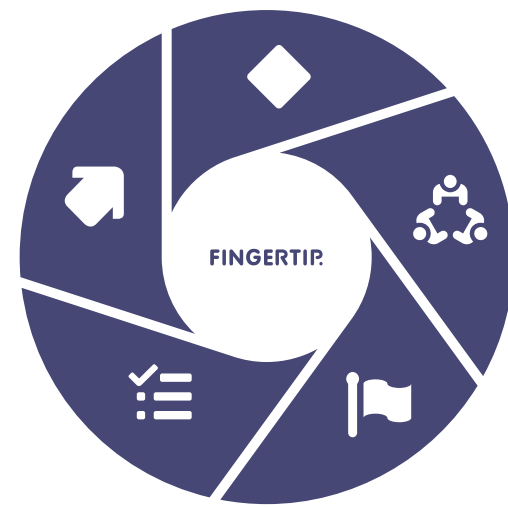


Fingertip for Microsoft Teams

# Administration & Deployment Guide

2022-03-24 v3.2

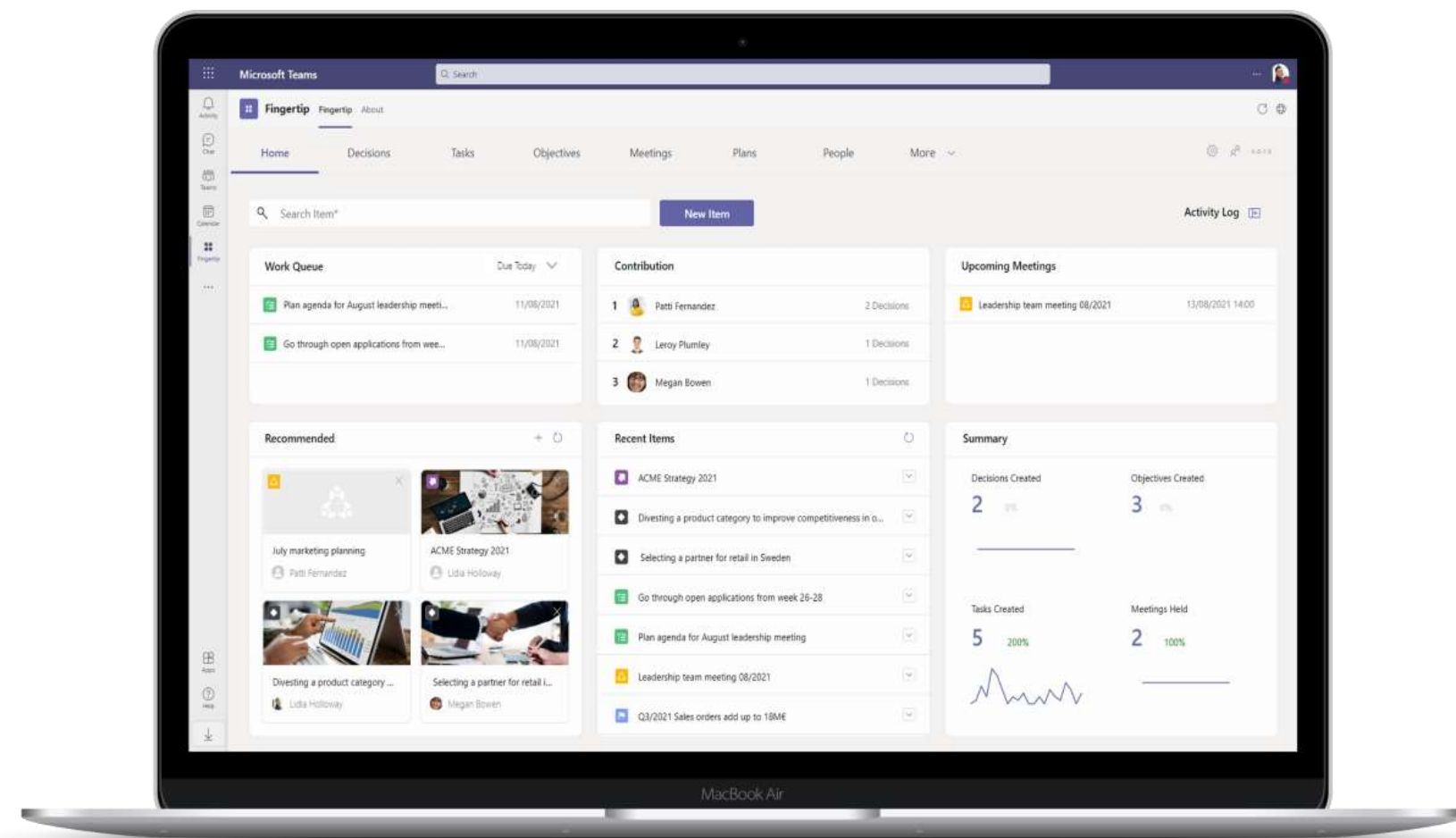
# Fingertip Administration & Deployment Guide - Introduction



- This administration and deployment guide will coach you everything you need to know about Fingertip for Teams administration and deployment.

- Please follow this guide to successfully deploy and manage Fingertip Teams in your organization.

- Find the table of contents of this guide in the next page.



# Table of Contents

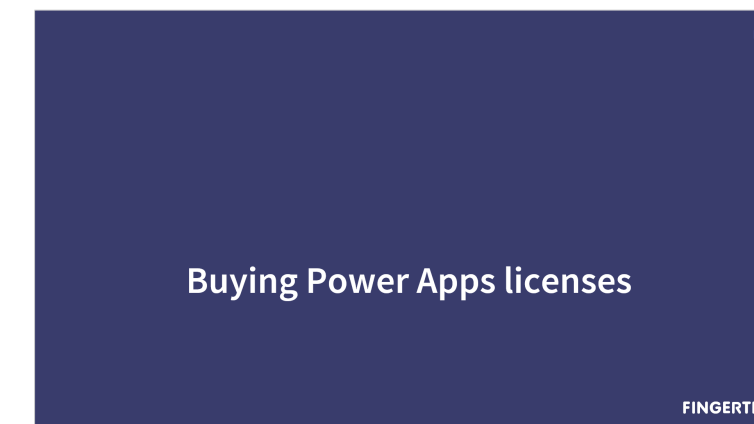
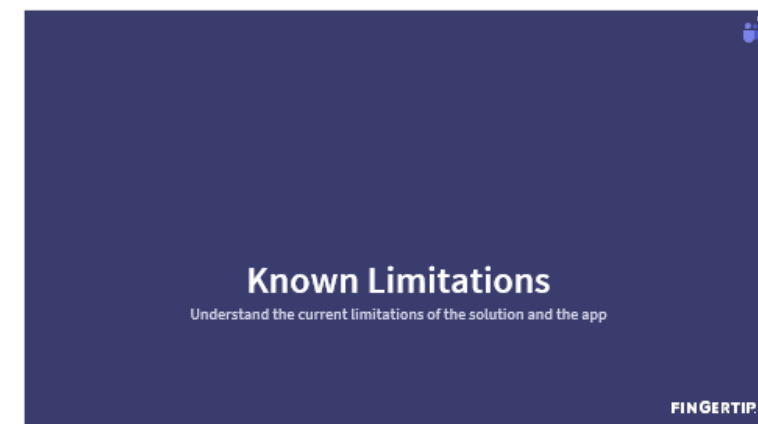
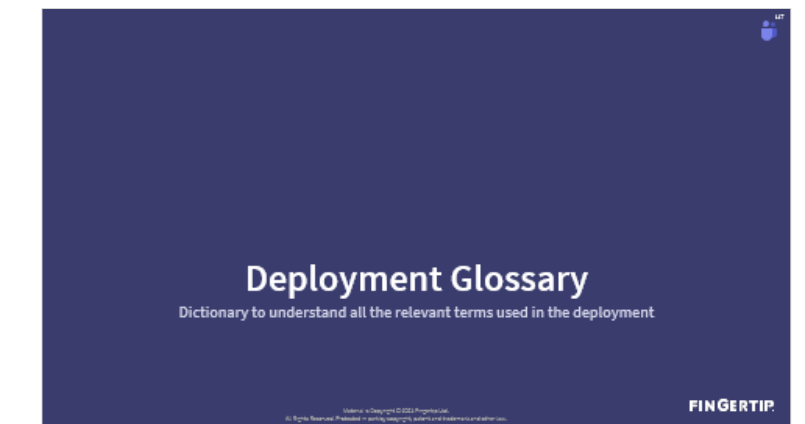
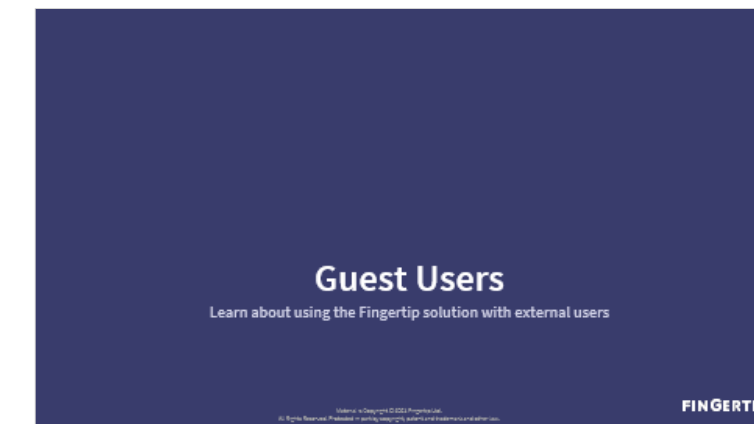
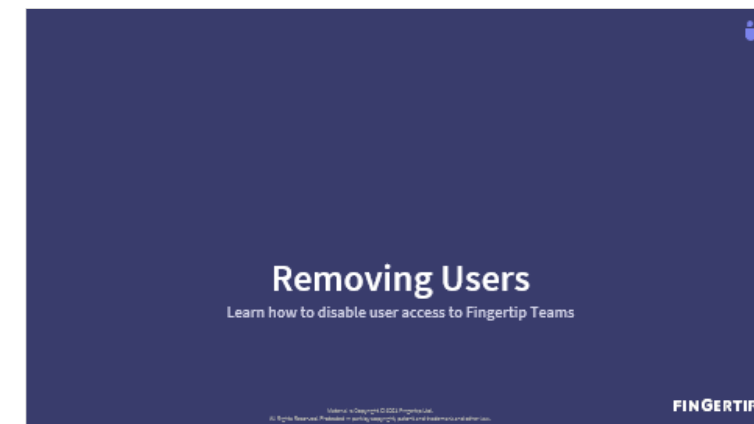
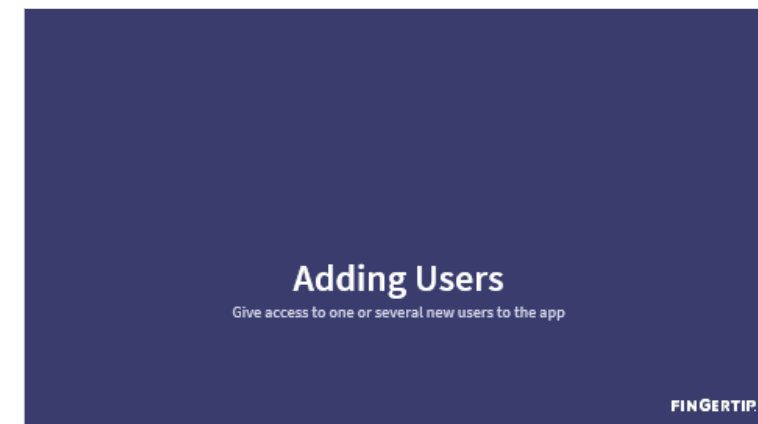
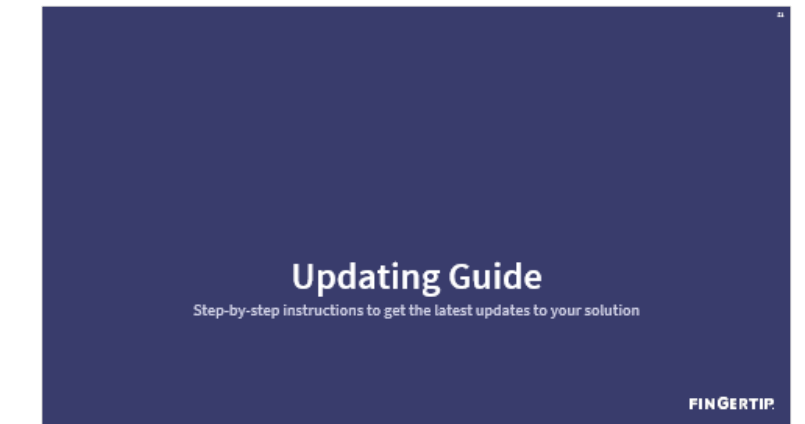
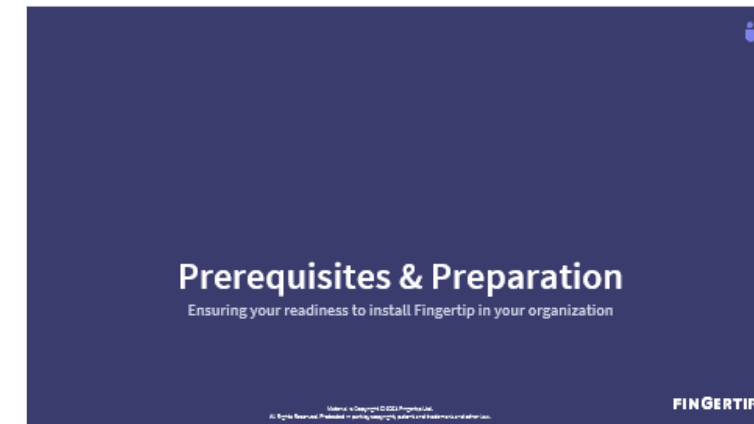
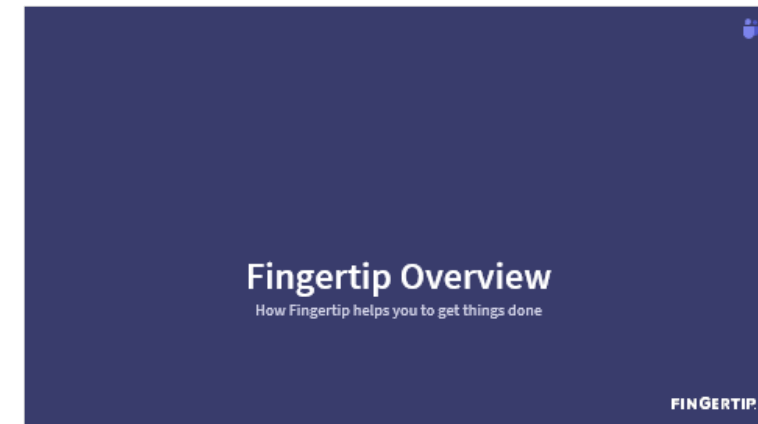
Hello there! I'm Andy, a certified Microsoft Teams engineer.

Here you can find the table of contents of the administration and deployment guide. I will guide you through and we'll see each other many times during the guide!

Click one of the 9 areas that the guide consists of and let's get going!



**Andy**  
*Teams Engineer*  
*Fingertip*



# Fingertip Overview

How Fingertip helps you to get things done





Reach your objectives

Fingertip is the  
**Easy way to Lead**  
in Microsoft Teams

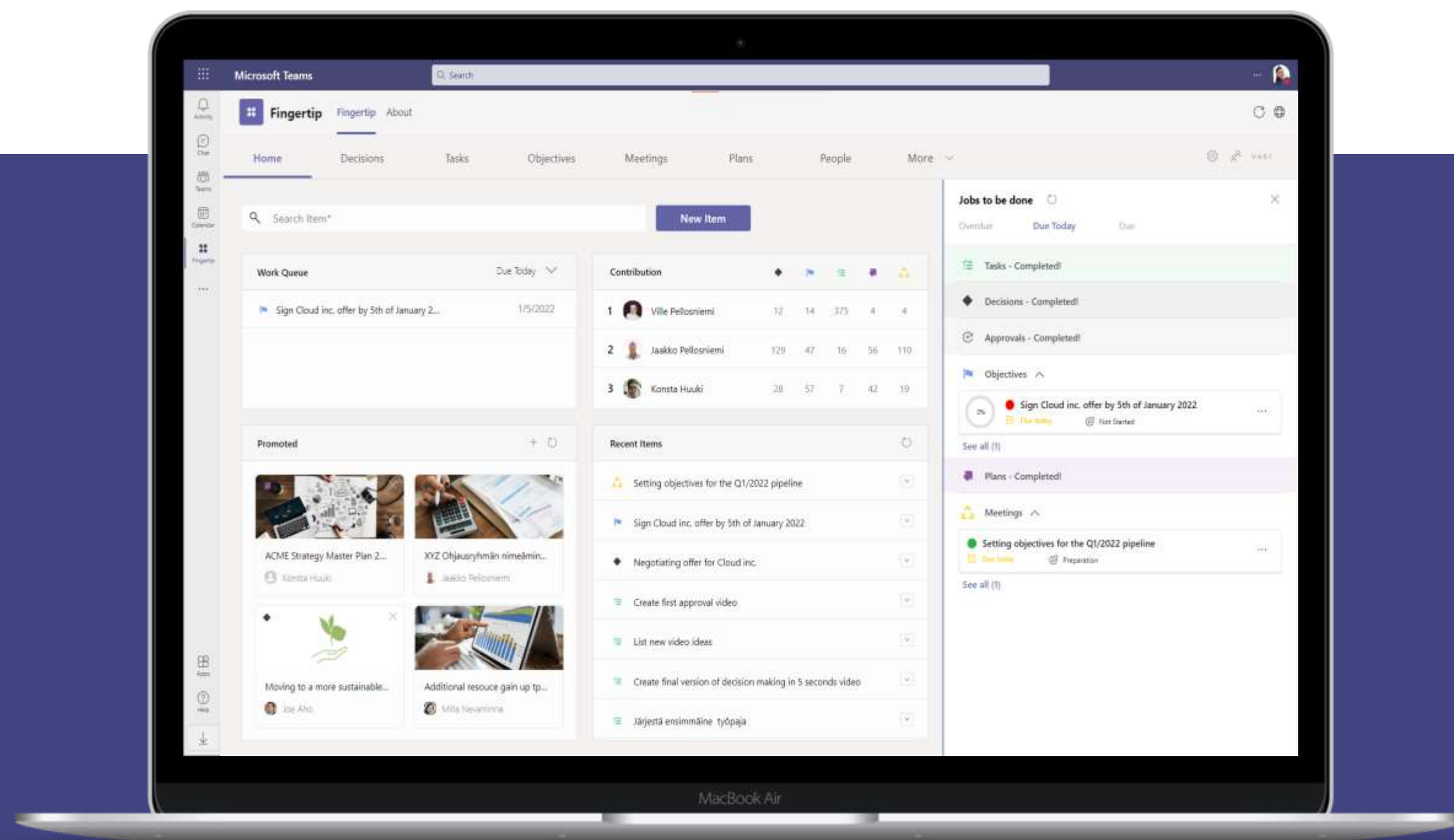
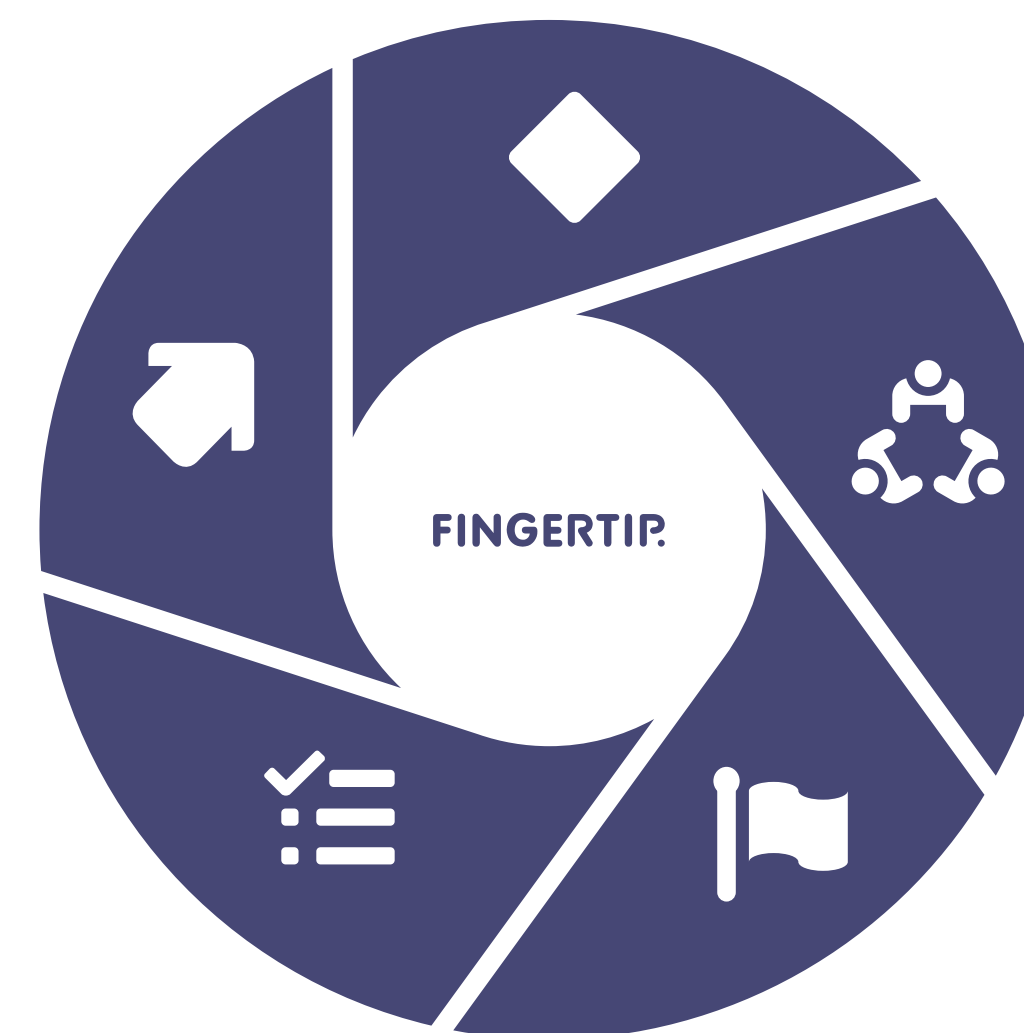
Sustainable – Documented – Transparent





# **Fingertip Teams** **Easy way to Lead**

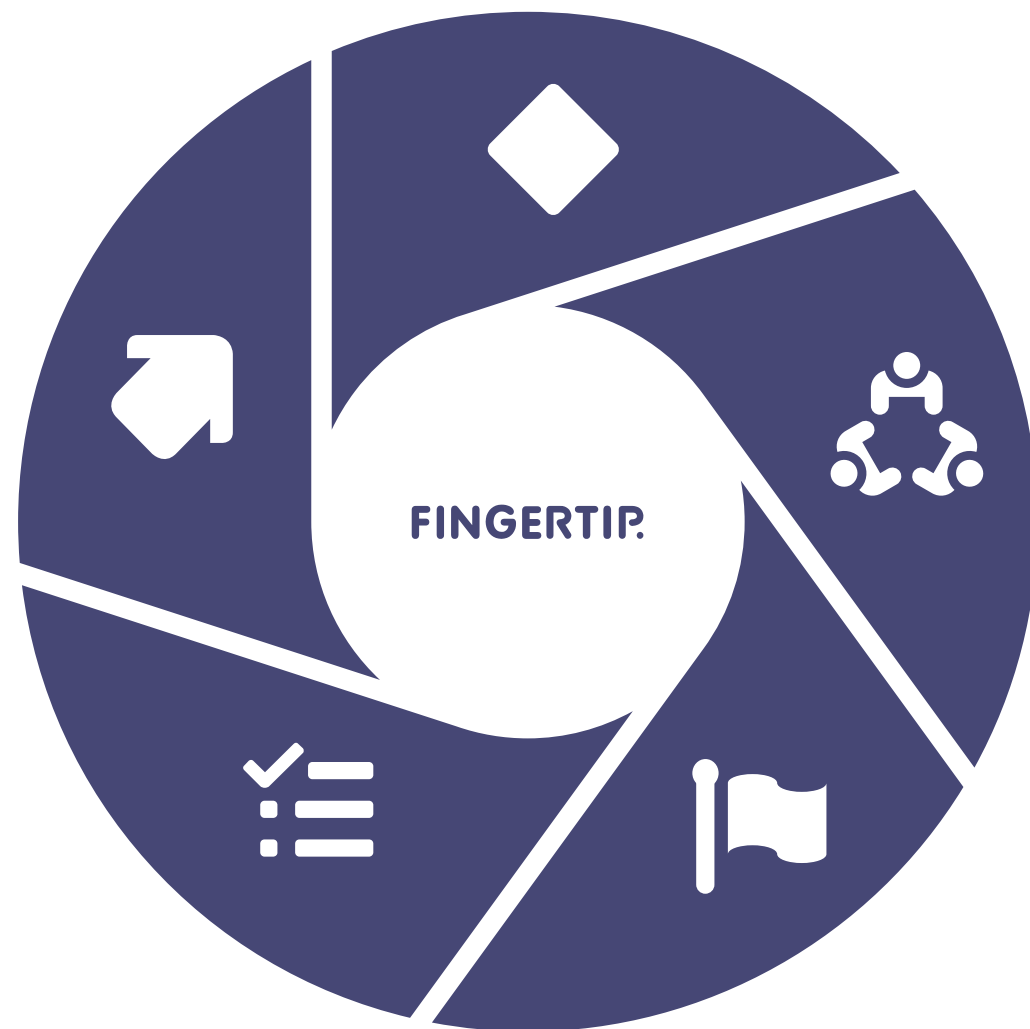
Coordinate, manage, decide, track, plan, align, collaborate, and set objectives... in one place.



## Microsoft Teams **Hub for Teamwork**

Meet, chat, call, simple tasks, and co-create with files in one place

# Modernize Leadership – Use Cases





### Decision making & Approvals

- Fast Approvals and Complex decisions
- Participation & Commitment
- Formulating stances and proposals
- Approving of decision and follow-up
- Decision log / ledger and archiving



### Meetings


- Preparation of the agenda
- Meeting invitation
- Background material and files
- Follow-up and activities
- Meeting evaluation





### Objectives

- Set goals and sub-goals
- Follow-up of objectives
- Divide objectives into tangible activities
- Assessment of success



### Planning

- Assignment and monitoring of tasks
- Project tracking
- Problem solving and Deviations
- Creating and coordinating contexts
- Portfolios

# Leader's Challenges

---

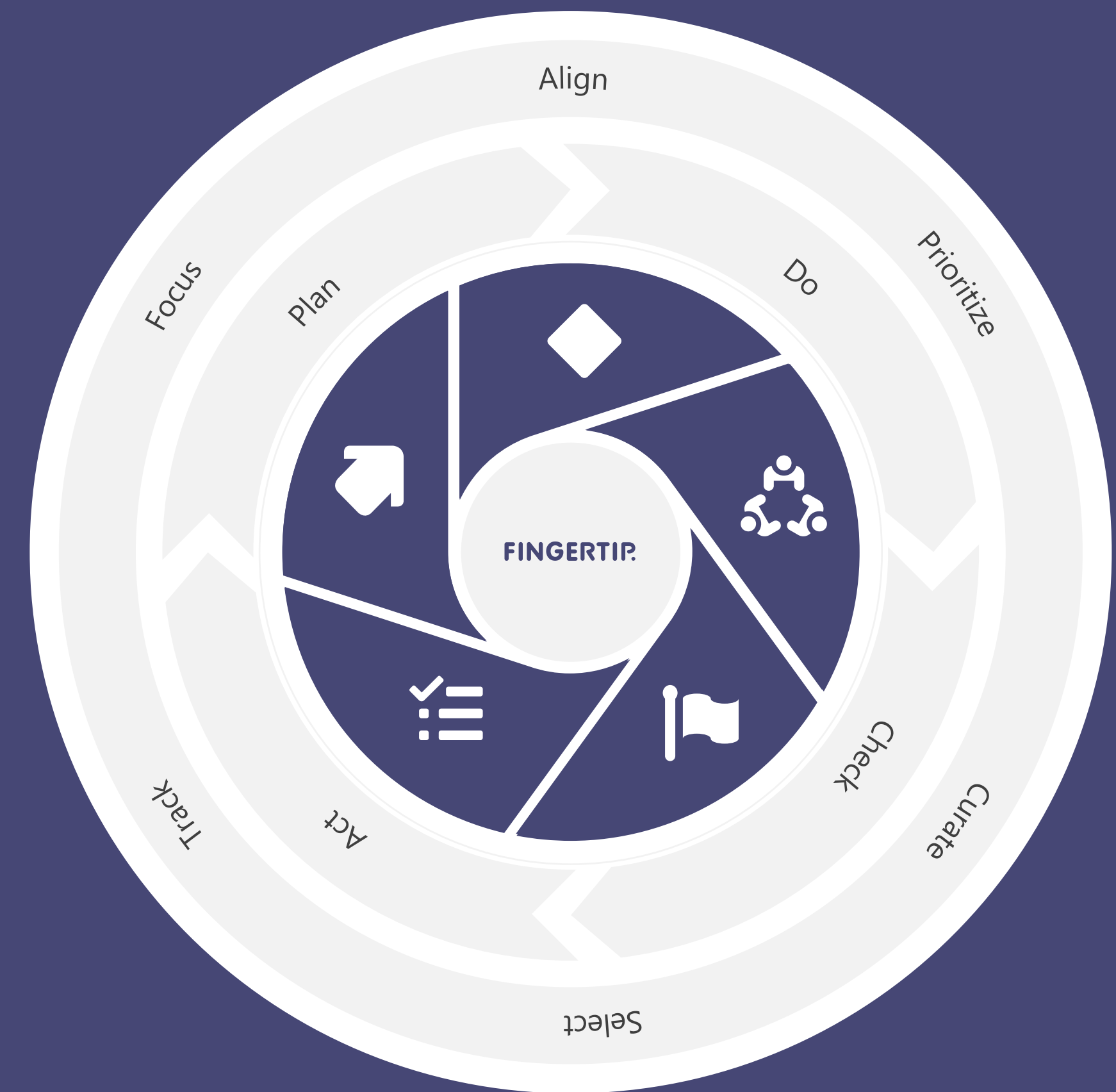
Most knowledge organizations struggle with long waiting times, while a lot of time is spent documenting and reporting.

Fingertip was designed from the ground up to provide leaders with an easy way to transparently lead entire organizations.

Decide together with great documentation, engage all employees in coordinating knowledge work, goals, and progress, and serve ecosystems using productivity and collaboration tools like no other.

# Fingertip's Flywheel

---



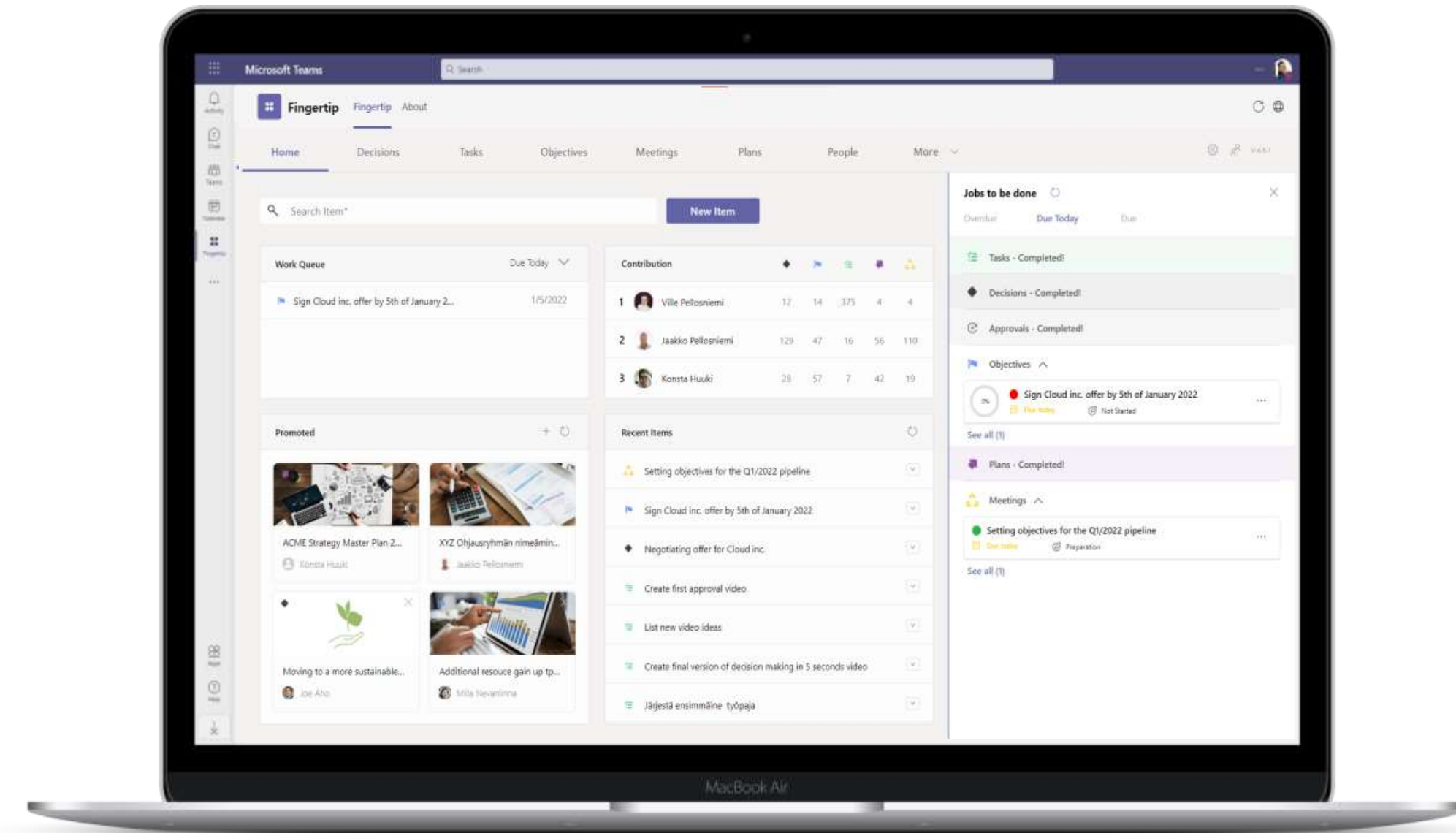
The value creating leadership system.



# Proof of Value in leading

## Become Efficient

- Faster decision making
- Time to Action reduced
- Time to Re-organization reduced
- Rapidly respond to volatile markets
- Cost of Adoption decreased
- Processes are resilient, compliant and in control
- Remote visibility of productivity
- Empowered organization with collective growth mindset
- Huge amount of data with insightful, analysis being the key differentiator



**Earn**  
**1 hour**  
/ day

**8×**  
Faster  
Clock  
Speed

**30%**  
Less overall  
Reporting

**22%**  
Cost Savings  
in decision  
making

**3×**  
Better  
Quality  
Decisions

**41%**  
Better likelihood  
to succeed in  
implementation

**FINGERTIP.**



Fingertip is a pioneer in leadership and work digitization from Finland.

Our mission is to help organizations reach their goals, and make and execute better decisions.

Working and leading anywhere, anytime is more agile, transparent, collaborative and constant.

We tie together leadership with operational decision making, planning, execution, and objective management in an intuitive digital experience.

Fingertip for Microsoft Teams is a brilliant tool for all Microsoft Teams users to more transparent digital leadership.





# Prerequisites & Preparation

Ensuring your readiness to install Fingertip in your organization



# Prerequisites & Preparation

- Certain prerequisites must be met prior the online deployment meeting to make the installation successful
  - Microsoft 365 tenant
  - Admin rights for administrator
  - Licenses to installer & Fingertip users
- Please ensure that your SharePoint's default language is English
- Find **ALL** the prerequisites in the [following slide](#) and make sure prior the online meeting that you have met the prerequisites

# Prerequisites

Learn how to assign user roles:

<https://www.microsoft.com/en-us/videoplayer/embed/RE1FOfO>

Learn how to buy and assign licenses:

<https://www.microsoft.com/en-us/videoplayer/embed/RE4KWvE>

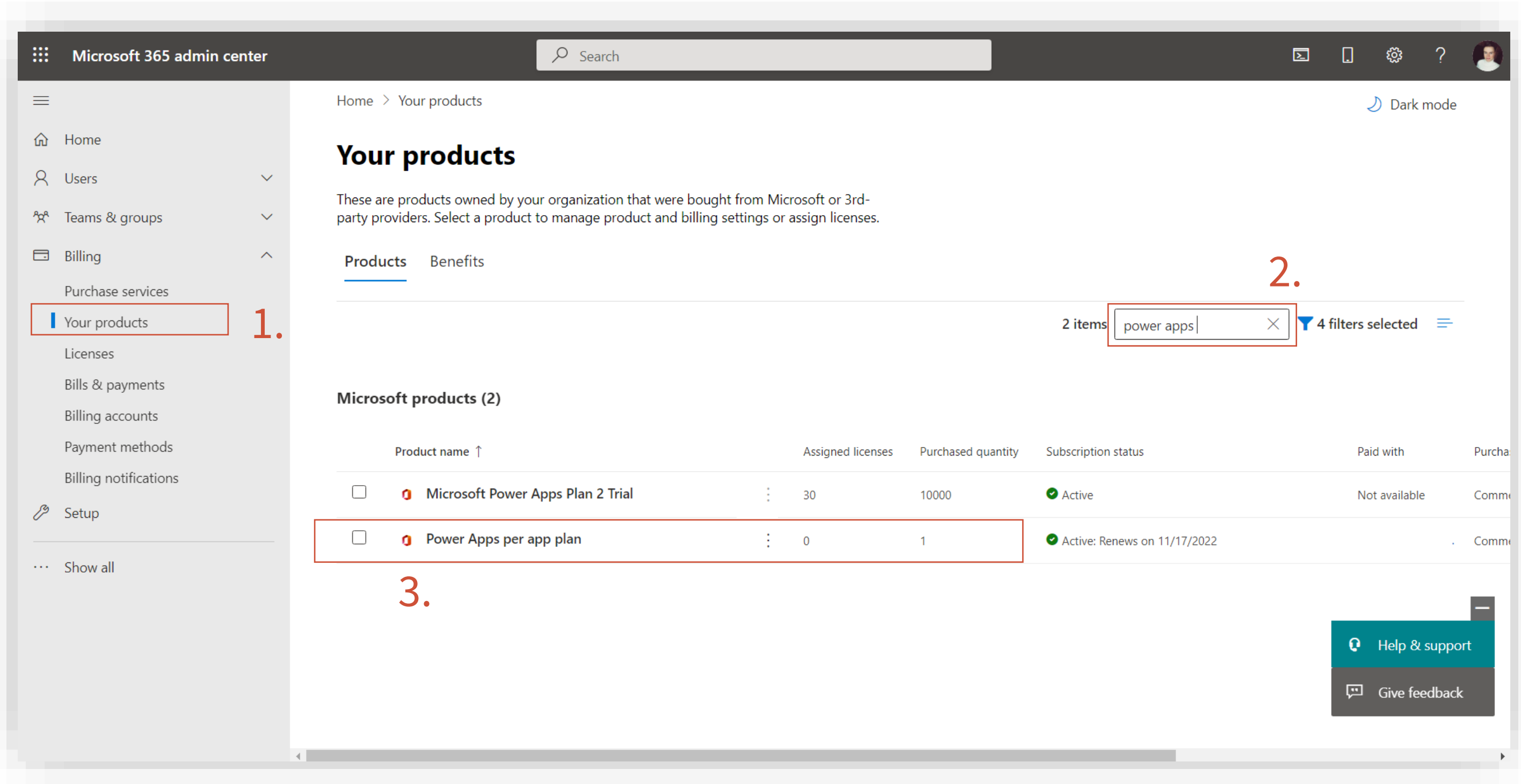
## IMPORTANT:

If the installer doesn't have the needed roles and permissions required, please contact your Microsoft system administrator prior the online meeting.

# Prerequisites needed for a successful installation of Fingertip Teams

- 01 You own a Microsoft 365 Teams tenant
- 02 You have administrator rights to [Microsoft Admin Portal](#)
- 03 You have administrator rights to [Teams Admin Portal](#)
- 04 You have administrator rights to [Power Platform Admin Center](#)
- 05 You have administrator rights to [SharePoint Admin Center](#)
- 06 You have global administrator rights to [Azure Portal and Active Directory](#)
- 07 Bought a **Power Apps per APP plan** and **Microsoft E3 / E5** license for every **Fingertip user**
- 08 Bought **Microsoft E3 / E5** license and **Power Apps per USER plan** for the **installer**

# Confirming a successful Power Apps license purchase (1/3)



Let's confirm that the capacity in your tenant has increased.

1. In the [Admin Portal](#), select “Your Products” from the left-hand-side navigation under “Billing”.
2. Type “Power Apps” in the search box on the right.
3. Make sure the license you bought exists in the list (Power Apps per app plan) and the purchased quantity is correct.

If you don't know how to buy licenses in your organization, contact your system administrator or [check out the following pages](#) of how to buy Power Apps licenses



# Confirming a successful Power Apps license purchase (2/3)

1.

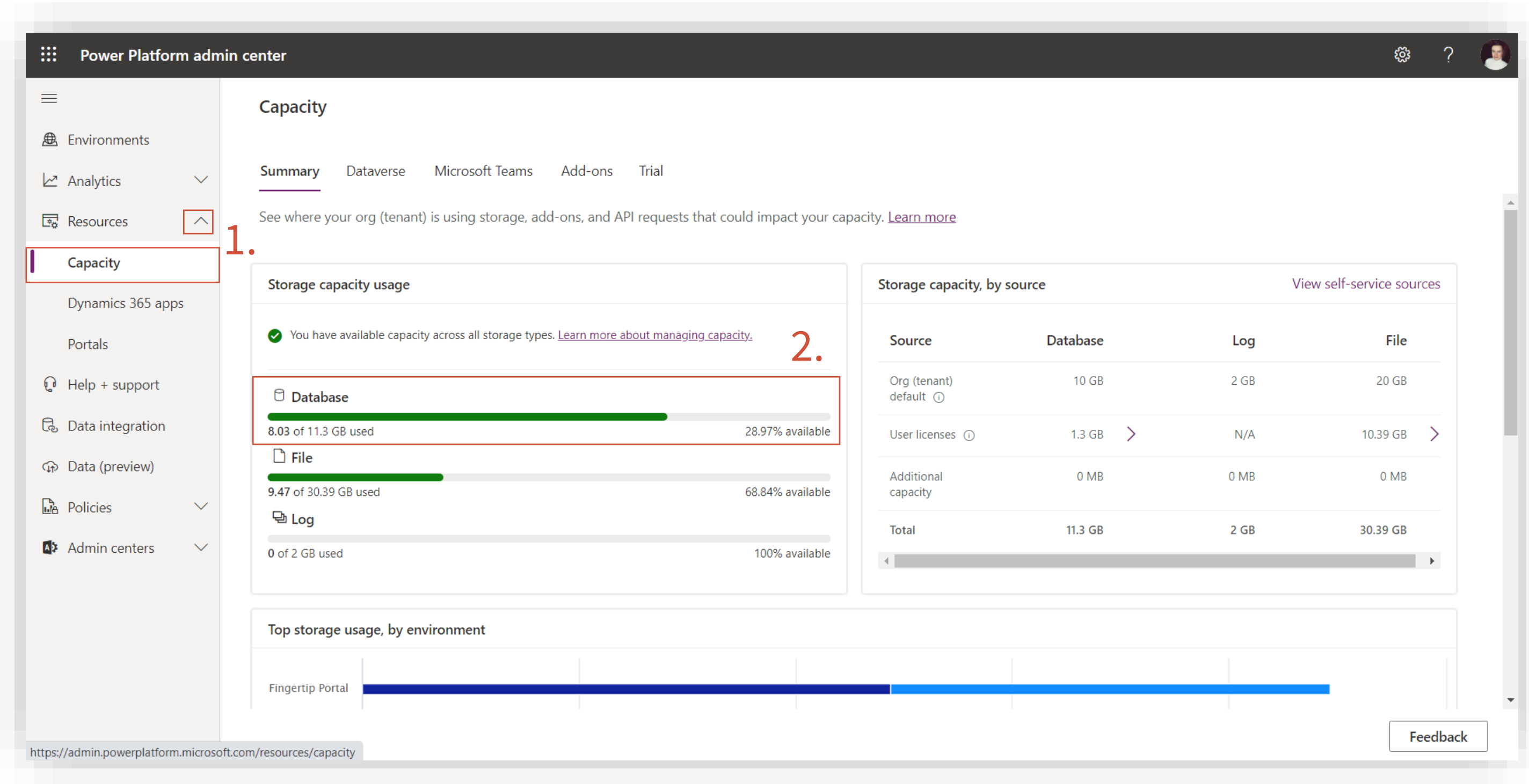
2.

Name	Modified	Owner
Fingertip	1 wk ago	Ville Pellosniemi
Solution Health Hub	1 mo ago	SYSTEM

Next, let's check that the capacity in your tenant has increased.

1. Go to <https://make.powerapps.com/> and log in with your admin's Microsoft credentials.
2. From the top right corner of the screen, click the cogwheel –icon.
3. Go to “Admin center”

# Confirming a successful Power Apps license purchase (3/3)



1. In the Admin Center, expand “Resources” in the left-side navigation and select “Capacity”.
2. Make sure your “Database” (squared in the screenshot) has more than 5GB of available capacity.

# Users, licenses and roles required for Fingertip

## Internal user – 1 month

- E3 license
- 1 available Power Apps per app license
- Co-owner access to Fingertip app
- Power Platform administrator role

## Guest user – 1 month

- 1 available Power Apps per app license
- User-access to Fingertip app
- Access to a Teams group where Fingertip has been installed





# Full Deployment Guide

Ensuring your organization's smooth start for the Fingertip journey

# Introduction

- Make sure you have completed the [prerequisites](#) to install Fingertip for Teams in your tenant.
- This Guide is the step-by-step process for **installing Fingertip for Teams application in your Microsoft Teams tenant.**
- The entire installation process takes around 45 minutes.
- The installation process will consist in 4 main parts:
  - Creating a new environment and database for your tenant
  - Installing the Fingertip solution
  - Giving permissions to the users
  - Adding the application inside Teams
- Use Chrome or Edge –browser with English language to deploy Fingertip in your organization.
- Please follow the step-by-step guide to succeed in your Fingertip journey.

