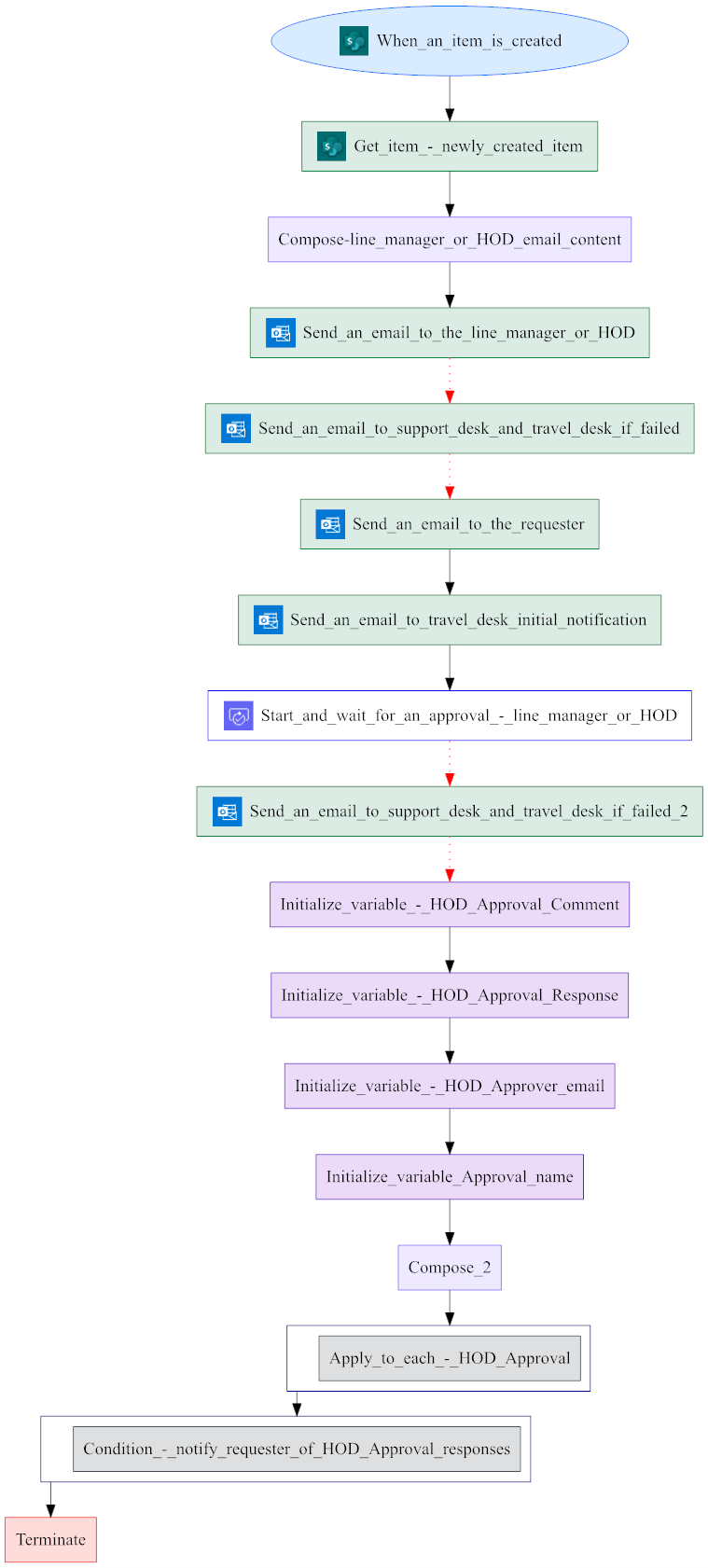
# Flow Documentation - travelRequestFirstLevelApprovalFlow\_TravelApp-DC5B4A3A-4C59-EE11-BE6F-000D3ADE98C2

|  |  |
| --- | --- |
| **Flow Name** | travelRequestFirstLevelApprovalFlow\_TravelApp-DC5B4A3A-4C59-EE11-BE6F-000D3ADE98C2 |
| **Documentation generated at** | Monday, 9 October 2023 7:53 AM |
| **Number of Variables** | 4 |
| **Number of Actions** | 28 |

## Flow Overview

The following chart shows the top level layout of the Flow. For a detailed view, please visit the section called Detailed Flow Diagram



## Connections

There are a total of 3 connections used in this Flow:

### shared

|  |  |
| --- | --- |
| **Connector** | [shared](https://docs.microsoft.com/connectors/shared) |
| **Connection Type** | ConnectorReference |
| **Connection Reference Name** | new\_sharedoffice365\_bb475 |
| **Source** | embedded |

