

Company Visitor Pre-Registration List App Setup Guide

This guide explains how to install and configure the Visitor Registration List App in your company’s Microsoft 365 tenant.

Prerequisites

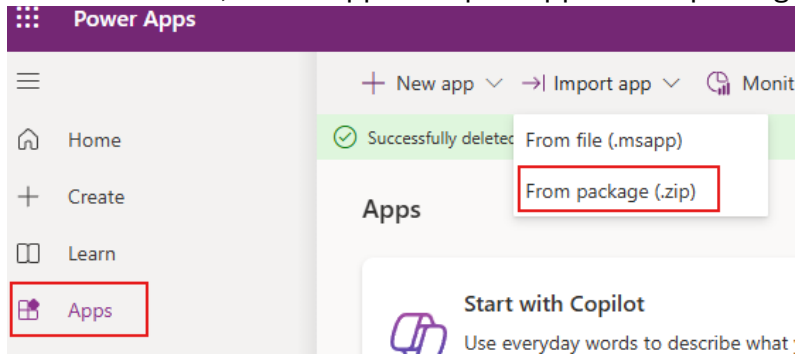
A SharePoint site where the <SharePoint List> list will be created.

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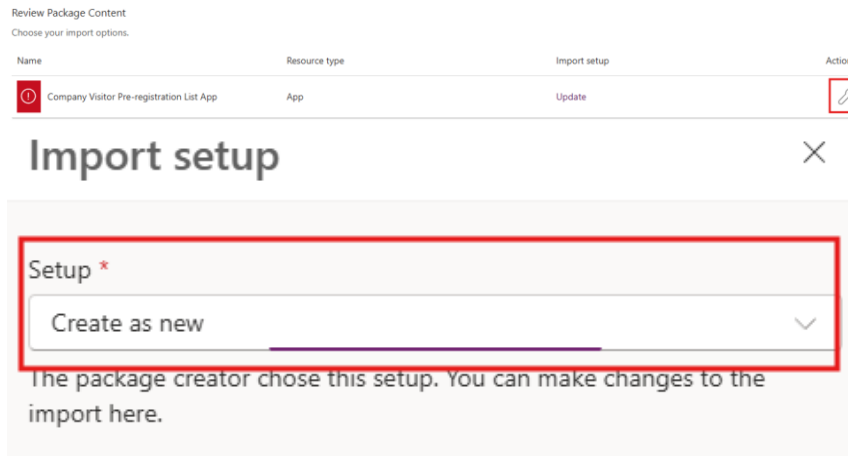
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Step 1: Import the Power Apps Package

- Go to Power Apps Maker Portal. (<https://make.powerapps.com/>)
- In the left menu, select Apps → Import app → From package (.zip)



- Upload the provided .zip package file.
- Follow the wizard → choose Create as new.



- Save and finish the import.

Step 2: Reconnect Data Sources

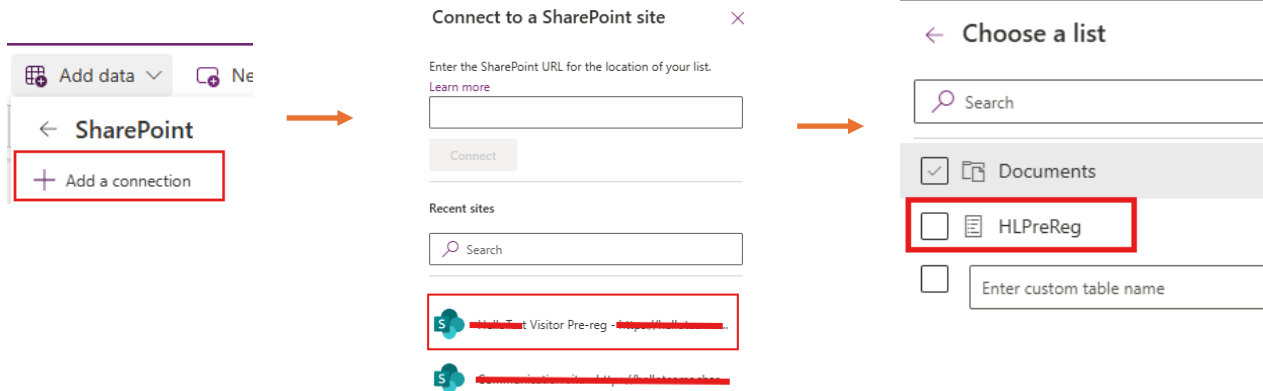
Open and allow the App.

