

Composition Bands M365 Migration Guidance

Power BI, Power Platform & Power Apps Migration Procedure

Important: 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 – Pre Migration Tasks

As Power BI, Power Apps and Power Automate content is not migrated these need to be identified, recorded and saved in advance of the migration.

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 (local server)

Step 3: Export Power Apps

1. Go to make.powerapps.com
2. Select app > Export package.
3. Include related flows.
4. Save securely as .zip (local server)

Step 4: Export Power Automate Flows

1. Go to make.powerautomate.com
2. Select flow > Export > Package (.zip)
3. Save securely as .zip (local server)
4. Click OK

Section B – Post Migration Tasks

Once migration is complete, saved content needs to be imported into the new Composition Brands 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 Composition Brands account.
3. Open .PBIX file.
4. Update data sources
5. Publish to Composition Brands workspace
6. Validate dataset refresh

Step 3: Import Power Apps

1. Login to make.powerapps.com (with new credentials)
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 (with new credentials)
2. Import .zip package
3. Reconnect all connectors
4. Turn flow ON.
5. Test triggers and approvals

Step 5: Reconfigure Connections & Gateways

1. Reauthenticate connectors
2. Update SharePoint URL's
3. Reconfigure on-prem gateways if applicable
4. Validate credentials