

You need

1. SharePoint list - Office usage weekly

Columns

A column stores information about each item in the list. The following columns are currently available in this list:

Column (click to edit)	Type
Title	Single line of text
Monday	Number
Tuesday	Number
Wednesday	Number
Thursday	Number
Friday	Number
Own location	Number
First date of week	Date and Time
Modified	Date and Time
Created	Date and Time
Created By	Person or Group
Modified By	Person or Group

Advanced settings

Item-level Permissions

Specify which items users can read and edit.

Note: Users with the Cancel Checkout permission can read and edit all items. [Learn about managing permission settings.](#)

Read access: Specify which items users are allowed to read

- ☐ Read all items
- ☒ Read items that were created by the user

Create and Edit access: Specify which items users are allowed to create and edit

- ☐ Create and edit all items
- ☒ Create items and edit items that were created by the user
- ☐ None

Do not create any items on this list. They are created automatically when users use the canvas app.

2. SharePoint list - Office Usage Summary Weekly

Columns

A column stores information about each item in the list. The following columns are currently available in this list:

Column (click to edit)	Type
Title	Single line of text
Capacity	Number
Monday	Number
Tuesday	Number
Wednesday	Number
Thursday	Number
Friday	Number
First day of week	Date and Time
Modified	Date and Time
Created	Date and Time
Created By	Person or Group
Modified By	Person or Group

Create item per office location you like to follow.

- Define max capacity
- Enter starting value 0 (zero) for each weekday
- Enter first day of current week

3. Import Power Apps + Flow from this repository

Update time zone used in flows.

4. Note

Remember. This is not a product. This is just an example and source for inspiration. It is not properly tested.