

NB There are two active tenants for this demo:

- auguk.onmicrosoft.com and
- augukdemo.onmicrosoft.com

You can use either or both of them. Or create your own as below

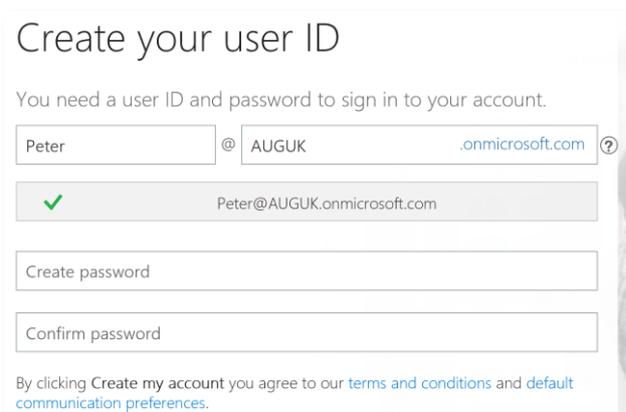
Create your trial Office 365 tenant (or use the ones I have already created and setup for you)

Go to www.office.com and log out of your tenant. **Following advice from Tim – you should try using Firefox and Mozilla’s Multi-Account Containers to avoid the problems I had on the day. If you enable non-tracking third party cookies, and use a FireFox container for this account you should see far fewer or even no authentication errors.**

Go here: <https://products.office.com/en-gb/business/office-365-enterprise-e3-business-software> and click on Free trial

fill in your details

Setup the tenant



Create your user ID

You need a user ID and password to sign in to your account.

Peter @ AUGUK .onmicrosoft.com ?

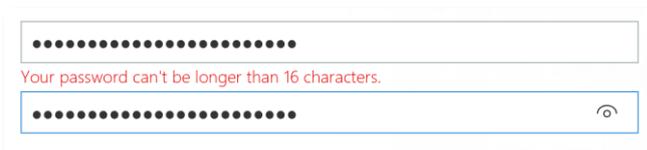
✓ Peter@AUGUK.onmicrosoft.com

Create password

Confirm password

By clicking Create my account you agree to our [terms and conditions](#) and [default communication preferences](#).

Note their great security (I use passwords of 25 or more these days – if you don’t, I recommend you head over to www.1password.com)



.....

Your password can't be longer than 16 characters.

.....

And again



.....

Your password cannot contain a space or the following characters: < >

.....

Prove. You're. Not. A. Robot.

Text me Call me

(+44) Phone number

We don't save this phone number or use it for any other purpose.

Text me →

Prove. You're. Not. A. Robot.

Enter your verification code

This is required.

Didn't get it or need a new code? Try again

Next →

Save this info. You'll need it later.

Sign-in page
<https://portal.office.com/>

Your user ID
Peter@AUGUK.onmicrosoft.com

And so, it goes away and creates the demo tenant

Wait for:

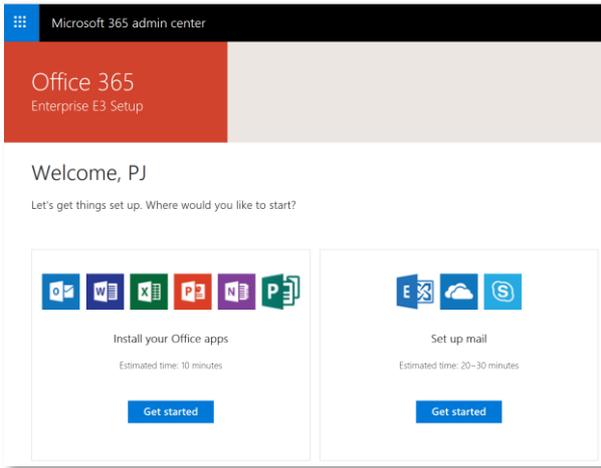
Save this info. You'll need it later.

Sign-in page
<https://portal.office.com/>

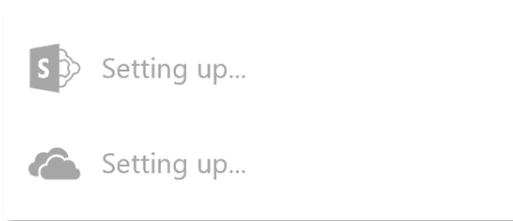
Your user ID
Peter@AUGUK.onmicrosoft.com

Start Setup →

Then the admin console will launch. In my case it took some time



If you click on the menu icon top left (the noughts and crosses board), then some apps will be:



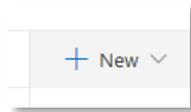
Still setting up.

