



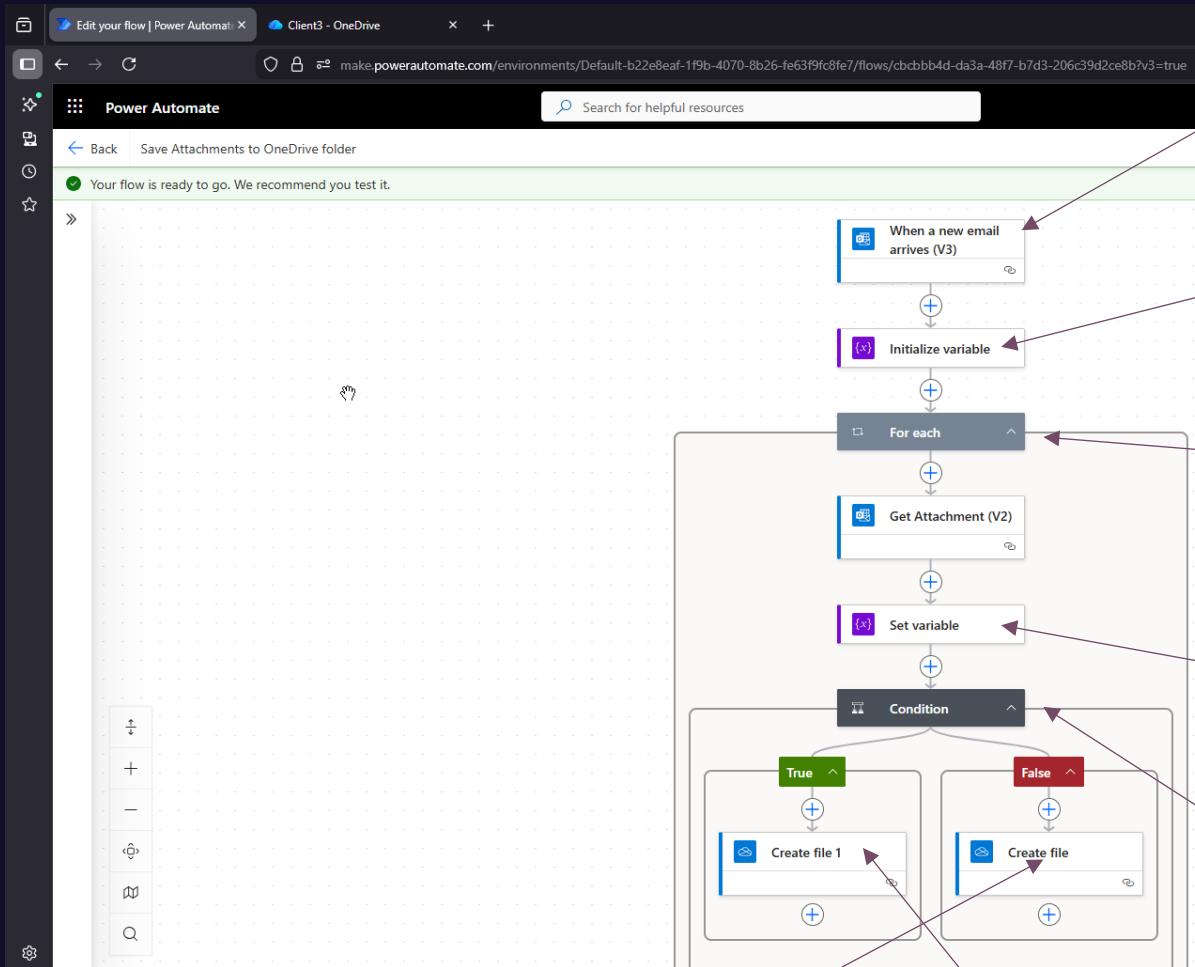
POWER AUTOMATE & POWER APPS

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POWER AUTOMATE

1. SAVE ATTACHMENTS TO ONE DRIVE FOLDER (using Flows)
 - Client or a co-worker sends an e-mail with attachments
 - The flow takes the attachments and redirects them to proper One Drive folder with Client code, based on the file name
2. FILL THE MEETING MINUTES FILE BASED ON THE TRANSCRIPTION (using Prompts)
 - You had a Teams meeting and the AI generated the transcription. You need to create a proper document to gather topics and action items from that meeting
 - The prompt extracts proper parts of the meeting transcription and puts them into a file template
 - The prompt can be integrated into an automated flow

