

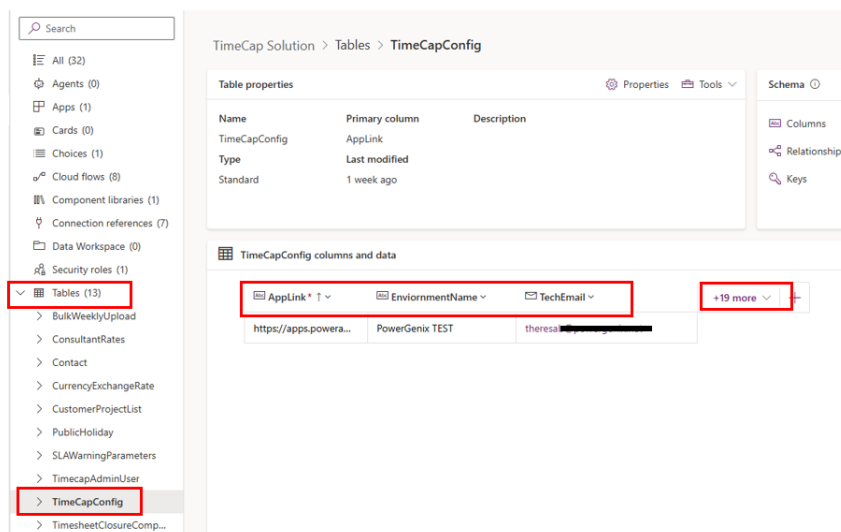
Power Platform Environment

Step 1: Install the solution

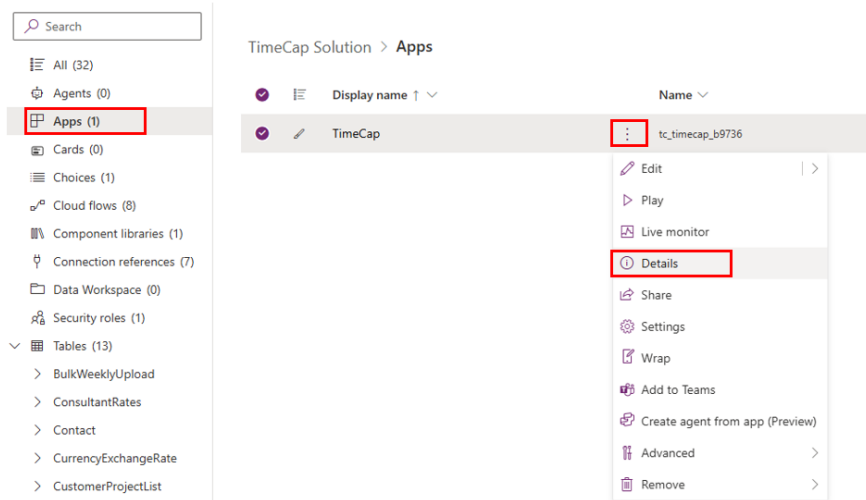
- Create a Power Platform environment (with Dataverse) to host the solution if one does not already exist. Refer to the [Create and manage environments in the Power Platform admin centre](#) page for guidance.
- Set up a new service user account in Microsoft Entra and grant this account system administrator privileges within the Power Platform environment.
- Use the service account to install the “TimeCap” solution from the Microsoft Marketplace.

Step 2: Configure the solution

- Go to the “TimeCap” installed solution in managed solutions and open it.
- Expand the table node and click on the table “TimeCapConfig”.
- Add the column AppLink, EnvironmentName, TechEmail to the table view.
- Enter the Environment Name in the EnvironmentName field in the table.
- Enter the email address of the person that should be notified if a flow fails in the TechEmail field in the table



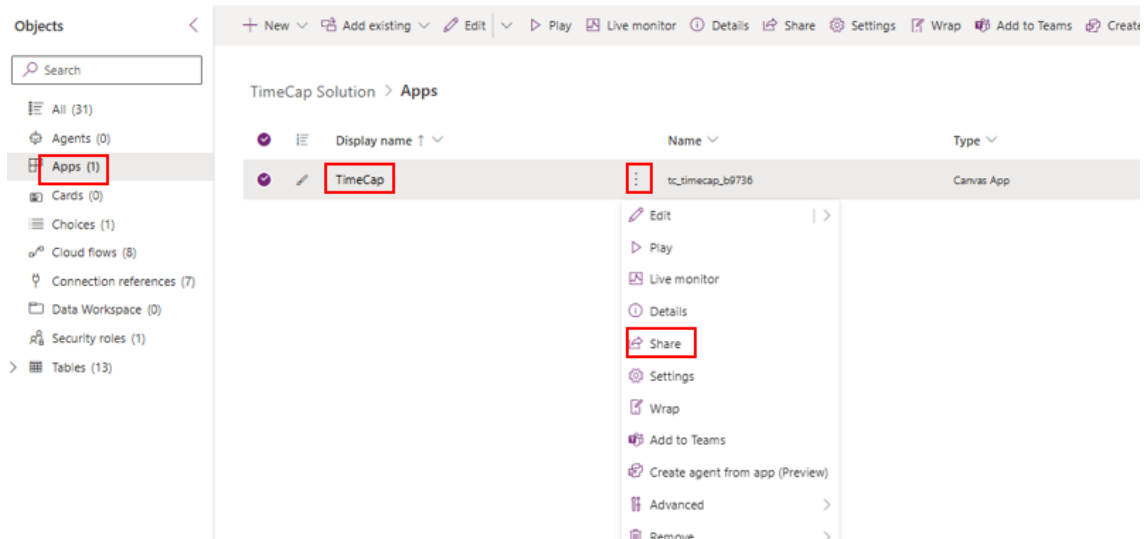
- Select Apps and then choose TimeCap
- Click on the vertical ellipse button and click on the “Details” menu item, see the image below



- In the Web link section copy the entire link and go back to the TimeCapConfig table, paste the link in the AppLink field in the table.
- Expand the table node and click on the table “TimesheetClosureCompany”.
- Add the column CompanyName and ClosedDate to the table view.
- Enter the Company Name in the CompanyName field in the table.
- Enter the Closed Date, this date acts as a cutoff for time entry submissions. No entries can be created before or on this date.

Step 3: Setup users

- In Microsoft 365 admin center create a security group
- Add all users that need access to the app in the group as members
- In the Power Platform admin center, navigate to the environment where the solution is and click on See all under Security roles.
- Search for TimeCap Users Security Role, click on the ellipse and click on Members and add the security created in the previous step.
- Navigate to the installed TimeCap solution within managed solutions and open it.
- Select Apps and then choose TimeCap
- Click on the vertical ellipse button and click on the “Share” menu item, see the image below



- Enter the name of the security group created earlier.

Please note the following:

- The user will need a Power App Premium license to access the app.
- The account that will be the owner of the workflow will need to have a blank Excel workbook in the OneDrive root folder called ExcelTemplate.xlsx

Contact Us

If you have any questions or suggestions about the Terms and Conditions, please do not hesitate to contact the Service Provider at info@powergenix.net