## Deployment effort

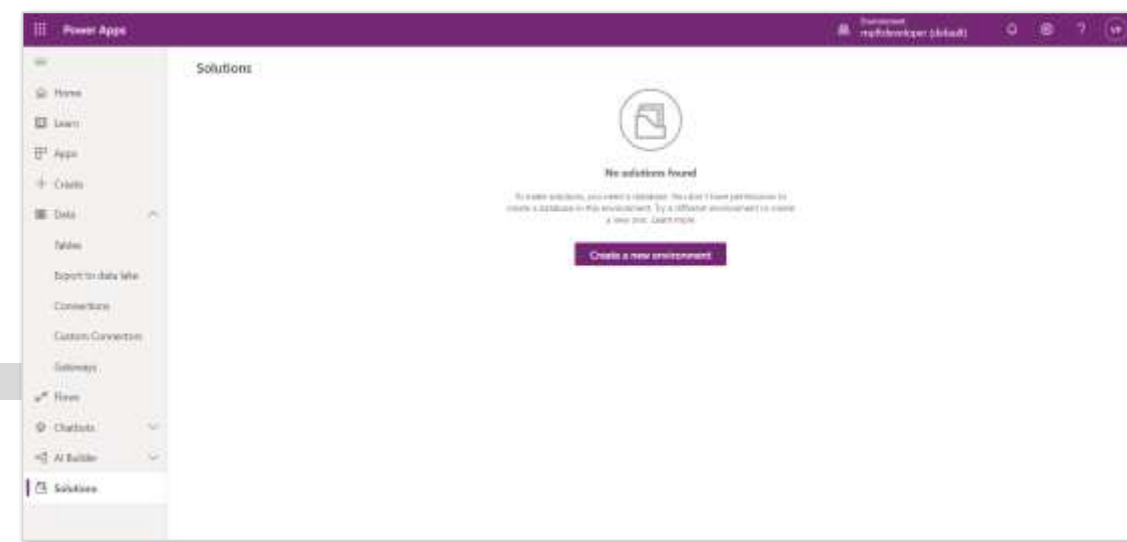
Participant(s)	1 – 2 Admins
Duration	45 min
Preparation	10 min
Difficulty	Medium
Prerequisites	
<ul style="list-style-type: none"> <li>• Microsoft 365 license E3, E5, for all Fingertip users</li> <li>• Microsoft Power Apps license for all end users</li> <li>• Admin access to Teams Admin Center</li> <li>• Fingertip licenses for all users</li> <li>• Fingertip ZIP file for installation</li> <li>• Fingertip Installation guide</li> </ul>	
Skills needed	
<ul style="list-style-type: none"> <li>• The Admin performing the Fingertip installation is in good hands.</li> <li>• The step-by-step installation guide will instruct the administrator to complete the initial installation in less than 45 minutes.</li> </ul>	

# The secure deployment of Fingertip in your Teams environment

The Fingertip solution resides in your Microsoft Teams tenant ensuring all data and users are secure and always under supervision of your Active Directory (AD).

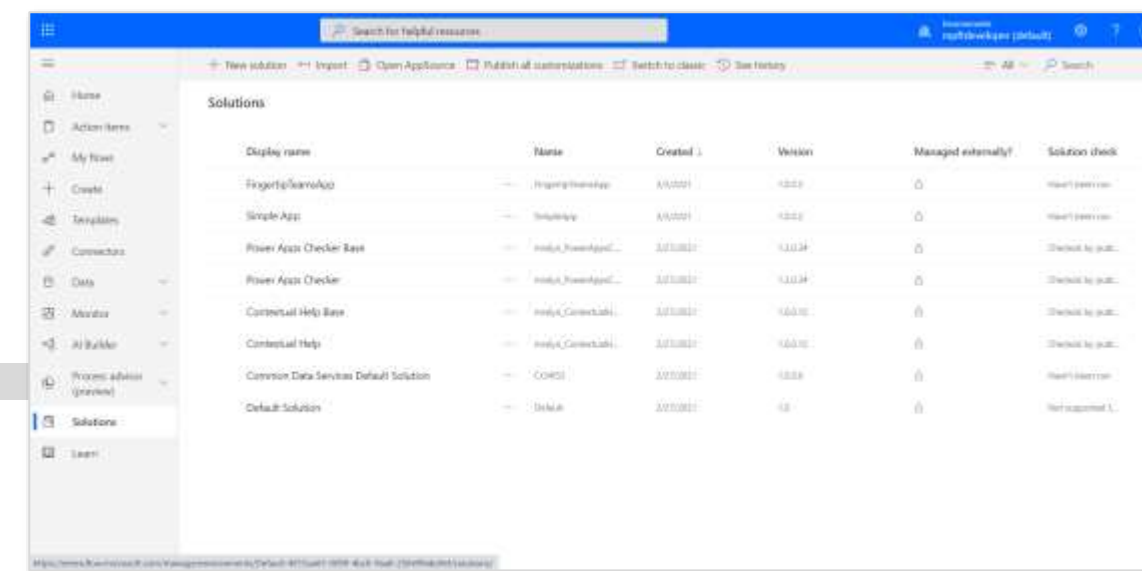


Start **1**



Create the Solution Environment for the Fingertip Teams App (by the administrator)

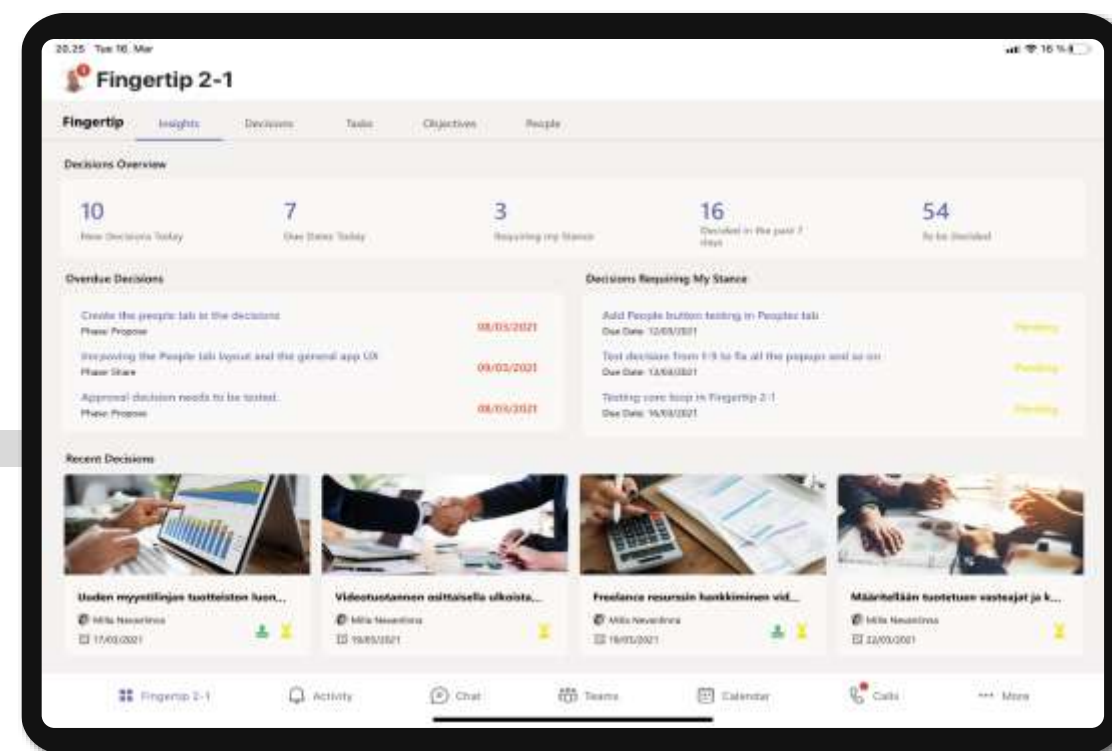
**2**



Import the Fingertip Solution ZIP file into your Teams environment.

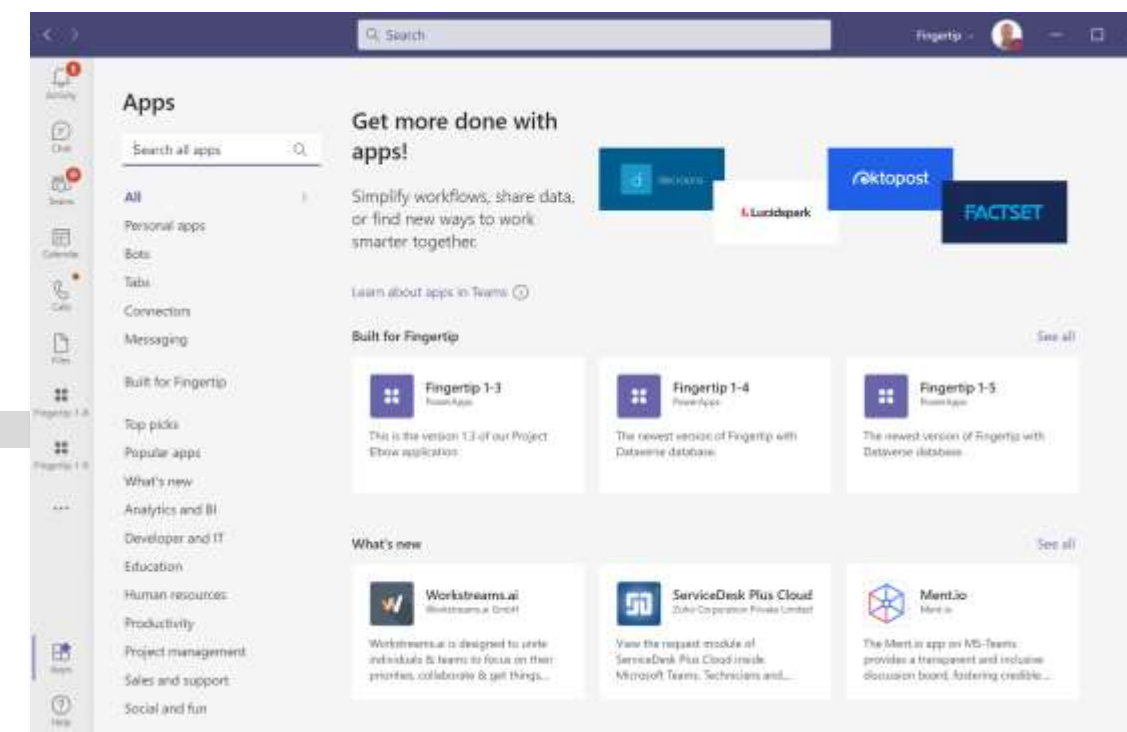
**3**

End **4**



Start using the Fingertip App in your business within your Teams tenant.

**4**



Share the Fingertip App with your organization, teams and users and assign security roles.

## Deployment effort

Participant(s)	<b>1 - 2</b> Admins
Duration	<b>45 min</b>
Preparation	<b>10 min</b>
Difficulty	<b>Medium</b>
Prerequisites	
<ul style="list-style-type: none"> <li>• Microsoft 365 license E3, E5, for all Fingertip users</li> <li>• Microsoft Power Apps license for all end users</li> <li>• Admin access to Teams Admin Center</li> <li>• Fingertip licenses for all users</li> <li>• Fingertip ZIP file for installation</li> <li>• Fingertip Installation guide</li> </ul>	
Skills needed	
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# Deployment - Table of Content

Hello there, my name is Andy and I'm here to help you with the Fingertip Teams app installation! Here you can find all the modules needed in the process.



**Andy**  
*Teams Engineer*  
*Fingertip*

<b>Full Deployment Guide</b> Ensuring your organization's smooth start for the Fingertip journey 2min	<b>1</b> <b>Creating the new environment and database</b> 5min	<b>2</b> <b>Importing the Solution package</b> 15min
<b>3</b> <b>Sharing the app with your organization/team</b> 5min	<b>4</b> <b>Configuring admin settings</b> 5min	<b>5</b> <b>Adding the Fingertip App inside Microsoft Teams</b> 10min



5min

1

# Creating the new environment and database

# Creating a new environment and database

Power Apps

Environment ftdevsolutions (default)

Create apps that connect to your data and work across web and mobile. [Learn about Power Apps](#)

Start from data

SharePoint Excel Online SQL Server Microsoft Dataverse Other data sources

Make your own app

Canvas app from blank Model-driven app from blank Portal from blank

Learning for every level

Get started with Power Apps (Beginner, 51 mins)

Author a basic formula to change properties in a... (Beginner, 42 mins)

Work with external data in a Power Apps canvas app (Intermediate, 43 mins)

Settings

Power Apps

Admin center

Plan(s)

Advanced settings

Session details

Power Apps settings

Themes

Office

Language and time zone

Change your language →

Password

Change your password →

Contact preferences

Update contact preferences →

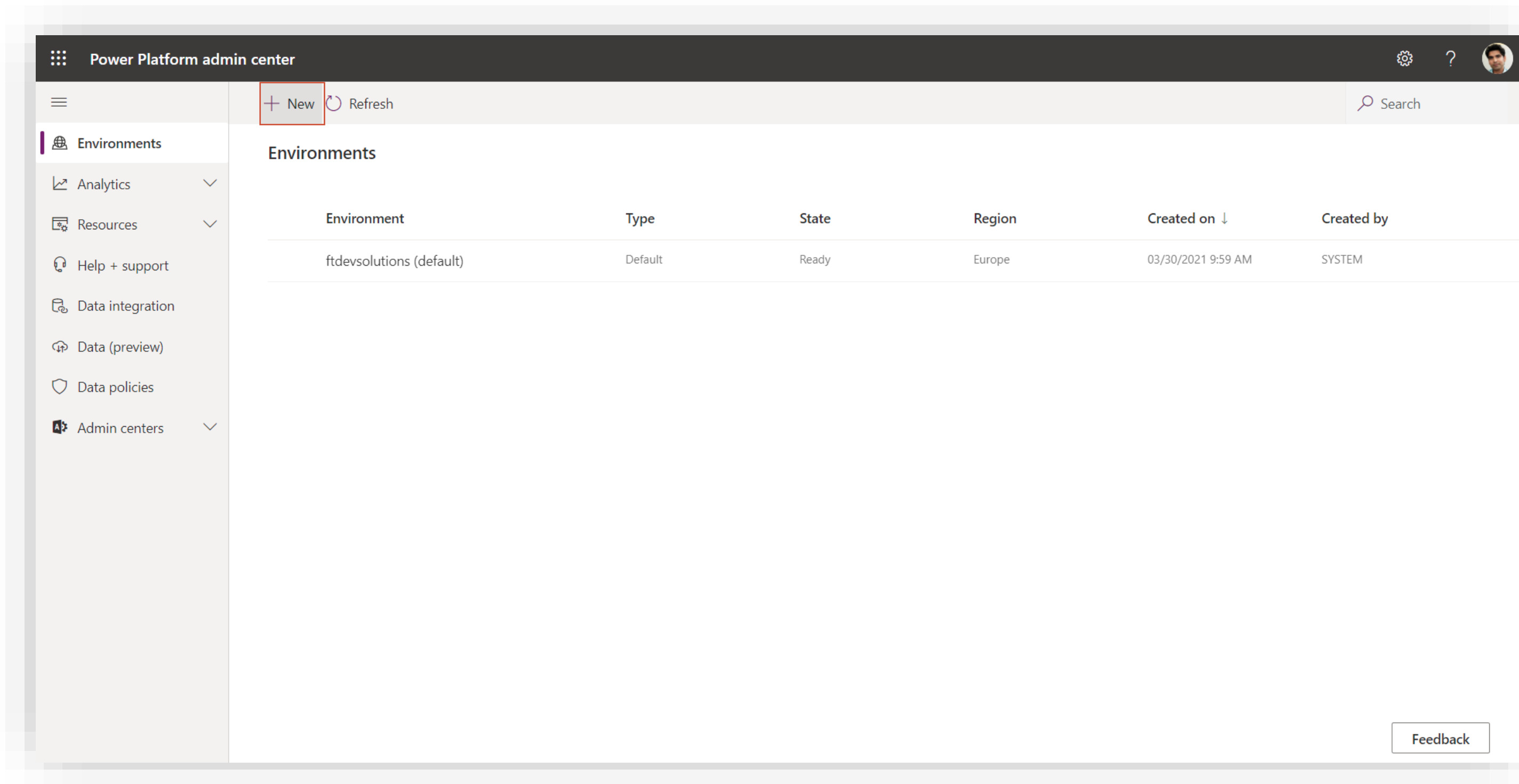
Let's start the installation of a new environment and database.

1. Go to <https://make.powerapps.com/> and log in with the installer's **admin** Microsoft credentials.
2. From the top right corner of the screen, click the cogwheel -icon.
3. Go to "Admin center"





# Creating a new environment and database



Here you have the list of all your environments. Let's create a new environment for Fingertip.

1. Click "+ New".

# Creating a new environment and database

The screenshot shows the Power Platform admin center interface. On the left is a navigation sidebar with options like Environments, Analytics, Resources, Help + support, Data integration, Data (preview), Data policies, and Admin centers. The main area displays a table of environments. A 'New environment' dialog box is open on the right, with the following fields:

- Name \***: Fingertip
- Type ① \***: Production
- Region \***: Europe - Default (with a note: "Local environments can provide quicker data access.")
- Purpose**: Describe the environment purpose
- Create a database for this environment? ①**: Yes (toggle is on)

At the bottom of the dialog box are 'Next' and 'Cancel' buttons.

1. From the right sidebar, give a name to the new environment.
2. Set a type of “Production” to the environment.
3. Toggle on the “Create a database for this environment?” –setting.

# Creating a new environment and database

Power Platform admin center

Environments

Environment	Type	State	Region	Created
ftdevsolutions (default)	Default	Ready	Europe	03/30/20

**Add database**

**Language \***  
Default language for user interfaces in this environment  
English

**URL**  
If you don't enter domain name, we will pick it for you  
Choose Url  
crm4.dynamics.com

**Currency \***  
Reports will use this currency  
EUR (€)

**Enable Dynamics 365 apps**  
In addition to Power Apps. [Learn more](#)  
 No

**Deploy sample apps and data**  
 No

**Security group**

Save Cancel



1. Review the database settings so that the language is set to English, and the currency is EUR. Don't touch the other settings.
2. Click "Save".
3. Wait until the environment creation finishes.

It won't take longer than a minute!



15min

2

# Importing the Solution package



# Importing the Solution package

Power Apps

Search

Environment Fingertip

+ New solution Import Open AppSource Publish all customizations Switch to classic See history

Solutions

Display name	Name	Created ↓	Version	Managed externally?	Solution check
Power Apps Checker Base	msdyn_PowerAppsC...	22/05/2021	1.2.0.74	🔒	Checked by publ...
Power Apps Checker	msdyn_PowerAppsC...	22/05/2021	1.2.0.74	🔒	Checked by publ...
Contextual Help Base	msdyn_ContextualH...	22/05/2021	1.0.0.22	🔒	Checked by publ...
Contextual Help	msdyn_ContextualH...	22/05/2021	1.0.0.22	🔒	Checked by publ...
Common Data Services Default Solution	Cr87f17	21/05/2021	1.0.0.0	🔒	Hasn't been run
Default Solution	Default	21/05/2021	1.0	🔒	Not supported f...

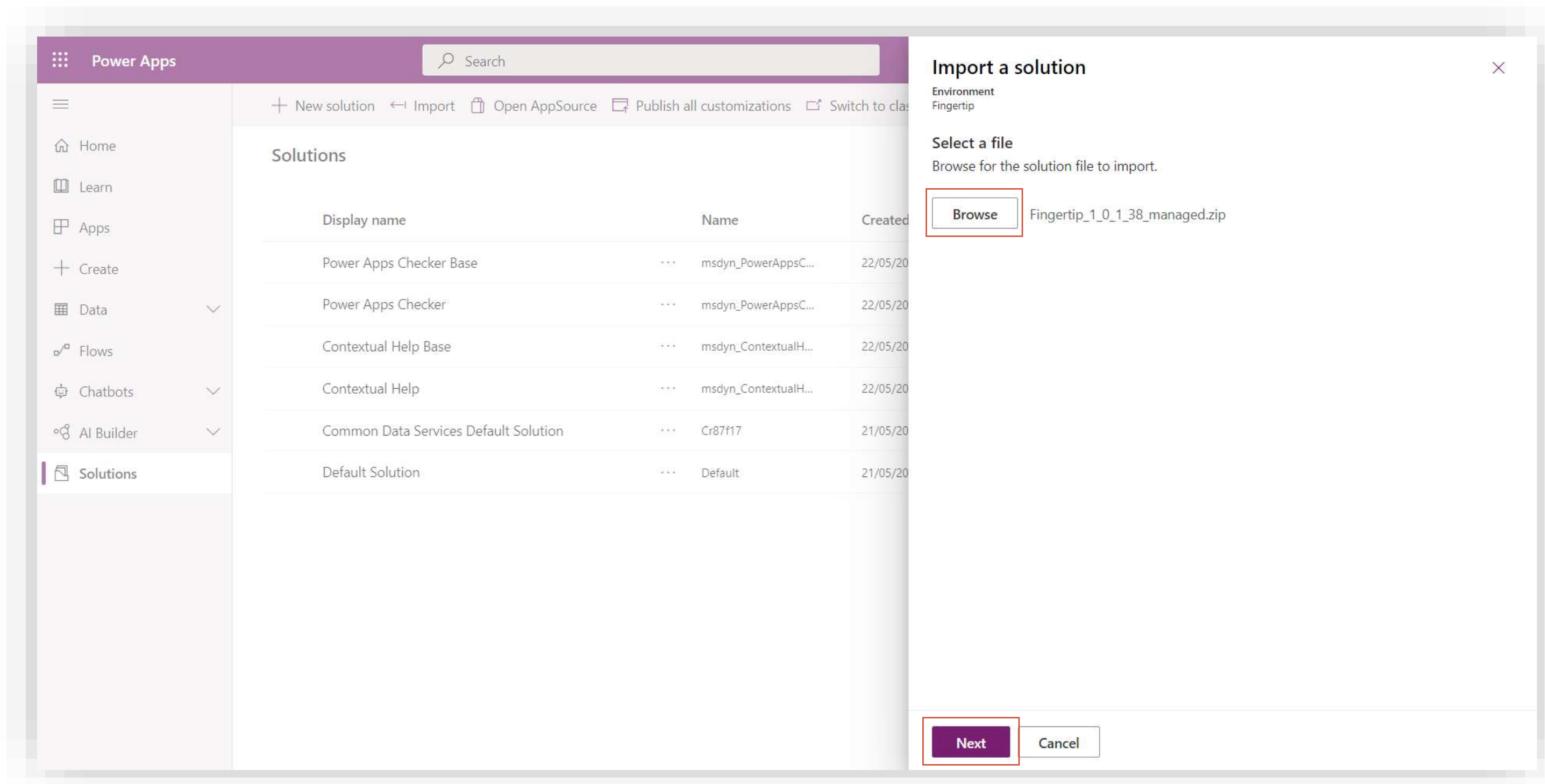
https://make.powerapps.com/environments/698f2939-90b9-4d83-a560-dcf37fd2d800/soluti...

Now we will insert the Fingertip solution in the environment that you just created!

1. Go back to <https://make.powerapps.com/>
2. Make sure that the environment on top-right corner of the screen is the environment you just created.
3. Select “Solutions” from the left navigation.
4. In Solutions list, click “Import” on top of the screen.



# Importing the Solution package



A new popup will open on the right.

1. Click “Browse” and locate the zip –file you have received from Fingertip.
2. After you have selected the file, click “Next”

# Importing the Solution package

The screenshot shows the 'Import a solution' dialog in the Power Apps interface. The dialog is titled 'Import a solution' and has a close button (X) in the top right corner. It displays the following information:

- Environment:** Fingertip
- Details:**
  - Name:** Fingertip
  - Type:** Managed
  - Publisher:** CDS Default Publisher
  - Version:** 1.0.1.38
  - Patch:** No
- Advanced settings:** (indicated by a dropdown arrow)

At the bottom of the dialog, there are two buttons: 'Next' (highlighted with a red box) and 'Cancel'.

Here, you can review information about the package you are importing.

1. Click “Next”.

# Importing the Solution package

The screenshot shows the 'Import a solution' dialog in the Power Apps environment. The left pane displays a list of solutions with columns for Display name, Name, and Created date. The right pane shows the 'Connections' section, which lists four required connections: Microsoft Dataverse, OneDrive for Business, SharePoint, and Microsoft Teams. Each connection has a 'Select a connection' dropdown menu. The 'Import' button is highlighted.

Display name	Name	Created
Power Apps Checker Base	msdyn_PowerAppsC...	11/13/20
Power Apps Checker	msdyn_PowerAppsC...	11/13/20
Contextual Help Base	msdyn_ContextualH...	11/13/20
Contextual Help	msdyn_ContextualH...	11/13/20
Common Data Services Default Solution	Cr16a82	11/13/20
Default Solution	Default	11/13/20

Connections

4 updates needed

- Microsoft Dataverse \*  
new\_sharedcommondataserviceforapps\_a...  
Select a connection
- OneDrive for Business \*  
new\_sharedonedriveforbusiness\_7b8f0  
Select a connection
- SharePoint \*  
new\_sharedsharepointonline\_740d7  
Select a connection
- Microsoft Teams \*  
cr8e2\_sharedteams\_2cd0b  
Select a connection

Import Cancel

1. Select the connections required by the solution.
2. If you don't have any connections created, click on "+ New Connection"
3. A new window pops up to create your connection.
4. After you have selected all the connections, click "Import".
5. Wait until the solution has been imported successfully and you see the green notification below.

This might take up to 15 minutes. Sit back and relax!



✔ Solution "FingertipTest" imported successfully.





5min

3

# Sharing the app with your organization/team

# Sharing the app with your organization/team

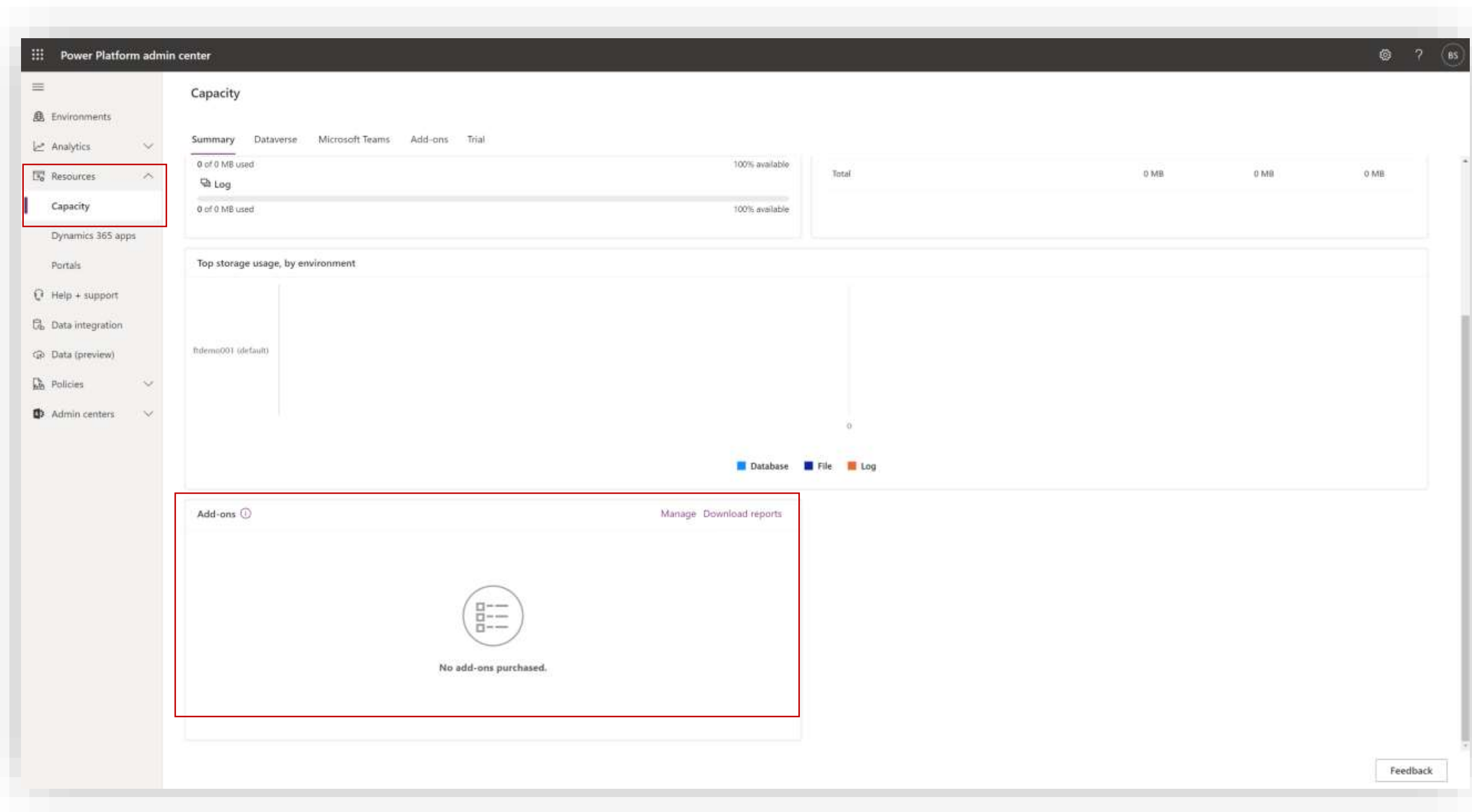
Name	Modified	Owner
Fingertip	1 wk ago	Ville Pellosniemi
Solution Health Hub	1 mo ago	SYSTEM

Next, let's get those Power Apps licenses configured!

1. Go to <https://make.powerapps.com/> and log in with your Microsoft credentials.
2. From the top right corner of the screen, click the cogwheel –icon.
3. Go to “Admin center”



# Sharing the app with your organization/team



1. In the Admin Center, expand “Resources” in the left-side navigation and select “Capacity”.
2. Scroll down until you find the “Add-ons” – section.
3. Click “Manage”.

# Sharing the app with your organization/team

The screenshot displays the Power Platform admin center interface. On the left, the navigation pane shows 'Capacity' selected. The main content area is divided into two sections: 'Capacity' and 'Manage add-ons'.

**Capacity Section:**

- Storage capacity usage:** A summary card indicating available capacity across all storage types.
- Storage capacity, by source:** A table showing usage for Database, File, and Log, all at 0 MB used and 100% available.
- Top storage usage, by environment:** A chart showing storage usage for the 'Itdemo001 (default)' environment.

**Manage add-ons Section:**

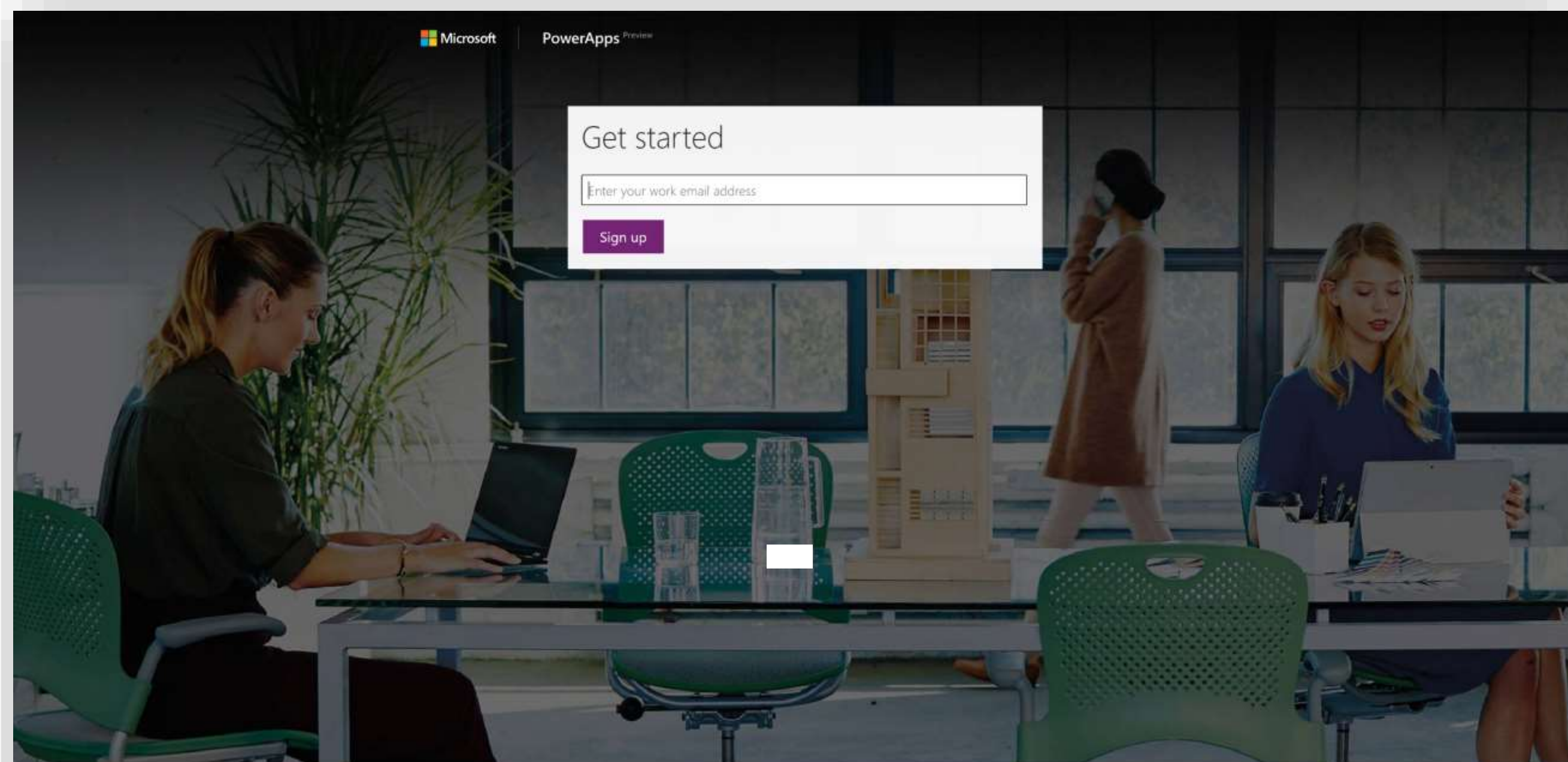
- Environment:** A dropdown menu showing 'Itdemo001 (default)' selected.
- App passes:** A section for giving unlicensed users access to Power Apps apps and flows, with a value of 0 and 0 passes remaining.
- Flow per business process:** A section for assigning capacity to business process flows, with a value of 0 and 0 flows remaining.
- Portal page views:** A section for allowing anonymous visitors to use portals, with a value of 0 and 0 views remaining.
- Portal logins:** A section for managing the number of logins allowed on portals, with a value of 0 and 0 logins remaining.
- AI Builder credits:** A section for assigning AI processing credits to Power Apps apps and flows, with a value of 0 and 0 credits remaining.
- App Passes for Microsoft Teams:** A section for giving unlicensed users access to Power Apps inside Microsoft Teams, with a value of 0 and 0 passes remaining.
- Power Automate Unattended RPA:** A section for assigning capacity to use Unattended RPA, with a value of 0 and 0 Unattended RPA's remaining.

At the bottom right of the 'Manage add-ons' panel, there are 'Save' and 'Cancel' buttons.

1. Select the environment Fingertip has been installed in.
2. Enter in the “App passes” -section how many Power Apps licenses you have bought in your tenant.



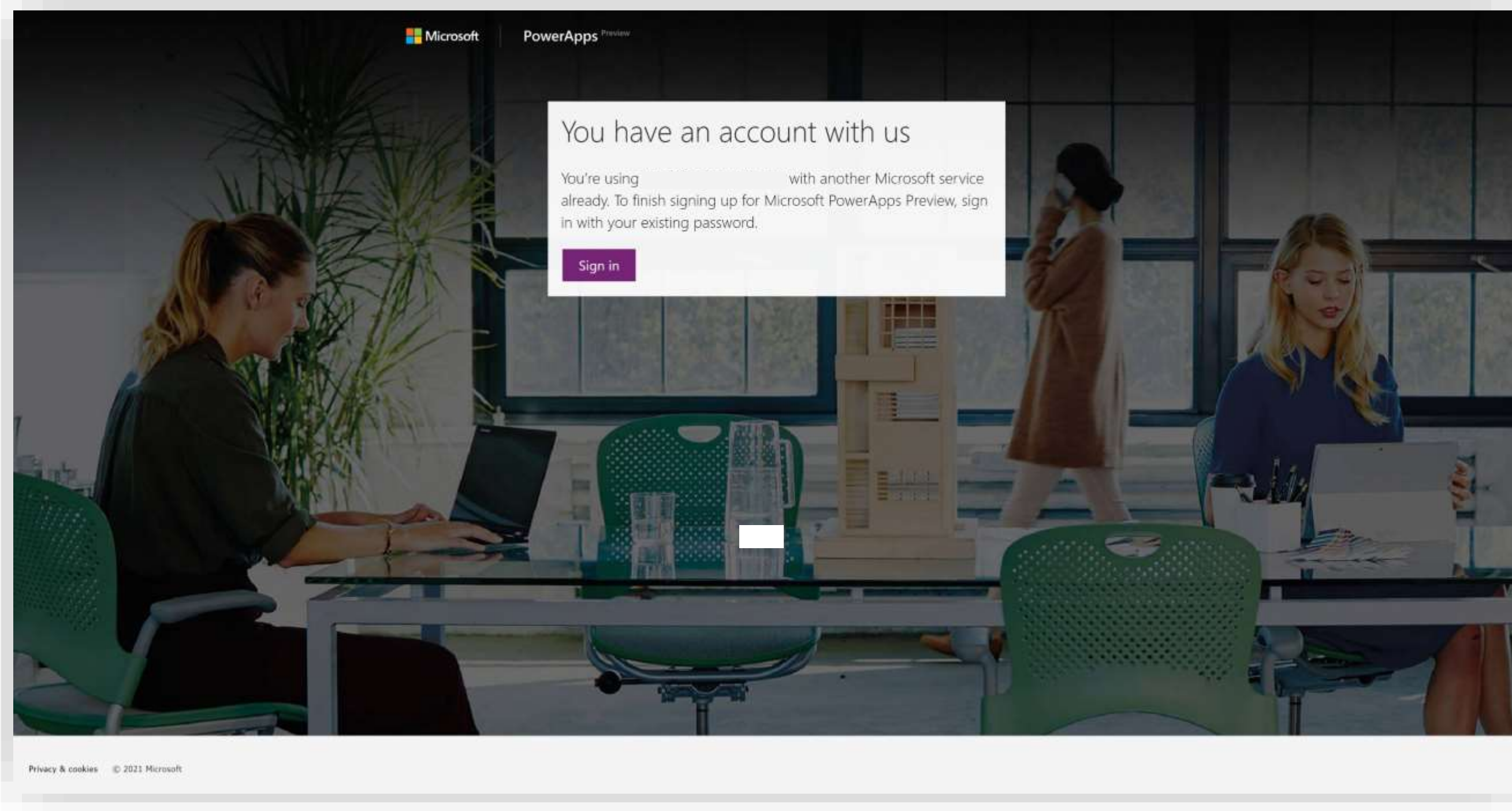
# Sharing the app with your organization/team



Next, you need to sign up for an access to the Power Apps licenses you have bought.

1. Navigate to <https://signup.microsoft.com/signup?sku=bf666882-9c9b-4b2e-aa2f-4789b0a52ba2>
2. Enter your admin-user's email in the input field.
3. Select "Sign up".

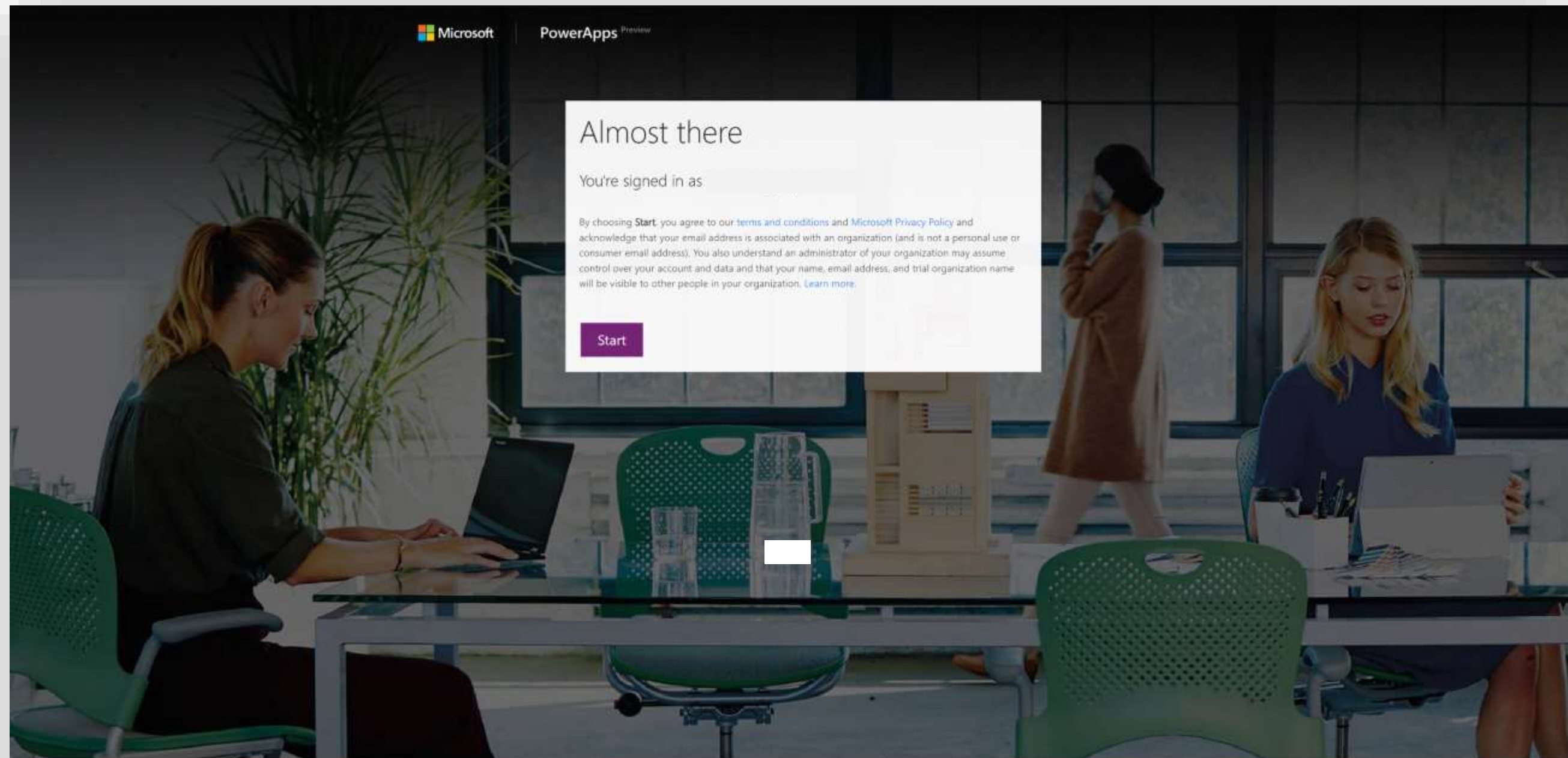
# Sharing the app with your organization/team



If you got a message that you already have an account with Microsoft, select “Sign in”.



# Sharing the app with your organization/team

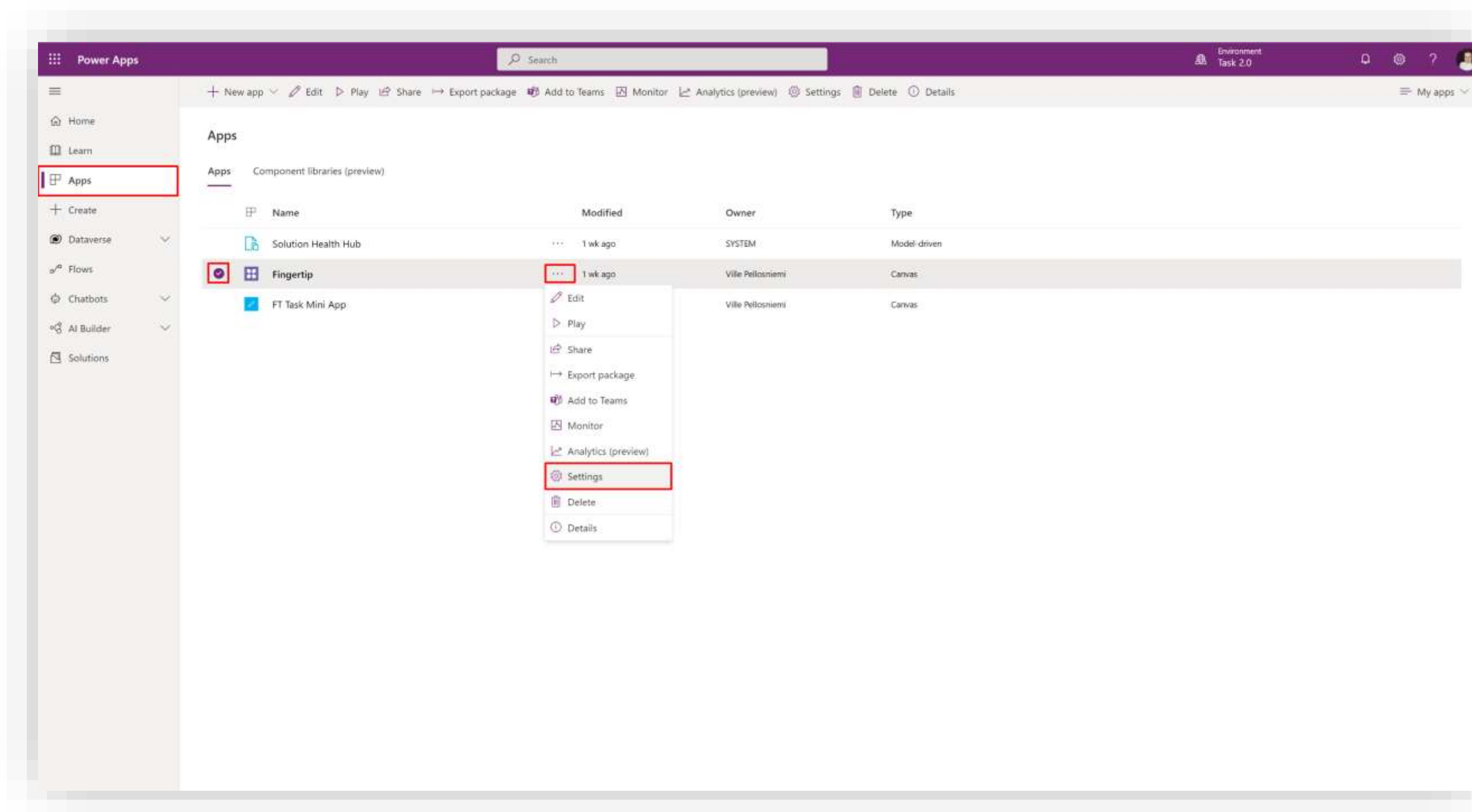


After signing in, review the terms and conditions and privacy policy.

