

Software solution: **pobvol Open Checklists**

Power App: **pssChecks**

## Introduction



Developed with  
Microsoft 365-  
services

**Fields**



# Add a field

Start Power App 'pssChecks', click on container 'Fields', select button 'Add', enter a unique 'Title' for the new field and click on button 'Save'

The image illustrates the process of adding a new field in a Power App through three sequential screenshots, connected by yellow arrows.

**Screenshot 1:** The main app interface for 'pssChecks'. The 'Fields' container, showing '34 Fields', is highlighted with a yellow box. A yellow arrow points from this container to the next screenshot.

**Screenshot 2:** The 'Fields (34)' list view. A new field entry is shown with 'Title: Address', 'Name: Address', and 'Type: Text'. At the bottom, the 'Add' button (a blue square with a white plus sign) is highlighted with a yellow box. A yellow arrow points from this button to the next screenshot.

**Screenshot 3:** The 'Add field' form. The 'Title' input field contains the text 'My text field' and is highlighted with a yellow box. A yellow callout bubble points to this field with the text 'Enter a unique title'. At the bottom, the 'Save' button (a blue button with a white floppy disk icon) is highlighted with a yellow box.

# Customize the new field

Select the relevant field from the list, select button 'Edit', enter a unique 'Label', assign a 'Response Type' and click on button 'Save'

The process is shown in three steps:

- Step 1:** In the 'Fields (35)' list, select the field 'My text field' and click the 'Edit' button (pencil icon).
- Step 2:** In the 'Edit field' form, enter a unique name in the 'Label' field (e.g., 'This is my text field') and select a response type from the 'ResponseType' dropdown (e.g., 'Text').
- Step 3:** Click the 'Save' button to add the customized field to the list.

