

Power BI, Power Platform & Power Apps Migration Procedure

Important Notice

Power BI, Power Apps, and Power Automate content is NOT automatically migrated between tenants. Licenses are reassigned, but all content must be manually exported and re-imported.

Section A – Users NOT Yet Migrated

Complete the following steps BEFORE your scheduled migration date.

Step 1: Inventory Assets

- 1) Log into Power BI, Power Apps, and Power Automate.
- 2) Document reports, dashboards, datasets, apps, flows, connectors, and dependencies.

Step 2: Export Power BI Reports

- 1) Open report in Power BI Service.
- 2) Select File → Download this file (.PBIX).
- 3) Save securely.

Step 3: Export Power Apps

- 1) Go to make.powerapps.com.
- 2) Select app → Export package.
- 3) Include related flows.
- 4) Save as .zip.

Step 4: Export Power Automate Flows

- 1) Go to make.powerautomate.com.
- 2) Select flow → Export → Package (.zip).
- 3) Save locally.

Section B – Users Already Migrated

Follow the steps below to re-import content into the FPG tenant.

Step 1: Confirm License

- 1) Login to office.com.
- 2) Confirm Power services are available.

Step 2: Import Power BI

- 1) Open Power BI Desktop.
- 2) Sign in with FPG account.
- 3) Open .PBIX file.
- 4) Update data sources.
- 5) Publish to FPG workspace.
- 6) Validate dataset refresh.

Step 3: Import Power Apps

- 1) Login to make.powerapps.com (FPG).
- 2) Select environment.
- 3) Import package.
- 4) Re-map all connections.
- 5) Re-share with users.

Step 4: Import Power Automate

- 1) Login to make.powerautomate.com.
- 2) Import .zip package.
- 3) Reconnect all connectors.
- 4) Turn flow ON.
- 5) Test triggers and approvals.

Reconfigure Connections & Gateways

- 1) Reauthenticate connectors.
- 2) Update SharePoint URLs.
- 3) Reconfigure on-prem gateways if applicable.
- 4) Validate credentials.