

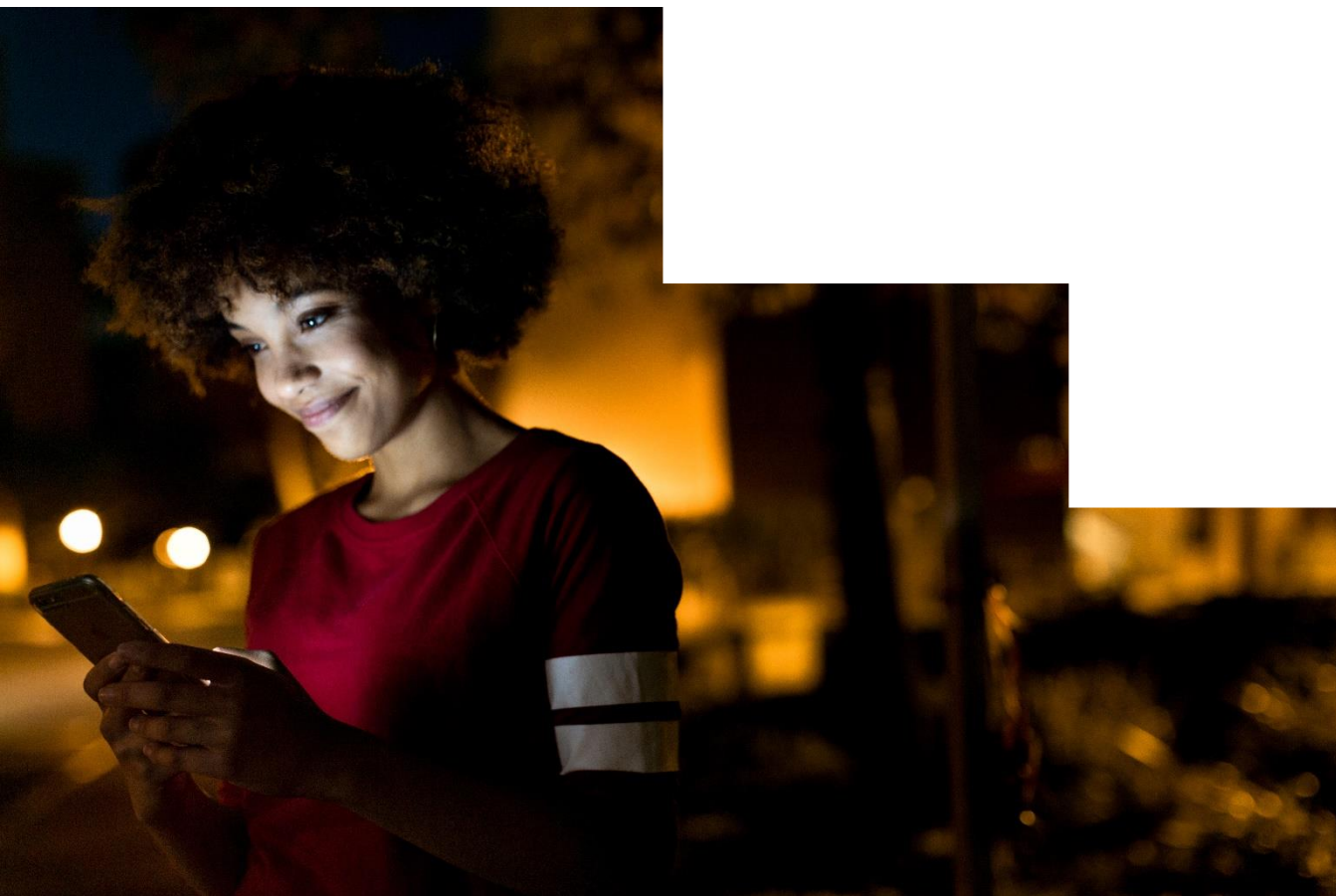


Robotic Process Automation in a Day

Lab 5 – Integrate with Cloud flows (Create gateway, connection)

60 mins

April 2021



This document is provided “as-is.” Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it. Some examples are fictitious and are for illustration only. No real association is intended or inferred. This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal reference purposes.

