

Getting started with an Organization premium account

Power Automate Desktop enables regular and power users alike to create flows which automate routine repetitive tasks. Build flows from pre-made actions, or record windows and web browser activity in real-time.

Unlock the full spectrum of RPA features such as premium cloud connectors, the ability to run your flows automatically, detailed monitoring and many more.

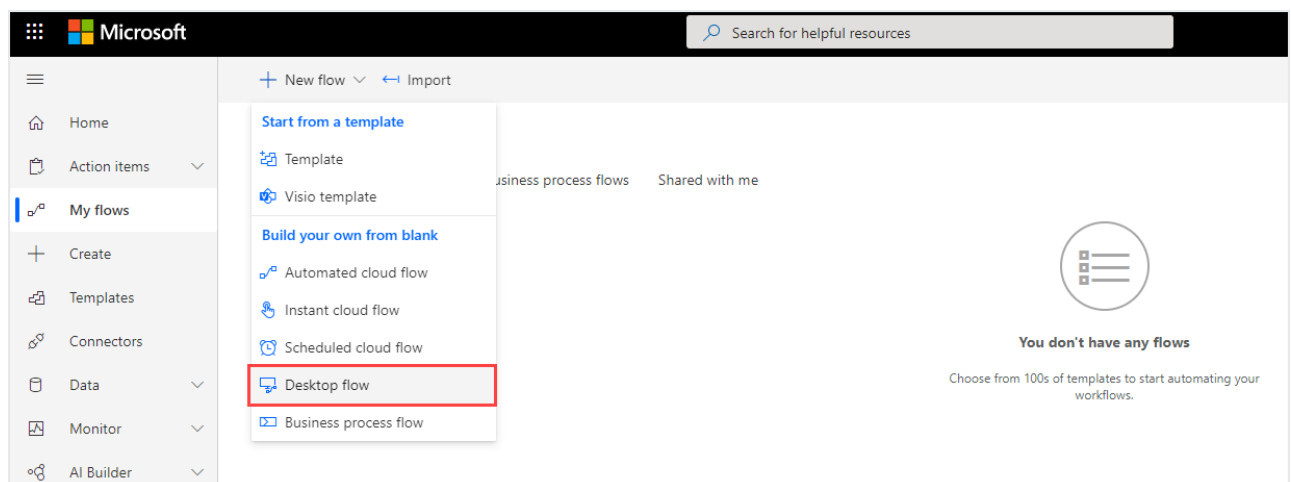
Power Automate Desktop gives you the option to share your flows among your colleagues so that you can improve automations and build on top of them.

Access your flows from anywhere, harnessing the power of the cloud to establish a robust and flexible RPA system. Take full advantage of multiple environments to organize and manage users' flows.

If you currently use Power Automate with a work or school account or your license does not include attended RPA, you can still use Power Automate Desktop for your desktop automation needs. Start a trial to preview all the features by selecting **Go Premium** on the Power Automate Desktop console.

Creating a flow

1. Begin by visiting <https://flow.microsoft.com/> and entering your credentials; then, navigate to **My flows**, and create a new **Desktop flow**:



2. After you assign a name to the flow, you will be prompted to launch Power Automate Desktop; select **Open** to do so.
3. In the flow designer, start building the flow by double-clicking on actions, or dragging them from the actions pane on the left, to the central workspace pane.
4. Expand the **Datetime** category, and select the **Get current date and time** action. Configure it to only retrieve the date:

Get current date and time

Retrieves the current date or the current date and time [More info](#)

Select parameters

Retrieve: Current date only ⓘ

Time zone: System time zone ⓘ

> Variables produced CurrentDateTime

On error

Save

Cancel

5. Next, expand the **Text** category, and configure the **Convert datetime to text** actions as follows:

Convert datetime to text

Converts a datetime value to text using a specified custom format [More info](#)

