



# Dataverse for Teams in a Day

Lab 01

## Power Apps for Teams

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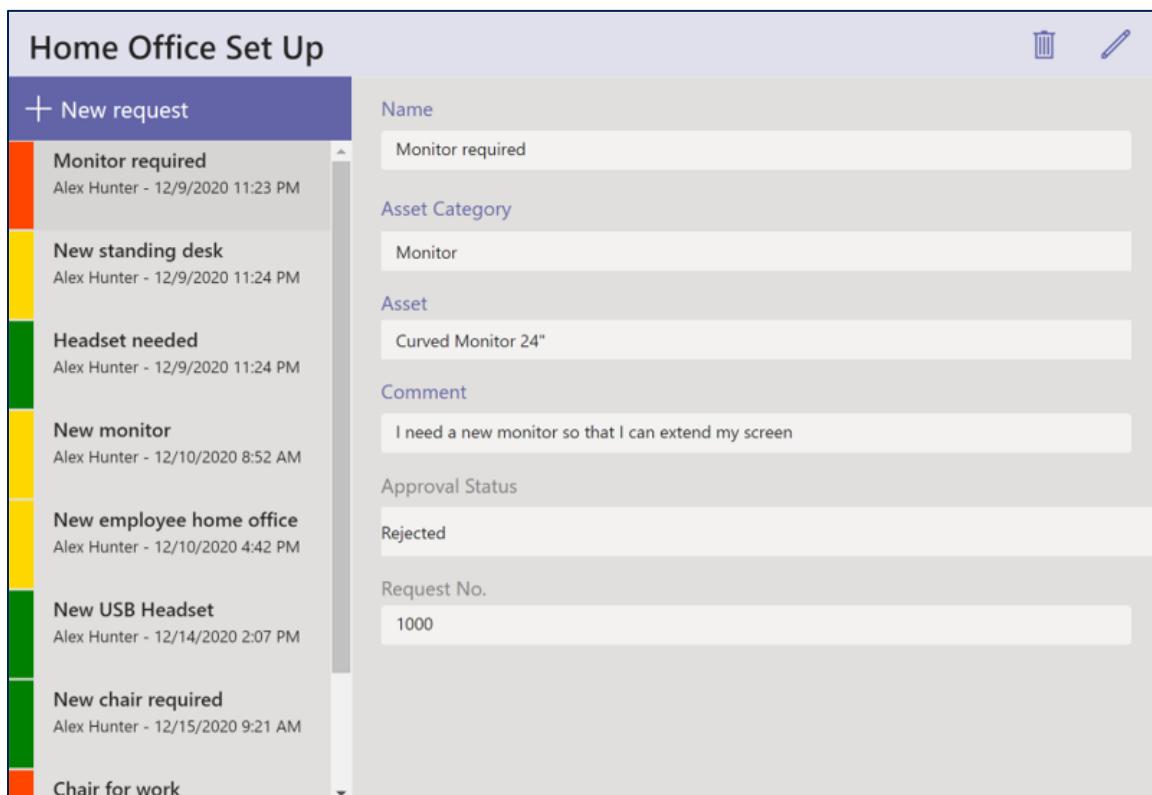
# Overview

The estimated time to complete this lab is 70 minutes.

In this lab, you will create an app for Microsoft Teams that allows employees to request equipment for their home-office set up. Power Apps is a low-code/no-code tool used to build your own custom business applications using drag and drop functionality.

You will see how Microsoft Dataverse for Teams can be used to build out your own data model and store data. From the data model you create, you will build an app using Power Apps, which gives users a front-end interface to perform a task and interact with data. You will start by creating a Dataverse instance with tables relating to the home-office equipment ordering scenario. The tables will store details of the available assets for order, then you will build an app which employees can use to submit their asset requests.

Once you have completed this lab, your app will look like this:



- **Exercise 1: Create Dataverse Instance**

You will start by creating a Team and a Dataverse for Teams environment. You will create your data model used for the Home Office Setup scenario in Microsoft Dataverse. This includes creating your tables and columns for the data users will be interacting with in your app.

- **Exercise 2: Customize the App**

You can customize the app that employees will use to submit their asset requests for their home-office set up. Customizing the app in this exercise involves editing the fields available on the asset request submission form, as well as changing formatting, such as colors and font.

- **Exercise 3: Publishing and Sharing your App**

Publish the app to Teams. It will be available for Team members to use within Microsoft Teams on desktop, web and mobile clients.

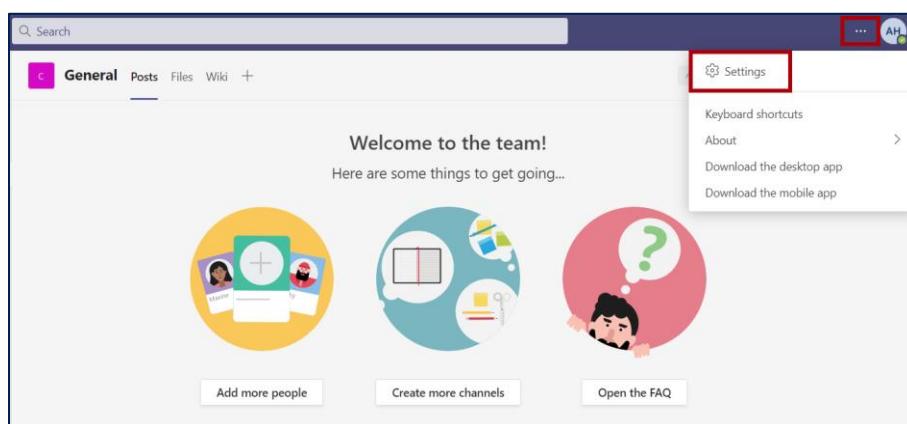
# Exercise 1: Create Dataverse Instance

You will start by creating your data model in Microsoft Dataverse. This includes creating your tables and columns for the data users will be interacting with in your app.

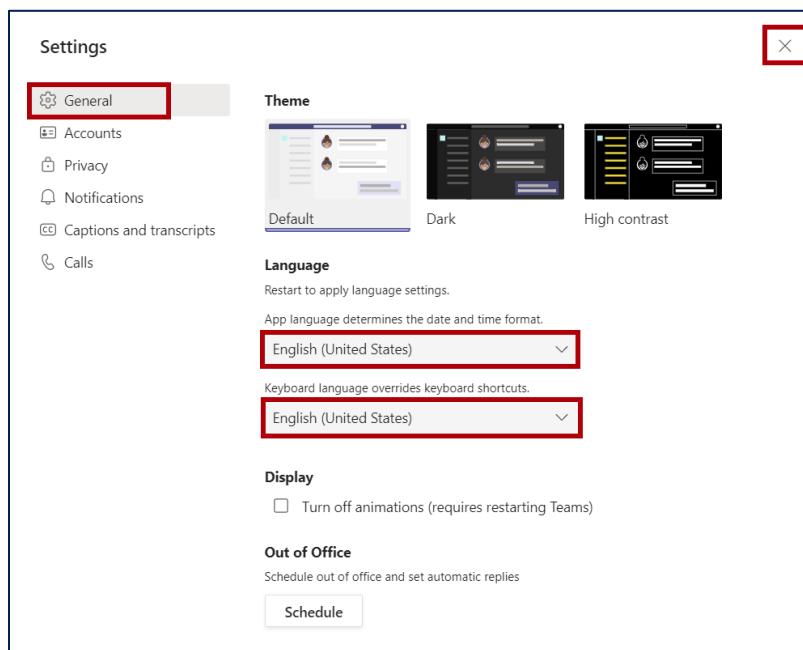
## Task 1: Set locale to US English

To begin, you will set the Locale of Teams to US English to make it convenient for the rest of the labs.

1. In your browser, navigate to <https://teams.microsoft.com/> and sign in with the account you are using for the labs.
2. In the top right hand corner, click on ... then open **Settings**.



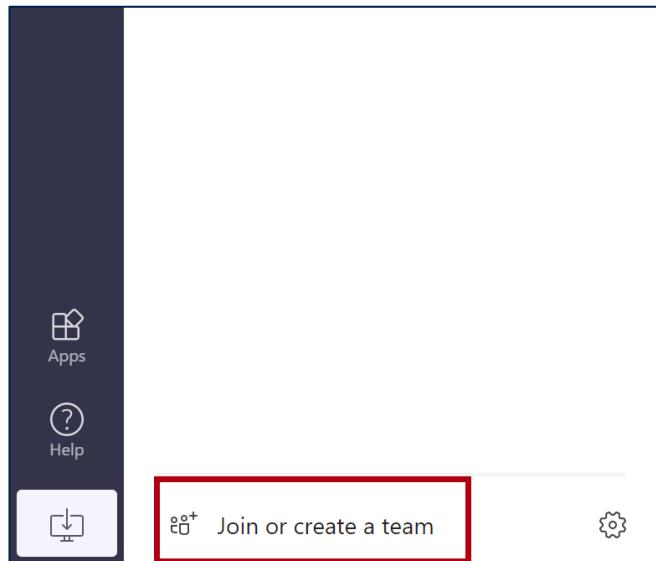
3. In the General settings tab, set both Language settings shown below to US (English) then close the pop-out window.



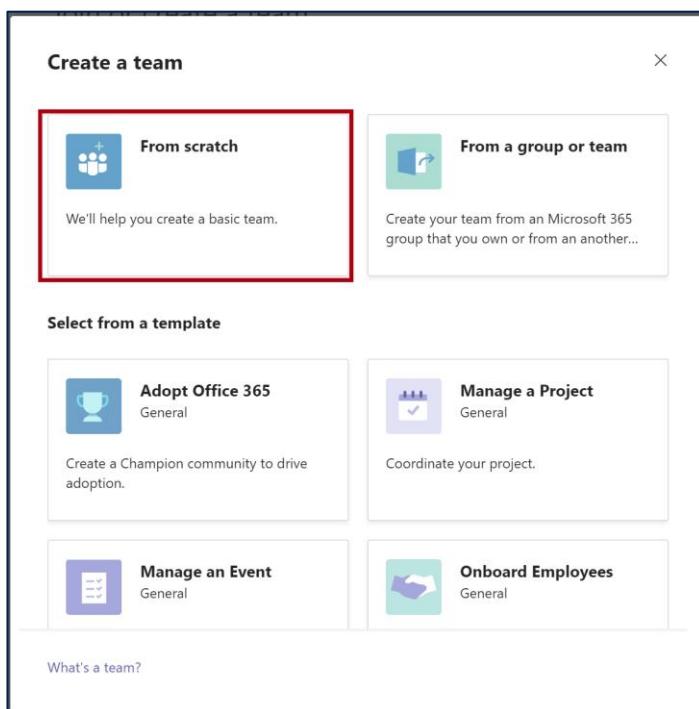
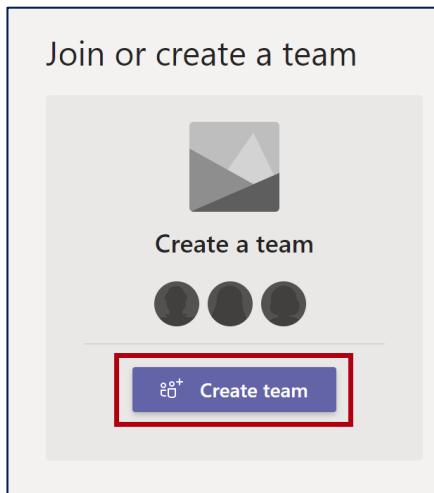
4. If you made a change to the language setting in the previous step, you will need to restart Teams to apply the setting. Close your Teams browser. Launch the browser again and navigate to <https://teams.microsoft.com/>. Sign in with the account you are using for the labs.

## Task 2: Create a new Team

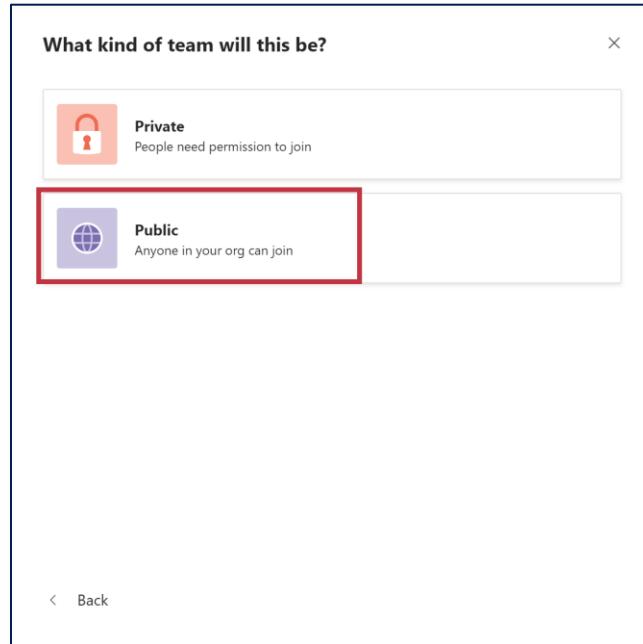
1. Click **Join or create a team**, located on the bottom left of the screen.



2. Click **Create a team**, then select **From scratch**.

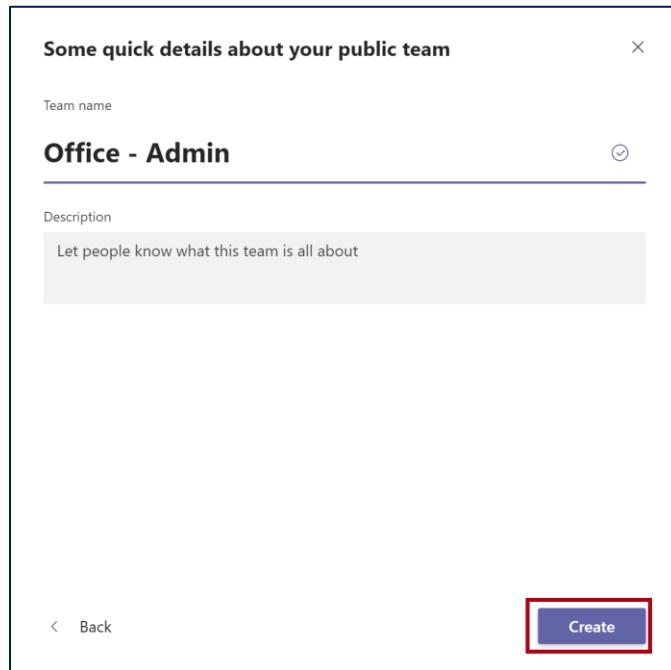


3. Set the team as **Public**.



4. Give your Team a unique name, such as **Office - <your name>**. Then, click **Create**.

*It is important to give your team a unique name as other users in your tenant will be creating a Team too. This is to help you identify your team.*

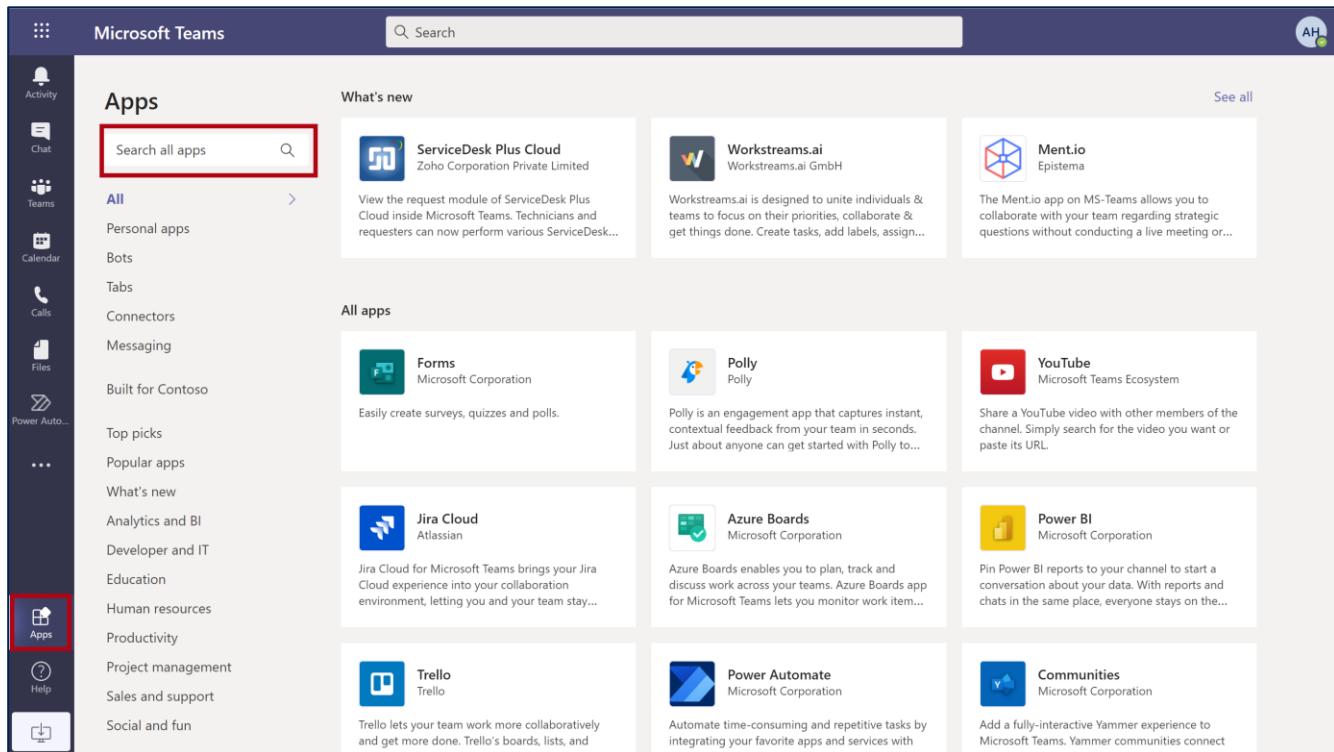


5. You can **skip** adding members into the team.

## Task 3: Discover and add the Power Apps app to Teams

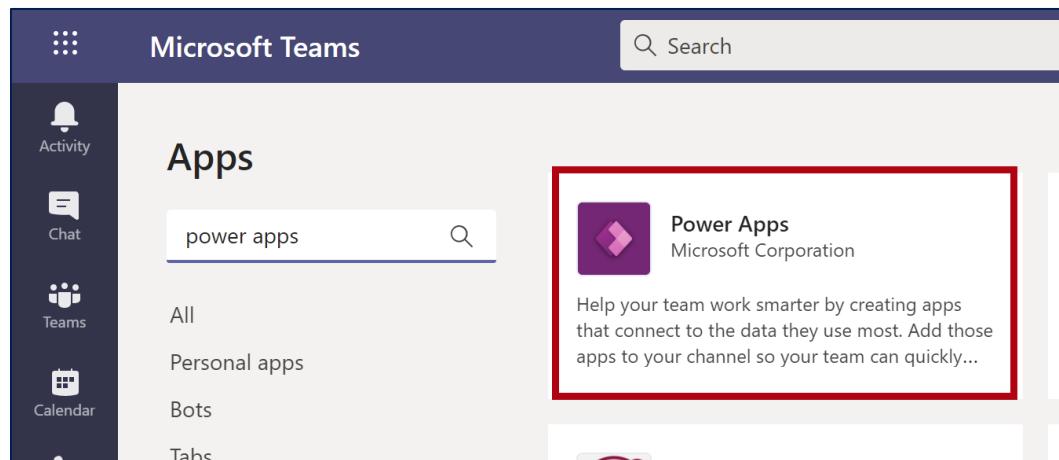
In this task, you will pin the Power Apps app to your Teams toolbar for easier access.

