# **Intent:**

The *Which Tool When* app is a [Power App](https://powerapps.microsoft.com/en-us/) that helps employees identify and learn about the M365 tools that are available within an organization. This app helps guide employees, aiding them to decide which tools they will use for their everyday work. An added benefit of the *Which Tool When* app is that it provides numerous resources to help employees build their competency within these M365 tools with best practices and links to training materials.

# **Inventory:**

To implement this tool within your own organization, you’ll need the following files.

[Which Tool When Excel Backend](https://github.com/jameswh3/Which-Tool-When-PowerApp) – This spreadsheet contains the business logic that drives the app. If changed, the logic needs to be manually copied into the Power App. In the GitHub repository, the file is [WhichToolWhen-MOCAv2.xslx](https://github.com/jameswh3/Which-Tool-When-PowerApp/blob/master/WhichToolWhen-MOCAv2.xlsx?raw=true).

[Which Tool When App Package](https://github.com/jameswh3/Which-Tool-When-PowerApp) – This package can be imported into an organizations Power App environment. It is stand-alone. In the GitHub repository, the file is named [MOCA-WhichToolWhen.zip](https://github.com/jameswh3/Which-Tool-When-PowerApp/blob/master/MOCA-WhichToolWhen.zip?raw=true).

# **Instructions:**

## **Install the App**

The following section provides an overview of the steps you’ll need to execute to download and install the *Which Tool When* Power App for your organization.

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| --- | --- |
| 1.Download the [Which Tool When App Package](https://github.com/jameswh3/Which-Tool-When-PowerApp/blob/master/MOCA-WhichToolWhen.zip?raw=true) from Github |  |
| 2.Navigate to [PowerApps](https://powerapps.microsoft.com/en-us/) and click “Apps” |  |
| 3. Click “Import canvas app” |  |
| 4. Locate and upload the [Which Tool When App Package](https://github.com/jameswh3/Which-Tool-When-PowerApp/blob/master/MOCA-WhichToolWhen.zip?raw=true) |  |
| 5. Scroll down and change Import Setup to “Create as New” and click “Save” |  |
| 6. Click “Import” |  |
| 7. Click “Open App” |  |
| 8. Navigate back to the “Apps” section of [PowerApps](https://powerapps.microsoft.com/en-us/) |  |
| 9. Locate your *Which Tool When* app, click on the “…” ellipsis button, and select “Share” |  |
| 10. Search for and select the “everyone” option for your company and then click “Share”  *Note: This example shows how Chevron Corporation would share their “Which Tool When” Power App with all end users. You will see a different “everyone” option for your company to select.* |  |

## **Connect Excel Workbook to *Which Tool When* Power App**

Once your *Which Tool When* app is installed in Power App, any additions or edits to components of the application (specifically for: Tools, Needs, Recommendations, Tool Capabilities, or Scenarios) will need to be changed in the Which Tool When Excel Spreadsheet first. The Which Tool When Excel Backend contains a collection formula in each tab that auto-populates Power App code, dependent on the information entered.

Once the content is ready, copy the collection code’s cell and paste into the appropriate area within the Treeview of the Power App – click “App” and expand on the formula bar for this code.

## **Considerations:**

Once downloaded and installed for your organization, customization of the *Which Tool When* app becomes possible. One example of such customization is to add custom icons that pertain to your own organization. These can then be used within the app as you see fit. For example, custom company specific branding can be added to the app, ensuring a familiar experience for your employees.

Do note that this is just one customization example available to you once you have your own version of the app up and running. There are many other possibilities – get creative!

## **Add a Custom Icon**

The following section provides instructions for adding custom icons to your organizations *Which Tool When* app.

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| --- | --- |
| 1. Download the [Which Tool When Excel Backend](https://github.com/jameswh3/Which-Tool-When-PowerApp/blob/master/WhichToolWhen-MOCAv2.xlsx?raw=true) Spreadsheet from GitHub |  |
| 2. Note the “ToolImage” for Bookings [Tools!C2] |  |
| 3. Open “Which Tool When” in Power App |  |
| 4. Click “File” |  |
| 5. Click “Media” and “Images” |  |
| 6. Click “Browse” and Upload File |  |
| 7. In the Which Tool When Excel Backend spreadsheet, modify the “ToolImage” for Bookings [Tools!C2] to the new Image Name |  |
| 8. In the Treeview of the Power App – click “App” and expand formula bar |  |
| 9. Click “Remove Formatting” |  |
| 10. Find and replace the ToolName:”Bookings” value with the Collect value for Bookings [Tools!G2] |  |
| 11. Save and Publish the Power App |  |