

Lab 1. Building a time tracking flow

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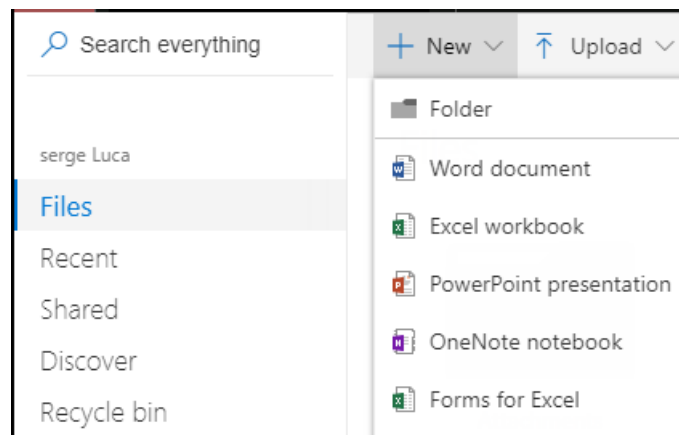
Learning objectives: Building a Flow, hello world, button, time.

Duration: 30 minutes

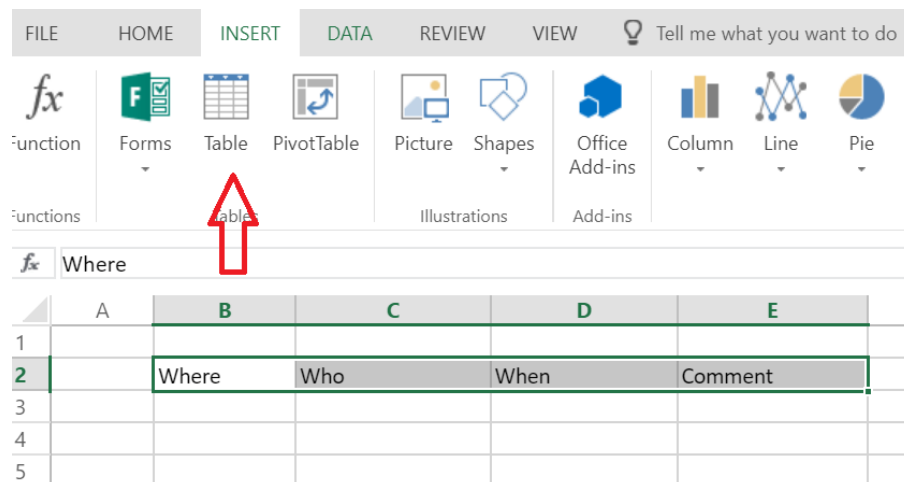
Scenario: When a user pushes a button, the current time and the current location will be saved in an Excel document stored in OneDrive for Business.

Task 1.1: Build an instant flow from blank

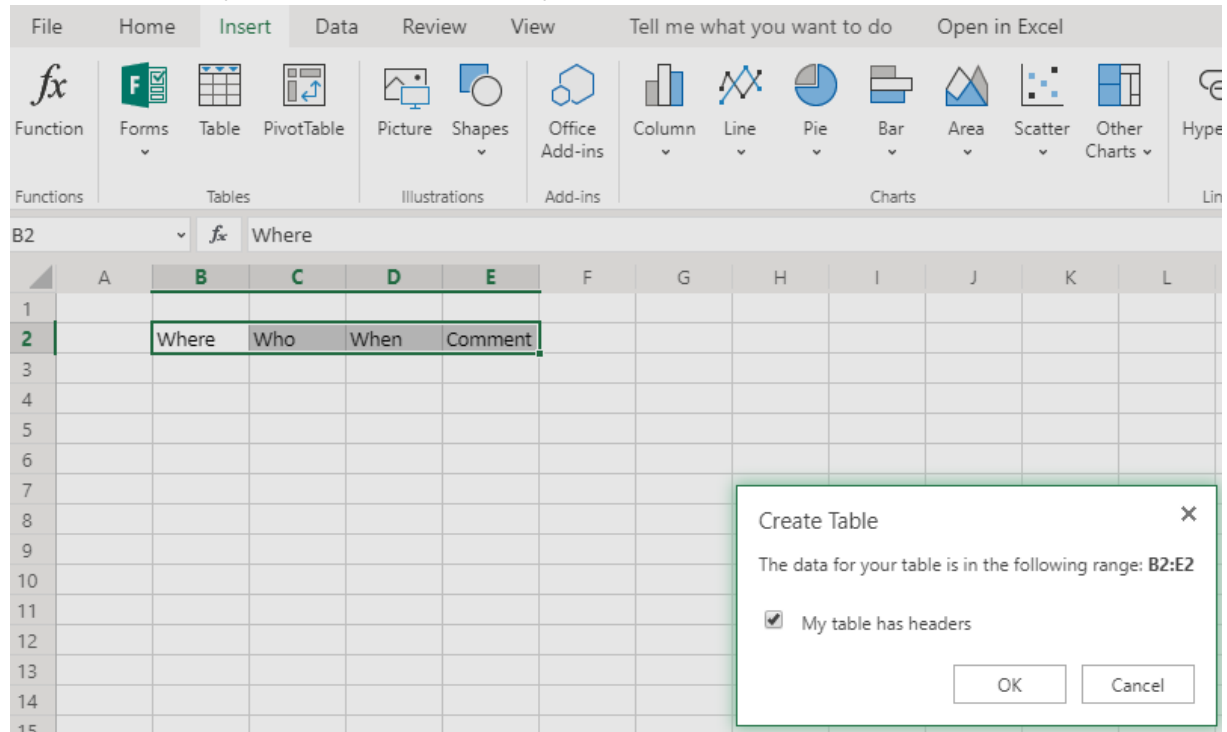
1. Navigate to **OneDrive** (for Business), and create a new Excel workbook:
 - a. Click **New** and select **Excel workbook**.



