



Power Platform

App in a Day

Module 4: Power Automate

Hands-on Lab Step-by-Step

May 2021

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Power Automate

Lab Prerequisites

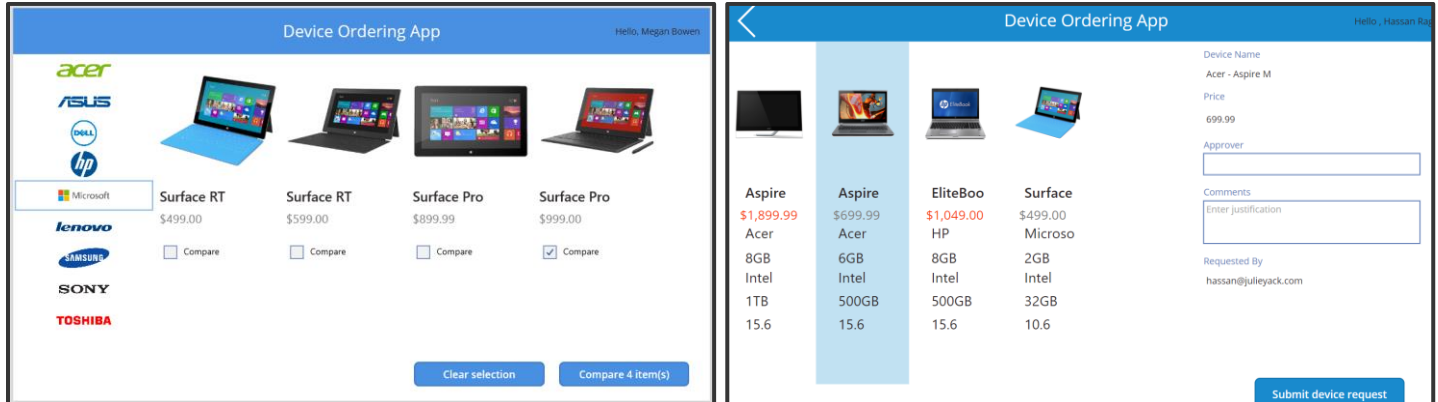
This is the fourth lab in a five-part series covering Power Apps, Microsoft Dataverse, and Power Automate. The assumption is that you have successfully completed the first three modules, or at least the initial part of setting up an environment as described in the overview – “**00-AppInADay Lab Overview.pdf**”.

If you have not completed the previous modules, you can use the partially completed version of the lab package in the “\Completed\Module3” folder. Follow the instructions in the document “Importing Module 3 Completed” before proceeding with this module, which will provision the app and the Microsoft Dataverse Table into your environment.

Integrating a Power Apps App with Power Automate

In this lab, you will create a flow that uses the Modern Approvals service to automate the approval workflow – it will send an email to the selected approver and take an action based on their response.

You should already have an app with these two screens:



Exercise 1: Create Approval Request Flow

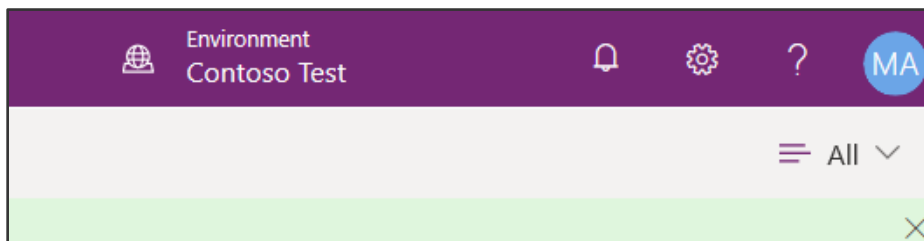
The flow will trigger when a new item is added to the **Device Order** Table in the Microsoft Dataverse.

- It will use the Approvals Service to send an approval request.
- The approver will receive an email with options to Approve or Rejects and add comments.
- Once the approver responds, the record in the Device Order table will be updated with the appropriate approval status and comments.
- An email will be sent to the requester informing them whether the device was approved or rejected.

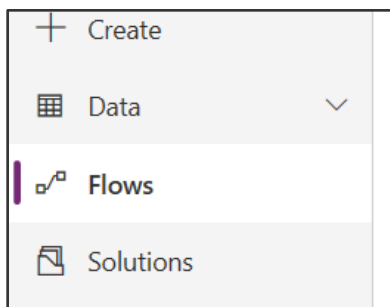
There are two ways to create a flow – from blank or from a template. In this lab, we will create the approval flow starting with a blank flow.

Task 1: Login on Power Apps website and create a flow

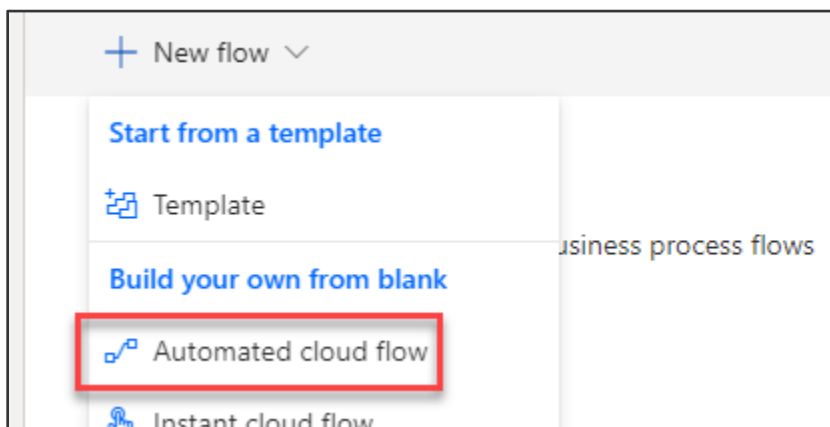
1. Navigate to [Make Power Apps](#) and make sure you are in the correct environment.



2. Select **Flows**.



3. Click **New** and select **Automated – cloud flow**.



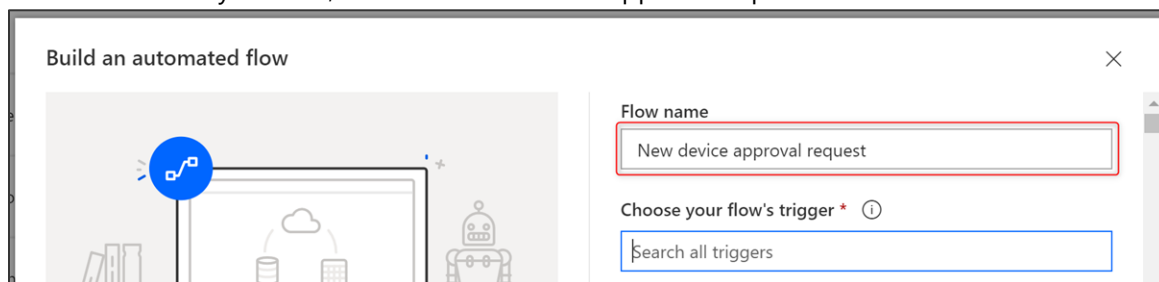
Task 2: Configure the trigger

The first thing you will need to configure is the trigger, i.e. when should this flow run. A flow can be triggered:

- a. manually from a Power Apps app,
- b. manually from a flow button,
- c. on a fixed schedule, or
- d. when an event occurs, such as a new item being added to a table, a new email arriving in a user's inbox, a new tweet being posted that meets certain conditions, etc.

In this scenario, we will configure the flow to trigger when a **new item is added** to the **Device Order Table** table in the **Microsoft Dataverse**

1. **Enter a name** for your flow, such as – “New device approval request”









2. In the **Choose your flow's trigger** box, search for when a row is added and select **When a row is added modified, or deleted**.

Flow name

New device approval request


Choose your flow's trigger * ⓘ

when a row is ✕

- ☒  When a row is added, modified or d... ⓘ
Microsoft Dataverse
-  When a feed item is published ⓘ
RSS
-  When a file is created in a folder ⓘ
SharePoint
-  When a file is created or modified in... ⓘ
SharePoint
-  When a new section is created ⓘ
OneNote (Business)
-  When an item is deleted ⓘ
SharePoint

[Skip](#) [Create](#) [Cancel](#)

3. Click **Create**
4. Select **Create** for Change type
5. Click the **Table Name** drop-down and select **Device Orders**. You can type "device orders" to search for it.
6. Click the **Scope** drop-down and select **Organization**. Scope allows you to limit when your flow will run, for example you could choose User and it would only run for orders you create. In this case you are choosing organization because you want this flow to run for records created by anyone in your entire organization.

 When a row is added, modified or deleted ...

* Change type ▼

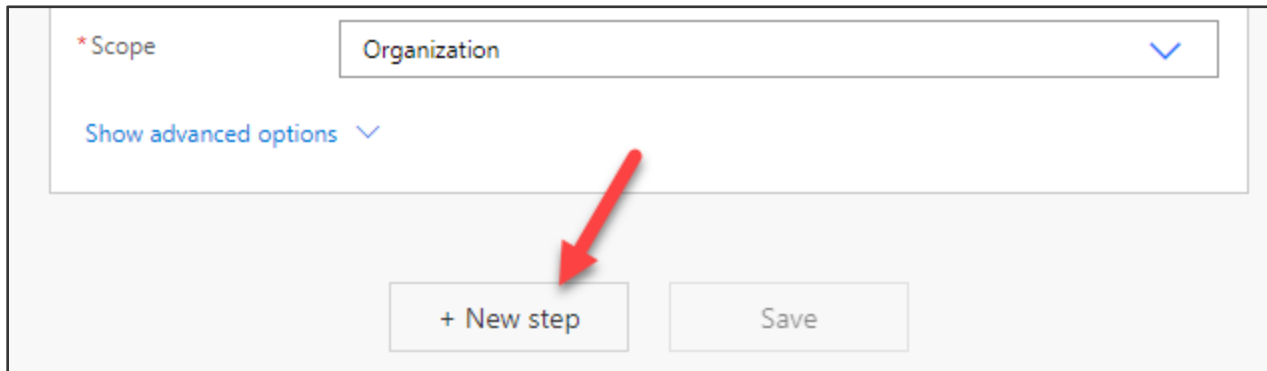
* Table name ▼

* Scope ▼

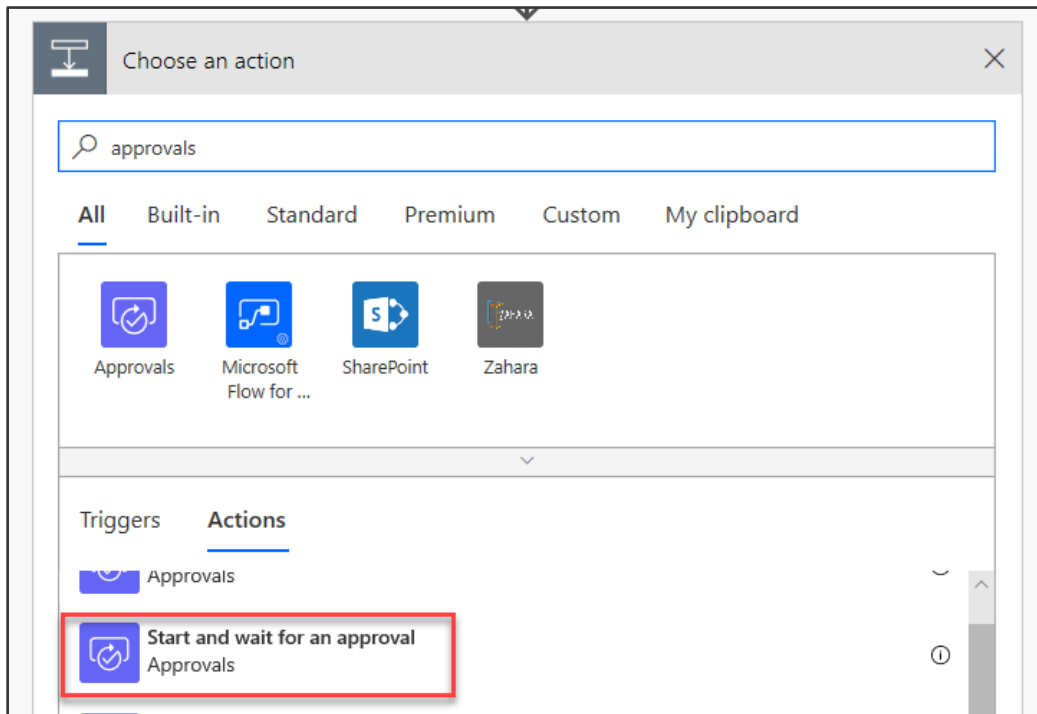
[Show advanced options](#) ▼

Task 3: Add action to send an approval request

1. Click **+ New step**.

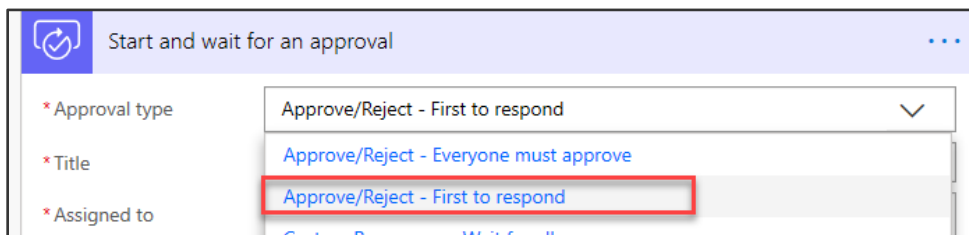


2. Search for **Approvals** and select **Start and wait for an approval**.



This will use the modern approval service. For more information see the blog post at [Flow Modern Approvals](#).

