

Lab Module 0:

Prerequisites

WorkshopPLUS – Power Platform: Power Apps for Power User

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Exercise 1: Connect to your Microsoft 365 tenant



Important

If you are experiencing problems with access, or you cannot find any of the resources and components described in this exercise – please, **notify your instructor as soon as possible**.

Objectives:

- Access to Labs on Demand / Skillable
- Retrieve and use your Microsoft 365 credentials to access your hands-on labs

Estimated time:

15 minutes

Task 1: Access to Labs on Demand / Skillable



Important – Use Incognito/InPrivate mode

All the labs in this course require you to use the latest version of Edge or Chrome in **Incognito/InPrivate** mode.

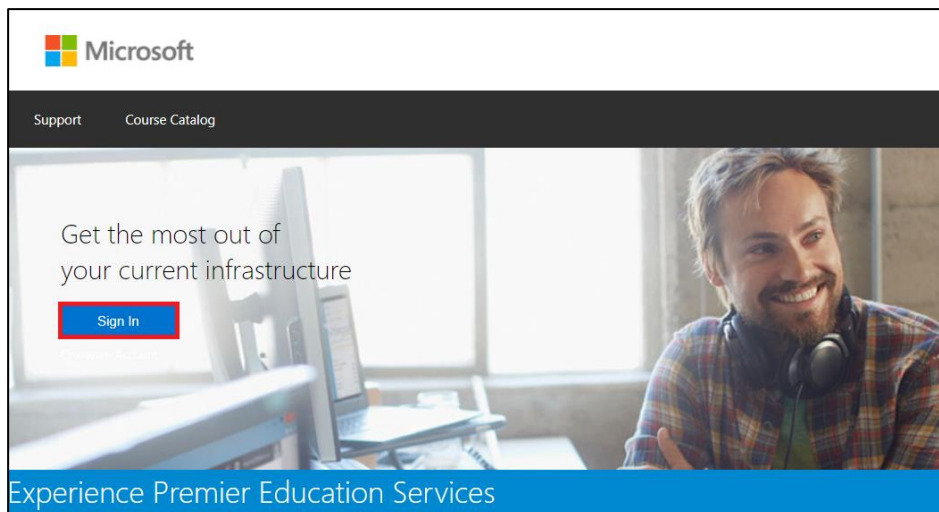
It's needed to avoid interference with your corporate account session.

If you are experiencing any problems with starting up a browser in Incognito/InPrivate mode – please, **notify your instructor as soon as possible**.

