



Power Platform Bootcamp: Expert

Hands-On Lab Guide

Published (Jan 2026)

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Exercise 1: Experimenting Advanced Power Automate Settings

In this hands-on exercise, participants will create an **instant cloud flow** to deal with large excel data and play with the stage settings to be able to deal with it.

Objectives

After completing this exercise, participants will be able to:

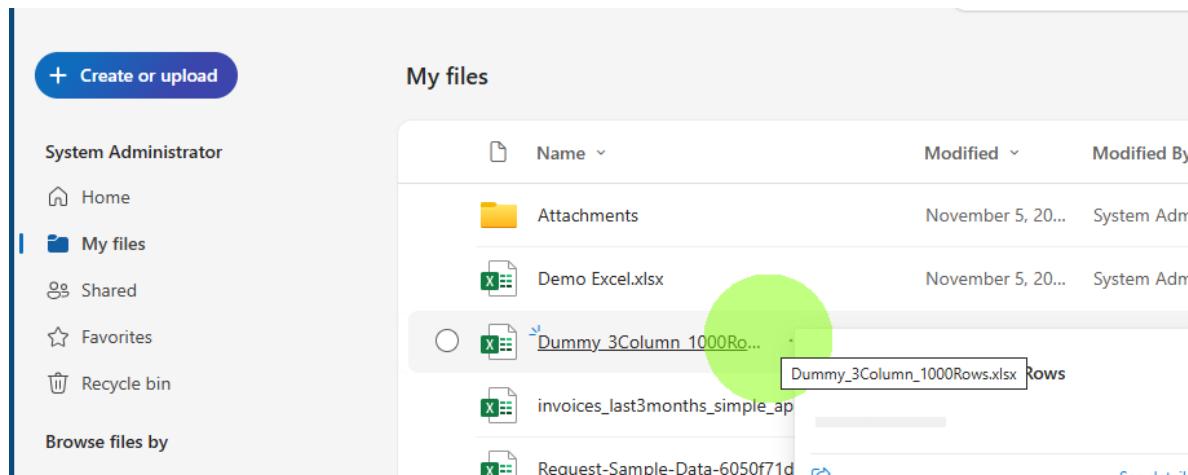
- Have a better understanding of Advanced Power Automate stage settings
- Perform Error Handling in Power Automate

Estimated Time

40–50 mins

Task 1: Uploading Dummy Excel File to OneDrive

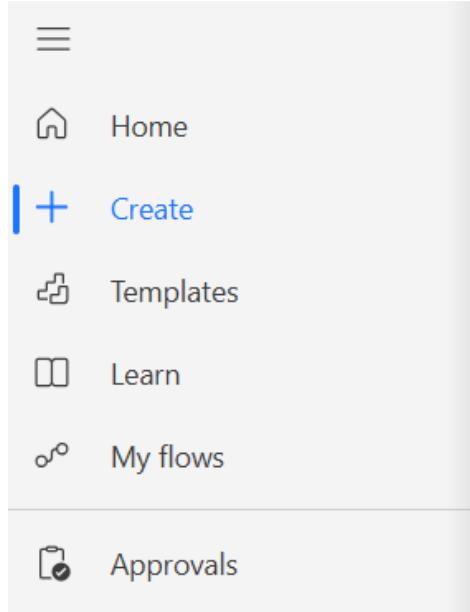
1. Go to **OneDrive for Business** and upload Dummy_3Column_1000Rows.xlsx file.



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

Task 2: Creating a Manually Triggered Flow

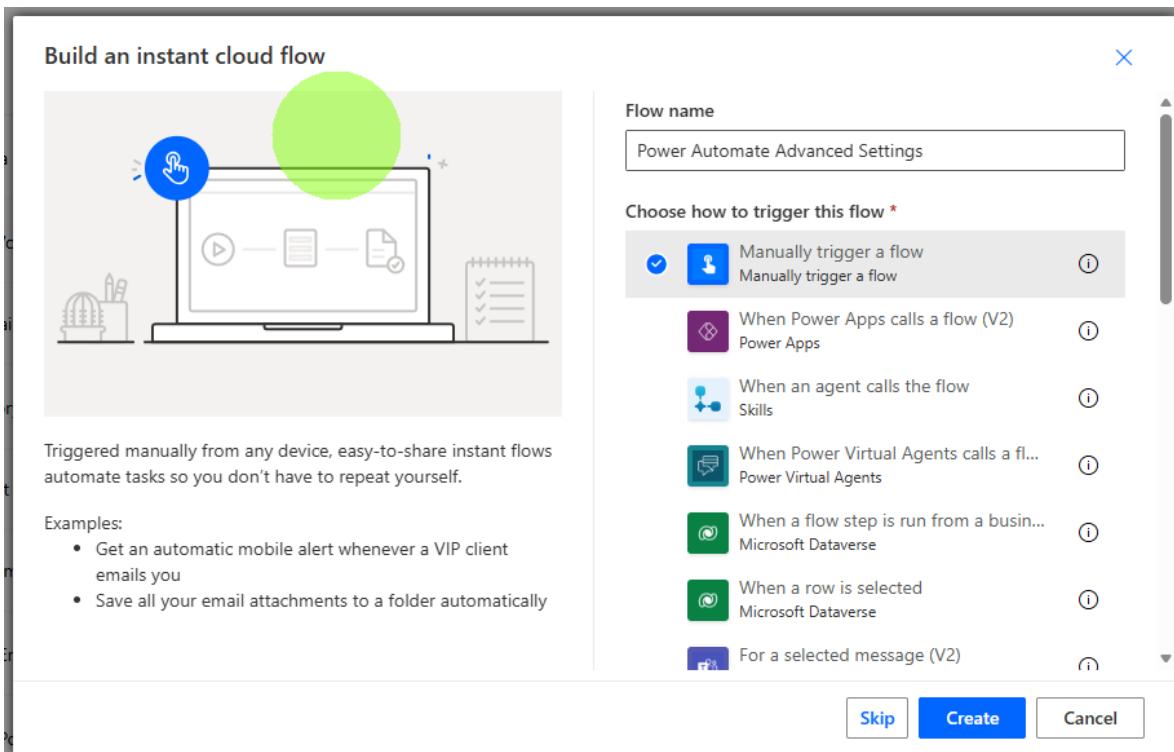
1. Go to Power Automate and click **Create > Instant cloud flow**



The screenshot shows the Power Automate interface with the 'Create' button highlighted. To the right, a card titled 'Three ways to make a flow' displays three options: 'Automated cloud flow' (with a plus sign icon) and 'Instant cloud flow' (with a hand cursor icon).

2. Name your flow: **Power Automate Advanced Settings**

Choose the trigger: **Manually trigger a flow**, then click **Create**

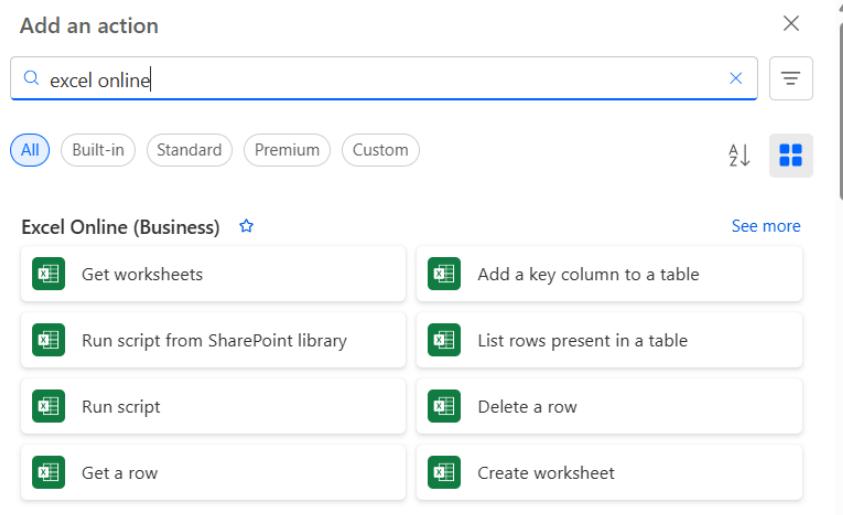


The screenshot shows the 'Build an instant cloud flow' wizard. On the left, there's a preview area with a hand cursor icon pointing at a screen showing a flow diagram. Below it, text says: 'Triggered manually from any device, easy-to-share instant flows automate tasks so you don't have to repeat yourself.' Examples listed include: 'Get an automatic mobile alert whenever a VIP client emails you' and 'Save all your email attachments to a folder automatically'. On the right, the 'Flow name' field is filled with 'Power Automate Advanced Settings'. Under 'Choose how to trigger this flow', the 'Manually trigger a flow' option is selected. At the bottom, there are 'Skip', 'Create', and 'Cancel' buttons.

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

Task 3: Pagination and Threshold settings

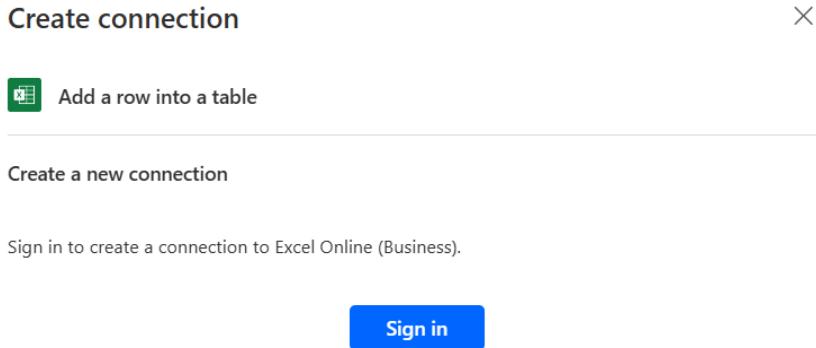
1. Click **+ New Step**, search for **Excel Online (Business)**, and choose **List rows present in a table** (Note: Sign in and create connection if it is the first time)



The screenshot shows the 'Add an action' interface. A search bar at the top contains the text 'excel online'. Below the search bar are filter buttons: 'All' (which is selected), 'Built-in', 'Standard', 'Premium', and 'Custom'. To the right of these filters are sorting icons ('A-Z' and 'Z-A') and a refresh/circular arrow icon. The main area displays a list of actions under the heading 'Excel Online (Business)'. The actions are arranged in two columns:

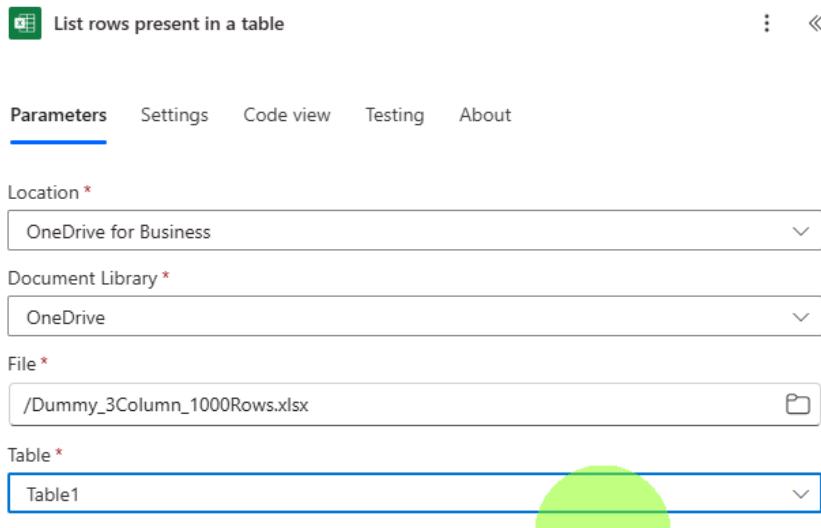
Action	Action
Get worksheets	Add a key column to a table
Run script from SharePoint library	List rows present in a table
Run script	Delete a row
Get a row	Create worksheet

A 'See more' link is located in the top right corner of the list.



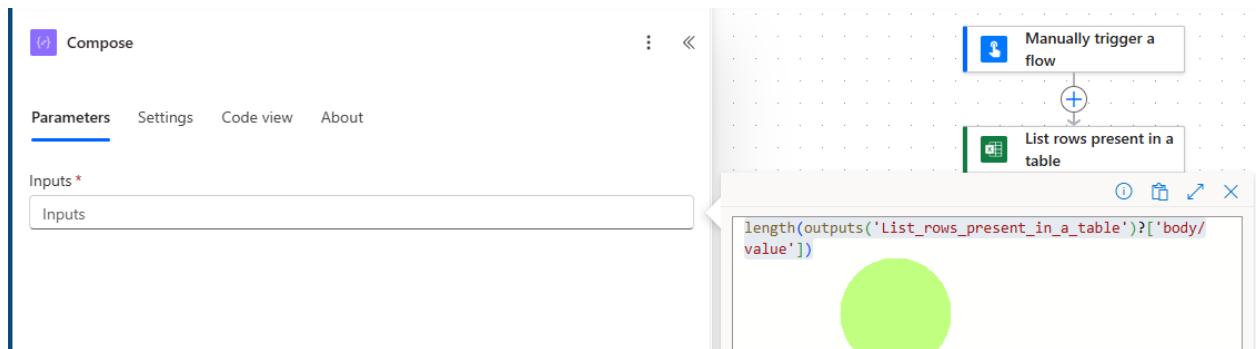
The screenshot shows the 'Create connection' dialog. At the top, it says 'Create connection' and has a close button. Below that, there is a list of connection types, with 'Add a row into a table' highlighted. A horizontal line separates this from the 'Create a new connection' section. In the 'Create a new connection' section, there is a note: 'Sign in to create a connection to Excel Online (Business).'. At the bottom is a blue 'Sign in' button.

2. Select your OneDrive Excel file and the table name as shown below

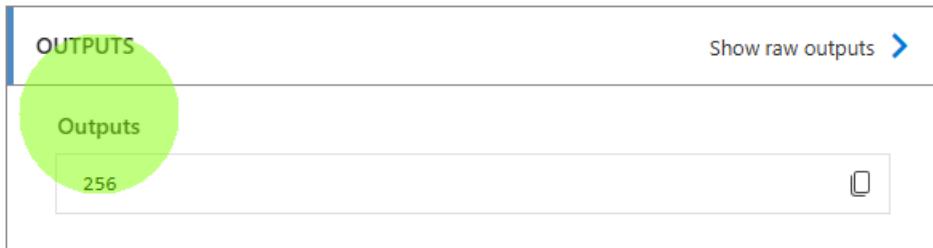


3. Add a compose stage with below formula to observe the number of rows read.

```
length(outputs('List_rows_present_in_a_table')?['body/value'])
```



4. You can save and test the flow and notice in Compose stage output that it doesn't read all the rows from the file. That's due to Power Automate default settings to retrieve 256 rows.



5. Select List rows present in a table stage and switch to Settings tab. Turn on Pagination and set Threshold to 5000.

List rows present in a table

Parameters **Settings** Code view Testing About

General

Action timeout ⓘ
Specify the duration in ISO-8601 format
Example: P1D

Networking

Pagination ⓘ
Retrieve items to meet the specified threshold by following the continuation token. Due to connector's page size, the number returned may exceed the threshold.

