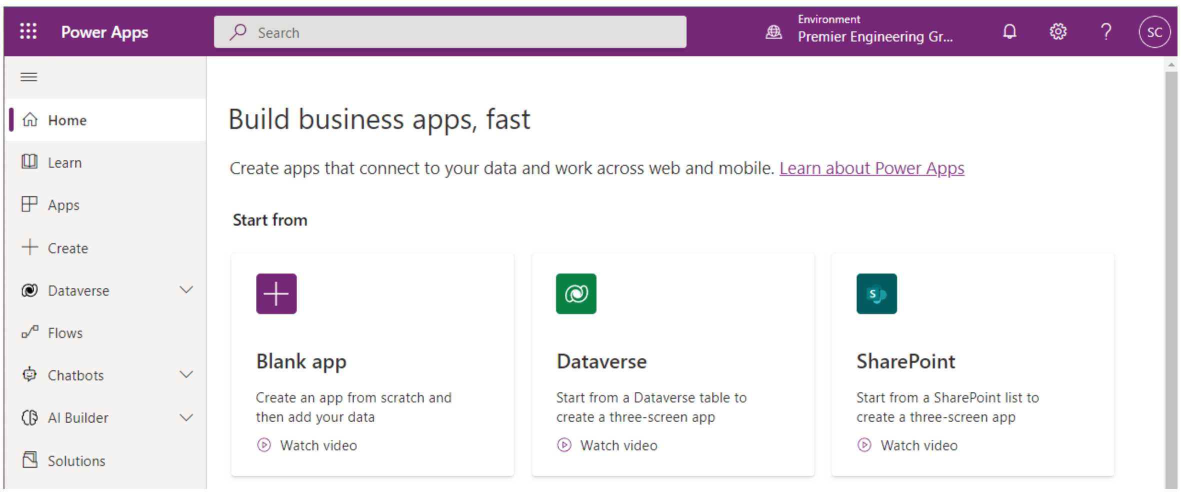
Premier Engineering Dashboard
Backend Quick Guide
MS PowerApps

Accessing the backend

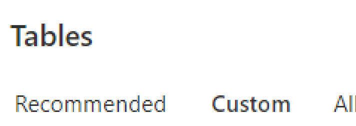
1. Proceed to office.com
    a. In the top left, click the  button to expand the options
    b. Select 

        i. If this is not visible from the side bar, select “All apps ->” to find it
    c. You will now land on the home page of Power Apps, which looks like this:



Understanding the different tabs

1. Learn
    a. The Power Apps guidebook
2. **Apps**
    a. This is where every app resides, including this dashboard
3. Create
    a. Similar to what is displayed on the home screen, where you create new apps
4. **Dataverse**
    a. This is where the database is stored for the dashboard. Under it, there are subtabs, with important ones highlighted:
        i. **Tables**
            1. This is where all of the data lives. All tables created for the app are listed under the Custom tab.

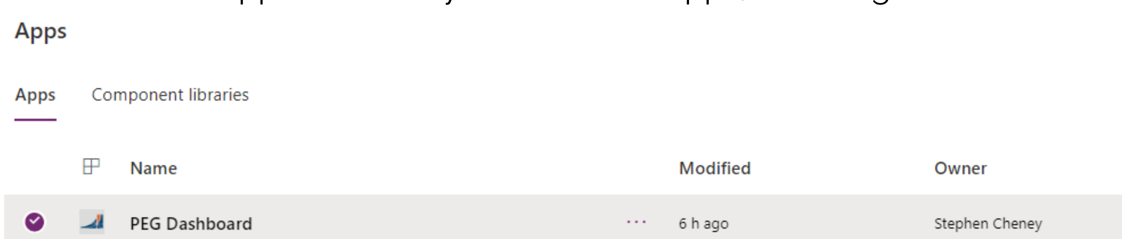


ii. Choices
iii. Dataflows
   1. Information on externally (not from within the app) importing and exporting data to the databases
iv. Azure Synapse Link
v. Connections
   1. A list of all connected external widgets that assist with app processes
vi. Custom Connectors
vii. Gateways

5. **Flows**
   a. These are the scripts that automate processes based on the app's data or input on the app.
      i. For example, the spreadsheets created by clicking a button in the app are scripted here.
6. Chatbots
   a. Where you can make a custom chatbot. *Not used by the PEG dashboard*
7. AI Builder
   a. Scripting tools. *Not used by the PEG dashboard*
8. Solutions
   a. *Not used by the PEG dashboard*

