

Module 2 – Model-Driven Apps UI/UX

Goal

To design a series of views & forms for the Vehicle table while adhering to UI/UX best practices.

You will learn how to:

- Create views & forms to display data
- Related fields and lookups
- Sub-grid controls, Timeline controls and Quick-View controls
- Charts and Dashboards

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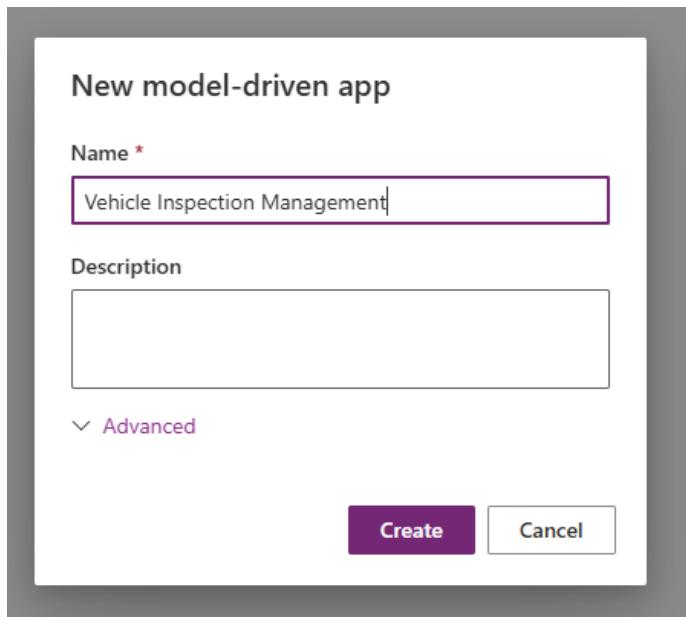
Start A New Model-Driven App

We will begin by creating a Model-Driven App. The app will enable employees to conduct inspections and manage master data such as: vehicles, customers and inspection templates

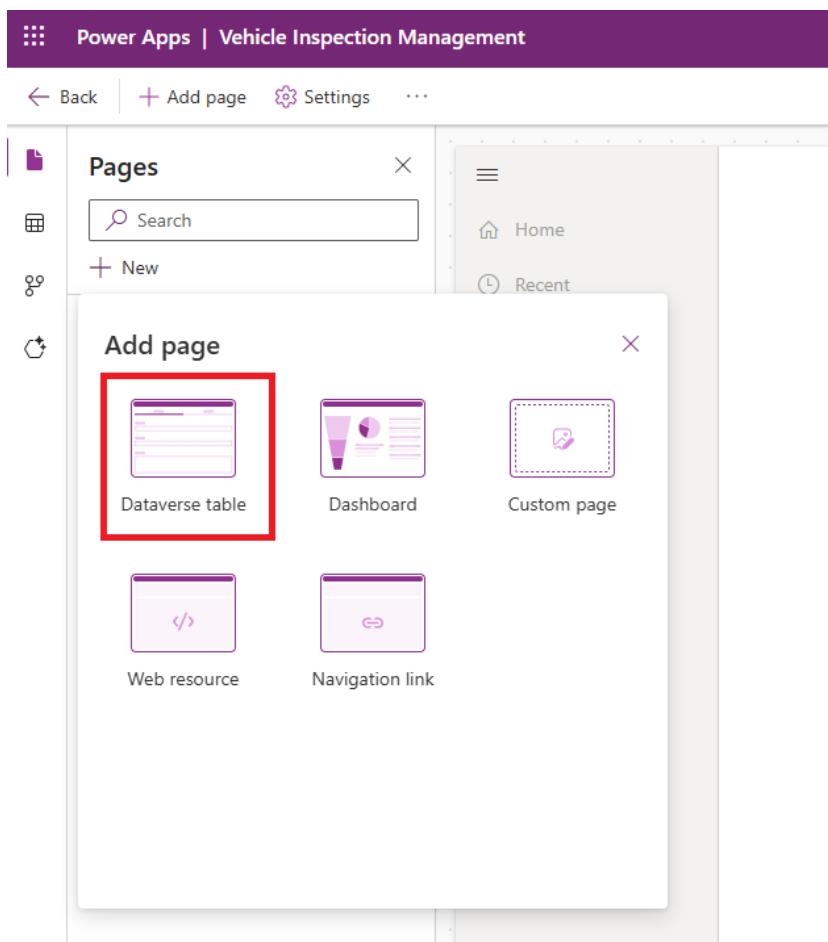
1. Open the Vehicle Inspections solution and create a new model-driven app.

The screenshot shows the Microsoft Power Apps portal interface. The left sidebar lists various objects: Agents (0), Apps (1), Cards (0), Choices (5), Cloud flows (2), Connection references (3), Custom API (1), Custom API Request ... (1), Custom API Respons... (1), Data workspaces (1), and Environment variables (1). The main area displays a list of objects under the 'App' category. The 'Model-driven app' option is highlighted with a light gray background. Other items in the list include Agent, Canvas app, Automation, Dashboard, Report, Security, Table, More, Connection Reference ..., Contact, and Create Repair Quote f... . The top navigation bar includes a search bar, a 'New' button, an 'Add existing' button, and a 'Publish all customizations' button.

2. Name the app “Vehicle Inspection Management”. Press the Create button.



3. Add a new Dataverse table to the Vehicle Inspection Management app.



4. Select the following tables:

- Contact
- Inspection
- Repair Quotes
- Vehicle

The screenshot shows the Power Apps interface for 'Vehicle Inspection Management'. At the top, there's a purple header bar with the title 'Power Apps | Vehicle Inspection Management'. Below it is a navigation bar with icons for Back, Add page, Settings, and more. On the left, there's a sidebar titled 'Pages' with a search bar and a 'New' button. The main area is a 'Select a table' dialog. It has a search bar containing 'inspection' and a list of tables:

- Inspection
- Inspection Area
- Inspection Checklist Item
- Inspection Type

At the bottom of the dialog, there's a checkbox for 'Show in navigation' (which is checked), and two buttons: 'Add' (purple) and 'Cancel'.

5. After the tables are added the app should look like this.

The screenshot shows the Power Apps interface for the 'Vehicle Inspection Management' app. On the left, there's a navigation sidebar titled 'Pages' with sections for 'Navigation' and 'All other pages'. Under 'Navigation', the 'Vehicles view' item is selected. The main area displays a list titled 'Active Vehicles' with columns for Name, Year, Make, and Model. The list includes the following data:

Name	Year	Make	Model
2004 Audi Q5 (Sidney Higa)	2004	Audi	
2005 Hyundai Elantra (Paul ...)	2005	Hyundai	
2006 Nissan Maxima (Paul ...)	2006	Nissan	
2008 Mercedes-Benz E-Clas...	2008	Mercedes...	
2009 BMW X5 (Susan Burk)	2009	BMW	
2010 Chevrolet Malibu (Sus...	2010	Chevrolet	
2012 Toyota Corolla (Thom...)	2012	Toyota	
2012 Toyota Corolla (Jim Gl...)	2012	Toyota	
2013 Honda Accord (Dantein...	2013	Honda	

At the bottom of the list, it says 'Rows: 20'.

6. Select the “New Group” in the navigation menu and rename the title “Inspections”

The screenshot shows the Power Apps interface for "Vehicle Inspection Management". On the left, the "Pages" navigation pane is open, displaying various pages like Home, Recent, Pinned, Inspections, Contacts, Inspections, Repair Quotes, Vehicles, and Vehicles. A new group named "Inspections" has been created and is listed under the "Navigation" section. On the right, the "Inspections" page is being edited. The "Title" field is set to "Inspections" and the "ID" field is set to "group_204ce89e". The "Active Ve" section shows a list of vehicle entries, each with a checkbox and a blue ID number.

Power Apps | Vehicle Inspection Management

Back Add page Settings ...

Pages

Search

New

Navigation

Inspections

Contacts view

Contacts form

Inspections view

Inspections form

Repair Quotes view

Repair Quotes form

Vehicles view

Vehicles form

Home

Recent

Pinned

Inspections

Contacts

Inspections

Repair Quotes

Vehicles

Inspections

Display options

Title

Inspections

ID *

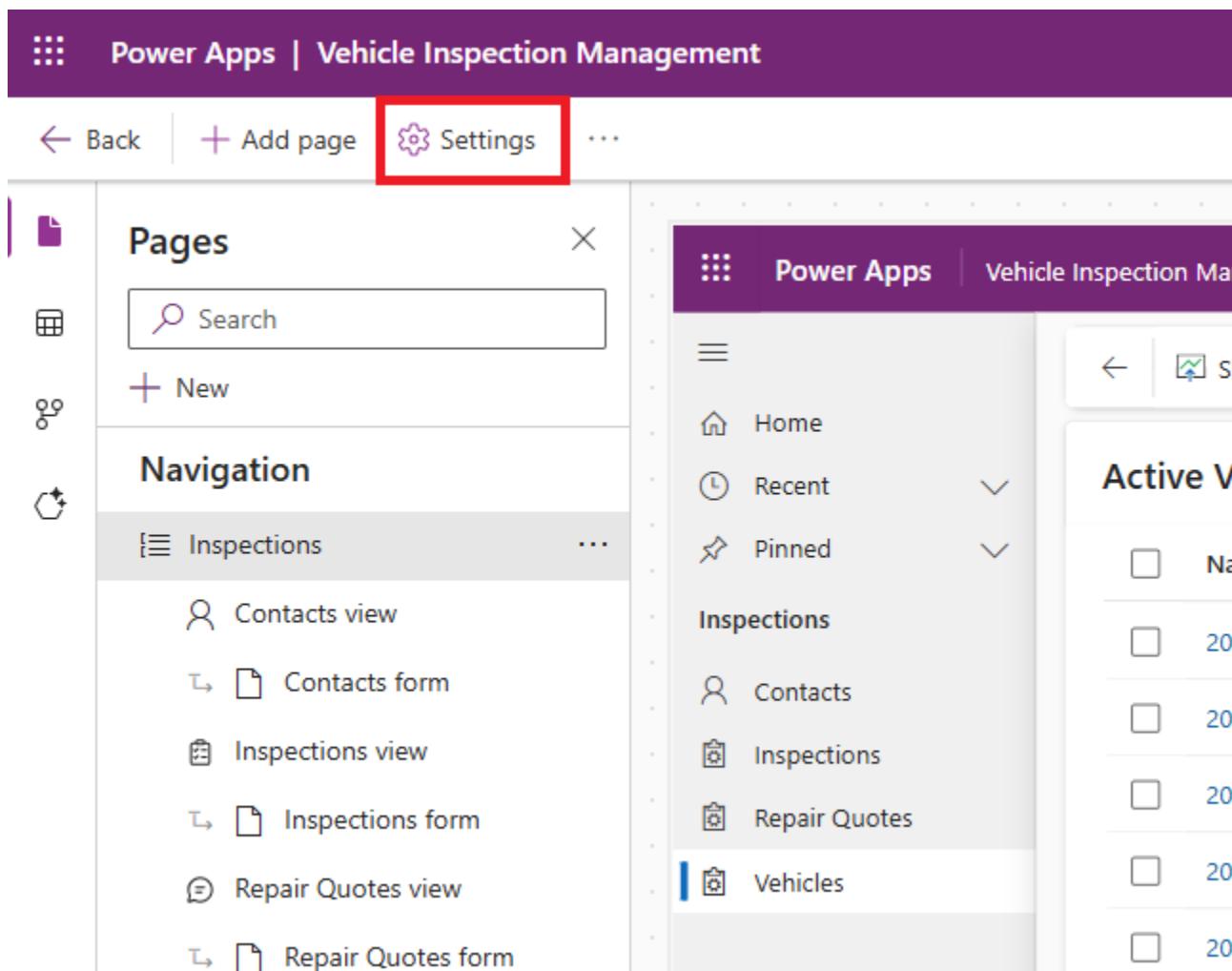
group_204ce89e

Active Ve

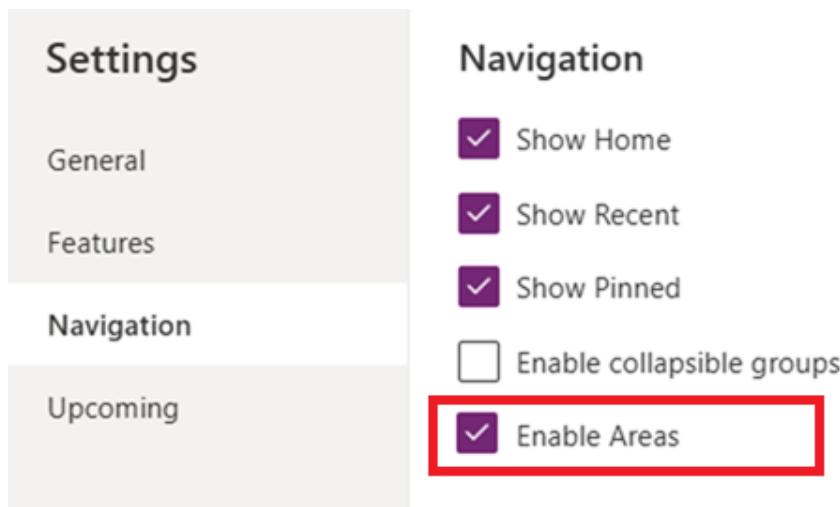
checkbox	ID
	NaN
	200g
	200u
	200u
	200l
	200l
	201u
	201r

Advanced settings

7. Open the Settings menu.



8. Go to the Navigation sub-menu. Check the Enable Areas setting. Close the Settings menu.



9. Select the Areas menu. Click on the three-dots and Edit properties. Change the Area name to Inspections Management.

The screenshot shows the Microsoft Dynamics 365 Business Central interface. On the left, there's a navigation bar with icons for Pages, Inspections Management, and New area. The main area displays a table of vehicle inspections. A context menu is open over one of the rows, with 'Edit properties' selected. The 'Edit properties' dialog is open, showing the current title 'Management X' and a table of inspection details. The table has columns for Name and Year, with rows for '2004 Audi Q5 (Sidney Higa)', '2005 Hyundai Elantra (Paul ...)', '2006 Nissan Maxima (Paul ...)', and '2008 Mercedes-Benz E-Clas...'. To the right of the table, there are sections for 'Display options', 'Title' (set to 'Inspections Management'), and 'ID' (set to 'area_b6935d5d').

