



PowerApps Bootcamp: Expert

Hands-On Lab Guide

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Exercise 1: Preparing data and creating a new solution

In this exercise, we will create a new solution to store all the flows and apps related to our app.

Objectives

After completing this lab, you will be able to:

- Create a new solution for your Power Platform developments

Requires

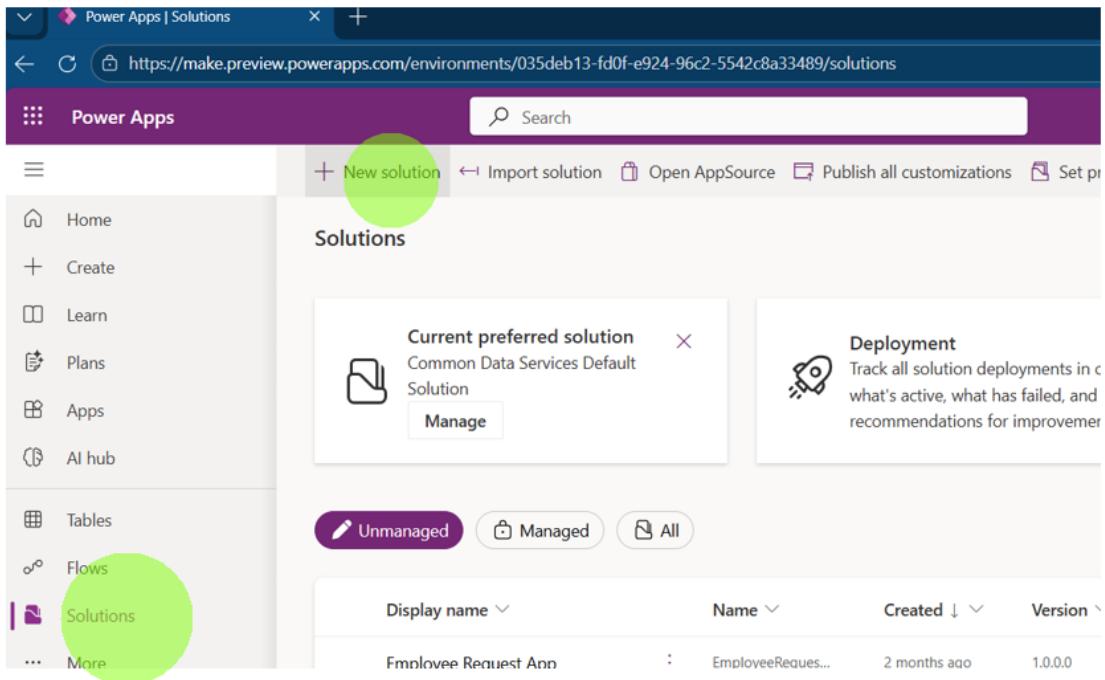
- InvoiceProcessingAppImportData_1_0_0_1.zip
- invoices_last3months_simple_approval.xlsx

Estimated time to complete this lab

15 mins

Task 1: Importing Invoice Table Schema and Data

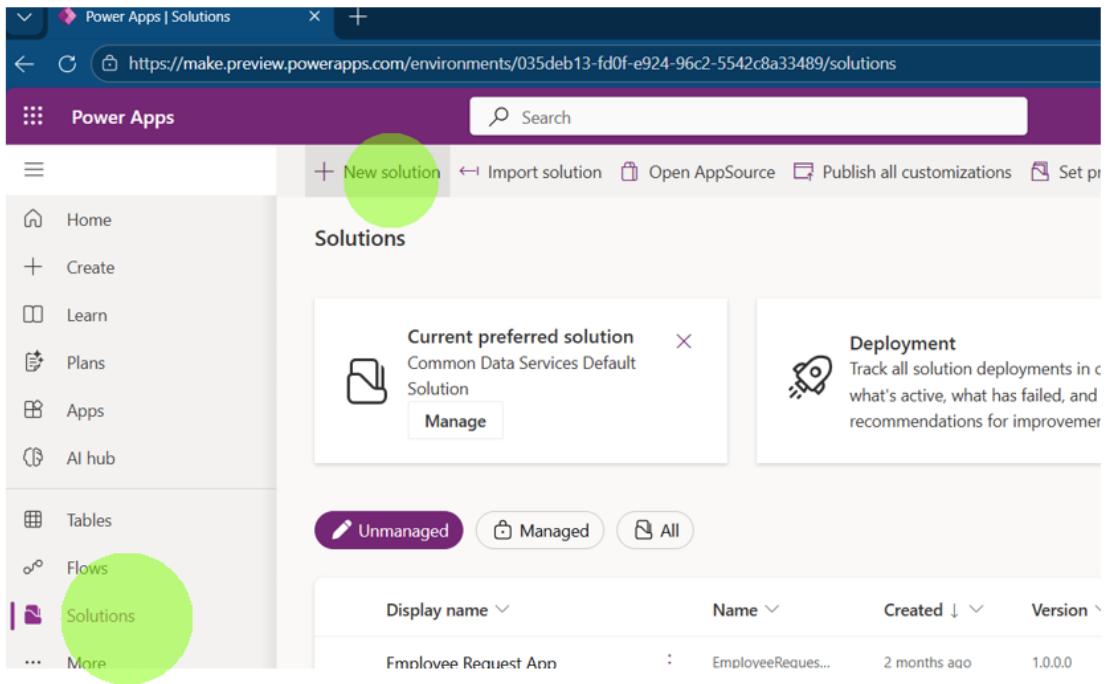
1. Go to make.powerapps.com.



The screenshot shows the Microsoft Power Apps interface for managing solutions. The left sidebar has a purple header with 'Power Apps' and a search bar. Below it are links for Home, Create, Learn, Plans, Apps, AI hub, Tables, Flows, and Solutions. The 'Solutions' link is highlighted with a green circle. The main area is titled 'Solutions' and shows a 'Current preferred solution' card for 'Common Data Services Default Solution' with a 'Manage' button. To its right is a 'Deployment' card with a lightbulb icon and a brief description. Below these are three filter buttons: 'Unmanaged' (purple), 'Managed' (light blue), and 'All'. A table lists one solution: 'Employee Request App' (Display name), 'EmployeeReques...' (Name), '2 months ago' (Created), and '1.0.0.0' (Version). The table has columns for Display name, Name, Created, and Version.

Display name	Name	Created	Version
Employee Request App	EmployeeReques...	2 months ago	1.0.0.0

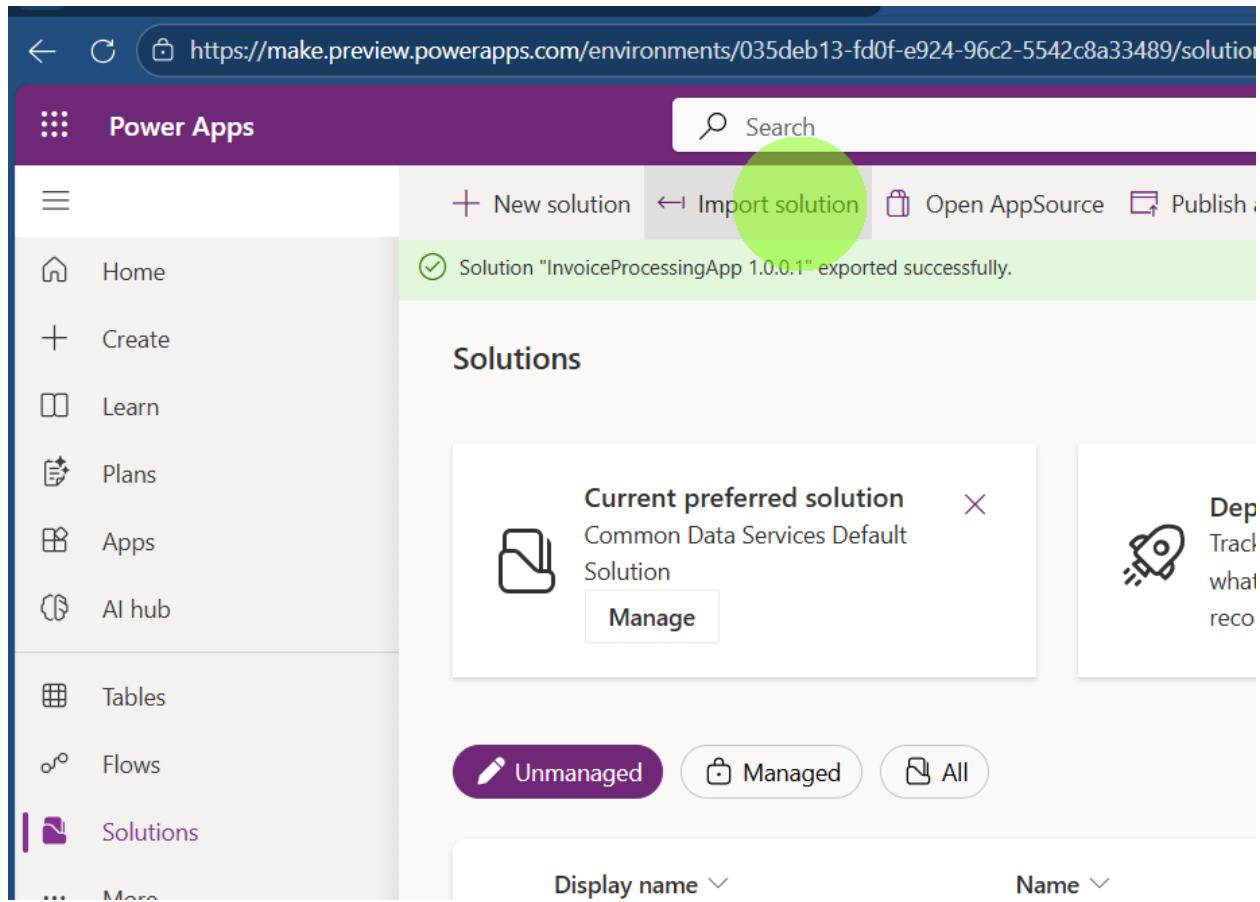
2. Click Solutions.



The screenshot shows the 'Power Apps | Solutions' interface. The left sidebar includes options like Home, Create, Learn, Plans, Apps, AI hub, Tables, Flows, Solutions (which is highlighted with a green circle), and More. The main area displays a 'Current preferred solution' card for 'Common Data Services Default Solution' with a 'Manage' button. Below it is a 'Deployment' section with a lightbulb icon and a link to track deployments. A filter bar at the bottom allows switching between Unmanaged, Managed, and All solutions. A table lists solutions, showing one entry: Employee Request App, created 2 months ago, version 1.0.0.0. The table columns are Display name, Name, Created, and Version.

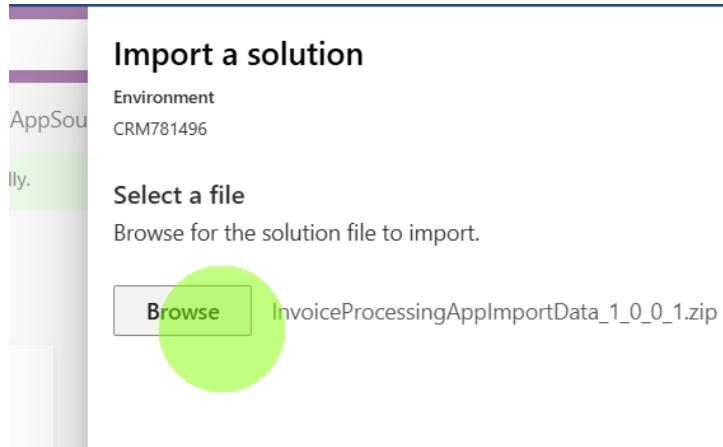
Display name	Name	Created	Version
Employee Request App	EmployeeRequest...	2 months ago	1.0.0.0

3. Click Import Solution.



The screenshot shows the Microsoft Power Apps Solutions page. On the left, there's a navigation menu with options like Home, Create, Learn, Plans, Apps, AI hub, Tables, Flows, and Solutions. The Solutions option is currently selected. At the top right, there are buttons for New solution, Import solution (which has a green circle around it), Open AppSource, and Publish. A success message at the top right says "Solution 'InvoiceProcessingApp 1.0.0.1' exported successfully." Below this, a card displays the "Current preferred solution" as "Common Data Services Default Solution" with a "Manage" button. There are also tabs for Unmanaged, Managed, and All. The main area lists solutions with columns for Display name and Name.

4. Click Browse and select InvoiceProcessingApplImportData_1_0_0_1.zip from lab files.

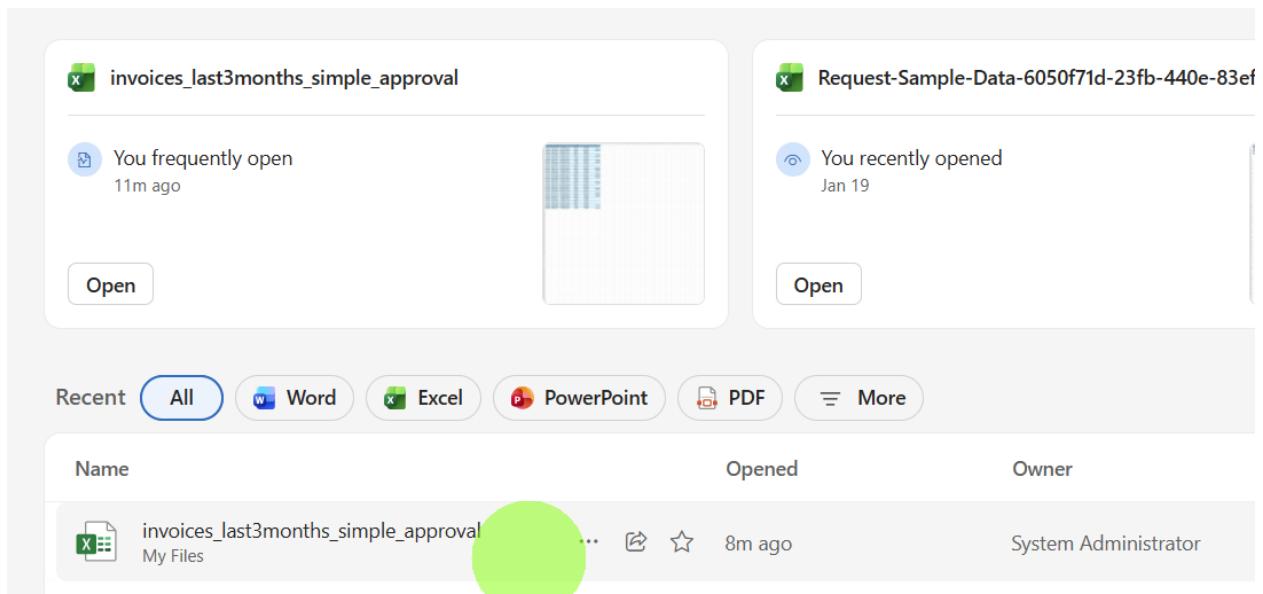


The screenshot shows the "Import a solution" dialog. It has a sidebar with "AppSource" and "Solutions". The main area is titled "Import a solution" and shows the "Environment" as "CRM781496". Below this, there's a section titled "Select a file" with the instruction "Browse for the solution file to import." A "Browse" button is highlighted with a green circle. To its right, the file "InvoiceProcessingApplImportData_1_0_0_1.zip" is listed.

5. Click Next and Import. The solution will take awhile to import.

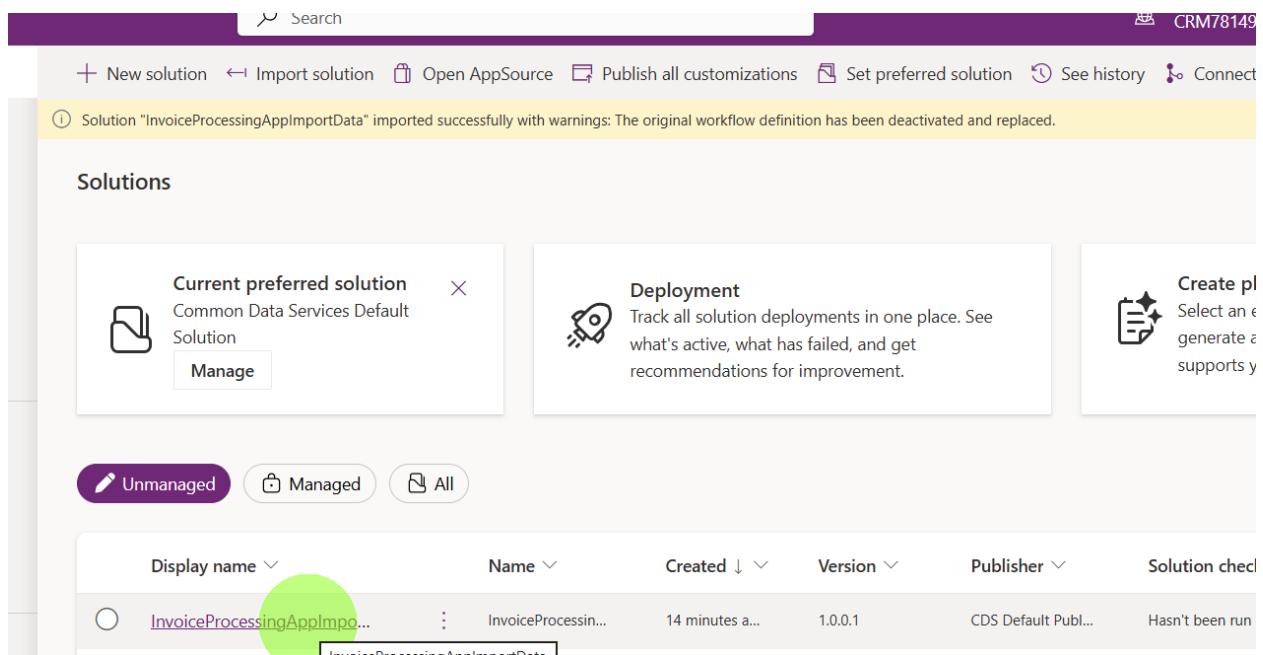


6. Meanwhile upload invoices_last3months_simple_approval.xlsx to your OneDrive folder.



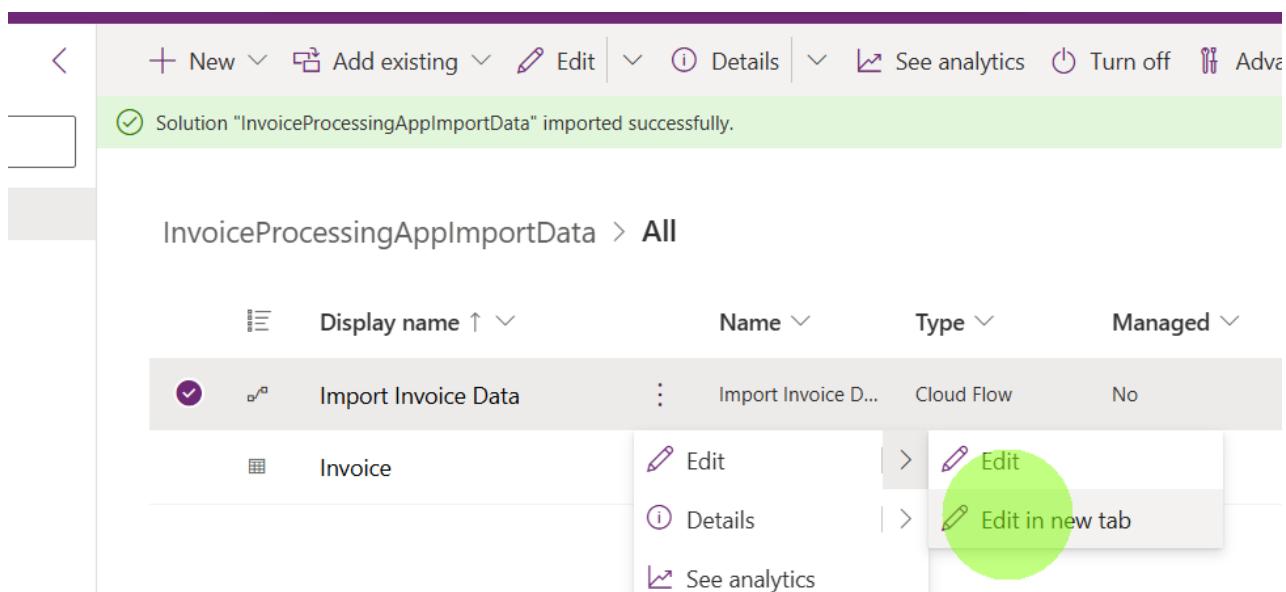
Name	Opened	Owner
invoices_last3months_simple_approval.xlsx My Files	8m ago	System Administrator

7. Once the solution is imported, you will receive a message as below. Click into the imported solution.



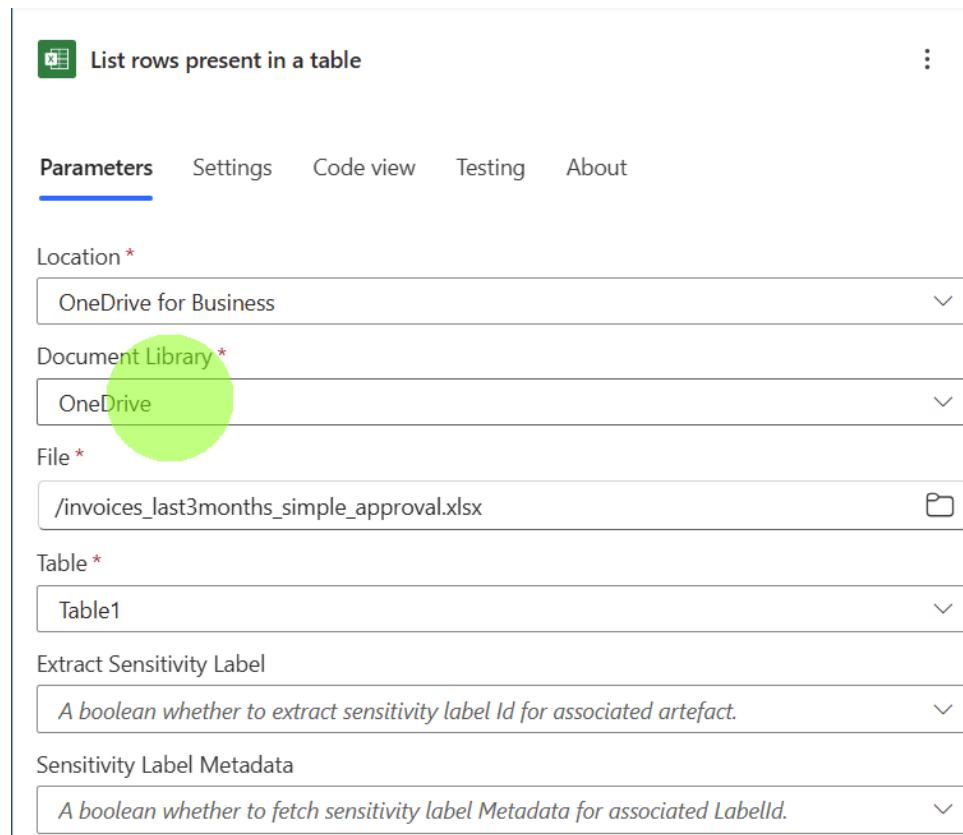
The screenshot shows the Microsoft Power Platform Solutions page. At the top, there is a navigation bar with links for 'New solution', 'Import solution', 'Open AppSource', 'Publish all customizations', 'Set preferred solution', 'See history', and 'Connect'. Below the navigation bar, a message box displays: 'Solution "InvoiceProcessingApplImportData" imported successfully with warnings: The original workflow definition has been deactivated and replaced.' The main area is titled 'Solutions' and contains three cards: 'Current preferred solution' (Common Data Services Default Solution), 'Deployment' (Track all solution deployments in one place), and 'Create pl...' (Select an entity to generate a solution). Below the cards, there are filter buttons for 'Unmanaged', 'Managed' (which is selected), and 'All'. A table lists solutions, with the imported solution 'InvoiceProcessingApplImportData' highlighted by a green circle. The table columns include 'Display name', 'Name', 'Created', 'Version', 'Publisher', and 'Solution check'. The 'InvoiceProcessingApplImportData' row shows 'InvoiceProcessin...', '14 minutes ago', '1.0.0.1', 'CDS Default Publ...', and 'Hasn't been run'.