Select parameters

Datetime to convert: %CurrentDateTime% {x} ⓘ

Format to use: Custom ⓘ

Custom Format: yyyy-MM-dd {x} ⓘ

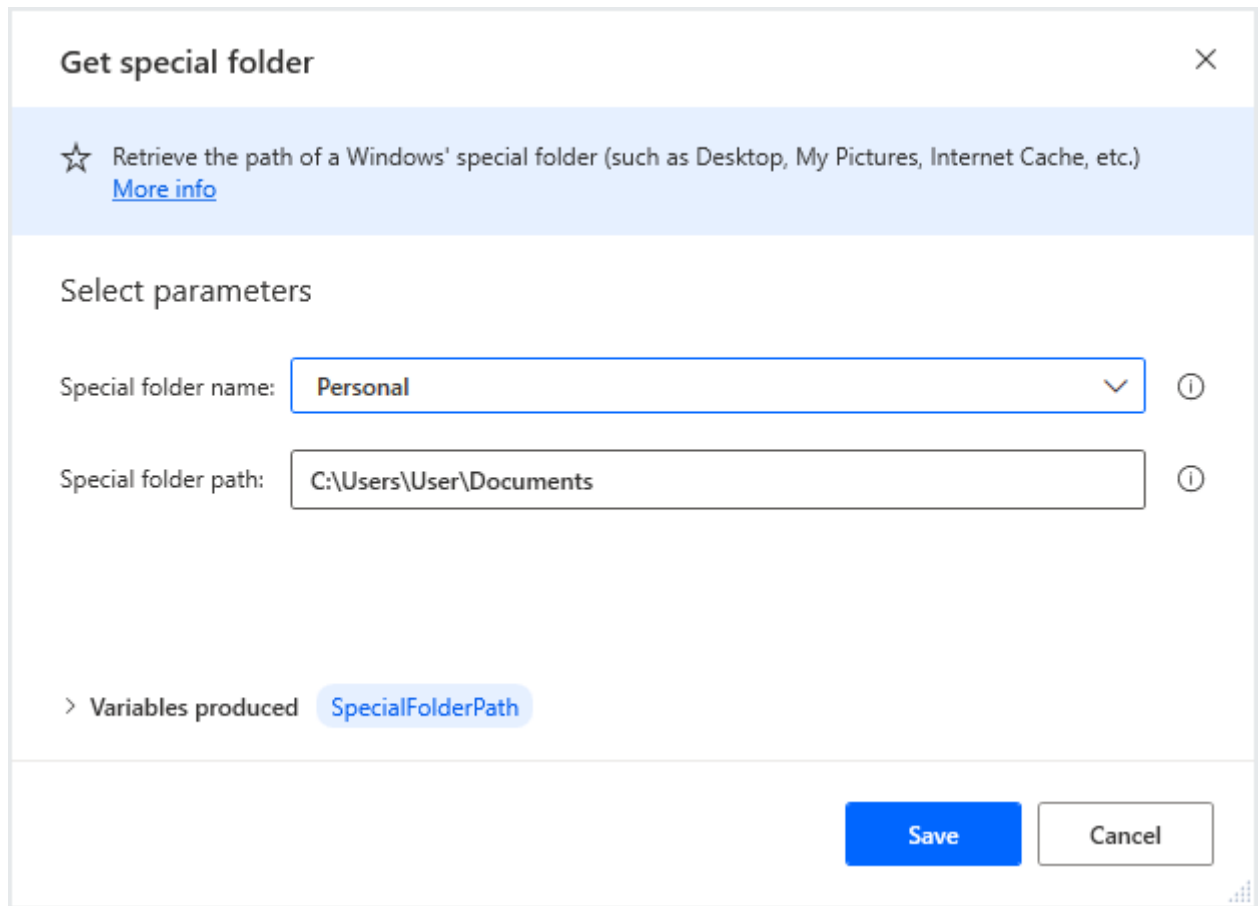
> Variables produced FormattedDateTime

Save

Cancel

This will ensure that the current date is displayed in a filename-friendly format.

6. Use the **Get special folder** action to retrieve the path of the **Documents** folder:



Get special folder [X]

☆ Retrieve the path of a Windows' special folder (such as Desktop, My Pictures, Internet Cache, etc.)
[More info](#)