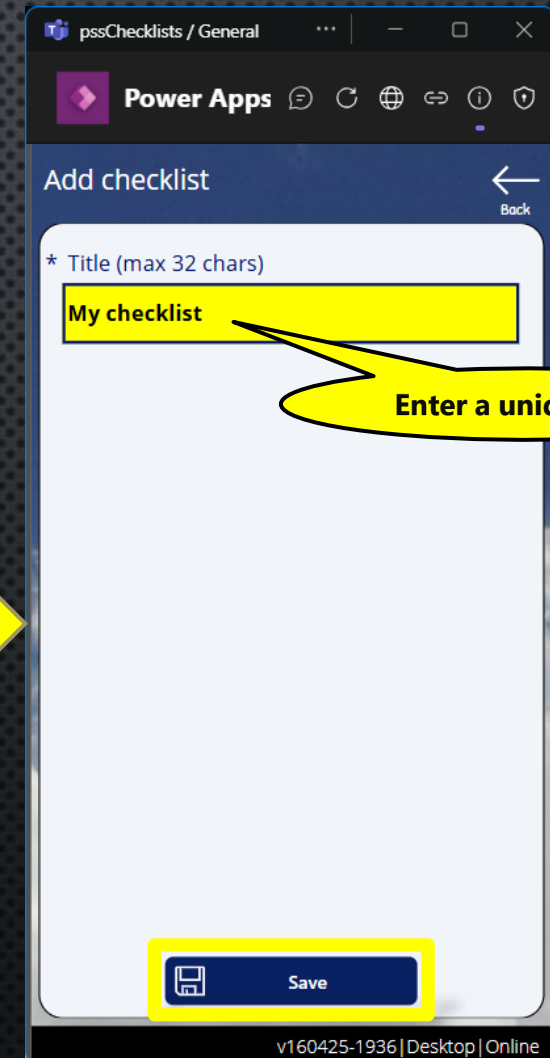
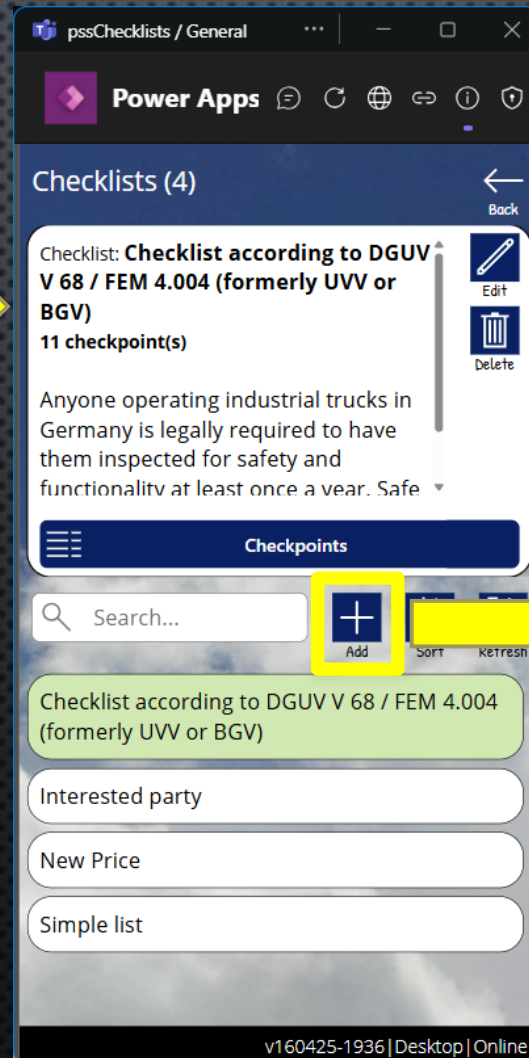
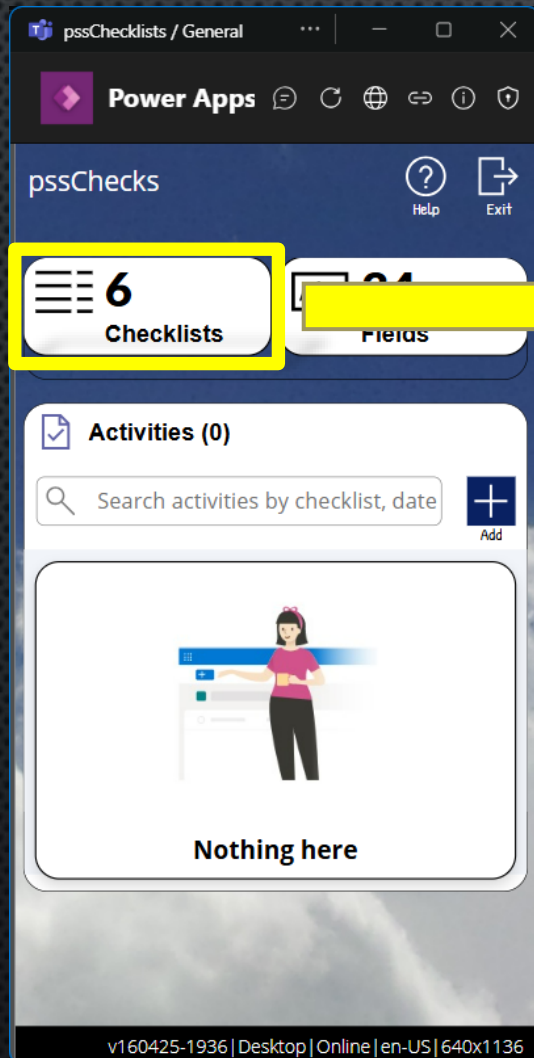
The final state shows the 'Fields (35)' list with the new field 'This is my text field (Text)' added.

# Checklists



# Add a checklist

Start Power App pssChecks, click on container 'Checklists', select button 'Add', enter a unique 'Title' for the new checklist and click on button 'Save'



# Customize the new checklist

Select the relevant checklist from the list, select button 'Edit', enter a unique 'Name', optionally enter a 'Description' and finally click on button 'Save'

The image illustrates the steps to customize a new checklist in the Power Apps pssChecklists application through three sequential screenshots.