1. Click on the **Apps** icon on the left toolbar, and then search for Power Apps.



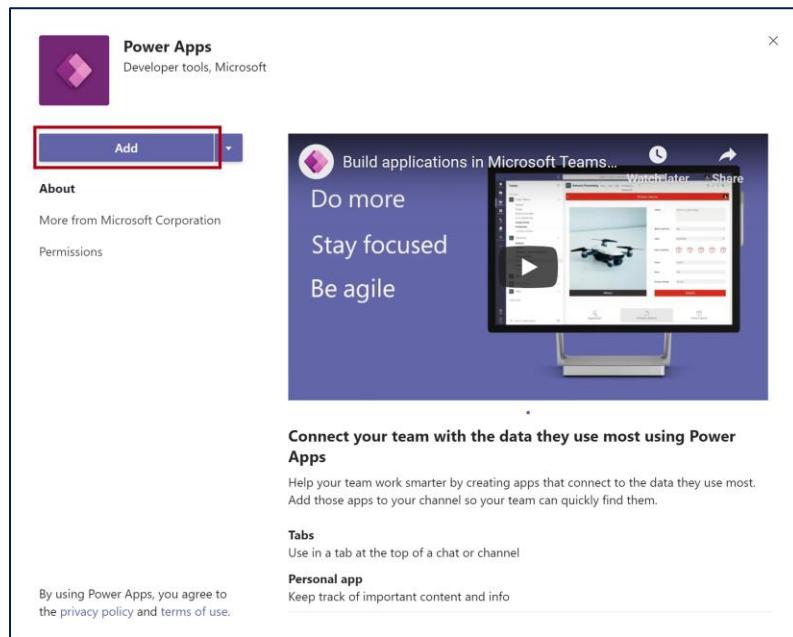
The screenshot shows the Microsoft Teams interface with the 'Apps' icon highlighted in the sidebar. The search bar at the top contains the text 'Search all apps'. Below the search bar, there are filters for 'All', 'Personal apps', 'Bots', 'Tabs', 'Connectors', 'Messaging', 'Built for Contoso', 'Top picks', 'Popular apps', 'What's new', 'Analytics and BI', 'Developer and IT', 'Education', 'Human resources', 'Productivity', 'Project management', 'Sales and support', and 'Social and fun'. The search results show several apps: ServiceDesk Plus Cloud, Workstreams.ai, Ment.io, Forms, Polly, YouTube, Jira Cloud, Azure Boards, Power BI, Trello, Power Automate, and Communities. The 'Power Apps' app is not visible in this view.

2. Click on the **Power Apps** app when you find it in the search results.

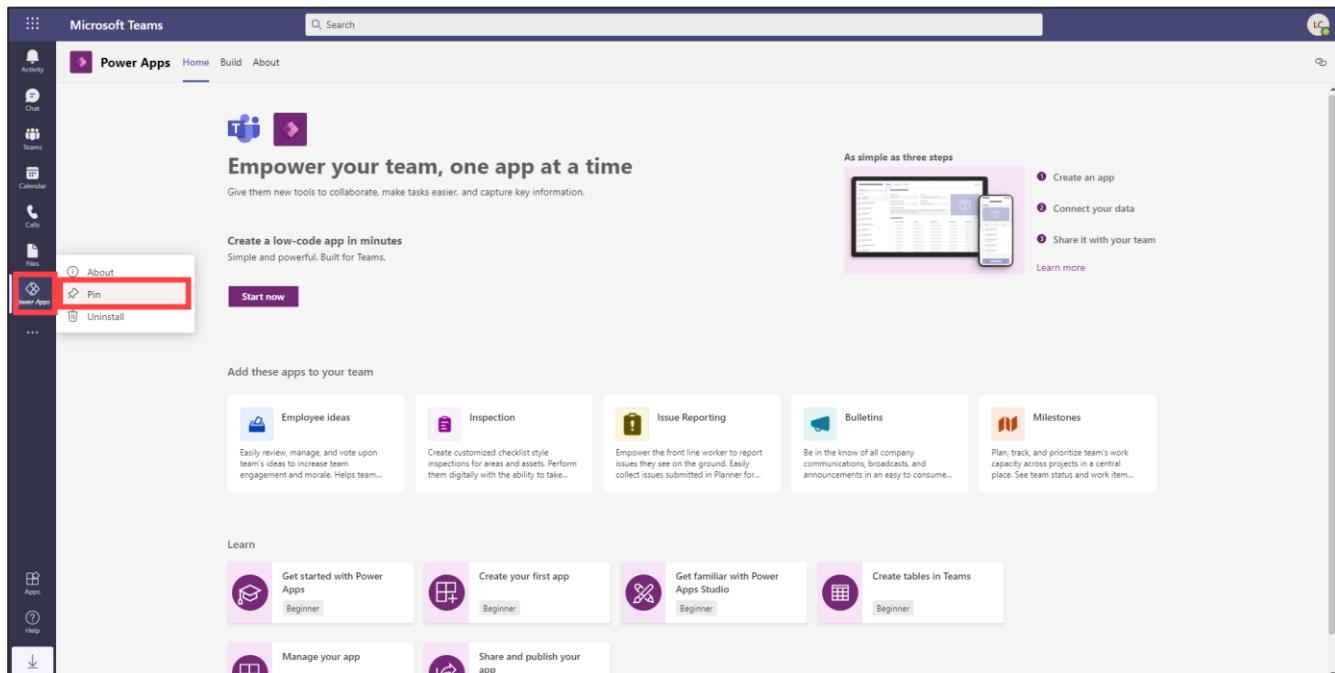


The screenshot shows the Microsoft Teams interface with the 'Apps' icon highlighted in the sidebar. The search bar at the top contains the text 'power apps'. The search results show the 'Power Apps' app by Microsoft Corporation, which is highlighted with a red border. The description for the Power Apps app reads: 'Help your team work smarter by creating apps that connect to the data they use most. Add those apps to your channel so your team can quickly...'. Other apps listed include Activity, Chat, Teams, and Calendar.

3. You will see a pop up with information about the Power Apps app for Microsoft Teams. Click on the **Add** button.



4. You will now see the Power Apps app in the left-hand navigation bar. Right click on that icon and select **Pin**. This pins the app to the navigation bar, making it easier to return to it when you need to.

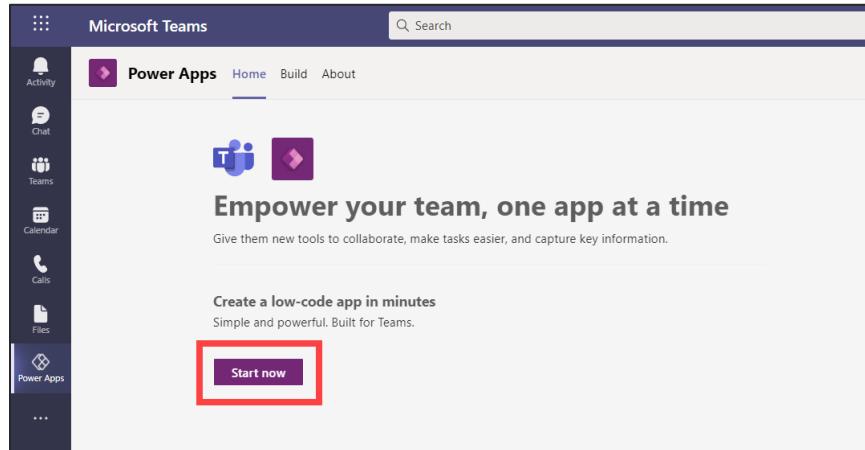


## Task 4: Create a new App

One way to get started creating your data model in Dataverse is to begin by creating a new Power App. By starting this way, your app will automatically contain a template for easily viewing, editing, deleting and submitting new data.

1. In the Power Apps app for Teams, click on **Start now**.

*If the screen appears blank, wait a few minutes then refresh the page.*

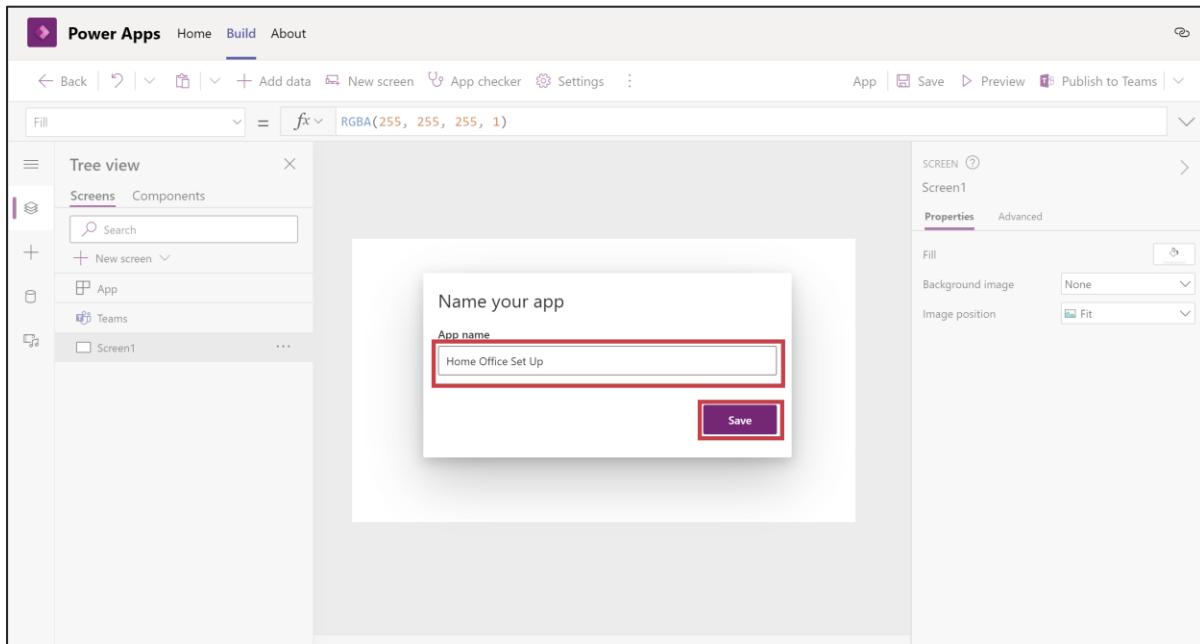


2. In the **Select a team for this app** dialog, select the team that you created earlier in Task 1, then click **Create**.

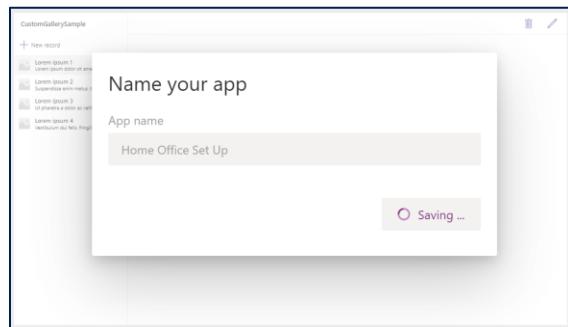
*It may take a few minutes for the app be prepared. You will get a notification in Teams once complete.*

The image consists of two side-by-side screenshots of a 'Create an app' dialog box. Both screenshots have a header 'Create an app' and a close button 'X' in the top right corner. The left screenshot shows a 'Select a team for this app' section with a sub-instruction: 'This is where your app will live. Team members can't see it until you publish it.' Below is a search bar with placeholder 'Search' and a magnifying glass icon. A list of teams is shown, with 'Office - Admin' highlighted by a red box. At the bottom is a 'Create' button. The right screenshot shows the same dialog after a team has been selected. It includes a message box stating: 'You're the first person to create an app in this team. We'll need to do some setting up, so loading time will be a little longer than usual.' Below this is the 'Select a team for this app' section with the same sub-instruction and search bar. The 'Office - Admin' team is now highlighted with a blue background. At the bottom right is a large 'Create' button, which is also highlighted with a red box.

3. Once the app is ready, you will be taken to the editing canvas for the app. Enter the name of the app as **Home Office Set Up**, then click **Save**.



**Note:** If your app has been "Saving" for longer than 5 minutes, there may have been a problem in its creation. To try again, refresh the page.



After you refresh the page, you should be able to see it listed under your Recent apps. Click **See more**.

The screenshot shows the Microsoft Teams Power Apps Home page. On the left, there's a sidebar with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Power Apps. The main area has tabs for Power Apps (selected), Home, Build, and About. Below the tabs, there's a section titled "Teams + Power Apps" with a sub-section "Build an app in 5 minutes". A "Create an app" button is present. To the right, there's a large image of a laptop screen with the title "Custom apps" and a play button icon. Below this, a table titled "Recent apps" lists one item: "Home Office Set Up" (Modified 6 sec ago, Owner User 1, Type Canvas, Team Office- User 1). A "See more →" button is highlighted with a red box. At the bottom, a link says "Add these apps to your team".

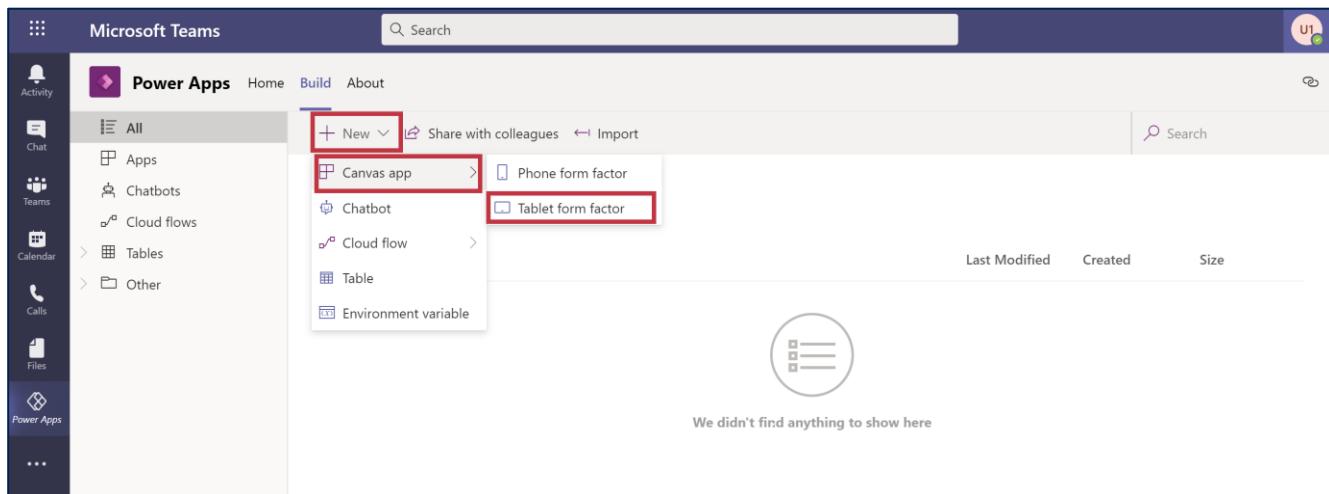
Then, click **See all**.

The screenshot shows the Microsoft Teams Power Apps Build page. The sidebar includes Activity, Chat, Teams, Calendar, Calls, Files, and Power Apps. The main content area shows a profile for "Office- User 1" and a "Share with colleagues" button. Below, it says "Built by this team" and "Installed apps". A note states: "Custom apps, tables, flows and chatbots created by you and your team will be stored here. Learn more". A table titled "Items created for Office- User 1" lists one item: "Home Office Set Up" (Type Canvas App). A "See all" button is highlighted with a red box.

Delete the app you attempted to make.

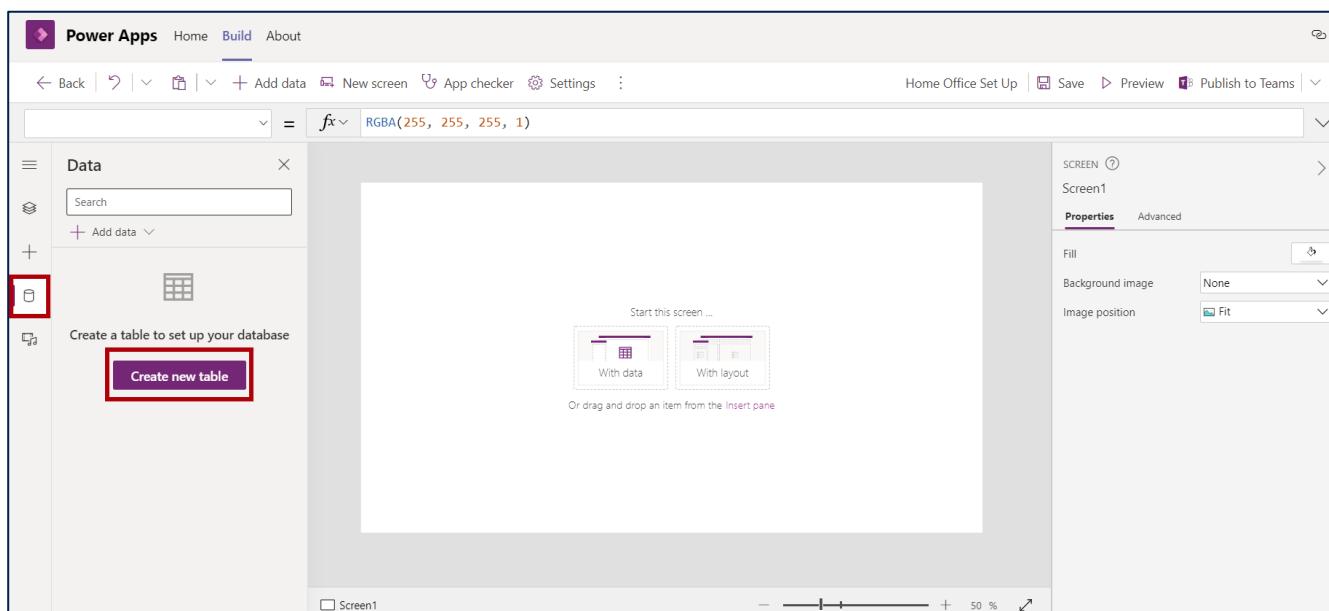
The screenshot shows the Microsoft Teams Power Apps All page. The sidebar includes Activity, Chat, Teams, Calendar, Calls, Files, and Power Apps. The main content area shows a navigation path "Office- User 1 > All". It lists items with columns for Name, Last Modified, Created, and Size. One item, "Home Office Set Up", has a three-dot menu icon highlighted with a red box. A context menu for this item is open, showing options: "Edit", "Details", "Add to Teams", and "Delete", with "Delete" highlighted with a red box.