© 2020 Microsoft Corporation. All rights reserved.

Lab Overview

You will complete the following tasks in this lab:

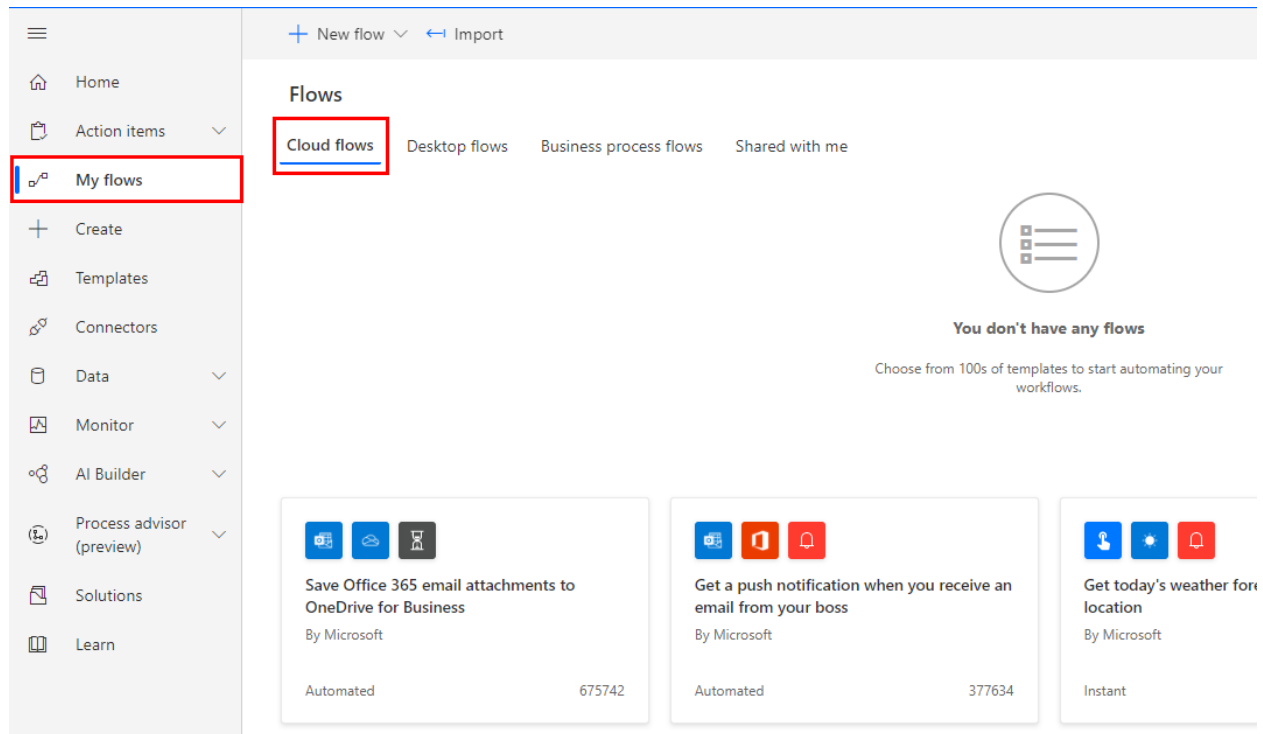
- Create a Cloud flow
- Configure the on-premises data gateway to enable the Cloud flow to execute the Desktop flow on your device
- Add the "Enter invoice with input" Desktop flow to this new Cloud flow
- Perform a test run of the new Cloud flow

