**1) Create the App & Connect Data**

1. Power Apps → **Create** → **Canvas app (Tablet)** → name it (e.g., “KPI Dashboard”).
2. **Data** panel → **Add data** → **Excel Online (Business)** → select your workbook → **check all six tables**.

**2) App Structure (screens)**

Create these screens:

* **scrHome** – Filters & overview
* **scrObjectives** – Pillar → Objective
* **scrPriorities** – Department → Priorities (dept lane)
* **scrDAPriorities** – DA lane (read-only for now)
* **scrKPIs** – KPIs for selected Priority

**3) App OnStart (optional, clean caching)**

App → **App.OnStart**:

// Load data into collections (optional for performance)

// You may also use the tables directly (delegation limits apply to Excel)

ClearCollect(colDepartment, tblDepartment);

ClearCollect(colPillars, tblPillars);

ClearCollect(colObjectives, tblObjectives);

ClearCollect(colDAPrio, tblDAPriorities);

ClearCollect(colPrio, tblPriorities);

ClearCollect(colKPIs, tblKPIs);

// For cross-screen state

Set(varSelectedDept, Blank());

Set(varSelectedPillar, Blank());

Set(varSelectedObjective, Blank());

Set(varSelectedPriority, Blank());

After adding this, **Run OnStart** (App → three dots → Run OnStart).

**4) scrHome – Filters & quick counts**

Controls:

* **ddlDept** (Dropdown) Items:

Sort(tblDepartment, Department, Ascending)

* **ddlPillar** (Dropdown) Items:

Sort(tblPillars, Pillar, Ascending)

* **btnGoObjectives** (Button) OnSelect:

Set(varSelectedDept, ddlDept.Selected);

Set(varSelectedPillar, ddlPillar.Selected);

Navigate(scrObjectives, ScreenTransition.Cover)

* Optional KPI summary **Labels**:

// Total KPIs

"Total KPIs: " & CountRows(tblKPIs)

// KPIs under selected dept (via priorities)

With(

{

\_dept: ddlDept.Selected.DeptCode

},

"Dept KPIs: " &

CountRows(

Filter(tblKPIs,

PriorityID in Filter(tblPriorities, DeptCode = \_dept).PriorityID

)

)

)

**5) scrObjectives – Choose Objective by Pillar**

Controls:

* **lblHeader** Text:

"Objectives for Pillar: " & Coalesce(varSelectedPillar.Pillar, "All")

* **galObjectives** (Vertical gallery) Items:

If(

IsBlank(varSelectedPillar) || IsBlank(varSelectedPillar.PillarID),

Sort(tblObjectives, Objective, Ascending),

Sort(

Filter(tblObjectives, PillarID = varSelectedPillar.PillarID),

Objective, Ascending

)

)

* **galObjectives** Template OnSelect:

Set(varSelectedObjective, ThisItem);

Navigate(scrPriorities, ScreenTransition.Cover)

* **btnViewDA** (Button) Text = “View DA Priorities”; OnSelect:

// Go to DA lane for the same selected objective

If(IsBlank(galObjectives.Selected), Notify("Select an Objective first", NotificationType.Warning),

Navigate(scrDAPriorities, ScreenTransition.Cover))

**6) scrPriorities – Department Lane (Operational)**

Controls:

* **lblHeader** Text:

"Dept: " & Coalesce(varSelectedDept.Department, "All") &

" | Objective: " & Coalesce(varSelectedObjective.Objective, "")

* **txtSearchPrio** (TextInput, optional) HintText “Search priority…”
* **galDeptPrio** (Vertical gallery) Items:

With(

{

\_dept: Coalesce(varSelectedDept.DeptCode, "")

},

Sort(

Filter(

tblPriorities,

// filter by dept if provided

(IsBlank(\_dept) || DeptCode = \_dept)

// filter by selected objective if provided

&& (IsBlank(varSelectedObjective.ObjectID) || ObjectID = varSelectedObjective.ObjectID)

// simple search

&& (IsBlank(txtSearchPrio.Text) || Text(Priority) <> "" &&

StartsWith(Lower(Priority), Lower(txtSearchPrio.Text)))

),

Priority, Ascending

)

)

* **galDeptPrio** Template OnSelect:

Set(varSelectedPriority, ThisItem);

Navigate(scrKPIs, ScreenTransition.Cover)

**7) scrDAPriorities – DA Lane (Strategic)**

*(KPIs don’t link to DAPriorities yet—so we show DA priorities only. Later you’ll add DAPriorityID to KPIs.)*

Controls:

* **lblHeader** Text:

"DA Priorities for Objective: " & Coalesce(varSelectedObjective.Objective, "")

* **galDA** (Vertical gallery) Items:

Sort(

Filter(

tblDAPriorities,

IsBlank(varSelectedObjective.ObjectID) || ObjectID = varSelectedObjective.ObjectID

),

DAPriorityID, Ascending

)

* **galDA** Template OnSelect:

// For now just show details; later link KPIs when the column exists

UpdateContext({ctxDASelected: ThisItem})

* Optional **lblNote** (Label) Text:

"If a KPI measures a DA Priority, we will add DAPriorityID to tblKPIs later and wire KPIs here."

**8) scrKPIs – KPIs for selected Department Priority**

Controls:

* **lblHeader** Text:

"KPIs for Priority: " & Coalesce(varSelectedPriority.Priority, "")

* **txtSearchKPI** (TextInput, optional) HintText “Search KPI…”
* **galKPI** (Vertical gallery) Items:

If(

IsBlank(varSelectedPriority.PriorityID),

FirstN(tblKPIs, 0), // nothing until a priority is selected

Sort(

Filter(

tblKPIs,

PriorityID = varSelectedPriority.PriorityID

&& (IsBlank(txtSearchKPI.Text) || StartsWith(Lower(KPI), Lower(txtSearchKPI.Text)))

),

KPIID, Ascending

)

)

* **frmKPI** (Edit form) DataSource = tblKPIs; Item = galKPI.Selected; Mode = FormMode.View (start as read-only if you want to avoid edits now).

If you allow edits now (even with the minimal schema), set Mode = FormMode.Edit and add a **Save** button:

* **btnSaveKPI** OnSelect:

SubmitForm(frmKPI);

If(frmKPI.Error = "", Notify("KPI saved", NotificationType.Success), Notify(frmKPI.Error, NotificationType.Error))

**9) Navigation (common buttons)**

Add to top of each screen:

* **btnHome** OnSelect: Navigate(scrHome, ScreenTransition.Fade)
* **btnBack** OnSelect: Back()

**10) (Optional) Add Counts/Badges**

On **scrPriorities**, small labels over galDeptPrio:

"Priorities: " & CountRows(galDeptPrio.AllItems)

On **scrKPIs**, small label over galKPI:

"KPIs: " & CountRows(galKPI.AllItems)

**11) Data Entry Rules (we won’t change Excel yet)**

* Keep IDs unique: PillarID, ObjectID, DAPriorityID, PriorityID, KPIID.
* Ensure tblKPIs.PriorityID values exist in tblPriorities.PriorityID.
* DA Priorities are **view-only** for now; KPIs are tied to department priorities only (by design of your current file).

**12) Future-Proof Hooks (when manager approves enhancements)**

* Add DAPriorityID to tblKPIs. Then change **scrDAPriorities** to show KPIs with:

Sort(

Filter(tblKPIs, DAPriorityID = galDA.Selected.DAPriorityID),

KPIID, Ascending

)

* Add OwnerEmail, Status, Target, Actual, DueDate to tblKPIs for real tracking.
* Migrate to **SQL Server/Azure SQL** and keep the same keys.

**13) Common Errors & Fixes**

* **Nothing shows in a gallery** → ensure you selected an item on the previous screen (check varSelected… variables).
* **Patch/Submit fails** → Excel must be stored in **OneDrive/SharePoint**, not local. Avoid merged cells and blank headers.
* **Slow loads** → use the OnStart ClearCollect approach (already provided) and reduce columns shown.

**TL;DR script you can say to your manager**

“We built a working Power Apps dashboard on top of **your original Excel tables**. The flow is Pillar → Objective → (Dept) Priority → KPIs, with DA Priorities available in a separate lane. Right now, KPIs are linked to department priorities only—exactly as the file defines. When you’re ready, we’ll add a DAPriority link and operational fields (owner, status, target) without changing the UI.”