*Retry creating the app by clicking **New> Canvas app> Tablet form factor**.*



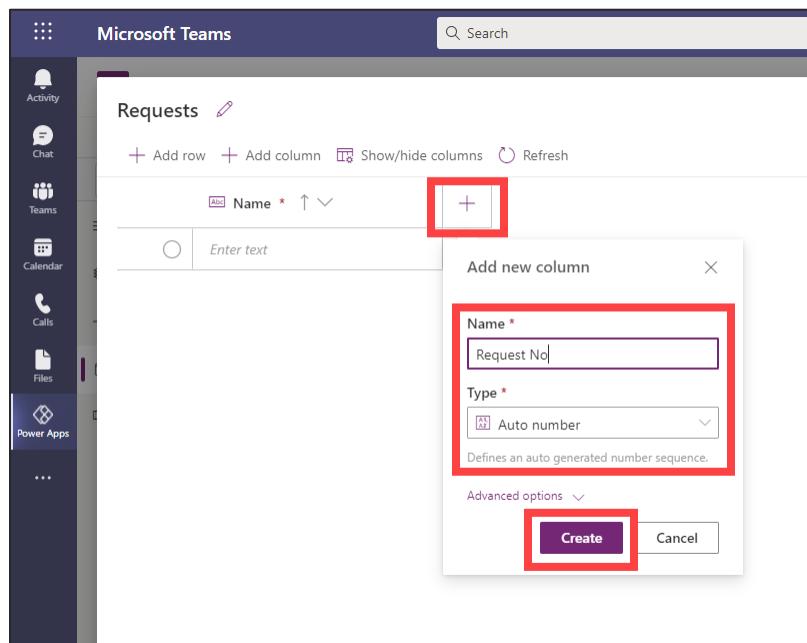
## Task 5: Create tables in Dataverse for Teams

1. From the menu on the left of your app canvas, click on the Data (cylinder) icon and **Create new table**.

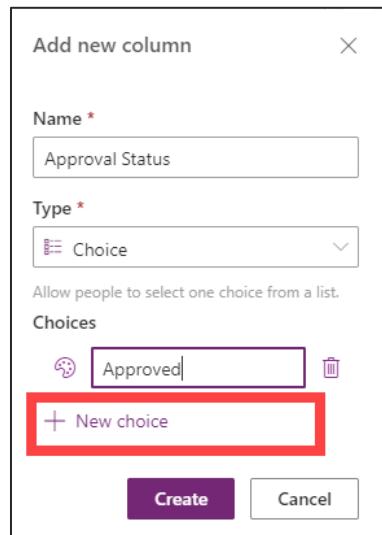


2. Name the table **Request**, then click **Create**.

3. You will now create the columns for your table and assign a data type to each. In the Requests table, click on the + icon to add a new column. Enter **Request No** as the column Name, and select **Auto number** as the Type. Click **Create**.



4. Following the same process, add another column named **Comment** with the type **Text**.
5. Add another column with the name **Approval Status** and type **Choice**. Set Choice 1 to be **Approved**, and then click on +New choice.



6. Set Choice 2 to say **Rejected**. Click on the paint icon next to the choice, so that the color for Approved is light green, and the color for Rejected is light red. Then, click **Create**.

**For the purpose of these labs, ensure Approved is entered in as your first choice, and Rejected is second. The order will be of importance when connecting to Power BI in Lab 04.**

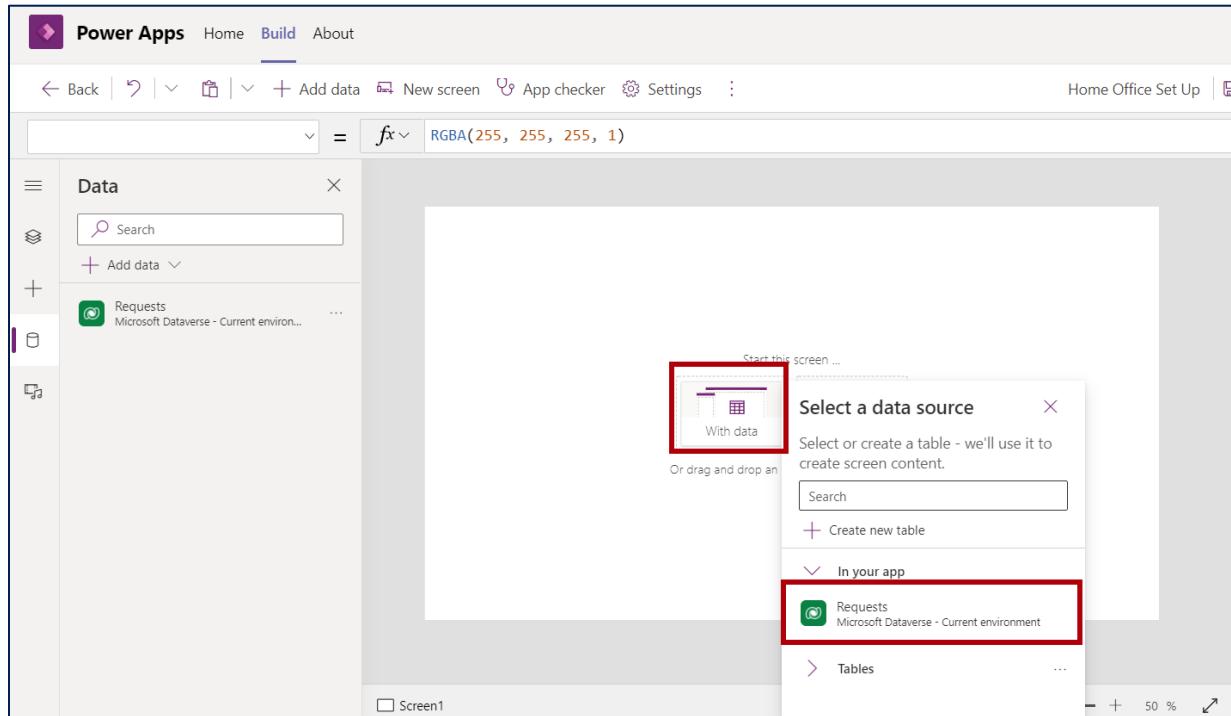
The screenshot shows a 'Requests' table with columns: Name, Request No., Comment, and Approval Status. A modal window titled 'Add new column' is open, showing the configuration for the 'Approval Status' column. The 'Name' field is set to 'Approval Status', the 'Type' field is set to 'Choice', and the 'Choices' section contains two items: 'Approved' (highlighted with a red box) and 'Rejected'. At the bottom of the modal are 'Create' and 'Cancel' buttons, with 'Create' being highlighted with a red box.

If you need to edit a column, you can click on the column heading, then **Edit column**.

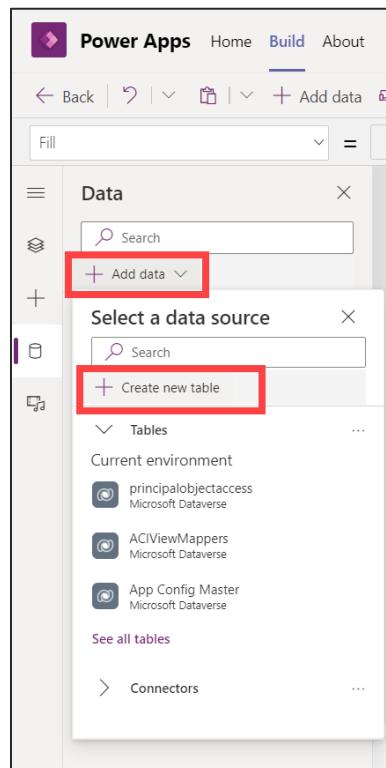
Your table should now appear as shown below. Click **Close** to close the table.

The screenshot shows the 'Requests' table with the 'Approval Status' column added. The 'Approval Status' column header is highlighted with a red box. The 'Rejected' choice in the dropdown menu is also highlighted with a red box. At the bottom right of the table area, the 'Close' button is highlighted with a red box.

7. Back on the editing canvas of your app, click **With data** and select the **Requests** table. You should notice that there is a form on your app containing fields you created in the Request table.



8. You will create another able to store Asset Category information. Click on **+Add data** and **+ Create new table**.



9. Name the table **Asset Category** then click **Create**.
10. In the Asset Category table, enter the following data into a row each in the **Name** column. After typing in each row, press Enter or Tab (you may need to tab a second time to get to the next row) on your keyboard to create a new row.

Chair  
Desk  
Monitor  
Headset

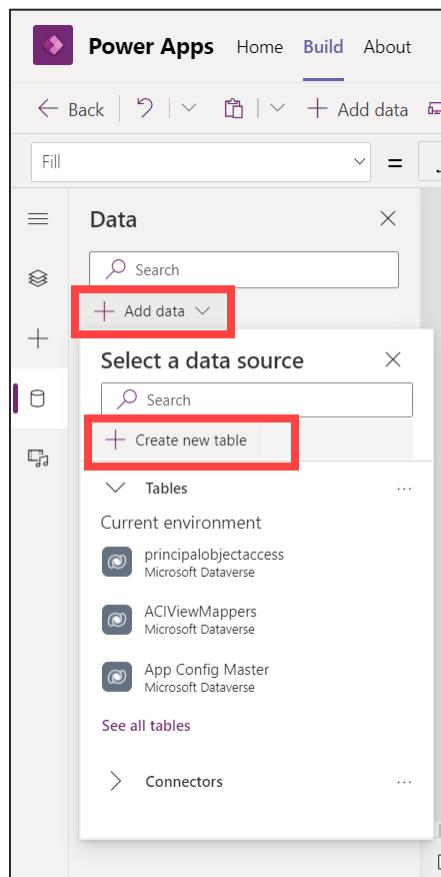
Your table should appear as shown below, then click **Close**.

The screenshot shows a table titled "Asset Categories" with one column labeled "Name". The table contains four rows:

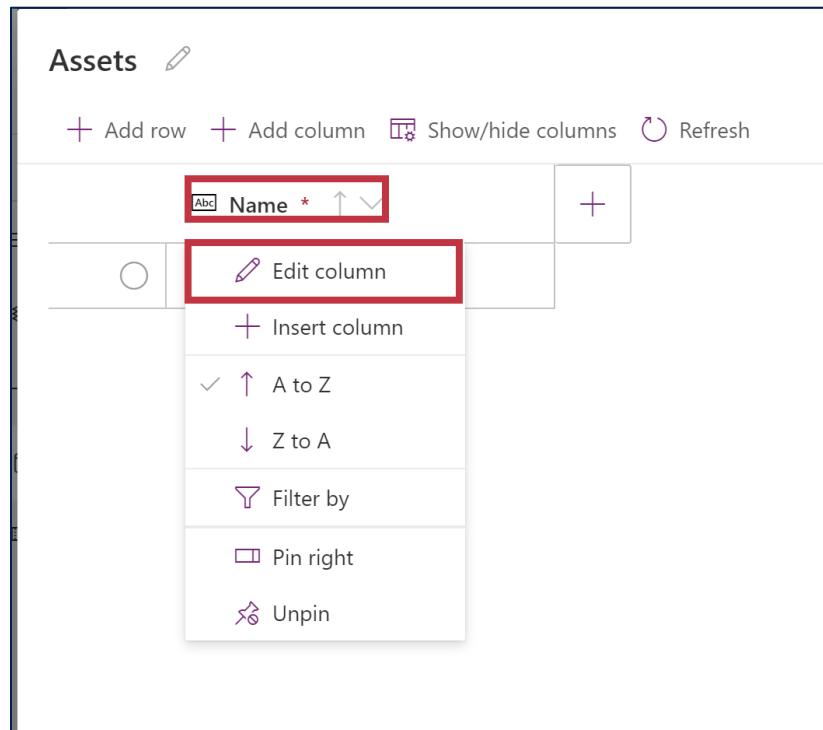
Name
Chair
Desk
Monitor
Headset

The "Headset" row is highlighted with a red border. In the bottom right corner of the table area, there is a "Close" button, which is also highlighted with a red box.

11. Create another new table, and name it **Asset**.

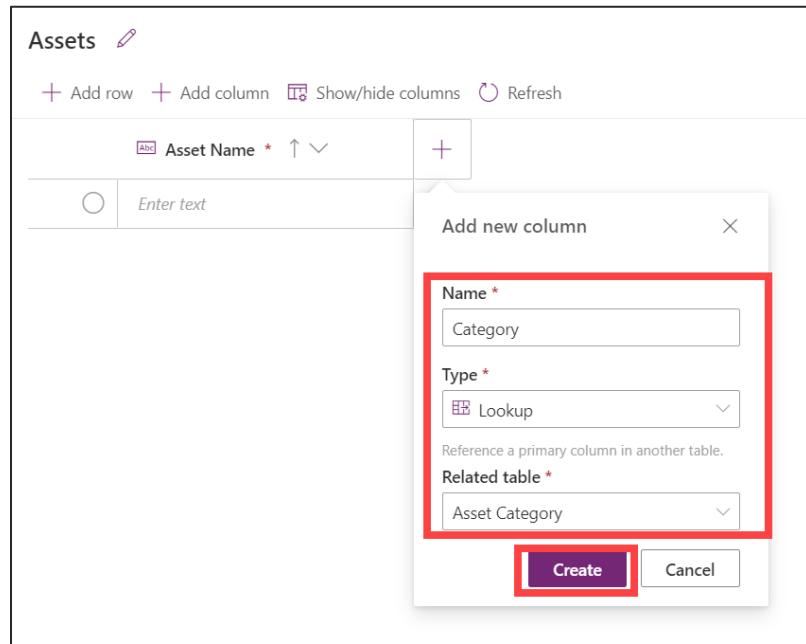


12. In the Asset table, rename the first column from Name to **Asset Name**. Click on the column heading, then select Edit column to rename.

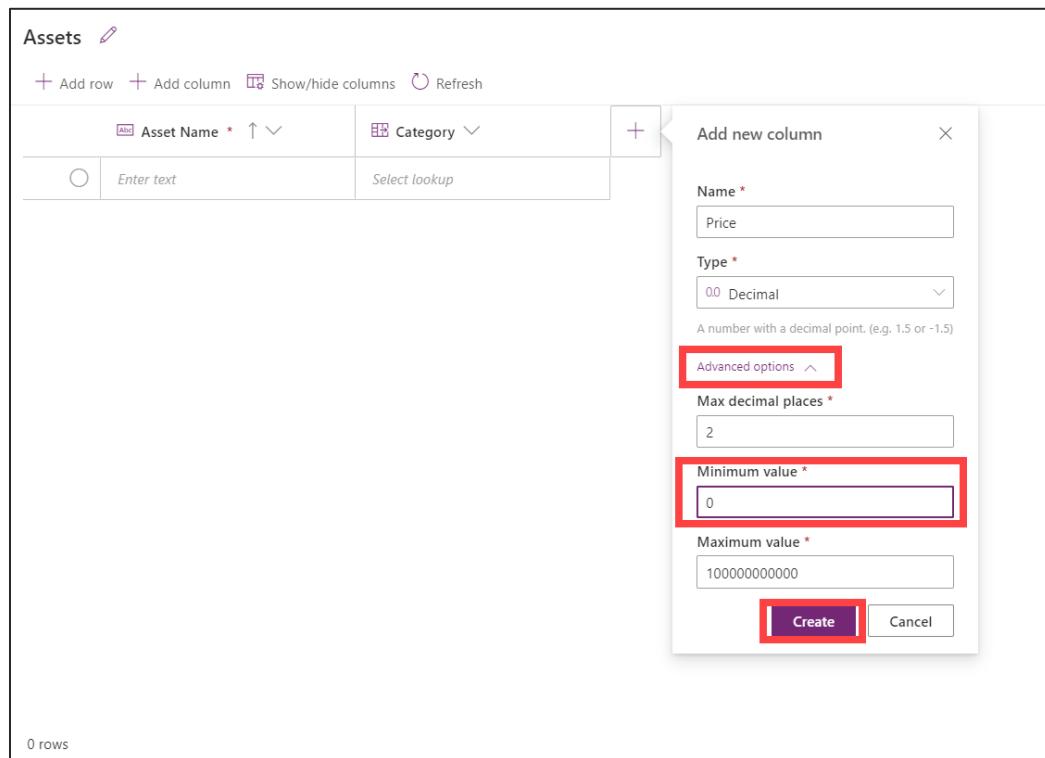


13. Add a new column named **Category**. Set the Type as **Lookup**, with the Related table as **Asset Category**.

Note that it can take a few seconds for the new lookup column to appear on the screen. Pause and wait for that to happen.



14. Add another column called **Price** and set the **Type** as Decimal. Click to expand the Advanced Options, and set the **Minimum value** field to 0. Click **Create**.



15. Add a column named **Product ID** and set the **Type** to **Text**.

Enter in the following data into the Asset table. For the Asset Category column, choose from the available options. It should then appear as the table below. Once complete, click **Close** to close the table.