1. Select “Start”.

If everything went well, you should be redirected to the office.com home screen.

# Sharing the app with your organization/team

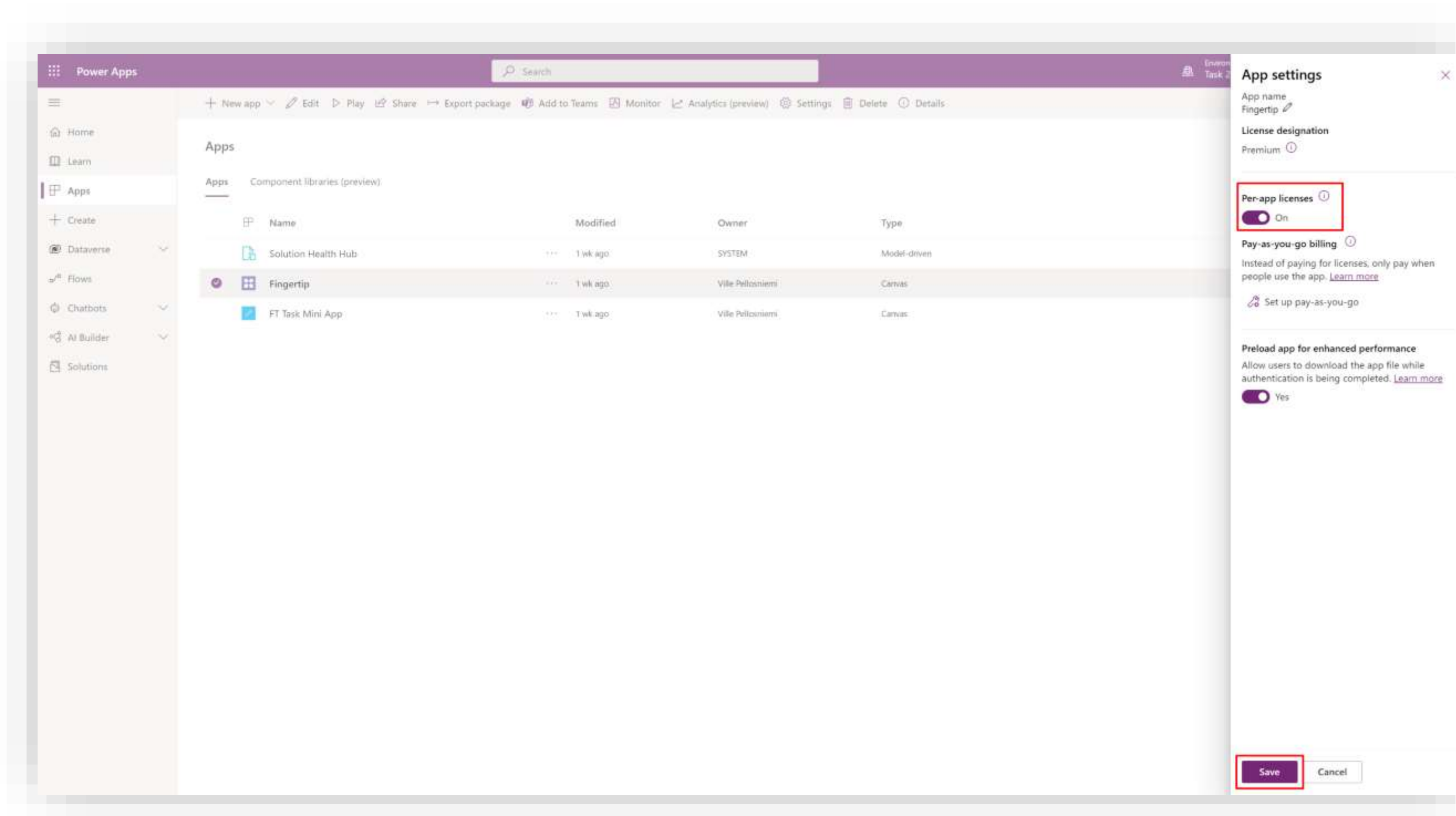


The last step needs to be done back in Power Apps.

1. Go to <https://make.powerapps.com/>
2. Select “Apps” on the left-navigation
3. Hover over the Fingertip-app and click on the “three dots menu”
4. Select “Settings”.



# Sharing the app with your organization/team



1. Turn on the “Per-app licenses”-toggle. This means that only users with a Power Apps license can access the Fingertip Teams app.
2. Save the changes.

Done! Let’s move on to share the app to these licensed users!

# Sharing the app with your organization/team

The screenshot shows the Power Apps interface. The left sidebar contains navigation options: Home, Learn, Apps, Create, Data, Flows, Chatbots, AI Builder, and Solutions. The main area displays a table of apps under the 'Apps' section. The table has columns for Name, Modified, Owner, and Type. The 'Fingertip 1-6' app is highlighted, and its context menu is open, showing options like Edit, Play, Share, Export package, Add to Teams, Monitor, Analytics (preview), Settings, Delete, and Details. The 'Share' option is highlighted with a red box, and a red '2.' is next to it. A red '1.' is next to the three dots menu icon.

Name	Modified	Owner	Type
Fingertip 1-6	4 d ago	Ville Pellosniemi	Canvas
Recipes		Ville Pellosniemi	Canvas
SimpleDecisionApp		Ville Pellosniemi	Canvas
Solution Health Hub		SYSTEM	Model-driven

1. Locate the “Apps” –section of Power Apps.
2. Hover over Fingertip in the apps and click on the “three dots” –menu.
3. From the dropdown, select “Share”.



# Sharing the app with your organization/team

The screenshot shows the 'Share Fingertip' dialog in Power Apps. The 'New users' section includes Pradeep Gupta (User), Megan Bowen (User), and Ville Pellosniemi (Owner). The 'Standard roles' section has 'Environment Maker', 'Fingertip User', and 'Knowledge Manager' checked. A search box at the bottom right contains the text 'Environment Maker, Fingertip User, K'. The 'Share' button is highlighted.

1. Type in the search box the user's name and select it.
2. Assign the following role to the licensed user(s) in the "Data Permissions" - section:

- Fingertip User
- Knowledge Manager

3. Review the Users list and click "Share".



# Sharing the app with your organization/team (optional)

The screenshot displays the Microsoft Power Apps user interface. At the top right, a settings cogwheel icon is highlighted with a red box. A red arrow points from this icon to the 'Admin center' option in the 'Settings' panel on the right side of the screen. The main area of the interface shows options to 'Build business apps, fast' with various data source templates like SharePoint, Excel Online, SQL Server, and Microsoft Dataverse. Below that, there are options to 'Make your own app' with templates for Canvas app from blank, Model-driven app from blank, and Portal from blank.

This step is required if the installer will be one of the users of the app.

1. From the top right corner of the screen, click the cogwheel –icon.
2. Go to “Admin center”





# Sharing the app with your organization/team (optional)

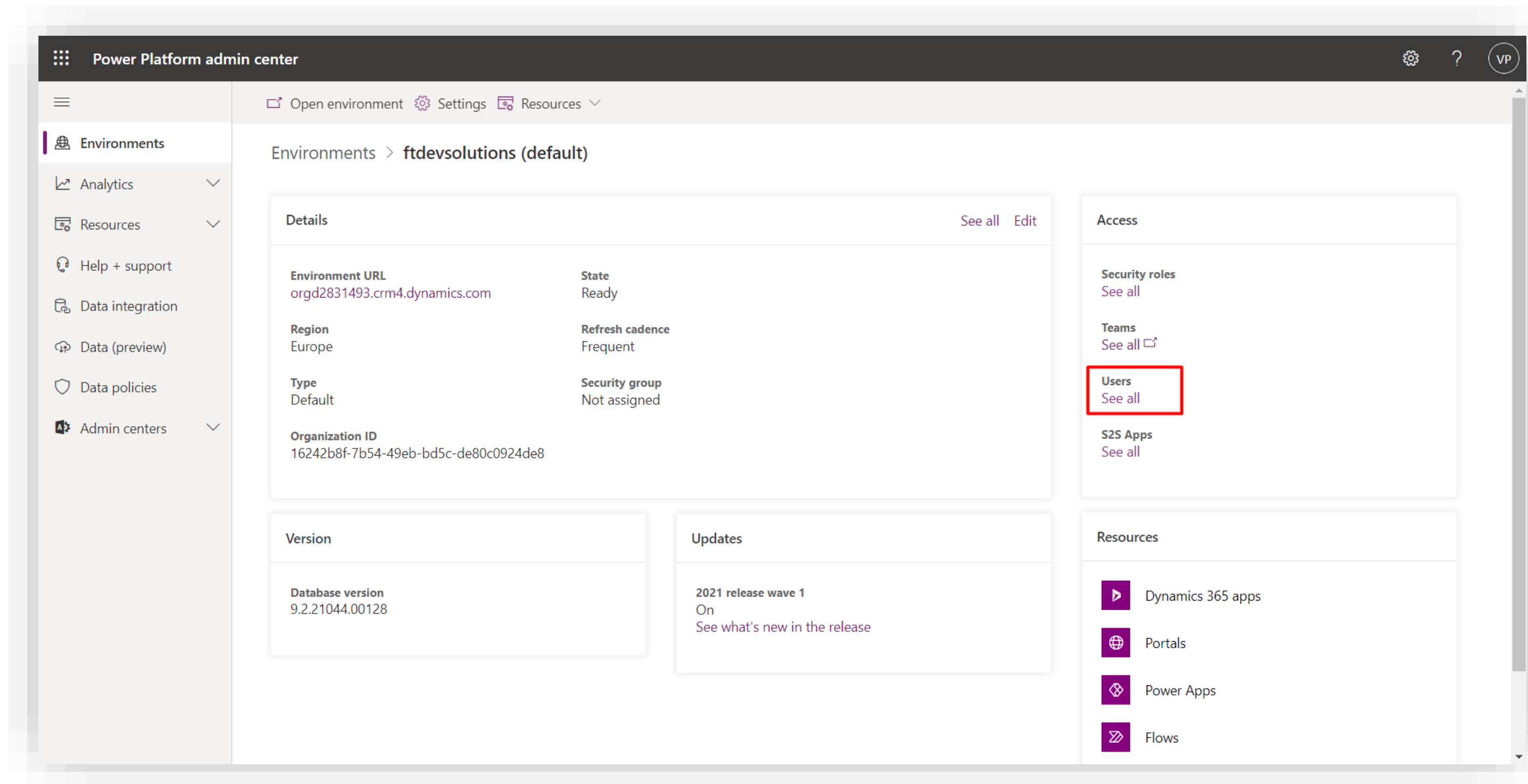
Environment	Type	State	Region	Created on ↓	Created by
mpftdeveloper	Microsoft Teams	Ready	Europe	02/15/2021 8:41 AM	Ville Pellosniemi
mpftdeveloper (default)	Default	Ready	Europe	12/23/2020 1:11 PM	SYSTEM

Let's add some roles to the installer. This needs to be done in Dynamics 365 Portal.

In the admin center, select the environment that you just created.



# Sharing the app with your organization/team (optional)



The screenshot displays the Power Platform admin center interface. The left sidebar shows the navigation menu with 'Environments' selected. The main content area shows the 'ftdevsolutions (default)' environment details. The 'Access' section is expanded, and the 'Users' link is highlighted with a red box. The 'Users' link is labeled 'See all'.

Power Platform admin center

Open environment Settings Resources

Environments > ftdevsolutions (default)

Details [See all](#) [Edit](#)

Environment URL orgd2831493.crm4.dynamics.com	State Ready
Region Europe	Refresh cadence Frequent
Type Default	Security group Not assigned
Organization ID 16242b8f-7b54-49eb-bd5c-de80c0924de8	

Version

Database version  
9.2.21044.00128

Updates

2021 release wave 1  
On  
[See what's new in the release](#)

Access

Security roles  
[See all](#)

Teams  
[See all](#)

**Users**  
[See all](#)

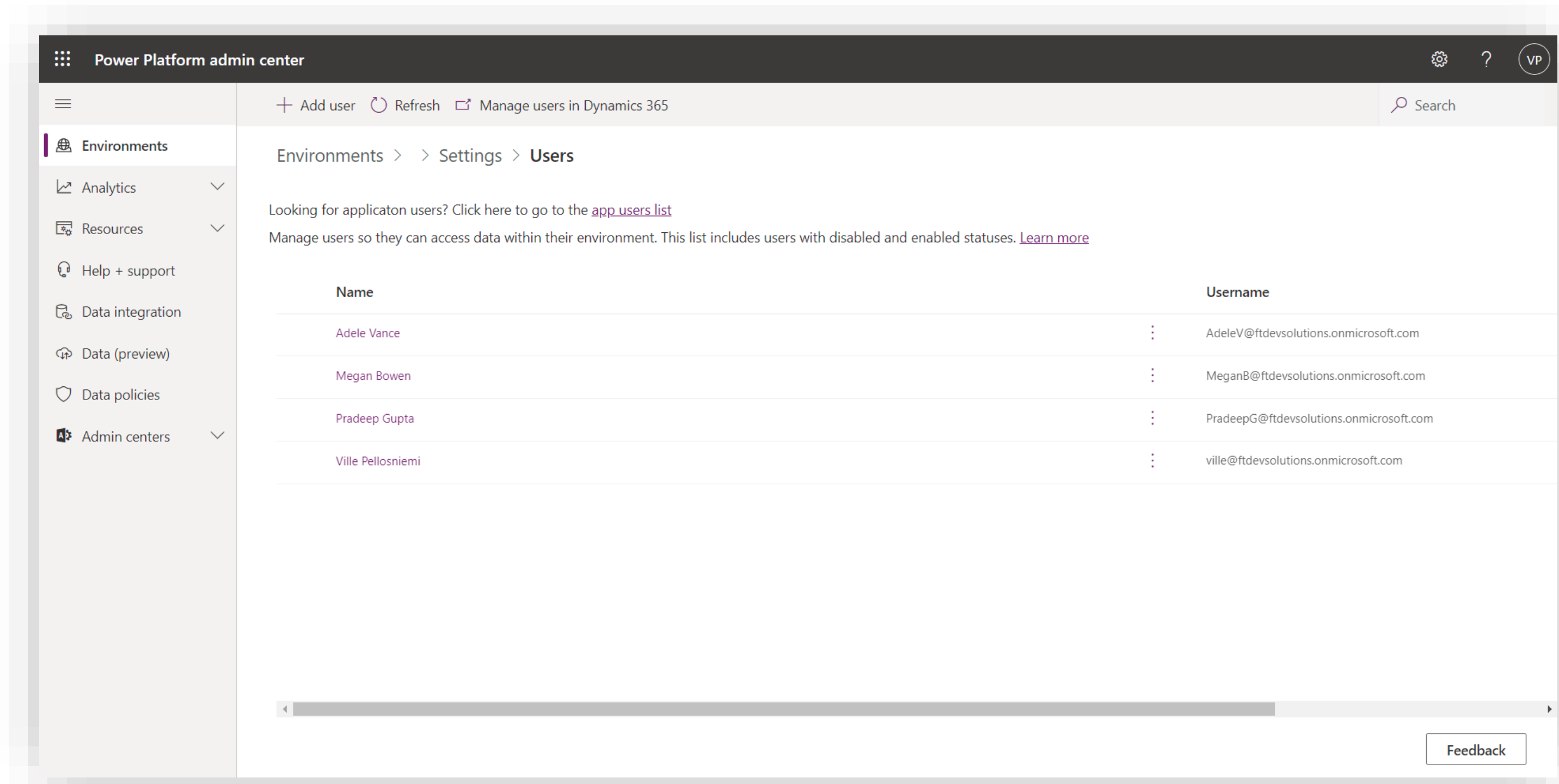
S2S Apps  
[See all](#)

Resources

- Dynamics 365 apps
- Portals
- Power Apps
- Flows

1. Select “See All” under the “Users” –section.

# Sharing the app with your organization/team (optional)



The screenshot displays the Power Platform admin center interface. The left-hand navigation pane includes sections for Environments, Analytics, Resources, Help + support, Data integration, Data (preview), Data policies, and Admin centers. The main content area is titled 'Users' and shows a list of users with columns for Name and Username. The list contains four entries: Adele Vance, Megan Bowen, Pradeep Gupta, and Ville Pellosniemi. Each entry has a vertical ellipsis menu icon to its right. Above the list, there are instructions on how to manage users and a link to the app users list. At the top of the main area, there are buttons for 'Add user', 'Refresh', and 'Manage users in Dynamics 365', along with a search bar. A 'Feedback' button is located at the bottom right of the main content area.

Name	Username
Adele Vance	AdeleV@ftdevsolutions.onmicrosoft.com
Megan Bowen	MeganB@ftdevsolutions.onmicrosoft.com
Pradeep Gupta	PradeepG@ftdevsolutions.onmicrosoft.com
Ville Pellosniemi	ville@ftdevsolutions.onmicrosoft.com

1. Select your name in the list. A new tab will open up in Dynamics 365.

# Sharing the app with your organization/team (optional)

The screenshot shows the Dynamics 365 user management interface for user Ville Pellosniemi. The 'MANAGE ROLES' button is highlighted in the top navigation bar. A 'Manage User Roles' popup is open, displaying a list of roles to be assigned to the user. The roles listed are:

Role Name	Business Unit
<input type="checkbox"/> Flow-RP Role	orgd2831493
<input type="checkbox"/> Global Discovery Service Role	orgd2831493
<input type="checkbox"/> Help Page Author	orgd2831493
<input type="checkbox"/> Help Page Consumer	orgd2831493
<input type="checkbox"/> Knowledge Manager	orgd2831493
<input type="checkbox"/> Service Reader	orgd2831493
<input type="checkbox"/> Service Writer	orgd2831493
<input type="checkbox"/> Solution Checker	orgd2831493

The popup also includes 'OK' and 'Cancel' buttons at the bottom.

1. Select “Manage Roles” on top of the screen.
2. In the popup, tick the following user roles for the admin user:

- Knowledge Manager
- Fingertip User

3. Click OK.

That’s it! You can move to the next section!

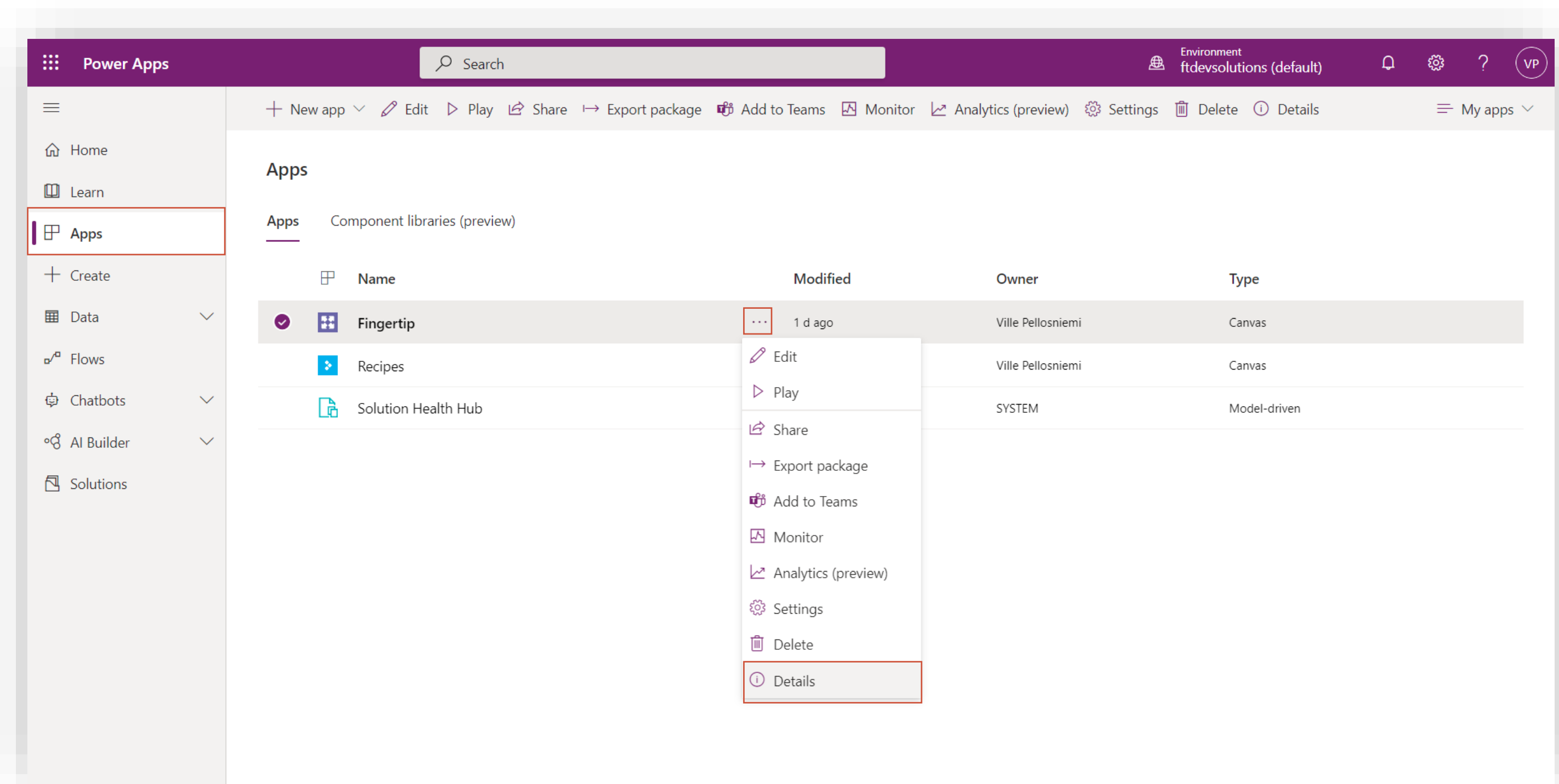




10min

# 4 Configuring admin settings

# Configuring admin settings



The screenshot shows the Power Apps interface. The left sidebar has 'Apps' selected. The main area displays a table of applications. The 'Fingertip' application is selected, and its context menu is open, with 'Details' highlighted.

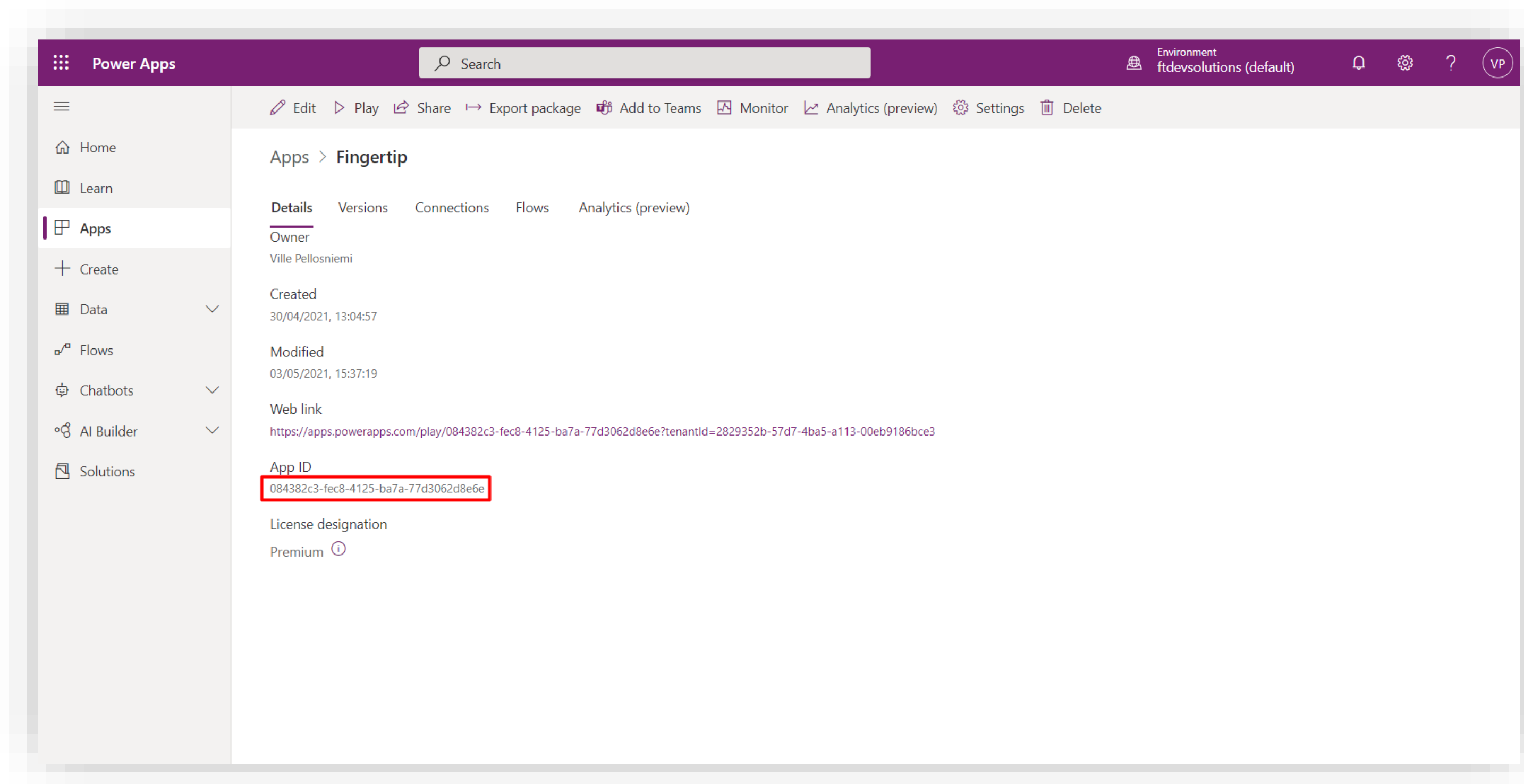
Name	Modified	Owner	Type
Fingertip	1 d ago	Ville Pellosniemi	Canvas
Recipes		Ville Pellosniemi	Canvas
Solution Health Hub		SYSTEM	Model-driven

Woah, over half-way there! Next, let's configure some of the admin settings.

1. Go to “Apps” –section in Power Apps and hover over the Fingertip application.
2. Click on the “three dots” menu and select “Details”.



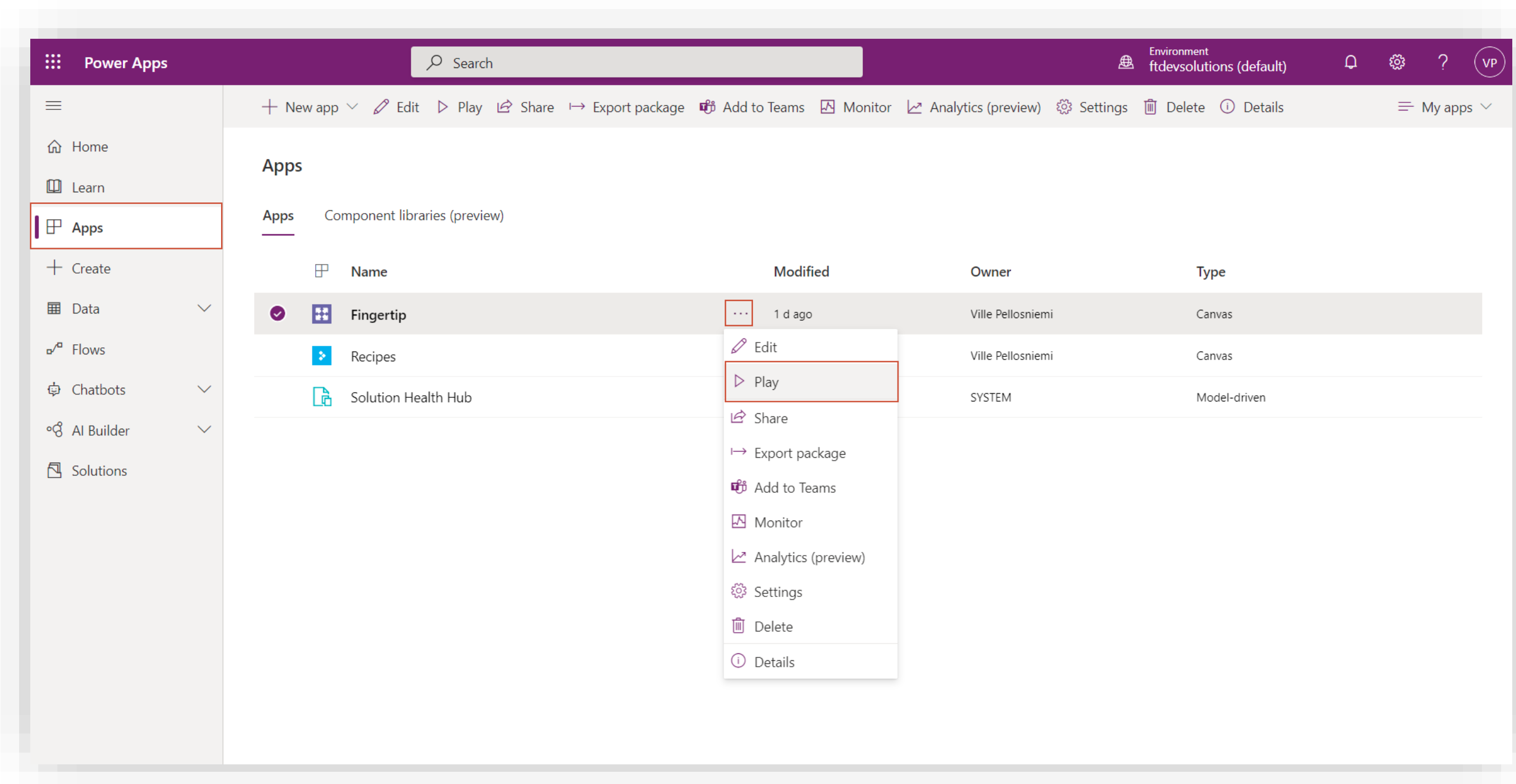
# Configuring admin settings



In this page, you can see details of the application.

1. Copy the App ID value to your clipboard as we will need it in the following steps.

# Configuring admin settings



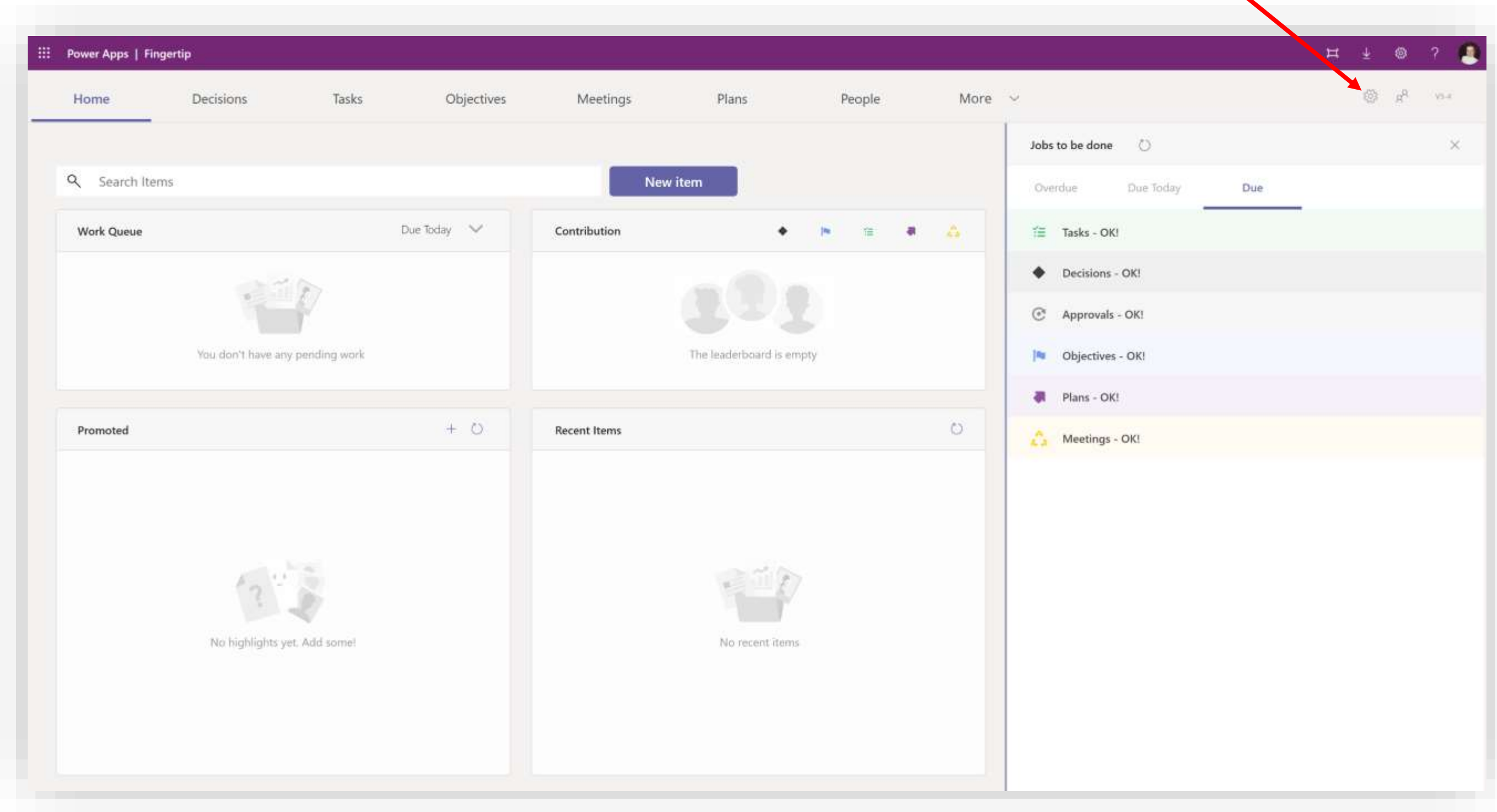
Let's go back to the Apps –list.

1. Hover over the Fingertip –application and click the “three dots” –menu.
2. Select “Play”.

You might need to start a Power Apps trial as the admin user. Start a trial and allow all Fingertip connectors to Microsoft services.

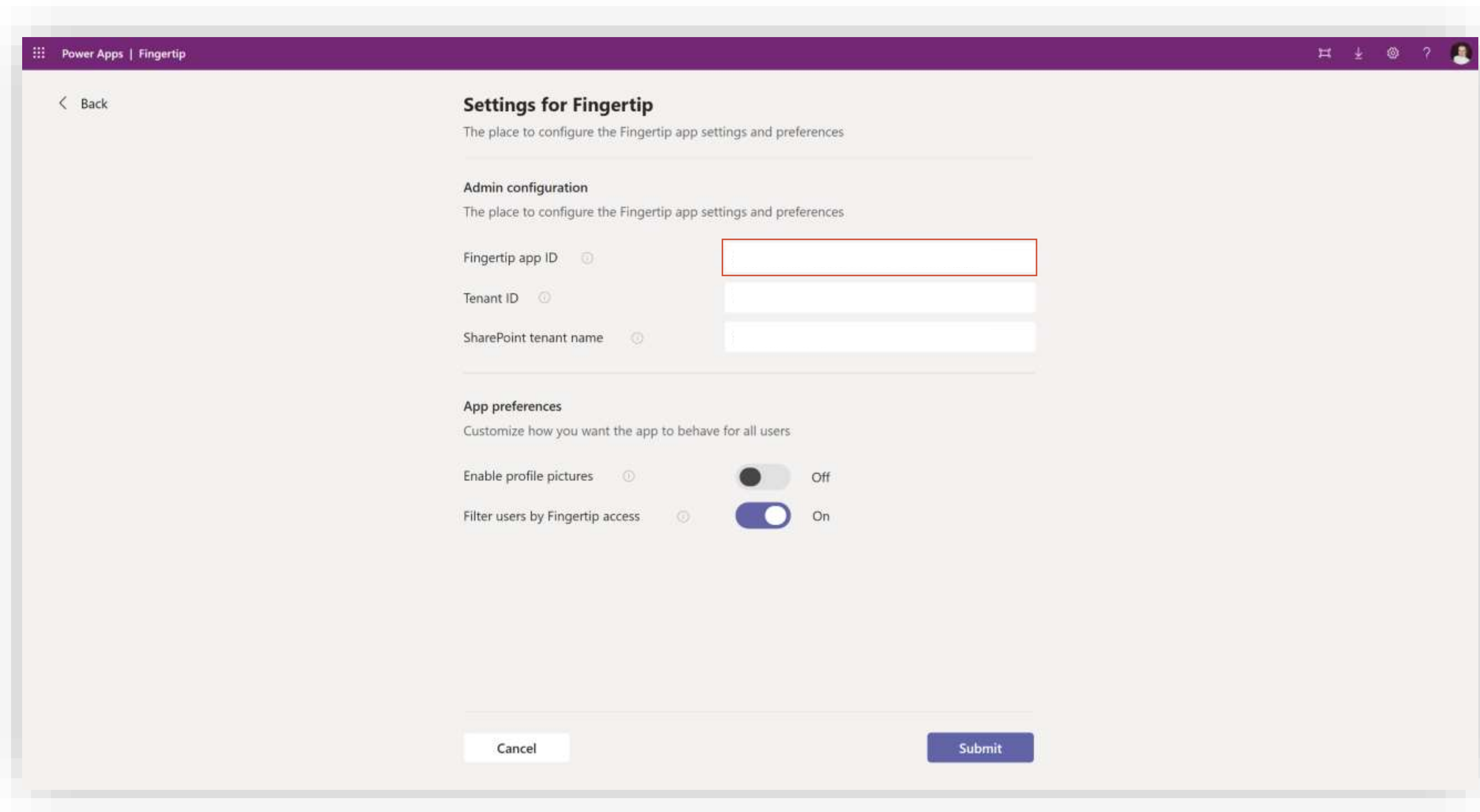


# Configuring admin settings



1. After the app has loaded, click on the cogwheel icon from the top right corner of the screen as shown in the image.

# Configuring admin settings



The screenshot shows the 'Settings for Fingertip' page in the Power Apps admin center. The page is divided into two main sections: 'Admin configuration' and 'App preferences'. The 'Admin configuration' section includes three input fields: 'Fingertip app ID', 'Tenant ID', and 'SharePoint tenant name'. The 'App preferences' section includes two toggle switches: 'Enable profile pictures' (set to Off) and 'Filter users by Fingertip access' (set to On). At the bottom of the page, there are 'Cancel' and 'Submit' buttons.

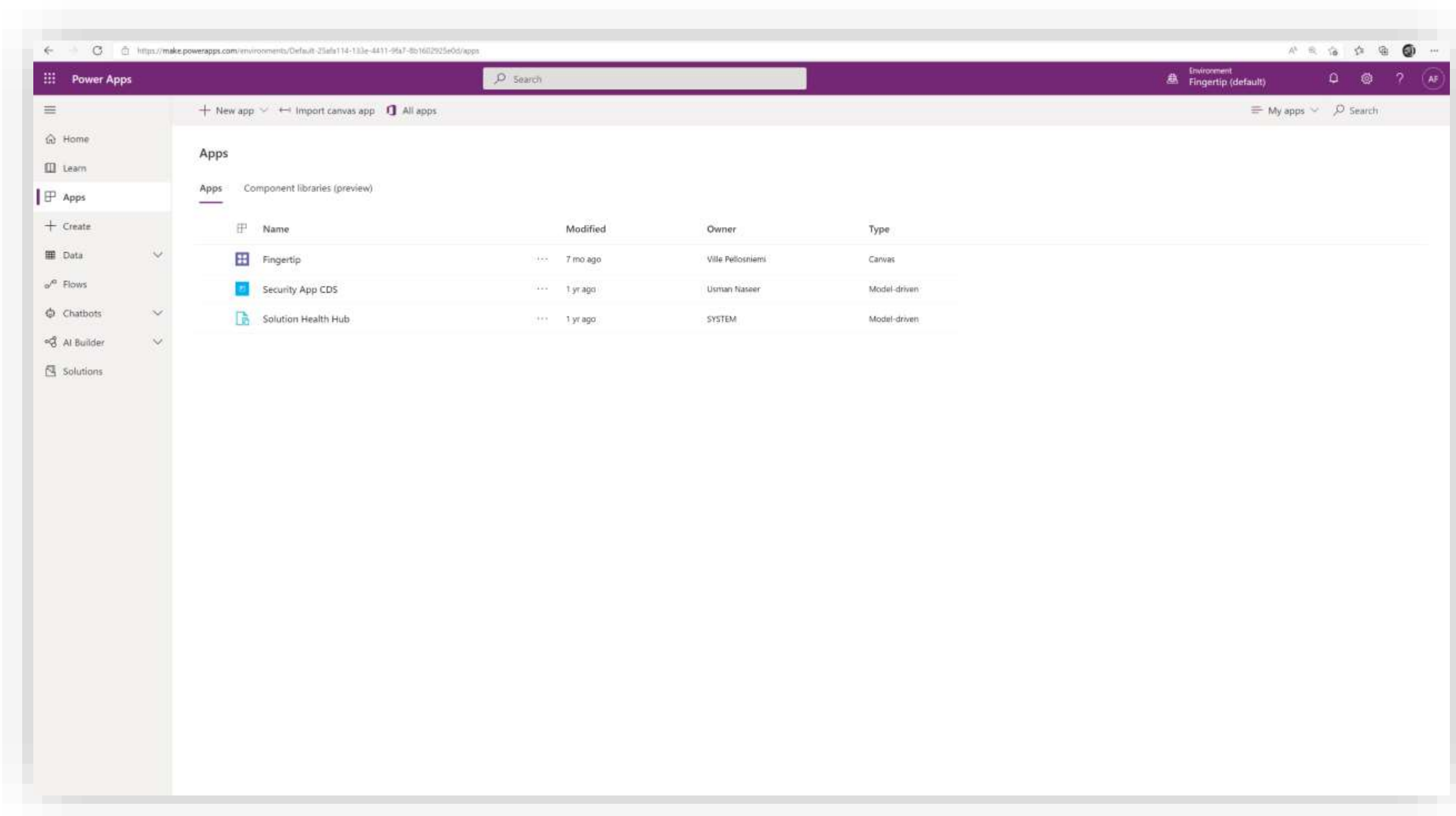
Admin Settings –popup opens.

1. Enter the App ID that you copied to your clipboard few steps ago in the App ID – field.

Next, let's fetch your tenant's ID!



# Configuring admin settings



Let's fetch the Tenant ID!

1. Go back to <https://make.powerapps.com/>
2. In the top-right corner of the screen, change your environment to “your-tenant (default)”
3. After you have navigated to the default – environment, pay attention the URL of the page.
4. Copy the string of characters **as shown below** to your clipboard. This is your Tenant ID.

<https://make.powerapps.com/environments/Default-25afa114-133e-4411-9fa7-8b1602925e0d/apps>

# Configuring admin settings

Power Apps | Fingertip

< Back

### Settings for Fingertip

The place to configure the Fingertip app settings and preferences

#### Admin configuration

The place to configure the Fingertip app settings and preferences

Fingertip app ID

Tenant ID

SharePoint tenant name

#### App preferences

Customize how you want the app to behave for all users

Enable profile pictures  Off

Filter users by Fingertip access  On

Cancel Submit

Go back to the app where you have Fingertip settings open.

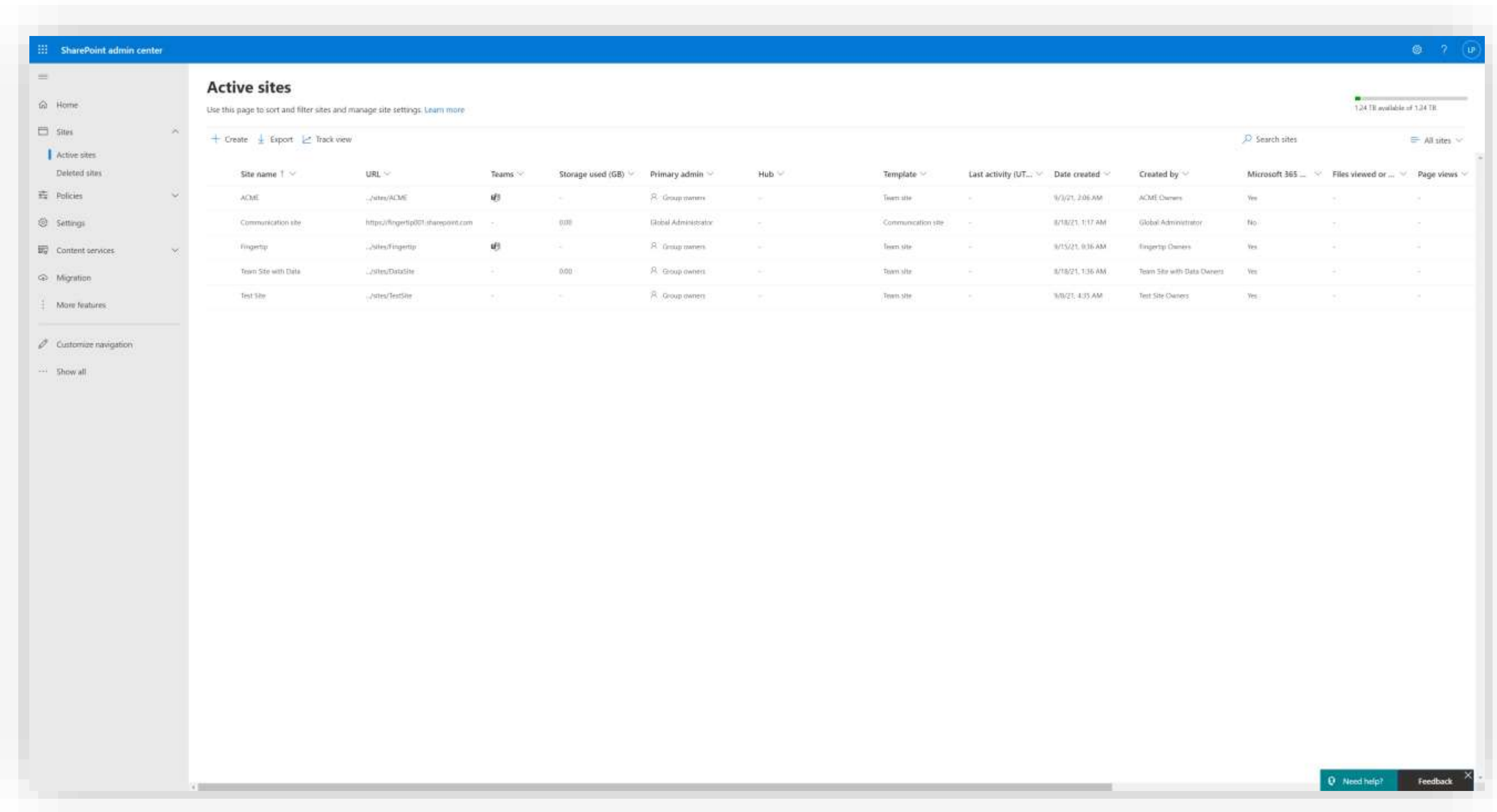
1. Enter the Tenant ID that you copied to your clipboard few steps ago in the Tenant ID -field.