SAVE ATTACHMENTS TO ONE DRIVE FOLDER



Monitor a folder / sender email address

Initialized variable to collect Client name

In case there are multiple attachments

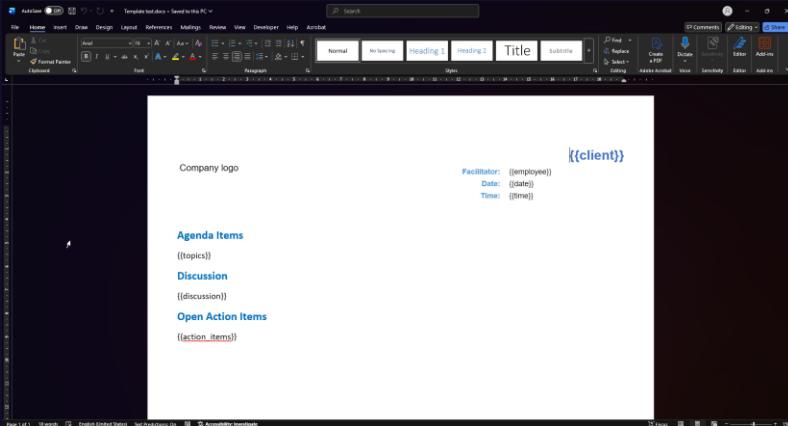
Setting a variable to the substring from the attachment name

Check if a variable is not equal to default value

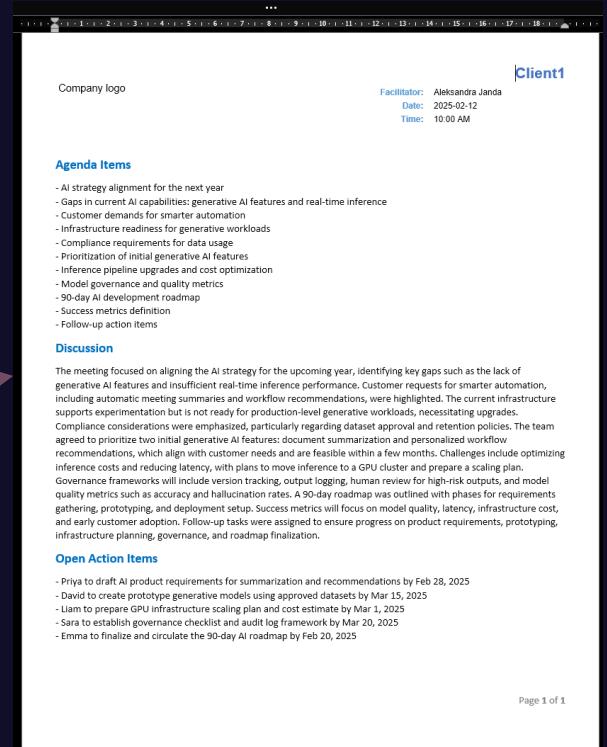
False – default folder, True – dynamically chosen folder (with the name from assigned variable)

FILL THE MEETING MINUTES FILE BASED ON THE TRANSCRIPTION

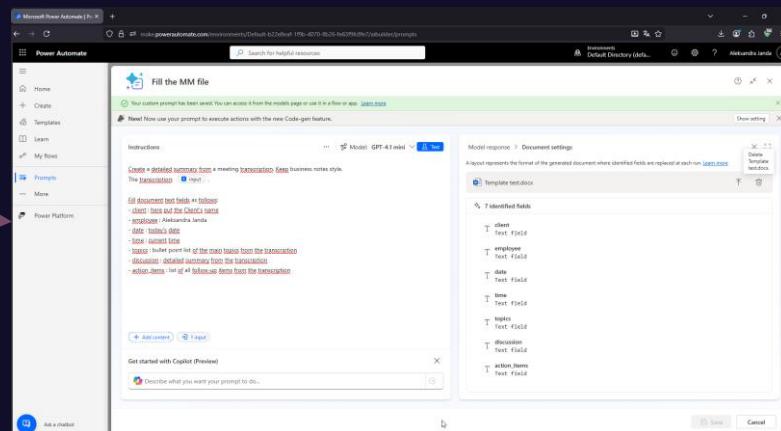
Template file with text variables



Generated output is ready to be downloaded



Load the template into a custom prompt



POWER APPS – GAP ASSIGNMENT APP

This application improves the assignment process for Friday's presentations.

