



Power Platform App in a Day

Overview and Pre-requisites

Hands-on Lab Step-by-Step

February 2022

Lab Overview and Pre-requisites

Abstract

This is a beginner level lab for you to get hands on experience with the [Microsoft Power Platform](#) technologies – [Power Apps](#), [Power Automate](#), and [Microsoft Dataverse](#). The lab includes step-by-step instructions for someone new to these technologies to build a device ordering solution within a day. Technologies covered are:

Power Apps: A software as a service (SAAS) application platform that enables power users in line of business roles to easily build and deploy custom business apps. You will learn how to build Canvas and Model-driven style of apps.

Power Automate: A business service for line of business specialists and IT pros to build automated workflows intuitively.

Microsoft Dataverse: Makes it easier to bring your data together and quickly create powerful apps using a compliant and scalable data service and app platform that is integrated into Power Apps.

Make sure to follow all the pre-requisite steps listed in this document before starting the labs. Because the Power Platform is a cloud-based solution, you can complete all labs remotely.

For a list of additional learning resources and introductory videos, see [Learning Resources](#)

Lab Structure and Learning Objectives

The lab is divided into four modules, with one lab document provided for each module.

1. **01-Power Apps Canvas App Lab Manual:**

Focuses on the basic concepts involved in building Power Apps Canvas apps. You will learn how to:

- Connect to data sources and filter results based on specified criteria
- Work with screens and navigation
- Use controls, properties, formulas, and actions to customize the user experience
- Display the logged in user's name
- Configure app settings
- Save and share an app
- Run an app on a mobile device

2. **02- Microsoft Dataverse Lab Manual:**

Introduces you to the Microsoft Dataverse. You will learn how to:

- Create and customize a custom table
- Use the Form control
- Save data into the Microsoft Dataverse using the Form control

3. **03-Power Apps Model-driven App Lab Manual:**

Introduces you to building Model-driven Power Apps. You will learn how to:

- Create a standalone Model-driven app.
- Customize forms for the Model-driven app
- Use a Business Process Flow to guide users through a process

4. **04-Power Automate Lab Manual:**

Introduces you to Power Automate. You will learn how to:

- Create a flow that is triggered when a new Microsoft Dataverse row is created
- Automate sending approval requests
- Customize the approval based on the Microsoft Dataverse row
- Use the Approval center

How to start a module without completing previous module(s)

The lab package includes a **\Completed** folder which consists of a set of app packages. If you wish to start on a module without having completed the previous module(s), you may import a partially built app package. See the corresponding instructions in each of the subfolders within the "Completed" folder.

- To directly start working on Module 2 -> see instructions in \Completed\Module1 subfolder
- To directly start on Module 3 -> see instructions in \Completed\Module2 subfolder
- To directly start on Module 4 -> see instructions in \Completed\Module3 subfolder

Pre-requisites: Before starting the hands-on labs

NOTE: To participate in this training, you require an internet connection, and you will use the web version of the Power Apps Studio, which will run in a browser: Microsoft Edge, Google Chrome, or Safari.






Task 1: Download the Lab Files



1. Download file [Lab Files](#)
2. **Save a local copy of the lab contents:** Download the **PAHandsOnLabContent.zip** file for the lab from [Lab Files](#). Save it to a local folder, such as C:\AppInADay. Extract the ZIP package. This package contains the sample data for the app, PDF copies of the lab manuals, and pre-built app packages.