8. Once inside the solution, open Import Invoice Data Flow to edit in a new tab.

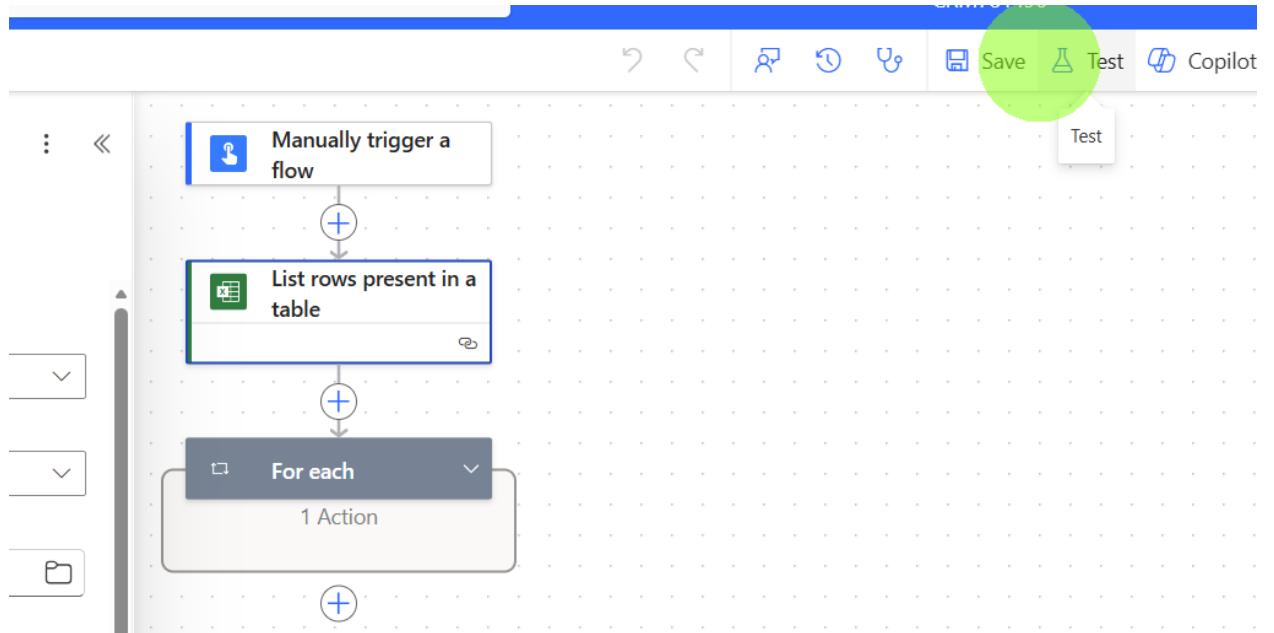


The screenshot shows the Microsoft Power Platform solution editor for the 'InvoiceProcessingApplImportData' solution. At the top, there is a toolbar with buttons for 'New', 'Add existing', 'Edit', 'Details', 'See analytics', 'Turn off', and 'Advanced'. A message box at the top indicates: 'Solution "InvoiceProcessingApplImportData" imported successfully.' Below the toolbar, the title 'InvoiceProcessingApplImportData > All' is displayed. The main area shows a list of flows, with the 'Import Invoice Data' flow selected and highlighted by a green circle. The list includes 'Import Invoice Data' (Cloud Flow, Managed) and 'Invoice' (Cloud Flow, Not Managed). To the right of the flows, there are actions: 'Edit', 'Details', 'See analytics', and 'Edit in new tab', with 'Edit in new tab' also highlighted by a green circle.

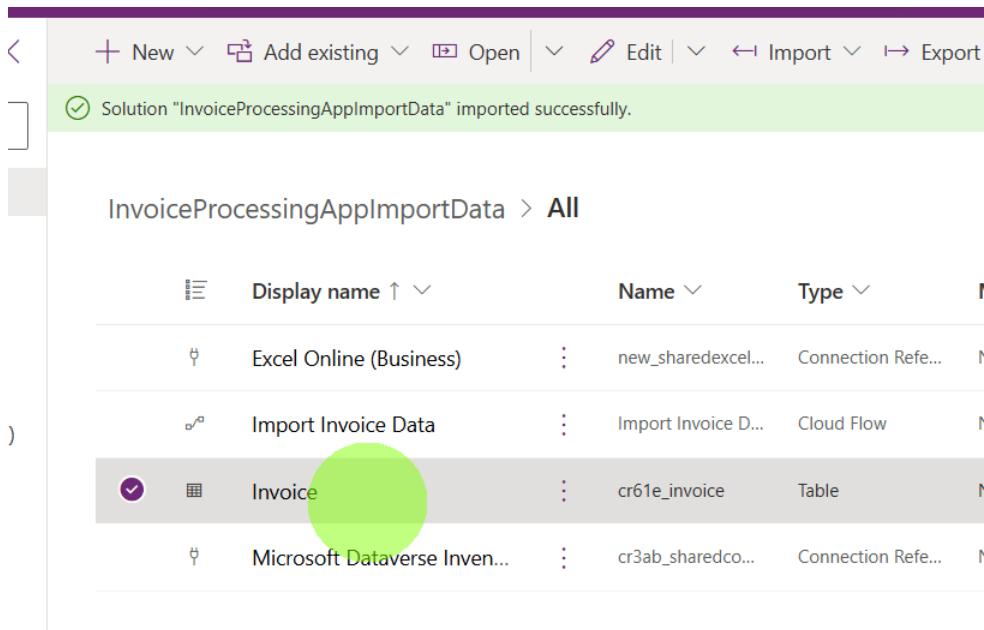
9. Expand List rows present in a table step and select "My Drive" for Document Library.



10. Save and Test run the flow to import data.

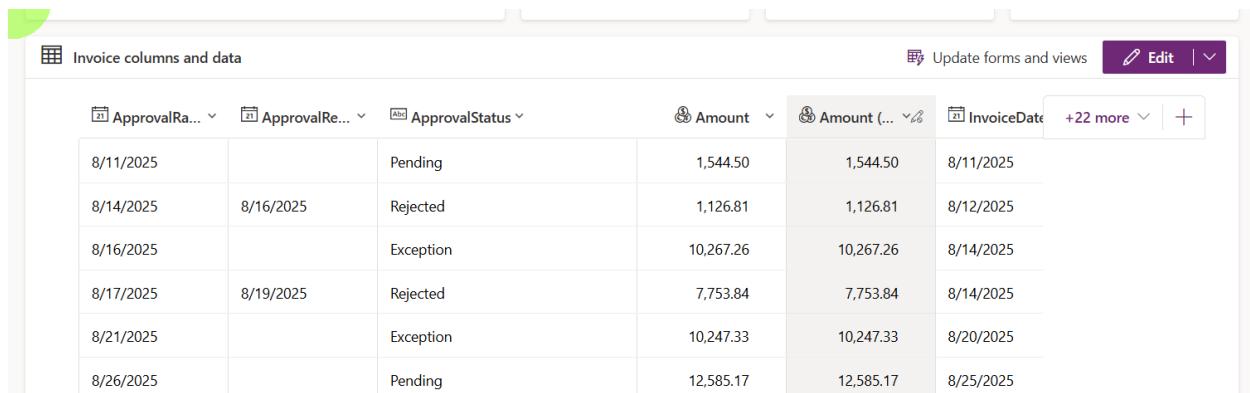


11. Once run, Invoice table should have data inside.



The screenshot shows the Microsoft Power Platform canvas interface. At the top, there are navigation links: '+ New', 'Add existing', 'Open', 'Edit', 'Import', and 'Export'. A green notification bar at the top indicates: 'Solution "InvoiceProcessingAppImportData" imported successfully.' Below the navigation, the title 'InvoiceProcessingAppImportData > All' is displayed. A table list is shown with the following items:

Display name ↑	Name ↓	Type	M
Excel Online (Business)	: new_sharedexcel...	Connection Refe...	N
Import Invoice Data	: Import Invoice D...	Cloud Flow	N
Invoice	: cr61e_invoice	Table	N
Microsoft Dataverse Inven...	: cr3ab_sharedco...	Connection Refe...	N



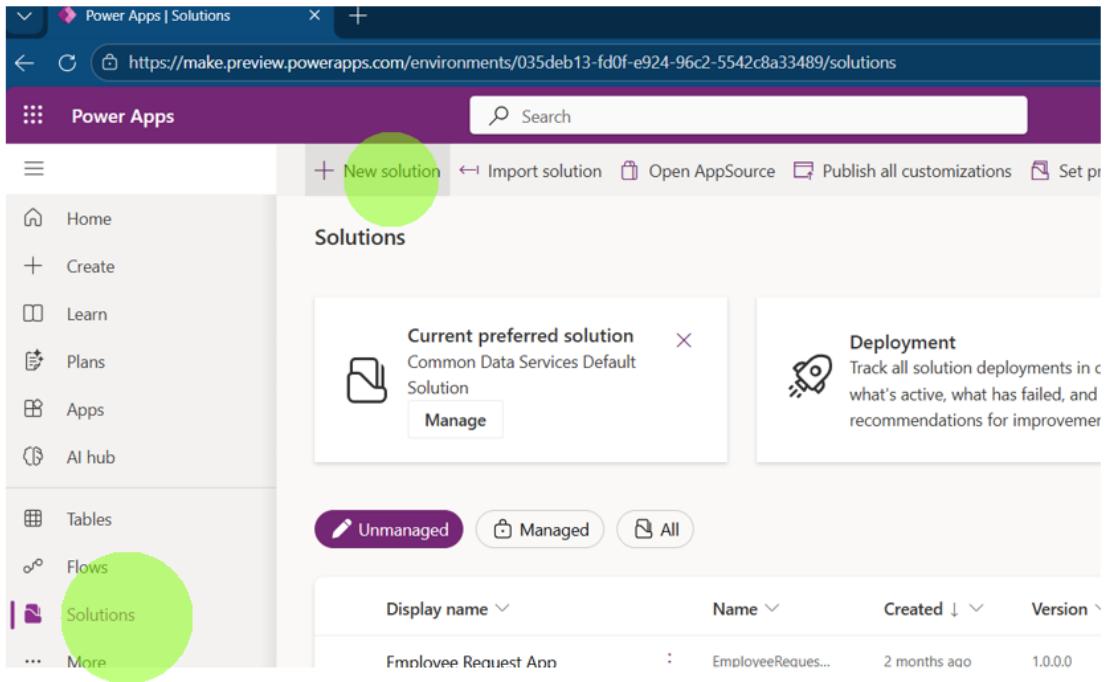
The screenshot shows the 'Invoice' table in the Microsoft Power Platform canvas. The table has the following columns: ApprovalReason, ApprovalRequester, ApprovalStatus, Amount, Amount (USD), and InvoiceDate. The data rows are:

ApprovalReason	ApprovalRequester	ApprovalStatus	Amount	Amount (USD)	InvoiceDate
8/11/2025		Pending	1,544.50	1,544.50	8/11/2025
8/14/2025	8/16/2025	Rejected	1,126.81	1,126.81	8/12/2025
8/16/2025		Exception	10,267.26	10,267.26	8/14/2025
8/17/2025	8/19/2025	Rejected	7,753.84	7,753.84	8/14/2025
8/21/2025		Exception	10,247.33	10,247.33	8/20/2025
8/26/2025		Pending	12,585.17	12,585.17	8/25/2025

----- End of Task -----

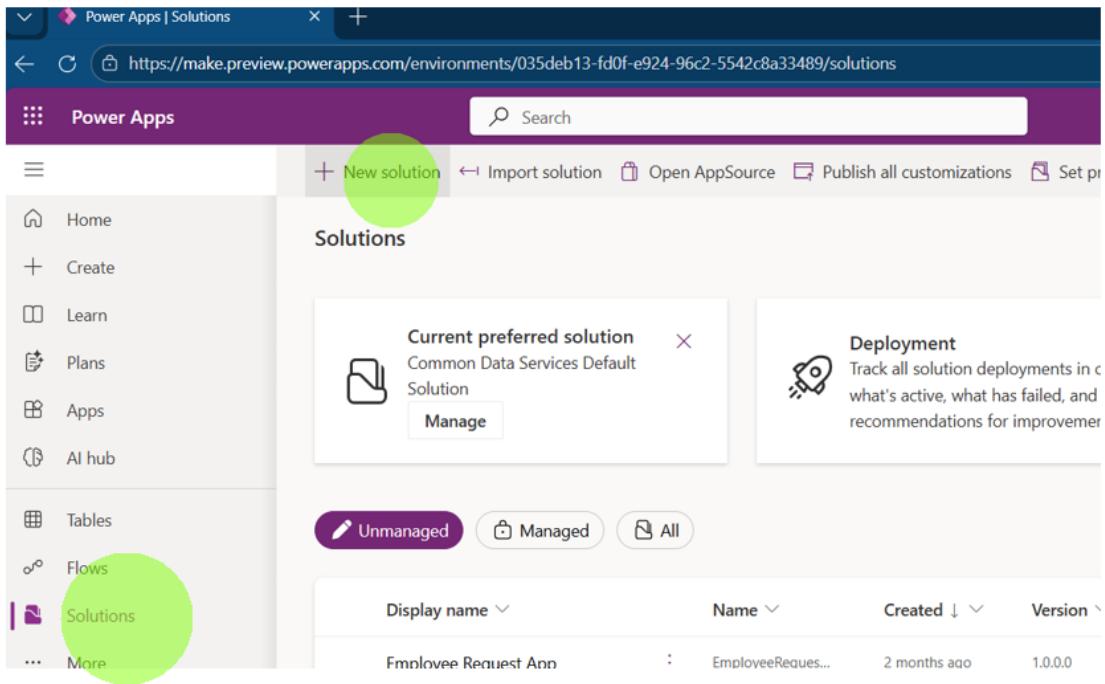
Task 2: Creating a Solution

1. Go to [make.powerapps.com.](https://make.powerapps.com/)



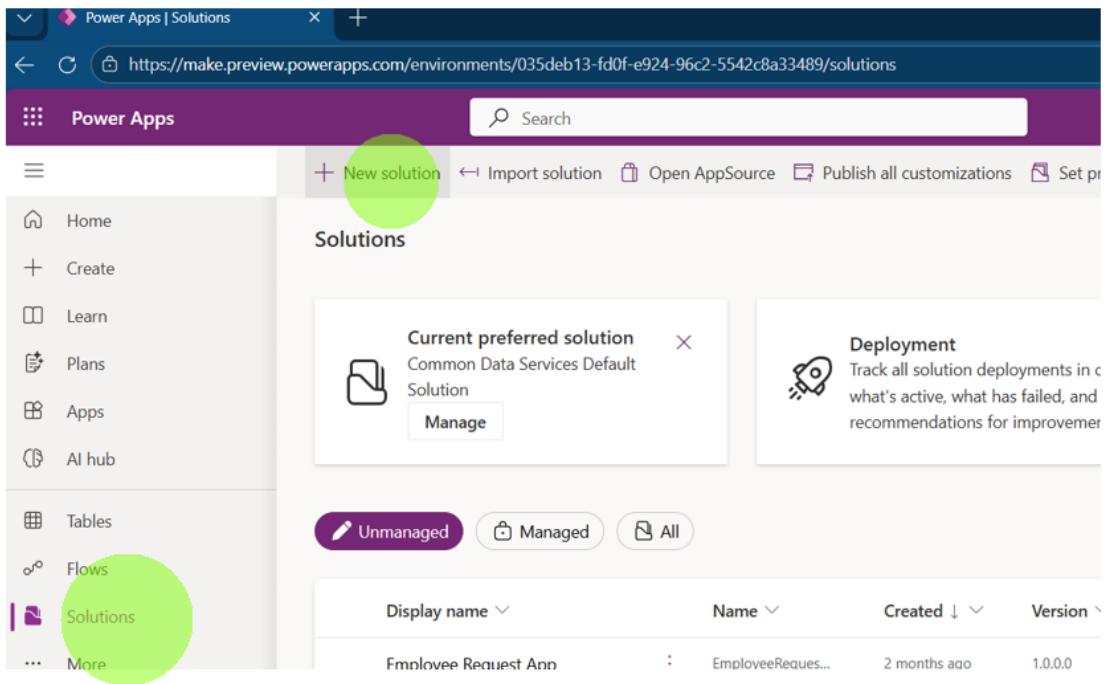
The screenshot shows the Microsoft Power Apps Solutions page. The URL in the browser is <https://make.preview.powerapps.com/environments/035deb13-fd0f-e924-96c2-5542c8a33489/solutions>. The page has a purple header with the title "Power Apps" and a search bar. On the left, there's a sidebar with options like Home, Create, Learn, Plans, Apps, AI hub, Tables, Flows, and Solutions. The "Solutions" option is highlighted with a green circle. The main content area shows a "Current preferred solution" section for "Common Data Services Default Solution" with a "Manage" button. Below it is a "Deployment" section with a brief description. At the bottom, there are filters for "Unmanaged", "Managed", and "All", and a table listing one solution: "Employee Request App" by "EmployeeReques...", created "2 months ago" at version "1.0.0.0".

2. Click Solutions.



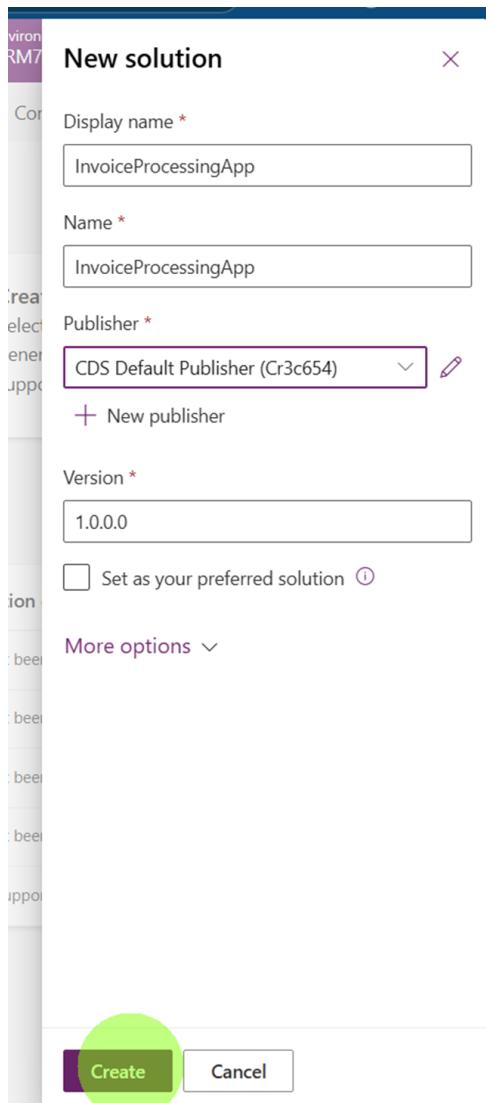
The screenshot shows the 'Power Apps | Solutions' interface. On the left, there's a navigation sidebar with options like Home, Create, Learn, Plans, Apps, AI hub, Tables, Flows, and Solutions. The 'Solutions' option is highlighted with a green circle. At the top right, there are buttons for 'New solution', 'Import solution', 'Open AppSource', 'Publish all customizations', and 'Set pri...'. Below these, a section titled 'Current preferred solution' shows 'Common Data Services Default Solution' with a 'Manage' button. To the right is a 'Deployment' section with a lightbulb icon and text about tracking deployments. Below these sections is a table header for managing solutions, with columns for Display name, Name, Created, and Version. One row is visible: 'Employee Request App' (Name), 'EmployeeReques...' (Created), and '1.0.0.0' (Version).

3. Click + New Solution.



This screenshot is from the same interface as the previous one, but the 'Solutions' tab is now selected in the left sidebar, indicated by a green circle. The '+ New solution' button at the top right is also highlighted with a green circle. The rest of the interface remains the same, showing the current preferred solution, deployment status, and a list of existing solutions.

4. Enter Solution Details as below. For Publisher, you will find a default publisher with a different ID to select.



New solution

Display name *

Name *

Publisher *

CDS Default Publisher (Cr3c654)

+ New publisher

Version *

Set as your preferred solution ⓘ

More options ⓘ

Create

5. You will be navigated to the empty Solution page.

End of Task

Exercise 2: Creating the Canvas App and Designing the Home Screen

In this next exercise, we will create the canvas app from the solution and design a home screen for user navigation.

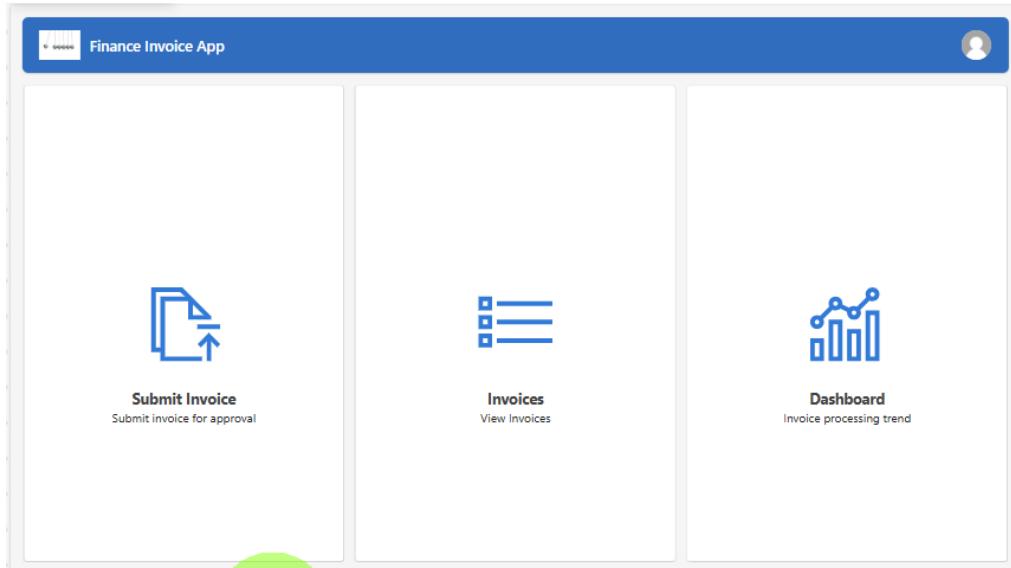
Objectives

After completing this lab, you will be able to:

- Use built-in responsive layout templates
- Change the app settings to be more responsive

Requires

- App Icons



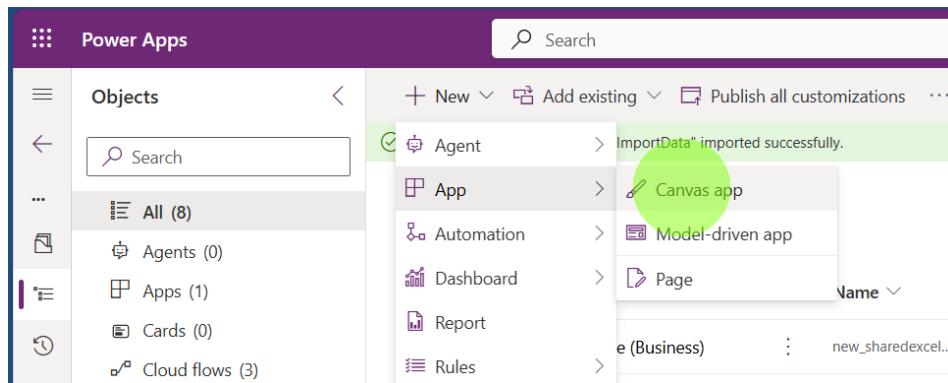
Estimated time to complete this lab

20 mins

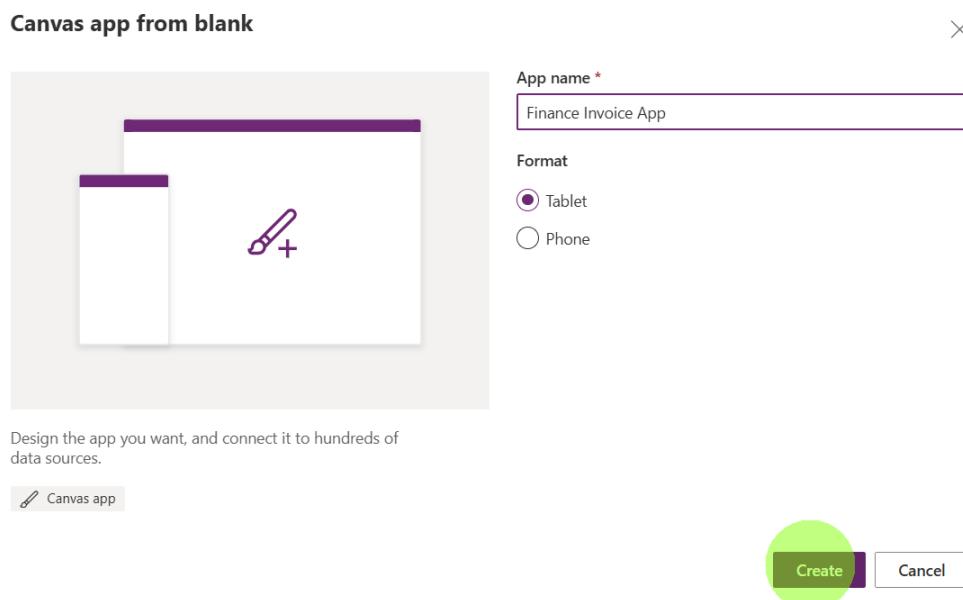
Task 1: Creating the responsive app

In this Task you will learn how to create a new app from scratch and how to make it responsive.

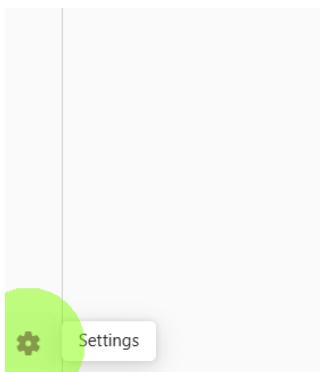
1. In solution, click +New > App > Canvas app



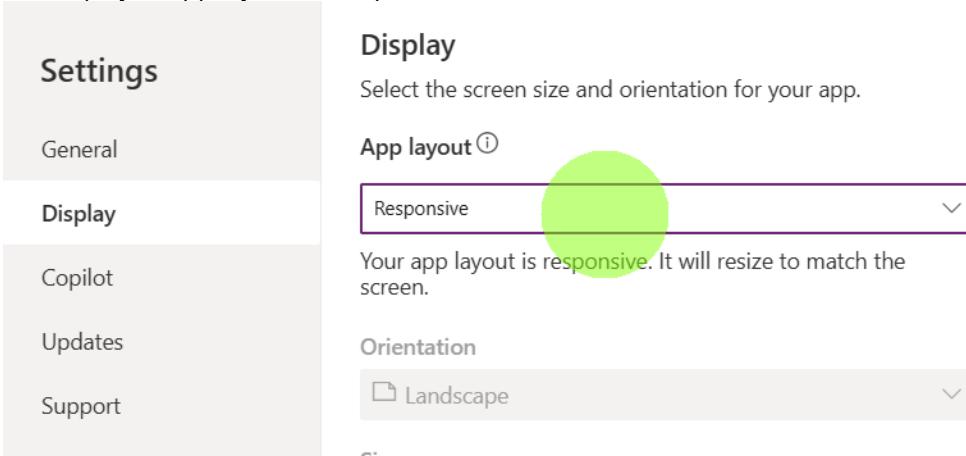
Provide a name and click Create.