**Screenshot 1 (Left):** The 'Checklists (5)' screen shows a list of checklists. The checklist 'My checklist' is selected and highlighted with a yellow box. The 'Edit' button (pencil icon) is also highlighted with a yellow box. A yellow arrow points from the 'Edit' button to the next screen.

**Screenshot 2 (Middle):** The 'Edit checklist' screen is shown. The 'Title' field contains 'My checklist'. The 'Name' field (marked with an asterisk and 'max 128 chars') contains 'This is my checklist', highlighted with a yellow box and a callout bubble saying 'Enter name'. The 'Description' field contains 'This list helps testing the Power App pssChecks.', highlighted with a yellow box and a callout bubble saying 'Optionally: Enter description'. The 'Save' button (floppy disk icon) is highlighted with a yellow box. A yellow arrow points from the 'Save' button to the final screen.

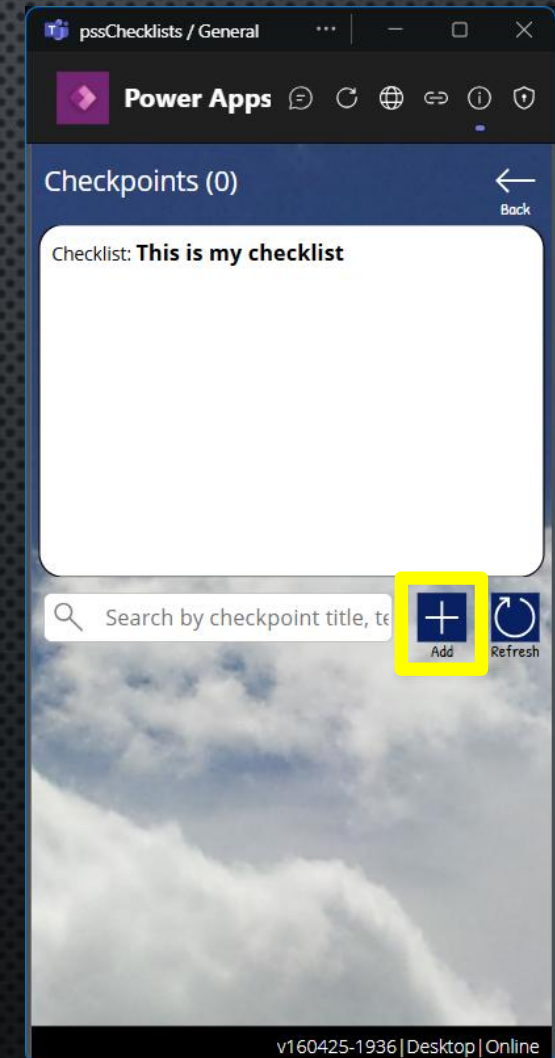
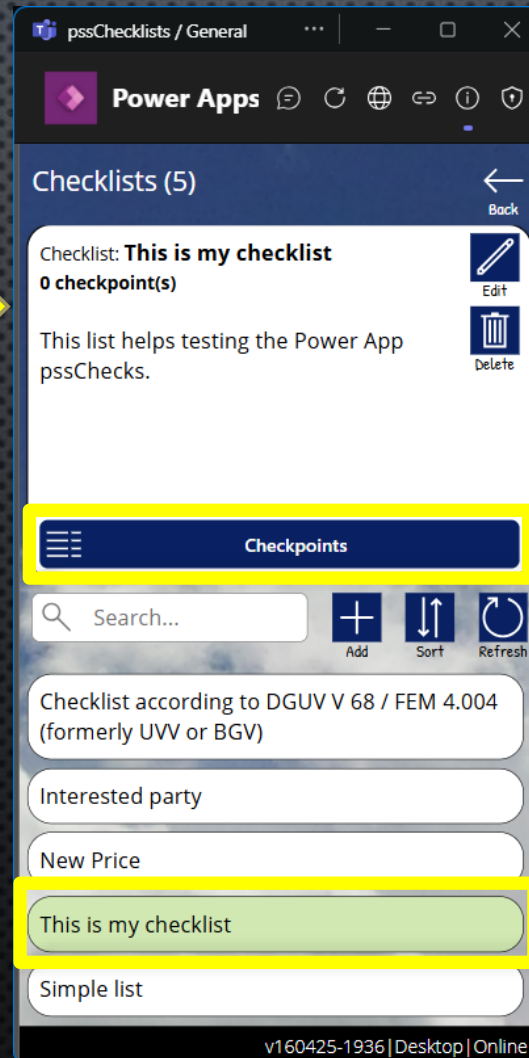
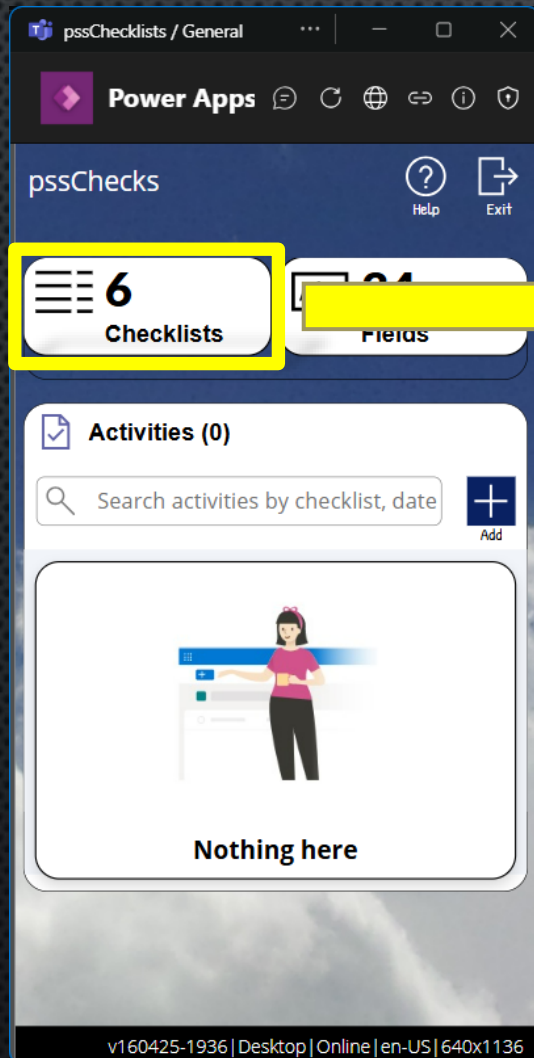
**Screenshot 3 (Right):** The 'Checklists (5)' screen shows the updated checklist 'This is my checklist' with '0 checkpoint(s)'. The checklist is highlighted with a green box. The 'Edit' and 'Delete' buttons are visible to the right of the checklist entry.

