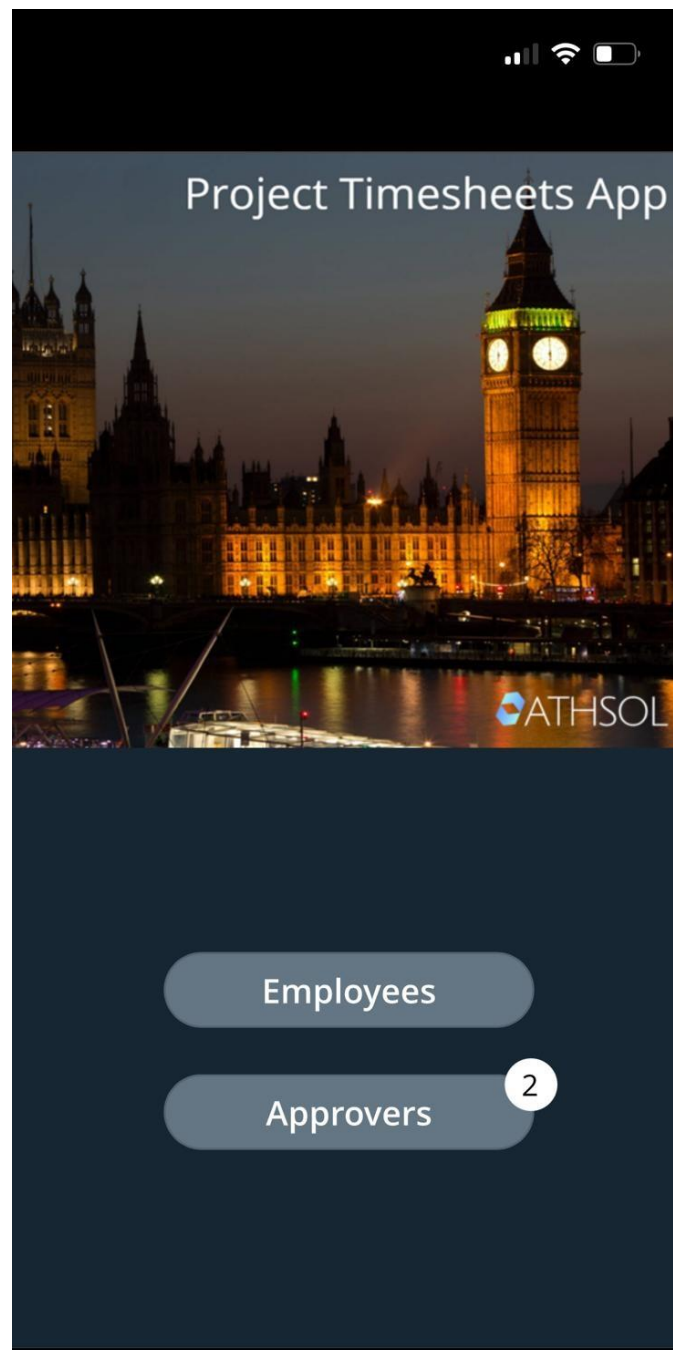


Mobile Add-on App

for Project Timesheets PowerApp

The *Mobile Phone Add-on App* for our Projects Timesheet PowerApp seamlessly integrates with the Project Timesheet PowerApp and its data in SharePoint. This is an additional PowerApp that runs in parallel with our Projects Timesheet PowerApp. Once deployed in your Microsoft 365 environment, it helps the employees and the approvers to submit and approve their timesheets on the go with their iPhone or Android phones. The mobile add-on PowerApp automates collection, approval, and tracking of Project Timesheets and comes with familiar powerful features like dynamic line items and cloning previous timesheets. It sends automatic email alerts to employees and approvers when timesheets are approved or submitted. The app has a clear, user-friendly, and intuitive user interface as usual and makes the submission and approval of timesheets a breeze.



This PowerApp is an add-on app to the Projects Timesheet PowerApp and requires minimal deployment steps as most of the resources needed for the app have already been setup and deployed with the Projects Timesheet PowerApp.

