



Microsoft Cloud for Financial Services **in a Day**

Lab 04: Collaboration Manager for Loans

Step-by-Step Lab

November 2021

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Overview

Learning Objectives

In this lab, you will learn how to do the following:

- Explore the Collaboration Toolkit Data model
- Setup the Collaboration Manager for Loans app
- Navigate the Collaboration Manager for Loans application
- Create a new Collaboration Manager app

Prerequisites

- None

Collaboration Manager for Loans

This application allows loan officers and the broader loan team to manage the status of a Loan from within Microsoft Teams. As part of the application, users can see data provided by the other applications in the financial services cloud, like the Loan Tracking app. Additionally, Collaboration Manager for loans provides integrations with Microsoft Planner and Microsoft Bookings to afford deeper integration while inside of Microsoft Teams.

Key capabilities for Care Management include the following:

- **Loan processing business process flow:** Keep track of a loan as it progresses from origination, processing, underwriting, and finally, closing.
- **Microsoft Planner tasks:** Create tasks that are assigned to members of the loan so that they can view a consolidated list of remaining items within the Tasks app within Microsoft Teams.
- **Meetings:** Schedule meetings with both customers and internal employees and seamlessly connect with others with Microsoft Teams with a click of a button.

Exercise 1: Explore the Collaboration Toolkit Data Model

In this exercise, you will learn about the core Collaboration Toolkit data tables which power the Collaboration Manager for Loans.

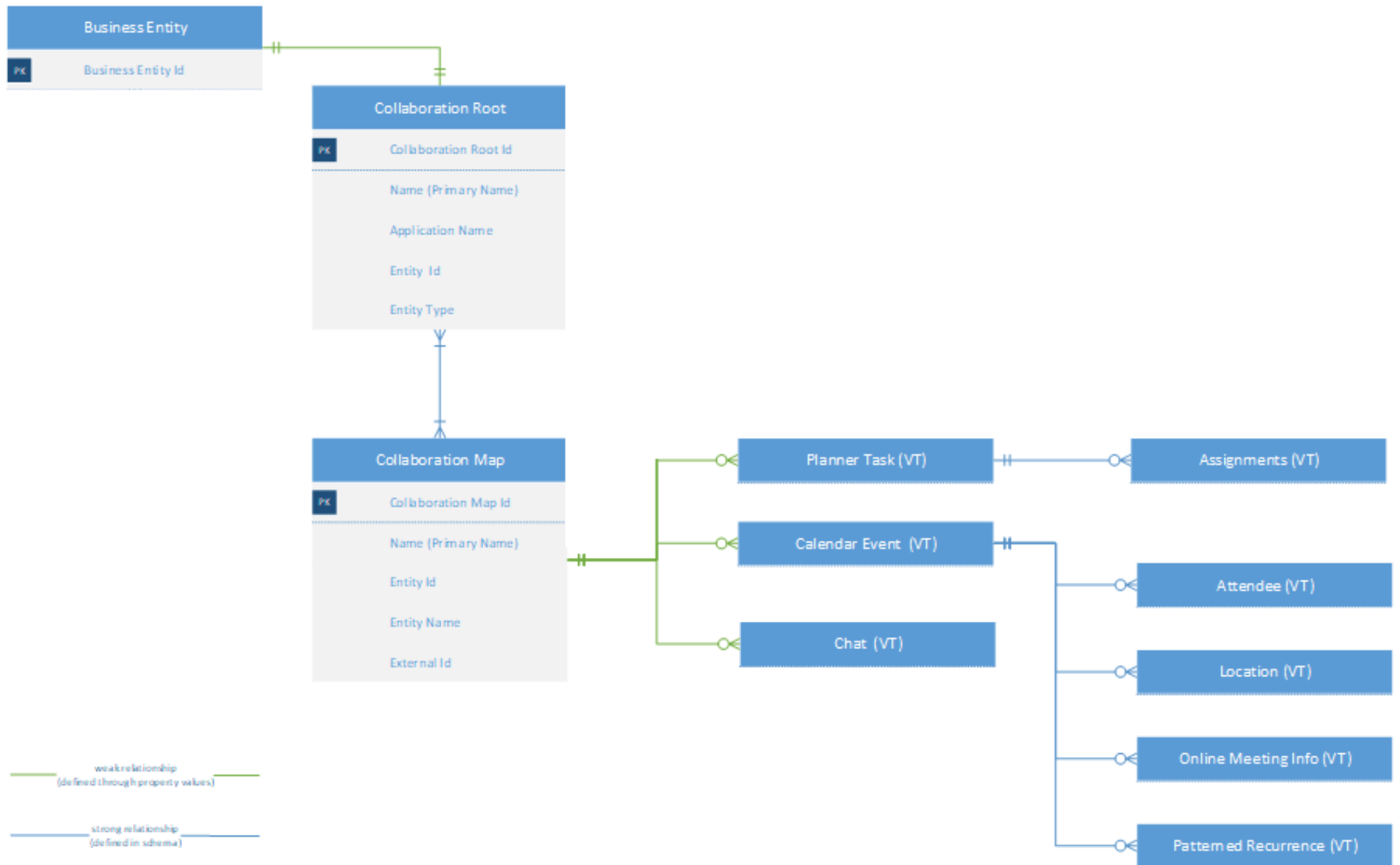
Task 1: Navigate Collaboration Toolkit Tables and Relationships

In this task, you will explore the main tables that power the Collaboration Toolkit and how it augments business entities like Loan Applications.

Collaboration Toolkit Definitions

Core entities	
Collaboration Root	The parent record that maintains the linkage between all the collaboration activities and a Business Entity.
Collaboration Map	A many-to-many table that relates an M365 collaborative activity to a Collaboration Root. Currently, the Collaboration Map entity merely holds pointers to records in Microsoft Graph; in the future, it will have relationships to the analogous virtual tables.
Business Entity (e.g. Loan Application)	The core business entity that is being collaborated on. For Collaboration Manager for Loans, this business entity is the Loan Application.
Virtual tables (coming soon, not included in GA)	
Planner Tasks (VT)	All the tasks in Microsoft Planner a user has access to.
Calendar events (VT)	All the Outlook events (meetings, bookings, etc.) that a user has access to.
Chat (VT)	All relevant Teams chats
SharePoint Files (VT)	All the SharePoint files a user has access to

See next page for the Collaboration Toolkit Relationship Diagram.



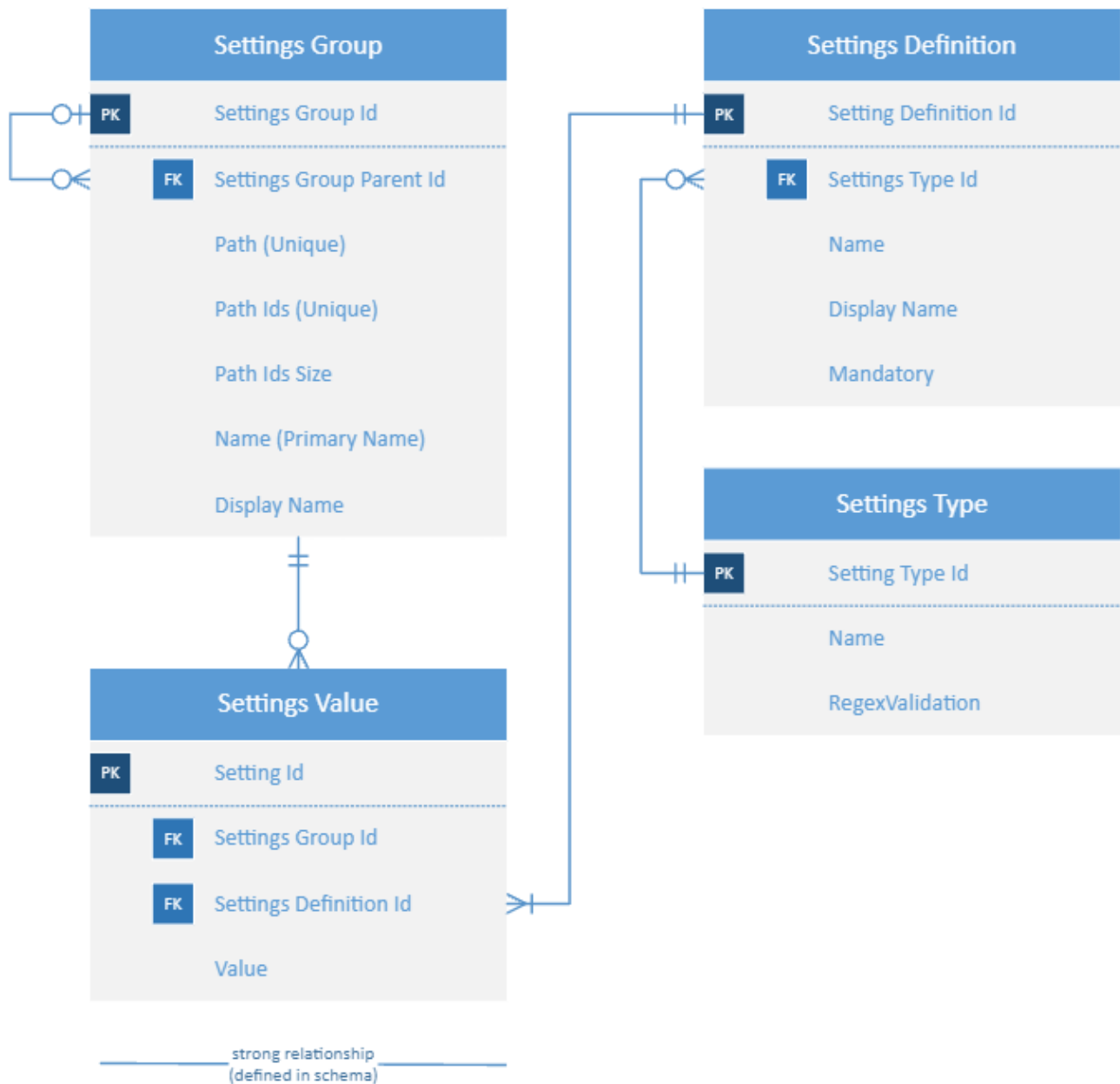
Task 2: Navigate Collaboration Toolkit Settings and Relationships

In this task, you will explore the main tables related to Collaboration Toolkit settings. The settings tables allow you to define how M365 services (e.g. Planner, Outlook, Bookings, etc.) map to business entities within Dataverse. All of the settings tables are solution-aware objects, so they can be packaged within a solution and participate in solution import and export.

Collaboration Toolkit Settings Definitions

Settings Group	The parent record that maintains the logical grouping of settings value that pertain to a specific business entity. For example, there is a single Settings Group record that represents all the settings for the
Settings Value	The value of a settings definition. These values can be exported across environments to ensure that all environments use the same configuration.
Settings Definition	Defines the types of settings that a maker can populate. The toolkit comes with two settings out-of-the-box: <ul style="list-style-type: none">• Group ID – The ID of the Azure Active directory security group that is used to create new Planner boards.• Bookings Business ID – The alias of the Bookings Business calendar; this is used to allow users to create new bookings with customers.
Settings Type	A table that defines regex validation for Settings Values.

See next page for the Collaboration Toolkit Settings Relationship Diagram.



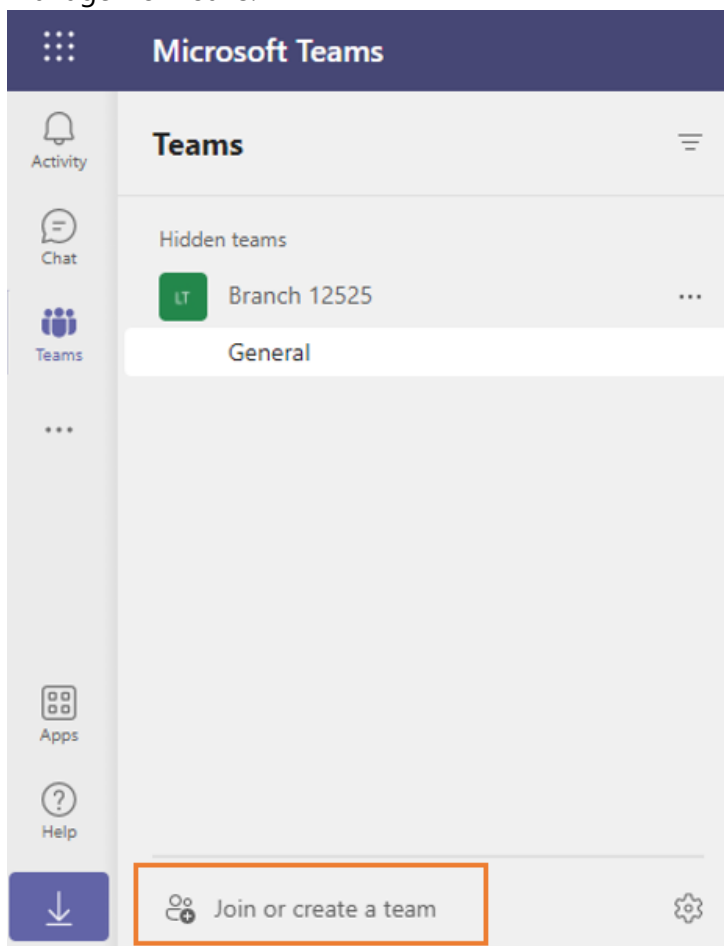
Exercise 2: Setup Collaboration Manager for Loans Settings

In this exercise, you will configure the settings for Collaboration Manager for Loans so that it correctly works with Microsoft 365 services like Teams, Bookings, and Planner. In this case, we will examine how you can bind Collaboration Manager to a new Microsoft Teams team and Bookings business for a bank branch that would like to use the product.

At the end, you'll then learn how you can take a model-driven app like Collaboration Manager for Loans and embed it in Teams as both a teams tab and as a personal app.

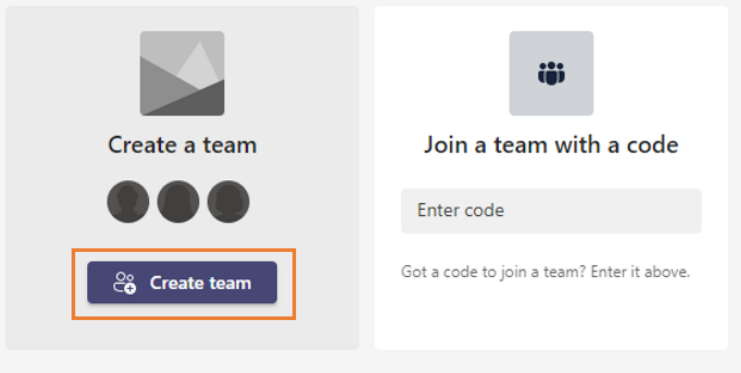
Task 1: Create a new Microsoft Teams team

1. Open **Microsoft Teams** and navigate to **Teams** in the left app bar.
2. Select **Join or create a team** so that we can create a new branch that will be leveraging Collaboration Manager for Loans.