*(Note: You can enter in any value for the Product ID field. It does not need to exactly match what is shown below, but each Product ID must be unique)*

Asset Name	Asset Category	Price	Product ID
Curved Monitor 24"	Monitor	321	M932
Ergonomic Chair- Black	Chair	199.5	C09223
High Back Chair- Brown	Chair	215	BC129
LED Monitor 21.5"	Monitor	198.4	LED35711
Standing Desk- White	Desk	410.5	SD5738W
Storage Desk- Oak	Desk	250	W2643
USB Headset	Headset	49	H8436
Wireless On-ear Headset	Headset	199	WH64

Assets edit

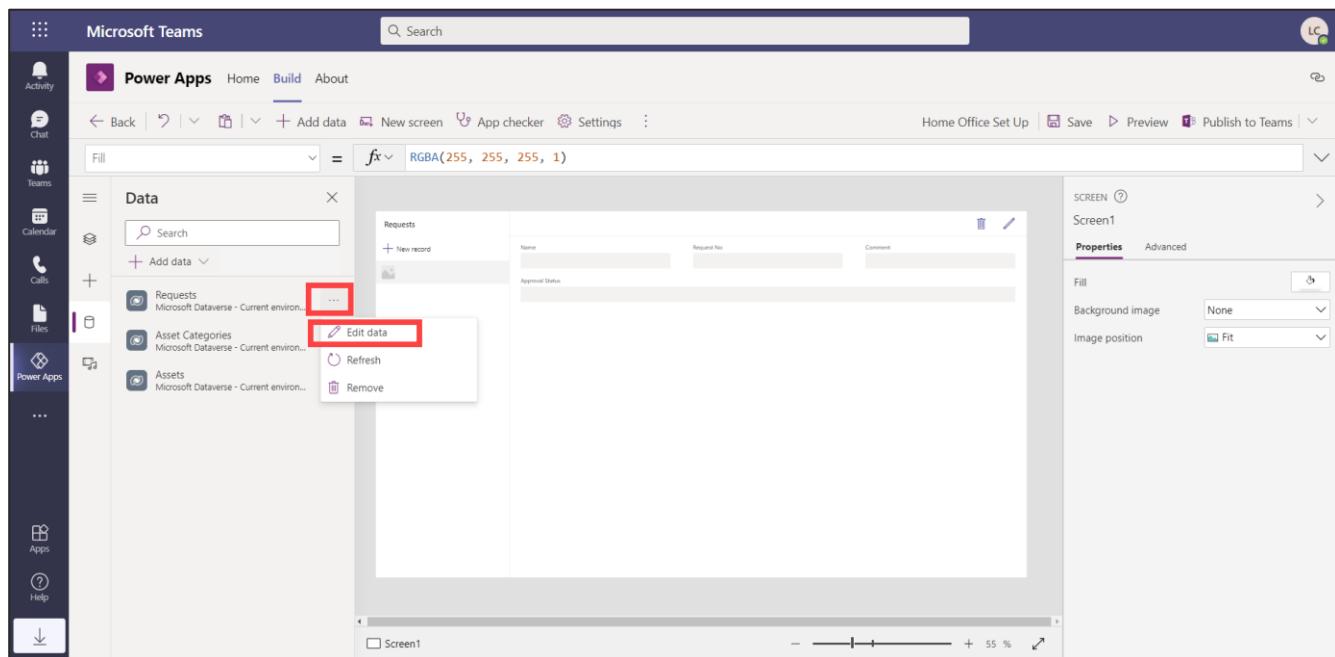
+ Add row + Add column Show/hide columns ⟳ Refresh ☰ Default

	Asset Name * ↑ ↓	Asset Category ↓	Price ↓	Product ID ↓	+
<input type="radio"/>	Curved Monitor 24"	Monitor	321.00	M932	
<input type="radio"/>	Ergonomic Chair- Black	Chair	199.50	C09223	
<input type="radio"/>	High Back Chair- Brown	Chair	215.00	BC129	
<input type="radio"/>	LED Monitor 21.5"	Monitor	198.40	LED35711	
<input type="radio"/>	Standing Desk- White	Desk	410.50	SD5738W	
<input type="radio"/>	Storage Desk- Oak	Desk	250.00	W2643	
<input type="radio"/>	USB Headset	Headset	49.00	H8436	
<input checked="" type="radio"/>	Wireless On-ear Headset	Headset	199.00	WH64	
<input type="radio"/>	Enter text	Select lookup	Enter decimal	Enter text	

8 rows

Close

16. You will now add lookup fields into the Requests table. Click to edit the data in the Requests table.



17. Add a new column to the **Requests** table called **Asset Category**. Set the Type as **Lookup**, with the Related table as **Asset Category**. Click **Create**.

A screenshot of the Microsoft Dataverse 'Requests' table. The table has columns: Name, Request No., Comment, and Approv... (with a plus sign). A new column is being added, indicated by a red box around the '+' button in the header. A modal dialog titled 'Add new column' is open, prompting for 'Name' (Asset Category), 'Type' (Lookup), and 'Related table' (Asset Category). The 'Create' button in the dialog is also highlighted with a red box.

18. Add another column named **Asset**. Set the **Type** as **Lookup**, with the **Related table** as **Asset**.  
Click **Create**.
19. Click and drag the 2 columns you have just created, to reposition them after the **Name** column.  
Click **Close**.

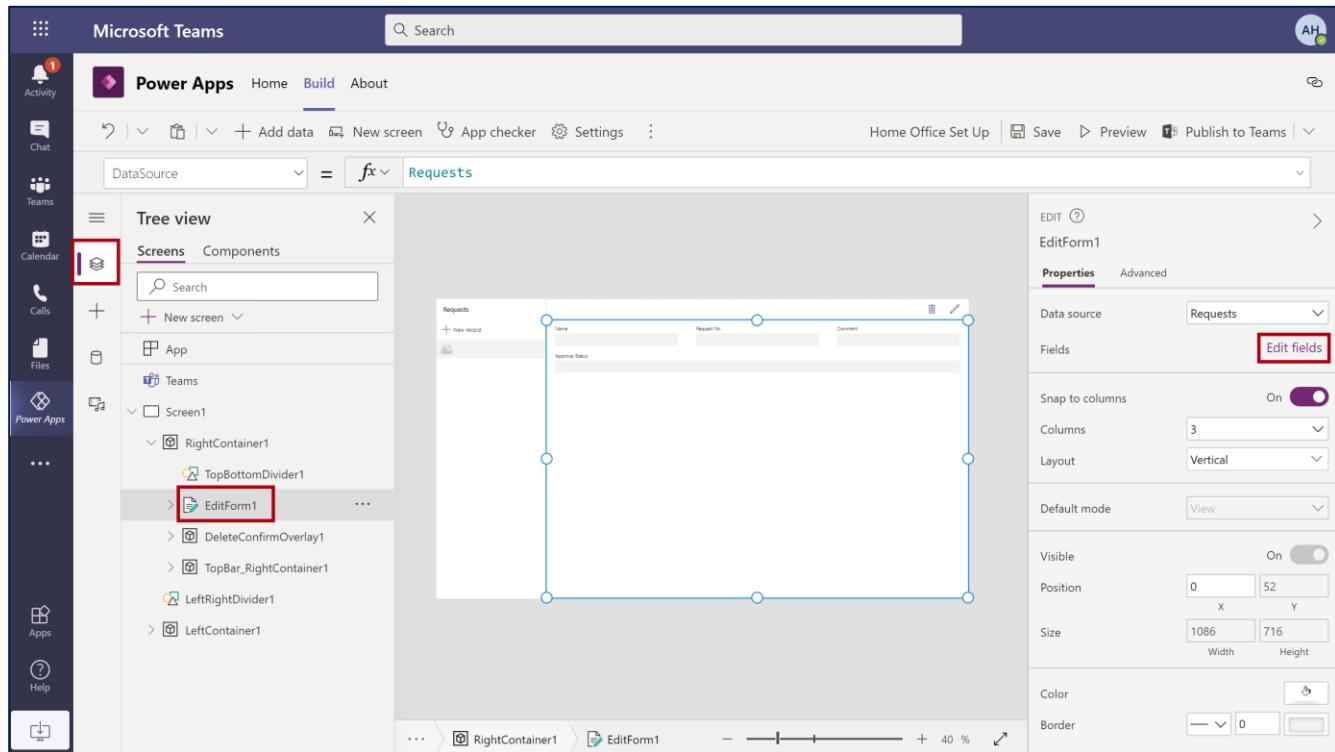
The screenshot shows the 'Requests' screen in Microsoft Power Apps. At the top, there are buttons for 'Add row', 'Add column', 'Show/hide columns', and 'Refresh'. On the right, there are 'Saved' and 'Default' filters. Below the header, there are four columns: 'Name' (with a red border), 'Asset' (with a red border), 'Asset Category' (with a red border), 'Request No.', and 'Comment'. Each column has a 'Select lookup' placeholder. A red box highlights the 'Asset' and 'Asset Category' columns. In the bottom left corner, it says '0 rows'. In the bottom right corner, there is a 'Close' button.

# Exercise 2: Customize the App

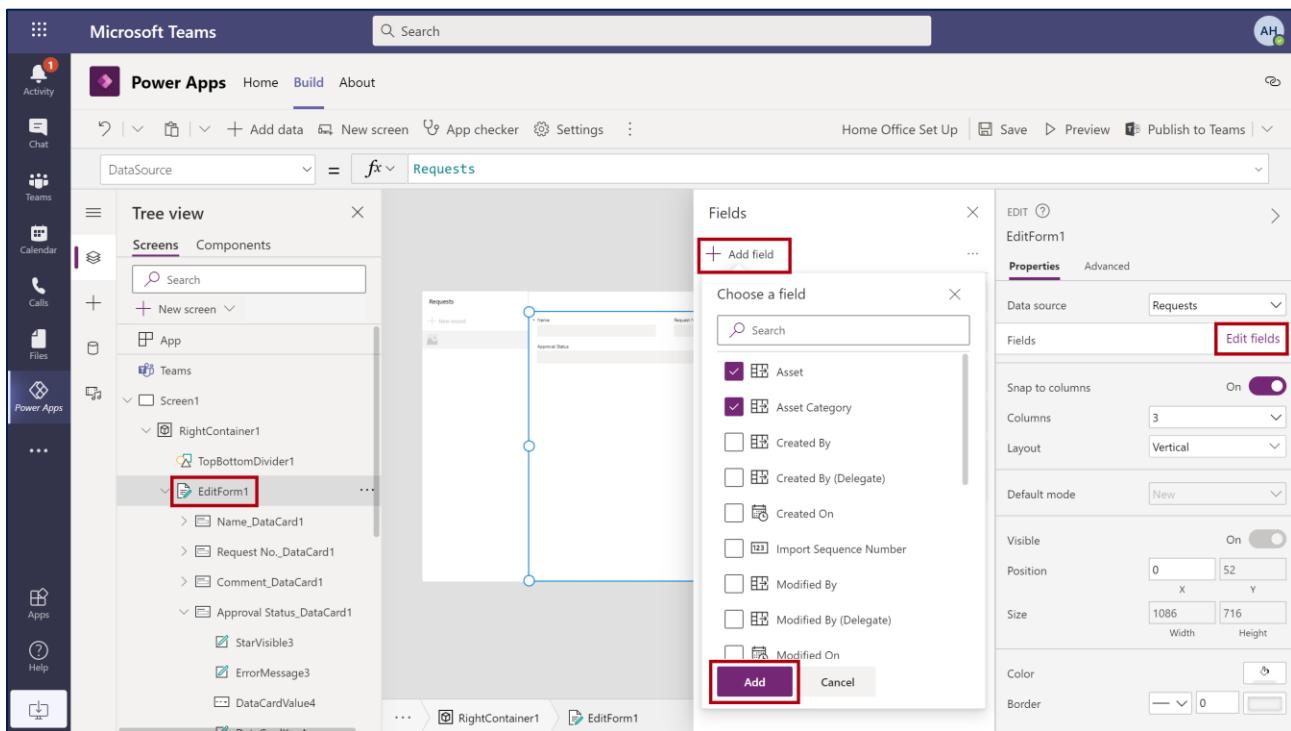
Now that the data model has been created in Dataverse, you can customize the app that employees will use to submit their asset requests for their home-office set up. Customizing the app in this exercise will involve editing the fields available on the asset request submission form, as well as changing formatting, such as colors and font.

## Task 1: Edit the App Form

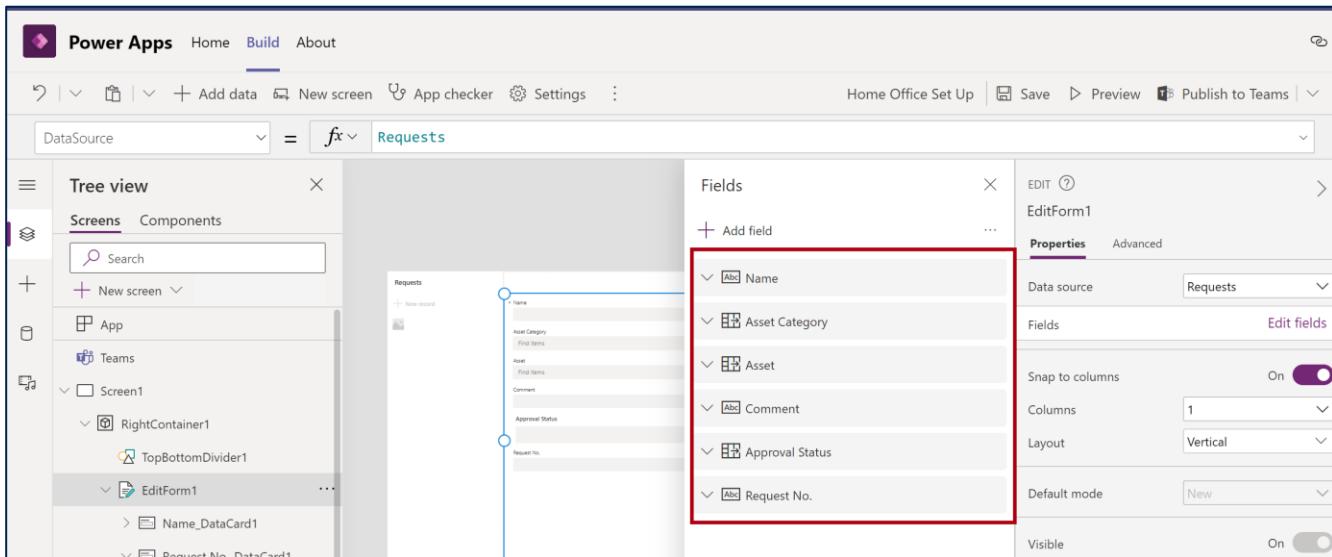
1. From your app canvas, click on the tree view icon on the left side of the screen. Within the tree view underneath RightContainer1, click on **EditForm1**. Then from the properties pane on the right side of the screen, click on **Edit Fields**.



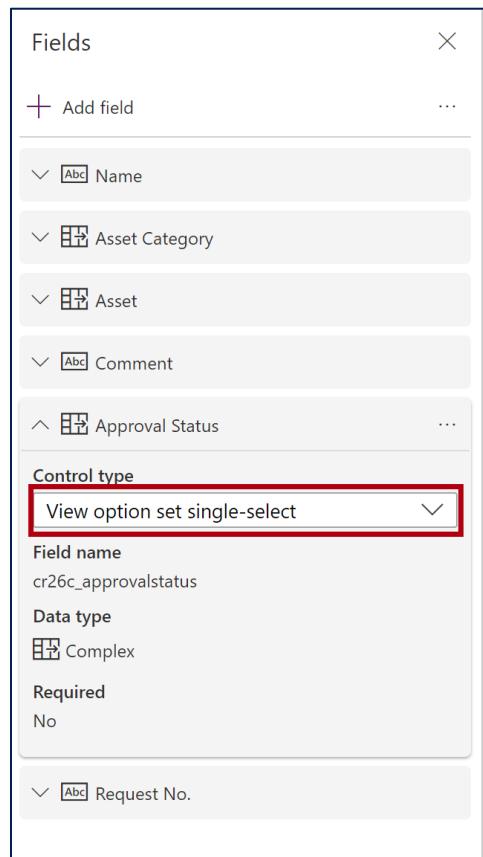
2. Click **+Add field** and add the **Asset** and **Asset Category** fields.



3. Click and drag each field from the area shown below to rearrange the order. The order should appear as shown below. If you are missing any of the fields, you can add them in.



4. Click on the **Approval status** field to expand it. Set the Control type to **View option set single-select**. You can then close the Fields menu.

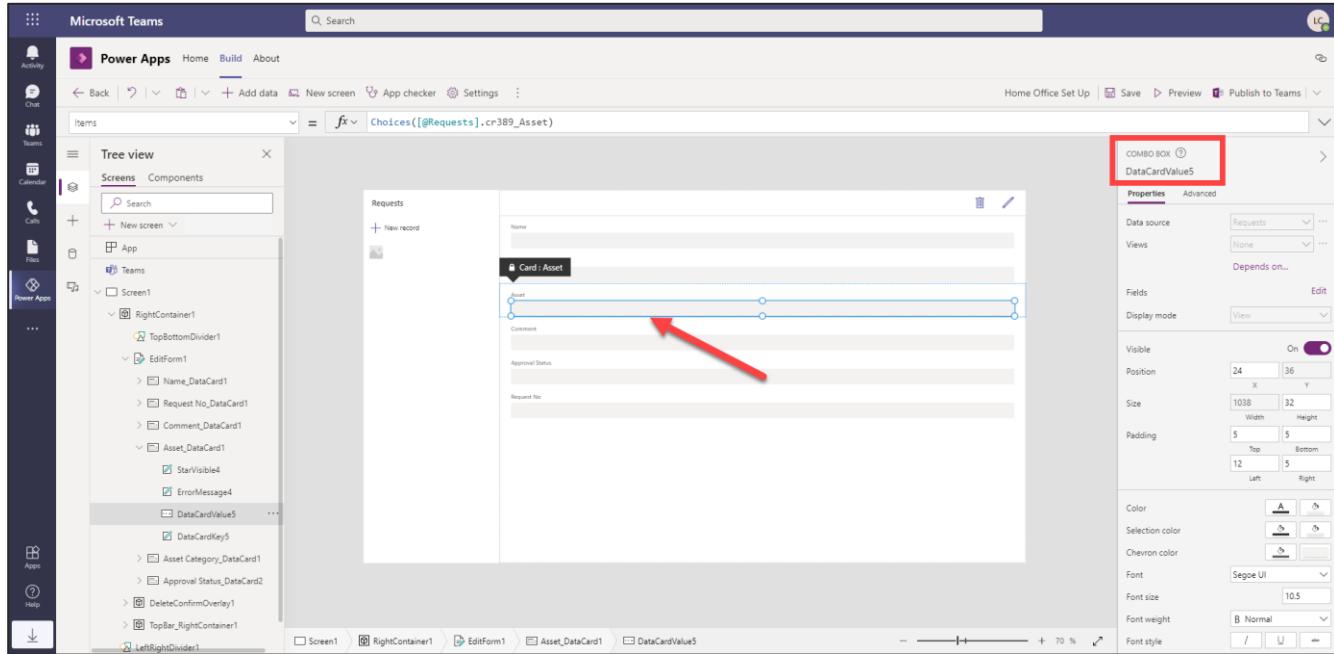


5. With EditForm1 selected, change the column value to 1 as shown below.

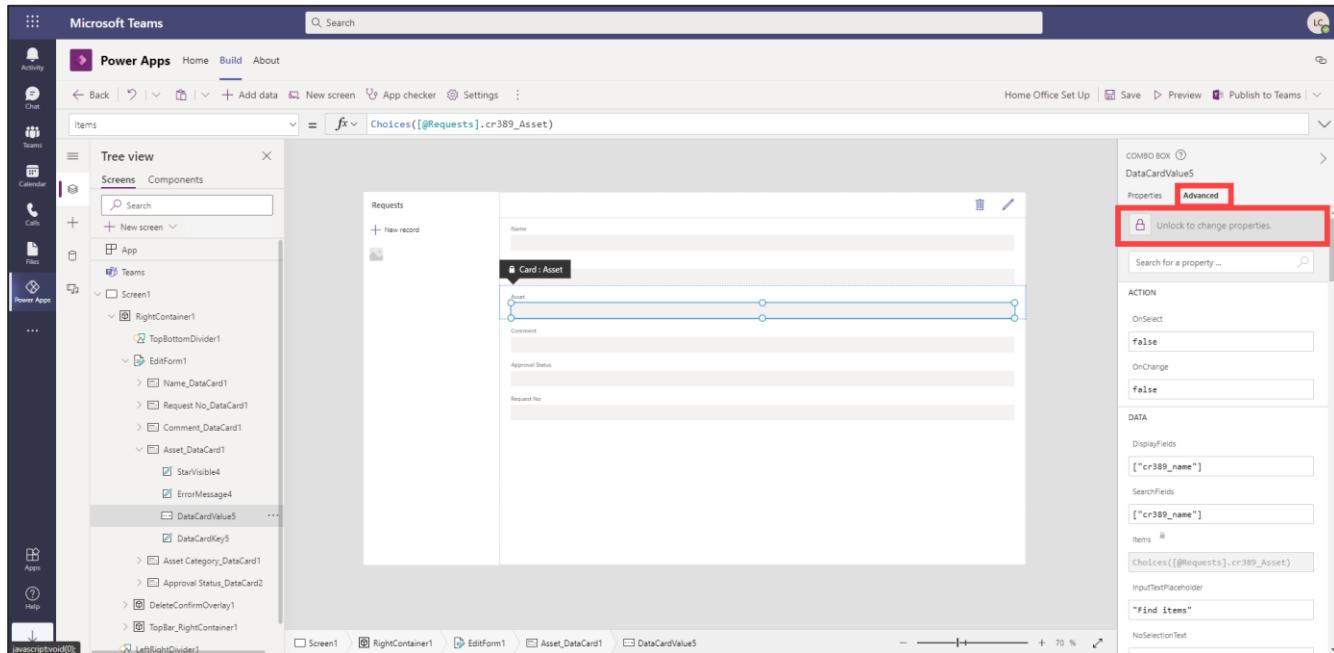
The screenshot shows the Microsoft Power Apps canvas with a 'Requests' form. On the right, the 'EditForm1' properties pane is open, specifically the 'Properties' tab. The 'Columns' dropdown is highlighted with a red box and set to the value '1'. Other properties shown include 'Data source: Requests', 'Layout: Vertical', and various position and size settings.