Next, let's fetch your SharePoint tenant name!





# Configuring admin settings



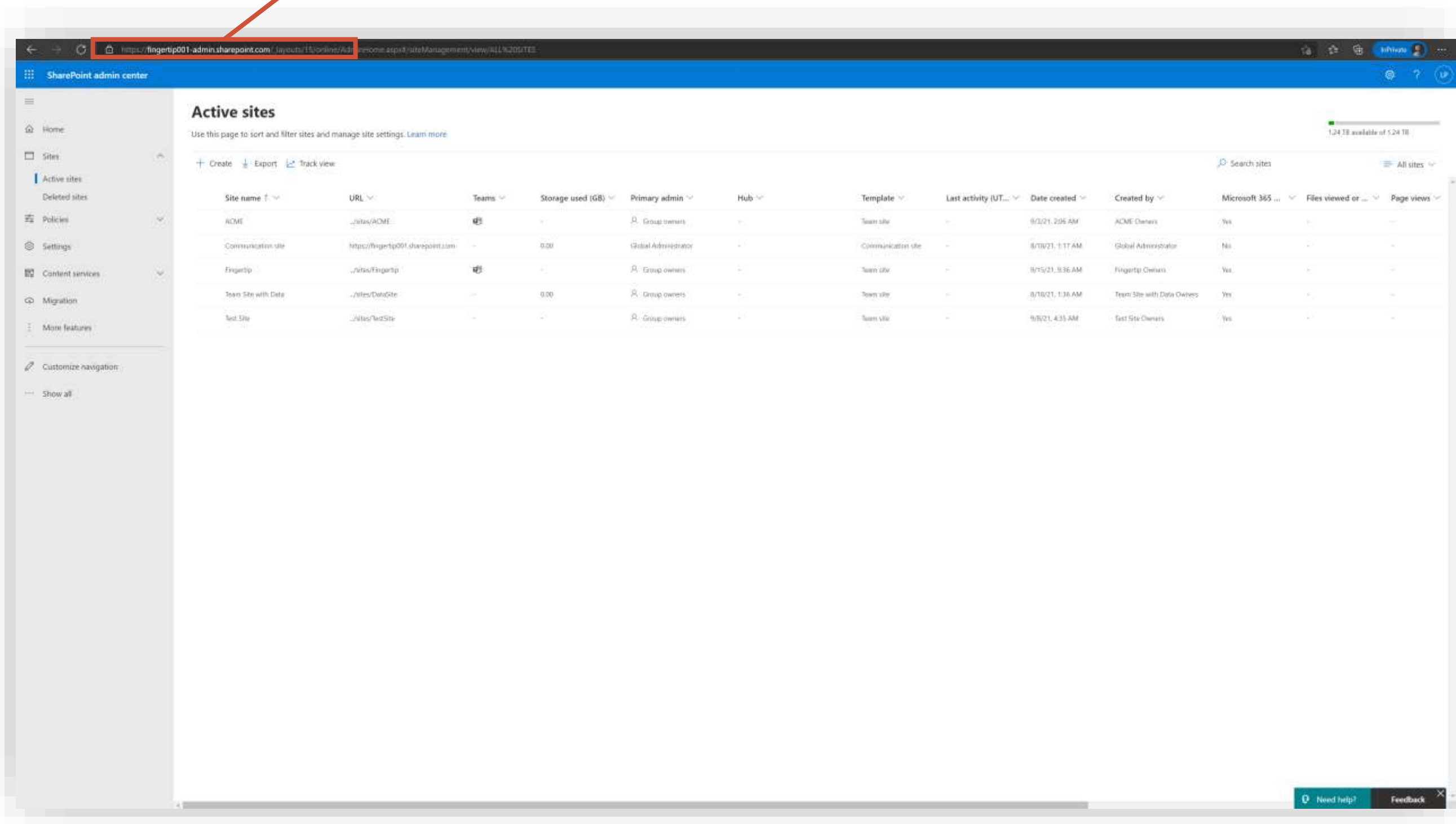
Site name	URL	Teams	Storage used (GB)	Primary admin	Hub	Template	Last activity (UTC)	Date created	Created by	Microsoft 365	Files viewed or...	Page views
ACME	..sites/ACME	1	-	Group owners	-	Team site	-	9/2/21, 2:08 AM	ACME Owners	Yes	-	-
Communication site	https://fingertip001.sharepoint.com	-	0.00	Global Administrator	-	Communication site	-	8/18/21, 1:17 AM	Global Administrator	No	-	-
Fingertip	..sites/Fingertip	1	-	Group owners	-	Team site	-	8/15/21, 9:16 AM	Fingertip Owners	Yes	-	-
Team Site with Data	..sites/DataSite	-	0.00	Group owners	-	Team site	-	8/18/21, 1:16 AM	Team Site with Data Owners	Yes	-	-
Test site	..sites/TestSite	-	-	Group owners	-	Team site	-	9/8/21, 4:35 AM	Test Site Owners	Yes	-	-

Let's fetch the SharePoint ID!

1. Make sure you have access to <https://admin.microsoft.com/sharepoint?page=siteManagement&modern=true>
2. Log in with the admin user's credentials.

# Configuring admin settings

[https://fingertip001-admin.sharepoint.com/\\_layouts/15/online/AdminHome.aspx#/siteManagement/view/ALL%20SITES](https://fingertip001-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement/view/ALL%20SITES)

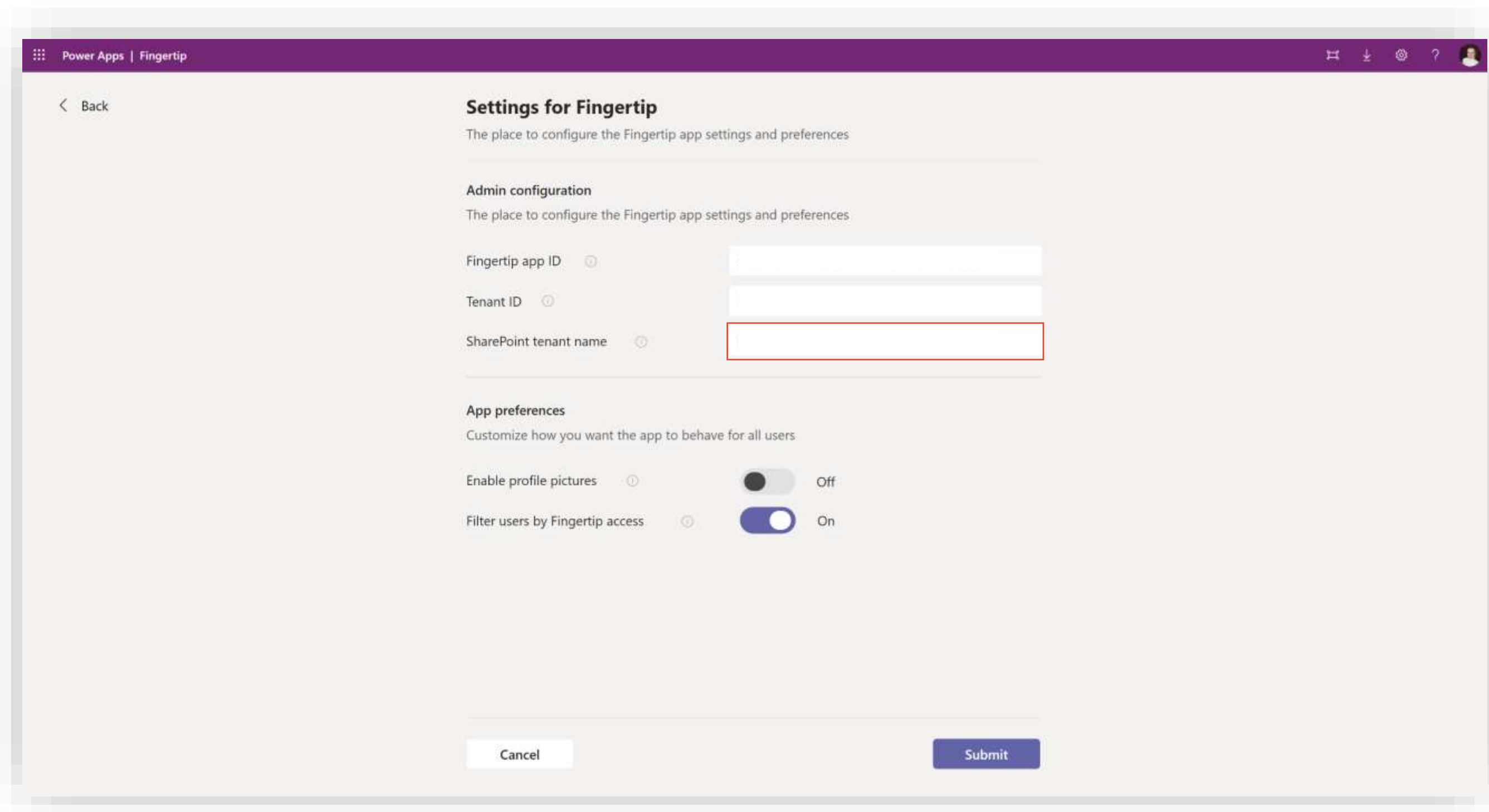


Let's pay attention to the URL of the tenant's SharePoint.

The formatting of the URL is usually `https://yourdomain-admin.sharepoint.com/`

1. Copy the **'yourdomain'** part to your clipboard from the URL.
2. In this case we are copying **'fingertip001'** to the clipboard.

# Configuring admin settings



The screenshot shows the 'Settings for Fingertip' page in the Power Apps admin center. The page is divided into two main sections: 'Admin configuration' and 'App preferences'. Under 'Admin configuration', there are three input fields: 'Fingertip app ID', 'Tenant ID', and 'SharePoint tenant name'. The 'SharePoint tenant name' field is currently empty and has a red border. Under 'App preferences', there are two toggle switches: 'Enable profile pictures' (currently off) and 'Filter users by Fingertip access' (currently on). At the bottom of the page, there are 'Cancel' and 'Submit' buttons.

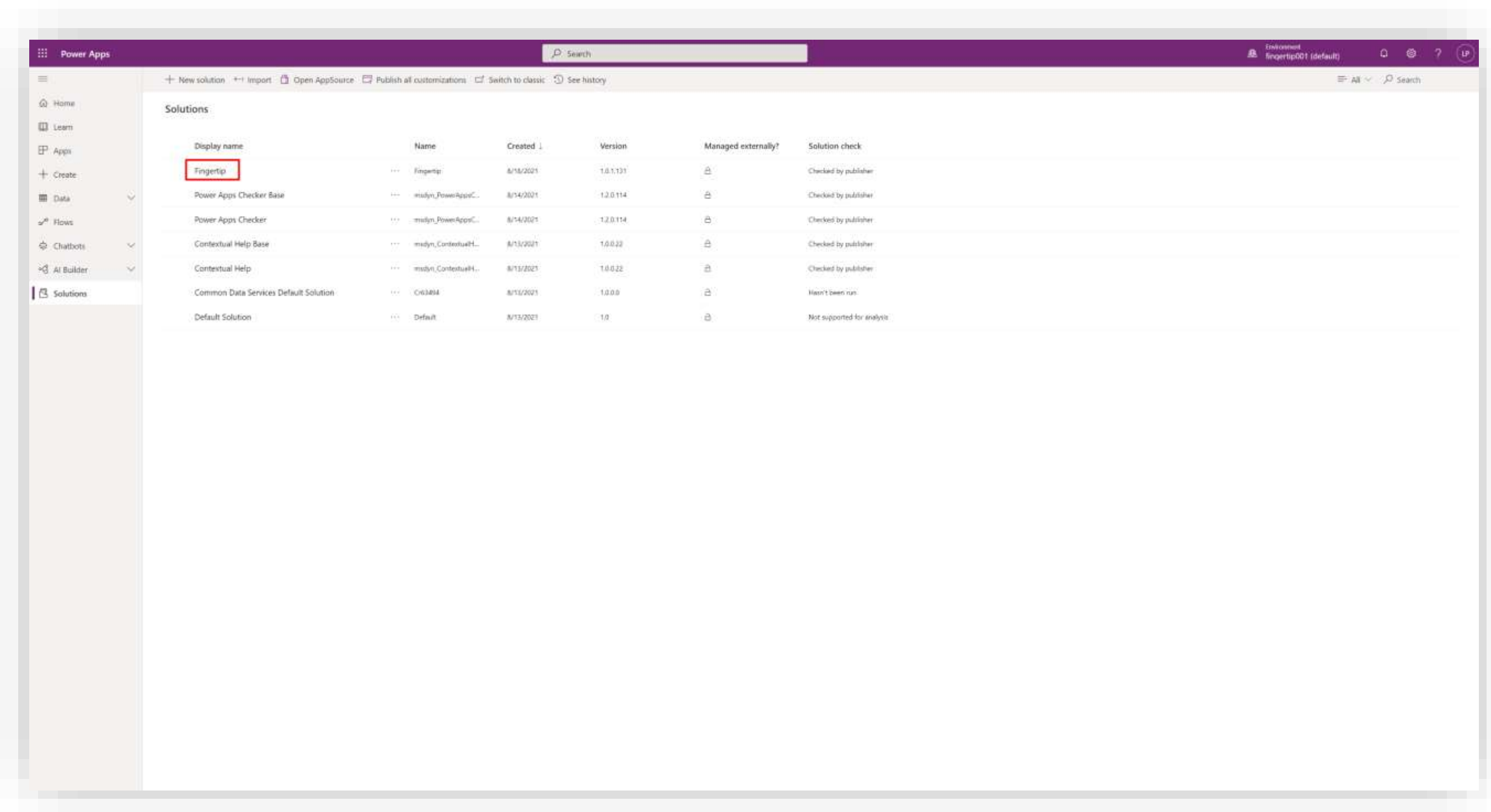
1. Go back to the app where you have left the admin settings open.
2. Insert the SharePoint ID you copied in the last step to the “SharePoint tenant name” –field.
3. Click submit!

Two more steps to configure Fingertip and we’re done!

Tip: You can also toggle on/off the “Load User Photos” and “Use Fingertip Users Only” –settings. Click the “i” –icon in the app to learn more about these options!



# Configuring admin settings



Close the app and go back to Power Apps.

1. In the Solutions –tab (left bar in the navigation) open the Fingertip –solution by clicking on its name.



# Configuring admin settings

The screenshot shows the Power Apps environment for 'Fingertip Quality'. The left navigation pane is open to 'Objects', and 'Cloud flows (16)' is selected. The main area displays a table of Cloud Flows. The 'FT - ExportPDF' flow is selected, and its context menu is open, showing the 'Turn on' option highlighted.

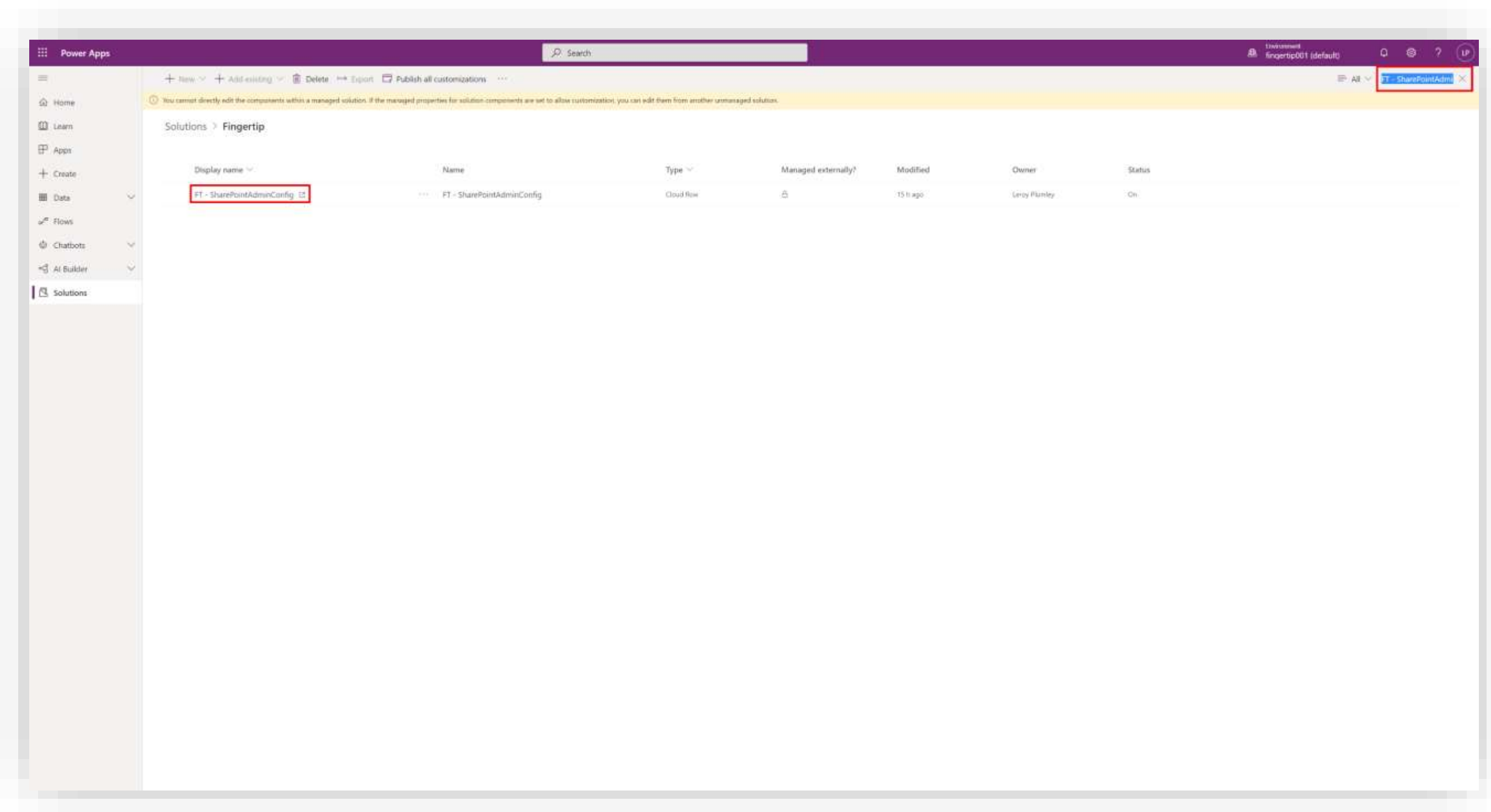
Display name	Name	Type	Managed	Last Modified	Owner	Status
Copy Role value from old column to new colu...	Copy Role value from old column to new column	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On
FT - CollectAdaptiveCardResponse	FT - CollectAdaptiveCardResponse	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On
FT - ExportBOListCSV	FT - ExportBOListCSV	Cloud Flow	Yes	1 day ago	Admin Fingertip	Off
FT - ExportPDF	FT - ExportPDF	Cloud Flow	Yes	1 day ago	Admin Fingertip	Off
FT - GetSharePointFiles	FT - GetSharePointFiles	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - Migrate Task 1.0 to Task 2.0	FT - Migrate Task 1.0 to Task 2.0	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On
FT - PostDirectMessage	FT - PostDirectMessage	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On
FT - RevokeRecord	FT - RevokeRecord	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - RevokeTeamsAccess	FT - RevokeTeamsAccess	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - SendReminderBusinessObject	FT - SendReminderBusinessObject	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - SendStanceResponse	FT - SendStanceResponse	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - SendTaskNotification	FT - SendTaskNotification	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - SharePointAdminConfig	FT - SharePointAdminConfig	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - ShareRecord	FT - ShareRecord	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - ShareRecordWithTeam	FT - ShareRecordWithTeam	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
Relate plan type record to plan item	Relate plan type record to plan item	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On

From the left-side navigation, let's filter the solution components by Cloud Flows.

1. Select "Objects" inside the Solution
2. Select "Cloud Flows (16)".
3. In the Cloud Flows list, make sure every Flow's status is "On".
4. If some Flow's status is off, select the Flow from the "..."-menu and click "Turn on".

When you have this part checked and confirmed, let's move on.

# Configuring admin settings



1. Type in “FT - SharePointAdminConfig” on the search-box in top-right corner of the screen.
2. Click on the search result that appears inside the solution.

You might need to log in to Power Automate with your credentials.

# Configuring admin settings

The screenshot shows the Microsoft Power Automate interface. The flow 'FT - SharePointAdminConfig' is selected, and the 'Run' button in the top toolbar is highlighted with a red box. The '28-day run history' table shows three successful runs:

Start	Duration	Status
Sep 15, 08:00 AM (2 h ago)	00:00:21	Succeeded
Sep 15, 07:37 PM (15 h ago)	00:00:04	Succeeded
Sep 15, 07:33 PM (15 h ago)	00:00:04	Succeeded

In Power Automate, let's run the Flow to populate all SharePoint sites in your tenant so Fingertip app is aware of them.

1. Click "Run".

Wait for the Flow to run successfully. You can refresh the page to monitor the flow history

# Configuring admin settings

The screenshot displays the Microsoft Power Automate interface for a flow named "FT - SharePointAdminConfig". The interface is divided into several sections:

- Details:** Shows flow information including Name (FT - SharePointAdminConfig), Status (On), Owner (Leroy Plumley), Created (Sep 15, 07:19 PM), Modified (Sep 15, 07:19 PM), Type (Scheduled), and Plan (Per-user plan).
- 28-day run history:** A table showing the flow's execution history. The first row is highlighted with a red border, indicating a recent successful run.
- Connection References:** Lists the connections used by the flow, including Microsoft Dataverse and SharePoint Permissions, both associated with the user Leroy@Fingertip001.amnicrosoft.com.
- Owners:** Shows the owner of the flow, Leroy Plumley.

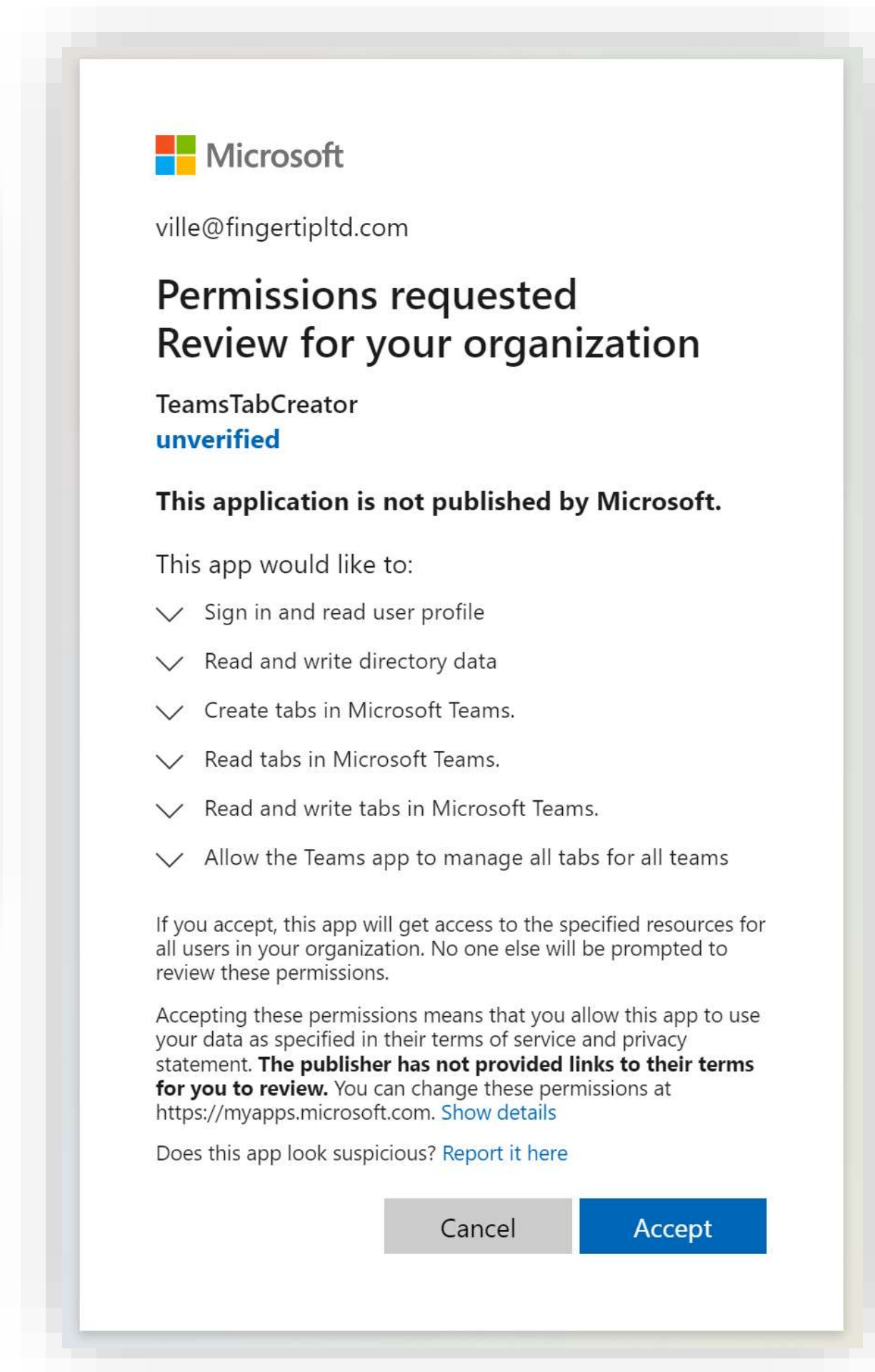
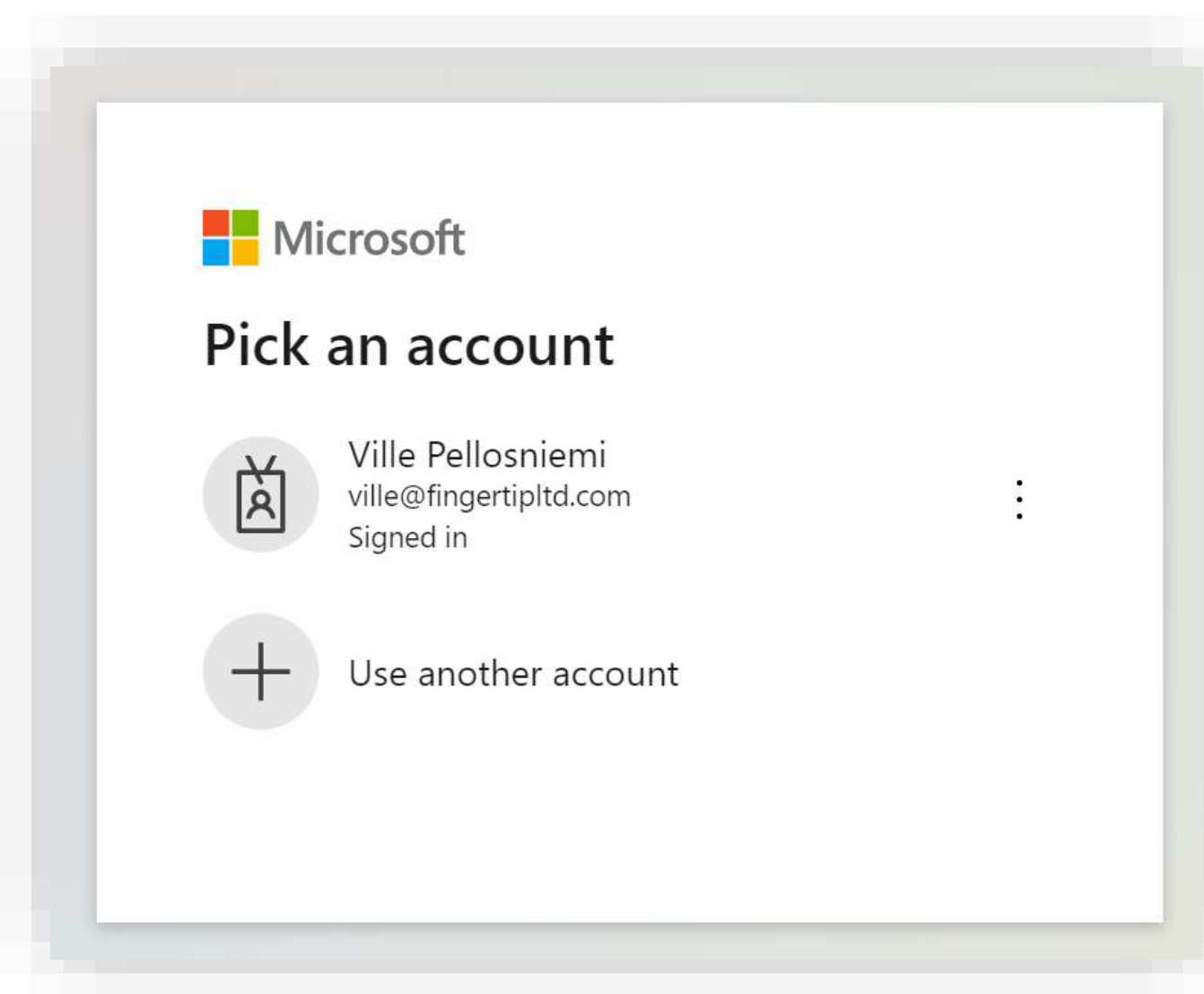
Start	Duration	Status
Sep 15, 10:57 AM (7 sec ago)	00:00:04	Successful
Sep 16, 08:00 AM (2 h ago)	00:00:21	Successful
Sep 15, 07:37 PM (15 h ago)	00:00:04	Successful
Sep 15, 07:33 PM (15 h ago)	00:00:04	Successful

If you see a new successful run in the Flows history run recently, congrats!

Now the Fingertip app can fetch all your SharePoint sites inside the app and you are able to link the files by ease in all Fingertip objects.



# Configuring admin settings



The final part of the configuration is to grant permission to Microsoft Graph API on behalf of all users in your organization.

1. [Navigate to this link](#)
2. Sign in with your admin credentials.
3. Click "Accept" to grant permissions on behalf of your organization.

If you are redirected to Fingertip website, granting permissions was successful!

Done! Let's add the app inside Teams!



10min

5

# Adding the Fingertip App inside Microsoft Teams

# Adding the Fingertip app inside Teams

The screenshot shows the Power Apps interface. The 'Apps' section is active, displaying a list of apps. The 'Fingertip 1-6' app is selected, and its context menu is open. The 'Add to Teams' option is highlighted in the menu. Red annotations '1.' and '2.' indicate the steps: '1.' points to the three dots menu icon, and '2.' points to the 'Add to Teams' option.

Name	Modified	Owner	Type
Fingertip 1-6	4 d ago	Ville Pellosniemi	Canvas
Recipes		Ville Pellosniemi	Canvas
SimpleDecisionApp		Ville Pellosniemi	Canvas
Solution Health Hub		SYSTEM	Model-driven

Finally, all the configuration in Power Platform has been completed! Let's add the app inside Teams now!

1. From Power Apps' Apps-section, hover over the Fingertip app and click on the "three dots" –menu.
2. From the dropdown, select "Add to Teams".



# Adding the Fingertip app inside Teams

The screenshot shows the Power Apps interface with the 'Add to Teams' dialog open. The dialog displays the 'Fingertip' app details, including a description and two buttons: 'Add to Teams' and 'Download app'. The 'Download app' button is highlighted with a red box, and a red '2.' is placed below it.

Name	Modified	Owner
Fingertip	10 min ago	Leroy Plumley
Solution Health Hub	5 d ago	SYSTEM

**Add to Teams** **Download app**

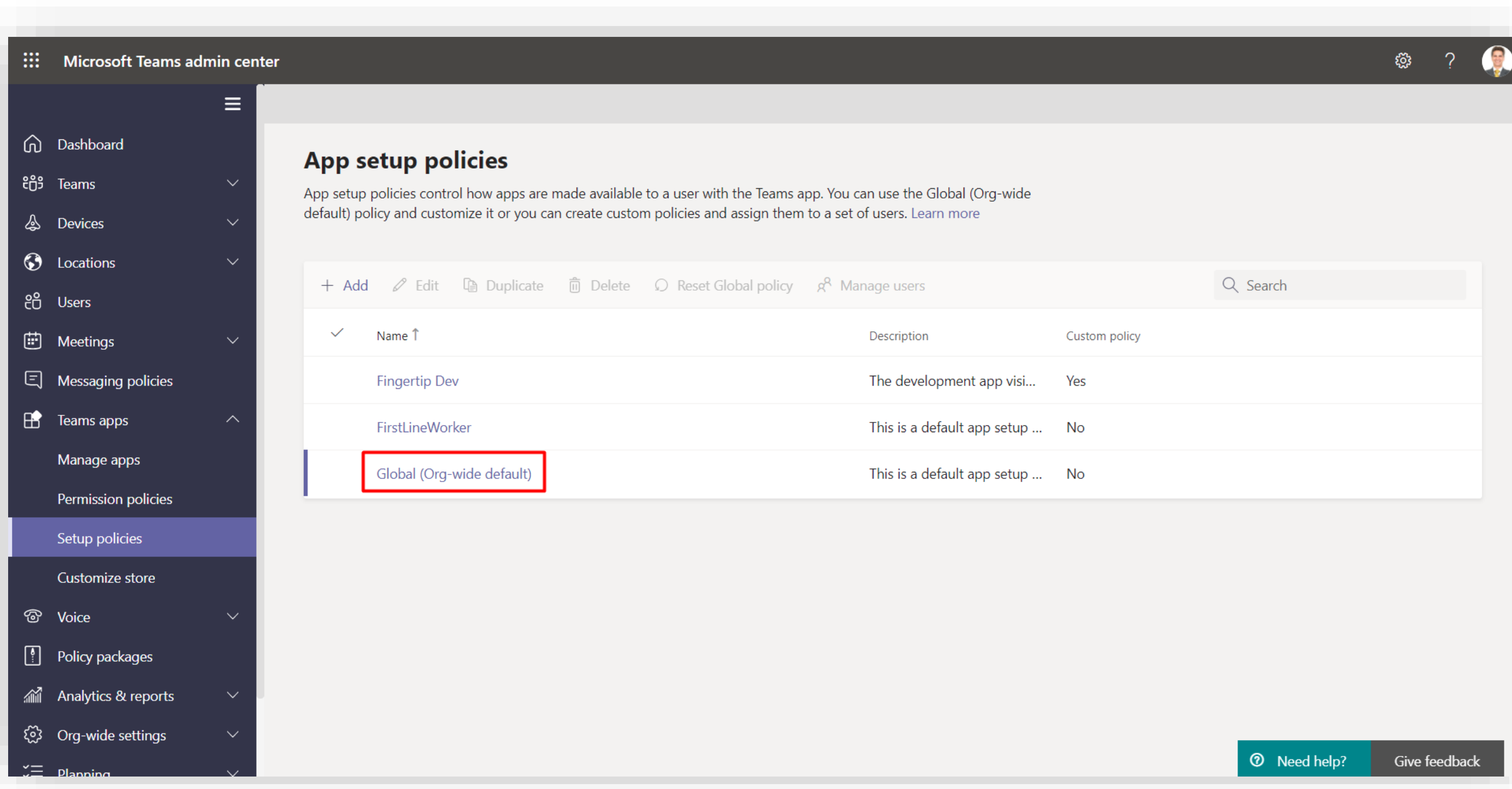
2.

1. Review the app package.
2. Click “Download App”

A .zip –file downloads on your machine. Make sure you remember the location of this file as we will need it in the next steps.



# Adding the Fingertip app inside Teams



The screenshot shows the Microsoft Teams admin center interface. The left sidebar contains navigation options: Dashboard, Teams, Devices, Locations, Users, Meetings, Messaging policies, Teams apps, Manage apps, Permission policies, Setup policies (highlighted), Customize store, Voice, Policy packages, Analytics & reports, Org-wide settings, and Planning. The main content area is titled "App setup policies" and includes a description: "App setup policies control how apps are made available to a user with the Teams app. You can use the Global (Org-wide default) policy and customize it or you can create custom policies and assign them to a set of users. Learn more". Below the description is a table with columns for Name, Description, and Custom policy. The table contains three rows: "Fingertip Dev" (Yes), "FirstLineWorker" (No), and "Global (Org-wide default)" (No). The "Global (Org-wide default)" row is highlighted with a red box. At the bottom of the page, there are buttons for "Need help?" and "Give feedback".

Name ↑	Description	Custom policy
Fingertip Dev	The development app visi...	Yes
FirstLineWorker	This is a default app setup ...	No
Global (Org-wide default)	This is a default app setup ...	No

The next configuration step: Let's confirm that your tenant allows uploading custom apps to Teams.

1. Go to Teams admin center and open App setup policies (<https://admin.teams.microsoft.com/policies/app-setup>)
2. Click on the "Global (Org-wide default)"

# Adding the Fingertip app inside Teams

Microsoft Teams admin center

App setup policies \ Global

### Global

This is a default app setup policy for Firstline workers. This policy cannot be customized.

Upload custom apps  On

Allow user pinning  On

### Installed apps

Choose which apps you want installed for your users. They can still install other apps that they want by setting up those apps in permission policies.

+ Add apps × Remove | 1 item

✓	Name	App ID	Publisher
<input checked="" type="checkbox"/>	Salesforce	d6e4a9b6-646c-32fc-88ba-a6dd6150d1f7	Salesforce

### Pinned apps

Choose the order that apps are pinned in the Teams app navigation bar.

+ Add apps ↑ Move up ↓ Move down × Remove | 7 items

[Need help?](#) [Give feedback](#)

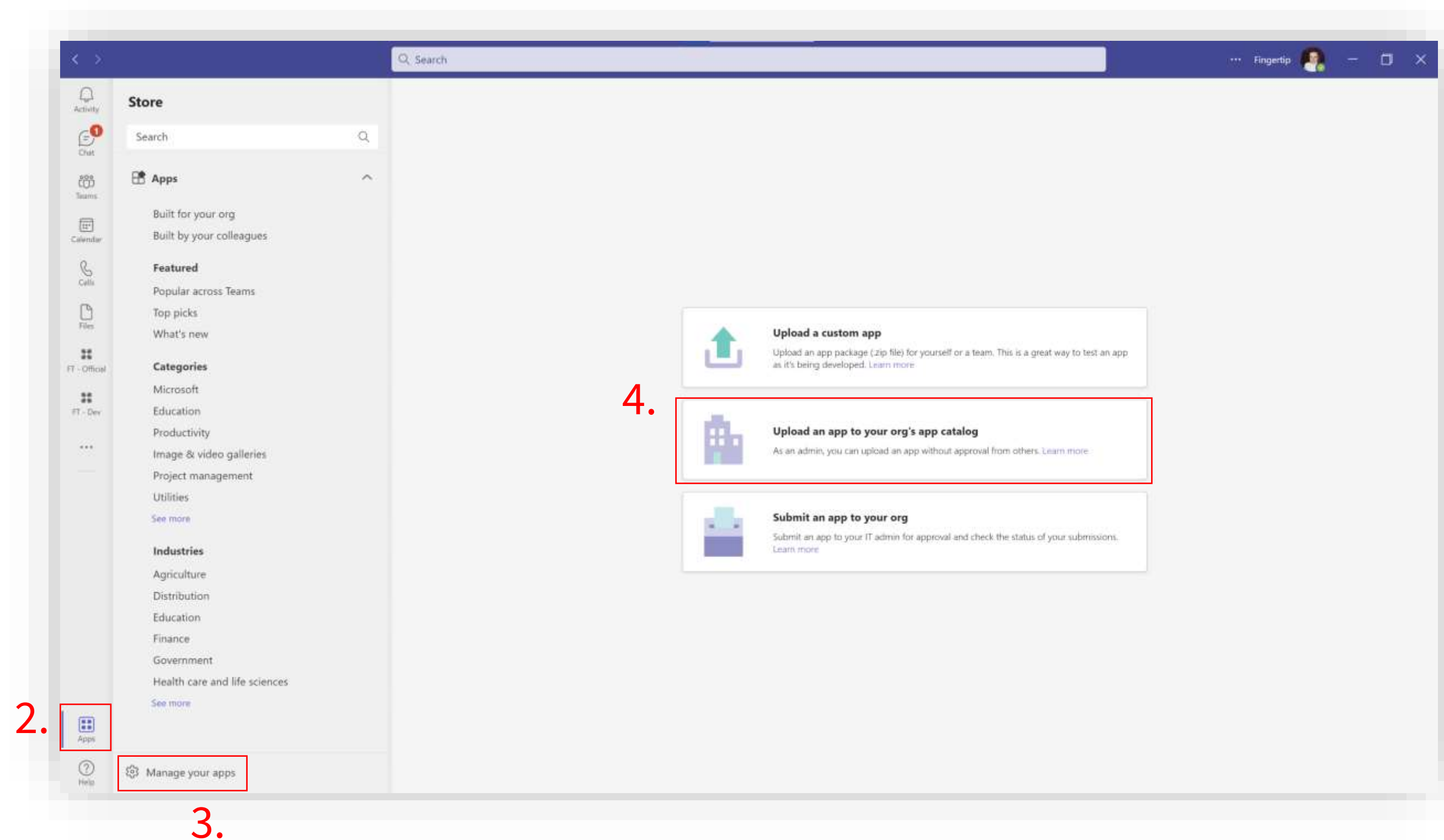
1. Make sure “Upload custom apps” –setting has been turned on.
2. If you made changes, scroll down the page and click “Save”.

# Adding the Fingertip app inside Teams

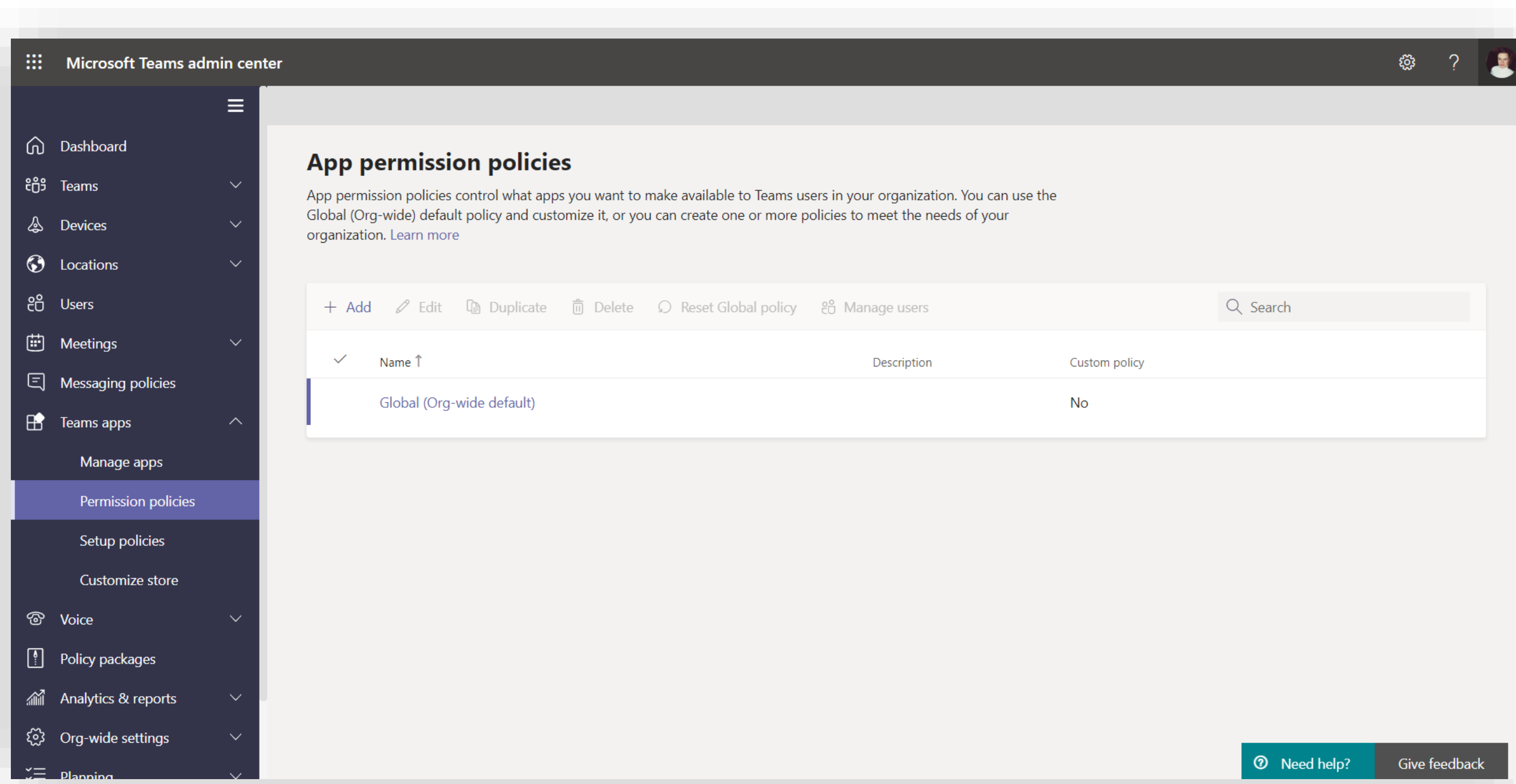
1. Navigate to <https://teams.microsoft.com/> or your Microsoft Teams app.
2. From the left sidebar of Teams, select the “Apps”.
3. At the bottom left corner of the Apps –section you can see “Manage your apps” –section. Select it.
4. Select “Upload an app to your org’s app catalog”

Locate the .zip –file you got from the previous step.

The app is now in your private app store! Just a little bit of configuration work to be done!



