Microsoft

App in a Day
Microsoft Power Platform

Power Apps

Power Automate

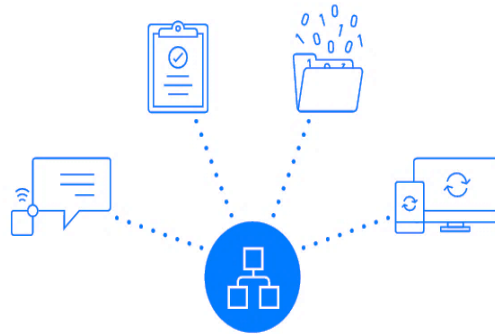Microsoft Dataverse

Microsoft Power Platform

Introduction
Module 4: Power Automate, Cloud Flows

Power Automate is a service for automating workflows across apps and services
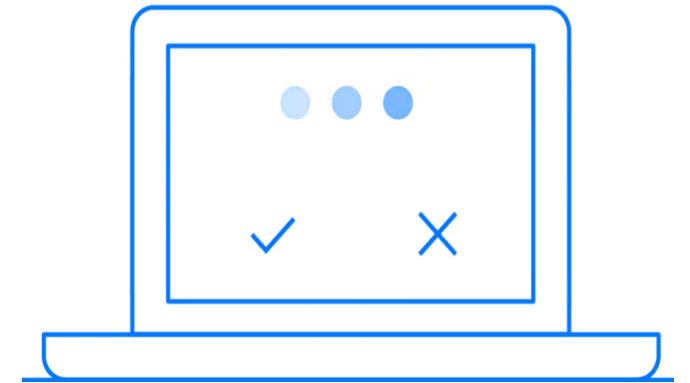
Connect to data & systems you're already using; create the data you need