Once SharePoint is ready to go

Goto SharePoint

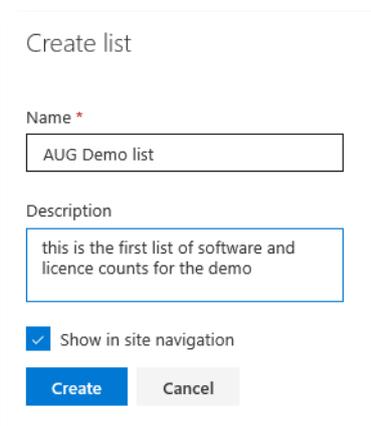
Click on the gear icon, top right, select site contents

On the new screen, click on new

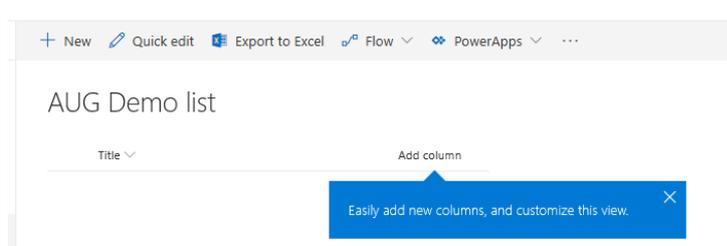


Select List

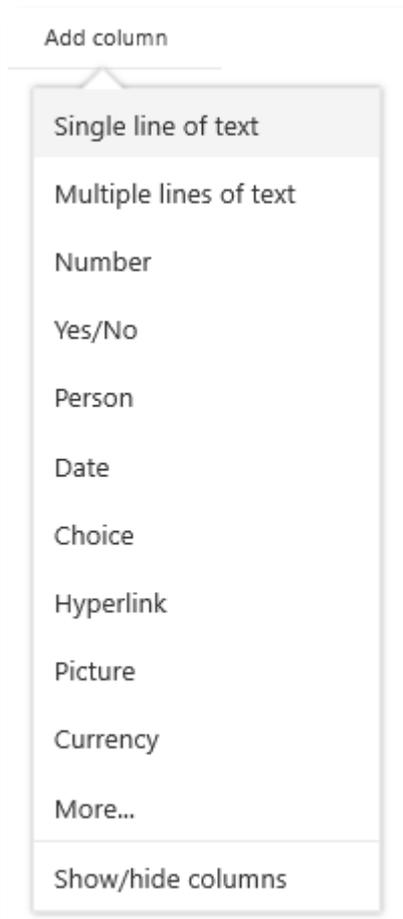
Fill in the details

A screenshot of the 'Create list' dialog box in SharePoint. It has a title 'Create list'. Below it is a 'Name' field with the text 'AUG Demo list'. Below that is a 'Description' field with the text 'this is the first list of software and licence counts for the demo'. There is a checkbox labeled 'Show in site navigation' which is checked. At the bottom are two buttons: 'Create' and 'Cancel'.

Click create and wait for a barren desert to appear on your screen.



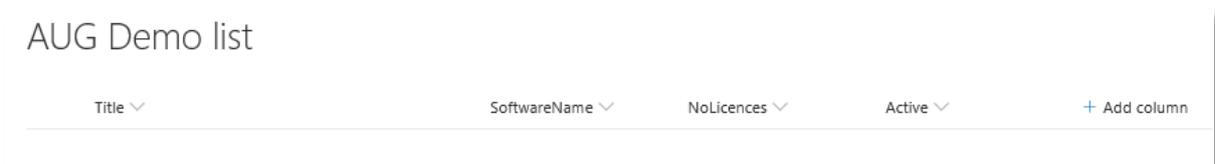
So, click on add columns



And add the columns you want:

- SoftwareName – single line of text
- NoLicences – number (no decimal places)
- Active – Yes/No