Prerequisites

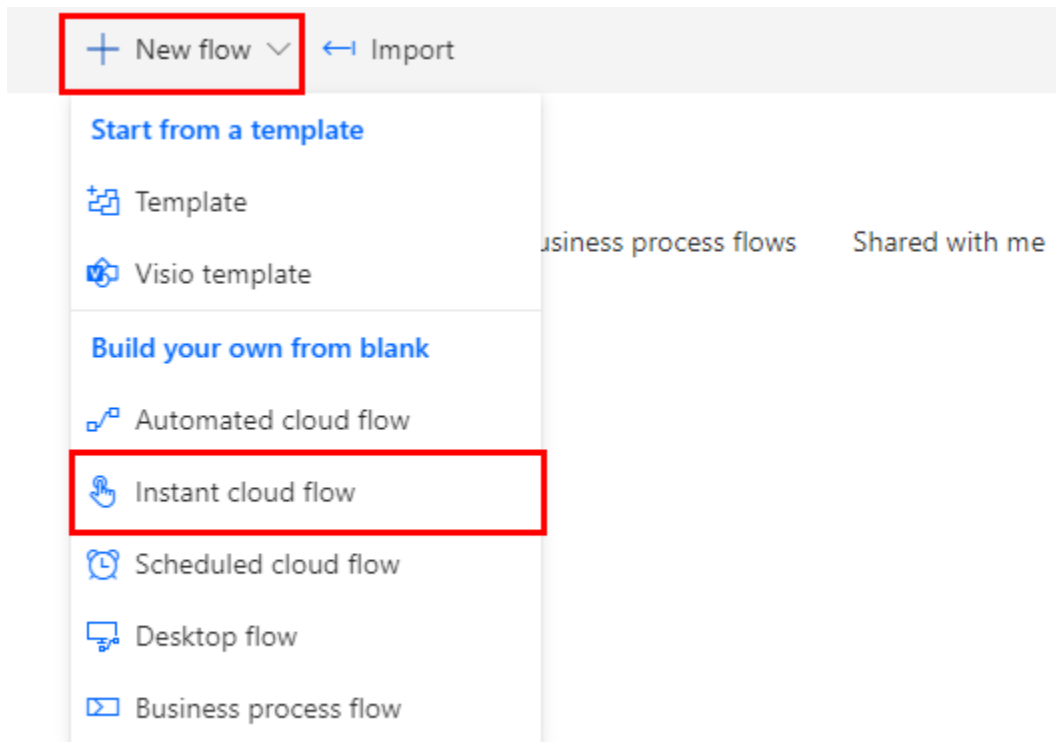
This lab builds on the previous labs – ensure all tasks are complete.

Connect with desktop device(Create your gateway, connection)

1. Open the test profile in a browser and navigate to powerautomate.microsoft.com
2. Select **Cloud flows**.



3. Select **New flow**, then select **Instant cloud flow**.



4. Name the flow **Manual trigger Desktop flow to enter invoice**, choose **Manually trigger a flow**. Then select **Create**.

Build an instant cloud flow



Triggered manually from any device, easy-to-share instant flows automate tasks so you don't have to repeat yourself.








Examples:

- Get an automatic mobile alert whenever a VIP client emails you
- Save all your email attachments to a folder automatically

Flow name

Manual trigger Desktop flow to enter invoice

Choose how to trigger this flow *

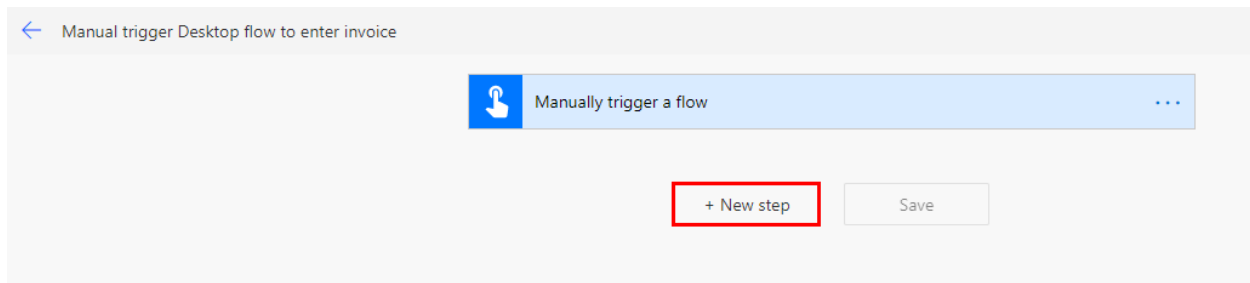
- ☒  Manually trigger a flow
Flow button for mobile ⓘ
-  PowerApps
PowerApps ⓘ
-  When Power Virtual Agents calls a fl...
Power Virtual Agents ⓘ
-  When a flow step is executed
Common Data Service (current environment) ⓘ
-  For a selected message
Microsoft Teams ⓘ
-  For a selected file
OneDrive for Business ⓘ
-  For a selected file ⓘ