On

Threshold
5000

6. You can run again and will notice that it is now returning full list.

OUTPUTS

Show raw outputs >

Outputs

1,000

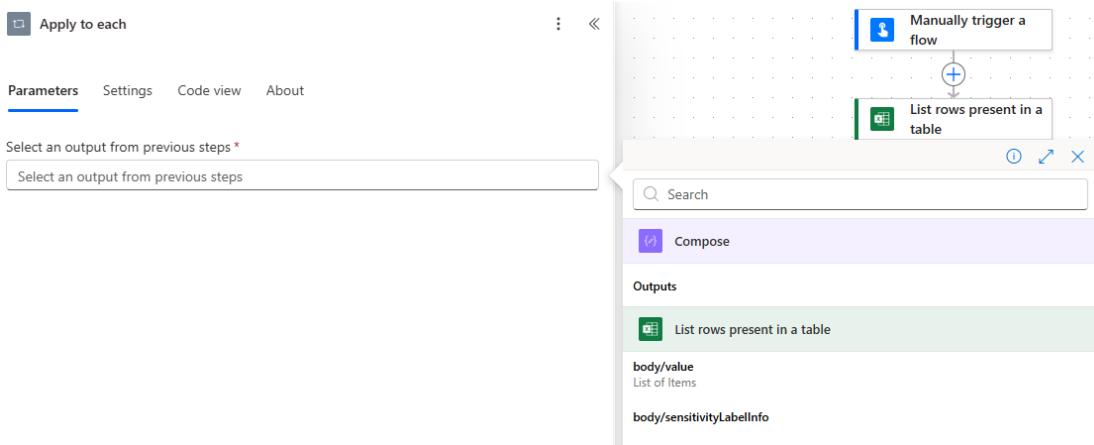
End of Task

Task 4: Concurrency Settings

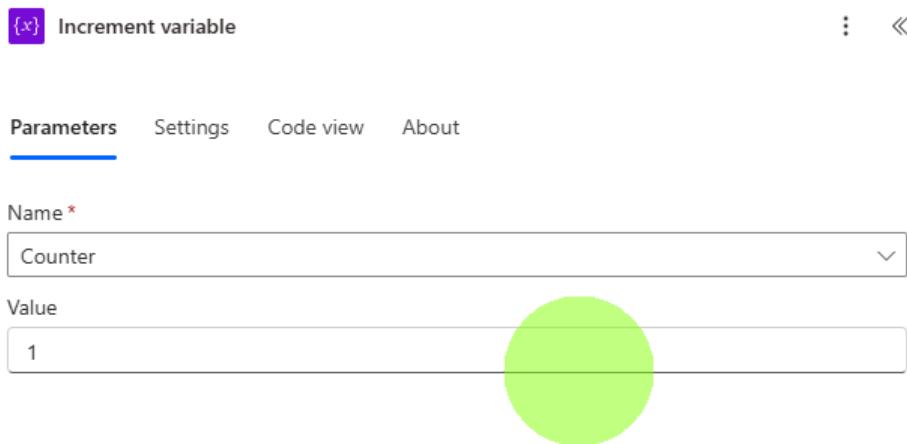
1. Add a new stage Initialize Variable and initialize a variable name Counter with integer as data type and 0 as value.



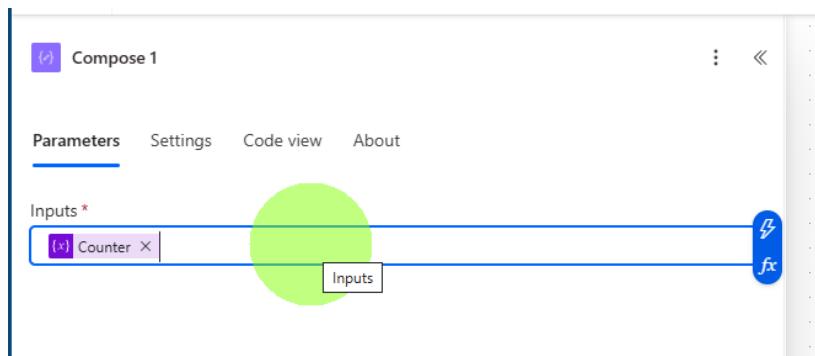
2. Add a new stage Apply to each and choose body/value output from List rows present in a table.



3. Add a new stage Increment variable inside Apply to each. Select Counter and set increment value to 1.



4. Add a compose stage after Apply to each with below formula to observe the final variable value.



5. You can save and test the flow and notice in Compose 1 stage output that the final incremented value is 1000. And will notice that the flow runs for a long time. That's because Apply to each runs sequentially by default



6. Select Apply to each stage and switch to Settings tab. Turn on Concurrency and set degree of parallelism to 50.

Apply to each ⋮ <<

Parameters **Settings** Code view About

∨ General

Concurrency control ⓘ

For each loops execute sequentially by default. Override the default setting to customize the degree of parallelism.

Limit

On

Degree of parallelism

50

7. You can run again and will notice that the flow runs faster and incremented value is still 1000.

OUTPUTS

Show raw outputs >

Outputs

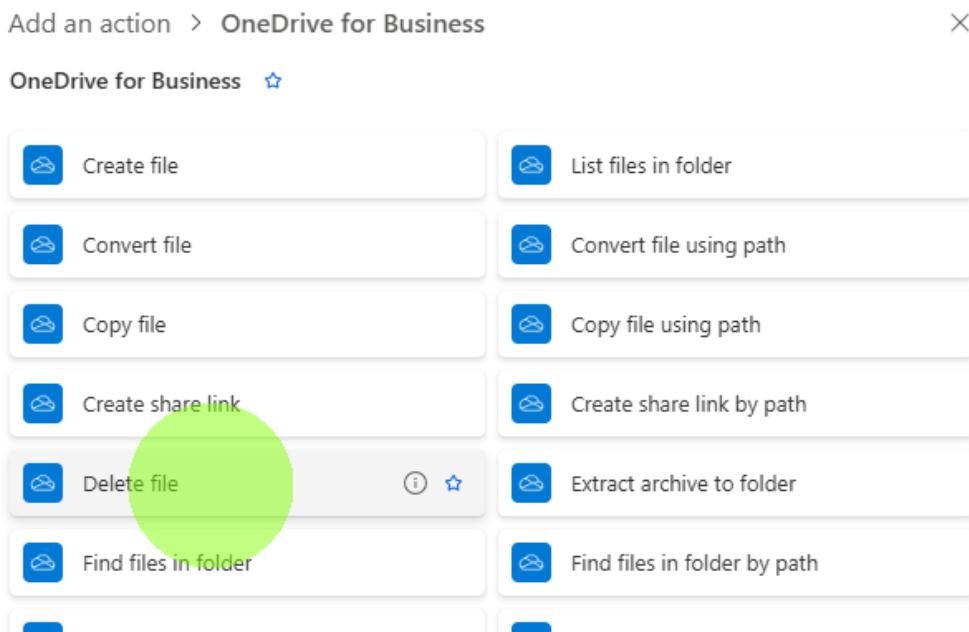
1,000

28-day run history ⓘ			Edit columns	All runs
Start	Duration	Status		
Feb 4, 08:06 PM (2 min ago)	00:00:44	Test succeeded		
Feb 4, 07:58 PM (10 min ago)	00:02:56	Test succeeded		

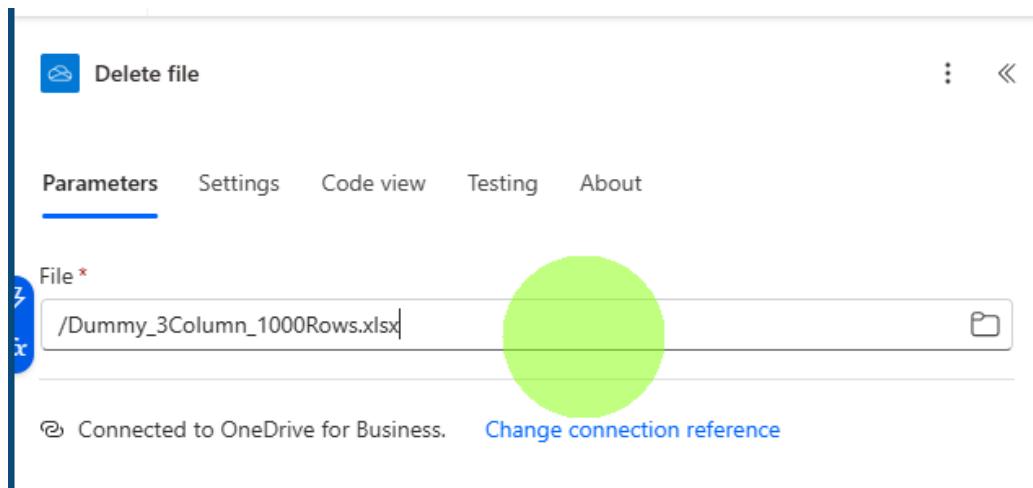
----- End of Task -----

Task 5: Run after Settings

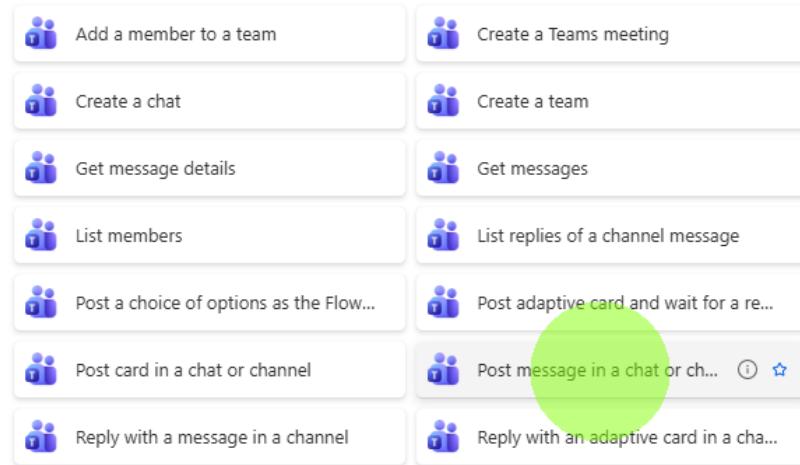
1. Add a new step with OneDrive for Business. Select Delete File.



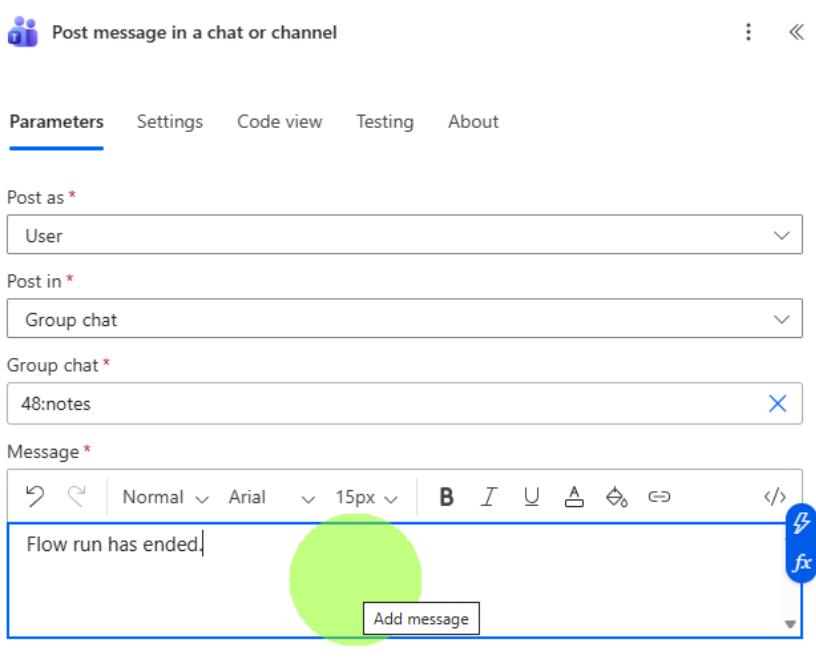
2. Select the excel file uploaded.



3. Add a new stage Post Message in a Chat or Channel under Teams.

Add an action > Microsoft Teams XMicrosoft Teams ☆

4. Set the parameters as below.

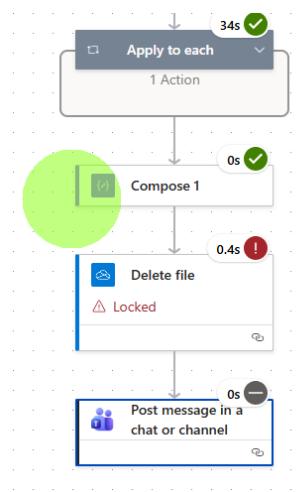


The screenshot shows the configuration page for the "Post message in a chat or channel" action. The top navigation bar includes "Parameters" (which is underlined), "Settings", "Code view", "Testing", and "About".

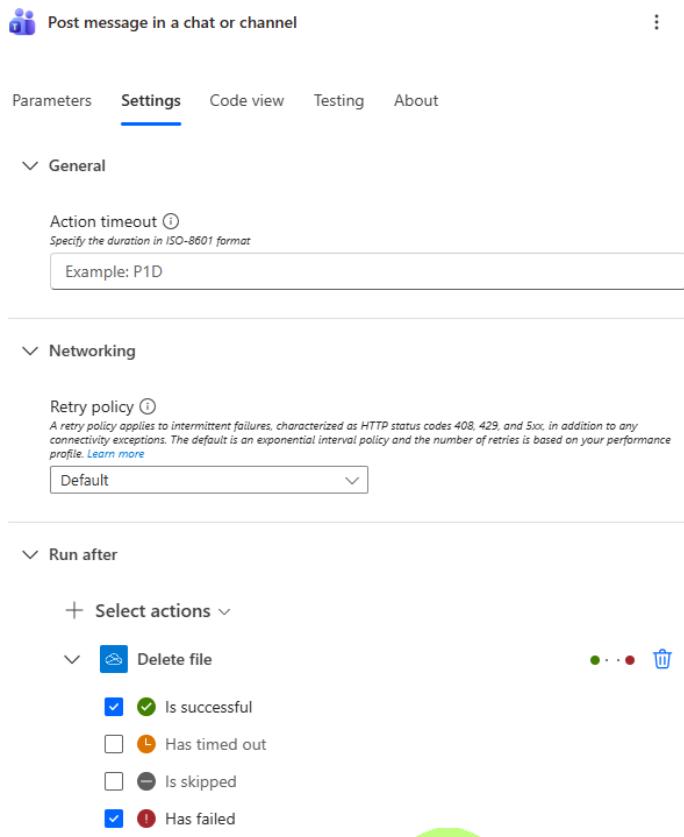
Parameters:

- Post as ***: User (dropdown menu)
- Post in ***: Group chat (dropdown menu)
- Group chat ***: 48:notes (text input field with an 'X' button)
- Message ***: Flow run has ended (rich text editor with a toolbar and a green circle highlighting the message area). Below the message input is an "Add message" button.

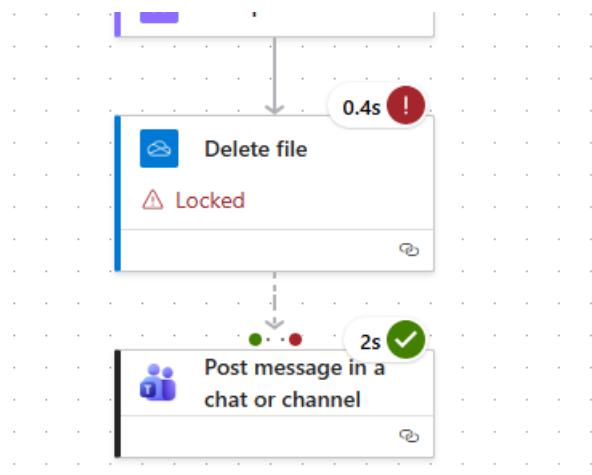
5. Save and run the flow. You will notice Delete file fails as the file is locked for reading and the step Post message in a chat or channel is skipped as the step above failed.



