



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

Faculty of Management, Social Sciences and Humanities

Department of Languages

BSc in Applied Data Science Communication

INTAKE 40 – 2024

Assessment Title: Assignment 3 -

Microsoft Power Apps & Microsoft Power Automate

Module Name : Advanced SQL and Cloud Databases

Module Code : LB 2224

Submission Date : 15/12/2024

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User Guide for the Automated Workflow

(<https://make.powerautomate.com/environments/f56cdb28-5574-e387-af70-78829ef7238d/flows/71650ae9-d9b2-416d-bf8f-0e84eb490afa/details>)

Trigger :

- The process begins with a leave request form that has being filled with an employee.

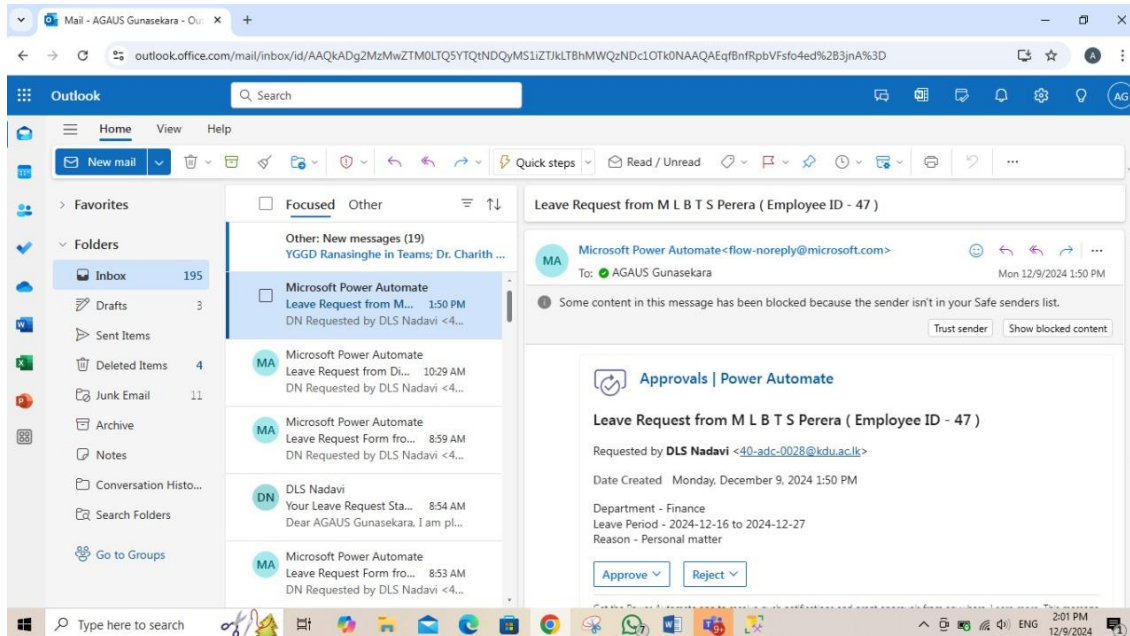
Actions : -

- Get Response Details : Retrieve submitted form data.
- Save to SharePoint to store data for tracking.
- Start and Wait for an Approval: Request the approval and notify the manager.
- Conditional Logic: Approve or reject the notes - checking the approval outcome should tell if the approval was Approved or Rejected.
- Send Notifications: Inform the employees.