# Checkpoints



# Add a new checkpoint (Step 1 from 2)

Start Power App pssChecks, click on container 'Checklists', select the relevant checklist from the list, click on button 'Checkpoints' and select button 'Add'



# Add a new checkpoint (Step 2 from 2)

Enter a unique title for the new checkpoint in field 'Checkpoint' and click on button 'Save'

Power Apps

### Add checkpoint

← Back

Title (max 32 chars)

**My checklist**

Position

1

\* Checkpoint (max 32 chars)

01

Enter a unique title

Save

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Power Apps

### Checkpoints (1)

← Back

Checklist: **This is my checklist**

Checkpoint: **01**

Input required: **Yes**

Possible status:

Flex fields:

Search by checkpoint title, te

+ Add

Refresh

01

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# Customize the new checkpoint (1/2)

Select the relevant checkpoint, select button 'Edit', define 'Required (Yes/No)', enter a unique 'Checkpoint name', optionally enter a 'Description' and assign up to 5 'Status' values

Power Apps

Checkpoints (1)

Checklist: **This is my checklist**

Checkpoint: **01**

Input required: **Yes**

Possible status:

Flex fields:

Search by checkpoint title, te

01

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Power Apps

Edit checkpoint

Checklist title

**My checklist**

Checkpoint

**01**

Posi...