3. In the **Approval type** dropdown select **Approve/Reject - First to Respond**.



4. For the Title, we will add some text and one variable. This variable will contain the Device Name of the device order request. Enter **New device request for** in the **Title** text box.

5. Select **Device Name** for the **Dynamic content**.

Note: if the Dynamic content box is not visible, click the Add dynamic content button -

6. Select the **Assigned to** field, select click **Approver**. Click on the **Add dynamic content** button to show/hide the dynamic content pane.

You might get a warning message about this field being optional. Ignore it and ignore similar warnings in future.

Note: Recall from the earlier lab that this will be the approver's email address.

7. Click **Show Advanced Options**.

* Assigned to: Approver x ; Add dynamic content +

Details: Markdown supported (see <https://aka.ms/approvaldetails>)

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

Show advanced options v

8. Select the **Requestor** field and select **Requested By**

Item link: Add a link to the item to approve

Item link description: Describe the link to the item

Requestor: Requested By x ; Add dynamic content +

Enable notifications: Yes v

Enable reassignment: Yes v

Attachments Name - 1: Attachment name

Attachments Content - 1: Attachment content

+ Add new item

Hide advanced options ^

Dynamic content pane:

Dynamic content	Expression
requested	
When a row is added, modified or deleted	
Request Date	
Requested By	

9. In the **Details** field, type **A new device has been requested** and hit <Enter>.

Start and wait for an approval

* Approval type: Approve/Reject - First to respond v

* Title: New device request for Device Name x

* Assigned to: Approver x ;

Details: A new device has been requested

Add dynamic content +

10. Select **Device Name** from the Dynamic content pane.

The screenshot shows the 'Details' pane of a Power Automate flow. The message 'A new device has been requested' is displayed. Below the message, the 'Device Name' dynamic content is selected and highlighted with a red box. The 'Dynamic content' pane on the right shows 'Device Name' as the selected item, with a red box around it.

11. Type , \$ and select **Price**. You may need to click the "See More" option under the dynamic content search bar in order to see the Price option.

The screenshot shows the 'Details' pane of a Power Automate flow. The message 'A new device has been requested' is displayed. Below the message, the 'Device Name' and 'Price' dynamic contents are selected and highlighted with a red box. The 'Dynamic content' pane on the right shows 'Price' as the selected item, with a red box around it.

12. Hit Enter and type **Department Contribution: \$**

13. Select **Department Contribution**.

The screenshot shows the 'Details' pane of a Power Automate flow. The message 'A new device has been requested' is displayed. Below the message, the 'Device Name', 'Price', and 'Department Contribution' dynamic contents are selected and highlighted with a red box. The 'Dynamic content' pane on the right shows 'Department Contribution' as the selected item, with a red box around it.

14. Hit Enter, type **Comments:** and select **Comments**.

Details

A new device has been requested

Device Name x Price x

Department Contribution: \$ Department C... x

Comments: Comments x

Add dynamic content +

Item link

Add a link to the item to approve

Item link description

Describe the link to the item

Requestor

Requested By x ;

Enable notifications

Yes

Enable reassignment

Yes

Add dynamic content from the apps and connectors used in this flow.

Dynamic content Expression

comment

When a row is added, modified or deleted

Comments

15. Your **Flow** will now look like the image below.

When a row is added, modified or deleted

* Change type

Create

* Table name

Device Orders

* Scope

Organization

Show advanced options

Start and wait for an approval

* Approval type

Approve/Reject - First to respond

* Title

New device request for Device Name x

* Assigned to

Approver x ;

Details

A new device has been requested

Device Name x Price x

Department Contribution: \$ Department C... x

Comments: Comments x

Item link

Add a link to the item to approve

Item link description

Describe the link to the item

Requestor

Requested By x ;

Enable notifications

Yes

Enable reassignment

Yes

16. **Save** your flow

Note: When creating your own approval flows, you may additionally include a clickable link that will be displayed in the approval email. In this scenario, for example, you could include a link to view device details in an online catalogue. You would include the **Item link** and **Item link description**.

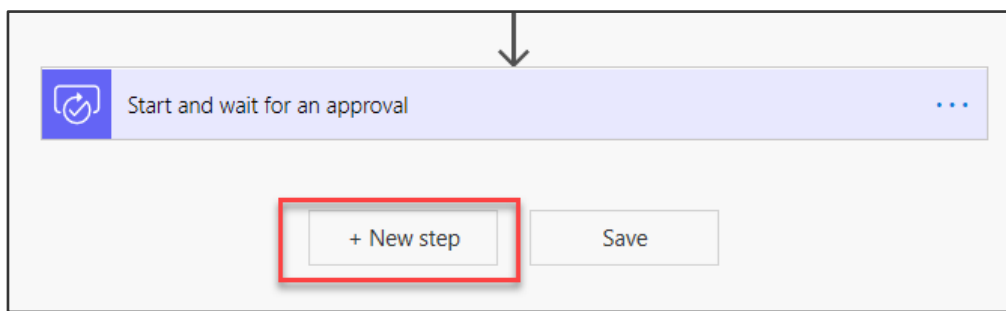
Note: You could also set the **Item link** to deep link into a Power Apps app to view more details about the request. In this scenario, you might pass an OrderID or a DeviceID as a URL parameter. Power Apps accepts URL parameters, see [Flow URL Parameters](#) for more details.

Exercise 2: Conditional Logic

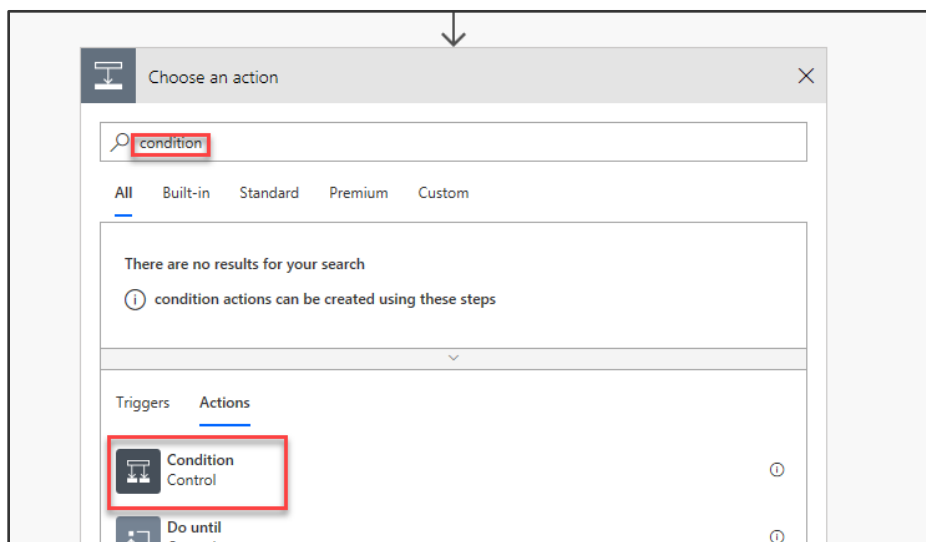
In flow, you can add conditions to take different actions depending on a certain result, in this case, whether the request was approved or rejected.

Task 1: Add conditional logic to flow

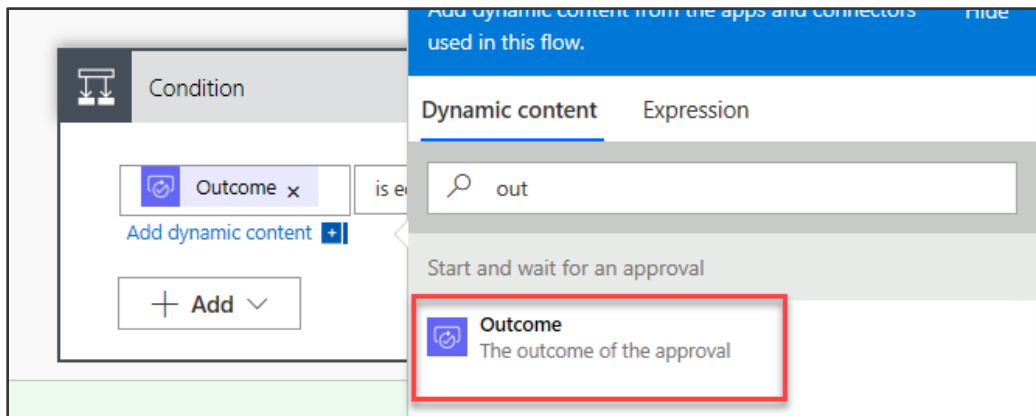
1. Click **+ New step**.



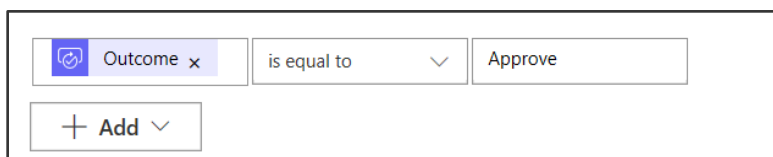
2. Search for **Condition** and select it.



3. Click in the left edit box that says, "Choose a value" and select **Outcome** from the dynamic content pane. You may need to press the "+" icon below the edit box to hide the dynamic content pane.



4. Select **is equal to** for condition and type **Approve** for **Value**.



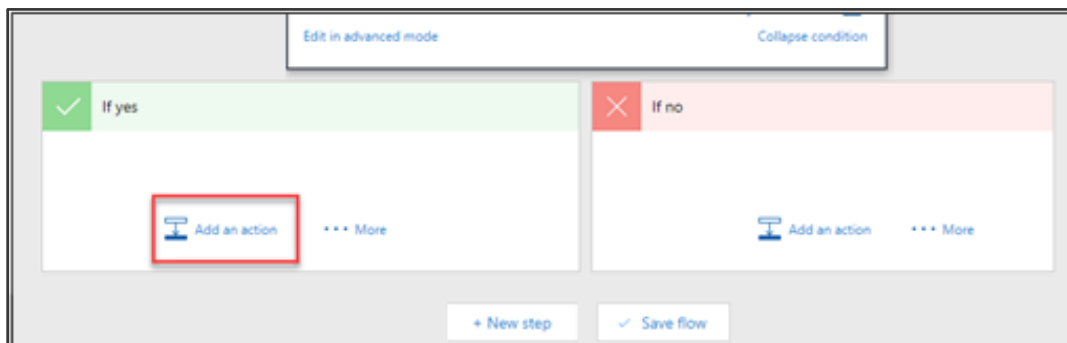
Task 2: Add conditional logic to flow

We will now configure what actions to perform if the response is approved or not – YES branch vs. NO branch.