## Variables

### varHODApprovalComment

|  |  |
| --- | --- |
| **Name** | varHODApprovalComment |
| **Type** | string |
| **Initial Value** |  |
| **Used in these Actions** | [Approval\_Comment](#BEC5ABF5AEAA1ACE0FC6F06B7C99B1CD)  [Initialize\_variable\_-\_HOD\_Approval\_Comment](#60FCB45C142D2D73EB7B00B806B8B6DB)  [Update\_item\_3](#295D25E05F9EB6D9076E860308ADFCE2)  [Update\_item\_4](#385A3CE9D3CC013387759ECD26470B98) |

### varHODApprovalResponse

|  |  |
| --- | --- |
| **Name** | varHODApprovalResponse |
| **Type** | string |
| **Initial Value** |  |
| **Used in these Actions** | [Approval\_Response](#E928A710A7F226F3D4F10B3600336DA2)  [Condition\_-\_notify\_requester\_of\_HOD\_Approval\_responses](#44FE059C1B86136D039B7A8DC69BC2C6)  [Initialize\_variable\_-\_HOD\_Approval\_Response](#9DBEDF052CDF4399F926E43DAAF0F6B4) |

### varHODApprovalEmailAddress

|  |  |
| --- | --- |
| **Name** | varHODApprovalEmailAddress |
| **Type** | string |
| **Initial Value** |  |
| **Used in these Actions** | [Approval\_Email](#75923BD7BB14649854EDB77914D2DDE5)  [Initialize\_variable\_-\_HOD\_Approver\_email](#DDA43D98187CDD520BB71DD9510F9A1C) |

### varHODApprovalName

|  |  |
| --- | --- |
| **Name** | varHODApprovalName |
| **Type** | string |
| **Initial Value** |  |
| **Used in these Actions** | [Approval\_Name](#C69B0774D369931B3E706F6539B31F8D)  [Initialize\_variable\_Approval\_name](#223D975DA61456E81C7AB64FBD72FE1E) |

## Trigger

|  |  |
| --- | --- |
| **Name** | When\_an\_item\_is\_created |
| **Type** | OpenApiConnection |
| **Connector** | sharepointonline |
| **Recurrence Details** | |
| **interval** | 5 |
| **frequency** | Minute |
| **Inputs Details** | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_sharepointonline | | operationId | GetOnNewItems | | apiId | /providers/Microsoft.PowerApps/apis/shared\_sharepointonline | |
| **parameters** | |  |  | | --- | --- | | dataset | @parameters('HR Service Delivery (cinsight\_HRServiceDelivery)') | | table | @parameters('Travel Request (cinsight\_TravelRequest)') | |
| **authentication** | @parameters('$authentication') |
| **Other Trigger Properties** | |
| **splitOn** | @triggerOutputs()?['body/value'] |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 1fe50354-5395-4f97-8d89-536728187632 | |

## Actions

There are a total of 28 actions used in this Flow:

### Apply\_to\_each\_-\_HOD\_Approval

|  |  |
| --- | --- |
| **Name** | Apply\_to\_each\_-\_HOD\_Approval |
| **Type** | Foreach |
| **Inputs** | |
| **foreach** | @outputs('Start\_and\_wait\_for\_an\_approval\_-\_line\_manager\_or\_HOD')?['body/responses'] |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 61b58c16-7b14-4216-aad6-2fd7c62002e6 | |
| **Subactions** | [Approval\_Name](#C69B0774D369931B3E706F6539B31F8D)  [Approval\_Response](#E928A710A7F226F3D4F10B3600336DA2)  [Approval\_Comment](#BEC5ABF5AEAA1ACE0FC6F06B7C99B1CD)  [Approval\_Email](#75923BD7BB14649854EDB77914D2DDE5) |
| **Next Action(s) Conditions** | [Condition\_-\_notify\_requester\_of\_HOD\_Approval\_responses](#44FE059C1B86136D039B7A8DC69BC2C6) [Succeeded] |

### Approval\_Comment

|  |  |
| --- | --- |
| **Name** | Approval\_Comment |
| **Type** | SetVariable |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 0db5801a-deba-46ef-b902-ed87f8637355 | |
| **name** | varHODApprovalComment |
| **value** | @items('Apply\_to\_each\_-\_HOD\_Approval')?['comments'] |
| **Next Action(s) Conditions** | [Approval\_Email](#75923BD7BB14649854EDB77914D2DDE5) [Succeeded] |

### Approval\_Email

|  |  |
| --- | --- |
| **Name** | Approval\_Email |
| **Type** | SetVariable |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 68b0a739-82ad-4b25-81c3-74152540064a | |
| **name** | varHODApprovalEmailAddress |
| **value** | @items('Apply\_to\_each\_-\_HOD\_Approval')?['responder/email'] |

### Approval\_Name

|  |  |
| --- | --- |
| **Name** | Approval\_Name |
| **Type** | SetVariable |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 7716ff2e-8660-451f-b219-6a3e245631b8 | |
| **name** | varHODApprovalName |
| **value** | @items('Apply\_to\_each\_-\_HOD\_Approval')?['responder/displayName'] |
| **Next Action(s) Conditions** | [Approval\_Response](#E928A710A7F226F3D4F10B3600336DA2) [Succeeded] |