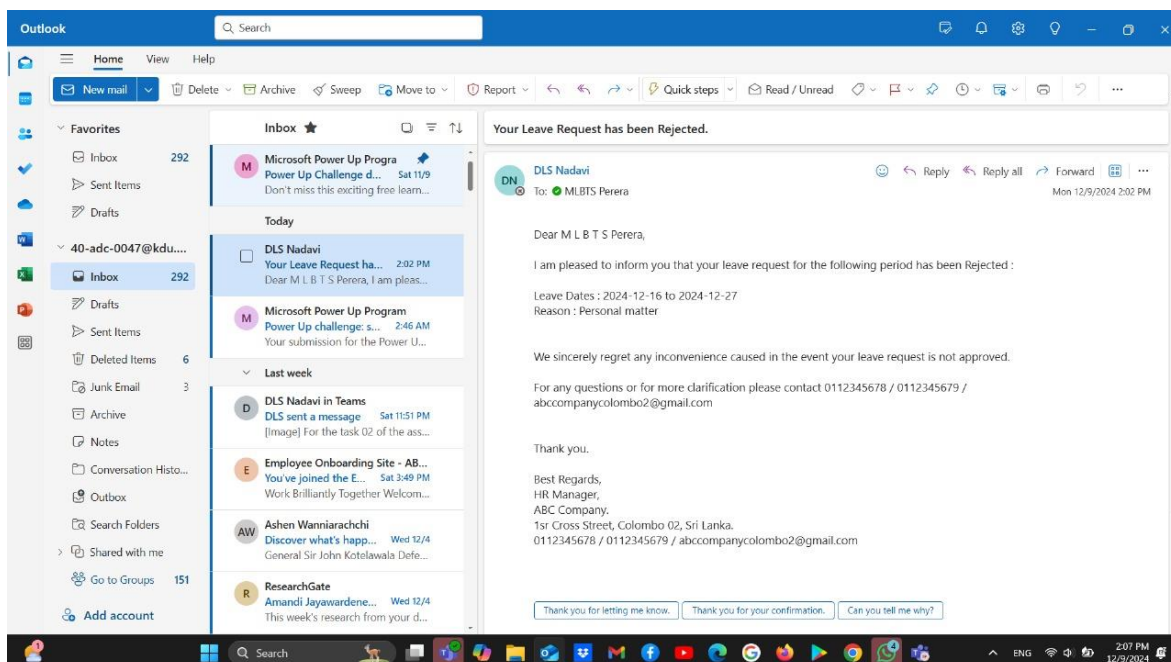
Tools Used:

- Microsoft Forms: For generating details of the leave requested.
- Power Automate: To define the assignments and to draw up the working schedule.
- SharePoint : For data storage.
- Outlook: For email notifications.

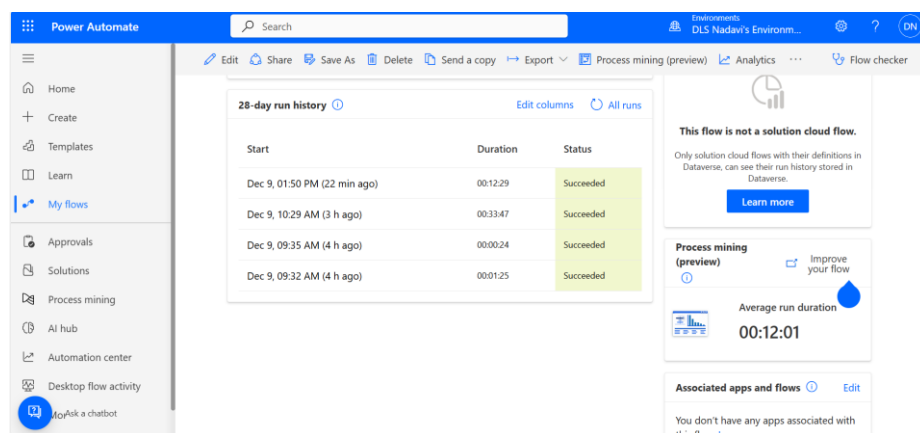
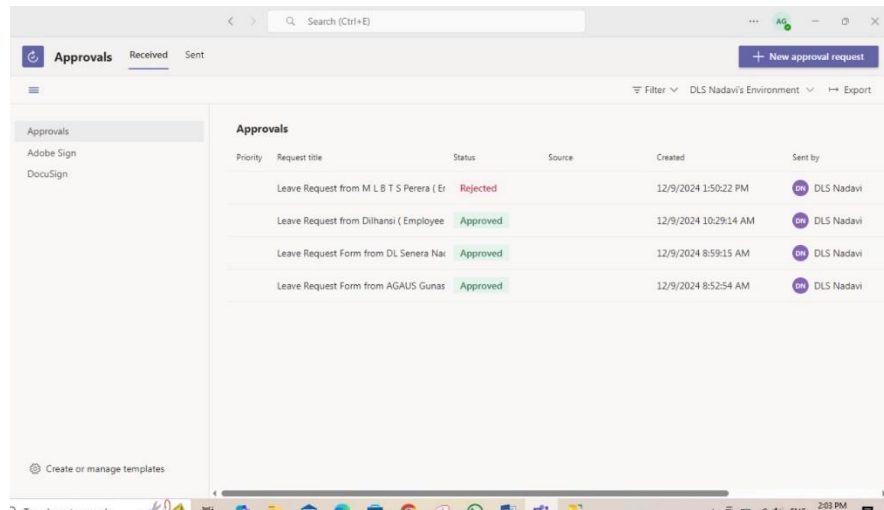
- First, when an employee fills in and submits the Leave Request form, that will be sent automatically to the Manager through the HR Manager in the organization.