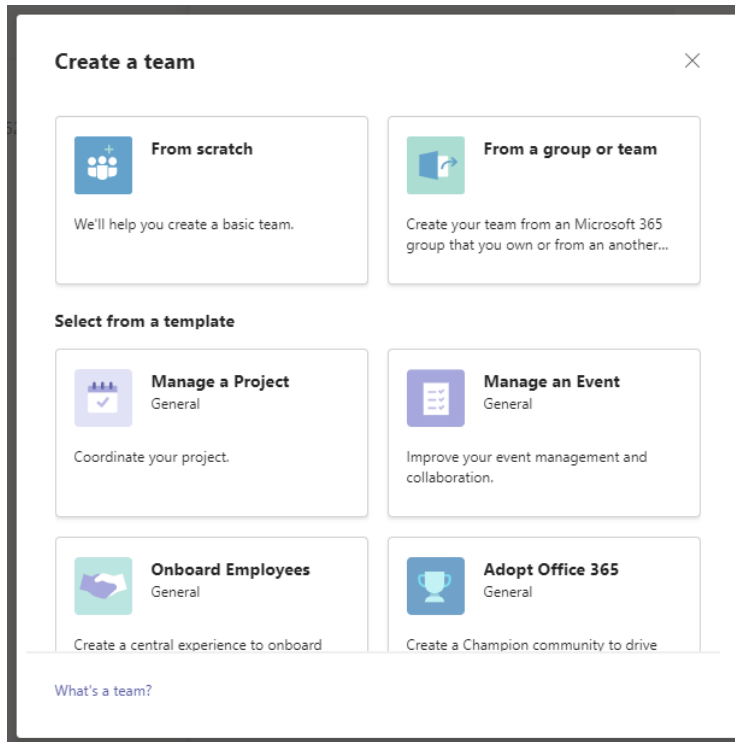


3. Select **Create team** to open the new team creation modal.

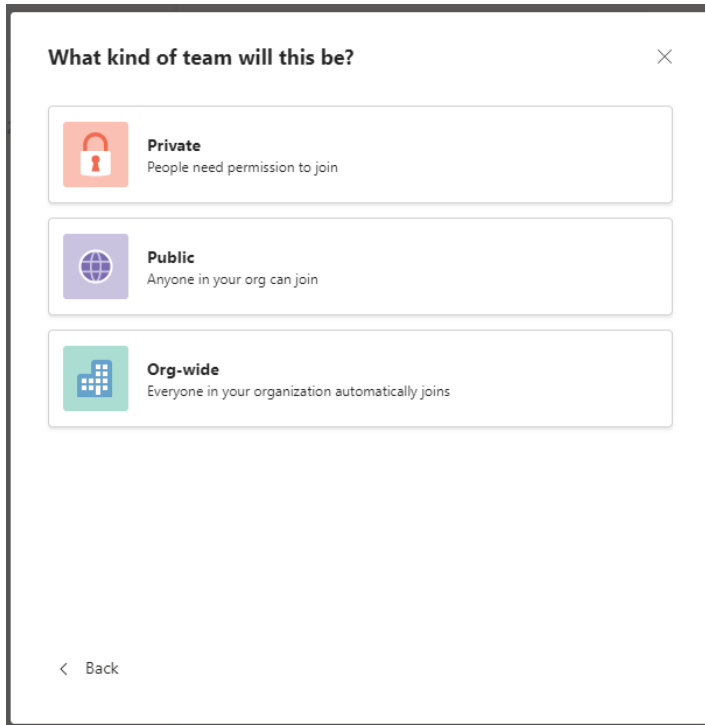
Join or create a team



4. Select **From scratch** to create a brand new Teams team.



5. Since this team will only be accessible to users that belong to this branch, make the new team **private**.

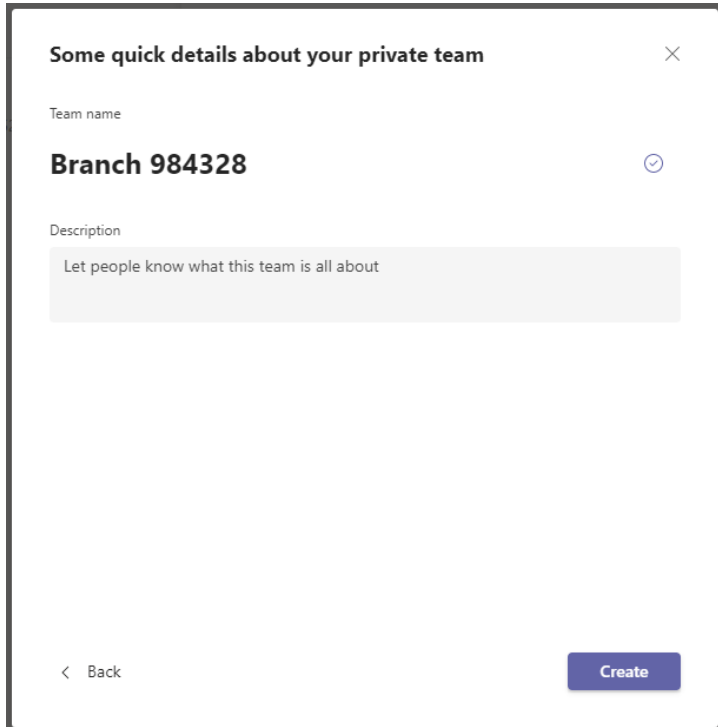


The screenshot shows a dialog box titled "What kind of team will this be?" with a close button (X) in the top right corner. It contains three selectable options, each with an icon and a description:

- Private** (Red lock icon): People need permission to join
- Public** (Purple globe icon): Anyone in your org can join
- Org-wide** (Green grid icon): Everyone in your organization automatically joins

At the bottom left, there is a "< Back" button.

6. Provide the name and description of your brand new Branch before finally selecting **Create**.



The screenshot shows a dialog box titled "Some quick details about your private team" with a close button (X) in the top right corner. It contains the following fields:

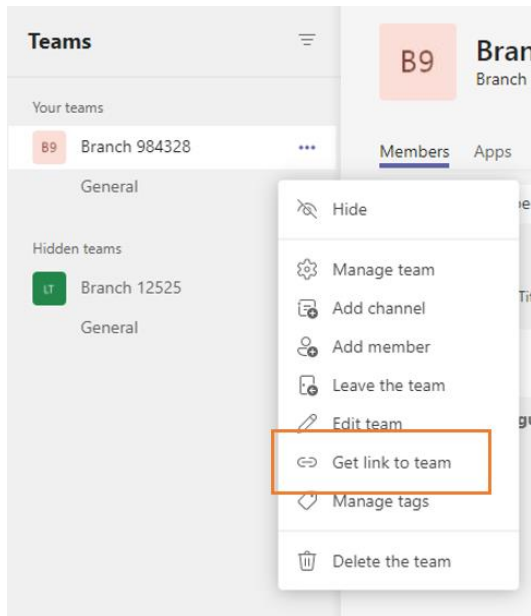
- Team name**: A text input field containing "Branch 984328" with a blue checkmark icon to its right.
- Description**: A text input field with the placeholder text "Let people know what this team is all about".

At the bottom left, there is a "< Back" button. At the bottom right, there is a blue "Create" button.

Task 2: Retrieve the internal ID of the new Teams team

7. Now that we have a new Microsoft Teams team, we'll want to record its ID so that we can leverage it later. To get the ID, start by finding your new team in your list of teams.
8. Select the ... button

9. Select **Get link to team**.



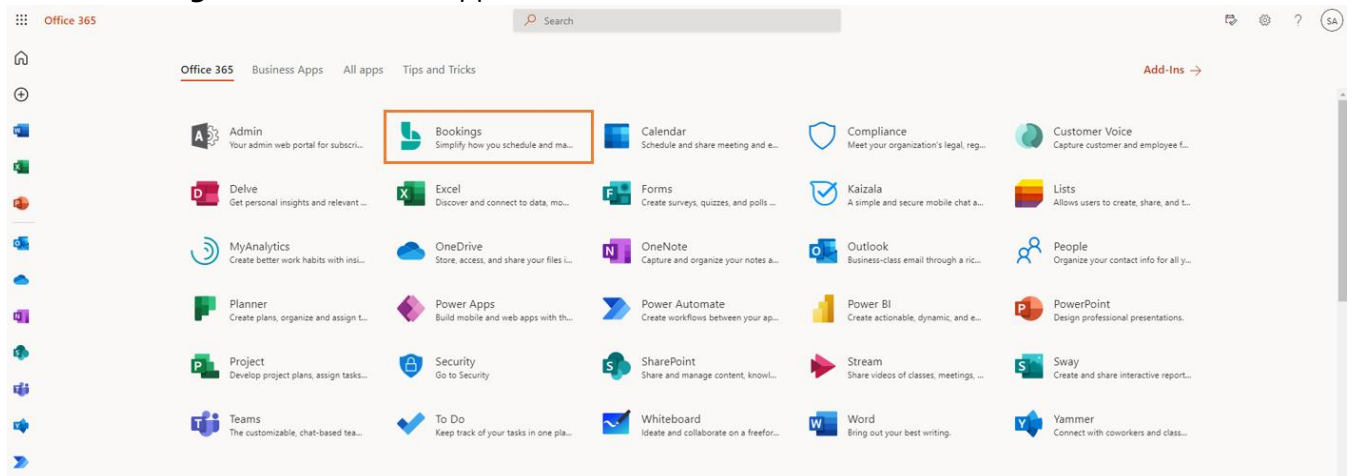
10. Record the value of **groupid** from within the URL somewhere safe. You will use this value in a future step while defining the settings of your solution.

https://teams.microsoft.com/l/team/19%3akk_TuKhjXu92yJvg4TZ10S6rouLSCgvHib5NOOTfRjg1%40thread.tacv2/conversations?groupId=4310f270-1aa5-4089-99f3-47eb3b4d69ad&tenantId=b699419b-e0df-47e3-9909-24076fdcf68b

Task 3: Create a new Bookings business for the branch

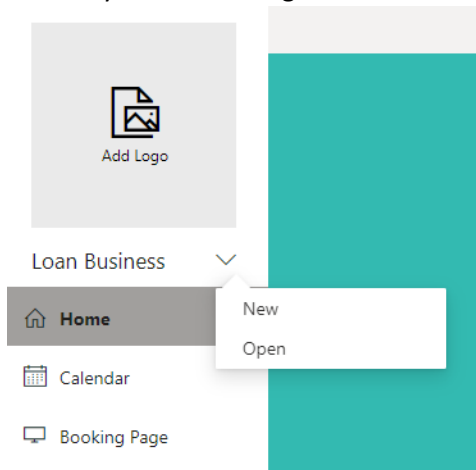
11. To leverage the virtual visit features within Collaboration Manager for Loans, we must also provide a Bookings business. To create a new Bookings business, start by going to <http://office.com/apps>.

12. Select **Bookings** within the list of apps.



13. If this is your first time using Bookings, you may be prompted with a **Get it now** button, select that to continue. If you already have a Bookings business and need to create an additional one, select the chevron next to your

currently active Bookings business and select **New**.



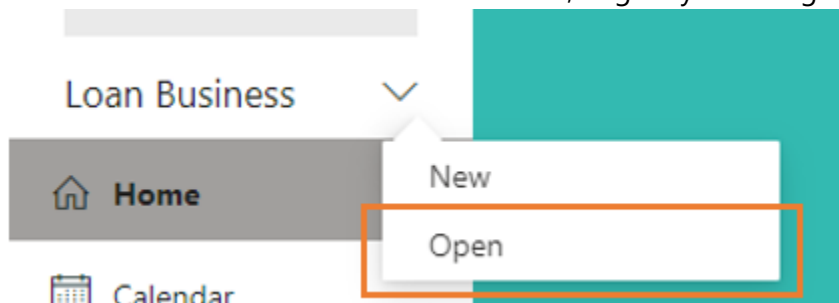
14. Provide the name and type of your business before selecting **Continue**.

A screenshot of the 'Welcome to Bookings' form. The form has a teal header with the text 'Welcome to Bookings'. Below the header is the text 'Tell us about your business'. There are two input fields: the first is labeled 'Loan Business' and the second is labeled 'Loan Lending Companies'. At the bottom of the form are two buttons: 'No thanks' and 'Continue'.

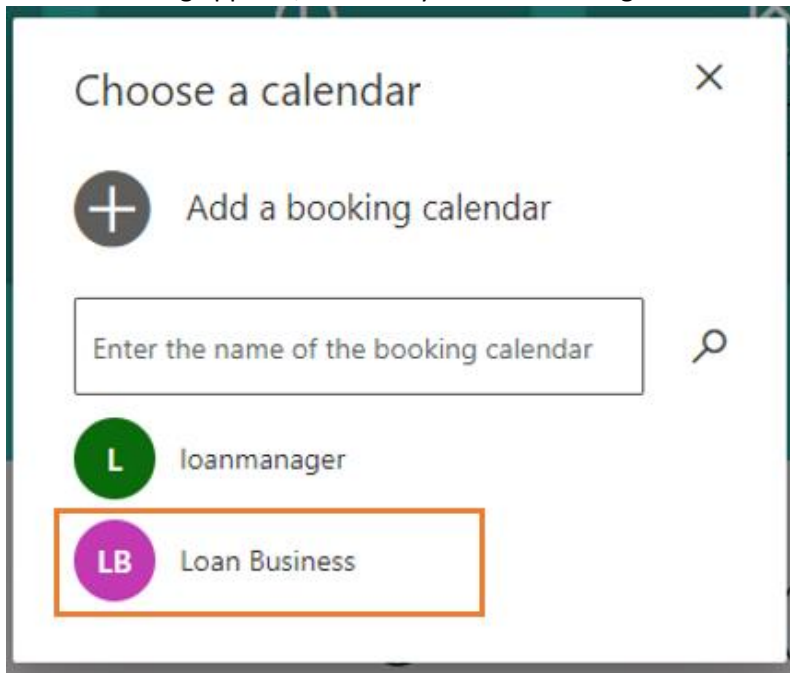
15. You may now provide additional details for your Bookings business by configuring the **Booking page**, **Staff**, **Services**, and **Business Information** pages by selecting them in the left navigation.