6. Select Post message in a chat or channel stage and switch to Settings tab. Check Has failed under Run after settings to make sure that the stage still runs even if the Delete file fails.



7. Save and run the flow again. You will notice the stage now runs regardless of Delete file status.



End of Task

Exercise 2: Create Approval Workflow to Run from Power Apps

In this exercise, you'll create an Approval Workflow to be called from the Finance Invoice App created in Day 1 lab guide.

Objectives

After completing this exercise, participants will be able to:

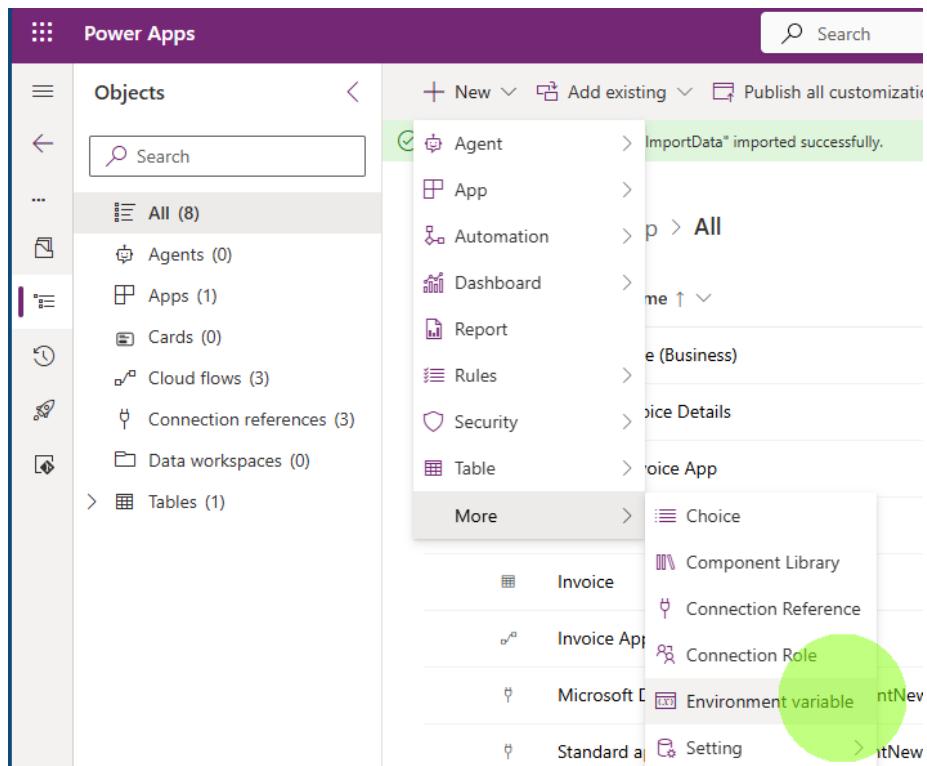
- Create workflows that integrate with Power Apps with input parameters
- Utilize environment variables in their solutions
- Send out approval request using Power Automate

Estimated Time

30–40 mins

Task 1: Creating Environment Variables

1. Go Invoice Processing App solution and a new Environment Variable in the solution.



2. Call the variable name as ApproverEmail and set your own email address as the value.

New environment variable ×

Environment variables can have different values when re-used, enter information about this variable so that future users can understand its purpose. [Learn more](#)

Display name *

Name * i

Description

Data Type *

Text (Text) ▼

Default Value i

Current Value

Override the default value by setting the current value for your environment.

Advanced ▼

Save Cancel

3. Get Canvas App URL from details page.

InvoiceProcessingApp > All

	Display name ↑ ↴	Name ↴
✉	ApproverEmail	cr61e_ApproverEmail
⌚	Excel Online (Business)	new_sharedexcelonlinebusiness_62f...
📝	Extract Invoice Details	Extract Invoice Details
📌	Finance Invoice App	cr61e_financeinvoiceapp_2ee86
📝	Import Invoice Data	Edit
💻	Invoice	Play
📝	Invoice Approval Workflow	Live monitor
⌚	Microsoft Dataverse InventoryManagementNew...	Details



Finance Invoice App

[Details](#) [Versions](#) [Connections](#) [Flows](#) [Analytics \(preview\)](#)Owner
System AdministratorDescription
Not providedCreated
18/01/2026, 6:32:18 pmModified
04/02/2026, 7:21:11 pm

Web link

<https://appp.powerapps.com/play/e/035deb13-fd0f-e924-96c2-5542c8a33489/a/16c46905-a5df-44d9-87b2-13b6f56331ba?tenantid=444bd310-9e85-476b-bb08-40c5cd1a0fb&hint=a22eb0bb-5f0f-40d9-b451-4da00f02a295&sourcetime=1770209217461>

4. And create a new environment variable called AppURL.

New environment variable ×

Environment variables can have different values when re-used, enter information about this variable so that future users can understand its purpose. [Learn more](#)

Display name *

Name * i

Description

Data Type *

ABC Text ▼

Default Value i

Current Value

Override the default value by setting the current value for your environment.

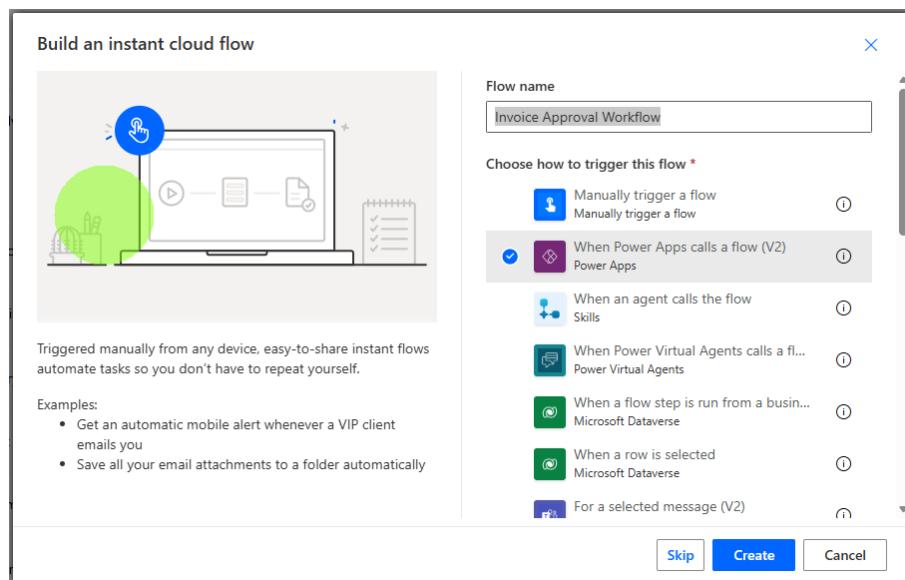
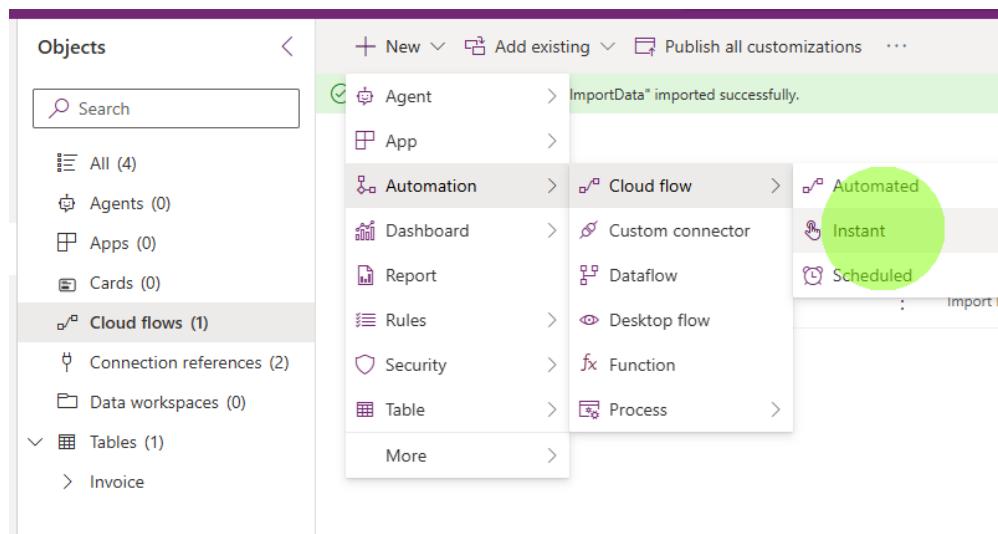
Advanced ▼

Save Cancel

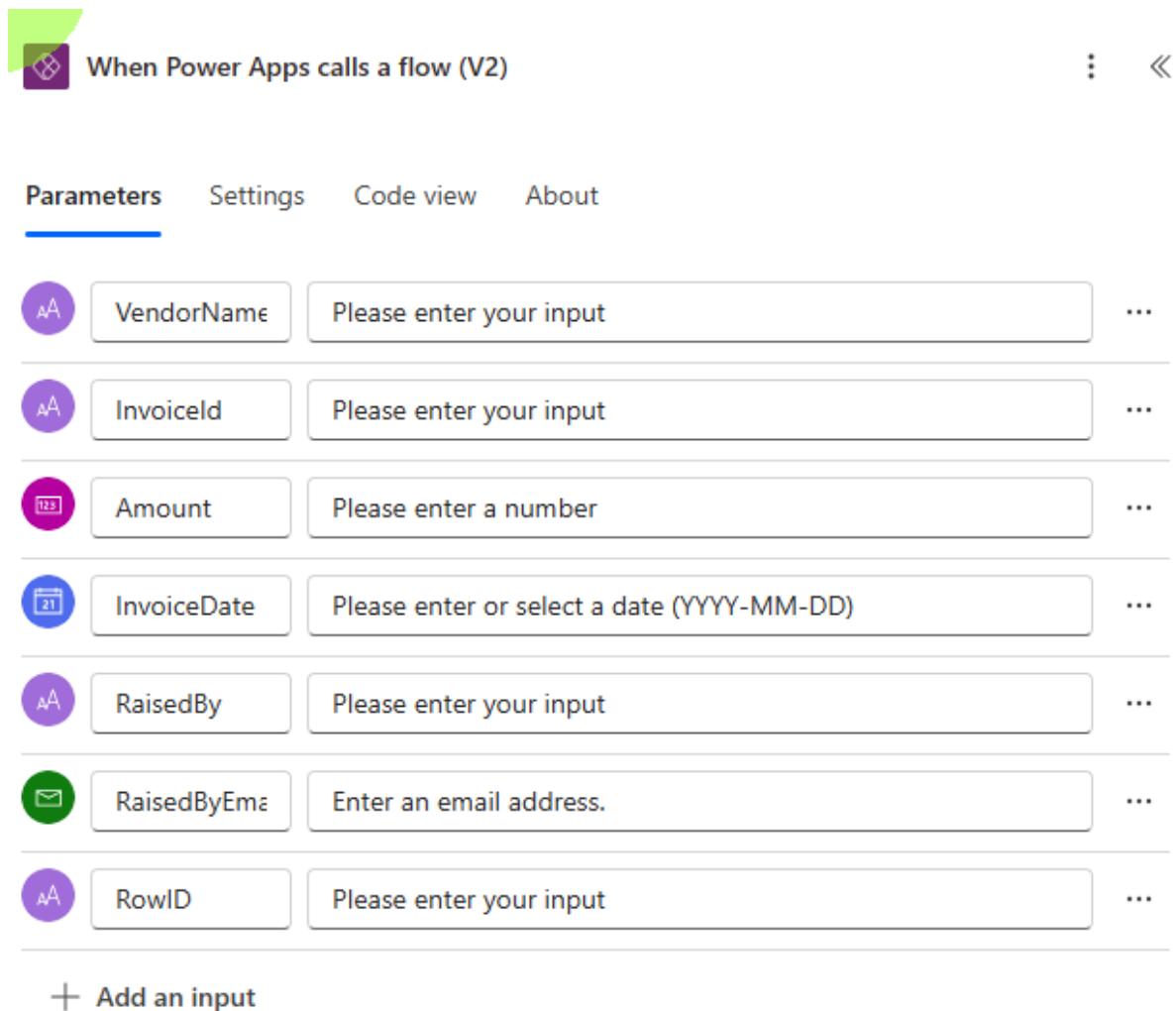
----- End of Task -----

Task 2: Creating a New Flow to Run from Power App

1. Go Invoice Processing App solution and create a new **instant cloud flow**, Name it:
Invoice Approval Workflow
Choose **When Power Apps calls a flow (V2)**, then click **Create**



5. Create input parameters to the trigger as below.



When Power Apps calls a flow (V2)

Parameters Settings Code view About

	VendorName	Please enter your input	...
	InvoiceId	Please enter your input	...
	Amount	Please enter a number	...
	InvoiceDate	Please enter or select a date (YYYY-MM-DD)	...
	RaisedBy	Please enter your input	...
	RaisedByEmail	Enter an email address.	...
	RowID	Please enter your input	...

+ Add an input

6. Add a step **Update a row** from the **Dataverse** connector. And set parameters as below.

Update Approval Status - Pending

⋮ ⏪

Parameters Settings Code view Testing About

Table name *

Invoice

Row ID *

RowID

Advanced parameters

Showing 2 of 14

Show all Clear all

ApprovalRaisedDate

utcNow()

ApprovalStatus

Pending

7. Add a step: **Start and Wait for an Approval** from the **Approval** connector. And set parameters as below.

Start and wait for an approval

⋮ ⏪

Parameters Settings Code view Testing About

Approval type *

Approve/Reject - First to respond

Title *

Invoice Approval Request (Invoice ID:)

Assigned to *

Details

Vendor Name:

Invoice ID:

Invoice Amount:

Invoice Date:

Raised By:

Item link

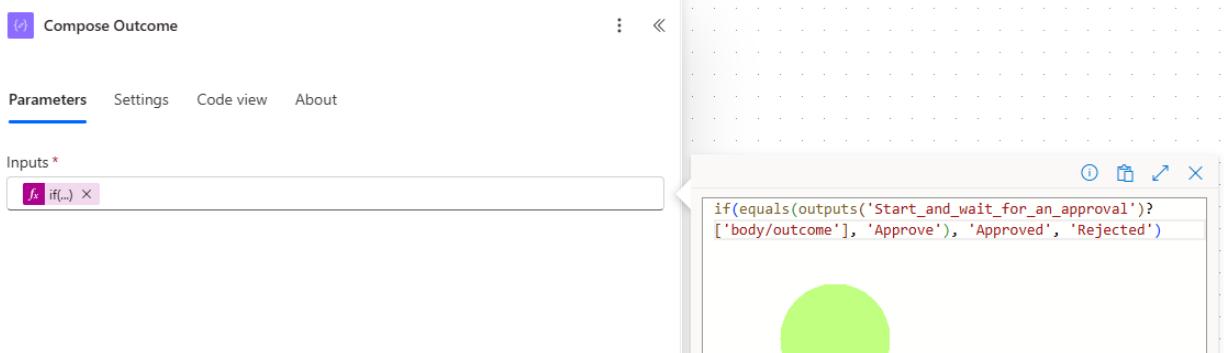
Add a link to the item to approve

Item link description

Describe the link to the item

8. Add a Compose stage with the formula below to determine the Approval Outcome.

```
if(
    equals(outputs('Start_and_wait_for_an_approval')?['body/outcome'],
    'Approve'),
    'Approved',
    'Rejected')
```



9. Add a step **Update a row** from the **Dataverse** connector. And set parameters as below.

{e} Body X comes from Compose state Output.