10. Create a new area

The screenshot shows the Microsoft Dynamics 365 Business Central interface. The navigation bar includes 'Back', 'Add page', 'Settings', and a three-dot menu. The main area shows the 'Pages' section with 'Inspections Management' selected. A 'New area' button is visible. A context menu is open over the 'Inspections Management' area, with 'Edit properties' selected. The 'Edit properties' dialog is open, showing the current title 'Management X' and a table of vehicle inspections. The table has columns for Name and Year, with rows for '2004 Audi Q5 (Sidney Higa)' and '2005 Hyundai Elantra (Pa...'. Below the table, a dropdown menu labeled 'Vehicles' is open, suggesting a new area is being created or renamed.

11. Name the Area “Master Data”

The screenshot shows the Microsoft SharePoint 'Pages' ribbon interface. On the left, there's a navigation pane with 'Pages' selected. Under 'Master Data', there are two items: 'Inspections Management' (4 Pages) and 'Master Data' (0 Pages). A context menu is open over the 'Master Data' item, with options like 'Edit properties', 'Move up', 'Move down', and 'Remove from navigation'. In the center, there's a preview window titled 'Management X' showing a 'Vehicles' list with years 2004, 2005, and 2006. On the right, the 'Master Data' page settings are displayed, showing the title 'Master Data' and an ID field containing 'area_87c941a1'. The top navigation bar includes 'Back', 'Add page', 'Settings', and other standard SharePoint icons.

12. Rename the “New Group” to “Vehicle Info” and add the following tables:

- Vehicle Manufacturer
- Vehicle Model
- Vehicle Model Year
- Vehicle Trim

The screenshot shows the Microsoft Power Apps portal interface. On the left, there's a navigation sidebar with sections like 'Pages', 'Master Data', and 'Navigation'. Under 'Navigation', the 'Vehicle Info' group is selected, showing sub-items such as 'Vehicle Manufacturers view', 'Vehicle Models view', and 'Vehicle Trims view'. The main workspace is titled 'Power Apps | Vehicle Inspection Management'. A modal window is open for creating a new page named 'Vehicle Info'. The 'Display options' section contains fields for 'Title' (set to 'Vehicle Info') and 'ID *' (set to 'group_7c84caca'). The 'Active Vehic...' section lists various vehicle trim options: AMG, Avantgar..., Classic, Comfortl..., Elegance, EX, EX, Exclusive, and GLS. At the bottom of the modal, it says 'Rows: 50'.

13. Add another New Group to the Master Data area.

The screenshot shows the Microsoft Power Apps portal interface. At the top, there are navigation links: 'Back', '+ Add page', 'Settings', and three dots. On the left, there's a sidebar with icons for 'Pages' (selected), 'Master Data' (expanded), and 'New'. Below this is a 'Navigation' section containing a list of items under 'Vehicle Info': 'Vehicle Manufacturers view', 'Vehicle Manufacturers form', 'Vehicle Models view', 'Vehicle Models form', 'Vehicle Model Years view', 'Vehicle Model Years form', 'Vehicle Trims view', and 'Vehicle Trims form'. A context menu is open over the 'Vehicle Info' item, listing options: 'New page', 'New group' (which is highlighted in red), 'Move up', 'Move down', and 'Remove from navigation'. The background shows a blurred 'Power Apps' dashboard with various cards.

14. Add the following tables to the Master Data area:

- Checklist Item
- Inspection Area
- Inspection Type
- Inspection Type Area

The screenshot shows the Microsoft Power Apps portal interface. On the left, there's a navigation sidebar with icons for Back, Add page, Settings, and more. Below these are sections for Pages, Master Data, and New. Under Master Data, there are several items under Vehicle Models View: Vehicle Models form, Vehicle Model Years view, Vehicle Model Years form, Vehicle Trims view, and Vehicle Trims form. The Checklist Configuration item is selected. Under Checklist Configuration, there are: Checklist Items view, Checklist Items form, Inspection Areas view, Inspection Areas form, Inspection Types view, Inspection Types form, Inspection Type Areas view, and Inspection Type Areas form. At the bottom of this sidebar is a link to All other pages.

The main content area shows a list of tables under the heading "Active Inspection". The "Checklist Configuration" section is expanded, showing the following tables:

- Name ↑
- Comprehend
- Comprehend
- Comprehend
- Comprehend
- Comprehend
- Safety In...

Below this list is a note: "Rows: 7".

On the right side of the screen, there's a panel titled "Checklist Configuration" with the following settings:

- Title:** Checklist Configuration
- ID ***: group_a3a47bf5

There is also a collapsed section labeled "Advanced settings".

15. Save and Publish the model-driven app.



Create A New Vehicle Table View

We will begin by creating a new Dataverse view for the Vehicles table. The purpose of this view is to show a list of vehicles that need an annual safety inspection soon to a salesperson. It also includes the owner of the vehicle and a phone number to call them at.

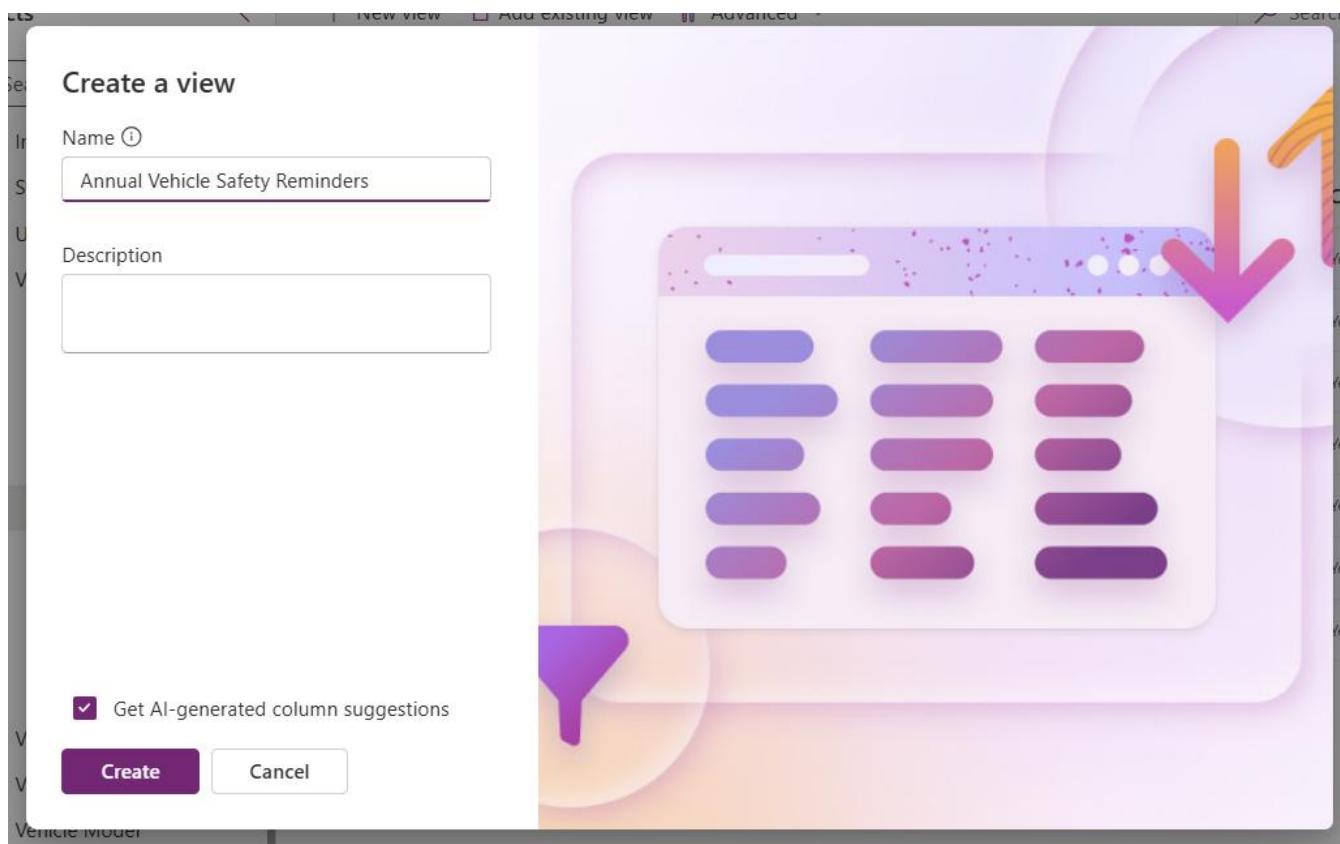
16. Open the Safety Inspections solution and go to the Vehicle table.

17. Goto the Views menu for the Vehicle table then select New view.

The screenshot shows the Power Apps portal interface. The left sidebar has a tree view of objects: Inspection Type Area, Safety Certification, User, Vehicle (selected), Columns, Relationships, Keys, Forms, Views (selected), Charts, Dashboards, Business rules, Commands, and Vehicle Inspection Proc... . The top navigation bar has a search bar and a 'New view' button highlighted with a red box. The main area shows the path: Vehicle Inspections > Tables > Vehicle > Views. Below is a table of existing views:

Name ↑	View type	Status
Active Vehicles	Public View...	On
Inactive Vehicles	Public View	On
Quick Find Active Vehicles	Quick Find View...	On
Vehicle Advanced Find View	Advanced Find V...	On
Vehicle Associated View	Associated View...	On
Vehicle Lookup View	Lookup View...	On

18. Name the view *Annual Vehicle Safety Reminders*. Uncheck Get AI-generated column suggestions then press Create.



19. When the Views Editor appears the new View will include only a single Name column.

The screenshot shows the Power Apps Views Editor interface. On the left, there's a sidebar titled "Table columns" with a "Vehicle" section selected. A "Search" bar and a "New table column" button are also present. The main area displays a list of vehicle records under a "Name" column header. To the right, a "Test View XYZ" card is shown with fields for "Name" (set to "Test View XYZ") and "Description".

Name
2014 Audi A4 (Jim Glynn)
2019 BMW 3 Series (Nancy Anderso...)
2020 Chevrolet Silverado (Maria Ca...)
2013 Honda Accord (Patrick Sands)
2005 Hyundai Elantra (Paul Cannon)
2018 Mercedes-Benz C-Class (Rene ...)
2016 Nissan Altima (Robert Lyon)
2023 Toyota Camry (Scott Konersm...)
2017 Volkswagen Golf (Sidney Higa)
2004 Audi Q5 (Sidney Higa)
2009 BMW X5 (Susan Burk)
2010 Chevrolet Malibu (Susanna Stu...)
2018 Ford C-Class (Maria Campbell)

20. Select the Vehicle tab and add the columns Year, Make and Model to the view by clicking on their names.

The screenshot shows the 'Table columns' interface in Microsoft Dynamics 365. On the left, the 'Vehicle' tab is selected under the 'Related' section. A search bar and a 'New table column' button are visible. A list of available columns includes: Color, Contact, Created By, Created By (Delegate), Created On, License Plate #, Modified By, Modified By (Delegate), Modified On, Owner, and Owning Business Unit. On the right, a grid displays vehicle data with columns for Name, Year, Make, and Model. The data rows are:

Name	Year	Make	Model
2023 Toyota Camry (Scott Konersmann)	2023	Toyota	Camry
2022 Nissan Civic (Maria Campbell)	2022	Nissan	Civic
2020 Chevrolet Silverado (Maria Camp...)	2020	Chevrolet	Silverado
2019 BMW 3 Series (Nancy Anderson)	2019	BMW	3 Series
2018 Mercedes-Benz C-Class (Rene Val...)	2018	Mercedes...	C-Class
2018 Ford C-Class (Maria Campbell)	2018	Ford	C-Class
2017 Volkswagen Golf (Sidney Higa)	2017	Volkswag...	Golf
2017 Volkswagen Golf (Paul Cannon)	2017	Volkswag...	Golf
2016 Nissan Altima (Robert Lyon)	2016	Nissan	Altima
2015 Hyundai Sonata (Nancy Anderson)	2015	Hyundai	Sonata
2014 Audi A4 (Jim Glynn)	2014	Audi	A4

21. Switch to the Related menu and expand the Contact (Contact) table. Select the Full Name and Business Phone columns to add them to the view.

Power Apps | View

Back | View column | Components | Undo | Redo | Switch to classic

Table columns

Vehicle **Related**

Search | Filter

Contact (Contact)

- Role
- Address 1: Address Type
- Address 1: Freight Terms
- Address 1: Shipping Method
- Address 2: Address Type
- Address 2: Freight Terms
- Address 2: Shipping Method
- Address 3: Address Type
- Address 3: Freight Terms
- Address 3: Shipping Method
- Customer Size

Make	Model	Full Name (Contact)	Business Phone (Contact)
Toyota	Camry	Scott Konersmann	555-0105
issan	Civic	Maria Campbell	555-0103
hevrolet	Silverado	Maria Campbell	555-0103
MW	3 Series	Nancy Anderson	555-0102
Mercedes...	C-Class	Rene Valdes	555-0108
ord	C-Class	Maria Campbell	555-0103
olkswag...	Golf	Sidney Higa	555-0104
olkswag...	Golf	Paul Cannon	555-0107
issan	Altima	Robert Lyon	555-0106
yundai	Sonata	Nancy Anderson	555-0102
udi	A4	Jim Glynn	555-0109

22. Sort the view by the Name column in descending order.

Validate Save As Save and publish | ▾

Annual Vehicle Safety Remi... >

View

Name *

Annual Vehicle Safety Reminders

Description

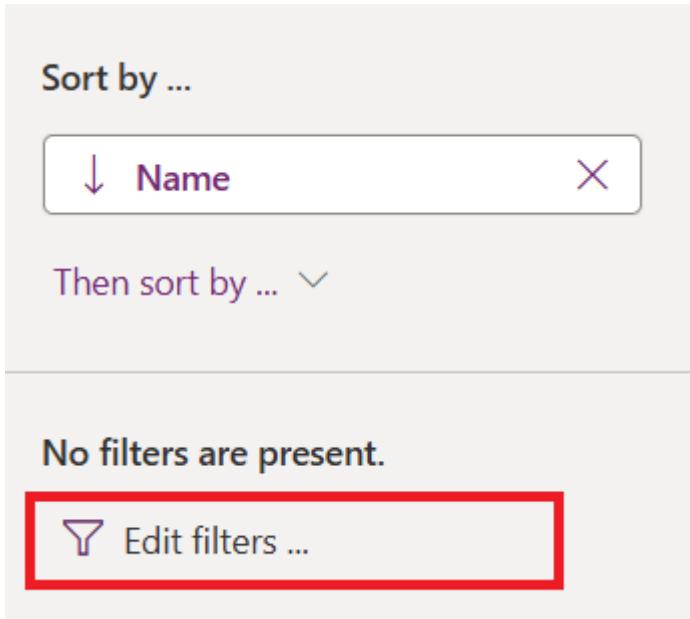
Sort by ...

