

# Lab 5. Using the Microsoft Form Connector

**Author:** Serge Luca aka "Doctor Flow"

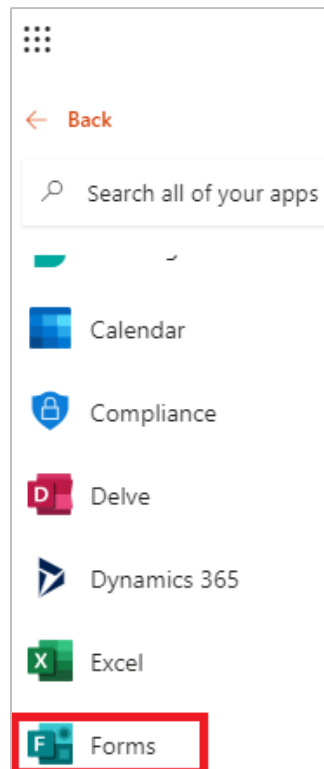
**Updated by:** Dattatray-Patil

**Duration:** 15 minutes.

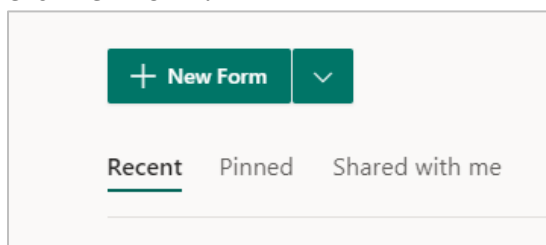
**Scenario:** In this lab, we will explore how to catch data submitted by Microsoft form. The case of a course evaluation will be implemented.

## Tasks:

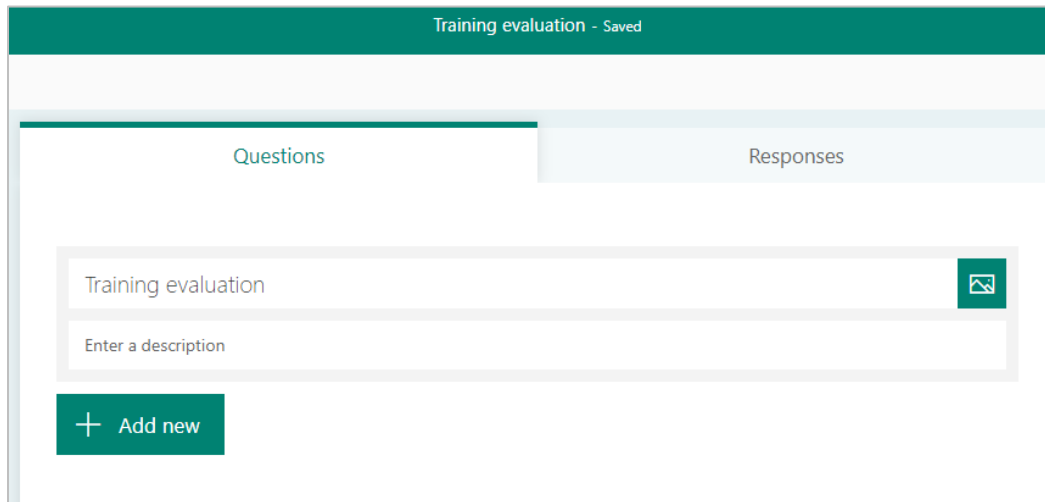
1. Go to your Office 365 Applications and select **Forms**:



2. Click **New Form** :

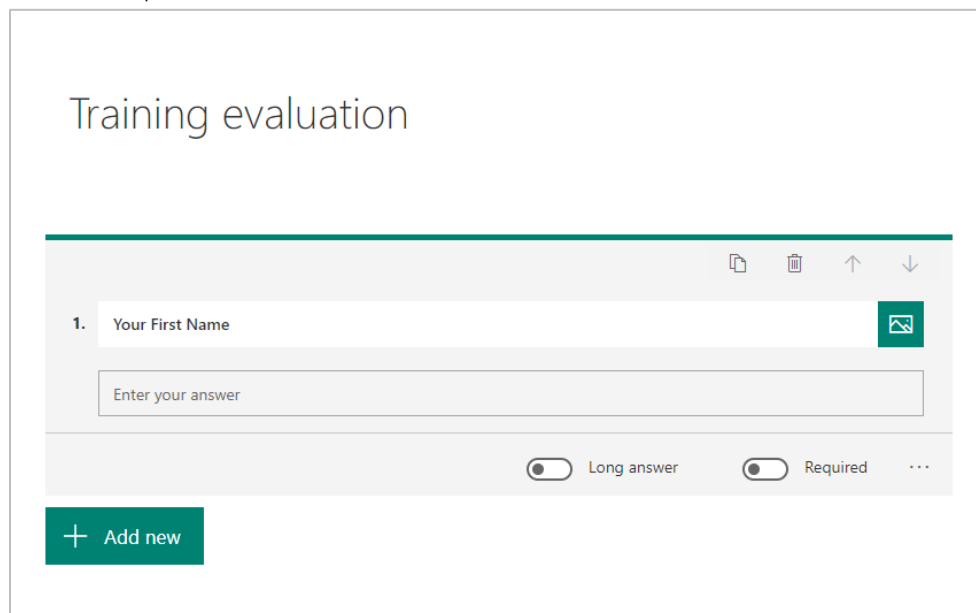


3. Name the form **Training evaluation**:



The screenshot shows a web interface for creating a form titled "Training evaluation - Saved". At the top, there are two tabs: "Questions" (active) and "Responses". Below the tabs, there is a text input field containing "Training evaluation" and a smaller input field below it with the placeholder "Enter a description". To the right of the first input field is a small image icon. At the bottom left, there is a green button with a plus sign and the text "Add new".

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



The screenshot shows the same "Training evaluation" form editor. A new text field has been added, labeled "1. Your First Name". The field has a placeholder "Enter your answer". To the right of the field is a small image icon. Below the field, there are two toggle switches: "Long answer" (disabled) and "Required" (disabled). At the bottom left, there is a green button with a plus sign and the text "Add new".

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

Questions

Responses 1

- Your First Name
 

Enter your answer
- Your Last Name
 

Enter your answer
- 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**

When a new response is submitted

Form Id \*

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:

When a new response is submitted

Get response details

Form Id \*

Training evaluation

Response Id \*

Response Id

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

FirstName

Inputs \*

Your First Name

LastName

Email

Course evaluation

Trainer evaluation

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:

The screenshot displays a Power Automate flow configuration. At the top, a 'Condition' action is set with an 'Or' logic. It contains two conditions, both of which are 'int(...) is less than 4'. Below the condition, there are two paths: 'If yes' (green background) and 'If no' (red background). The 'If yes' path leads to a 'Send an email (V2)' action. The email action is configured with the following details:

- To:** serge Luca
- Subject:** Bad course evaluation
- Body:**
  - from : Your First Name Your Last Name
  - The course evaluation was: How was the course content ?
  - The trainer evaluation was: How was the trainer

The 'If no' path is currently empty.

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

## 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>