# Adding the Fingertip app inside Teams

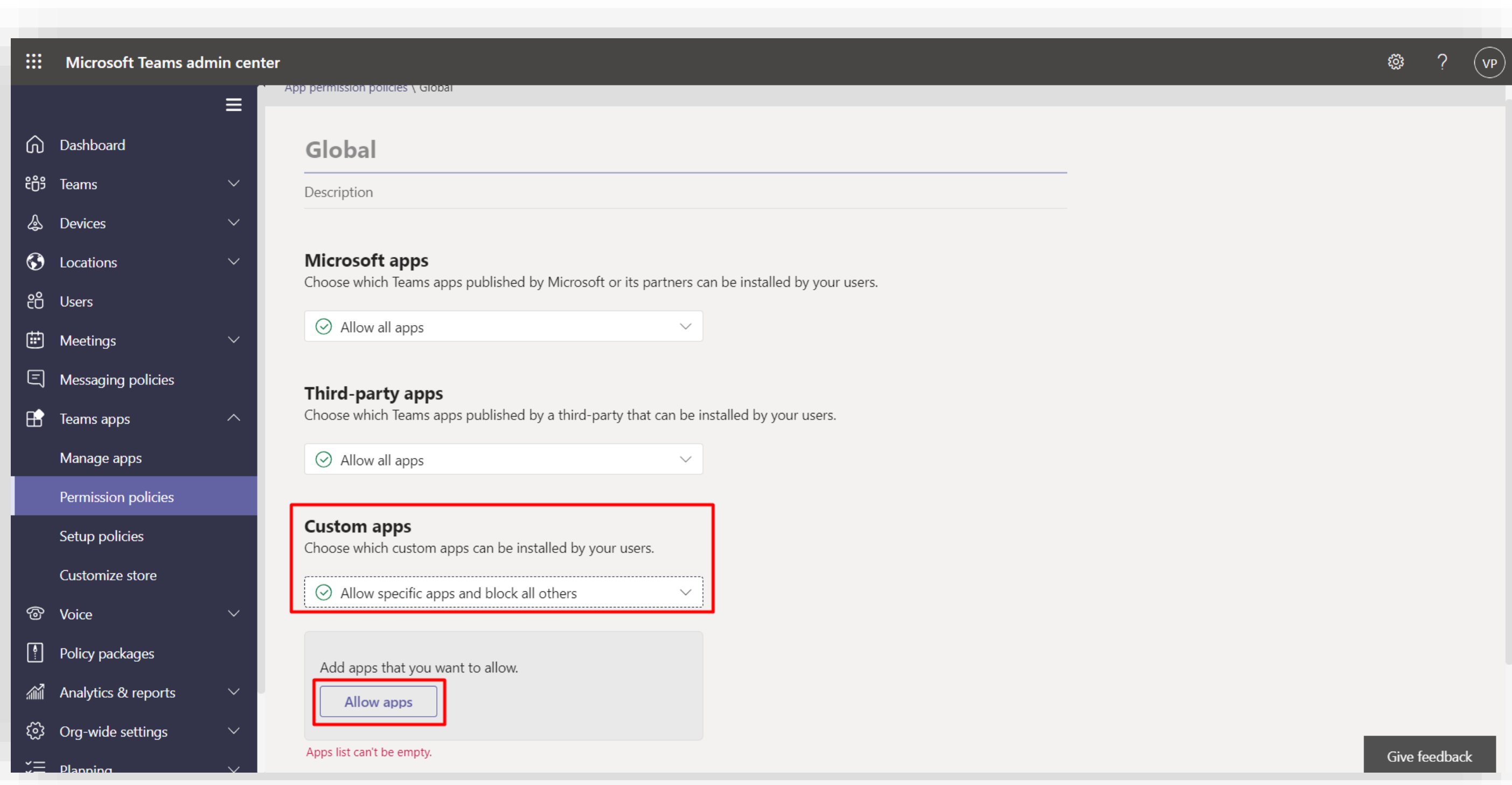


This step is required so that the Fingertip Teams app will show up in your organization's private AppSource.

1. Go back to Teams admin center and open App permission policies  
<https://admin.teams.microsoft.com/policies/app-permission>
2. Click on the "Global (Org-wide default)"



# Adding the Fingertip app inside Teams



Microsoft Teams admin center

App permission policies (Global)

**Global**

Description

**Microsoft apps**  
Choose which Teams apps published by Microsoft or its partners can be installed by your users.

Allow all apps

**Third-party apps**  
Choose which Teams apps published by a third-party that can be installed by your users.

Allow all apps

**Custom apps**  
Choose which custom apps can be installed by your users.

Allow specific apps and block all others

Add apps that you want to allow.

Allow apps

Apps list can't be empty.

Give feedback

If the “Custom Apps” –setting is set to “Allow all apps”, you are done with the installation!

1. Make sure the setting is either “Allow all apps” OR “Allow specific apps and block all others” depending on your preference
2. If you want to allow Fingertip only and block everything else, Click “Allow Apps”.

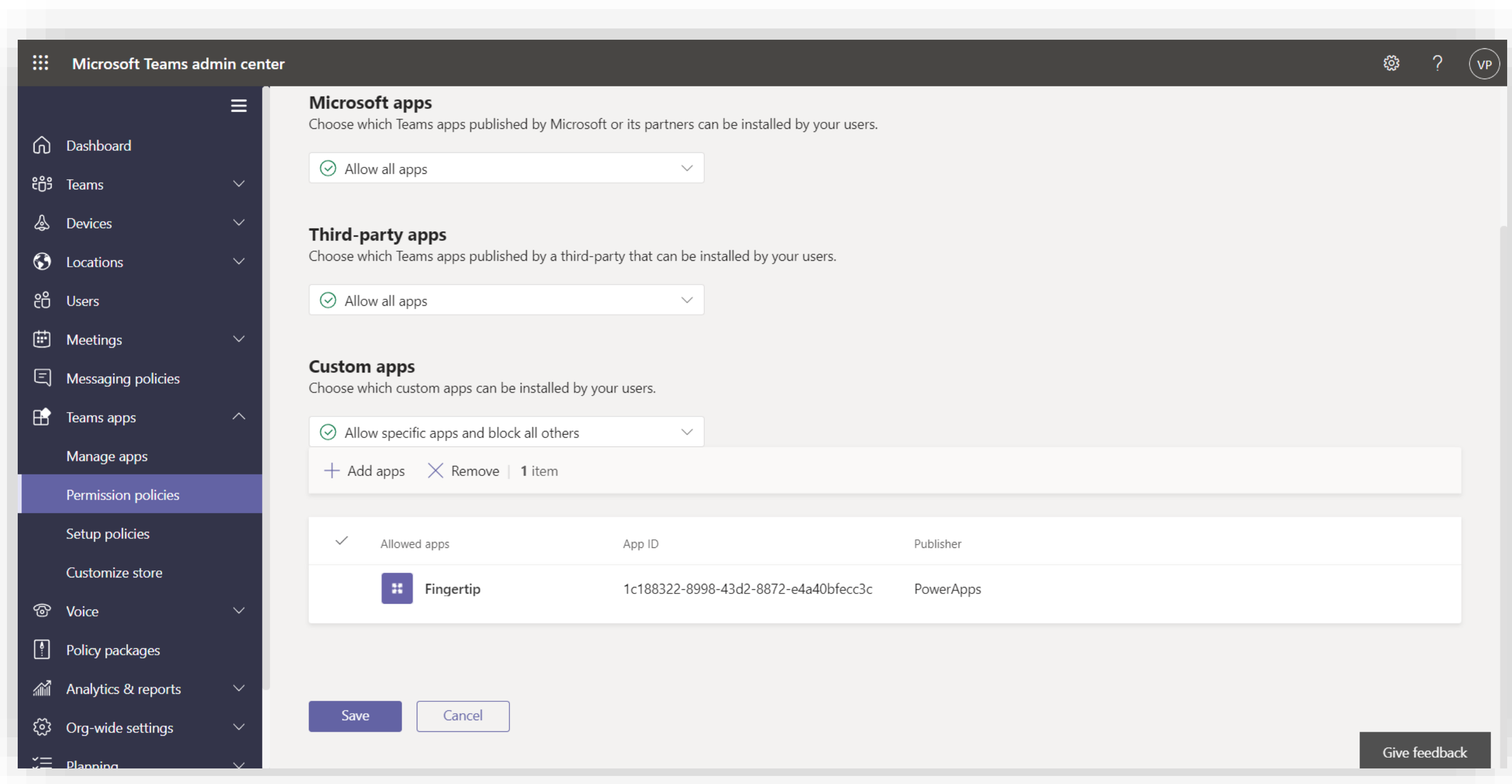


# Adding the Fingertip app inside Teams


The screenshot shows the Microsoft Teams admin center interface. On the left, a navigation pane lists various settings categories, with 'Permission policies' selected. The main content area displays the 'Custom apps' configuration for a specific policy, where the 'Allow specific apps and block all others' option is chosen. A modal dialog box titled 'Add custom apps' is overlaid on the right side of the screen. This dialog has a search box containing the text 'fing'. Below the search box, a list of 'Apps to add (1)' is shown, featuring the 'Fingertip PowerApps' app with its icon and a close button. At the bottom of the dialog, there are two buttons: 'Allow' (highlighted in blue) and 'Cancel'.

1. Type in “Fingertip” to the search box and select it.
2. Click “Allow”.

# Adding the Fingertip app inside Teams



The screenshot shows the Microsoft Teams admin center interface. The left sidebar contains navigation options: Dashboard, Teams, Devices, Locations, Users, Meetings, Messaging policies, Teams apps, Manage apps, Permission policies, Setup policies, Customize store, Voice, Policy packages, Analytics & reports, Org-wide settings, and Planning. The main content area is titled 'Microsoft Teams admin center' and shows the 'Manage apps' section. It is divided into three sections: 'Microsoft apps', 'Third-party apps', and 'Custom apps'. Each section has a dropdown menu to select the policy. The 'Custom apps' section is currently selected, and it shows a list of allowed apps. The 'Fingertip' app is listed with the App ID '1c188322-8998-43d2-8872-e4a40bfec3c' and the Publisher 'PowerApps'. There are 'Save' and 'Cancel' buttons at the bottom of the page, and a 'Give feedback' button in the bottom right corner.

Allowed apps	App ID	Publisher
 Fingertip	1c188322-8998-43d2-8872-e4a40bfec3c	PowerApps

Save your changes! You have successfully installed Fingertip in your Teams -tenant!



# Updating Guide

Step-by-step instructions to get the latest updates to your solution



# Prerequisites needed for a successful update of Fingertip Teams

## Prerequisites

Learn how to assign user roles:

<https://www.microsoft.com/en-us/videoplayer/embed/RE1FOfO>

Learn how to buy and assign licenses:

<https://www.microsoft.com/en-us/videoplayer/embed/RE4KWvE>

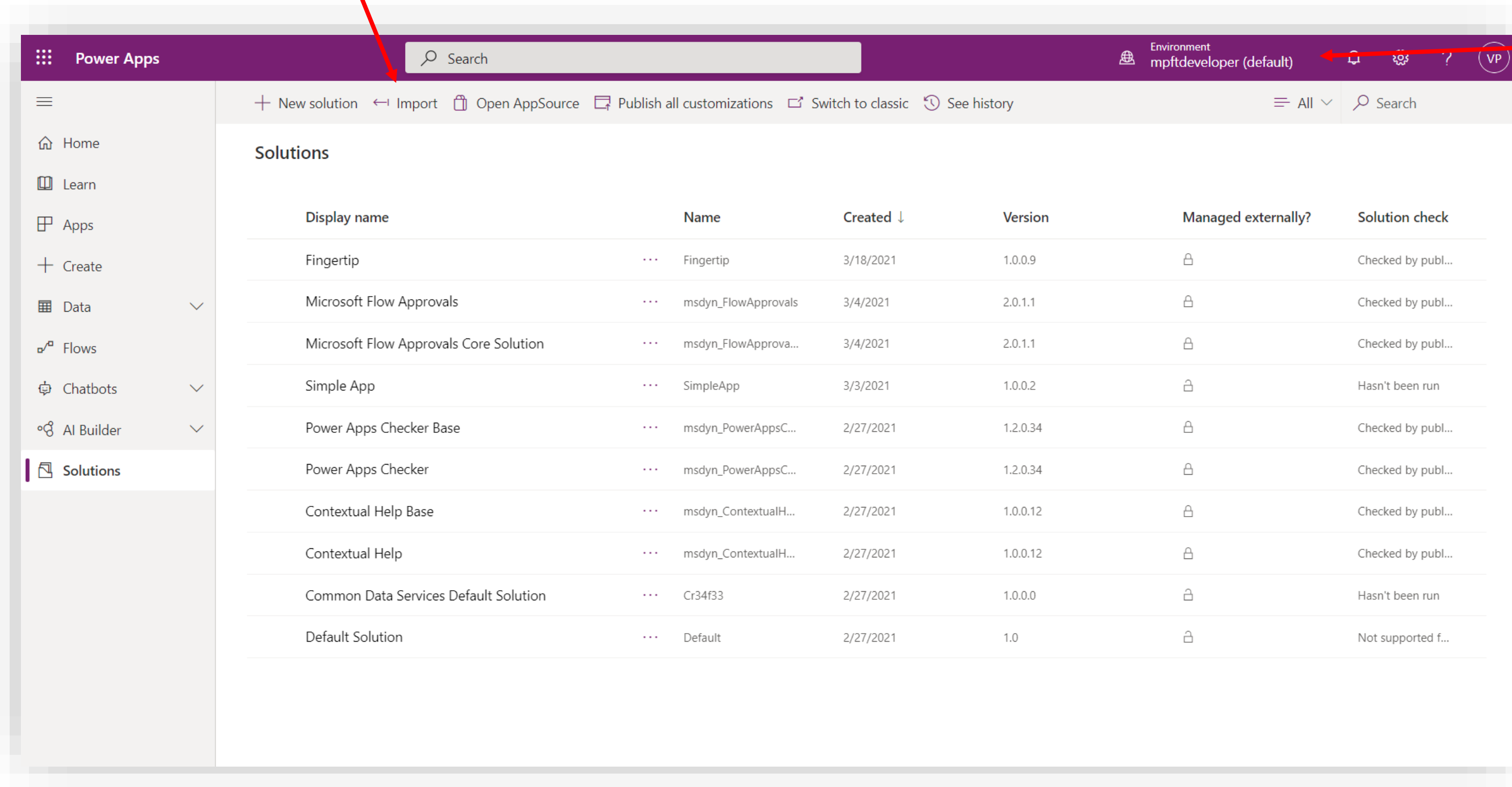
### IMPORTANT:

If the installer doesn't have the needed roles and permissions required, please contact your Microsoft system administrator prior the online meeting.

- 01 You have administrator rights to [Microsoft Admin Portal](#)
- 02 You have administrator rights to [Power Platform Admin Center](#)
- 03 You have administrator rights to [SharePoint Admin Center](#)
- 04 You have access to [Azure Portal and Active Directory](#)
- 05 You have administrator rights to [Teams Admin Portal](#)
- 06 You have an active Microsoft E3 or E5 license
- 07 You have an active Power Apps per user or per app plan license

# Updating Guide

Import



Environment: mpftdeveloper (default)

Actions: + New solution, ← Import, Open AppSource, Publish all customizations, Switch to classic, See history

Display name	Name	Created ↓	Version	Managed externally?	Solution check
Fingertip	Fingertip	3/18/2021	1.0.0.9	🔒	Checked by publ...
Microsoft Flow Approvals	msdyn_FlowApprovals	3/4/2021	2.0.1.1	🔒	Checked by publ...
Microsoft Flow Approvals Core Solution	msdyn_FlowApprova...	3/4/2021	2.0.1.1	🔒	Checked by publ...
Simple App	SimpleApp	3/3/2021	1.0.0.2	🔒	Hasn't been run
Power Apps Checker Base	msdyn_PowerAppsC...	2/27/2021	1.2.0.34	🔒	Checked by publ...
Power Apps Checker	msdyn_PowerAppsC...	2/27/2021	1.2.0.34	🔒	Checked by publ...
Contextual Help Base	msdyn_ContextualH...	2/27/2021	1.0.0.12	🔒	Checked by publ...
Contextual Help	msdyn_ContextualH...	2/27/2021	1.0.0.12	🔒	Checked by publ...
Common Data Services Default Solution	Cr34f33	2/27/2021	1.0.0.0	🔒	Hasn't been run
Default Solution	Default	2/27/2021	1.0	🔒	Not supported f...

When there's an update or a patch to the Fingertip solution, we'll have to update the Solution package.

1. Go to <https://make.powerapps.com/> and click "Solutions" on the left side-navigation.
2. Make sure you are in the ENVIRONMENT that has Fingertip installed in.
3. Select "Import" on top of the screen.



# Updating Guide

The screenshot displays the Power Apps interface with the 'Solutions' list visible in the background and the 'Import a solution' dialog box in the foreground. The dialog box has a title bar with a close button (X) and a 'Next' button at the bottom left. The main content area of the dialog is titled 'Import a solution' and contains the following text:

**Import a solution** X

**Select a file**  
Drag and drop or browse for the solution file to import.

**Browse** Fingertip\_1\_0\_0\_12\_managed.zip

**Next** **Cancel**

The background 'Solutions' list is as follows:

Display name	Name	Created
Fingertip	Fingertip	3/18/2021
Microsoft Flow Approvals	msdyn_FlowApprovals	3/4/2021
Microsoft Flow Approvals Core Solution	msdyn_FlowApprova...	3/4/2021
Simple App	SimpleApp	3/3/2021
Power Apps Checker Base	msdyn_PowerAppsC...	2/27/2021
Power Apps Checker	msdyn_PowerAppsC...	2/27/2021
Contextual Help Base	msdyn_ContextualH...	2/27/2021
Contextual Help	msdyn_ContextualH...	2/27/2021
Common Data Services Default Solution	Cr34f33	2/27/2021
Default Solution	Default	2/27/2021

1. Click “Browse” and locate the UPDATE zip-file that you have received from Fingertip.
2. Click “Next”.

# Updating Guide

**Import a solution**

This solution package contains an update for a solution that is already installed.

**Details**

Name  
Fingertip

Type  
Managed

Publisher  
CDS Default Publisher

Version  
1.0.0.12

Patch  
No

[Advanced settings](#) ^

**Solution action**

**Upgrade (recommended)**

Upgrade your solution to the latest version. Any components not present in the newest solution will be deleted.

**Stage for upgrade**

Upgrade your solution to the higher version, but defer the deletion of the previous version and any related patched until you apply an upgrade later.

**Import** **Cancel**

Power Apps is informing in yellow that the Solution already exists and that this is an update package.

1. Open the “Advanced settings” dropdown.
2. Make sure you have selected “Upgrade”.
3. Click “Import”.

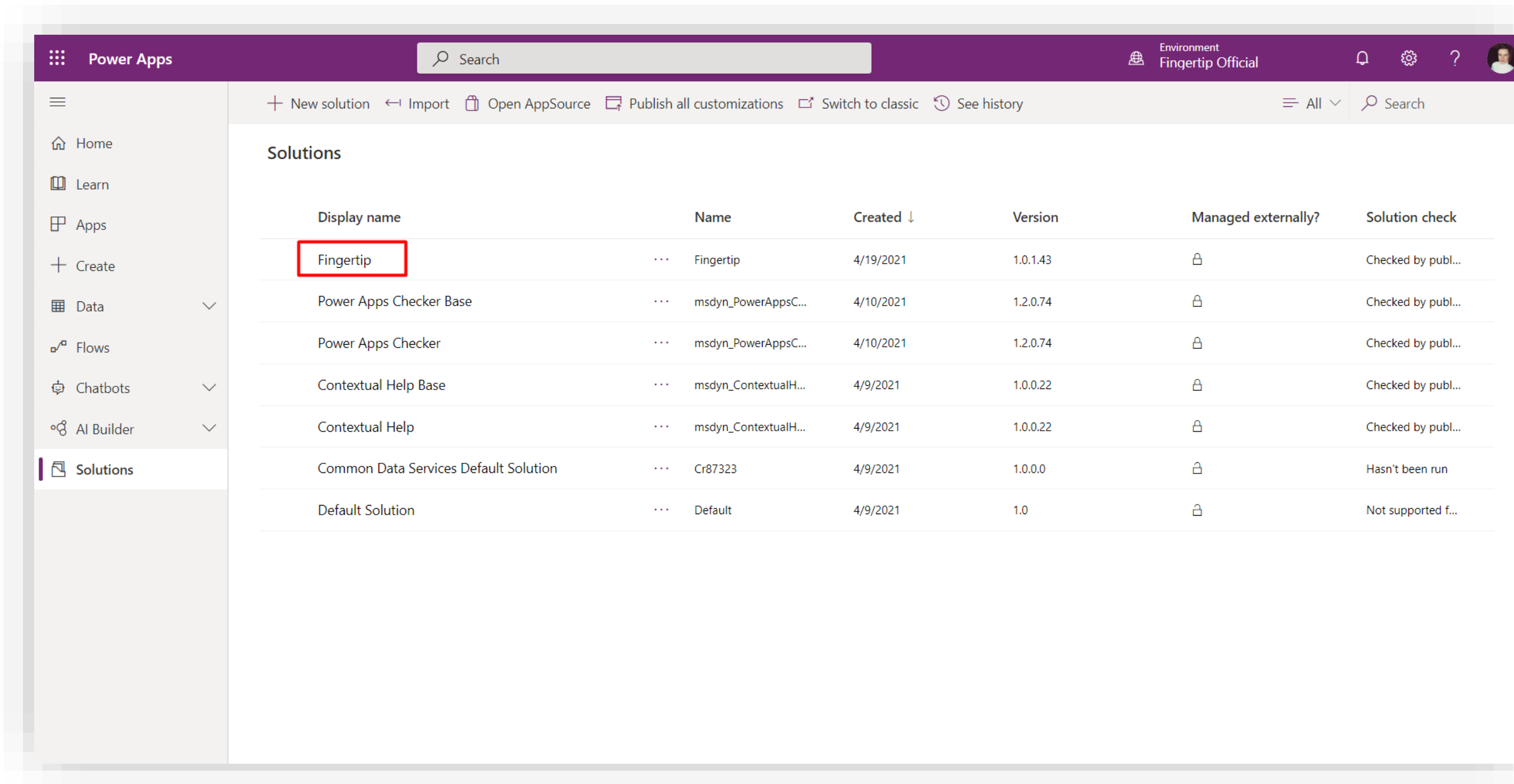
The import-process might take a few minutes. When the package has successfully imported, you have successfully updated the Fingertip application!



✔ Solution "Fingertip" imported successfully.



# Updating Guide



The screenshot shows the Microsoft Power Apps interface. The top navigation bar includes 'Power Apps', a search bar, and the environment name 'Environment Fingertip Official'. Below the navigation bar, there are several action buttons: '+ New solution', '← Import', '📁 Open AppSource', '📄 Publish all customizations', '📂 Switch to classic', and '🕒 See history'. The main content area is titled 'Solutions' and contains a table with the following data:

Display name	Name	Created ↓	Version	Managed externally?	Solution check	
Fingertip	...	Fingertip	4/19/2021	1.0.1.43	🔒	Checked by publ...
Power Apps Checker Base	...	msdyn_PowerAppsC...	4/10/2021	1.2.0.74	🔒	Checked by publ...
Power Apps Checker	...	msdyn_PowerAppsC...	4/10/2021	1.2.0.74	🔒	Checked by publ...
Contextual Help Base	...	msdyn_ContextualH...	4/9/2021	1.0.0.22	🔒	Checked by publ...
Contextual Help	...	msdyn_ContextualH...	4/9/2021	1.0.0.22	🔒	Checked by publ...
Common Data Services Default Solution	...	Cr87323	4/9/2021	1.0.0.0	🔒	Hasn't been run
Default Solution	...	Default	4/9/2021	1.0	🔒	Not supported f...

The final step of the updating is to make sure the Cloud Flows are up and running and publish the changes for everyone to see.

1. Click on the “Fingertip” –solution once the update has finished.

# Updating Guide

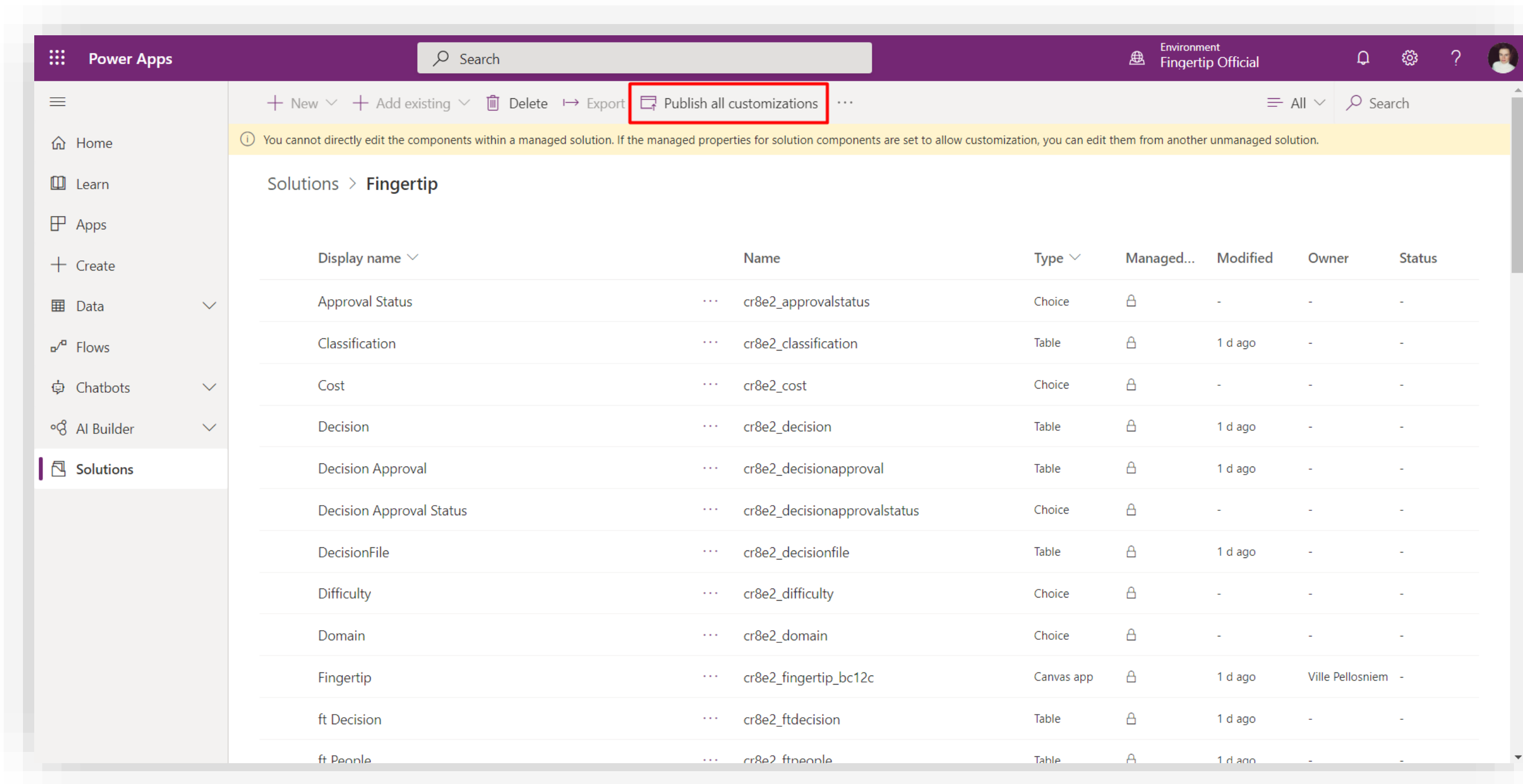
The screenshot shows the Power Apps environment for 'Fingertip Quality'. The left navigation pane is open to 'Objects', where 'Cloud flows (16)' is selected. The main area displays a table of cloud flows. The 'FT - ExportPDF' flow is selected, and its context menu is open, with the 'Turn on' option highlighted. The table columns are: Display name, Name, Type, Managed, Last Modified, Owner, and Status.

Display name	Name	Type	Managed	Last Modified	Owner	Status
Copy Role value from old column to new colu...	Copy Role value from old column to new column	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On
FT - CollectAdaptiveCardResponse	FT - CollectAdaptiveCardResponse	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On
FT - ExportBOListCSV	FT - ExportBOListCSV	Cloud Flow	Yes	1 day ago	Admin Fingertip	Off
FT - ExportPDF	FT - ExportPDF	Cloud Flow	Yes	1 day ago	Admin Fingertip	Off
FT - GetSharePointFiles	FT - GetSharePointFiles	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - Migrate Task 1.0 to Task 2.0	FT - Migrate Task 1.0 to Task 2.0	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On
FT - PostDirectMessage	FT - PostDirectMessage	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On
FT - RevokeRecord	FT - RevokeRecord	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - RevokeTeamsAccess	FT - RevokeTeamsAccess	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - SendReminderBusinessObject	FT - SendReminderBusinessObject	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - SendStanceResponse	FT - SendStanceResponse	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - SendTaskNotification	FT - SendTaskNotification	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - SharePointAdminConfig	FT - SharePointAdminConfig	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - ShareRecord	FT - ShareRecord	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
FT - ShareRecordWithTeam	FT - ShareRecordWithTeam	Cloud Flow	Yes	1 day ago	Admin Fingertip	On
Relate plan type record to plan item	Relate plan type record to plan item	Cloud Flow	Yes	1 day ago	Ville Peltoniemi	On

From the left-side navigation, let's filter the solution components by Cloud Flows.

1. Select "Objects" inside the Solution
2. Select "Cloud Flows (16)".
3. In the Cloud Flows list, make sure every Flow's status is "On".
4. If some Flow's status is off, select the Flow from the "..."-menu and click "Turn on".

# Updating Guide



The screenshot shows the Microsoft Power Apps environment for 'Fingertip Official'. The 'Publish all customizations' button is highlighted with a red box. Below the button, a yellow warning message states: 'You cannot directly edit the components within a managed solution. If the managed properties for solution components are set to allow customization, you can edit them from another unmanaged solution.'

The main content area displays a list of solutions for 'Fingertip' with the following columns: Display name, Name, Type, Managed..., Modified, Owner, and Status.

Display name	Name	Type	Managed...	Modified	Owner	Status
Approval Status	cr8e2_approvalstatus	Choice	🔒	-	-	-
Classification	cr8e2_classification	Table	🔒	1 d ago	-	-
Cost	cr8e2_cost	Choice	🔒	-	-	-
Decision	cr8e2_decision	Table	🔒	1 d ago	-	-
Decision Approval	cr8e2_decisionapproval	Table	🔒	1 d ago	-	-
Decision Approval Status	cr8e2_decisionapprovalstatus	Choice	🔒	-	-	-
DecisionFile	cr8e2_decisionfile	Table	🔒	1 d ago	-	-
Difficulty	cr8e2_difficulty	Choice	🔒	-	-	-
Domain	cr8e2_domain	Choice	🔒	-	-	-
Fingertip	cr8e2_fingertip_bc12c	Canvas app	🔒	1 d ago	Ville Pellosniemi	-
ft Decision	cr8e2_ftdecision	Table	🔒	1 d ago	-	-
ft People	cr8e2_ftpeople	Table	🔒	1 d ago	-	-

1. Select “Publish all customizations”.
2. Wait for the process to finish.

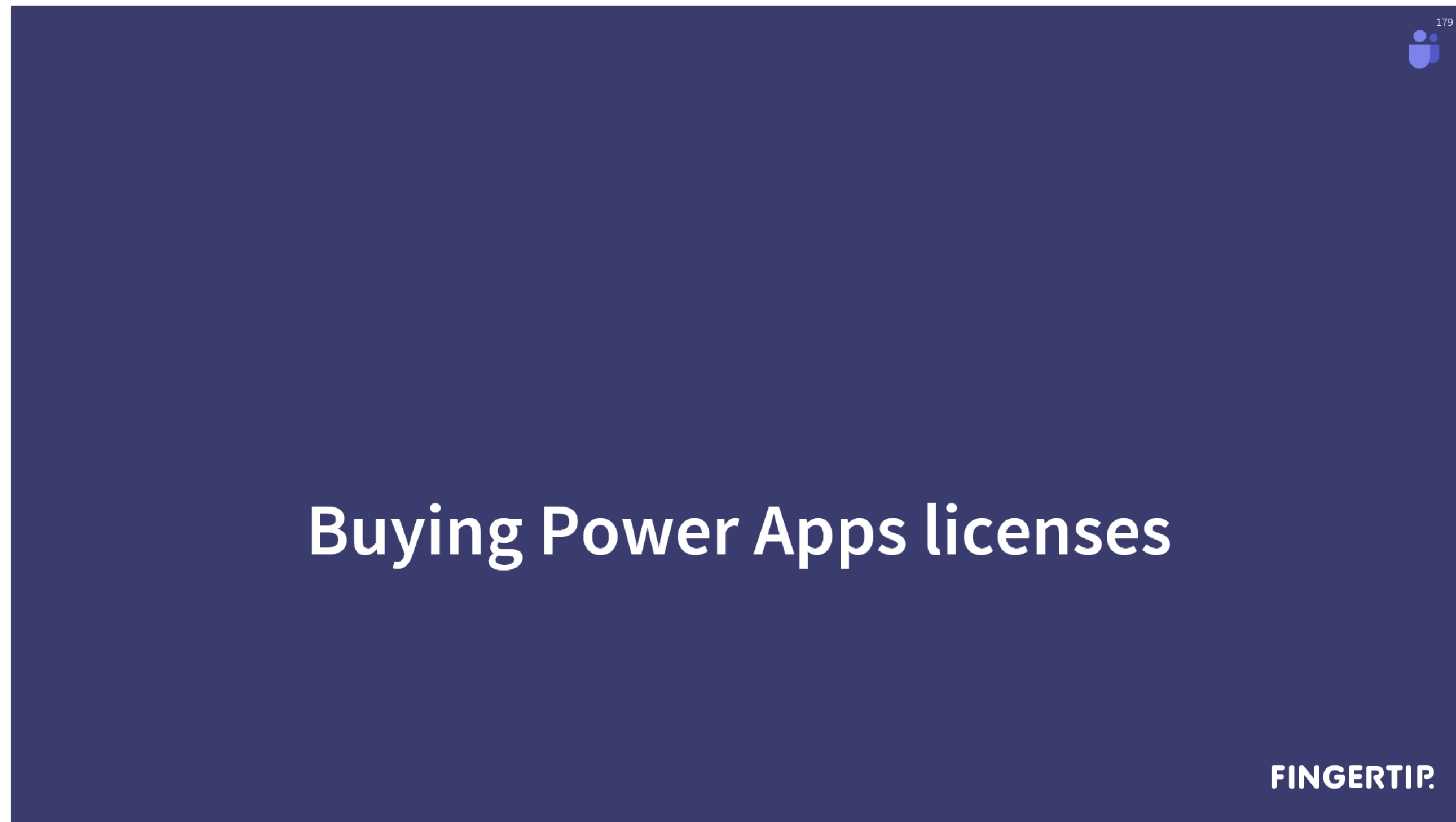
Done! Wasn't that hard was it!

# Adding Users

Give access to one or several new users to the app



# Adding Users



In this section, you'll learn how to add more users to the Fingertip Teams app.

1. First off, buy as many Power Apps per app plan **OR** Power Apps per user plan –licenses as you need for the new users. You can find instructions of how to buy Power Apps licenses [in this section of the guide](#).

When you have bought the licenses, move to the next slide.



# Adding Users

Power Apps

Environment Fingertip Troubleshoot

Search

+ New app Import canvas app All apps

Apps

Component libraries (preview)

Name	Modified	Owner
Fingertip	1 wk ago	Ville Pellosniemi
Solution Health Hub	1 mo ago	SYSTEM

Settings

Power Apps

- Admin center
- Plan(s)
- Advanced settings
- Session details
- Developer resources
- Power Apps settings

Themes

Office

Language and time zone

Change your language →

Password

Change your password →

Contact preferences

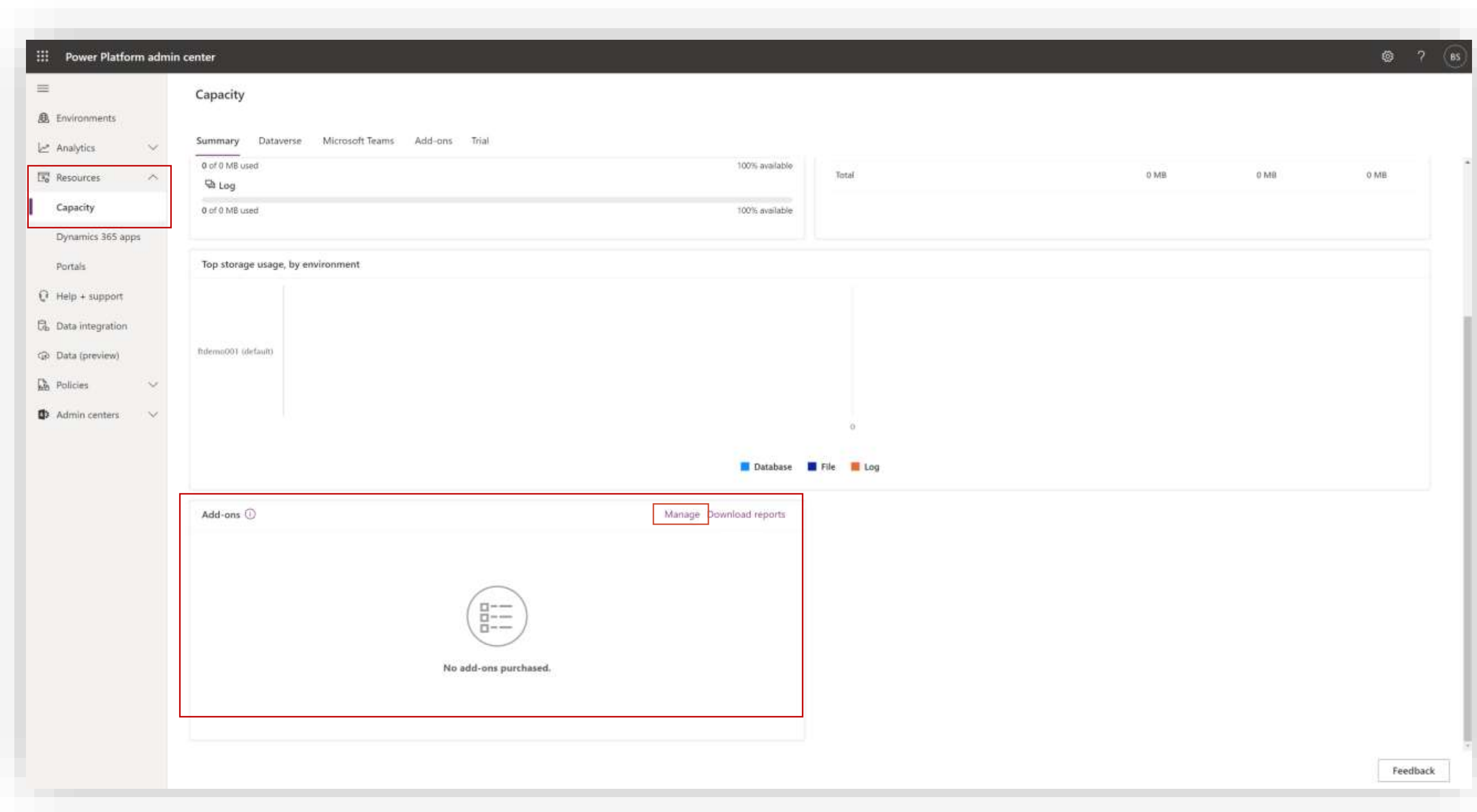
Update contact preferences →

Next, let's get those new Power Apps licenses configured!

1. Go to <https://make.powerapps.com/> and log in with your Microsoft credentials.
2. From the top right corner of the screen, click the cogwheel icon.
3. Go to "Admin center"



# Adding Users



1. In the Admin Center, expand “Resources” in the left-side navigation and select “Capacity”.
2. Scroll down until you find the “Add-ons” – section.
3. Click “Manage”.

# Adding Users

The screenshot displays the Power Platform admin center interface. On the left, the navigation pane shows 'Capacity' selected. The main area shows the 'Capacity' page with a summary of storage usage and a table of storage capacity by source. On the right, the 'Manage add-ons' dialog box is open, showing various capacity settings for the selected environment 'fdemo001 (default)'. The 'App passes' section is highlighted with a red box, indicating the number of passes remaining.

1. Select the environment Fingertip has been installed in.
2. Enter in the “App passes” -section how many Power Apps licenses you want to add to the selected environment.

For example, if you had 10 Fingertip users in the app and you bought 5 more licenses, the new selected value should be 15.

3. Save the changes.

# Adding Users

2.

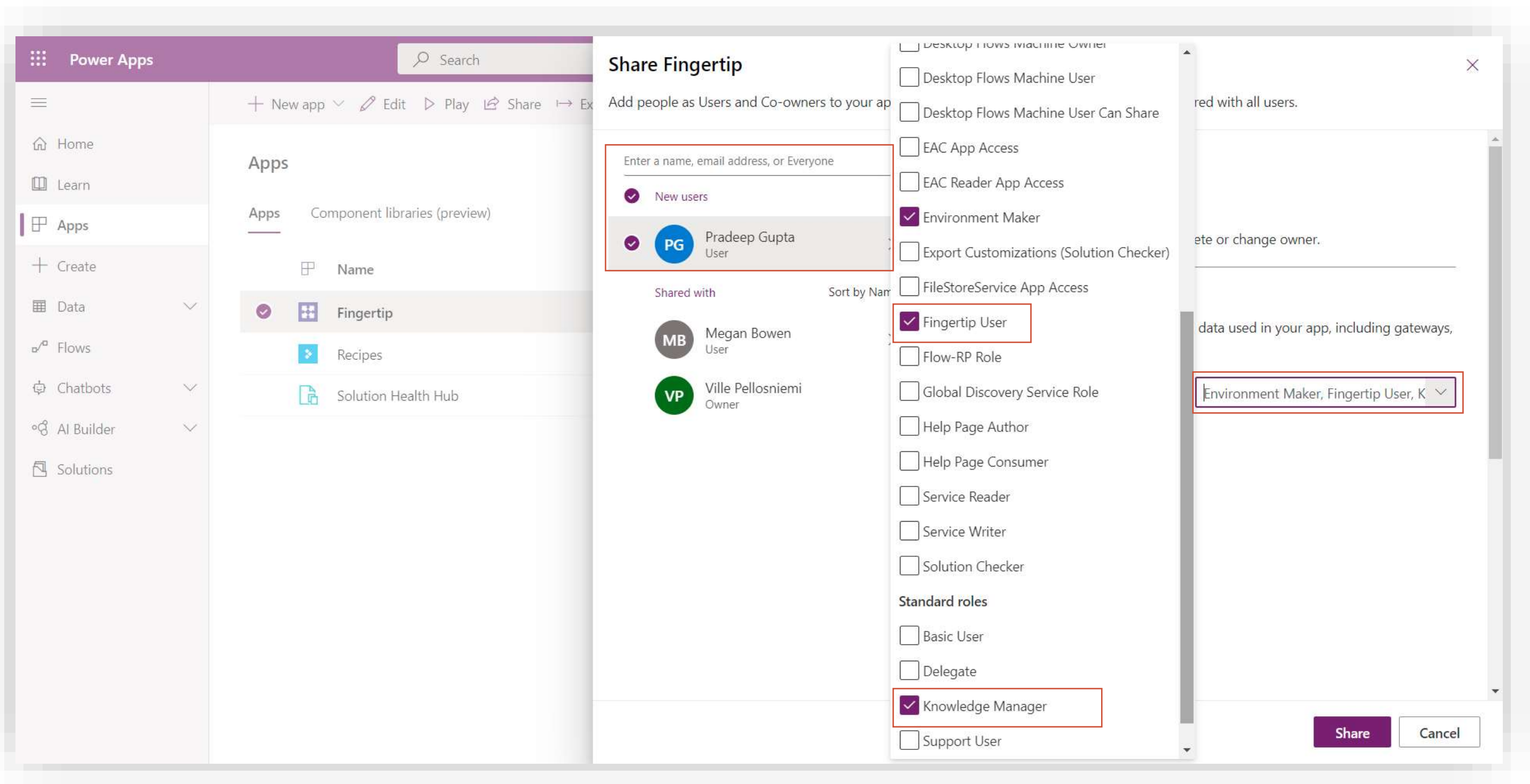
Name	Modified	Owner	Type
Fingertip 1-6	4 d ago	Ville Pellosniemi	Canvas
Recipes		Ville Pellosniemi	Canvas
SimpleDecisionApp		Ville Pellosniemi	Canvas
Solution Health Hub		SYSTEM	Model-driven

1. Navigate to the “Apps” –section of Power Apps.  
[\(https://make.powerapps.com/\)](https://make.powerapps.com/)
2. Make sure you have selected the environment where Fingertip has been installed in.
3. Select “Apps” in the left-navigation.
4. Hover over Fingertip in the apps and click on the “three dots” –menu.
5. From the dropdown, select “Share”.





# Adding Users



1. Type in the search box the **new** user's name and select it.
2. Assign the following roles to the licensed user(s) in the "Data Permissions" - section:
  - Fingertip User
  - Knowledge Manager
3. Review the Users list and click "Share".