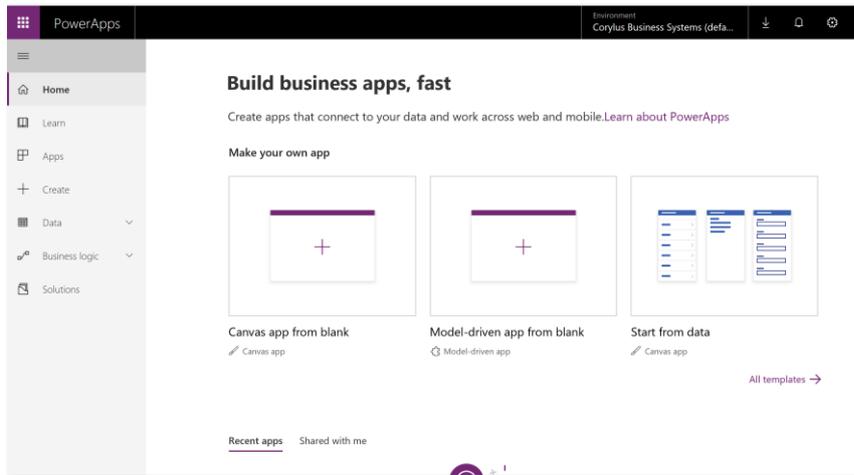
AUG Demo list



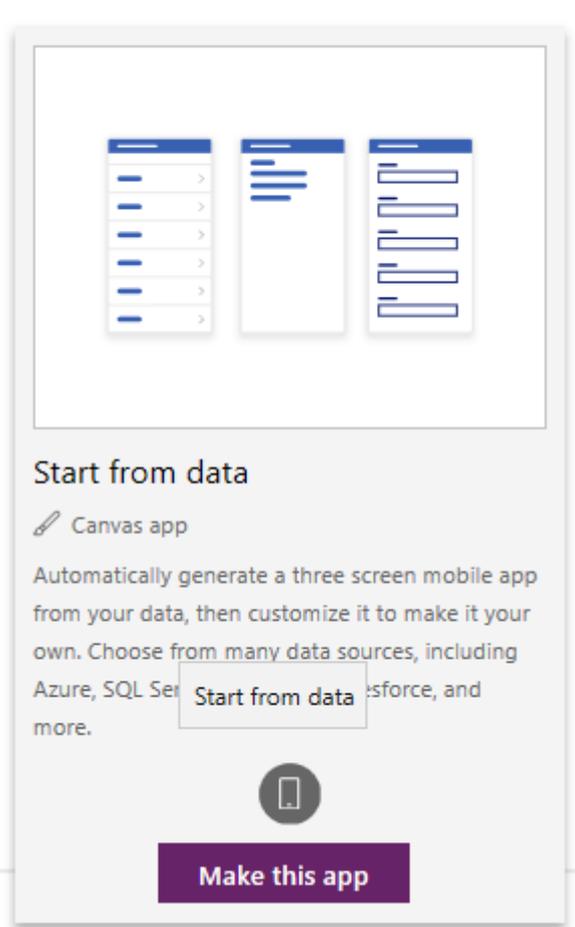
On the left-hand side, click on site contents, and grab the URL for that page when it comes up as we will need the URL for this page (it tells PowerApps what data lists are available). It is:

https://augukdemo.sharepoint.com/_layouts/15/viewlsts.aspx?view=14

Now open PowerApps



Hover over Click on start from data, and the click on make this app



But first time in you will get this

Hi PJ

Choose your country/region to get started

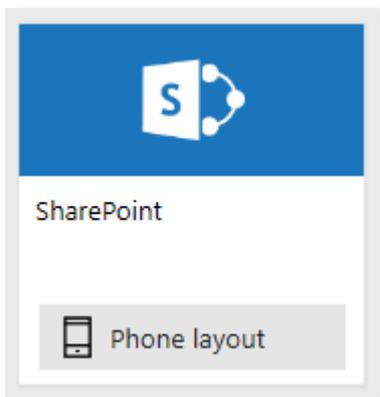
United Kingdom

Send me information about PowerApps updates and offers

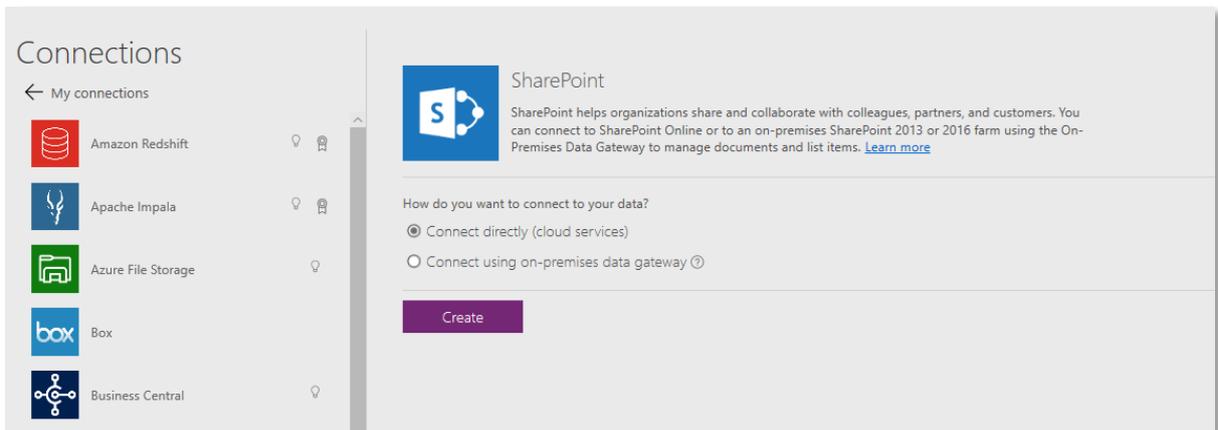
By choosing **Get started**, you agree to the PowerApps [terms of use](#) and Microsoft [privacy statement](#).

Get started

Now will see a list of data sources that you can use – I recommend having a look around now or later, but then select SharePoint phone layout



Note that some sources have Premium – this implies a further licence fee. The others are free within Office 365



Choose cloud - Connect directly, and then enter the URL for your SharePoint site contents, thus:

Connect to a SharePoint site

Enter the SharePoint URL for the location of your list. For example, <https://contoso.sharepoint.com/teams/marketing/partners/>
[Learn more](#)

Recent sites

You then get a list of the lists on SharePoint

← https://augukdemo.sharepoint.com/_layouts/15/viewlsts.aspx?view=14

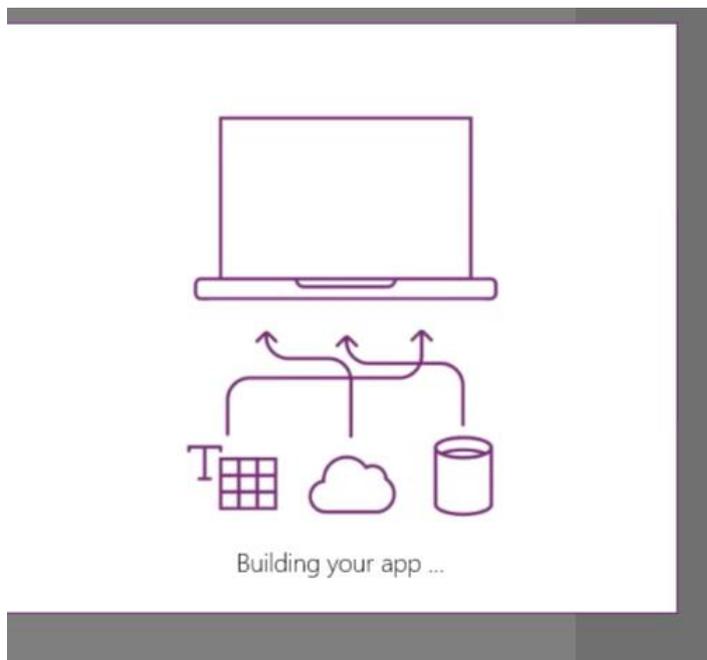
Choose a list



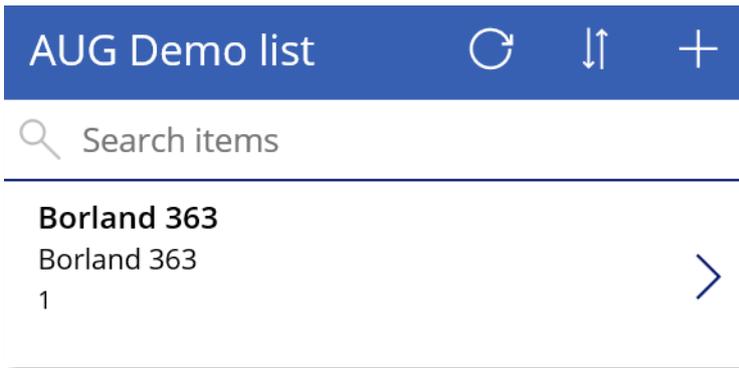
AUG Demo list



Select the one you want (AUG Demo list used hereon in) and click connect. Watch this for a bit

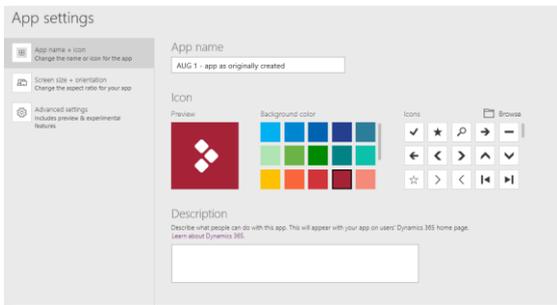


And then your app appears....