1

Required

☒ Yes

Checkpoint name (max 128 characters)

**My first checkpoint**

Checkpoint description

**Testing checklist with one checkpoint and some fields**

Possible status

Save

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Power Apps

Edit checkpoint

Checkpoint description

**Testing checklist with one checkpoint and some fields**

Possible status (max 5)

OK

minor defects

significant defects

dangerous defects

Flex Fields

Save

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# Customize the new checkpoint (2/2)

Optionally assign up to 5 fields and finally click on button 'Save'

pssChecklists / General

Power Apps

### Edit checkpoint

Back

OK

minor defects

significant defects

dangerous defects

Flex Fields

This is my text field

This is my number field

This is my combobox field

This is my radio field

This is my date field

Save

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Assign up to 5 fields

pssChecklists / General

Power Apps

### Checkpoints (1)

Back

Checklist: **This is my checklist**

Checkpoint: **My first checkpoint**

Input required: **Yes**

Possible status:

OK

minor defects

significant defects

dangerous defects

Search by checkpoint title, te

01 My first checkpoint

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pssChecklists / General

Power Apps

### Checkpoints (1)

Back

**dangerous defects**

Flex fields:

This is my text field

This is my number field

This is my combobox field

This is my radio field

This is my date field

Testing checklist with one checkpoint and some fields

Search by checkpoint title, te

01 My first checkpoint

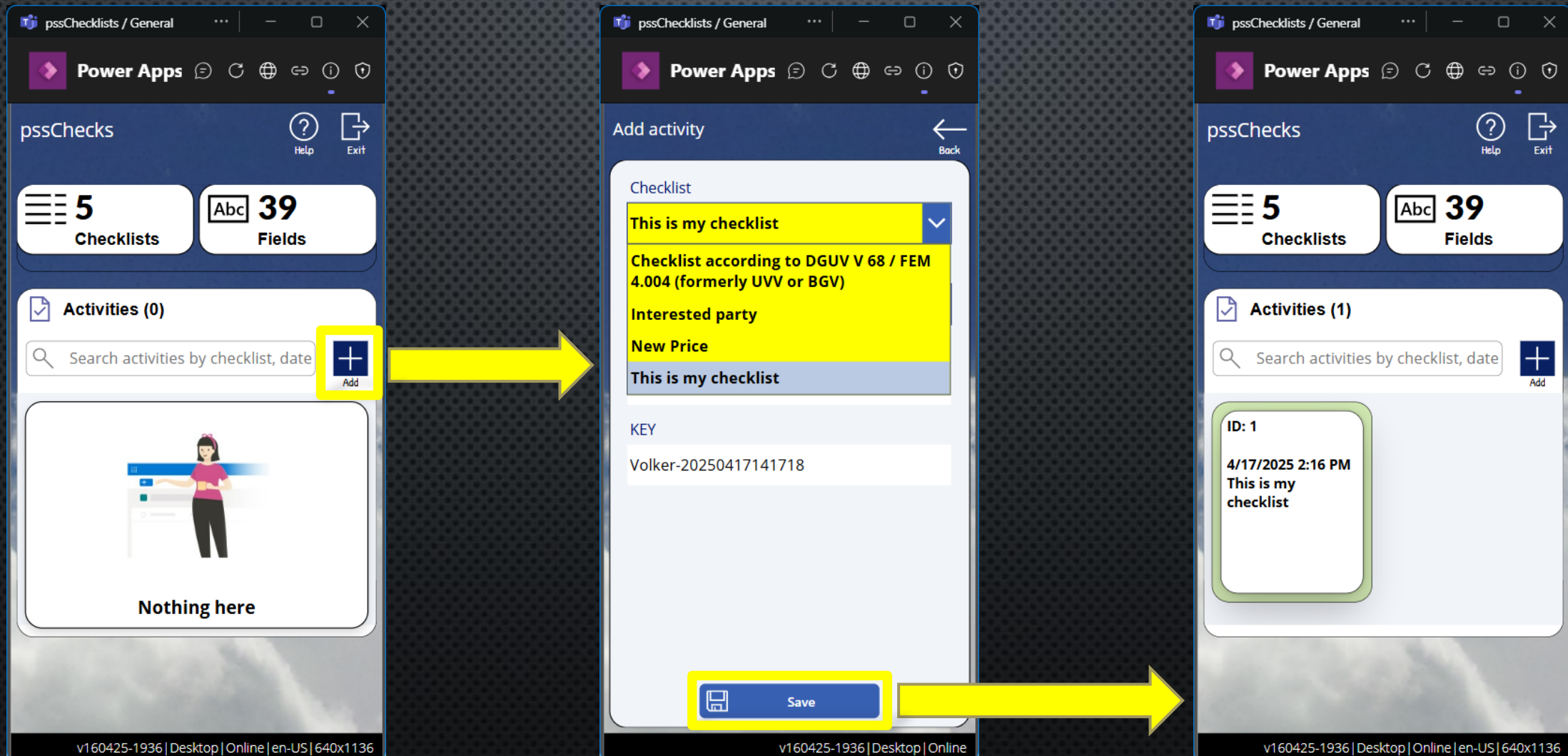
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# Checks / Activities