6. In our form, we would like the Asset field to be filtered based on the selected Asset Category. On your canvas, click on the Asset field, and then click again just under the label to select the DataCardValue.

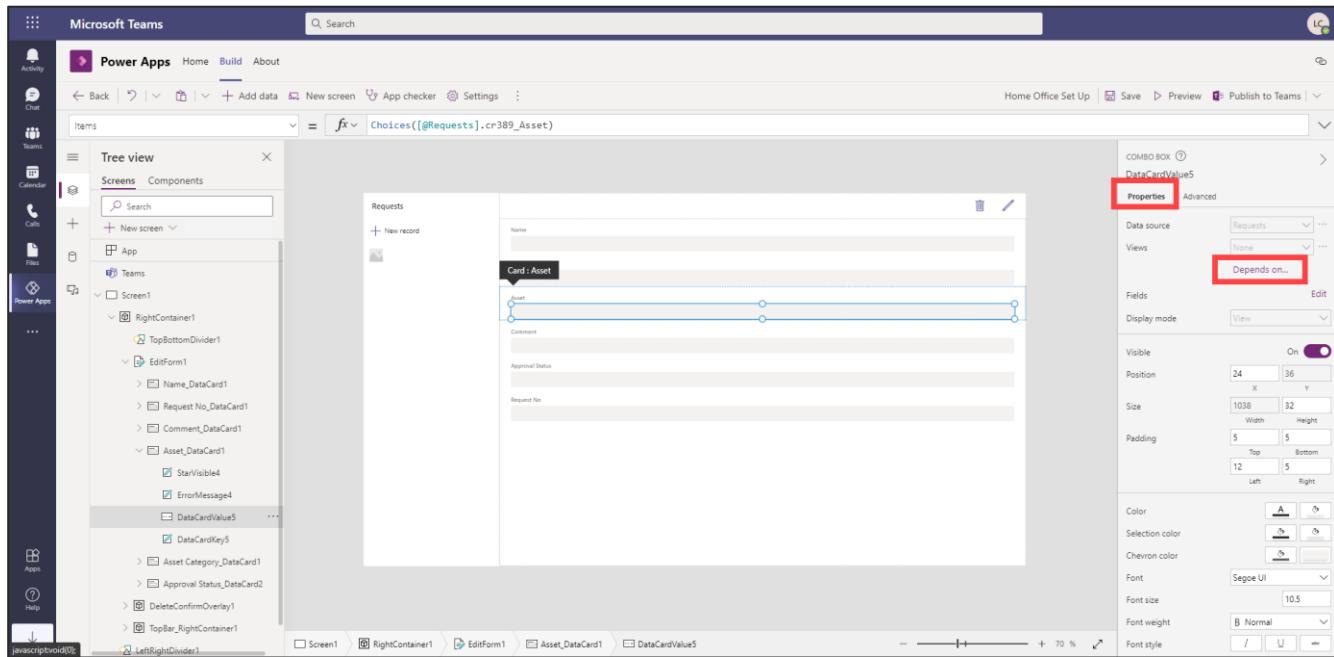
You have selected the right spot when you see the panel on the right display a COMBO BOX for DataCardValue5 (you might have a different number, if you added the columns to the form in a different order, that's fine).



7. In that right hand COMBO BOX panel, click Advanced then **Unlock to change properties**.



8. Now click back on the **Properties** tab and click **Depends on ...**. This allows us to set a formula that will apply a filter to the Asset choices based on the Asset Category chosen.



9. Select the following options:

Make your selections in the bottom half of the form first:

**Matching field:**

**Assets**

**Category**

Then select values in the top half for Parent control

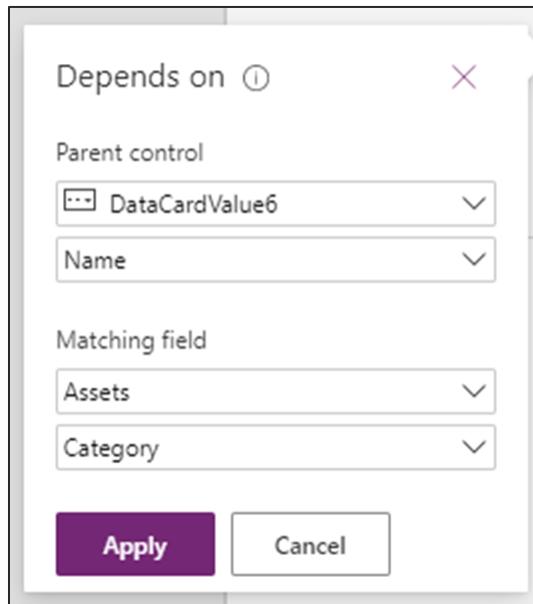
**Parent control:**

**DataCardValue6 (\*see note below)**

**Name**

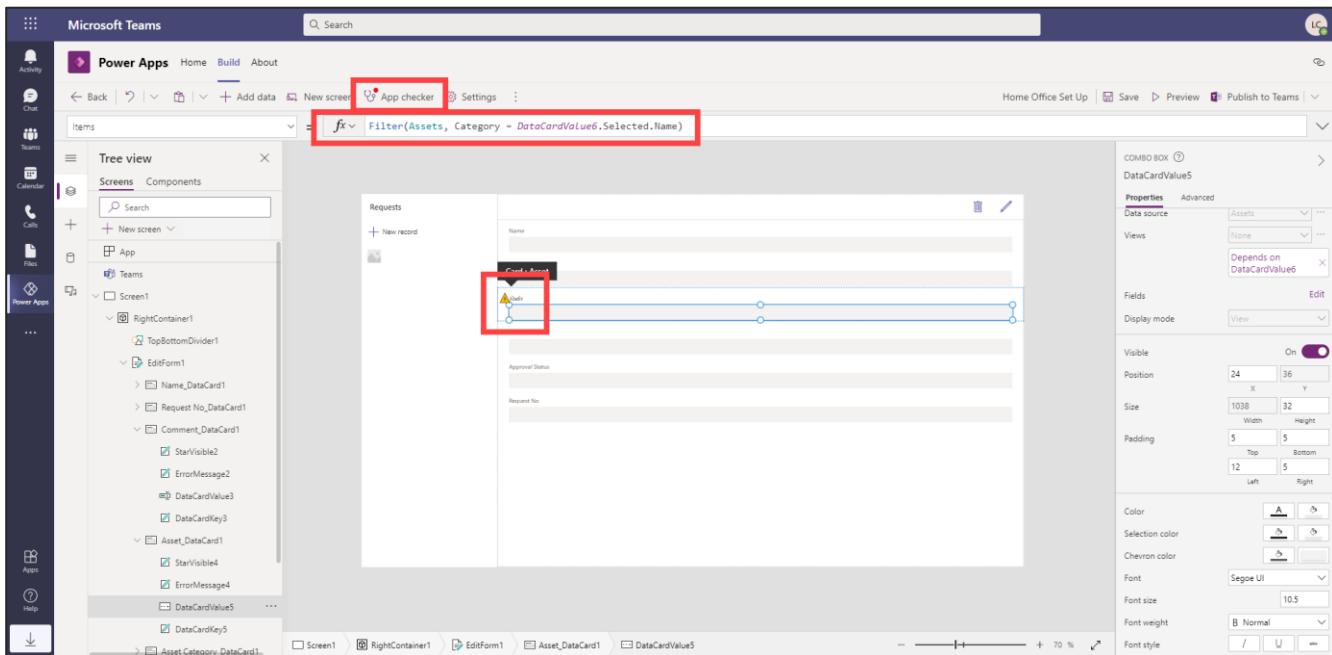
Notes:

- It's important to do the selections in this order – if you select the parent control first, when you select the Asset table in the Matching field, it resets your selections in the top half. If you do it in the wrong order, just change the Parent control back to what it should be so that it matches the screenshot below.
- \*You may have a different number for DataCardValue6 if you added your columns in a different order. There are only 2 options available to select here – in one, the only dropdown in the second option is "Value". Use the one which allows you to select "Name" in the dropdown list.

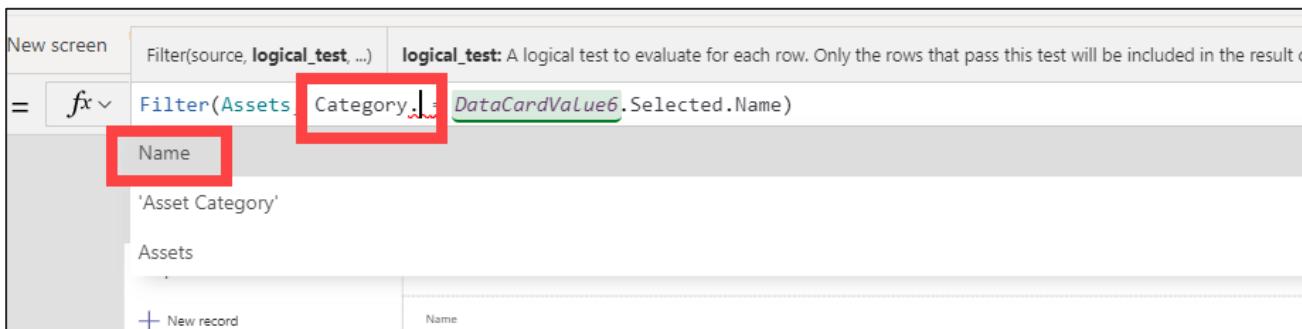


Then click **Apply**.

You will see a formula in the formula bar, and you will also get a warning icon on your canvas and an error flag on your app checker. We need to manually add one more thing (which couldn't be chosen from the Depends on selections) to the formula to correct this.

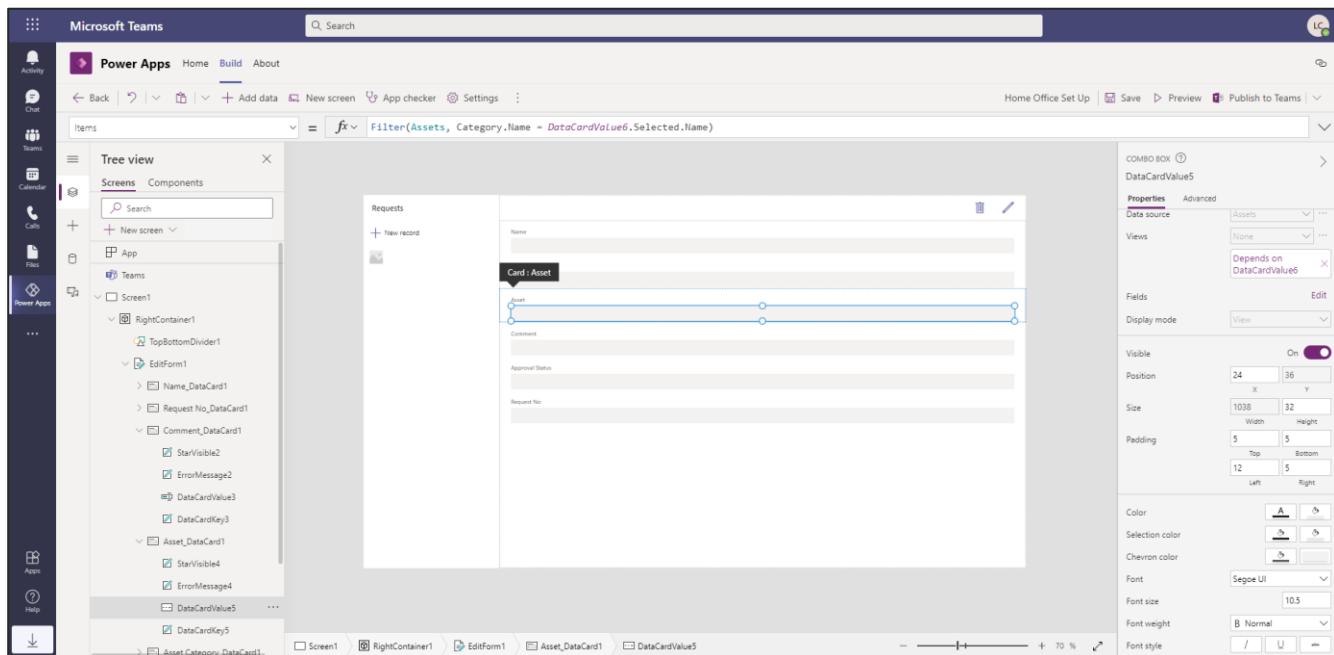


10. Edit the formula. Click at the end of the word Category, type a dot (period/full stop) and type the letter **N**. Select Name from the list of options that appears.



Your final formula will look like this and the error and warning messages will be cleared.

**Filter(Assets, Category.Name = DataCardValue6.Selected.Name)**



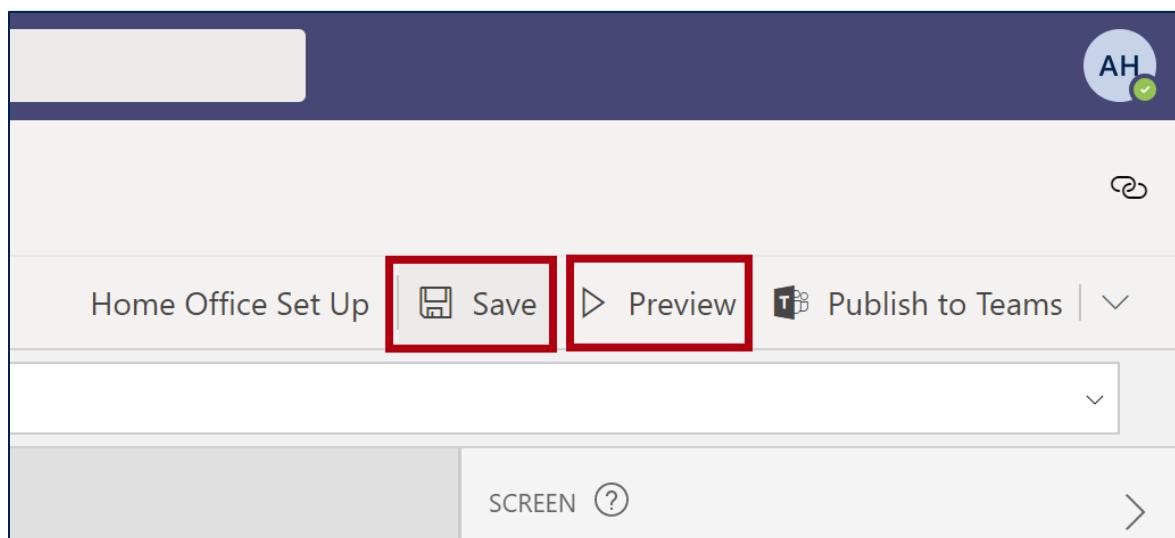
### Locale differences



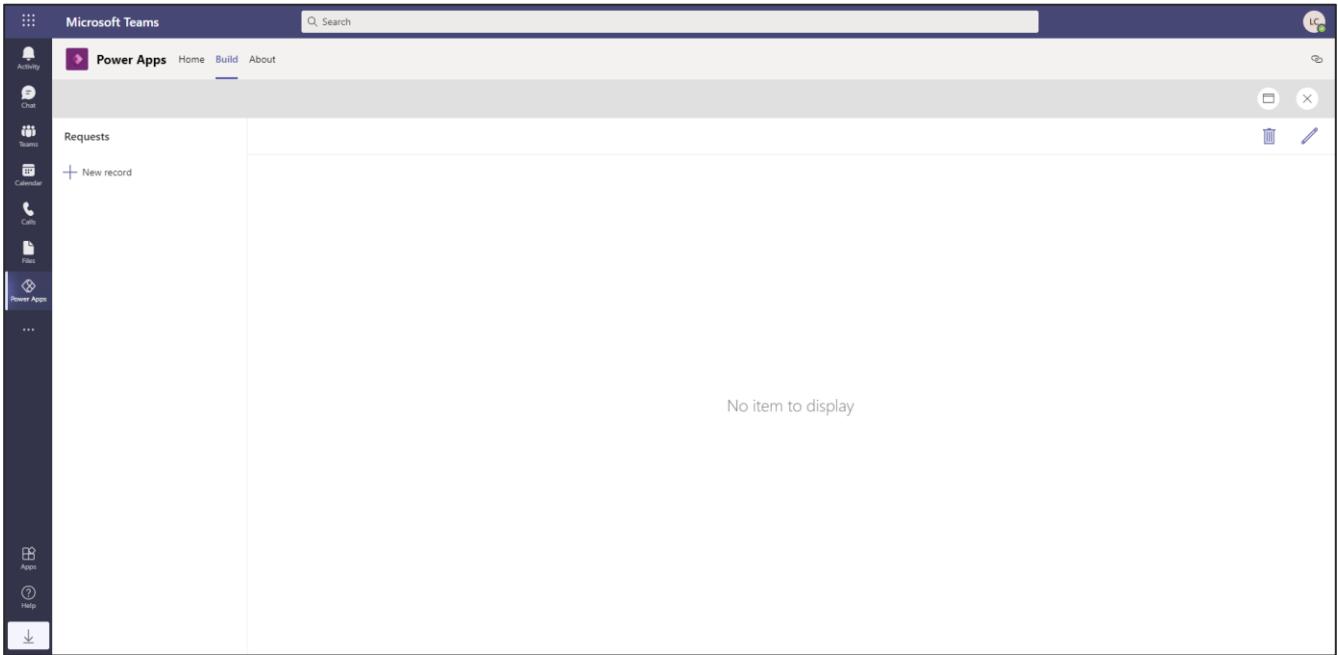
If your computer has its regional settings set to use the comma ',' for its decimal separator (like in much of Europe) your formulas will use a semicolon ';' instead of a comma. Your formula will appear as shown below instead. If you are in the en-us locale, you can ignore this.