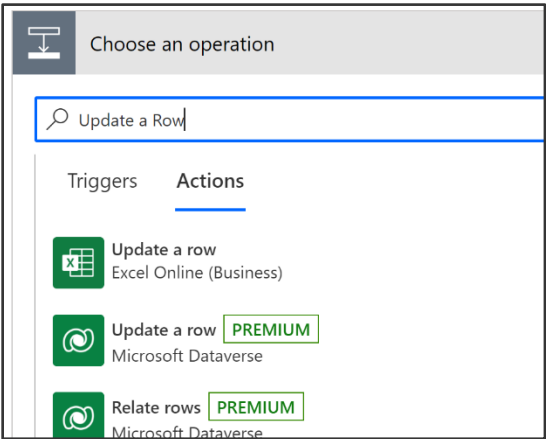
We will add two actions:

- a. Update the record in the Device Order table
- b. Send an email to the employee who requested the device

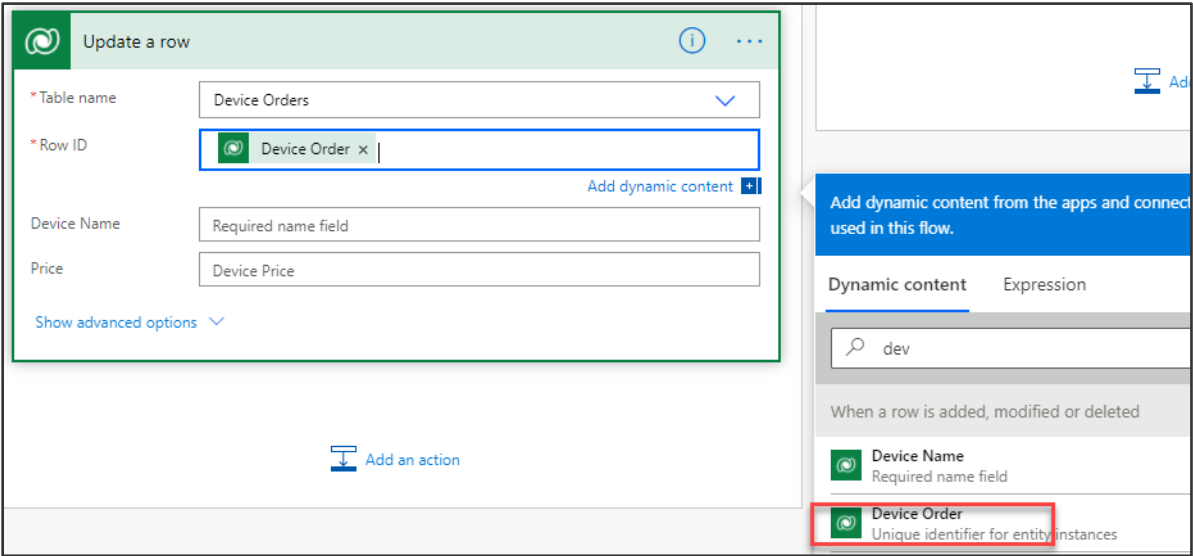
1. In the left **If yes** box, click **Add an action**



2. Search for **Update a Row** and select **Update a Row Microsoft Dataverse**

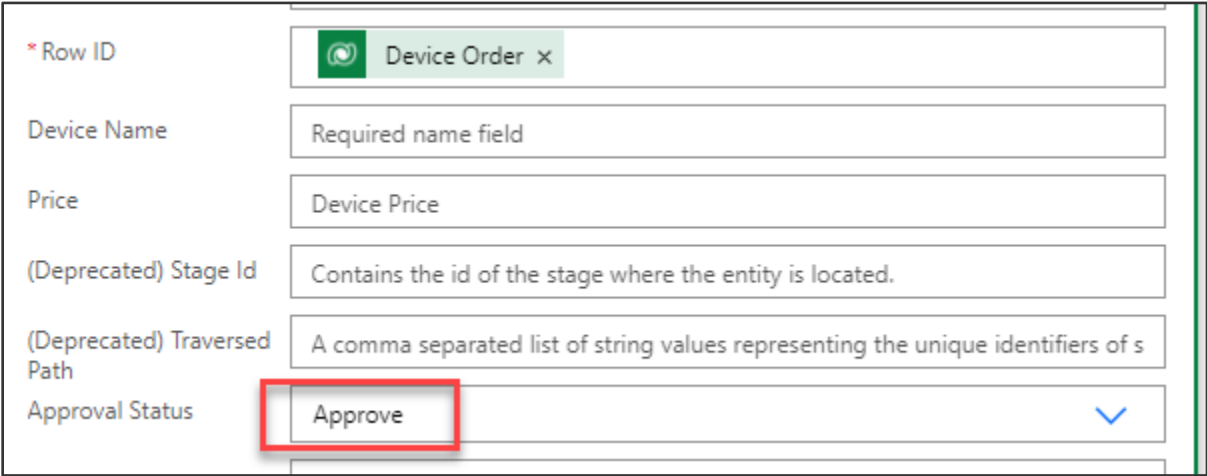


- 3. Select **Device Orders** for **Table Name**.
- 4. Click on the **Row ID** and select Device Order from the Dynamic content pane.



This is the unique lookup ID for the record (or row) that was created.

- 5. Click **Show advanced options**.
- 6. Select **Approve** from the **Approval Status** drop-down.



7. Select the **Approved Date** field and select the **Expression** tab.

The screenshot shows the configuration pane for a flow. The 'Approved Date' field is selected, and the 'Expression' tab is active in the dynamic content pane on the right. A red arrow points to the 'Expression' tab.

8. Type **utcNow()** and click **OK**.

The screenshot shows the configuration pane with 'utcNow()' entered in the 'Approved Date' field. The 'OK' button in the dynamic content pane is highlighted with a red arrow.

9. In the Comments column, we want to preserve the earlier comments. To do so, select the **Comments** column and select **Comments** from the Dynamic content pane.
10. Save the flow.

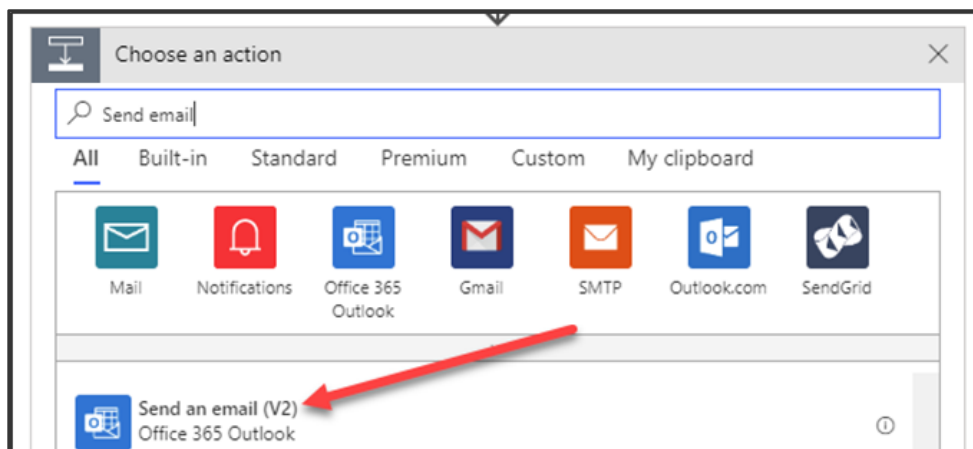
Task 3: Add another action

You will now add the send email action to the If Yes branch.

1. From within the yes branch, Click **Add an Action**.

The screenshot shows the flow editor with the 'If yes' branch selected. The 'Add an action' button is highlighted with a red arrow.

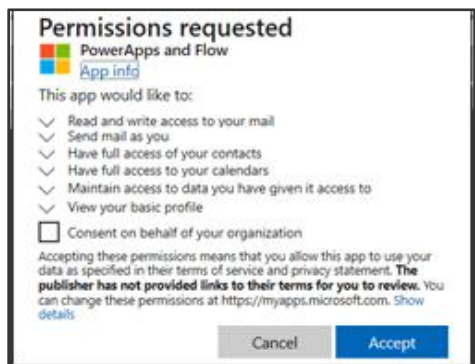
2. Search for **send email** and select **Send an email (V2) – Office 365 Outlook**.



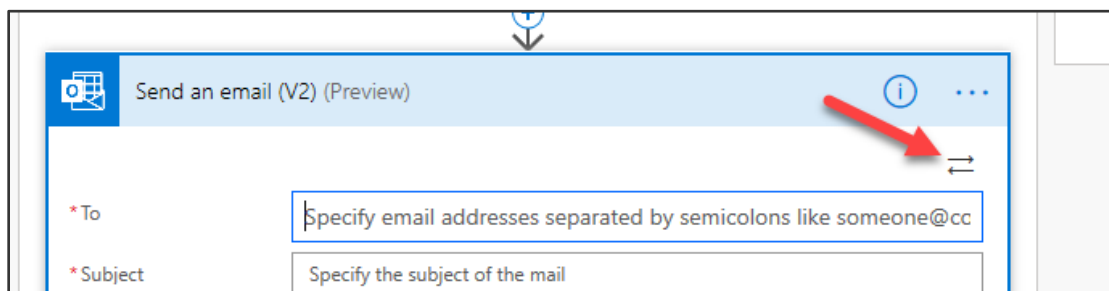
3. Click **Sign in**.



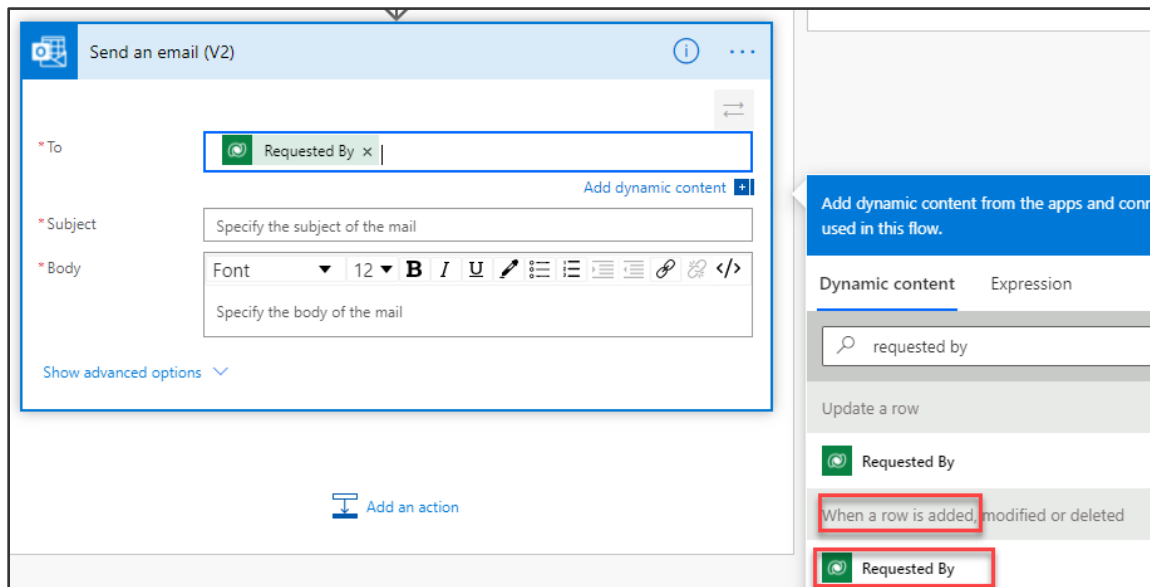
4. Click **Accept**.



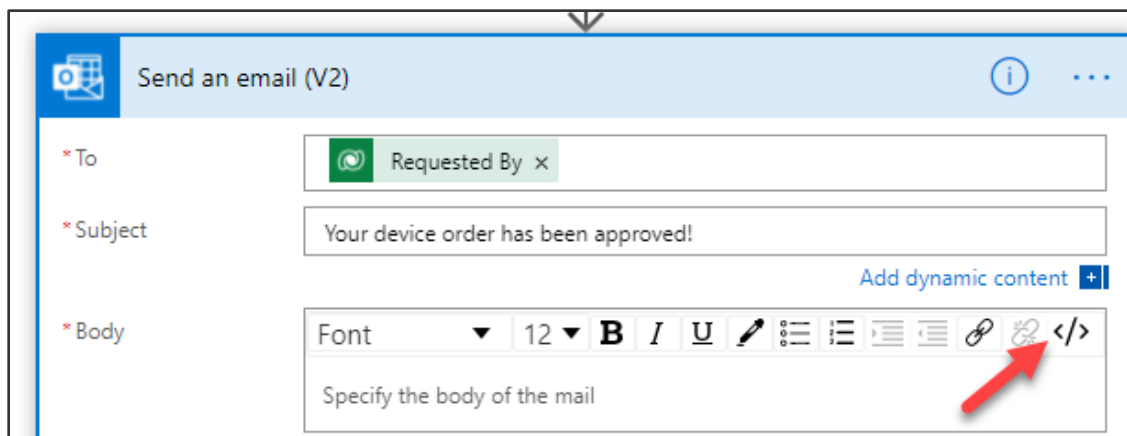
5. Click on the **To** field and click **Switch to Advanced Mode**.



6. Select **Requested By** for **To**. Select from under the **When a record is added** action.



7. Type **Your device order has been approved!** for **Subject**.
8. Click on the **Code View** button.



9. Set the **Body** value as shown below:
- Select **Device Name** and **Estimated Ship Date** from the **When a record is added** action.

Send an email (V2)

*To: Requested By x

*Subject: Your device order has been approved!

*Body:

</>

Your device has been approved Device Name x </br>

Estimated ship date: Estimated Ship Date x </br>

Response summary x

Show advanced options v

Note: If you do not have an Office 365 mailbox setup, you can use one of the other connectors to send the email, such as Outlook.com, Gmail or SendGrid.