2. Once in the app designer, click setting icon at the bottom right corner.



Set Display > App layout to Responsive.



Settings

General

Display

Copilot

Updates

Support

Display

Select the screen size and orientation for your app.

App layout 

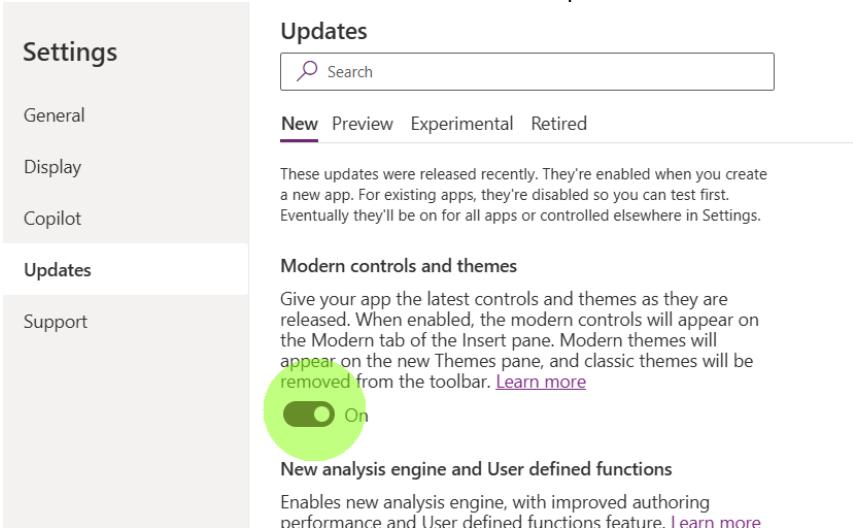
Responsive 

Your app layout is **responsive**. It will resize to match the screen.

Orientation

Landscape 

Switch on Modern controls and themes under Updates.



Settings

General

Display

Copilot

Updates

Support

Updates

Search

New Preview Experimental Retired

These updates were released recently. They're enabled when you create a new app. For existing apps, they're disabled so you can test first. Eventually they'll be on for all apps or controlled elsewhere in Settings.

Modern controls and themes

Give your app the latest controls and themes as they are released. When enabled, the modern controls will appear on the Modern tab of the Insert pane. Modern themes will appear on the new Themes pane, and classic themes will be removed from the toolbar. [Learn more](#)

 On

New analysis engine and User defined functions

Enables new analysis engine, with improved authoring performance and User defined functions feature. [Learn more](#)

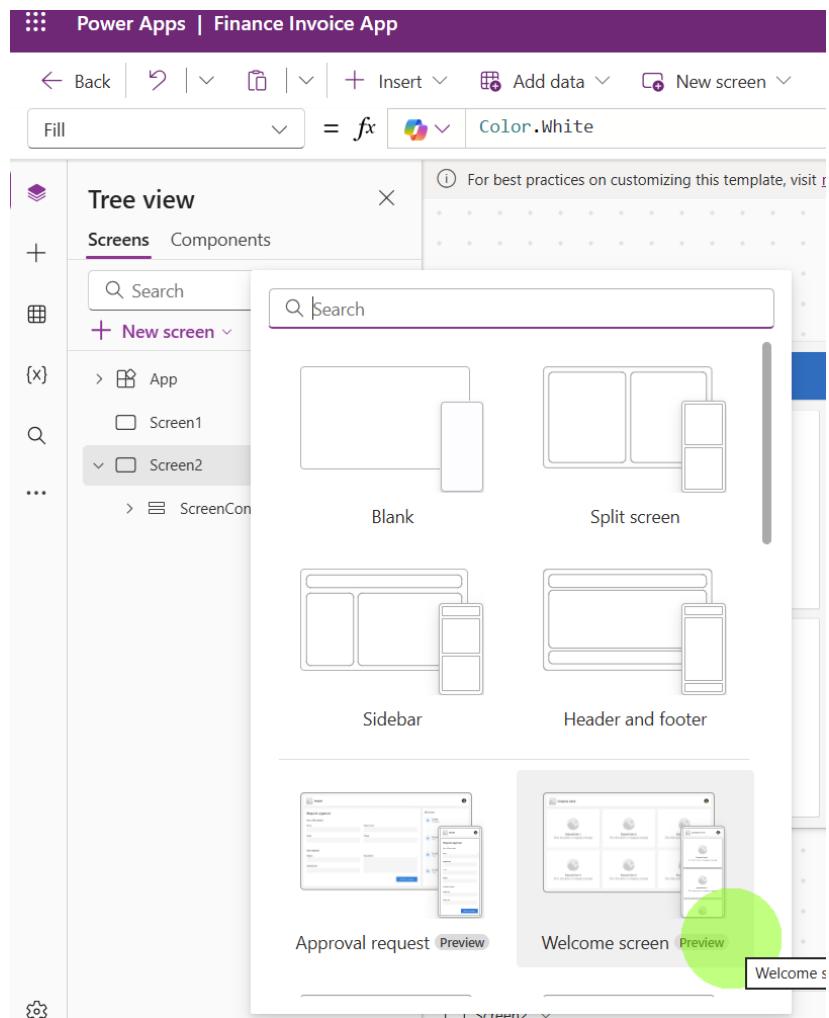
Close the Settings window.

----- End of Task -----

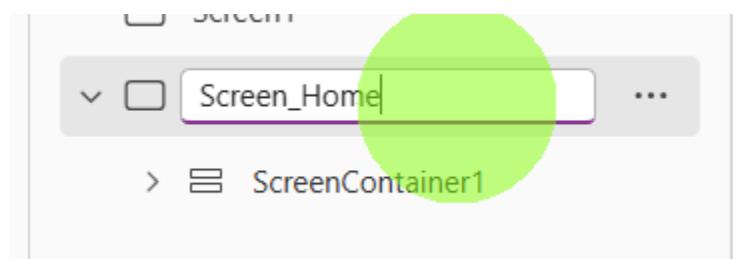
Task 2: Editing Home Screen

In this Task you will learn how to use built-in Power App screens.

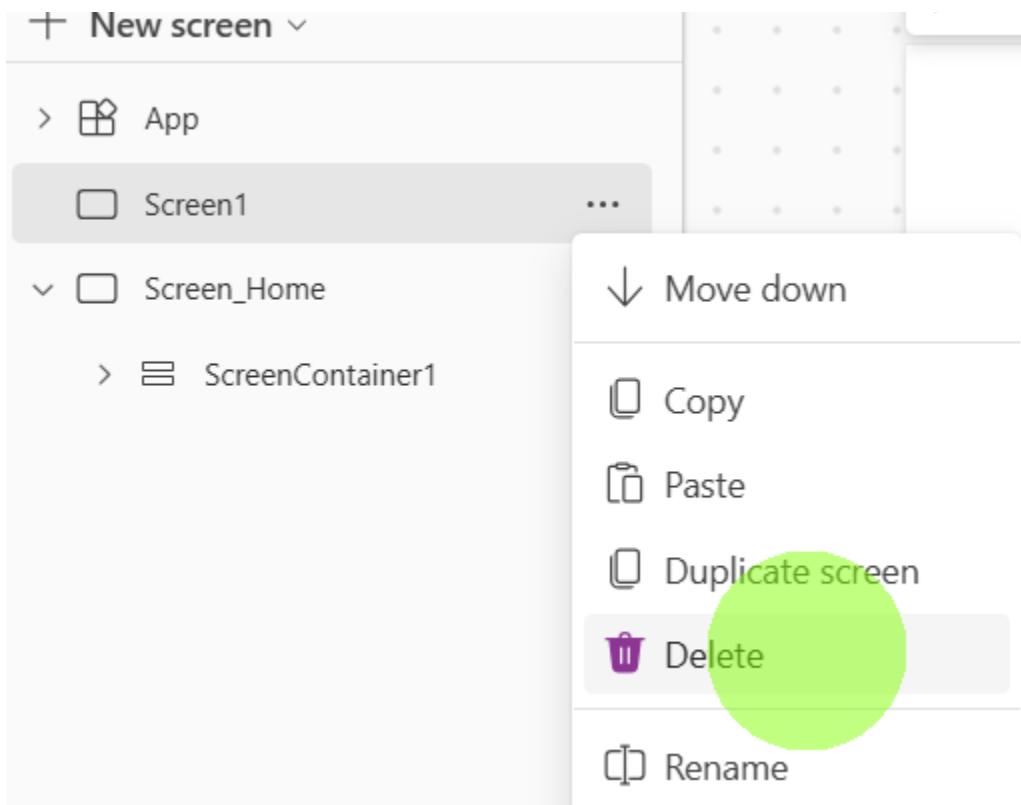
1. Click + New screen > Welcome screen.



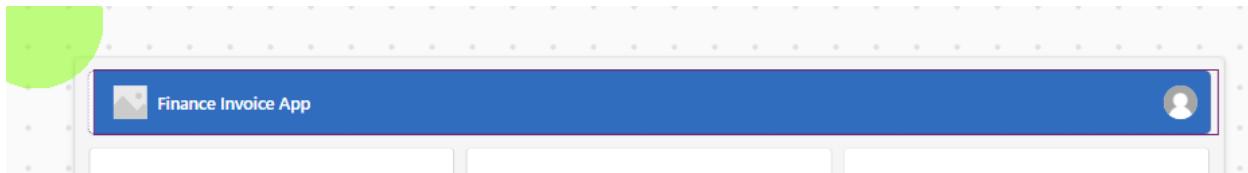
Rename the screen to Screen_Home.



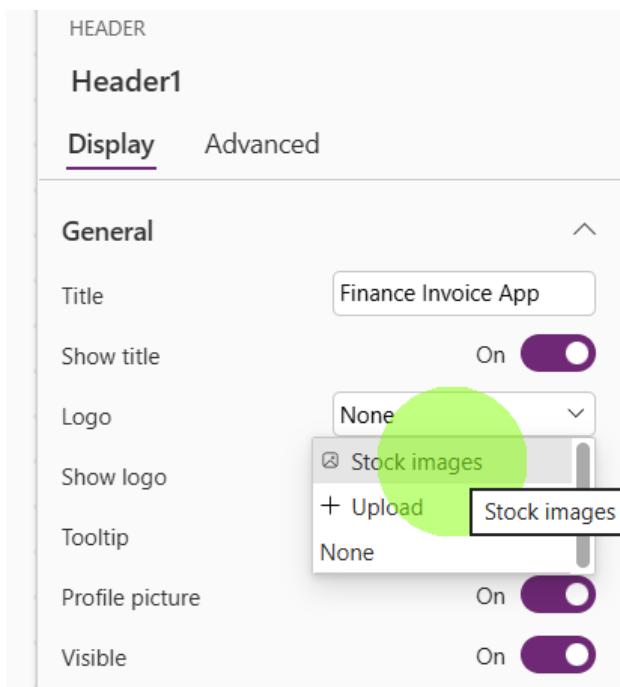
Delete Screen1.



2. Select Header and change Title to Finance Invoice App.

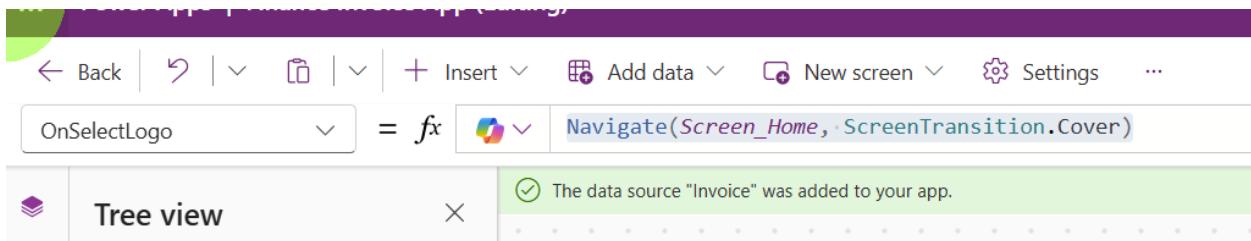


Click Logo and select any stock image that you like.

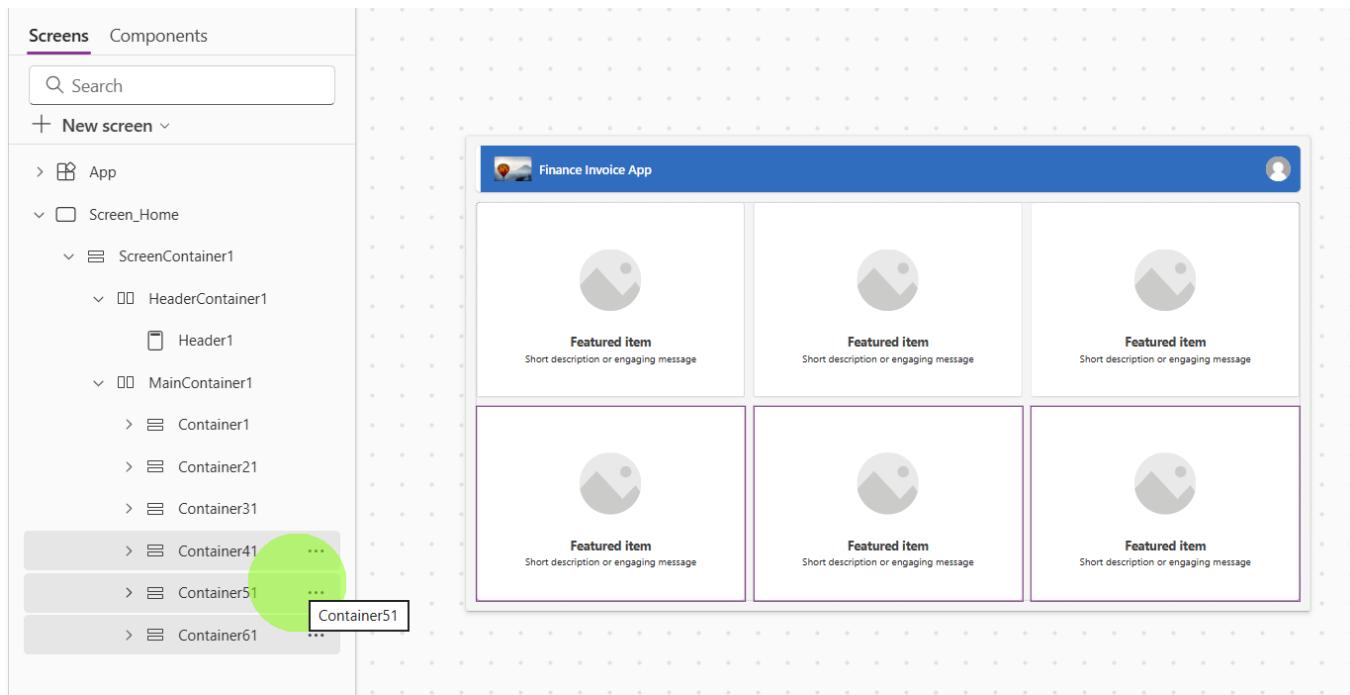


3. Change the OnSelectLogo property of Header to below.

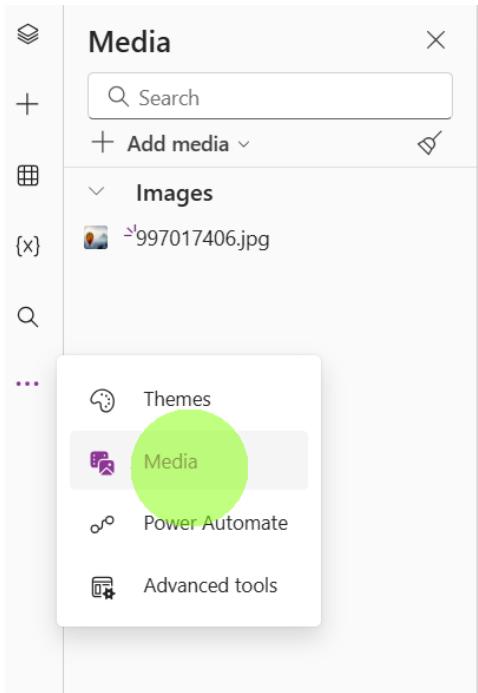
`Navigate(Screen_Home, ScreenTransition.Cover)`



4. Expand Main Container from Tree View. Select and delete the bottom 3 containers.



5. Upload Icons to the app by clicking Media > + Add media



Upload these 3 icons from Upload Icons folder.

Name	Status	Date modified	Type	Size
Dashboard.svg	✓	18/1/2026 5:47 pm	Microsoft Edge HT...	2 KB
List.svg	✓	18/1/2026 5:48 pm	Microsoft Edge HT...	1 KB
Upload.svg	✓	18/1/2026 5:45 pm	Microsoft Edge HT...	1 KB

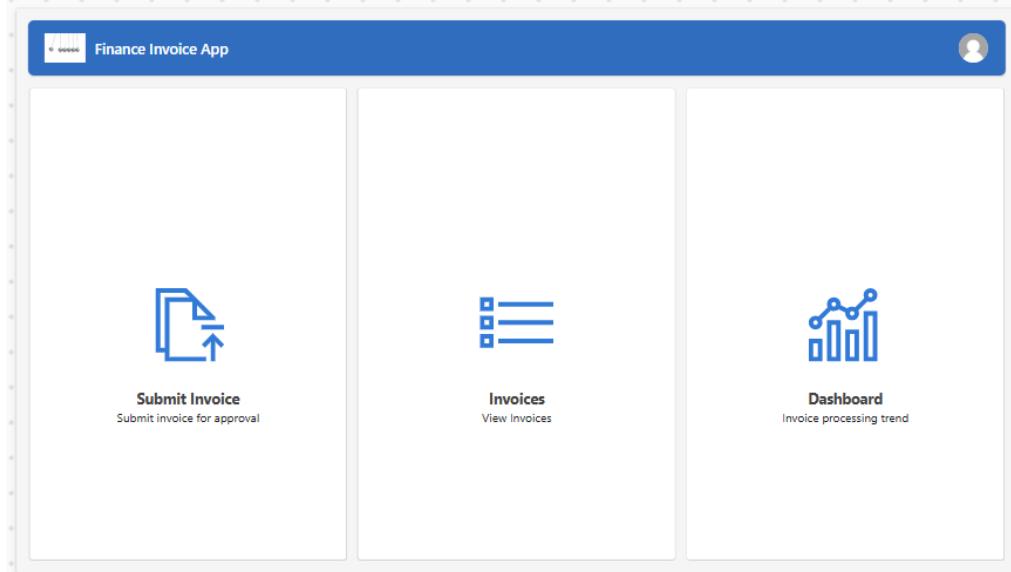
6. Select each icon on Home screen and update Image properties accordingly.

	Image Property	Border Radius
First Icon	Upload	0
Second Icon	List	0
Third Icon	Dashboard	0

7. Select the Text controls under each image and update accordingly.

	Title	Description
First Icon	Submit Invoice	Submit invoice for approval
Second Icon	Invoices	View Invoices
Third Icon	Dashboard	Invoice processing trend

Your home screen should look like below.

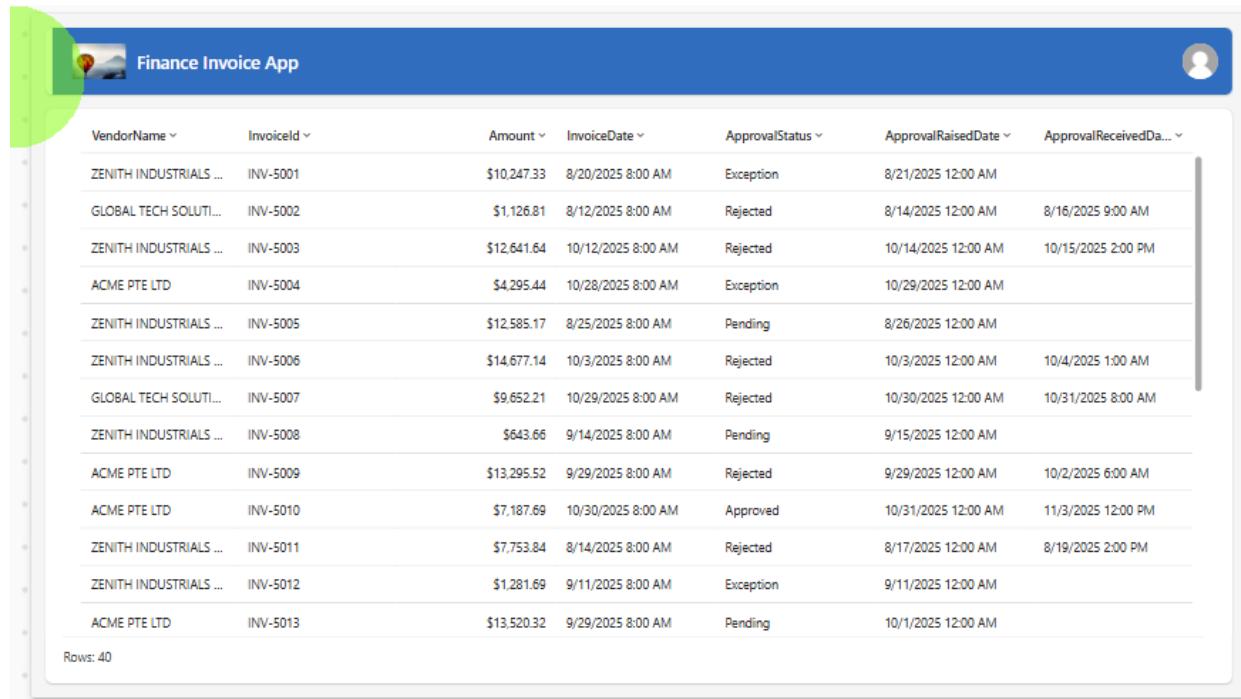


Important! Remember to Save the App.

----- End of Task -----

Exercise 3: Connecting to Data and Displaying it

In this exercise, we will be displaying data in the app from the Invoices table that we created in exercise 1. We will then customize the look and feel of the data being displayed to create a nice UI format.



The screenshot shows a Microsoft Power App interface titled "Finance Invoice App". The main area displays a table control containing data from the Invoices table. The columns are: VendorName, InvoiceId, Amount, InvoiceDate, ApprovalStatus, ApprovalRaisedDate, and ApprovalReceivedDa... (truncated). The data includes various invoices from vendors like ZENITH INDUSTRIALS, GLOBAL TECH SOLUTIONS, ACME PTE LTD, etc., with details such as invoice amounts ranging from \$1,126.81 to \$10,247.33 and approval statuses like Pending, Approved, Rejected, or Exception.

VendorName	InvoiceId	Amount	InvoiceDate	ApprovalStatus	ApprovalRaisedDate	ApprovalReceivedDa...
ZENITH INDUSTRIALS ...	INV-5001	\$10,247.33	8/20/2025 8:00 AM	Exception	8/21/2025 12:00 AM	
GLOBAL TECH SOLUTIONS ...	INV-5002	\$1,126.81	8/12/2025 8:00 AM	Rejected	8/14/2025 12:00 AM	8/16/2025 9:00 AM
ZENITH INDUSTRIALS ...	INV-5003	\$12,641.64	10/12/2025 8:00 AM	Rejected	10/14/2025 12:00 AM	10/15/2025 2:00 PM
ACME PTE LTD	INV-5004	\$4,295.44	10/28/2025 8:00 AM	Exception	10/29/2025 12:00 AM	
ZENITH INDUSTRIALS ...	INV-5005	\$12,585.17	8/25/2025 8:00 AM	Pending	8/26/2025 12:00 AM	
ZENITH INDUSTRIALS ...	INV-5006	\$14,677.14	10/3/2025 8:00 AM	Rejected	10/3/2025 12:00 AM	10/4/2025 1:00 AM
GLOBAL TECH SOLUTIONS ...	INV-5007	\$9,652.21	10/29/2025 8:00 AM	Rejected	10/30/2025 12:00 AM	10/31/2025 8:00 AM
ZENITH INDUSTRIALS ...	INV-5008	\$643.66	9/14/2025 8:00 AM	Pending	9/15/2025 12:00 AM	
ACME PTE LTD	INV-5009	\$13,295.52	9/29/2025 8:00 AM	Rejected	9/29/2025 12:00 AM	10/2/2025 6:00 AM
ACME PTE LTD	INV-5010	\$7,187.69	10/30/2025 8:00 AM	Approved	10/31/2025 12:00 AM	11/3/2025 12:00 PM
ZENITH INDUSTRIALS ...	INV-5011	\$7,753.84	8/14/2025 8:00 AM	Rejected	8/17/2025 12:00 AM	8/19/2025 2:00 PM
ZENITH INDUSTRIALS ...	INV-5012	\$1,281.69	9/11/2025 8:00 AM	Exception	9/11/2025 12:00 AM	
ACME PTE LTD	INV-5013	\$13,520.32	9/29/2025 8:00 AM	Pending	10/1/2025 12:00 AM	

Objectives

The exercise will achieve the following objectives.