1. Open preferred browser in **Incognito/InPrivate** mode and navigate to:

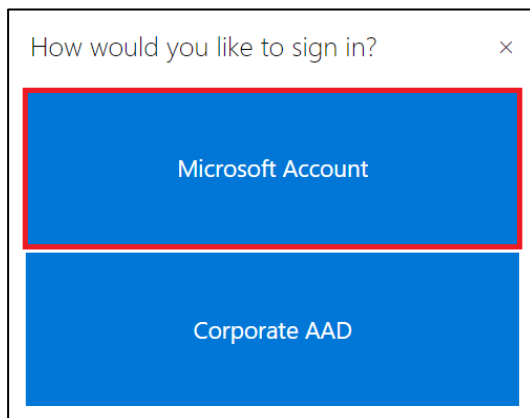
<https://aka.ms/learningcampus>

2. Click **Sign In** button

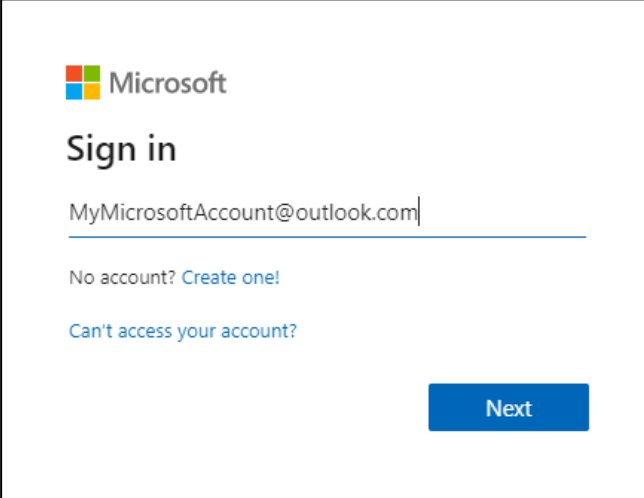


3. Choose **Microsoft Account** option

Organization policies may not allow to use your Corporate Account, that's why we recommend using Microsoft Account to connect to Labs on Demand / Skillable.

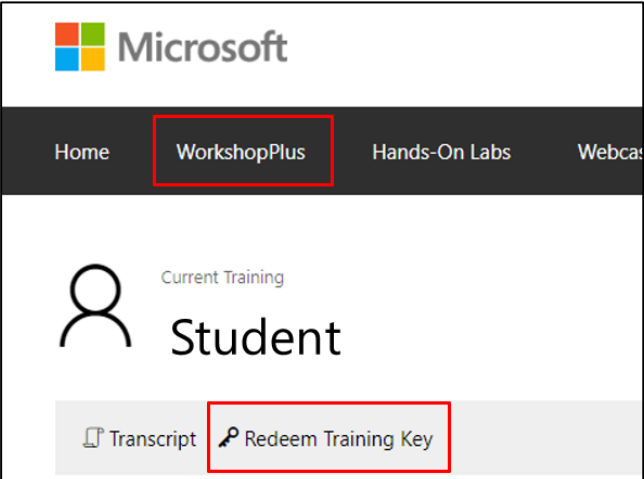


4. Sign in using your personal **Microsoft Account**



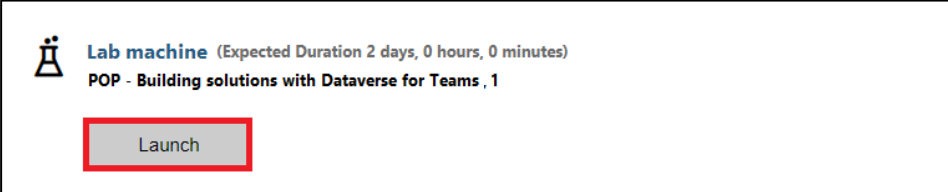
The image shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing "MyMicrosoftAccount@outlook.com". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right is a blue button labeled "Next".

5. After you logged in, go to **WorkshopPlus** -> **My Training**
Click **Redeem Training Key** and provide **the training key provided by the Instructor**



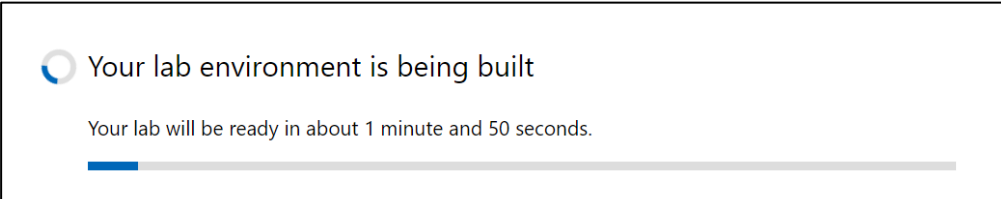
The image shows the Microsoft WorkshopPlus "My Training" page. At the top is the Microsoft logo. Below it is a navigation bar with links: "Home", "WorkshopPlus" (highlighted with a red box), "Hands-On Labs", and "Webcasts". Below the navigation bar is a section titled "Current Training" with a user icon and the text "Student". Below this is a row of buttons: "Transcript" and "Redeem Training Key" (highlighted with a red box).