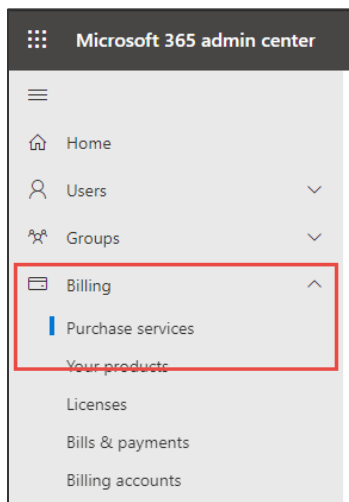
Task 2: Sign-in to Power Apps



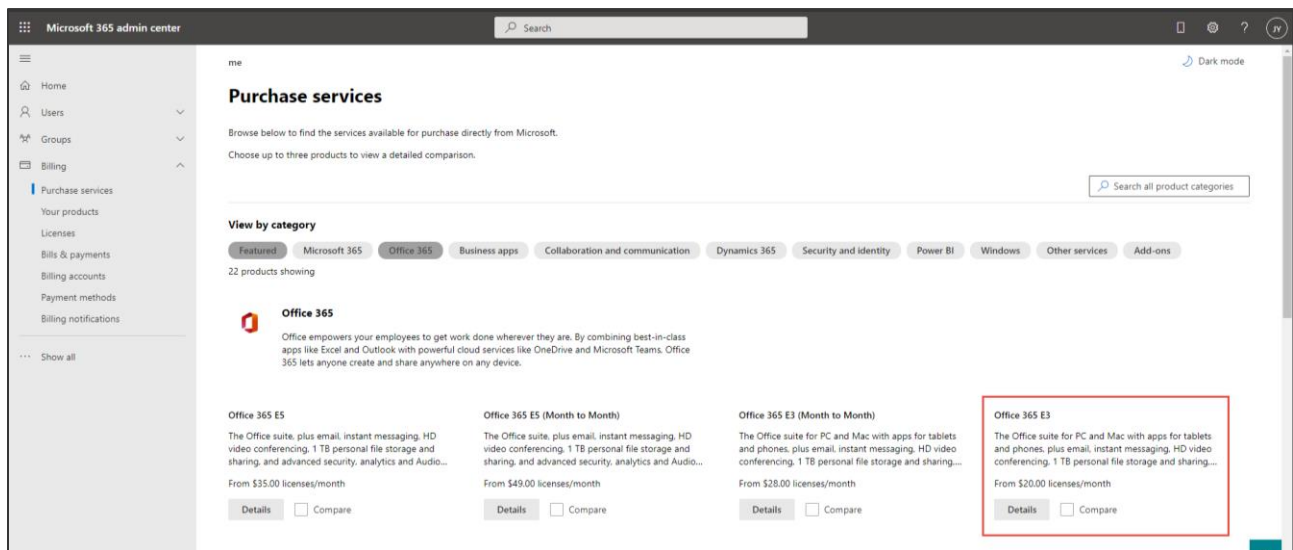
Find the group you most closely relate to below

| | | |
|---|---|---|
|  | You are in a classroom led by an instructor. | Follow their direction for all environment set-up details. |
|  | You are a licensed user of Microsoft products. | Follow step 1 below, and then proceed to the next task. |
|  | You are starting from scratch with no licenses and no instructor. | Follow step 2 below, and then proceed to the next task. |
|  | You are a licensed user of Microsoft products, BUT your admin has policies in place to restrict your use of Power Apps. | Follow step 2 below using a personal email account, and then proceed to the next task. |
|  | You are really not sure which of the above you are. | Follow step 2 below using a personal email account in a private/incognito browser session, and then proceed to the next task. |

1.  **Confirm that you are licensed to use Power Apps:** Go to [Make Power Apps](#) and sign-in with your business or school account. This is the same as your Office 365 or Dynamics 365 login. Sign up for a free developer plan for individual use, see [here](#). *If you are not able to use Power Apps with your organizational credentials, you may review the instructions for provisioning a demo tenant in the next step using a personal email.*
2.  **Start a trial of Power Apps:** Usage of Microsoft Dataverse requires a Power Apps premium license. Go to [Power Apps Pricing](#) and select the "Try free" option to start a free 30-day trial. For more detailed information on signing up for a free trial, see [here](#). Follow the prompts to set up your free trial of Power Apps.
 - a. You will also need to add a free trial of Office E3 and Power Automate per user. After you have the Power Apps trial set-up, navigate to **admin.microsoft.com** and select **Purchase Services** from the left navigation area of **Billing**.

