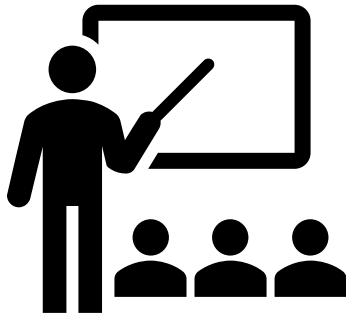




# Power Automate Beginner to Pro



# About Jonathon



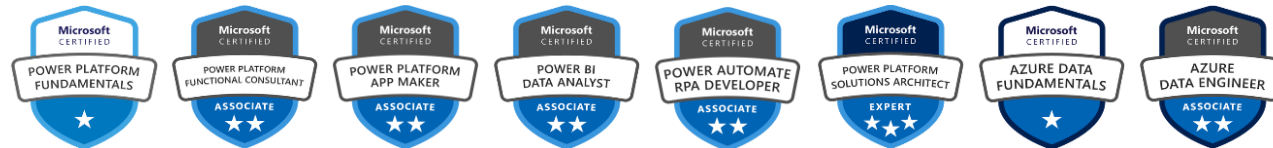
## Former Educator

Decade teaching High School advanced level  
Economics & Social Studies courses



## Power Platform Specialist

Teach public & private courses, Virtual  
Mentor, and tech editor of Power Platform  
books