6. Find activity **Lab machine** and click **Launch**



The image shows a "Lab machine" activity card. It features a flask icon, the text "Lab machine (Expected Duration 2 days, 0 hours, 0 minutes)", and "POP - Building solutions with Dataverse for Teams , 1". Below this is a button labeled "Launch" (highlighted with a red box).

7. New window should open, give it some time to load lab contents:



The image shows a loading screen for a lab environment. It features a circular progress indicator, the text "Your lab environment is being built", and "Your lab will be ready in about 1 minute and 50 seconds." Below this is a progress bar.

8. When the lab is loaded, navigate to **Resources** tab



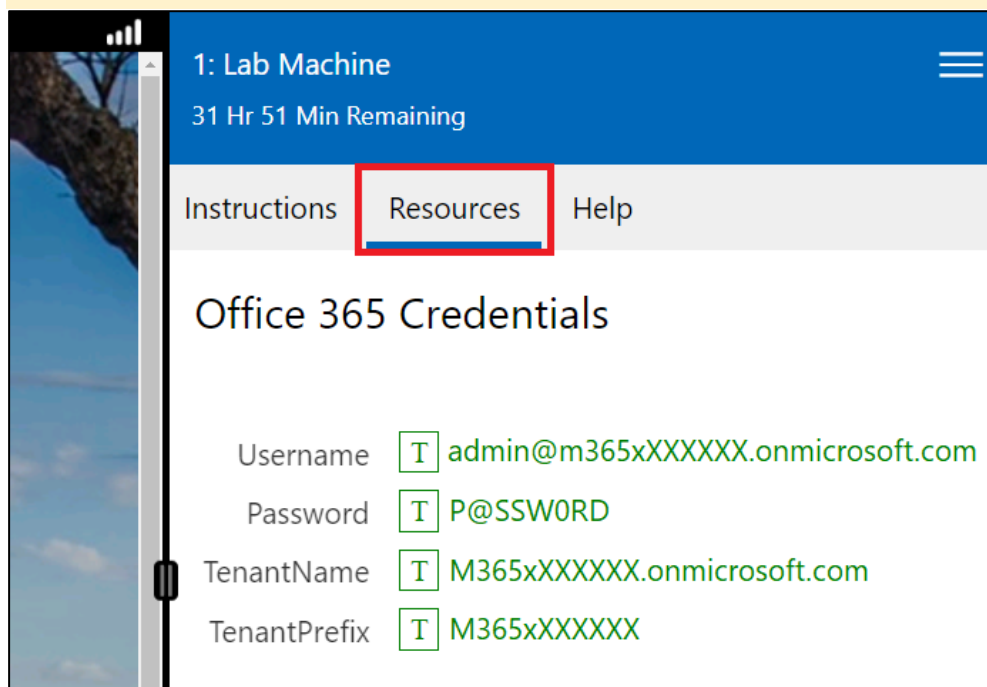
Important – Office 365 Credentials

Office 365 credentials displayed in Resources tab will be used in ALL lab exercises.

Please, copy them locally and use them to login to Microsoft 365 tenant in the next and all following tasks.

When you see M365xXXXXXX URLs and Usernames in your lab docs, please, replace it with TenantPrefix of your lab tenant.

For example: admin@M365xXXXXXX.onmicrosoft.com should be replaced with the actual username provided in the Resources tab.