Task 4: Retrieve the alias of the new Bookings business

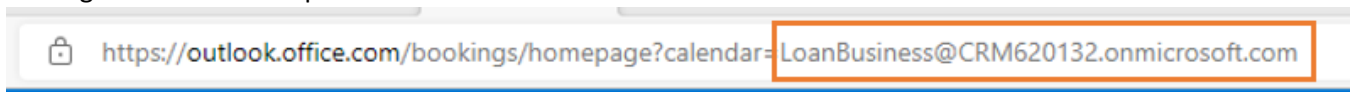
16. To get the alias of your new Bookings business, we'll need to reopen the current Bookings business so that we can retrieve the value from the URL; begin by selecting the chevron and selecting **Open**.



17. Once the dialog appears, re-select your new Bookings business.



18. This will reopen the Bookings business and cause the URL of the page to change. Copy the value of the calendar parameter in the URL. It should look like an email address. Record this value somewhere safe so that we can leverage it in a future step.



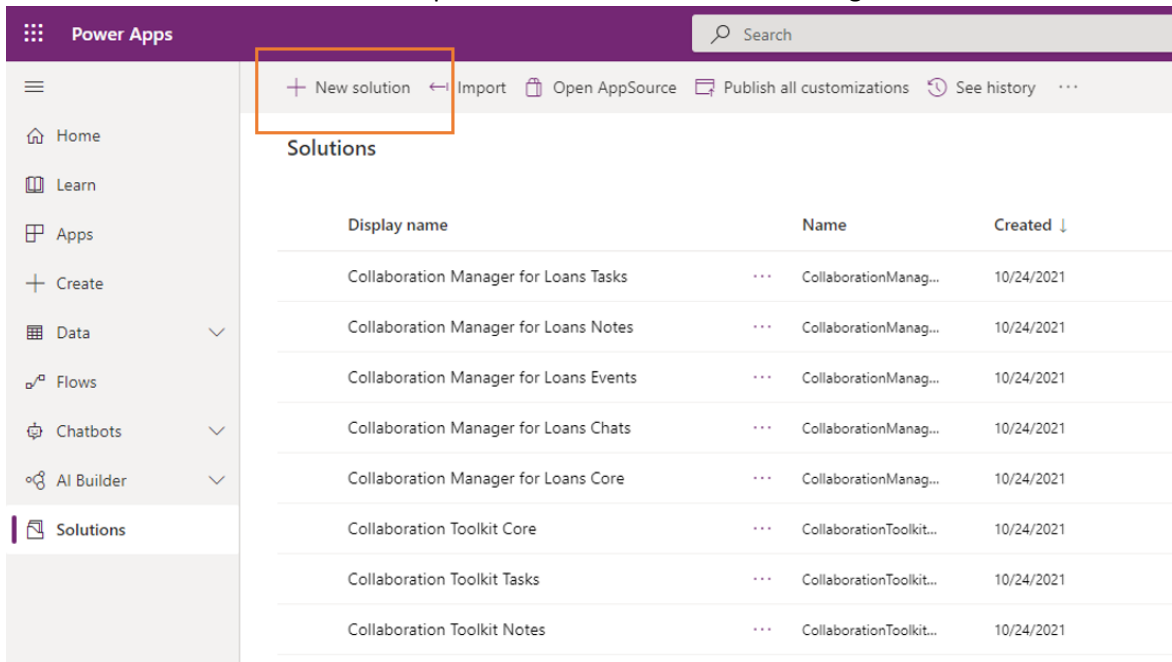
Task 5: Provide the settings to Collaboration Manager for Loans

19. Now that we have both the Group ID and the Bookings business ID, we can set them as values within the Collaboration Toolkit settings. To begin, open up <https://make.powerapps.com/>.

20. Ensure you are in the correct environment by using the environment picker in the top right.

21. Navigate to the **Solutions** page in the left navigation.

22. Select **New solution** so that we can provide a home for all of our settings values.



23. Provide the name and publisher of your new solution. Since this solution is merely holding the values of Collaboration Manager, we can call it "Collaboration Manager Settings."

New solution

Display name *

Name *

Publisher *








+ New publisher

Version *

More options 

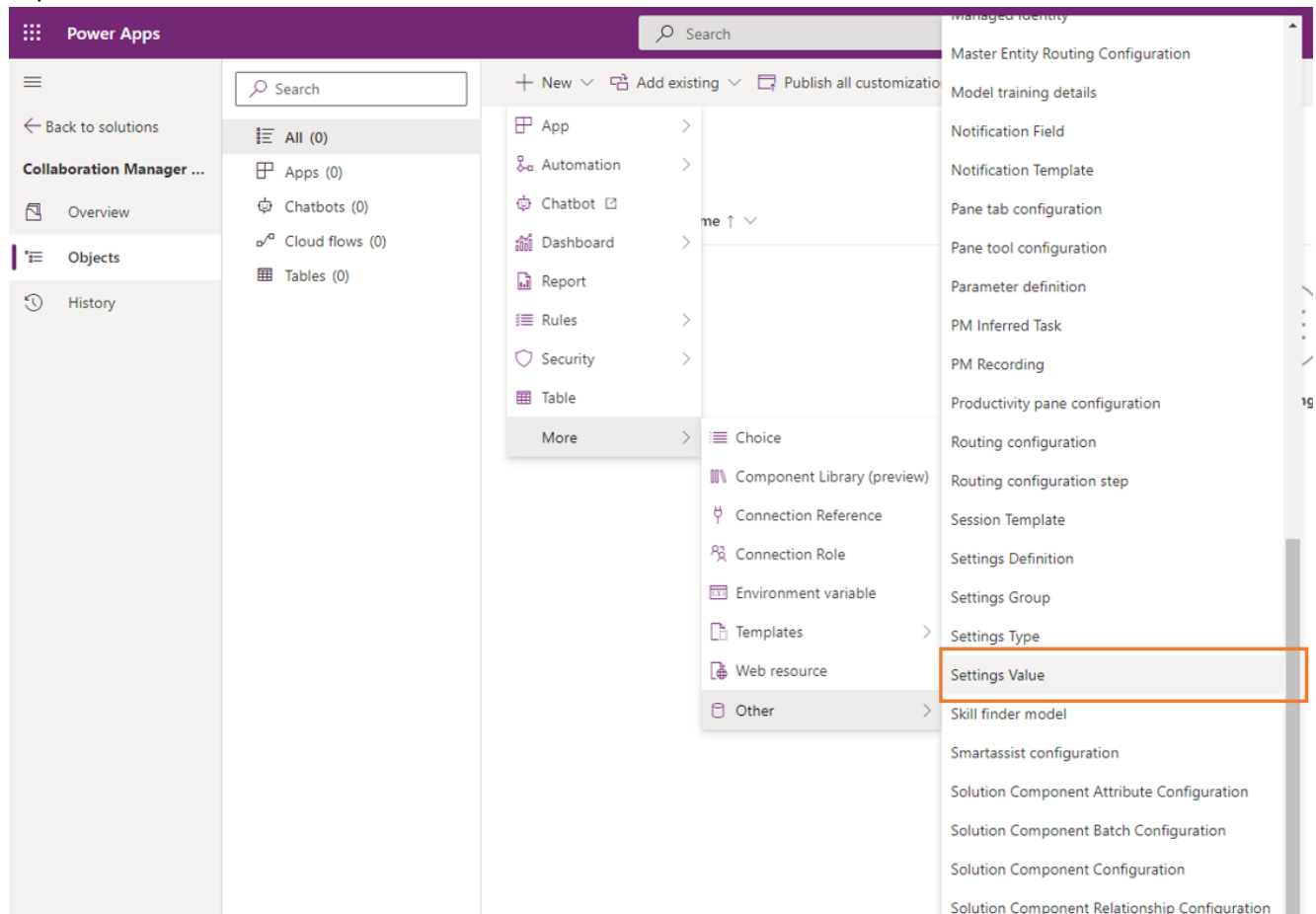
24. Once you have created your solution, navigate into it by selecting it in the list of solutions.

 New solution  Import  Open AppSource  Publish all customizations  See history ...

Solutions

Display name		Name	Created ↓	Ve
Collaboration Manager Settings	...	CollaborationManag...	10/24/2021	1.0
Collaboration Manager for Loans Tasks	...	CollaborationManag...	10/24/2021	1.0
Collaboration Manager for Loans Notes	...	CollaborationManag...	10/24/2021	1.0
Collaboration Manager for Loans Events	...	CollaborationManag...	10/24/2021	1.0
Collaboration Manager for Loans Chats	...	CollaborationManag...	10/24/2021	1.0
Collaboration Manager for Loans Core	...	CollaborationManag...	10/24/2021	1.0
Collaboration Toolkit Core	...	CollaborationToolki...	10/24/2021	1.0

25. Provide the first settings value by selecting **New > More > Other > Settings Value** from within the solution explorer.



26. For our first settings value, we will provide the value of our teams group. Paste the value you retrieved from step 10 in the **Value** field. Set **Settings Group ID** to “Collaboration Manager for Loans” and **Settings Definition ID** to “Group ID.”

← Save Save & Close + New Flow

New Settings Value - Unsaved

General

Value	*	4310f270-1aa5-4089-99f3-47eb3b4d69ad
Settings Group Id	*	Collaboration Manager for Loans
Settings Definition Id	*	Group Id
Owner	*	System Administrator

27. Select **Save & Close** once you’re complete.

28. Repeat step 25 to create a new settings value.

29. Now populate the new settings value with the Bookings business ID you retrieved on step 18. Set **Settings Group ID** to “Collaboration Manager for Loans” and **Settings Definition ID** to “Bookings Business ID”.

← Save Save & Close + New Flow ▾

New Settings Value - Unsaved

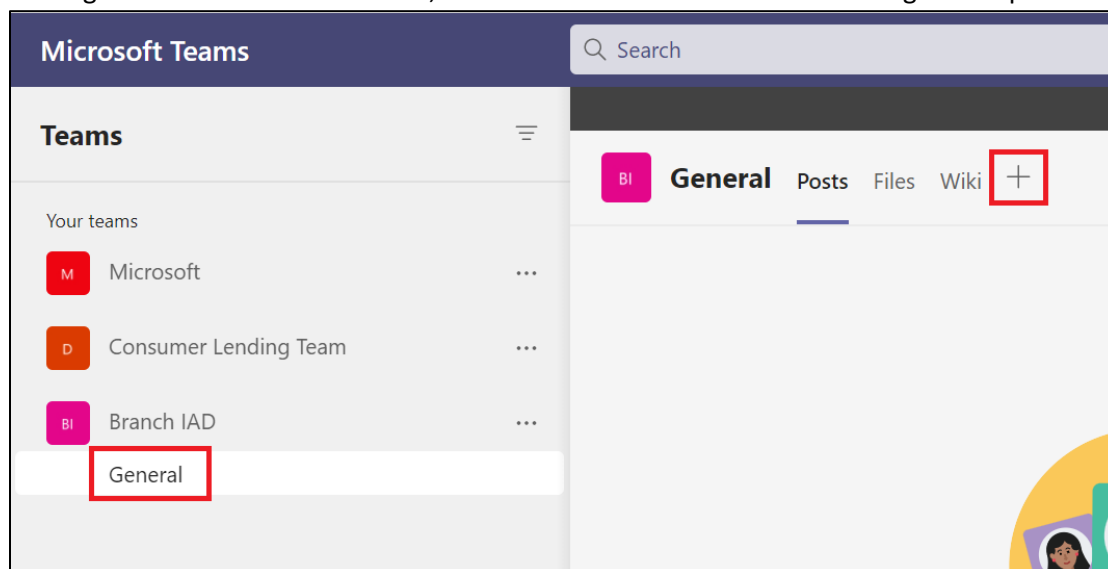
General

Value	* LoanBusiness@CRM620132.onmicrosoft.com
Settings Group Id	* Collaboration Manager for Loans
Settings Definition Id	* Booking Business Id
Owner	* System Administrator

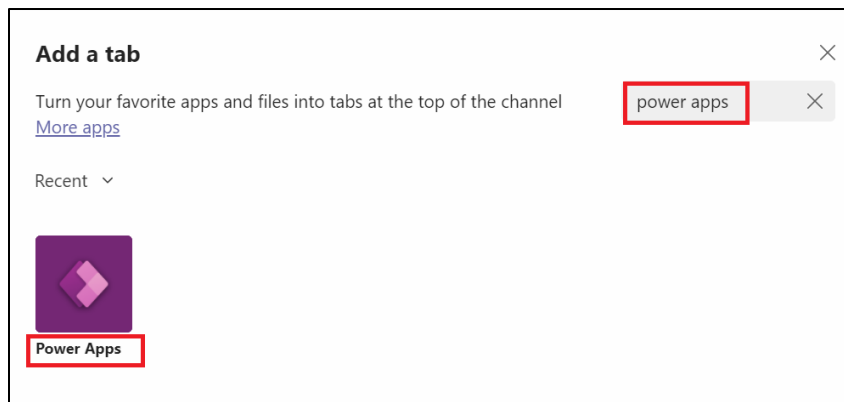
30. Select **Save & Close** once you’re complete. You’ve now successfully defined the settings for Collaboration Manager for Loans.