10. Click **Save**.

Exercise 3: Test the cloud flow

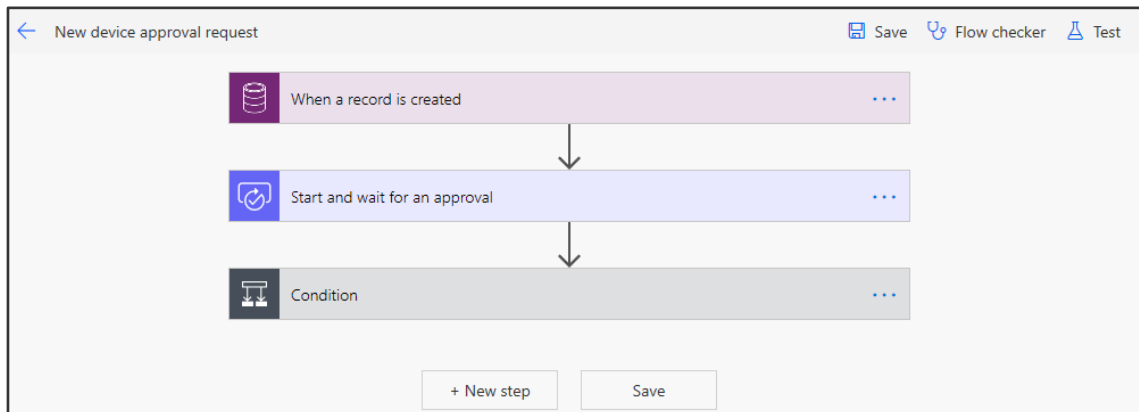
To test the flow, you will:

- Run the Device Ordering app and submit an approval request
- Verify the request was sent to the approver
- Approve the request
- Verify that the Microsoft Dataverse record was updated, and an email was sent back to the requestor

Task 1: Test the cloud flow

Note: When a new device record is added to the Device Order Table in Microsoft Dataverse, it may take up to ten minutes for the flow to trigger. To ensure the flow runs immediately, select the **Test** option in the top right and select the **“Manually”** option. Then go ahead and submit a device request. The flow should run immediately.

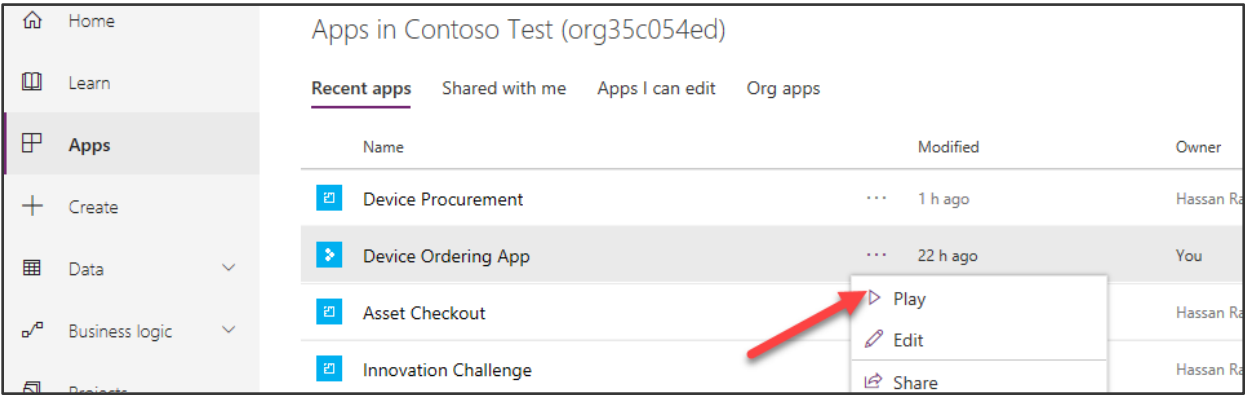
Note: You may see a warning in the Flow checker that the Power Automate Approvals has not been installed for your environment. Run the flow to initiate provisioning the Power Automate Approvals.



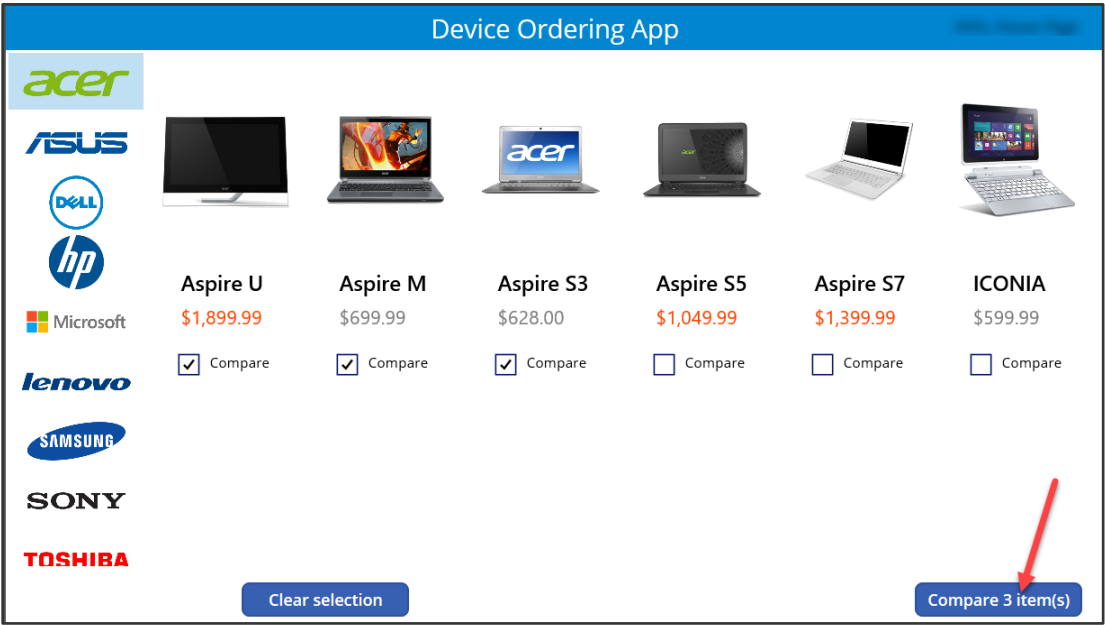
1. Select **Manually** and click **Save & Test**.

The 'Test Flow' dialog box is shown. The 'Manually' option is selected, and the 'Save & Test' button is highlighted. The 'Automatically' option is also visible but not selected.

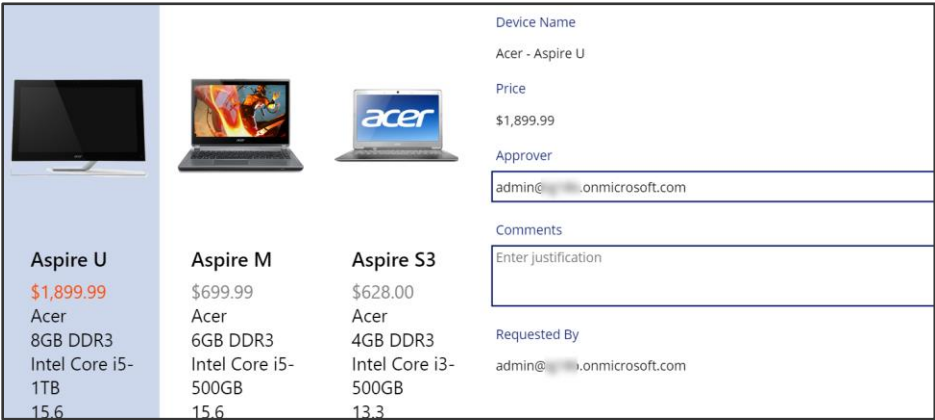
2. To submit a device request, go to [Make Power Apps](#)
3. Select **Apps** and start the **Device Ordering App**.






4. Select a few devices and click Compare.



5. Select one of the devices, provide email for Approver.




6. Provide a comment and click Submit device request.

			<p>Device Name Acer - Aspire U</p> <p>Price \$1,899.99</p> <p>Approver admin@...onmicrosoft.com</p> <p>Comments I need this device for super work.</p> <p>Requested By admin@...onmicrosoft.com</p>
<p>Aspire U</p> <p>\$1,899.99</p> <p>Acer</p> <p>8GB DDR3</p> <p>Intel Core i5-1TB</p> <p>15.6</p>	<p>Aspire M</p> <p>\$699.99</p> <p>Acer</p> <p>6GB DDR3</p> <p>Intel Core i5-500GB</p> <p>15.6</p>	<p>Aspire S3</p> <p>\$628.00</p> <p>Acer</p> <p>4GB DDR3</p> <p>Intel Core i3-500GB</p> <p>13.3</p>	<p>Submit device request</p>

7. Click **OK**.
8. The flow will run and send email to the manager email you provided. The request for approval email will look like the image below; it will include **Device information**, **Price**, **Department Contribution (the calculated field)**, and the **Requester Comment**.

REMINDER: If the flow does not run immediately, please wait, it may take up to ten minutes for the flow to be triggered. To ensure the flow runs immediately, see note above - select the **Test** option in the top right and select the "I'll perform the trigger action" option. Then go ahead and submit a device request. The flow should run immediately. The email, however, may take a few minutes to appear regardless of when the flow starts.

 **Approvals** | Powered by Microsoft Flow

Pending approval

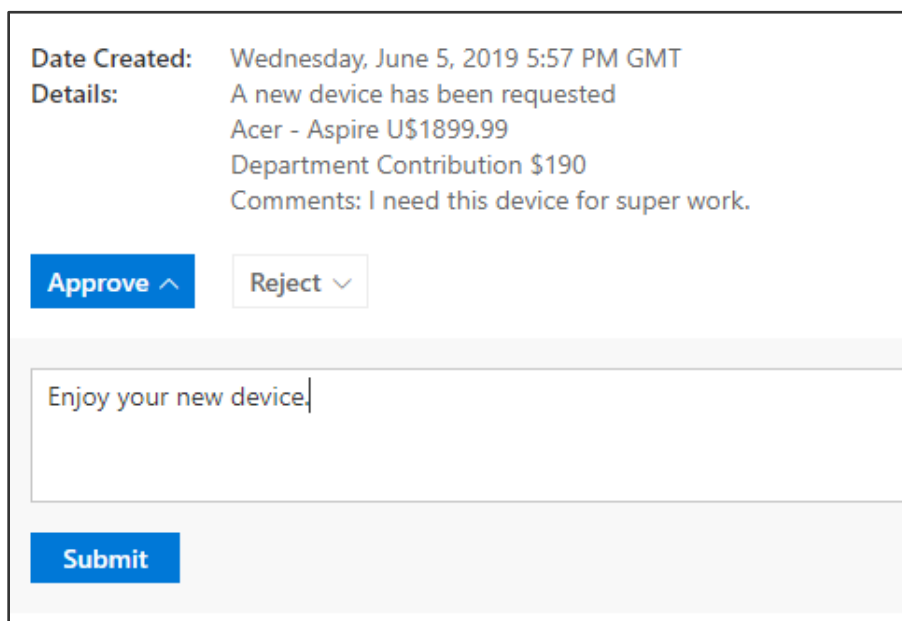
Requested for **Ingite 2018** <admin@...onmicrosoft.com>
 Created by Lab User 50 <labuser50@...onmicrosoft.com>

Date Created: Wednesday, June 5, 2019 5:57 PM GMT
Details: A new device has been requested
 Acer - Aspire U \$1899.99
 Department Contribution \$190
 Comments: I need this device for super work.

Approve ▾ **Reject** ▾

9. Click **Approve**.

10. Add a comment and click **Submit**.



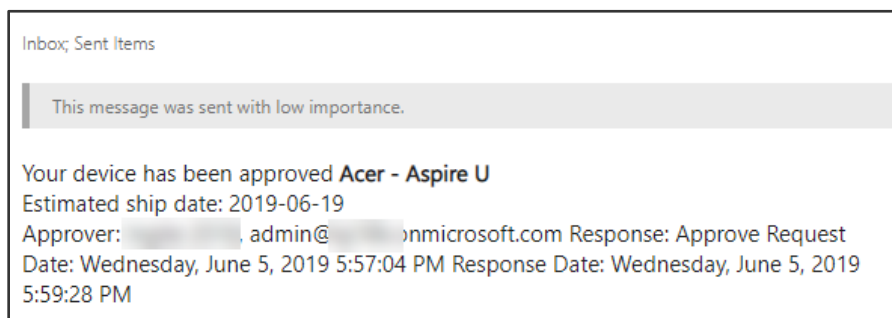
Date Created: Wednesday, June 5, 2019 5:57 PM GMT
Details: A new device has been requested
Acer - Aspire U\$1899.99
Department Contribution \$190
Comments: I need this device for super work.

Approve ^ **Reject** v

Enjoy your new device|

Submit

11. The flow will continue to run; it will update the row and send an email to the requestor. The email sent to the requester will look like the image below.