# Add Check/Activity

Start Power App pssChecks, select button 'Add' in container 'Activities', select the relevant 'Checklist', optionally adapt date and time and click on button 'Save'





# Add the required information

Select the relevant activity in container 'Activities', click on a checkpoint, assign 'Status', enter 'Comments', enter data for the additional fields and click on button 'Save'

Power Apps

pssChecks

5 Checklists

39 Fields

Activities (1)

Search activities by checklist, date

ID: 1

4/17/2025 2:16 PM

This is my checklist

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Power Apps

Edit activity

This is my checklist

Thursday, April 17, 2025 | 02:16 PM

KEY: Volker-20250417142010

Checkpoints

1. My first checkpoint

This is my text field:

This is my number field:

This is my combobox field:

This is my radio field:

This is my date field:

Finalize & send activity

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Power Apps

Edit checkpoint

This is my checklist

Thursday, April 17, 2025 | 14:16

Checkpoint 1: My first checkpoint

Status

minor defects

Comments

found some minor defects...

\* This is my text field

This is my text

\* This is my number field

123.45

\* This is my combobox field

Value 2

Save

v160425-1936 | Desktop | OnlineThis is my text

# Send the check / activity

Click on button 'Finalize & send activity', add some final 'Comments' and click on button 'Send'. If everything was sent correctly, the check / activity will be deleted on the device.

Power Apps

Edit activity

← Back

This is my checklist  
Thursday, April 17, 2025 | 02:16 PM  
KEY: Volker-20250417142010

✓ Checkpoints Mark all

😊 1. My first checkpoint  
minor defects (defect class:1)  
found some minor defects...  
This is my text field: **This is my text**  
This is my number field: **123.45**  
This is my combobox field: **Value 2**  
This is my radio field: **Option3**  
This is my date field: **4/18/2025**

➤ Finalize & send activity

v160425-1936 | Desktop | Online This is my text

Power Apps

Finalize & send activity

← Back

This is my checklist  
Thursday, April 17, 2025 | 14:16  
Volker

Comments

My final comments

Optionally enter final comment

💾 Send

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Power Apps

pssChecks

Help Exit

5 Checklists 39 Fields

Activities (0)

Search activities by checklist, date Add

Nothing here

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**Info mail**

# Activity Volker-20250417142010

This is my checklist, 04/17/2025 02:16 PM

## Checkpoints

#	Checkpoint	Status
1	<b>My first checkpoint</b> found some minor defects... This is my text field: This is my text This is my number field: 123.45 This is my combobox field: Value 2 This is my radio field: Option3 This is my date field: 4/18/2025	minor defects

