Deployment guide social distancing solution “Visit a business”

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# **Introduction**

This document describes the steps for deploying the social distancing solution including the power apps and the portal.

# **Prerequisites**

We have tried to create this solution as basic as possible from a license perspective, however there are a few things needed:

**Power apps license**: If you don’t have a power apps license, then you can start with a Free Trial. Go to powerapps.com and sign up for a free trail. If you are signing up with a non-azure active directory account, they in the free trail process you will also create an “.onmicrosoft.com” account, which in the background will create your own Azure Active Directory tenant.

**Office 365 Outlook account**: If you used a non-Office 365 Outlook account to sign up for the free trail and or you don’t have an Office 365 outlook account, then go to admin.microsoft.com and sign in with the “.onmicrosoft.com” account you have created earlier. In the Admin portal, go to: Billing > Purchase services > Select Office 365 E5 and select “Get free trail”.

# **Create a portal**

|  |  |
| --- | --- |
| 1. Open <https://make.powerapps.com> |  |
| 1. In the right navigation pane select **Create** | A screenshot of a cell phone  Description automatically generated |
| 1. Select **Portal from Blank** | A screenshot of a cell phone  Description automatically generated |
| 1. Fill out the information requested:  * The name for the portal * The address to open the portal   Click **Create.** | A screenshot of a cell phone  Description automatically generated |

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| 1. It will take a while until the portal is provisioned and ready to use | A screenshot of a cell phone  Description automatically generated |
| 1. Check that the portal provisioning is finished. Go to make.powerapps.com, on the left side select apps, select the portal app, click the **…** and click **browse** | A screenshot of a cell phone  Description automatically generated |
| 1. Check the website, it should look something like this | A screenshot of a computer screen  Description automatically generated |

# **Download the solution files**

The files need to install the solution can be found on:

<https://github.com/VisitABusiness/VisitABusiness>

# **Importing the solution**

|  |  |
| --- | --- |
| 1. Open <https://make.powerapps.com> |  |
| 1. In the right navigation pane select **Solutions** | A screenshot of a cell phone  Description automatically generated |
| 1. In the toolbar click **Import** |  |
| 1. Select **xxx.zip** as file to import |  |
| 1. Click **Next** in the next window | A screenshot of a cell phone  Description automatically generated |
| 1. Click **Import** to start the solution import**.** | A screenshot of a social media post  Description automatically generated |
| 1. The solution will now be imported | A screenshot of a cell phone  Description automatically generated |
| 1. When the import is done, the solution needs to be published, click on Publish | A screenshot of a social media post  Description automatically generated |
| 1. When the publishing is done, you can close the window | A screenshot of a social media post  Description automatically generated |
| 1. Check your imported solution | A screenshot of a cell phone  Description automatically generated |

# **Import the Data**

The app is expecting you to have at least 1 location to book time slots for. You can upload the data for your location(s) via .csv files in a .zip file see below an example set of data.



After you have updated the .csv files in the .zip files you can import your data:

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| --- | --- |
| 1. Go to Apps | A screenshot of a cell phone  Description automatically generated |
| 1. Open the “Branch admin” app | A screenshot of a computer screen  Description automatically generated |
| 1. In the toolbar click the **settings** buttonandselect **advanced settings** | A screenshot of a cell phone  Description automatically generated |
| 1. Click on the arrow next to Settings and select **Data Management** | A screenshot of a social media post  Description automatically generated |
| 1. Click **Imports** in the next window | A screenshot of a social media post  Description automatically generated |
| 1. Click **Import data** | A screenshot of a social media post  Description automatically generated |
| 1. Select the .zip file to upload your data | A screenshot of a social media post  Description automatically generated |
| 1. In the example files, the delimiter is “**;**” make sure to select that under the **Delimiter settings** | A screenshot of a cell phone  Description automatically generated |
| 1. You’ll get this notification, press **OK** | A picture containing photo, display  Description automatically generated |
| 1. Select **next** | A screenshot of a social media post  Description automatically generated |
| 1. Map the data columns to the data entities as shown in the print screen and click next | A screenshot of a social media post  Description automatically generated |
| 1. Click **next** | A screenshot of a cell phone  Description automatically generated |
| 1. Click **next** | A screenshot of a cell phone  Description automatically generated |
| 1. Click **next** | A screenshot of a cell phone  Description automatically generated |
| 1. Click **Finish** | A screenshot of a social media post  Description automatically generated |
| 1. After a few minutes and refreshing your screen via the button on the right the imports should be completed | A screenshot of a computer  Description automatically generated |
| 1. Go back to your “Branch admin” app and check the data (you might need to refresh the page) | A screenshot of a cell phone  Description automatically generated |

# **Assign a Branch manager to the branches**

The different apps are expecting you to have a branch manager assigned to a branch, however in the example data we left that blank since we don’t know your branch manager(s). In this example we only have one branch manager for the different branches we created.

To update your branch manager:

|  |  |
| --- | --- |
| 1. Go to your **active branches** in the **Branch Admin** app | A screenshot of a cell phone  Description automatically generated |
| 1. Click on the select button in the left corner to select all branches and click **edit** | A screenshot of a social media post  Description automatically generated |
| 1. On the line of Branch Manager, select the **lookup button** and select the administrator of your app | A screenshot of a computer  Description automatically generated |
| 1. Click **change** to update the branches with the selected branch manager | A screenshot of a computer  Description automatically generated |
| 1. When back in the overview the column Branch manager should now be filled. | A screenshot of a cell phone  Description automatically generated |

# **Importing the portal configuration**

|  |  |
| --- | --- |
| 1. Download the folder “ConfigurationMigration” to a local folder | ADD LINK |
| 1. Start the “**Data Migration Utility”,** which can be found in the download folder |  |
| 1. In the first screen select **Import Data and click continue** | A screenshot of a social media post  Description automatically generated |
| 1. In the next window, select **Show Advanced** and enter your username and password. | A picture containing screenshot  Description automatically generated |
| 1. Select the **Portal Configuration.zip** as the file to be imported.   And click **Import Data** to start the import process. |  |
| 1. When the import is done, you can close the screen |  |
| 1. Open the portal and **sign in** with your Azure Active directory (AAD) | A screenshot of a computer screen  Description automatically generated  A screenshot of a social media post  Description automatically generated |
| 1. Once signed in, click on **Home** | A screenshot of a computer  Description automatically generated |
| 1. Behind the link of the portal add:   **/\_services/about** | A screen shot of a computer  Description automatically generated |
| 1. Click clear cache | A screenshot of a cell phone  Description automatically generated |
| 1. Go back to the homepage and exit the edit mode of the portal | A screenshot of a cell phone  Description automatically generated |