Update Approval Status

Parameters Settings Code view Testing About

Table name *
Invoice

Row ID *
{e} RowID X

Advanced parameters
Showing 2 of 14 Show all Clear all

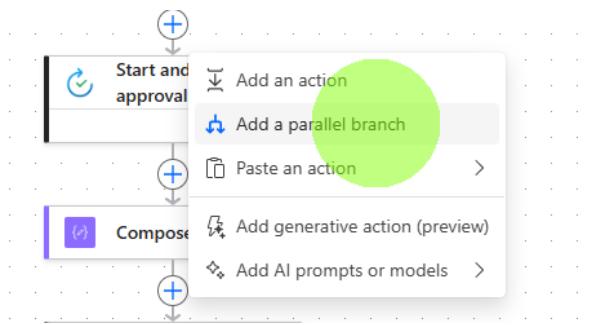
ApprovalReceivedDate
{e} Completion date X

ApprovalStatus
{e} Body X

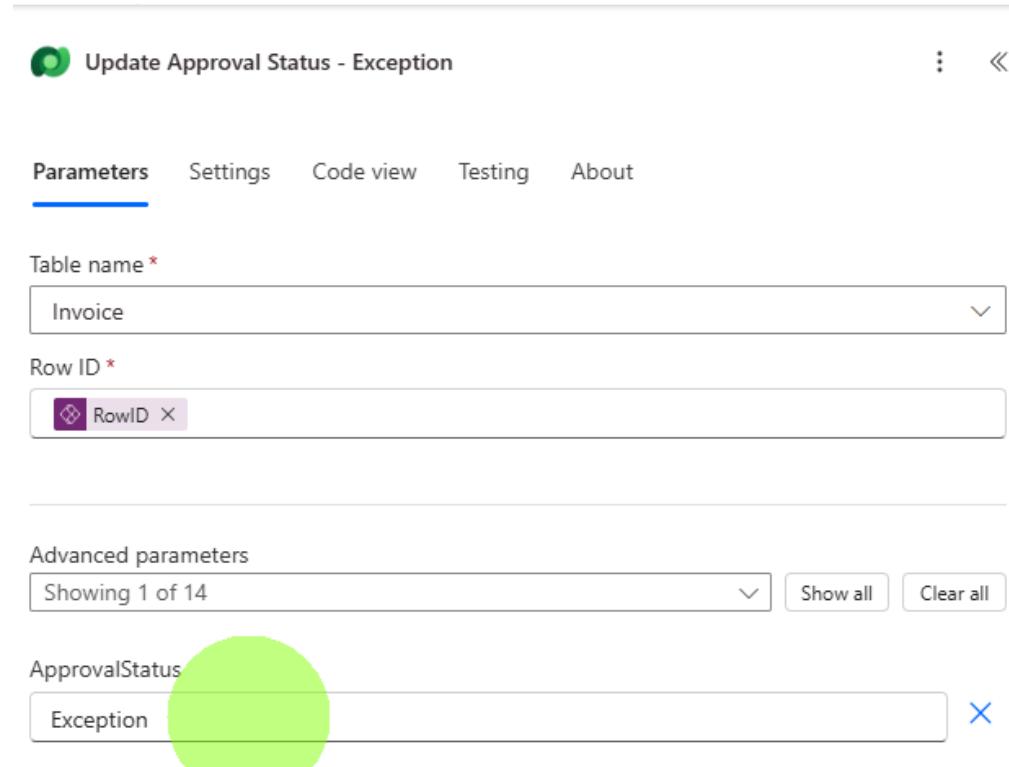
----- End of Task -----

Task 3: Handling Approval Timeout

1. Add a parallel branch between Approval and Compose Step.



2. Add a step **Update a row** from the **Dataverse** connector. And set parameters as below.



Update Approval Status - Exception

Parameters Settings Code view Testing About

Table name *

Invoice

Row ID *

RowID

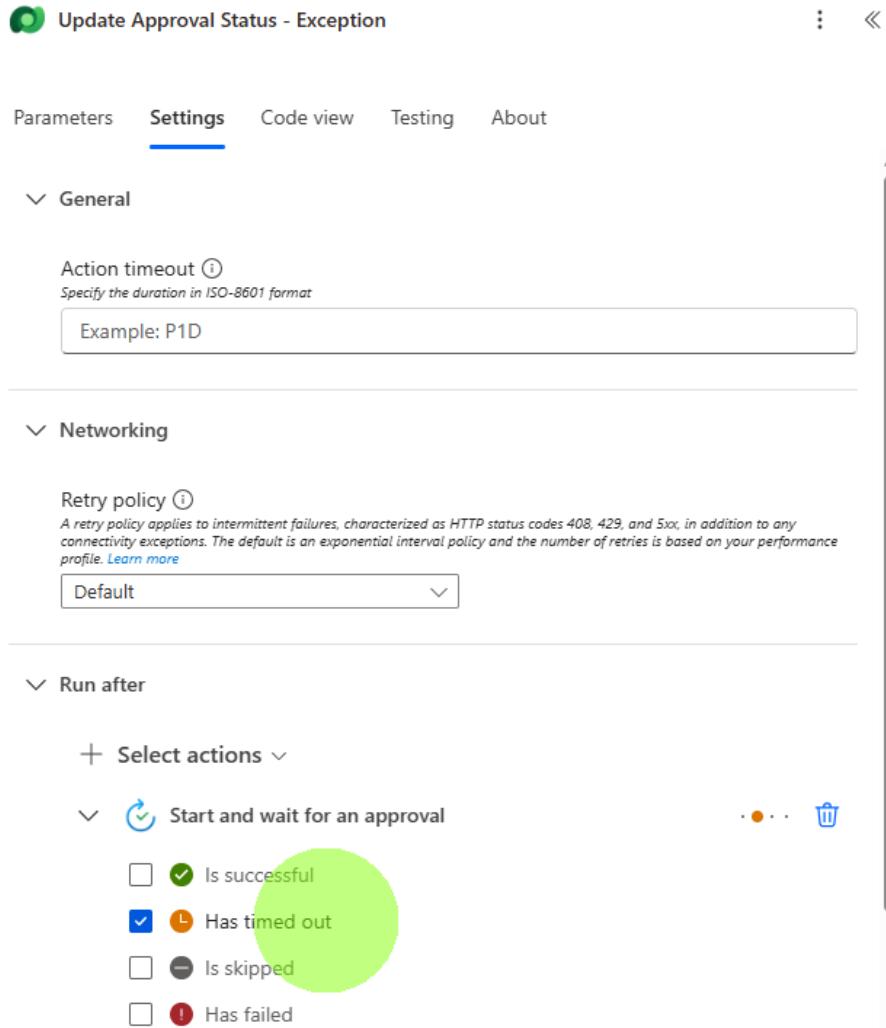
Advanced parameters

Showing 1 of 14 Show all Clear all

ApprovalStatus

Exception

3. Open Settings and set Run after to Has timed out. So this step will only run when Approval stage time outs (i.e. 30 days by default)



Update Approval Status - Exception

Parameters **Settings** Code view Testing About

General

Action timeout ⓘ
Specify the duration in ISO-8601 format
Example: P1D

Networking

Retry policy ⓘ
A retry policy applies to intermittent failures, characterized as HTTP status codes 408, 429, and 5xx, in addition to any connectivity exceptions. The default is an exponential interval policy and the number of retries is based on your performance profile. [Learn more](#)

Default

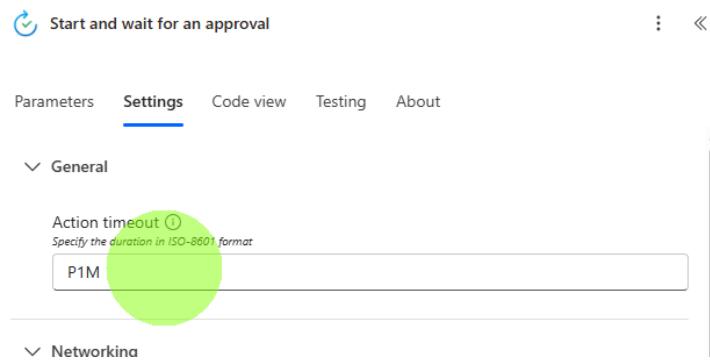
Run after

+ Select actions ▾

Start and wait for an approval

- ✓ Is successful
- ⌚ Has timed out
- Is skipped
- ! Has failed

4. For the purpose of testing in lab, we will change Action timeout of Approval stage to 1 minute (P1M in ISO-8601 format) as below.



Start and wait for an approval

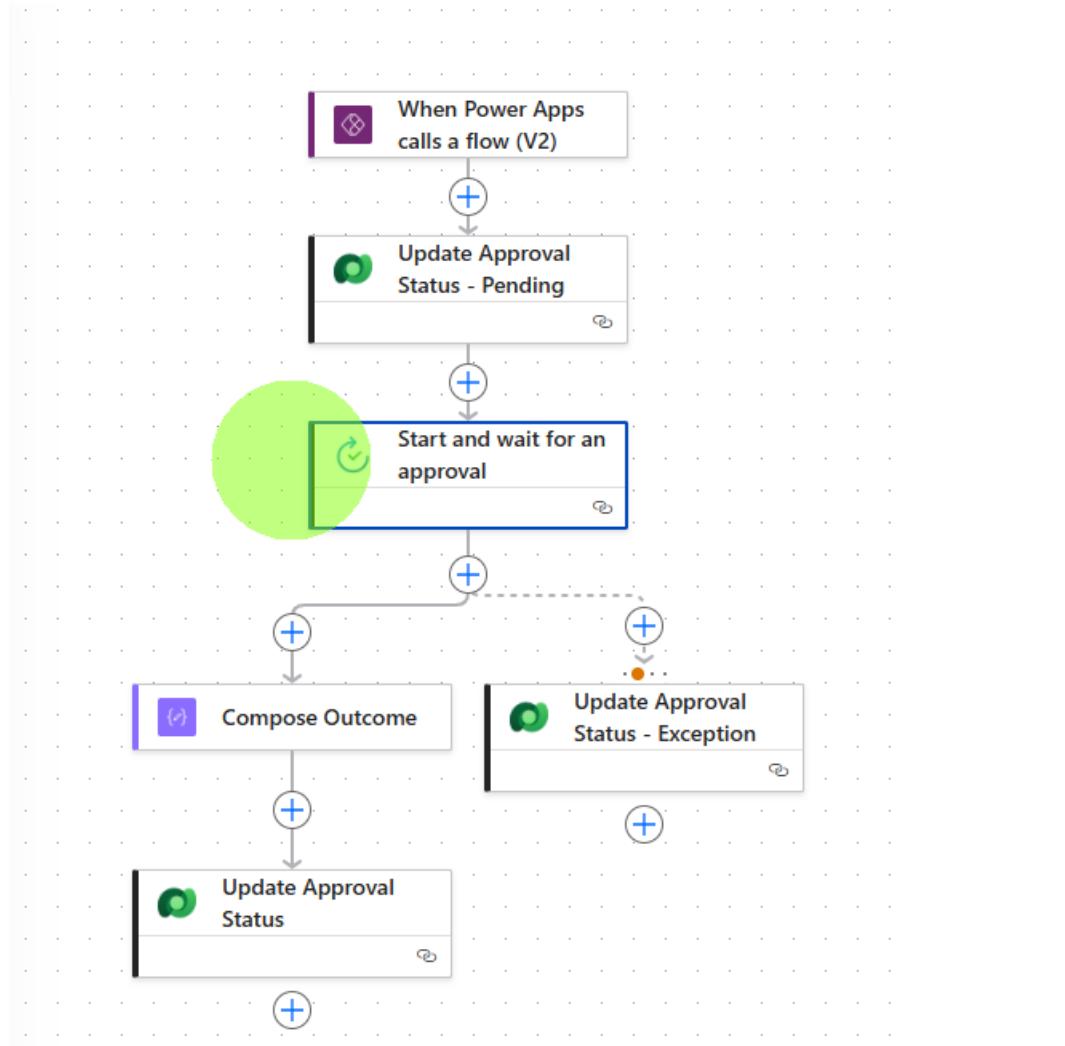
Parameters **Settings** Code view Testing About

General

Action timeout ⓘ
Specify the duration in ISO-8601 format
P1M

Networking

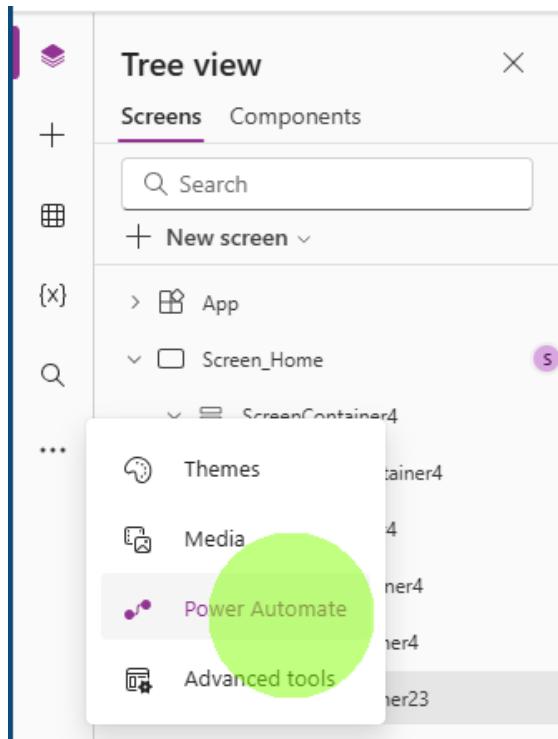
Completed flow should look like this.



