Microsoft Power Platform

Microsoft Teams

Building solutions with Dataverse for Teams

Lab 1 – Basic table and app

Workshop Version: 1.4, Published: 02-2023

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Exercise 1:
Create your first table

<div style="background-color:#fde6c0;padding:1em;">

❗ Important – Working with lab tenant

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

- Use **Office 365 credentials** retrieved from Skillable (Labs on Demand) in Lab 0.

- Always remember to replace **M365xXXXXXX** with your lab tenant prefix.

- If you are experiencing any problems with working in your lab tenant – please, **notify your instructor as soon as possible**.

</div>

Objectives:

- Create an app
- Create your first table
- Explore data types and create columns
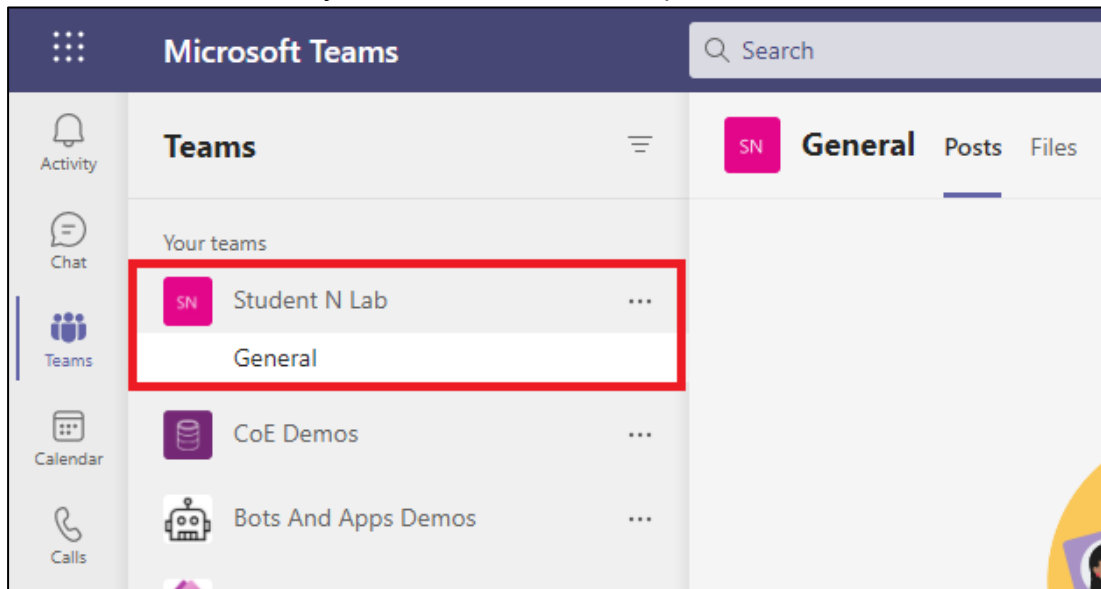- Populate some initial data into the table
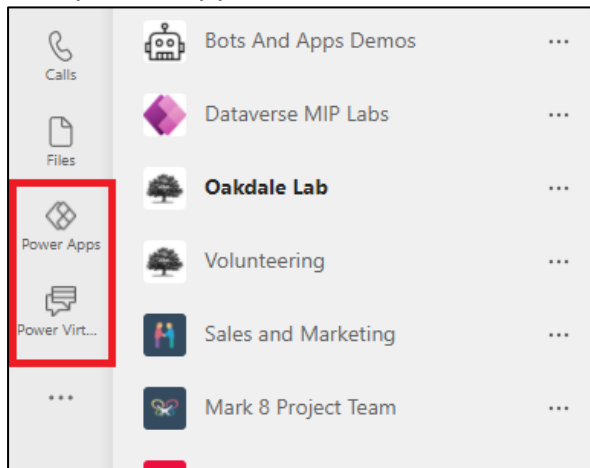
Estimated time:

30 minutes

Task 1: Create an app

1. Navigate to https://teams.microsoft.com

2. Let's check that everything we need for the labs is in place
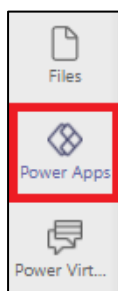
   Locate the **Team**, that you have created in the previous task
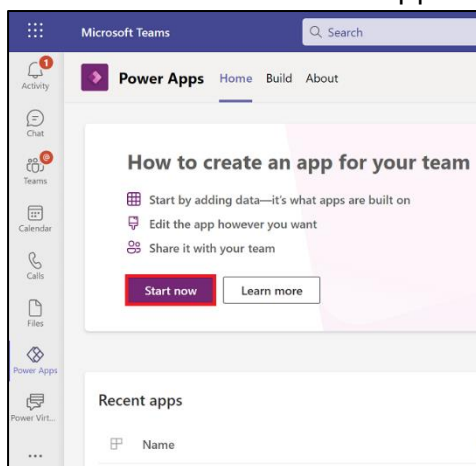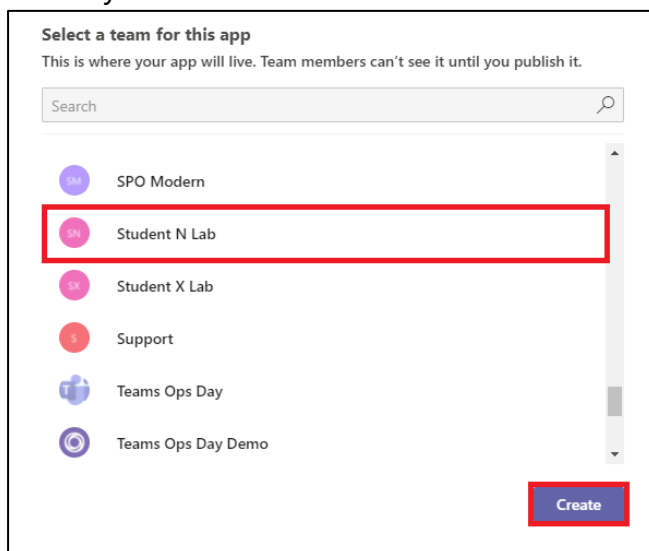

3. Find pinned app shortcuts in the left bar

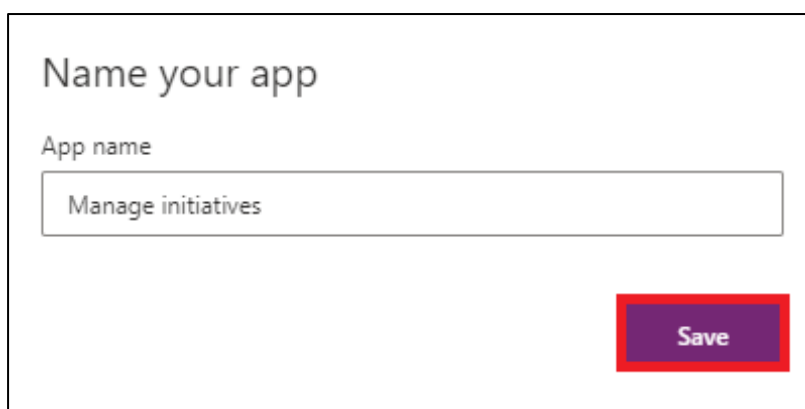4. Open **Power Apps** app using the left bar