Create workflows using triggers & actions without code or scripts

Edit flows on web and mobile

Approve requests or manage them on web and mobile

Common Scenarios

Automated approvals across data stores and services

Recurring processing – e.g., expire all records over 7 days

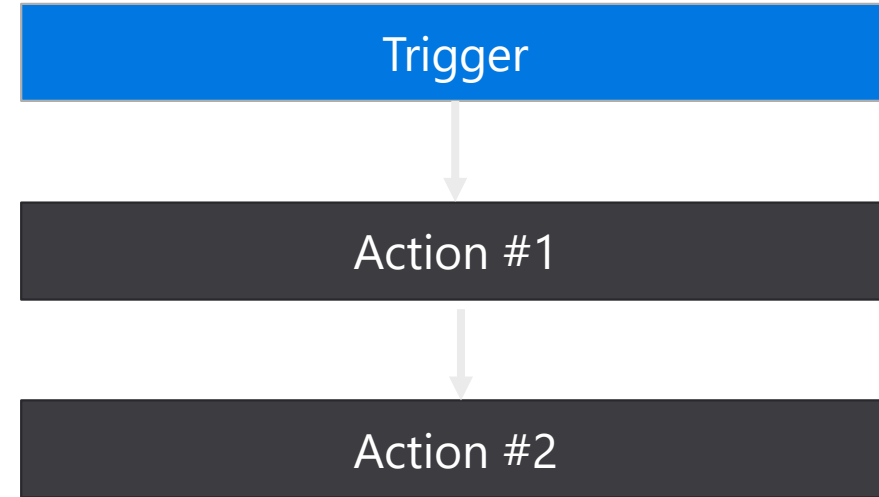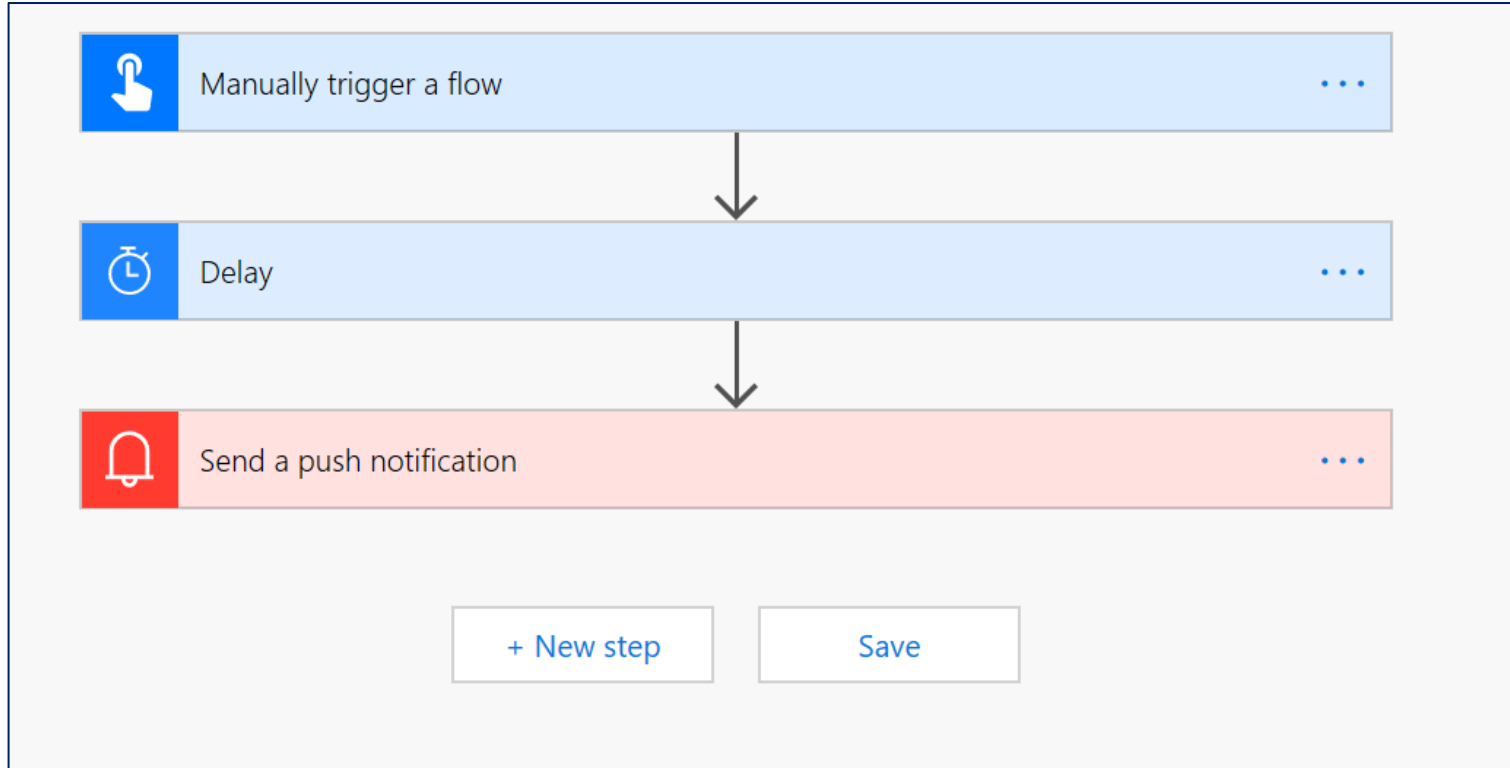Process guidance – interactive step by step completion of common business processes

Automated triggering from data or service events e.g., record or file created

Mobile user clicks a button to kick off automation including context

Power App app user clicks a button to launch a flow in the background
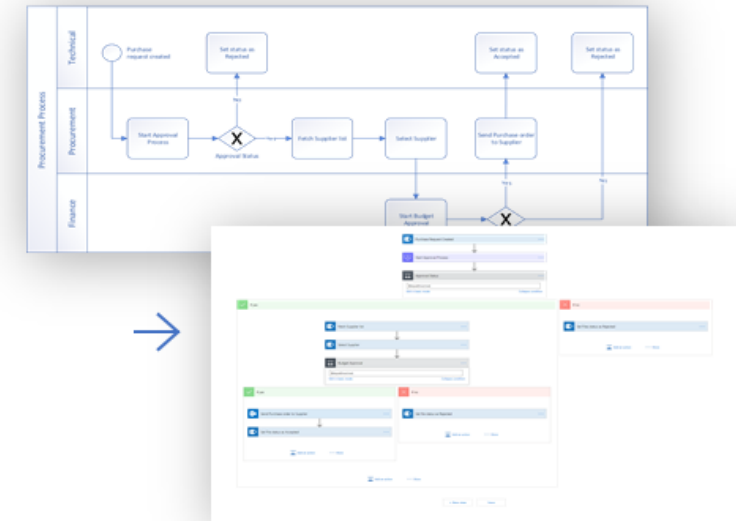
What does a cloud flow look like?