Task 6: Adding the app to the Microsoft Teams channel

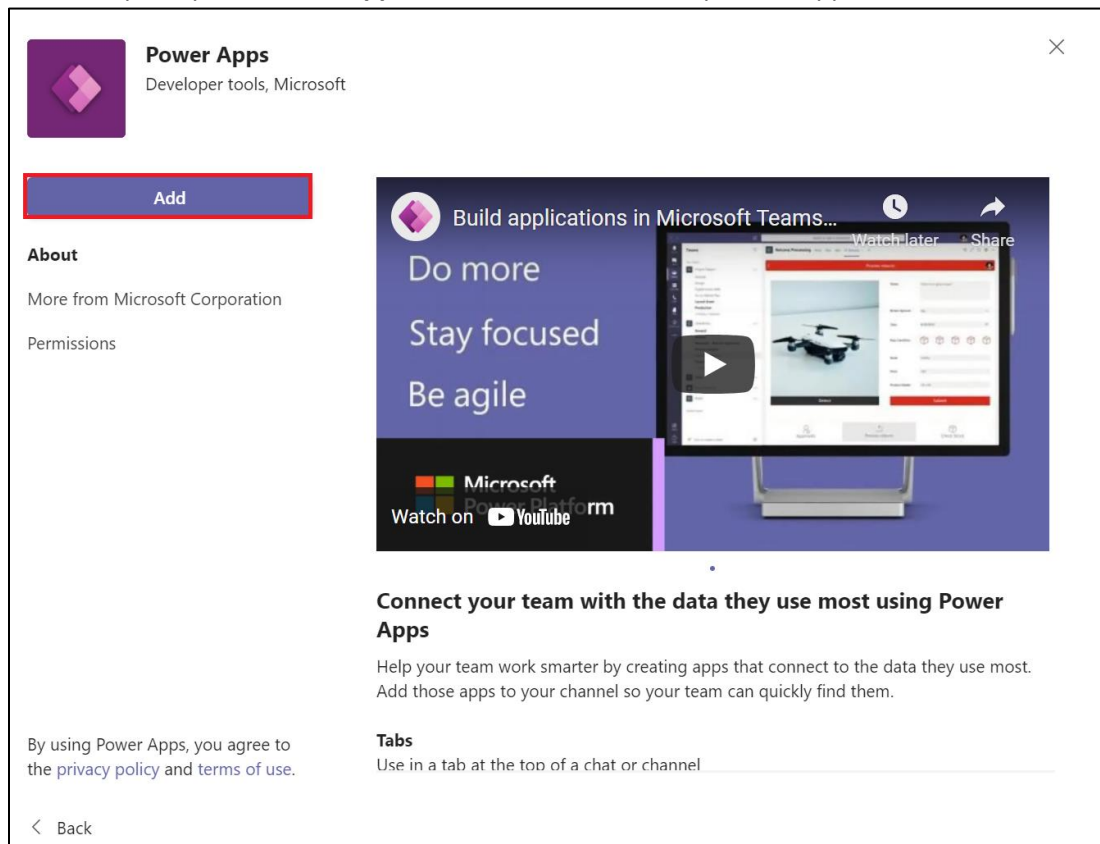
31. Now that the settings are defined, we can now add the app to Microsoft Teams. To begin, navigate to the **teams.microsoft.com** using your lab credentials
32. Once you are there, find the team you created in Task 1 above.
33. In the general channel for the team, click on + and note the **Add a tab** dialog show up



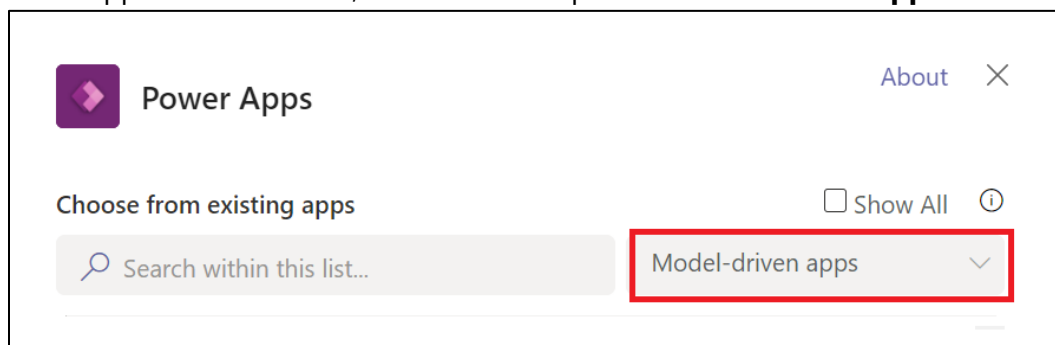
34. In the **Add a tab** dialog, search for **Power Apps** click on the **Power Apps** icon that appears in search results




35. This will open up the **Power Apps** add in. Click on **Add** to open the app selection wizard



36. In the app selection wizard, set the search option to **Model driven apps**




37. Now search for **Collaboration Manager** and select the app that corresponds to your dedicated environment. For example, if you are working with environment 100, you would select the app with environment FSIInADay_100 against its name
Select the Collaboration Manager app and click on **Save**

 **Power Apps** [About](#) ✕

Choose from existing apps ☐ Show All ⓘ

✕ Model-driven apps ▼

 **Collaboration Manager for Loans**
FSIInADay_100

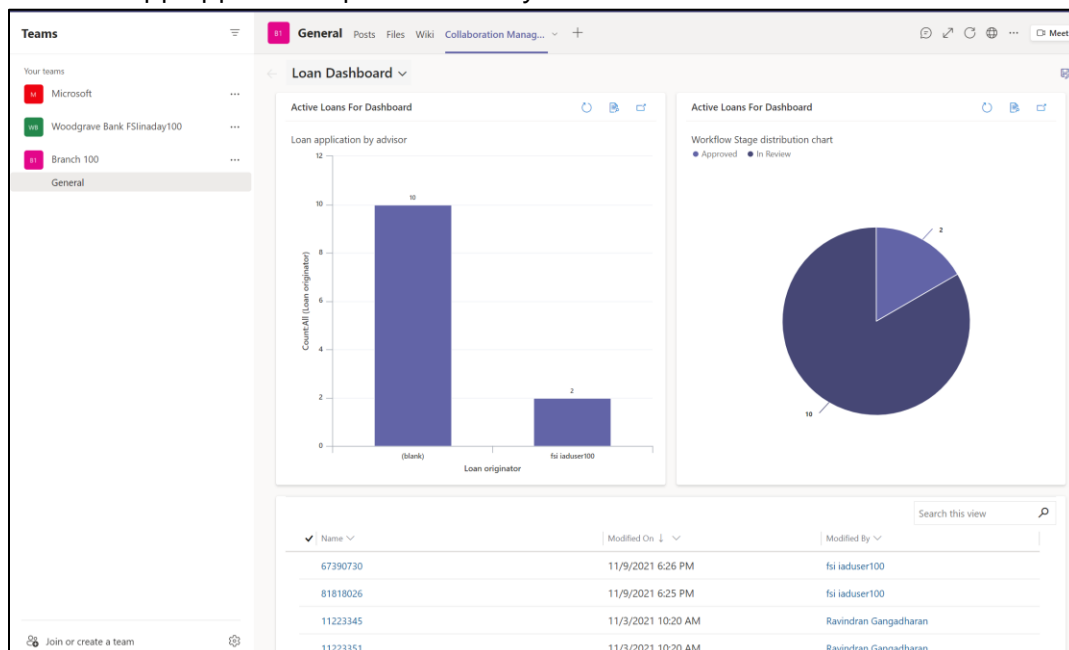
ⓘ Make sure your team can use this app. If you're its owner, [share access](#).

Or [create an app in Power Apps](#) ↗

☒ Post to the channel about this tab

Back Save

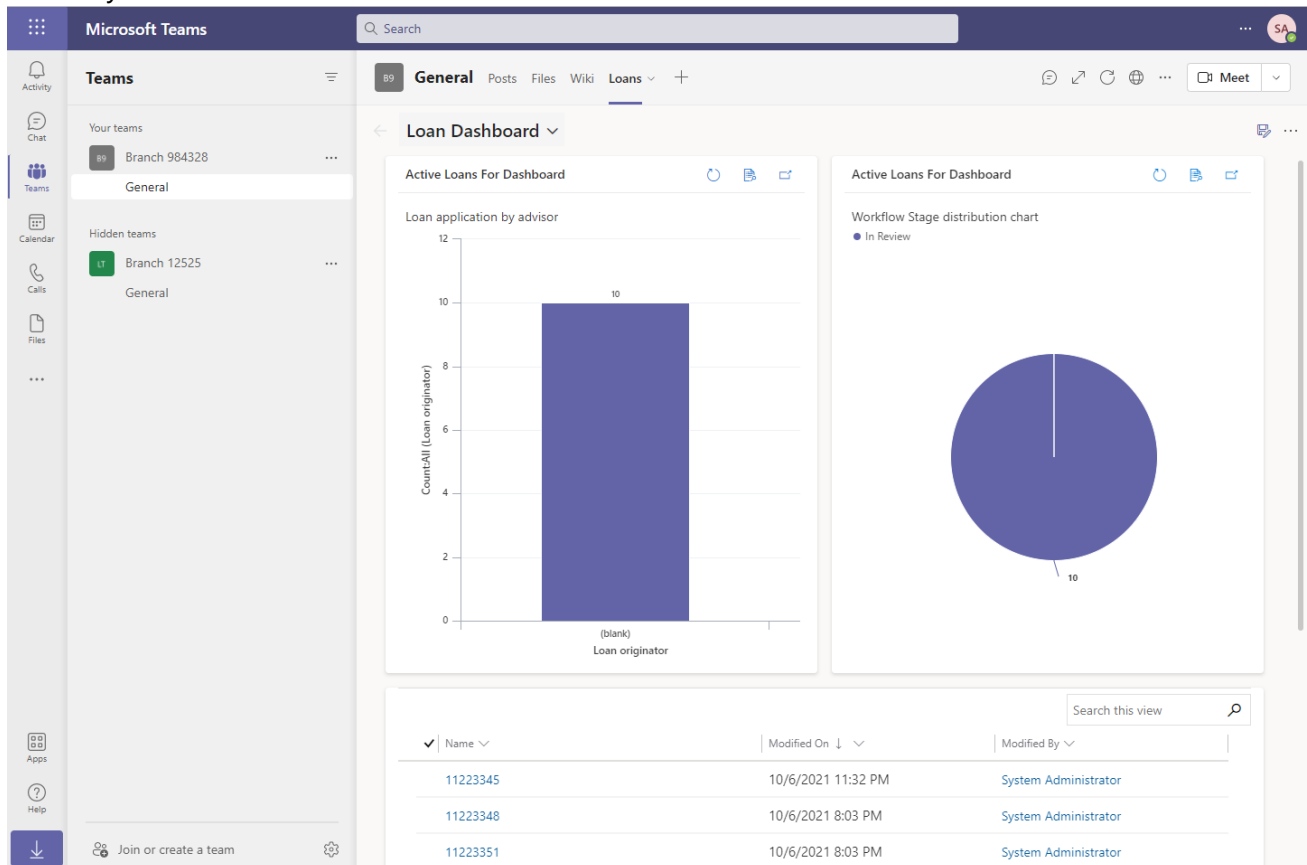
38. Note the app appear as a pinned tab in your channel.



Exercise 3: Navigate Collaboration Manager for Loans

In this exercise, you will navigate Collaboration Manager for Loans and explore the collaborative features it provides. In this case, we will examine the home loan for Hayden Reyes to see how a loan team could collaborate with each other to ensure completion of the loan.

1. To begin, open up the teams channel that you pinned your app to in the previous exercise. You should see a dashboard page where you can see graphs of the relevant data along with a list of loans that are currently active.



2. To see the status of one of the loans, simply select it's name from the list of loans. Since we're interested in Hayden Reyes's loan, select **11223345**.

3. This will bring you to the Summary tab that provides a glimpse of the relevant information about the loan application.

The screenshot shows the 'Summary' tab for a loan application with ID 11223345. The application is in the 'Origination' stage (17 D) and is 'Active'. The 'Details' section on the left lists: Deposit Amount (---), Status (* In Review), Lending Limit (---), and Loan Type (Home loans). The 'Task Status' section on the right shows an illustration of two people reviewing documents and the text 'No Tasks to view. Go to Tasks to get started.'

4. To see more information about the loan, you can select the **Details** tab.

Note: As part of the fourth exercise, you'll learn how to bring in the rich controls from the Loan Tracker app into Collaboration Manager for Loans so that you can have a more holistic picture of the loan application.

Task 1: Creating tasks in Collaboration Manager for Loans

5. The first tab that we will explore that provides collaboration is the **Tasks** tab. Selecting it will reveal an empty page where users can add all the relevant tasks they need to complete.

The screenshot shows the 'Tasks' tab for the same loan application. The 'Details' section on the left is now collapsed. The 'Task Status' section on the right shows an illustration of a person with a clipboard and the text 'No Tasks to view. Your team's tasks will appear here. Add a task to get started.'

6. To create a new task for the team, select **Add a task**.

7. On the resulting dialog, you can provide specifics about the task and assign it to the relevant people on the team. Once you're done, select **Save**.

11223345 - Saved
Loan application

Loan application BPF
Active for 17 days

Summary Details Tasks Notes

+ Add a task

Tasks in Loan Manager
New Task

☐ Complete origination documents

SA

Priority: Normal Progress: Not Started

Start date: October 24, 2021 Due date: October 27, 2021

Notes
Type a description or add notes here...

Save

8. The newly created task should now appear in the tasks list.

B9 General Posts Files Wiki Loans +

11223345 - Saved
Loan application

Loan application BPF
Active for 17 days

Summary Details Tasks Notes Meetings

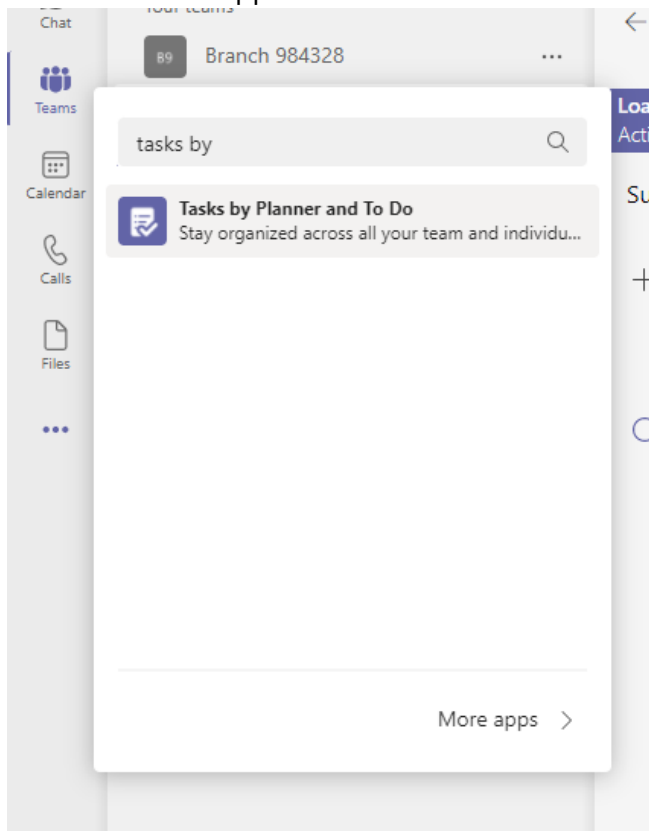
+ Add a task

Filter (0)

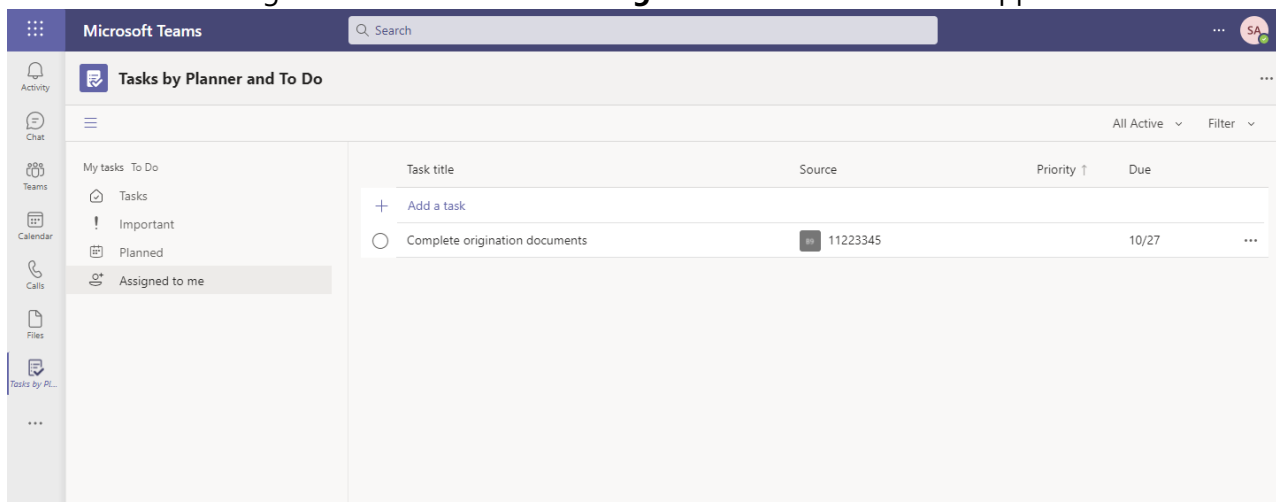
Title	Assigned to	Priority	Start date	Due date ↑	Progress	
Complete origination documents	SA	Normal	10/24/21	10/27/21	Not Started	...