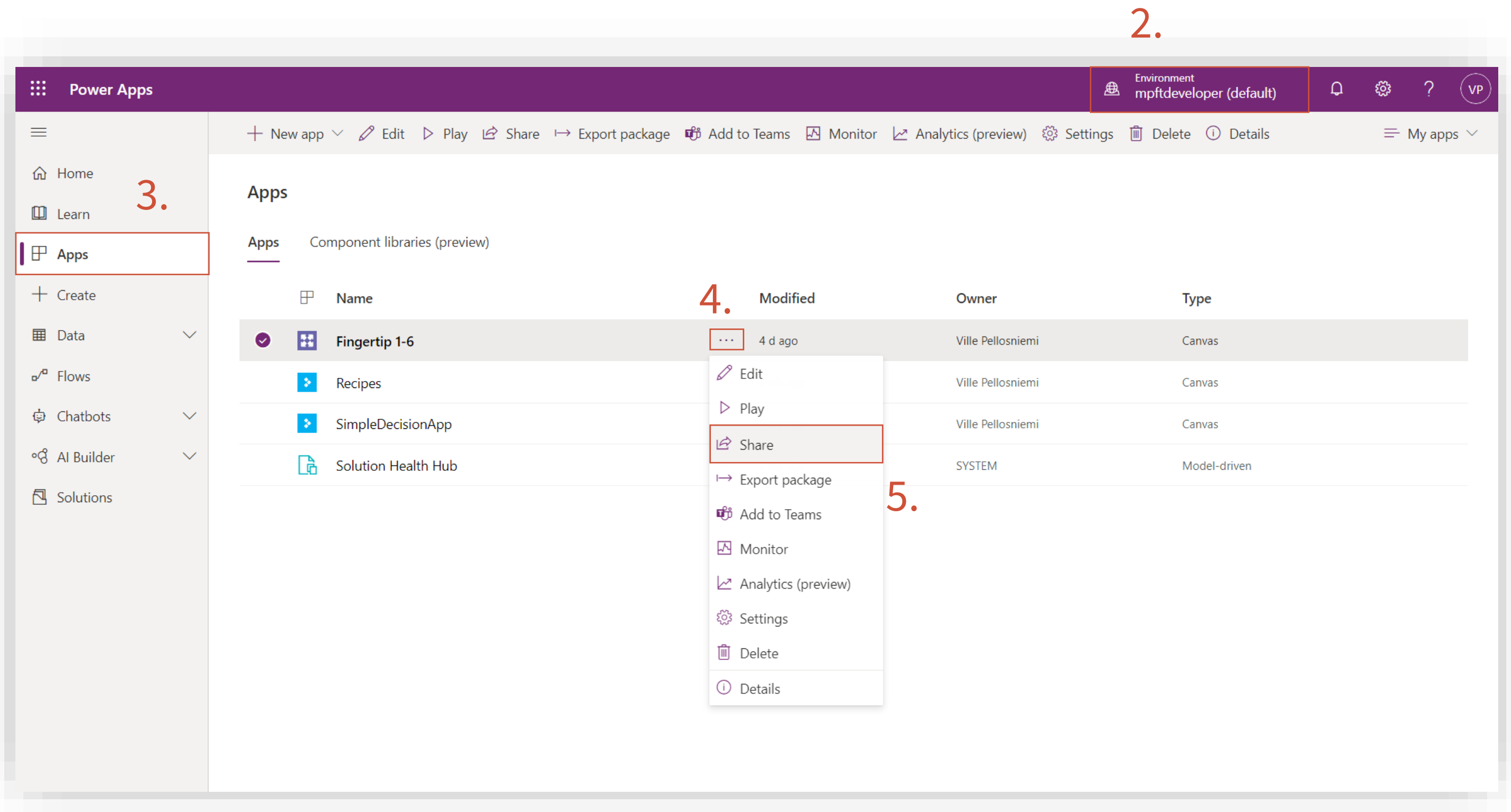
We are done!



# Removing Users

Learn how to disable user access to Fingertip Teams

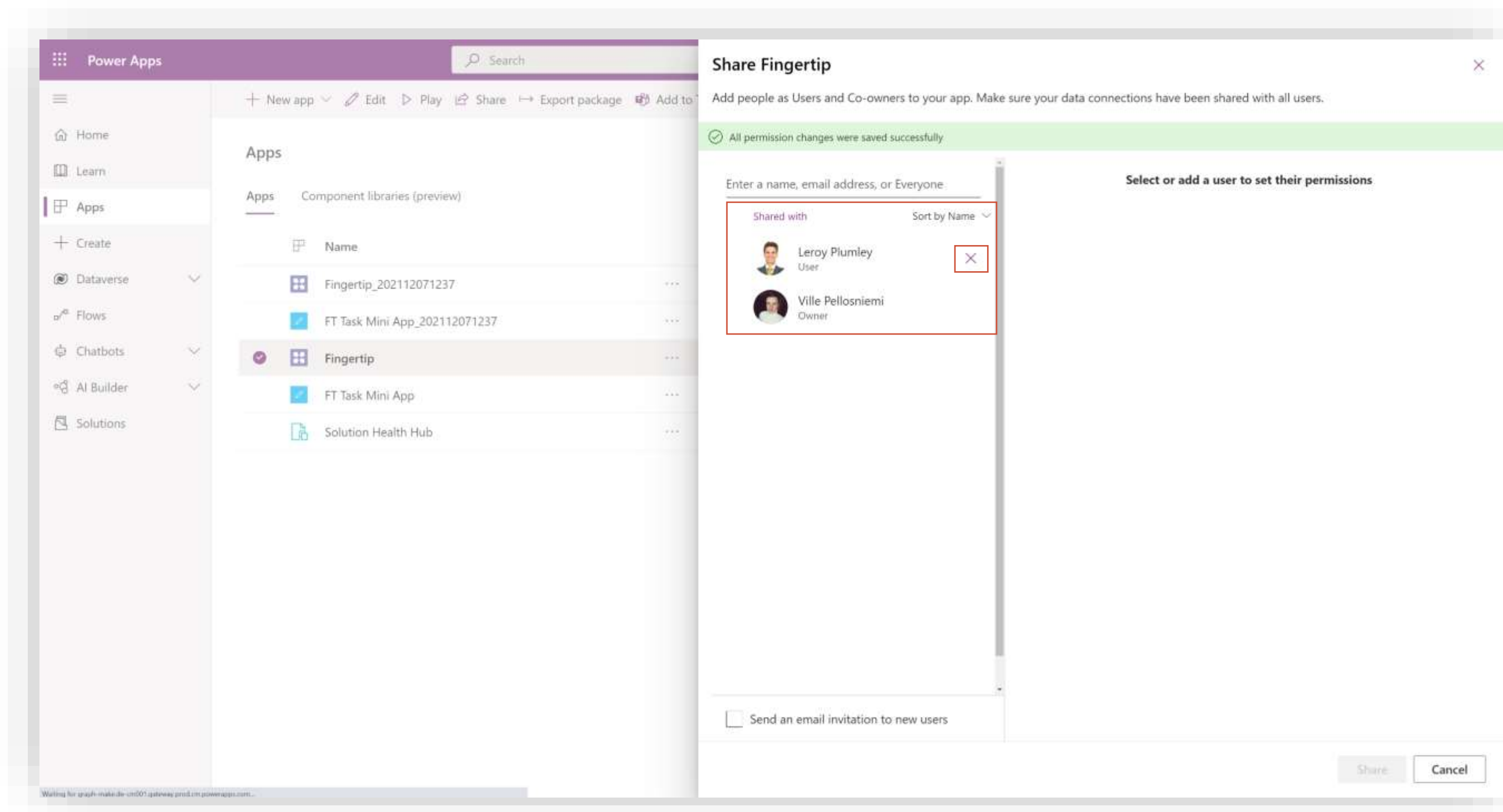
# Removing Users



1. Navigate to the “Apps” –section of Power Apps.  
[\(https://make.powerapps.com/\)](https://make.powerapps.com/)
2. Make sure you have selected the environment where Fingertip has been installed in.
3. Select “Apps” in the left-navigation.
4. Hover over Fingertip in the apps and click on the “three dots” –menu.
5. From the dropdown, select “Share”.



# Removing Users



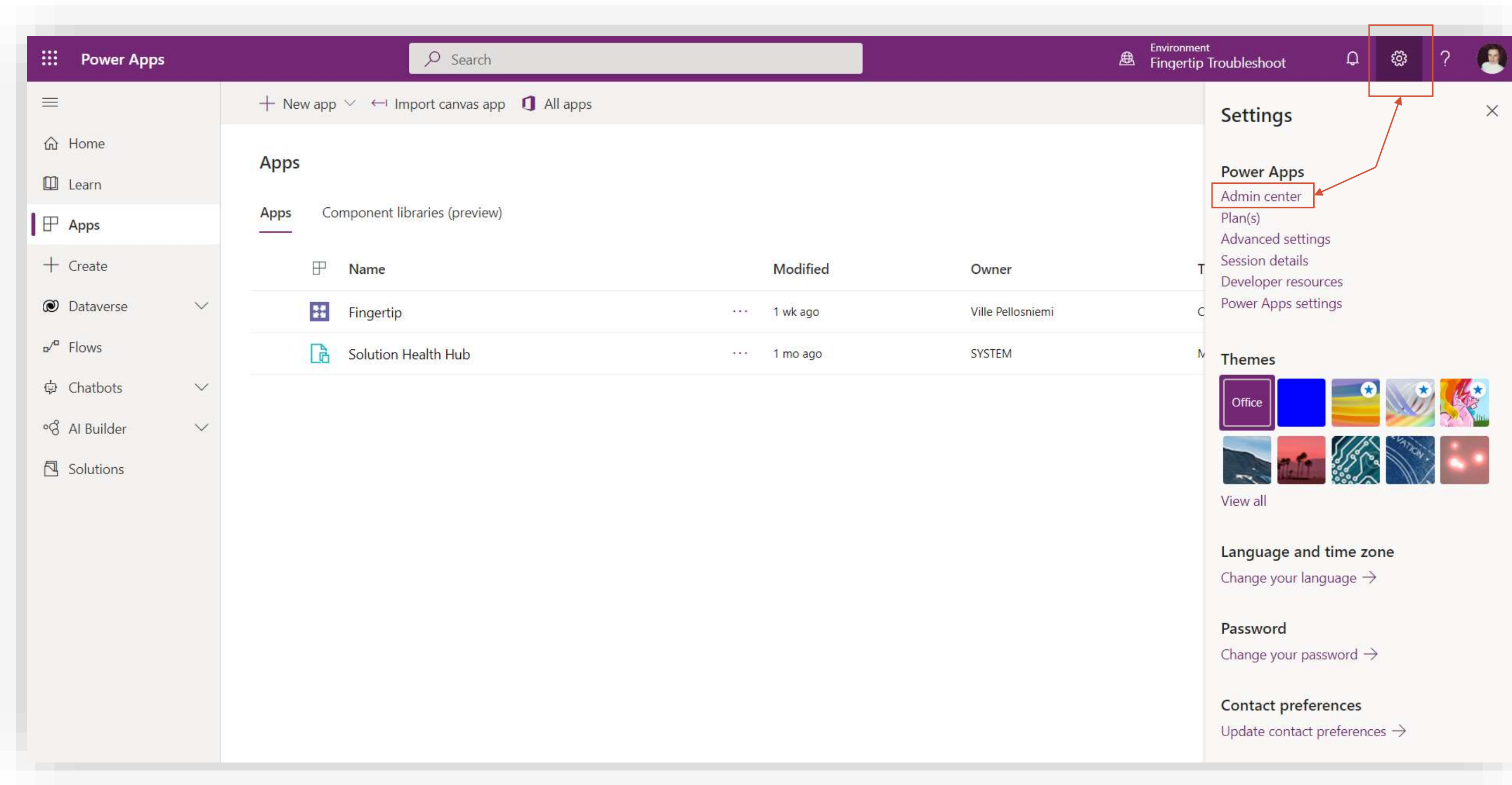
1. From the “Shared with” –section, select the user that you want to remove from the app.
2. Click the “X” –icon of the user.
3. Save the changes.

# Removing Users (Optional)

- If you don't want to keep the Power Apps licenses assigned in the Fingertip environment, [follow these steps \(3 slides\)](#)
- If you want to unassign Power Apps licenses from the removed users, follow these steps [follow these steps \(3 slides\)](#)
- If you want to cancel the Power Apps licenses of the removed users, follow these steps [follow these steps \(2 slides\)](#)



# Removing users – Remove licenses from the environment

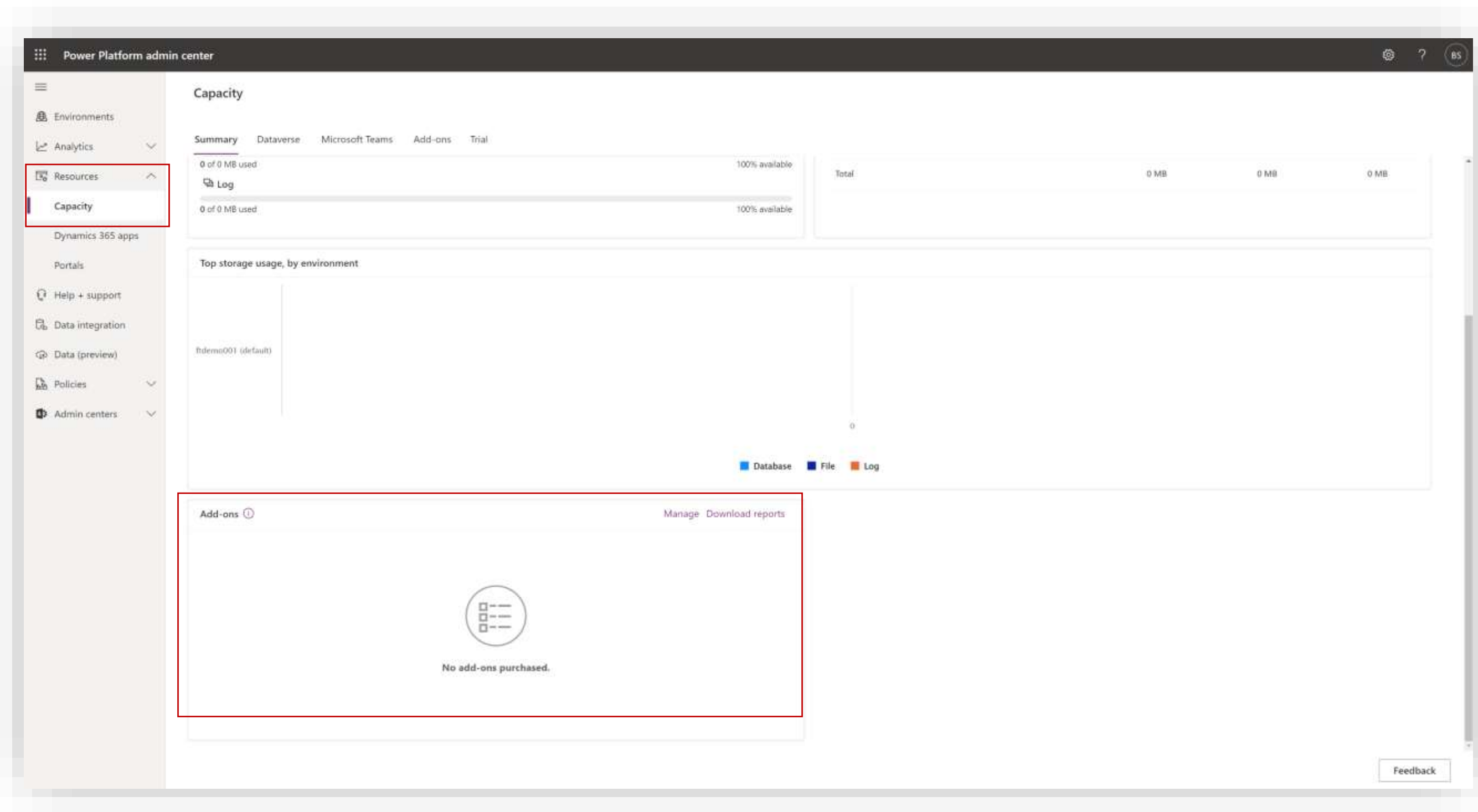


Let's remove the excess licenses from the selected environment.

1. Go to <https://make.powerapps.com/> and log in with your Microsoft credentials.
2. From the top right corner of the screen, click the cogwheel –icon.
3. Go to “Admin center”



# Removing users – Remove licenses from the environment



1. In the Admin Center, expand “Resources” in the left-side navigation and select “Capacity”.
2. Scroll down until you find the “Add-ons” – section.
3. Click “Manage”.

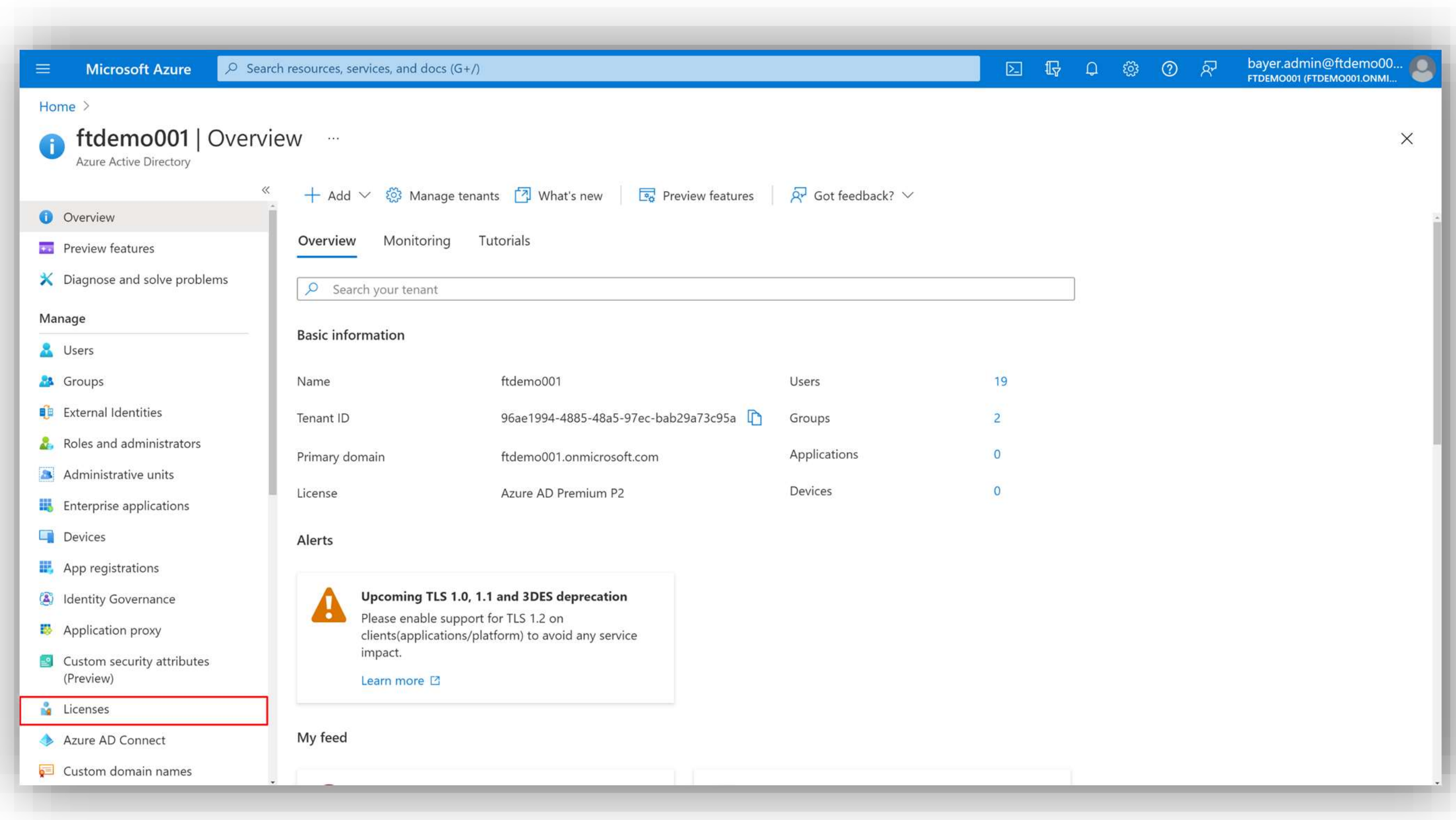
# Removing users – Remove licenses from the environment

The screenshot displays the Power Platform admin center interface. On the left, the navigation pane shows 'Capacity' selected. The main content area shows the 'Capacity' page with a 'Storage capacity usage' section and a 'Storage capacity, by source' table. The 'Storage capacity usage' section shows a green checkmark indicating available capacity. The 'Storage capacity, by source' table shows usage for Database, File, and Log, all at 0 MB used and 100% available. The 'Manage add-ons' dialog box is open on the right, with the 'Environment' field highlighted in red. The dialog shows various add-on settings, including 'App passes', 'Flow per business process', 'Portal page views', 'Portal logins', 'AI Builder credits', 'App Passes for Microsoft Teams', and 'Power Automate Unattended RPA'. The 'App passes' field is set to 0, and the 'Save' button is highlighted in purple.

1. Select the environment Fingertip has been installed in.
2. Subtract from the “App Passes” –number the number of licenses you want to remove from the environment.

If you want to remove 5 users, subtract 5 from the current value and save the changes.

# Removing users – Unassign user licenses



The screenshot shows the Microsoft Azure portal interface for an Azure Active Directory tenant named 'ftdemo001'. The left-hand navigation pane is visible, with the 'Licenses' option highlighted in red. The main content area displays the 'Basic information' section for the tenant, which includes a table with the following data:

Property	Value	Property	Value
Name	ftdemo001	Users	19
Tenant ID	96ae1994-4885-48a5-97ec-bab29a73c95a	Groups	2
Primary domain	ftdemo001.onmicrosoft.com	Applications	0
License	Azure AD Premium P2	Devices	0

Below the table, there is an 'Alerts' section with a warning icon and the text: 'Upcoming TLS 1.0, 1.1 and 3DES deprecation. Please enable support for TLS 1.2 on clients(applications/platform) to avoid any service impact. Learn more'. At the bottom, there is a 'My feed' section.

In this section, we'll unassign the Power Apps licenses from the removed users.

1. Open <https://portal.azure.com/> and sign in with your admin credentials.
2. Locate your Azure Active Directory in the portal.
3. Select "Licenses" in the left-side navigation.





# Removing users – Unassign user licenses

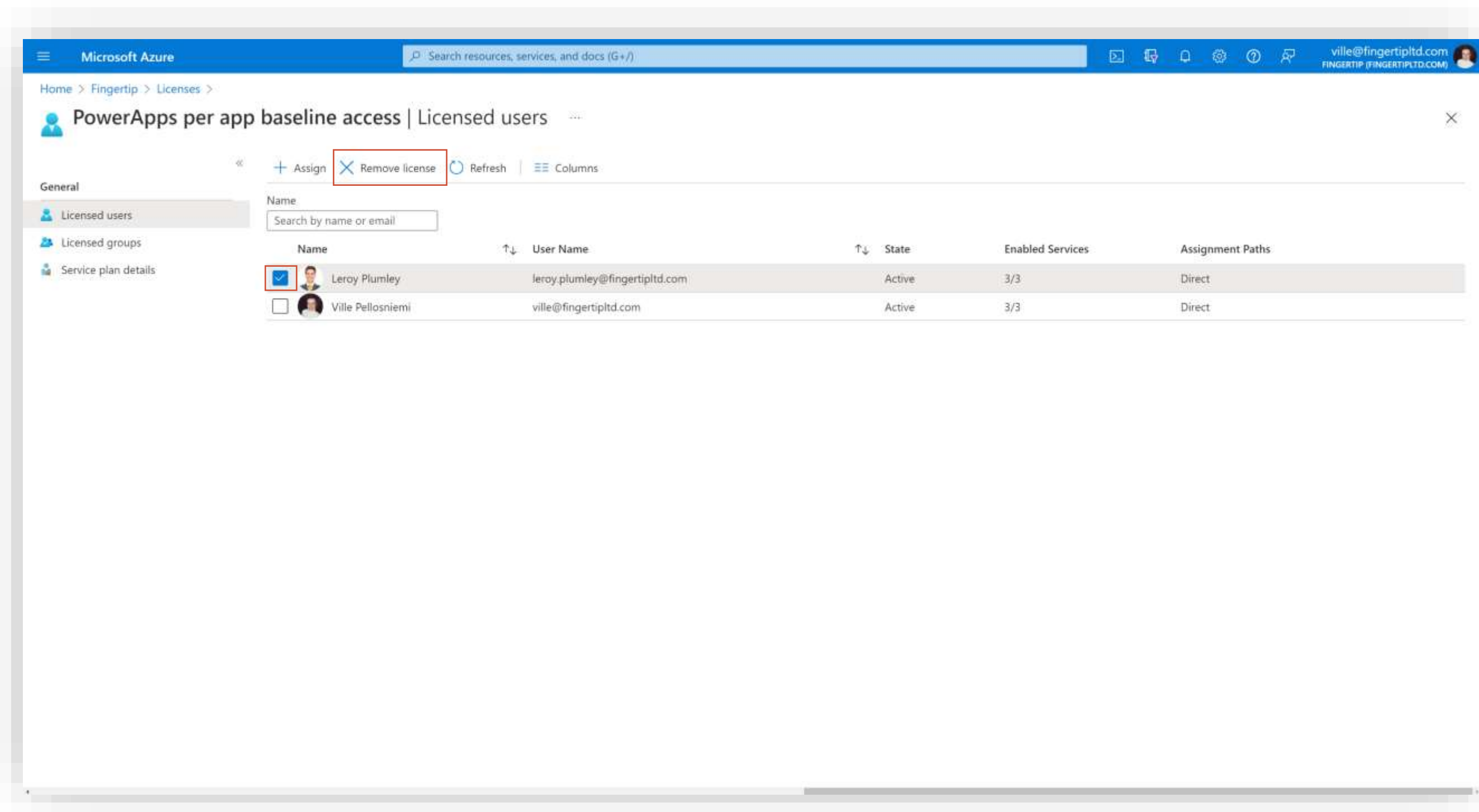
The screenshot shows the Microsoft Azure portal interface for managing licenses. The left navigation pane is open, and 'All products' is selected under the 'Manage' section. The main content area displays a table of licenses with the following data:

<input type="checkbox"/> Name	Total	Assigned	Available	Expiring soon
<input type="checkbox"/> App Connect	10000	2	9998	0
<input type="checkbox"/> Communications Credits	10000000	0	10000000	0
<input type="checkbox"/> Dynamics 365 Customer Engagement Plan	5	5	0	0
<input type="checkbox"/> Microsoft 365 Business Basic	1	1	0	0
<input type="checkbox"/> Microsoft 365 Business Standard	13	13	0	0
<input type="checkbox"/> Microsoft Power Apps Plan 2 Trial	10000	31	9969	0
<input type="checkbox"/> Microsoft Power Automate Free	10000	30	9970	0
<input type="checkbox"/> Microsoft Stream Trial	1000000	17	999983	0
<input type="checkbox"/> Microsoft Teams Exploratory	100	17	83	0
<input type="checkbox"/> Office 365 E3	6	6	0	0
<input type="checkbox"/> Power BI (free)	1000000	21	999979	0
<input type="checkbox"/> Power Virtual Agents Viral Trial	10000	22	9978	0
<input type="checkbox"/> PowerApps per app baseline access	10000	2	9998	0

1. Select “All products” from the left navigation.
2. Click on the name of the “Power Apps per app baseline access” –license.



# Removing users – Unassign user licenses



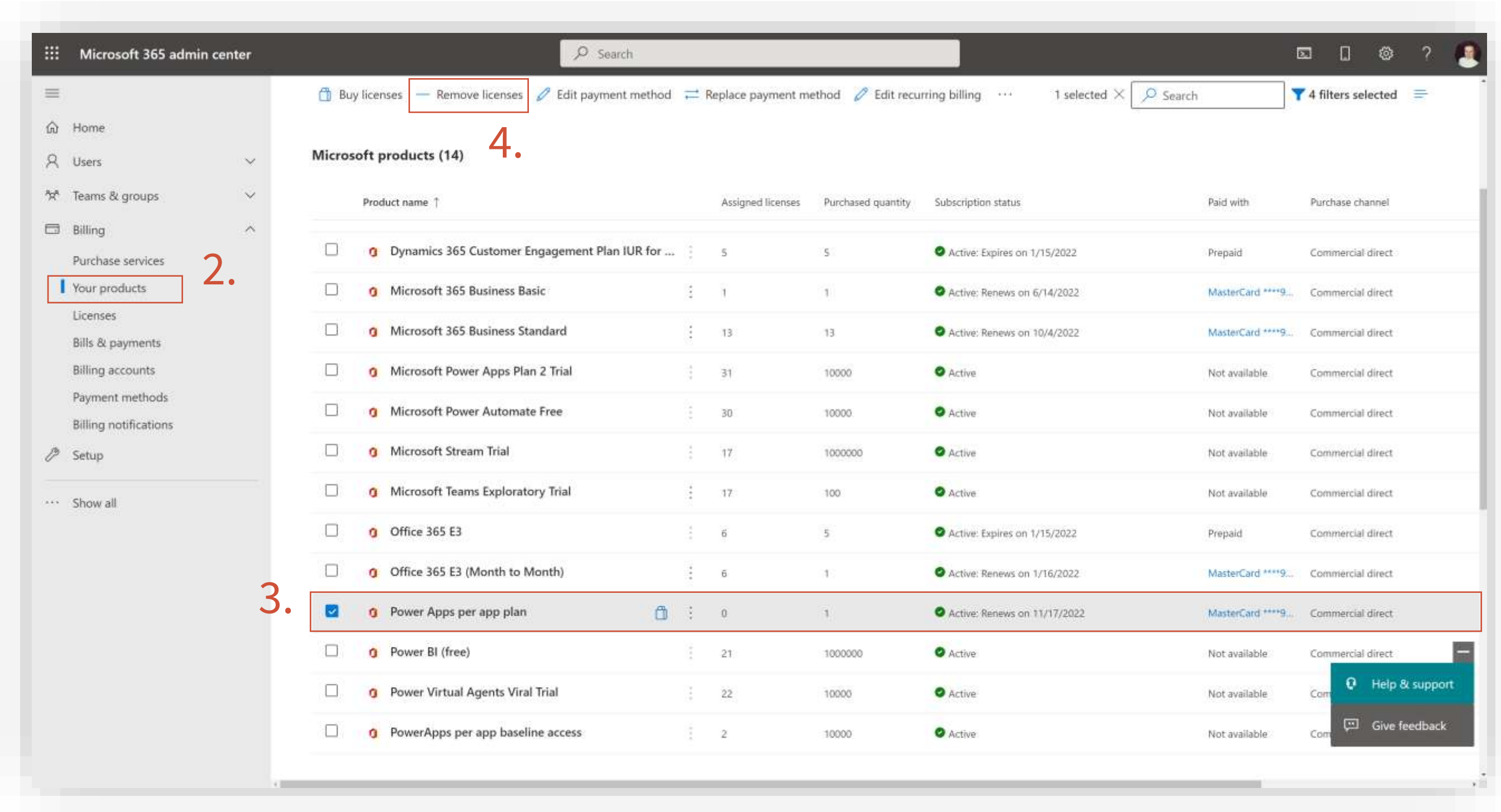
1. Select the user whose license you want to remove.
2. Select “Remove license”
3. Confirm the action.

And that’s this section done!

# Removing users – Cancel Power Apps subscription

Let's remove the amount of Power Apps licenses that you have decided.

1. Navigate to <https://admin.microsoft.com/Adminportal>
2. Expand "Billing" in the left-hand-side navigation and select "Your Products"
3. Select the "Power Apps per app plan" – license.
4. From the top of the screen, select "Remove licenses".



# Removing users – Cancel Power Apps subscription

The screenshot shows the Microsoft 365 admin center interface. On the left is a navigation pane with categories like Home, Users, Teams & groups, Billing, and Setup. The main area displays a table of Microsoft products with columns for Product name, Assigned licenses, and Purchased quantity. The 'Power Apps per app plan' is selected. A 'Remove licenses' dialog is open, showing the current quantity of 1 license and a new quantity of 1 license entered in a dropdown menu. The monthly cost is listed as €8.40, plus applicable tax. A 'Save' button is at the bottom left of the dialog, and a 'Help & support' button is at the bottom right.

Product name	Assigned licenses	Purchased quantity
Dynamics 365 Customer Engagement Plan IUR for ...	5	5
Microsoft 365 Business Basic	1	1
Microsoft 365 Business Standard	13	13
Microsoft Power Apps Plan 2 Trial	31	10000
Microsoft Power Automate Free	30	10000
Microsoft Stream Trial	17	1000000
Microsoft Teams Exploratory Trial	17	100
Office 365 E3	6	5
Office 365 E3 (Month to Month)	6	1
<b>Power Apps per app plan</b>	<b>0</b>	<b>1</b>
Power BI (free)	21	1000000
Power Virtual Agents Viral Trial	22	10000
PowerApps per app baseline access	2	10000

In the “Remove licenses” –section, enter the new quantity for Power Apps licenses.

If you removed 5 users from the Fingertip app, subtract the current value by 5.

And that’s how you fully remove an user from Fingertip!



# Guest Users

Learn about using the Fingertip solution with external users

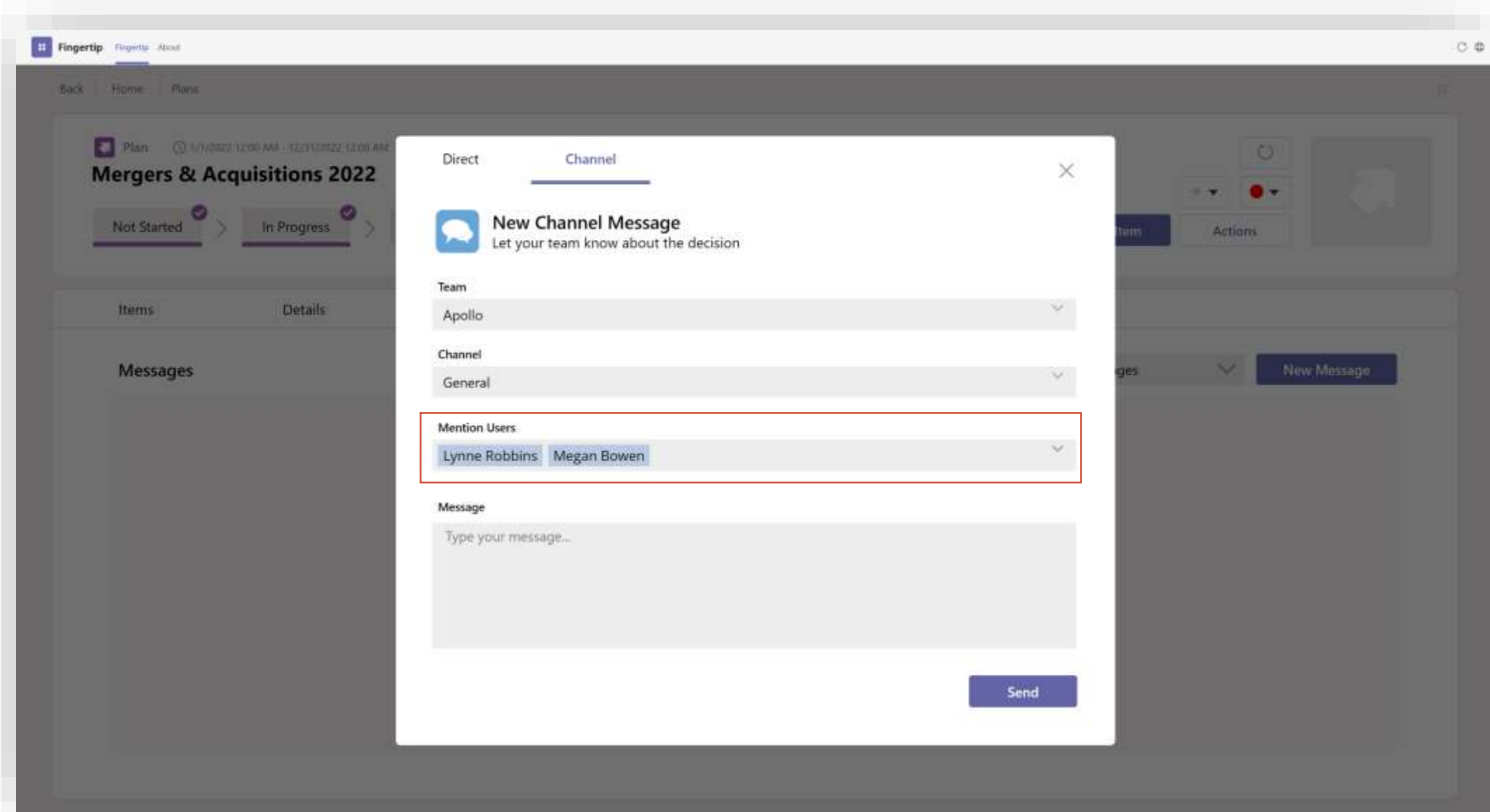
# Using Fingertip for Teams with external (guest) users

- Using Fingertip with external users works with certain limitations ([find these limitations in the next slide](#))
- The guest users need to be licensed from the tenant where Fingertip –solution has been installed in
  - This action is required to make the guests ”enabled” in the target organization
- Guest users can only access Fingertip from a Teams channel
  - Pop-out app can still be optimised (keep Fingertip running in its own window)
  - As the nature of Microsoft Teams, the guests create new channel tabs, request the system admin to perform this action

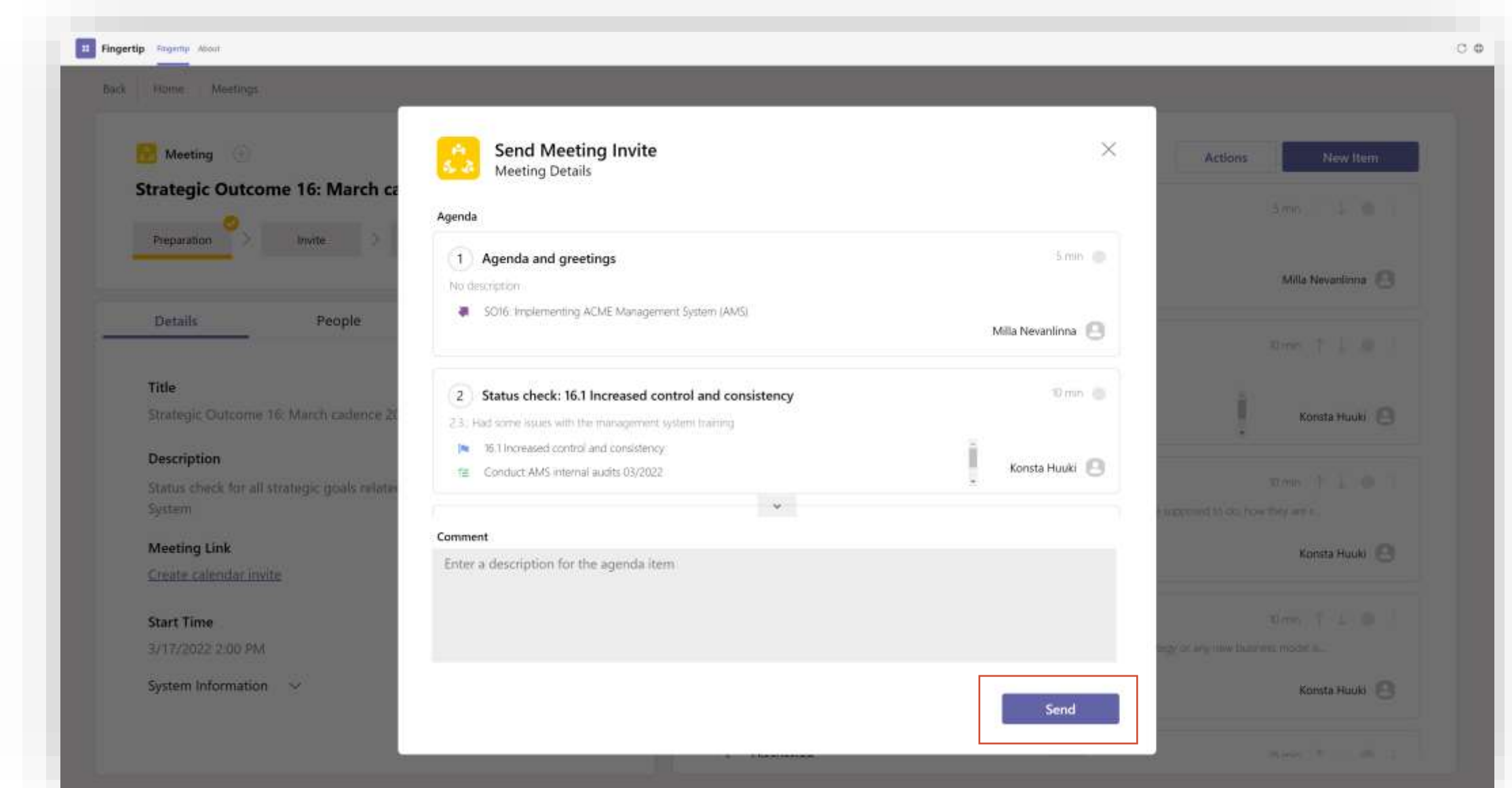


# Known limitations with guest users

Mentioning guest users in channel messages sent from the app



Creating calendar invites from Meeting objects with guests



# Deployment Glossary

Dictionary to understand all the relevant terms used in the deployment

# Glossary (1/2)

- **Power Platform** – A low-code platform where Fingertip has been developed on.
- **Dataverse** – The database built on top of Power Platform and Dynamics 365 that Fingertip uses to store data securely in your tenant.
- **Power Apps** – Low-code apps in Power Platform that can be integrated with Teams and other Microsoft services.
- **Power Automate** – Power Platform tool to automate certain actions in Fingertip.
- **Power Apps license** – to use the Power Apps in your organization, every user requires a license to access the apps built with Power Apps. You can learn more about pricing in <https://powerapps.microsoft.com/en-us/pricing/>
- **Fingertip Solution ZIP-file** – The entire Fingertip solution (database, app, workflows, security role...) packaged into a file that can be imported to your organization with only a few clicks.
- **Tenant** – Your entire Office 365 organization

# Glossary (2/2)

- **E3 and E5 licenses** – Enterprise level Microsoft licenses that can be assigned to users in your organization. Using Fingertip requires a minimum E3 license by each user.
- **SharePoint** – A place to store your organization's files. Files in your Teams channels are stored to SharePoint. Fingertip app needs to be connected to SharePoint to access these files.
- **Environment** – Capsulated container in your organization that stores data and components in their dedicated database.
- **Connector** – A name given to the connections to the Microsoft services used by Fingertip Teams app. For example, Outlook and Teams are connectors.

# Known Limitations

Understand the current limitations of the solution and the app



# Known Limitations of Fingertip Teams

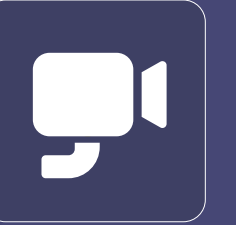
- As every cloud product Fingertip Teams is constantly being improved and currently in January 2022. It is in Minimum Viable Product (MVP) stage. We are aiming for General availability in May 2022. The product has currently the following limitations:
  - No advanced mobile or responsiveness support
  - Users with system admin roles can see all content in Fingertip
  - Stances given from Teams adaptive cards won't be collected after 30 days
  - Updating Fingertip meeting details won't resonate to the Teams calendar invite



# Architecture & Security

Overview

Fingertip for Teams



 Microsoft Teams<sup>®</sup>

# Security Overview

---



- Microsoft Teams is built on the Microsoft 365 hyper-scale, enterprise-grade cloud, delivering the advanced security and compliance capabilities all customers expect.
- Teams enforces team-wide and organization-wide two-factor authentication, single sign-on through Active Directory, and encryption of data in transit and at rest. Files are stored in SharePoint and are backed by SharePoint encryption.
- Microsoft Teams, as part of the Microsoft 365 services, follows all the security best practices and procedures such as service-level security through defense-in-depth, customer controls within the service, security hardening and operational best practices.



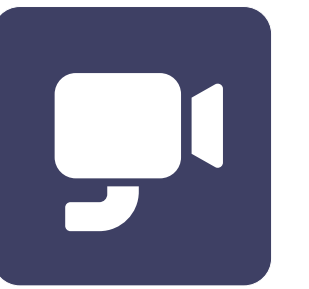
# Fingertip for Microsoft Teams<sup>®</sup> Security Overview



## Summary

- Fingertip is a native 100% Teams application. Fingertip is installed into your own Microsoft Teams tenant. This means, that your organization's security governs the Fingertip App.
- Fingertip uses the Microsoft Power architecture in Teams to deliver its business functionality to end users.
- Fingertip's Architecture covers enterprise level requirements offering a robust database (=Dataverse), business flows (Power Automate), and end user services (Power Apps)
- Fingertip uses built-in Power Connectors to integrate information. All the connectors used by Fingertip are built by Microsoft.
- Fingertip collects business interactions from various Teams & Channels acting as an overarching service above them.
- The user access to the Fingertip App is governed by the Microsoft Security architecture (Azure Active Directory & MS Teams)
- Teams Guests may be invited as users with limited functionality into Fingertip.

# Fingertip relies on the security of the trusted MS Teams platform



Fingertip is a native 100% Microsoft Teams app, which is installed in your own Teams tenant (=environment). Thus, all your data, users, and interactions are in your 100% supervision and control.



We protect your data with the Microsoft robust security management infrastructure that provides critical security and compliance capabilities—advanced encryption, rich access control, and deep integration with **Azure Active Directory**.



For Fingertip, Microsoft **Dataverse** and the **Power Platform** provide the security model that protects data integrity and privacy and supports efficient data access and collaboration.



The goals of the Security model are as follows:

- Provide users with the access only to the appropriate levels of information that is required to do their jobs.
- Categorize users by role and restrict access based on those roles.
- Support data sharing so that users and teams can be granted access to records that they do not own for a specified collaborative effort.
- Prevent a user's access to records the user does not own or share.