# Agenda



01

Power Automate Overview

02

Flow Triggers

03

Using Conditional Logic

04

Designing Approval Flows

05

Using an HTML Table

06

Power Automate Administration



# Microsoft Power Platform

Power BI



Business Analytics

Power Apps



App Development

Power Automate



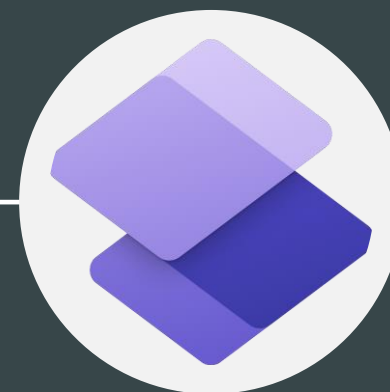
Workflow Automation

Copilot Studio



Intelligent Virtual Agents

Power Pages



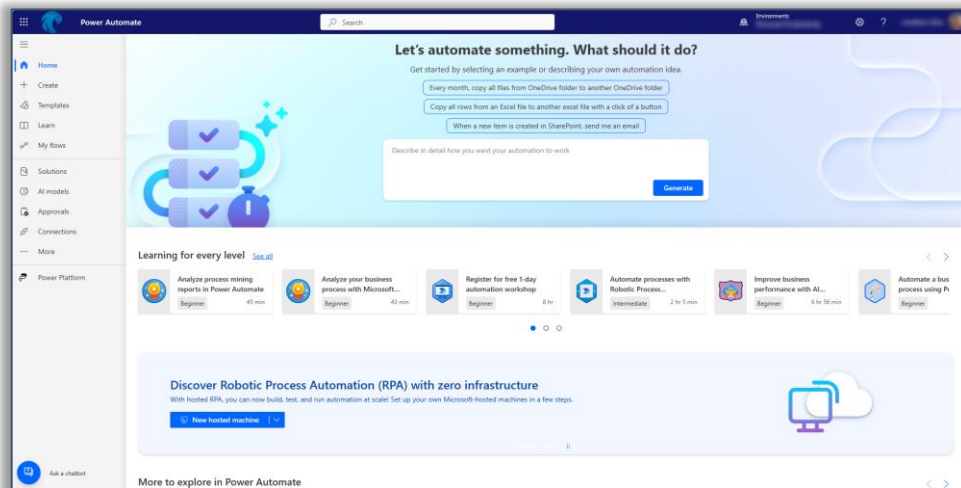
External-facing Websites



# Power Automate Options

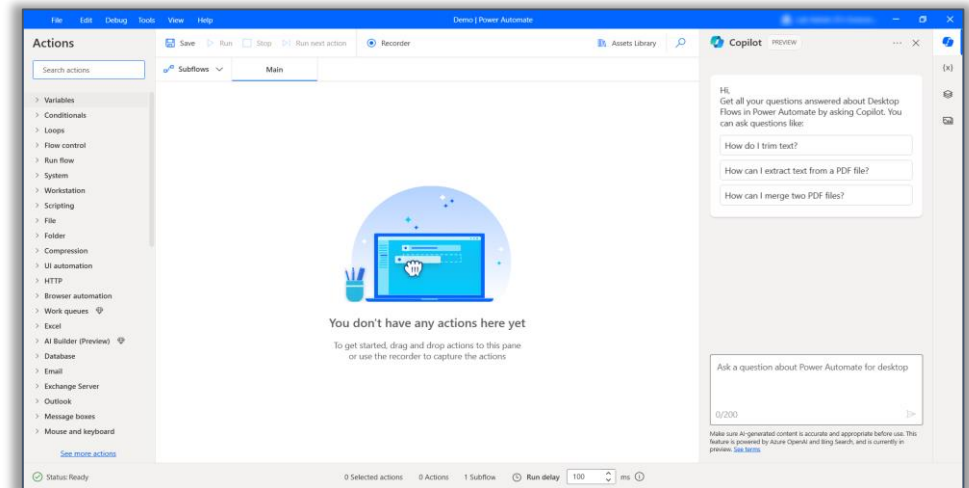
## Power Automate Cloud Portal

Cloud-based apps with an API connection



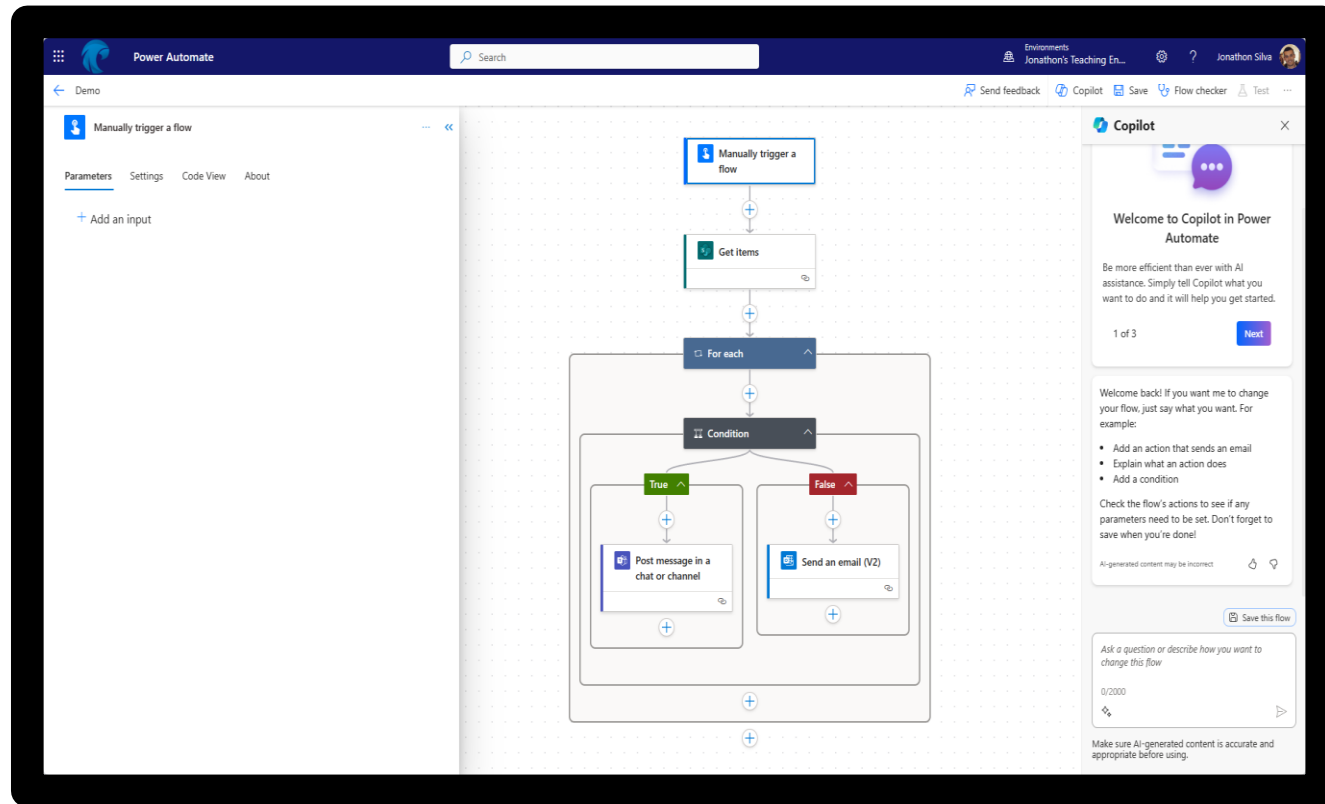
## Power Automate Desktop

Use RPA operations for desktop and browser-based actions and applications