9. Because all of the tasks are backed by Microsoft Planner, as a user, you can leverage the Tasks app within Microsoft Teams to see all of the tasks that are assigned to you. To get started, select the ...

menu in the left app bar and search for and select **Tasks by Planner and To Do**.



10. Once the **Tasks by Planner and To Do** app opens, you should see all the tasks that were created in Collaboration Manager for Loans within the **Assigned to me** section of the app.

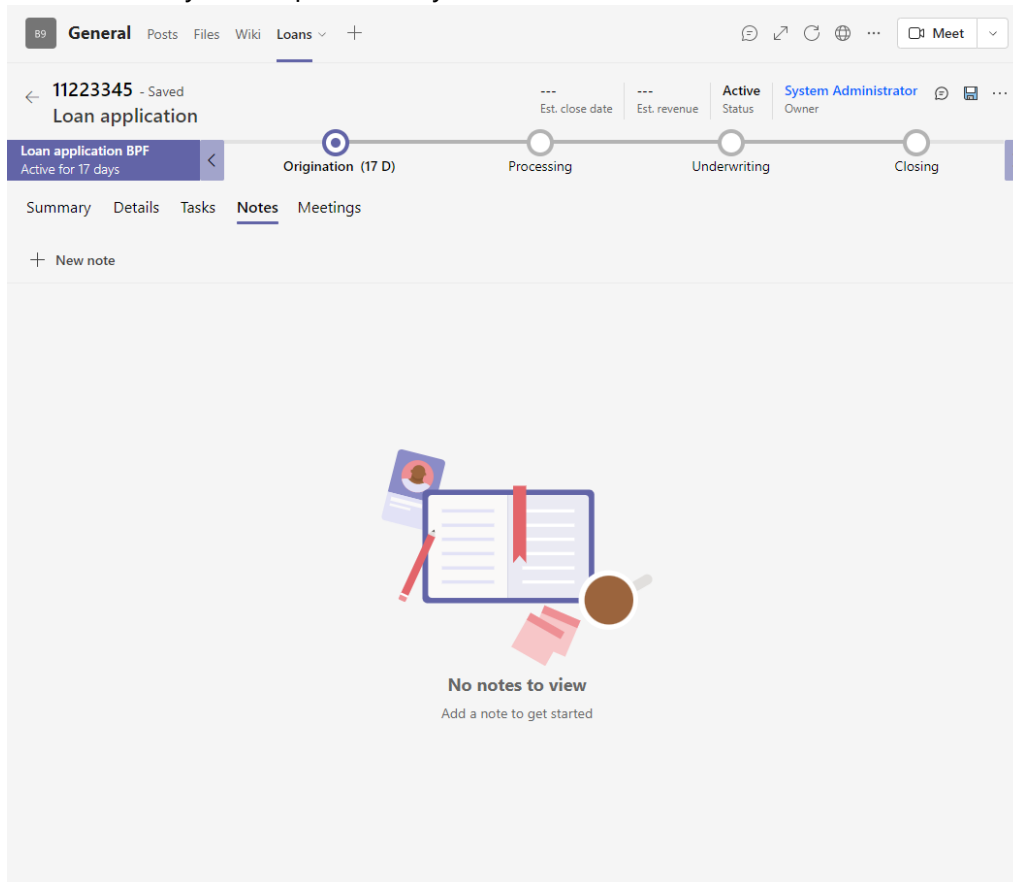


11. From within the **Tasks by Planner and To Do** app, you can view the details of a task, add attachments, and mark them as complete.

Note: with Power Automate, you can automatically create new tasks to ensure that loan teams always know what they need to do next.

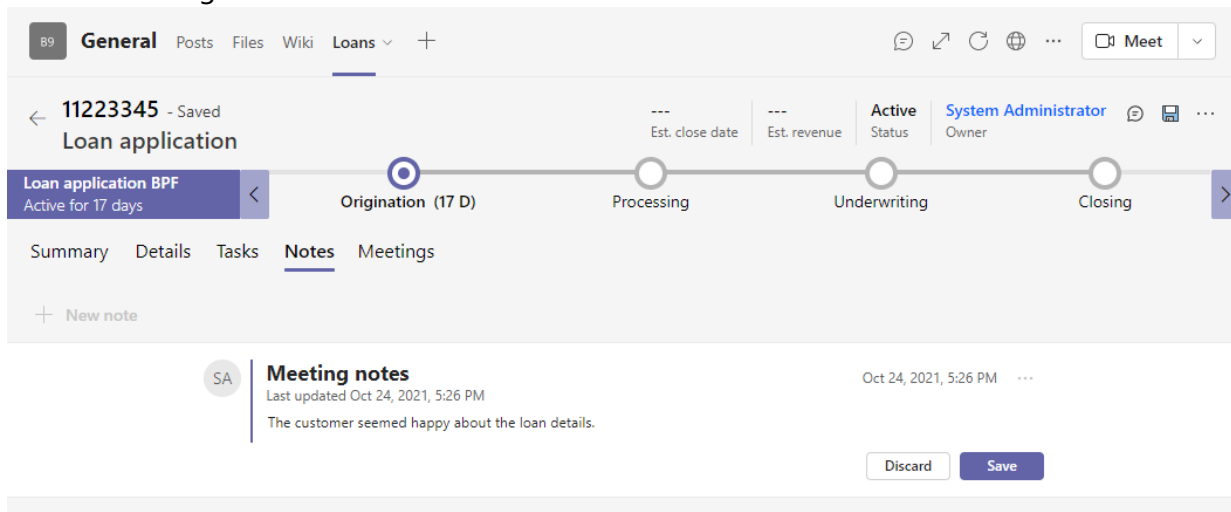
Task 2: Creating notes in Collaboration Manager for Loans

12. From within Collaboration Manager for Loans, select the **Notes** tab. This will bring you to an empty screen where you can provide any relevant information.



13. To add a new note, select **New note**.

14. You can then provide details regarding the loan. In the example below, we're providing notes regarding the last meeting we had with the customer.



15. Once you're complete with typing the notes, select **Save**.

Task 3: Creating meetings in Collaboration Manager for Loans

16. To schedule both internal and external meetings regarding the loan, start by selecting the **Meetings** tab for a loan record.

The screenshot shows the 'Loan application' record for ID 11223345. The 'Meetings' tab is selected, displaying a calendar view for October 2021. The loan process is shown as a timeline with stages: Origination (17 D), Processing, Underwriting, and Closing. The 'Origination' stage is currently active. The 'Meetings' tab shows a list of dates from Oct 24 to Oct 31, all with the status 'No meetings'. A '+ New Meeting' button is visible in the top right corner of the Meetings tab.

17. To schedule an internal meeting with the rest of the loan team, start by selecting the chevron next to **New meeting**; then select **Internal meeting**.

This screenshot is similar to the previous one, but the '+ New Meeting' button has been clicked, revealing a dropdown menu. The menu contains two options: 'Internal Meeting' and 'Customer Booking'. The 'Internal Meeting' option is highlighted, indicating it is the selected choice for scheduling an internal meeting.

18. Within the **New meeting** dialog, you can provide all the relevant information about the sync.

The 'New Meeting' dialog box is shown with the following fields and options:

- Title:** Review origination documents
- Owner:** Alan Steiner
- Start Date:** Oct 24, 2021
- Start Time:** 5:30 PM
- End Time:** 6:00 PM
- Duration:** 30 minutes
- All day:** ☐
- Make this a Teams meeting:** ☒
- Details:** Add meeting details here

19. Scroll to the bottom of the dialog and select **Save** once you're complete. The meeting will now appear in the list of meetings.

The screenshot shows the 'Loan application' page for '11223345 - Saved'. The page has a navigation bar with tabs: General, Posts, Files, Wiki, Loans, and a '+' icon. The 'Loans' tab is selected. Below the navigation bar, there is a section for 'Loan application BPF' with a status of 'Active for 17 days'. The 'Meetings' tab is selected, showing a list of meetings. The first meeting is scheduled for 'Oct 24 • Today' at '12:30 AM' for '30m'. The meeting title is 'Review origination documents' and it is a 'Microsoft Teams Meeting'. The meeting details show 'Branch 984328' with 'Accepted: 0, Declined: 0, Not Responded: 0'. A '+ New Meeting' button is visible in the top right corner of the meetings list.

20. To schedule an external meeting with the customer, select the chevron next to the **New meeting** button and select **Customer booking**.
21. In the **Customer booking** dialog, the relevant customer is already prepopulated using the information in the Loan Application. You can provide additional information about the meeting before selecting **Save**. Note that you can add additional booking types by adding additional services within your Bookings business.

22. Once you're complete, you should see both meetings in your meeting list. Once the meeting has started you can join it by selecting the **Join** button; this will open the meeting directly within Microsoft Teams.

General Posts Files Wiki Loans +

11223345 - Saved
Loan application

Loan application BPF
Active for 17 days

Origination (17 D) Processing Underwriting Closing

Summary Details Tasks Notes Meetings

Today < > October 2021

+ New Meeting

Agenda keyboard navigation
Navigate rows with the up/down arrow keys. To drill down into a row, hit the right arrow key and then the enter key. Use the arrow keys to navigate the action buttons inside a row. Press esc to go back to row navigation.

Oct 24 - Today

in 24 m
6:00 PM
30m
Initial consult
Microsoft Teams Meeting

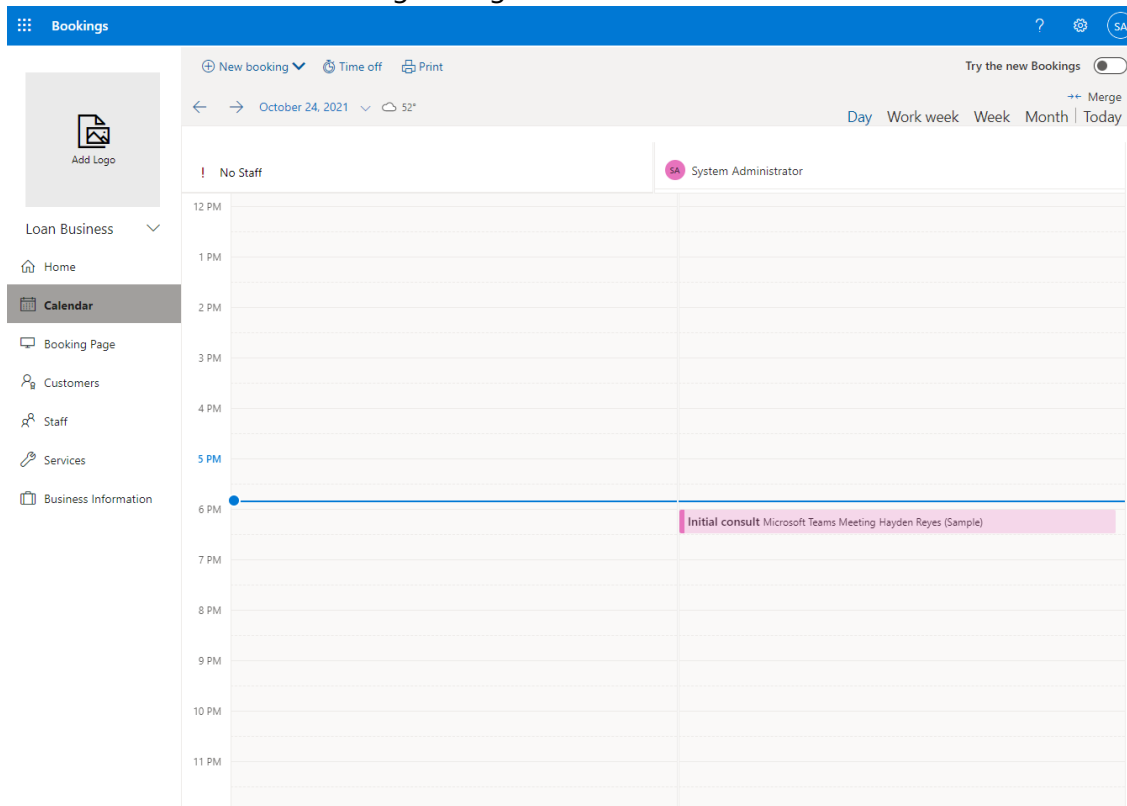
Oct 25 - Monday

12:30 AM
30m
Review origination documents
Microsoft Teams Meeting
Branch 984328 Accepted: 0, Declined: 0, Not Responded: 0