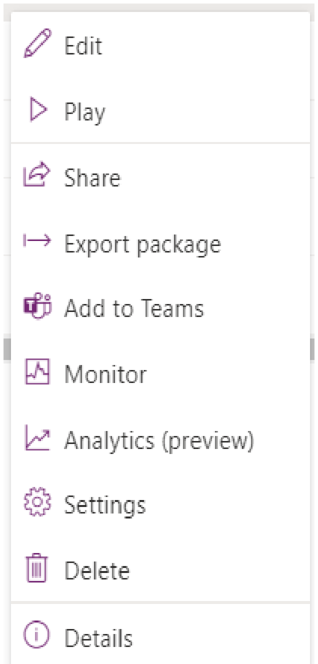
The App itself

1. Proceed to the Apps tab. Here you will find all apps, including the dashboard.



2. Actions
   a. Clicking on the name of the app will launch the app

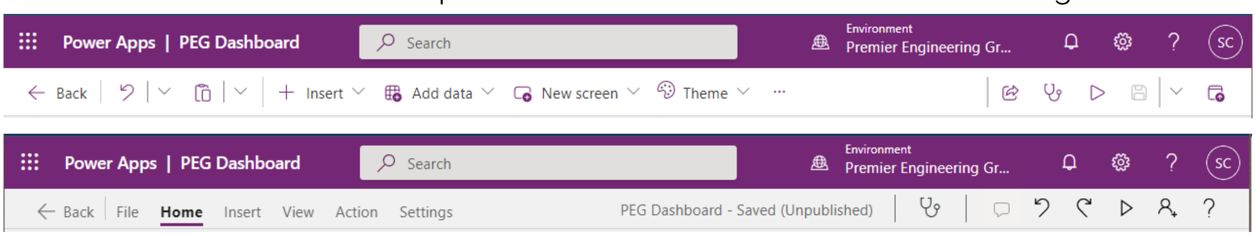
b. Clicking on ··· next to "Modified" will bring up a menuo



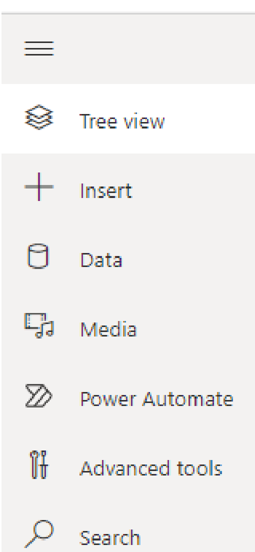
i. Pull up the app editor where you can modify the design or code
ii. Launch the app
iii. Add or remove an employee from access. See **[Adding new employees]**
iv. *Not used*
v. Add the app to your personal Teams account
vi. Start a session to monitor errors while the app is being used
vii. View some basic app analytics such as usage or performance
viii. View License designation. *Do not change these settings.*
ix. Delete the app
x. View basic details of the app, including an [https:// link to the app]

3. Editing the app

a. You will find the top of the screen to look like one of the following two views:

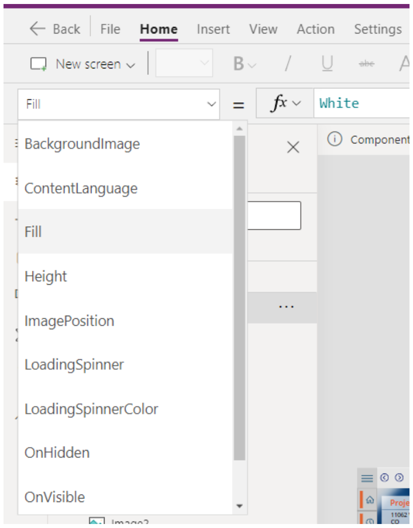


b. The side menu will allow you to edit the app and adjust connections



i. Hamburger icon to expand the menu
ii. View screens and each item on each screen. A screen = an app "page"
iii. Add a new element to the screen
iv. Where you can manage [Tables/databases] connected to the app
v. List of external media imported to the app
vi. Where you can see connected [Flows]
vii. Advanced monitoring tools
viii. Search bar

c. You can view the different aspects of each element in the top left drop down



Dataverse - The database

1. Accessing the tables
    a. The main tab shows the following options to view tables. The **Custom** tab hosts all created tables specific to the dashboard.