Skip

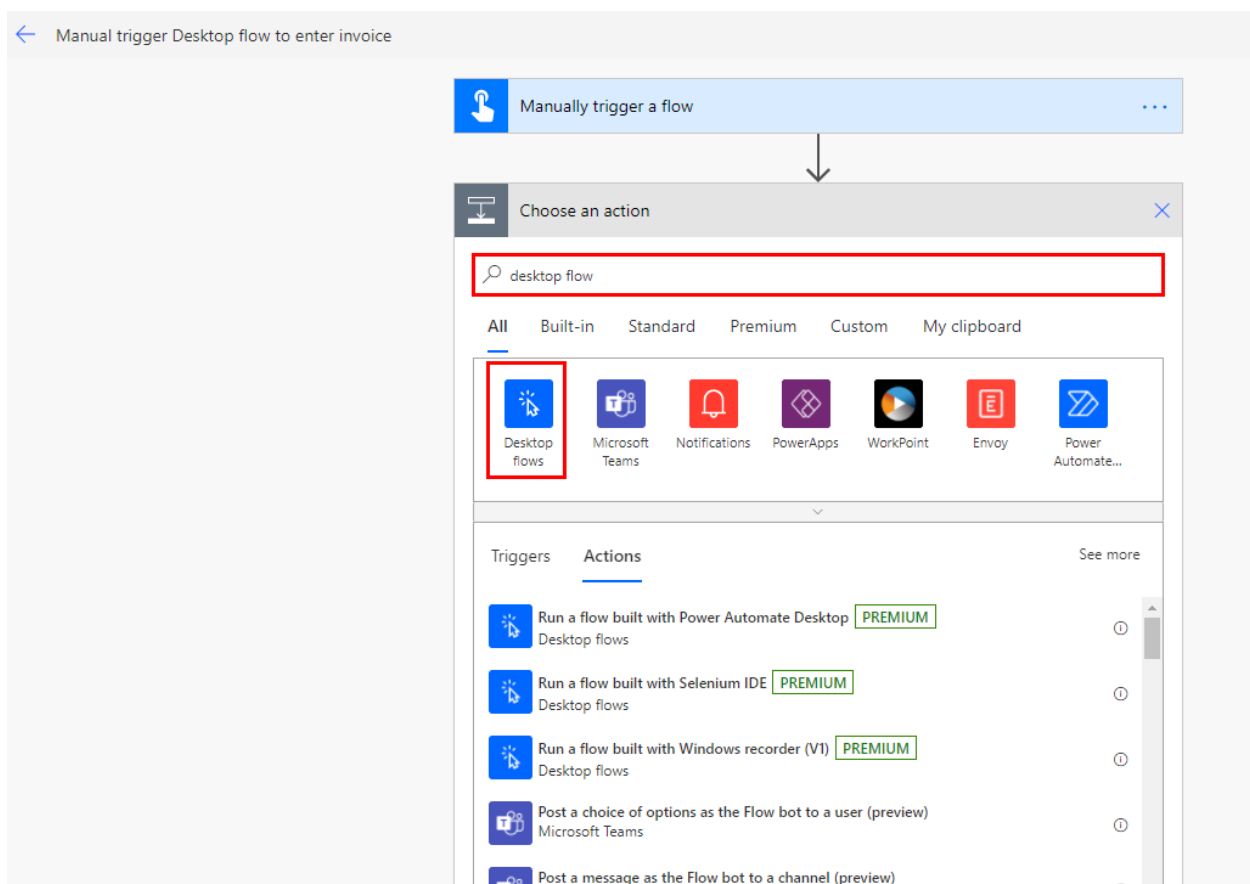
Create

Cancel