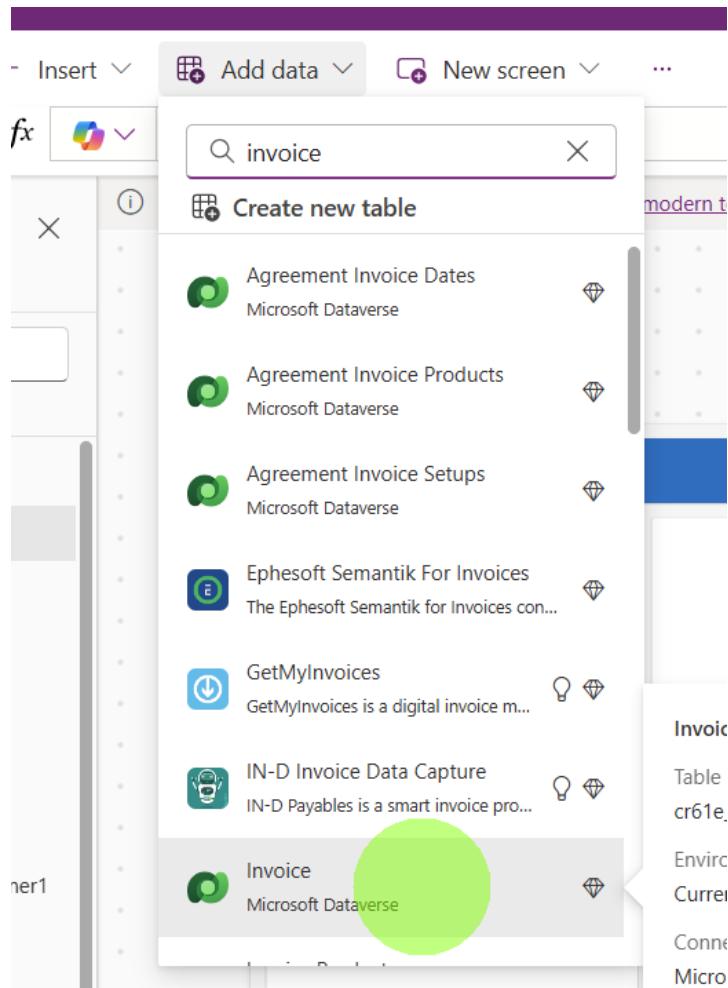
- Learn how to connect to a Dataverse table
- Display data in a Table control
- Filter data displayed in Table control

Estimated time to complete this lab

20 mins

Task 1: Connecting to the Dataverse Table

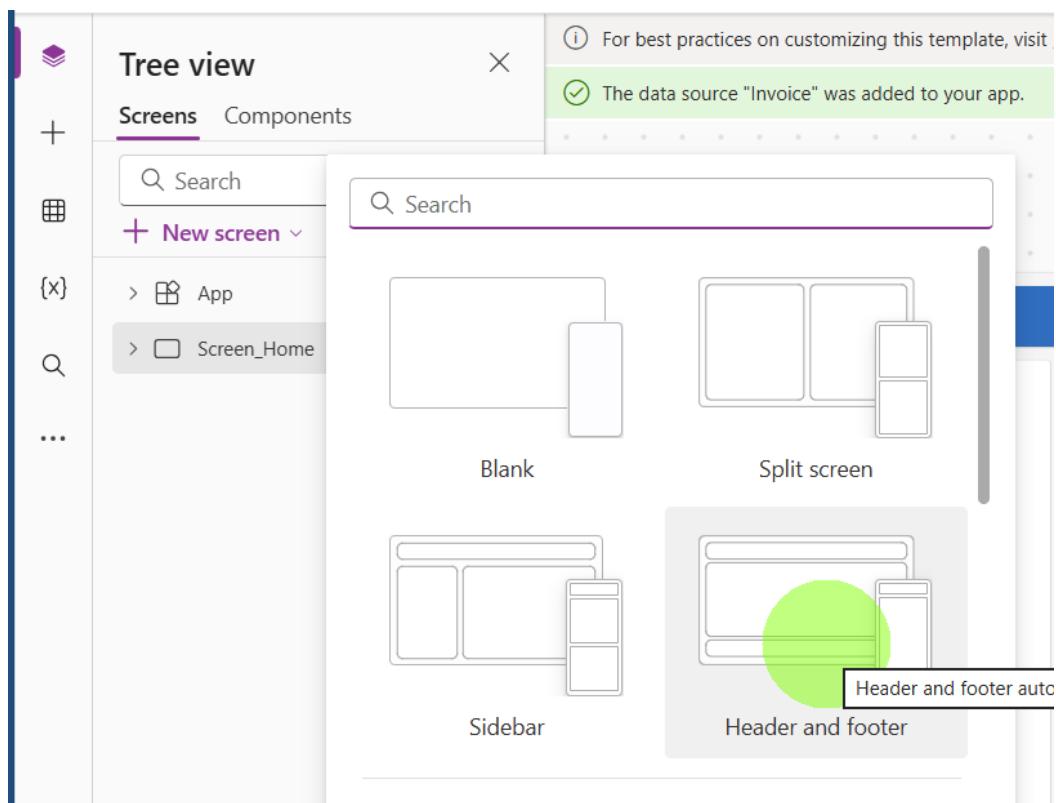
1. Click on Add data and locate the Invoice table and click.



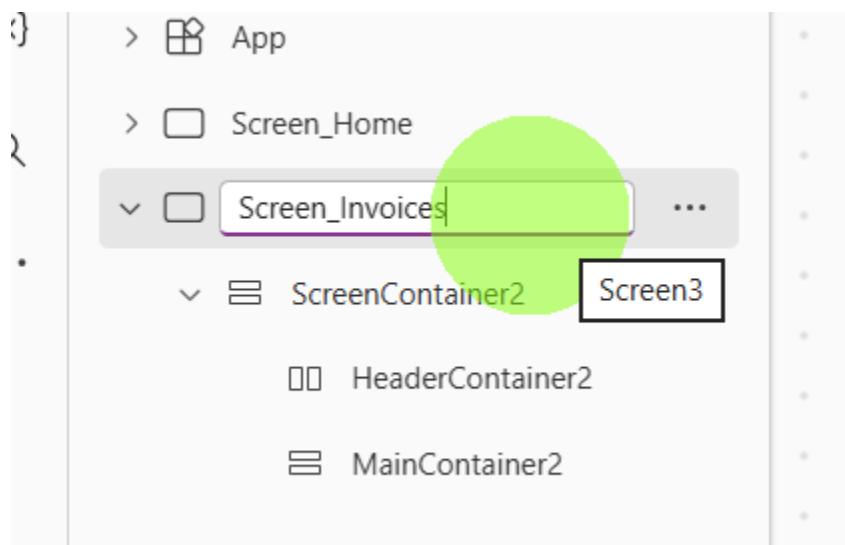
End of Task

Task 2: Displaying the Data in a Table Control

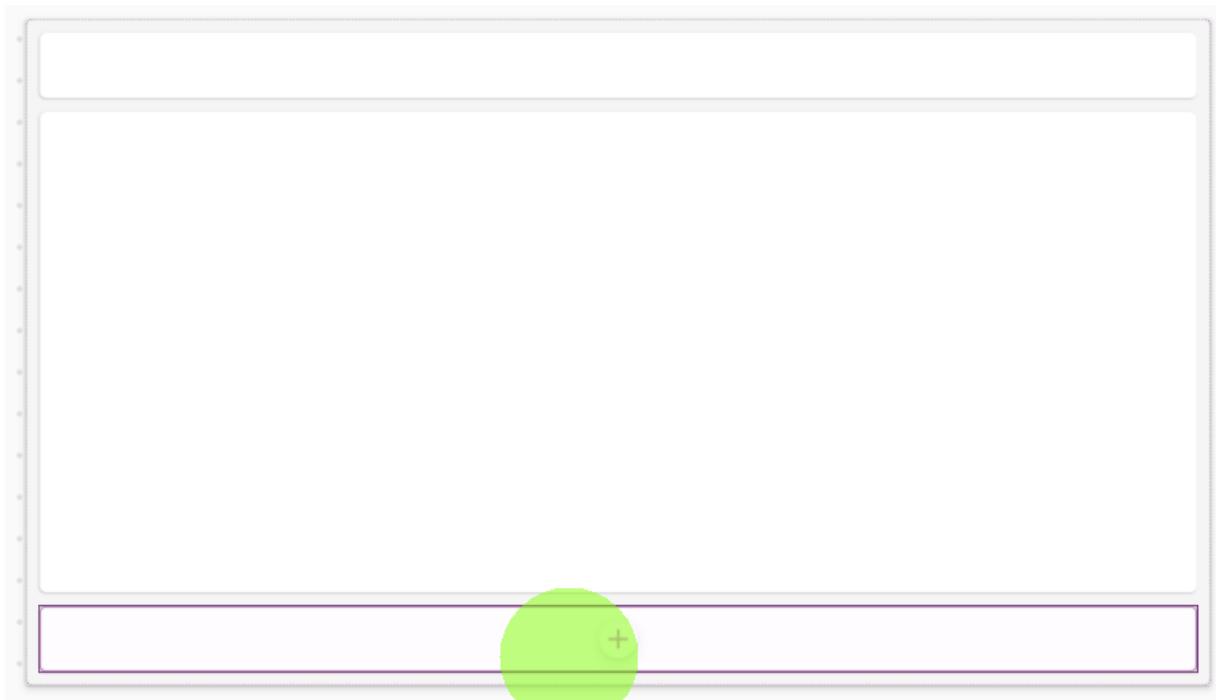
1. Click New screen > Header and footer to add a new screen.



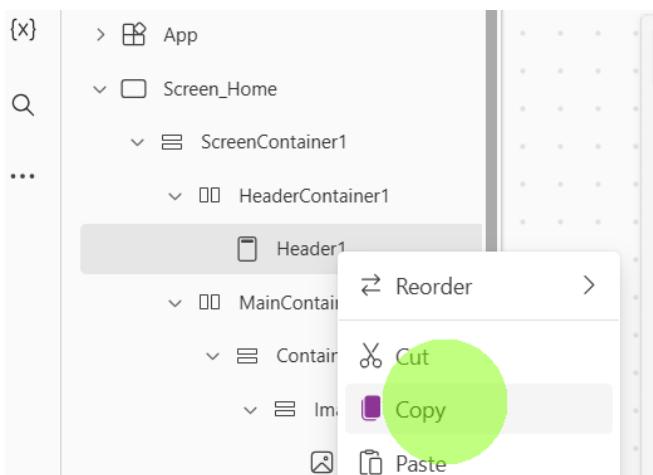
2. Rename the screen to Screen_Invoices.

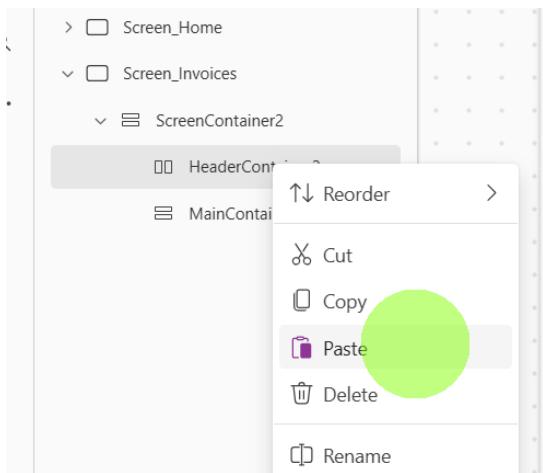


3. Select the bottom container and delete.

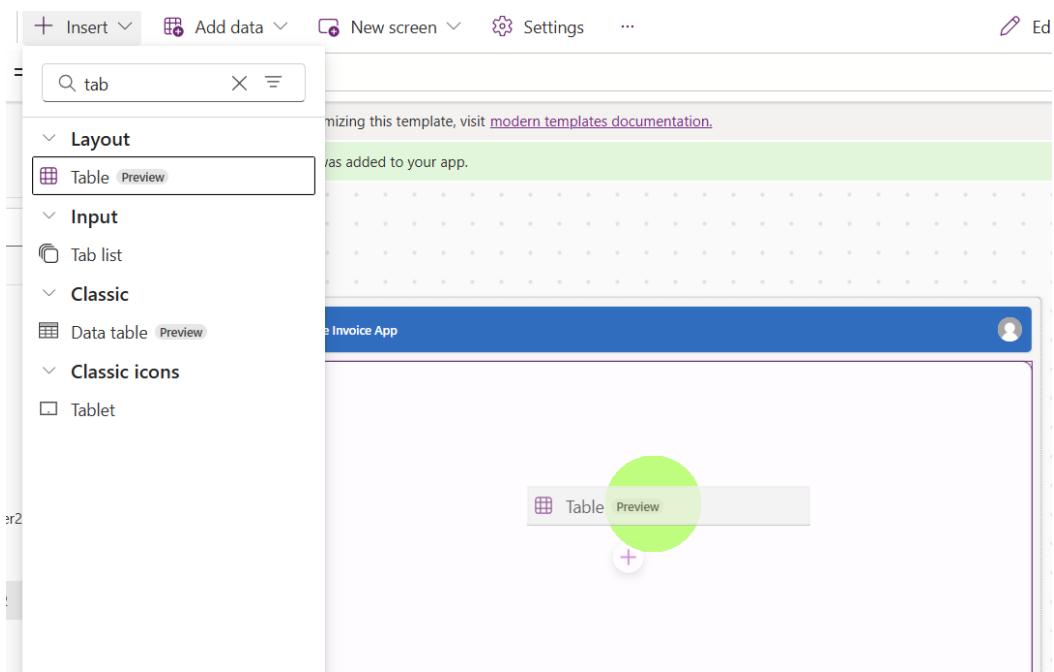


4. Copy Header1 from Screen_Home and paste in Screen_Invoices's Header Container.

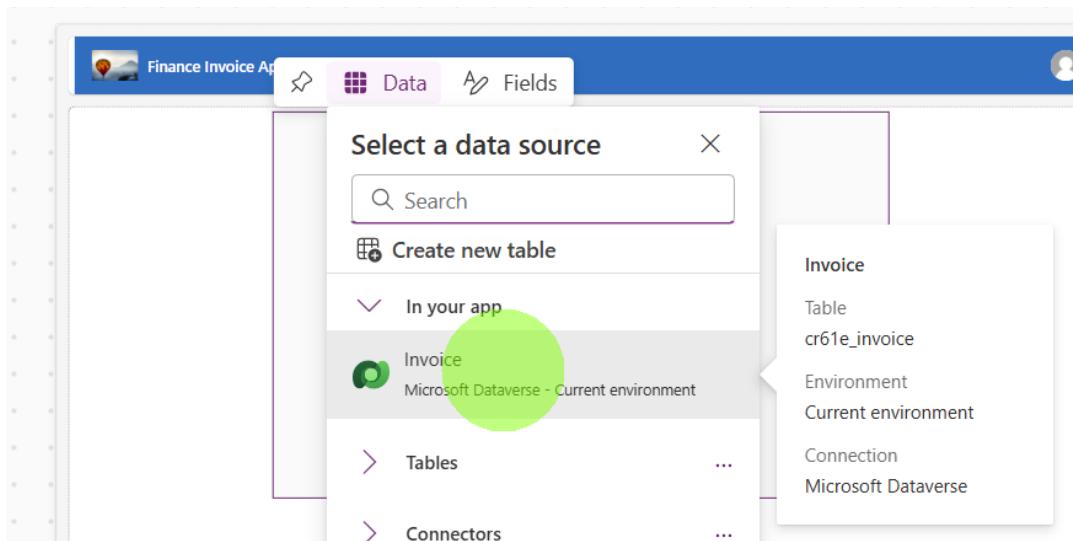




8. Click Insert > Table into the MainContainer.



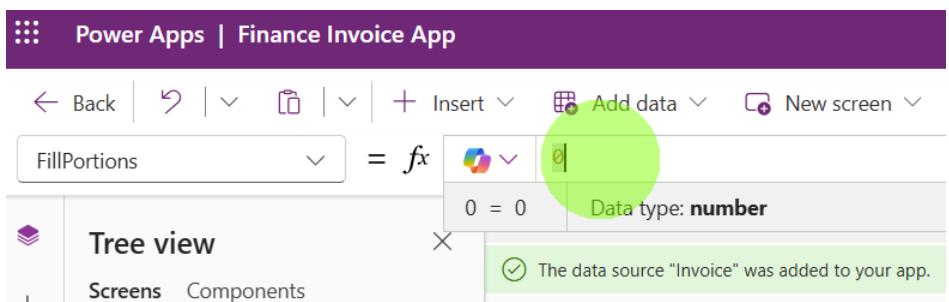
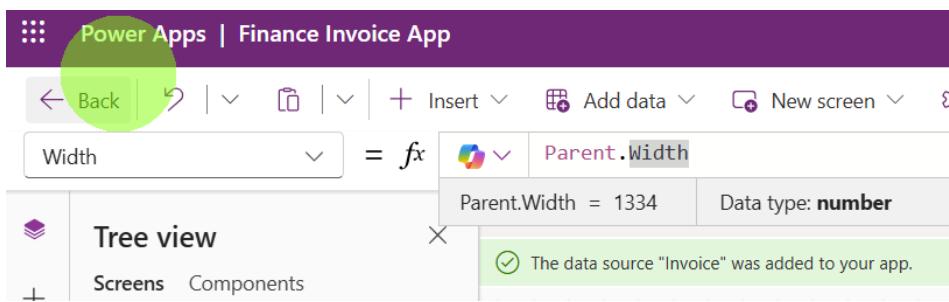
Select Invoice table as data source for the table.



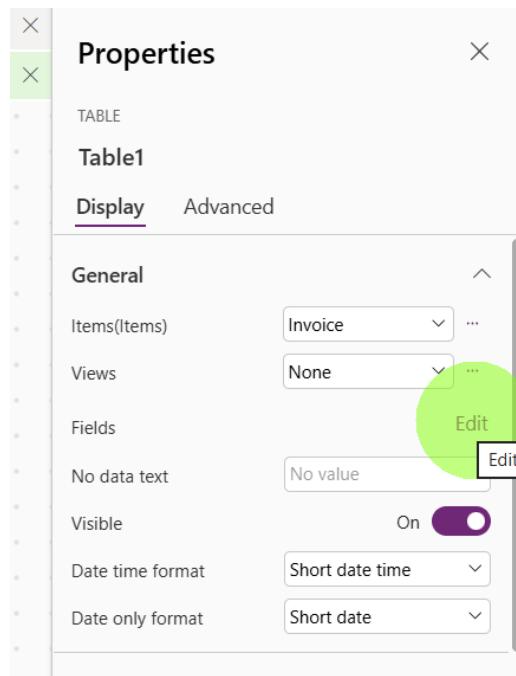
9. Change below properties of table.

Width: **Parent.Width**

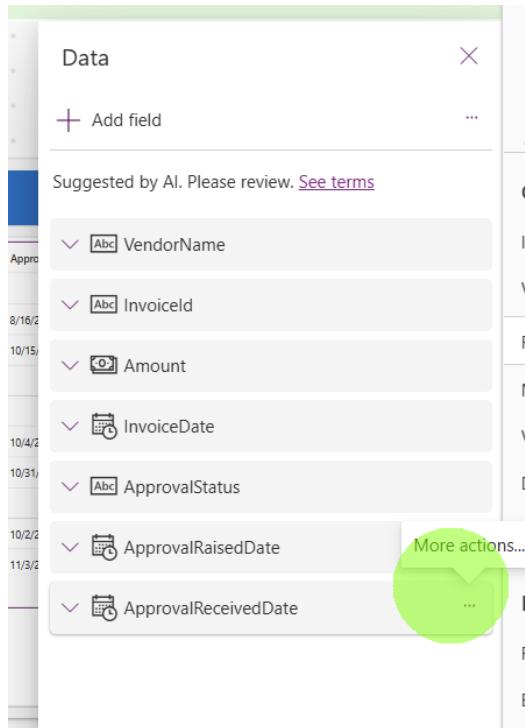
FillPortions: 1



10. Change the fields displayed by clicking on Edit beside Fields.



Edit the fields list to only keep these fields.



Data

Add field

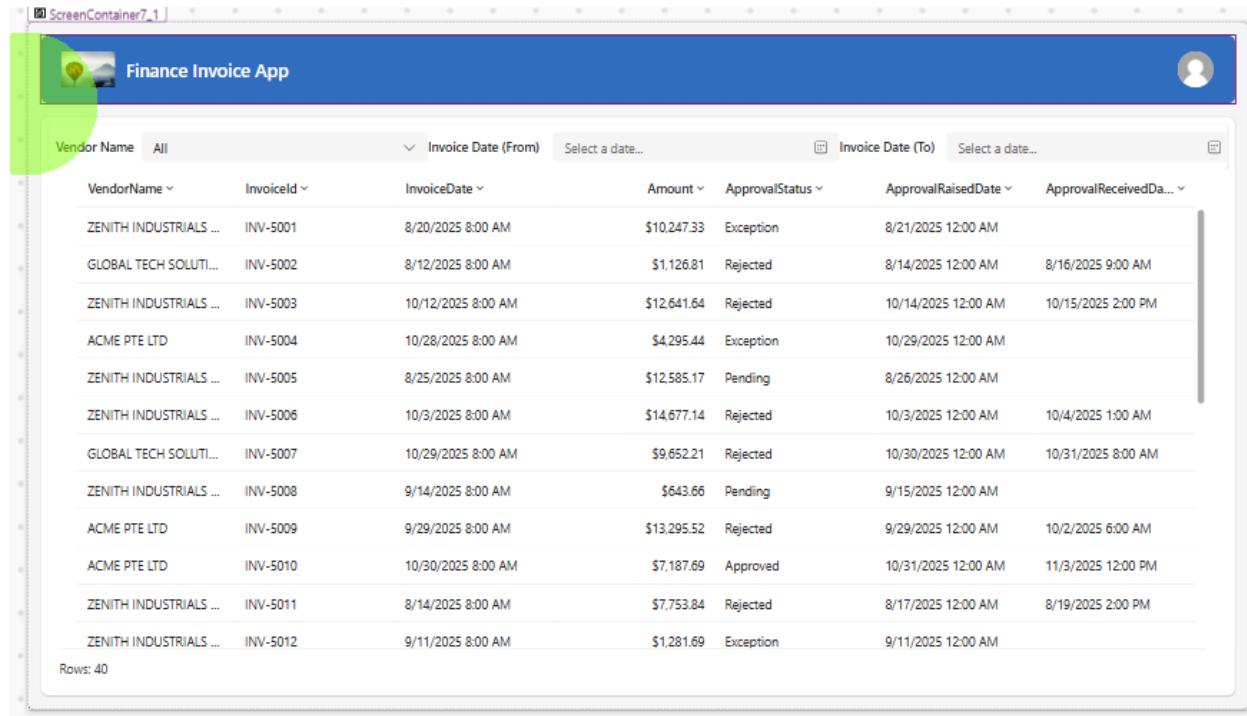
Suggested by AI. Please review. [See terms](#)

Field	Type	Value
VendorName	Text	Abc
InvoiceId	Text	Abc
Amount	Number	8/16/2
InvoiceDate	Date	10/15/2
ApprovalStatus	Text	10/31/2
ApprovalRaisedDate	Date	10/2/2
ApprovalReceivedDate	Date	11/3/2

----- End of Task -----

Exercise 4: Filtering the Table

In this exercise, you will learn how to perform filtering and on the table to quickly find information when needed.