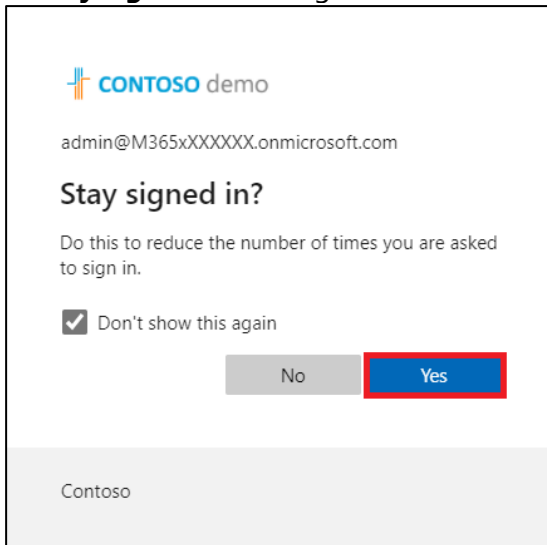


Task 2: Connect to your hands-on labs Microsoft 365 tenant

1. Please, have your **Username** and **Password** information (found in LoD lab resources tab) ready – it will be used across all the hands-on labs in this course.
2. Open preferred browser in **Incognito/InPrivate** mode and navigate to:
<https://office.com>
3. Click **Sign in** button and provide your **Username** and **Password**:

The image shows a two-part screenshot of the Microsoft Office 365 login process. The top part is a browser window displaying the 'Welcome to Office' page. The 'Sign in' button is highlighted with a red rectangle. The bottom part is a login form with two sections. The left section, titled 'Sign in', shows the username 'admin@M365XXXXXXXX.onmicrosoft.com' entered in the text field, which is highlighted with a red rectangle. Below the text field are links for 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is at the bottom. The right section, titled 'Enter password', shows a password field with masked characters, highlighted with a red rectangle. Below the password field is a link for 'Forgot my password'. A blue 'Sign in' button is at the bottom right of the form.

4. In **Stay signed in?** dialog, check **Don't show this again** and click **Yes**



5. Now you are signed into your hands-on labs Microsoft 365 tenant. Use this session in all other labs.



Important

If you accidentally logged out, please, return to this lab and repeat these steps to log in once again.

Always remember to replace M365XXXXXX with your actual lab tenant prefix.

Exercise 2:

Set up prerequisites

Objectives:

- Create a database in the default environment
- Create a new SharePoint site and lists
- Provision Approvals to the environment

Estimated time:

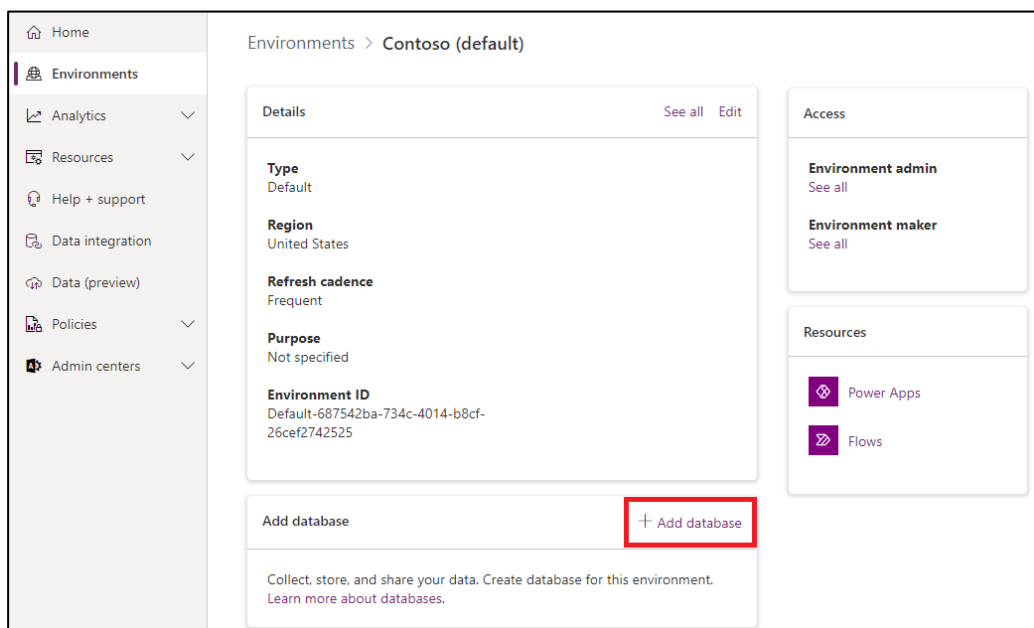
15 minutes

Task 1: Create a database in the default environment

1. In **InPrivate/Incognito** browser mode, while logged in into your **M365XXXXXX lab tenant**, navigate to **Power Platform Admin Center** <https://aka.ms/ppac>
2. In the left navigation menu select **Environments**



3. Find the default environment **<tenantname> (default)**, e.g., Contoso (default) and click it
4. We will need a database in this environment to use features like **Approvals** and **AI Builder** in the further labs.
Click **+Add database** to add a database to the environment.