Package Contents

The purchased package contains following content:

Component	Filename	Description
Mobile Phone Add-on PowerApp	ProjectTimesheetMobileApp.zip	Allows the employees and their managers to submit and approve project-related timesheets with their iPhone or Android mobile phones
Setup Instructions	Mobile add-on App Setup Instructions.pdf (This document)	Allows you to successfully setup the add-on PowerApp in your Microsoft 365 environment

Setup Instructions

Estimated time to complete these steps: 20-30 minutes.

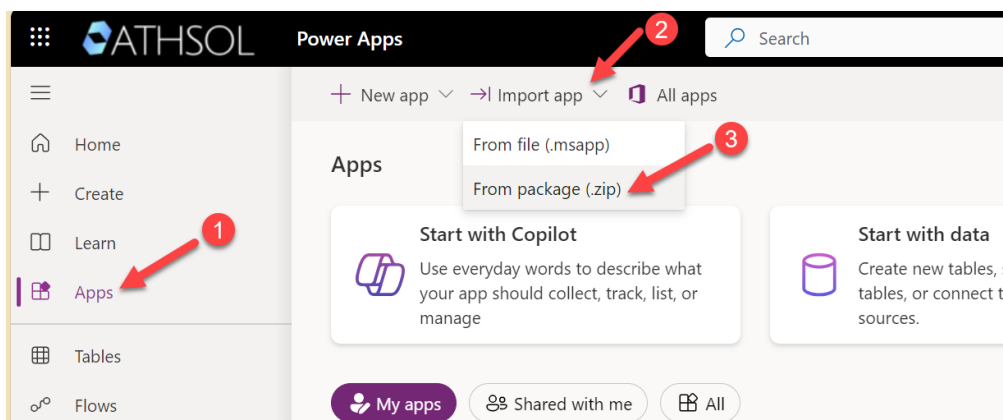
Pre-requisites: It is assumed you have already deployed our Projects Timesheet PowerApp in your Microsoft 365 environment successfully. The mobile add-on app uses the same SharePoint lists as the data sources and connections you created for the Projects Timesheet App.