What makes up a cloud flow?

Example: Notification flow

Trigger–the event that kicks off the flow:

- Manual via button or Power Apps
- On a schedule
- On an event in the cloud

Actions–what the flow does
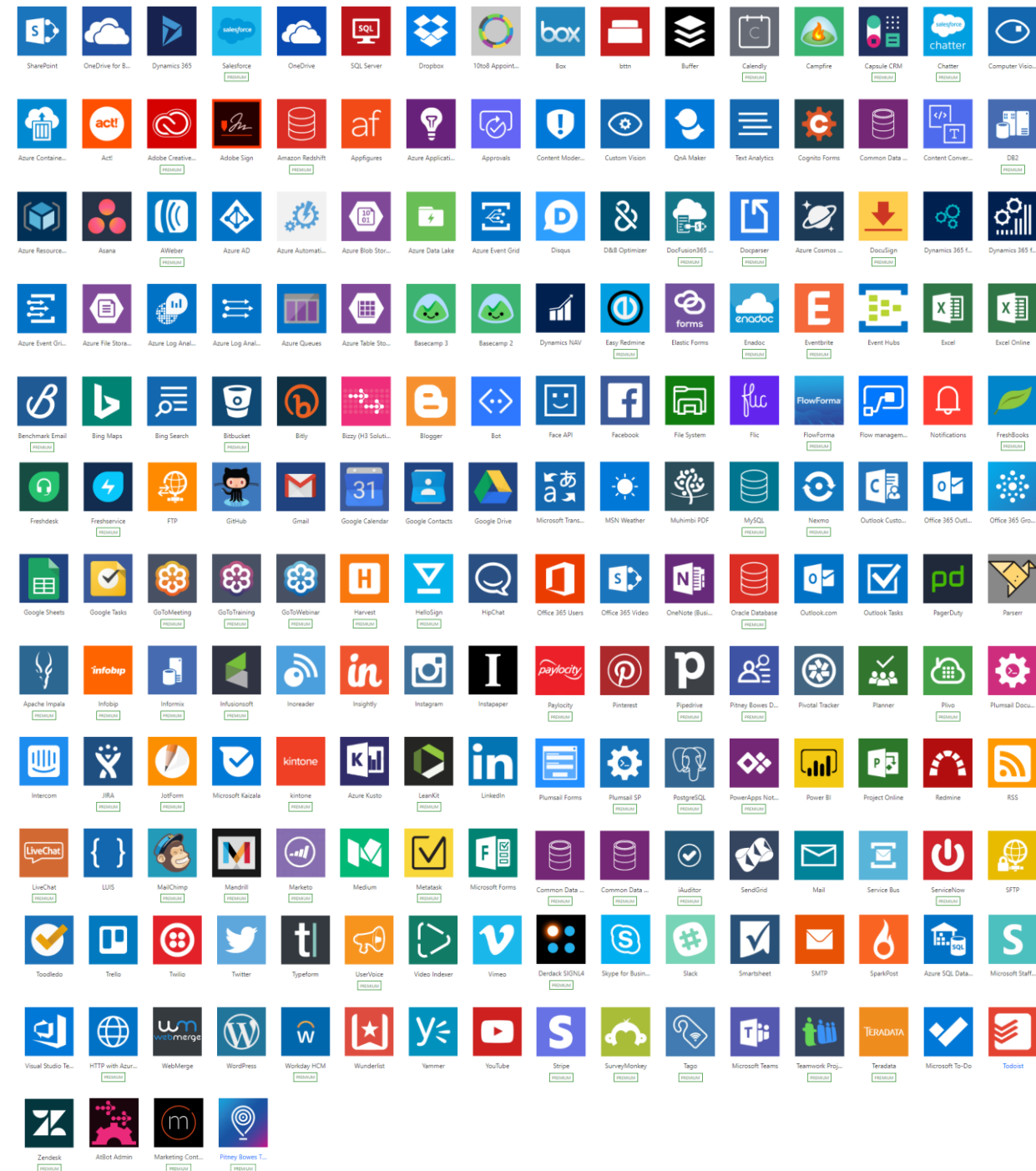
Uses data from the trigger

Integration + Connectivity

- Built-in connectivity to **hundreds of cloud services**, file providers, databases, web APIs, productivity apps, and more

- Connect to **on-premises systems** via Data Gateway

- Pluggable extensibility via **Custom Connectors** to integrate existing LOB systems into flow

Characteristics of automated flows

⚡ Starts with an event or trigger

📋 Performs any number of actions

▽ Can have conditional logic

⌒▫ Can call other workflows

What can business process flows do?