Oct 26 - Tuesday
No meetings

Oct 27 - Wednesday
No meetings

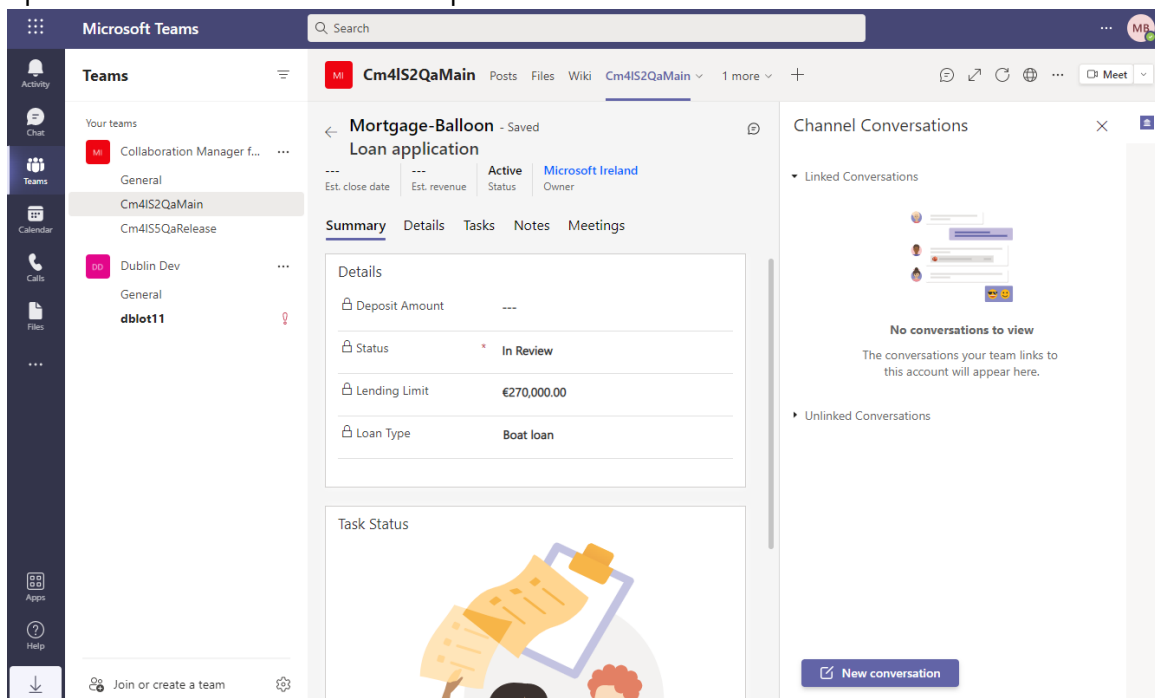
23. Because all the meetings are backed by Outlook, you can navigate to either Bookings or your Outlook Calendar to see all the meetings a single calendar.



Task 4: Creating chats in Collaboration Manager for Loans

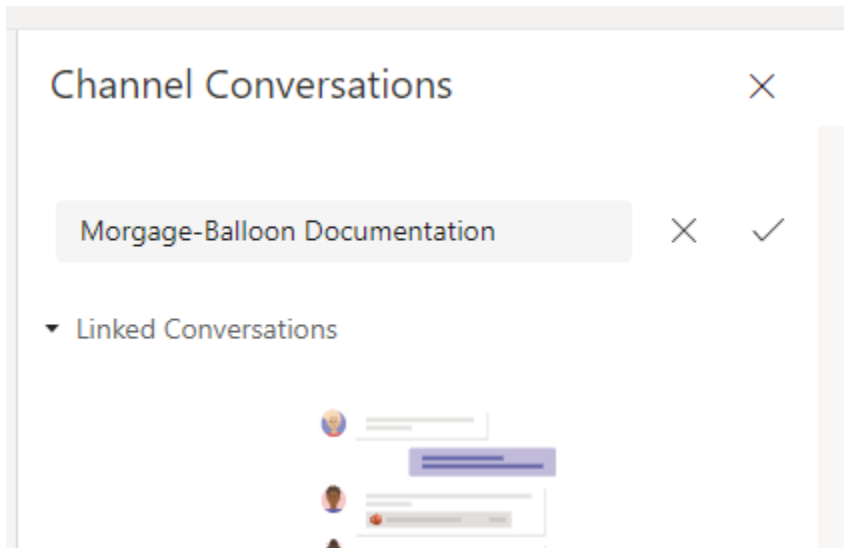
Note: The following functionality only works from within a teams channel. Chats for personal apps will come in a future release for Collaboration Manager for Loans.

24. To view the linked chats for a particular loan, select the chat icon in the header of the loan. This will open the **Channel conversations** panel.



25. To create a new conversation in the channel, select **New conversation**.

26. Provide a name for the conversation and select the check icon.



27. Once the conversation has been created, you can provide replies by typing in the chat pane that appears on the right.

28. You can also see and reply to chats from within the **Posts** tab for the Teams channel.

Exercise 4: Add controls from Loan Tracker

Because all the apps in the Microsoft Cloud for Financial Services uses the same data model, you can mix-and-match the experiences of the various apps. In this exercise, you will be embedding the Loan Application form from the Loan Tracker app so that your users can have access to even more information within Collaboration Manager for Loans.

Task 1: Replace default form within Collaboration Manager

1. Before beginning to create your customizations, we first need to create a solution to house all the changes. Begin by first navigating to <https://make.powerapps.com> and select **Solutions** in the left navigation.
2. Select **New solution** to create a new solution.
3. Provide information for the required fields and then select **save**.

New solution

Display name *

Name *

Publisher *



+ New publisher

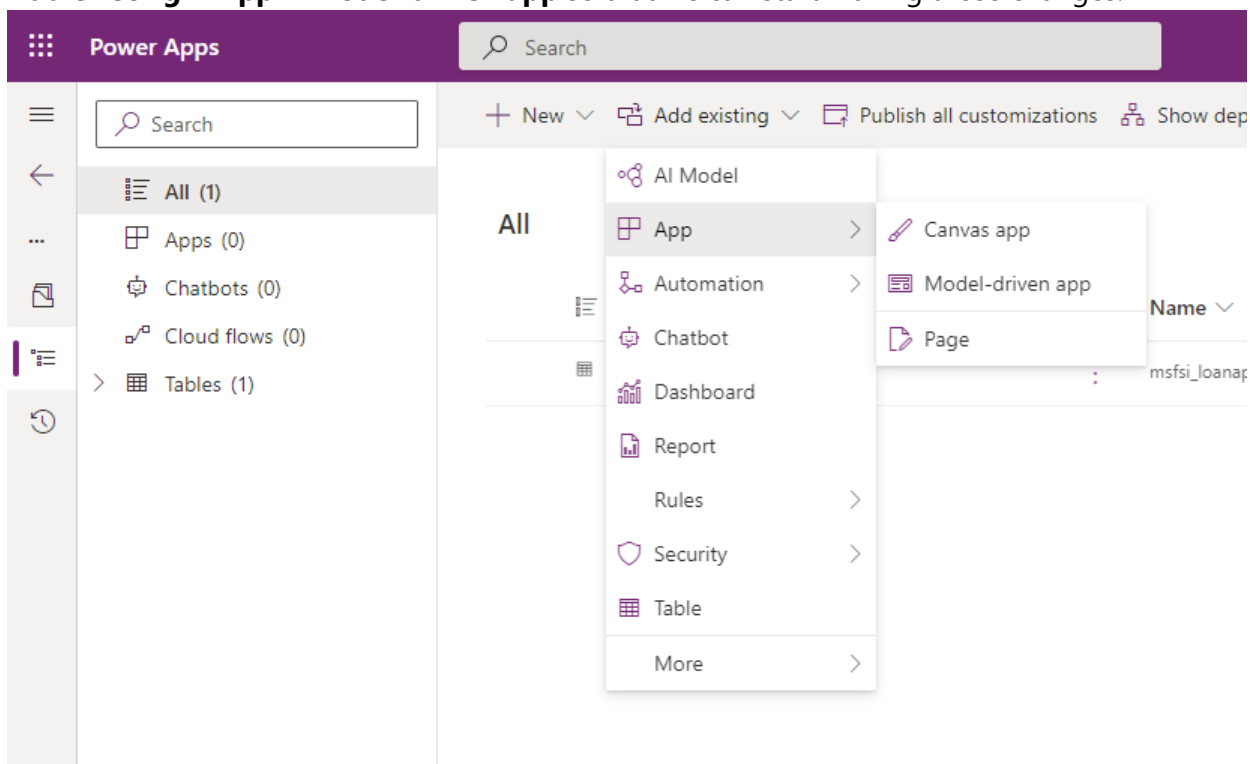
Version *

More options 

4. Open the solution you just created.

+ New solution ← Import 📁 Open AppSource 📄 Publish all customizations ⌚ See history ...					
Solutions					
Display name	Name	Created ↓	Version	Managed e:	
Loan Tracker in Collaboration Manager	...	LoanTrackerinCollab...	10/24/2021	1.0.0.0	🔒
Demo Improvements	...	DemolImprovements	10/24/2021	1.0.0.0	🔒
Collaboration Manager Settings	...	CollaborationManag...	10/24/2021	1.0.0.0	🔒
Collaboration Manager for Loans Tasks	...	CollaborationManag...	10/24/2021	1.0.1.0	🔒
Collaboration Manager for Loans Notes	...	CollaborationManag...	10/24/2021	1.0.0.0	🔒

5. Since we want to show the Loan Tracker form instead of the default Collaboration Manager form, we want to update the app module so that it shows a different Loan Application form. Start by selecting **Add existing > App > Model-driven app** so that we can start making those changes.

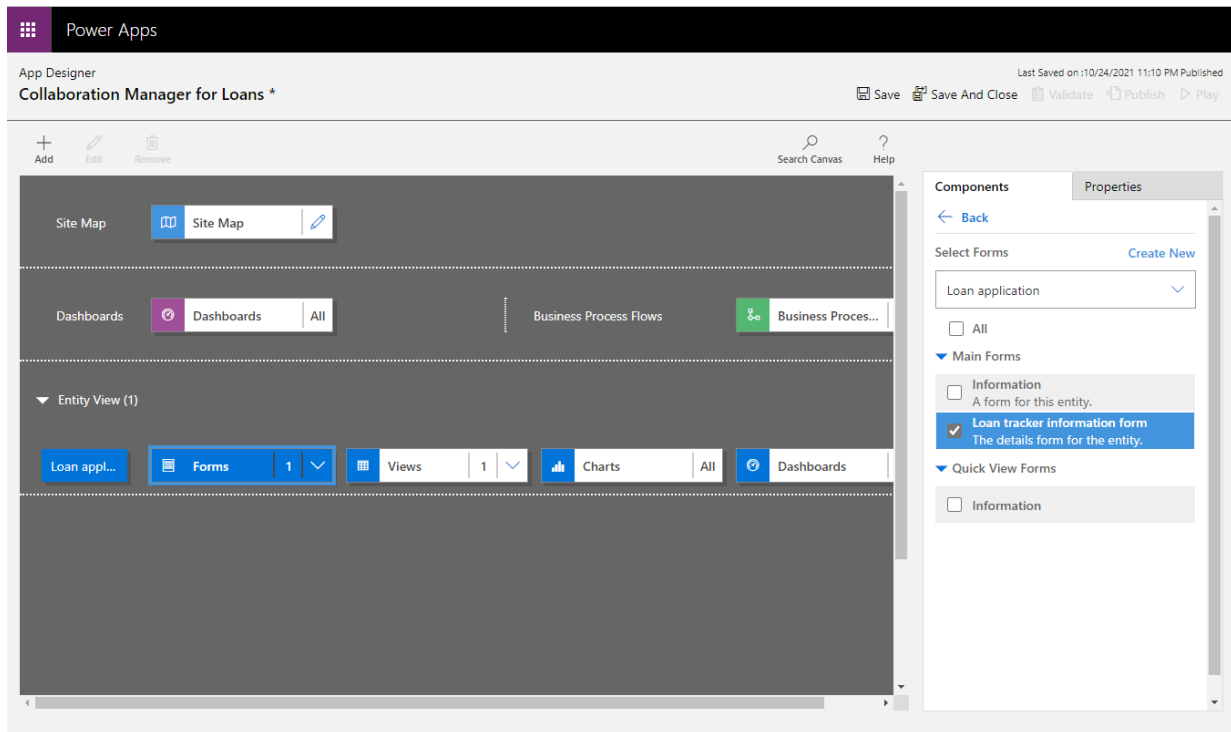


6. Select **Collaboration Manager for Loans** and then select **Add** to bring the app into your solution.

Add existing model-driven apps					×
Select model-driven apps from other solutions or model-driven apps that aren't in solutions yet. Adding model-driven apps that aren't already in solutions will also add them to Dataverse.					
1 model-driven app selected					🔍 loan ×
Display name ↓	Type ↓	Managed externally?	Modified	Owner	
✓ Collaboration Manager for Loans	Model-driven app	🔒	2 h ago	-	
Loan Applications	Model-driven app	🔒	1 h ago	-	
Loan Tracker	Model-driven app	🔒	2 wk ago	-	

7. Once the app is in your solution, select it to open it in the classic app designer.
8. Select the **Form** card for the **Loan application** entity within the app designer.

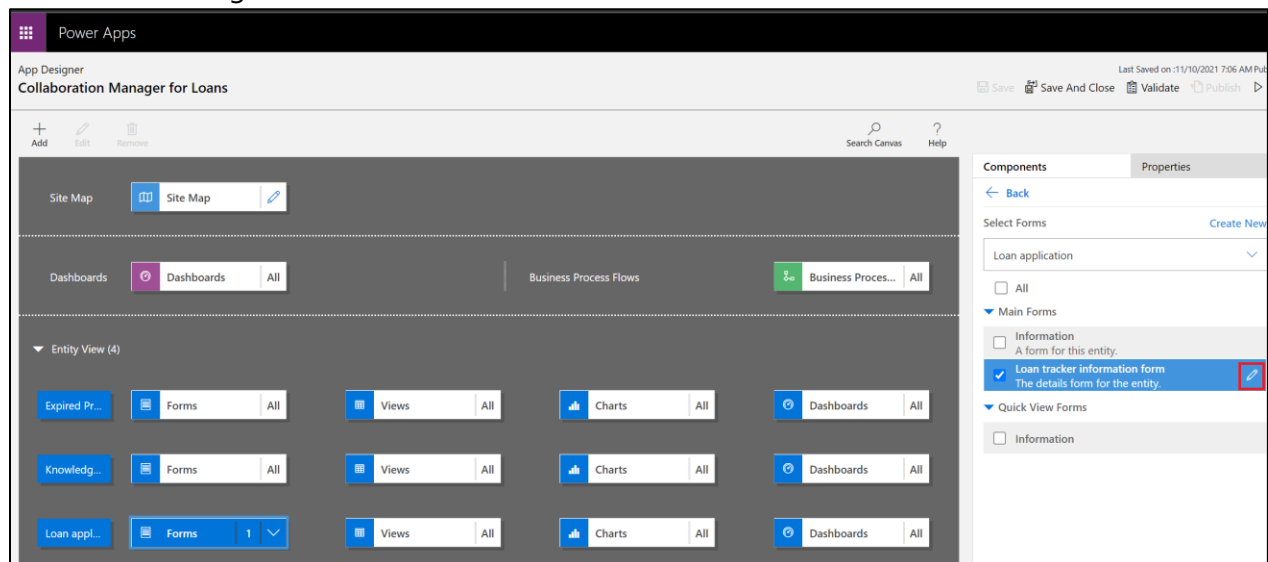
9. In the property pane on the left, uncheck **Information** and check **Loan tracker information form** instead.