Import and set up the Mobile Add-on App

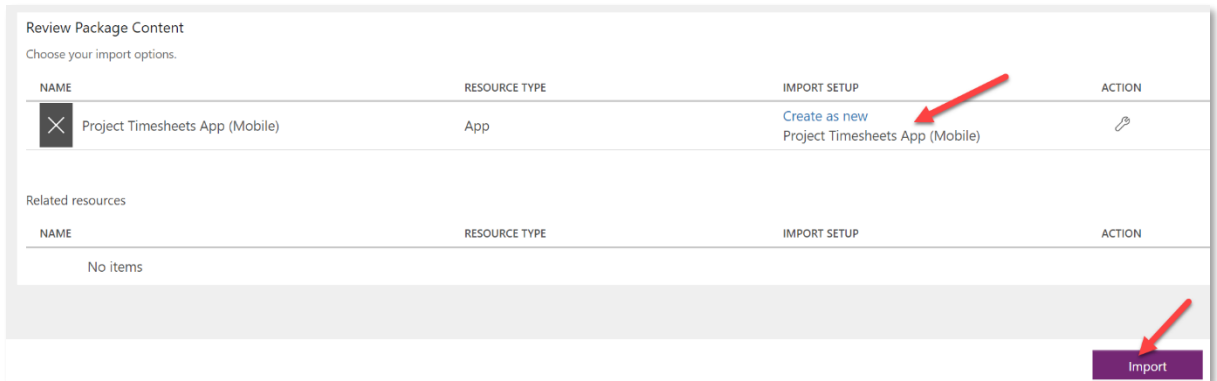
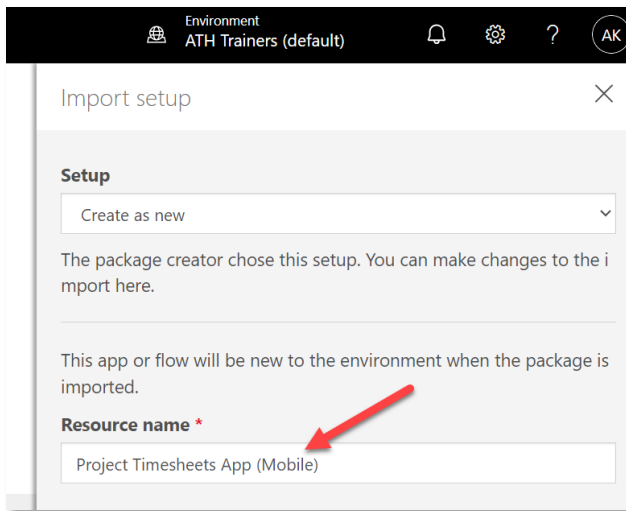
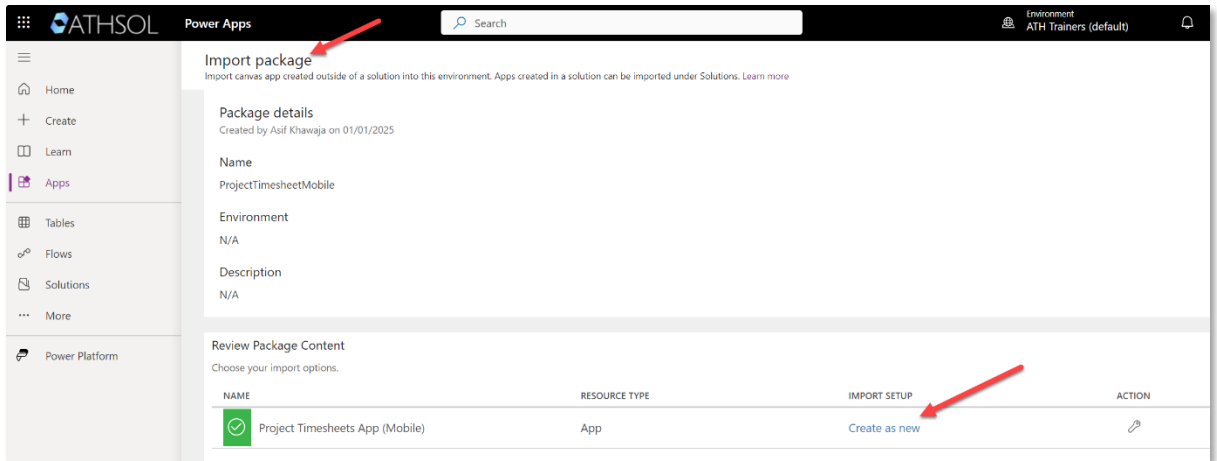
Follow the steps below to import and deploy the Mobile add-on app for Projects Timesheet PowerApp in your Microsoft 365 environment and create the required data connections.

Import the app

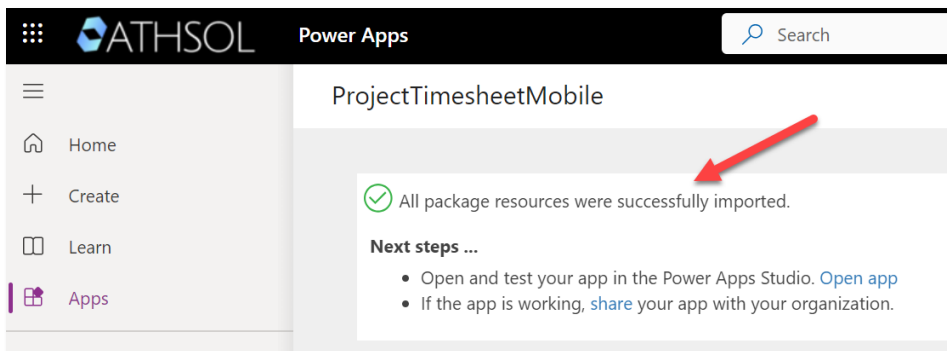
1. Sign in to [Power Apps](#).
2. Select Apps from the left navigation pane.
3. Select Import from zip on the command bar menu.
4. Upload the **ProjectTimesheetMobileApp.zip** file from the downloaded package.