📋 Create stages or screens that enforce a certain sequence of steps

✏️ For each stage, collect data from the user and / or and kick off automated workflows

⤴️ Create branching logic based on the data

Use Power Automate & SharePoint & OneDrive

Flow button appears in all Modern Lists and Document Libraries

There are two states for the button

1. When you don't have a file selected

   - You can create flows that run in the background on that list

2. When you have a file selected

   - You can create manual flows that run on that specific file

   - All manual flows already tied to that document library appear on the menu when you open it
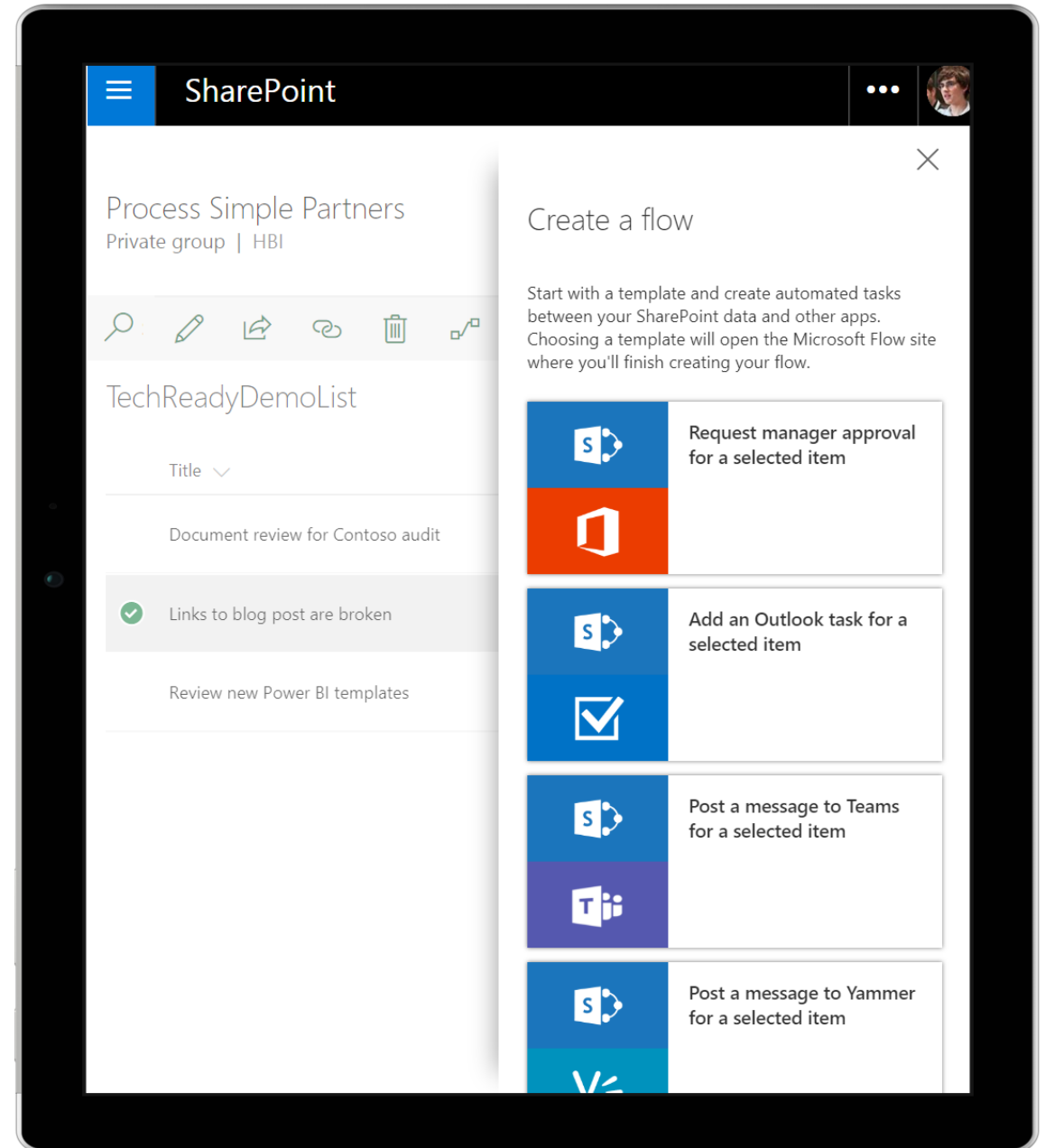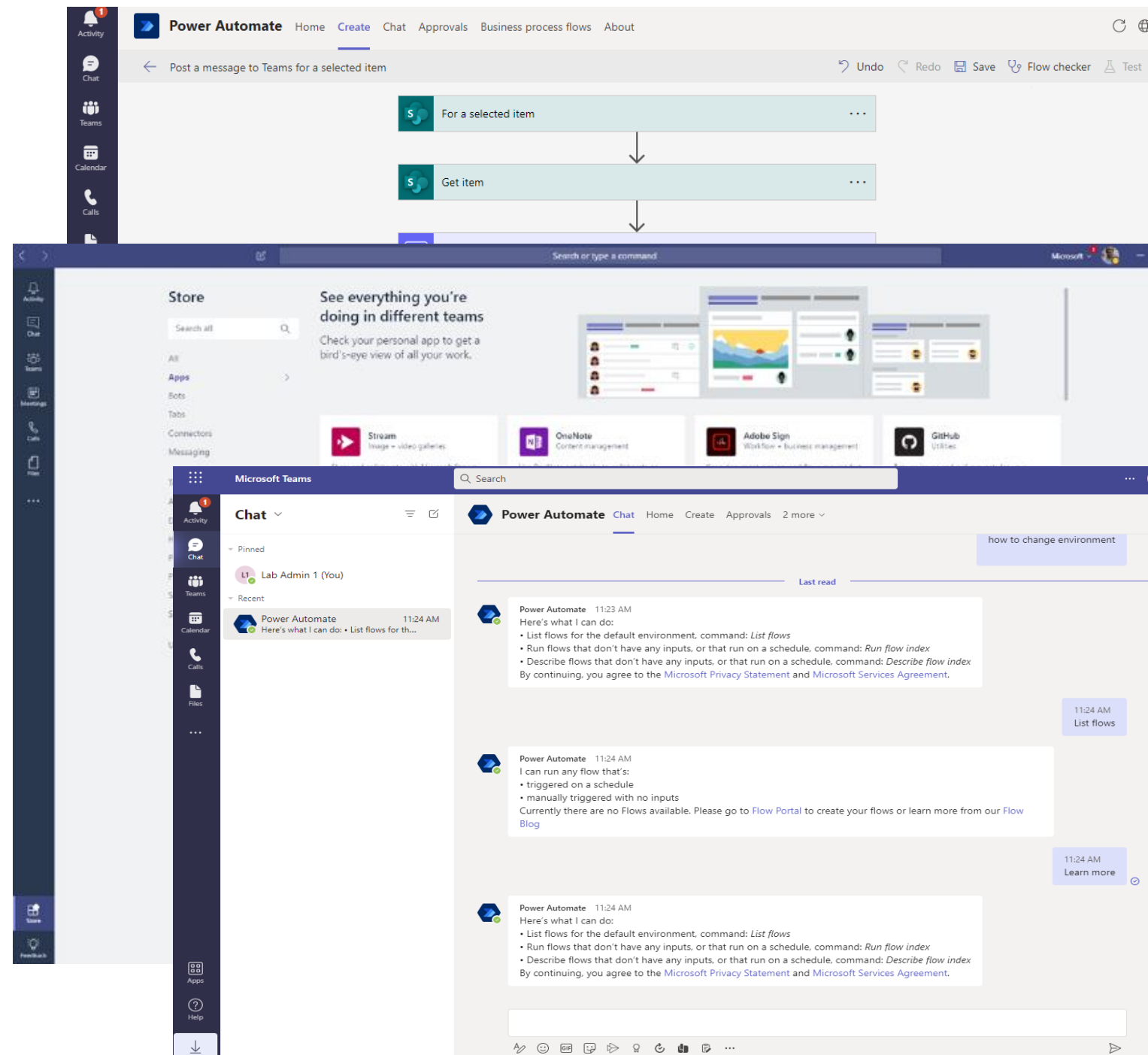
Power Automate & Microsoft Teams

