

Lab 5. Using the Microsoft Form Connector

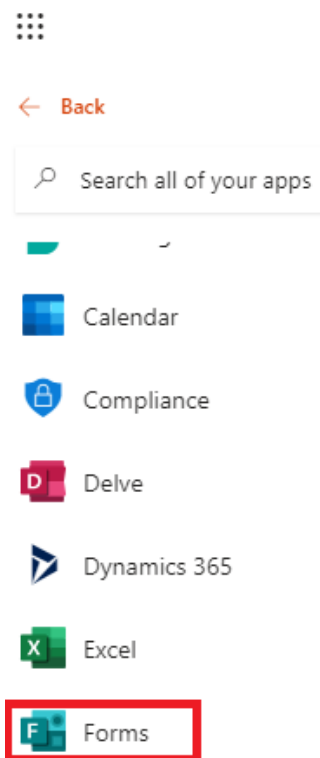
Author: Serge Luca aka "Doctor Flow"

Duration: 15 minutes.

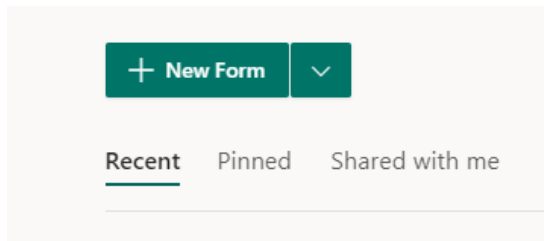
Scenario: In this lab, we will explore how to catch data submitted by Microsoft form. The case of a course evaluation will be implemented.

Tasks:

1. Go to your Office 365 Applications and select **Forms**:



2. Click **New Form** :



3. Name the form **Training evaluation**:

Training evaluation - Saved

QuestionsResponses

Training evaluation

Enter a description

+ Add new

- Click **Add new**, select **Text** and name the field **Your First Name**:

Training evaluation

1. Your First Name

Enter your answer

☐ Long answer ☒ Required ...

+ Add new

- Proceed like this for the fields **Your Last Name**, and **your e-mail**.
- Add a field How as the course content and Select rating

Questions

Responses 1

1. Your First Name

Enter your answer

2. Your Last Name

Enter your answer

3. Your e-mail

Enter your answer

4. How was the course content

☆ ☆ ☆ ☆ ☆

Levels: 5 ▾ Symbol: Star ▾

☒ Required ...

7. Add another rating for the trainer:

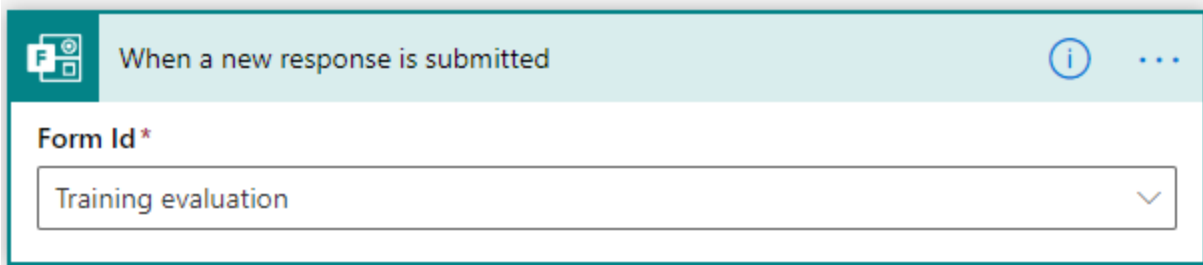
5. How was the trainer

☆ ☆ ☆ ☆ ☆

Levels: 5 ▾ Symbol: Star ▾

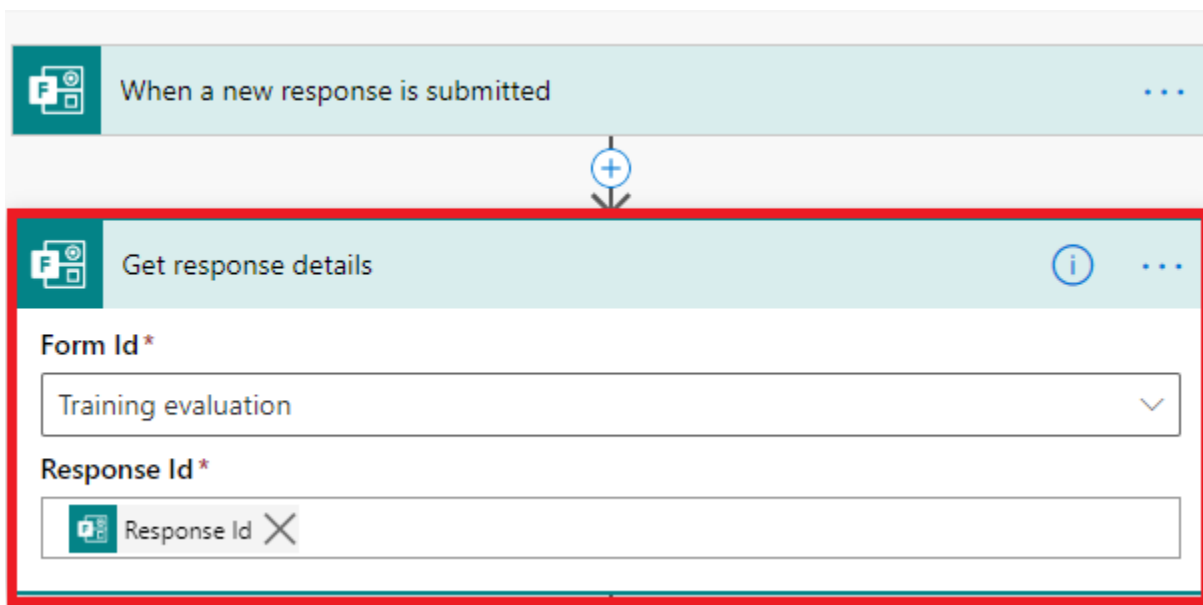
☒ Required ...