Vendor Name	All	Invoice Date (From)	Select a date...	Invoice Date (To)	Select a date...	
VendorName	InvoiceId	InvoiceDate	Amount	ApprovalStatus	ApprovalRaisedDate	ApprovalReceivedDa...
ZENITH INDUSTRIALS ...	INV-5001	8/20/2025 8:00 AM	\$10,247.33	Exception	8/21/2025 12:00 AM	
GLOBAL TECH SOLUTI...	INV-5002	8/12/2025 8:00 AM	\$1,126.81	Rejected	8/14/2025 12:00 AM	8/16/2025 9:00 AM
ZENITH INDUSTRIALS ...	INV-5003	10/12/2025 8:00 AM	\$12,641.64	Rejected	10/14/2025 12:00 AM	10/15/2025 2:00 PM
ACME PTE LTD	INV-5004	10/28/2025 8:00 AM	\$4,295.44	Exception	10/29/2025 12:00 AM	
ZENITH INDUSTRIALS ...	INV-5005	8/25/2025 8:00 AM	\$12,585.17	Pending	8/26/2025 12:00 AM	
ZENITH INDUSTRIALS ...	INV-5006	10/3/2025 8:00 AM	\$14,677.14	Rejected	10/3/2025 12:00 AM	10/4/2025 1:00 AM
GLOBAL TECH SOLUTI...	INV-5007	10/29/2025 8:00 AM	\$9,652.21	Rejected	10/30/2025 12:00 AM	10/31/2025 8:00 AM
ZENITH INDUSTRIALS ...	INV-5008	9/14/2025 8:00 AM	\$643.66	Pending	9/15/2025 12:00 AM	
ACME PTE LTD	INV-5009	9/29/2025 8:00 AM	\$13,295.52	Rejected	9/29/2025 12:00 AM	10/2/2025 6:00 AM
ACME PTE LTD	INV-5010	10/30/2025 8:00 AM	\$7,187.69	Approved	10/31/2025 12:00 AM	11/3/2025 12:00 PM
ZENITH INDUSTRIALS ...	INV-5011	8/14/2025 8:00 AM	\$7,753.84	Rejected	8/17/2025 12:00 AM	8/19/2025 2:00 PM
ZENITH INDUSTRIALS ...	INV-5012	9/11/2025 8:00 AM	\$1,281.69	Exception	9/11/2025 12:00 AM	

Objectives

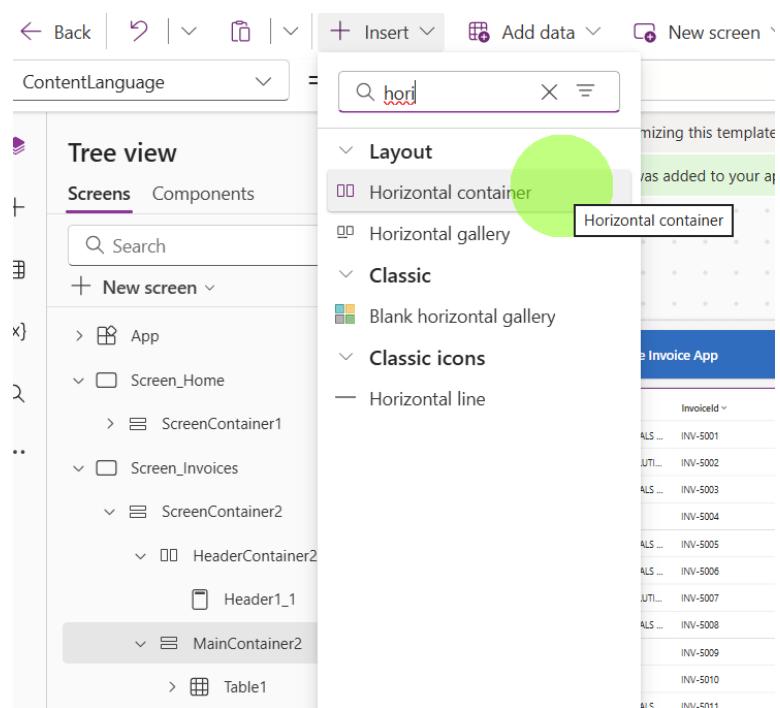
- Filter a table by Vendor Name
- Filter a table by Date Range

Estimated time to complete this lab

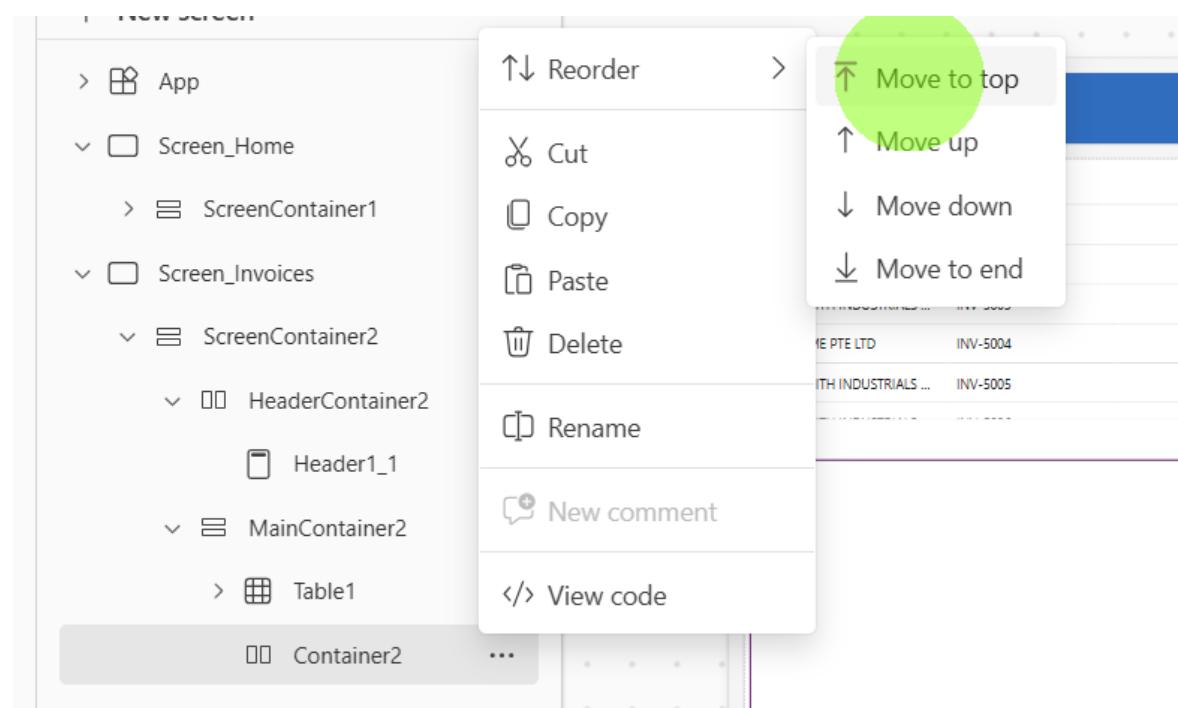
20 mins

Task 1: Creating Filter Controls

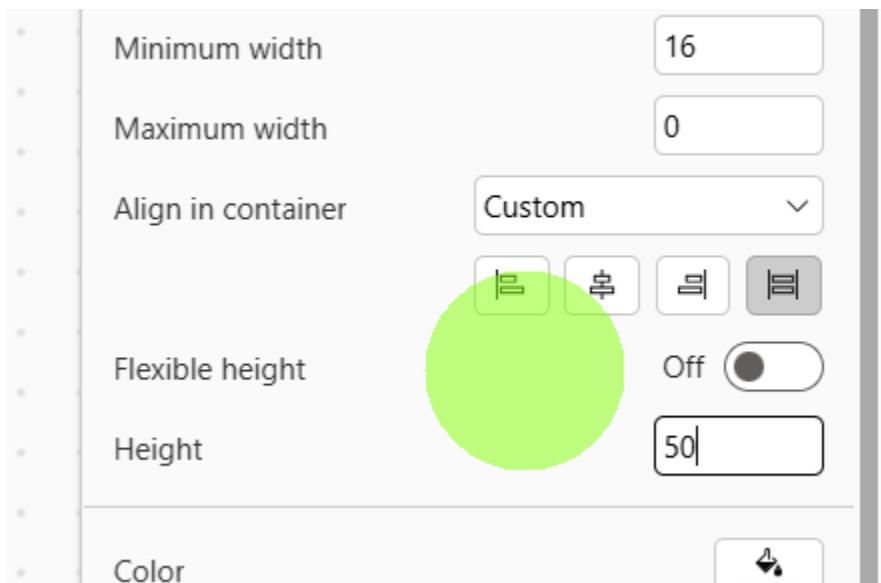
1. Insert a new Horizontal Container to Main Container.



Reorder the new Container to top.

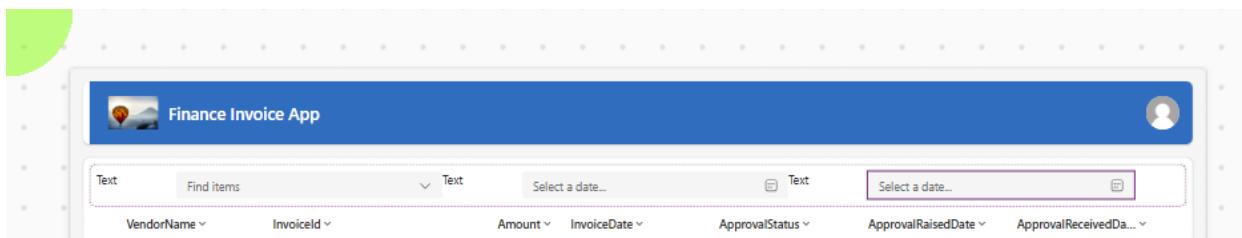


Switch Off Flexible height and set Height to 50.



2. Add 6 controls below to the container.

- Text Control
- ComboBox Control
- Text Control
- Date Picker Control
- Text Control
- Date Picker Control

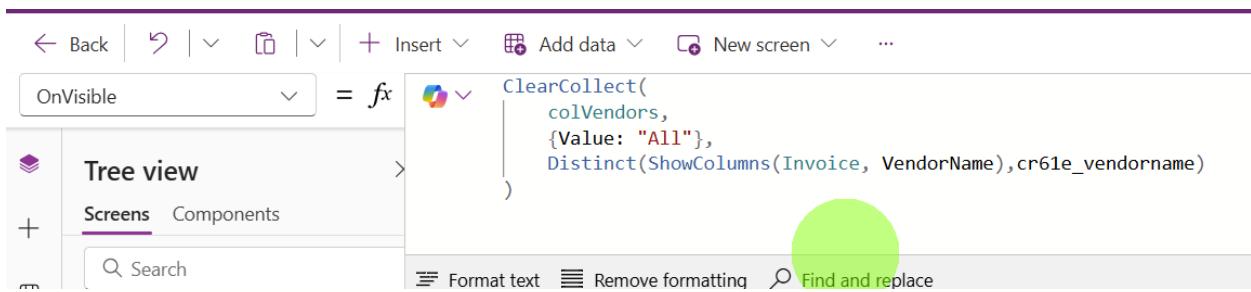


3. Change properties of those controls to below.

	Text	ControlName	Width
Text Control	Vendor Name	<i>No change</i>	<i>No change</i>
ComboBox Control	-	<i>Combo_VendorName</i>	300
Text Control	Invoice Date (From)	<i>No change</i>	140
Date Picker Control	-	<i>Date_From</i>	300
Text Control	Invoice Date (To)	<i>No change</i>	140
Date Picker Control	-	<i>Date_To</i>	300

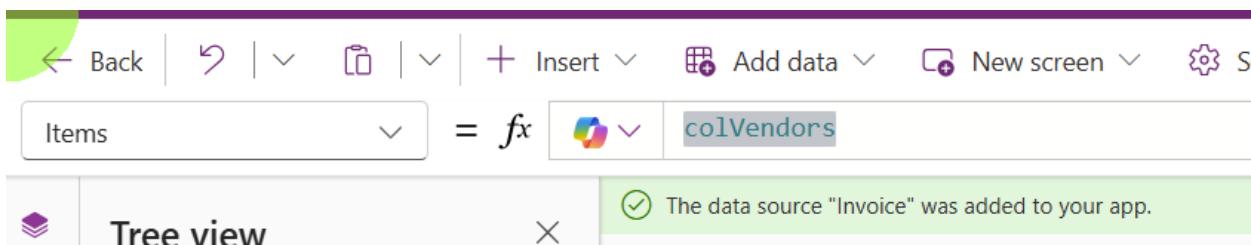
4. Insert this formula into OnVisible property of Screen_Invoices.

```
ClearCollect(
    colVendors,
    {Value: "All"},
    Distinct(ShowColumns(Invoice, VendorName), cr61e_vendorname)
)
```



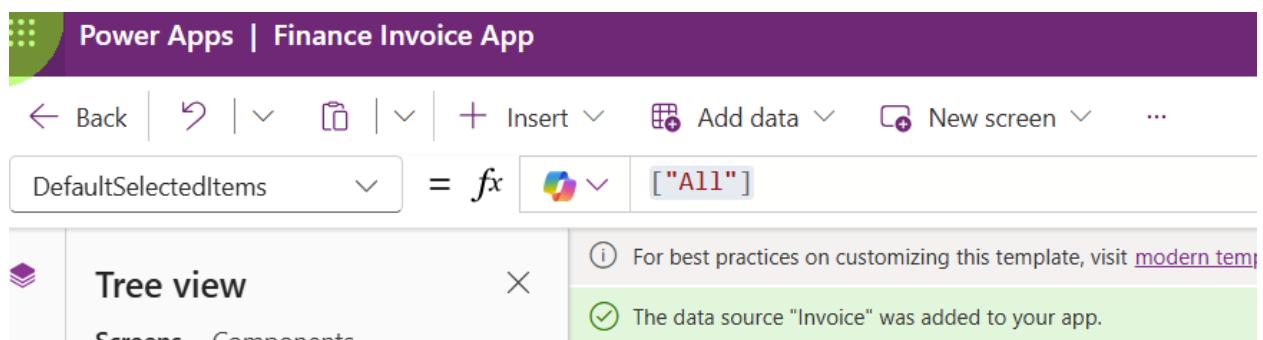
5. Change Items property of Combo_VendorName to below.

colVendors



11. Change DefaultSelectedItems property of Combo_VendorName to below.

["All"]

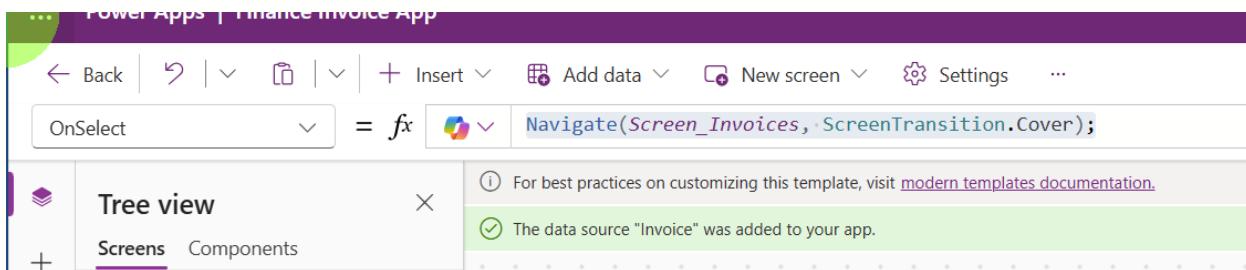


End of Task

Task 2: Applying Filter

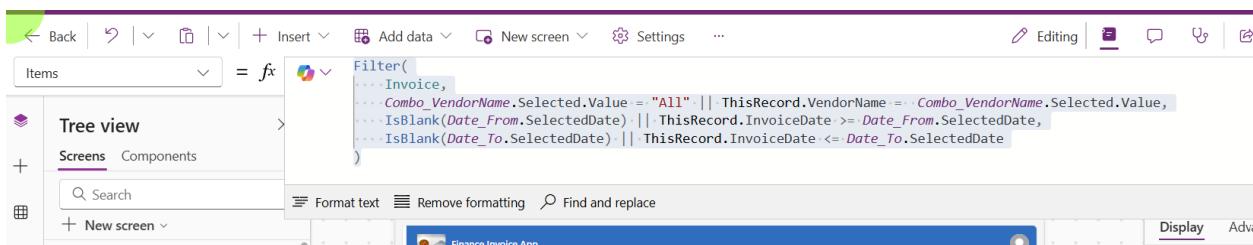
- Click Screen_Home. And set OnSelect property of Invoices Icon to below.

```
Navigate(Screen_Invoices, ScreenTransition.Cover);
```



- Set Items property of Table to below.

```
Filter(
    Invoice,
    Combo_VendorName.Selected.Value = "All" || ThisRecord.VendorName
= Combo_VendorName.Selected.Value,
    IsBlank(Date_From.SelectedDate) || ThisRecord.InvoiceDate >=
Date_From.SelectedDate,
    IsBlank(Date_To.SelectedDate) || ThisRecord.InvoiceDate <=
Date_To.SelectedDate
)
```



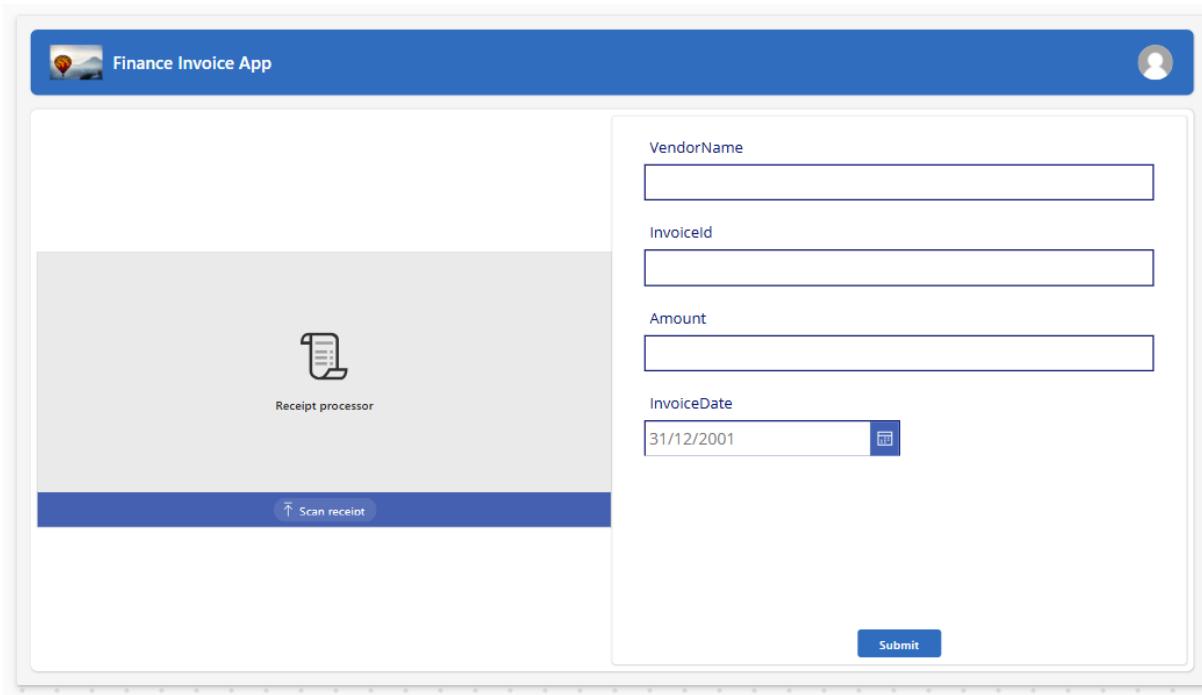
You should see the vendor list populated and be able to filter the table by vendor name, date range.

Sorting is automatically done by the Table control.

----- End of Task -----

Exercise 5: Allow Users to Submit New Invoices

Users need to be able to submit new invoices to be processed using Receipt Processor. This exercise will get users to create a new screen, allow users upload invoices and automatically extract information.



Objectives

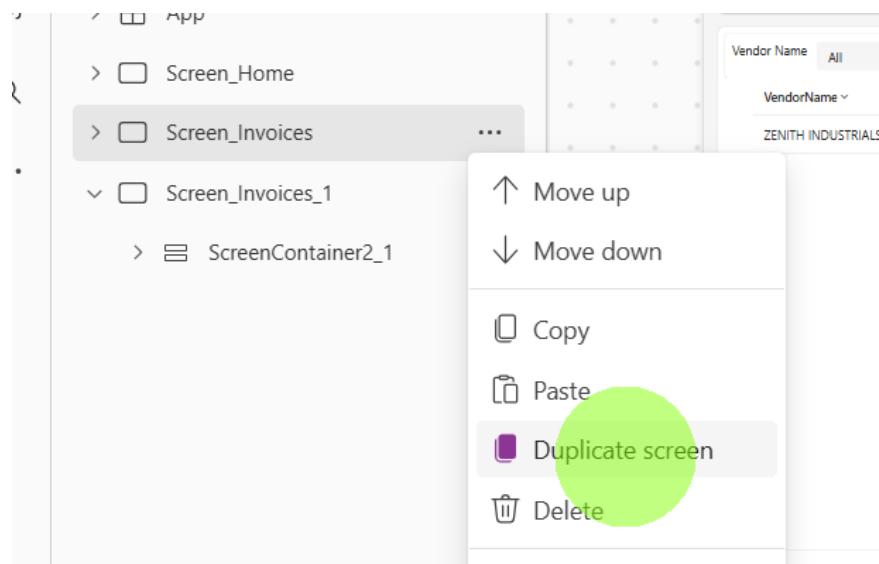
- User Receipt Processor to extract values from PDF
- Add in form that allows users to create a new request

Estimated time to complete this lab

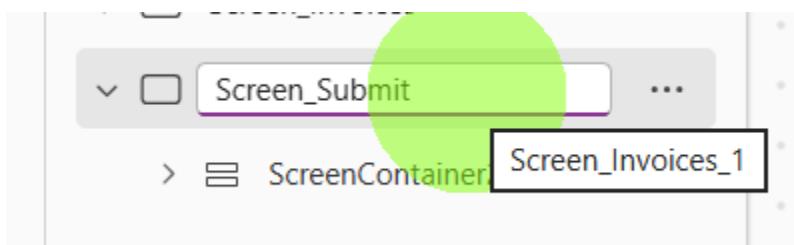
30 mins

Task 1: Duplicate the existing Screen

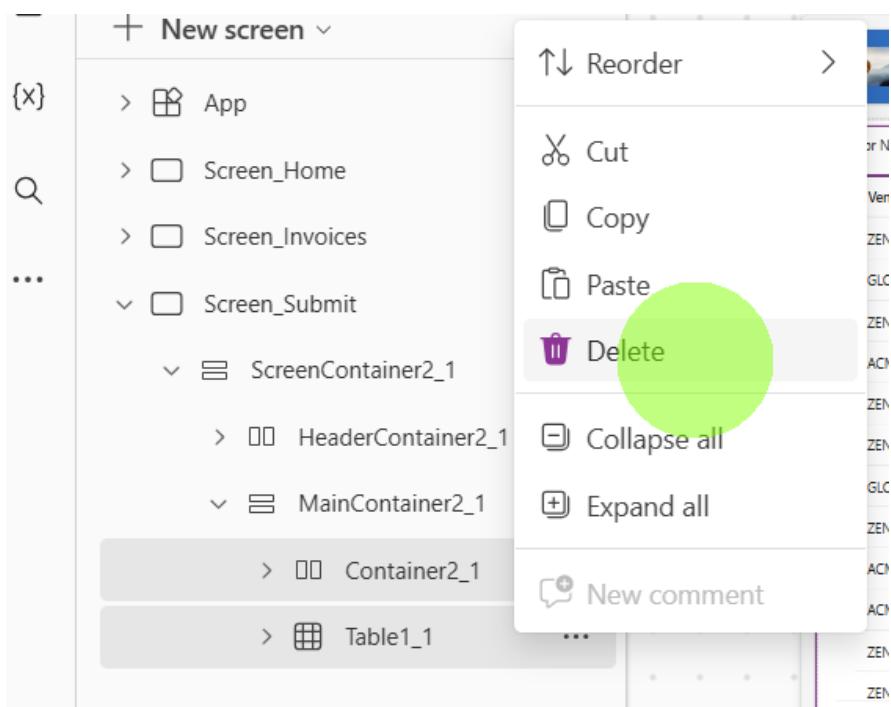
1. Duplicate Screen_Invoices by following selecting the screen, right clicking it, and then selecting the 'Duplicate Screen' option.



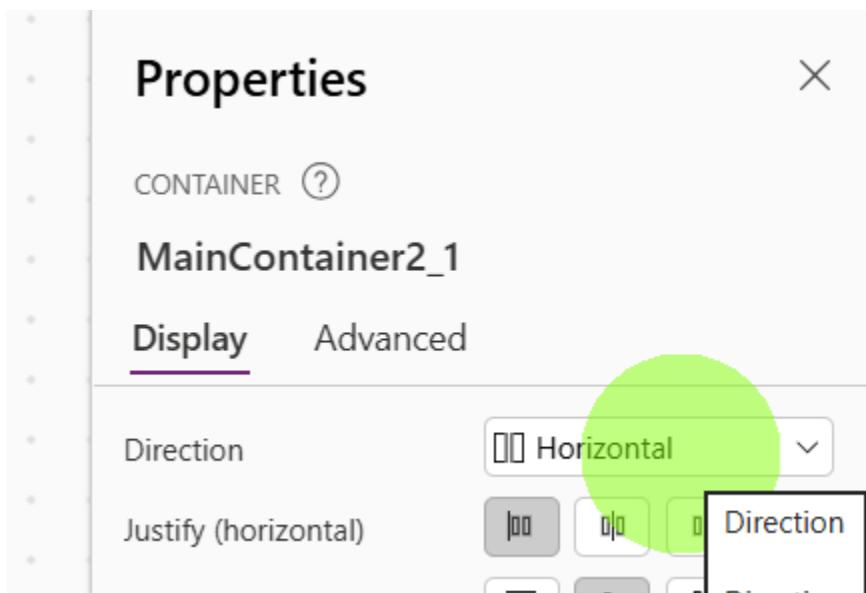
Rename the new screen to Screen_Submit.



2. Expand the Main Container and delete the controls inside.



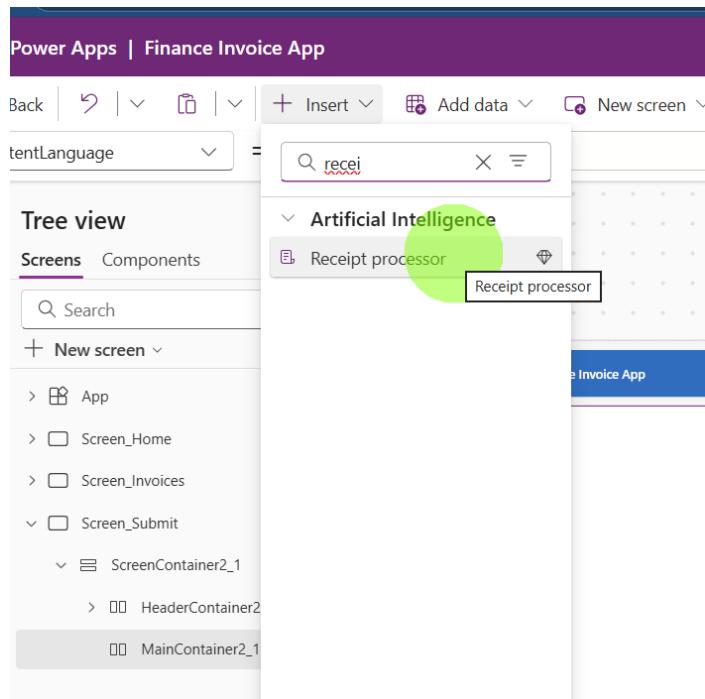
3. Change Main Container's Direction to Horizontal.



----- End of Task -----

Task 2: Adding Controls to the Screen

1. Select Main Container and add Receipt Processor control.

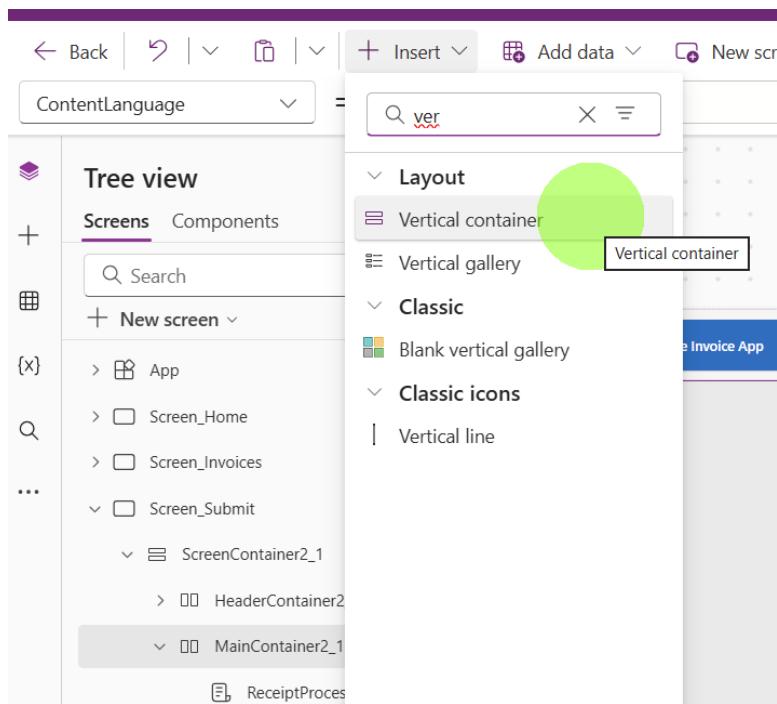


Change below properties of the Receipt Processor.