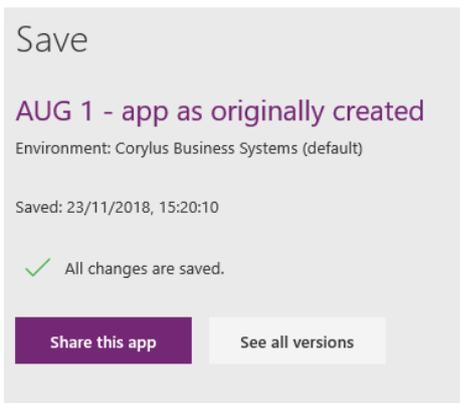
You can play around with the layout in the continuous form, run it, and so on.

Save the app (File menu) in three stage and complete this:



Then click Save on the left-hand menu, click the save button

Then Share the App



Note that by default you have it, you can share to the rest of the AUG UK group at the meeting by entering PowerApps Users here: and clicking Share.

Add people as Users and Co-owners to your app. Make sure your data connections have been shared with all users.

Enter a name, email address, or Everyone

Share Underground

Add people as Users and Co-owners to your app. Make su

Enter a name, email address, or Everyone

Shared with Sort by Name ▾

-  PJ Bryant
Owner
-  PowerApps Users
User ✕

You can now load the app in PowerApps on your phone, tablet or windows desktop.

So how about filtering by name of person who created it?