Tables

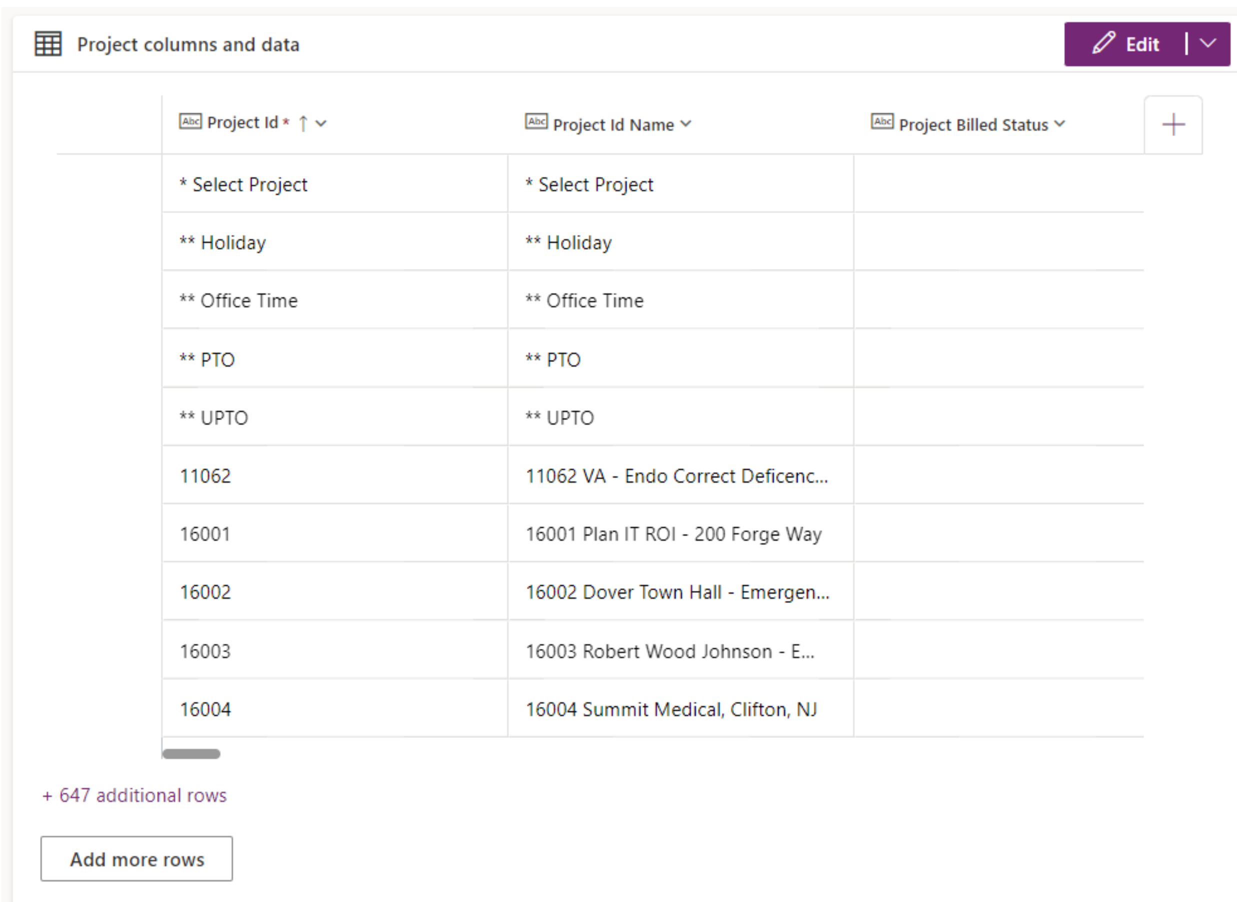
Recommended **Custom** All

Table ↑	Name	Type	Managed	Customizable	Tags
Admins	crf38_admins	Standard	No	Yes	Custom
HourBreakdown	crf38_hourbreak...	Standard	No	Yes	Custom
IRS Mileage	crf38_irsmileage	Standard	No	Yes	Custom
Project	crf38_project	Standard	No	Yes	Custom
ProjectIndividualHours	crf38_projectindi...	Standard	No	Yes	Custom
Reimbursement	crf38_reimburse...	Standard	No	Yes	Custom
WeeklyTimePunch	crf38_weeklytime...	Standard	No	Yes	Custom
Work Types	crf38_worktypes	Standard	No	Yes	Custom