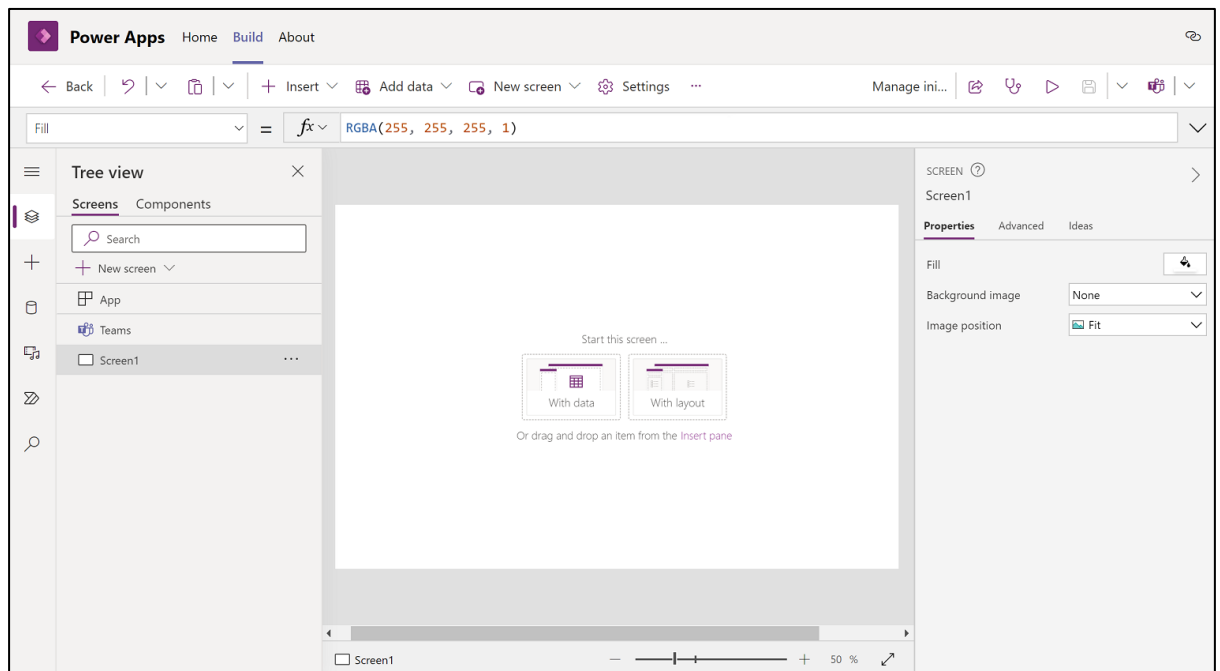5. Click **Start now** on Power Apps home screen

6. **Select** your Team and click **Create.**

7. Power Apps studio will load and will propose you to create your first app. Name it **Manage initiatives** and click **Save**.
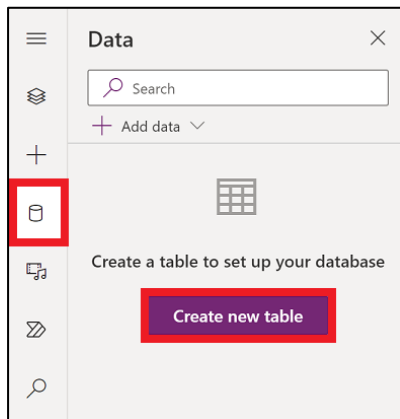
8. You will see a default Teams power app template.
   We will use it to create a simple app a little bit later, but first we need to create some data.
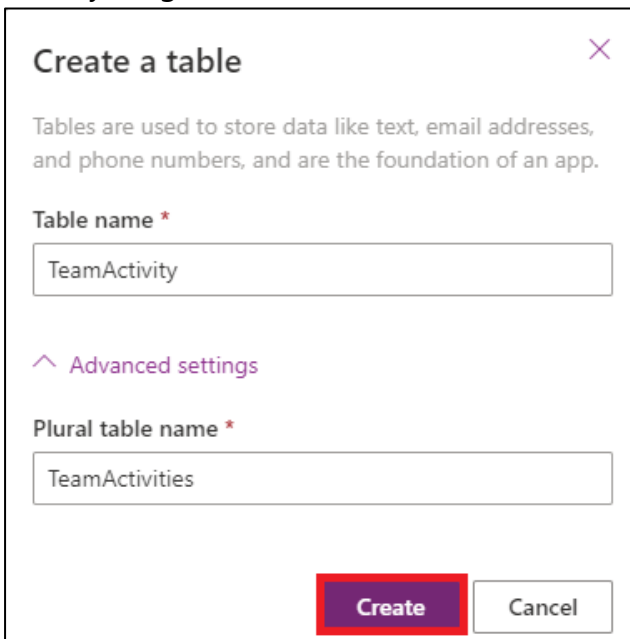

Task is completed.

Task 2: Create TeamActivity table

1. As a result of **Task 1**, you should have your **Manage initiatives** app opened in Power Apps studio in Microsoft Teams.

2. Make sure that the **Data** panel is selected in the left side of the screen ⊟ .
   Click **Create new table** button.

3. Name table as **TeamActivity**
   You may also check proper plural table name in Advanced settings.
   If everything looks fine - click **Create** button.

4. You will see table editor interface. Name is a default column. There are also many other default columns (like Create On, Modified By etc), but they are hidden in current view.

We will use this interface to define table columns and populate some initial data in this table afterwards.

