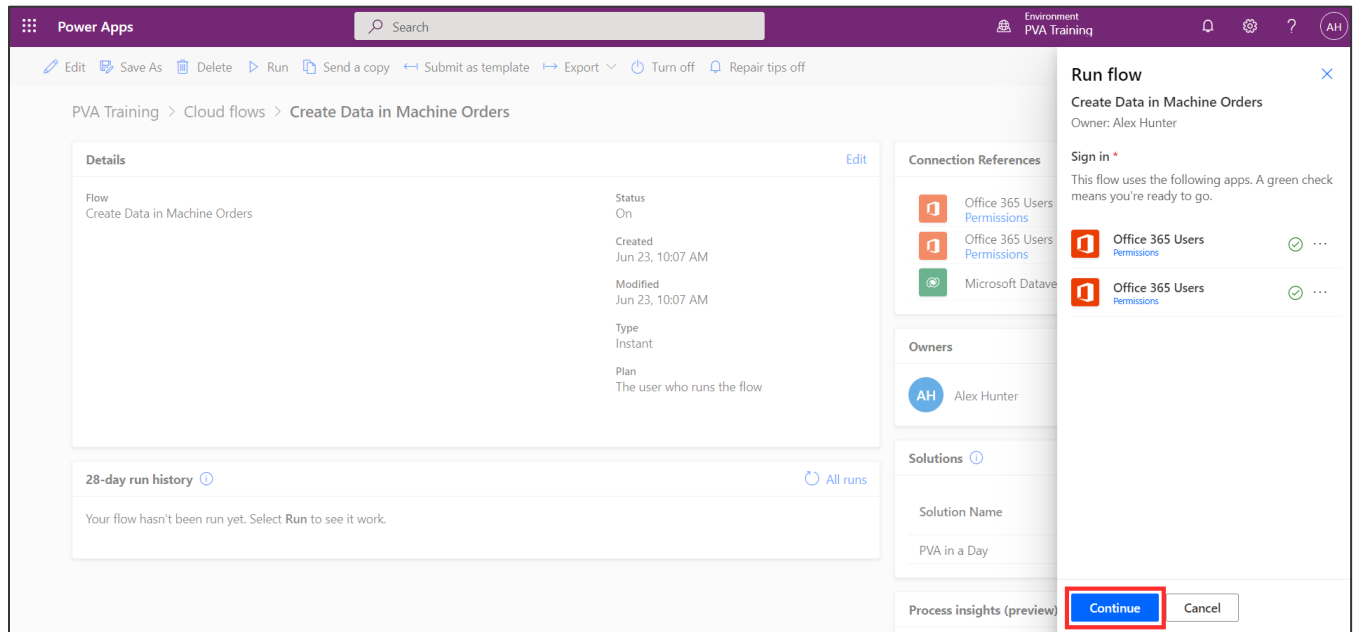
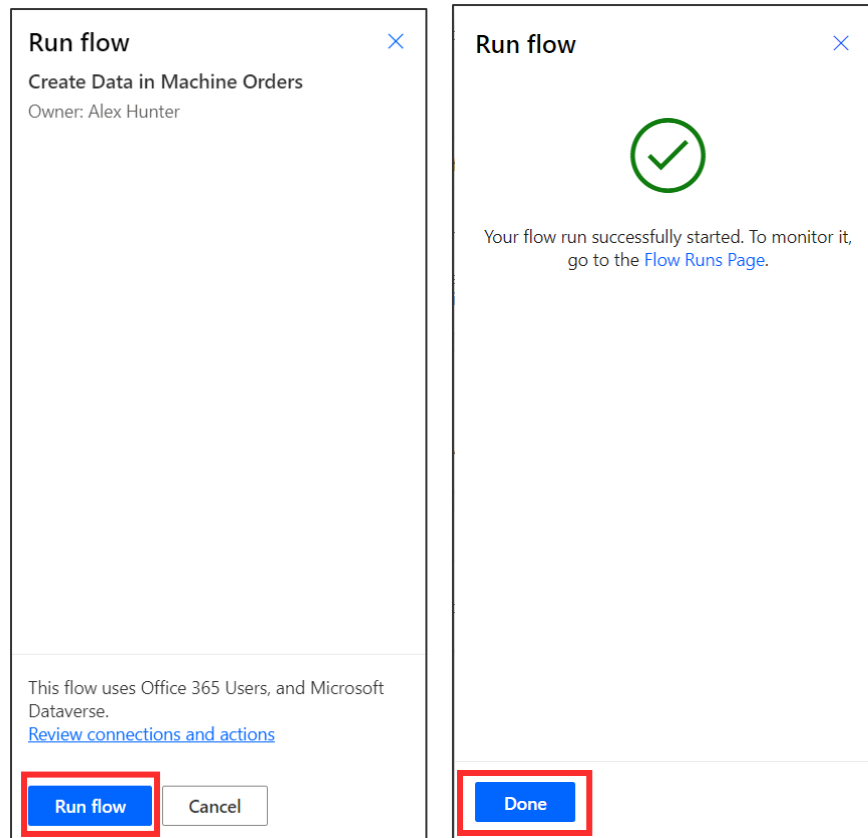
1. Click on the PVA in a Day solution to open it.
2. Click on the flow: **Create Data in Machine Orders**. This will open the flow in a new tab.