10. Select **Save**.
11. Select **Publish**. If you played the app at this point within Microsoft Teams, the components from Loan Tracker will be present, but the collaborative features like tasks, meetings, and notes would not be present.

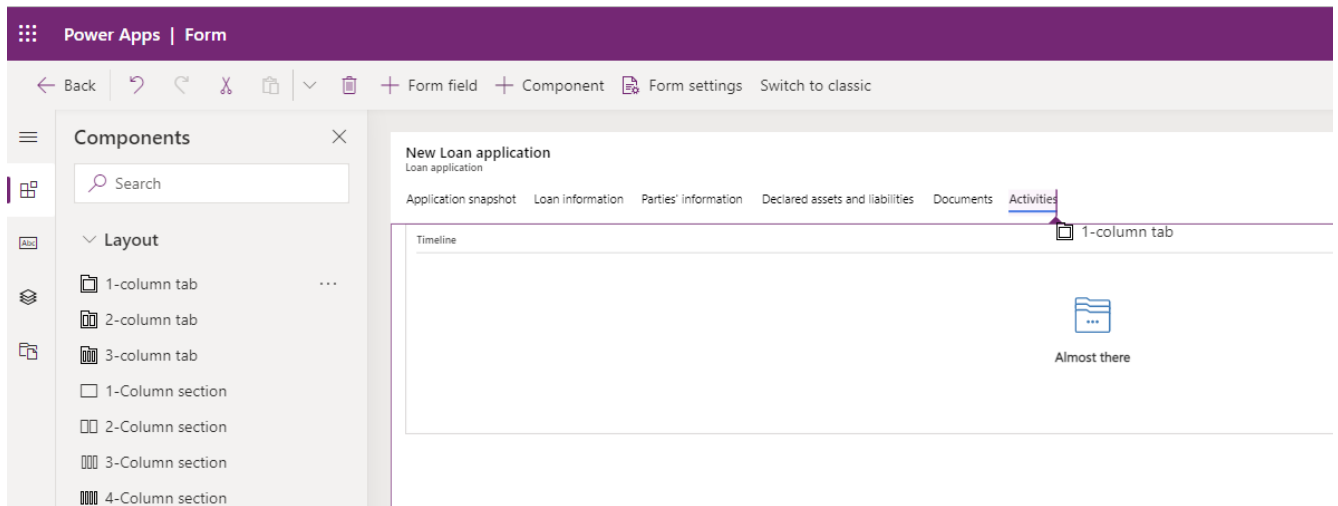
Task 2: Adding Collaboration Toolkit experiences in the Loan tracker form

12. We now want to edit the **Loan tracker information form** so that it includes the tasks, meetings, and notes tabs. To begin, click on the edit icon next to the **Loan tracker information form**

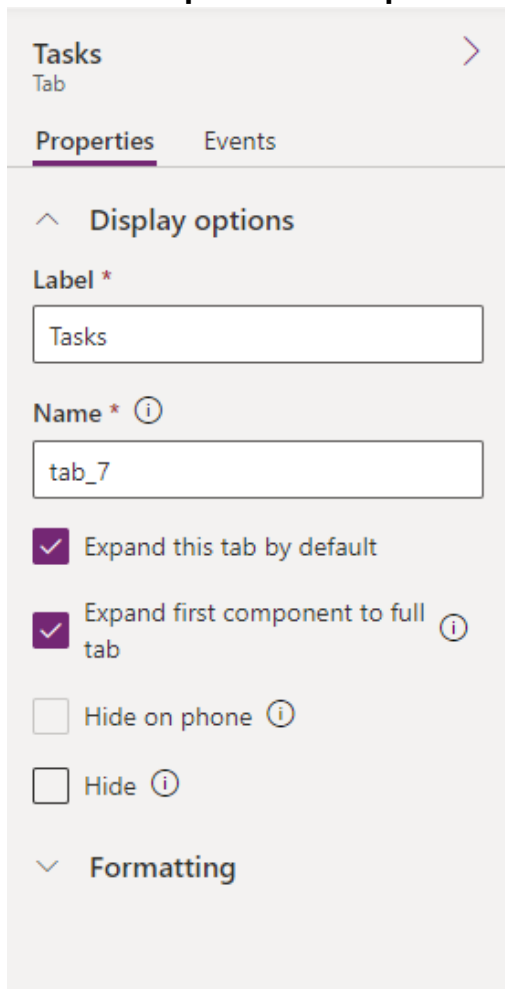


13. It will open the **Loan tracker information form** in the form designer.

14. Once you're in the form designer, drag in a **1-column tab** from the **Components** drawer to the right of the **Activities** tab.



15. After dragging in the tab, rename the tab to "Tasks" in the property pane.
16. Also select **Expand first component to full tab** in the property pane.



17. Now select the section within your new tab so that you can select **Hide label** within the property pane.

New Section

Section

>

Properties

^ Display options

Label *

New Section

Name * ⓘ

tab_7_section_1

☒ Hide label

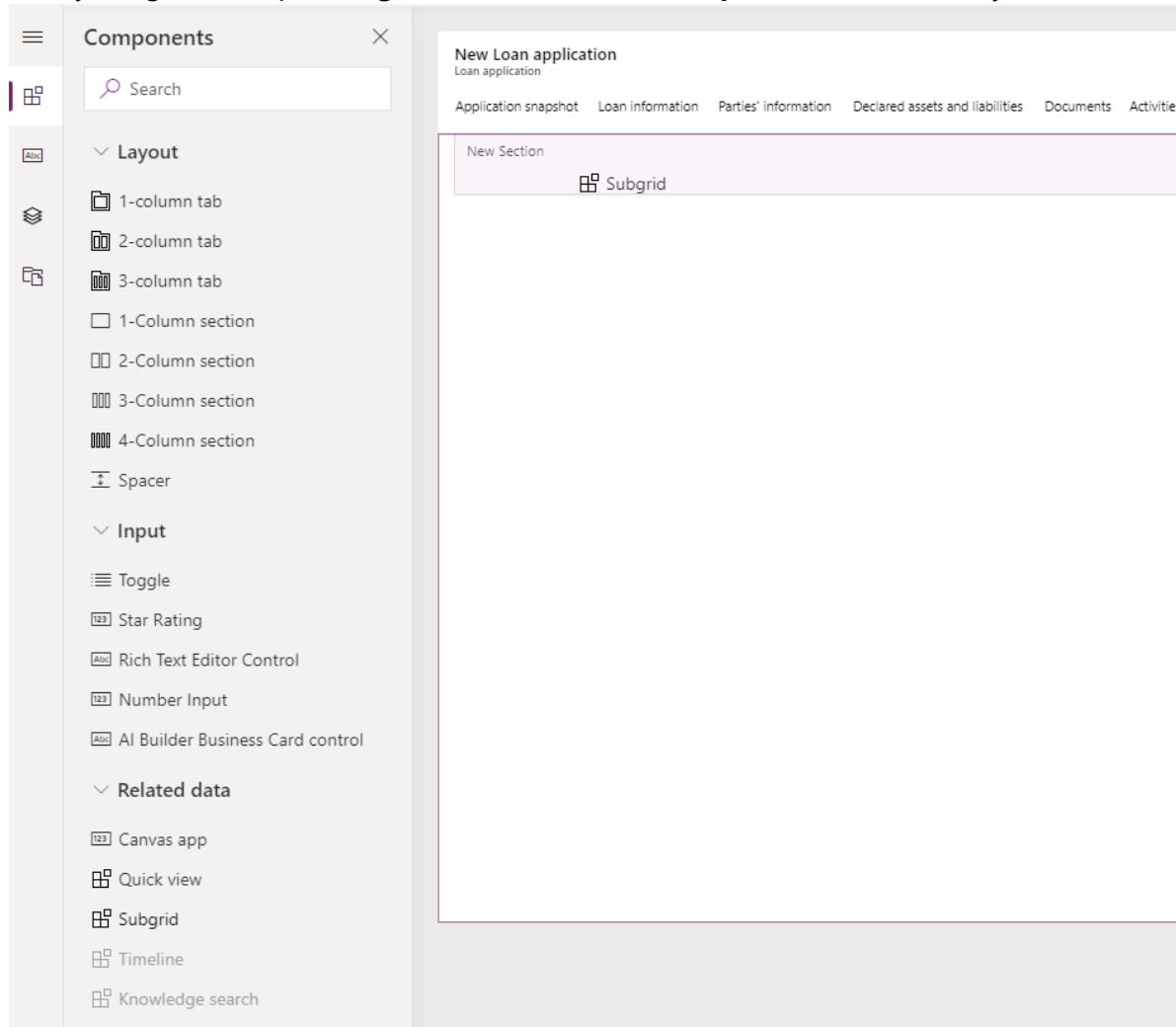
☐ Hide on phone ⓘ

☐ Hide ⓘ

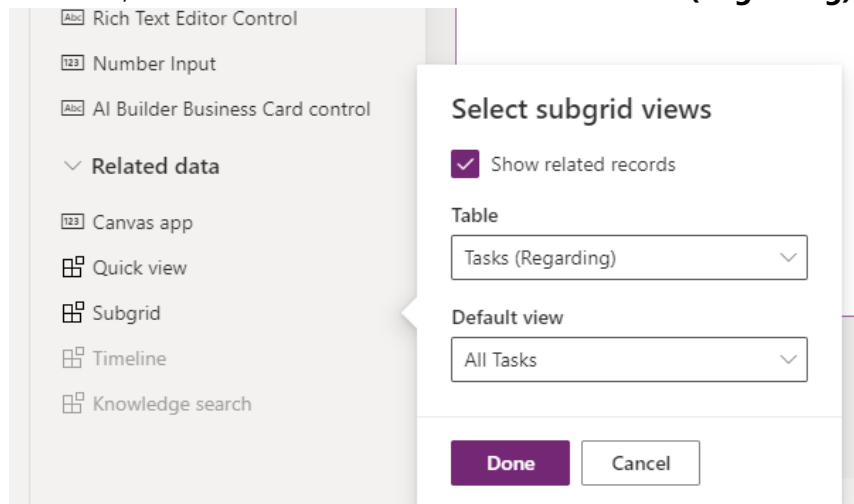
☐ Lock ⓘ

∨ Formatting

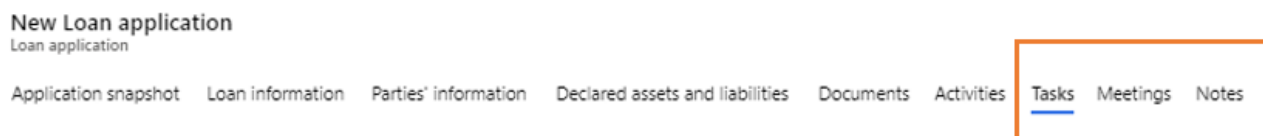
18. Finally, drag-and-drop a **Subgrid** control from the **Components** drawer into your section.



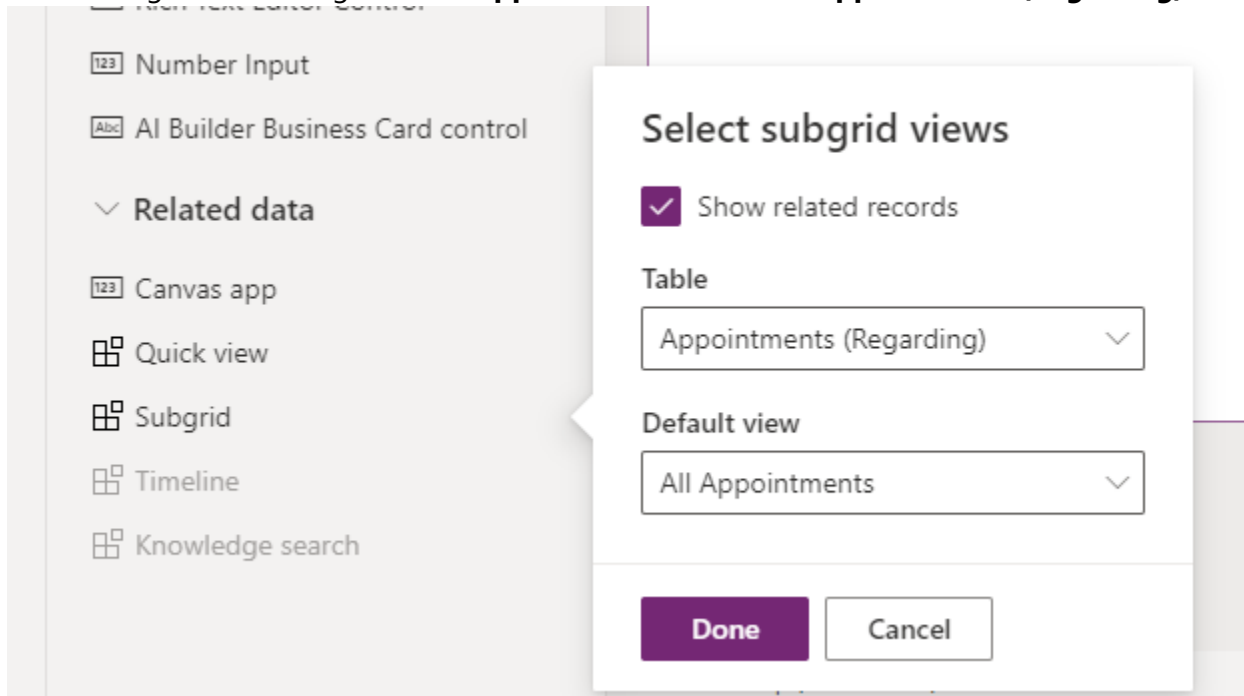
19. For tasks, set the values to **All Tasks** from the **Tasks (Regarding)** table.