5. On the **Import package** page, click on **Create as new** link under IMPORT SETUP and change the app name as required or accept the default name. Then click **Save** and **Import** buttons to import the package.



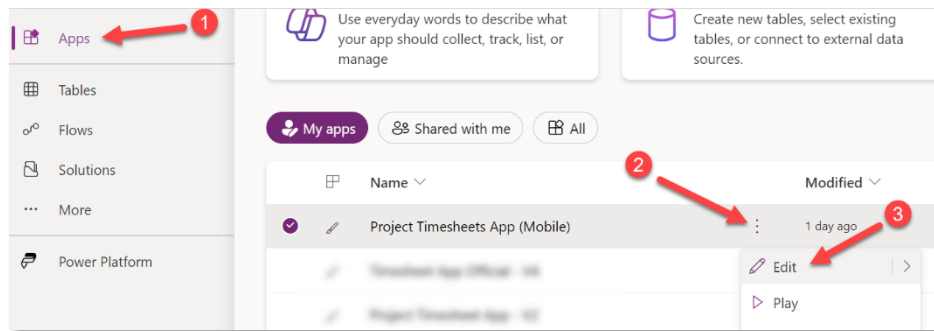
6. Once the import completes, make sure you see a “successfully imported” message on the next screen.



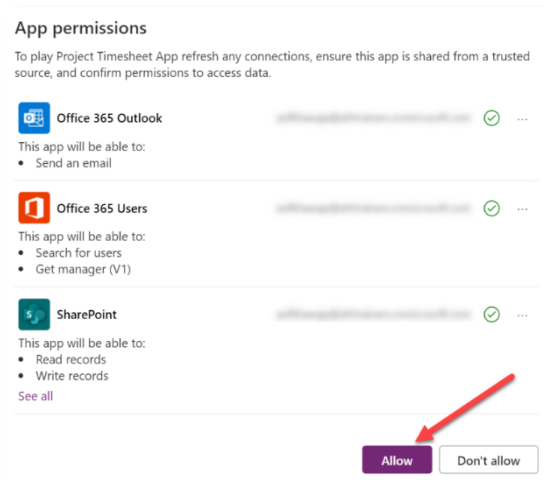
Update the SharePoint connections

Once the Mobile Add-on App has been imported into your environment successfully, we need to update the SharePoint data connections in the App.

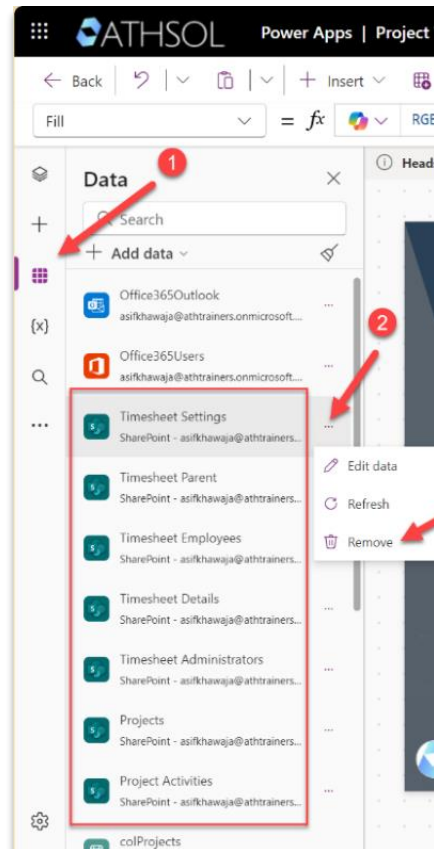
1. Go back to the **Apps** list.
2. Select **Commands (:)** for the imported app.
3. Select **Edit** from the context menu.