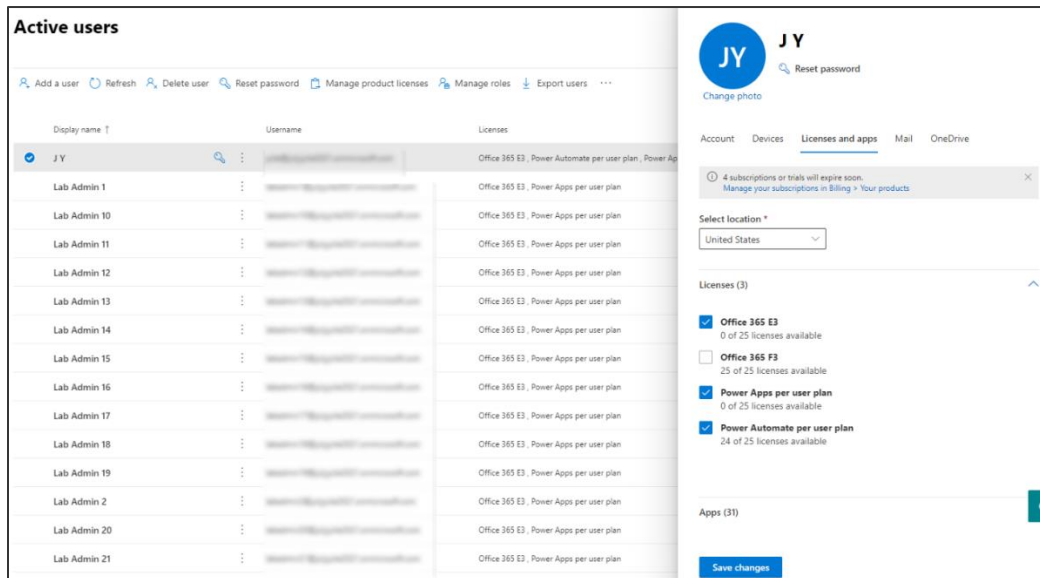


- b. Search for and select **Office E3**. Click **details**. Find and select **start your free trial**.



- c. Search for and select **Power Automate per user** and **start your free trial**.

d. **Assign licenses** for each of these to your **Power Apps user**. Select Active Users from the left navigation area of Users. Select your user, then select Licenses and Apps. Select the desired licenses and **Save changes**. You may need to refresh your browser to see the changes take effect.



Task 3: Install the Power Apps and Power Automate mobile applications (optional)

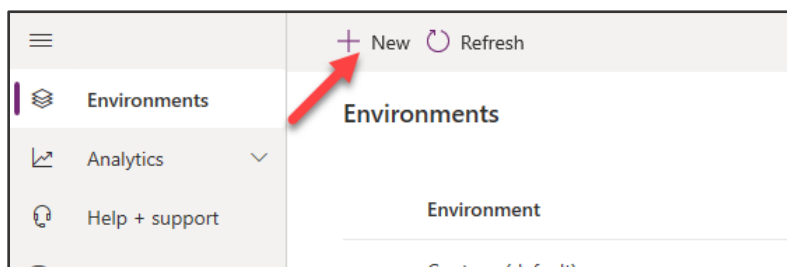
1. **Install the Power Apps mobile application:** Go to the app store on your mobile device. Search for “**Power Apps**” and install the Power Apps mobile application. If prompted, keep push notifications enabled.
2. **Install the Power Automate mobile application:** Go to the app store on your mobile device. Search for “**Power Automate**” and install the application. If prompted, keep push notifications enabled.

Task 4: Create a new environment and Microsoft Dataverse database instance

If your environment is being provided for you, you can skip this task.

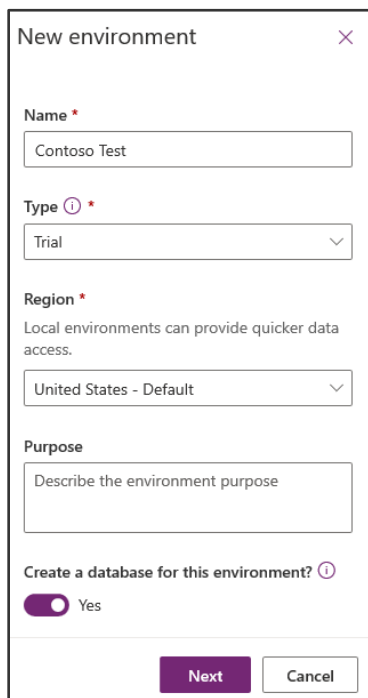
You must have a newly created Microsoft Dataverse environment and database instance, that was **created just for this lab**. If you don’t have a new environment or have an older environment, follow the steps below to create the environment and provision the database instance.