The screenshot shows the Power Apps interface with the 'PVA in a Day' solution selected. The 'Objects' pane on the left shows a list of objects, including 'Create Data in Machine Orders', which is highlighted with a red box. The main area displays a table of objects within the solution.

Display name	Name	Type	Managed	Last Modified	Owner	Status
Create Data in Machine Orders	Create Data in M...	Cloud Flow	Yes	1 minute ago	Alex Hunter	On
Get Coffee Machine Order Info by Email	Get Coffee Mach...	Cloud Flow	Yes	1 minute ago	Alex Hunter	On
Machine Order	cr6d0_machineor...	Table	Yes	3 minutes ago	-	
Microsoft Dataverse PVAInaDay-bdde4	cr6d0_sharedco...	Connection Refe...	Yes	3 minutes ago	Alex Hunter	Off
Office 365 Users PVAInaDay-6840a	cr6d0_sharedoffi...	Connection Refe...	Yes	3 minutes ago	Alex Hunter	Off
Office 365 Users PVAInaDay-76741	cr6d0_sharedoffi...	Connection Refe...	Yes	3 minutes ago	Alex Hunter	Off
Power Virtual Agents PVAInaDay-a2ff0	cr6d0_sharedpo...	Connection Refe...	Yes	3 minutes ago	Alex Hunter	Off
Return Item	Return Item	Cloud Flow	Yes	1 minute ago	Alex Hunter	On

3. Click on **Run** to run the flow.

The screenshot shows the 'Create Data in Machine Orders' flow details in the Power Apps interface. The 'Run' button is highlighted in the top bar. The details pane shows the flow's status, owner, and creation/modification dates. The 'Connection References' pane shows the flow's connections to Office 365 Users PVAInaDay and Microsoft Dataverse PV. The 'Owners' pane shows the flow's owner, Alex Hunter. The 'Solutions' pane shows the flow's association with the 'PVA in a Day' solution. The 'Process insights (preview)' pane is also visible.

4. Click **Continue**.5. Click **Run flow**, and then **Done** (when you get the green tick to show your flow run has successfully started).

6. Give the flow a few minutes to run. You can click the refresh button to check on progress.

The screenshot shows the Power Apps interface for a flow named 'Create Data in Machine Orders' under the 'PVA Training' environment. The flow is in 'On' status, created on Jun 23, 10:07 AM, and is of type 'Instant'. The plan is 'The user who runs the flow'. Below the details, the '28-day run history' is shown with a table of runs. A red box highlights the 'All runs' button in the top right of the run history section.