This is App2 in the demo accounts

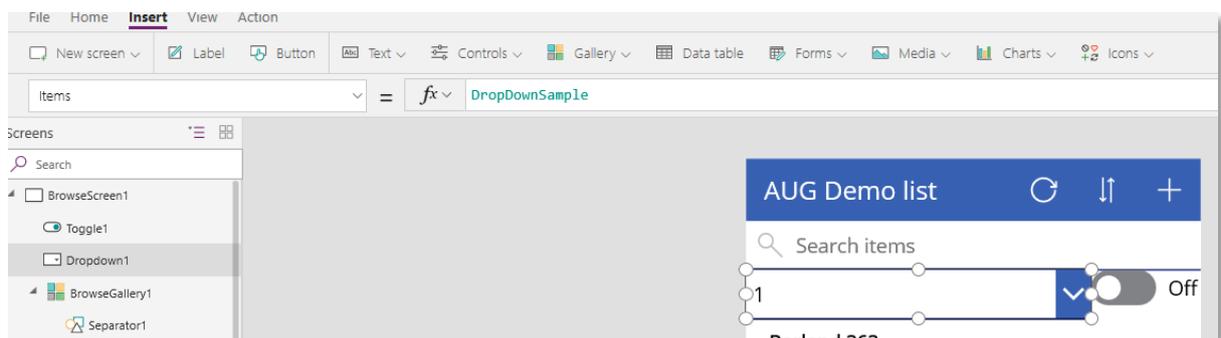
I have added a new column InsertedBy

In the BrowseScreen form insert 2 controls

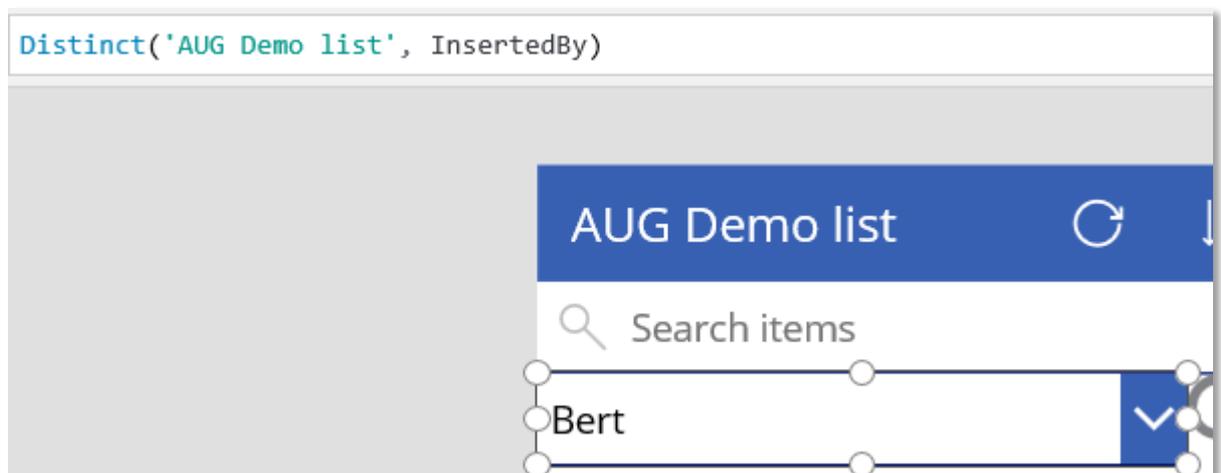
- Dropdown
- Toggle button

Dropdown

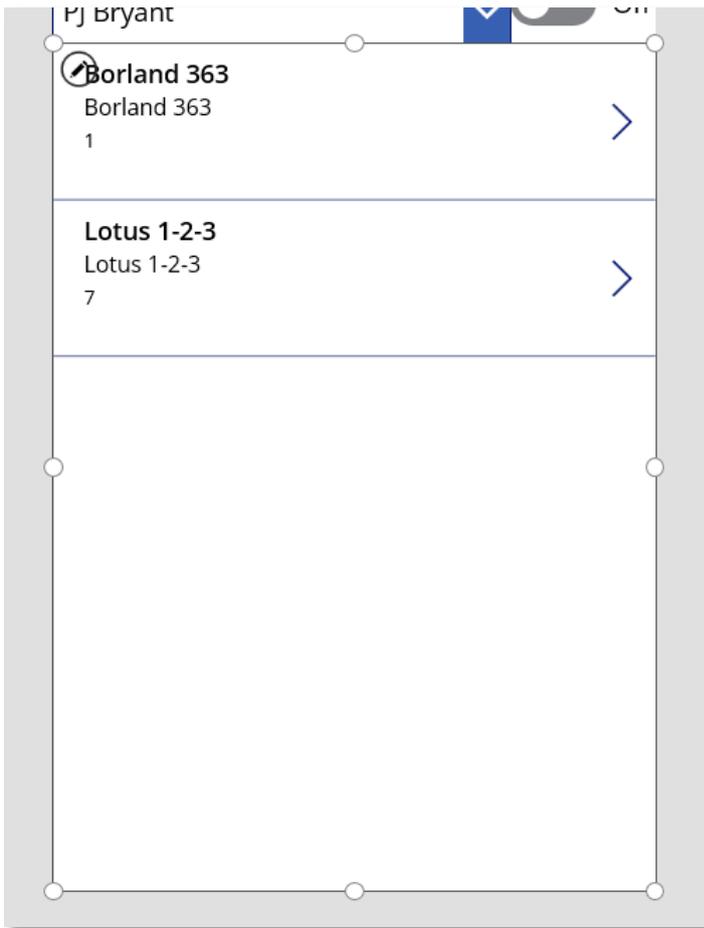
Change the Items from DropDownSample



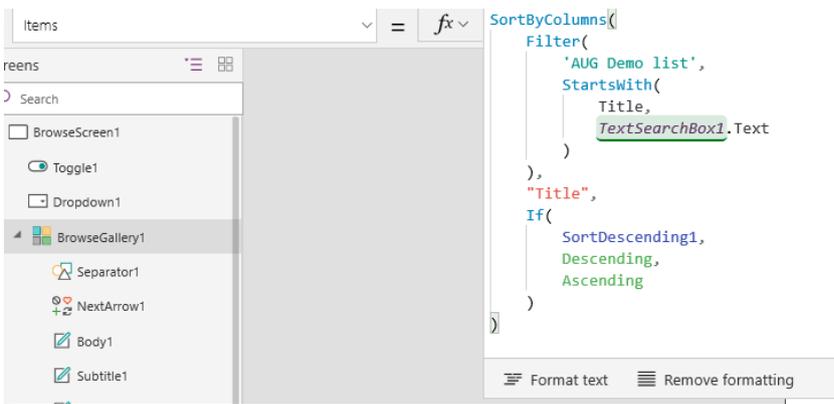
To



To make the selection effective, we need to change the record source for the form. Select the entire Gallery (the continuous form bit like so:



Which has items (record source to you and me!) of:



And change the source to:

```
SortByColumns(
  Filter(
    'AUG Demo List',
    'Inserted By' = Dropdown1.Selected.Value
  ),
  "Title",
  If(
```

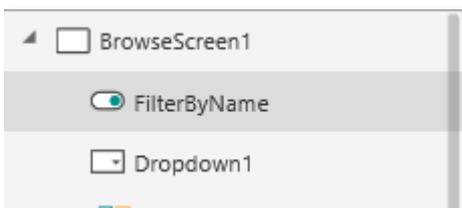
```
SortDescending1,  
Descending,  
Ascending  
)  
)
```

Thus:

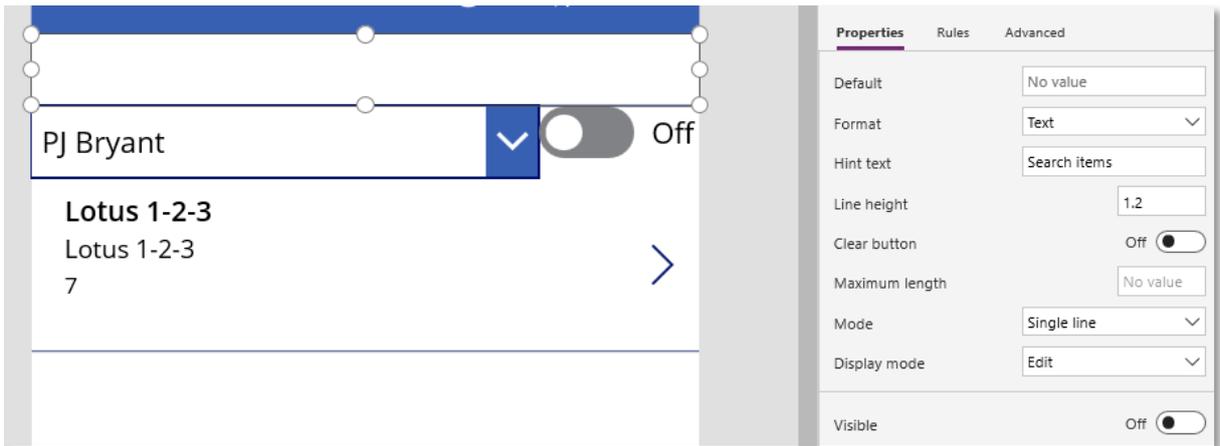
```
SortByColumns(  
    Filter(  
        'AUG Demo list',  
        InsertedBy = Dropdown1.Selected.Value  
    ),  
    "Title",  
    If(  
        SortDescending1,  
        Descending,  
        Ascending  
    )  
)
```

This list will now filter according to the selected item in the drop down.

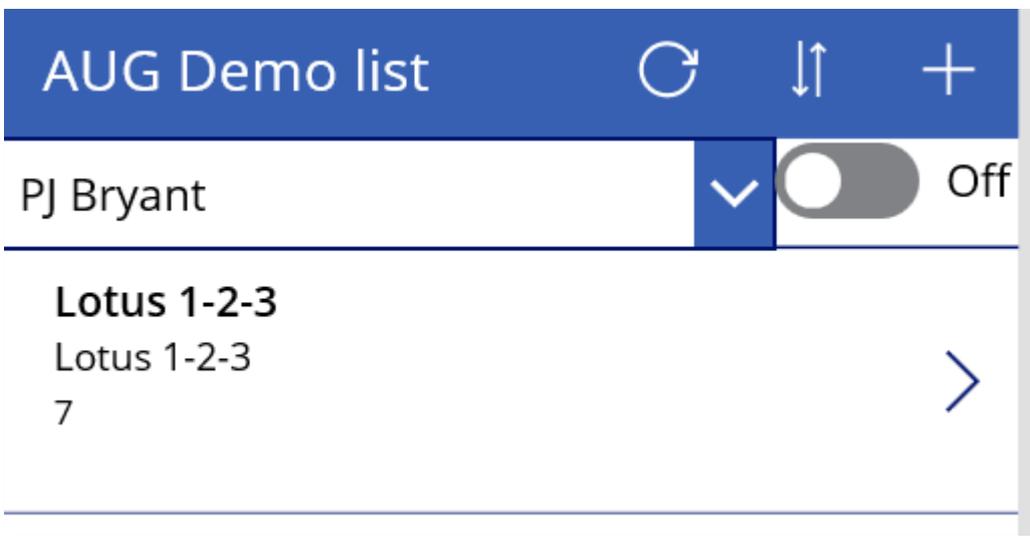
To make the filtering optional (by default it is on all the time) we need to use the toggle. Right click the toggle name and rename to FilterByName