- Click **Share**, click the QR Code icon and scan the QR code to Submit an evaluation.
- Go to Power Automate and create a flow. Name it "Training evaluation".
- Select the trigger from the Form connector: the trigger should be **When a new response is submitted**



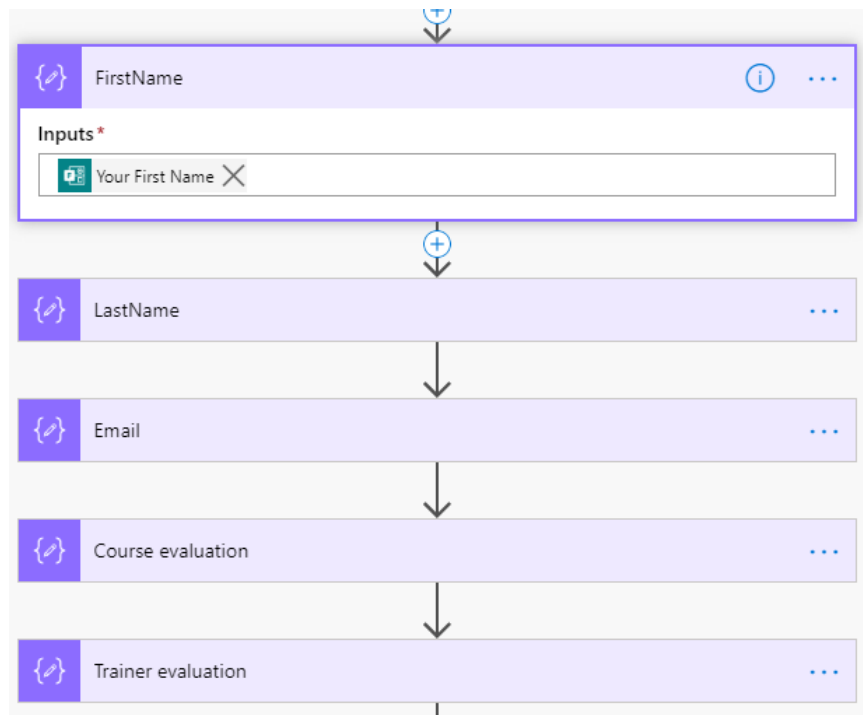
This screenshot shows the configuration for a trigger in a Power Automate flow. The trigger is titled "When a new response is submitted". Below the title, there is a field labeled "Form Id*" with a dropdown menu. The dropdown is currently set to "Training evaluation".

11. After the trigger add a new action **Get response details** from the Form connector; select the Form id **Training** evaluation and grab the **Response Id** from the trigger:



This screenshot shows the configuration for an action in a Power Automate flow. The action is titled "Get response details". Below the title, there are two fields: "Form Id*" and "Response Id*". The "Form Id*" field has a dropdown menu set to "Training evaluation". The "Response Id*" field has a dropdown menu set to "Response Id". A red box highlights the entire action configuration area.

12. Add a Compose for each field of the response and bind them to their corresponding dynamic value:



13. Check if one of the rating is less than 4; if that is the case, send an e-mail to yourself with the evaluation details: in the condition statement, don't forget to use the **int()** function in order to compare the ratings to 4:

Condition

Or

☐

fx

int(...)

×

is less than

4

...

☐

fx

int(...)

×

is less than

4

...

+ Add

▼

✓ If yes

✗ If no

Adi

Send an email (V2)

To *

SL

serge Luca

×

Subject *

Bad course evaluation

Body *

Font 12 B I U

from : Your First Name

×

Your Last Name

×

The course evaluation was:

How was the course content ?

×

The trainer evaluation was:

How was the trainer

×

Show advanced options ▼

14. Submit a bad evaluation and check your e-mail.