Start	Duration	Status
Jun 23, 10:11 AM (18 sec ago)	00:00:09	Succeeded

7. Once it has run successfully, click on **PVA Training**.

The screenshot shows the Power Apps interface for the 'PVA Training' environment. The 'PVA Training' tab is highlighted in the top navigation bar. The flow 'Create Data in Machine Orders' is selected. The flow details show it is 'On' status, created on Jun 23, 10:07 AM, and is of type 'Instant'. The plan is 'The user who runs the flow'. Below the details, the '28-day run history' is shown with a table of runs. A red box highlights the 'Succeeded' status in the run history table. On the right side, there are sections for 'Connection References', 'Owners', 'Solutions', and 'Process insights (preview)'.

Start	Duration	Status
Jun 23, 10:11 AM (18 sec ago)	00:00:09	Succeeded

8. To check that your data has been created, click on the **Machine Order** table.

The screenshot shows the Power Apps interface with the 'PVA in a Day' solution selected. The 'Machine Order' table is highlighted in the 'Tables (1)' section of the left-hand 'Objects' pane. The main area displays a list of objects with columns: Display name, Name, Type, Managed, Last Modified, Owner, and Status. The 'Machine Order' table is the third item in the list.

Display name	Name	Type	Managed	Last Modified	Owner	Status
Create Data in Machine Orders	Create Data in M...	Cloud Flow	Yes	6 minutes ago	Alex Hunter	On
Get Coffee Machine Order Info by Email	Get Coffee Mach...	Cloud Flow	Yes	6 minutes ago	Alex Hunter	On
Machine Order	cr6d0_machineor...	Table	Yes	8 minutes ago	-	
Microsoft Dataverse PVAInaDay-bdde4	cr6d0_sharedco...	Connection Refe...	Yes	8 minutes ago	Alex Hunter	Off
Office 365 Users PVAInaDay-6840a	cr6d0_sharedoffi...	Connection Refe...	Yes	8 minutes ago	Alex Hunter	Off
Office 365 Users PVAInaDay-76741	cr6d0_sharedoffi...	Connection Refe...	Yes	8 minutes ago	Alex Hunter	Off
Power Virtual Agents PVAInaDay-a2ff0	cr6d0_sharedpo...	Connection Refe...	Yes	8 minutes ago	Alex Hunter	Off
Return Item	Return Item	Cloud Flow	Yes	5 minutes ago	Alex Hunter	On

9. You will see the rows of data that have been created by the flow.

The screenshot shows the 'Machine Order' table selected in the 'PVA in a Day' solution. The 'Machine Order columns and data' section is expanded, showing a table with columns: Machine Name, Price, Request Date, and Machine Image. The data rows are highlighted with a red box.


Machine Name	Price	Request Date	Machine Image
Crema Cafe	999	6/23/2022	https://image
Crema Cafe	999	6/23/2022	https://image
Crema Cafe	999	6/23/2022	https://image
Crema Cafe	999	6/23/2022	https://image
Crema Cafe	999	6/23/2022	https://image