↓ Name X

Then sort by ... ▾

This screenshot shows a Microsoft Dynamics 365 form for an entity named 'Annual Vehicle Safety Reminders'. The form includes fields for 'Name' (containing 'Annual Vehicle Safety Reminders') and 'Description'. Below these, there is a 'Sort by ...' section where 'Name' is selected with a downward arrow, indicating a descending sort order. A red box highlights this 'Sort by ...' section. At the top of the screen, there are navigation icons for 'Validate', 'Save As', 'Save and publish', and a dropdown menu.

23. Open the Edit filters... menu.



24. We want to show active Vehicles whose Registration Renewal Date is due in the next month. And we only want to call Contacts who allow phone calls. Configure the filters as follows:

- Status = Active
- Registration Renewal Date = Next month
- Contact Table
 - “Do not allow Phone Calls” = Allow

Edit filters

And ▾

- Status Equals Active ...
- Registration Renewal D... Next month ...
- Contact (Contact) Contains data ...

And ▾

- Do not allow Phone Calls Equals Allow ...
- + Add ▾

+ Add ▾

Ok Cancel

25. Save and publish the view to make the changes appear in the Model-Driven app.

The screenshot shows the Microsoft Power Apps environment. At the top, there's a purple header bar with the text "Power Apps | View", the environment name "PPCC25 Workshop", and various navigation icons. Below the header is a toolbar with buttons for "Back", "View column", "Components", "Undo", "Redo", "Switch to classic", "Validate", "Save As", "Save and publish", and a dropdown menu. The main area contains a table with columns: Name, Year, Make, Model, Full Name, and Business Phone. The table has three rows of data: 2023 Toyota Camry (Scott Konersmann), 2016 Nissan Altima (Robert Lyon), and 2012 Toyota Corolla (Jim Glynn). To the right of the table is a sidebar titled "Annual Vehicle Safety Reminders View". It includes sections for "Sort by ...", "Filter by ...", and a link to "Edit filters ...". Under "Sort by ...", there is a dropdown set to "Name". Under "Filter by ...", there are three active filters: "Status is 'Active'", "Registration Renewal Date...", and "Do not allow Phone Calls (...)".

Name	Year	Make	Model	Full Name	Business Phone
2023 Toyota Camry (Scott Konersmann)	2023	Toyota	Camry	Scott Konersmann	555-0105
2016 Nissan Altima (Robert Lyon)	2016	Nissan	Altima	Robert Lyon	555-0106
2012 Toyota Corolla (Jim Glynn)	2012	Toyota	Corolla	Jim Glynn	555-0109

Sort by ...

↓ Name X

Then sort by ... ▾

Filter by ...

Status is 'Active' X

Registration Renewal Date... X

Do not allow Phone Calls (...) X

Edit filters ...

Edit The Vehicle Main Form

Next, we want to setup the Main Form for the Vehicles table so that Model-Driven Apps users have a way to view & edit data.

26. Navigate to the Forms menu for the Vehicle table inside the Vehicle Inspections menu.
27. Edit the Main form in a new tab

The screenshot shows the Power Apps environment with the following details:

- Header:** Power Apps, Environment: PPCC25 Workshop, Notifications, User icon (MD).
- Left Sidebar:** Objects, Search bar, Navigation icons (Back, Home, ...), List of objects:
 - Vehicle
 - Columns
 - Relationships
 - Keys
 - Forms** (selected)
 - Views
 - Charts
 - Dashboards
 - Business rules
 - Commands
 - Vehicle Inspection Proc...
 - Vehicle Manufacturer
 - Vehicle Model
 - Vehicle Model Year
 - Vehicle Trim
- Center Content:** Vehicle Inspections > Tables > Vehicle > Forms. A table lists forms:

Name ↑	Form type	Status	Manage
Information	Card	On	No
Information (highlighted)	Main	On	No
Information	Card	On	No
- Right Context Menu:** Opened over the second 'Information' row, showing options:
 - Edit
 - Turn off
 - Form settings
 - Advanced
 - Remove
 - Edit in new tab** (highlighted)

28. Select the General tab and update the Layout from 1 column to 3 columns

New Vehicle
Vehicle

General **Related**

Name * ---
Owner * Matthew Devaney

General

Properties

Display options

Label *
General

Name *
null_section_15

Expand this tab by default

Expand first component to full tab

Hide on phone

Hide

Formatting

Layout

Column 1 Width
100

29. Select the section that contains Name and Owner. Change the label name to DETAILS.

New Vehicle
Vehicle

General **Related**

DETAILS

Name * ---
Owner * Matthew Devaney

DETAILS

Properties

Display options

Label *
DETAILS

Name *
null_section_5

Hide label

Hide on phone

Hide

Lock

30. Move Name, Owner and Status fields to the right-column. These columns cannot be removed from the form so we will move them temporarily until we are ready to use them.

The screenshot shows the Power Apps Form builder interface. The top navigation bar includes 'Power Apps | Form', 'Environment PPCC25-Matt', and various tool icons like Back, Hide, Form field, Component, Form libraries, Business rules, Form properties, and more.

The main area is titled 'Table columns' and contains a search bar and a 'New table column' button. A checkbox 'Show only unused table columns' is checked. On the left, a sidebar lists various table columns: Color, Contact, Created By, Created By (Delegate), Created On, License Plate #, Make, Model, Modified By, Modified By (Delegate), Modified On, Owning Business Unit, Registration Renewal Date, and Status Reason. Most of these have a small icon next to their names.

The right side of the screen displays a 'Section' and a 'New Section'. The 'Section' contains a 'Name*' field with a placeholder '---'. The 'New Section' contains 'Owner*' with a value 'Matthew Devaney' and 'Status*' with a value 'Active'.

31. Add License Plate # and VIN to the DETAILS section.

The screenshot shows the Power Apps Form builder interface. On the left, there's a sidebar titled "Table columns" with a search bar and a "New table column" button. Below it is a list of columns: Color, Contact, Created By, Created By (Delegate), Created On, License Plate # (which is highlighted in a red box), Make, Model, Modified By, Modified By (Delegate), and Modified On. At the bottom of the sidebar is a "...". In the center, the form title is "New Vehicle" under the "Vehicle" category. The "General" tab is selected. Below it is a "DETAILS" section containing two fields: "License Plate #" with a value of "---" and "VIN" with a value of "---". A red star is next to the "VIN" field, indicating it is required. To the right of the "DETAILS" section is a placeholder for "New Section". The top navigation bar includes Back, Delete, Form field, Component, Form libraries, Business rules, Form properties, and Form.

32. Add a new 1-column section named VEHICLE INFORMATION below the DETAILS section.

The screenshot shows the Power Apps Form builder interface. On the left, there's a sidebar titled "Components" with a search bar and a list of components under "Popular". The list includes: 1-column tab, 2-column tab, 1-column section (which is selected), 2-column section, Quick view, Subgrid, Timeline, Spacer, Layout, Grid, and Display. To the right, a form titled "New Vehicle" is displayed. It has tabs for "General" and "Related". Below the tabs is a section labeled "DETAILS" containing fields for "License Plate #" and "VIN*". At the bottom of the form is a section labeled "VEHICLE INFORMATION".

33. Insert the following fields into the VEHICLE INFORMATION section: Make, Model, Year, Trim, Color.

The screenshot shows the Power Apps | Form interface. On the left, there is a sidebar titled "Table columns" with a search bar and a "New table column" button. Below it, a list of columns is displayed, including: Color, Contact, Created By, Created By (Delegate), Created On, License Plate #, Make, Model, Modified By, Modified By (Delegate), and Modified On. On the right, the main area displays the "New Vehicle" form. The form has tabs: General (selected), Admin, and Related. Under the General tab, there is a section labeled "VEHICLE INFORMATION" containing fields for Make, Model, Year, Trim, and Color. Each field has a red asterisk indicating it is required. The "Make" field has a dropdown arrow icon. The "Model" field has a red asterisk and a dropdown arrow icon. The "Year" field has a red asterisk and a dropdown arrow icon. The "Trim" field has a dropdown arrow icon. The "Color" field has a dropdown arrow icon.

34. Rename the middle column named New Section to ADDITIONAL INFO. Include the Contact and Registration Renewal Date fields.

The screenshot shows the 'Table columns' section in the Power Apps Form builder. On the left, there's a sidebar with a search bar and a list of columns: 'New table column', 'Color', 'Contact', 'Created By', 'Created By (Delegate)', 'Created On', 'License Plate #', 'Make', 'Model', 'Modified By', and 'Modified By (Delegate)'. On the right, there's a main area with a section titled 'ADDITIONAL INFO' containing two fields: 'Contact' and 'Registration Renewal Date'.

35. Insert a new 2-column tab named Admin.

The screenshot shows the 'Components' section in the Power Apps Form builder. On the left, there's a sidebar with a search bar and a list of components: 'Popular' (1-column tab, 2-column tab), '1-column section', '2-column section', 'Quick view', 'Subgrid', 'Timeline', 'Spacer', 'Layout', 'Grid', 'Display', 'Input', 'Media', and 'Artificial Intelligence'. In the center, there's a form titled 'New Vehicle' with tabs 'General', 'Admin', and 'Related'. The 'Admin' tab is selected. On the right, there's a properties panel for the 'Admin' tab, showing settings for 'Label' (Admin), 'Name' (tab_4), and 'Display options' (checkboxes for 'Expand this tab by default', 'Expand first component to full tab', 'Hide on phone', and 'Hide').

36. Update the left-column name to RECORD INFO.

37. Include the following columns in RECORD INFO: Name, Owner, Created On, Created By, Modified On, Modified By, Status, Status Reason

The screenshot shows the Power Apps | Form interface. On the left, there is a sidebar titled "Table columns" with a search bar and a "New table column" button. Below the search bar, there is a checkbox for "Show only unused table columns". A list of columns is displayed, including "License Plate #", "Make", "Model", "Modified By", "Modified By (Delegate)", "Modified On", "Name", "Owner", "Owning Business Unit", "Registration Renewal Date", "Status", "Status Reason", and "VIN". Some columns have icons next to them, such as a magnifying glass for "Owner" and a calendar for "Modified On".

The main area is titled "New Vehicle" and "Vehicle". It has tabs for "General", "Admin" (which is selected), and "Related". Under the "Admin" tab, there is a section titled "RECORD INFO" which lists the following fields:

Field	Type	Value
Name	*	---
Owner	*	Matthew Devaney
Created On	---	<input type="button" value="Calendar"/>
Created By	---	<input type="button" value="User"/>
Modified On	---	<input type="button" value="Calendar"/>
Modified By	---	<input type="button" value="User"/>
Status	*	Active
Status Reason		Active

38. Select the middle column named New Section. Check the Hide option.

The screenshot shows a user interface for managing a 'New Section' component. On the left, there is a preview area with a purple border containing the text 'New Section'. To the right is a detailed configuration panel.

New Section >

Section

Properties

Display options

Label *: New Section

Name *: tab_4_section_2

Hide label

Hide on phone ⓘ

Hide ⓘ

Lock ⓘ

Formatting

Columns: 1 column

39. Select the form Header. Insert the License Plate # and Contact fields.

The screenshot shows the Power Apps Form builder interface. The top navigation bar includes 'Power Apps | Form', 'Back', 'Hide', and various ribbon tabs like 'Form field', 'Component', 'Form libraries', 'Business rules', and 'Form properties'. The left sidebar is titled 'Table columns' and lists several fields: 'New table column', 'Show only unused table columns', 'Color', 'Contact', 'Created By', 'Created By (Delegate)', 'Created On', 'License Plate #', 'Make', and 'Model'. The main workspace displays a 'New Vehicle' form titled 'Vehicle'. The 'Admin' tab is selected. The 'RECORD INFO' section contains fields: 'Name' (marked with a red asterisk), 'Owner' (set to 'Matthew Devaney'), 'Created On' (with a calendar icon), and 'Created By' (marked with a red asterisk). The status bar at the bottom right shows 'Environment PPCC25 Works'.

40. Review the form to ensure it looks like the screenshots below. Then Save and Publish the form.

Power Apps | Form

Environment PPCC25-Ma

Back Delete Form field Component Form libraries Business rules Form properties Form settings ...

Table columns

New Vehicle

Vehicle

General Admin Related

DETAILS

License Plate #

VIN*

VEHICLE INFORMATION

Make*

Model*

Year*

Trim

ADDITIONAL INFO

Contact

Registration Renewal Date

License Plate # Contact

Show hidden Off + 84 %

Responsive (1104 x 723) ▾

Table columns

+ New table column

Show only unused table columns

Color

Contact

Created By

Created By (Delegate)

Created On

License Plate #

Make

Model

Modified By

Modified By (Delegate)

Modified On

Name

Owner

Owning Business Unit

Registration Renewal Date

Status

Power Apps | Form

Environment PPCC25 Work

Back Delete Form field Component Form libraries Business rules Form properties Form settings ...