Within Teams

- Access personal flows

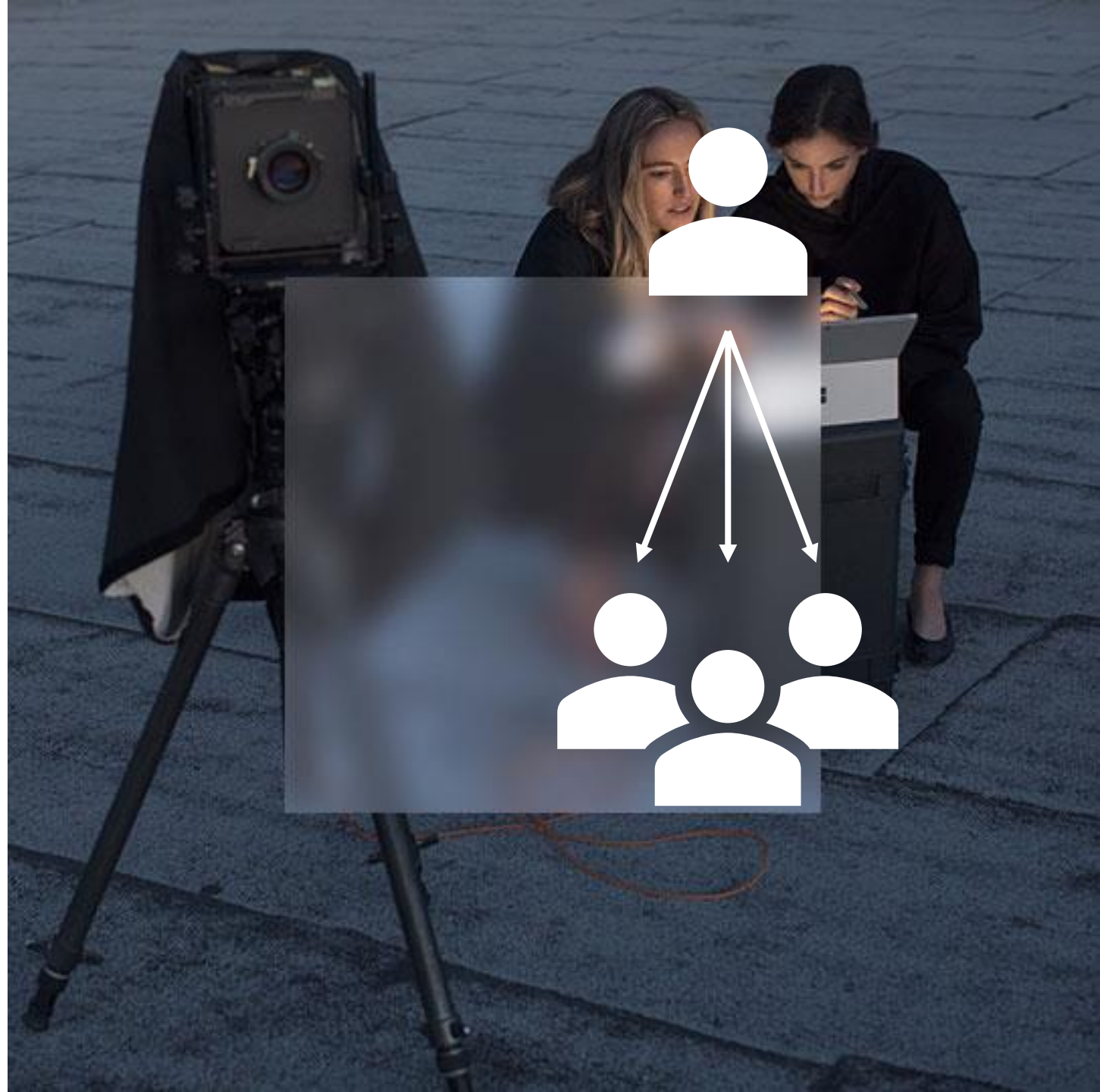- Create new flows

- Approvals center

Use the flow bot to
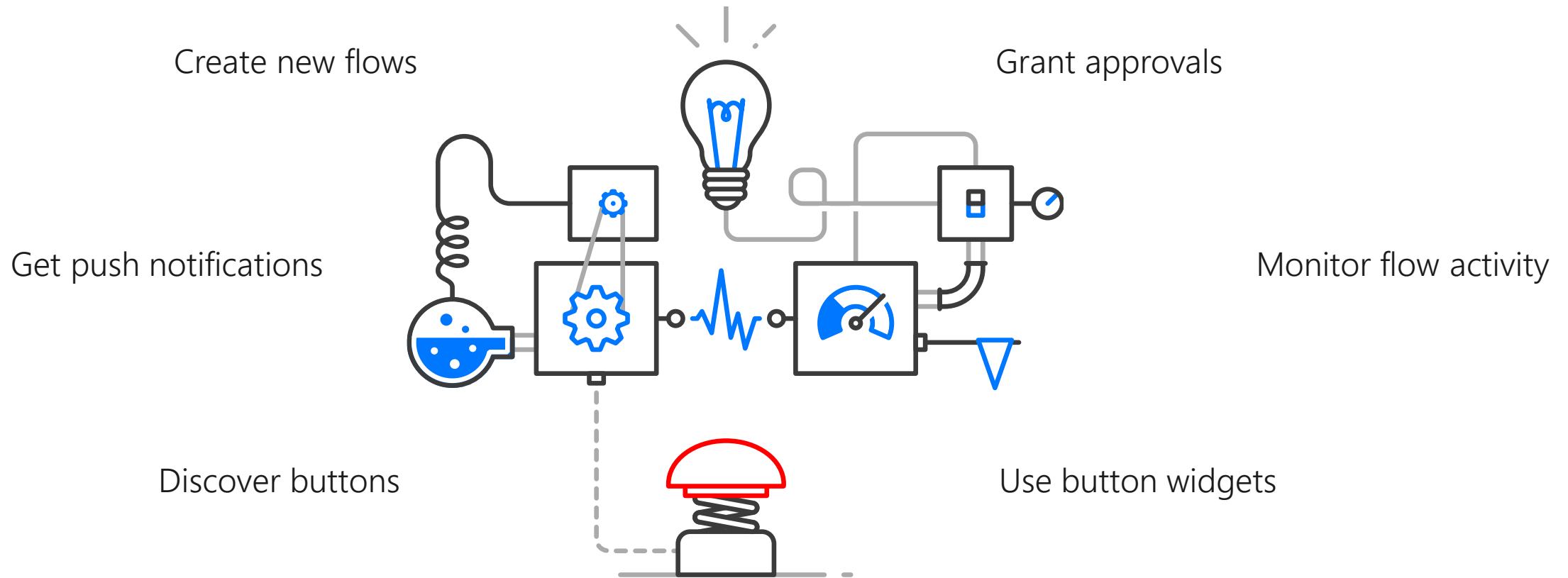
- Trigger schedule-based flows

Sharing a flow