### Approval\_Response

|  |  |
| --- | --- |
| **Name** | Approval\_Response |
| **Type** | SetVariable |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | a29bc9fa-8c11-4231-8851-71f38bc71db3 | |
| **name** | varHODApprovalResponse |
| **value** | @outputs('Start\_and\_wait\_for\_an\_approval\_-\_line\_manager\_or\_HOD')?['body/outcome'] |
| **Next Action(s) Conditions** | [Approval\_Comment](#BEC5ABF5AEAA1ACE0FC6F06B7C99B1CD) [Succeeded] |

### Compose\_2

|  |  |
| --- | --- |
| **Name** | Compose\_2 |
| **Type** | Compose |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 7f239ffe-c234-4c57-bb27-061049037068 | |
| **Value** | Send request to HOD or Line manager |
| **Next Action(s) Conditions** | [Apply\_to\_each\_-\_HOD\_Approval](#1A1E7149EE82CC35CB86556255F503C5) [Succeeded] |

### Compose-line\_manager\_or\_HOD\_email\_content

|  |  |
| --- | --- |
| **Name** | Compose-line\_manager\_or\_HOD\_email\_content |
| **Type** | Compose |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 62f82be0-26bc-43db-b515-da0b0b9b3303 | |
| **Value** | Dear, @{outputs('Get\_item\_-\_newly\_created\_item')?['body/HeadofDepartment/Value']}. I hope this email finds you well. We are writing to request your attention and approval for a travel request submitted by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}. \*\*Travel Request Details:\*\* Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']} Phone Number: @{triggerOutputs()?['body/PhoneNumber']} Trip Type: @{triggerOutputs()?['body/TripType/Value']} Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']} Job Title: @{triggerOutputs()?['body/JobTitle/Value']} Arrival/Destination Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']} Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']} Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']} Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']} Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']} Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']} Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']} This request has also been sent to your email for reference. Thanks for your usual cooperation. Regards, HR Service Delivery |
| **Next Action(s) Conditions** | [Send\_an\_email\_to\_the\_line\_manager\_or\_HOD](#CDD77EF9FF40DDFA9FFC7A76B163B9C3) [Succeeded] |

### Condition\_-\_notify\_requester\_of\_HOD\_Approval\_responses

|  |  |
| --- | --- |
| **Name** | Condition\_-\_notify\_requester\_of\_HOD\_Approval\_responses |
| **Type** | If |
| **Expression** | |  |  | | --- | --- | | equals | @variables('varHODApprovalResponse')  Approve | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | e6676694-2992-4ea4-acf9-15b34f4f449c | |
| **Subactions** | [Notify\_requester\_of\_approval\_outcome\_from\_HOD](#17B7F6838024D2B2C35B5C6DCFEB8349)  [Update\_item\_3](#295D25E05F9EB6D9076E860308ADFCE2)  [Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_to\_update\_DB](#C007C2A99D0B837E85558071316E0B75)  [Notify\_travel\_desk\_of\_approval\_outcome\_from\_HOD](#1C9C5B43129E301A3FDA3885E022284B) |
| **Elseactions** | [Notify\_requester\_of\_approval\_outcome\_from\_HOD\_-rejected](#7EDD5F3BDE2A1DAF399138E386EDA339)  [Update\_item\_4](#385A3CE9D3CC013387759ECD26470B98)  [Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_to\_update\_DB\_2](#75068A38B2CC68D3B3C51B78EFC31657)  [Notify\_travel\_desk\_of\_approval\_outcome\_from\_HOD\_-rejected](#C1C557B5743841938CFB7DD8134E4416) |
| **Next Action(s) Conditions** | [Terminate](#056FA3D840F48B7BFBBD68C19A4797B3) [Succeeded] |

### Get\_item\_-\_newly\_created\_item

|  |  |
| --- | --- |
| **Name** | Get\_item\_-\_newly\_created\_item |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [SharePoint](https://docs.microsoft.com/connectors/sharepointonline) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 1985a3d4-6682-4feb-86c3-4d97e7e96b7c | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_sharepointonline | | operationId | GetItem | | apiId | /providers/Microsoft.PowerApps/apis/shared\_sharepointonline | |
| **parameters** | |  |  | | --- | --- | | dataset | @parameters('HR Service Delivery (cinsight\_HRServiceDelivery)') | | table | @parameters('Travel Request (cinsight\_TravelRequest)') | | id | @triggerOutputs()?['body/ID'] | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Compose-line\_manager\_or\_HOD\_email\_content](#36DB281FECE69EBD0B14EC4DED0F731B) [Succeeded] |