2. Tables
    a. Admins
        i. List of admins. Can be updated through the dashboard itself

b. **HourBreakdown**
    i. Individual hour breakdowns
    ii. IRS Mileage
        1. Single record that is updated on the reimbursement page
    iii. **Project**
        1. List of all project records
    iv. ProjectIndividualHours
        1. *Work in Progress*
    v. Reimbursement
        1. Individual reimbursement records
    vi. WeeklyTimePunch
        1. Each weekly project added to the timesheet
    vii. Work Types
        1. List of breakdowns. Can be updated through the dashboard itself

3. Editing a record


Project columns and data

Edit

Project Id *	Project Id Name	Project Billed Status
* Select Project	* Select Project	
** Holiday	** Holiday	
** Office Time	** Office Time	
** PTO	** PTO	
** UPTO	** UPTO	
11062	11062 VA - Endo Correct Deficenc...	
16001	16001 Plan IT ROI - 200 Forge Way	
16002	16002 Dover Town Hall - Emergen...	
16003	16003 Robert Wood Johnson - E...	
16004	16004 Summit Medical, Clifton, NJ	

+ 647 additional rows

Add more rows

    a. Field names are listed at the top, a red star indicates a required column
    b. To edit a specific record, **click** the specific box you wish to edit

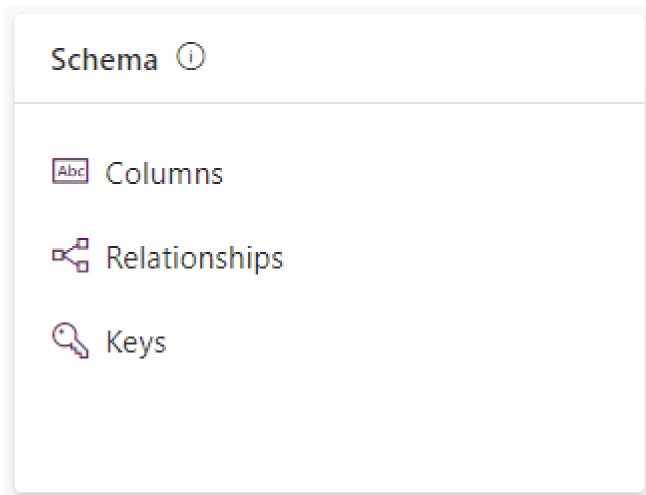
i. Some fields cannot be edited and will remain grayed out when you have them selected.

ii. If the box is empty, **double-click** to enter new information

c. To see more rows, click either:

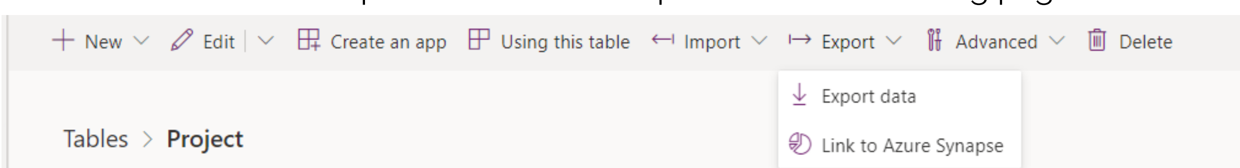
4. View Columns in list form

a. To view all columns in a list view, select **Columns** from the table's landing page