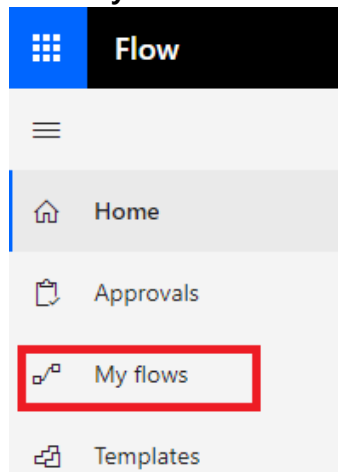
- b. Create **4** columns, **where, who, when, comment**.



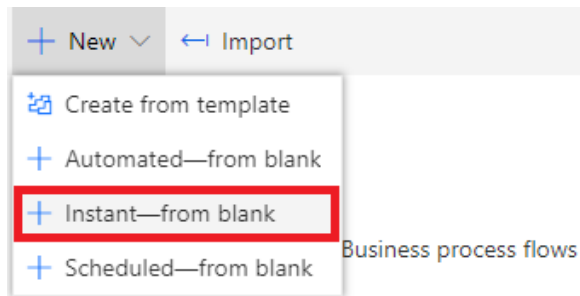
- c. Format as a table (check the box, has headers)



- d. Save the file (**File > Save as - Rename**) with name, **Timesheet.xlsx**.
2. Create a flow named **Track Time** using the following steps:
- Navigate to [Flow.microsoft.com](https://flow.microsoft.com) and if requested, sign-in.
 - Select **My flows**

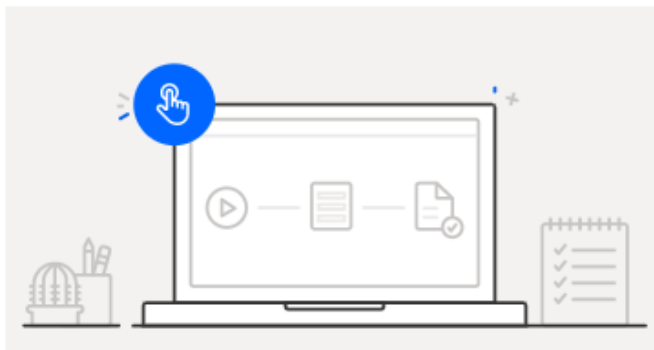


- c. Select **New > Instant from blank**.



- d. On the **Build an instant flow** dialog, in the **Flow name** text box, type, **Track time** and select the trigger **Manually trigger a flow**.


