Identify basic Power Automate components

42. Describe use cases for cloud and desktop flows

- There are three basic flow types:
- Event driven flows
  - Build a trigger, and then some actions.
  - Called "My flow" (one owner) and "Team flows" (multiple owners).
  - These are divided into:
    - Automated flows – triggered by an event: new email, Twitter posts, request for leave (approval flows).
    - Scheduled flows – repeat every X minutes/hours/days/weeks
    - Instant flows – start with a tap of a button
- Business process flows
  - Used with Model-driven Apps and the Dataverse.
  - Define up to 30 stages, each with individual steps, to get to a desired outcome.
- Desktop flow
  - Robotic Process Automation (RPA)
  - Record yourself performing actions in your desktop or on the web.
  - Trigger a flow to repeat that action.
  - Data can be passed in or out of the process as well, automating more manual processes.

43. Describe use cases for and available templates

- Use cases:
  - Automation of repetitive tasks, including desktop-based processes.
    - Moving data from one system to another
  - A process for users to follow
  - Connecting to external data sources, with over 200 connectors, such as
    - SharePoint,
    - Office 365 Outlook,
    - OneDrive,
    - Twitter,
    - DropBox
    - Microsoft Dataverse,
    - Salesforce,
    - Dynamics 365,
    - Google Drive
- Top picks templates include:
  - Save Office 365 email attachments to OneDrive for Business
  - Get a push notification when you receive an email from your boss.
  - Get today's weather forecast (Instant).
  - Send a customized email when a new file is added to SharePoint document library.
  - Click a button to email a note.

- Get a push notification with updates from a blog.
- Post messages to Teams when a new task is created in Planner.

45. Describe approvals in Power Automate

- A trigger is launched:
    - Maybe a request has been made in SharePoint.
- An email request is sent to the approver and the approval center.
- Approval decision is made (approve or reject)
- Email sent to approval center
- Item updated.

46. Describe the Power Automate apps, including Power Automate for Desktop, Power Automate mobile, and the Power Automate portal

- Power Automate Portal is the portal that we have been using throughout this course.
    - You go to the Power Automate Portal by going to http://flow.microsoft.com
    - You can create flows, either from scratch or from a template.
    - You can see and run your flows, delete flows and turn them on and off, and see your Run history in the "My flows" list.
    - Add triggers and actions in the Flow designer.
- Power Automate mobile can be downloaded from https://flow.microsoft.com/en-us/mobile/download/
- You can:
    - Create new automated flows, and turn flows on and or
    - Use buttons to run your workflows, and
    - Get push notifications, so you can instantly respond to critical emails, get notifications when a file is added or updated, or when a particular keyword was retweeted.
    - Grant approvals,
    - Monitor flow activity from the Activity Feed.
- Power Automate Desktop allows you to create attended and unattended desktop flows.
    - Attended desktop flows are executed by a user in front of their computer.
        - You need to be logged in to your computer, and you execute it.
    - Unattended desktop flows are run by Power Automate automation for a user.
        - You need to be logged out, and Power Automate executes it.
- It is included in Windows 11, and you can download it for Windows 10.
    - Download from https://powerautomate.microsoft.com/en-us/desktop/
    - It can also be run on Windows Server 2016 or later.
- It allows you to:
    - Work across multiple apps, such as SharePoint, Microsoft Excel, Microsoft Outlook and websites.
    - Consolidate data from database, webpages, Excel files, PDFs and other file types.
    - Automate your work,

- Click UI elements, select tabs in a window or menu options, drag and drop elements or a tree node.
- Fill forms by filling in text fields and drop-down lists, selecting buttons and checkboxes.
- Organize documents using dedicated files and folders actions
- Extract data from websites and store them in Microsoft Excel
- Access websites
  - Create tabs in a browser, click web links, close web pages, extract data and take screenshots.
- Process emails
  - Launch and close Outlook, retrieve, send, process, save and respond to Outlook mail messages.
- Extract information from invoices
  - Extract images and text from PDFs.

Build a basic Power Automate flow

49. Create a flow by using the button, automated, or scheduled flow template

- Button
  - Run when a virtual button is pressed on the mobile app.
  - Run when a physical button is clicked with 3rd party options.
  - Run when a button is pressed inside of Power Apps.
  - Allows you to run on demand.
- Automated
  - Run when data is changed.
    - SharePoint, Dynamics, Outlook
- Schedule
  - Run at a certain time, and reoccurs.

50. Modify a flow

- Edit Flow to modify a flow
- "List runs" shows the run history.
- "Flow checker" gives you insights into questions raised by best practice.
  - "Which areas may be performance/reliability risk?"
- You can Test the flow by clicking "Test".
  - It will show the flow while running.
  - You can:
    - Perform the trigger action manually,
    - Use data from previous runs,
    - Use new data using connectors, such as Office 365 Outlook, SQL Server, Gmail and Outlook.com.

51. Describe loops and conditions including switch, do until, and apply to each

- Loops
  - Runs an action until the end of the loop, then moves on to the next step in the flow.
- Switch
  - What to run next, based on conditions from input.
- Do Until
  - Runs an action until a condition is TRUE.
- Apply to each.
  - Runs a set of actions for each item in an array.