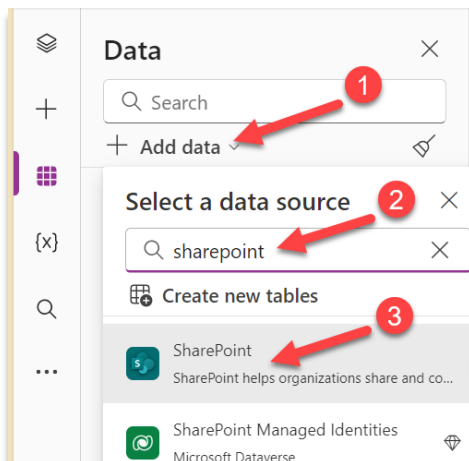
4. Sign in or create any necessary connections, and then select **Allow**.



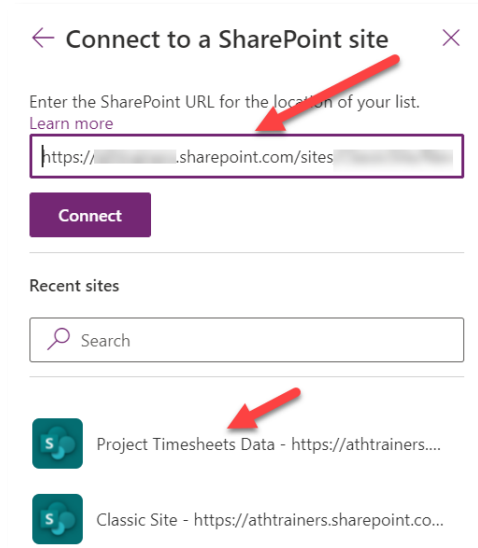
5. Go to the data sources in the left pane and remove all SharePoint connections, because they don't point to your current SharePoint site. We will re-add them in the next step.



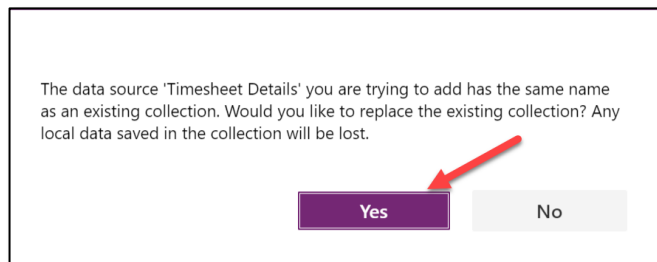
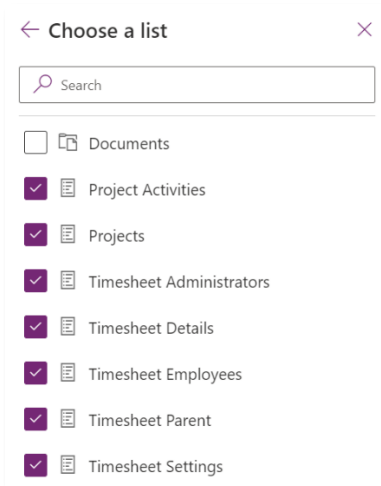
6. Add the lists from your own SharePoint site. Start by searching for **SharePoint** in the search bar. Select SharePoint, and then choose a connection.



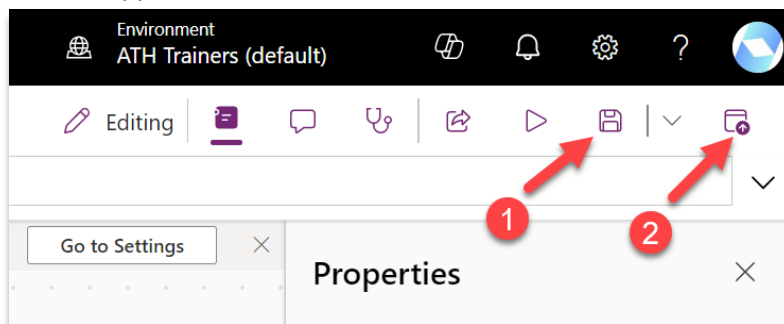
- Copy and paste the URL to your SharePoint site in the text field, and then select **Connect**. Alternatively, you can search and/or select the site if it automatically appears in the list.