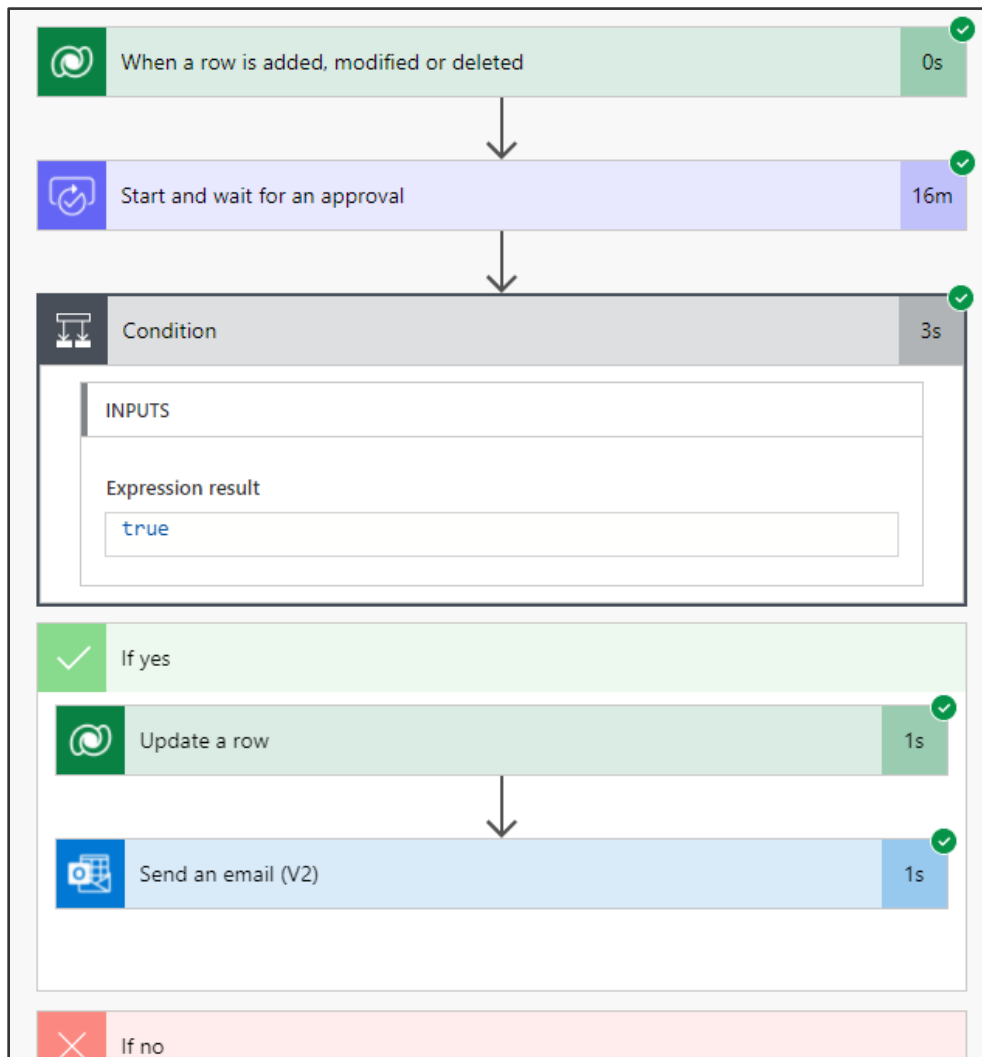


Inbox; Sent Items

This message was sent with low importance.

Your device has been approved **Acer - Aspire U**
Estimated ship date: 2019-06-19
Approver: [redacted], admin@[redacted]onmicrosoft.com Response: Approve Request
Date: Wednesday, June 5, 2019 5:57:04 PM Response Date: Wednesday, June 5, 2019 5:59:28 PM

12. Check the flow, you will notice that the flow is now marked as **Succeeded** in the run history.

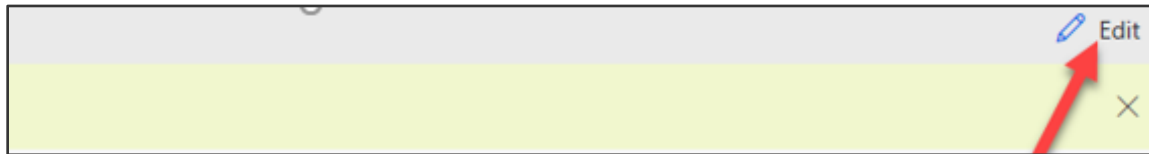


Exercise 4: Update the Flow

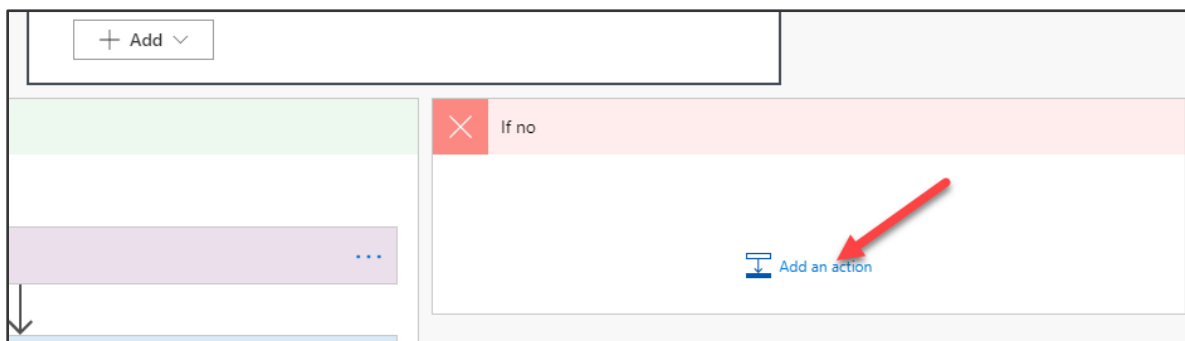
In this exercise, you will add two actions to the “if no” branch.

Task 1: Add actions

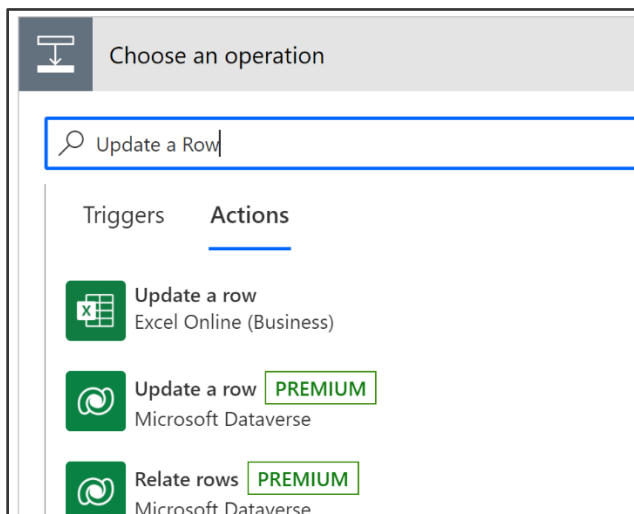
1. If you don't already have the flow open, open it in edit mode.



2. In the If no branch, click **Add an action**.



11. Search for **Update a Row** and select **Update a Row (Dataverse)**



3. Select **Device Orders** for **Table Name**, select **Device Order** for **Item ID**, and click **Show advanced options**

✕ If no

Update a row 2

* Table name: Device Orders

* Row ID: Device Order

Device Name: Required name field

Price: Device Price

Show advanced options

4. Select **Reject** for **Approval Status**.

Update a row 2

* Table name: Device Orders

* Row ID: Device Order

Device Name: Required name field

Price: Device Price

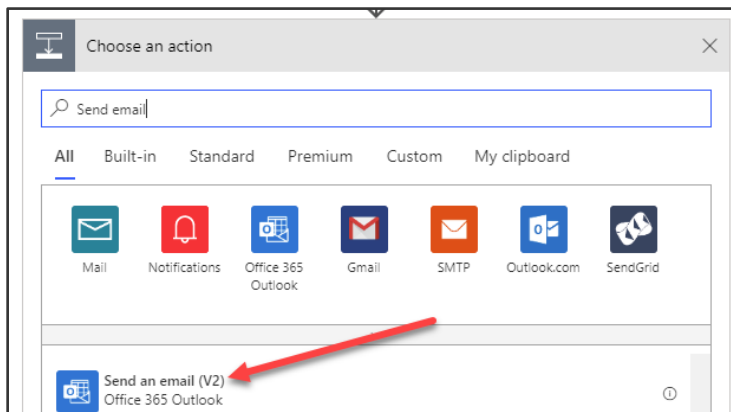
(Deprecated) Stage Id: Contains the id of the stage where the entity is located.

(Deprecated) Traversed Path: A comma separated list of string values representing the unique identifiers of s

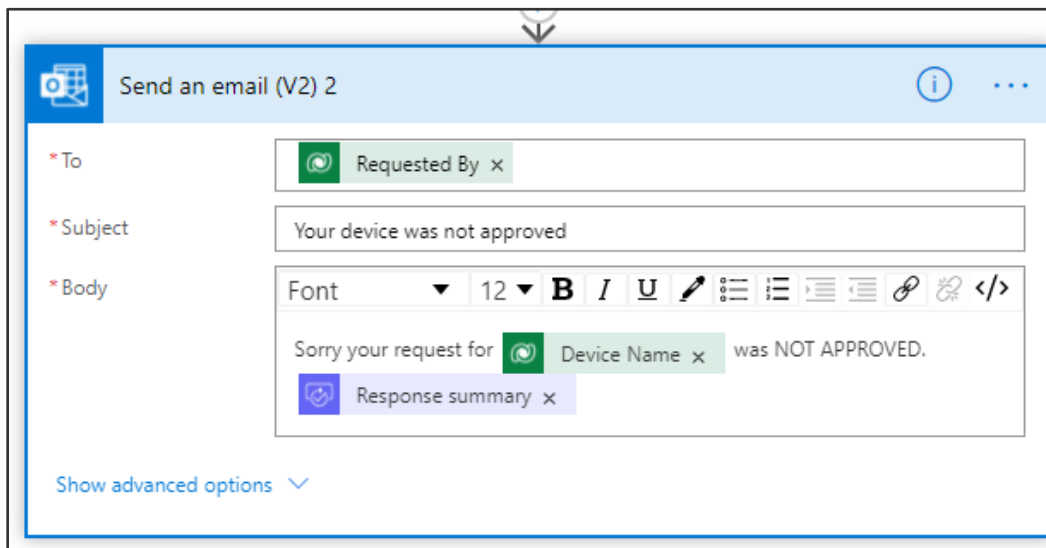
Approval Status: Reject

Approved Date:

5. Click **Add an action**.
6. Search for **send email** and select **Send an email (v2) - Office 365 Outlook**.



7. Provide the information shown on the image below. This will send an email to the requestor informing them that their device request was not approved. Select **Requested By** and **Device Name** from under the **When a record is added** header.



8. **Save** the flow.

Task 2: Test the updated Flow

1. Click **Test** in the top right of the flow editor and start the Flow.
2. Run the Device Ordering app -> Select a device and submit an approval request.
3. You should receive an email with options to Approve or Reject the request. Select **Reject** this time and enter some comments, such as "Not eligible for new device." Click Submit.

Date Created: Wednesday, June 5, 2019 6:06 PM GMT
Details: A new device has been requested
 Acer - Aspire U\$1899.99
 Department Contribution \$190
 Comments: I need this device for super work.

Approve

Not eligible for new device.

4. Confirm that the requestor receives an email informing them that their device approval request was rejected.

This message was sent with low importance.

Sorry your request for Acer - Aspire U was NOT APPROVED.
 Approver: [redacted]18, admin@[redacted]onmicrosoft.com Response: Reject Request Date:
 Wednesday, June 5, 2019 6:06:34 PM Response Date: Wednesday, June 5, 2019 6:08:16 PM

5. Navigate to [Make Power Apps](#) select **Apps** and start the **Device Procurement** application.

Apps in Contoso Test (org35c054ed)

Recent apps Shared with me Apps I can edit Org apps

Name	Modified
Device Procurement	2 h ago
Device Ordering App	

Play Edit

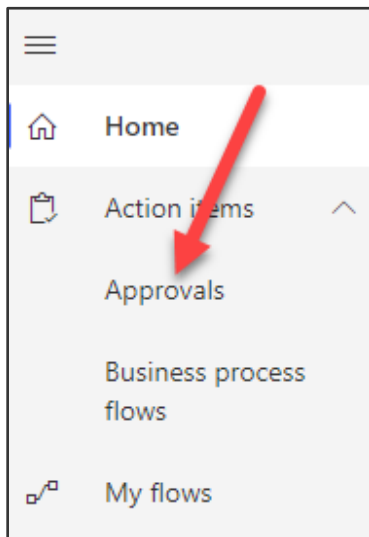
6. Device Orders will now have the Approval Status.