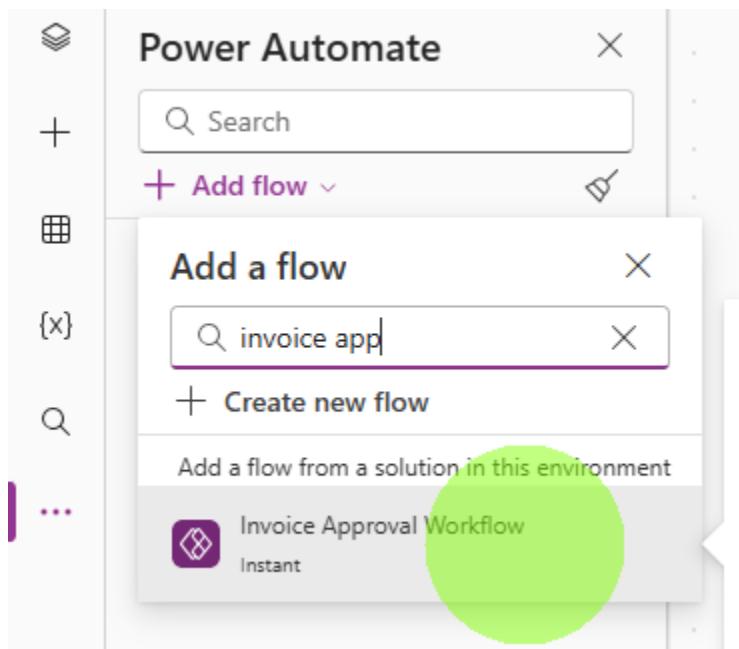
----- End of Task -----

Task 4: Adding Flow to App

1. Open Finance Invoice App and select Power Automate.

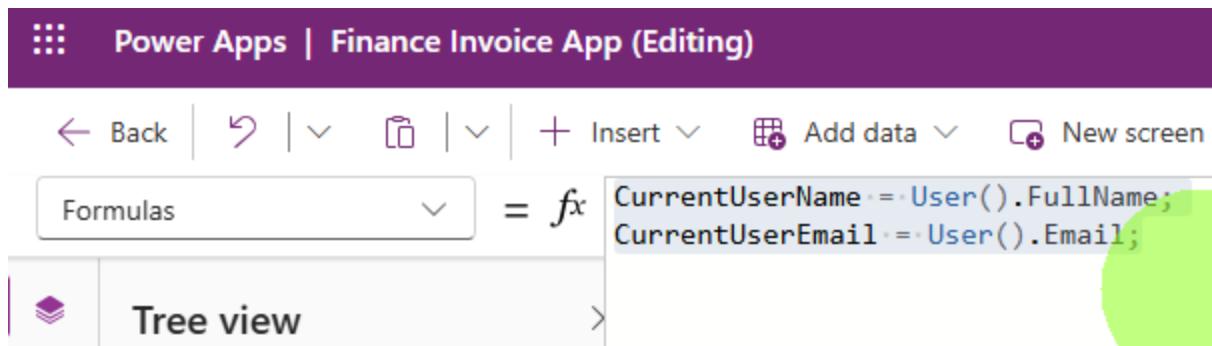


2. Under Add flow, look for Invoice Approval Workflow.



3. Go to App → Formulas property and insert these named formulas.

```
CurrentUserName = User().FullName;  
CurrentUserEmail = User().Email;
```



4. Go to OnSelect property of Submit button and insert this formula between SubmitForm and ResetForm.

```
With(  
    {LastSubmittedInvoice: Form1.LastSubmit},  
    InvoiceApprovalWorkflow.Run(  
        LastSubmittedInvoice.VendorName,  
        LastSubmittedInvoice.InvoiceId,  
        LastSubmittedInvoice.Amount,  
        Text(  
            LastSubmittedInvoice.InvoiceDate,  
            "yyyy-mm-dd"  
        ),  
        CurrentUserName,  
        CurrentUserEmail,  
        LastSubmittedInvoice.Invoice  
    );  
);
```

Apps | Finance Invoice App (Editing)

SubmitForm(*Form1*);
With(
...{LastSubmittedInvoice:*Form1*.LastSubmit},
...InvoiceApprovalWorkflow.Run(
...LastSubmittedInvoice.VendorName,
...LastSubmittedInvoice.InvoiceId,
...LastSubmittedInvoice.Amount,
...Text(
...LastSubmittedInvoice.InvoiceDate,
..."yyyy-mm-dd"
),
...CurrentUserName,
...CurrentUserEmail,
...LastSubmittedInvoice.Invoice
);
);
ResetForm(*Form1*);
Reset(*ReceipientProcessor*);

4. You can now save the app and test Submit invoices to see if the approval flow is triggered.

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

Exercise 3: Deep Linking for Direct Access

In this exercise, participants will enhance the existing approval flow and app to link the approval request item in the message.

Objectives

After completing this exercise, participants will be able to:

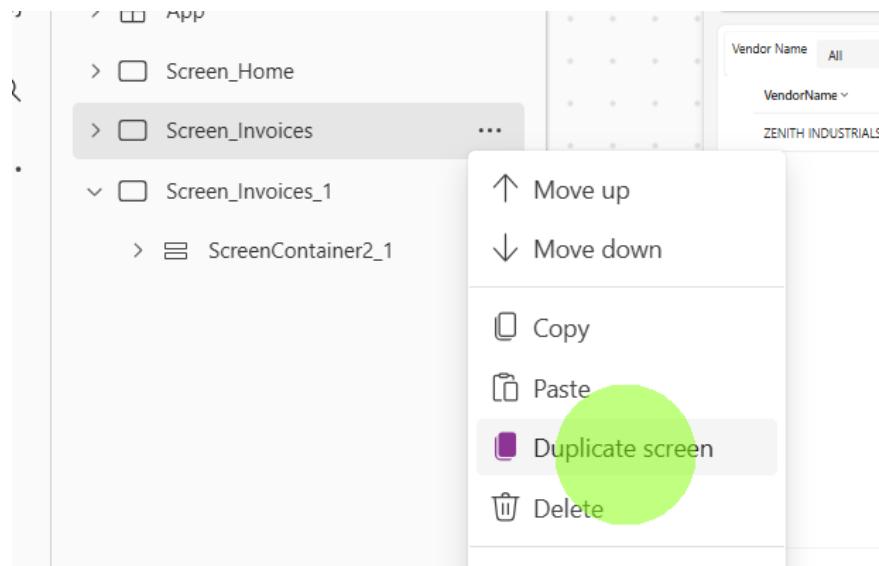
- Perform deep linking in Power App by URL

Estimated Time

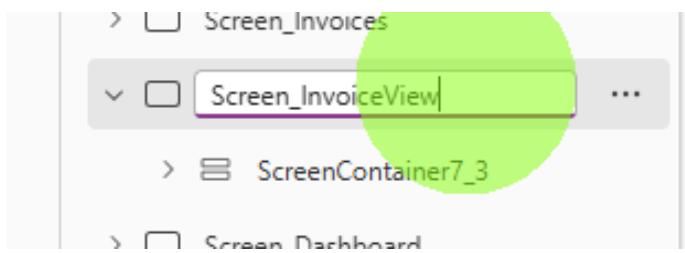
20-30 mins

Task 1: Duplicate the existing Screen

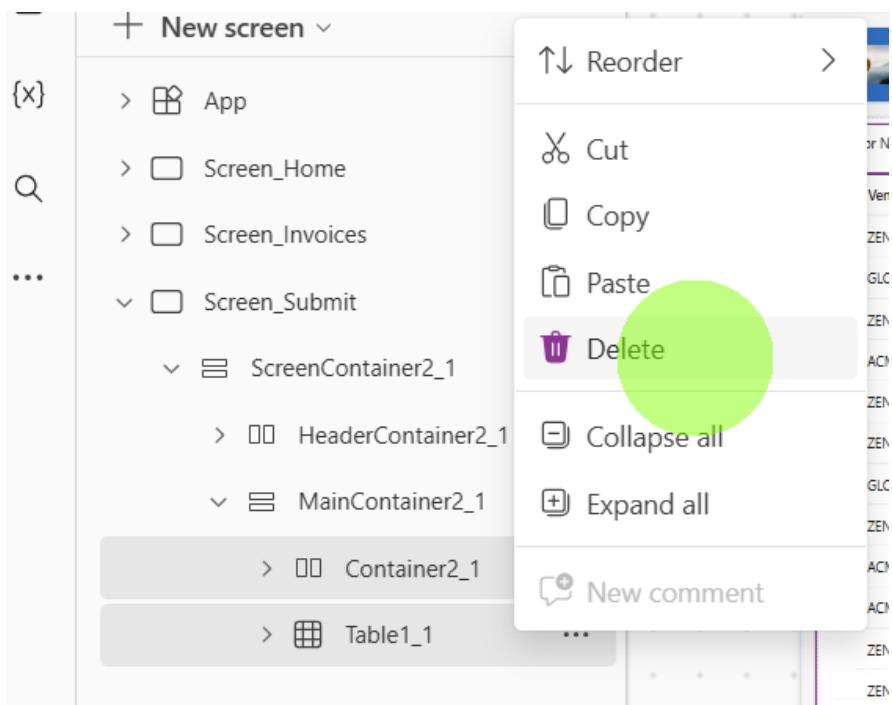
1. Duplicate Screen_Invoices by following selecting the screen, right clicking it, and then selecting the 'Duplicate Screen' option.



Rename the new screen to Screen_InvoiceView.



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

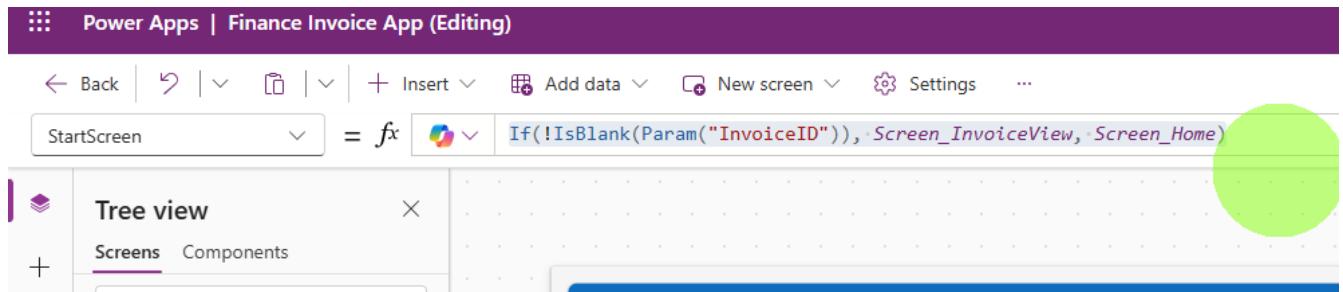


End of Task

Task 2: Handle Deep Link ID in App

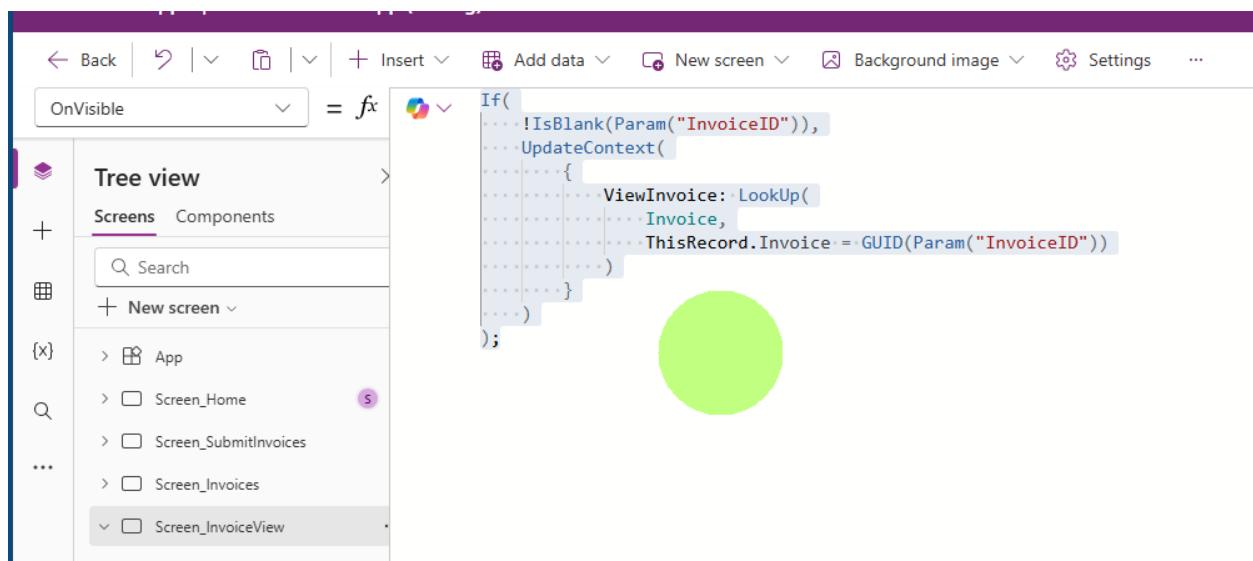
1. Go to App → StartScreen property and put the formula below.

```
If(!IsBlank(Param("InvoiceID")), Screen_InvoiceView, Screen_Home)
```

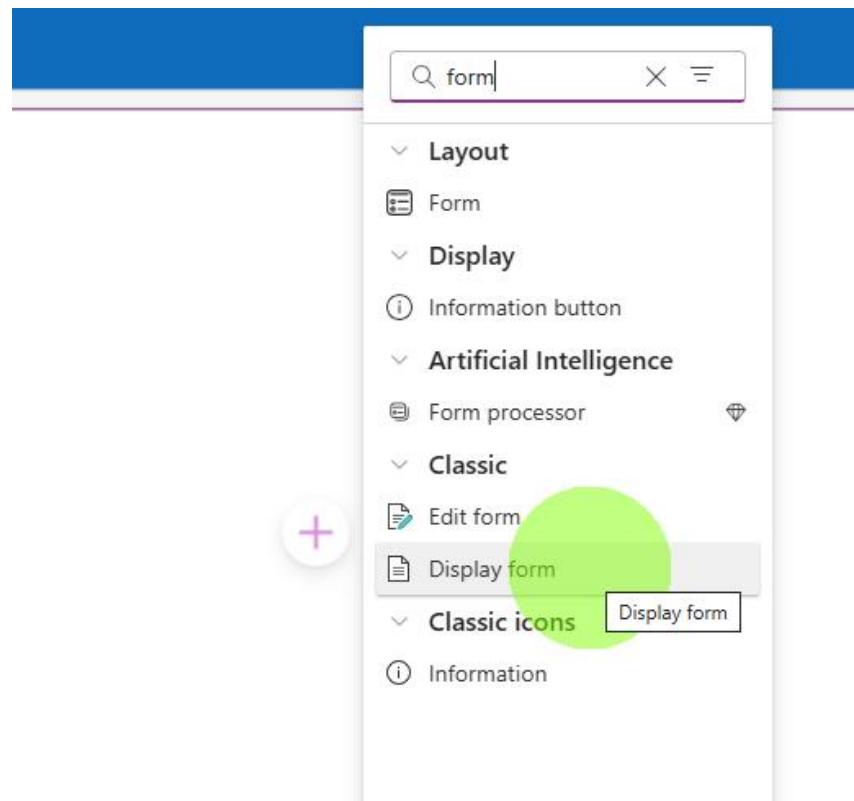


2. Go to OnVisible property under Screen_InvoiceView and put the formula below.

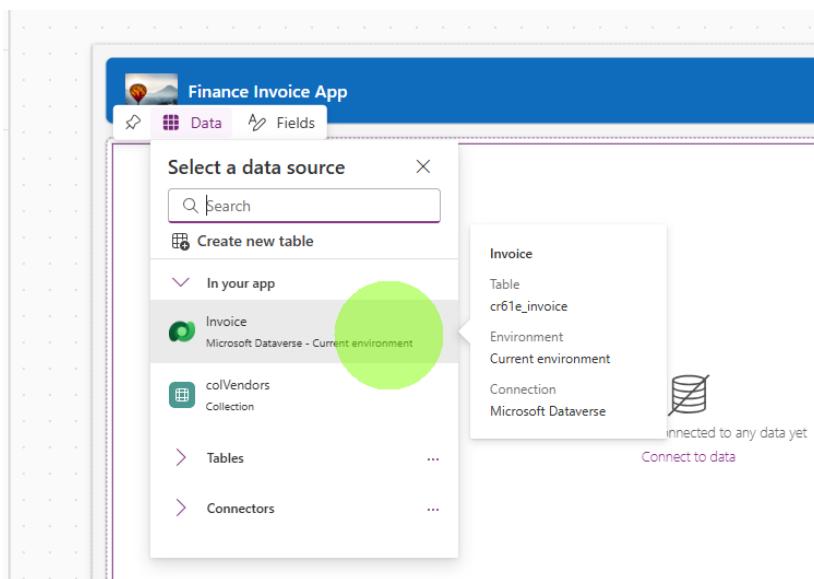
```
If(
    !IsBlank(Param("InvoiceID")),
    UpdateContext(
        {
            ViewInvoice: LookUp(
                Invoice,
                ThisRecord.Invoice = GUID(Param("InvoiceID"))
            )
        }
    )
);
```