Build an instant flow




Flow name

Track time

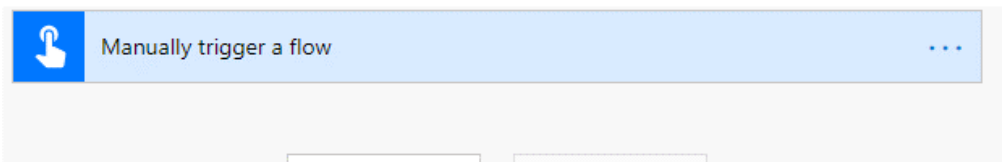
Choose how to trigger this flow *

☒  Manually trigger a flow
Flow button for mobile

 PowerApps
PowerApps

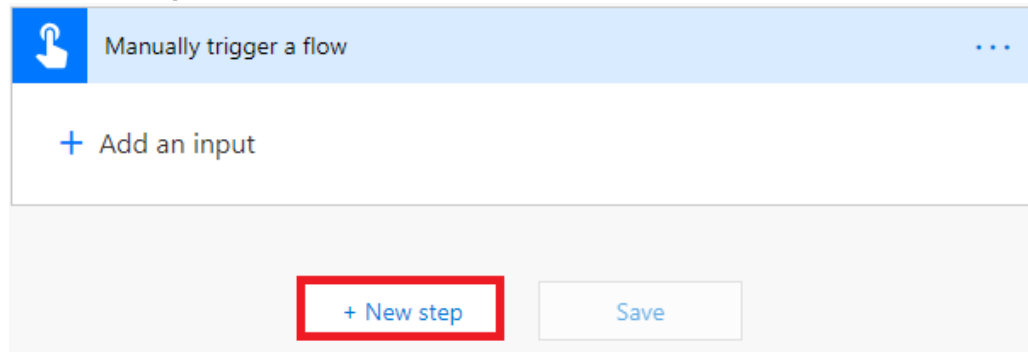
- e. Click **Create**.

A flow is generated with the trigger, Manually trigger a flow.

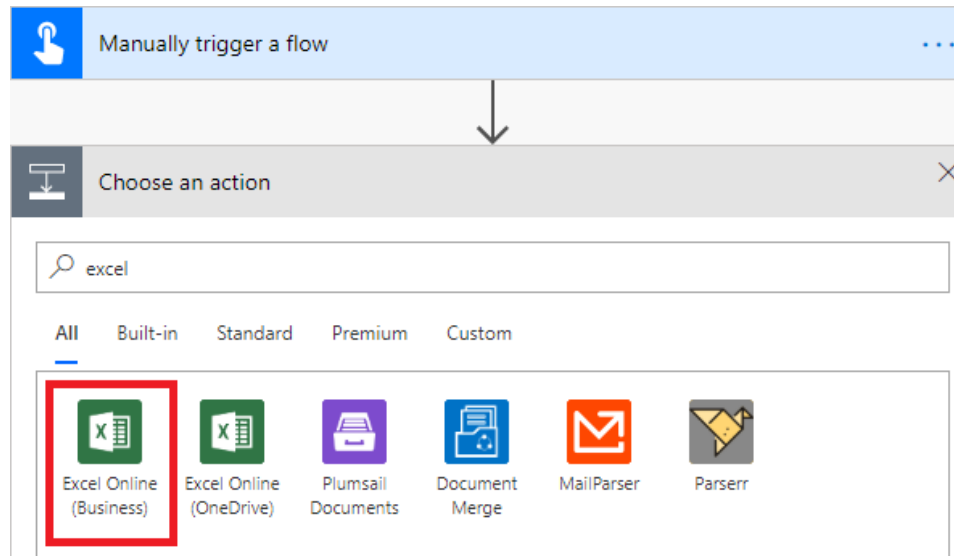


Note: This trigger will start the flow by pressing a button. The button is also visible in the Flow mobile app, including in the home screen of a smartphone. If needed, a form can be displayed when the user selects the button. In any case, default information such as, the current user's coordinates (Latitude & Longitude) and current time are captured automatically from the device by flow when the button is pressed.