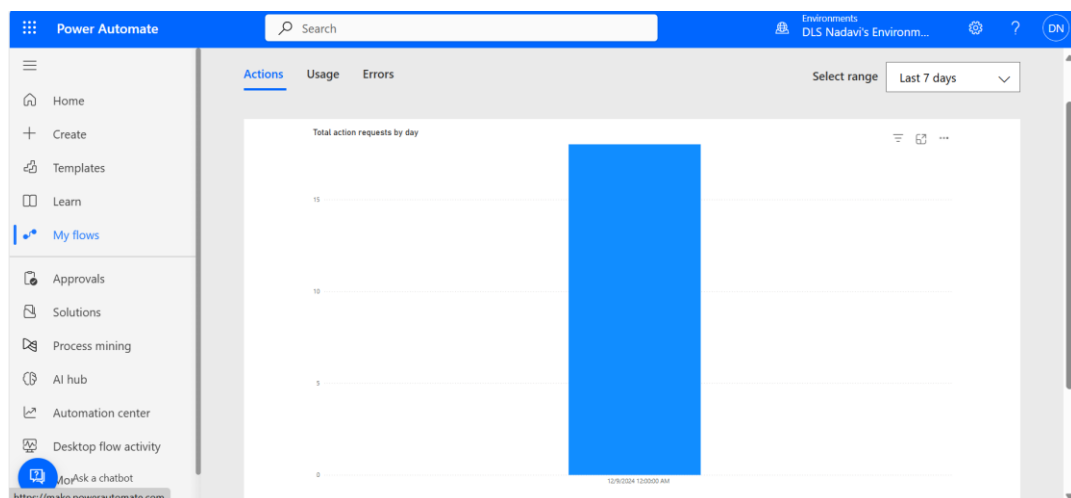
- Then, after the Manager submits the approval or rejection of the leave, an email will be sent automatically to the employee through the HR Manager.



