INSTALL GUIDE

This tutorial will guide you through creating a new SharePoint list and setting up the required columns to ensure the Time Tracker Power App from Collab365 functions correctly.

Please follow each step carefully, making sure to name and configure each column exactly as shown.

Step 1: Create a New SharePoint List

Navigate to your SharePoint site.

- Select New > List.
- Choose Blank List
- Enter a name for your new list, such as Project Time Records.
- Click Create to generate the new list (note: if you want it to be visible in the left navigation, tick the box to do so at this point).

Step 2: Add Columns to Your List

To ensure the Time Tracker Power App from Collab365 works correctly, you need to add the following columns with exact names and types. Please be precise with both the case and spelling to prevent any errors.

We have provided a short video as part of your purchase to show you where these column names are used in both the Power App and the Power Automate flow should you wish to make adjustments or work on alternative lists.

Note: If you wish, you can restrict your list at this point so that people can only view their own records. Do so by going to the Settings cog for the list > List settings > Advanced settings > Item Level Permissions and setting the option to Read items that were created by the user and also Create items and edit items that were created by the user.

Required Columns:

1. Title : You will already have this as it is a default column for ALL lists. Do not remove or change. The app will register the email address of the user who is logging time in this column.

2. StartTime

1. Type: Date and Time
2. Steps to Add:
3. Click Add column.
4. Select Date and Time
5. Enter StartTime as the column name.
6. Choose Date and time for the type
7. Choose “Include Time” using the toggle
8. Save the column.

3. EndTime

1. Type: Date and Time
2. Steps to Add:
3. Click Add column.
4. Select Date and Time.
5. Enter EndTime as the column name.
6. Choose Date and time for the type
7. Choose “Include Time” using the toggle
8. Save the column.

4. TimeSpent

1. Type: Number
2. Steps to Add:
3. Click Add column.
4. Select Number.
5. Enter TimeSpent as the column name.
6. Save the column.

5. Project

1. Type: Choice
2. Steps to Add:
3. Click Add column.
4. Select Choice.
5. Enter Project as the column name.
6. In the Choices box, add options that reflect the projects available in the app. You can leave the default options if you choose for testing.
7. Important: Make sure to add at least one choice, such as Test Project, to avoid errors.
8. Save the column.

Note: If no projects are available in this choices field, the Time Tracker Power App from Collab365 will report errors when loaded. Please make sure to add a test project.

6. ActiveSession

1. Type: Yes/No
2. Steps to Add:
3. Click Add column.
4. Select Yes/No.
5. Enter ActiveSession as the column name.
6. Select 'No' as the default option
7. Save the column.

7. LastPing

1. Type: Date and Time
2. Steps to Add:
3. Click Add column.
4. Select Date and Time.
5. Enter LastPing as the column name.
6. Choose "Include Time" using the toggle
7. Save the column.

Step 3: Verify Your Columns

Once you have added all the columns, verify that the column names and types are correct by checking the list settings.

It is important that the names exactly match those provided above to avoid issues when first using the Time Tracker Power App from Collab365. If you are happy to make adjustments to lists and column names in a Power Automate Flow, this is something you can experiment with later.

You Are Ready To Install The Power Platform Solution Now!

Following these steps will allow the Time Tracker Power App from Collab365 to interface seamlessly with the SharePoint list and perform as expected.

If you have any questions so far or need further help, feel free to reach out but next >> **Watch This Video** << which will guide you through the installation of the Power Platform Solution