### Initialize\_variable\_-\_HOD\_Approval\_Comment

|  |  |
| --- | --- |
| **Name** | Initialize\_variable\_-\_HOD\_Approval\_Comment |
| **Type** | InitializeVariable |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b2eb5f71-f0c7-47cb-a72d-5027791f4ac1 | |
| **variables** | |  |  | | --- | --- | | name | varHODApprovalComment | | type | string | |
| **Next Action(s) Conditions** | [Initialize\_variable\_-\_HOD\_Approval\_Response](#9DBEDF052CDF4399F926E43DAAF0F6B4) [Succeeded] |

### Initialize\_variable\_-\_HOD\_Approval\_Response

|  |  |
| --- | --- |
| **Name** | Initialize\_variable\_-\_HOD\_Approval\_Response |
| **Type** | InitializeVariable |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b2eb5f71-f0c7-47cb-a72d-5027791f4ac1 | |
| **variables** | |  |  | | --- | --- | | name | varHODApprovalResponse | | type | string | |
| **Next Action(s) Conditions** | [Initialize\_variable\_-\_HOD\_Approver\_email](#DDA43D98187CDD520BB71DD9510F9A1C) [Succeeded] |

### Initialize\_variable\_-\_HOD\_Approver\_email

|  |  |
| --- | --- |
| **Name** | Initialize\_variable\_-\_HOD\_Approver\_email |
| **Type** | InitializeVariable |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b2eb5f71-f0c7-47cb-a72d-5027791f4ac1 | |
| **variables** | |  |  | | --- | --- | | name | varHODApprovalEmailAddress | | type | string | |
| **Next Action(s) Conditions** | [Initialize\_variable\_Approval\_name](#223D975DA61456E81C7AB64FBD72FE1E) [Succeeded] |

### Initialize\_variable\_Approval\_name

|  |  |
| --- | --- |
| **Name** | Initialize\_variable\_Approval\_name |
| **Type** | InitializeVariable |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | e0314f38-b986-4d8f-a550-ce0b8ea902f9 | |
| **variables** | |  |  | | --- | --- | | name | varHODApprovalName | | type | string | |
| **Next Action(s) Conditions** | [Compose\_2](#C9AA0B20B7DA51E7E5F2CCD57F6BFB96) [Succeeded] |

### Notify\_requester\_of\_approval\_outcome\_from\_HOD

|  |  |
| --- | --- |
| **Name** | Notify\_requester\_of\_approval\_outcome\_from\_HOD |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b1507ab3-2acc-4485-9bf8-98ec0dc6e8b9 | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Author/Email'] | | emailMessage/Subject | Approved Travel Request - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p>Hello, @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Author/DisplayName']}<strong>.</strong><br> <br> We are pleased to inform you that your HOD has approved your travel request.<br> <br> Please see the details of the approval request below:<br> <br> Approved By:<strong> </strong><strong>@{variables('varHODApprovalName')}</strong><strong>.</strong><br> Email Address: <strong></strong><strong>@{variables('varHODApprovalEmailAddress')}</strong><strong>.</strong><br> Approval Response: <strong>Approved.</strong><br> Approval Comment:<strong> </strong><strong>@{variables('varHODApprovalComment')}</strong><strong>.</strong><br> <br> <br> Should you have further inquiries or require additional information, please feel free to reach out to us.<br> <br> <br> Regards,<br> <br> <br> HR Service Delivery<br> </p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Notify\_travel\_desk\_of\_approval\_outcome\_from\_HOD](#1C9C5B43129E301A3FDA3885E022284B) [Succeeded] |

### Notify\_requester\_of\_approval\_outcome\_from\_HOD\_-rejected

|  |  |
| --- | --- |
| **Name** | Notify\_requester\_of\_approval\_outcome\_from\_HOD\_-rejected |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b1507ab3-2acc-4485-9bf8-98ec0dc6e8b9 | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Author/Email'] | | emailMessage/Subject | Rejected Travel Request - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p>Hello, <strong></strong><strong>@{outputs('Get\_item\_-\_newly\_created\_item')?['body/Author/DisplayName']}</strong><strong>.</strong><br> <br> We regret to inform you that your HOD rejected your travel request.<br> <br> <br> Please find the details of the response below:<br> <br> Rejected By:<strong> </strong><strong>@{variables('varHODApprovalName')}</strong><strong>.</strong><br> Email Address:<strong> </strong><strong>@{variables('varHODApprovalEmailAddress')}</strong><strong>.<br> </strong>Comment:<strong> </strong><strong>@{variables('varHODApprovalComment')}</strong><strong>.<br> </strong><br> <br> Should you have further inquiries or require additional information, please feel free to reach out to us.<br> <br> <br> Regards,<br> <br> <br> HR Service Delivery</p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Notify\_travel\_desk\_of\_approval\_outcome\_from\_HOD\_-rejected](#C1C557B5743841938CFB7DD8134E4416) [Succeeded] |

