

Approval Process

Project Goal:

Whenever an employee uploads a new document into their SharePoint team site portal, it goes for the approval process. Once it gets approved by their managers by verifying its content it will be available for the entire team to access.

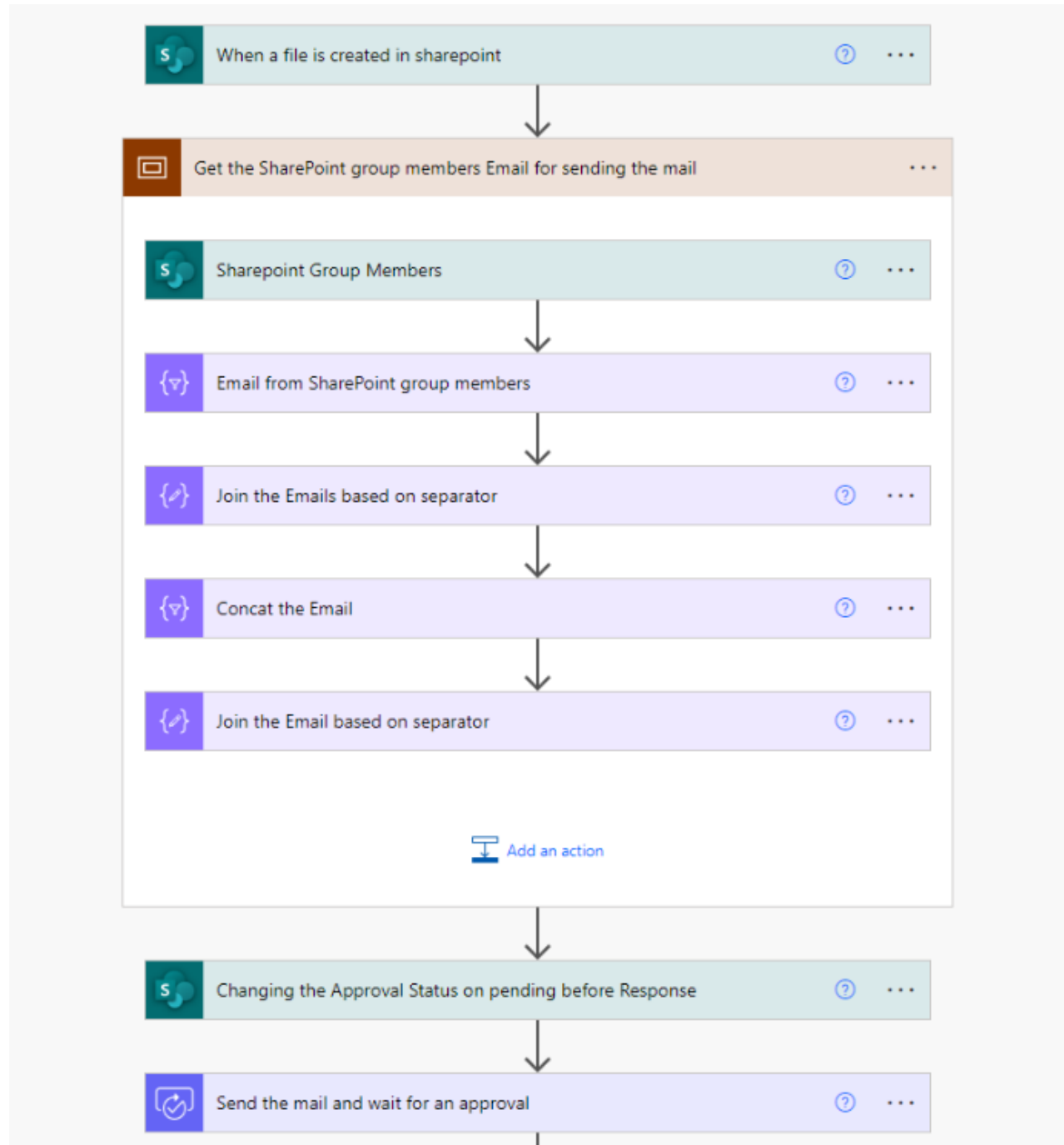
Project Description:

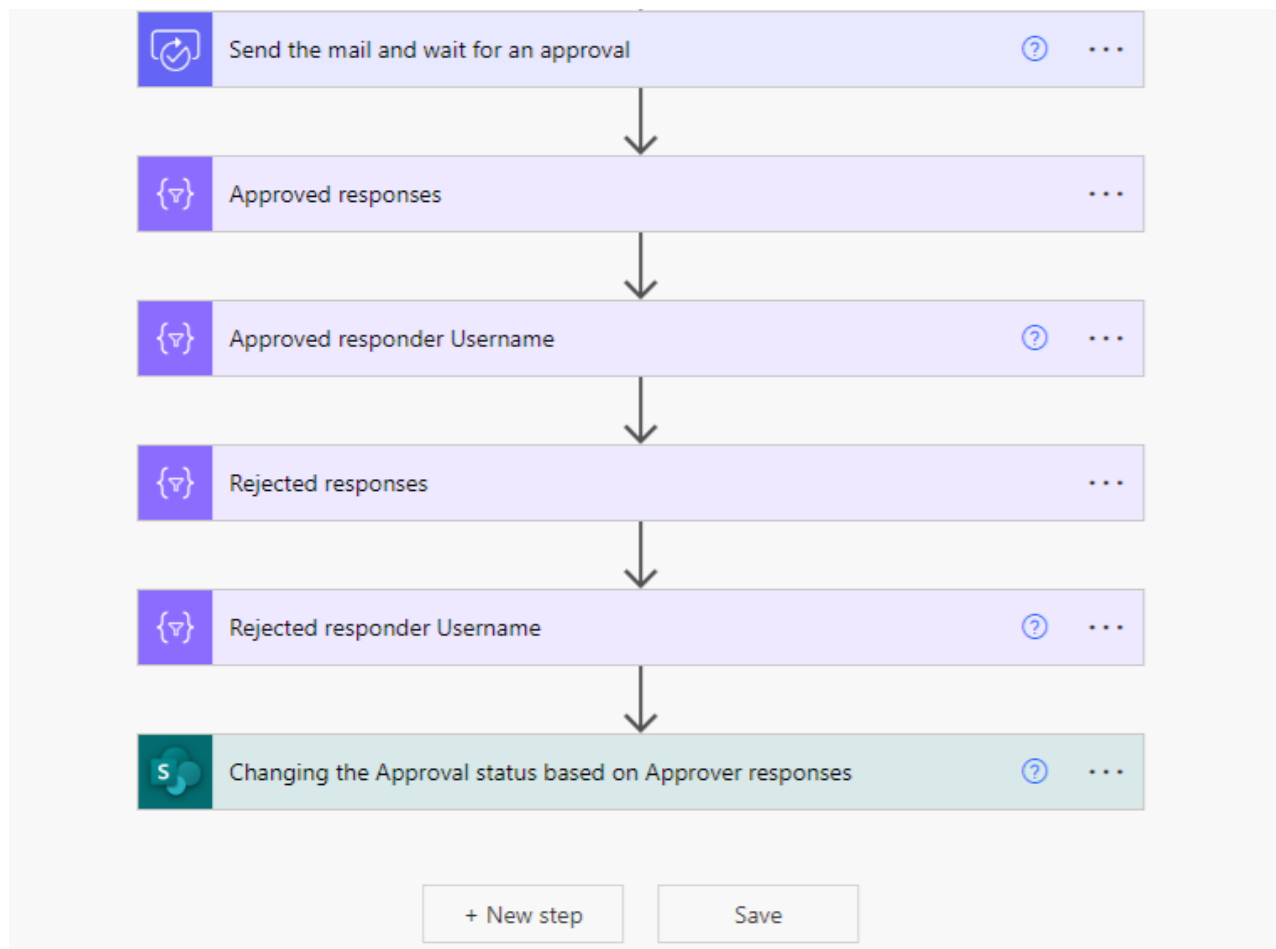
Whenever a new file is created or modified in the SharePoint team group, that will be goes for the approval process for the entire team. In this way, we are reducing unwanted and unqualified files for the usage of the entire team. This helps the company to increase the quality and efficient data storage.

Skills and deliverables:

- Microsoft Power Automate
- Microsoft SharePoint
- Microsoft PowerApps

Workflow Automation





Project Solution:

- This Automation starts when a file was created in SharePoint by using PowerApps or manual upload.
- Automation detects the approvers group email ID and sends a mail about information of new file is created and it is waiting for approval.
- Once the approval process is completed with the status of “Approved”, it will be available for all the user's access.
- In case the approvers, rejects the file means, it will get deleted from the document library.