5. Select your **Language** and **Currency** and click **Add**.

Add database

This operation is subject to [capacity constraints](#)

Language *

Default language for user interfaces in this environment

English

Currency *

Reports will use this currency

USD (\$)

Security group

Restrict environment access to people in this security group. Otherwise, everyone can access. [Learn more](#)

+ Select

Add

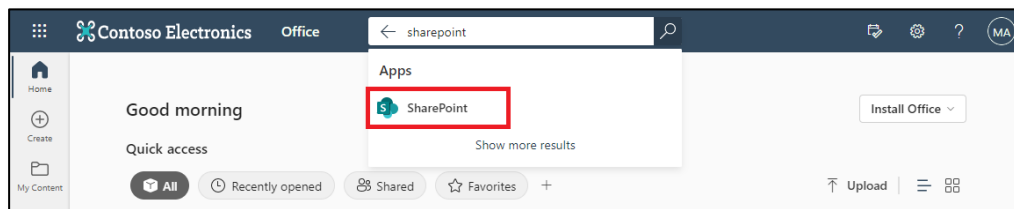
Cancel

6. This may take a few minutes to complete. Wait for it to complete before moving to the next task.

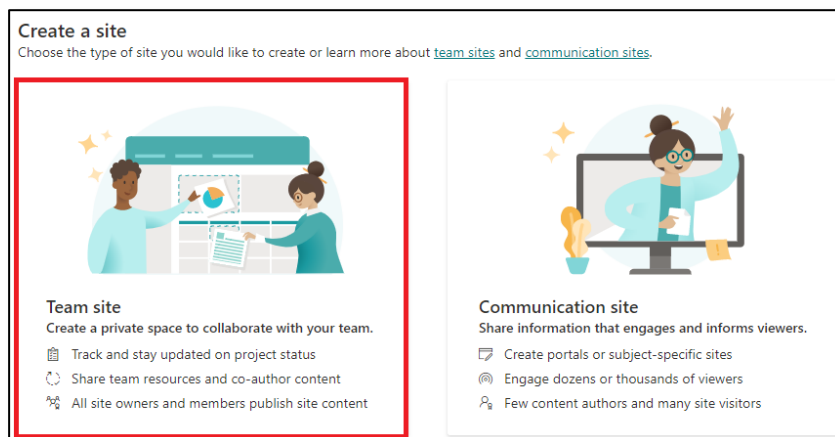
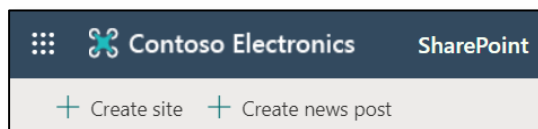
+ New Refresh Recover deleted environments		
Environments		
Environment	Type	State
Contoso (default)	...	Ready

Task 2: Create a new SharePoint site and lists

1. In **InPrivate/Incognito** browser mode, while logged in into your **M365XXXXXX lab tenant**, navigate to **Office 365** homepage <https://office.com>
2. In the search bar start typing "**SharePoint**" and then select proposed app



3. In the SharePoint home page, select **+Create Site**, and create **Team Site**.



- Input "Power Apps" as the site name and click **Next**, then click **Finish** and you will be redirected to the site you just created.