**Filter(Assets; Category.Name = DataCardValue6.Selected.Name)**

11. **Save** then click to **preview** the app.



12. When you preview the app for the first time, there is no data in the requests table, so you will get this blank "No item to display" message.

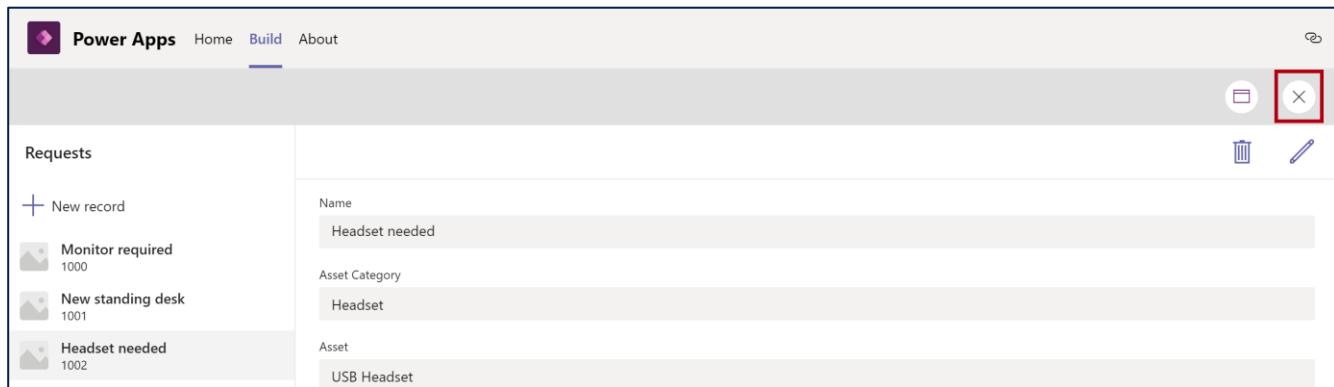


13. While in preview mode, click on the **+New record** button, enter request details, and click on the ✓ to submit your request . Repeat this so that you have 3 requests in your app. Note that your dependant dropdown menus are working (you get different Asset choices based on Asset category chosen) and the Approval Status and Request No are read only.

*When submitting requests, try and use a variation of options, as this data will be used to build a Power BI report later in Lab 04.*

A screenshot of the 'Requests' form in Microsoft Teams Power Apps. The form fields are: \* Name (Monitor required), Asset Category (Monitor), Asset (Curved Monitor 24"), Comment (I need a new monitor so that I can extend my screen), Approval Status (disabled grayed-out field), and Request No. (disabled grayed-out field). In the top right corner, there is a red-bordered checkmark icon indicating the record has been submitted. The left sidebar shows the 'Requests' table and a '+ New record' button.

14. Once you have submitted at least 3 requests, close the preview.



The screenshot shows the Microsoft Power Apps build interface. On the left, there's a sidebar with a purple icon, the text "Power Apps", and navigation links "Home", "Build" (which is underlined), and "About". Below this is a section titled "Requests" with a "New record" button. To the right, there's a list of three items:

- Monitor required  
1000
- New standing desk  
1001
- Headset needed  
1002**

For the selected item (Headset needed), there are three input fields:

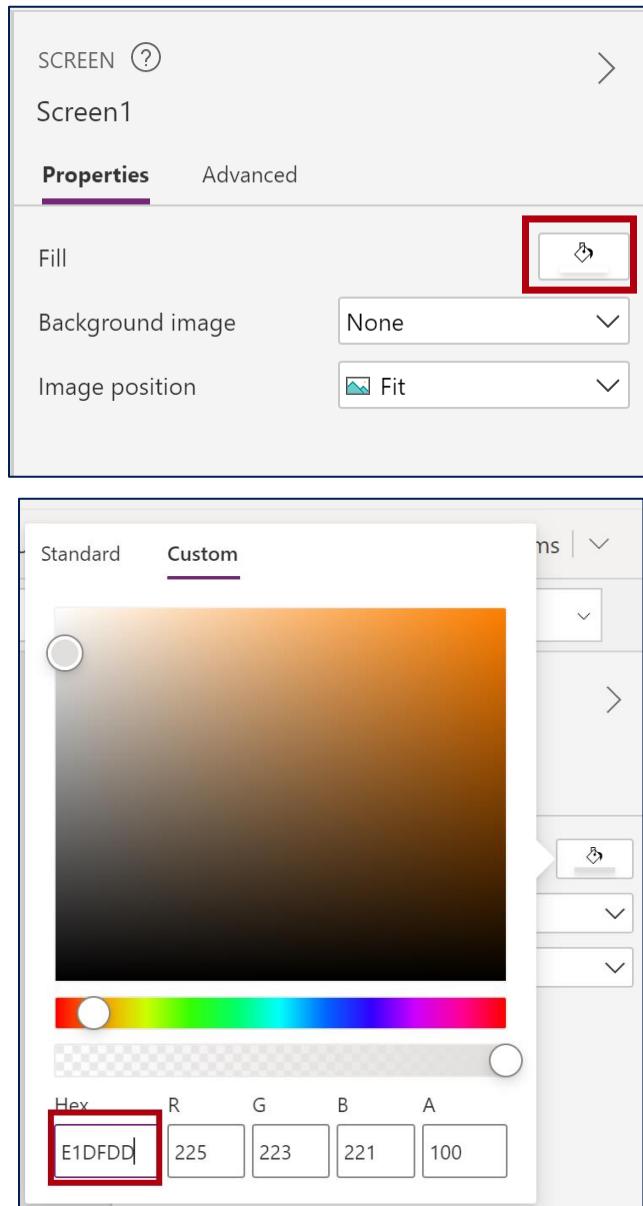
- Name: Headset needed
- Asset Category: Headset
- Asset: USB Headset

At the top right of the main area, there are four icons: a square with a minus sign, a close button (X) which is highlighted with a red box, a trash can, and a pencil.

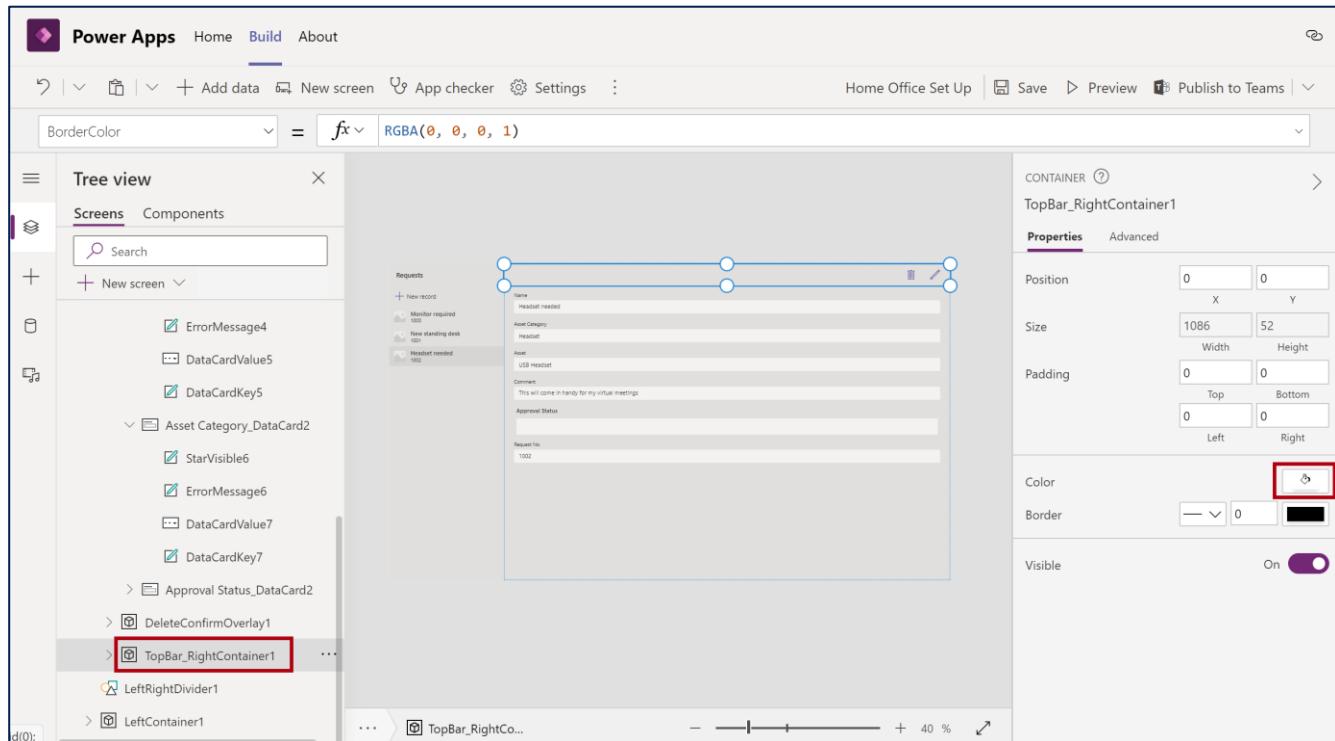
## Task 2: Configure App Design

When creating an app, you have full control of the design of the screens. In this case, we will be using colors to match with the overall theme of Microsoft Teams.

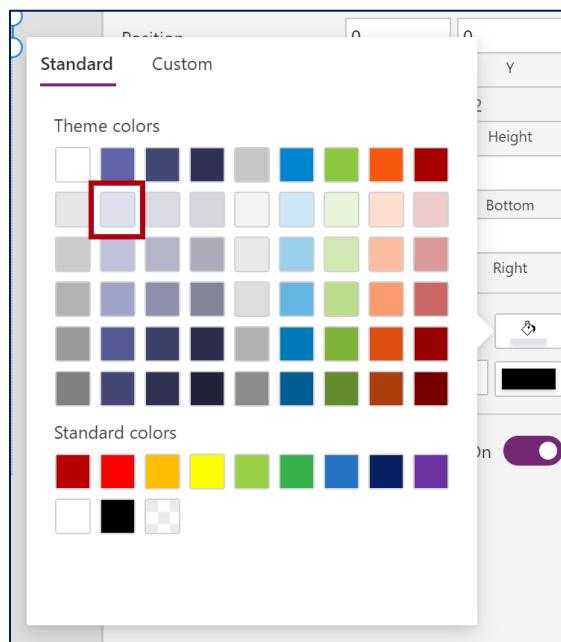
1. From the tree view (menu on the left of the app canvas), select **Screen1**. On the properties pane for Screen1, change the **Fill** to the custom value **E1DFDD** as shown below.



2. From the tree view, select **TopBar\_RightContainer1**, then click on its color property from the properties pane.



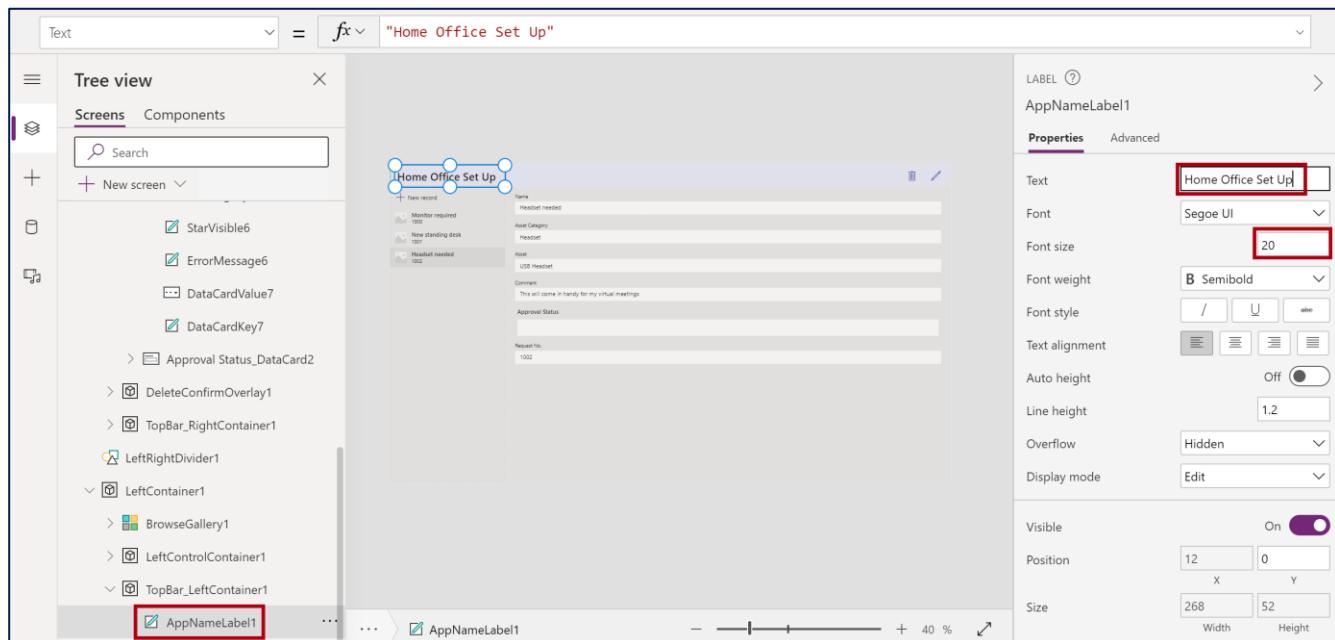
3. Change the color of **TopBar\_RightContainer1** to the light purple shown selected below.



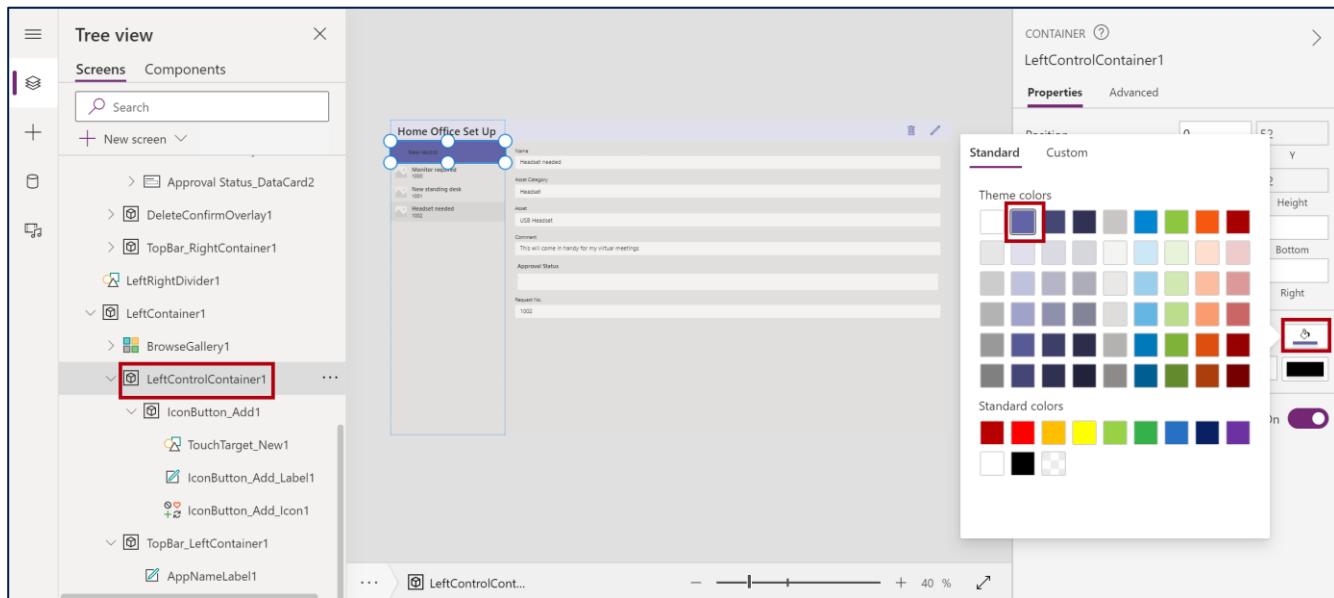
4. From the tree view, Open **LeftContainer1** and select **TopBar\_LeftContainer1** and change the color property to match the color shown in step 3 above. Your app should now appear as below.



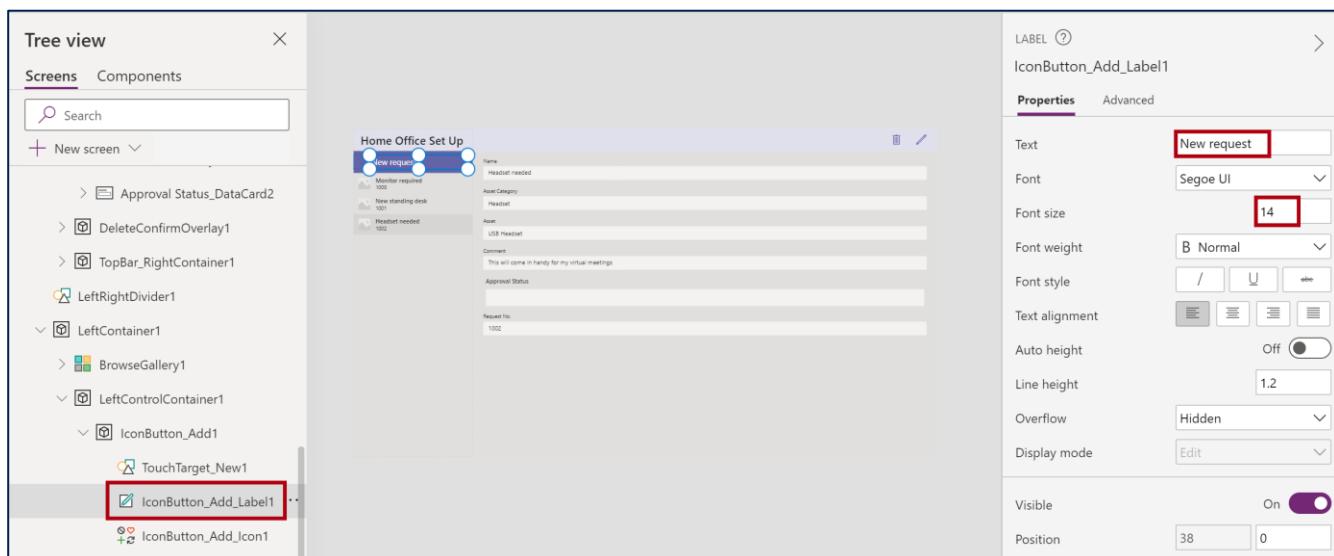
5. Expand **TopBar\_LeftContainer1** and click on **AppNameLabel1**. In the properties pane, set the Text value to **Home Office Set Up** and change the Font size to **20**.