Final comments:  
**My final comments**

**Thursday, Apr 17, 2025**  
Date

**Volker**  
User

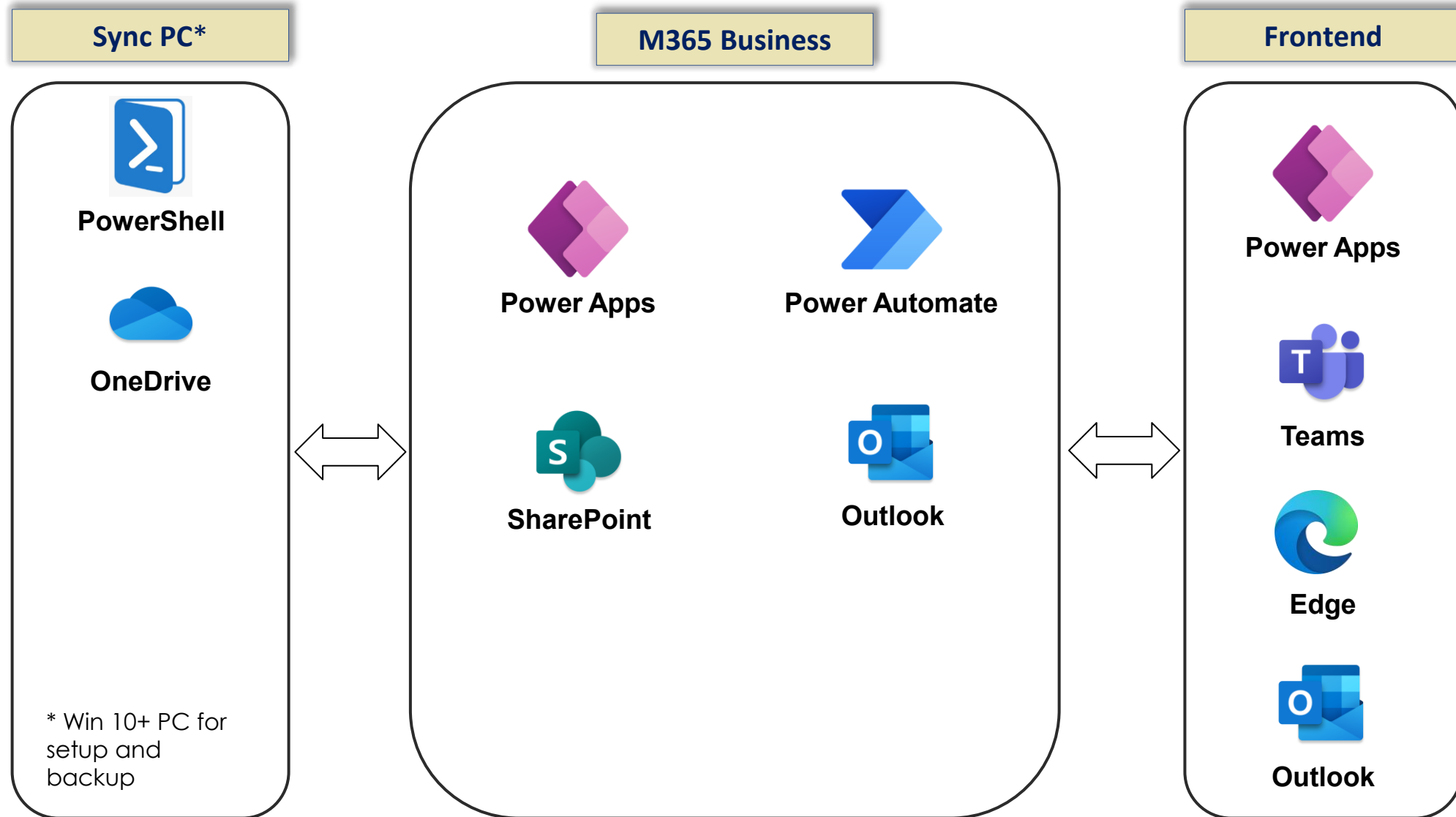
A Power Automate flow recognizes the new data and sends an email to the sender. This ensures transparency.