> **⚠ Important**
>
> Task steps 5-7 represent general approach to adding new columns to the table. Detailed instructions will be given only for the first column. Other columns should be added in a very similar way.

5. Click **Add column** button OR **+ icon** in the table header

6. In **Add new column** panel define the following properties:
   Name: Short description
   Type: Single line of text
   Format: Text
   Advanced options – Max character count: 100
   Click **Save** button

Example:

7. Make sure that the new column is added to your table header

8. **Repeat steps 5-7** to add other columns:

Name	Type	Format	Advanced Settings
Description	Single line of text	Text	Max char count: 300
Start date	Date and time	Date only	-
End date	Date and time	Date only	-
Award Points	Whole number	None	Minimum value: 0
IntranetURL	Single line of text	URL	Max char count: 400
ImageURL	Single line of text	URL	Max char count: 400
Organizer	Single line of text	Email	Max char count: 100

9. As a result, your table header should look like this after you create all columns

10. Add an entry to this table, just like in Excel (you can even copy-paste values from here):

Column	Value
Name	Team Building CY2023
Short description	Make our team better!
Description	We need people and ideas for our first team building event in CY2023
Start date	11/12/2023
End date	11/15/2023
Award Points	100
IntranetURL	https://vas-msft.github.io/building-solutions-with-dft/Activity-Page-01
ImageURL	https://raw.githubusercontent.com/Vas-MSFT/building-solutions-with-dft/main/LabImages/ActivityImage01.png
Organizer	admin@m365xXXXXXX.onmicrosoft.com (replace xXXXXXX)

11. Your table should look like this after you create a new entry

12. Click **Close** button. Task is completed.

Exercise 2:
Create a simple app using a table

Objectives:

- Connect a gallery in a simple app to a newly created table
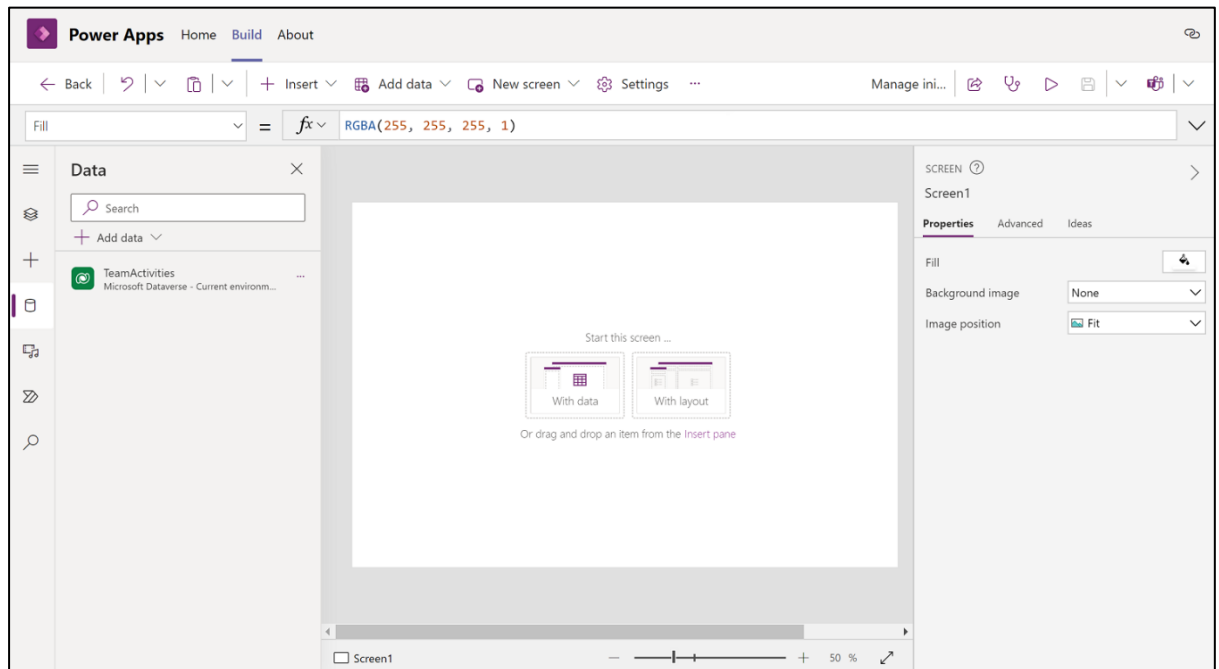- Connect a form to data and modify it
- Test and publish an app
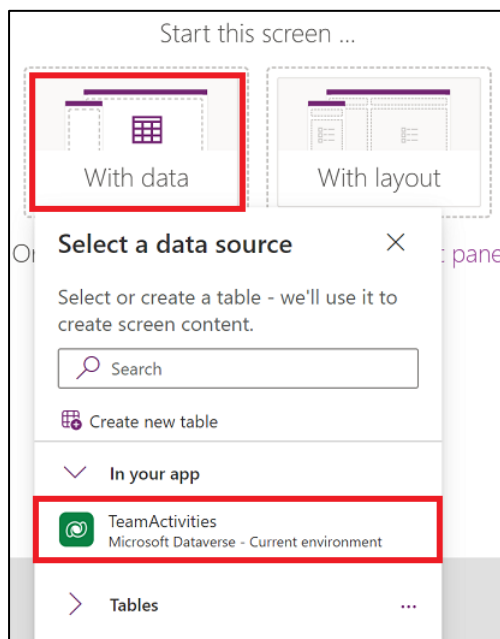
Estimated time:

20 minutes

Task 1: Modify sample app

1. Navigate to https://teams.microsoft.com , find and start editing your **"Manage initiatives"** app in **Power Apps**

   You should have **"Manage initiatives"** app opened Power Apps studio to continue:

2. Click **With data** right on the screen, then select **TeamActivities** table in popup by clicking on it. Give it some time.

3. When template building process is over, your application should look like this:
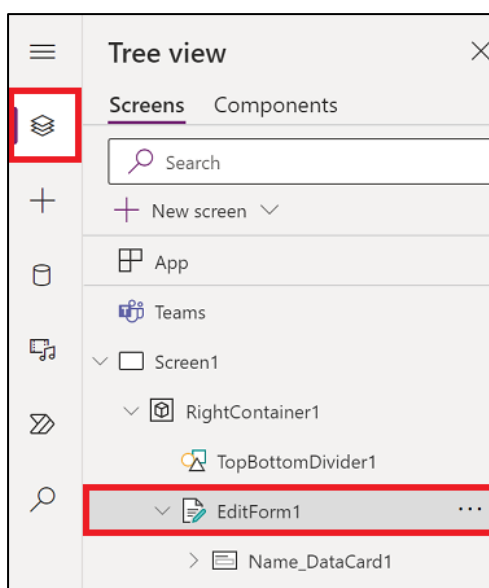

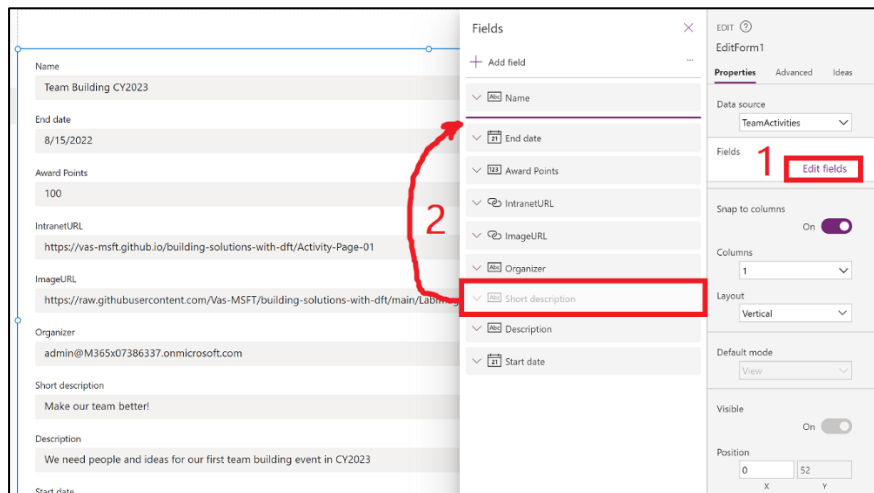4. Let's make form look a bit nicer.
   In **Tree View** select **EditForm1**:

5. Look at **Properties** pane, these properties are responsible for the form layout, displayed fields and their order:
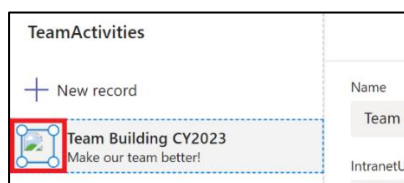

Set **Columns** to **1**, you will notice how EditForm1 visually changed.