# What is Power Automate?

Create workflows to automate routine and repetitive rule-based tasks



- Designed for business, non-technical, users as well as developers
- Streamline approval processes to automatically occur
- Integrate with other Microsoft Applications
- Increase productivity, eliminate inconsistencies, and focus on business-critical issues

# Power Automate At-a-Glance



## Home

See different informational items from Microsoft Learn and keep up to date with new releases

## Create

Create new cloud flows, desktop flows, and processes

## Templates

View and work some of the most popular pre-built flow templates to get ideas for flows to try

## Learn

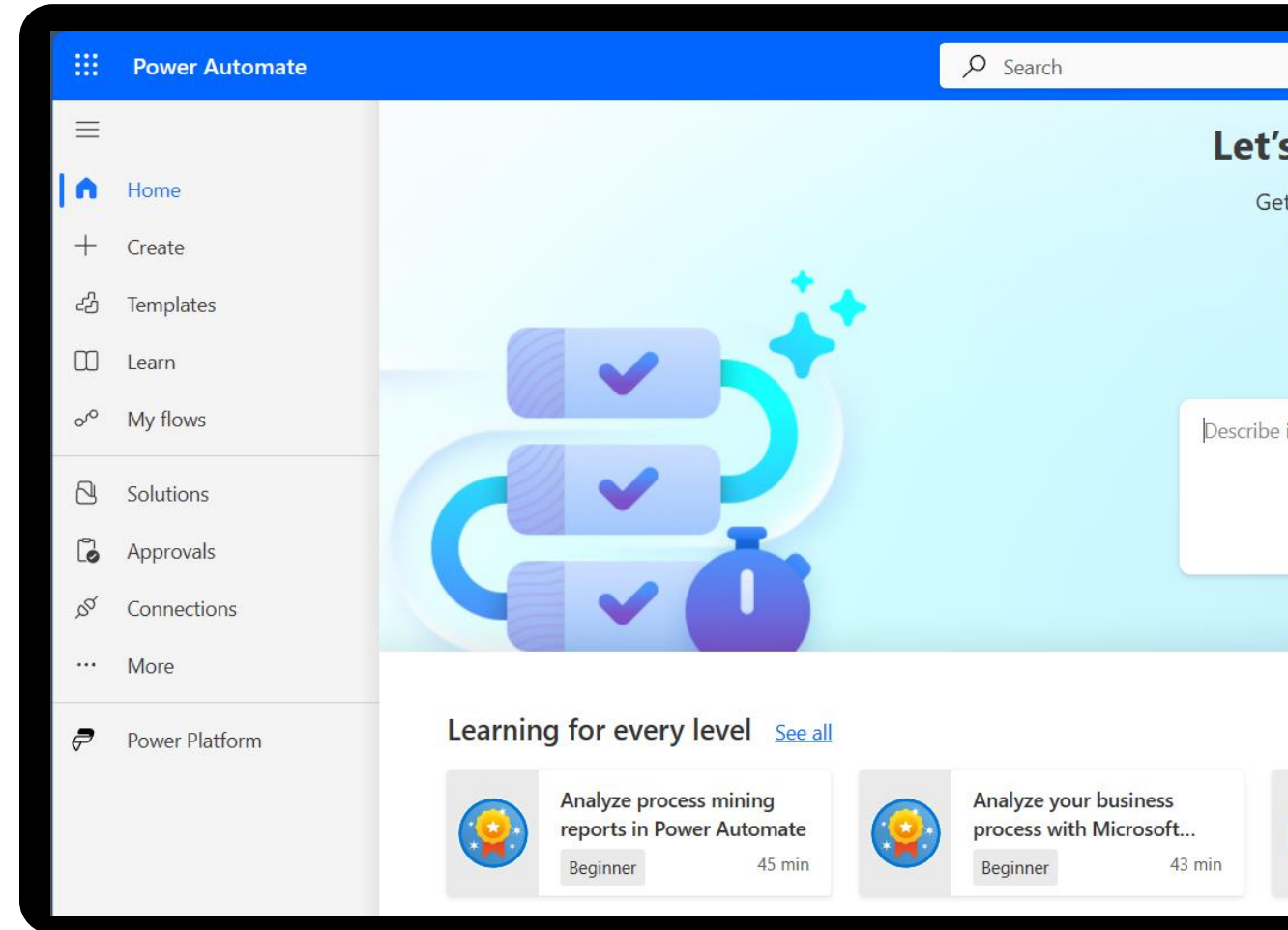
Explore the Microsoft Learn documentation