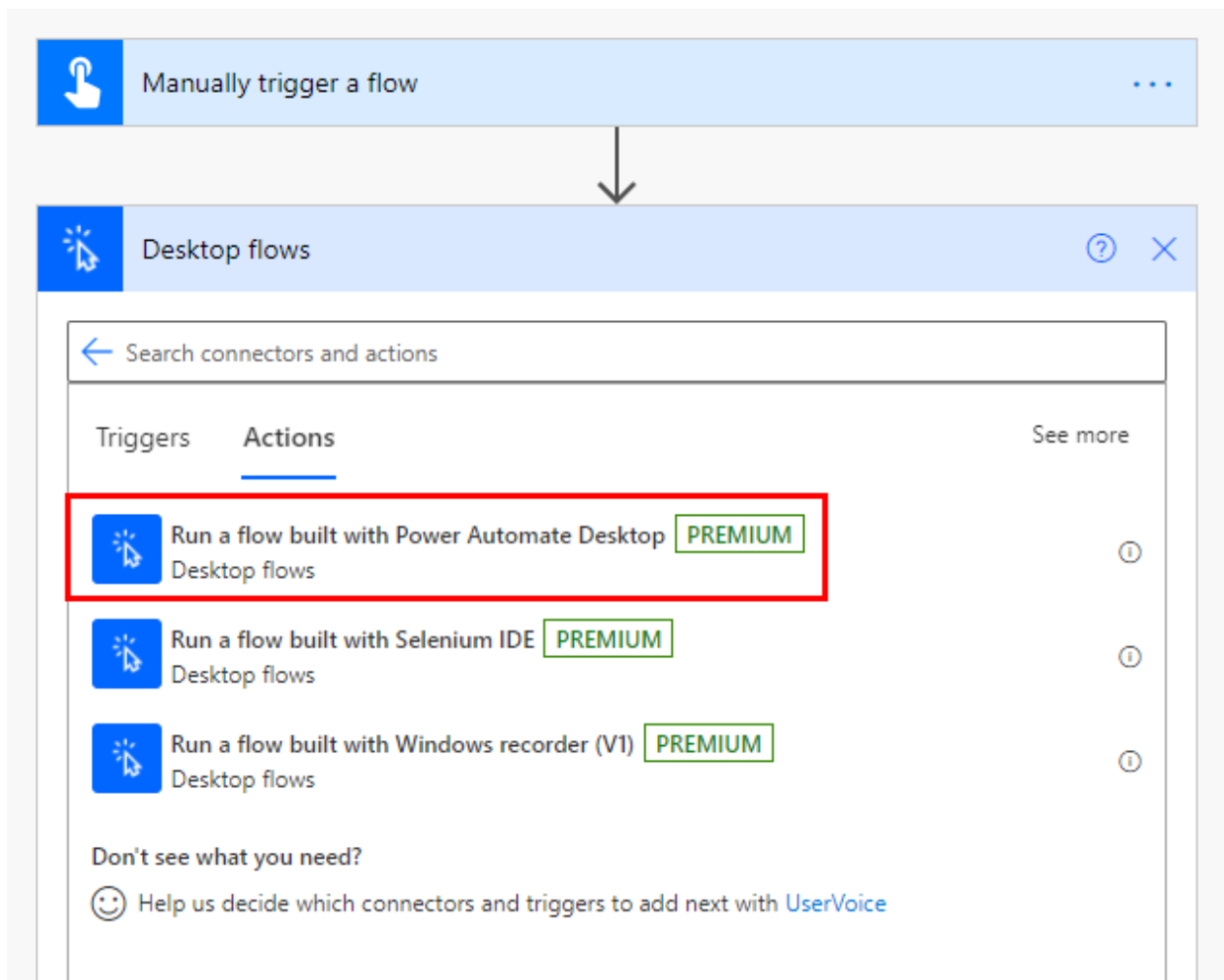
5. Add a step by clicking + New step.