6. To rearrange form fields, click **Edit fields** in the Properties pane and then drag-n-drop items in Fields pane:

7. Click on the icon near **Team Building CY2023** item in the left list (gallery)

8. Set up **Image** property as **ThisItem.ImageURL**
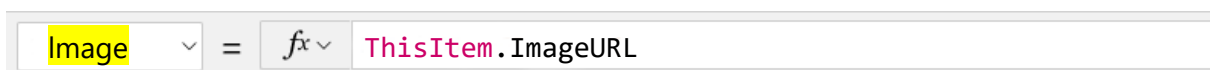

Image thumbnail should get displayed now.

Result may look like this:

Task 2: Test and publish app

1. Make sure that **App checker** doesn't show any error messages:

   No issues – go to the next step

   OR Some issues are found

   If you see red dot on App checker, then click on it and figure out, what is the issue.
   Ask the instructor for help if you cannot troubleshoot an issue on your own.

2. Now, save the app, by clicking on **Save** button on the right side of the toolbar:
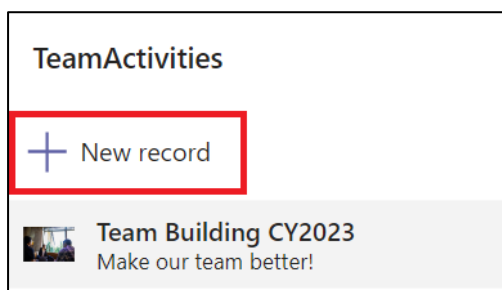

3. Click **Preview** to start testing an app
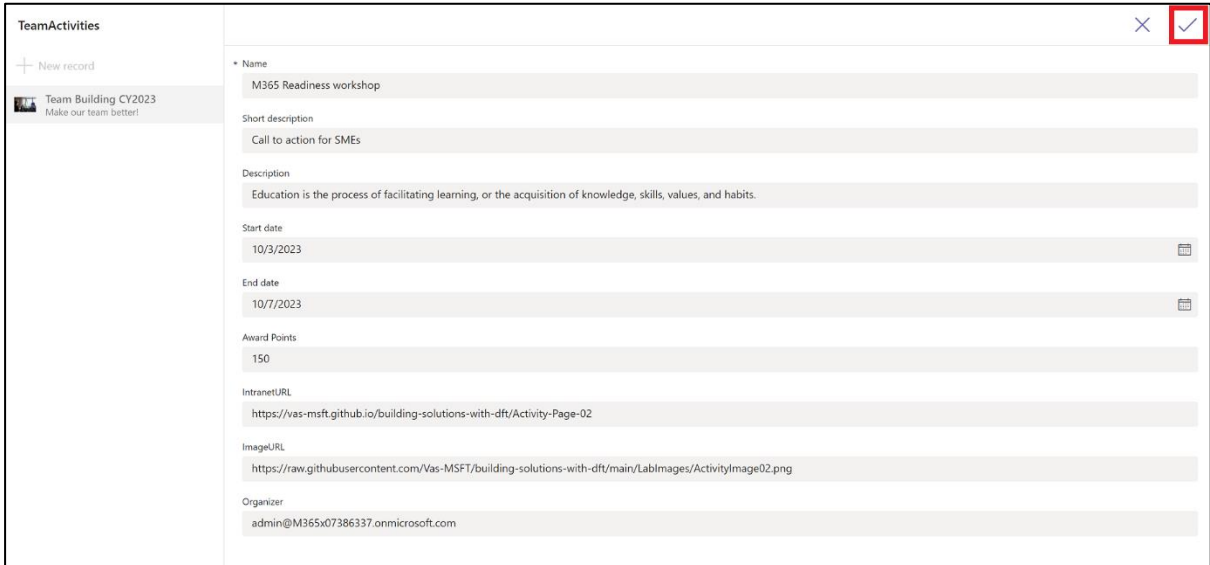

   *Alternatively, you can **ALT+Click** on any controls on the canvas to test out an app without going to **Preview** mode*

4. You can select existing initiatives in the gallery on the left side.
   Click **+New record** to create a new initiative