## My Flows

View all your personally created flows and those share with you

## Action Items

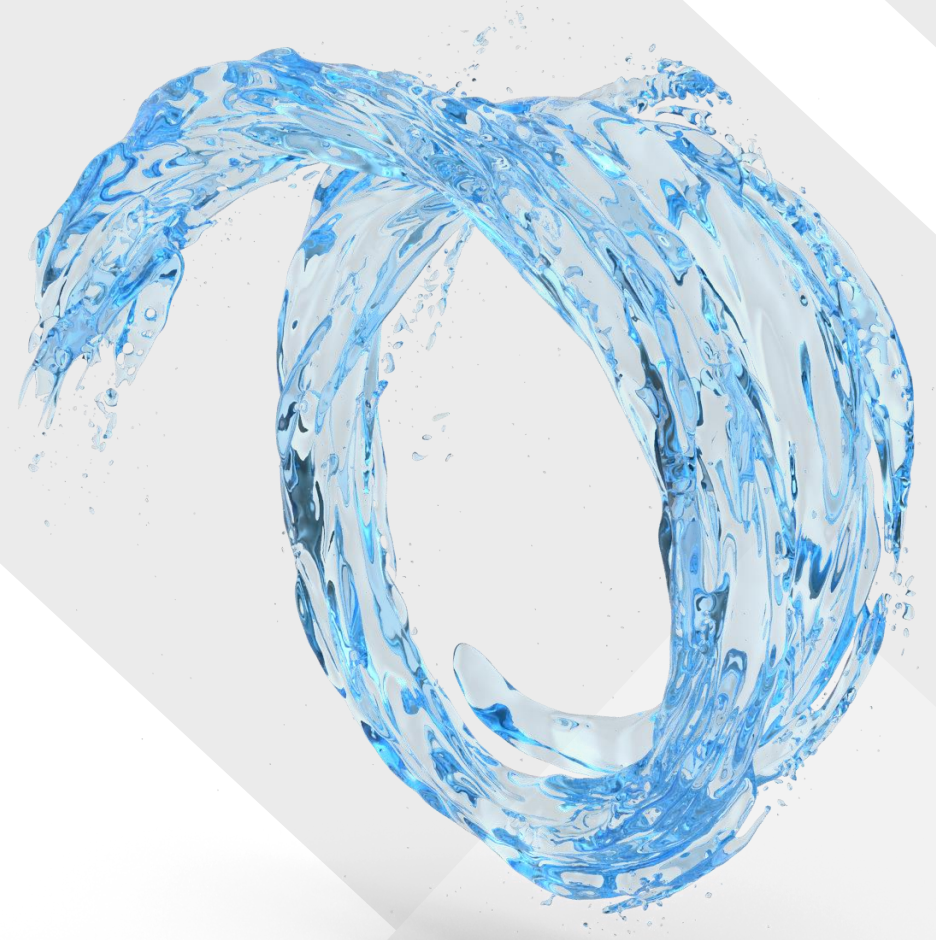
Pin and explore more items like Solutions, Approvals, Connections, Work Queues, Monitoring, Analytics, and more