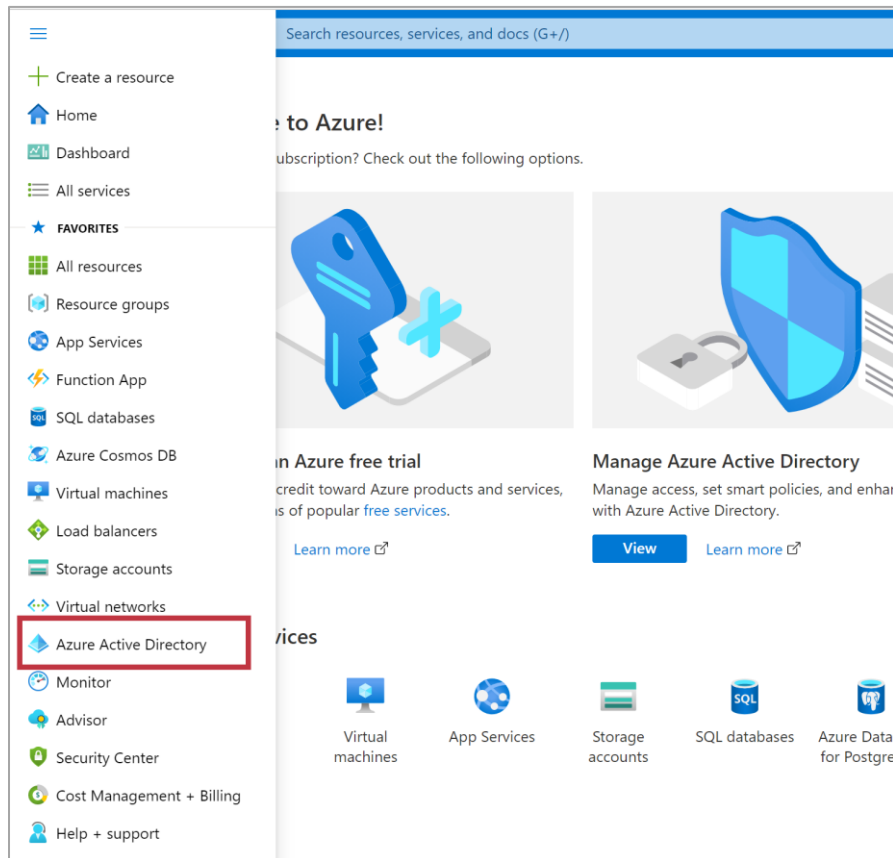
10. Repeat all steps in this task for each tenant you are setting up.

11. Congratulations! You are all set for the training!

Optional- Turn off Multi-factor authentication

Upon login, users may be asked to set up multi-factor authentication (MFA) on their trial account. To avoid this, you can turn MFA off for the tenant via the Azure portal.

1. Navigate to <https://portal.azure.com/> and sign in with your admin account for the tenant.
2. Click on the  icon on the top left of the screen to expand the navigation menu.
3. Click on **Azure Active Directory**.



4. Click on **Properties** then **Manage Security defaults**.

The screenshot shows the Microsoft Azure portal interface for a tenant named 'Demo company'. The left sidebar contains various navigation options, with 'Properties' highlighted. The main content area displays tenant properties such as Name, Country or region, Location, Notification language, Tenant ID, Technical contact, Global privacy contact, and Privacy statement URL. At the bottom, there is a section for 'Access management for Azure resources' with a toggle for 'Enable Security defaults' set to 'No'. A red box highlights the 'Manage Security defaults' link in the bottom right corner of the main content area.

5. Switch the Enable Security defaults toggle to **No**. Then, **save** your changes.

The screenshot shows a dialog box titled 'Enable Security defaults'. It contains a description of security defaults and a toggle switch for 'Enable Security defaults' set to 'No'. Below the toggle, there is a section for providing feedback on why security defaults are being disabled, with options like 'My organization is using Conditional Access', 'My organization is unable to use critical business applications', 'My organization is getting too many MFA challenges', and 'Other'. The 'Other' option is selected, and a text box contains the text 'Trial account for training'. At the bottom, there is a 'Save' button highlighted with a red box.

Terms of Use

By using this document, in whole or in part, you agree to the following terms:

Notice

Information and views expressed in this document, including (without limitation) URL and other Internet Web site references, may change without notice. Examples depicted herein, if any, are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred. This document does not provide you with any legal rights to any intellectual property in any Microsoft product.

Use Limitations

Copying or reproduction, in whole or in part, of this document to any other server or location for further reproduction or redistribution is expressly prohibited. Microsoft provides you with this document for purposes of obtaining your suggestions, comments, input, ideas, or know-how, in any form, ("Feedback") and to provide you with a learning experience. You may use this document only to evaluate its content and provide feedback to Microsoft. You may not use this document for any other purpose. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell this document or any portion thereof. You may copy and use this document for your internal, reference purposes only.

Feedback

If you give Microsoft any Feedback about this document or the subject matter herein (including, without limitation, any technology, features, functionality, and/or concepts), you give to Microsoft, without charge, the right to use, share, and freely commercialize Feedback in any way and for any purpose. You also give third parties, without charge, the right to use, or interface with, any Microsoft products or services that include the Feedback. You represent and warrant that you own or otherwise control all rights to such Feedback and that no such Feedback is subject to any third-party rights.