Table columns

New Vehicle

Vehicle

General Admin Related

SYSTEM INFO

Name

Owner

Created On

Created By

Modified On

Modified By

Status

Status Reason

New Section

License Plate # Contact

Table columns

+ New table column

Show only unused table columns

Color

Contact

Created By

Created By (Delegate)

Created On

License Plate #

Make

Model

Modified By

Modified By (Delegate)

Modified On

Name

Owner

Owning Business Unit

Registration Renewal Date

Status

Status Reason

Trim

Customize The Model Lookup Details

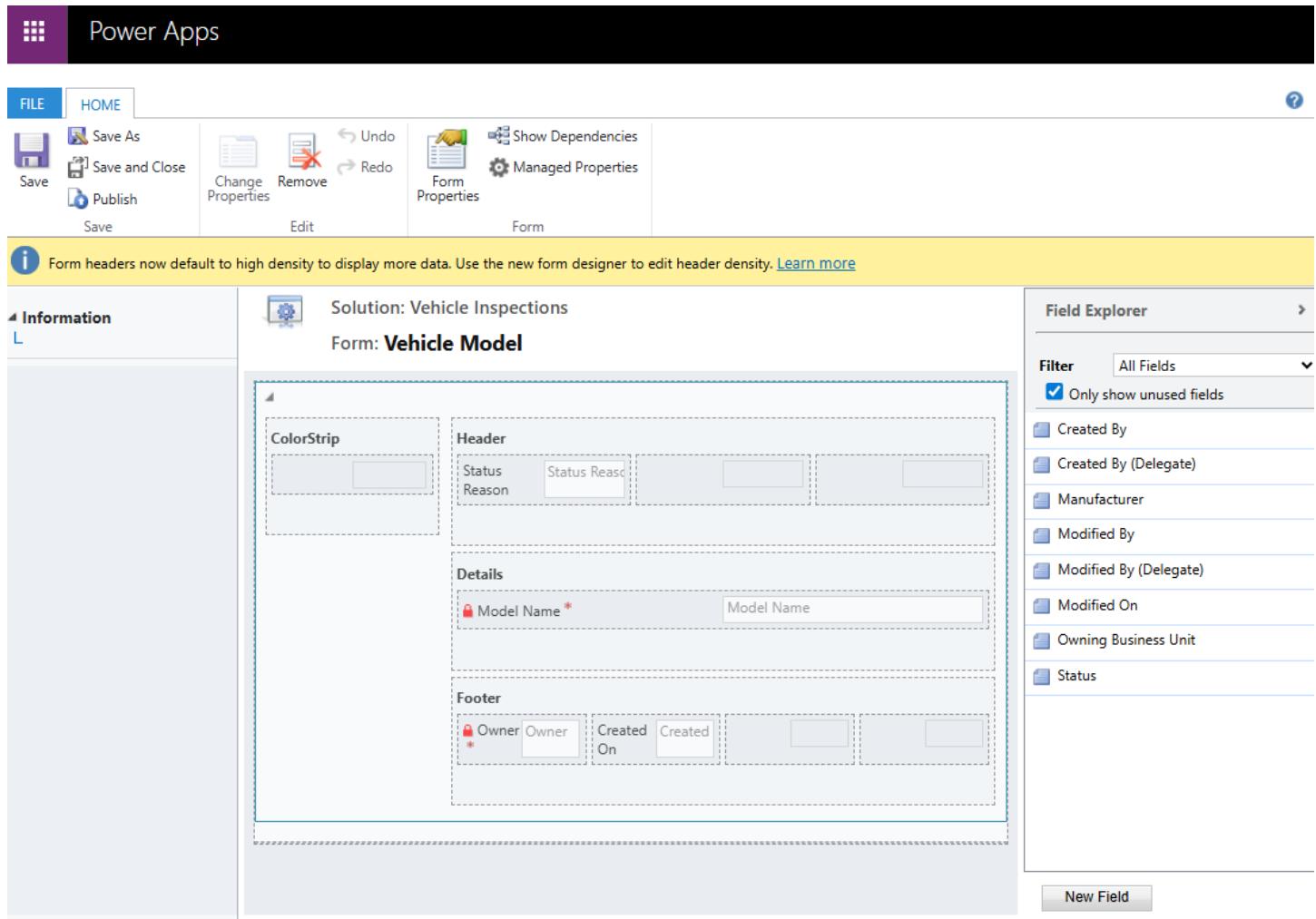
The Models lookup field allows the User to choose the vehicle model. We want to show additional details about the model in the dropdown.

41. Go to the Form menu for the Vehicle Model table and edit the Card form in a new table.

The screenshot shows the Power Apps portal interface. The left sidebar has a 'Objects' section with 'Vehicle' selected, and 'Forms' is highlighted. The main area shows a list of forms for the 'Vehicle' table, ordered by name. A context menu is open over the first form, which is a 'Card' type. The menu options are: 'Edit in new tab', 'Form settings', 'Advanced', and 'Remove'. The path 'Vehicle Inspections > Tables > Vehicle > Forms' is visible at the top right.

Name ↑	Form type ↓	Stat
Information	Card	On
Information	Card	On
Information	Card	On

42. The Card view will appear in the classic form editor. Notice that the Details section contains the Model Name. Only fields appearing in the details section show in the dropdown menu.



43. Add the Manufacturer field to the Details menu by selecting it from the Field Explorer menu.
44. Save the card form, then publish. Close the editor once completed.



FILE HOME

Save As Save and Close Change Properties Undo Redo Show Dependencies Form Properties Managed Properties

Save Remove Edit Form

i Form headers now default to high density to display more data. Use the new form designer to edit header density. [Learn more](#)

Information L

Solution: Vehicle Inspections
Form: **Vehicle Model**

ColorStrip Header Status Reason Status Reason

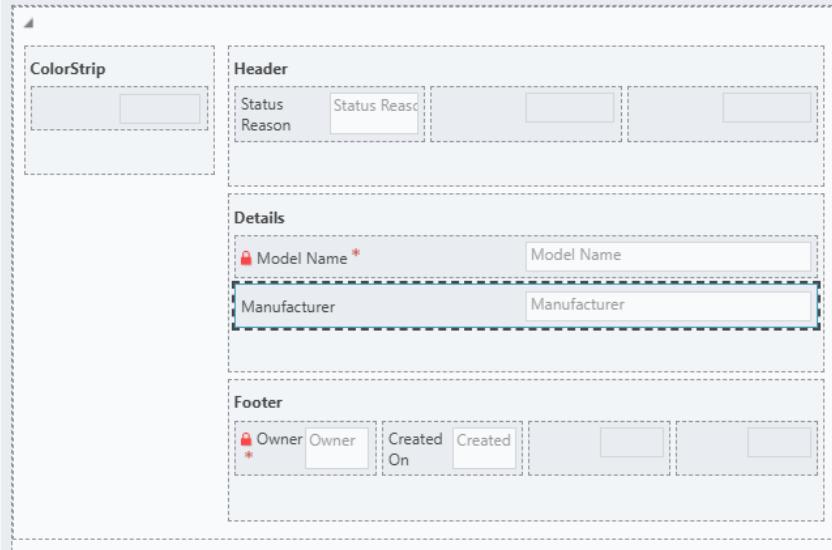
Details Model Name * Model Name
Manufacturer Manufacturer

Footer Owner Owner Created On Created

Field Explorer Filter All Fields Only show unused fields

Created By
 Created By (Delegate)
 Modified By
 Modified By (Delegate)
 Modified On
 Owning Business Unit
 Status

New Field



26. Open the Vehicle form for any record and select the Make field. The dropdown now includes both the model name and manufacturer.

The screenshot shows the 'Vehicle Inspection Management' app interface. The top navigation bar includes 'Power Apps' and 'Vehicle Inspection Management'. Below the navigation bar is a ribbon with icons for Home, Recent, Pinned, Inspections, Contacts, Inspections, Repair Quotes, and Vehicles. The main content area displays a vehicle record for a '2012 Toyota Corolla (Thomas Andersen) - Saved Vehicle'. The 'General' tab is selected. On the left, there are two sections: 'DETAILS' containing 'License Plate #' and 'VIN', and 'VEHICLE INFORMATION' containing 'Make', 'Model', and 'Year'. The 'Model' field has a dropdown menu open, showing a list of vehicle models with their manufacturers. The 'Corolla' entry is selected, highlighted with a blue border. The 'Year' field also has a dropdown menu open, showing a list of years, with '2012' selected. The bottom left corner shows a breadcrumb trail: 'IM Inspections Mana... ▾'.

2012 Toyota Corolla (Thomas Andersen) - Saved Vehicle

General Inspections Admin Related

Vehicle Models

- 3 Series BMW
- A4 Audi
- Accord Honda
- Altima Nissan
- Camry Toyota

+ New Advanced

Corolla

2012

Filter Lookup Menu Items By Related Dropdown

Make, Model, Trim and Year are related dropdowns. After the Make is selected, the Model dropdown should be filtered to only show Models for the chosen make. The same goes for Model & Trim, and Trim & Year

27. Open the Vehicle Main form and select the Model field. Check the Filter by related rows option. Select these settings:

- Relationship to current table: Make
- Relationship to this lookups table: Manufacturer

The screenshot shows the 'New Vehicle' form in the Power Apps canvas. On the left, the form has fields for License Plate #, Contact, and tabs for General, Admin, and Related. Under 'General', there's a section titled 'VEHICLE INFORMATION' with fields for Make, Model, Year, Trim, and Color. The 'Model' field is highlighted with a purple border. On the right, the 'Properties' pane is open for the 'Model' field. It shows the 'Lookup' type and the 'Properties' tab selected. Under 'Selected views', it lists 'Active Vehicle Models, Inactive...'. The 'Formatting' section shows 'Form field width' set to '1 column'. The 'Filtering' section has a checked checkbox for 'Filter by related rows' with a help icon. It also shows 'Relationship to current table' set to 'Make (Vehicles)' and 'Relationship to this lookup's table' set to 'Manufacturer (Vehicle Models)'. A checkbox for 'Allow users to turn off filter' is unchecked. The 'Components' section is collapsed.

28. Select the Trim field. Check the Filter by related rows option. Select these settings:

- Relationship to current table: Model
- Relationship to this lookups table: Model

The screenshot shows the Microsoft Power Apps builder interface. On the left, there is a 'New Vehicle' form with a 'Vehicle' section containing fields for 'License Plate #' and 'Contact'. Below this is a 'General' tab selected, followed by 'Admin' and 'Related'. Under 'General', there is a 'VEHICLE INFORMATION' section with fields for 'Make', 'Model', 'Year', 'Trim', and 'Color'. The 'Year' field is highlighted with a purple border. On the right, the 'Trim' settings pane is open. It has tabs for 'Properties' (selected), 'Events', and 'Business rules'. Under 'Properties', there are sections for 'Formatting' (Form field width set to '1 column') and 'Filtering' (with a checked checkbox for 'Filter by related rows'). There are also sections for 'Relationship to current table' (set to 'Model (Vehicles)') and 'Relationship to this lookup's table' (set to 'Model (Vehicle Trims)'). A checkbox for 'Allow users to turn off filter' is also present. At the bottom of the pane, there is a 'Components' section.

29. Select the Trim field. Check the Filter by related rows option. Select these settings:

- Relationship to current table: Trim
- Relationship to this lookups table: Vehicle Trims

The screenshot shows the 'New Vehicle' form in Microsoft Power Apps. On the left, under 'VEHICLE INFORMATION', there are fields for Make, Model, Year, Trim, and Color. The 'Trim' field is highlighted with a red border. On the right, the 'Properties' pane is open, showing settings for the 'Year' field. Under 'Relationship to current table', 'Trim (Vehicles)' is selected. Under 'Relationship to this lookup's table', 'Vehicle Trims (Vehicle Model Y...)' is selected. The 'Filtering' section has a checked checkbox for 'Filter by related rows'. The 'Form field width' is set to '1 column'.

45. Save and publish the form

46. Open any Vehicle in the Vehicle Inspections Management app. The dropdown menus are now filtered.

The screenshot shows the Power Apps interface for the Vehicle Inspection Manager. On the left is a navigation bar with Home, Recent, Pinned, Inspections, and Vehicles. The main area displays a vehicle record for a 2012 Toyota Corolla owned by Thomas Andersen. The General tab is selected. In the vehicle specifications section, the 'Model' field is populated with 'Toyota'. A dropdown menu is open, showing 'Look for Model' and a list of 'Vehicle Models' with 'Recent records'. The list includes 'Camry' and 'Corolla', both associated with 'Toyota'. Other tabs available are Inspections, Admin, and Related.

Add A Sub-grid Of Recent Inspections

We want to give anyone browsing a Vehicle record a quick way to see all of its past inspections. To do this we will create a new sub-grid.

47. Add a new 1-column tab named Inspections to the Vehicle Main form.

Power Apps | Form

Environment PPCC25 Workshop

Back Delete Form field Component Form libraries ... Save a copy Save and publish

Components

Search

Popular

- 1-column tab
- 2-column tab
- 1-column section
- 2-column section
- Quick view
- Subgrid
- Timeline
- Spacer

> Layout

> Grid

> Display

> Input

New Vehicle

Vehicle

General Inspections Admin Related

New Section

Inspections

Tab

Properties Events

Display options

Label * Inspections

Name * tab_5

Expand this tab by default

Expand first component to full tab

Hide on phone

Hide

Formatting

This screenshot shows the Power Apps Form builder interface. A vehicle form is open with the 'Inspections' tab selected. On the right, the 'Properties' tab is active, showing settings for the 'Inspections' tab, including its name ('tab_5') and a checked checkbox for 'Expand this tab by default'. Other options like 'Expand first component to full tab' and 'Hide on phone' are also visible.

48. Insert a sub-grid into the New Section. Check Show related records. Select the Inspections table and the Active Inspections view.

Power Apps | Form

Environment PPCC25 W

Back Delete Form field Component Form libraries ...

Components

Search

Popular

- 1-column tab
- 2-column tab
- 1-column section
- 2-column section
- Quick view
- Subgrid
- Timeline
- Spacer

> Layout

> Grid

> Display

> Input

New Vehicle

Select subgrid views

Show related records

Table

Inspections (Vehicle)

Default view

Active Inspections

Add view

Done Cancel

This screenshot shows the 'Select subgrid views' dialog box. It includes a checked checkbox for 'Show related records', a 'Table' dropdown set to 'Inspections (Vehicle)', and a 'Default view' dropdown set to 'Active Inspections'. There is also an 'Add view' button and 'Done' and 'Cancel' buttons at the bottom.

49. Label the sub-grid RECENT INSPECTIONS.

The screenshot shows the Power Apps Form builder interface. On the left, there's a sidebar with a tree view of components like 'Popular', 'Subgrid', 'Timeline', etc. The main area displays a 'New Vehicle' form with tabs for 'General', 'Inspections' (which is selected), 'Admin', and 'Related'. A subgrid titled 'RECENT INSPECTIONS' is embedded under the 'Inspections' tab. The subgrid has a header with 'Inspection Number ↑' and a message 'No data'. To the right of the subgrid, the 'Properties' panel is open, showing settings for the subgrid. Under 'Label', the value 'RECENT INSPECTIONS' is entered. Other properties shown include 'Name' (Subgrid_new_2), 'Hide label' (unchecked), 'Hide on phone' (unchecked), and 'Show related records' (checked). The 'Table' dropdown is set to 'Inspections (Vehicle)'. The 'Default view' dropdown is set to 'Active Inspections'.

50. Set the sub-grid maximum number of rows to 10.

This screenshot shows the same 'New Vehicle' form and subgrid setup as the previous one. However, the 'Properties' panel on the right has been modified. The 'Maximum number of rows' field, located under the 'Properties' section, now contains the value '10', which is highlighted with a red box. Other properties like 'Allow users to change view', 'Hide search box', and 'Allow users to change chart' are also visible in the panel.

51. Hide the label for New Section.

The screenshot shows the Power Apps Form builder interface. On the left, there's a sidebar with a 'Components' tab selected, displaying various layout and data components like '1-column tab', '2-column tab', and 'Spacer'. The main area shows a form titled 'New Vehicle' with a 'Vehicle' section. A tab bar at the top includes 'General', 'Inspections' (which is active), 'Admin', and 'Related'. Below the tabs is a section titled 'New Section' containing a sub-section 'RECENT INSPECTIONS' with a table header 'Inspection Number ↑'. To the right, the 'Properties' panel is open for the 'New Section' component. Under 'Display options', the 'Label' field contains 'New Section' and has a checked checkbox for 'Hide label'. Other options like 'Hide on phone' and 'Lock' are also listed. The 'Name' field is set to 'tab_5_section_1'. The 'Formatting' section includes a 'Columns' dropdown set to '1 column'.