Current process:

1. Presentations Coordinator sends an email with updated list of functionalities (**different file each month**).
2. Employees read the file line by line and try to find an item that is free and on proper version.
3. Employees send the email to the Coordinator to create an activity in the system for timesheet purposes.
4. Coordinator creates the activity and sends its number to the employee in response.

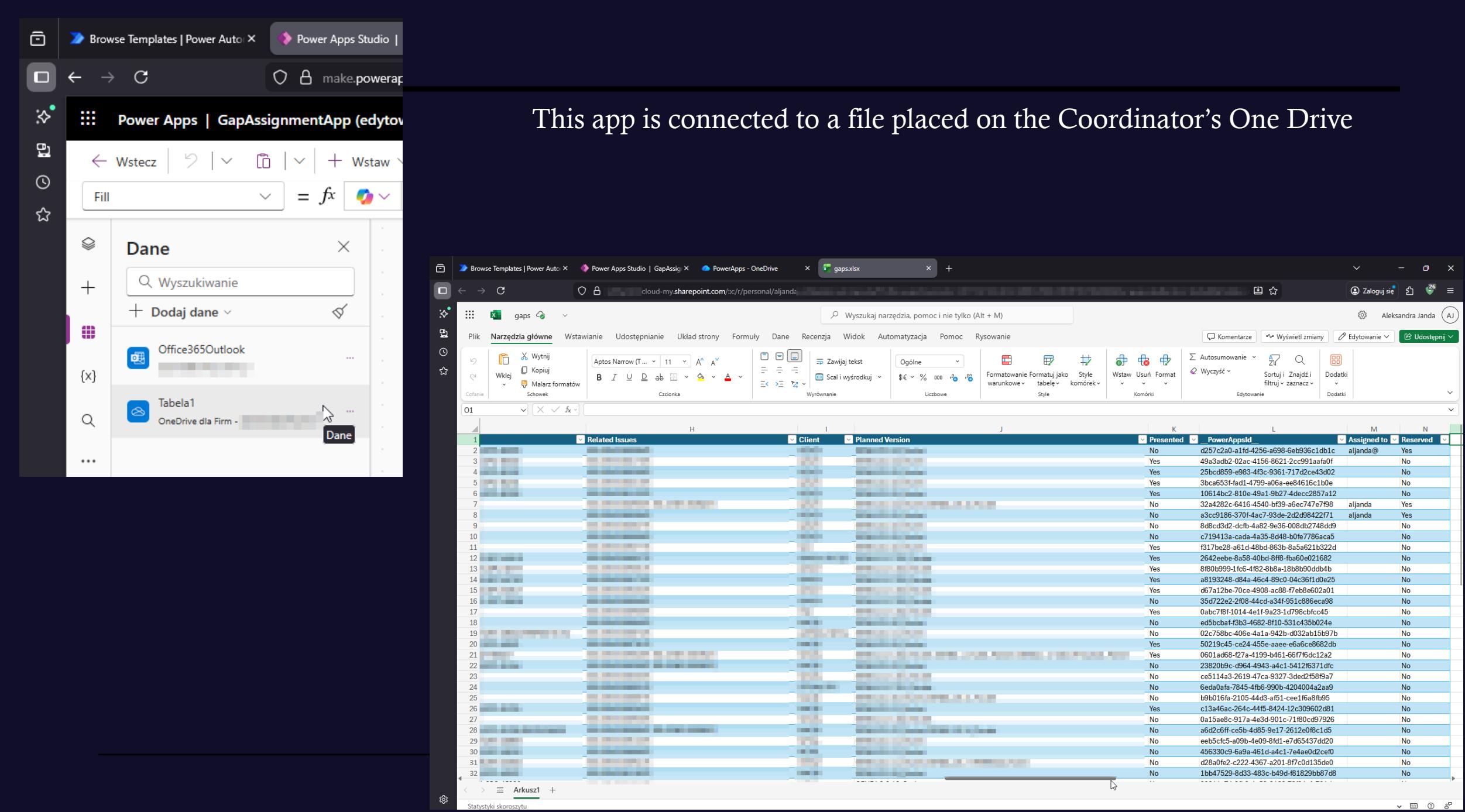
Automated process:

1. Presentations Coordinator updates the SharePoint / OneDrive file with new functionalities (**the same file**).
 2. Employees use the app via Teams and select proper gap. It is clearly seen which gap is taken, which is reserved or free (items are colored by their status).
 3. Email is sent automatically to the Coordinator when the employee assigns himself to the item.
 4. Coordinator creates the activity and sends its number to the employee in response (can also be automated inside the app).
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Click on Edit button on the GapAssignmentApp row

The screenshot shows the Microsoft Power Apps portal interface. On the left is a navigation sidebar with options like Home, Create, Learn, Plans, Apps (which is selected and highlighted in purple), AI hub, Tables, Flows, Solutions, More, and Power Platform. The main area displays a search bar and several starting points: 'Start with Copilot', 'Start with data', 'Start with a page design', and 'Start with an app template'. Below these is a section titled 'My apps' containing two entries: 'GapAssignmentApp' and 'Aplikacja'. The 'GapAssignmentApp' row is highlighted with a purple border, and a cursor arrow is positioned over the edit icon (pencil) in the first column of this row. The table columns are Name, Modified, Owner, and Type. Both apps were created by Aleksandra Janda and are of the Canvas type.

Name	Modified	Owner	Type
GapAssignmentApp	1 month ago	Aleksandra Janda	Canvas
Aplikacja	2 months ago	Aleksandra Janda	Canvas



App in Edit mode

The screenshot shows the Power Apps Studio interface with the following details:

- Header:** Power Apps | GapAssignmentApp (edytowanie)
- Toolbar:** Wstecz, Wstaw, Kolor, Kolor tła, Ustawienia, Edytowanie, Zaloguj się, Default Directory (defa...), Environment, Aleksandra Janda, AI.
- Left Sidebar (Widok drzewa):**
 - Ekran - Składniki
 - Wyszukiwanie
 - + Nowy ekran
 - App
 - MainScreen
 - MainScreenContainer
 - Header
 - Title
 - AssignedTo
 - NotPresented
 - Total
 - Body
 - Sidebar
 - Search
 - SearchBar
 - Toggle
 - GapsList
 - GapRectangle
 - GapSeparator
 - GapNextArrow
 - GapDescription
 - GapClient
- Main Area:** Gaps Assignment App. A card-based view showing a list of gaps assigned to "aljanda@..." with status "Presented".

DA-GENE-GAP-[REDACTED] IT	Assigned to	Reserved	Presented	Client
aljanda@...	Yes	No		

Affected Products: G, Status: Implemented, Planned Version: [REDACTED]

Related Issues: [REDACTED]

External Req ID: [REDACTED]

Description: [REDACTED]
- Properties Panel (Właściwości):**
 - SaveButton
 - OnSelect: SubmitForm(Form1);UpdateContext({ editMode: false; selectedRecord: GapsList.Selected });If(GapsList.Selected.'Assigned to' = "";Office365Outlook.SendEmail("aljanda@..."; Concatenate([ItemID.Text; " was assigned to "; DataCardValue19.Text]); "Please generate gap activity. Thank you."))
 - DANE
 - AccessibleLabel: ""
 - ContentLanguage: ""
 - Tooltip: "Save"
 - PROJEKT

App in Presentation mode

Switch button to include/exclude presented items (red ones)

The screenshot shows a web browser window for Power Apps Studio, displaying a card-based application titled "Gaps Assignment App".

Search filter: A search bar at the top left contains the number "1698". To its right is a red toggle switch.