Allow Company Visitor Pre-registration List App to access your data?

To play this app, sign in or refresh connections, ensure the app is shared from a trusted source, and confirm permissions to access data.



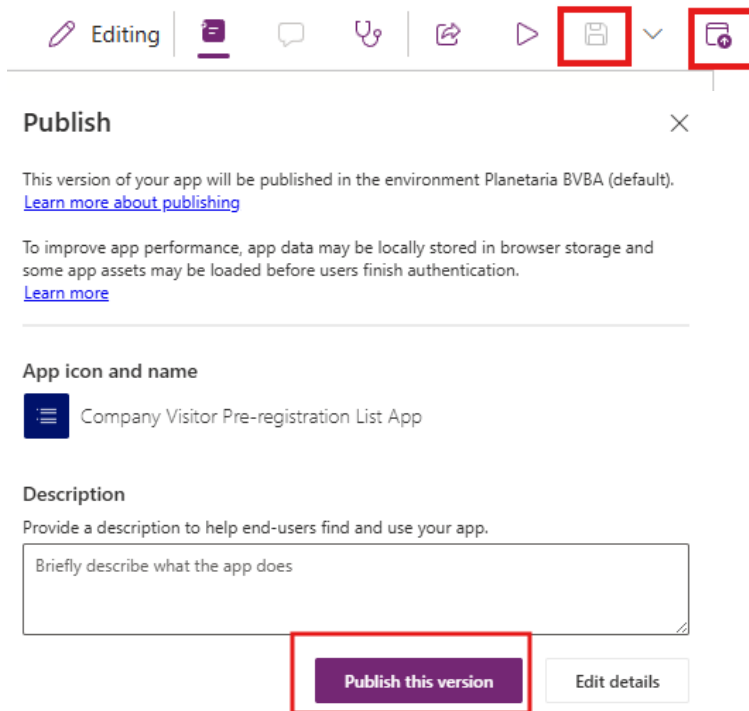
- SharePoint → Delete the existing SharePoint connection and point it to the new "SharePoint List" on your environment.



- If the SharePoint List isn't named **"HLPReReg"**, you must map the formula for each field within the app editor. Navigate to the **"Configure App Logic"** section for guidance.

Step 3: Publish the App

- In the app editor → Save.
- Then Publish → Publish this version.



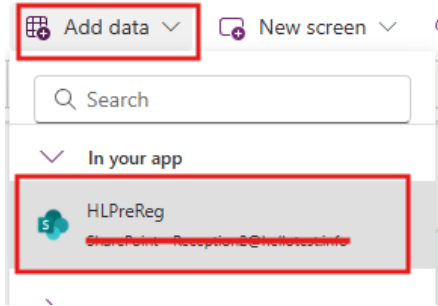
Step 4: Test the App

- Open the app from Power Apps portal or mobile app.

End Result: The Power App will display visitors per day, allow searching, and show all details.

Configure App Logic

- Add your SharePoint List



Set formulas for the following Fields:

- DatePicker → DefaultDate = Today()
- DataTable → Items:
`Filter(
 (SharePoint List Name),
 'AppointmentDateTime' >= dpSelectDate.SelectedDate &&
 'AppointmentDateTime' < DateAdd(dpSelectDate.SelectedDate, 1, TimeUnit.Days) &&
 StartsWith('Title', txtSearch.Text)
)`
- DataTable → Title column: visible=false