5. Fill in the form with the value given below and click ✓ in the top right corner.

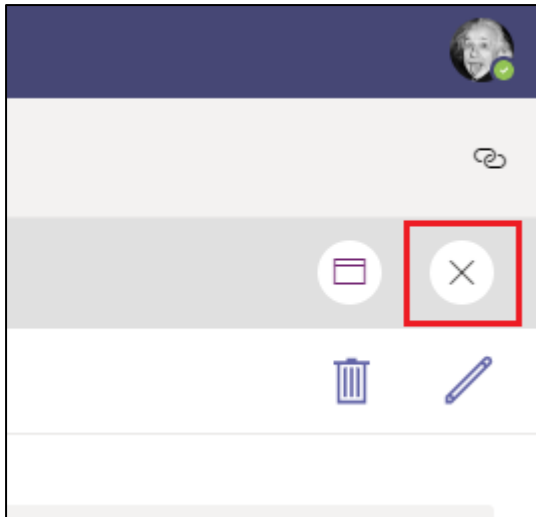| Column	Value
Name	M365 Readiness workshop
Short description	Call to action for SMEs
Description	Education is the process of facilitating learning, or the acquisition of knowledge, skills, values, and habits.
Start date	10/03/2023
End date	10/07/2023
Award Points	150
IntranetURL	https://vas-msft.github.io/building-solutions-with-dft/Activity-Page-02
ImageURL	https://raw.githubusercontent.com/Vas-MSFT/building-solutions-with-dft/main/LabImages/ActivityImage02.png
Organizer	admin@m365xXXXXXX.onmicrosoft.com (replace xXXXXXX)

The app has created a new row in TeamActivities table.

6. You can also edit or delete existing initiatives using these buttons:

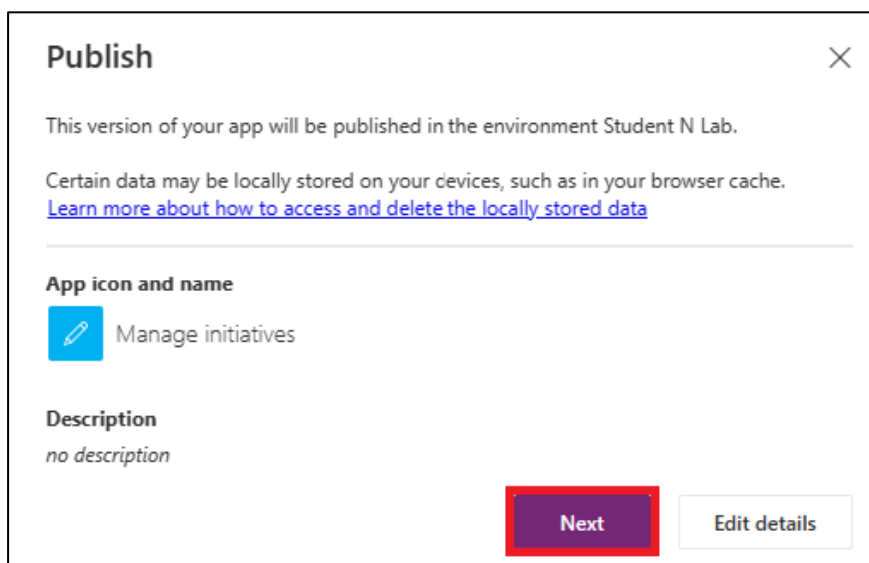7. Exit **Preview** mode by clicking X icon in the top right corner:

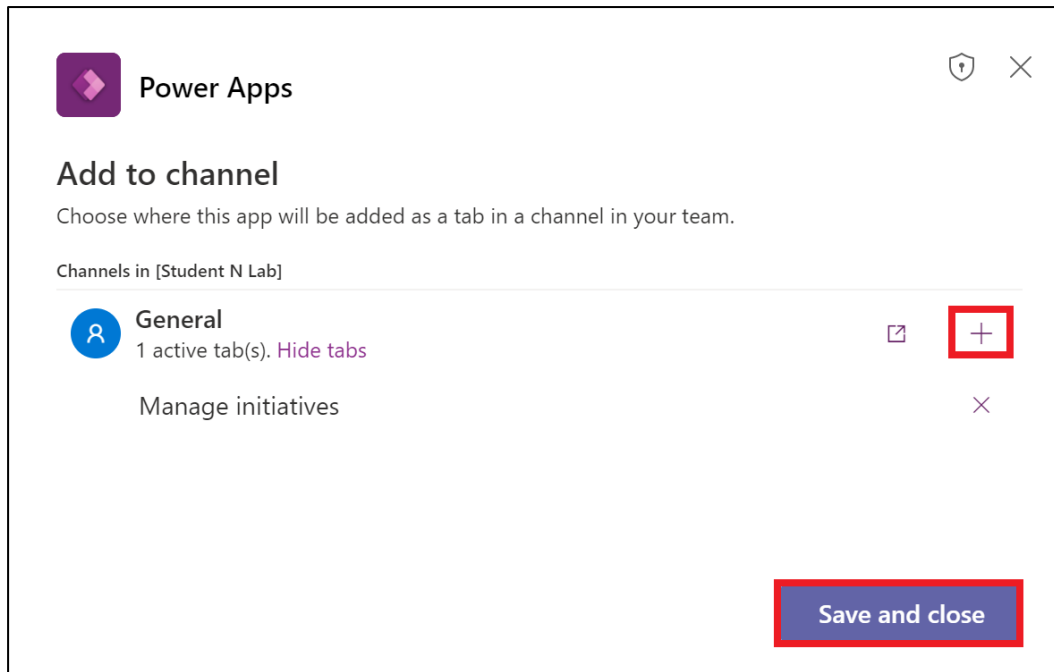8. Now App is ready for publishing. Click **Publish to Teams** button
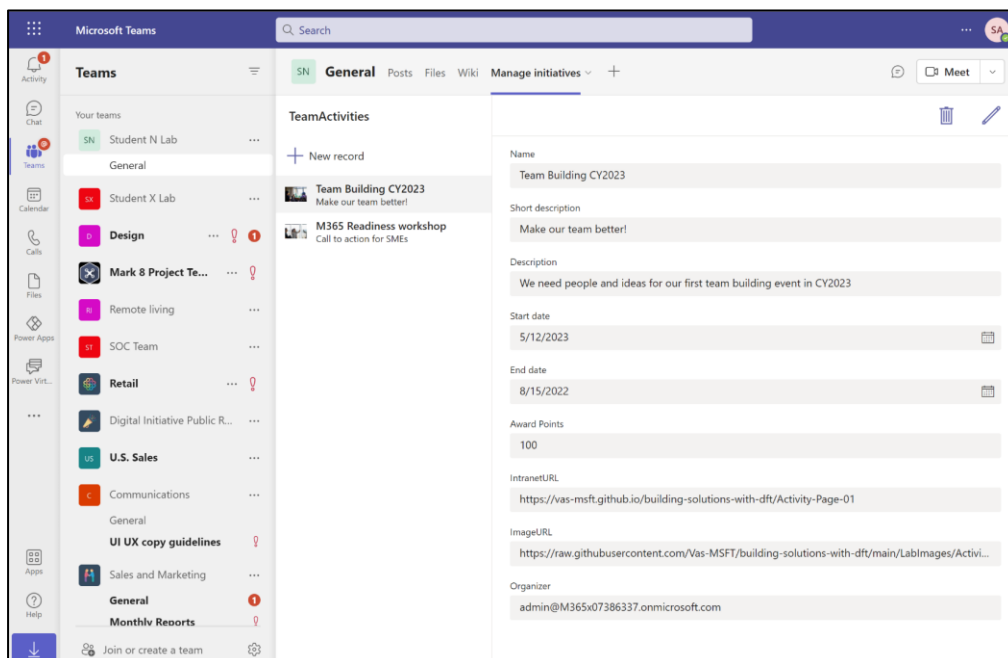

9. Click **Next** to continue

If you want to modify app icon, description, and details, then click **Edit details** (you'll need to click **Publish to Teams** once again after you finish editing details)

10. Select the channels, where you want to embed this app as a tab by clicking **+** Click **Save and close** button, when you finished.

Note: There's NO need to add an app to channel each time when you publish it. If you add an app to channel multiple times, then you will just have multiple duplicate tabs with the same app embedded in.

11. Now your team members can use Manage initiatives app right from General channel:

12. **You've finished this lab!**
    You will make a more advanced Power App from scratch in the next lab.