1. Open the Power Apps admin center by navigating to [Admin Power Apps](#) in a web browser.
2. In the Admin center, select **Environments** and click **+New**.



3. Provide a name for the environment. A common practice is to use your name followed by “Test” so it is clear this is a test environment.

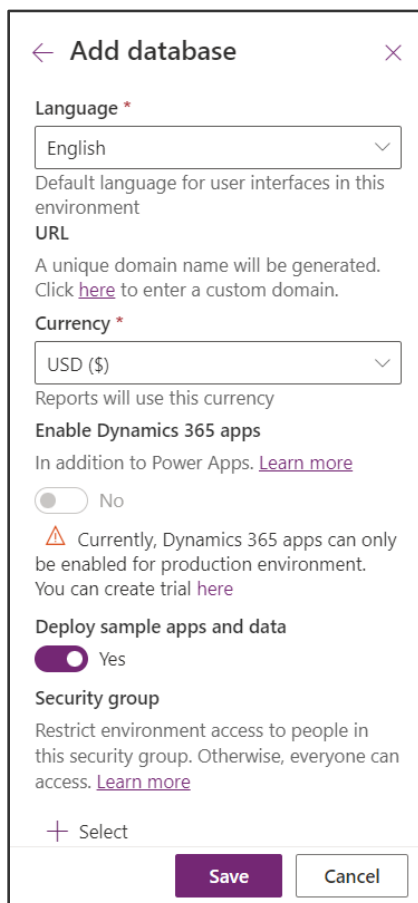
4. Select **Trial**, select your **Region**, make sure **Create a database** is set to **Yes**, and click **Next**.



The 'New environment' dialog box contains the following fields and controls:

- Name ***: Text input field with 'Contoso Test' entered.
- Type ⓘ ***: Dropdown menu with 'Trial' selected.
- Region ***: Dropdown menu with 'United States - Default' selected. A note below states: 'Local environments can provide quicker data access.'
- Purpose**: Text area with placeholder text 'Describe the environment purpose'.
- Create a database for this environment? ⓘ**: Toggle switch set to 'Yes'.
- Next** and **Cancel** buttons at the bottom right.

5. Select your **Language** and your **Currency**. Check **Yes** for Deploy sample apps and data, and then click **Save**.



The 'Add database' dialog box contains the following fields and controls:

- Language ***: Dropdown menu with 'English' selected. A note below states: 'Default language for user interfaces in this environment'.
- URL**: Text area with placeholder text 'A unique domain name will be generated. Click [here](#) to enter a custom domain.'
- Currency ***: Dropdown menu with 'USD (\$)' selected. A note below states: 'Reports will use this currency'.
- Enable Dynamics 365 apps**: Toggle switch set to 'No'. A warning message below states: 'Currently, Dynamics 365 apps can only be enabled for production environment. You can create trial [here](#)'.
- Deploy sample apps and data**: Toggle switch set to 'Yes'.
- Security group**: Text area with placeholder text 'Restrict environment access to people in this security group. Otherwise, everyone can access. [Learn more](#)'.
- + Select** button at the bottom left.
- Save** and **Cancel** buttons at the bottom right.

Note: You can choose your local language and currency. However, the lab manuals were created using US dollars and English language configurations.

6. You will see a screen listing all environments that will show the newly created environment.

| Environments | | | |
|----------------------------|-----------------|---------------|-------------------|
| Search | | Q | + New environment |
| NAME ^ | TYPE | REGION | CREATED |
| Contoso Test (org05e8a284) | Trial (29 days) | United States | 01/30/2020 |

7. **IMPORTANT:** You need to wait for the database to finish provisioning before trying to create an application. The **Status** will change to Ready when done.

| Environments | | | | | |
|-------------------|-----|---------|-------|---------------|--------|
| Environment ^ | | Type | State | Region | Create |
| Contoso (default) | ... | Default | Ready | United States | 12/11/ |
| Contoso Test | ... | Trial | Ready | United States | 02/10/ |

8. This may take few minutes to complete. Wait for it to complete before proceeding with creating an app. If it has been over two minutes, try refreshing the browser. Once the database has been created you should no longer see this "Preparing Instance" message. You can then proceed with the lab.

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