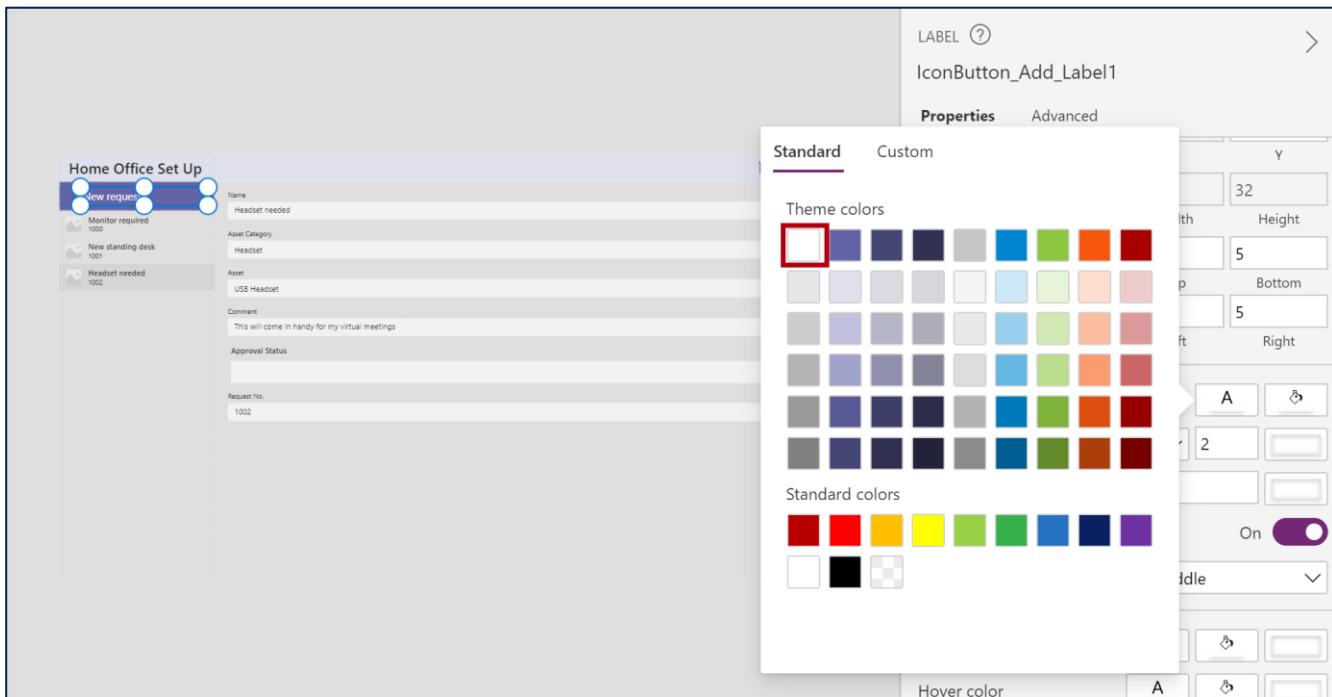
6. Select **LeftControlContainer1**. Change the color property to the purple as shown below.



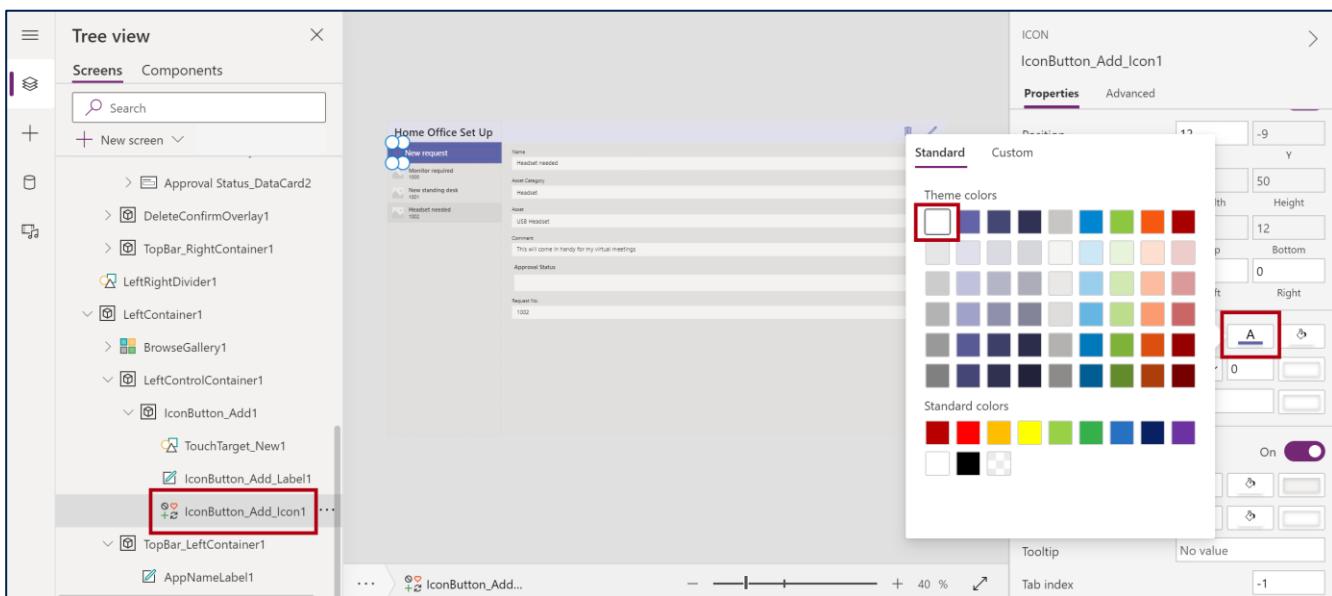
7. Expand **LeftControlContainer1** and then expand the **IconButton\_Add1**. Click on **IconButton\_Add\_Label1**. Change the Text property to **New request**, and set the font size as **14**.



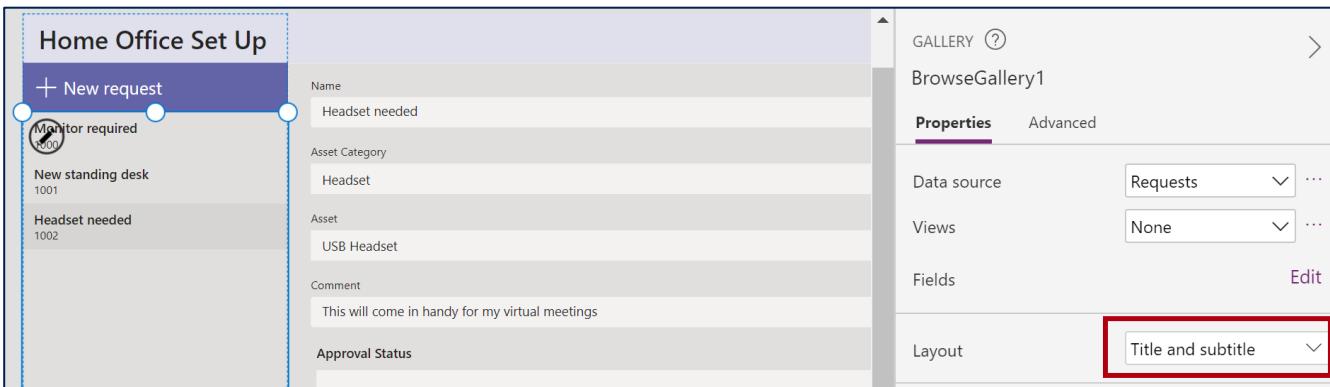
8. Change the text color of **IconButton\_Add\_Label1** to white.



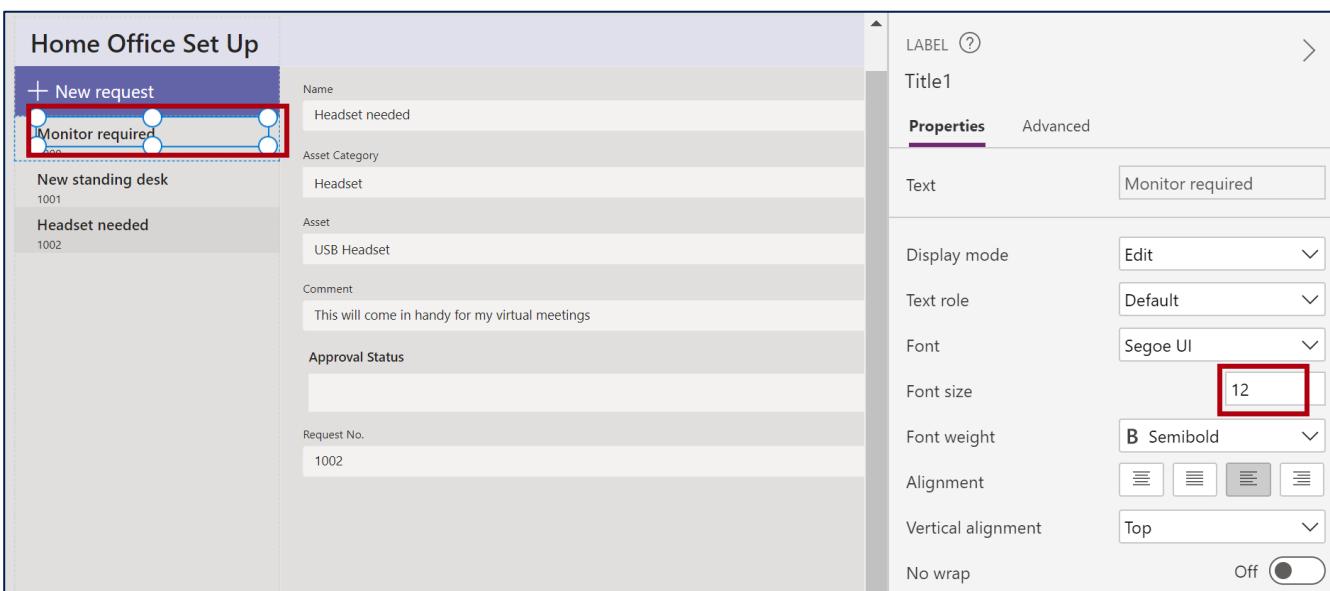
9. Select **IconButton\_AddIcon1** and change the text color to white.



10. Select **BrowseGallery1** and change the Layout property to Title and subtitle.

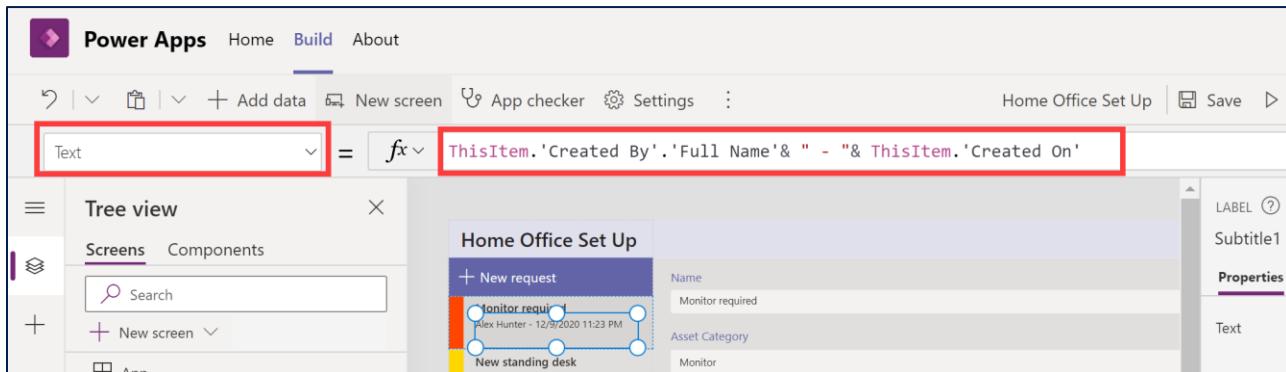


11. Within the gallery, click on the first text box that appears with the title. Change the font size to 12. You can click and drag the textbox to readjust the size so that the text is displayed in full.

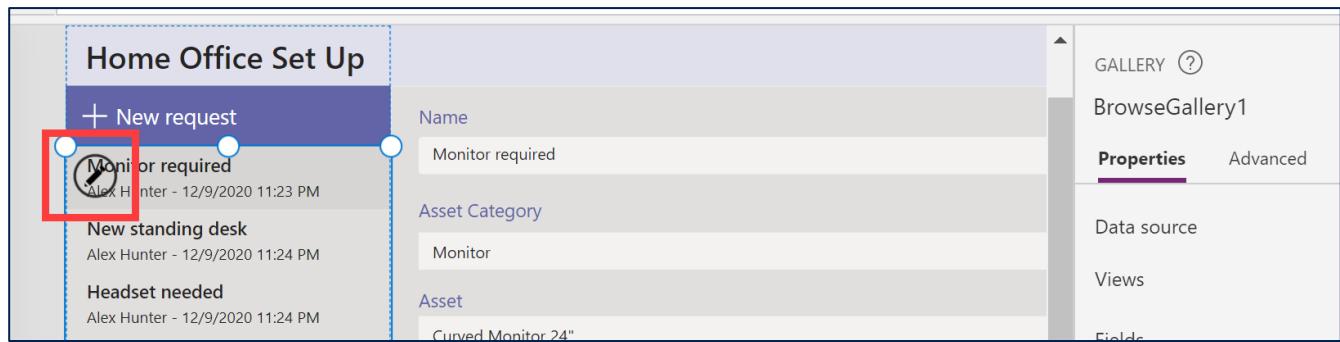


12. Click on the **Subtitle1** field, i.e. the other text label, within the gallery. Change the font size property to 10. Then, in the formula bar at the top of the screen, change the property dropdown to Text, then type in the following formula.

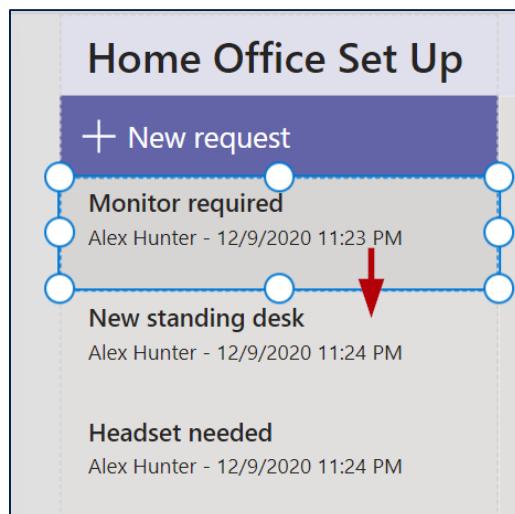
```
ThisItem.'Created By'. 'Full Name' & " - "& ThisItem.'Created On'
```



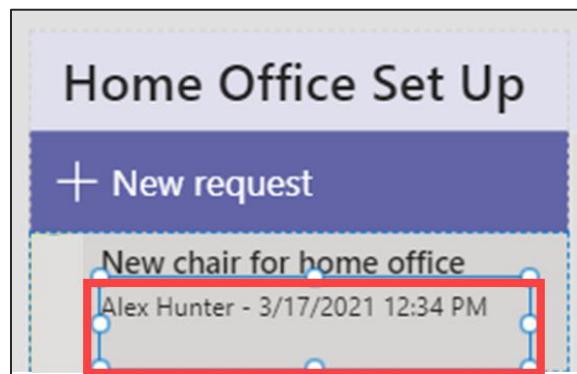
13. From the tree view, select BrowseGallery1, then click on the pen icon that appears.



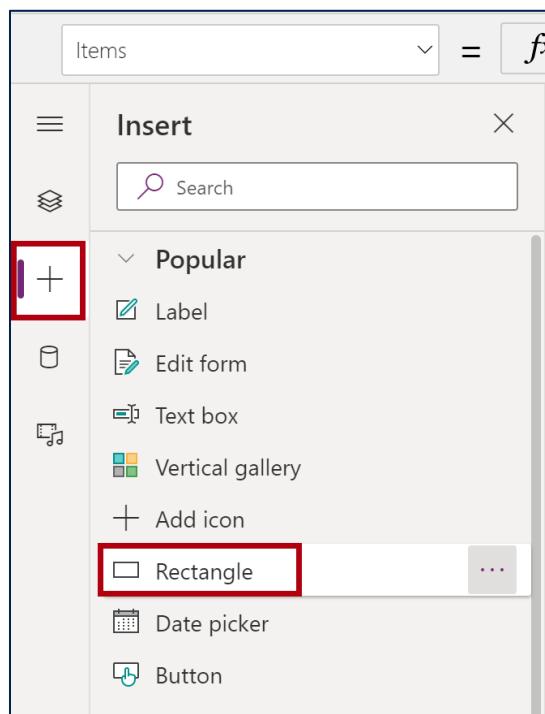
14. Clicking the pen icon will allow you to readjust the cell of the gallery, Resize it so that there is increased space between the cells.



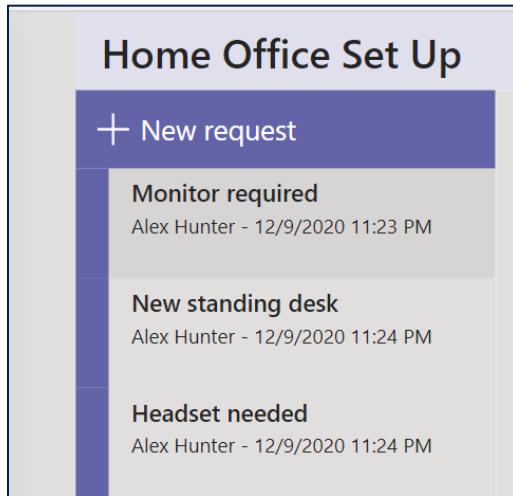
15. Move Title1 and Subtitle1 so that they align with the request name, as shown below. Increase the space of Subtitle1 so that it takes up 2 line spaces. This is so that text can overflow into the next line if required.



16. We are now going to add a colored bar to each item to show the approval status. Click on **BrowseGallery1** then click the pen icon as shown earlier, so that the first cell of the gallery is selected. Then, click on the + icon in the left hand menu to insert a **rectangle**. A rectangle should now appear in each cell of the gallery.