Select parameters

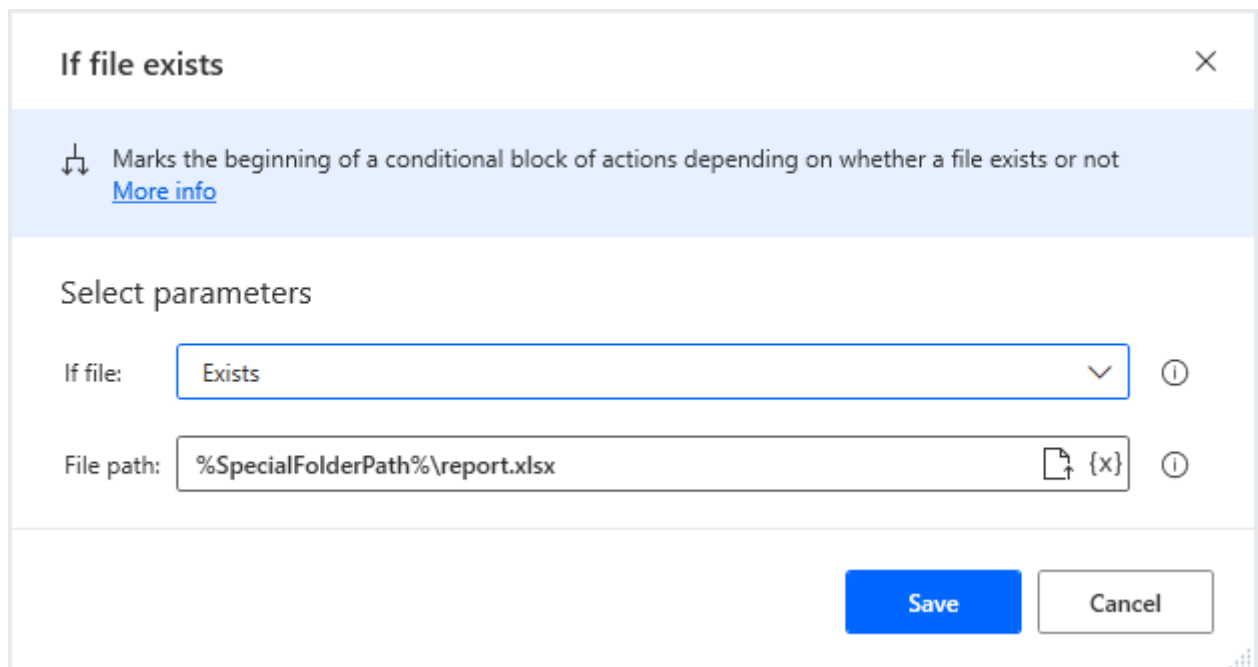
Special folder name: ⓘ

Special folder path: ⓘ

> Variables produced SpecialFolderPath

Save **Cancel**

7. Add the **If file exists** action from the **Conditionals** category, and configure it to check whether the file "report.xlsx" is present in the Documents folder:



If file exists [X]

📁 Marks the beginning of a conditional block of actions depending on whether a file exists or not
[More info](#)

Select parameters

If file: ⓘ

File path: ⓘ

Save **Cancel**

8. Finally, add the current dato to the file's name by using the **Rename file(s)** action from the **File** category:

Rename file(s)

Change the name of one or more files [More info](#)

Select parameters

File to rename:

%SpecialFolderPath%\report.xlsx

{x}

Rename scheme:

Add text

Text to add:

_%FormattedDateTime%

{x}

Keep extension:

Add text:

After name

If file exists:

Do nothing

> Variables produced

RenamedFiles

On error

Save

Cancel

9. The resulting flow should look like this:

Subflows

Main

1

Get current date and time

Retrieve the current datetime and store it into **CurrentDateTime**

2

Convert datetime to text

Convert datetime **CurrentDateTime** to text using format 'yyyy-MM-dd' and store it into **FormattedDateTime**

3

Get special folder

Get the path of the folder **Personal** and store it into **SpecialFolderPath**

4

If file exists

If file **SpecialFolderPath \report.xlsx** exists

5

Rename file(s)

Rename the file(s) **SpecialFolderPath \report.xlsx** by adding **_** **FormattedDateTime** **After name** the file name

6

End

Following this example, it is possible to imagine a wide range of scenarios where Power Automate Desktop can be used to automate tasks. The abundance of actions, combined with cloud management capabilities,

4 / 5

affords endless possibilities to individual users and organizations.

Next Steps

- Learn how to [set up Power Automate Desktop](#).
- Begin your journey in Power Automate Desktop by [creating a Power Automate Desktop flow](#).
- Get familiar with the [console](#) and the [flow designer](#), which are part of Power Automate Desktop.
- You'll find the list of actions available in the [Actions reference](#).