# Triggers

- set the flow in motion

Followed by a series of actions that are steps within the flow run





# Power Automate Flow Triggers



## Automated Cloud Flow:

Automatically triggered by an event - like when a new email arrives in the inbox



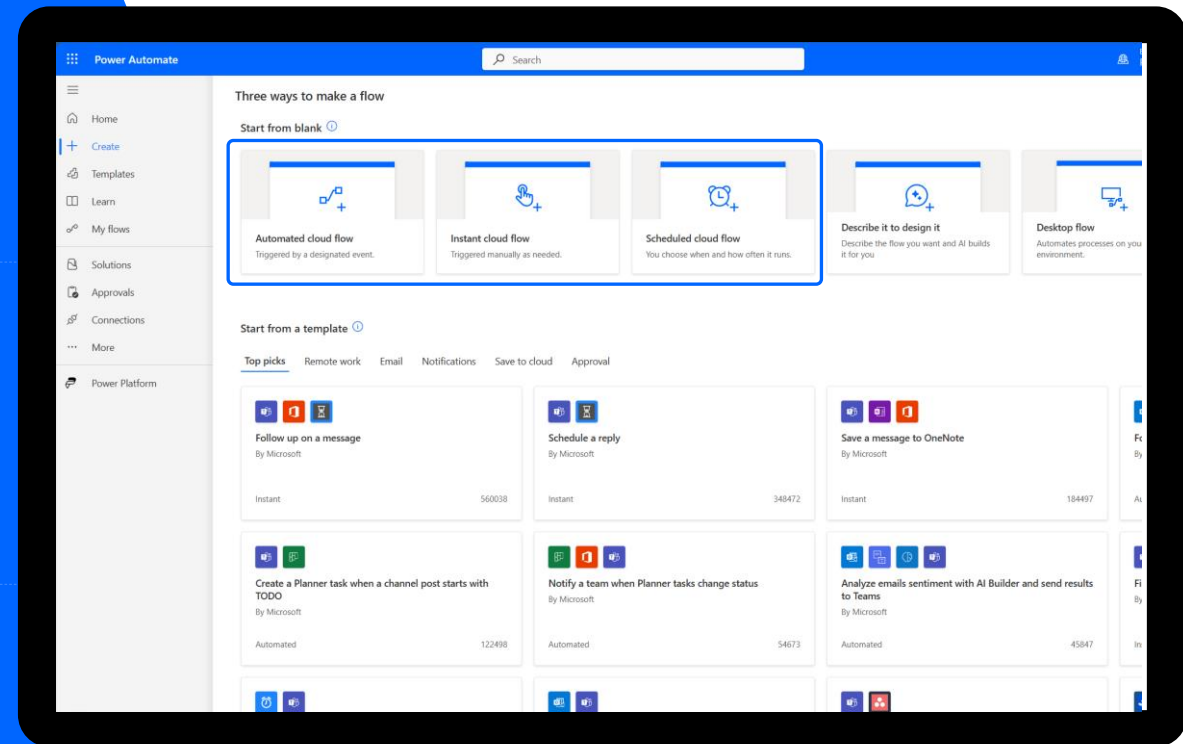
## Instant Cloud Flow:

Triggered by a manual click of a button – like when I click a button in a Power Apps



## Scheduled Cloud Flow:

Runs on a recurring, defined schedule – like every Monday and Thursday at 9:00am and 4:00pm



# Power Automate Templates



A pre-built flow that performs one or more tasks automatically after it is triggered by an event

