9:30 – 9:40 – Overview of the day

Training Sessions

9:40AM through 11 AM   - 1hr 20mins

- LAB 1 – Home Screen & Galleries
  (Demo time 30 minutes, class time 30 minutes) – 10:40am
- LAB 1 Continued – Collections
  (Demo time 10 minutes, class time 15 minutes) – 11:05am

11:15AM through 12:30PM – 1hr 15mins

- LAB 2 – Compare Screen
  (Demo time 15 minutes, class time 20 minutes) – 12:00pm
- LAB 3 Introduction to CDS
  (Walk through of CDS) – 30-40 minutes until lunch

1:00PM through 2:10PM – 1hr 10mins

- LAB 3 – Connect form to CDS
  (Demo time 25 minutes, class time 30 minutes) – 1:45pm
- LAB 4 – Power Automate
  (Demo time 10 minutes, class time 15 minutes) – 2:10pm

Survey Link: (Adelaide - http://bit.ly/iwdadel)

Hashtags : #IWD2020 #AppForGood

Pre Training

- Download the following Excel document save to your desktop
- Log into environment

LAB 1 – Home Screen, Galleries & Collections

LAB 1 – Home Screen (Creating your first page, and adding labels)

1 Click **Apps** (on Left hand navigation)
2 Click **+ New app > Canvas** (on top navigation)
3 Click **Blank app > Tablet layout**

1 Rename **Screen1** to **HomeScreen** *(no spaces!)*
2 Add **Text Label**
   - **Text = "Device Ordering App"** (quotes " " are important!)
   - **Fill = choose your own colour**
   - **Color = white**
   - **Align = Align Top**
   - **Justification = Center**
   - **Font Size = 24**
   - *Rename Label1 to HeaderLbl*
3 Add another **Text Label**
   - **Text = User().FullName**
   - **Fill = can leave blank**
   - **Color = white**
   - **Align =** *manually place this in top right*
   - **Justification = Right**
   - *Rename Label2 to UserLbl*
4 Group both **UserLbl** and **HeaderLbl** > rename this group **HeaderGrp**

LAB 1 (continued) – Galleries (Introduction to Galleries)

1 **Insert > Gallery > Horizontal** (might have to click down arrow to see option)
2 Select a data source – set to **Import Static data from Excel** (might have to click See All Connectors)
3 **Find your excel spreadsheet downloaded to your desktop**
4 Set to **Devices** sheet, and click **Connect**
5 Rename **Gallery1** to **DeviceGallery**
6 Reposition to the right, and scale items to fit (to scale click on an individual item)

1 **Insert Vertical Gallery**
2 Select **Import Static Data from Excel** – find same spreadsheet
3 This time set to **Manufacturers** sheet, and click **Connect**
4 Change **Layout** to **2 Columns**
5 Change **Wrap Count** from **2** to **1**
6 Rename to **Gallery2** to **ManufacturerGallery**
7 Click on **ImageX** under **ManufacturerGallery**, Change **Image = ThisItem.Logo**
8 Change **Image position** from **Fill** to **Fit**
9 Adjust the cell padding, and image size

1. **Click on ManufacturerGallery**
2. **Set TemplateFill = If(ThisItem.IsSelected,LightBlue)**

1. **Select DeviceGallery**
2. **Set Items = Filter(Devices, ManufacturerID = ManufacturerGallery.Selected.ManufacturerID)**

1. **Click on SubTitle1 under DeviceGallery**
2. **Set Text = ThisItem.Price**
3. **(optionally) Set Text = Text(ThisItem.Price,"$##,###.00")**

Save – Give this app a name like YOUR_INITIALS – Device Ordering App

LAB 1 (Continued) – Collections (Introduction to Collections)

1. **Click on a DeviceGallery Item (in the white space)**
2. **+ Add (LHS) a Check box (this will be under input)**
3. **Move under price**
4. **Set Text = "Compare"**
5. **Action > On check = Collect(CompareList,ThisItem)**
6. **Action > On uncheck = Remove(CompareList,ThisItem)**
7. **Default = ThisItem in CompareList**

Save & Hold ALT to Preview/Interact with checkboxes

Select some items.
Then go to View >Collections

LAB 2 – Compare Screen (Creating Navigation)

1 Click on **Home>New Screen** (top left) > **Blank**
2 Rename *Screen1* to *CompareScreen*
3 Copy **HeaderGrp** from **HomeScreen** (this has header and user labels)
4 Paste to **CompareScreen**
5 Set **Align** to **Align Top**

1 Goto **HomeScreen**
2 **Add Component (LHS)** > **Button** (or from Insert menu at top)
3 **Move Button to bottom Right hand corner**
4 Rename **Button1** to *CompareBtn*
5 Set **Text** = "Compare " & CountRows(CompareList) & " item(s)" (you might have to expand the button to see all the text)
6 Set **DisplayMode** = **If(CountRows(CompareList) > 0, DisplayMode.Edit, DisplayMode.Disabled)**

PREVIEW

1 **Copy** the **compareBtn**
2 **Paste** to the left
3 **Rename to** **ClearBtn**
4 Set **Text** = "Clear selection"
5 Set **OnSelect** = **Clear(CompareList)**