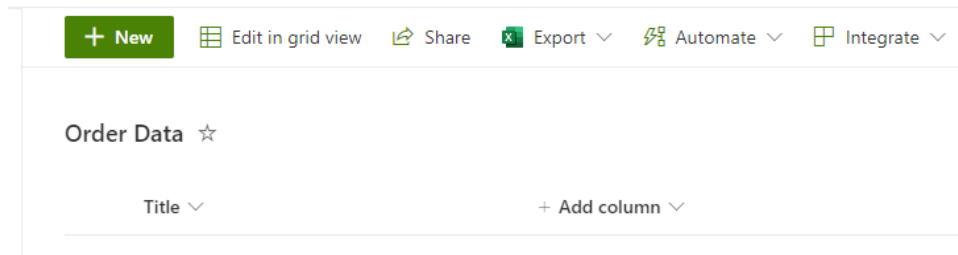
The left screenshot shows the 'Create site' form in SharePoint. It includes fields for 'Site name' (Power Apps), 'Group email address' (PowerApps), 'Site address' (PowerApps), 'Site description' (Tell people the purpose of this site), 'Privacy settings' (Private - only members can access this site), and 'Select a language' (English). The 'Next' button is highlighted. The right screenshot shows the 'Add members' screen for the 'Power Apps' private group. It includes a 'Who do you want to add?' section, an 'Add additional owners' section, and an 'Add members' section. The 'Finish' button is highlighted.

- Go to the SharePoint site you created in the previous step and select **+ New > List**. Under "Create a list", select **Blank list**.

The left screenshot shows the 'New' menu in SharePoint. The 'List' option is selected, and a dropdown menu shows various options: List, Document library, Page, News post, News link, Plan, and App. The right screenshot shows the 'Create a list' dialog. It includes a 'Create a list' section with 'Blank list', 'From Excel', and 'From existing list' options. Below this is a 'Templates' section with various list templates: Issue tracker, Employee onboarding, Event itinerary, Asset manager, Recruitment tracker, Travel requests, Work progress tracker, and Content scheduler.

- Name the list as "**Order Data**" and select **Create**.
- The **Title** column exists out-of-box and will be used later **DO NOT rename it**. Add the following columns to the list:
 - **Price** (number)
 - **OrderStatus** (single line of text)

- **Comments** (single line of text)



8. Go to the SharePoint site that you have created and select **+ New > List**. Under "Create a list", select **Blank list**.
9. Name the list as "**New Device Requests**" and select **Create**.

10. Add columns to the newly created list.

- **Price** (number)
- **Processor** (single line of text)
- **Memory** (single line of text)
- **Storage** (single line of text)
- **Screen Size** (single line of text)

After adding all columns, **New Device Requests** should look as shown below:



Task 3: Approvals provisioning



Why do Approvals need provisioning?

Approvals is a built-in application that uses database to store its data model.

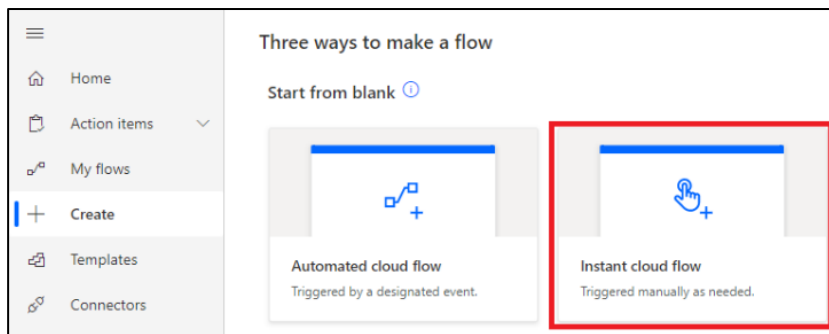
You may be familiar with this application, if you have ever created any flows and apps, that use Approvals connector.

By default, all the data tables related to Approvals are not provisioned in the environment. Provisioning happens on-demand when any user creates an approval for the **first time** in that environment.