### Notify\_travel\_desk\_of\_approval\_outcome\_from\_HOD

|  |  |
| --- | --- |
| **Name** | Notify\_travel\_desk\_of\_approval\_outcome\_from\_HOD |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b1507ab3-2acc-4485-9bf8-98ec0dc6e8b9 | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | traveldesk@tsllimited.com; asulucainan@tsllimited.com; scampbell@tsllimited.com; heze@tsllimited.com | | emailMessage/Subject | Approved Travel Request - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p>Dear Team<strong>.</strong><br> <br> This is to notify us that the travel request raised by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} has been approved by the line manager/HOD.<br> <br> Please see the details of the approval request below:<br> <br> Approved By:<strong> </strong><strong>@{variables('varHODApprovalName')}</strong><strong>.</strong><br> Email Address: <strong></strong><strong>@{variables('varHODApprovalEmailAddress')}</strong><strong>.</strong><br> Approval Response: <strong>Approved.</strong><br> Approval Comment:<strong> </strong><strong>@{variables('varHODApprovalComment')}</strong><strong>.</strong><br> <br> Kindly proceed with updating the travel expenses record for this trip.<br> <br> <br> <strong>\*\*Travel Request Details:\*\*</strong><br> <br> Employee Name: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}<br> Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']}<br> Phone Number: @{triggerOutputs()?['body/PhoneNumber']}<br> Trip Type: @{triggerOutputs()?['body/TripType/Value']}<br> Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']}<br> Job Title: @{triggerOutputs()?['body/JobTitle/Value']}<br> Arrival Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']}<br> Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']}<br> Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']}<br> Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']}<br> Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']}<br> Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']}<br> Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']}<br> <br> <br> Regards,<br> <br> <br> HR Service Delivery<br> </p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Update\_item\_3](#295D25E05F9EB6D9076E860308ADFCE2) [Succeeded] |

### Notify\_travel\_desk\_of\_approval\_outcome\_from\_HOD\_-rejected

|  |  |
| --- | --- |
| **Name** | Notify\_travel\_desk\_of\_approval\_outcome\_from\_HOD\_-rejected |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b1507ab3-2acc-4485-9bf8-98ec0dc6e8b9 | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | traveldesk@tsllimited.com; asulucainan@tsllimited.com; scampbell@tsllimited.com; heze@tsllimited.com | | emailMessage/Subject | Rejected Travel Request - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p><strong></strong>Dear Team,<br> <br> This is to notify you that the travel request raised by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/HeadofDepartment/Value']} was rejected by the line manager/HOD.<br> <br> <br> Please find the details of the response below:<br> <br> Rejected By:<strong> </strong><strong>@{variables('varHODApprovalName')}</strong><strong>.</strong><br> Email Address:<strong> </strong><strong>@{variables('varHODApprovalEmailAddress')}</strong><strong>.<br> </strong>Comment:<strong> </strong><strong>@{variables('varHODApprovalComment')}</strong><strong>.<br> <br> </strong><br> <strong>\*\*Travel Request Details:\*\*<br> </strong><br> Employee Name: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}<br> Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']}<br> Phone Number: @{triggerOutputs()?['body/PhoneNumber']}<br> Trip Type: @{triggerOutputs()?['body/TripType/Value']}<br> Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']}<br> Job Title: @{triggerOutputs()?['body/JobTitle/Value']}<br> Arrival Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']}<br> Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']}<br> Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']}<br> Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']}<br> Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']}<br> Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']}<br> Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']}<br> <br> <br> Regards,<br> <br> <br> HR Service Delivery</p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Update\_item\_4](#385A3CE9D3CC013387759ECD26470B98) [Succeeded] |

### Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed

|  |  |
| --- | --- |
| **Name** | Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 037f8f39-7f2e-4bf4-bb97-08bb67b4793a | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | heze@tsllimited.com;traveldesk@tsllimited.com | | emailMessage/Subject | Request for Travel Approval by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p>Dear Team,<br> <br> I hope this email finds you well. This is to inform you that a travel request submitted by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} failed to send mail to HOD.<br> <br> <strong>\*\*Travel Request Details:\*\*</strong><br> <br> Employee Name: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}<br> Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']}<br> Phone Number: @{triggerOutputs()?['body/PhoneNumber']}<br> Trip Type: @{triggerOutputs()?['body/TripType/Value']}<br> Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']}<br> Job Title: @{triggerOutputs()?['body/JobTitle/Value']}<br> Arrival Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']}<br> Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']}<br> Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']}<br> Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']}<br> Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']}<br> Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']}<br> Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']}<br> HOD: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/HeadofDepartment/Value']}<br> <br> <br> Your prompt review and approval of this request are essential to ensure the smooth planning and execution of this travel.<br> <br> Should you require any additional information or have any questions, please do not hesitate to reach out to us.<br> <br> We appreciate your attention to this matter and look forward to your prompt response.<br> <br> Thank you for your cooperation.<br> <br> Sincerely,<br> <br> <br> HR Service Delivery</p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Send\_an\_email\_to\_the\_requester](#A7BAD541F8059BCA34D2335465423977) [Skipped] |

### Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_2

|  |  |
| --- | --- |
| **Name** | Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_2 |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 037f8f39-7f2e-4bf4-bb97-08bb67b4793a | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | heze@tsllimited.com;traveldesk@tsllimited.com | | emailMessage/Subject | Request for Travel Approval by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p>Dear Team,<br> <br> I hope this email finds you well. This is to inform you that a travel request submitted by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} failed to send an approval request to HOD.<br> <br> <strong>\*\*Travel Request Details:\*\*</strong><br> <br> Employee Name: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}<br> Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']}<br> Phone Number: @{triggerOutputs()?['body/PhoneNumber']}<br> Trip Type: @{triggerOutputs()?['body/TripType/Value']}<br> Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']}<br> Job Title: @{triggerOutputs()?['body/JobTitle/Value']}<br> Arrival Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']}<br> Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']}<br> Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']}<br> Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']}<br> Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']}<br> Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']}<br> Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']}<br> HOD: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/HeadofDepartment/Value']}<br> Time: @{utcNow()}<br> <br> Validate the HOD or line manager's details. Please ensure he/she is an active user.<br> <br> Sincerely,<br> <br> <br> HR Service Delivery</p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Initialize\_variable\_-\_HOD\_Approval\_Comment](#60FCB45C142D2D73EB7B00B806B8B6DB) [Skipped] |

### Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_to\_update\_DB

|  |  |
| --- | --- |
| **Name** | Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_to\_update\_DB |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 037f8f39-7f2e-4bf4-bb97-08bb67b4793a | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | heze@tsllimited.com; | | emailMessage/Subject | Request for Travel Approval by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p>Dear Team,<br> <br> I hope this email finds you well. This is to inform you that a travel request submitted by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} failed to update the record on the DB after &nbsp;HOD's Approval<br> <br> <strong>\*\*Travel Request Details:\*\*</strong><br> <br> Employee Name: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}<br> Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']}<br> Phone Number: @{triggerOutputs()?['body/PhoneNumber']}<br> Trip Type: @{triggerOutputs()?['body/TripType/Value']}<br> Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']}<br> Job Title: @{triggerOutputs()?['body/JobTitle/Value']}<br> Arrival Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']}<br> Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']}<br> Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']}<br> Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']}<br> Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']}<br> Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']}<br> Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']}<br> HOD: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/HeadofDepartment/Value']}<br> <br> <br> Your prompt review and approval of this request are essential to ensure the smooth planning and execution of this travel.<br> <br> Should you require any additional information or have any questions, please do not hesitate to reach out to us.<br> <br> We appreciate your attention to this matter and look forward to your prompt response.<br> <br> Thank you for your cooperation.<br> <br> Sincerely,<br> <br> <br> HR Service Delivery</p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |

### Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_to\_update\_DB\_2

|  |  |
| --- | --- |
| **Name** | Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_to\_update\_DB\_2 |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 037f8f39-7f2e-4bf4-bb97-08bb67b4793a | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | heze@tsllimited.com; | | emailMessage/Subject | Request for Travel Approval by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p>Dear Team,<br> <br> I hope this email finds you well. This is to inform you that a travel request submitted by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} failed to update the record on the DB after &nbsp;HOD's rejection<br> <br> <strong>\*\*Travel Request Details:\*\*</strong><br> <br> Employee Name: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}<br> Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']}<br> Phone Number: @{triggerOutputs()?['body/PhoneNumber']}<br> Trip Type: @{triggerOutputs()?['body/TripType/Value']}<br> Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']}<br> Job Title: @{triggerOutputs()?['body/JobTitle/Value']}<br> Arrival Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']}<br> Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']}<br> Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']}<br> Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']}<br> Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']}<br> Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']}<br> Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']}<br> HOD: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/HeadofDepartment/Value']}<br> <br> <br> Your prompt review and approval of this request are essential to ensure the smooth planning and execution of this travel.<br> <br> Should you require any additional information or have any questions, please do not hesitate to reach out to us.<br> <br> We appreciate your attention to this matter and look forward to your prompt response.<br> <br> Thank you for your cooperation.<br> <br> Sincerely,<br> <br> <br> HR Service Delivery</p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |

### Send\_an\_email\_to\_the\_line\_manager\_or\_HOD

|  |  |
| --- | --- |
| **Name** | Send\_an\_email\_to\_the\_line\_manager\_or\_HOD |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 037f8f39-7f2e-4bf4-bb97-08bb67b4793a | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Head\_x0020\_of\_x0020\_Department\_x/Value'] | | emailMessage/Subject | Request for Travel Approval by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p>Dear @{outputs('Get\_item\_-\_newly\_created\_item')?['body/HeadofDepartment/Value']},<br> <br> I hope this email finds you well. We are writing to request your attention and approval for a travel request submitted by @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}.<br> <br> <strong>\*\*Travel Request Details:\*\*</strong><br> <br> Employee Name: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}<br> Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']}<br> Phone Number: @{triggerOutputs()?['body/PhoneNumber']}<br> Trip Type: @{triggerOutputs()?['body/TripType/Value']}<br> Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']}<br> Job Title: @{triggerOutputs()?['body/JobTitle/Value']}<br> Arrival Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']}<br> Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']}<br> Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']}<br> Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']}<br> Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']}<br> Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']}<br> Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']}<br> <br> <br> Your prompt review and approval of this request are essential to ensure the smooth planning and execution of this travel.<br> <br> Should you require any additional information or have any questions, please do not hesitate to reach out to us.<br> <br> We appreciate your attention to this matter and look forward to your prompt response.<br> <br> Thank you for your cooperation.<br> <br> Sincerely,<br> <br> <br> HR Service Delivery</p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed](#A38EBB2CAD7A1683E7062AC674E60BCF) [Failed] |