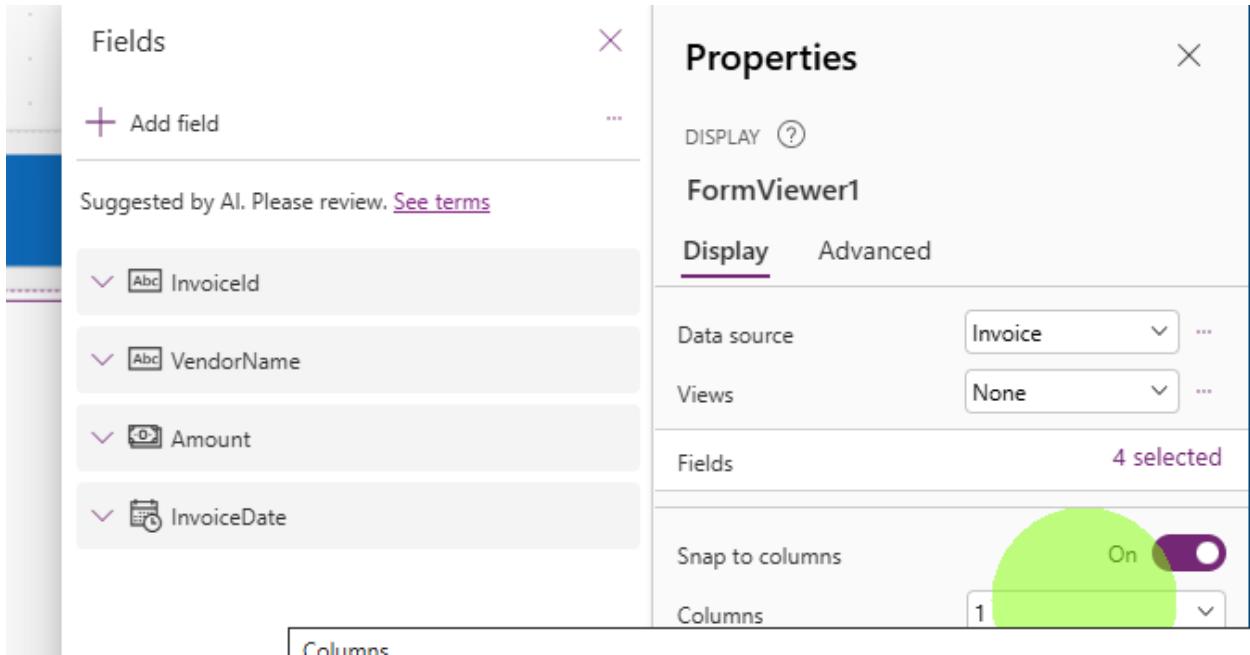
3. Add Display form control to the container.



4. Select Invoice as DataSource.



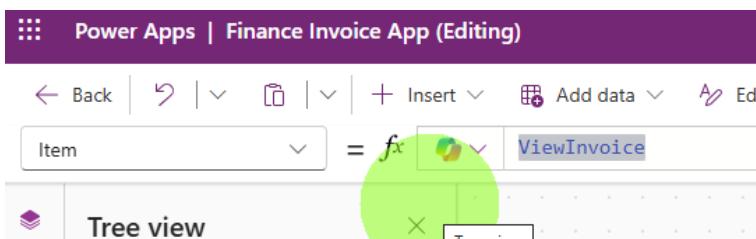
5. Set the Columns to 1 and Edit the fields to show only 4 columns.



The screenshot shows the Microsoft Power Platform canvas interface. On the left, the 'Fields' panel lists four fields: 'Invoiceld', 'VendorName', 'Amount', and 'InvoiceDate'. On the right, the 'Properties' panel is open for a control named 'FormViewer1'. The 'Display' tab is selected. Under 'Fields', there is a note: 'Suggested by AI. Please review. [See terms](#)'. Below this, the 'Columns' dropdown is set to '1'. A green circle highlights this dropdown. To its right is a toggle switch labeled 'On' which is turned off. Other properties shown include 'Data source' set to 'Invoice' and 'Views' set to 'None'.

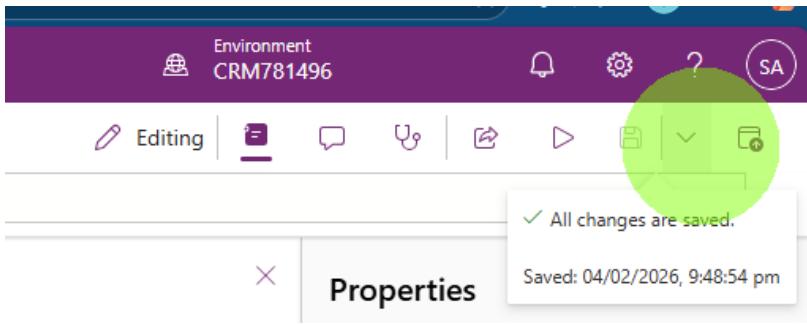
6. Set Item property of the form to below.

ViewInvoice



The screenshot shows the Power Apps canvas with a title bar 'Power Apps | Finance Invoice App (Editing)'. Below the title bar, the 'Item' property is set to 'ViewInvoice'. A green circle highlights the 'ViewInvoice' text. The interface includes standard navigation buttons like Back, Insert, Add data, and a search bar.

7. Save and publish the app.



The screenshot shows the Microsoft Dynamics 365 ribbon. The 'SA' button is highlighted with a green circle. The ribbon tabs include 'Editing', 'Properties', and 'All changes are saved.' A message at the bottom right indicates the app was saved on '04/02/2026, 9:48:54 pm'.

End of Task

Task 2: Include link in Power Automate Approval

1. In Invoice Approval Flow, select Start and wait for an approval stage.
2. Update Item Link and Item link description as below.

Please refer to attached invoice.

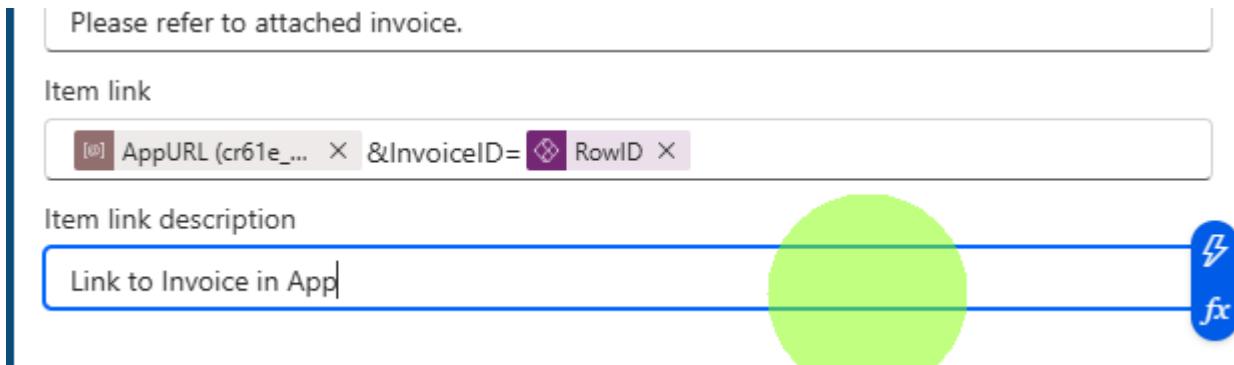
Item link

[@] AppURL (cr61e_... X &InvoiceID= RowID X

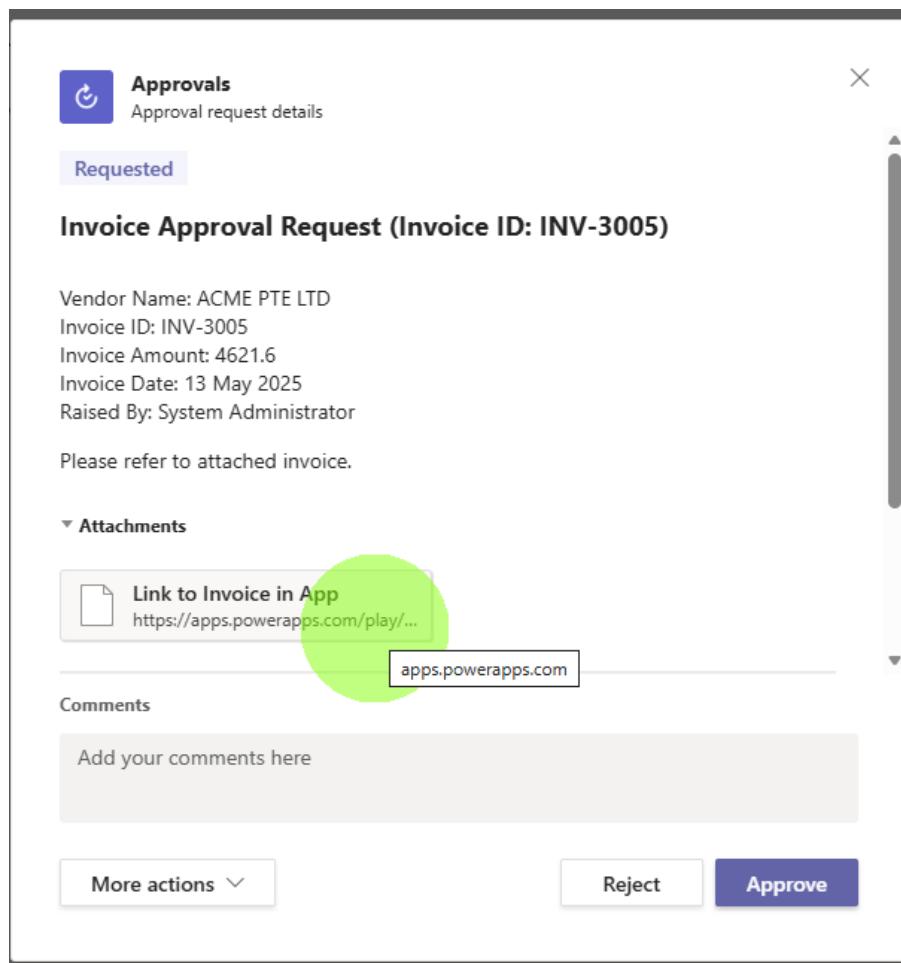
Item link description

Link to Invoice in App

fx



3. Save and try submitting a new invoice via app. The new approval request will contain a link.



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

Exercise 4: Utilising Adaptive Card and Child Flow

In this exercise, participants will explore sending Teams messages using Adaptive Card in a child flow.

Objectives

After completing this exercise, participants will be able to:

- Use adaptive cards to send out Teams notification and ask for user input
- Modularise their workflows by using Child Flows

Estimated Time

20-30 mins

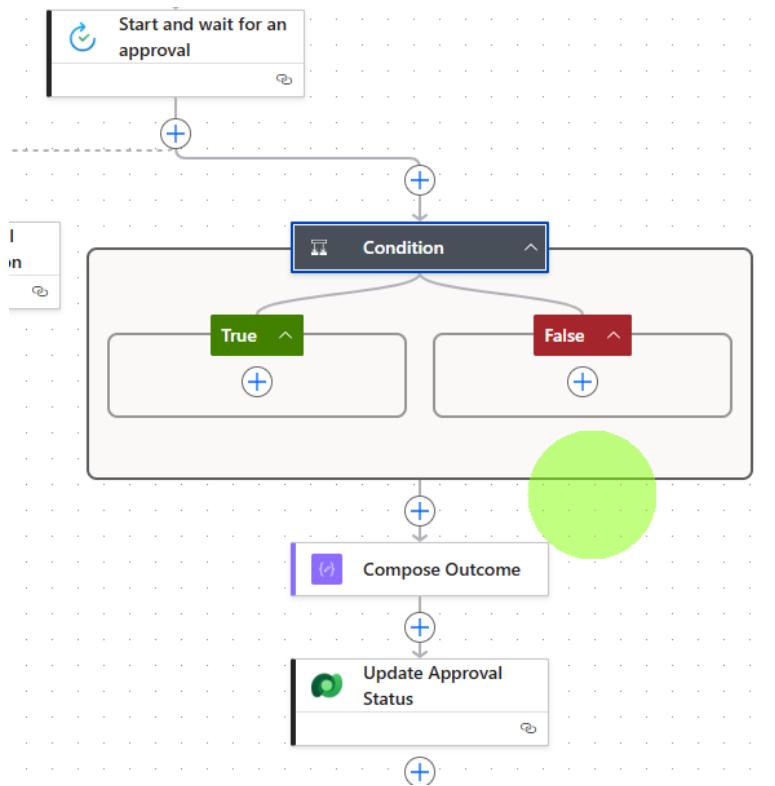
Task 1: Change Response Options in Approval Workflow

1. Select Start and wait for an approval and change Approval type and Response options as below.

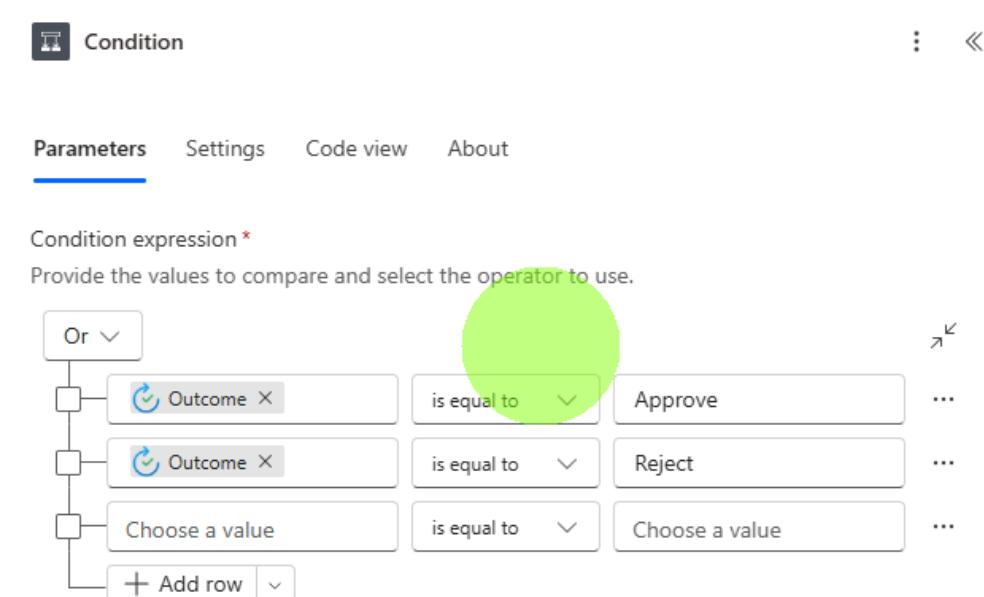


The screenshot shows the Microsoft Power Platform canvas editor interface. At the top, there's a navigation bar with a 'Back' button and the title 'Invoice Approval Workflow'. Below the navigation is a step titled 'Start and wait for an approval'. A green circle highlights this step. To the right of the step are three small icons: a vertical ellipsis, a double left arrow, and a double right arrow. Below the step, there are tabs: 'Parameters' (which is underlined in blue), 'Settings', 'Code view', 'Testing', and 'About'. The main content area is titled 'Approval type *' and contains a dropdown menu set to 'Custom Responses – Wait for one response'. Below this, a section titled 'Response options *' contains three items: 'Approve', 'Reject', and 'Ask for more information'. Each item has a small '...' icon to its right. At the bottom of this section is a button labeled '+ Add new item'. At the very bottom of the screen, there's a faint 'Title *' placeholder.