- Select all the SharePoint lists, and then select **Connect**. If you see a replace collection message, select **Yes**.



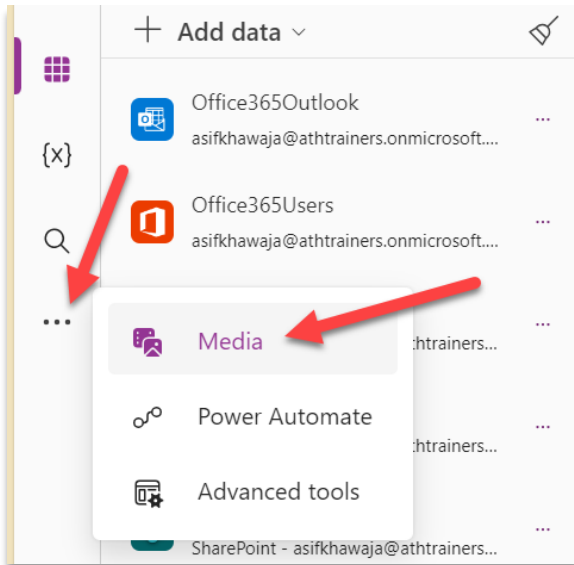
- Save the app and then select **Publish**.



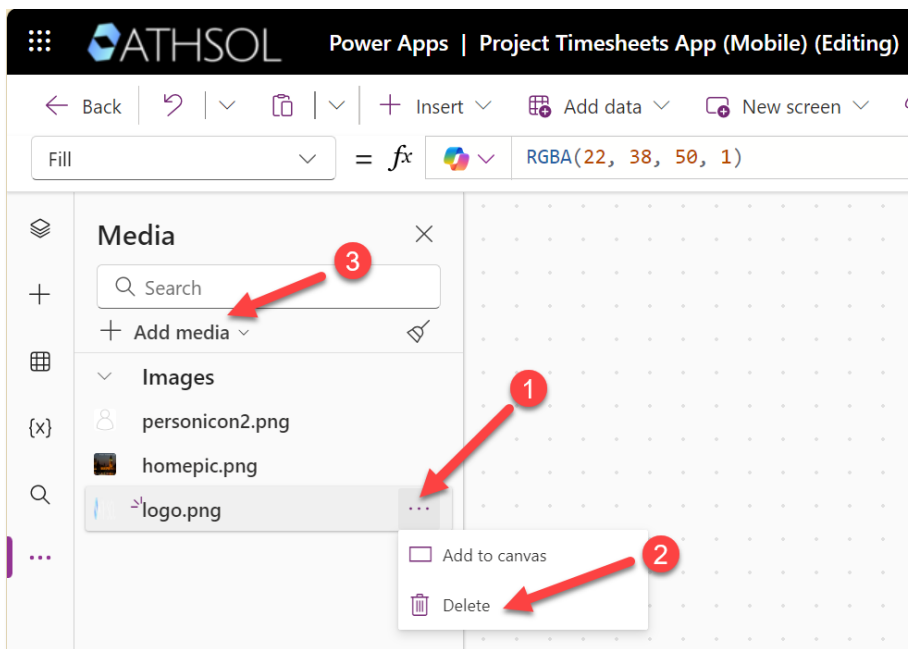
Congratulations! You've successfully imported the *Mobile Add-on PowerApp* in your environment. You can now share the app link with your employees and approvers. They should be able to access it on their phone. See the section "How to access the app on your phone?" for details on setting up the PowerApp on users' phone.

Update the App's Logo (Optional)

1. The app by default uses ATHSOL's logo on different screens. You have the option to change the logo to your organization's logo. Go back to the PowerApps **Apps** list and edit the **Timesheet Mobile App**.
2. While in the edit mode, click on the **Media** tab.