### Send\_an\_email\_to\_the\_requester

|  |  |
| --- | --- |
| **Name** | Send\_an\_email\_to\_the\_requester |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 037f8f39-7f2e-4bf4-bb97-08bb67b4793a | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Author/Email'] | | emailMessage/Subject | Confirmation of Travel Request Submission | | emailMessage/Body | <p>Dear @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Author/DisplayName']},<br> <br> I hope this email finds you well.<br> <br> This is to confirm that your recent travel request has been successfully submitted and is currently in the review process. Your request is being evaluated by your Head of Department (HOD) or Line Manager to ensure a thorough assessment.<br> <br> <strong>\*\*Travel Request Details:\*\*</strong><br> <br> Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']}<br> Phone Number: @{triggerOutputs()?['body/PhoneNumber']}<br> Trip Type: @{triggerOutputs()?['body/TripType/Value']}<br> Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']}<br> Job Title: @{triggerOutputs()?['body/JobTitle/Value']}<br> Arrival/Destination Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']}<br> Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']}<br> Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']}<br> Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']}<br> Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']}<br> Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']}<br> Head of Department: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/HeadofDepartment/Value']}<br> Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']}<br> <br> We understand the importance of your travel plans and will make every effort to expedite the approval process. Please rest assured that you will be promptly informed of the status of your request as soon as it is approved.<br> <br> We appreciate your understanding and cooperation.<br> <br> <br> Best regards,<br> <br> <br> HR Service Deliver</p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Send\_an\_email\_to\_travel\_desk\_initial\_notification](#E4D7FDFBDB17C496210A43267938B8BE) [Succeeded] |

### Send\_an\_email\_to\_travel\_desk\_initial\_notification

|  |  |
| --- | --- |
| **Name** | Send\_an\_email\_to\_travel\_desk\_initial\_notification |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [Office 365 Outlook](https://docs.microsoft.com/connectors/office365) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b74a33ac-6918-400a-bb0e-384eaad9855d | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_office365 | | operationId | SendEmailV2 | | apiId | /providers/Microsoft.PowerApps/apis/shared\_office365 | |
| **parameters** | |  |  | | --- | --- | | emailMessage/To | heze@capitalcoreltd.com;scampbell@tsllimited.com;asulucainan@tsllimited.com;traveldesk@tsllimited.com | | emailMessage/Subject | New Travel Request - @{outputs('Get\_item\_-\_newly\_created\_item')?['body/ID']} | | emailMessage/Body | <p>Hi Travel Desk<br> <br> This is to notify you that @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']} has successfully created a new travel request.<br> <br> <br> The request is under review by the HOD/Line manager (@{outputs('Get\_item\_-\_newly\_created\_item')?['body/HeadofDepartment/Value']})<br> <br> <br> <strong>\*\*Travel Request Details:\*\*</strong><br> <br> Employee Name: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Full\_x0020\_Name/Value']}<br> Company: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Company/Value']}<br> Phone Number: @{triggerOutputs()?['body/PhoneNumber']}<br> Trip Type: @{triggerOutputs()?['body/TripType/Value']}<br> Nature of Travel: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Nature\_x0020\_of\_x0020\_Travel/Value']}<br> Job Title: @{triggerOutputs()?['body/JobTitle/Value']}<br> Arrival Airport: @{triggerOutputs()?['body/Destination\_x0020\_Airport/Value']}<br> Arrival Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date']}<br> Departure Airport: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Airport/Value']}<br> Departure Date: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date']}<br> Airport Drop-off: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Drop\_x002d\_Off\_x00/Value']}<br> Airport Pick-up: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Airport\_x0020\_Pick\_x002d\_Up\_x002/Value']}<br> Status: @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Status/Value']}<br> <br> <br> Best regards,<br> <br> <br> HR Service Delivery</p> | | emailMessage/Importance | Normal | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Start\_and\_wait\_for\_an\_approval\_-\_line\_manager\_or\_HOD](#E68DEA6AD3E0DD9868E590287AFDD7D4) [Succeeded] |