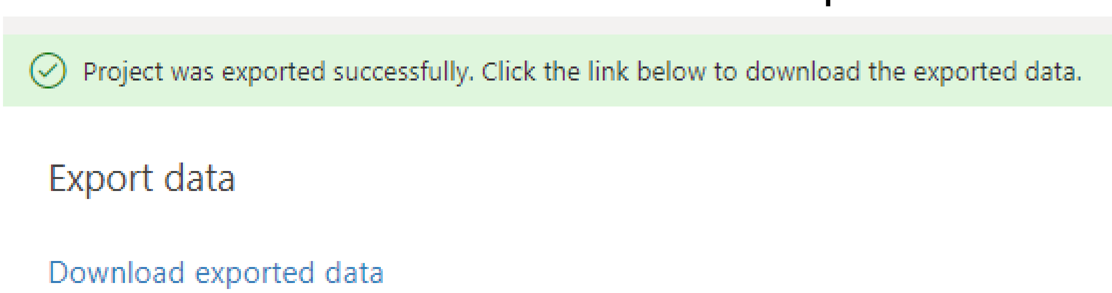
5. Export table to Excel

a. Click the export button at the top of the table's landing page



b. Select **Export data**

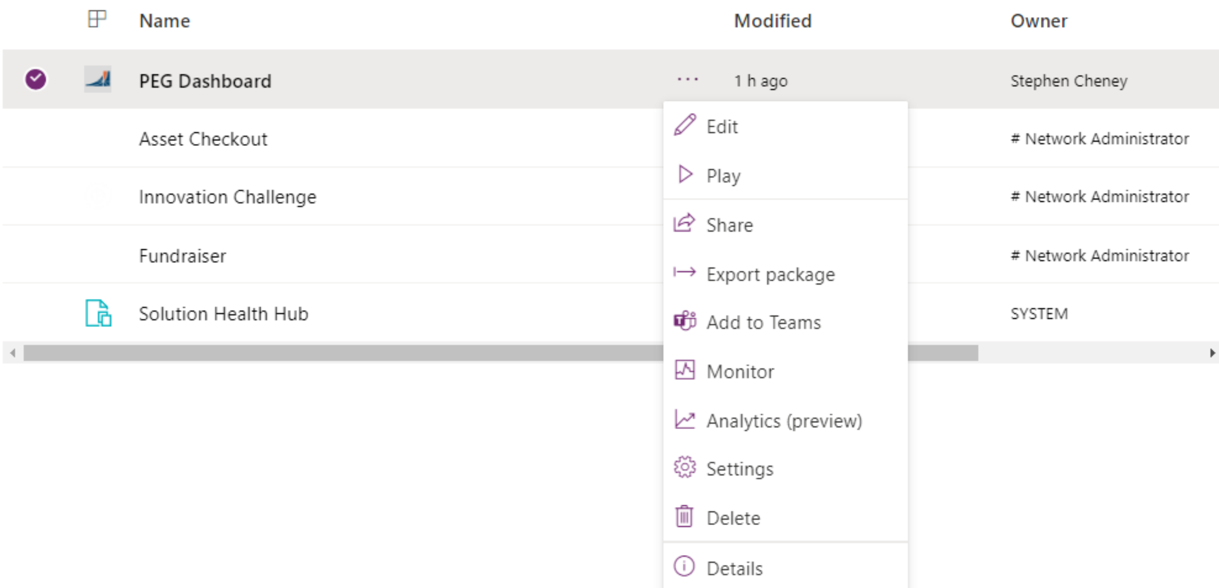
c. Wait a moment and then click **Download exported data**