52. Save and publish the form.

This screenshot shows the same Power Apps Form builder interface after saving the changes. The 'Inspections' tab is now active. The 'Properties' panel on the right shows the 'Label' field still containing 'Inspections', but the 'Hide label' checkbox is no longer checked, indicating the label is now visible. The 'Name' field remains 'tab_5'. The 'Formatting' section shows the 'Layout' dropdown still set to '1 column'.

53. Open any Vehicle record and navigate to the Inspections tab. The sub-grid will show a list of the most recent related inspections.

The screenshot shows a Power Apps interface for 'Vehicle Inspection Management'. The top navigation bar includes 'Power Apps' and 'Vehicle Inspection Management' with standard icons for search, add, filter, settings, and help. On the left, a sidebar lists 'Home', 'Recent', 'Pinned', 'Inspections', 'Contacts', 'Inspections', 'Repair Quotes', and 'Vehicles'. The 'Vehicles' item is currently selected. The main content area displays a vehicle record for a '2012 Toyota Corolla (Thomas Andersen) - Saved Vehicle'. The record includes fields for 'License Plate #' (I4J 5K6) and 'Contact' (Thomas Andersen). Below the vehicle details, tabs for 'General', 'Inspections' (which is selected), 'Admin', and 'Related' are visible. A 'Form assist' button is located in the top right of the main content area. The 'RECENT INSPECTIONS' sub-grid shows four inspection records:

Inspection Number	Customer	Vehicle	Inspection Type	Scheduled Time
0022-202509030334	Fourth Coffee	2012 Toyota Co...	Safety Inspection	11/15/2023 9:30 AM
1000-202510110635	Thomas Anders...	2012 Toyota Co...	Safety Inspection	11/14/2024 9:00 AM
1001-202510110637	Thomas Anders...	2012 Toyota Co...	Comprehensive Inspection	11/18/2025 9:00 AM

At the bottom of the sub-grid, it says 'Rows: 3'.

Insert A Timeline Control Into The Vehicle Form

A user might want the ability to make a note on the vehicle record. To do this we will add a timeline control.

54. To add a timeline control to a form the enable attachments setting must be checked. This setting is already checked for the table, and no action is needed.

Edit table

Use tables to hold and organize your data. Prev [Learn more](#)

Properties Primary column

Display name *
Vehicle

Plural name *
Vehicles

Description

Enable attachments (including notes and files) ¹

Advanced options ^

Schema name *

55. Insert a new Timeline control into the Vehicle Main form. Check the record types to show Activities and Notes.

Components

Popular

- 1-column tab
- 2-column tab
- 1-column section
- 2-column section
- Quick view
- Subgrid
- Timeline**
- Spacer
- Layout
- Grid
- Display
- Input
- Media

NAL INFO

New Section

Timeline

Almost there

Note Text

Timeline

Properties

Display options

Name * ^①
Timeline

Record types to show ^①

Activities

Notes

Profile picture ^①

Default

Advanced

Record settings

Activities

56. Enable only the following Activity Types: Appointment, Email, Phone Call, Task

57. Save and publish the form.

The screenshot shows the Microsoft Forms settings interface for a contact. On the left, there's a sidebar with a 'Contact' section. The main area has a header with 'Save a copy' and 'Save and publish' buttons. Below the header, there's a 'Note Text' section and a 'Properties' section. Under 'Properties', there's a 'Activities' section with a heading 'Activity types'. A list of activity types is shown, each with a checked checkbox:

- Appointment
- Email
- Fax
- Letter
- Phone Call
- Recurring Appointment
- Social Activity
- Task
- Invite Redemption
- Portal Comment
- Teams chat

58. Select the section named New Section. Then check Hide label. Save and publish the form.

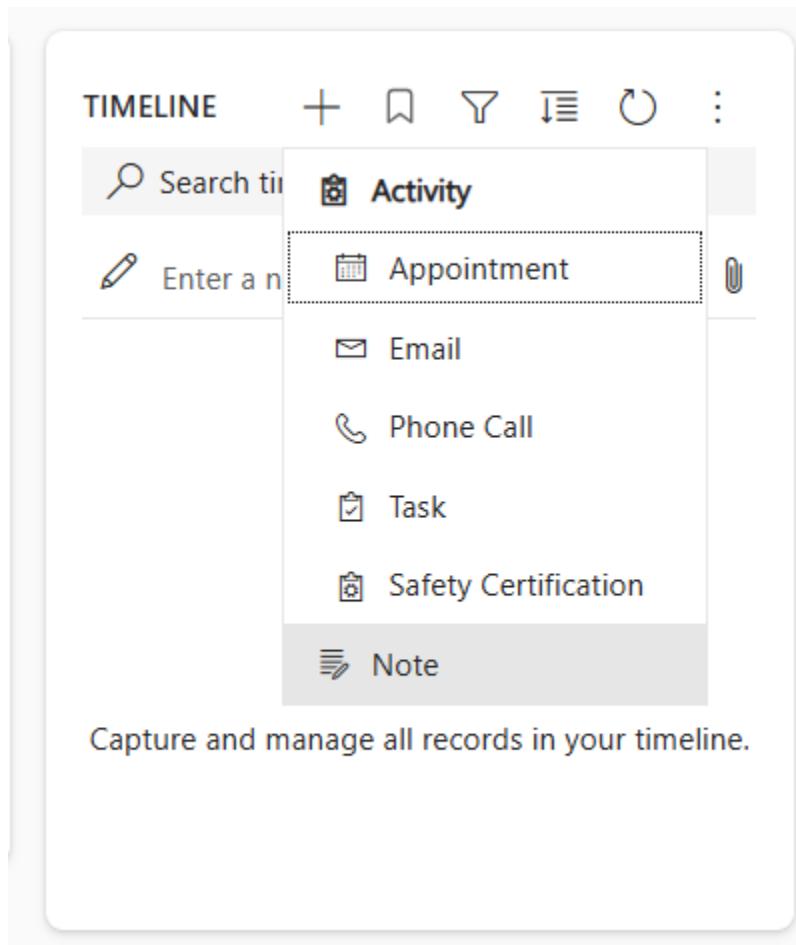
The screenshot shows a form builder interface with the following details:

- Toolbar:** Includes "Form field", "Component", and three dots.
- Header:** Shows "Save a copy" and "Save and publish" buttons.
- Section Header:** "New Section" (highlighted in blue) under "Properties".
- Section Label:** "New Section" (in a red-bordered input field).
- Section Name:** "null_section_15_section_6" (in a red-bordered input field). A validation message "Name must be unique" is displayed below it.
- Display Options:** A list of checkboxes:
 - Hide label (checked)
 - Hide on phone (info icon)
 - Hide (info icon)
 - Lock (info icon)
- Formatting:** A section labeled "Columns" with a dropdown set to "1 column".

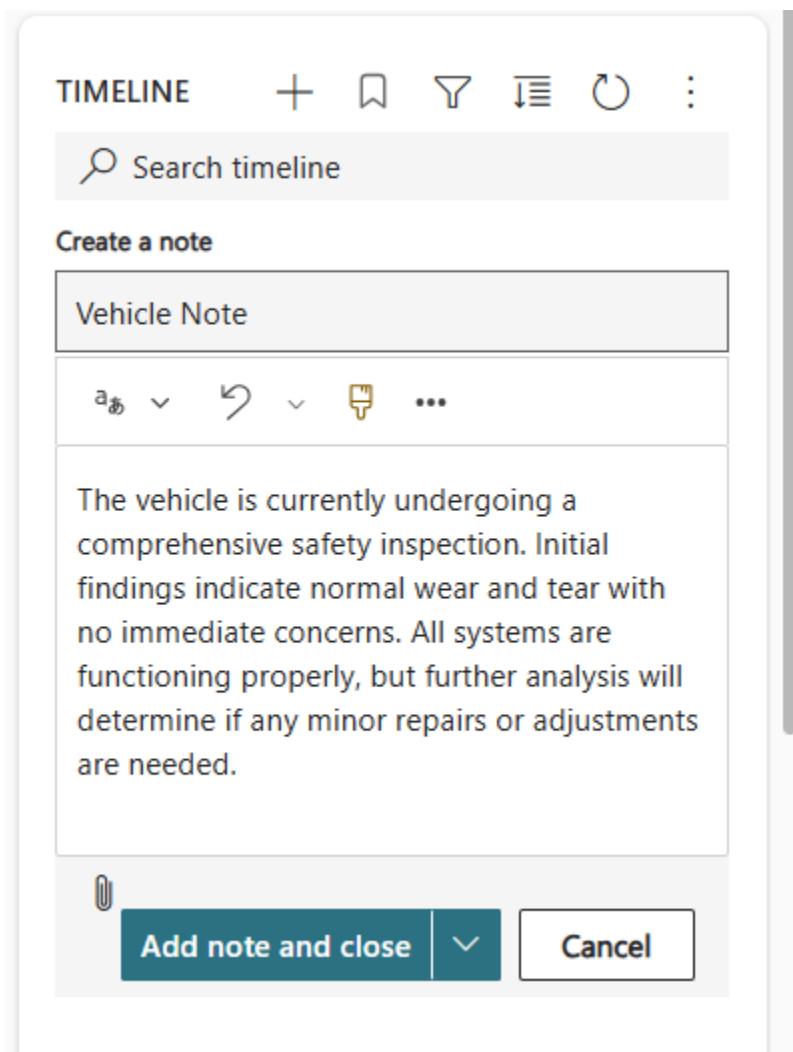
59. Open any Vehicle record in the Vehicle Inspections Management app. The timeline control now appears on the right side of the form.

The screenshot shows the 'Vehicle Inspection Manager' app interface. On the left is a navigation bar with links for Home, Recent, Pinned, Inspections, Inspections (selected), Inspection Checklist, Customers, Contacts, and Vehicles. The main area displays a vehicle record for a '2012 Toyota Corolla (Thomas Andersen)'. The record includes fields for License Plate # (I4J 5K6), VIN (5YJ3E1EA7KF317456), and additional info like Contact (Thomas Andersen) and Registration Renewal Date (11/1/2025). Below these are sections for Vehicle Specifications (Make: Toyota, Model: Corolla, Year: 2012, Trim: LE). A 'Form assist' button is located in the top right of the main content area. On the far right, there is a 'TIMELINE' control panel with a search bar ('Search timeline') and a note input field ('Enter a note...'). A 'Get started' section below it encourages capturing and managing records in the timeline.

60. Create a new note in the timeline.



61. Give the note a title and write a description. Optionally, attach a file. Then press the Add note and close button.



62. The note appears in the timeline.

The screenshot shows a mobile application interface for managing notes. At the top, there is a navigation bar with the word "TIMELINE" and several icons: a plus sign (+), a bookmark (B), a magnifying glass (F), a list icon (L), a refresh symbol (R), and a more options menu (three dots). Below the navigation bar is a search bar with the placeholder text "Search timeline". Underneath the search bar is a text input field with a pencil icon and the placeholder "Enter a note...". To the right of this input field is a small circular icon with the letters "MD".

The main content area is titled "Recent" with a downward arrow icon. It displays a single note card. The note is identified by a profile picture with "MD" and the text "Note modified by Matthew Devaney". The note itself is titled "Vehicle Note" and contains the following text:

The vehicle is currently undergoing a comprehensive safety inspection. Initial findings indicate normal wear and tear with no immediate concerns. All systems are functioning properly, but further analysis will determine if any minor repairs or adjustments are needed.

At the bottom of the note card, the timestamp "6:32 PM" is shown next to a small upward arrow icon.

Create A Custom Safety Certification Activity Type

The timeline can be customized to include more activity types than the default options. We will create a new activity type named Safety Certification.

63. Go to the Vehicle Inspections solution and create a new table named *Safety Certification*. Choose the Type *Activity*. Then press Save.

The screenshot shows the Microsoft Power Apps portal interface. On the left, there's a navigation sidebar with various icons and a search bar. The main area is titled "New table". It has sections for "Properties" and "Advanced options". Under "Properties", fields are filled with "Safety Certification" for "Display name", "Safety Certifications" for "Plural name", and "ppcc_SafetyCertification" for "Schema name". A red box highlights the "Type" field, which is set to "Activity". Below the "Type" field is a note: "Choosing this option will set the primary column to Subject." At the bottom right are "Save" and "Cancel" buttons.

Power Apps

Objects

Vehicle Inspe

New table

Properties Primary column

Display name *

Safety Certification

Plural name *

Safety Certifications

Description

Enable attachments (including notes and files)

Advanced options ^

Schema name *

ppcc_SafetyCertification

Type *

Activity

Choosing this option will set the primary column to Subject.

Save Cancel

64. Add a choice column named Outcome.

Search

+ New column Add existing column Edit

Is Regular Activity	:	IsRegularAct
Is Workflow Created	:	IsWorkflowC
Last On Hold Time	:	LastOnHoldT
Last SLA applied	:	SLAInvokedI
Last Updated	:	ModifiedOn
Left Voice Mail	:	LeftVoiceMa
Modified By	:	ModifiedBy
Modified By (Delegate)	:	ModifiedOnI
On Hold Time (Minutes)	:	OnHoldTime
Optional Attendees	:	OptionalAtte
Organizer	:	Organizer
Outcome	:	ppcc_Outcom
Outsource Vendors	:	Partners
Owner	:	OwnerId
Ownning Business Unit	:	OwningBusin

New column

Previously called fields. [Learn more](#)

Display name *

Description ⓘ

Data type * ⓘ

Behavior ⓘ

Required ⓘ

Searchable ⓘ

Allow form fill assistance (preview) ⓘ

Selecting multiple choices is allowed

Sync with global choice? *

Sync with global choice

Sync with this choice only

Save **Cancel**

65. Choose Sync with global choice, then Sync this choice with Passed, Failed. Save the Outcome column.

⋮ IsRegularAct

⋮ IsWorkflowC

⋮ LastOnHoldT

⋮ SLAInvokedI

⋮ ModifiedOn

⋮ LeftVoiceMa

⋮ ModifiedBy

⋮ ModifiedOnI

⋮ OnHoldTime

⋮ OptionalAtt

⋮ Organizer

⋮ ProcessOutco

Sync with global choice? *

Yes (recommended)
Can be used in multiple tables, and will stay updated everywhere.