2. Add a Condition stage before Compose Outcome.



3. Set Condition as below.



Condition

Parameters Settings Code view About

Condition expression *

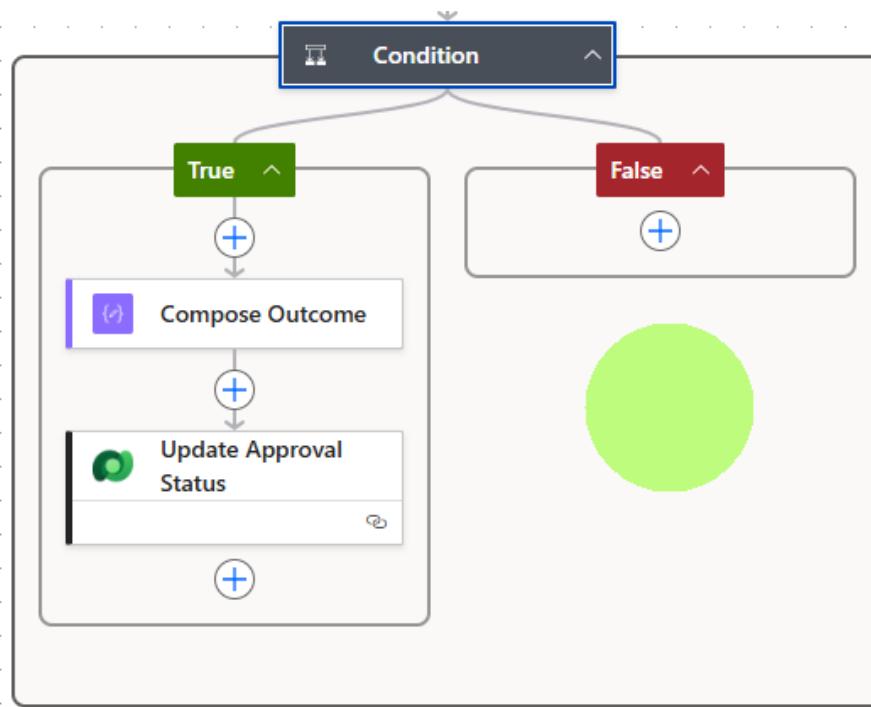
Provide the values to compare and select the operator to use.

Or

Outcome X	is equal to	Approve	...
Outcome X	is equal to	Reject	...
Choose a value	is equal to	Choose a value	...
+ Add row			

A large green circle highlights the 'is equal to' dropdown in the first row of the condition table.

4. Move Compose and Update Approval Status stages to True branch.

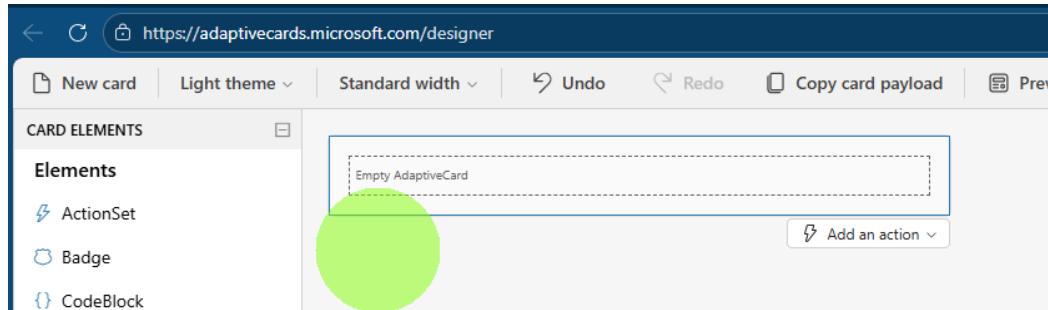


5. Save the flow first. We will create a child flow to put in False branch in the next task.

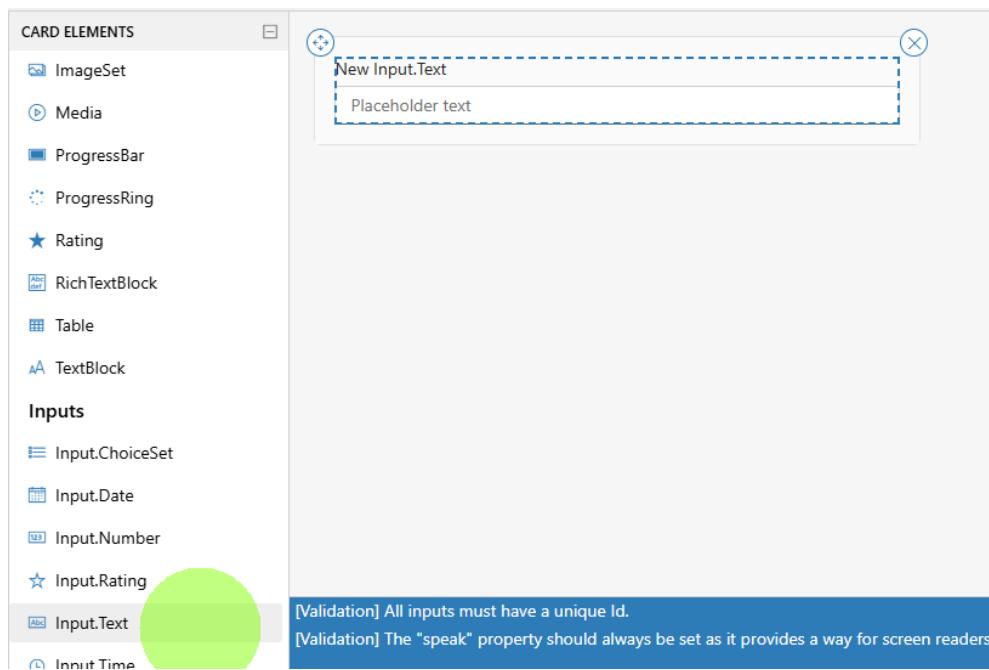
End of Task

Task 2: Design Adaptive card to Get User Input

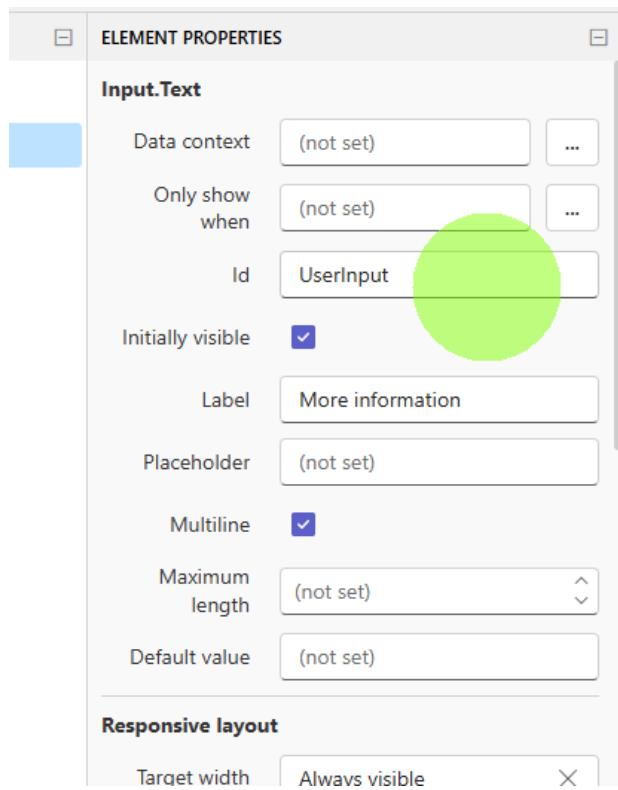
1. Go to <https://adaptivecards.microsoft.com/designer>.



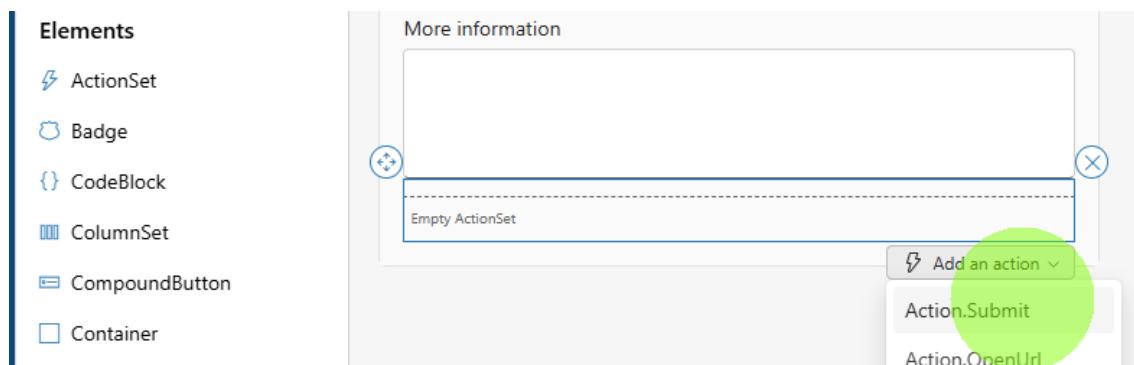
2. Add Input.Text to the empty card.



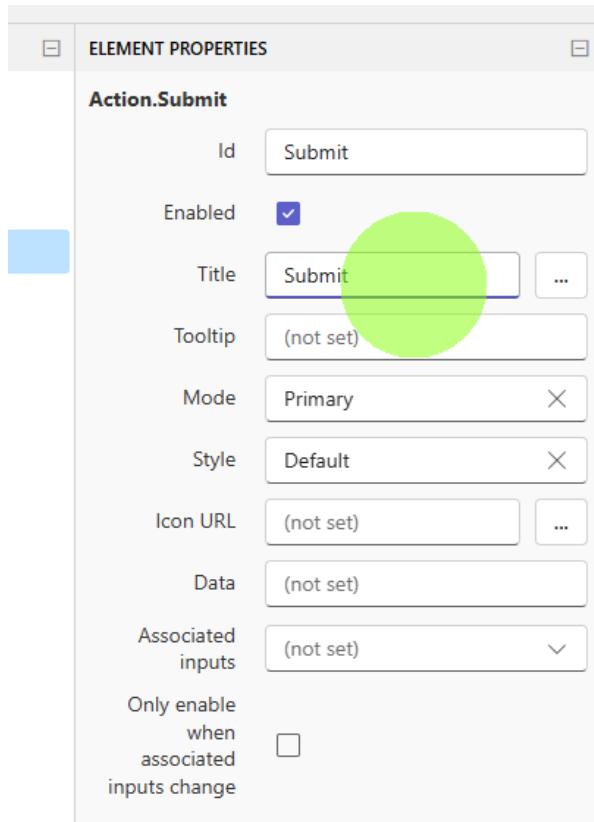
3. Set these values in Element Properties.



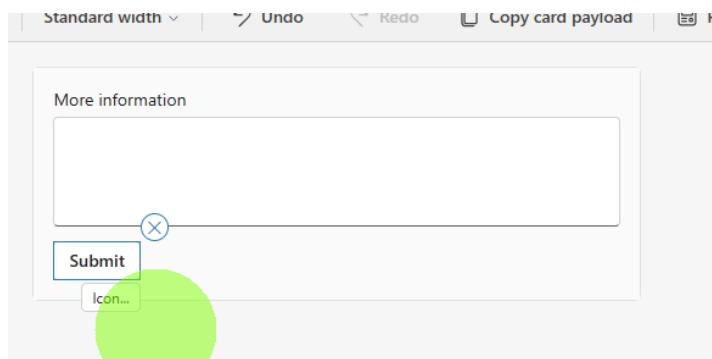
4. Add ActionSet and select Action.Submit.



5. Set these values in Element Properties.



6. Your card should look like below. Copy the text in Card Payload Editor below.





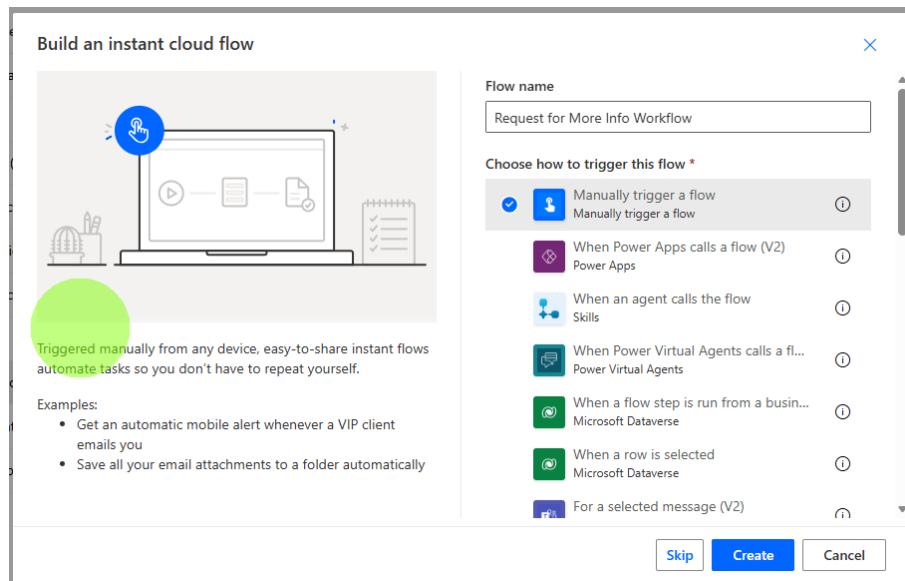
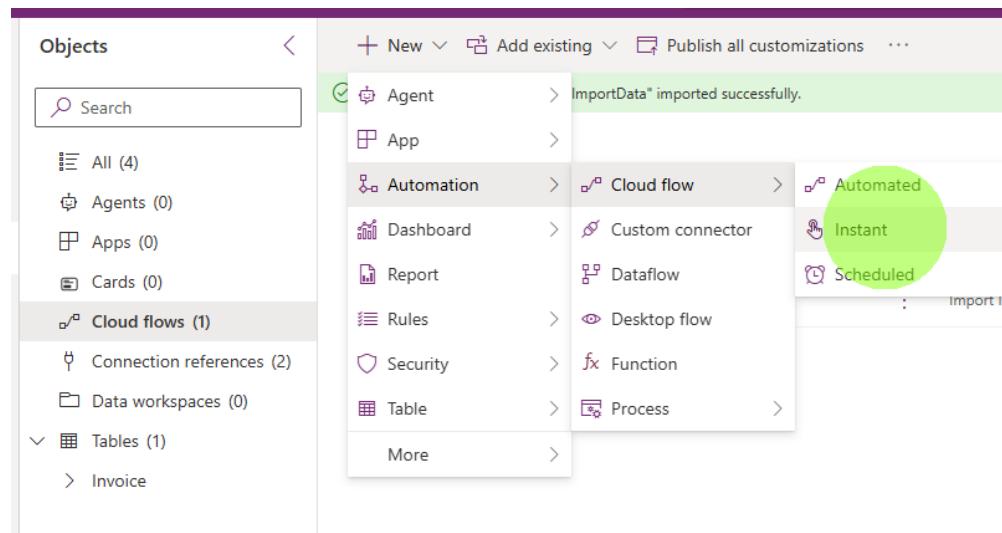
The screenshot shows the "CARD PAYLOAD EDITOR" interface. The JSON code defines an AdaptiveCard payload:

```
1  {
2    "type": "AdaptiveCard",
3    "$schema": "https://adaptivecards.io/schemas/adaptive-card.json",
4    "version": "1.6",
5    "body": [
6      {
7        "type": "Input.Text",
8        "id": "UserInput",
9        "label": "More information",
10       "isMultiline": true
11     },
12     {
13       "type": "ActionSet",
14       "actions": [
15         {
16           "type": "Action.Submit",
17           "title": "Submit",
18           "id": "Submit"
19         }
20       ]
21     }
22   ]
23 }
```

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

Task 3: Create a Child Flow to Get More Information

1. Go Invoice Processing App solution and create a new **instant cloud flow**, Name it: **Request for More Info Workflow**
 Choose **Manually trigger a flow**, then click **Create**



2. Add a new stage Post adaptive card and wait for a response under Teams connector.
Message will come from Adaptive Card payload body we copied in Task 2.
Change version to "1.5" manually as Teams cannot display with "1.6".