### Start\_and\_wait\_for\_an\_approval\_-\_line\_manager\_or\_HOD

|  |  |
| --- | --- |
| **Name** | Start\_and\_wait\_for\_an\_approval\_-\_line\_manager\_or\_HOD |
| **Type** | OpenApiConnectionWebhook |
| **Connection** | |  |  | | --- | --- | |  | [Approvals](https://docs.microsoft.com/connectors/approvals) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 5be74a75-19c8-47dc-a262-e80e47f20d62 | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_approvals | | operationId | StartAndWaitForAnApproval | | apiId | /providers/Microsoft.PowerApps/apis/shared\_approvals | |
| **parameters** | |  |  | | --- | --- | | approvalType | Basic | | WebhookApprovalCreationInput/title | Request for Travel Approval | | WebhookApprovalCreationInput/assignedTo | @{outputs('Get\_item\_-\_newly\_created\_item')?['body/Head\_x0020\_of\_x0020\_Department\_x/Value']}; | | WebhookApprovalCreationInput/details | @outputs('Compose-line\_manager\_or\_HOD\_email\_content') | | WebhookApprovalCreationInput/requestor | itadmin@tsllimited.com; | | WebhookApprovalCreationInput/enableNotifications | True | | WebhookApprovalCreationInput/enableReassignment | False | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_2](#A1F7AC6B4810DF6F89F9290A4E418A3D) [Failed] |

### Terminate

|  |  |
| --- | --- |
| **Name** | Terminate |
| **Type** | Terminate |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | 67cb1b7e-728d-4486-901a-6c0345d6c11e | |
| **runStatus** | Succeeded |

### Update\_item\_3

|  |  |
| --- | --- |
| **Name** | Update\_item\_3 |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [SharePoint](https://docs.microsoft.com/connectors/sharepointonline) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b3751fc3-bfd3-4f26-83c3-4194005ba03e | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_sharepointonline | | operationId | PatchItem | | apiId | /providers/Microsoft.PowerApps/apis/shared\_sharepointonline | |
| **parameters** | |  |  | | --- | --- | | dataset | @parameters('HR Service Delivery (cinsight\_HRServiceDelivery)') | | table | @parameters('Travel Request (cinsight\_TravelRequest)') | | id | @outputs('Get\_item\_-\_newly\_created\_item')?['body/ID'] | | item/PhoneNumber | @outputs('Get\_item\_-\_newly\_created\_item')?['body/PhoneNumber'] | | item/Check\_x0020\_In\_x0020\_Date | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Check\_x0020\_In\_x0020\_Date'] | | item/Check\_x0020\_Out\_x0020\_Date | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Check\_x0020\_Out\_x0020\_Date'] | | item/Departure\_x0020\_Date | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date'] | | item/Arrival\_x0020\_Date | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date'] | | item/HODApprovalComment | @variables('varHODApprovalComment') | | item/HODApprovalResponse/Value | Approved | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_to\_update\_DB](#C007C2A99D0B837E85558071316E0B75) [Failed] |

### Update\_item\_4

|  |  |
| --- | --- |
| **Name** | Update\_item\_4 |
| **Type** | OpenApiConnection |
| **Connection** | |  |  | | --- | --- | |  | [SharePoint](https://docs.microsoft.com/connectors/sharepointonline) | |
| **Inputs** | |
| **metadata** | |  |  | | --- | --- | | operationMetadataId | b3751fc3-bfd3-4f26-83c3-4194005ba03e | |
| **host** | |  |  | | --- | --- | | connectionName | shared\_sharepointonline | | operationId | PatchItem | | apiId | /providers/Microsoft.PowerApps/apis/shared\_sharepointonline | |
| **parameters** | |  |  | | --- | --- | | dataset | @parameters('HR Service Delivery (cinsight\_HRServiceDelivery)') | | table | @parameters('Travel Request (cinsight\_TravelRequest)') | | id | @outputs('Get\_item\_-\_newly\_created\_item')?['body/ID'] | | item/PhoneNumber | @outputs('Get\_item\_-\_newly\_created\_item')?['body/PhoneNumber'] | | item/Check\_x0020\_In\_x0020\_Date | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Check\_x0020\_In\_x0020\_Date'] | | item/Check\_x0020\_Out\_x0020\_Date | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Check\_x0020\_Out\_x0020\_Date'] | | item/Departure\_x0020\_Date | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Departure\_x0020\_Date'] | | item/Arrival\_x0020\_Date | @outputs('Get\_item\_-\_newly\_created\_item')?['body/Arrival\_x0020\_Date'] | | item/HODApprovalComment | @variables('varHODApprovalComment') | | item/HODApprovalResponse/Value | Rejected | |
| **authentication** | @parameters('$authentication') |
| **Next Action(s) Conditions** | [Send\_an\_email\_to\_support\_desk\_and\_travel\_desk\_if\_failed\_to\_update\_DB\_2](#75068A38B2CC68D3B3C51B78EFC31657) [Failed] |

## Detailed Flow Diagram

The following chart shows the detailed layout of the Flow