6. Enter **Desktop Flow** in the search box and choose **Desktops Flows**.



7. Select Run a flow built with Power Automate Desktop.



8. Select gateway. (Please skip Step 8 and 9 if your gateway is automatically selected)

Note: If you previously have created a gateway and Desktop flow connection, that one may be automatically selected here. You might want to change that by clicking the ellipsis icon (...) and select "Create a new connection".

9. Select installed gateway from a dropdown.

Note: If you don't see any gateway to choose from, please follow the steps described in **Lab 1.3, chapter Install On-premises data gateway**. Once you have the gateway installed, select it from the dropdown below.

← Manual trigger Desktop flow to enter invoice

Manually trigger a flow

↓

Desktop flows

Use your credentials to create a connection to an on-premises data gateway and securely connect your locally stored data to Power Automate and other Microsoft services. [Learn more](#)

* Gateway name

Select the on-premises gateway to connect to ▼

+ New gateway

* Domain and username

MININT-4PRC061\Administrator

* Password

Password credential

Create

+ New step

Save

Tip 1: If you still don't see the gateway, you may need to delete this step and recreate to refresh the list.

Tip 2: If the gateway still doesn't appear, you may need to restart the gateway on the PC and retry.

Use your credentials to create a connection to an on-premises data gateway and securely connect your locally stored data to Power Automate and other Microsoft services. [Learn more](#)

* Gateway name

MININT-4PRC061 gateway

+ New gateway

* Domain and username

MININT-4PRC061\Administrator

* Password

Password credential

Create

Enter your password (note: not six-digit passcode) which you used to **unlock your computer**. Then click **Create**.

Note: The domain and username may be prefilled out for you if you are using the latest gateway.

Important: If you are using your company tenant for labs and the computer you are using is also your work computer, then most likely username and password will be the same that you use to log in to Office 365 tenant.

Note: If you are not sure what to put in the Domain and username field, you can use the **Command Prompt** window (open Start, type CMD and hit enter), type "**Set user**" command to locate the Domain and Username. Fill in the textbox with **USERDOMAIN\USERNAME**.

If this is not a domain account, then use the "**Set computer**" command to look for the computer name. Fill in the text with **COMPUTERNAME\USERNAME**.

Tips: to make sure you have the correct login credentials. You can try log out the computer and use the username/password combination to see if you can successfully log into this computer.

Important: The account you will use must have local admin rights on your machine.

Use your credentials to create a connection to an on-premises data gateway and securely connect your locally stored data to Power Automate and other Microsoft services. [Learn more](#)