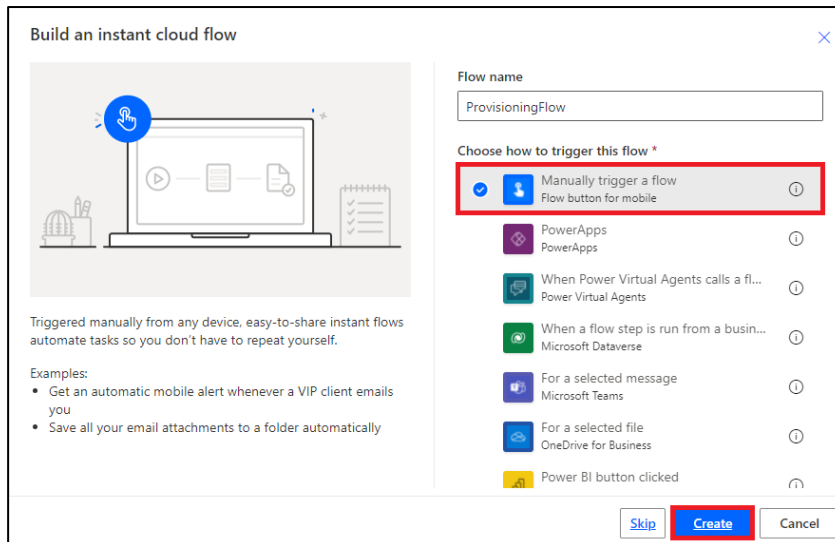
It may take some time, that's why we will start it right in the first lab.

More info: [Power Automate Approvals Provisioning Overview and Troubleshooting \(microsoft.com\)](https://powerautomate.microsoft.com/en-us/docs/overview-approvals-provisioning/)

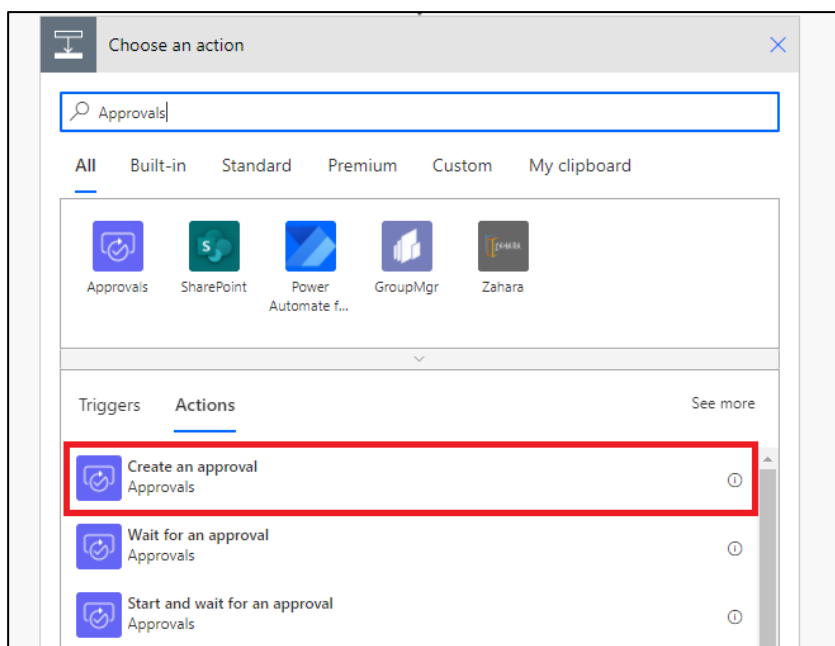
1. In **InPrivate/Incognito** browser mode, while logged in into your **M365xXXXXXX lab tenant**, navigate to **Power Automate**
<http://make.powerautomate.com/>
***Please note you may need to click "Sign in" in the top right corner of the page*
2. In the left navigation select **Create**, then click **Instant cloud flow** option



3. Set **Flow name** as *ProvisioningFlow*
Select **Manually trigger a flow** trigger
Click **Create** button (example on screenshot below)



4. Click **+New step** button
Select **Create an approval** action in **Approvals** connector by clicking on it
(use Search, if this connector or action is not present)



5. Set properties for **Create an approval**:

Approval type: Approve/Reject – First to respond

Title: ProvisioningFlow

Assigned to: admin@m365XXXXXX.onmicrosoft.com
(replace m365XXXXXX with your actual Tenant Prefix)

Details: any text

See an example on screenshot below.