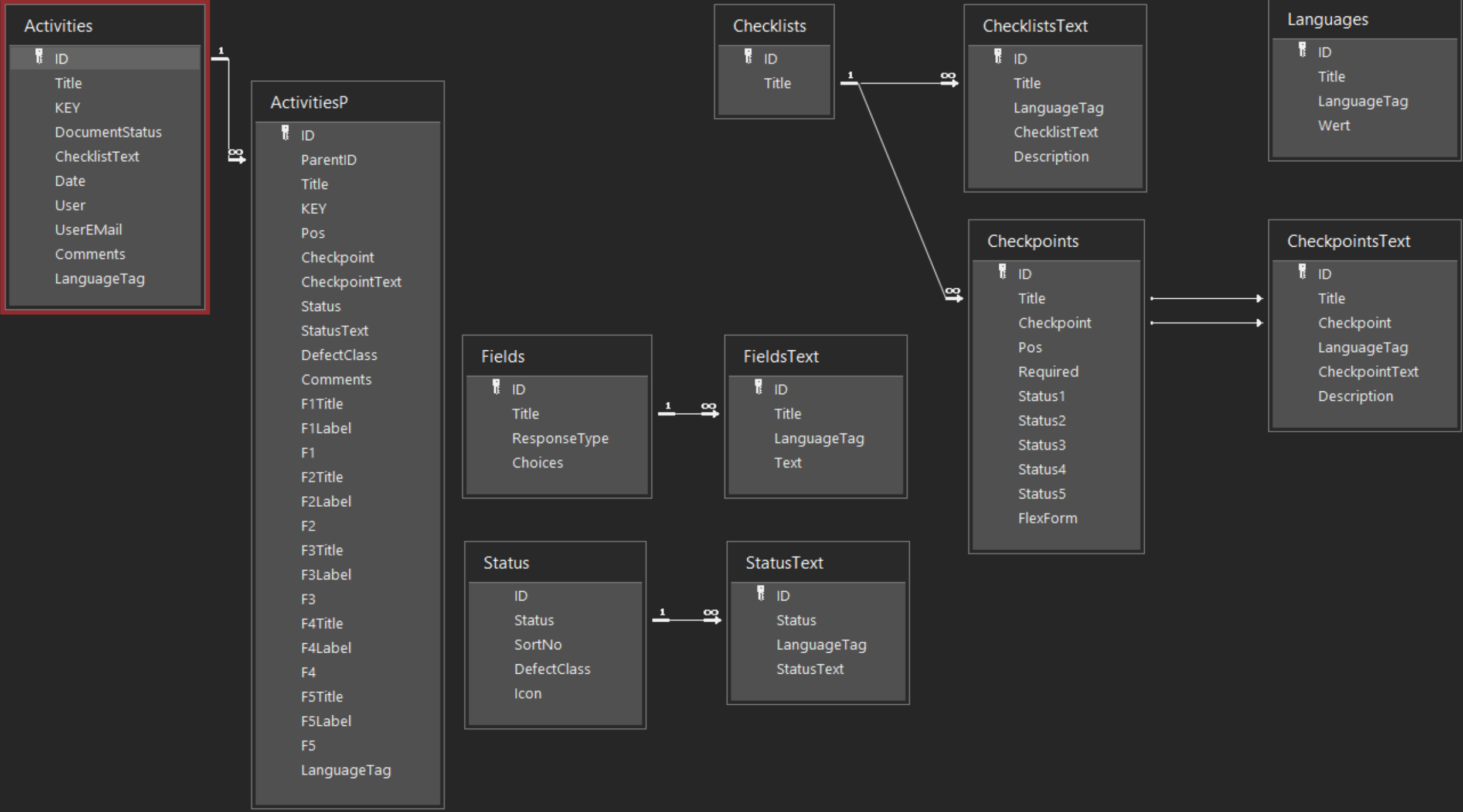
# Technical Details

# Your environment

Sync PC, Microsoft 365 (Office 365) Business, Frontend







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