DISCLAIMERS

CERTAIN SOFTWARE, TECHNOLOGY, PRODUCTS, FEATURES, AND FUNCTIONALITY (COLLECTIVELY "CONCEPTS"), INCLUDING POTENTIAL NEW CONCEPTS, REFERENCED IN THIS DOCUMENT ARE IN A SIMULATED ENVIRONMENT WITHOUT COMPLEX SET-UP OR INSTALLATION AND ARE INTENDED FOR FEEDBACK AND TRAINING PURPOSES ONLY. THE CONCEPTS REPRESENTED IN THIS DOCUMENT MAY NOT REPRESENT FULL FEATURE CONCEPTS AND MAY NOT WORK THE WAY A FINAL VERSION MAY WORK. MICROSOFT ALSO MAY NOT RELEASE A FINAL VERSION OF SUCH CONCEPTS. YOUR EXPERIENCE WITH USING SUCH CONCEPTS IN A PHYSICAL ENVIRONMENT MAY ALSO BE DIFFERENT.

THIS DOCUMENT, AND THE CONCEPTS AND TRAINING PROVIDED HEREIN, IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING (WITHOUT LIMITATION) THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NONINFRINGEMENT. MICROSOFT DOES NOT MAKE ANY ASSURANCES OR REPRESENTATIONS WITH REGARD TO THE ACCURACY OF THE RESULTS, THE OUTPUT THAT DERIVES FROM USE OF THIS DOCUMENT OR THE CONCEPTS, OR THE SUITABILITY OF THE CONCEPTS OR INFORMATION CONTAINED IN THIS DOCUMENT FOR ANY PURPOSE.

MICROSOFT POWER VIRTUAL AGENTS (1) IS NOT INTENDED OR MADE AVAILABLE AS A MEDICAL DEVICE FOR THE DIAGNOSIS OF DISEASE OR OTHER CONDITIONS, OR IN THE CURE, MITIGATION, TREATMENT OR PREVENTION OF DISEASE, OR OTHERWISE TO BE USED AS A COMPONENT OF ANY CLINICAL OFFERING OR PRODUCT, AND NO LICENSE OR RIGHT IS GRANTED TO USE MICROSOFT POWER VIRTUAL AGENTS FOR SUCH PURPOSES, (2) IS NOT DESIGNED OR INTENDED TO BE A SUBSTITUTE FOR PROFESSIONAL MEDICAL ADVICE, DIAGNOSIS, TREATMENT, OR JUDGMENT AND

SHOULD NOT BE USED AS A SUBSTITUTE FOR, OR TO REPLACE, PROFESSIONAL MEDICAL ADVICE, DIAGNOSIS, TREATMENT, OR JUDGMENT, AND (3) SHOULD NOT BE USED FOR EMERGENCIES AND DOES NOT SUPPORT EMERGENCY CALLS. ANY CHATBOT YOU CREATE USING MICROSOFT POWER VIRTUAL AGENTS IS YOUR OWN PRODUCT OR SERVICE, SEPARATE AND APART FROM MICROSOFT POWER VIRTUAL AGENTS. YOU ARE SOLELY RESPONSIBLE FOR THE DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF YOUR CHATBOT (INCLUDING INCORPORATION OF IT INTO ANY PRODUCT OR SERVICE INTENDED FOR MEDICAL OR CLINICAL USE) AND FOR EXPLICITLY PROVIDING END USERS WITH APPROPRIATE WARNINGS AND DISCLAIMERS PERTAINING TO USE OF YOUR CHATBOT. YOU ARE SOLELY RESPONSIBLE FOR ANY PERSONAL INJURY OR DEATH THAT MAY OCCUR AS A RESULT OF YOUR CHATBOT OR YOUR USE OF MICROSOFT POWER VIRTUAL AGENTS IN CONNECTION WITH YOUR CHATBOT, INCLUDING (WITHOUT LIMITATION) ANY SUCH INJURIES TO END USERS.