Active Device Orders				
✓	Device Name	Created On	Approval Status	
	Acer - Aspire U	10/26/2018 11:34 AM	Approve	
	Acer - Aspire U	10/25/2018 3:11 PM	---	
	Asus - K55VD	10/25/2018 3:13 PM	---	
	Dell - Inspiron 17	10/26/2018 12:02 PM	Reject	

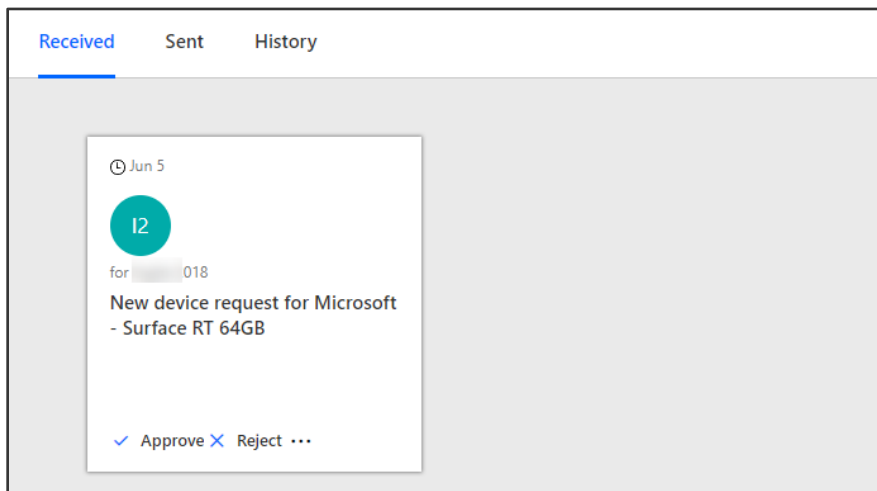
Task 3: Visit the approval center

1. Use the Device Ordering app to **submit a few more approval requests**.
2. Navigate to [Power Automate](#) and make sure you are in the correct environment. Login with your lab credentials if prompted.

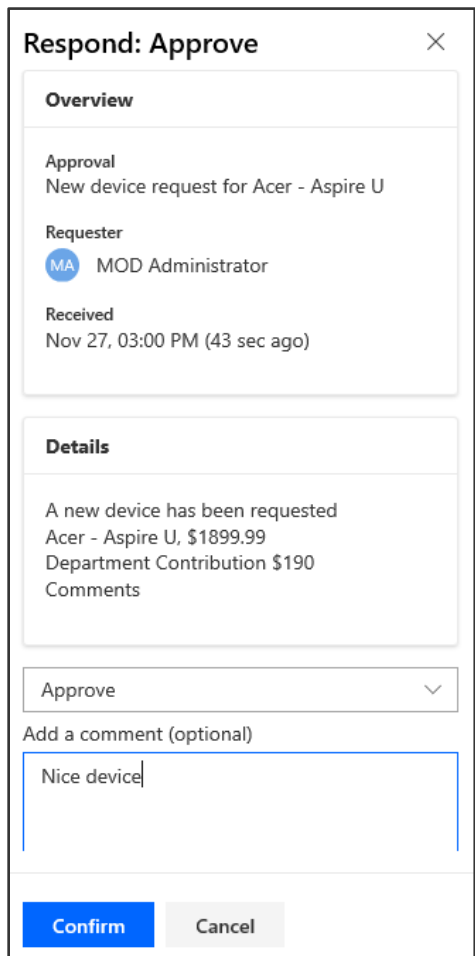
- Expand **Action items** and select **Approvals**.



- Notice that all pending approval requests are visible.



- Go ahead and approve or reject a request from this screen. The details are displayed in the right pane where you can **enter comments** and **Confirm**.

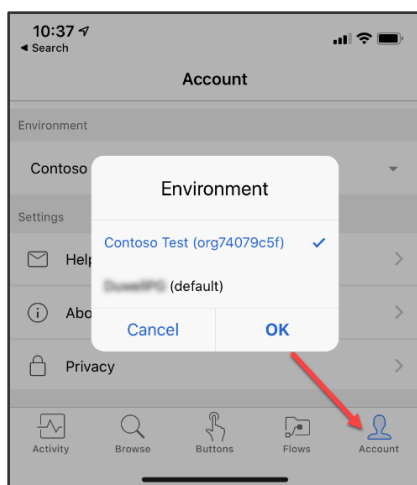


The image shows a 'Respond: Approve' dialog box. It has a title bar with a close button. The 'Overview' section contains the following information: 'Approval: New device request for Acer - Aspire U', 'Requester: MOD Administrator' (with a profile icon), and 'Received: Nov 27, 03:00 PM (43 sec ago)'. The 'Details' section contains: 'A new device has been requested', 'Acer - Aspire U, \$1899.99', 'Department Contribution \$190', and 'Comments'. Below the details is a dropdown menu set to 'Approve' and a text input field with the placeholder 'Add a comment (optional)' containing the text 'Nice device'. At the bottom are 'Confirm' and 'Cancel' buttons.

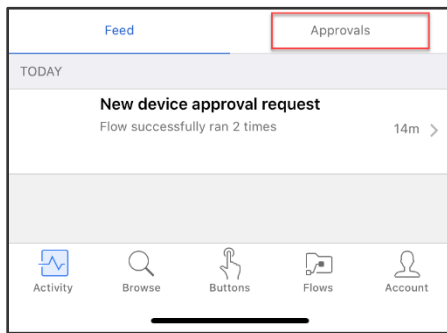
6. The request will no longer be visible as it has been processed.

Note: All approval requests sent to the current logged on user will be visible in the Approvals Center. This includes approvals sent from any app or flow.

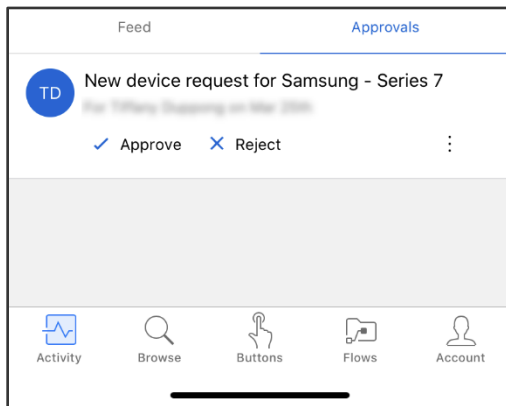
7. You can also use the Approvals Center to view all requests that you have sent and are **Awaiting response** from the approver. Select the **Sent requests** tab at the top to view all requests that you have sent.
8. Open the **Power Automate mobile app** on your mobile device.
9. Login and switch to the environment where the flow is deployed.



10. Select **Approvals** in the top right and view all pending approvals.



11. You can quickly approve or reject these pending requests from this screen.



12. If you have push notifications turned on and are signed into the flow mobile app – when you receive a new Approval request it will trigger a push notification on your phone. You can give this a shot.

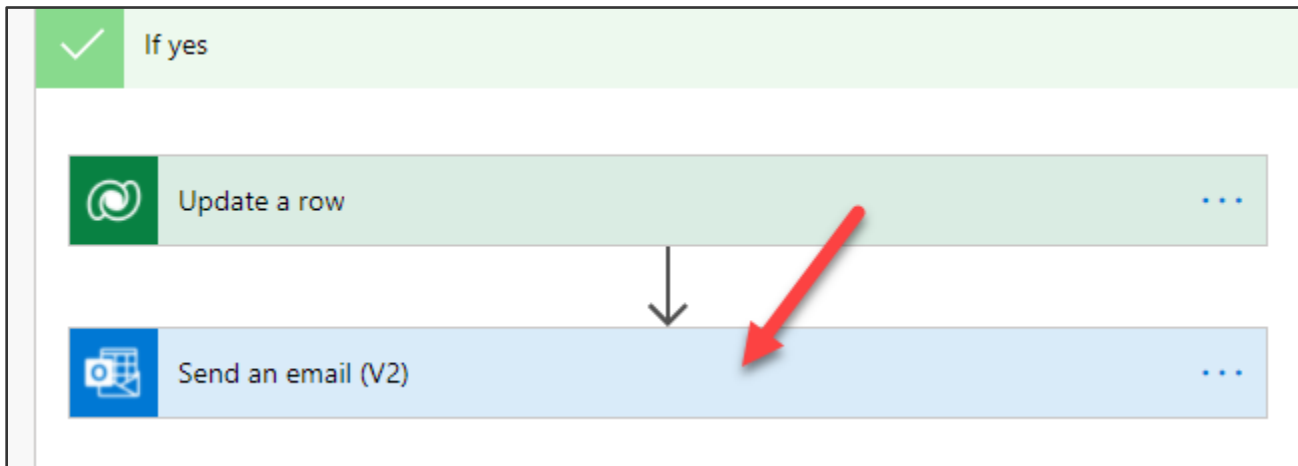
Congratulations! You have successfully completed this lab. You have created your Power Apps app and flow and connected them to a Microsoft Dataverse Table. Now you are ready to build your own apps and workflows.

Exercise 4: (Optional) Add a Teams Notification

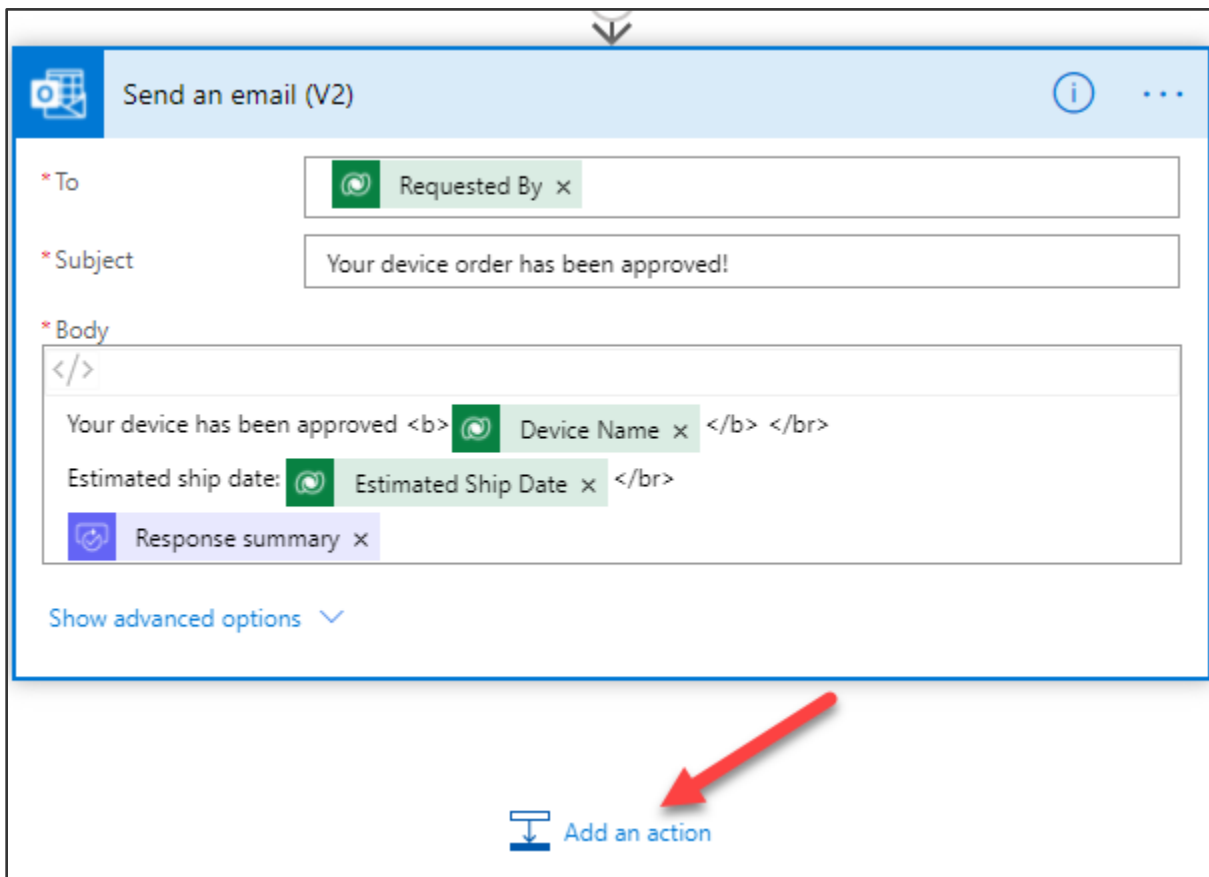
In this optional exercise, you will modify the existing flow to include a Teams notification for your approval flow.