No
Creates a local choice that can only be used in one table. People using it can add new choices.

Sync this choice with *

Passed, Failed

 Edit choice  New choice

Default choice *

None

Advanced options ▾

Save **Cancel**

66. Edit the Main form for Safety Certification in a new tab.

The screenshot shows the Power Apps portal interface. On the left, there's a navigation bar with icons for Home, Power Automate, Power BI, Power Apps, and Power Pages. Below that is a sidebar with a tree view of objects under 'Tables (10)'. The 'Forms' node is selected. The main area shows a list of forms for the 'Safety Certification' table, ordered by Name. The first form, 'Information', is selected and highlighted with a purple checkmark. A context menu is open over this row, showing options: 'Edit' (highlighted), 'Turn off', 'Form settings', 'Advanced', and 'Remove'. At the top of the page, there's a search bar and a toolbar with buttons for 'New form', 'Add existing form', 'Edit', and more.

Name	Form type	Status	Managed
Information	Main	On	No
Information	Edit		
Information	Turn off		
	Form settings		
	Advanced		
	Remove		

67. Add the Outcome field to the Main form underneath Subject. Save and publish the form.

The screenshot shows the Power Apps canvas interface. At the top, there's a navigation bar with icons for Back, Refresh, Delete, Form field, Component, Form libraries, and Save a copy. The title 'Power Apps' is on the left, and the environment 'PPCC25 Workshop' is on the right. On the left, there's a sidebar titled 'Table columns' with a search bar and a list of fields like Subject*, Outcome, Owner*, Regarding, and several date/time fields. A 'Timeline' section is visible on the right. The main area displays the 'New Safety Certification' form with sections for General and Related. The 'Outcome' field is highlighted with a purple border, indicating it has been selected or modified. The 'Properties' panel on the right shows settings for the 'Outcome' field, including 'Label *' set to 'Outcome' and various visibility and lock options.

68. Open the Safety Certification card form in a new tab.

The screenshot shows the Microsoft Power Apps portal interface. The top navigation bar includes the 'Power Apps' logo, environment name 'PPCC25 Workshop', and a search bar. The left sidebar has a tree view of objects under 'Safety Certification': Contact, Inspection, Inspection Area, Inspection Checklist Item, Inspection Type, Inspection Type Area, and Safety Certification, which is expanded to show Columns, Relationships, Keys, and Forms. The 'Forms' item is currently selected. The main content area shows a list of forms for the Safety Certification table, ordered by Name. The list includes:

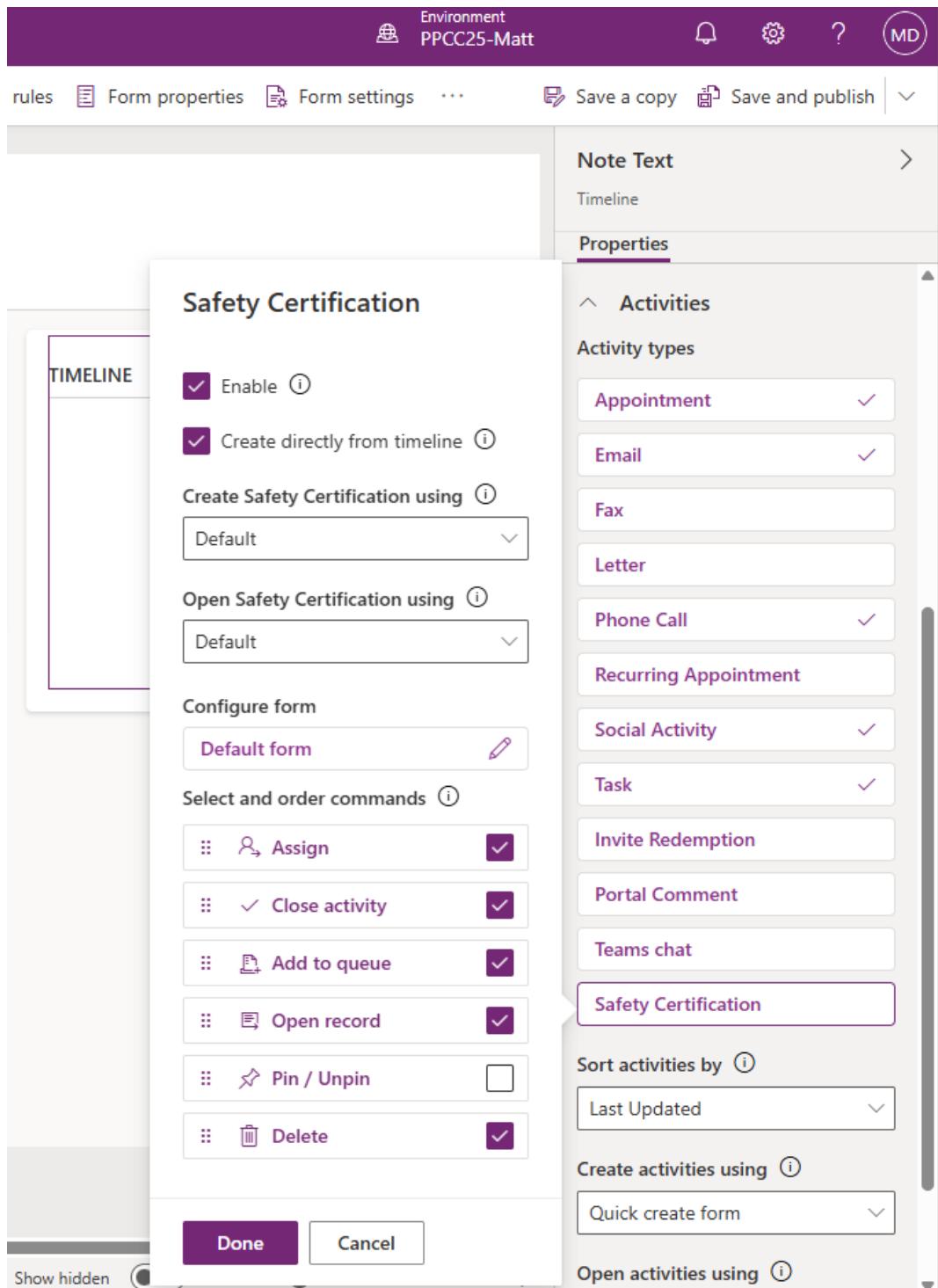
Name ↑	Form type	Status
Information	Main	On
Information	Card	On
Information		

A context menu is open over the second row (the Card form), with options: Edit in new tab, Form settings, Advanced, and Remove.

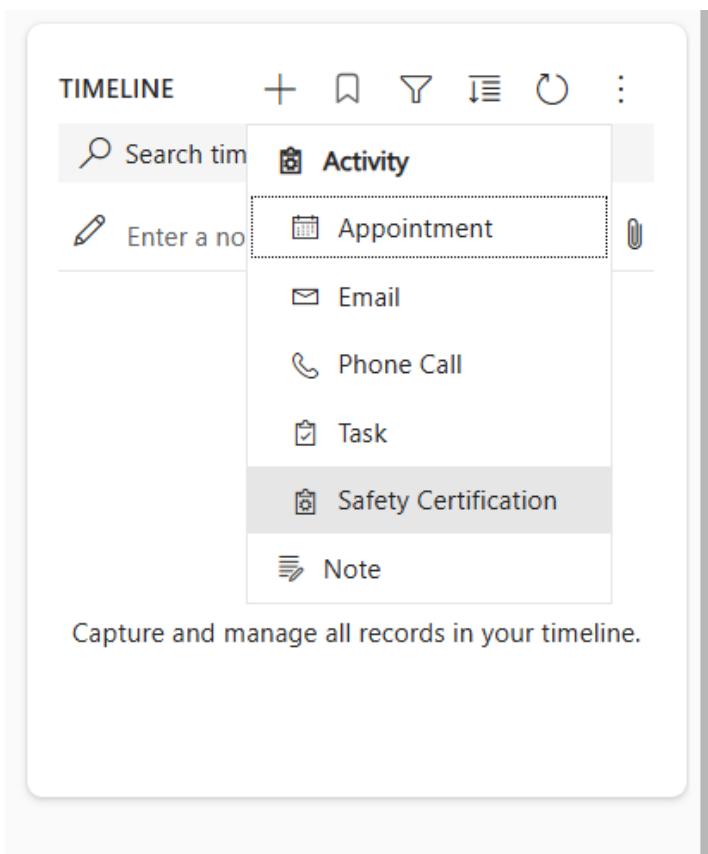
69. Insert the Outcome field below Subject. Save, close and publish the form.

The screenshot shows the Microsoft Power Apps form designer interface. The top navigation bar includes 'FILE' (selected), 'HOME', 'Save As', 'Save and Close', 'Remove', 'Undo', 'Redo', 'Show Dependencies', 'Managed Properties', 'Form Properties', and 'Form'. A yellow status bar at the top indicates: 'Form headers now default to high density to display more data. Use the new form designer to edit header density. [Learn more](#)'. On the left, a sidebar titled 'Information' shows a 'L' icon. The main area displays the 'Solution: Vehicle Inspections' and 'Form: Safety Certification'. The form structure includes a 'ColorStrip' section with 'Status Reason' fields, a 'Header' section with 'Priority' and 'Due Date' fields, a 'Details' section containing 'Subject*', 'Outcome', and 'Regarding' fields, and a 'Footer' section with 'Owner', 'Date Created', and 'Date Created' fields. To the right is a 'Field Explorer' pane with a 'Filter' section set to 'All Fields' with a checked 'Only show unused field' option. The explorer lists various fields: Activity Additional Param, Activity Status, Actual Duration, Actual End, Actual Start, BCC, CC, Created By, Created By (Delegate), Currency, Customers, Date Delivery Last Attempt, Date Sent, and Delivery Priority. A 'New Field' button is at the bottom of the pane.

70. Go to the Vehicle main form. Select the timeline control. Enable the Safety Certification activity. Save and publish the form.



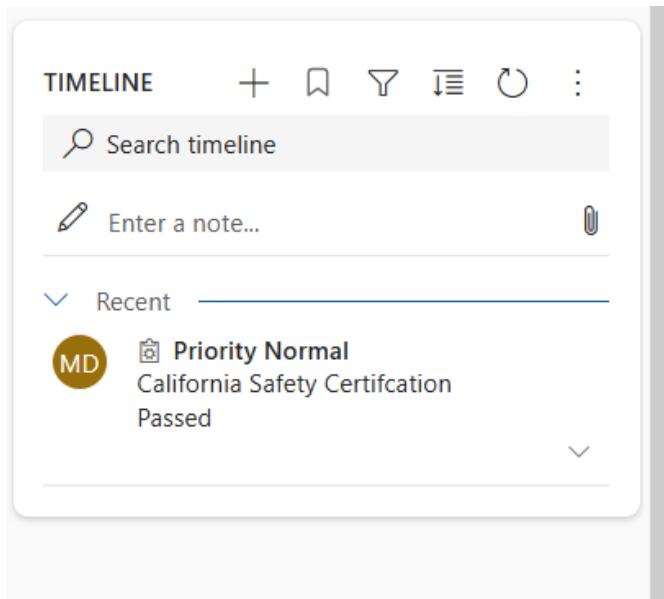
71. Go to the Vehicle Inspections Management app and open any Vehicle record. Add a new Safety Certification.



72. Fill-in the new Safety Certification Subject and Outcome then press Save & Close.

The screenshot shows the 'Power Apps | Vehicle Inspection Manager' interface. On the left is a navigation bar with sections for Home, Recent, Pinned, Inspections (expanded), Inspections, Inspection Checklist, Customers (expanded), Contacts, and Vehicles. The main area is titled 'New Safety Certification - Unsaved'. It has a 'General' tab selected. A dashed blue box highlights the 'Subject *' field, which contains 'California Safety Certification'. Below it is the 'Outcome' field set to 'Passed'. The 'Owner *' field shows 'Matthew Devaney (Offline)'. The 'Regarding' field shows '2012 Toyota Corolla (Thomas Ander...)'. At the top right are buttons for Save, Mark Complete, Save & Close, and Flow.

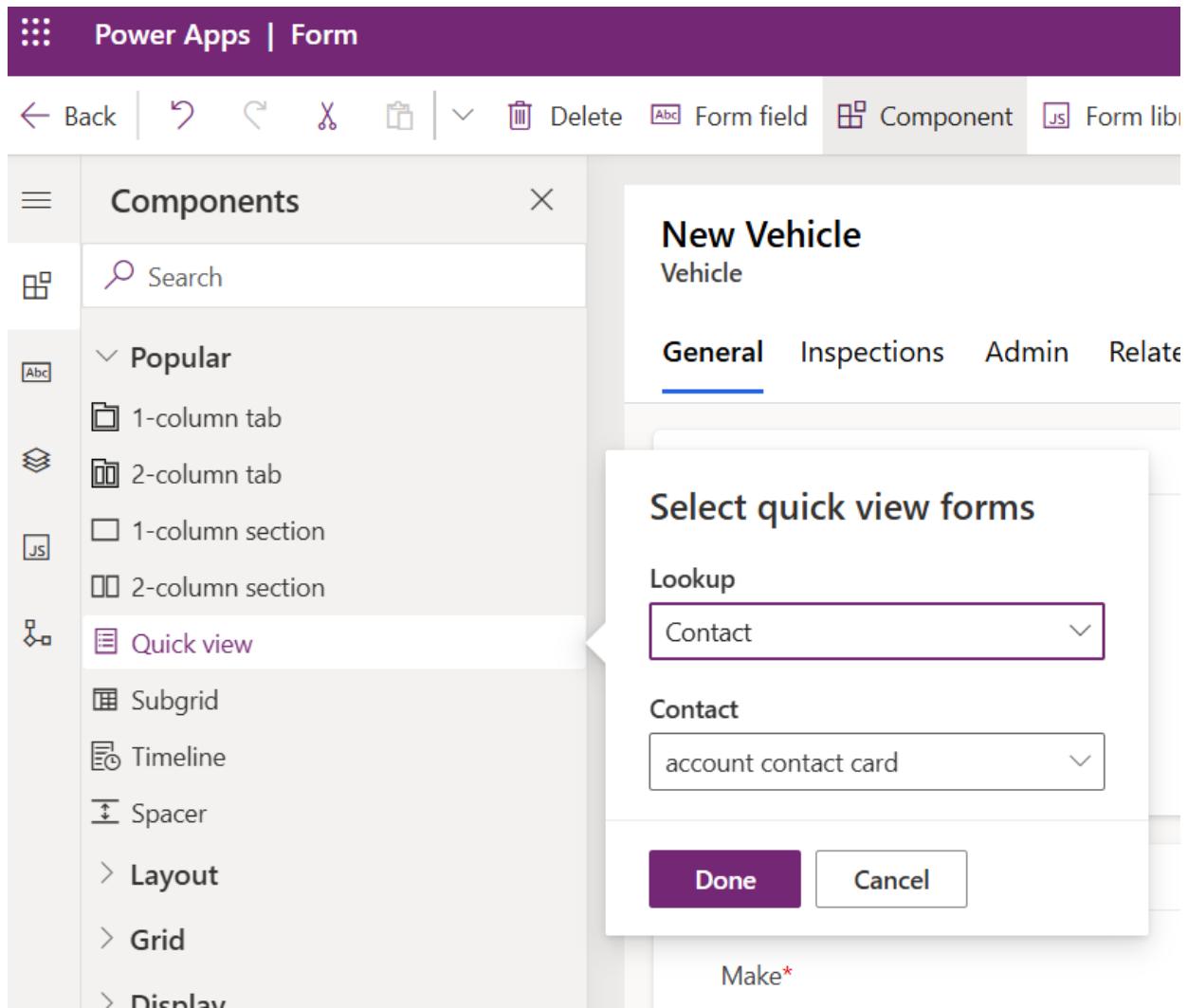
73. The Safety Certification activity appears in the timeline as a new activity.