* Gateway name

MININT-4PRC061 gateway

+ New gateway

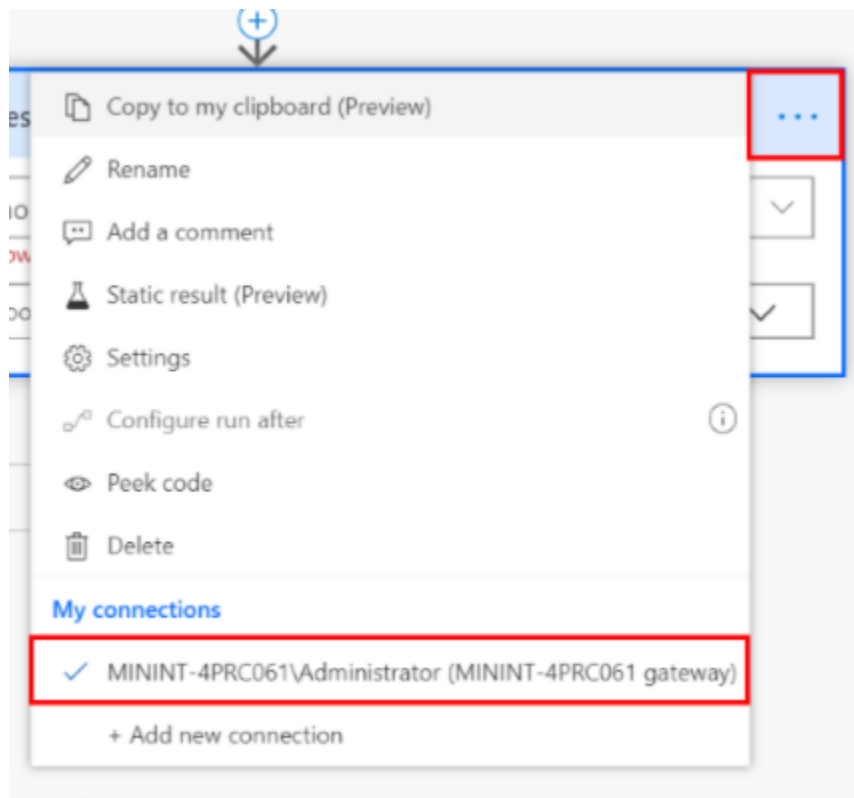
* Domain and username

MININT-4PRC061\Administrator

* Password

Create

10. After setup the connection, you can always check your connection by clicking the **ellipsis icon (...)**.



11. Under **Desktop flow**, select **Enter an invoice** Desktop flow.

Manually trigger a flow

Run a flow built with Power Automate Desktop

* Desktop flow: Enter an invoice Edit

* Run Mode: Attended - Runs when you're signed in

Amount: Amount

Contact: Contact email

Account name: Account name

Show advanced options

+ New step Save

12. Under **Run Model**, select **Attended – Runs when you're signed in**.

The screenshot shows the configuration pane for a flow step titled "Run a flow built with Power Automate Desktop". The pane includes the following elements:

- Desktop flow:** A dropdown menu showing "Enter an invoice" with an "Edit" button.
- Run Mode:** A dropdown menu showing "Attended - Runs when you're signed in", which is highlighted with a red rectangular box.
- Amount:** A text input field containing "Amount".
- Contact:** A text input field containing "Contact email".
- Account name:** A text input field containing "Account name".
- Show advanced options:** A link with a downward arrow.
- Buttons:** "+ New step" and "Save" buttons at the bottom.

13. Fill the box with these values:

- **Amount:** \$200
- **Contact:** b.friday@wingtiptoys.com
- **Account name:** WingTip Toys

Then click **Save**.

The screenshot shows the configuration for a flow step in Power Automate. The step is titled "Run a flow built with Power Automate Desktop". It has three main configuration fields: "Desktop flow" (set to "Enter an invoice"), "Run Mode" (set to "Attended - Runs when you're signed in"), and three input fields for "Amount" (\$200), "Contact" (b.friday@wingtiptoys.com), and "Account name" (WingTip Toys). The "Amount", "Contact", and "Account name" fields are highlighted with red rectangles. Below these fields is a "Show advanced options" link. At the bottom of the configuration pane are two buttons: "+ New step" and "Save". The "Save" button is highlighted with a red rectangle. An arrow points from the "Manually trigger a flow" step above to this configuration pane.

14. Select **Test** at the top-right of the screen.

The screenshot shows the top-right corner of the Power Automate interface. There are three buttons: "Save" (with a floppy disk icon), "Flow checker" (with a magnifying glass icon), and "Test" (with a flask icon). The "Test" button is highlighted with a red rectangle.

15. Select **Manually**. Then click **Test**.

Test Flow ×

☒ **Manually**
Perform the starting action to trigger it.

☐ **Automatically**

Test Cancel

16. If you see a green check, you are ready to go. Click **Continue**.

Run flow



Manual trigger Desktop flow to enter invoice

Owner: Chris Lan

Sign in

This flow uses the following apps. A green check means you're ready to go.



Desktop flows



Continue

Cancel

17. Click **Run flow**.

This flow uses Desktop flows.
[Review connections and actions](#)



18. Click **Done** if your flow run successfully started and then watch your UI flow run.

Note: Do not interact with your device while testing.