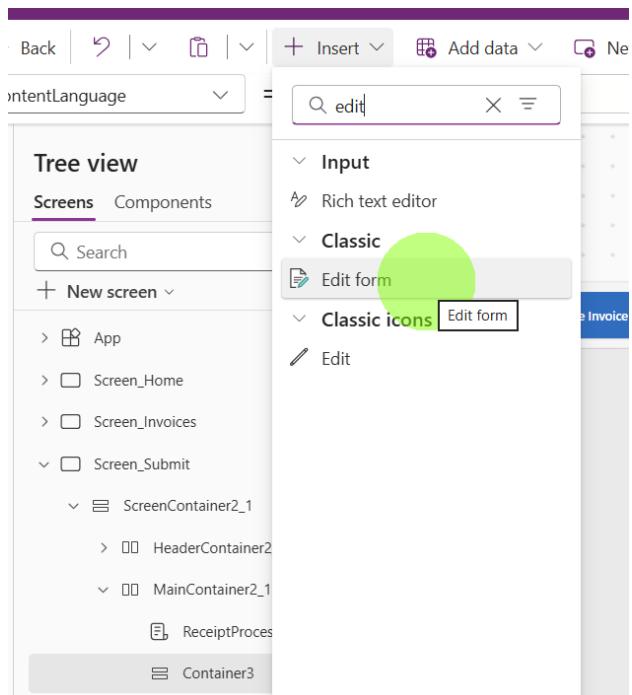
Height: **Parent**.Height

FillPortions: 1

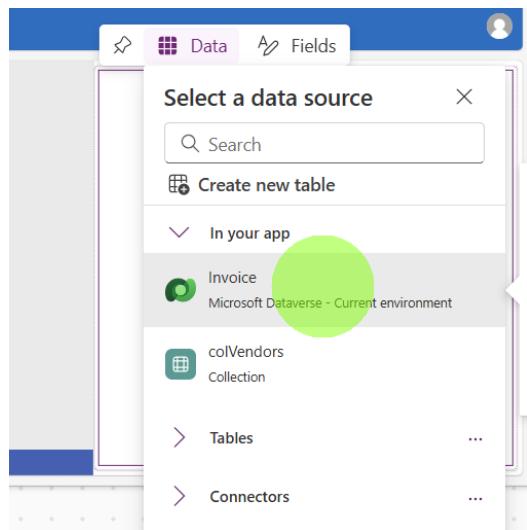
2. Add a new Vertical Container into the Main Container.



3. Add a new Form into the Vertical Container.



4. Point the Data Source for the Form to Invoice.



5. Change the number of Columns to 1

EDIT ⓘ

Form1

Display Advanced

Data source: Invoice

Views: None

Fields: [Edit fields](#)

Snap to columns: On

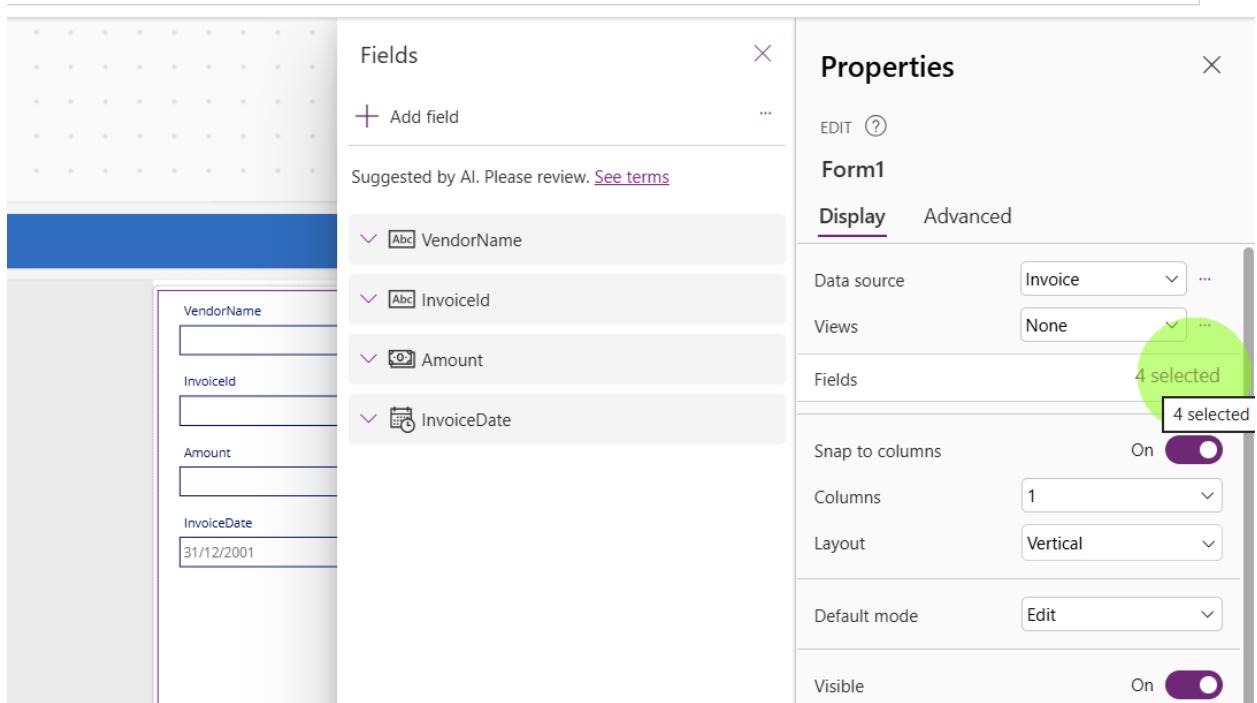
Columns: 3 (1 highlighted with a green circle)

Layout: 1, 2, 3, 4

Default mode: 3, 4

Visible: 6, 12

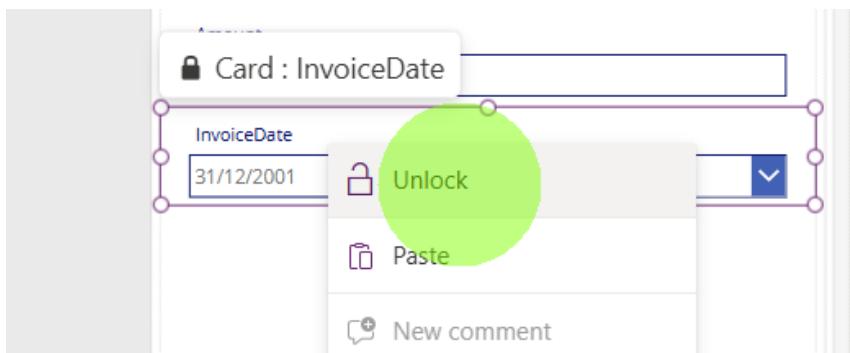
6. Select Fields to edit the fields displayed and only keep these 4 fields below.

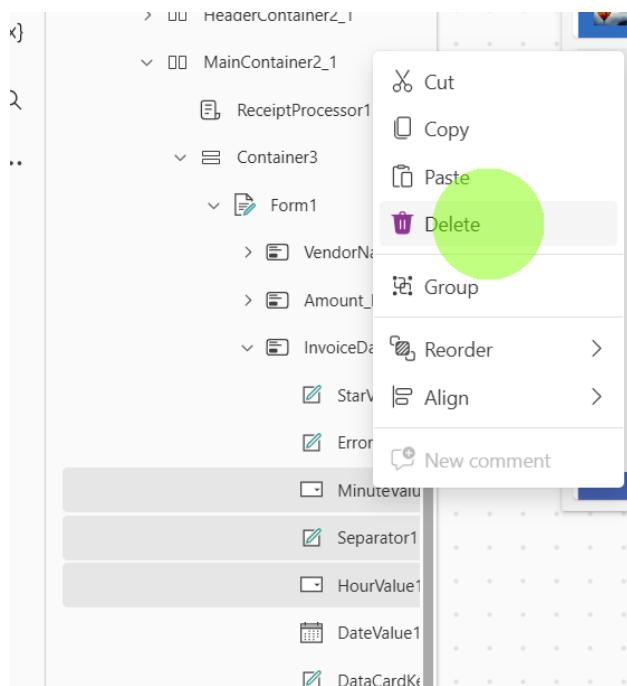


The screenshot shows the Microsoft Power Platform interface. On the left is a preview of a card with four fields: VendorName, InvoiceId, Amount, and InvoiceDate. To the right is the 'Fields' panel, which lists these four fields with dropdown arrows indicating they are expandable. Below the fields is a note: 'Suggested by AI. Please review. [See terms](#)'. On the far right is the 'Properties' panel for 'Form1'. The 'Display' tab is selected. Key settings shown include:

- Data source: Invoice
- Views: None
- Fields: 4 selected
- Snap to columns: On
- Columns: 1
- Layout: Vertical
- Default mode: Edit
- Visible: On

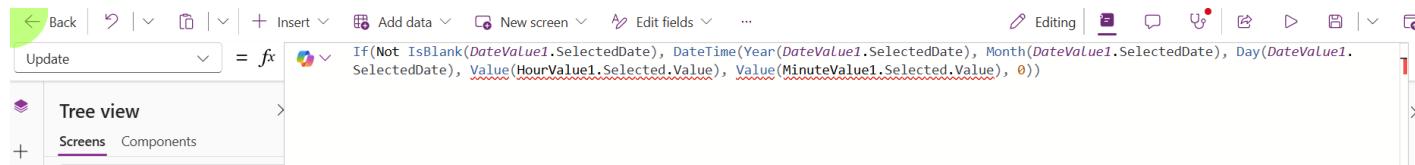
7. Unlock Invoice Date Field and delete Hours, Minutes and Separator controls.





There will be errors generated. To fix the error, replace the Error Values with Zeros.

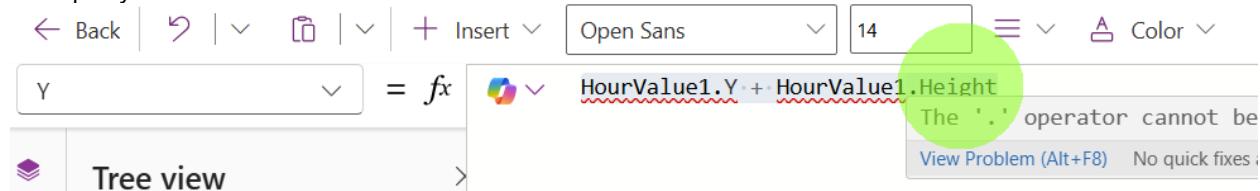
Update Property



`Value(HourValue1.Selected.Value) → 0`

`Value(MinuteValue1.Selected.Value) → 0`

Y Property



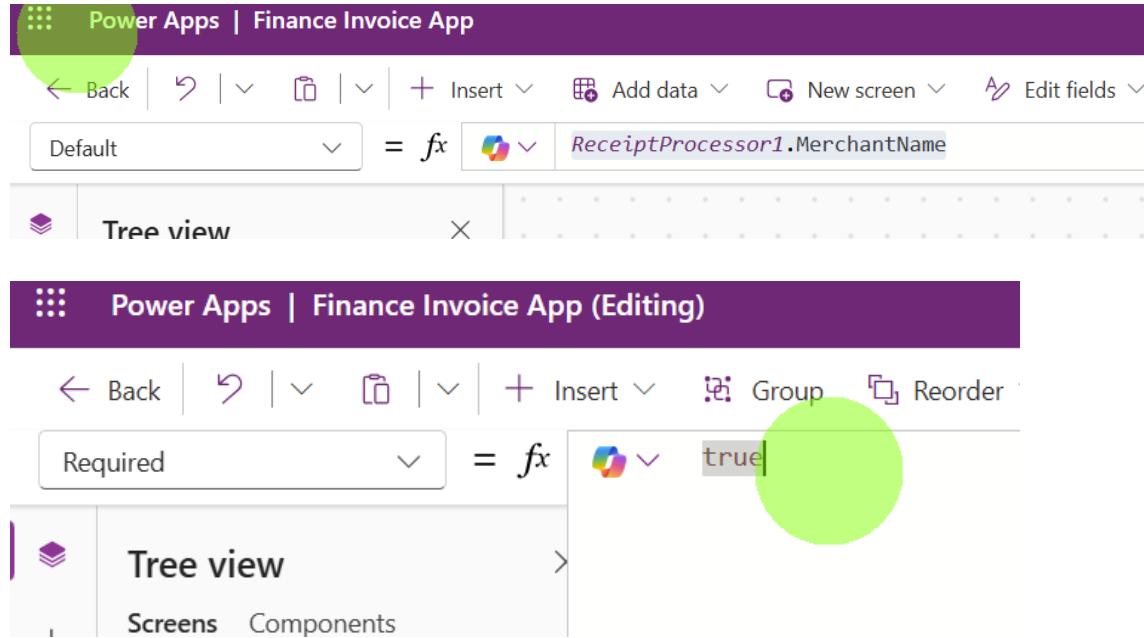
`HourValue1.Y + HourValue1.Height → 0`

----- End of Task -----

Task 3: Extracting Values from Receipt Processor

1. Unlock VendorName Card and set Default property to below and Required to true.

ReceiptProcessor1.MerchantName



The screenshot shows the Power Apps studio interface with two main sections. The top section is titled "Power Apps | Finance Invoice App" and displays a card editor. The "Default" dropdown is set to "fx" and the formula bar contains "*ReceiptProcessor1*.MerchantName". The "Required" dropdown is also set to "fx" and the formula bar contains "true". A green circle highlights the word "true". The bottom section is titled "Power Apps | Finance Invoice App (Editing)" and shows a "Tree view" screen with a "Screens" tab selected. Both sections have a toolbar with standard navigation and edit buttons.

2. Unlock Invoiceld Card and set Default property to below and Required to true.

```
With(
{
    DetectedText: First(
        Filter(ReceiptProcessor1.DetectedText, "Invoice Number" in
Value)
        ).Value
},
Trim(
    Substitute(DetectedText, "Invoice Number: ", ""))
)
```

[Back](#) | [Edit](#) | [Add data](#) | [New screen](#) | [Edit fields](#) | ...

Default = [fx](#)

```
With(
{
    DetectedText: First(
        Filter(ReceiptProcessor1.DetectedText, "Invoice Number" in Value)
    ).Value
},
Trim(
    Substitute(DetectedText, "Invoice Number: ", "")
))
```

Screens Components

+ New screen > Screen_Invoices

Power Apps | Finance Invoice App (Editing)

[Back](#) | [Edit](#) | [Add data](#) | [New screen](#) | [Edit fields](#) | [Group](#) | [Reorder](#)

Required = [fx](#)

Tree view

Screens Components

3. Unlock Amount Card and set Default property to below and Required to true.

ReceiptProcessor1.Total

[Back](#) | [Edit](#) | [Add data](#) | [New screen](#) | [Edit fields](#)

Default = [fx](#)

ReceiptProcessor1.Total

Tree view

Power Apps | Finance Invoice App (Editing)

[Back](#) | [Edit](#) | [Add data](#) | [New screen](#) | [Edit fields](#) | [Group](#) | [Reorder](#)

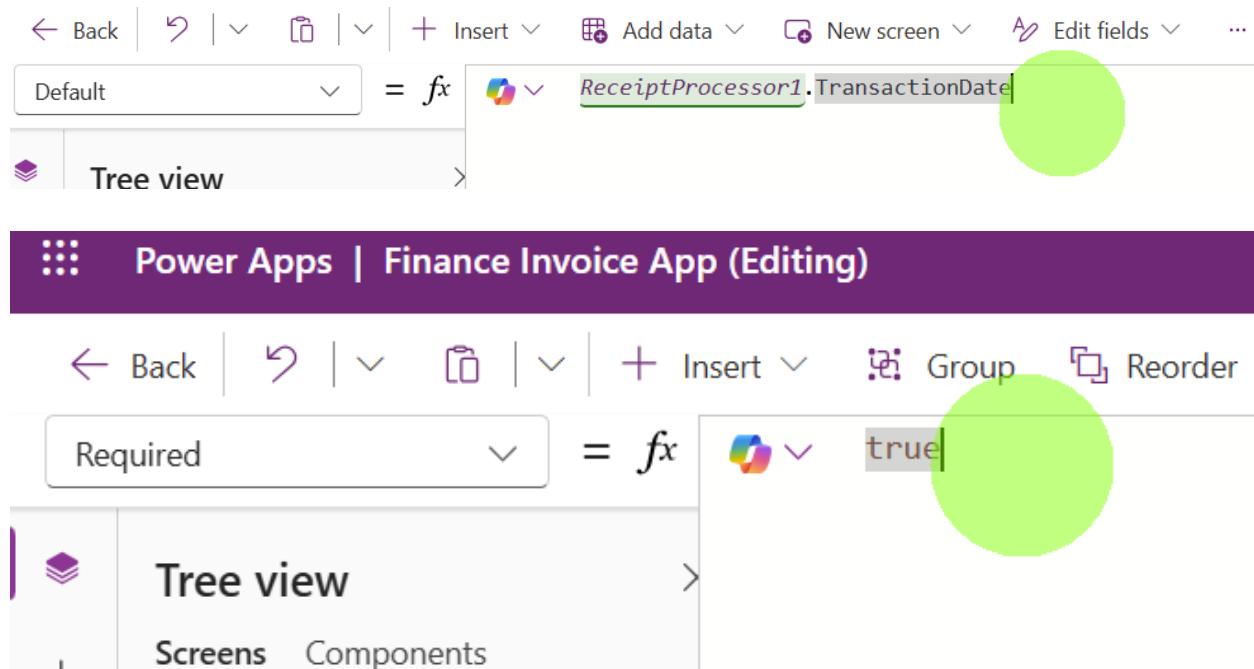
Required = [fx](#)

Tree view

Screens Components

4. Unlock InvoiceDate Card and set Default property to below and Required to true.

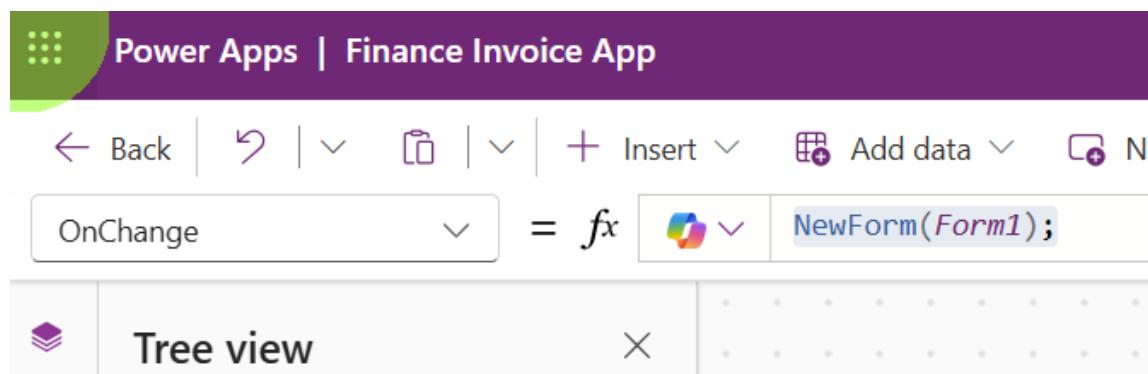
ReceiptProcessor1.TransactionDate



The screenshot shows the 'Edit fields' screen in the Power Apps studio. At the top, there are navigation icons: Back, Undo, Redo, Insert, Add data, New screen, Edit fields, and more. Below these are two dropdown menus: 'Default' set to `ReceiptProcessor1.TransactionDate` and 'Required' set to `true`. The main area is titled 'Tree view' with tabs for 'Screens' and 'Components'. A purple header bar at the top says 'Power Apps | Finance Invoice App (Editing)'.

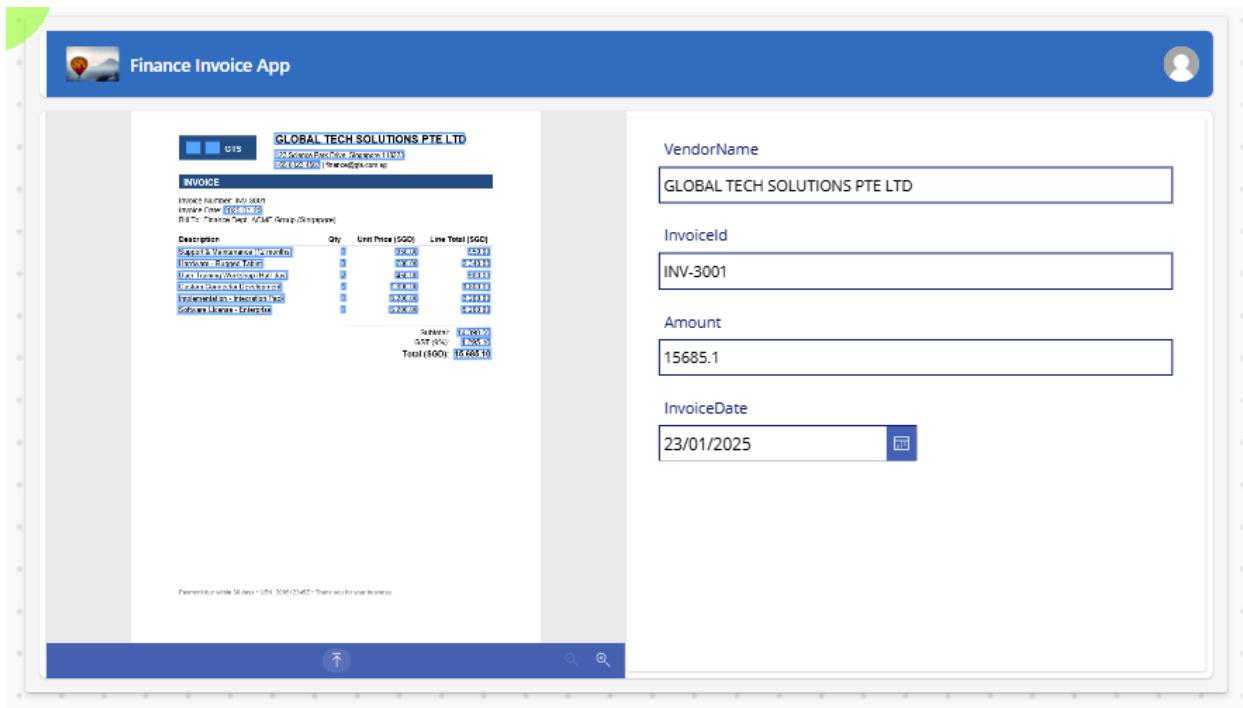
5. Change OnChange properties of the Receipt Processor to below.

`NewForm(Form1);`



The screenshot shows the 'Edit fields' screen in the Power Apps studio. At the top, there are navigation icons: Back, Undo, Redo, Insert, Add data, New screen, Edit fields, and more. Below these are two dropdown menus: 'OnChange' set to `NewForm(Form1);` and 'OnSelect' (partially visible). The main area is titled 'Tree view' with tabs for 'Screens' and 'Components'. A purple header bar at the top says 'Power Apps | Finance Invoice App'.

You can test with the sample invoices provided to you and the form should auto-populate the values based on invoice uploaded.