PREVIEW
1 Select **CompareBtn**
2 Set **Navigate** (in Action menu) to **CompareScreen** and **ScreenTransition.None**

PREVIEW (From HomeScreen, and make sure we have around 3 items selected)
1 Copy **DeviceGallery** from **MainScreen**
2 Paste to **CompareScreen**
3 **Reposition to the left and make it about half the size of the screen**
4 Rename **DeviceGallery_1** to **CompareListGallery**
5 Set **Items** = **CompareList**
6 **Delete** the **Checkbox**
7 Set **TemplateFill** = **If(ThisItem.IsSelected, LightBlue)**
1 **Insert** > **Icons** > select the "Left" arrow icon
2 **Place in the top left hand corner**
3 Change **color** to **white**
4 Set **OnSelect** to **Back()**

PREVIEW (FROM HomeScreen)

LAB 3 – Connecting to CDS

LAB 3 – Connect to CDS (Connect to data source – CDS)

1. On CompareScreen again
2. Insert > Forms > Edit
3. Move to the Right, and make it about half the size of screen.
4. Change Data Source (in properties) from *None* to Entities > Device Orders
5. Change Columns from 3 to 1
6. Click Edit Fields
   - (remove Created On, Approval Status, Estimated Ship Date, Status)
   - (+ Add fields Approver, Comments, Requested By, Request Date)

1. Click on CompareScreen
2. Set OnVisible = NewForm(Form1)

1. Expand Form1 (it's the down arrow next to Form1 on lhs navigation)
2. Select Device_Name_DataCard1 > Advanced (on right hand properties tab)
3. Click Unlock to Change properties
4. Click More Options on Data area
5. Set Default = CompareListGallery.Selected.ManufacturerName & " - " & CompareListGallery.Selected.Title
6. Click More Options on Design area
7. Set DisplayMode = DisplayMode.View

1. Select Price_DataCard > Advanced
2. Click Unlock
3. Set Default = CompareListGallery.Selected.Price
4. Set DisplayMode = DisplayMode.View

1. Select Data Sources (icon on the left – that looks like a cylinder)
2. Connectors > Office 365 Users > Office 365 Users
3. Select Approver_DataCard
4. Advanced > Unlock again
5. Set Default = User().Email

1. Select Requested_By_DataCard
2. Advanced > Unlock
3. Default = User().Email
4. DisplayMode = DisplayMode.View

1. Select Request Date_DataCard
2. Advanced > Unlock
3. Default = Today()
4. Set Visible = false

1. Select HomeScreen
2. Copy *CompareBtn*
3. Paste to CompareScreen & re-position to bottom right
4. Rename CompareBtn_1 to SubmitBtn

5   Set **Text** = **"Submit device request"**
6   Set **DisplayMode** = **If(!IsBlank(CompareListGallery.Selected), DisplayMode.Edit, DisplayMode.Disabled)**
7   Set **Action** > **OnSelect** = **SubmitForm(Form1)**

PREVIEW (From HomeScreen) – submit a record

LAB 4 – Power Automate

LAB 4 – Power Automate (Create automation flow)

1 Goto make.powerapps.com
2 Click on Flows (LHS navigation)
3 Click on + New > Automated from Blank
   (if you are asked to choose your region, just select Australia and Get Started)
4 Set Flow Name = New device approval request
5 Set Choose your flow's trigger = When a record is created
6 Click Create

1 Set Environment = (Current)
2 Set Entity = Device Orders
3 Set Scope = Organization
4 Click + New Step

1 Search for "Start and wait for an approval" > select it
2 Set Approval type = Approve/Reject – First to respond
3 Set Title = New device request for {Select Parameter: Device Name}
4 Set Assigned to = {Select Parameter: Approver} (may need to click Add Dynamic
   Content > see more to see)
5 Set Details = A new device has been requested {Select Parameter: Device Name} for $
   {Select Parameter: Price}. {Select Parameter: Comments}
6 Set Requestor = {Select Parameter: Requested By} (may need to click Show advanced
   options to see Requestor)

SAVE

1 Click + New Step
2 Search for "Condition" select Condition
3 Set Choose a value (LHS) = {Select Parameter: Outcome}
4 Set Choose a value (RHS) = Approve (this is not a parameter, just plain text)

1 Within If Yes
2 Click Add an action
3 Search for "Update a record" select it
4 Set Environment = (Current)
5 Set Entity Name = Device Orders
6 Set Record Identifier = {Select Parameter: Device Order}
7 Click "Show advanced options"
8 Set Approval Status Value = Approve
9 Set Approved Date = {click Add Dynamic Content > Expression tab > type *utcNow()* >
   OK}

1 Scroll down and Add an Action
2 Search for "Send an email (v2) – Office 365 Outlook"

3 Set **To** = {Select Parameter: **Requested By**} **(again under Add dynamic content)**

4 Set **Subject** = **Your device order has been approved.**

5 Set **Body** = {Select Parameter: **Comments**}

SAVE & DEMO TIME