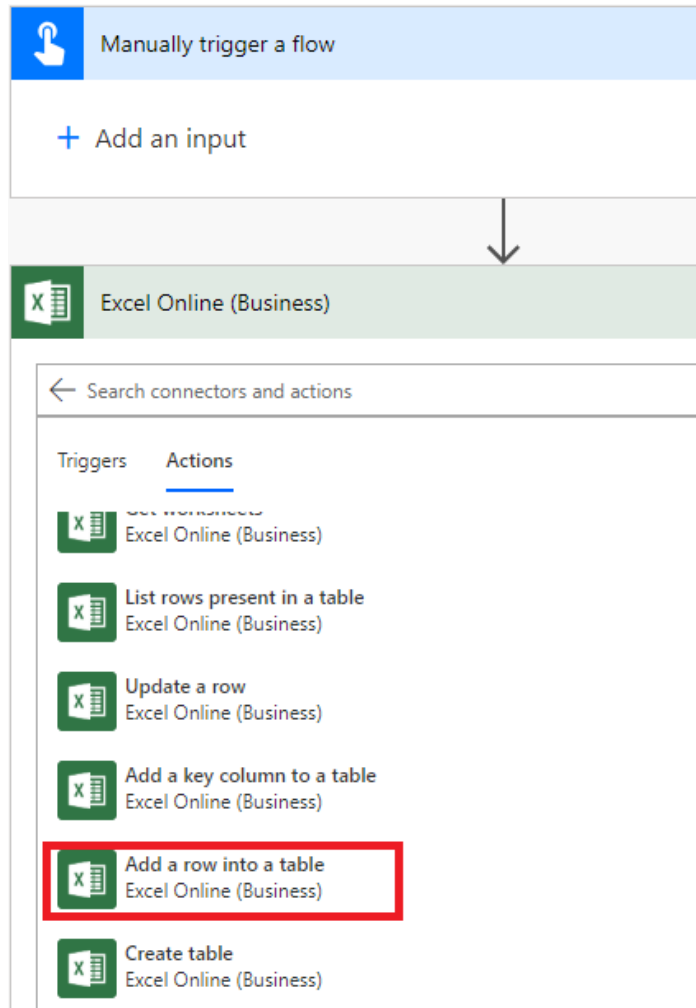
3. In the flow add an action to create a row in the Excel table by completing the following steps:
- a. Click **New step**:



- b. In the **Choose an action** text box, type **Excel** and select **Excel Online (Business)** connector.
DO NOT select Excel Online OneDrive; be careful here, many users select the wrong connector.



- c. Select the **Excel Online (Business) Add a row into a table** action.




Your flow should look similar to the following screenshot:

The screenshot displays a flow configuration interface. At the top, a blue step labeled 'Manually trigger a flow' is connected to a green step labeled 'Add a row into a table' by a downward arrow. The 'Add a row into a table' step has several configuration fields:

- Location ***: A dropdown menu with 'Select an item' and a downward arrow.
- Document Library ***: A dropdown menu with 'Select an item' and a downward arrow.
- * File**: A text box containing 'Select an Excel file through File Browse.' with a folder icon on the right.
- Table ***: A dropdown menu with 'Select an item' and a downward arrow.

4. Configure the action, add a row into a table, input properties to add the current user's location and time stamp to the spreadsheet, using the following steps:
 - a. From the **Location** drop down select **OneDrive for Business**, and in the **Document Library** drop down select **OneDrive**.
 - b. To the far right of the **File** text box, select the folder icon, browse and select the spreadsheet you created earlier, **Timesheet.xlsx**.
5. When the spreadsheet has been selected, the fields will automatically be visible:


Add a row into a table

Location*

OneDrive for Business

Document Library*

OneDrive

* File

/Flow Workshop/Timesheet.xlsx

Table*

Table1

Where


Who

When

Comment

6. In this step we are going to map the fields to the real values

- Click the button **Add a dynamic value**


Add a row into a table

Location*

OneDrive for Business

Document Library*

OneDrive

* File

/Flow Workshop/Timesheet.xlsx

Table*

Table1

Where

Who

When

Comment

Add a dynamic value (Ctrl+Space)

to select the properties as follows:

Add a row into a table

...

Location*

OneDrive for Business

▼

Document Library*

OneDrive

▼

* File

/Flow Workshop/Timesheet.xlsx

Table*

Table1

Add a dynamic value (Ctrl+Space)