17. Resize and move the rectangle, so that it appears as shown below.



18. With the rectangle selected, change the property dropdown next to the formula bar to **Fill**, then enter in the following formula. You will see all the rectangles change to gold.

```
Switch(Text(ThisItem.'Approval Status'),"Approved", Green, "Rejected",OrangeRed,Gold)
```

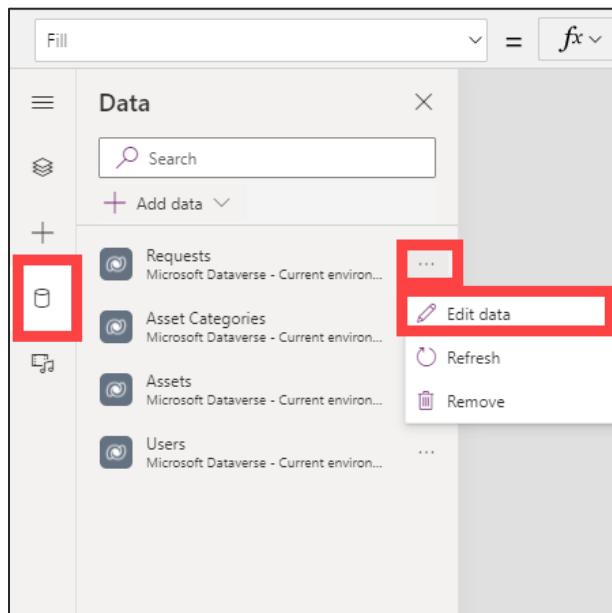
### Locale differences



If your computer has its regional settings set to use the comma ',' for its decimal separator (like in much of Europe) your formulas will need to use a semicolon ';' instead of a comma in your formulas. Use the formula below instead. If you are in the en-us locale, you can ignore this.

```
Switch(Text(ThisItem.'Approval Status');"Approved"; Green; "Rejected";OrangeRed;Gold)
```

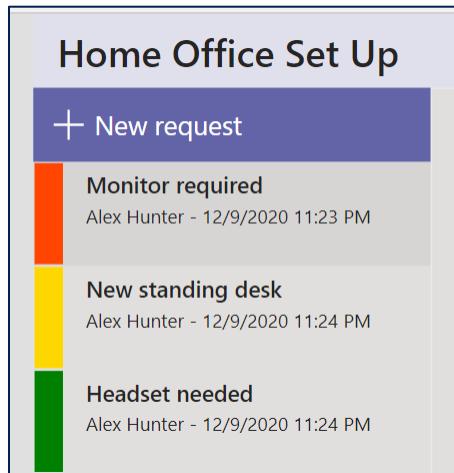
19. Go to view your data sources, then click Edit data on the **Requests** table.



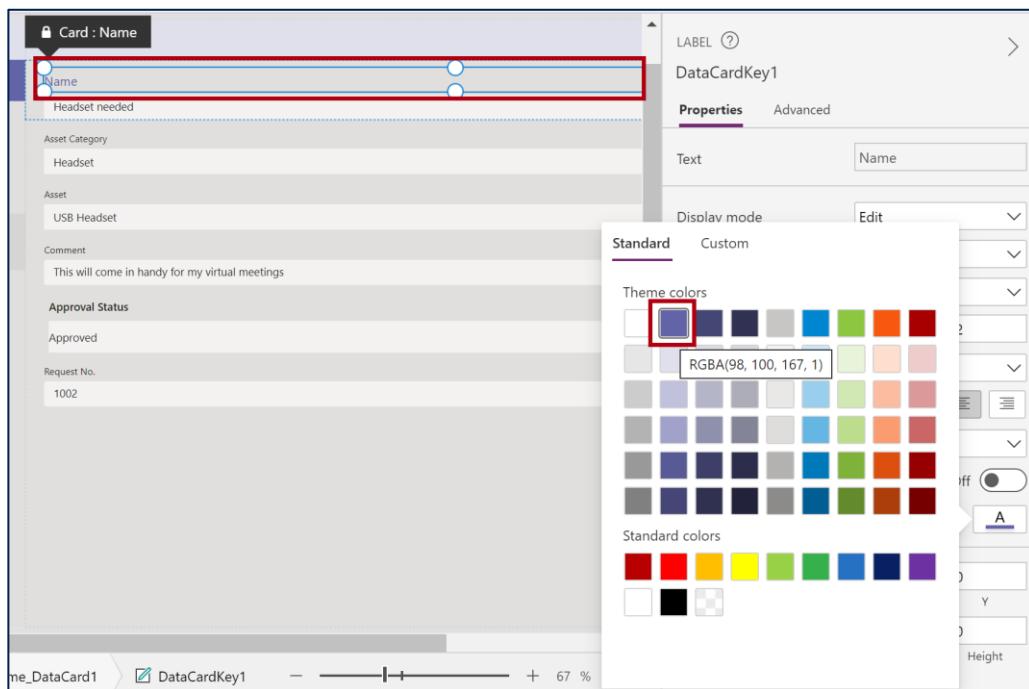
20. In the **Requests** table, set the value of the **Approval Status** column for 1 row to **Approved**. For the next row, set it to **Rejected**. Leave the 3rd row blank. Close the table.

Name	Asset Category	Request No.	Comment	Approval Status
Headset needed	Headset	1002	This will come in handy for my vir...	Approved
Monitor required	Monitor	1000	I need a new monitor so that I ca...	Rejected
New standing desk	Desk	1001	I would like to stand up while I wo...	Select option
Enter text	lect lookup		Enter text	Select option

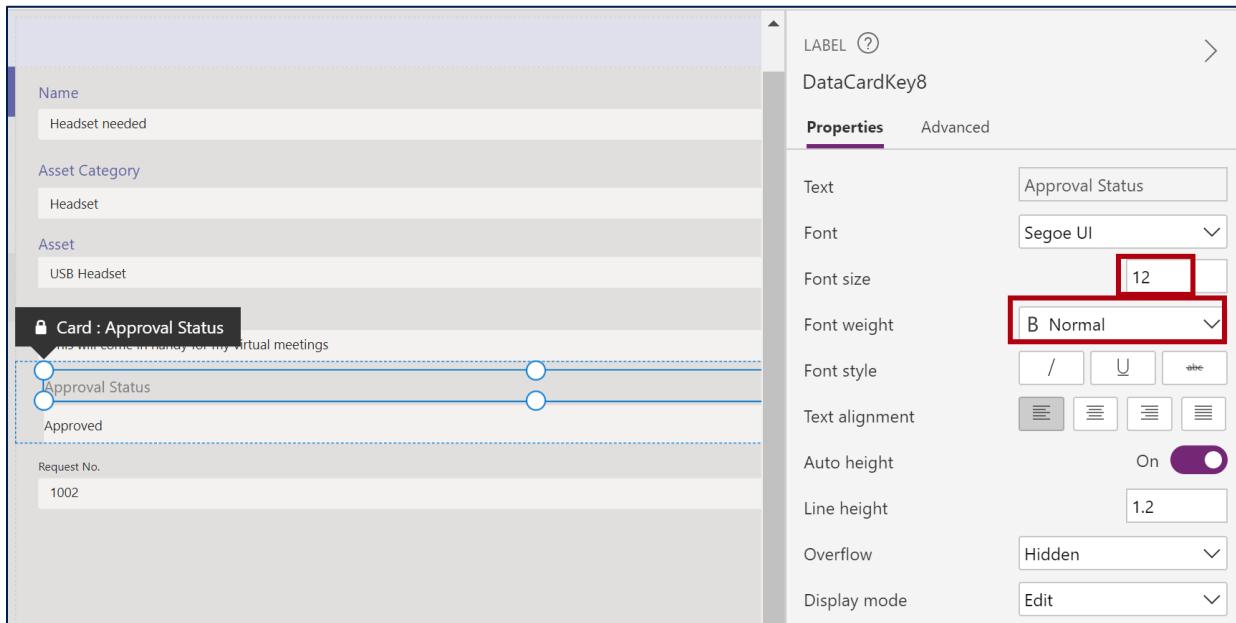
21. You can now see the conditional formatting of the rectangle appear based on the Approval Status field for each row.



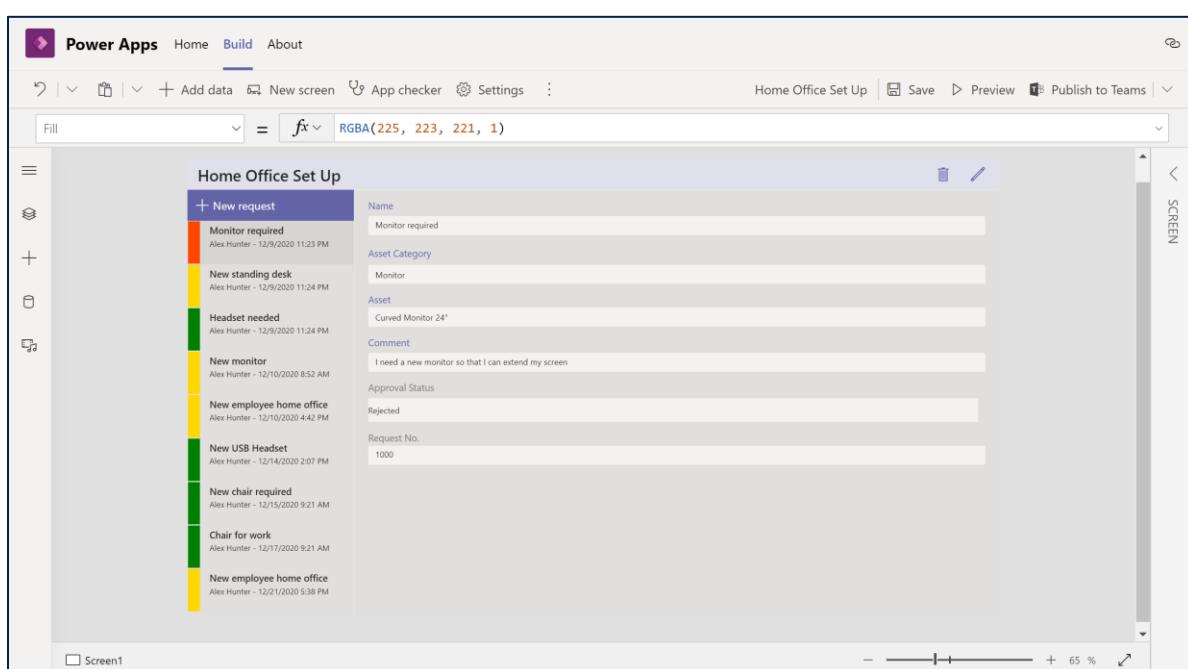
22. On the form, click on the Data Card Key for the Name card (i.e. **DataCardKey1**). From the properties pane, change the font size to 12 and set the font color to the purple as shown below. Resize the card to ensure the text is fully visible.



23. Repeat the formatting changes in step 22 to the **DataCardKey** for **Asset Category**, **Asset**, and **Comment** cards of the form.
24. On the Data Card Key of both the Approval Status and Request No. cards, set the Font size to **12**, the Font weight to **Normal**, and the color of the font to **dark grey**. Resize the cards to ensure the text is fully visible.



25. Save and preview the app. Note that from the app, you can also click on a past request to view or edit it from the form.
26. Your app should now appear as below.

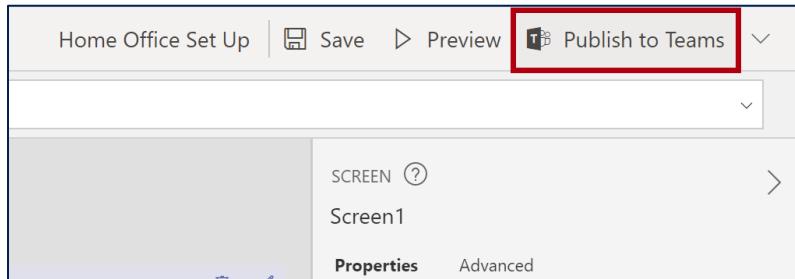


# Exercise 3: Publishing and Sharing your App

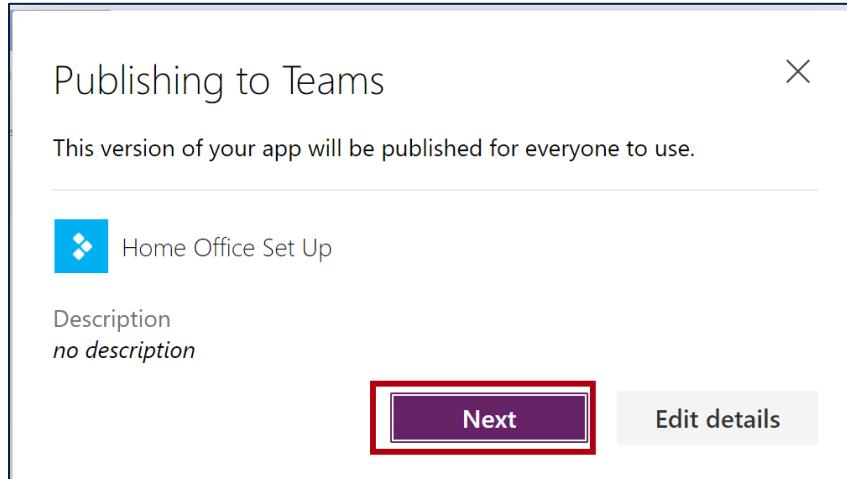
The app is now ready to be published out to Teams. Once published, it will be available for Team members to use within Microsoft Teams on desktop, web and mobile clients.

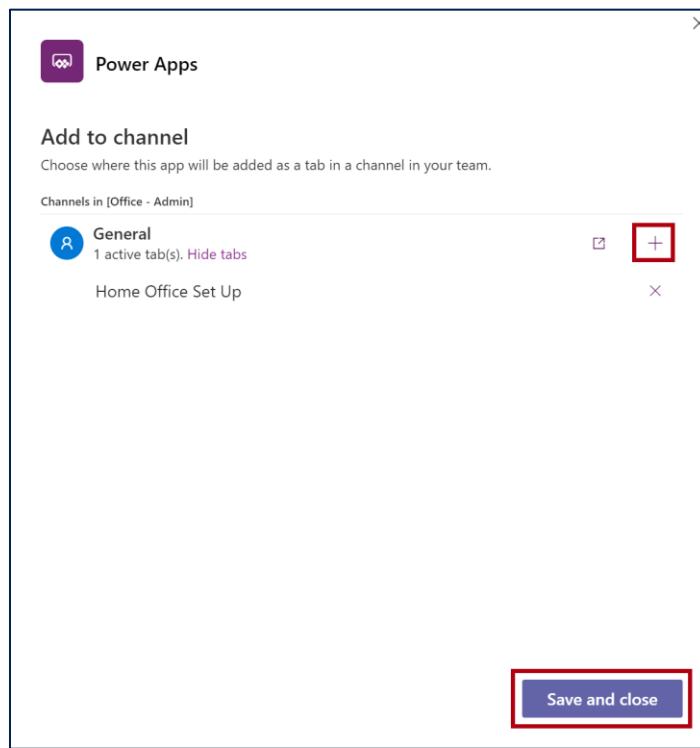
## Task 1: Publish the app

1. Once you are finished previewing the app, click on **Publish to Teams**.



2. Click **Next**. You can then select the channel that you would like to add the app to. Click on the + icon next to General, then click Save and close.





## Task 2: Interact with the app on Teams

1. You can now go to the Team where your app is published and interact with your app. Test it out by submitting at least 3 more requests. If you would like to view the app full screen, you can click on the expand button.

The screenshot shows the Microsoft Teams interface with the 'Home Office Set Up' app open in the 'General' channel. The app displays a list of submitted requests:

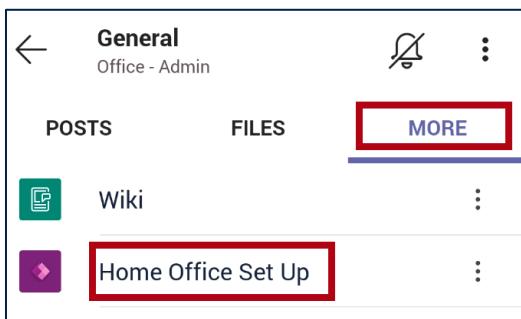
- Monitor required (Alex Hunter - 12/9/2020 11:23 PM)
- New standing desk (Alex Hunter - 12/9/2020 11:24 PM)
- Headset needed (Alex Hunter - 12/9/2020 11:24 PM)
- New monitor (Alex Hunter - 12/10/2020 8:52 AM)
- New employee home office (Alex Hunter - 12/10/2020 4:42 PM)
- New USB Headset (Alex Hunter - 12/14/2020 2:07 PM)
- New chair required (Alex Hunter - 12/15/2020 9:21 AM)
- Chair for work

To the right of the list is a form for a new request, with fields for Name, Asset Category, Asset, Comment, Approval Status, and Request No. The 'Name' field contains 'Monitor required'. The 'Asset Category' field is set to 'Monitor'. The 'Asset' field contains 'Curved Monitor 24''.

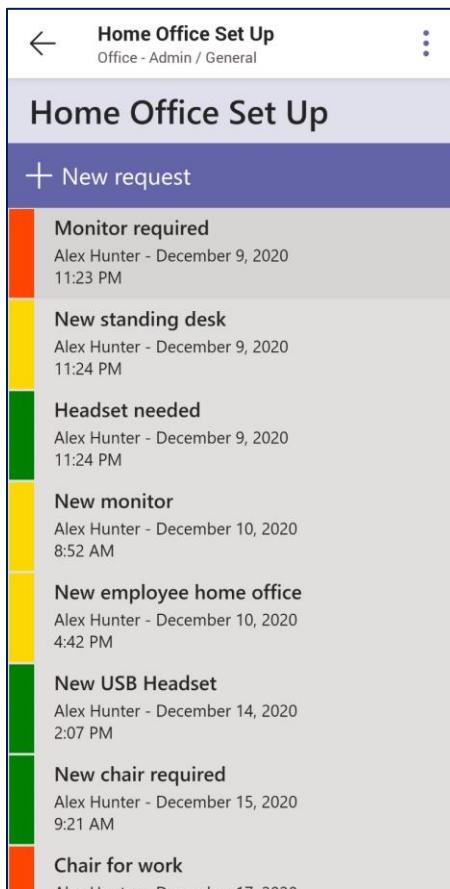
### Task 3: Interact with the app on Teams Mobile App [Optional]

The app you have published is also available to users via the Microsoft Teams mobile app.

1. Install the Microsoft Teams app from the app store on your mobile device.
2. Log into the app using your **lab credentials**, then navigate to the channel where your app has been published.
3. Click on **More**, the **Home Office Set Up** to launch the app.



4. You can interact with the app from here. You will notice that the interface has been optimized to the size of your device screen.



# Summary

In this lab, you created a data model for storing home office asset information and requests for home office equipment using Microsoft Dataverse for Teams. You then saw how you can build an app to connect to your data model for employees to interact with. The app was configured and designed using different styling and formulas for customization. The app was then published to a Microsoft Teams channel so that it can be used by members of the team.

## Lab Survey

We would appreciate your feedback on this hands-on-lab, such as the quality of documentation and the usefulness of the learning experience. Please use the survey at <https://aka.ms/TeamsPPSurvey> 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!

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