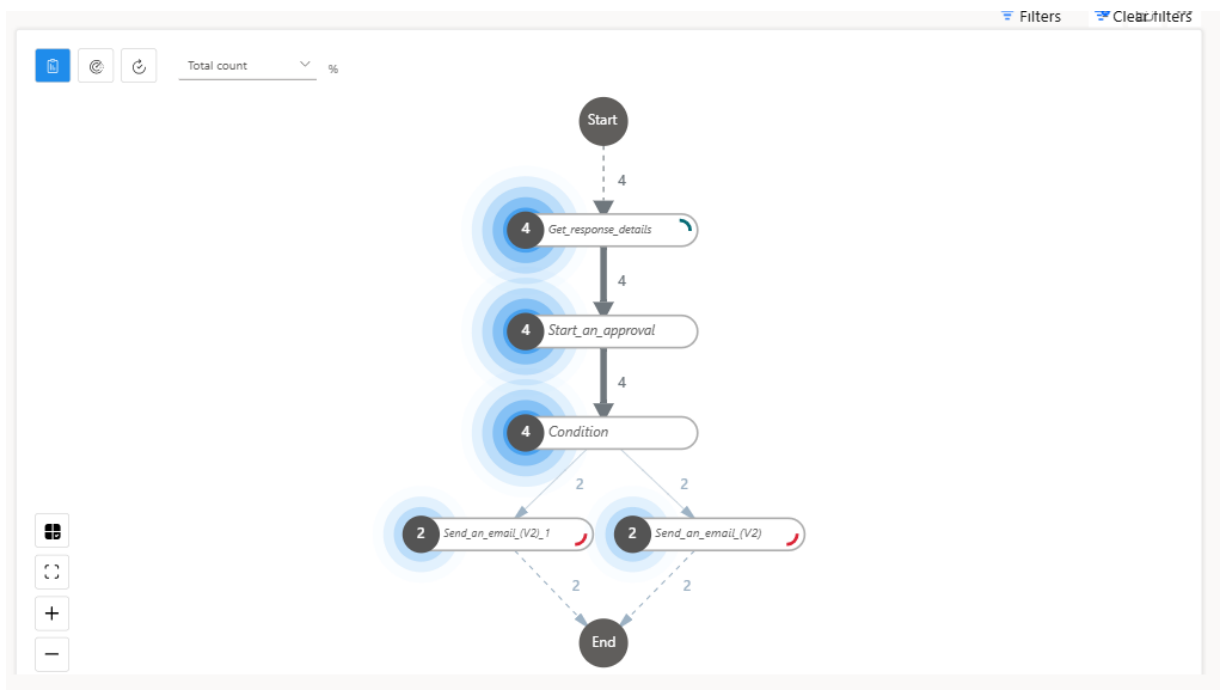
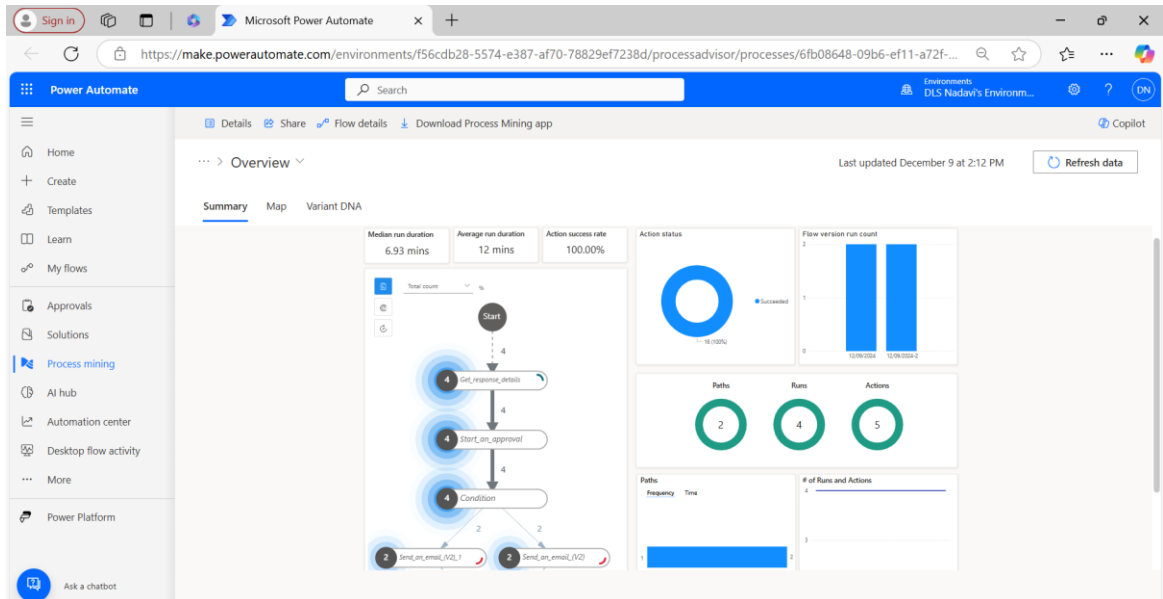
- Then the Manager and HR Manager can see the history of the approvals through MS Teams and Power Automate.



- After, they can use the Power Automate analytics dashboard to monitor the flow usage.



- Also, they can get the process mining of the flow.



- Finally, they can adjust action and conditions based on feedback.