Where

fx

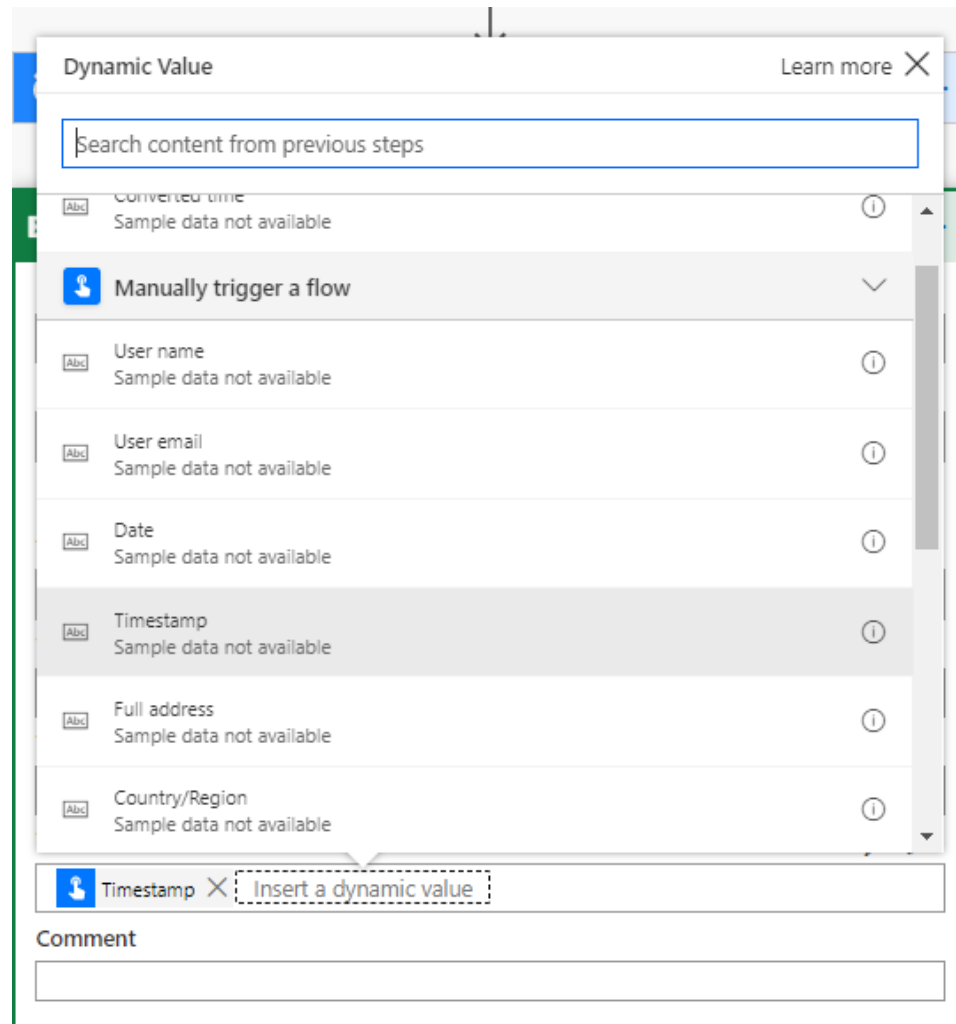
Who

When

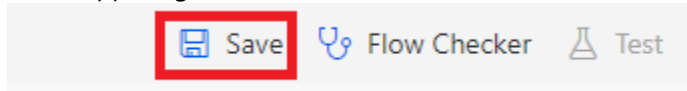
Comment

Where	Full address
Who	User name
When	Timestamp

Your Add a row into a table action should look similar to the following screenshot:



7. In the upper right corner, select **Save**.



8. Run the Flow, using the following steps:
- Click the back arrow to return to the flow page
 - Click the three dots to the left of **More** and then click **Run now** (you could also use the **Test** button).

Note: If needed, click **Allow** to allow the flow to access your device to obtain your location.

[←](#) Track Time

[Edit flow](#)
[⋮ M](#)

Track Time
[Add a description](#)

[Run now](#)
[Save As](#)
[Share](#)
[See analytics](#)

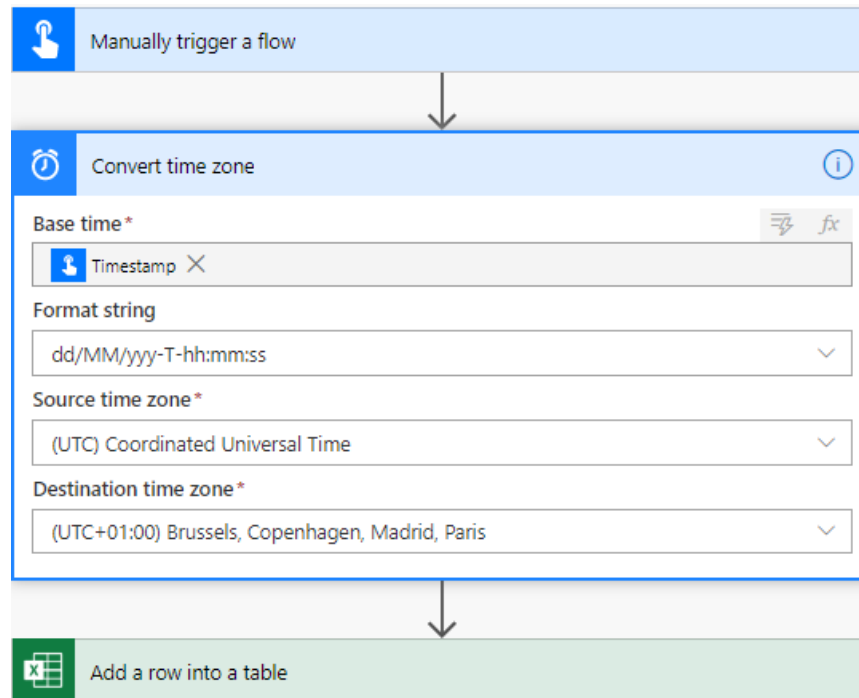
- c. Ensure the flow ran successfully by checking your Excel sheet. You should see a new row with the requested information

where	who	when
Jean en Pierre Carsoellaan 243, 1180 Ukkel, Belgium	Paul Pieter	2018-06-28T07:17:51.35413Z

Note: You might have to refresh the spreadsheet to see the updated values.