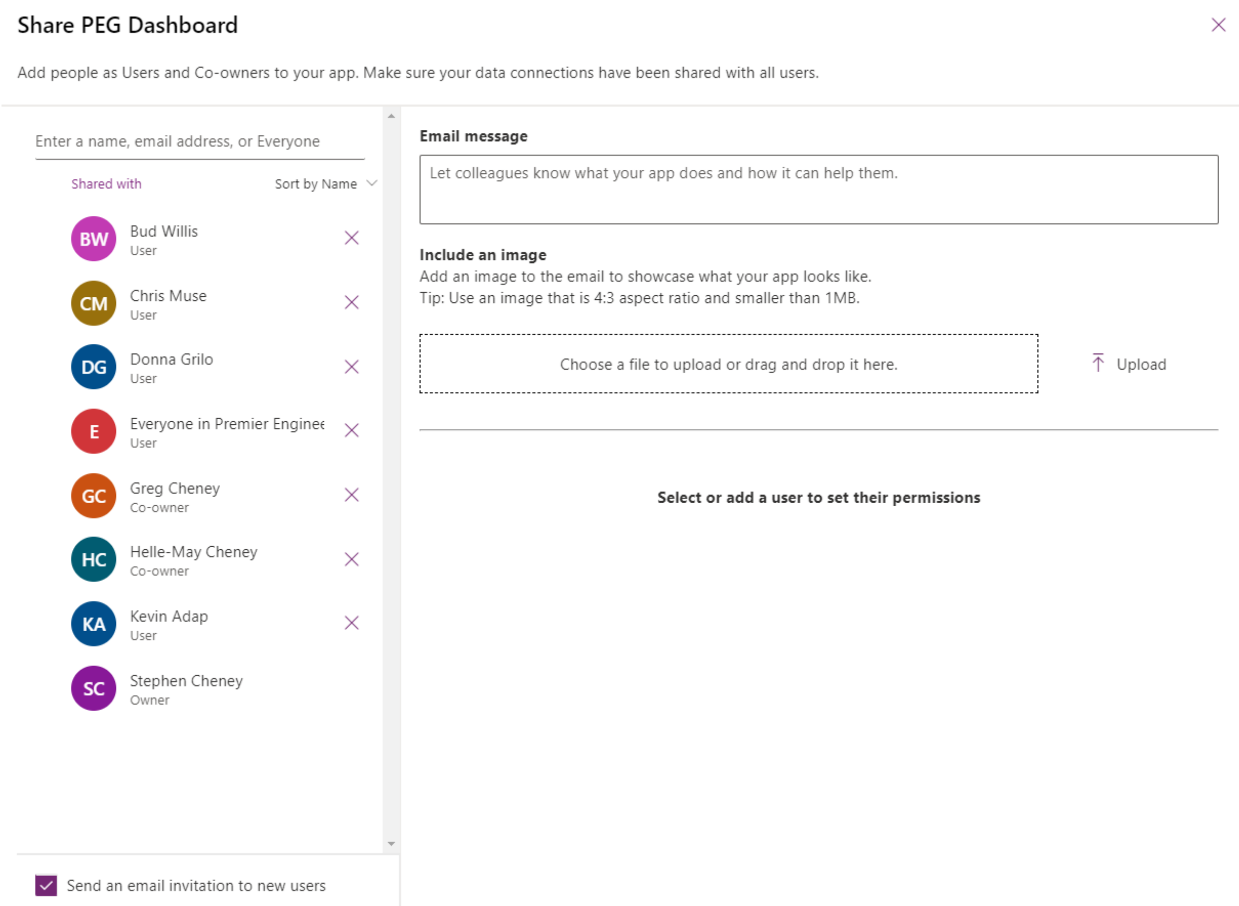
d. The data will be downloaded in a zip file which contains your CSV File

Adding new employees (Make sure they have been assigned to Power Apps Premium license in Office 365 by IT)

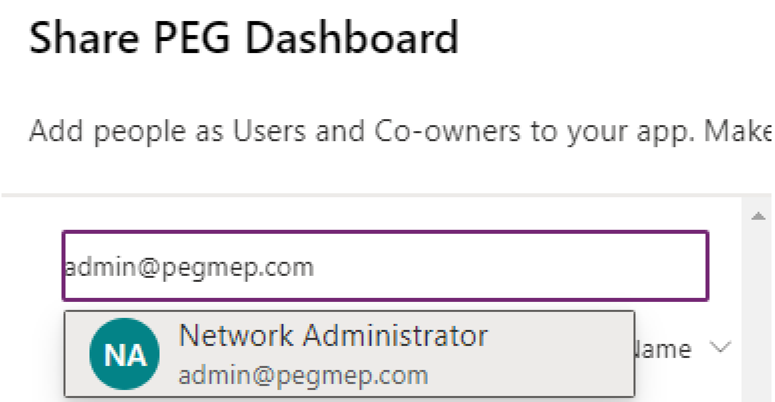
1. Navigate to the Apps tab
2. Select the Share button on the app's menu:

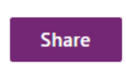


3. The Share page will appear:

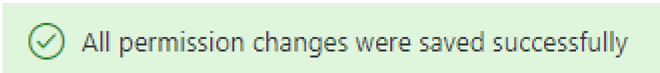


4. Enter the in-organization email you wish to add to the app. Then when the user shows up below the text field, click on them to add to the list.



5. Leave all fields as is. You may compose a message in the “Email message” box.
    a. Each employee has the “**User**” permissions by default, which will allow them to access and modify information in the dashboard required to have full functionality.
6. Click the Share button at the bottom of the page 

7. If the share is successful, you should see the following:



8. ***Note: it may take a few minutes for the user to get added to the app.***