(optionally) Hide the search stuff (the bar and the icon) at the top of the form as below – select the items and use the Visible toggle on the right of the screen grab. DON'T DELETE THE SEARCH STUFF – positioning algorithms for the objects on the form rely on their presence, just hide them and move the dropdown/toggle up



Once you have hidden and moved the stuff, you should have the top of the form like this:



Now change the recordsource for the form a second time to this:

```
SortByColumns(
  If(
    FilterByName.Value,
    Filter(
      'AUG Demo List',
      'Inserted By' = Dropdown1.Selected.Value
    ),
    'AUG Demo List'
  ),
  "Title",
  If(
    SortDescending1,
    Descending,
    Ascending
  )
)
```

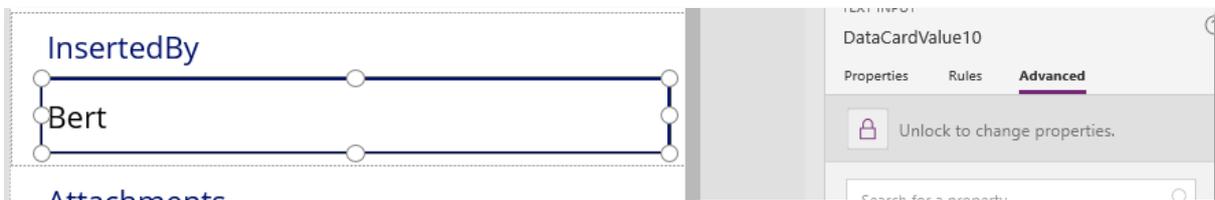
)
Or:

```
SortByColumns(  
  If(  
    FilterByName.Value,  
    Filter(  
      'AUG Demo list',  
      'InsertedBy' = Dropdown1.Selected.Value  
    ),  
    'AUG Demo list'  
  ),  
  "Title",  
  If(  
    SortDescending1,  
    Descending,  
    Ascending  
  )  
)
```

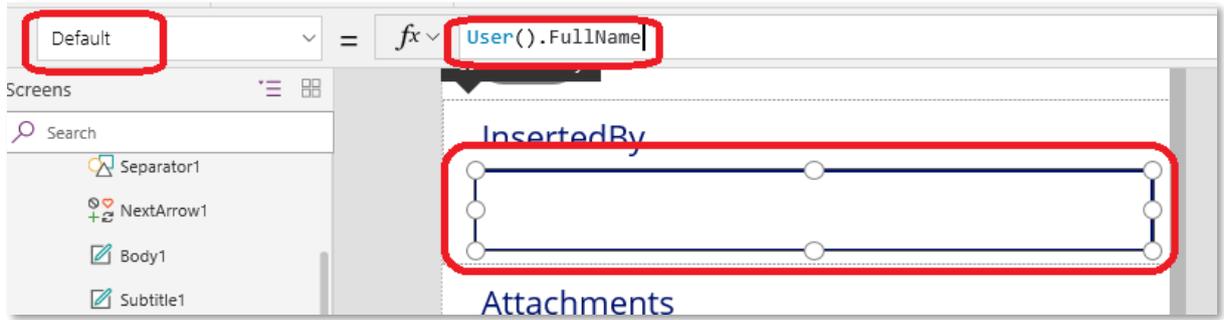
Finally make 2 more changes – default the drop down to the user running the system by



And in the edit screen, set insertedby to default to the user running the app. To do this, select the InsertedBy datacard and click on unlock on the right:



Then change the default value to the user name, thus:



File, save the app, publish and share, and you are good to go.

Bonus App

On the AUGUK.onmicrosoft.com tenant there is a third app – underground

This app is a read only one. It lists all the London underground stations, you can filter by part of the name (Road, Street, Z) and see quick filtering going on.

Bonus 2

Don't forget that you can connect your access apps to these SharePoint lists in a matter of seconds, to see how data changes in an instant manner, and can be controlled from Access, whilst users use PowerApps to process data.