1. Tell me about yourself

I have been working on SharePoint for over 3 years. Managing the administration and security of the SharePoint environment from managing permissions, permission levels, permission groups, target audiences, unique permissions and inheritance to authentication and authorization of internal and external users. Provide technical support in all facets of web technology from site planning, design, development, and maintenance to working with the database engineer on connections and repositories

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I am a self-starter and usually give recommendations on business practices that could enhance business efficiency. These could include moving away from excel based practices to Power App and Power Automate based processes. I am the person who gathers the requirements and build the requirements and present it back to stake holders. I am also a great team player and like working with different team members. I have also worked on migrations of SharePoint environments from on-premise (2013 and 2016) to SharePoint Online. In the process, we have converted workflows from SharePoint Designer to Power Automate and forms from InfoPath to Power Apps as well.

1. What projects have you worked on?

PROJECT 3: Power Automate – Approval Request on SharePoint List

Requirement:

HR had requested an approval process on their HR Document library on SharePoint. The requirement was that HR wanted to lock down and control the addition of new files to the HR folder. They also wanted to have an approval system in which editing of the pre-existing files such as word doc or excel doc, should be approved before publishing the modified version of the word or excel file.

Technical Steps to Build the form:

- First step is to connect the path (URL) of the HR Document folder to Power Automate. Then, we would need a conditional trigger that will start the automation. The trigger is going to be when an item is added to the HR Document folder or when an item in the HR Document is modified

- When the item is added or modified, immediately the new changes are frozen, and the owners of the HR file will get an approval request to approve or deny the new addition of documents into the HR document folder.

- After the decision, if the changes were approved – the file will be published but if the changes were denied the older version will stay the same.

3. How do you describe the Power Platform?

Power Platform is to provide a collection of apps customers can use to surface, manipulate, automate and analyze data.

4. What is Power Apps?

* Power Apps – Used to build powerful mobile apps for internal use by the organization

5. What is Power Automate?

* Power Automate – Used to design automated workflows to reduce manual tasks

6. What is Power BI?

* Power BI – Used to analyze data from different data sources

7. How do you describe SharePoint?

Organizations use Microsoft SharePoint to create websites. You can use it as a secure place to store, organize, share, and access information from any device.

8. How many were in your team at work?

6 people, 2 on sharepoint 2 on power platform, 1 outlook,

9. What is your day-to-day activity?