## Admin Layers of Fingertip

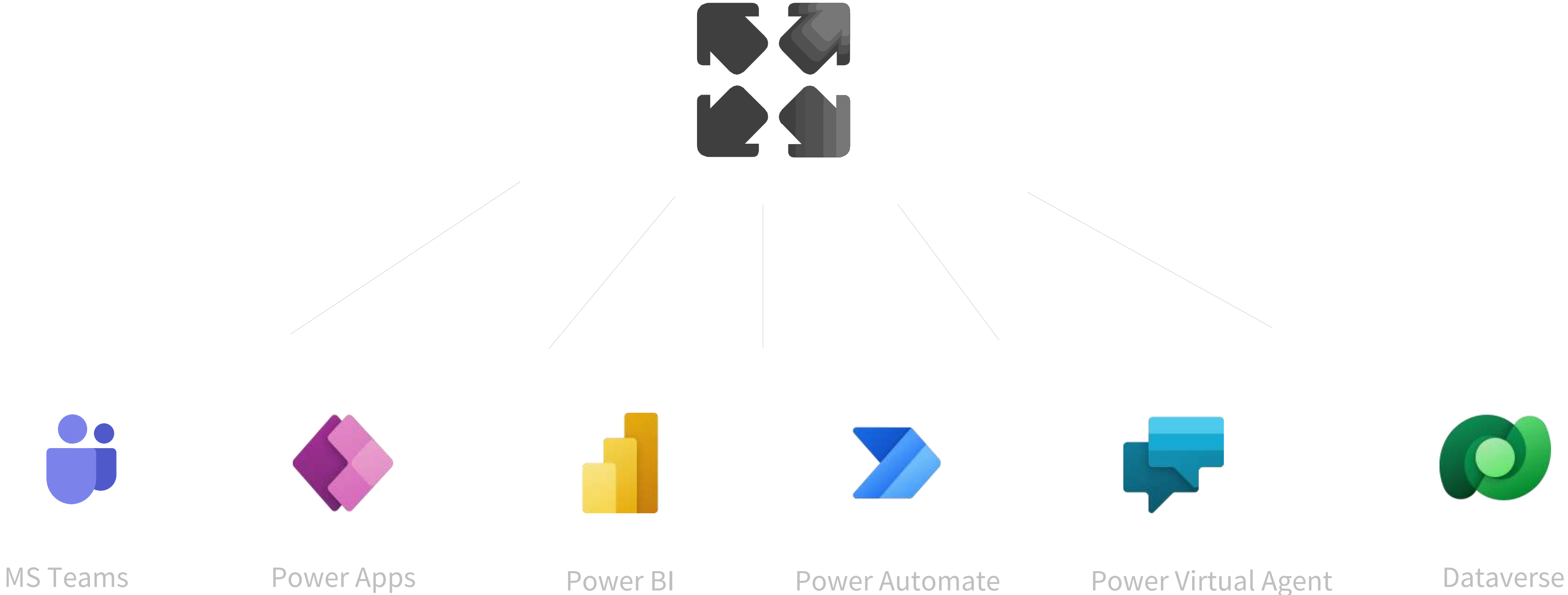
- Azure Admin Portal - AAD
- Microsoft 365 Admin Center
- Teams Admin Center
- Dataverse Admin Center
- Power Platform Admin Center

Security Level	Example
App-level security	Access to “Fingertip app”
Form-level security	Access to “Decision card”
Record-level security	Access to “Decision to Invest in Contoso Ltd”
Field-level security	Access to “Description“ field





# Fingertip uses the enchanting Microsoft Power architecture in Teams to deliver its business functionality to end users



# Fingertip is built with Microsoft Power Architecture

Stay connected and organized. Accomplish more together across work life.



## Teams

Teams is the hub for team collaboration that integrates the people, content, tools your team needs to be more engaged. Your launchpad for Applications like Fingertip.



## Power Apps

Build apps in efficiently—that easily connect to data, use Power FX expressions to add logic, and run on the web, iOS, and Android devices.



## Power BI

Unify data from many sources to create interactive, immersive dashboards and reports that provide actionable insights and drive business results.



## Dataverse

Dataverse lets you securely store and manage data that's used by business applications.



## Power Virtual Agent

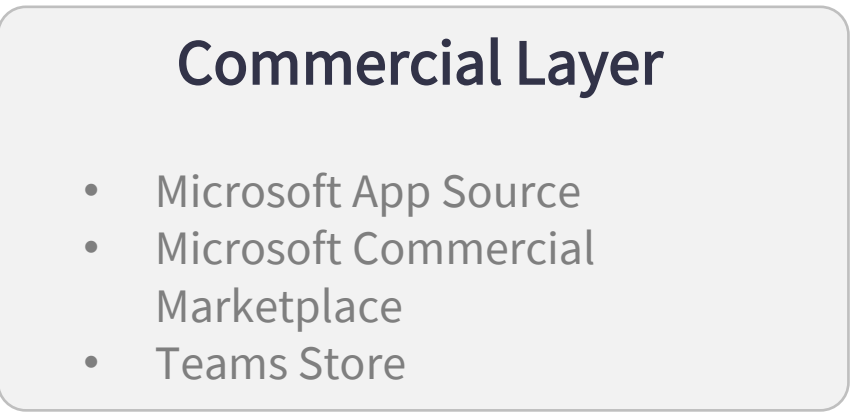
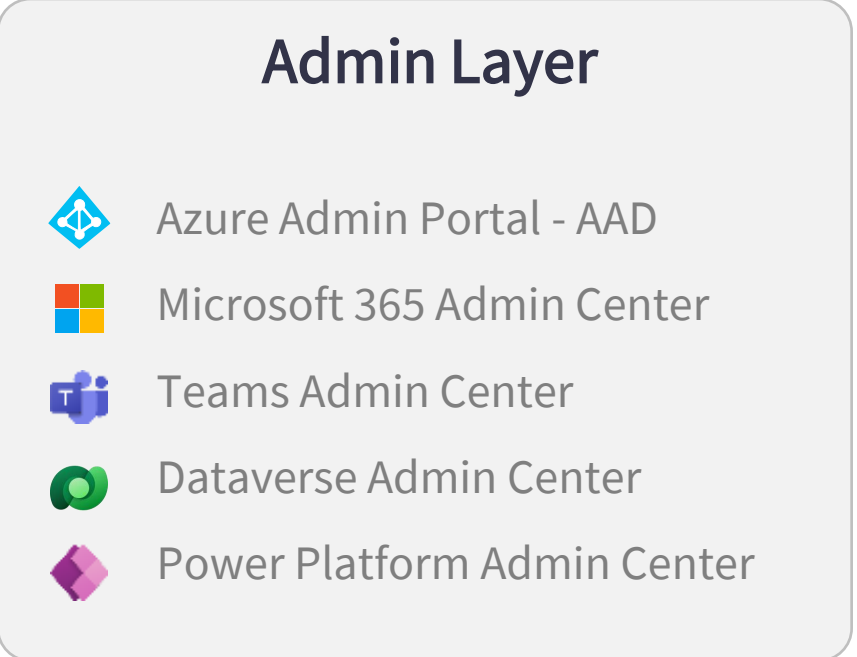
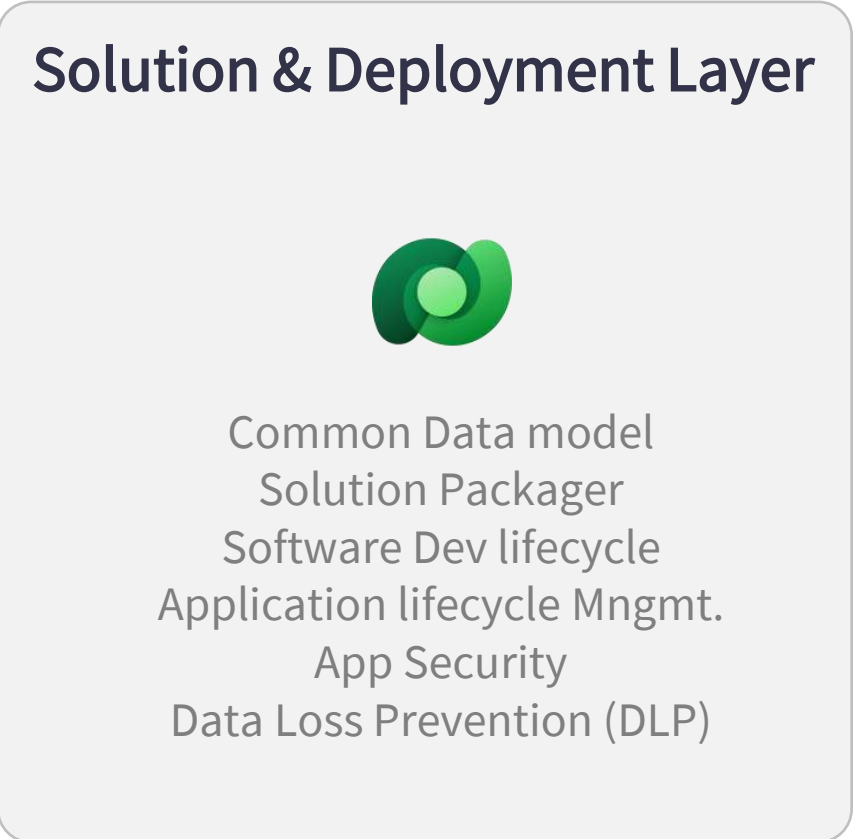
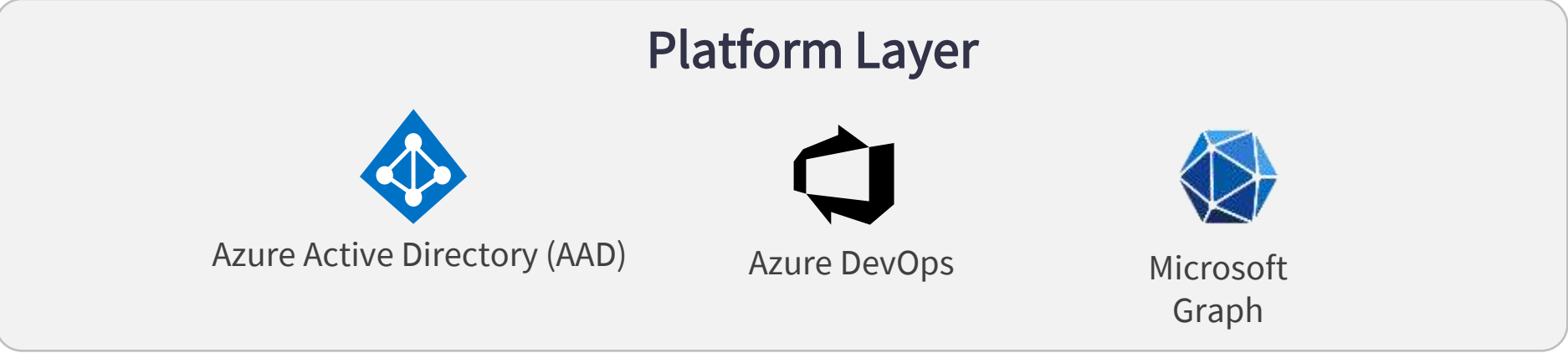
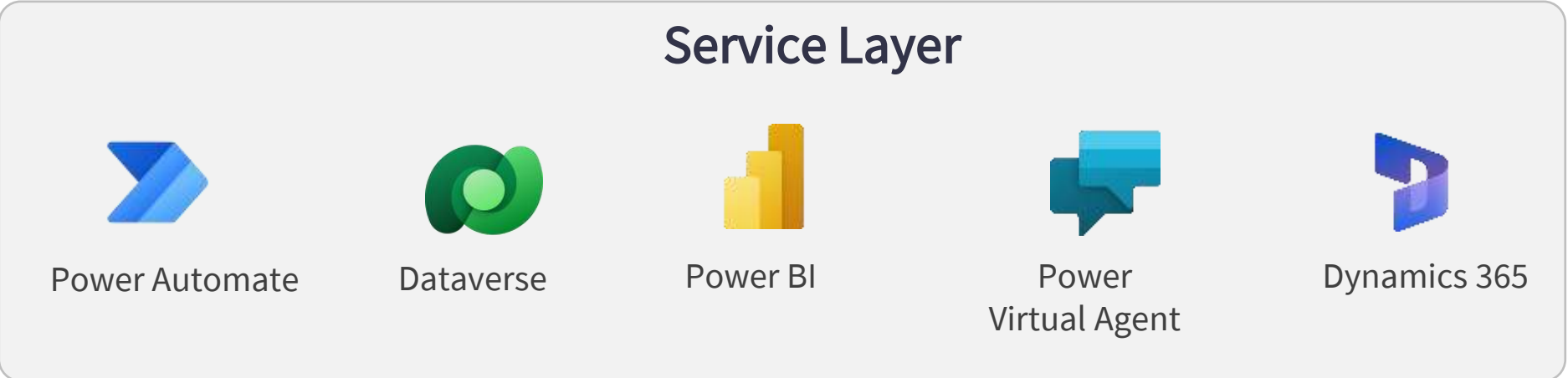
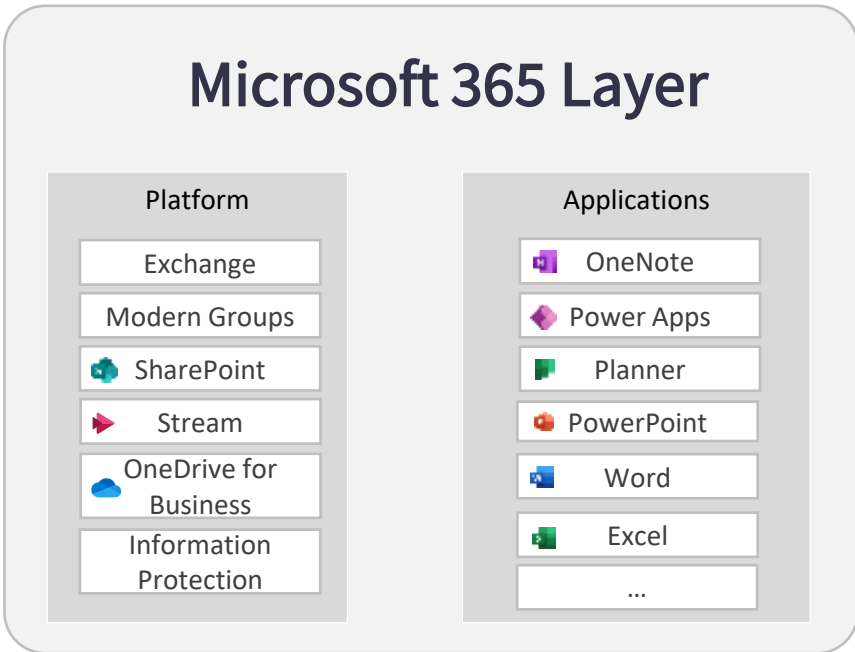
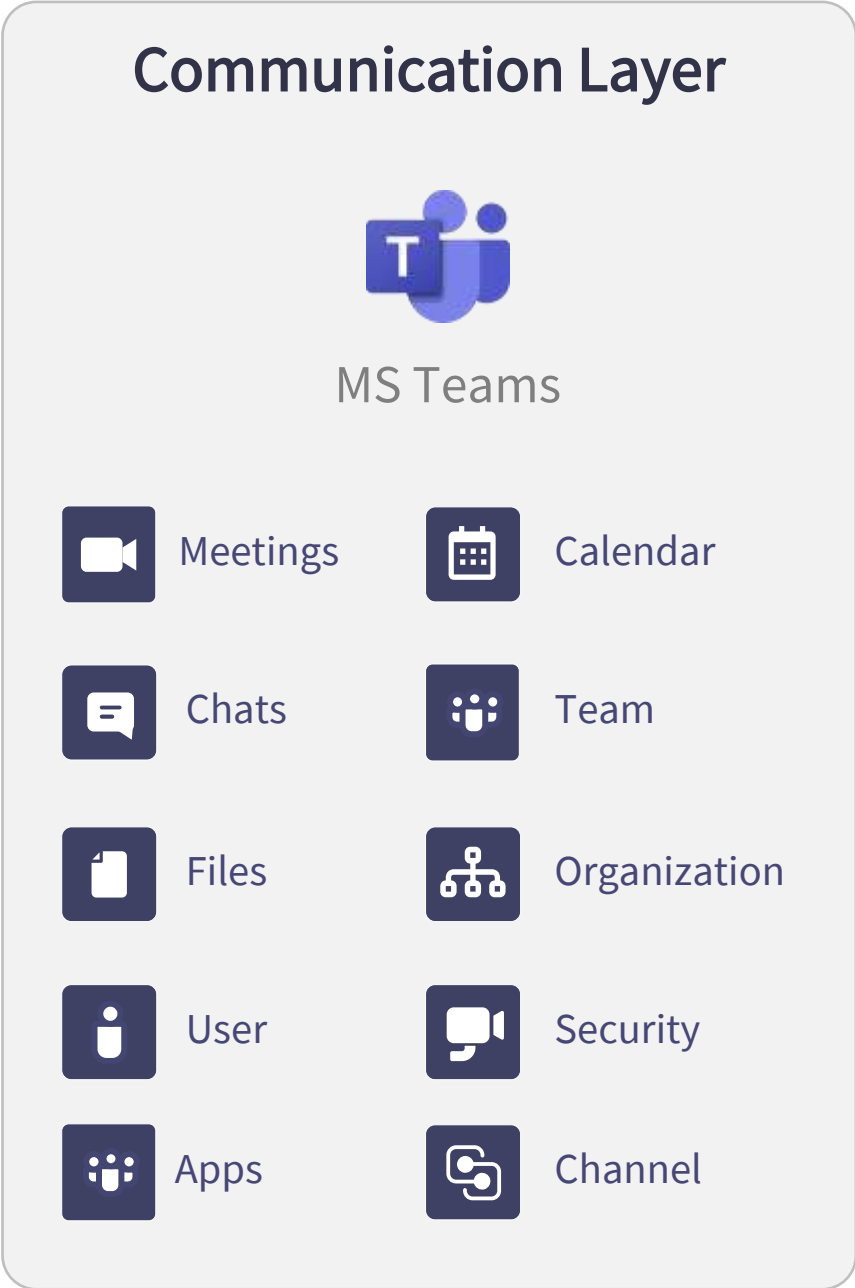
Easily build chatbots to engage conversationally with your customers and employees—no coding required.



## Power Automate

Include powerful workflow automation directly in your apps with a no-code approach that connects to hundreds of popular apps and services.

# Fingertip's Architecture covers enterprise level requirements

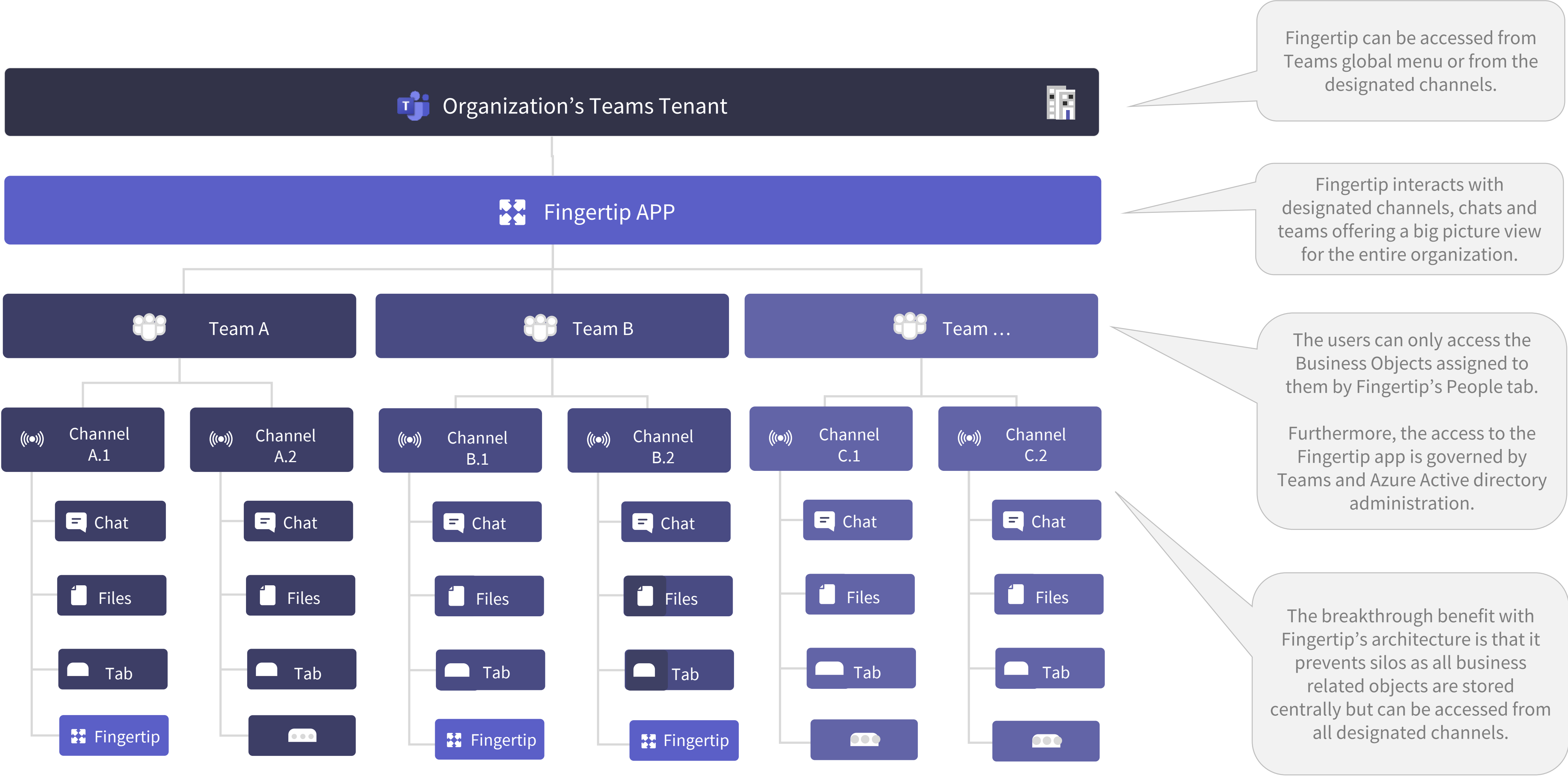


# Fingertip is installed into your own MS Teams tenant

## Organizations Teams tenant

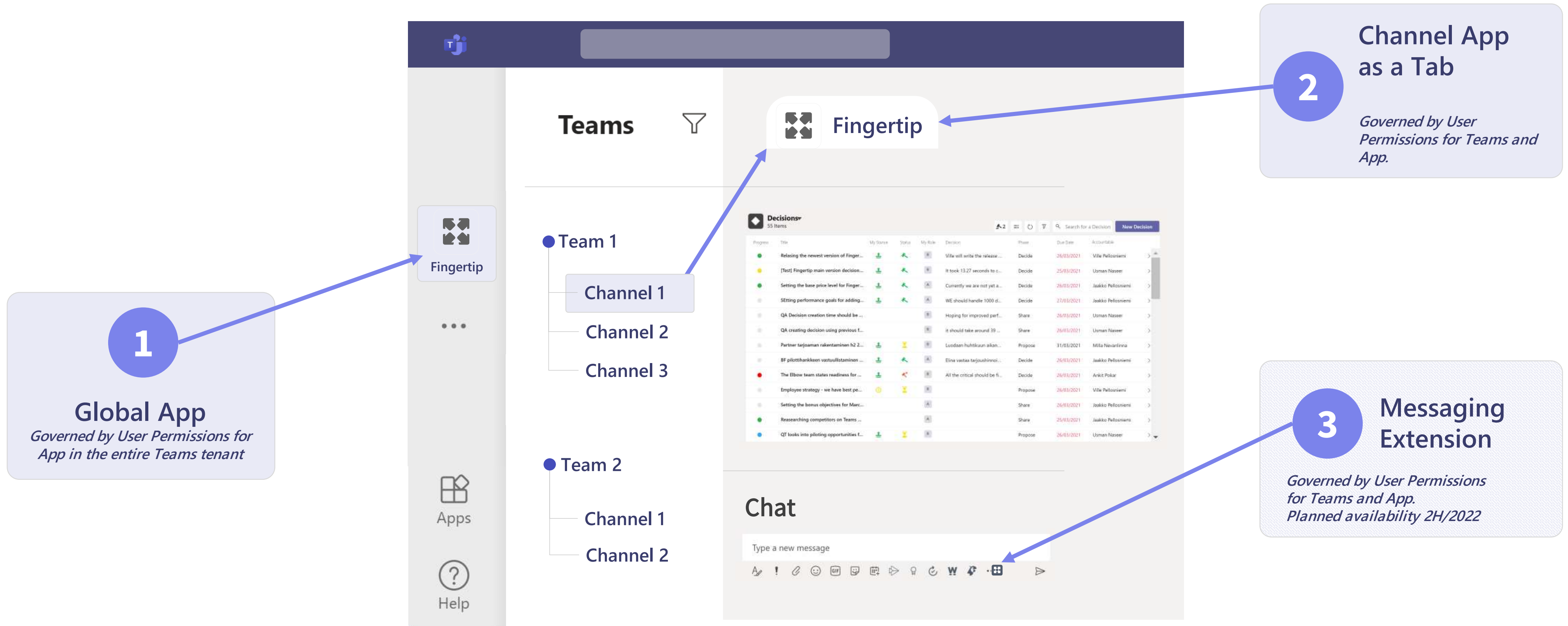


# Fingertip collects business interactions from various Teams & Channels



















# Fingertip is accessible in three scenarios in Microsoft Teams



# Fingertip uses built-in CONNECTORS to integrate information

## Standard Connectors used in the Fingertip App

	Microsoft Planner		Microsoft Planner lets you easily bring together teams, tasks, documents, and conversations for better results.
	Office 365 User		Office 365 Users Connection provider lets you access user profiles in your organization using your Office 365 account. You can perform various actions such as get your profile, a user's profile, a user's manager or direct reports and also update a user profile.
	Office 365 Groups		Office 365 Groups lets you manage group membership and calendar events in your organization using your Office 365 account. You can perform various actions such as get group roster, add or remove members and create group events.
	Microsoft Teams		Microsoft Teams enables you to get all your content, tools and conversations in the Team workspace with Office 365.
	Microsoft Dataverse		Provides access to the org-based database on Microsoft Dataverse in current environment.
	SharePoint		SharePoint helps organizations share and collaborate with colleagues, partners, and customers. You can connect to SharePoint Online or to an on-premises SharePoint 2013 or 2016 farm using the On-Premises Data Gateway to manage documents and list items.
	Office 365 Outlook		Microsoft Office 365 is a cloud-based service that is designed to help meet your organization's needs for robust security, reliability, and user productivity.

Data is at the core of Fingertip. Technically our Data is stored in a data source, and that data is brought into our app by creating a connection. The connection uses a specific connector to talk to the data source.

The Power platform offers over 500 connectors for many popular services and on-premises data sources, including SharePoint, Dataverse, Microsoft 365, Salesforce, and Teams.

During the first usage of the Fingertip App, the end user need to accept the usage of the standard **Connectors** needed to run the Fingertip App.

All these connectors are built-in out-of-the-box connectivity sources created by Microsoft. Fingertip is currently not using any 3<sup>rd</sup> party custom connectors.

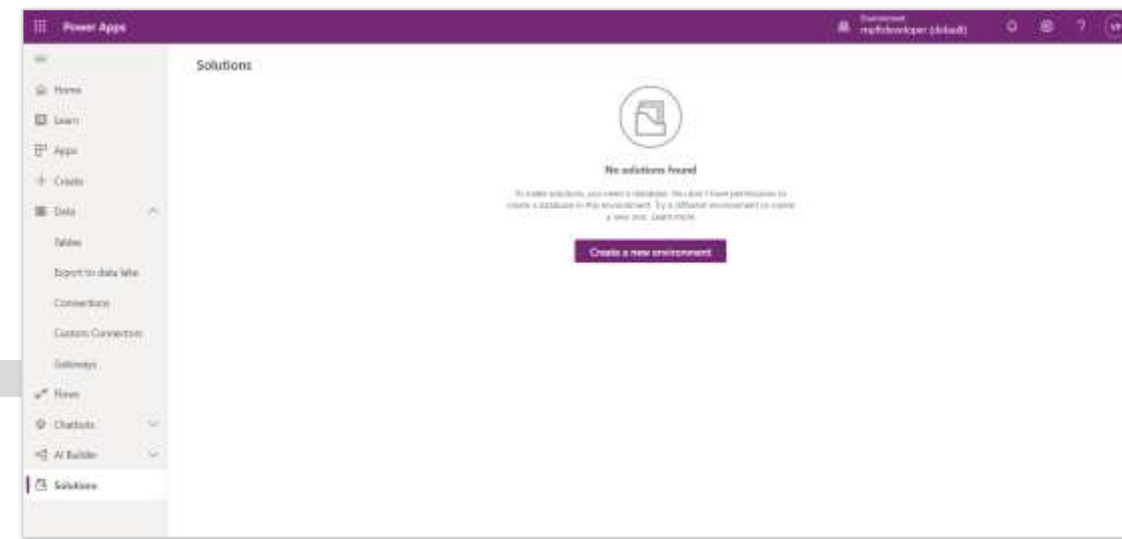
The customer organization using Teams can control in their **Admin Center** which connectors are allowed to be used by end users.



# The secure deployment of Fingertip in your Teams environment

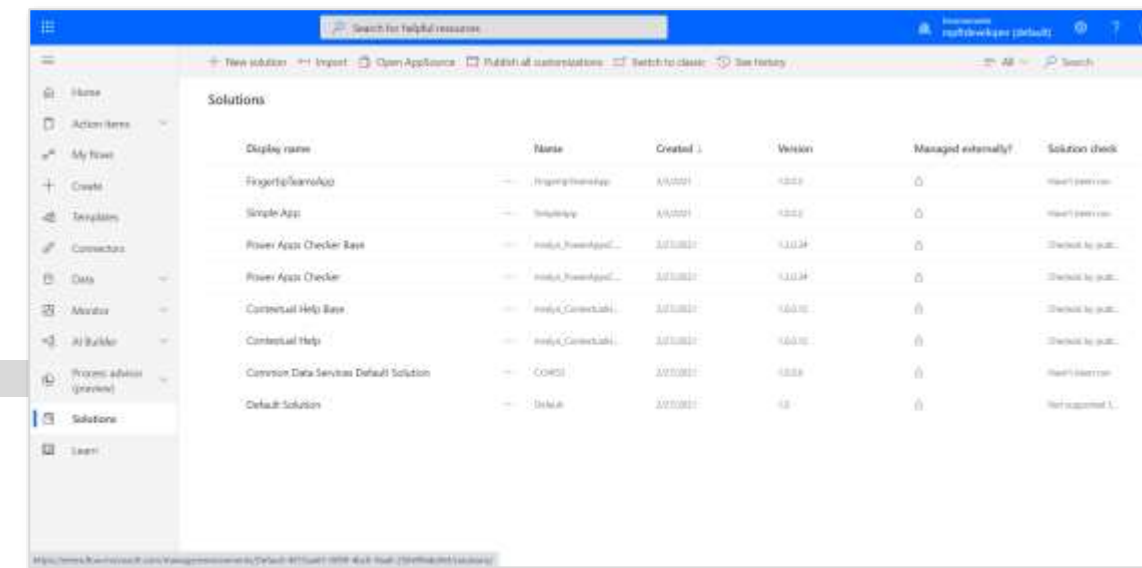
The Fingertip solution resides in your Microsoft Teams tenant ensuring all data and users are secure and always under supervision of your Active Directory (AD).

Start **1**



Create the Solution Environment for the Fingertip Teams App (by the administrator)

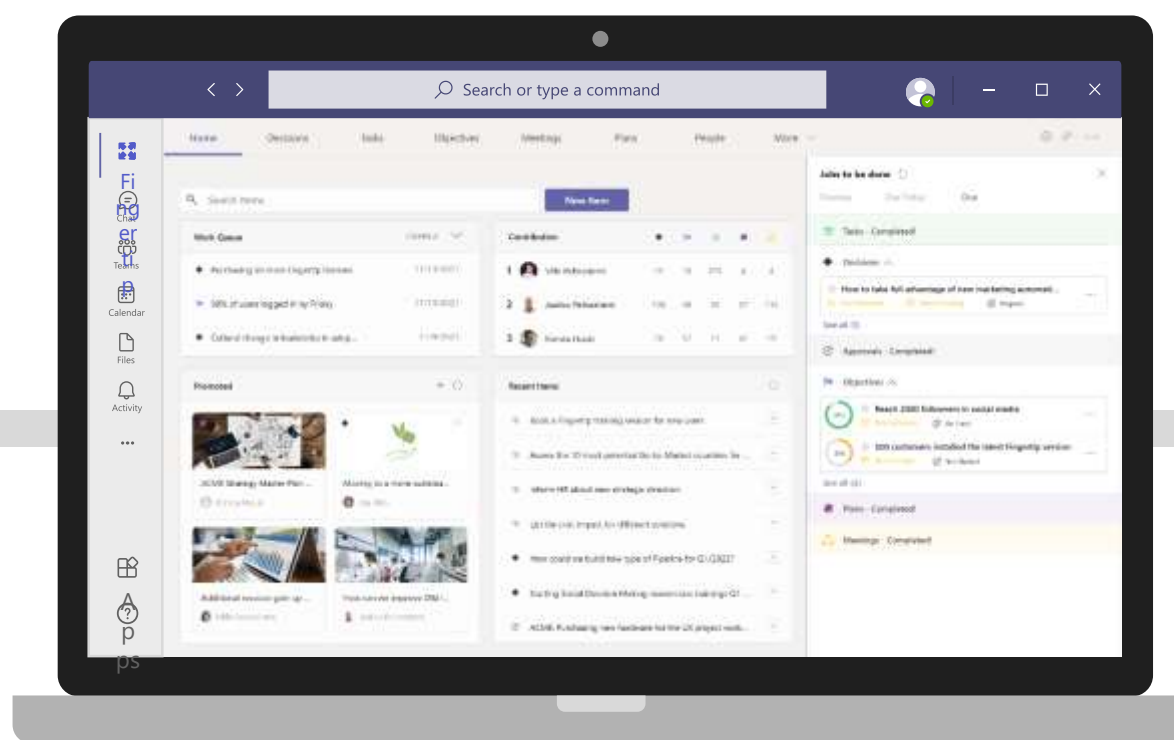
**2**



Import the Fingertip Solution ZIP file into your Teams environment.

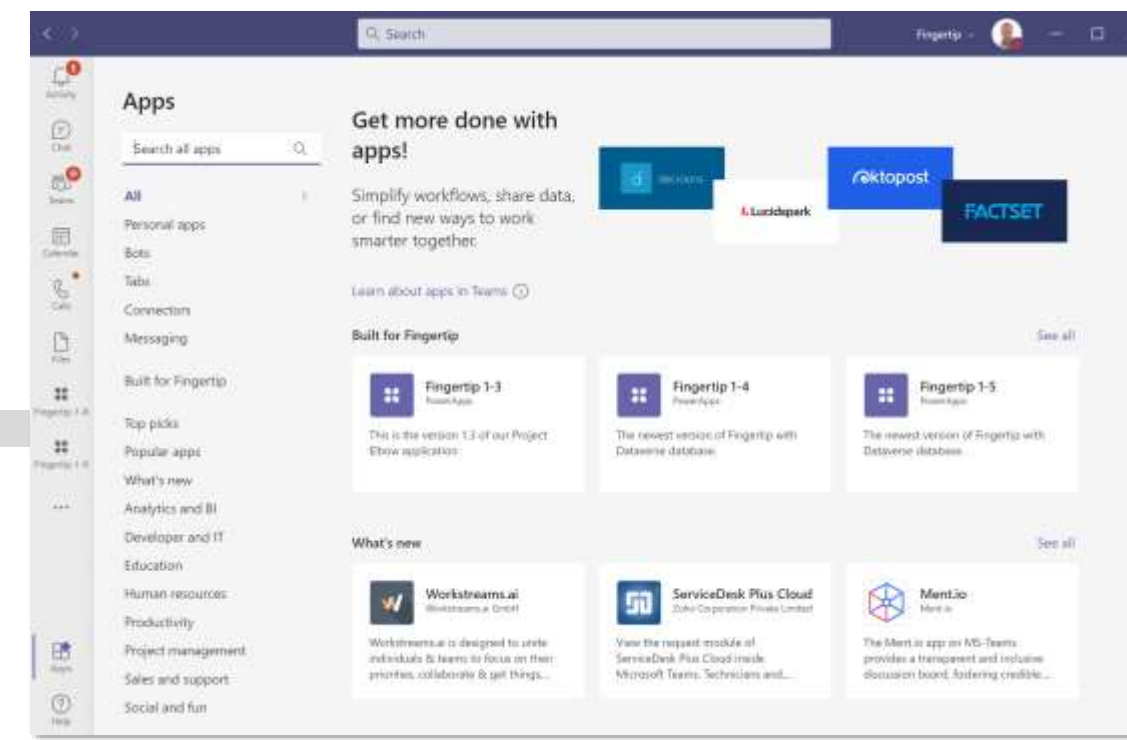
**3**

**End**



Start using the Fingertip App in your business within your Teams tenant.

**4**



Share the Fingertip App with your organization, teams and users and assign security roles.

## Deployment effort

Participant(s) **1 - 2**  
Admins

Duration **45 min**

Preparation **10 min**

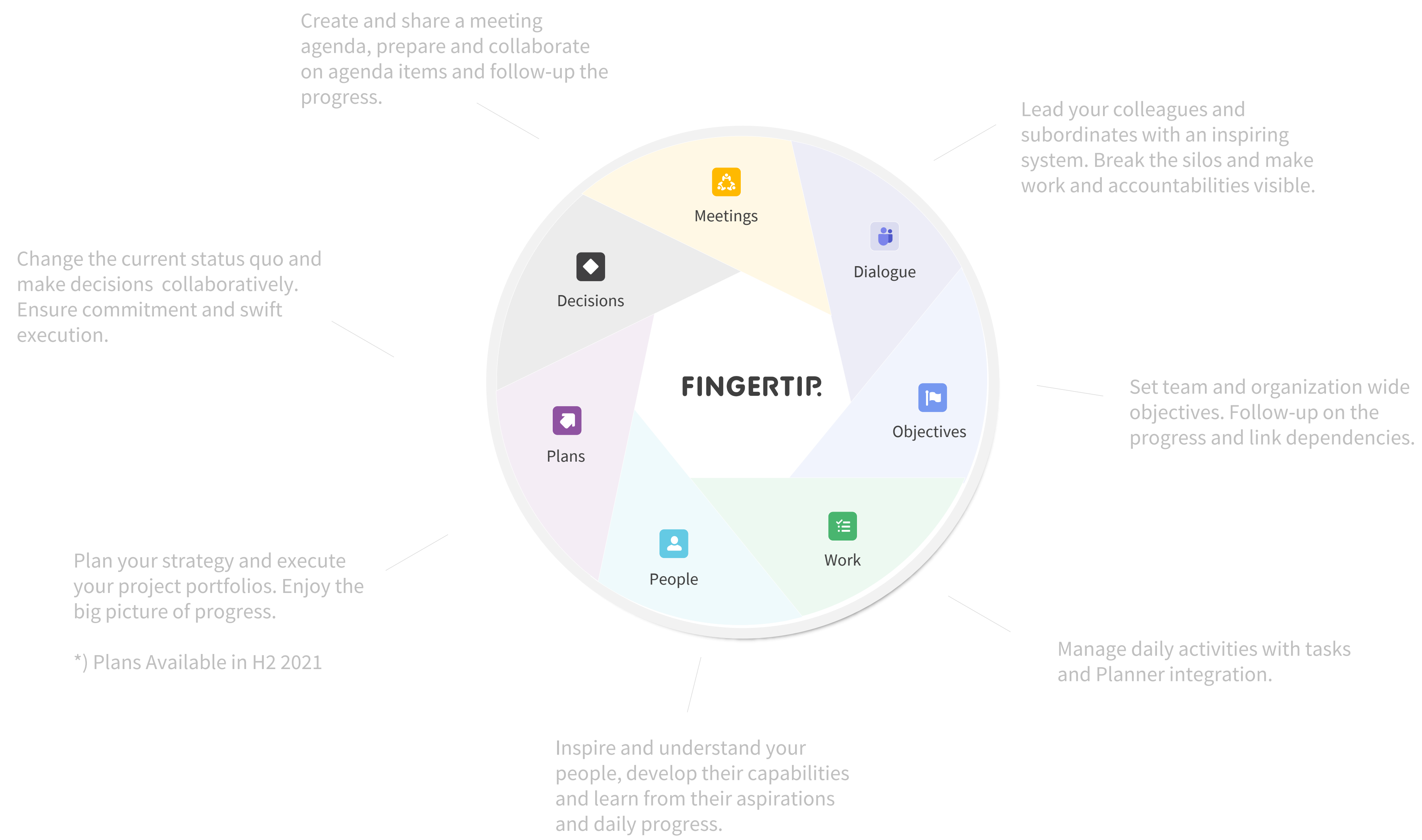
Difficulty **Medium**

- Prerequisites
- Microsoft 365 license E3, E5, for all Fingertip users
  - Microsoft Power Apps license for all end users
  - Admin access to Teams Admin Center
  - Fingertip licenses for all users
  - Fingertip ZIP file for installation
  - Fingertip Installation guide

- Skills needed
- The Admin performing the Fingertip installation is in good hands.
  - The step-by-step installation guide will instruct the administrator to complete the initial installation in less than 45 minutes.

# FINGERTIP

# Fingertip combines the key leadership jobs in a Teams App





# Buying Power Apps licenses





# Intro - About Power Apps licenses

- Power Apps licenses bring you more capacity to your Teams tenant → Fingertip can be installed in its isolated environment
- There are three types of Power Apps licenses
  - Power Apps per app plan → gives user a full access to ONE Power App
  - Power Apps per user plan → gives user full access to ALL Power Apps
  - Pay as you go → Azure subscription that bills the amount of apps you use
- In these instructions, we'll make sure that the Power Apps license purchase has been successful and the capacity in your tenant has increased
- Prerequisites:
  - Access to <https://admin.microsoft.com/Adminportal>
  - Ability to buy licenses for your organization

# Power Apps Licensing by Microsoft

The following Power Apps licensing changes will go into effect on November 5, 2021

1	2	3
<b>Per APP plan</b>	<b>Per USER plan</b>	<b>Pay as you Go</b>
		
<b>4,20 €</b>	<b>17 €</b>	<b>8,70 €</b>
per APP / user / month	per USER / month	per active user/app/month
<p>Best for businesses that want to license each user to run one app at a time, with the flexibility to stack licenses for each additional app.</p> <p>Requires access to the Microsoft 365 admin center with global administrator or billing administrator role</p>	<p>Best for businesses that want one license for each user, regardless of the number of apps they need to run.</p>	<p>Best for businesses that want the agility to pay only when a user runs an app during a monthly period.</p> <p>...</p> <p>Use an Azure subscription to pay per user based on the number of unique apps or portals a user runs each month. Requires an Azure subscription.</p>

Fingertip Teams is built on the Microsoft Power Platform requiring the Power Apps license.

The Power Apps is needed for full-fledged Dataverse capabilities.

The Power Apps license can be bought from Microsoft in three ways:

- 1 Power Apps License only for the Fingertip APP
- 2 Power Apps license for all apps built on the Power Apps platform
- 3 Pay as you go – pay only for the Power Apps license if the user actually uses the APP during a monthly period.

# Acquiring Power Apps licenses

The screenshot displays the Microsoft 365 admin center interface. The left-hand navigation pane includes options like Home, Users, Teams & groups, Billing, Purchase services, and Setup. The main content area shows search results for "power apps" with 25 products found. The results are organized into a grid of license cards, each with a title, description, price, and "Details" or "Compare" buttons.

License Name	Description	Price
Power Apps per app plan	Each subscription provides assigned user with the use rights to a specific custom business application.	From €8.40 add-on licenses/month
Power Apps per user plan	Subscription enables licensed user to create, customize, share, and run business applications.	From €16.90 licenses/month
Power Apps and Power Automate capacity add-on	Each license includes an additional 10,000 daily API calls and is assignable to a single user OR multiple users and/or business processes.	From €42.20 add-on licenses/month
Power Apps Portals page view capacity add-on	Power Apps Portals allow organizations to extend business processes to employees and external audiences. Each license includes 100,000 external us...	From €84.30 add-on licenses/month
Power Apps Portals login capacity add-on	Power Apps Portals allow organizations to extend business processes to employees and external audiences. Each subscription includes 100 daily log...	From €168.70 add-on licenses/month
Power Apps Portals login capacity add-on Tier 2 (10 unit min)	Power Apps Portals allow organizations to extend business processes to employees and external audiences. Each unit includes 100 daily log ins by...	From €84.30 add-on licenses/month
Power Virtual Agent	Base license that provisions 2000 sessions per tenant per month	From €843.30 add-on licenses/month
Power Automate per flow plan	Power Automate reserved capacity serves users across your department/organization with workflow automation for a single process. Each subscription...	From €84.30 add-on licenses/month

Let's buy couple of licenses!

1. Navigate to <https://admin.microsoft.com/Adminportal>
2. Expand "Billing" in the left-hand-side navigation and select "Purchase Services"
3. Search for "Power Apps" in the top-right's search box
4. Navigate "Power Apps per app plan" –license and select "Details".

# Acquiring Power Apps licenses

The screenshot displays the Microsoft 365 admin center interface for purchasing Power Apps licenses. The left-hand navigation pane includes sections for Home, Users, Teams & groups, Billing, Purchase services, Your products, Licenses, Bills & payments, Billing accounts, Payment methods, Billing notifications, Setup, and Show all. The main content area shows the 'Power Apps per app plan' details, including a description: 'Each subscription provides assigned user with the use rights to a specific custom business application.' Below this, there are three main sections: 'Select license quantity' with a dropdown menu set to '1'; 'Select billing frequency' with two radio button options: '€8.40 add-on license/month' (selected) and '€100.80 add-on license/year'; and 'Subtotal before applicable taxes' showing '€8.40' with a blue 'Buy' button. At the bottom right, there are links for 'Help & support' and 'Give feedback'.

1. Select the amount of licenses you want to buy and set the billing frequency.
2. Select “Buy”.

# Acquiring Power Apps licenses

The screenshot shows the Microsoft 365 admin center checkout page. The header includes the Microsoft 365 admin center logo, a search bar, and navigation icons. The main content area is titled "Checkout" and is divided into several sections:

- Sold to:** Your organization (Primary contact). Includes an "Edit" link.
- Billed to:** Learn more. Includes a link to "Add a new payment method".
- Partner relationship (optional):** Add a partner ID.
- Items in this order:** A table with columns for Product name, Price (EUR), Quantity, and Subtotal (EUR).

On the right side, there is a **Summary** box:

Item(s):	1
Subtotal:	EUR 8.40
Estimated taxes: ⓘ	EUR 0.00
<b>Total:</b>	<b>EUR 8.40</b>

Below the summary, there is a "Place order" button and a "Help & support" button. A "Give feedback" button is also visible at the bottom right.

1. Review your order and select your payment method.
2. Select "Place Order".

After you have completed this step, let's confirm that your purchase was successful and the capacity in your organization has increased!



# Confirming a successful Power Apps license purchase

Microsoft 365 admin center

Home > Your products

## Your products

These are products owned by your organization that were bought from Microsoft or 3rd-party providers. Select a product to manage product and billing settings or assign licenses.