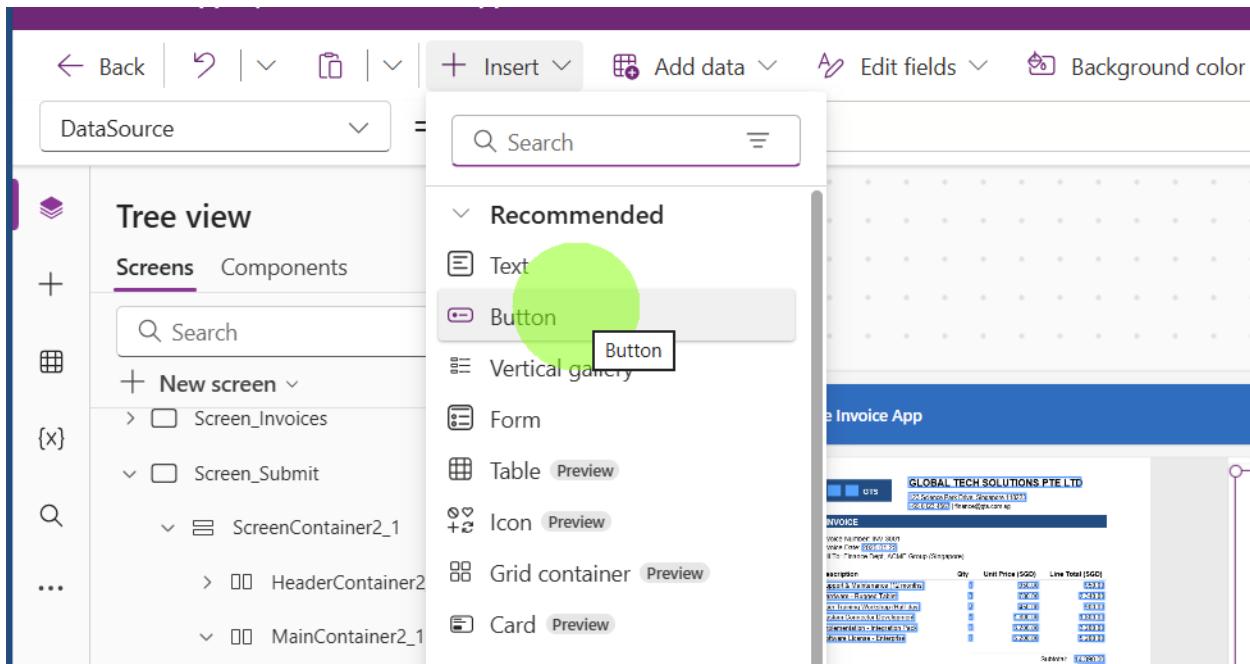
The screenshot shows a Microsoft Power Platform application titled "Finance Invoice App". The interface includes a header with a user profile icon and a search bar. On the left, there is a card displaying an invoice from "GLOBAL TECH SOLUTIONS PTE LTD" with a total amount of SGD 15,685.10. On the right, there are several input fields for entering invoice details:

Field	Value
VendorName	GLOBAL TECH SOLUTIONS PTE LTD
Invoiceld	INV-3001
Amount	15685.1
InvoiceDate	23/01/2025

----- End of Task -----

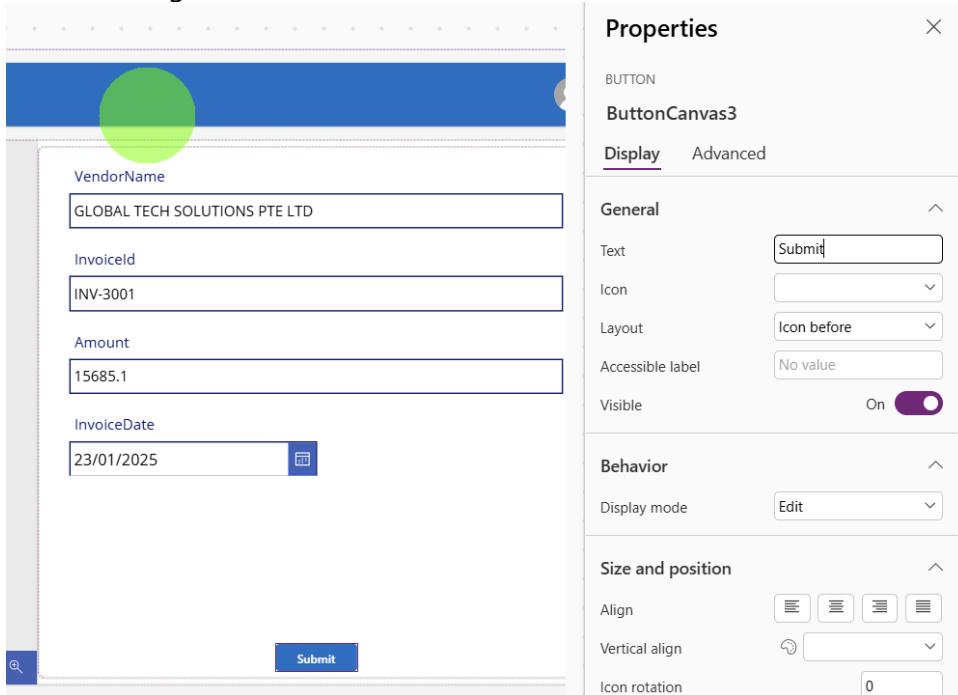
Task 4: Submitting Extracted Values

1. Add a button below the form.



The screenshot shows the Microsoft Power Platform canvas editor interface. On the left, there's a tree view of screens and components. In the center, the 'Insert' ribbon is open, showing the 'Recommended' category with various UI elements like Text, Button, Form, Table, Icon, Grid container, and Card. A large green circle highlights the 'Button' component. On the right, a preview of an 'Invoice App' screen is visible, showing an invoice grid with columns for Description, Qty, Unit Price (SGD), and Line Total (SGD).

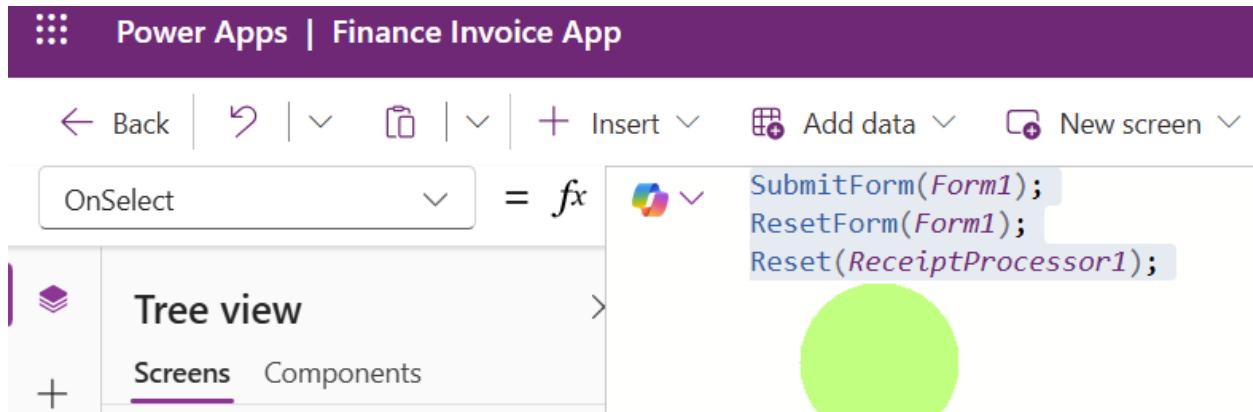
2. Change Text to Submit



The screenshot shows the Microsoft Power Platform canvas editor. On the left, a form with fields for VendorName, InvoiceId, Amount, and InvoiceDate is displayed. At the bottom right of the form is a blue 'Submit' button. On the right, the 'Properties' panel is open for this 'Submit' button. The 'Display' tab is selected, showing the 'Text' field set to 'Submit'. Other settings include 'Icon' (empty), 'Layout' (Icon before), 'Accessible label' (No value), and 'Visible' (On). The 'Behavior' and 'Size and position' tabs are also visible.

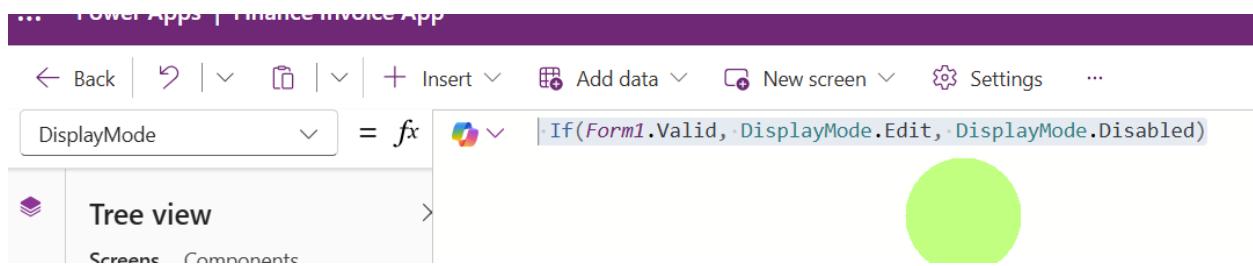
3. Set OnSelect property of Submit button to this.

```
SubmitForm(Form1);  
ResetForm(Form1);  
Reset(ReceiptProcessor1);
```



4. Set DisplayMode property of Submit button to this.

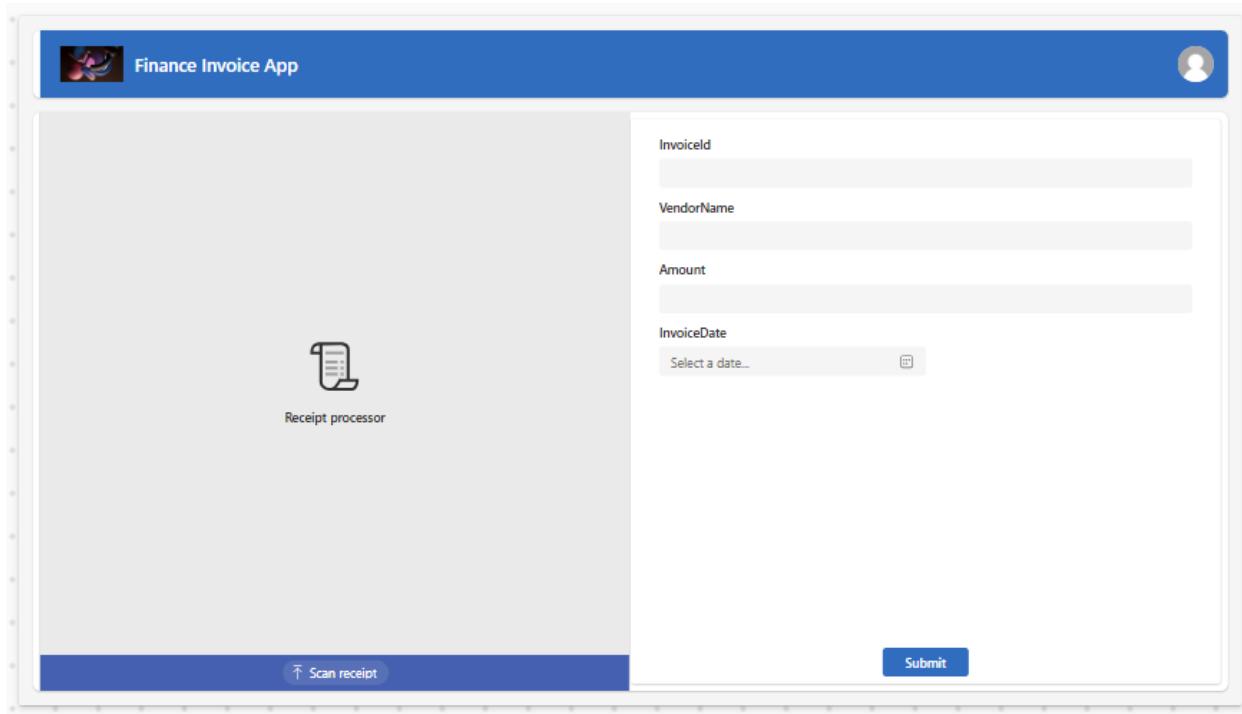
```
If(Form1.Valid, DisplayMode.Edit, DisplayMode.Disabled)
```



----- End of Task -----

Exercise 6: Creating Message and Loading Popups using Components

Utilising components to create reusable message and loading popups.



Objectives

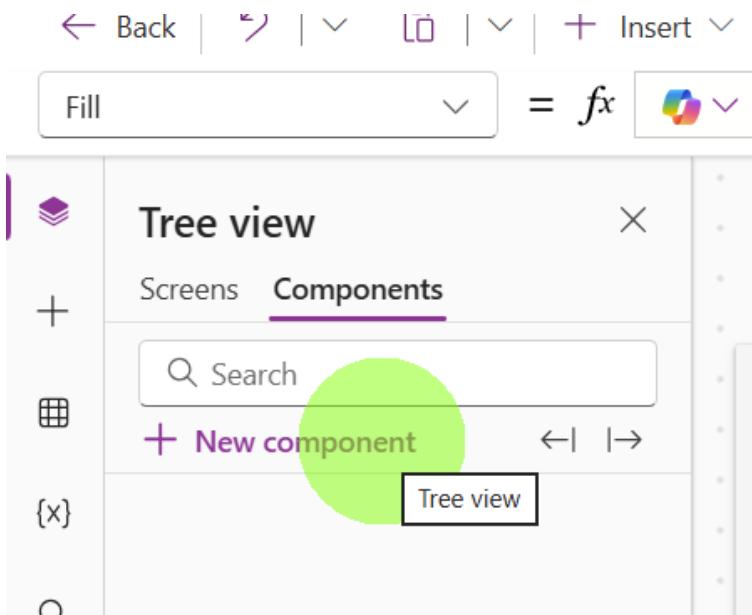
- Understand the use of components and custom properties

Estimated time to complete this lab

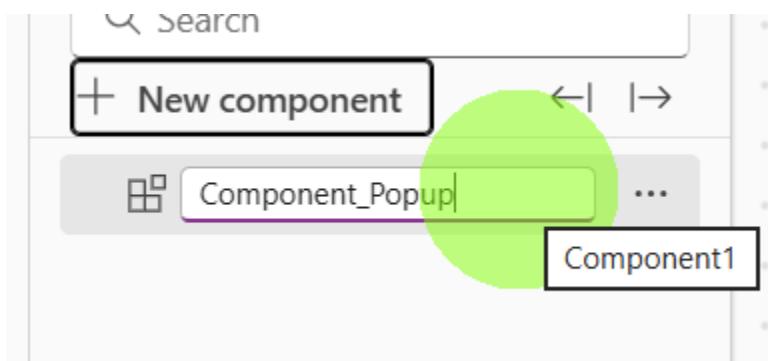
20 mins

Task 1: Adding a New Message Popup Component with Custom Properties

1. Switch to Components tab and click +New Component.



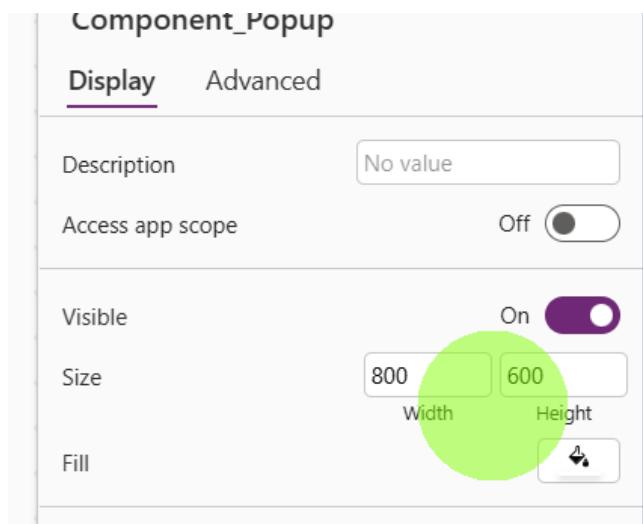
Rename it to Componenet_Popup.



Set Width and Height of the component as below.

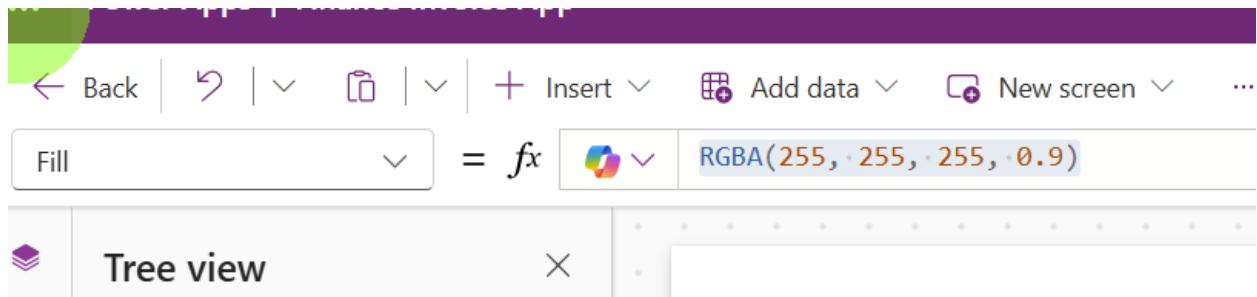
Width: 800

Height: 600



Set Fill Property to the component as below.

RGB(255, 255, 255, 0.9)



2. Add a new Custom Property (MessageType) to the Component as below.

New custom property

Display name * ⓘ
MessageType

Name * ⓘ
MessageType

Description * ⓘ
MessageType

Property type ⓘ
Data

Property definition ⓘ
Input

Data type ⓘ
Text

Raise OnReset when value changes ⓘ

Create **Cancel**

Properties

COMPONENT ⓘ

Component_Popup

Display Advanced

Description No value

Access app scope Off

Visible On

Size 800 600
Width Height

Fill 

Custom properties ⓘ

+ New custom property

3. Add one more Custom Property (Message) as below.

New custom property

Display name * ⓘ
Message

Name * ⓘ
Message

Description * ⓘ
Message

Property type ⓘ
Data

Property definition ⓘ
Input

Data type ⓘ
Text

Raise OnReset when value changes ⓘ

Create **Cancel**

Properties

COMPONENT ⓘ

Component_Popup

Display **Advanced**

Description	No value
Access app scope	Off <input checked="" type="checkbox"/>
Visible	On <input checked="" type="checkbox"/>
Size	800 <input type="button" value="Width"/> 600 <input type="button" value="Height"/>
Fill	

Custom properties ⓘ

+ New custom property

MessageType	Text
-------------	------

4. Add one more Custom Property (ClickEvent) as below.

New custom property ×

Display name * (i)

Name * (i)

Description * (i)

Property type (i)

Return data type (i)

Parameters
+ New parameter

Create Cancel

Properties ×

COMPONENT (?)
Component_Popup

Display Advanced

Description
Access app scope Off (On)

Visible Off On (On)

Size 800 600
Width Height (Fill)

Custom properties (i)

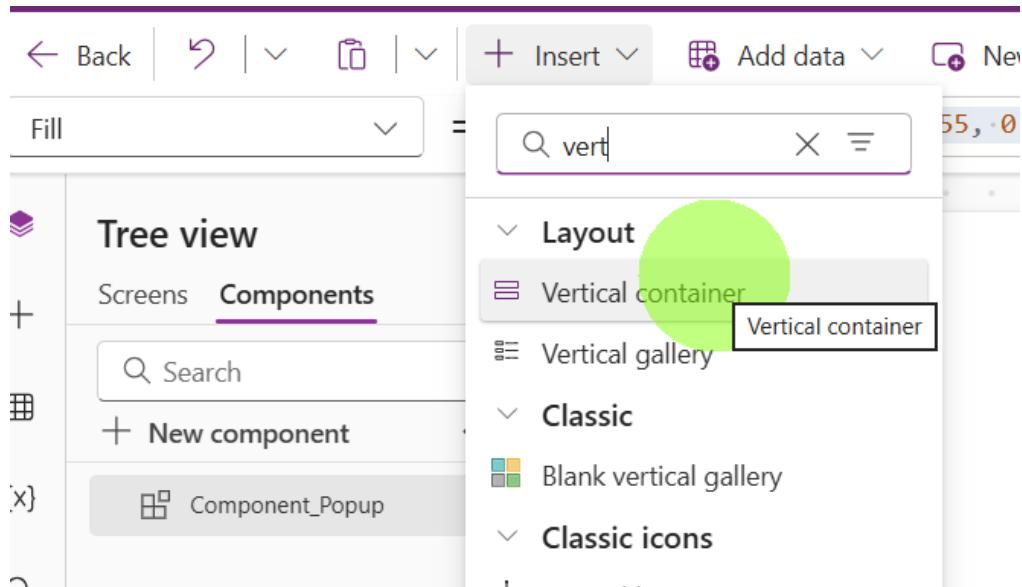
+ New custom property

Custom property	Type	Value	...
MessageType	Text	Text	...
Message	Text	Text	...

----- End of Task -----

Task 2: Adding Controls into the Component

1. Add a new Vertical Container inside the component



Change below properties of the Vertical Container.

Width: 500

Height: 400

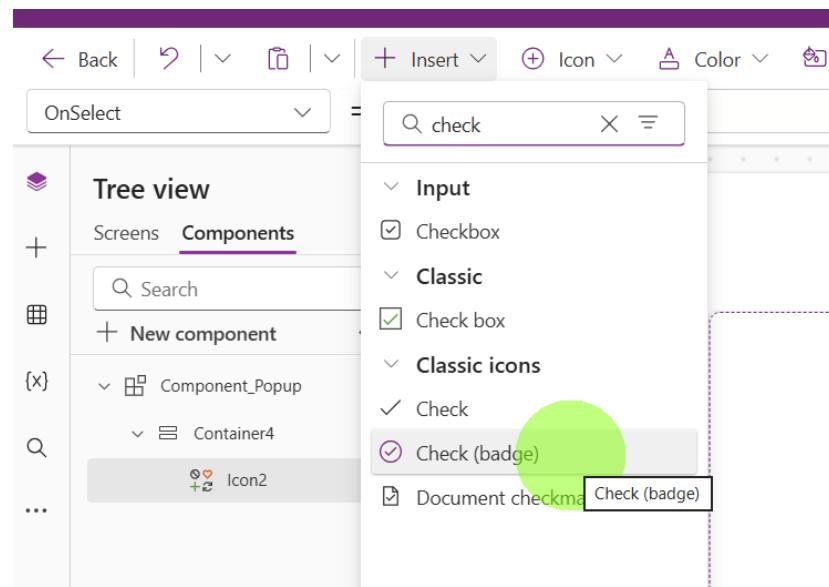
LayoutGap: 30

LayoutJustifyContent: `LayoutJustifyContent.Center`

X: `Parent.Width/2 - Self.Width/2`

Y: `Parent.Height/2 - Self.Height/2`

2. Insert a Check (badge) icon into the container.



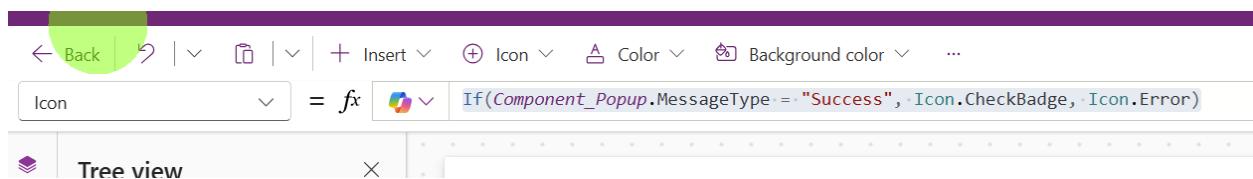
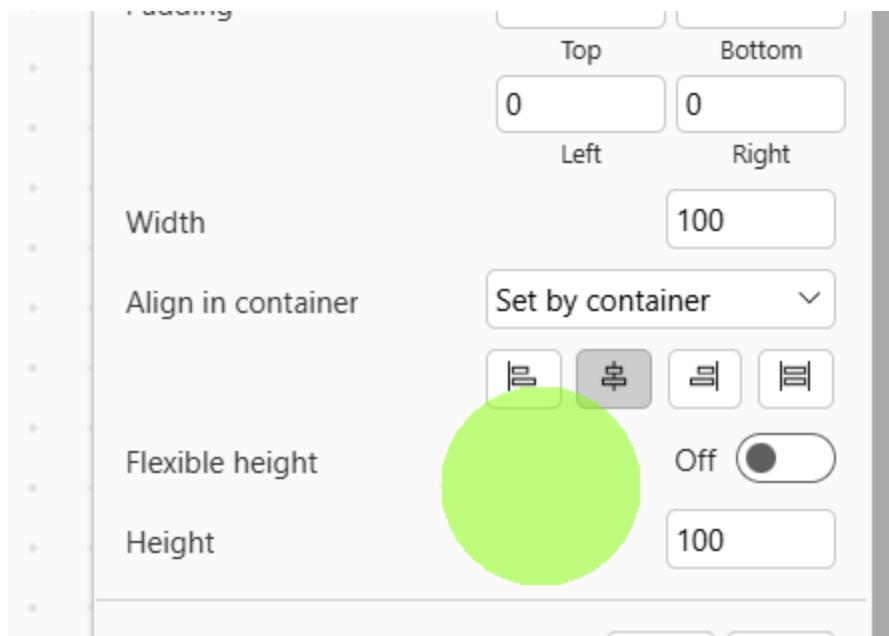
Change below properties of the Icon.

Width: 100

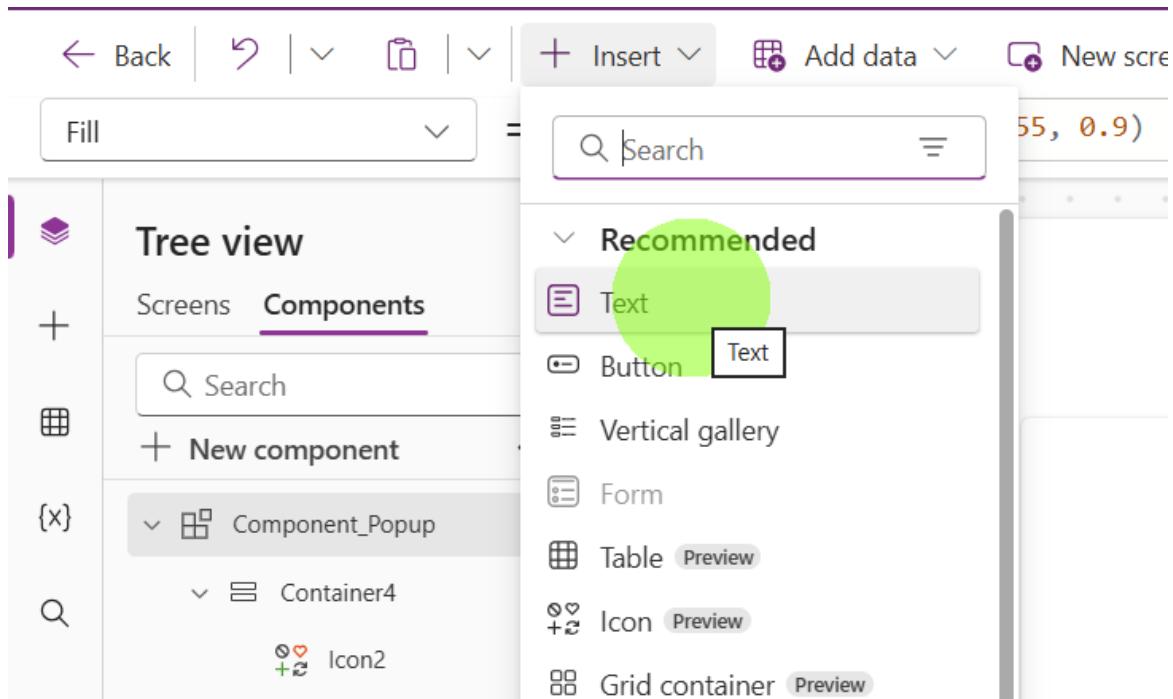
Height: 100

Color: `If(Component_Popup.MessageType = "Success", Color.DarkGreen, Color.DarkRed)`

Icon: `If(Component_Popup.MessageType = "Success", Icon.CheckBadge, Icon.Error)`



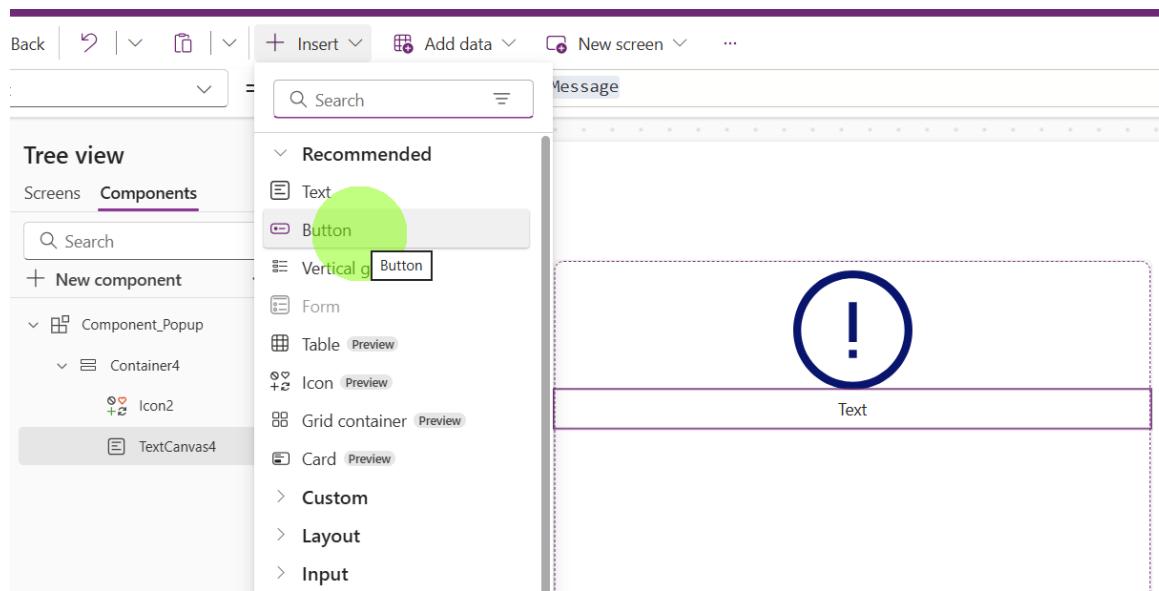
3. Insert a Text control into the container.