Task 1.2: Convert the timestamp to a more user-friendly date/time format

1. By default, Microsoft Automate uses UTC as its default time zone. Use the following steps to display the timestamp that matches your time zone.
 - a. Hover over the arrow joining the Manual trigger and the Excel action and click the **+** icon that appears, and click **Add an action**.
 - b. In the **Search** text box, type **convert** and then select **Convert time zone**.
 - c. In the **Base time** property, select the trigger's output property, **Timestamp**.
 - d. Use the drop-down list to select an appropriate time zone for the **Source time zone** and **Destination time zone** properties.
 - e. In the **Format string** property, scroll to the bottom of the drop-down list and select **custom** and then type **dd/MM/yyyy-T-hh:mm:ss**.
 Notice there are several predefined Date & Time formats. Your Convert time zone action should look similar to the following screenshot.



2. Update the **Add a row into a table** action with the **Converted time** value:

The screenshot shows the 'Dynamic Value' selection window. At the top is a search bar labeled 'Search content from previous steps'. Below it is a list of available dynamic values:

- Convert time zone** (expanded):
 - Converted time**: Sample data not available (This item is highlighted with a red rectangle)
- Manually trigger a flow** (expanded):
 - User name**: Sample data not available
 - User email**: Sample data not available
 - Date**: Sample data not available
 - Timestamp**: Sample data not available
 - Full address**: Sample data not available

At the bottom of the list is a button labeled 'Insert a dynamic value'. Below the list is a 'Comment' field.

3. Save the Flow, rerun it, and check your Excel sheet:

where	who	when
Jean en Pierre Carsoellaan 243, 1180 Ukkel, Belgium	Paul Pieter	2018-06-28T07:17:51.35413Z
Jean en Pierre Carsoellaan 243, 1180 Ukkel, Belgium	Paul Pieter	28/06/2018-T-09:42:51

Task 1.3: Optional, interact with your flow on your mobile

Note: This task has been tested using an Android phone; the look and feel might be a little bit different on iOS.

1. Prepare the mobile app on your phone.
 - a. If you do not already have the mobile app on your phone download the **Microsoft Automate** mobile application from the store (Android/iOS).

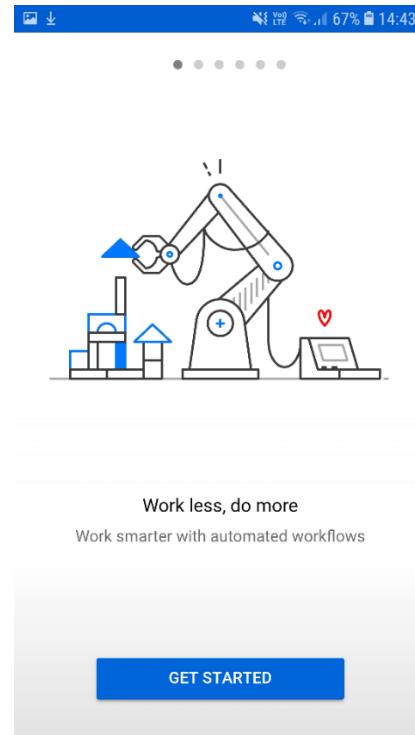
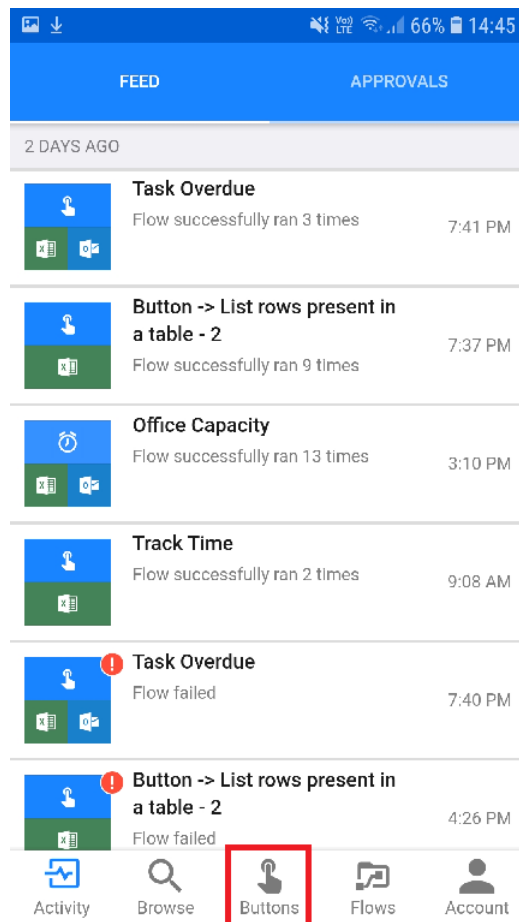
2. Complete one of the following:

If your app is signed into a tenant other than the one you are using for the labs, sign out and then sign in using the credentials for the tenant you are using for the labs.

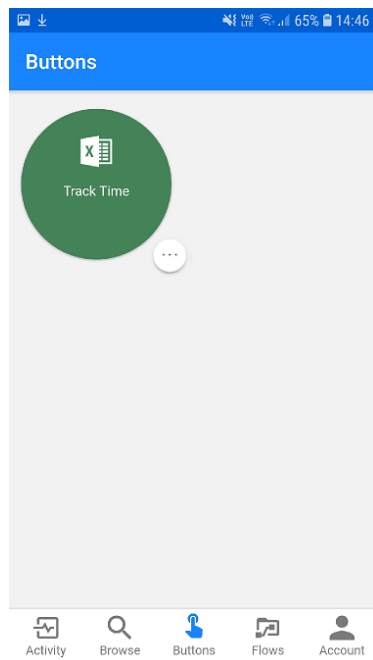
Or

- a. If you have never used the mobile app before, click **Get started**
 - b. Sign in with your account provided by the instructor.
3. Start the flow from your phone by completing the following steps:

- a. Click **Buttons**:



The **Track Time** button should be displayed.



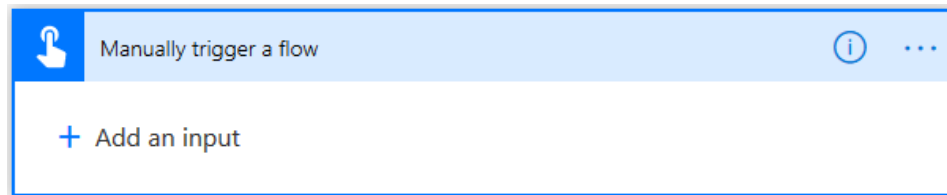
- b. Click the **Track Time** button to execute the flow
- c. Ensure that the flow ran successfully by checking that a new line was added to the Excel spreadsheet.

Task 1.4: Amend the flow to update the comment field in the spreadsheet

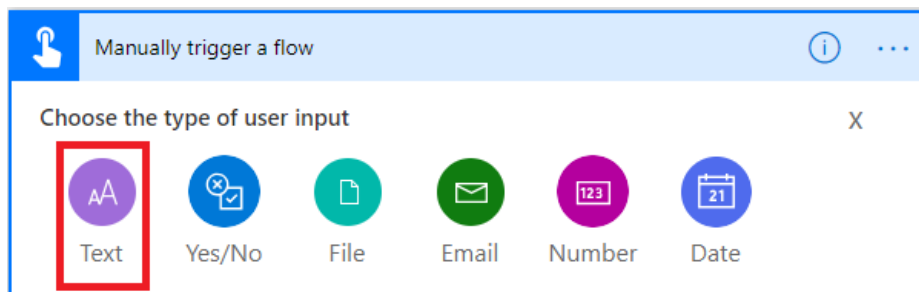
Now you are going to get the flow to update the **comment** field within your spreadsheet:



1. Add an input parameter to the flow button trigger using the following steps:
 - a. Edit the Flow, click on trigger heading (**Manually trigger a Flow**) and then click **Add an input**:

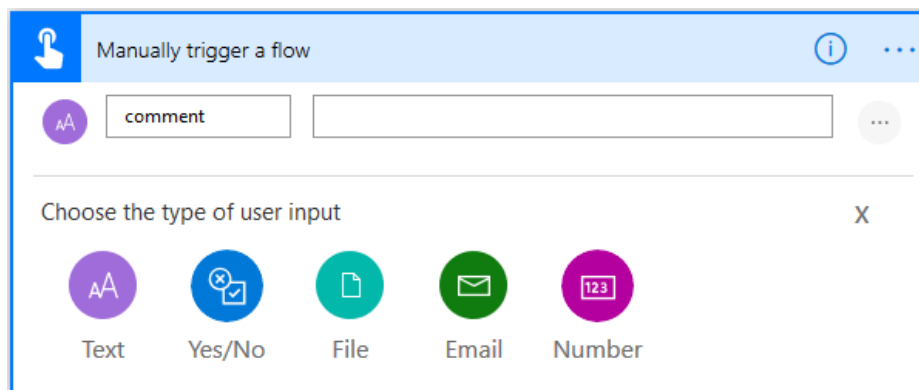


- b. Click **Text** to add a text parameter, named input.



Notice: There are many parameter types to assist the interaction with users when they click on a Flow button. Use these data input types to improve the data integrity of the information provided by the users.

- c. Delete **Input** and type **comment** and in the text box to the right of comment, press the space bar to use the space character as the default value:




2. Modify the Excel action to update the comment value
 - a. Click the action **Add row into a table**.
 - b. Add a **dynamic value** to update the Excel action **comment** property with the trigger **comment** output property:

The screenshot shows the configuration interface for the 'Add a row into a table' action. The fields are as follows:


- Location ***: OneDrive for Business
- Document Library ***: OneDrive
- * File**: /Flow Workshop/Timesheet.xlsx
- Table ***: Table1
- Where**: Full address
- Who**: User name
- When**: Timestamp
- Comment**: comment (This field is highlighted with a red box)

3. Save, run and check.
 - a. Save the Flow and return to the flow details page.
 - b. Run the Flow by clicking on **Run now** from **...More** menu. If the flow requests access to your device, click **Allow**.

Run flow




Track Time
Owners: serge Luca

See details 

comment *

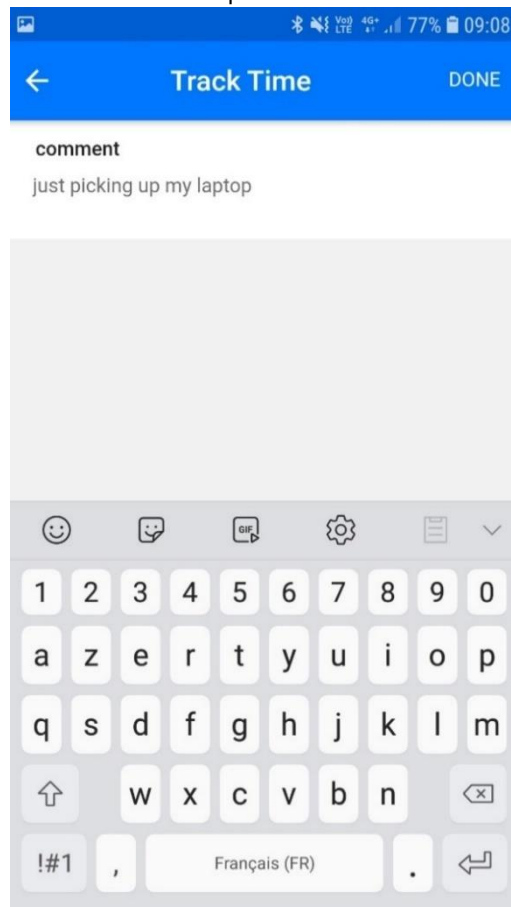
just picking up my laptop

 Edit connections

Run flow

Cancel

- c. Type some text in the comment parameter in the form.
- d. If you run it from your mobile, you will see something similar to the following screenshot after the button is pushed:



The screenshot shows a mobile application interface. At the top, there's a status bar with icons for Bluetooth, VoLTE, 4G+, signal strength, 77% battery, and the time 09:08. Below that is a blue header bar with a back arrow, the title 'Track Time', and a 'DONE' button. The main content area shows a form with a label 'comment' and the text 'just picking up my laptop'. A keyboard is visible at the bottom of the screen, indicating the app is in focus.

- 4. Check the spreadsheet, and you should see a new row with your comment:

where	who	when	comment
Jean en Pierre Carsoellaan 243, 1180 Ukkel, Belgium	Paul Pieter	2018-06-28T07:17:51.35413Z	
Jean en Pierre Carsoellaan 133, 1180 Ukkel, Belgium	Paul Pieter	29/06/2018-T08:52:42	just picking up my laptop

We need your feedback

Do you want to report an issue or to suggest something? We need your feedback:

<https://github.com/Power-Automate-in-a-day/Training-by-the-community/issues>