DA-GENE-GAP-1698-~~EDIT~~ Card: This card displays the following details:

Assigned to	Reserved	Presented	Client
No	Yes	Planned Version	DA-GENE-GAP-1698- EDIT
Affected Products	Status	External Req ID	DA-GENE-GAP-1698- EDIT
FP	Implemented	DA-GENE-GAP-1698- EDIT	
Related Issues		Description	
DA-GENE-GAP-1698- EDIT		Recommendation: The system should provide functionality so that when the option "Automate Cell Count" is turned on, the aliquot rows in Specimen Preparation, reagents automatically when an aliquot is placed.	

Edit button: A blue pencil icon is located in the top right corner of the card.

Edit button

Green record is free. Edit it, type your login to Assigned to and change Reserved to Yes.
Then click on Save button.

The screenshot shows a Power Apps Studio interface with a blue header bar. The main area displays a record titled "DA-GENE-GAP-". The record details are as follows:

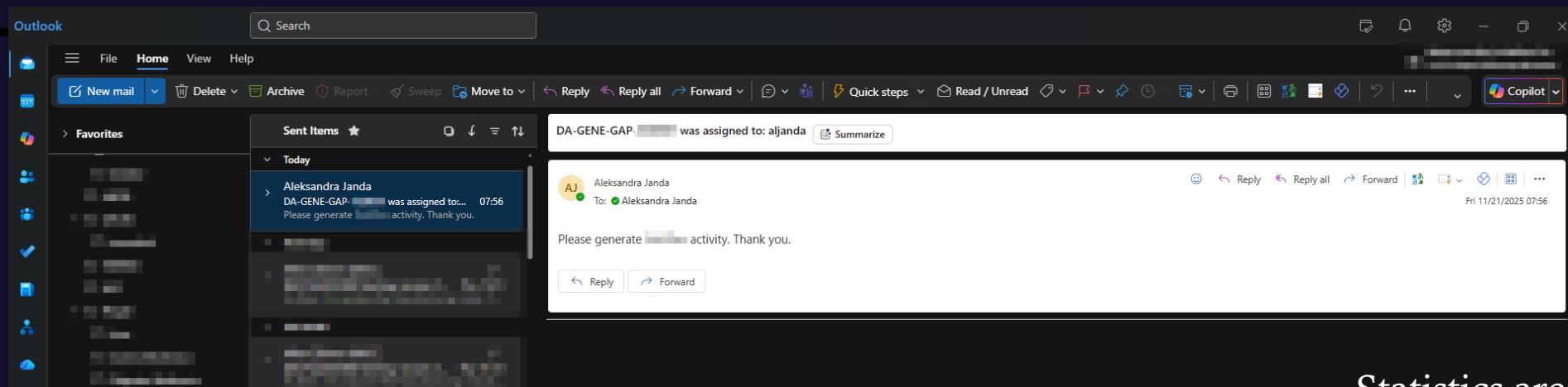
Assigned to	Reserved
aljanda	No

Below the table, there are other fields and sections:

- Affected Products:** G
- Status:** Implemented
- Presented:** No
- Client:** [redacted]
- Related Issues:** [redacted]
- Planned Version:** [redacted]
- External Req ID:** [redacted]
- Description:** [redacted]

A pink arrow points from the text above to the "Assigned to" field. A red arrow points from the text above to the "Save" button in the top right corner of the form.

In the background the email is sent to the Coordinator



In the app the item color is changed to Yellow, which corresponds to the item that is reserved but was not presented yet

Statistics are also changed
4 (reserved), 43 (free), 67
(total, presented included)

A screenshot of the 'Power Apps | GapAssignmentApp (edytowanie)' application in Power Apps Studio. The title bar shows the URL 'make.powerapps.com/e/Default-b22e8eaf-1f9b-4070-8b26-fe63f9fc8f7/canvas?'. The main area is titled 'Gaps Assignment App'. On the left, there is a list of gaps with two items visible: 'DA-GENE-GAP-[REDACTED]' and 'DA-GENE-GAP-[REDACTED]'. The first item is highlighted in yellow, indicating it is reserved but not presented. On the right, a detailed view of the first gap is shown in a card:

Assigned to	Reserved	Presented	Client
aljanda	Yes	No	[REDACTED]
Affected Products	Status	Planned Version	
G	Implemented	[REDACTED]	
Related Issues			

The status bar at the bottom right of the Power Apps interface shows the numbers '4', '43', and '67'.

The app can be published in Teams application