Task 1: Modify the Flow

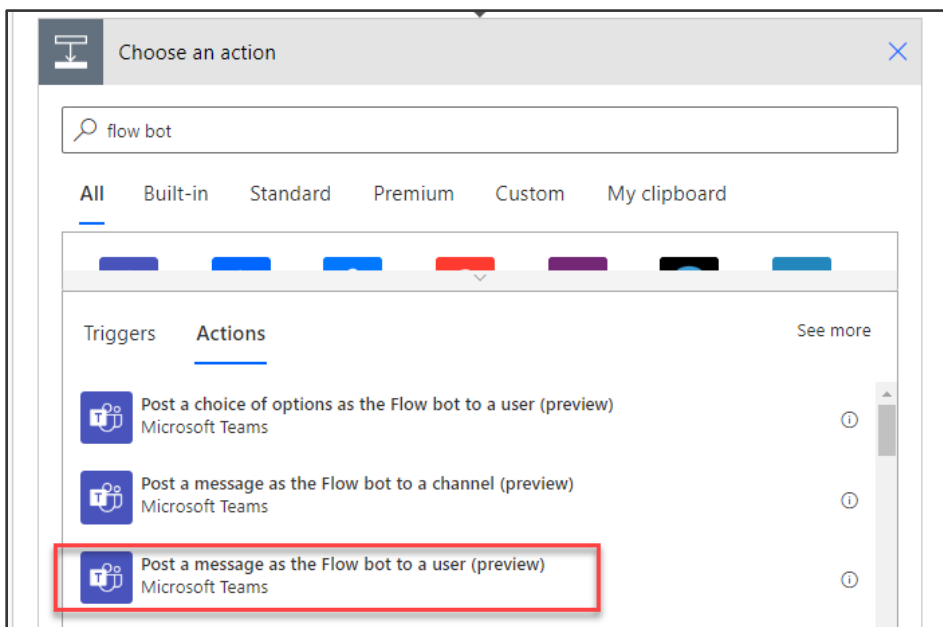
1. Click to expand the **Send an email** step inside the **If yes** branch.



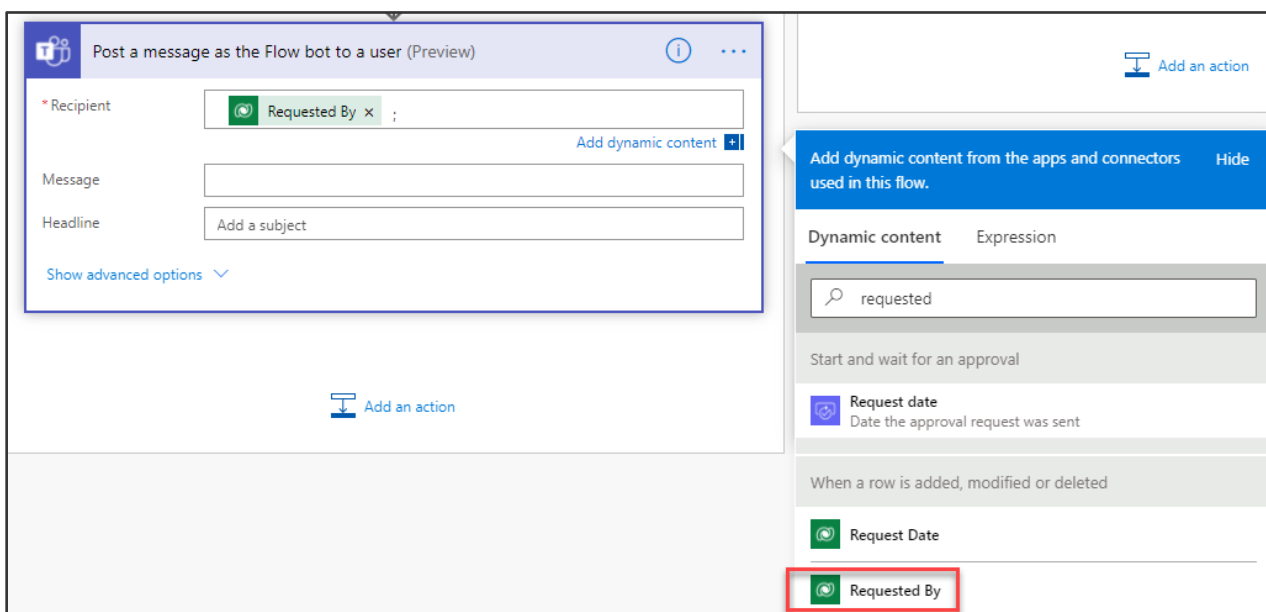
2. Click **Add an action**.



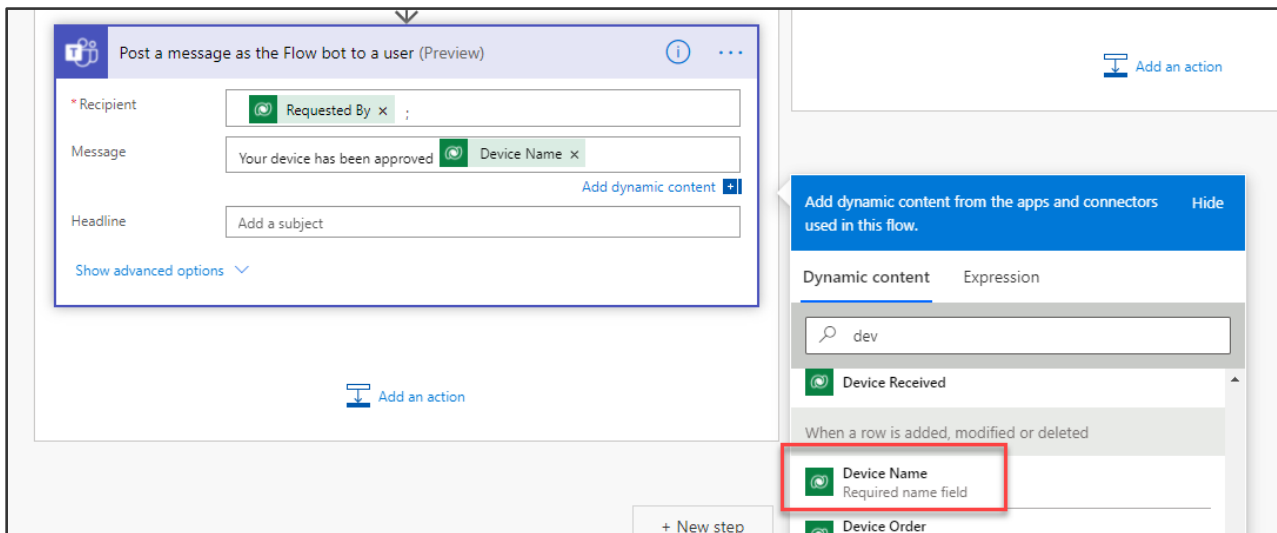
3. Search for Flow bot and select **Post a message as the Flow bot to a user**.



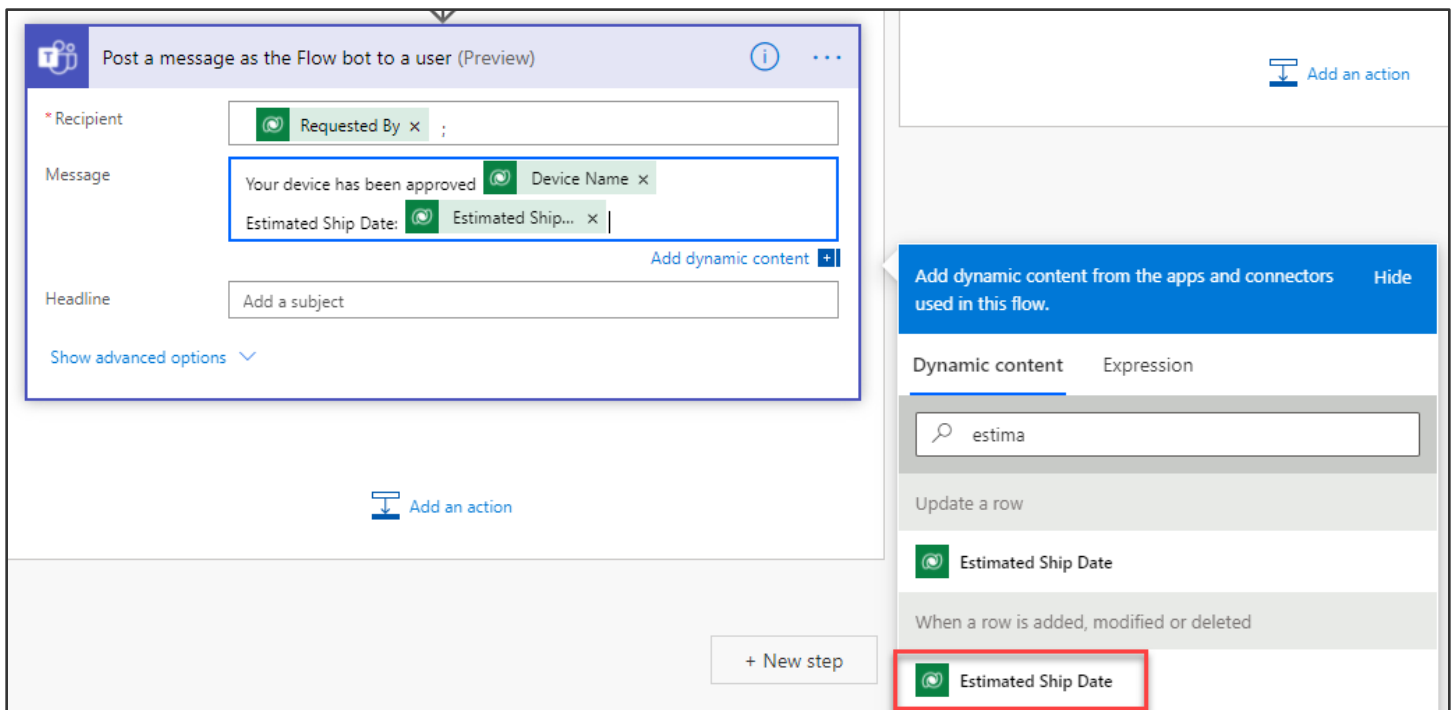
4. Insert **Requested By** in the Recipient field.



5. In the **Message** input, type **Your device has been approved** and then select **Device Name** from under the Dynamics Content **When a Record is added** header.



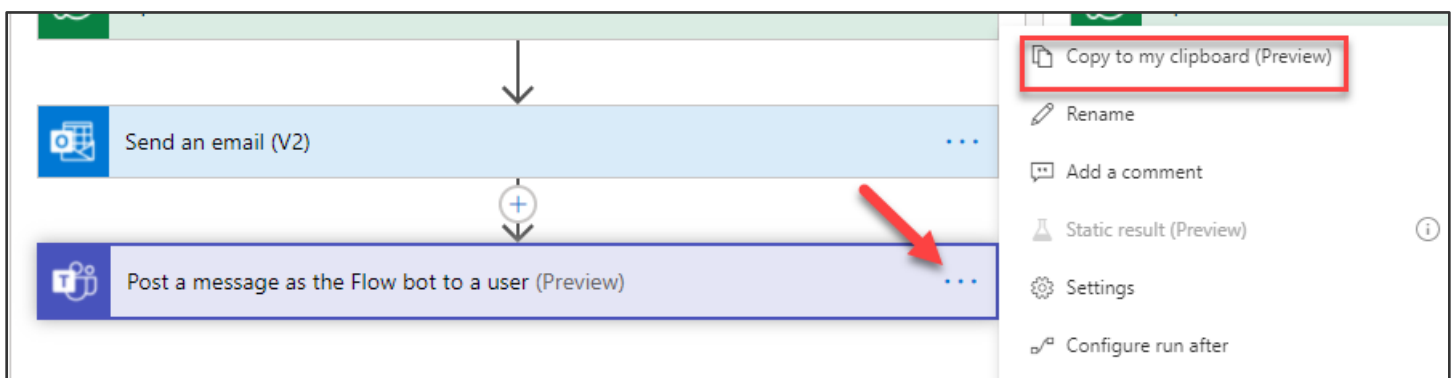
6. Type **Estimated Ship Date:** and then select **Estimated Ship Date** from under the Dynamics Content **When a record is created** header.