Display Related Record Details In A Quick-View

The vehicle record form includes a Contact field for the owner of the car. We will add a quick-view form to show the Contact's business phone number and email which is stored on the related record.

74. Open the Vehicle main form and add a new Quick View component below the Contact field. Choose the Contact lookup field and the account contact card form.



75. The quick view form appears on the form and includes Email and Business fields. Save and publish the form.

ete Form field Component Form libraries ... Save a copy Save and publish ▽

New Vehicle
Vehicle

General Inspections Admin Related ▽

DETAILS

License Plate #

VIN*

VEHICLE INFORMATION

Make*

Model*

ADDITIONAL INFO

Contact

Email

Business

Registration Renewal Date Calendar icon

▽ New QV control 1756678376266

76. Open any vehicle record in the Contact form to see related record information in the quick-view form.

The screenshot shows a mobile application interface for 'Vehicle Inspection Manager'. The top navigation bar includes 'Power Apps' and the current page title 'Vehicle Inspection Manager'. The left sidebar has sections for Home, Recent, Pinned, Inspections, Customers, and Contacts, with 'Vehicles' currently selected. The main content area shows a vehicle record for a '2012 Toyota Corolla (Thomas Andersen) - Saved'. The record is categorized under 'Vehicle'. Below this, there are tabs for General, Inspections, Admin, and Related, with 'General' selected. The 'DETAILS' section contains fields for License Plate # (I4J 5K6) and VIN (5YJ3E1EA7KF317456). The 'VEHICLE INFORMATION' section contains fields for Make (Toyota) and Model (Corolla). The 'ADDITIONAL INFO' section contains a Contact field with Thomas Andersen's name, an Email field (someone_m@example.com), a Business field (555-0112), and a Registration Renewal Date field set to 11/1/2025.

Change The Icon For A Table

We want to include a custom icon for the Vehicles table to replace the default icon.

77. In the Vehicle Inspections solution, go to the Web Resource image named Car. This is the icon we will use in our application. Close the web resource.

Edit web resource

To make changes to your web resource, either [Learn more](#)

Upload a file *

Choose file ppcc_Car

File type Vector format (SVG)

Name * ppcc_Car

Display name Car

Description

Language None

Enable for mobile

Save **Cancel**

78. Open the Vehicle Inspection Management model-driven app.

Power Apps Search

Objects Search

Display name ↑

Vehicle Inspection Management

Edit **Edit in new tab** **Play**

79. Select the Vehicle table, then choose the settings tab on the right-side menu. Update the icon dropdown to use web resource and press the Select icon button.

The screenshot shows the Power Apps interface for 'Vehicle Inspection Management'. On the left, the 'Pages' navigation pane is open, showing 'Inspection Management' as the current page. Under 'Inspection Management', 'Vehicles view' is selected. The main area displays a table titled 'Active Vehicles' with columns for 'Name' and 'Year'. The table lists several vehicles, including a 2004 Audi Q5, 2005 Hyundai Elantra, 2006 Nissan Maxima, 2008 Mercedes-Benz E-Class, 2009 BMW X5, 2010 Chevrolet Malibu, 2012 Toyota Corolla, and 2012 Toyota Corolla. On the right, the 'Settings' tab is selected in the ribbon. A red box highlights the 'Icon' section, which has a dropdown set to 'Use web resource' and a 'Select icon' button below it. Other settings visible include 'Content type: Table', 'Table: Vehicle', and 'Title: Vehicles'.

80. Choose the Car icon and press the Apply button.

The screenshot shows a modal dialog titled 'Select web resource image'. It contains a search bar with 'car' typed in. Below the search bar is a table with three columns: 'Display Name', 'Name', and 'Description'. One row is visible, showing 'Car' as the display name, 'ppcc_Car' as the name, and an empty description field. At the bottom of the dialog are 'Apply' and 'Cancel' buttons. The background of the dialog is dark, while the text and buttons are white.

81. Save and publish the app. The Vehicles page now shows a car icon.

The screenshot shows the 'Vehicle Inspection Management' app interface in Power Apps. The top navigation bar includes 'Power Apps' and the current page title. On the left, a sidebar lists 'Home', 'Recent', 'Pinned', 'Inspections', 'Customers', 'Contacts', and 'Vehicles'. The main area displays a vehicle record for a '2012 Toyota Corolla (Thomas Andersen) - Saved'. The record is categorized under 'Vehicle'. Below the title, there are tabs for 'General', 'Inspections', 'Admin', and 'Related'. The 'General' tab is selected. The 'DETAILS' section contains fields for 'License Plate #' (I4J 5K6) and 'VIN *' (5YJ3E1EA7KF317456). The 'ADDITIONAL INFO' section shows a contact named 'Thomas Andersen' and email information ('someone_m@example.com').

Create An Inspections Bar Chart

Charts and views are the basic components needed for a dashboard. We will create a simple bar chart for inspections. Then we will add it to a dashboard.

82. Go to the Inspection table, navigate to Charts then press the New Chart button.

The screenshot shows the Microsoft Power Apps interface. The top navigation bar is purple with the text "Power Apps", "Environment PPCC25-Matt", and a globe icon. Below the navigation bar is a toolbar with icons for back, forward, search, and more. The main area is titled "Objects" and shows a tree view of data models. The "Inspection" node is expanded, revealing "Columns", "Relationships", "Keys", "Forms", "Views", and "Charts". The "Charts" item is highlighted with a light gray background. At the top right of the main area, there is a button labeled "+ New chart" which is also highlighted with a red box. To the right of the "+ New chart" button are "Add existing chart" and a three-dot menu icon. The status bar at the bottom of the screen displays the path "Vehicle Inspections > Tables > Inspection > C" and filtering options "Name ↑" and "Managed ↓". A circular icon with four horizontal bars is shown, and the text "We didn't find anything to show here" is displayed below it.

83. Select a bar chart. Name the chart Inspections By Type. Choose the legend series Created On and the aggregation type Count:All. Pick the horizontal axis labels Inspection Type. Save and close the chart.

Power Apps

FILE HOME

Save & Close Save As Column Bar Area Line Pie Funnel Tag Doughnut Bottom X Rule Top X Rule Clear Rules

Save Charts Top/Bottom Rules

Working on solution: Vehicle Inspections

View used for chart preview

Active Inspections

Inspections By Type

Safety In... 9
Emission ... 1
Comprehen... 11

Legend Entries (Series)

Created On Count:All

+ Add a series

Horizontal (Category) Axis Labels

Inspection Type

+ Add a category

Inspection Type	Count
Safety In...	9
Emission ...	1
Comprehensive...	11

84. The new chart will appear inside of the solution.

The screenshot shows the Microsoft Power Apps interface. The top navigation bar is purple with the title "Power Apps". Below it, the left sidebar has several icons: three dots, a list, a search bar with a magnifying glass icon, a plus sign, a minus sign, a gear, a clock, a rocket, and a refresh arrow. The main content area is titled "Objects" and shows a tree view of objects under "Inspection". The "Charts" node is highlighted with a blue selection bar. To the right, there's a search bar with "Search" and a dropdown menu with "New chart", "Add existing chart", and other options. The breadcrumb trail at the top right shows "Vehicle Inspections > Tables > Inspections By Type". A sorting header "Name ↑ ↓" is above the list of charts. The list includes "Inspections By Type" and other charts like "Inspection Area" and "Inspection Checklist Item".

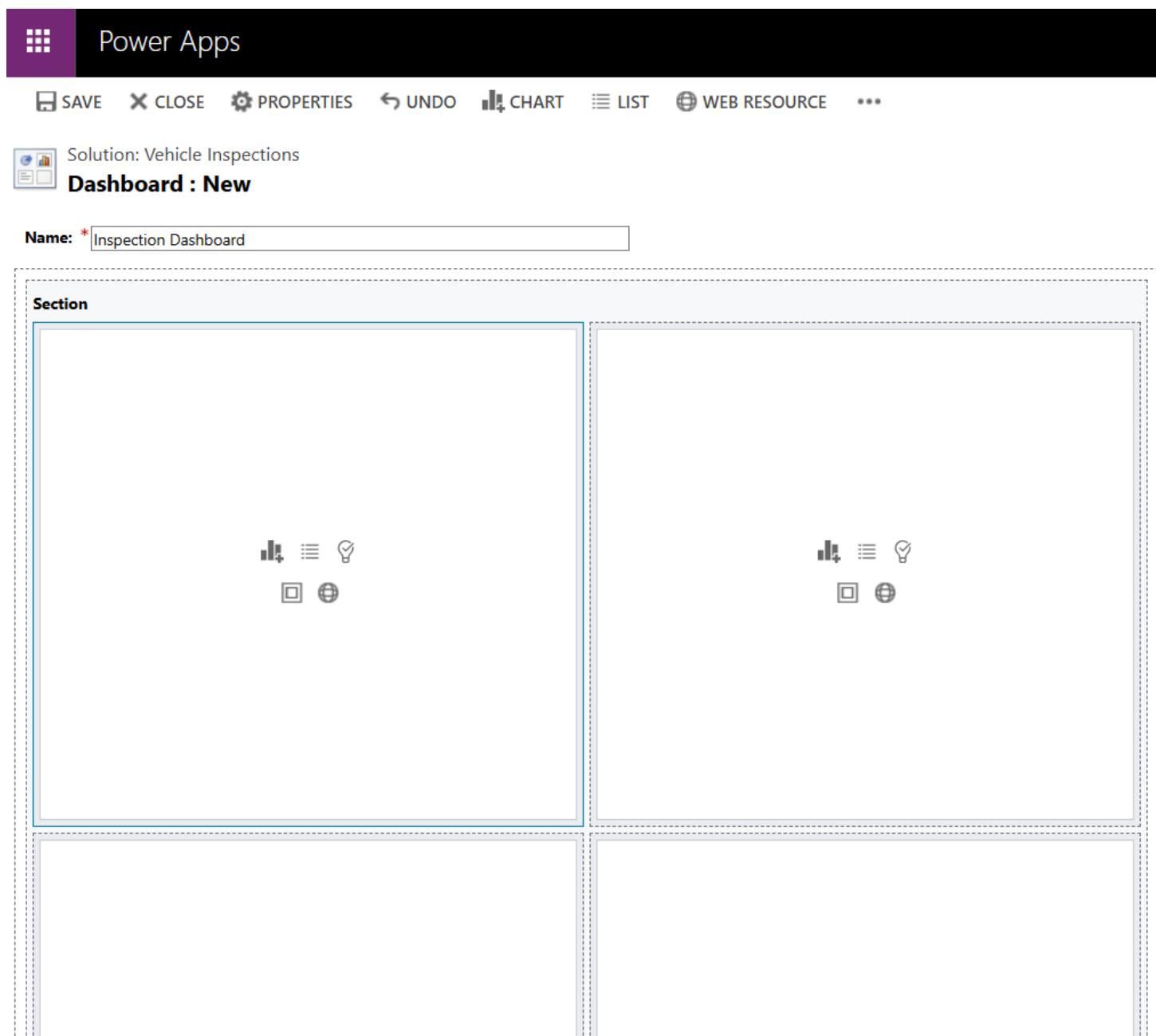
Add A Dashboard To The Model Driven App

Dashboards are collections of charts and views. We will create a new dashboard and add it to the model-driven app

85. Select All objects in the solution then choose New > Dashboard > 2-Column overview

The screenshot shows the 'Power Apps' interface with the 'Objects' section selected. In the top right, there are buttons for 'New', 'Add existing', and 'Publish all customizations'. A dropdown menu is open under 'New', showing options for creating various objects like Agent, App, Automation, Dashboard, Report, Security, Table, and More. The 'Dashboard' option is highlighted, and its sub-option '2-Column overview' is also highlighted. The left sidebar contains icons for Home, Recent, My apps, Create, and Settings.

86. Name the dashboard “Inspection Dashboard.” Select the top-left section and press the Chart button.



87. Select the following options then press the Add button:

- Record Type: Inspection
- View: Active Inspections
- Chart: Inspections By Type

ction Dashboard

Add Component

Choose the component that you want to add to the dashboard.