Manually trigger a flow

Create an approval

* Approval type: Approve/Reject - First to respond

* Title: ProvisioningFlow

* Assigned to: admin@m365xXXXXXX.onmicrosoft.com

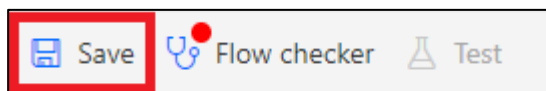
Details: any text

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

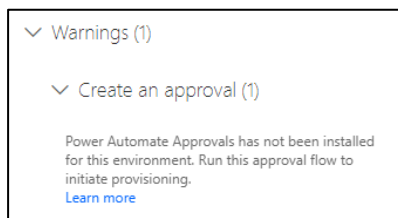
Show advanced options

6. **Save** a flow



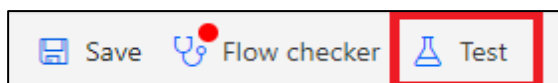
Notice that **Flow checker** has a warning, if you click on it, you should see the following:

Power Automate Approvals has not been installed for this environment. Run this approval flow to initiate provisioning.



This is the exact reason of why we are creating this ProvisioningFlow.

7. After the flow is saved, click **Test** button



8. Select **Manually** option and click **Test** button to start a test flow run.

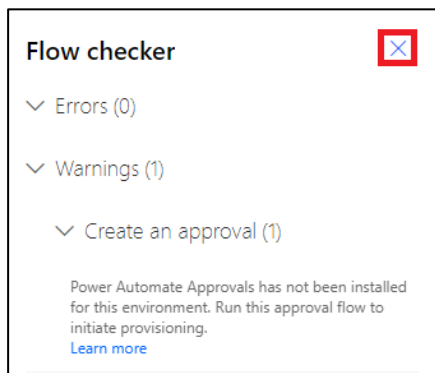
Test Flow

☒ Manually
Perform the starting action to trigger it.

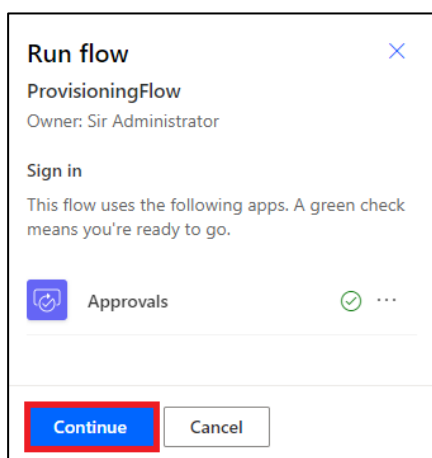
☐ Automatically
There are no runs for this flow.

Test Cancel

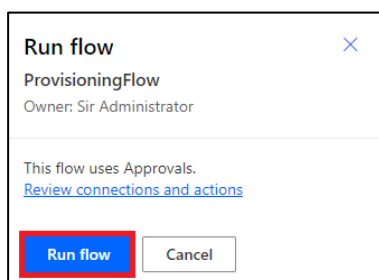
9. **Flow checker** may show the warning once again. If it happens, just close it.



10. Confirm sign in details for a flow test by clicking **Continue** button:



11. Click **Run flow** button to finally run the flow.



Check that the flow is running, but don't wait for it now.

This flow will eventually fail. It will start the Approvals table provisioning process, that may take some time.

Task is completed.