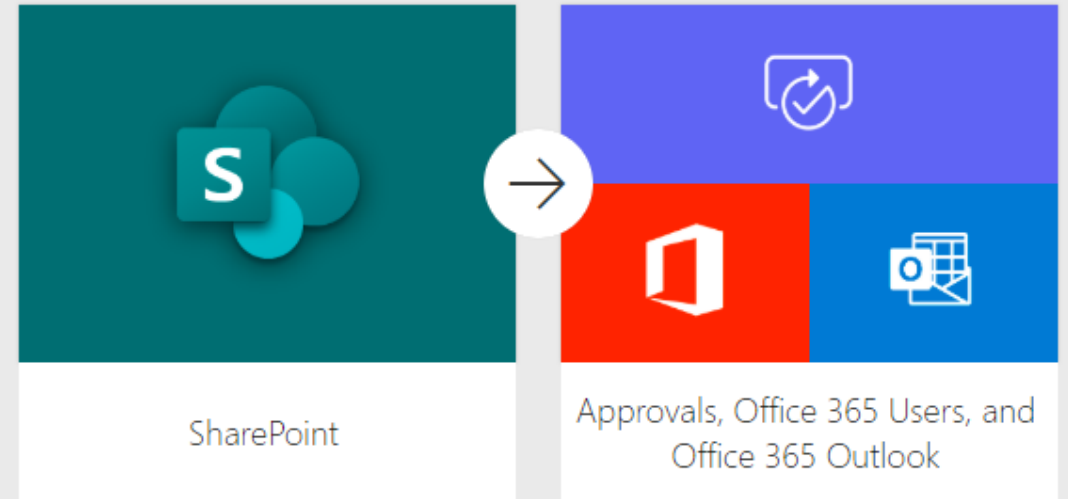


Can be modified to fit a specific need



Used as a learning tool

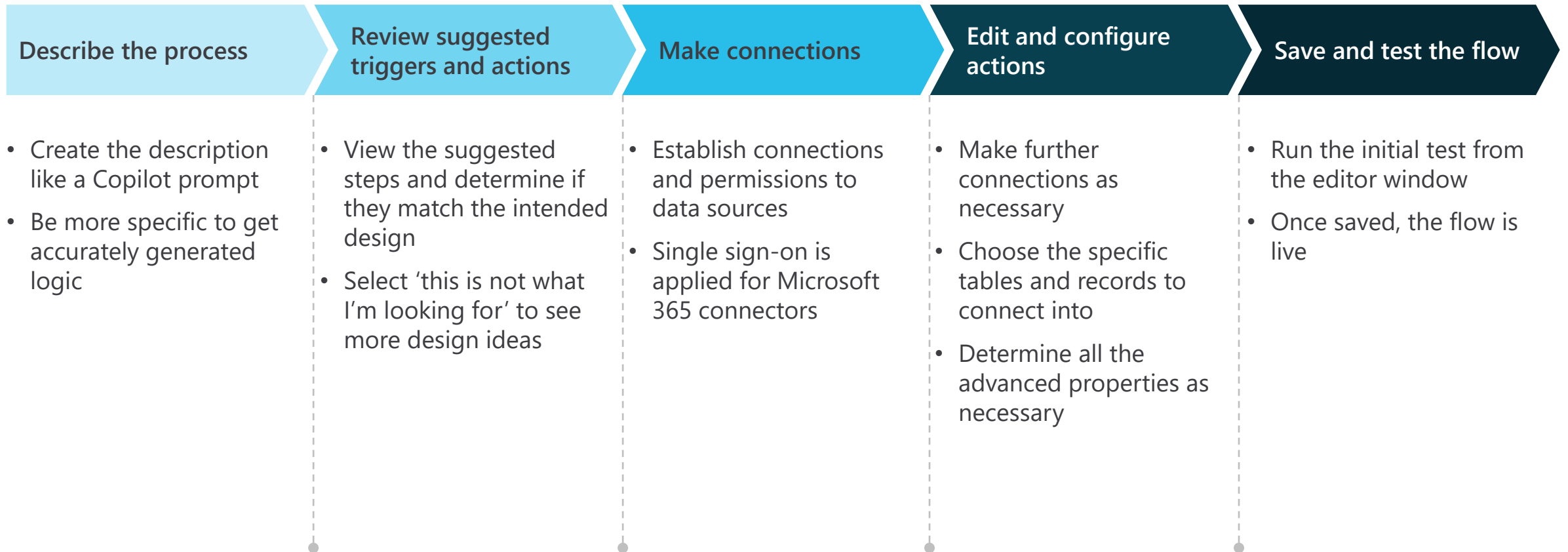
Start approval when a new item is added



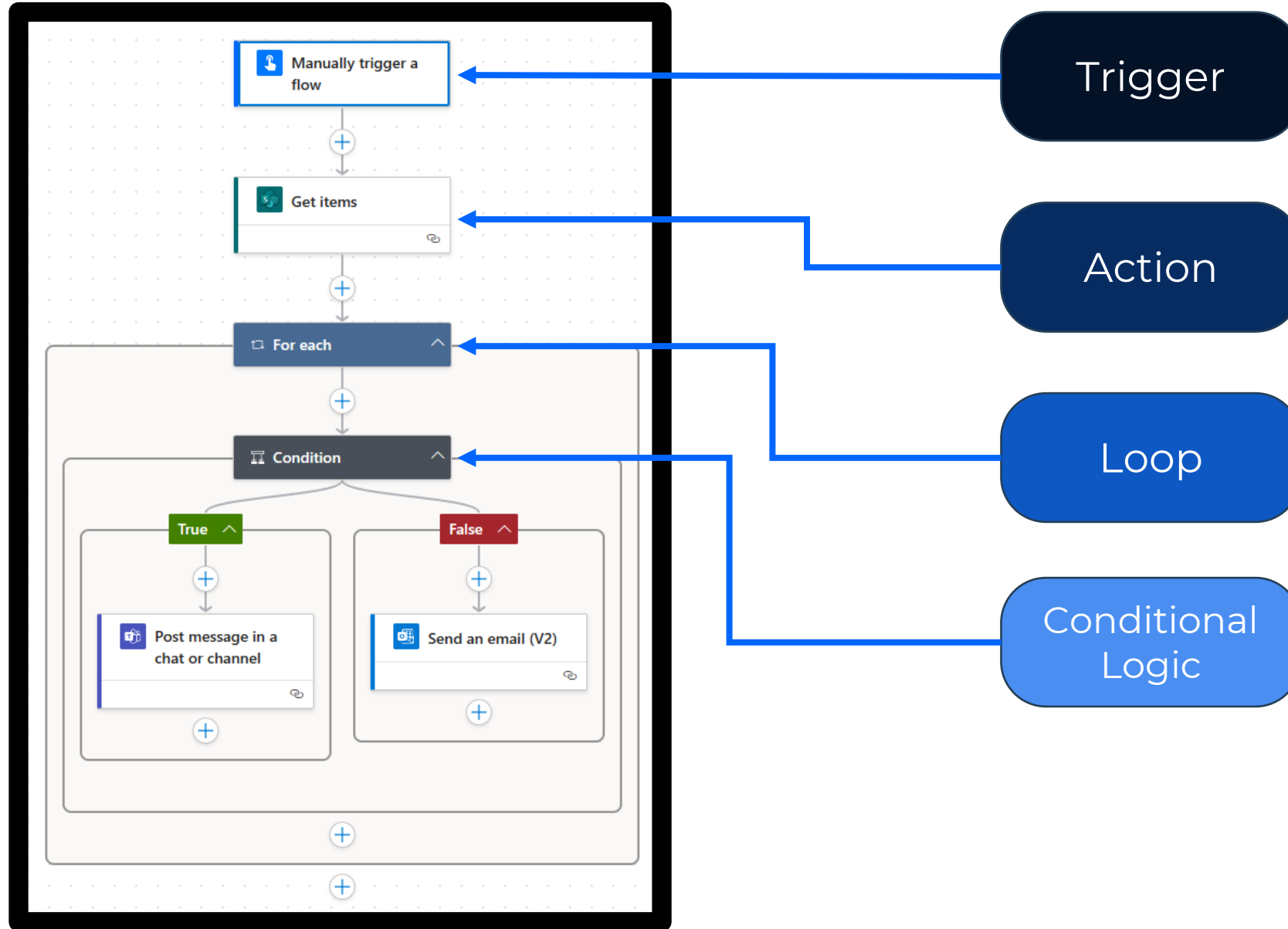
Use this template for processing approvals on SharePoint list items. The approver can view their approval requests in the Approvals Center and over email. Once an item is approved or rejected, the item creator is sent a confirmation email.

