TIPS FROM *DocPoint* SOLUTIONS

A KONICA MINOLTA COMPANY

1 Turn on the **Developer tab** (File > Options > Customize Ribbon > Check Developer) in Word's ribbon menu to access content controls that can be populated with data directly from SharePoint Online and a variety of other data sources.
Note: A known limitation of the Microsoft Word (Business) connector is that it does not support the Rich Text Content Control.

2 Utilize Power Apps galleries connected to SharePoint lists for dynamic navigation menus and display text for app maintenance that is easily updated by non-technical clients.

3 To ensure entries are separated by a line break, use the **Initialize variable action** to create a string variable **varLineBreak** and set its initial value to three blank lines (enter key x2).
*Note: This variable can then be used in the **Join action or function** as the **Join With** parameter.*

4 Power Automate has a range of functions to calculate and format dates. Below is a cheat sheet of the ones used in the document generation flow:

a. utcNow() – returns the timestamp at the time of the flow's run as a string

b. formatDateTime() – returns a string in date format
formatDateTime(body('Get_file_properties')?['DueDate'], 'MM/dd/yyyy')
This calculation formats the value of the DueDate field in the SharePoint list in a 2 Integer Month/2 Integer Day/4 Integer Year format (01/01/2024)
• Another format used was 'MMMM dd, yyyy' (January 01, 2024)

c. addDays() – adds an integer number of days to a string timestamp
addDays(utcNow(),4)
• This calculation adds 4 days to today's date

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