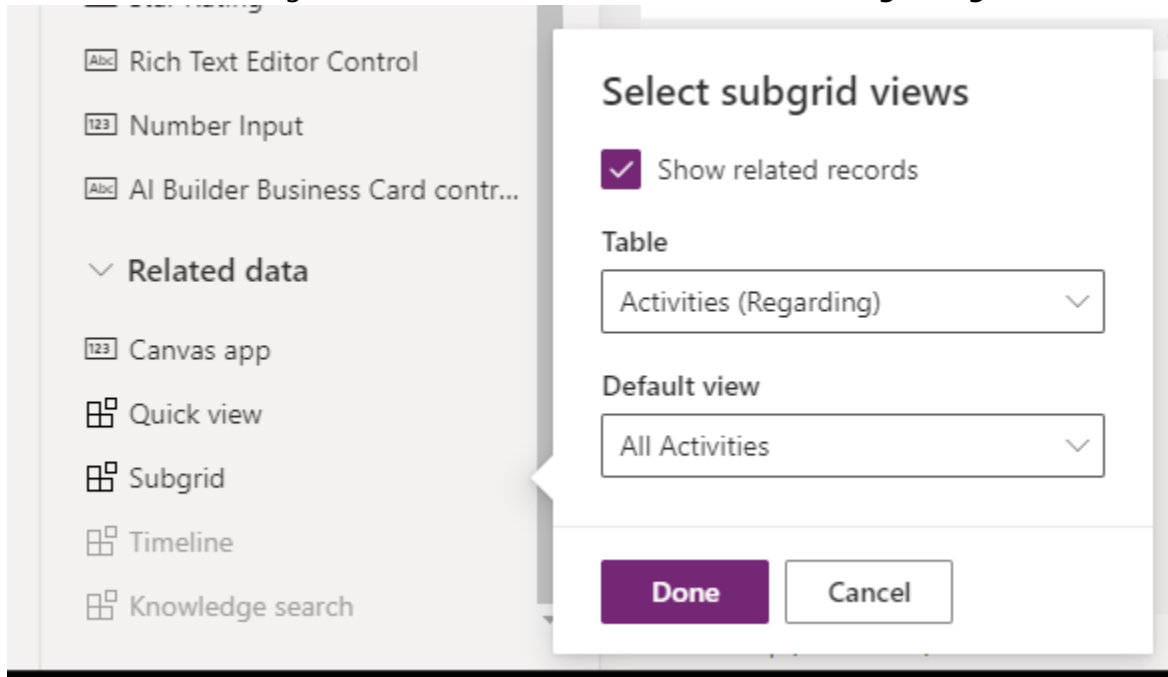
20. Repeat steps 18-23 for the Meetings and Notes tab.



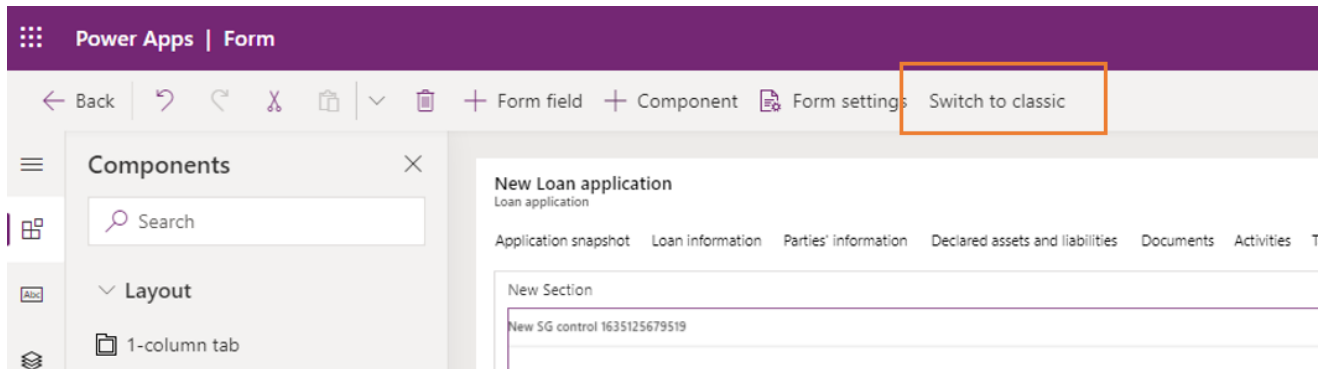
For meetings, set the subgrid to **All Appointments** within the **Appointments (Regarding)** table.



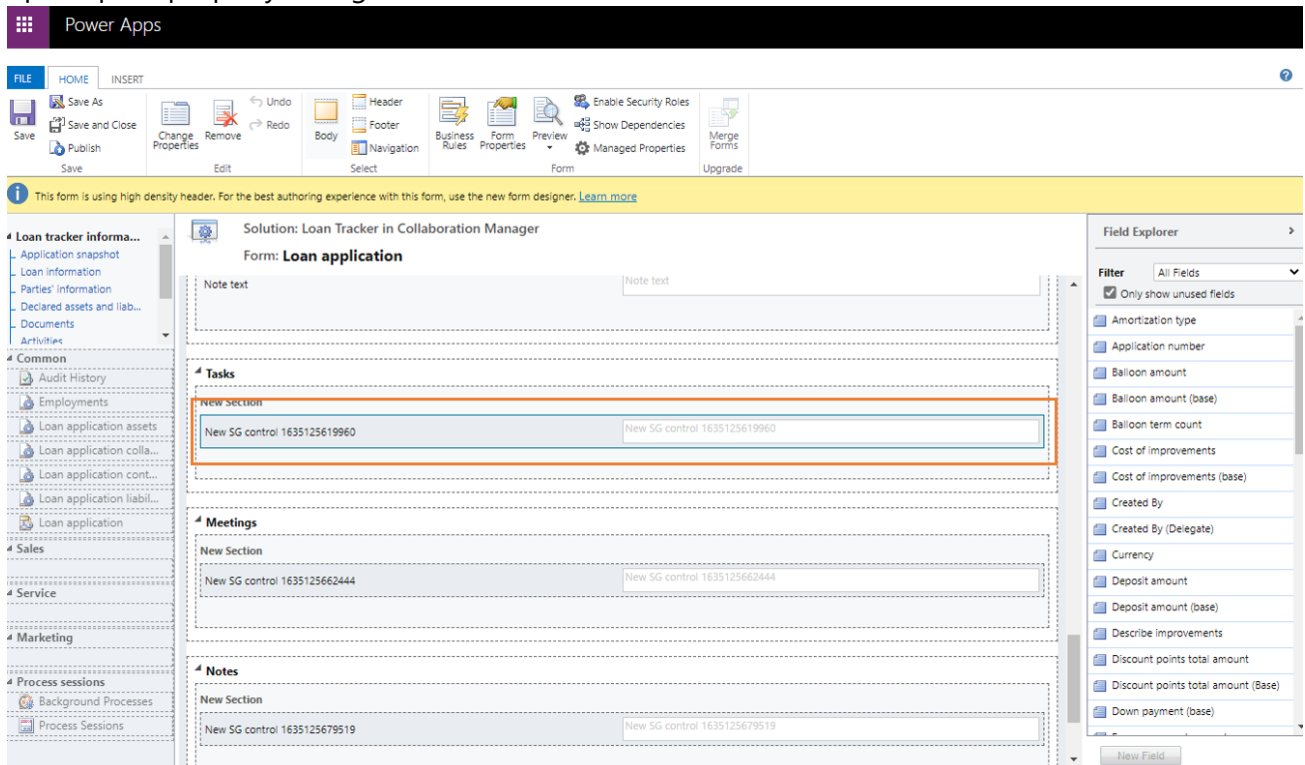
For notes, set the subgrid to **All Activities** within the **Activities (Regarding)** table.



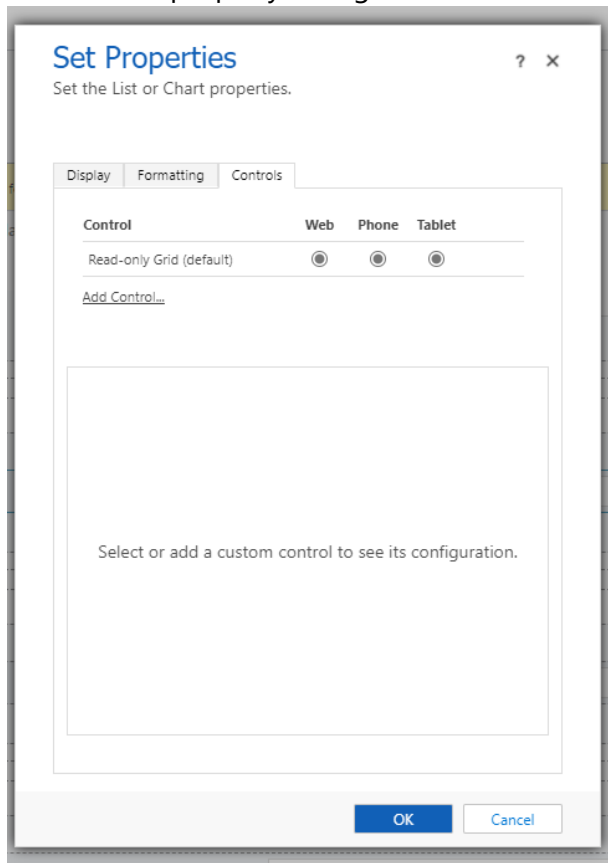
21. We now need to configure the custom controls for our subgrids within the classic form designer. Select **Save** and then select **Switch to classic**.



22. Scroll down in the classic form designer until you find the **Tasks** tab. Double-click on the subgrid to open up its property dialog.

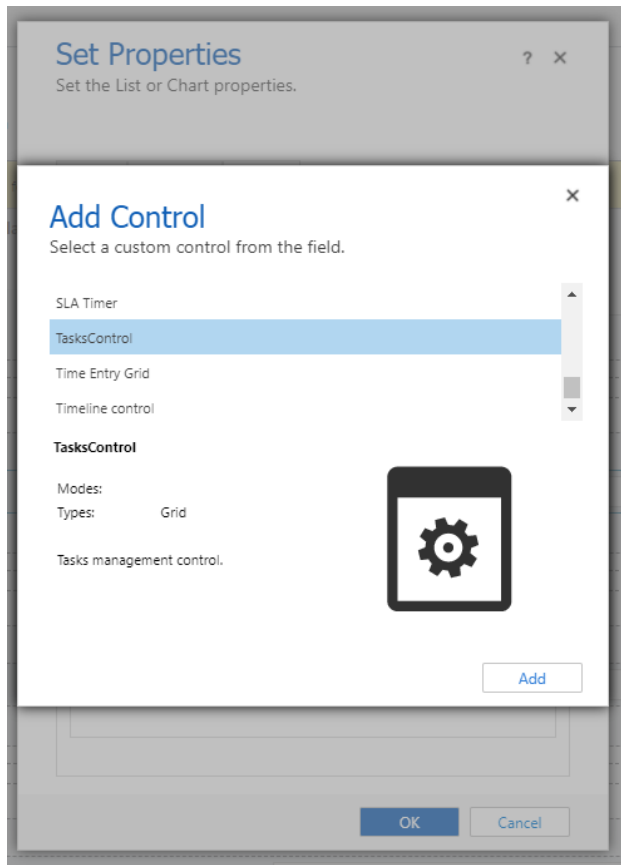


23. While in the property dialog, select the **Controls** tab to view all custom controls assigned to it.




24. Select **Add Control...**

25. For the tasks tab, select **TasksControl** and then **Add**.



26. Finally, check the **Web**, **Phone**, and **Tablet** radio buttons for the **TasksControl** to ensure that it shows across all form factors.

The screenshot shows the 'Set Properties' dialog box with the 'Controls' tab selected. The 'Control' list has 'TasksControl' selected. Below the list, the 'Web', 'Phone', and 'Tablet' radio buttons are all checked. The 'Add Control...' button is visible. Below the control list, the 'TasksControl' properties are shown in a table:

Property	Value
Related Tasks View	All Tasks
Display mode	Default (Enum) 

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

27. Repeat steps 26-30 for the meetings and notes tabs. For meetings, use the **EventsControl** and for notes, use the **NotesControl**.
28. Select **Save**.
29. Select **Publish**.

30. You can now open Collaboration Manager for Loans in the Teams. You should see all of the tabs from Loan Tracker *and* the collaborative tabs from Collaboration Toolkit.

The screenshot displays the Microsoft Teams application interface. On the left is the standard Teams sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and a bottom bar with 'Join or create a team' and a settings gear. The main content area is titled 'Microsoft Teams' and contains a search bar and a 'Meet' button. Below this, a team named 'Branch 984328' is selected, showing a 'General' channel. The channel content area displays a 'Loan application' card for ID '11223345', marked as 'Saved'. The card features a progress bar with three stages: 'Origination (17 D)' (active), 'Processing', and 'Underwriting'. Below the progress bar is an 'Application snapshot' tab, with other tabs for 'Loan information', 'Parties' information', 'Declared assets and liabilities', and 'Documents'. The 'Loan information' tab is active, showing details for '11223345 Home loans Mortgage'. The details include: Principal amount of \$500,000 USD, Loan term of N/A, Loan Application Start Date of Oct 06, 2021, and an Interest rate field. To the right of the loan information is a 'Primary applicant' section for 'Hayden Reyes (Sample)', who is 'Married'. It lists contact information: Phone (334) 555-0777 and Email Hayden@example.com. At the bottom of this section, the KYC status is 'Approved'.

Microsoft Teams

Search

Activity Chat Teams Calendar Calls Files

Join or create a team

Teams

Your teams

Branch 984328

General

Hidden teams

General Posts Files Wiki Loans +

11223345 - Saved
Loan application

\$500,000.00
Principal amount

Loan term

Home loans
Loan type

Meet

Loan application BPF
Active for 17 days

Origination (17 D)

Processing

Underwriting

Application snapshot

Loan information

Parties' information

Declared assets and liabilities

Documents

Loan information

11223345
Home loans
Mortgage

Principal amount
\$500,000 USD

Loan term
N/A

Loan Application Start Date
Oct 06, 2021

Interest rate

Primary applicant

HR

Hayden Reyes (Sample)
Married

Phone
(334) 555-0777

Email
Hayden@example.com

KYC
Approved

Summary

Nice work! You have completed **Lab 04 - Collaboration Manager for Loans**.

In this lab, you learned how to do the following:

1. Explore the Collaboration Toolkit data model
2. Setup the settings for Collaboration Manager for Loans
3. Navigate Collaboration Manager for Loans application and create new collaboration activities
4. Fuse the Loan Tracker app with Collaboration Manager for Loans