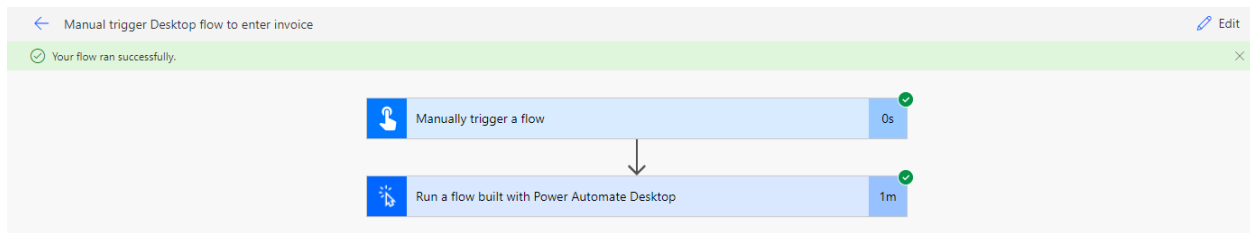
Run flow ✕



Your flow run successfully started. To monitor it,
go to the [Flow Runs Page](#).



19. Your flow has been run successfully.



Tip: If the flow run failed at the Desktop flow step, **always** go to the Desktop flow page, click into the Desktop flow just ran, and look up run history from there to see detail error messages. This will help you troubleshooting and fix the run.

Flows

Cloud flows

Desktop flows

Business process flows

Shared with me

	Name	Modified	Built with
	Enter an invoice	2 d ago	Power Automate Desktop

Desktop flows > Enter an invoice

Details

Edit

Flow
Enter an invoice

Owner
Chris Lan

Created
Dec 10, 03:10 PM

Modified
Dec 11, 05:39 AM

Built with
Power Automate Desktop

Run history

 All runs

Requested	Duration	Status
Dec 13, 10:53 PM (5 min ago)	00:01:02	Succeeded
Dec 13, 10:52 PM (6 min ago)	00:00:28	Failed

Check your knowledge

Lab 5

7 mins

1. If you still don't see the gateway, you need to ensure your gateway has been created within the same region as your environment.

- A. True
- B. False

Answer: A. True – Gateway will only be visible to environments in the same region as the gateway itself.

2. If the gateway still doesn't appear after refreshing the list, you may need to wait until it appears.

- A. True
- B. False

Answer: B. False - If the gateway still doesn't appear, you should try some troubleshooting tips such as restarting the gateway on the PC and retry.

3. If the Cloud flow run failed at the Desktop flow step, always go to the Desktop flow page, click into the Desktop flow just ran, and look up Run history from there to see detail error messages. This will help you troubleshooting and fix the run.

- A. True
- B. False

Answer: A. True, you can detail information about your Desktop flow execution within the Run history feature.

4. When creating a connection to use the "Run a flow built with Power Automate Desktop" action, if you are not sure what to put in the domain and username field, you can use the Command Prompt window (open Start, type CMD and hit enter), type "_____" command to locate the Domain and Username.

- A. Find user
- B. Locate user
- C. What's my user
- D. Set user

Answer: D. Set user

Information in this document, including URL and other Internet Web site references, is subject to change without notice. Unless otherwise noted, the example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, e-mail address, logo, person, place or event is intended or should be inferred. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

The names of manufacturers, products, or URLs are provided for informational purposes only and Microsoft makes no representations or warranties, either expressed, implied, or statutory, regarding these manufacturers or the use of the products with any Microsoft technologies. The inclusion of a manufacturer or product does not imply endorsement of Microsoft of the manufacturer or product. Links may be provided to third party sites. Such sites are not under the control of Microsoft and Microsoft is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. Microsoft is not responsible for webcasting or any other form of transmission received from any linked site. Microsoft is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of Microsoft of the site or the products contained therein.

© 2020 Microsoft Corporation. All rights reserved.

Microsoft and the trademarks listed at

<https://www.microsoft.com/enus/legal/intellectualproperty/Trademarks/Usage/General.aspx>

are trademarks of the Microsoft group of companies. All other trademarks are property of their respective owners.