Change below properties of the Text.

Width: `Parent.Width`
Align: `'TextCanvas.Align'.Center`
VerticalAlign: `VerticalAlign.Middle`
Icon: `Component_Popup.Message`

3. Insert a Button control into the container.

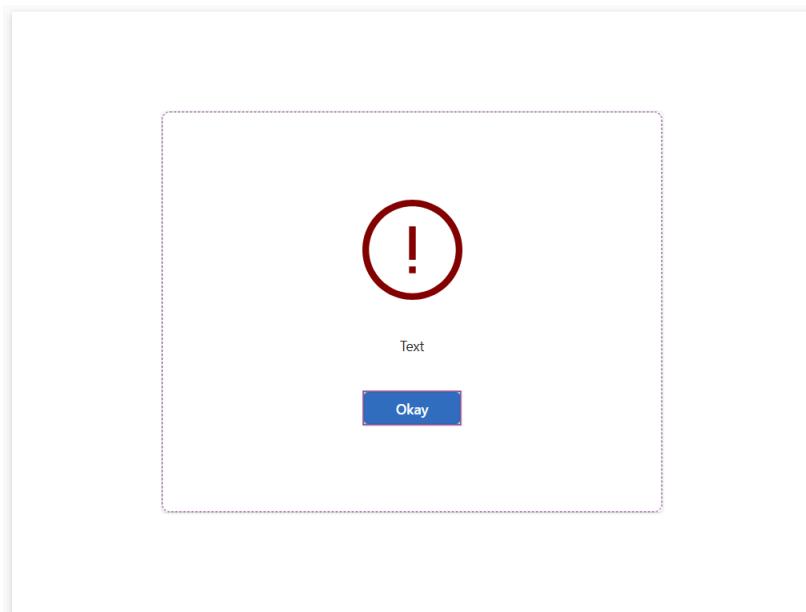


Change below properties of the Button.

Text: “**Okay**”

OnSelect: **Component_Popup.ClickEvent()**

Your Component should look something like below.

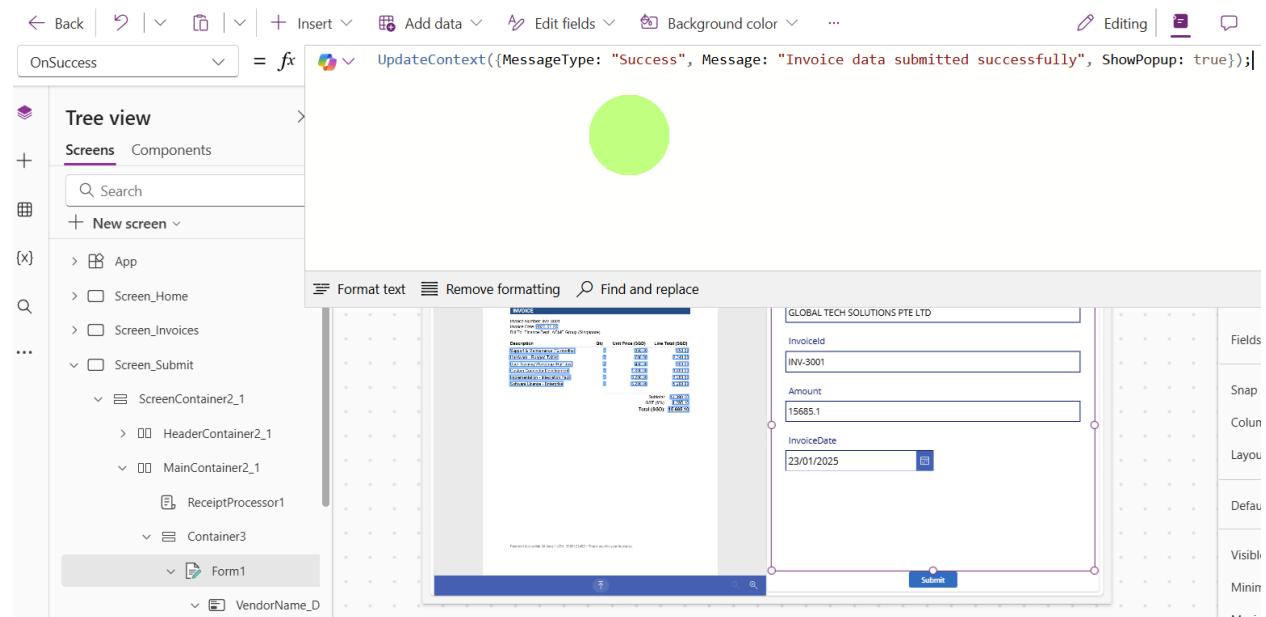


----- End of Task -----

Task 3: Adding Message Popup Component to Submission Screen

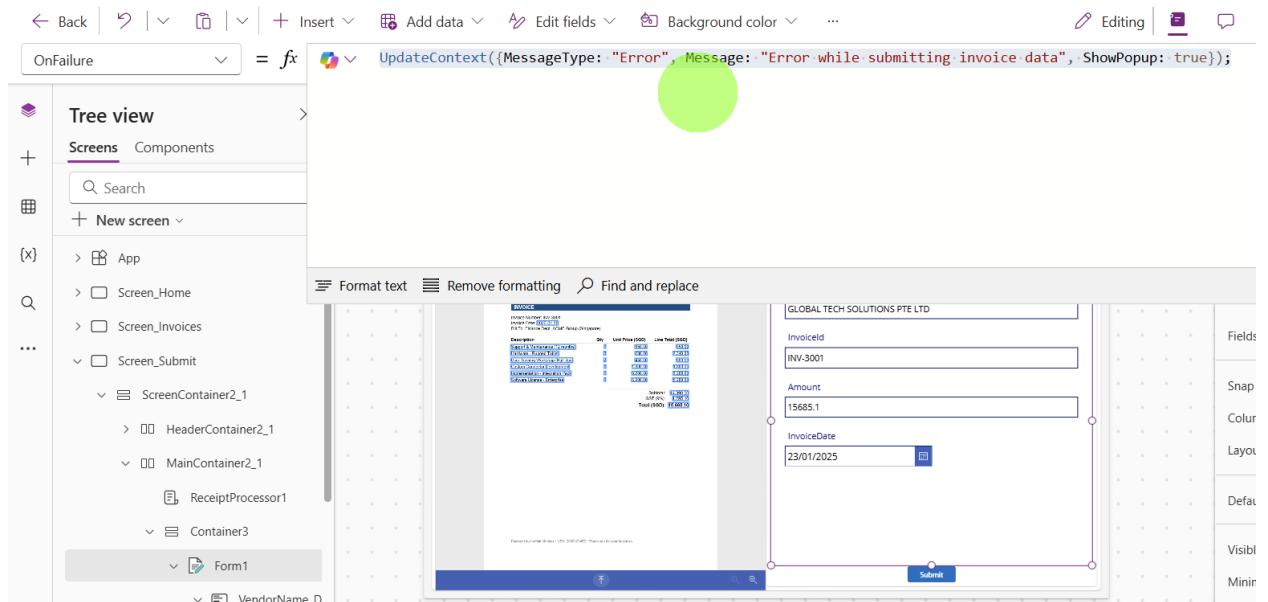
1. Select Form control and change OnSuccess proper to below.

```
UpdateContext({MessageType: "Success", Message: "Invoice data submitted successfully", ShowPopup: true});
```

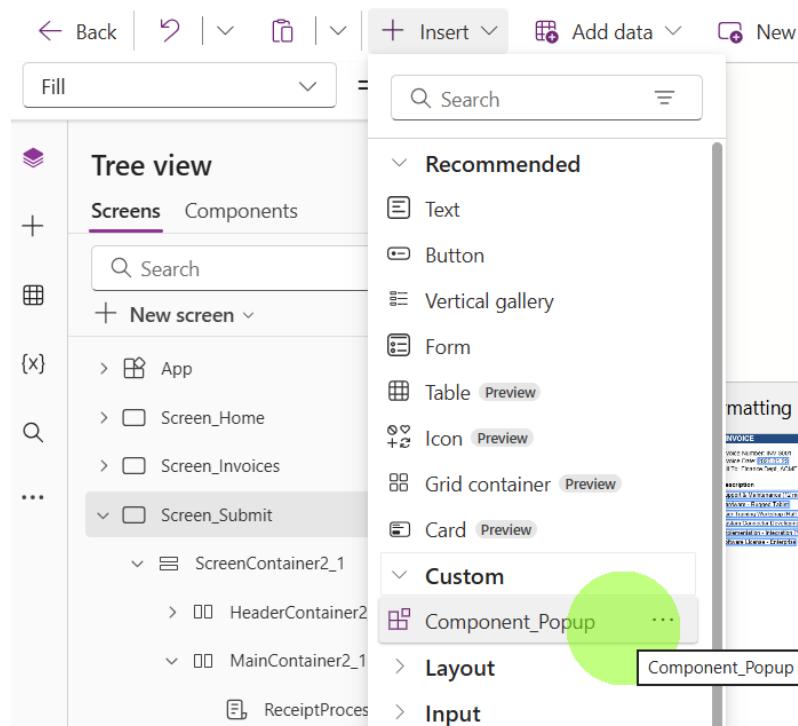


2. Select Form control and change OnFailure property to below.

```
UpdateContext({MessageType: "Error", Message: "Error while submitting invoice data", ShowPopup: true});
```



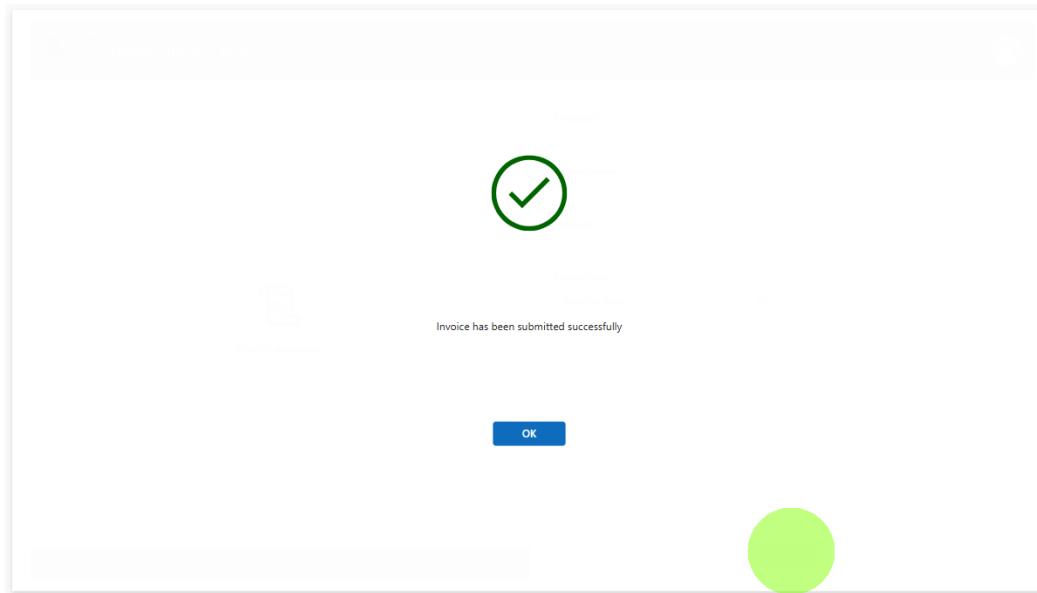
3. Insert Component_Popup into Screen_Submit.



Change below properties of Component.

```
Width: Parent.Width  
Height: Parent.Height  
Visible: ShowPopup  
ClickEvent: UpdateContext({ShowPopup:false});  
MessageType: MessageType  
Message: Message
```

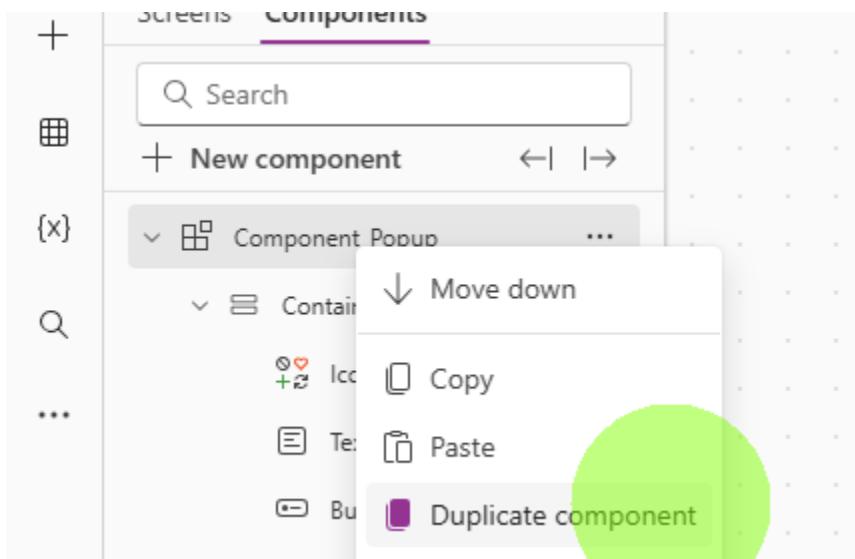
When you try to submit the invoice data, it will now show the Success Popup.
(To test Error Popup, try putting text value to Invoice Amount field to generate the error.)



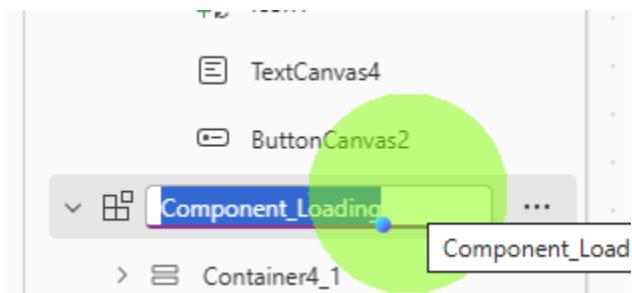
----- End of Task -----

Task 4: Adding a New Loading Component

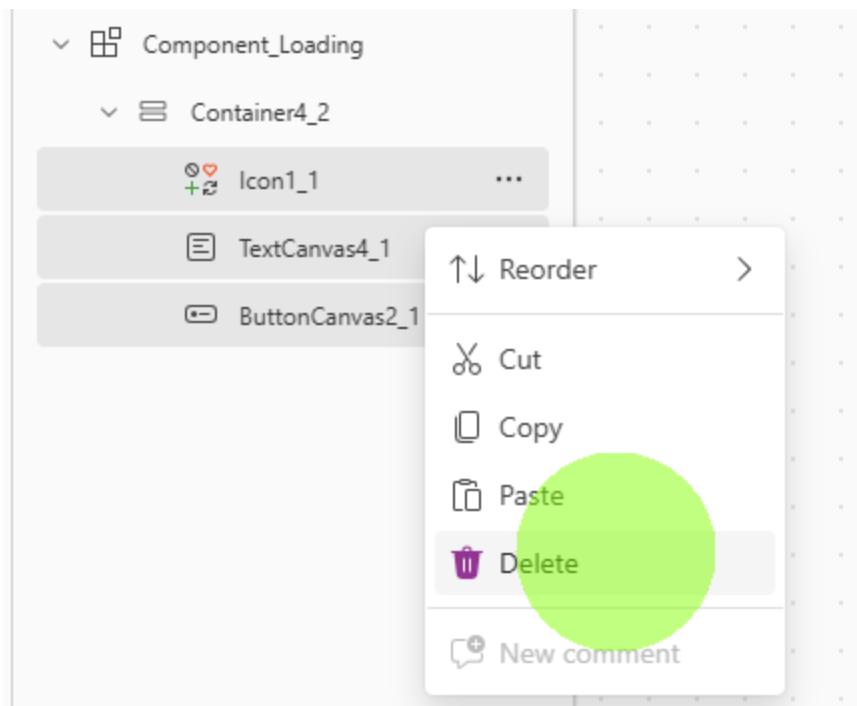
1. Duplicate Component Popup.



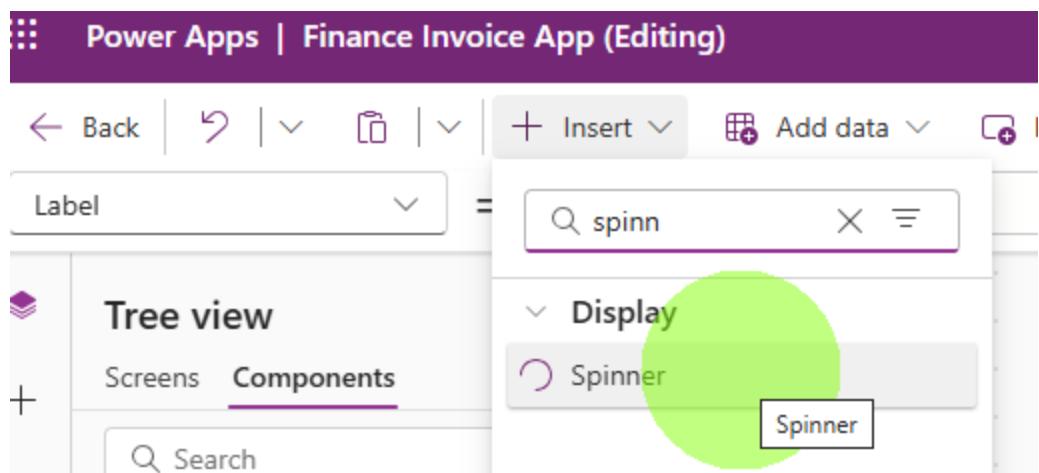
2. Rename it as Component_Loading.



3. Delete all the child controls inside Component_Loading's middle Container.



4. Add a Spinner control into the middle Container.



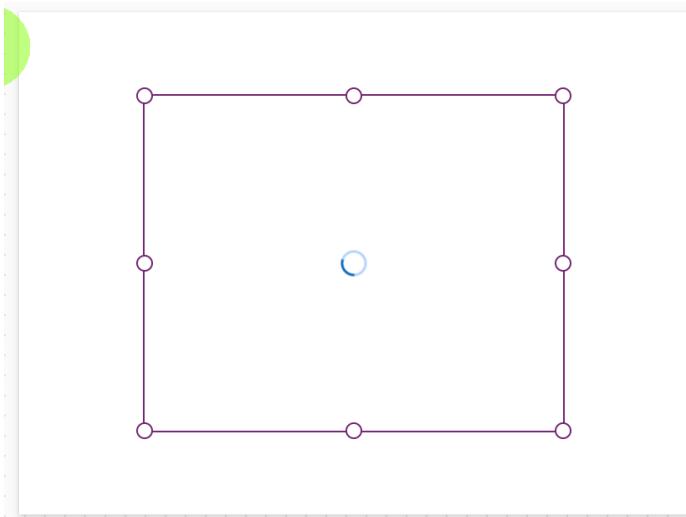
Change below properties of the Spinner control.

Width: `Parent.Width`

Label: `Component>Loading`.Message

Change LayoutJustifyContent property of middle Container to below:

LayoutJustifyContent: `LayoutJustifyContent.Center`



5. Select Component_Loading control, open Properties and delete MessageType and ClickEvent properties.

Edit custom property ×

Display name * (i)

Name * (i)

Description * (i)

Property type (i)

Property definition (i)

Data type (i)

Raise OnReset when value changes (i)

[Delete custom property](#)

Save Cancel

Edit custom property ×

Display name * (i)

Name * (i)

Description * (i)

Property type (i)

Return data type (i)

PARAMETERS

[+ New parameter](#)

[Delete custom property](#)

Save Cancel

----- End of Task -----

Task 5: Adding Loading Component to Submission Screen

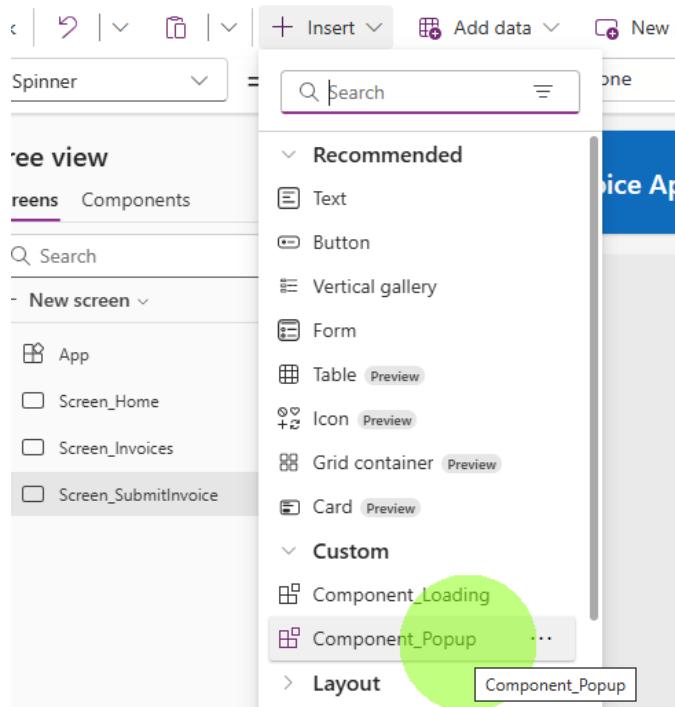
1. Update OnSelect property of Submit button to below.

```
UpdateContext({ ShowLoading: true, Message: "Submitting invoice values"});
```

```
SubmitForm(Form1);  
ResetForm(Form1);  
Reset(ReceiptProcessor1);
```

```
UpdateContext({ ShowLoading: false, Message: ""});
```

2. Insert Component_ Loading into Screen_Submit.

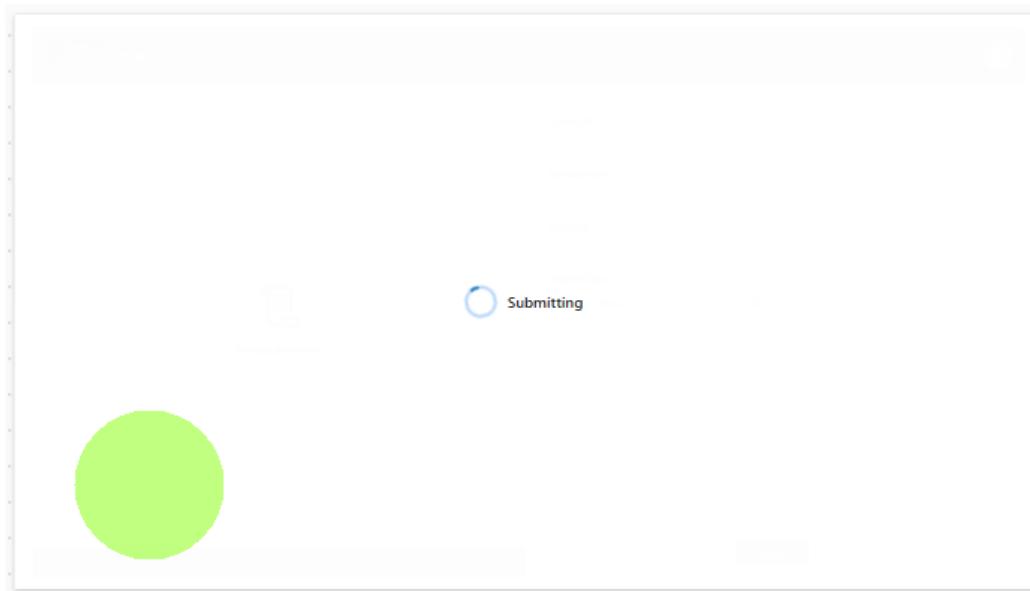


Change below properties of Component.

Width: **Parent.Width**
Height: **Parent.Height**
Visible: **ShowLoading**
Message: **Message**

When you try to submit the invoice data, it will now show the Loading Popup before showing the Success Popup..

(To test Error Popup, try putting text value to Invoice Amount field to generate the error.)



End of Task