 Post adaptive card and wait for a response

Parameters Settings Code view Testing About

Post as *

Flow bot

Post in *

Chat with Flow bot

Message *

```
{
  "type": "AdaptiveCard",
  "$schema": "https://adaptivecards.io/schemas/adaptive-card.json",
  "version": "1.5",
  "body": [
    {
      "type": "Input.Text",
      "id": "Userinput",
      "label": "More information",
      "isMultiline": true
    },
    {
      "type": "ActionSet",
      "actions": [
        {
          "type": "Action.Submit",
          "title": "Submit"
        }
      ]
    }
  ]
}
```

Recipient *

RaisedByEmail

Advanced parameters

Showing 1 of 2

Show all

Clear all

Update message



3. Do a test run to see how the response body looks like.

```
        "submitActionId": "Submit",
        "messageId": "1770216422844",
        "messageLink": "https://teams.micr
    "data": {
        "UserInput": "hi"
    }
}
```

- #### 4. Add one more step Respond to a Power App or flow.

Add an action

All Built-in Standard Premium Custom

Microsoft Teams ★

-  Respond in Teams task module
-  Post adapt
-  Post a choice of options as the Flow...

Office 365 Outlook ★

-  Respond to an event invite (V2)
-  Send email

Power Apps ★

-  Respond to a Power App or ... i ★

5. Create an output variable named Information and paste in the formula below.

```
outputs('Post_adaptive_card_and_wait_for_a_response')?['body/data']?['UserInput']
```

Note ?['UserInput'] requires manual typing as Power Automate doesn't provide the value automatically.

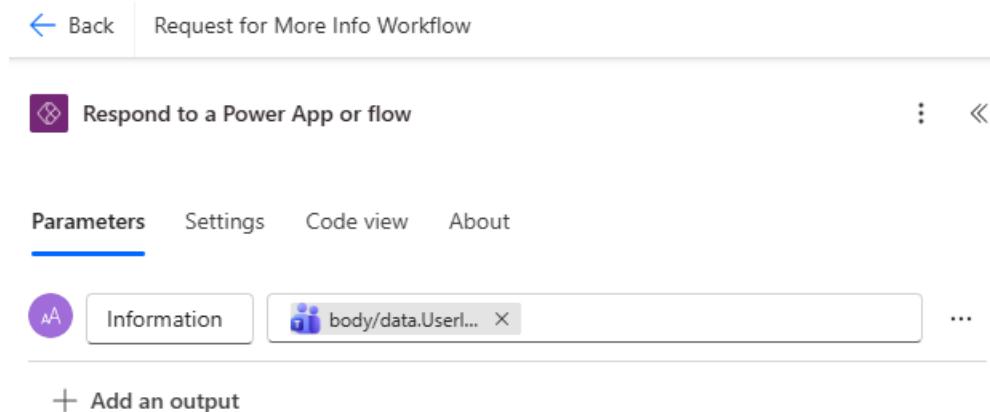
[Back](#) Request for More Info Workflow

Respond to a Power App or flow

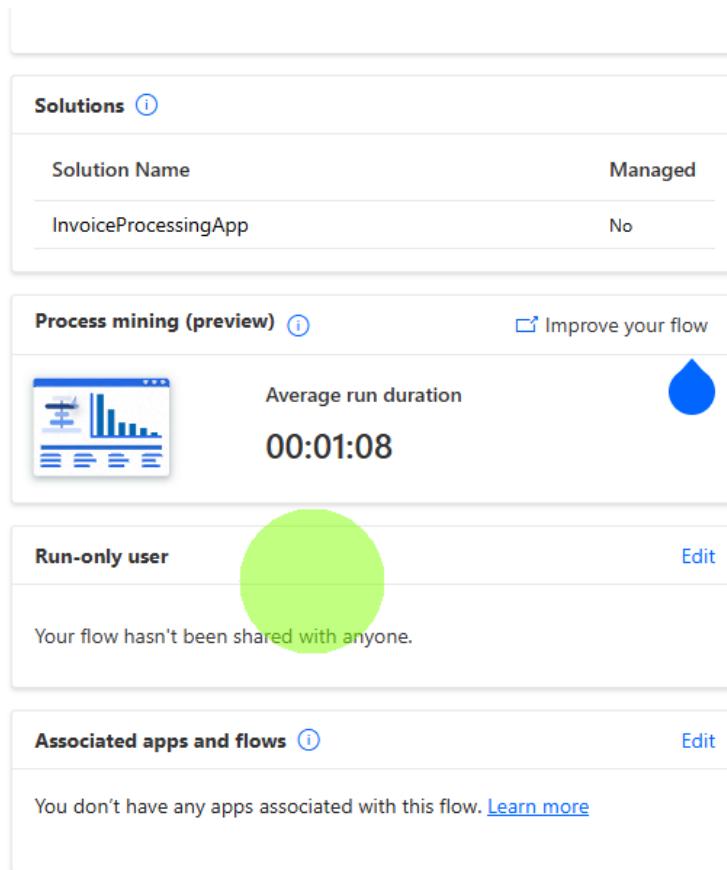
Parameters Settings Code view About

Information body/data.Userl... X ...

+ Add an output



6. Go back to Details page of the flow. Scroll down to look for Run-only user on the right-hand side of the screen.



Solutions

Solution Name	Managed
InvoiceProcessingApp	No

Process mining (preview)

Average run duration: 00:01:08

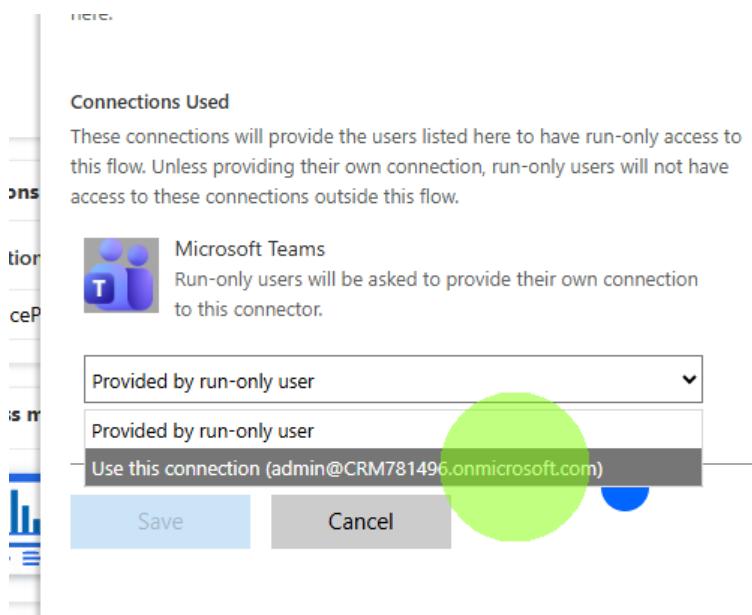
Run-only user

Your flow hasn't been shared with anyone.

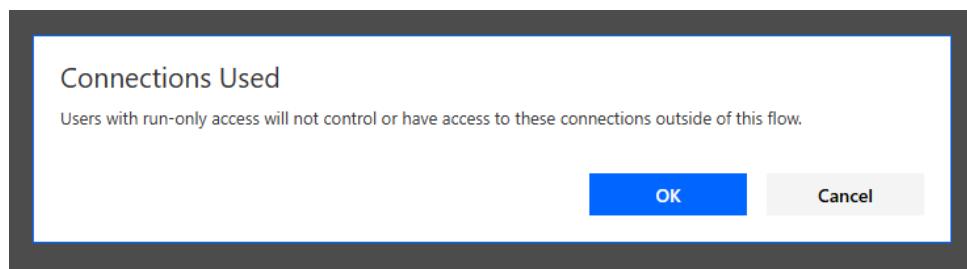
Associated apps and flows

You don't have any apps associated with this flow. [Learn more](#)

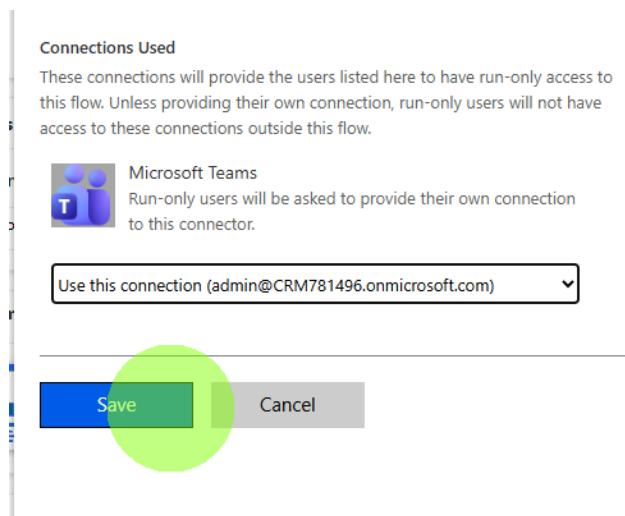
7. Click edit and change the connection used for Microsoft Teams dropdown value to a connection (Use this connection).



8. Click OK when prompted.



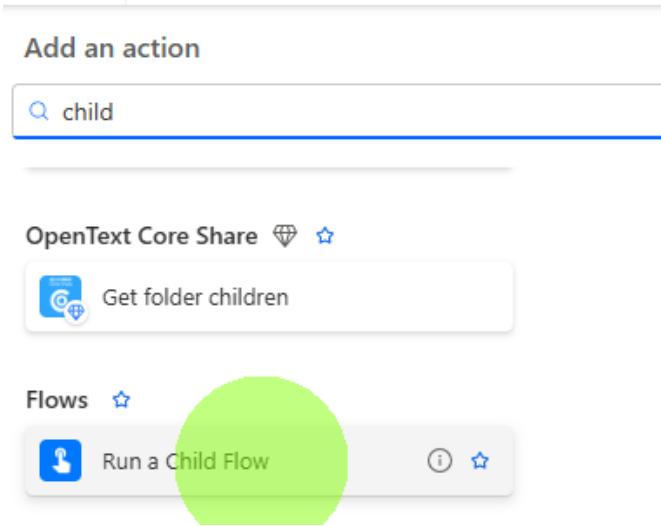
9. Click Save.



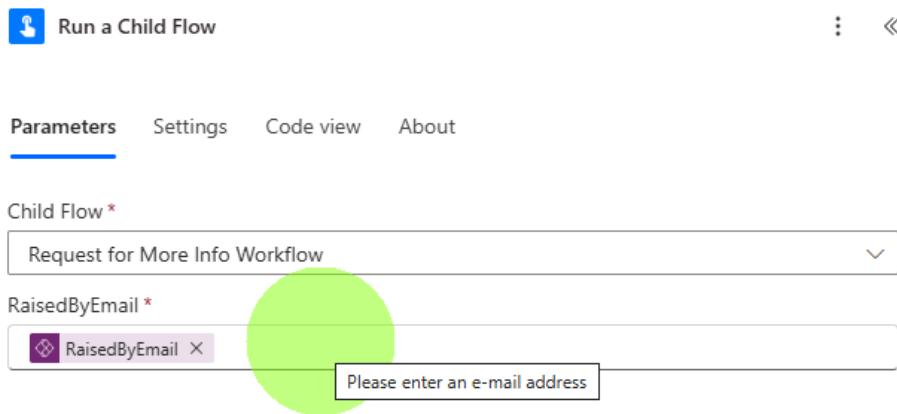
----- End of Task -----

Task 4: Add Child Flow to the Main Flow

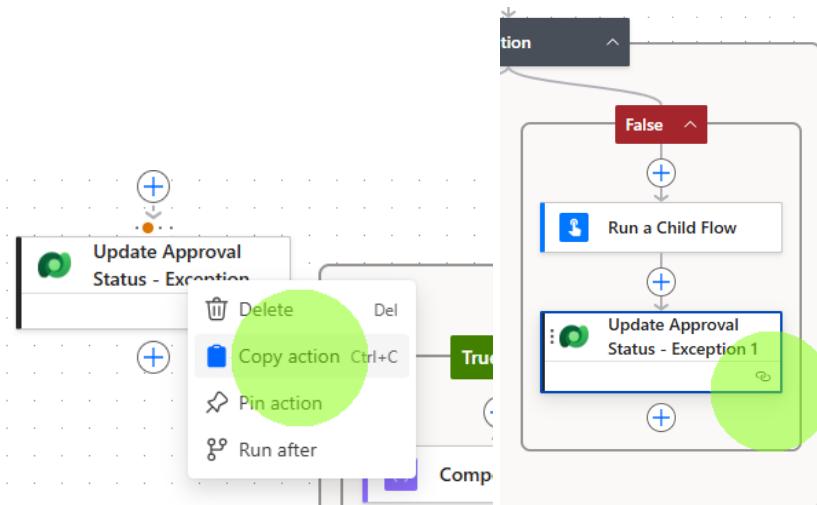
1. Go back to Invoice Approval Workflow.
2. Under False condition, add **Run a child flow**.



3. Select the child flow we have created in Task 3 and provide input parameter.

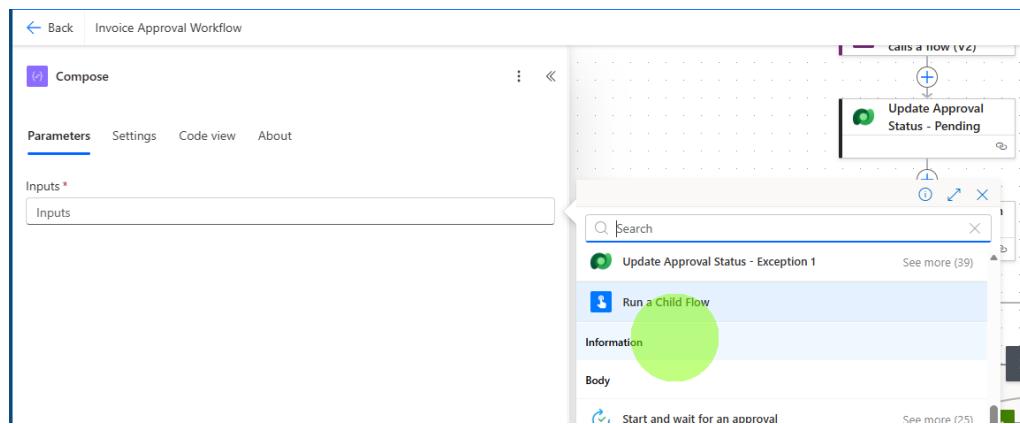


4. Copy Update Approval Status – Exception and paste after child flow stage.



Note: For simplicity of the lab exercise, it's just updating back the Dataverse record with exception status. In real life, you can design the workflow to trigger another round of approval along with the more information provided by the user.

5. Add a compose stage to view the information returned from the child flow.



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