3. Then in the list of media files you will find a logo image with the name **logo.png**.
4. Delete the **logo.png** file
5. Upload your own organization's logo making sure the filename remains same as **logo.png** for it to correctly display on all screens of the app. And you are done updating the logo.

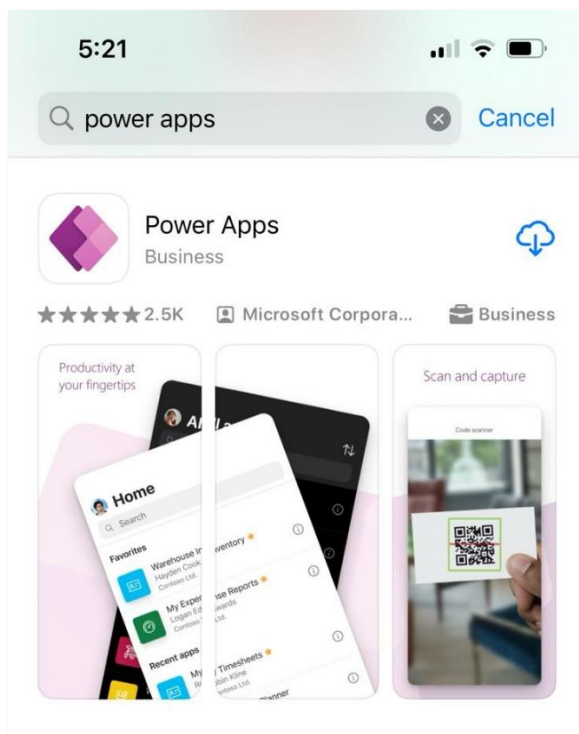


Note: This app is meant to be used on mobile devices with mobile data as the Internet connection. Make sure the logo.png file size is very small, preferably under 10KB, for faster performance.

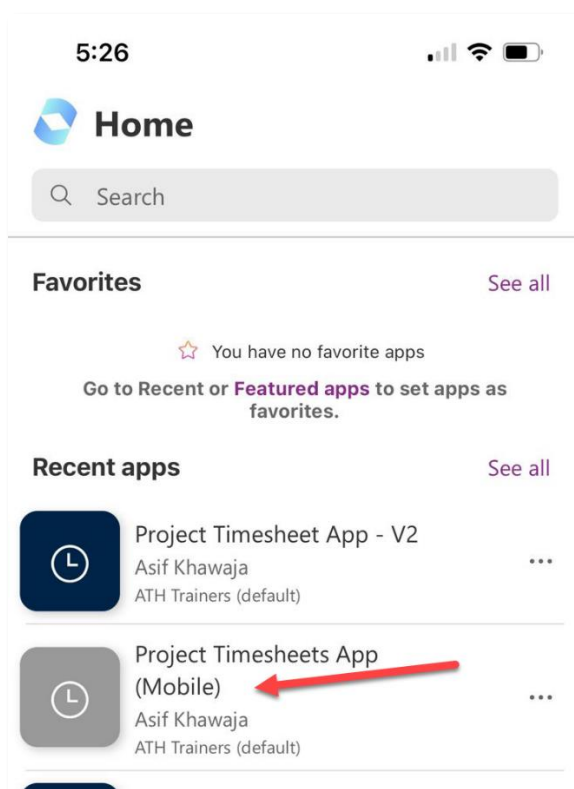
How to access the app on your phone?

Now that you've successfully deployed the Mobile add-on app and given all your users access to the app, your users can follow the steps below to access the app on their iPhone or Android phone.

1. On your phone, go to the App Store and search for "Power Apps".
2. Install the "Microsoft Power Apps" app on your phone.



3. Once installed, open the "Power Apps" app and login with your organizational credentials. After logged in, you should see the **Project Timesheet (Mobile)** version in the list of apps.



4. Tap the Project Timesheets App to open the app on your phone.