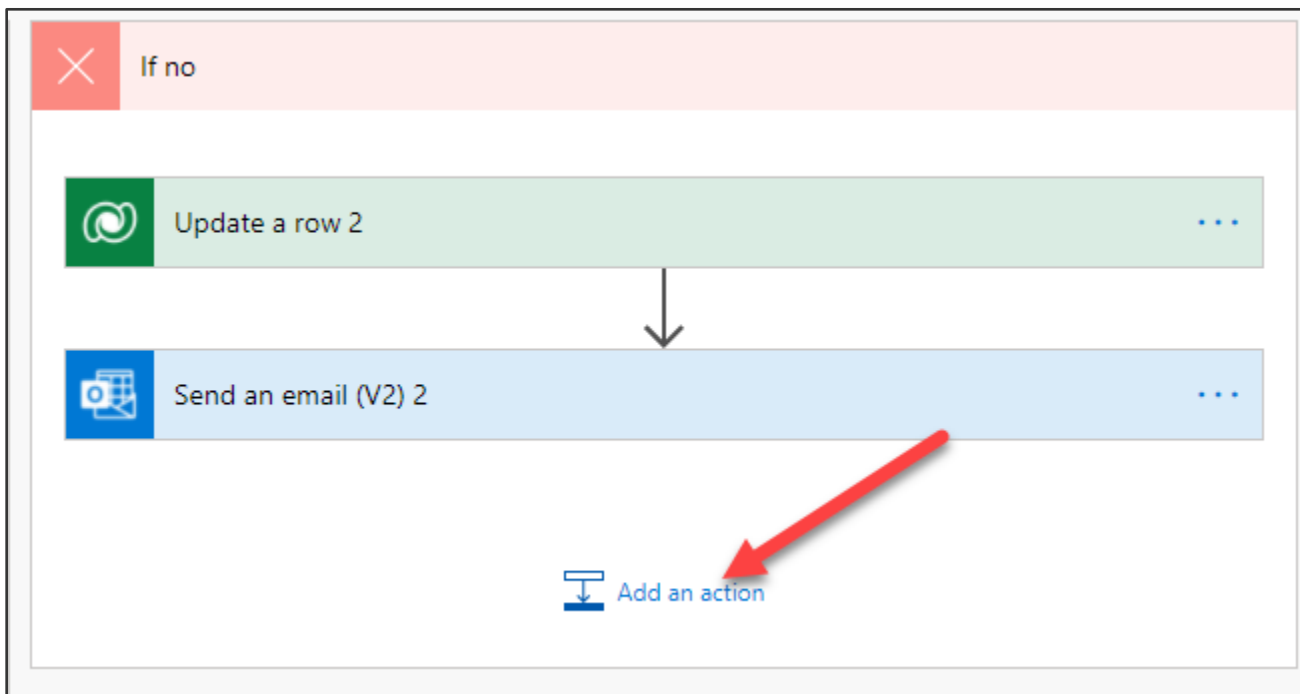
7. Type **Your device order has been approved!** for **Headline**.

The screenshot shows the configuration for the 'Post a message as the Flow bot to a user (Preview)' step. It includes fields for Recipient, Message, and Headline. The Recipient field contains 'Requested By'. The Message field contains 'Your device has been approved', 'Device Name', and 'Estimated Ship Date: Estimated Ship...'. The Headline field contains 'Your device order has been approved!'. A 'Show advanced options' link is visible at the bottom left.

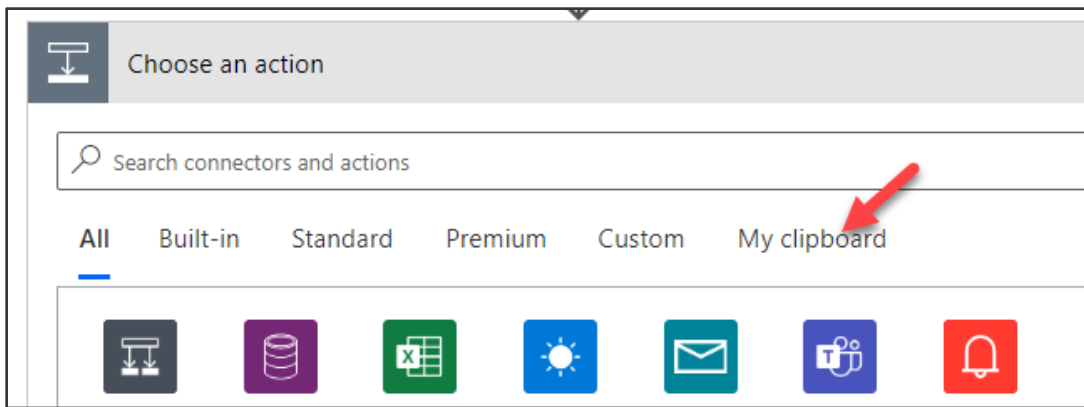
8. Click on the ... **Menu** button of the **Post a message** step and select **Copy to my clipboard**.



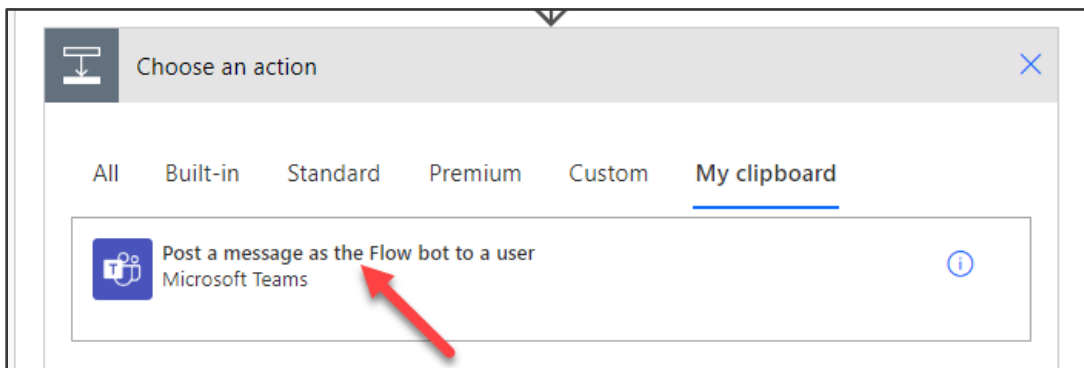
9. Go to the **If no** branch and click **Add an action**.



10. Select **My clipboard**.



11. Select the step you copied.

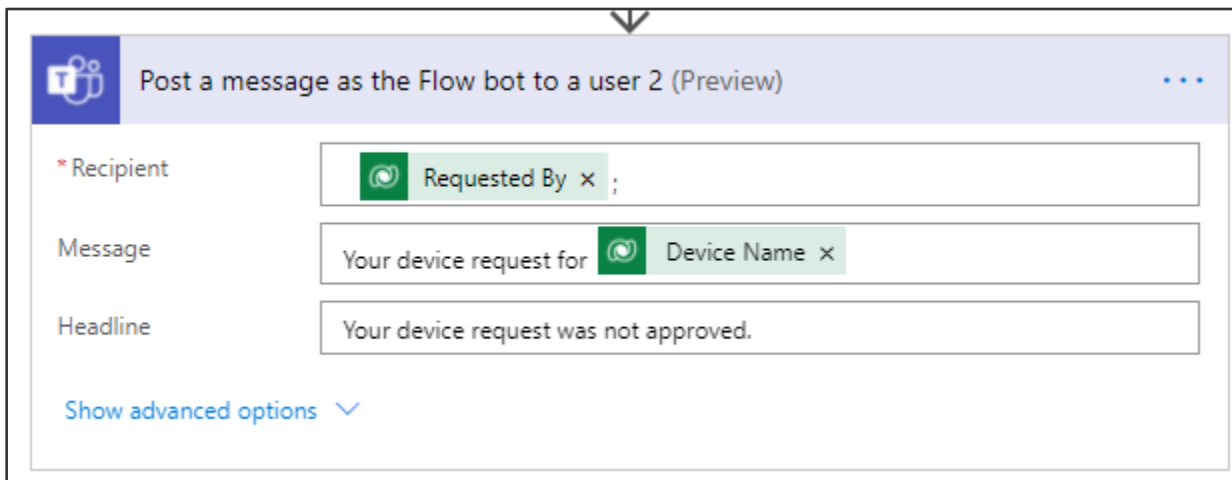


12. Click to expand the step you just pasted.

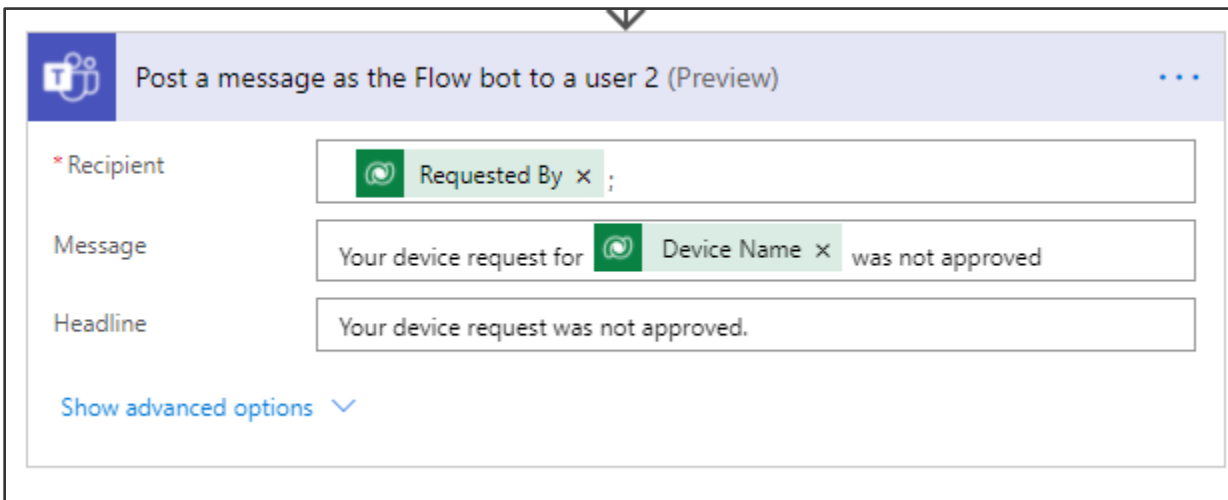
13. Change the Headline to **Your device request was not approved.**

14. Change the Message to **Your device request for**

15. Place your cursor at the end of the text and select **Device Name** from the dynamic content pane.



16. Add **was not approved** to the end of the content. The step should now look like the image below.



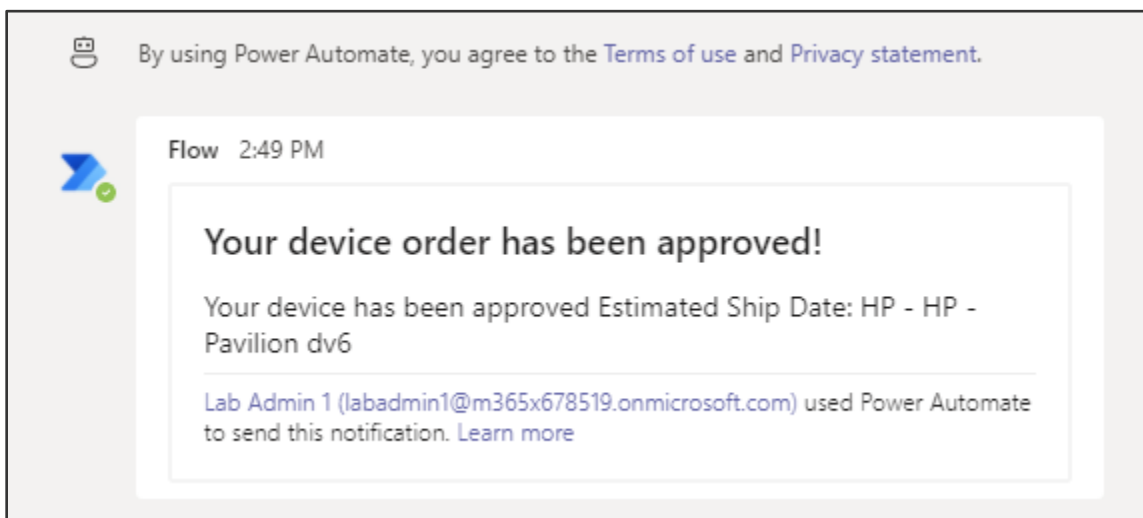
The screenshot shows the configuration interface for a Power Automate flow action titled "Post a message as the Flow bot to a user 2 (Preview)". The interface includes three input fields: "Recipient" with a value of "Requested By", "Message" with a value of "Your device request for [Device Name] was not approved", and "Headline" with a value of "Your device request was not approved.". A "Show advanced options" link is visible at the bottom left of the configuration area.

17. Click **Save** to save your changes.

Task 2: Test your modified flow

Now that the flow has been modified, you are ready to test it.

1. Click **Test** in the top right of the flow editor and select **Manually**
2. In another tab, navigate to [Microsoft Teams](#).
3. Open a third tab and run the Device Ordering app -> Select a device and submit an approval request.
4. You should receive an email with options to Approve or Reject the request. Select **Approve**.
5. Shortly after hitting submit, you should see a message and a notification in the Chat tab on your app bar – this is from the Flow Bot. Click to open the chat. Wait a moment if it does not appear immediately.
6. You should see the approval of the request.



Lab survey

We would appreciate your feedback on the Business Application Platform technologies and on this hands-on-lab, such as the quality of documentation and the usefulness of the learning experience.

Please use the survey at [App in a day survey](#) to share your feedback.

You may provide feedback for each module as you complete it or at the end once you've completed all the modules. Thank you!

References

App in a Day introduces some of the key functionalities available in Power Apps, Power Automate, Power BI and the Microsoft Dataverse. For an up to date list of learning references, see [Power Apps Resources](#) and [Power Automate Resources](#) and [Power BI](#).

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