# Describe It to Design It

Create a cloud flow from a description



# Building Blocks of Cloud Flows



# Cloud Flow Conditional Logic

Using the Condition control

Provides **If then Else** logic

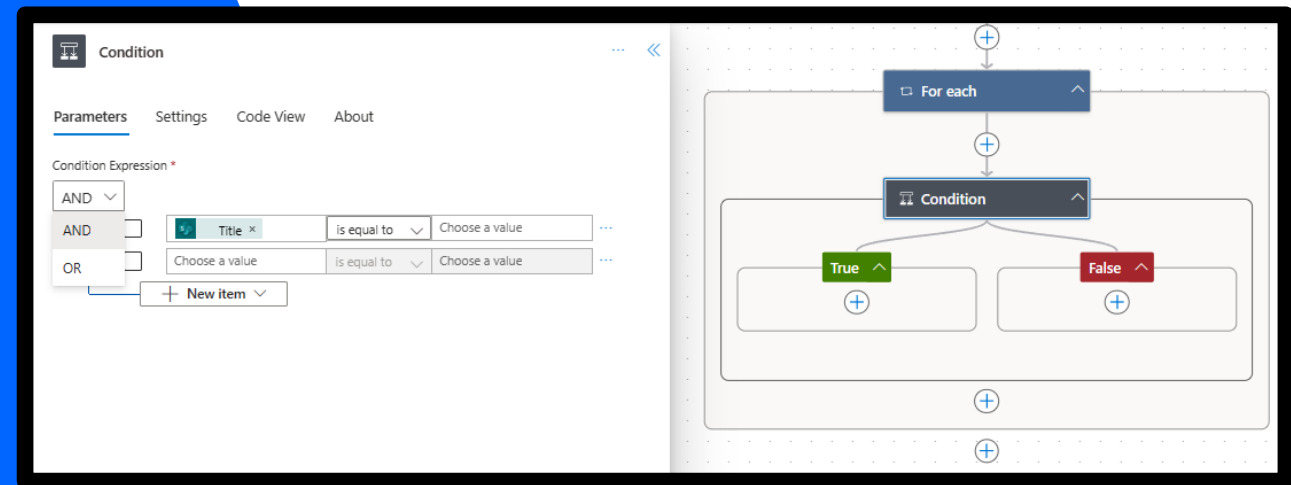
Simple or Complex

Multiple or single conditional test

AND requires all to be true

OR requires one to be true

Can be nested





# Power Automate Approvals



Quickly and easily manage the approval of documents

Incorporate O365 users and groups

Flexible design pattern and placement

Access Items, Expressions, and Variables in Dynamic Content

The image displays the configuration and flow of a 'Start and wait for an approval' action in Power Automate.

**Configuration Panel (Left):**

- Title:** Start and wait for an approval
- Parameters:**
  - Approval Type:** Approve/Reject - First to respond
  - Title:** Please review the vacation request from [First Name]
  - Assigned To:** Manager...
  - Details:** [First Name] is traveling to [Destination] beginning on [Start Date]
  - Item Link:** Add a link to the item to approve
  - Item Link Description:** Describe the link to the item

**Flow Diagram (Right):**

- The flow starts with a 'Manually trigger a flow' action.
- This is followed by the 'Start and wait for an approval' action.
- The flow then enters a 'Condition' block.
- The 'Condition' block has two paths: 'True' (green) and 'False' (red).
- Each path leads to a connector (+) for further actions.



# DEMO

## Building Cloud Flows with Power Automate