Record Type
Inspection

View
Active Inspections

Chart
Inspections By Type

Inspections By Type

Type of Inspection	Count:All (Inspection)
Safety In...	8
Emission ...	1
Comprehen...	10

Count:All (Inspection)

Count:All (Inspection)

Add Cancel

88. Select the top-right section then press the List button.

Solution: Vehicle Inspections

Dashboard : New

Name: * Inspection Dashboard

Section

Chart

Inspections By Type

A horizontal bar chart titled "Inspections By Type". The y-axis is labeled "Type of Inspection" and lists three categories: "Safety Inspect...", "Emission Inspe...", and "Comprehensive ...". The x-axis is labeled "Count:All (Inspection)" and ranges from 0 to 10. The bars are blue. The data is summarized in the following table:

Type of Inspection	Count:All (Inspection)
Safety Inspect...	8
Emission Inspe...	1
Comprehensive ...	10

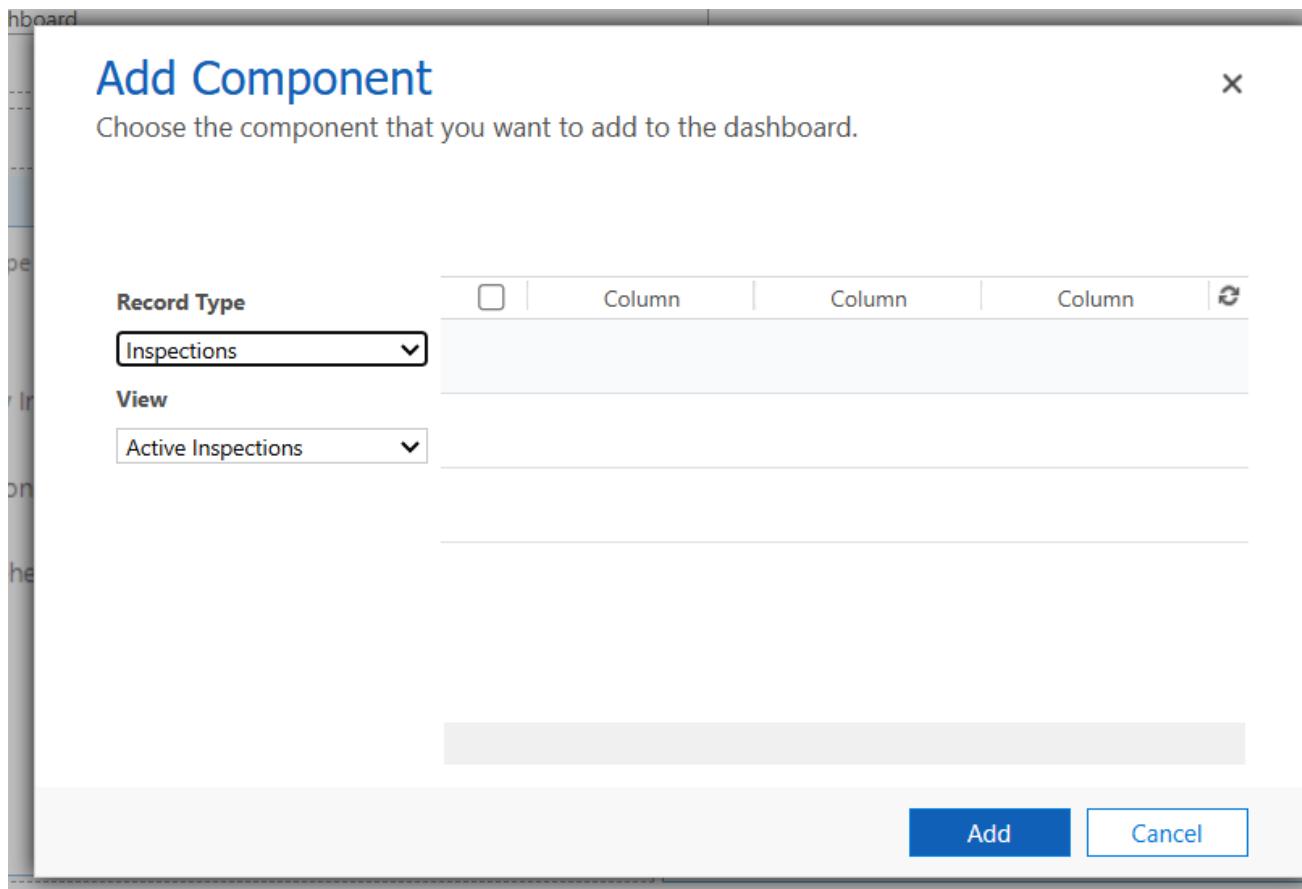
Count:All (Inspection)

Legend: Count:All (Inspection) [blue bar]

The top-right section of the dashboard is currently empty, indicated by a large white area with a dashed border. The "LIST" button is visible in the top navigation bar.

89. Choose the following options then press the Add button:

- Record Type: Inspections
- View: Active Inspections



90. Save and close the dashboard.

Power Apps

SAVE CLOSE PROPERTIES EDIT COMPONENT REMOVE UNDO CHART LIST ...

Solution: Vehicle Inspections
Dashboard : New

Name: * Inspection Dashboard

Section

Chart

Inspections By Type

Inspection Type	Count
Safety Inspect...	9
Emission Inspe...	1
Comprehensive ...	11

Inspections : View Selector

Column Column Column

91. Go to the model-driven app and add a new Dashboard.

The screenshot shows the Microsoft Power Apps portal interface. At the top, the title bar reads "Power Apps | Vehicle Inspection Management". Below the title bar, there are navigation links: "Back", "+ Add page", "Settings", "Edit view", and "...". On the left side, there is a sidebar titled "Pages" with a section for "Inspections Management" and a "+ New" button. A modal window titled "Add page" is open in the center. This modal contains five options: "Dataverse table", "Dashboard" (which is selected), "Custom page", "Web resource", and "Navigation link". To the right of the modal, there is a list titled "Active Inspections" with the following data:

Inspection Number	Customer Name
0000-202507240307	Jim Glynn
0001-202509030211	Jim Glynn
0002-202509030229	Paul C. Johnson
0010-202509030329	Coho Valley
0011-202509030329	Adventure
0015-202509030331	Coho Valley
0016-202509030333	Adventure
0017-202509030334	Fabrika
0018-202509030334	Alpine
0019-202509030334	Blue Yonder
0020-202509030334	City Park

92. Choose the Inspection Dashboard.

The screenshot shows the Power Apps | Vehicle Inspection Management interface. In the top navigation bar, there are links for Back, Add page, Settings, Edit dashboard, and three dots. Below the navigation is a sidebar titled 'Pages' with a section for 'Inspections Management'. A 'New' button is also present. The main area displays a 'Select a dashboard' modal. This modal has a header with a back arrow and an 'X'. It lists several options under 'System dashboards': '[Deprecated - DO NOT USE] Organization Insight...', 'Inspection Dashboard' (which is selected, indicated by a checked checkbox and highlighted with a purple border), 'Microsoft Dynamics 365 Overview', 'Microsoft Dynamics 365 Social Overview', and 'Server Side Synchronization Failures'. At the bottom of the modal, there is a 'Show in navigation' checkbox (which is checked) and two buttons: 'Add' (in a purple background) and 'Cancel'.

93. The dashboard appears in model-driven app.

The screenshot shows the Power Apps interface for a "Vehicle Inspection Management" model-driven app. On the left, there's a navigation pane titled "Pages" under "Inspections Management". It lists several pages: "Inspections Dashboard" (selected), "Contacts view", "Contacts form", "Inspections view", "Inspections form", "Repair Quotes view", "Repair Quotes form", "Vehicles view", and "Vehicles form". Below this is a section for "All other pages". On the right, the main area is titled "Inspection Dashboard". It features a chart titled "Inspections By Type" with the following data:

Inspection Type	Count
Comprehensive Inspection	7
Emission Inspection	1
Safety Inspection	6

The chart has "Inspection Type" on the Y-axis and "Count:All (Created On)" on the X-axis, ranging from 0 to 7.

Apply A Theme To A Model-Driven App (Optional)

We can change the model-driven app banner color by applying a theme file, but not much else. By design, model-driven apps look-and-feel is not very customizable.

94. In the Vehicle Inspections solution, open the Data web resource named PPCC2025AppTheme and click on the URL. The code which appears here is a settings file.

The screenshot shows the 'Edit web resource' dialog in the Power Apps interface. The left sidebar lists various objects like Objects, Agents, Apps, Cards, Choices, Cloud flows, Connection references, Data workspaces, Plan artifacts, Plans, Processes, Security roles, Site maps, Tables, Web resources, Code, Data, and Images. The 'Data' item under 'Web resources' is selected. The main area shows the 'PPCC2025AppTheme' entry with a display name of 'PPCC2025AppTheme'. The 'File type' is set to 'Data (XML)'. The 'Name' field contains 'ppcc_PPCC2025AppTheme'. The 'Display name' field also contains 'PPCC2025AppTheme'. There is a large empty 'Description' field. The 'Language' dropdown is set to 'None'. The 'URL' field contains the value 'https://ppcc-mda.crm3.dynamics.com/WebResources/ppcc_PPCC2025AppTheme'. At the bottom are 'Save' and 'Cancel' buttons.

Power Apps

Objects

Search

Vehicle Inspections > Web resources >

Display name ↑

PPCC2025AppTheme

Choose file ppcc_PPCC2025AppTheme

Data (XML)

Name *

ppcc_PPCC2025AppTheme

Display name

PPCC2025AppTheme

Description

Language

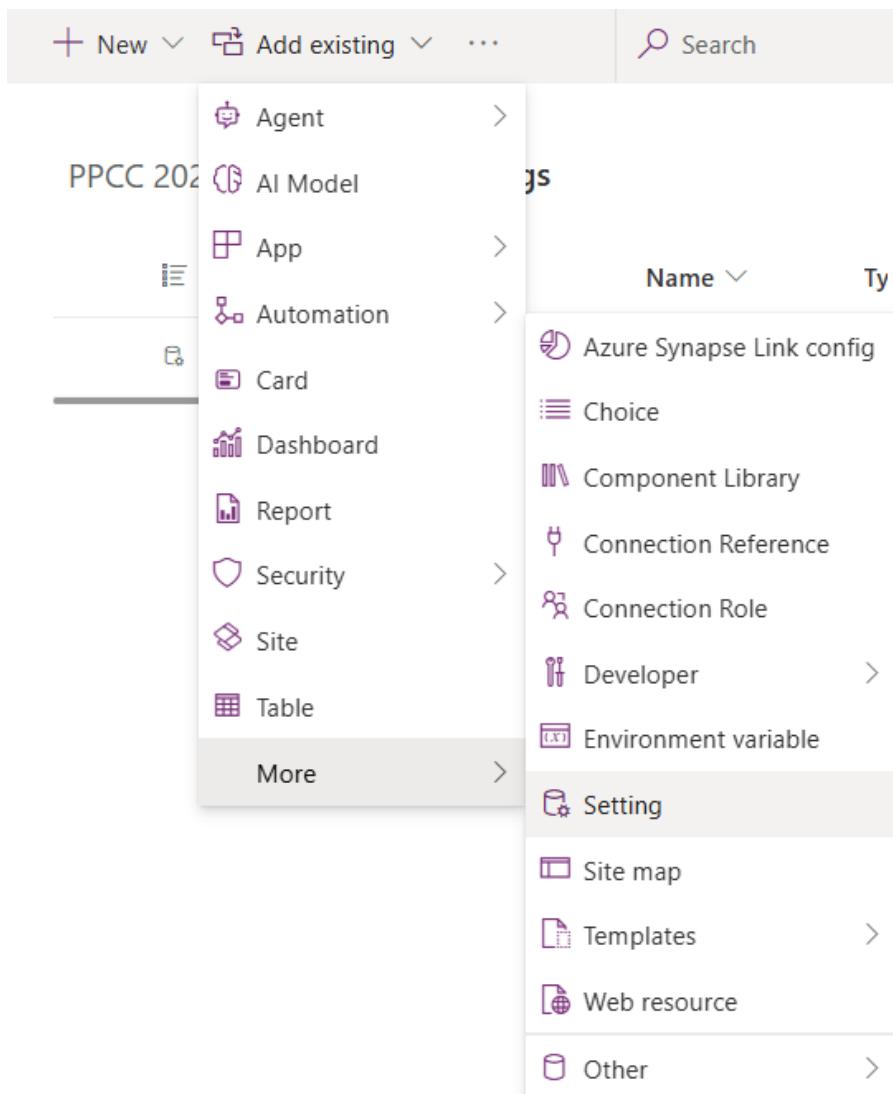
None

URL

https://ppcc-mda.crm3.dynamics.com/WebResources/ppcc_PPCC2025AppTheme

Save Cancel

95. Add an existing Setting to the solution named Custom Theme Definition.



96. Add a setting app value for Vehicle Inspection Management “ppcc_PPCC2025AppTheme” then press Save.

The screenshot shows the Microsoft Power Apps portal interface. On the left, there's a sidebar with various icons and a list of objects: Objects, All (34), Agents (0), Apps (1), Cards (0), Choices (3), Cloud flows (1), Connection references (1), Data workspaces (1), Plan artifacts (2), Plans (1), Processes (3), Security roles (1), Settings (1), Site maps (1), Tables (16), and Web resources (2). The 'Settings' item is currently selected. The main area is titled 'Edit Custom theme definition...' and contains fields for 'Information URL' (set to https://go.microsoft.com/fwlink/?linkid=859557), 'Data type' (set to String), 'Default value' (set to ''), and a section for 'Setting environment value' with a link to 'New environment value'. Below this is another section for 'Setting app values' with a dropdown set to 'Vehicle Inspection Management' and a value input field containing 'ppcc_PPCC2025AppTheme'. At the bottom are 'Save' and 'Cancel' buttons.

Power Apps

Objects

All (34)

Agents (0)

Apps (1)

Cards (0)

Choices (3)

Cloud flows (1)

Connection references (1)

Data workspaces (1)

Plan artifacts (2)

Plans (1)

Processes (3)

Security roles (1)

Settings (1)

Site maps (1)

Tables (16)

Web resources (2)

Information URL

https://go.microsoft.com/fwlink/?linkid=859557

Data type

String

Default value

Setting environment value

Override the default value by setting a value for your environment.

New environment value

Setting app values

Override the default value and environment value by setting a value for an app. Apps will need to be re-published for changed values to take effect.

Vehicle Inspection Management

ppcc_PPCC2025AppTheme

Save Cancel

97. Press the Publish all customizations button.

The screenshot shows the Power Apps interface with the 'Objects' section selected. The top navigation bar includes a search bar and a 'Publish all customizations' button, which is highlighted in grey. The main area displays a list of objects under 'Vehicle Inspections > All', including Account, Car, Checklist Item, Checklist Item Condition, and Contact, each with a corresponding icon and name.

98. Once the settings changes are published it the app will have a header bar with a different color.

The screenshot shows the published Power App with a dark teal header bar labeled 'Power Apps | Vehicle Inspection Management'. The left sidebar contains navigation links: Home, Recent, Pinned, Inspections, Customers, Contacts, and Vehicles, with 'Vehicles' currently selected. The main area displays a list titled 'Active Vehicles' with columns for Name, Year, Make, and Model. The list includes several vehicles with their respective details.

Name	Year	Make	Model
2004 Audi Q5 (Sidney Higa)	2004	Audi	Q5
2005 Hyundai Elantra (Paul C...)	2005	Hyundai	Elantra
2006 Nissan Maxima (Paul Ca...)	2006	Nissan	Maxima
2008 Mercedes-Benz E-Class ...	2008	Mercedes-Benz	E-Class
2009 BMW X5 (Susan Burk)	2009	BMW	X5
2010 Chevrolet Malibu (Susan...)	2010	Chevrolet	Malibu