Products Benefits

2 items power apps 4 filters selected

### Microsoft products (2)

Product name ↑	Assigned licenses	Purchased quantity	Subscription status	Paid with	Purchase
<input type="checkbox"/> Microsoft Power Apps Plan 2 Trial	30	10000	Active	Not available	Comm
<input type="checkbox"/> Power Apps per app plan	0	1	Active: Renews on 11/17/2022		Comm

Help & support

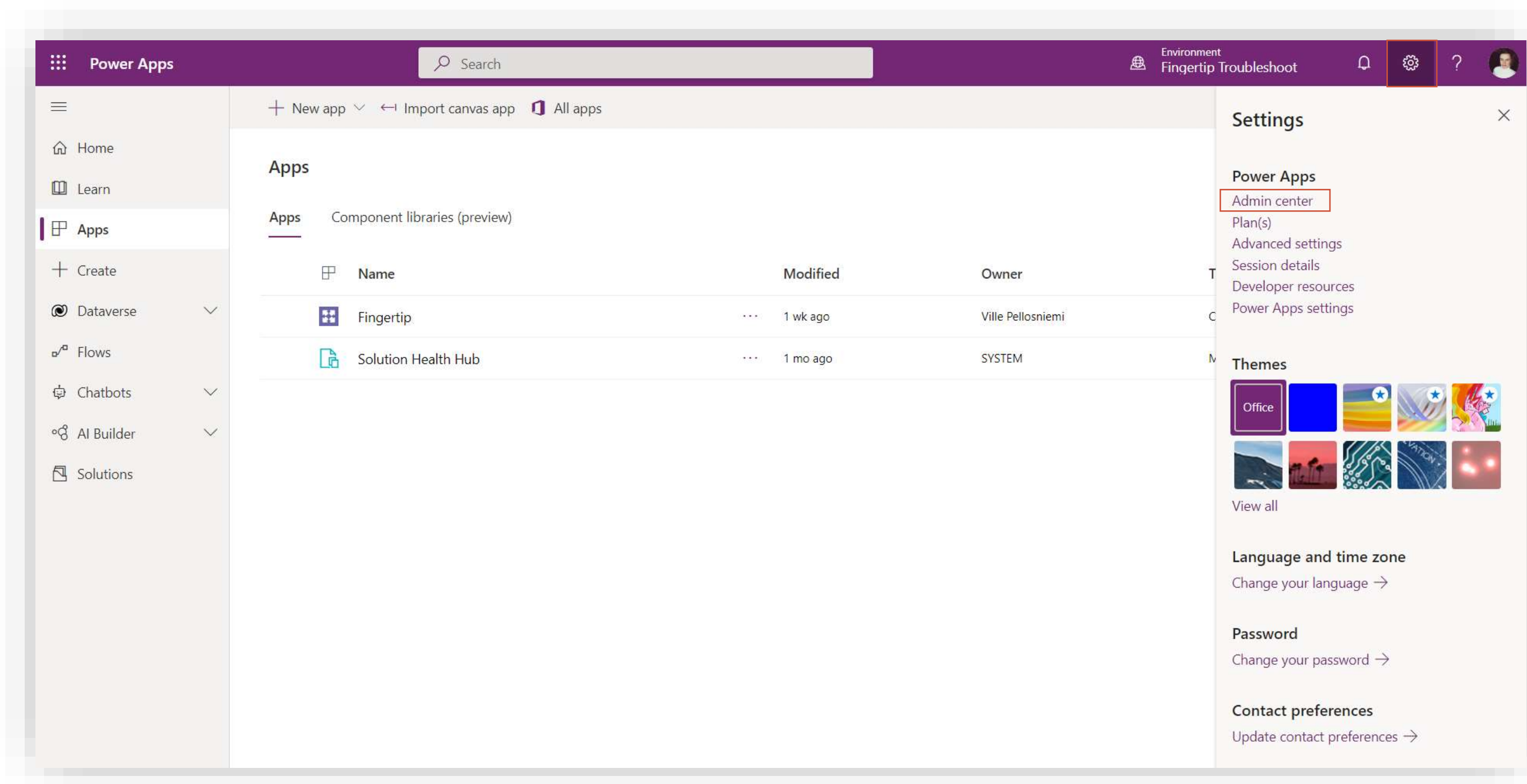
Give feedback

Next, let's confirm that the purchase was successful and the capacity in the tenant has increased.

1. In the Admin Portal, select "Your Products" from the left-hand-side navigation under "Billing".
2. Type "Power Apps" in the search box on the right.
3. Make sure the license you bought exists in the list (Power Apps per app plan) and the purchased quantity is correct.

After you have completed this step, let's move on!

# Confirming a successful Power Apps license purchase



The screenshot shows the Microsoft Power Apps Admin Center interface. The top navigation bar includes 'Power Apps', a search bar, and utility icons for 'Environment', 'Fingertip', 'Troubleshoot', a notification bell, a settings cogwheel, a help question mark, and a user profile. The left sidebar contains navigation options: Home, Learn, Apps, Create, Dataverse, Flows, Chatbots, AI Builder, and Solutions. The main content area displays a table of apps under the heading 'Apps'. The table has columns for 'Name', 'Modified', and 'Owner'. Two apps are listed: 'Fingertip' (modified 1 wk ago, owned by Ville Pellosniemi) and 'Solution Health Hub' (modified 1 mo ago, owned by SYSTEM). On the right, the 'Settings' panel is open, showing options for 'Power Apps' (Admin center, Plan(s), Advanced settings, Session details, Developer resources, Power Apps settings), 'Themes' (Office, and several other theme thumbnails), 'Language and time zone' (Change your language), 'Password' (Change your password), and 'Contact preferences' (Update contact preferences). The 'Admin center' option is highlighted with a red box.

Name	Modified	Owner
Fingertip	1 wk ago	Ville Pellosniemi
Solution Health Hub	1 mo ago	SYSTEM

Next, let's check that the capacity in your tenant has increased.

1. Go to <https://make.powerapps.com/> and log in with your Microsoft credentials.
2. From the top right corner of the screen, click the cogwheel –icon.
3. Go to “Admin center”

# Confirming a successful Power Apps license purchase

**Power Platform admin center**

**Capacity**

Summary | Dataverse | Microsoft Teams | Add-ons | Trial

See where your org (tenant) is using storage, add-ons, and API requests that could impact your capacity. [Learn more](#)

**Storage capacity usage**

✓ You have available capacity across all storage types. [Learn more about managing capacity.](#)

**Database**  
8.03 of 11.3 GB used | 28.97% available

**File**  
9.47 of 30.39 GB used | 68.84% available

**Log**  
0 of 2 GB used | 100% available

**Storage capacity, by source** [View self-service sources](#)

Source	Database	Log	File
Org (tenant) default	10 GB	2 GB	20 GB
User licenses	1.3 GB	N/A	10.39 GB
Additional capacity	0 MB	0 MB	0 MB
<b>Total</b>	<b>11.3 GB</b>	<b>2 GB</b>	<b>30.39 GB</b>

**Top storage usage, by environment**

Fingertip Portal

[Feedback](#)

<https://admin.powerplatform.microsoft.com/resources/capacity>

1. In the Admin Center, expand “Resources” in the left-side navigation and select “Capacity”.
2. Make sure your “Database” has more than 5GB of available capacity.

# Quick Start Deployment Guide

2022-12-15

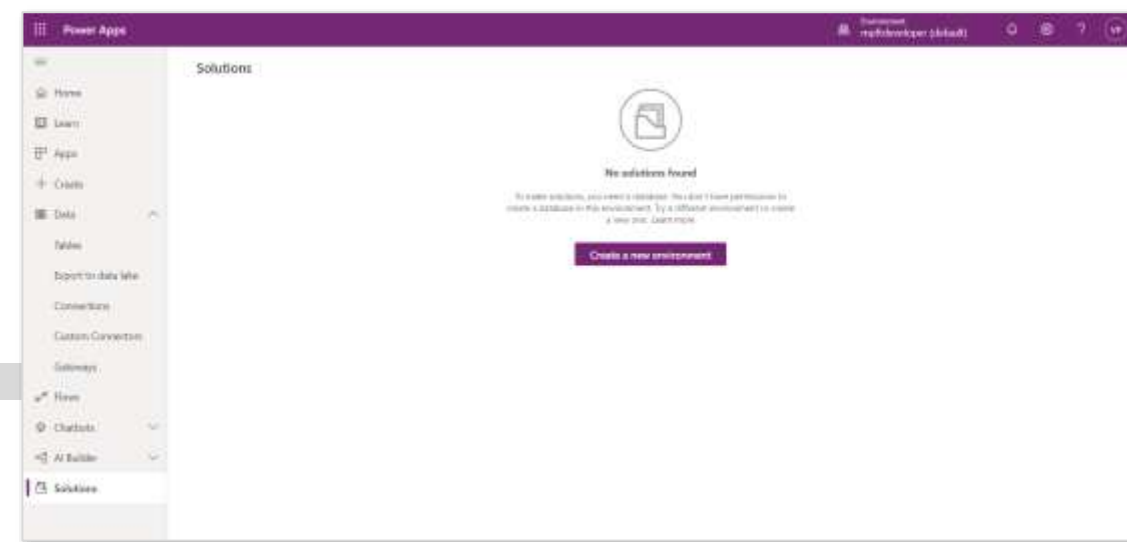


# The secure deployment of Fingertip in your Teams environment

The Fingertip solution resides in your Microsoft Teams tenant ensuring all data and users are secure and always under supervision of your Active Directory (AD).

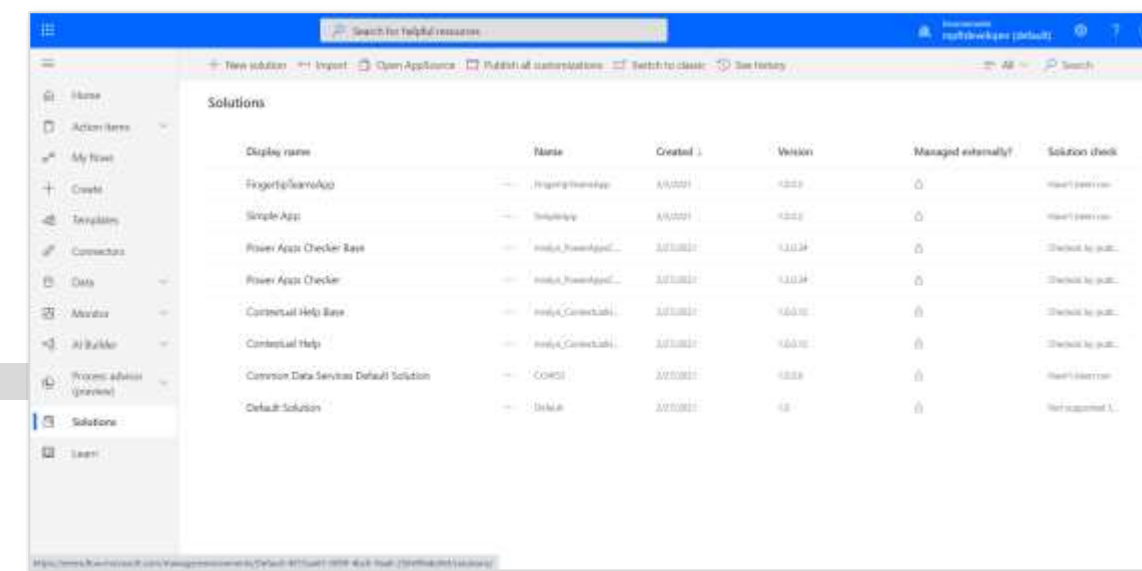


Start **1**



Create the Solution Environment for the Fingertip Teams App (by the administrator)

**2**



Import the Fingertip Solution ZIP file into your Teams environment.

**3**

## Deployment effort

Participant(s) **1 - 2**  
Admins

Duration **45 min**

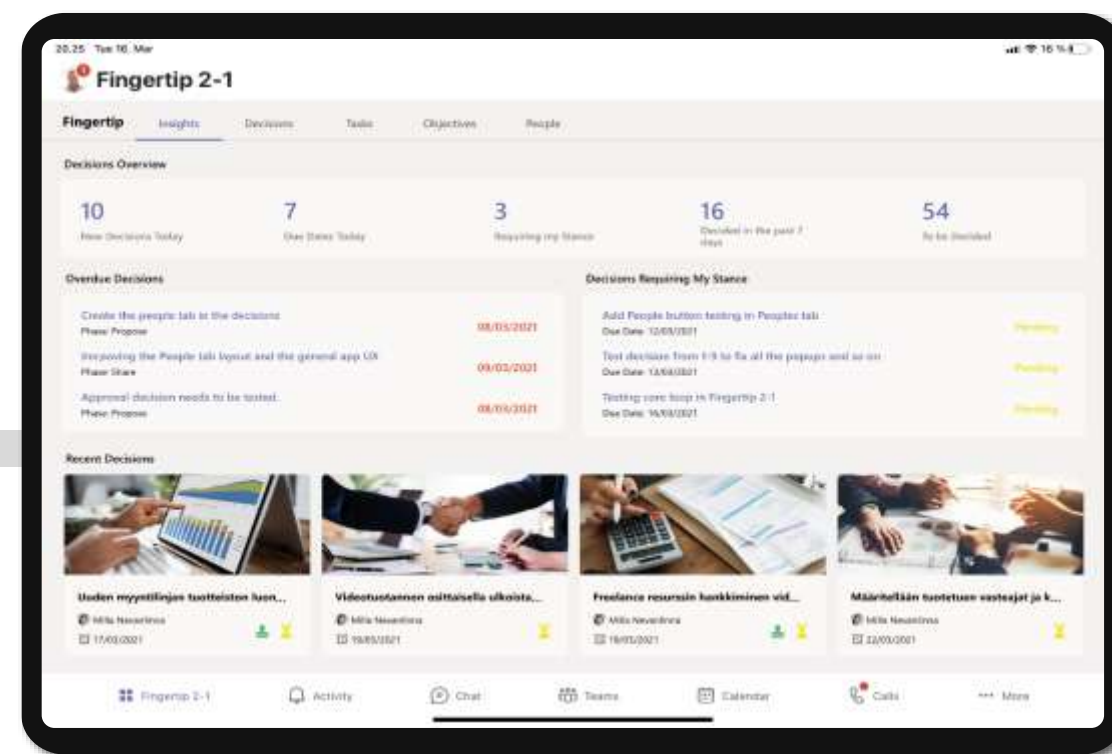
Preparation **10 min**

Difficulty **Medium**

- Prerequisites
- Microsoft 365 license E3, E5, for all Fingertip users
  - Microsoft Power Apps license for all end users
  - Admin access to Teams Admin Center
  - Fingertip licenses for all users
  - Fingertip ZIP file for installation
  - Fingertip Installation guide

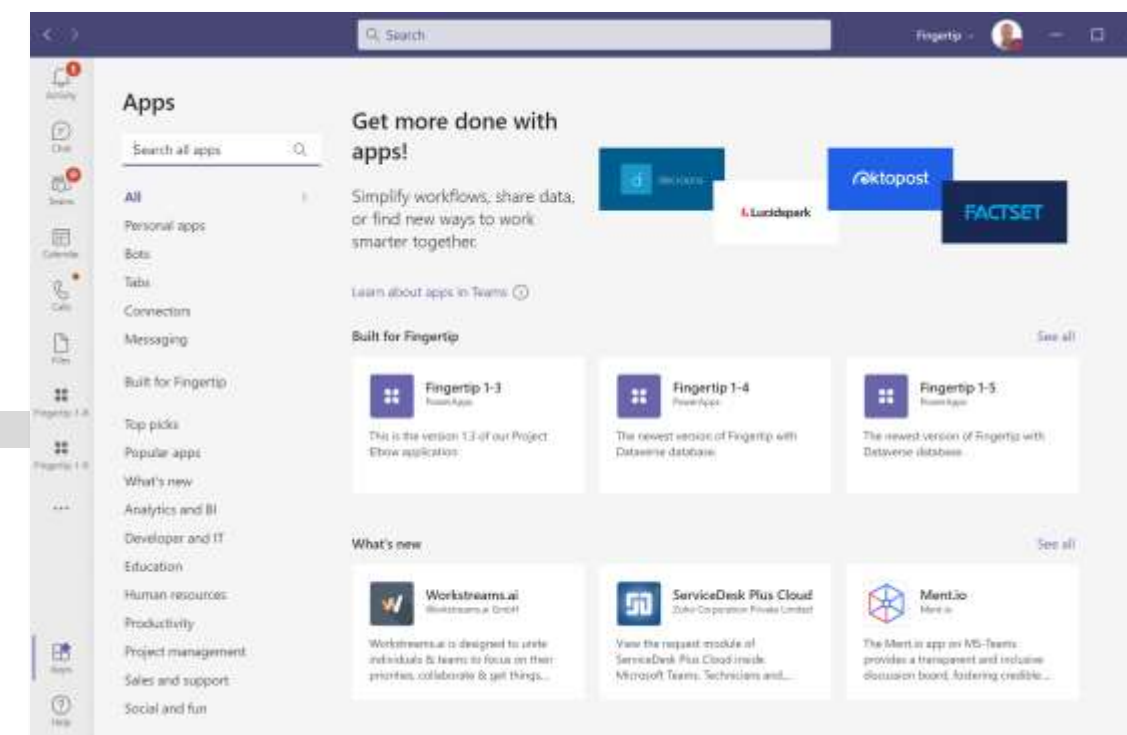
- Skills needed
- The Admin performing the Fingertip installation is in good hands.
  - The step-by-step installation guide will instruct the administrator to complete the initial installation in less than 45 minutes.

End **4**



Start using the Fingertip App in your business within your Teams tenant.

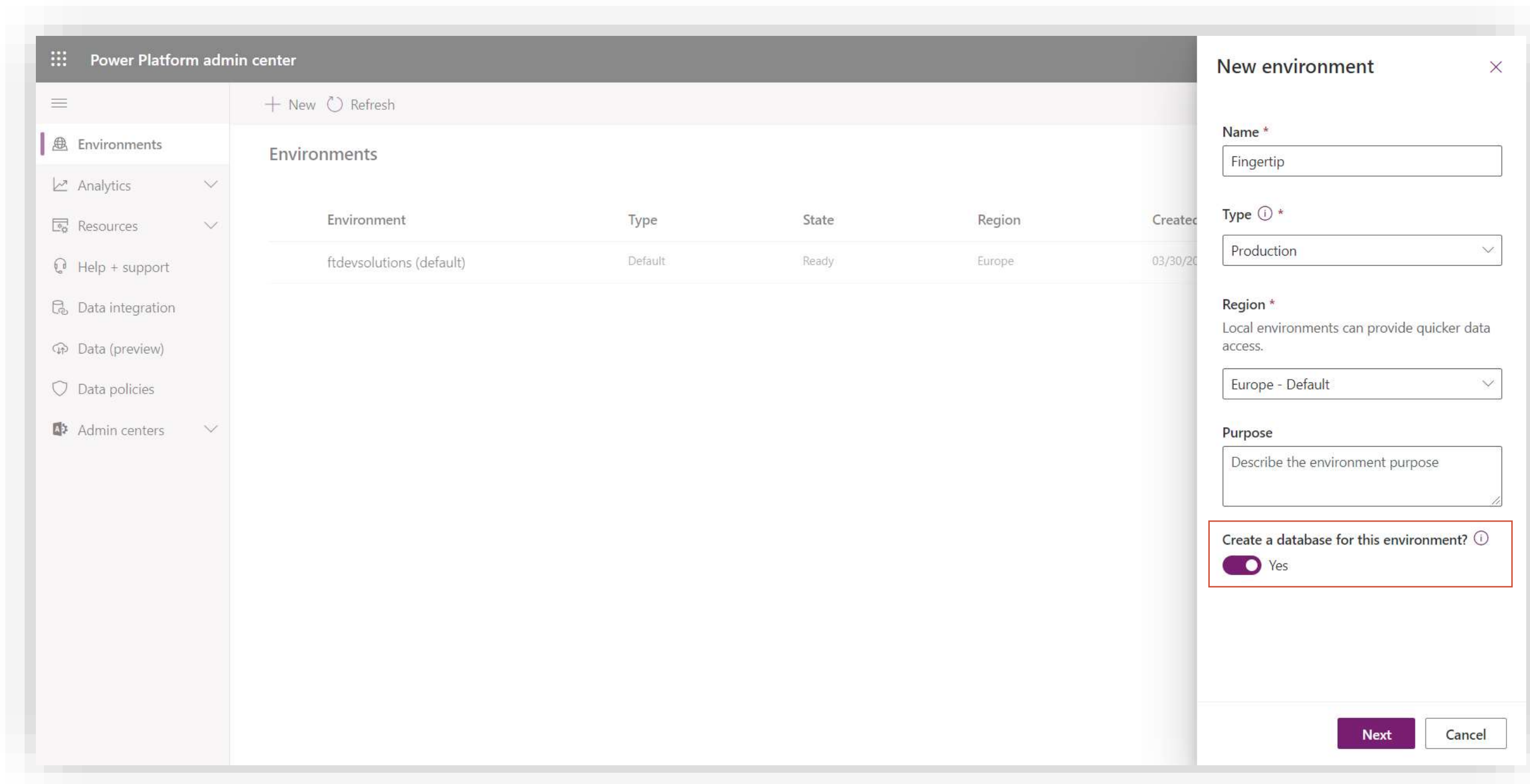
**4**



Share the Fingertip App with your organization, teams and users and assign security roles.

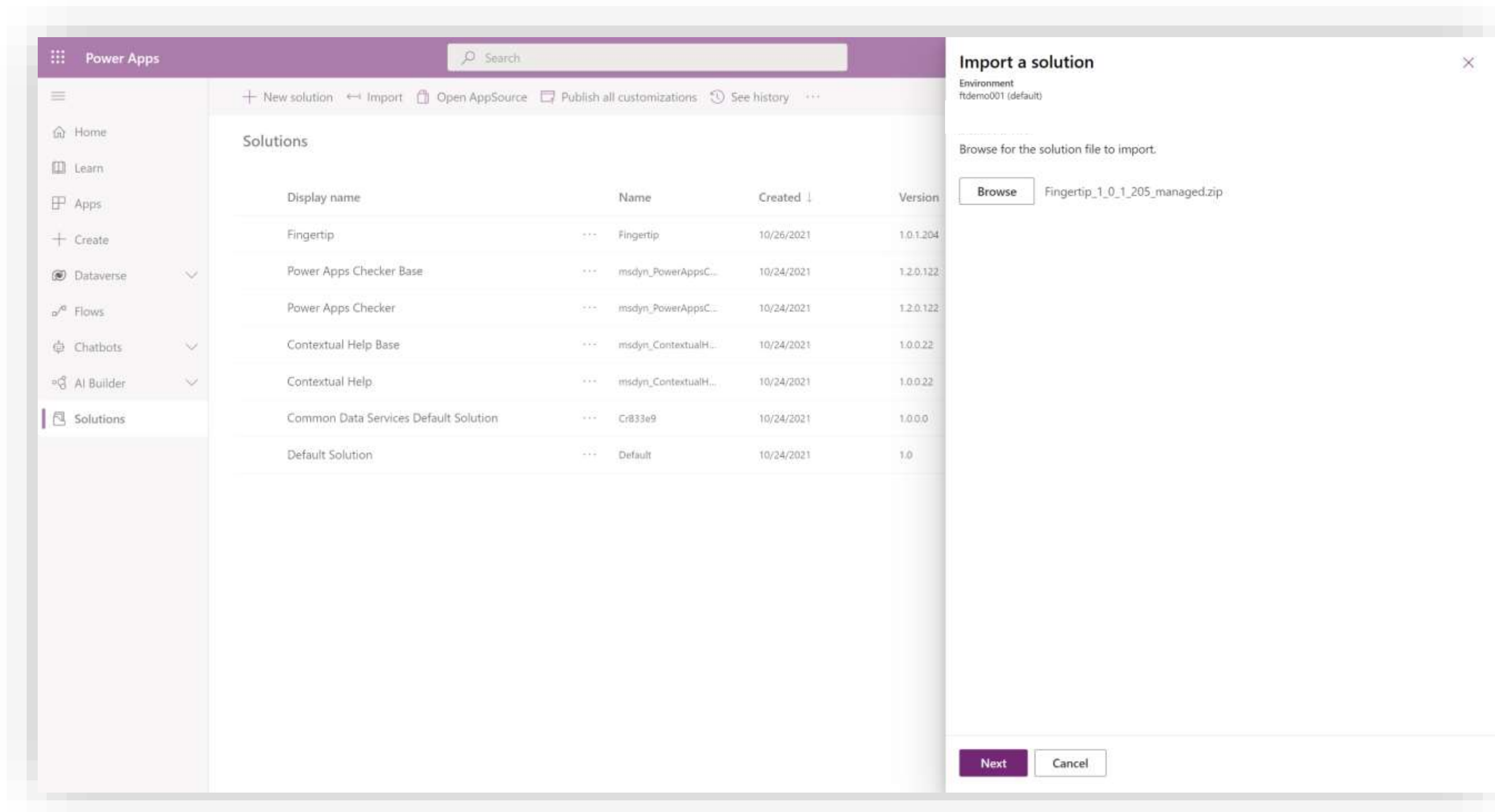


# Create a new environment and database in Power Platform



1. Navigate to the Power Platform admin center and create a new environment.
2. While creating the environment, **make sure to add a database** for the created environment.
3. Make sure the database language is set to English and the currency to your preference.
4. Create it!

# Install Fingertip in the environment

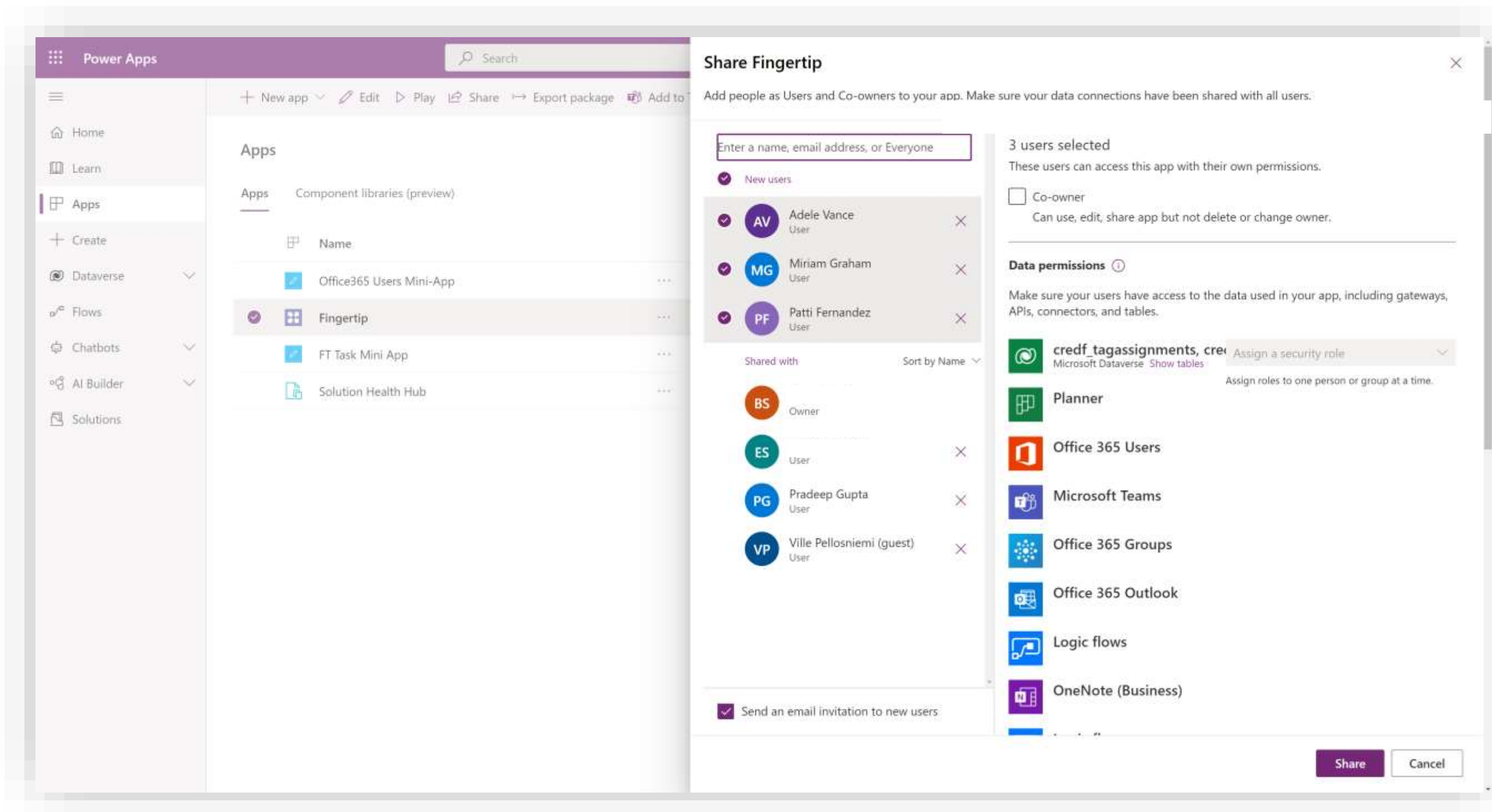


1. Navigate to the newly created environment in the Power Apps.
2. Locate the Solutions –section on the left navigation.
3. Import the Fingertip –solution ZIP-file in the environment by following the instructions provided by the installer wizard.

This process might take a few minutes but when you see the notification below, the installation was successful! Now, only some configuration work left to be done.

✓ Solution "FingertipTest" imported successfully.

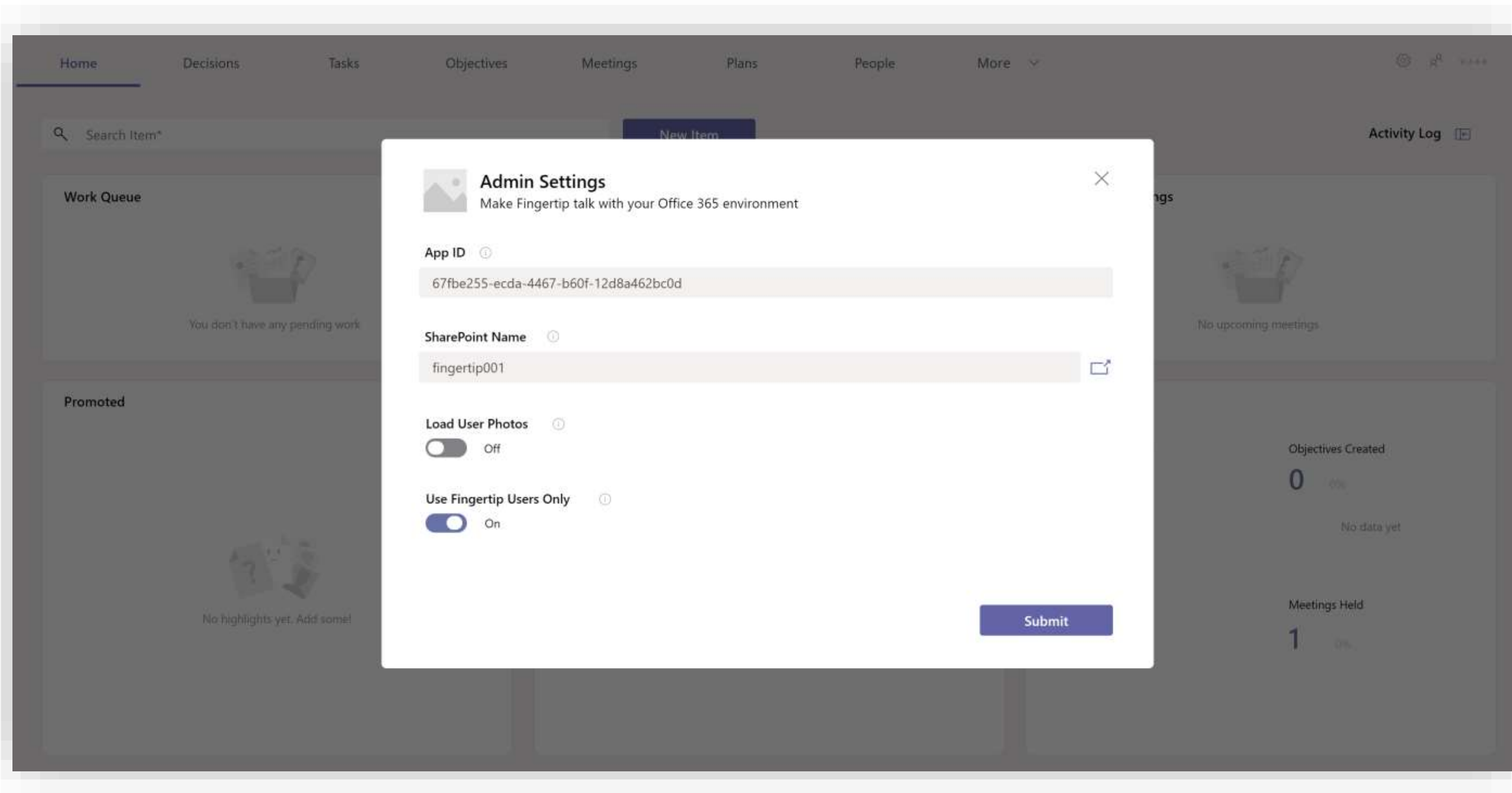
# Give the people in your organization access to Fingertip



1. Once the installation has finished, open the sharing settings of the Fingertip app in the “Apps” –section of Power Apps.
2. Assign the following roles to the users of the app
  - Fingertip User
  - Knowledge Manager

Once done, let’s move on!

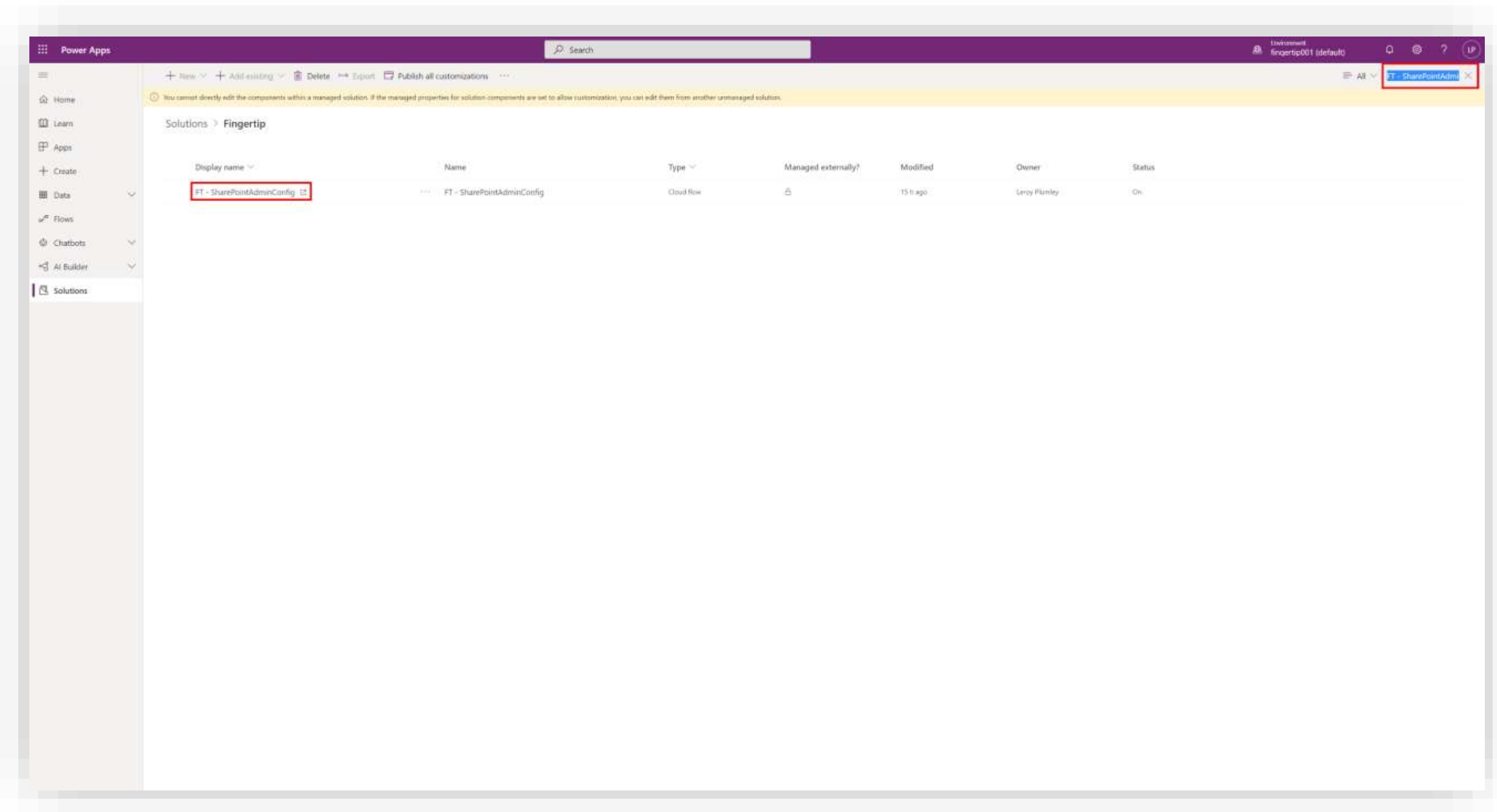
# Configuring admin settings



Open the app in Play-mode and open the app's admin settings from home screen's top right cogwheel menu.

1. Insert the SharePoint ID of your tenant in the SharePoint name-field. This is usually in the format of <https://yourdomain-admin.sharepoint.com/>
2. Enter the Fingertip app's ID to the ID-field. This can be found in the details of the Power App.
3. Click submit!

# Configuring admin settings



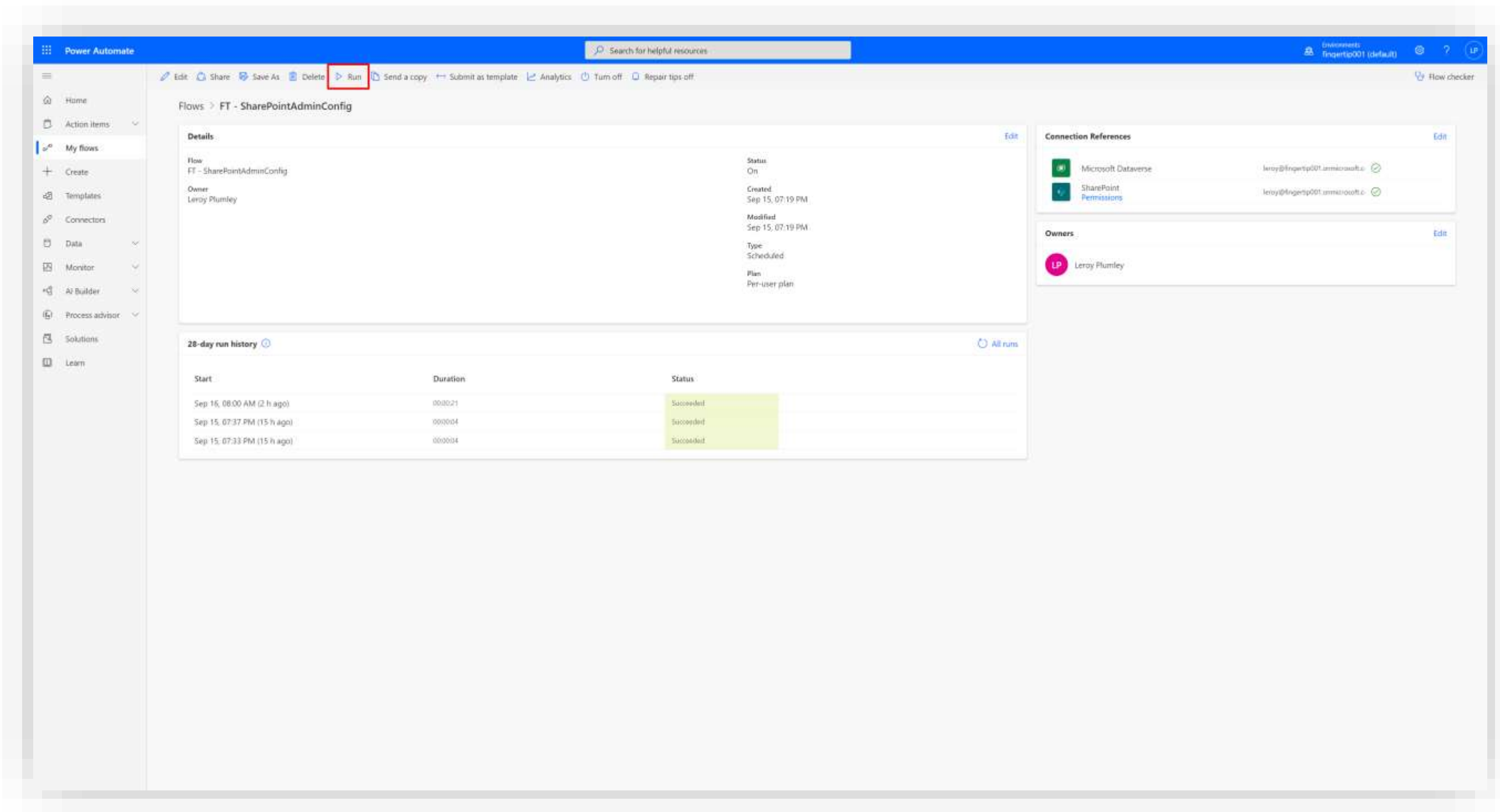
After you have modified the app settings, go back to the Solutions of the environment and open the Fingertip solution.

1. Locate the following cloud flow – “FT - SharePointAdminConfig” inside the solution.
2. Click on the cloud flow to open the details in Power Automate.

You might need to log in to Power Automate with your credentials.



# Configuring admin settings

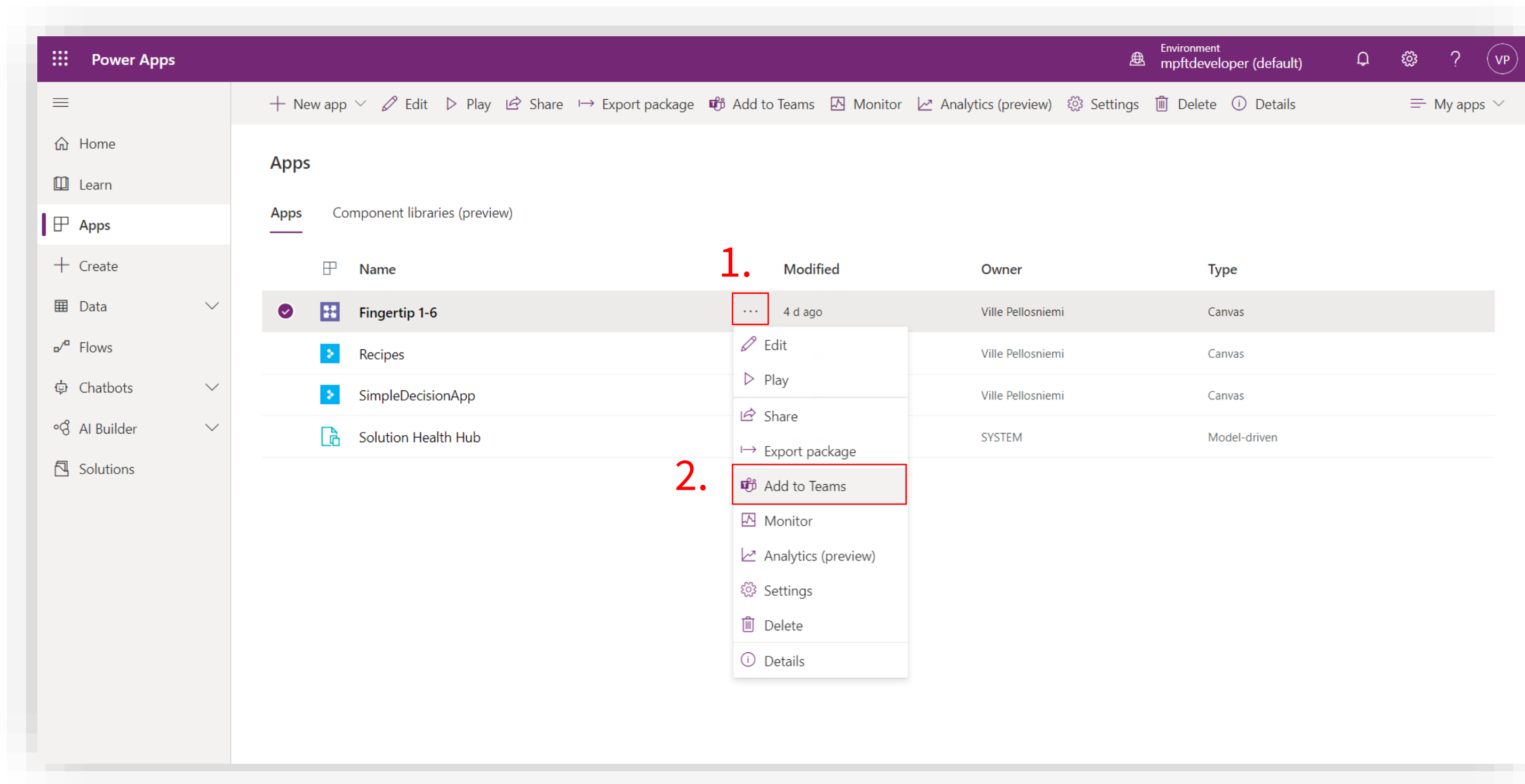


In Power Automate, let's run the Flow to populate all SharePoint sites in your tenant so Fingertip app is aware of them.

1. Click "Run" as squared in the screenshot. Follow the steps until the flow has started processing.

Wait for the Flow to run successfully. You can refresh the page to monitor the flow history

# Install Fingertip inside your Teams



Finally, all the configuration in Power Platform has been completed! Let's add the app inside Teams now!

1. From Power Apps' Apps-section, hover over the Fingertip app and click on the "three dots" –menu.
2. From the dropdown, select "Add to Teams".

# Install Fingertip inside your Teams

The screenshot shows the Power Apps interface with the 'Add to Teams' dialog open. The dialog displays the 'Fingertip' app details, including a description and two buttons: 'Add to Teams' and 'Download app'. The 'Download app' button is highlighted with a red box, and a red number '2.' is placed below it.

Name	Modified	Owner
Fingertip	10 min ago	Leroy Plumley
Solution Health Hub	5 d ago	SYSTEM

1. Review the app package.
2. Click “Download App”

A .zip –file downloads on your machine. Make sure you remember the location of this file as we will need it in the next steps.

# Install Fingertip inside your Teams

Before you add the app inside your Teams, make sure your tenant allows uploading custom apps in <https://admin.teams.microsoft.com/policies/app-setup>.

1. Navigate to <https://teams.microsoft.com/> or your Microsoft Teams app.
2. From the left sidebar of Teams, select the “Apps”.
3. At the bottom left corner of the Apps –section you can see “Upload a custom app” –section. Select it.
4. From the popup, select “Upload for “tenantname””.
5. Locate the .zip –file you got from the previous step.

The app is now in your private app store!

Also, make sure the app is available to everyone in <https://admin.teams.microsoft.com/policies/app-permission>.