- Many people can **own** a flow at once

- Use **buttons** to share the ability to *run* flows throughout your organization

- Use **approvals** for people to *participate* in a flow without knowing it's a flow
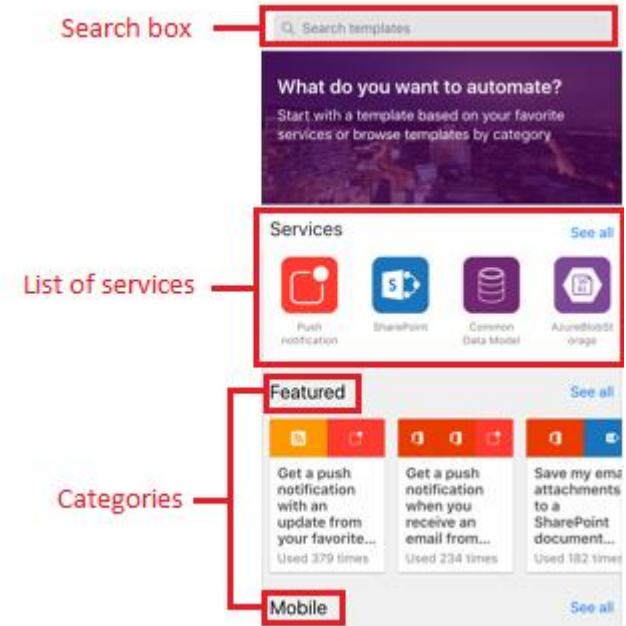
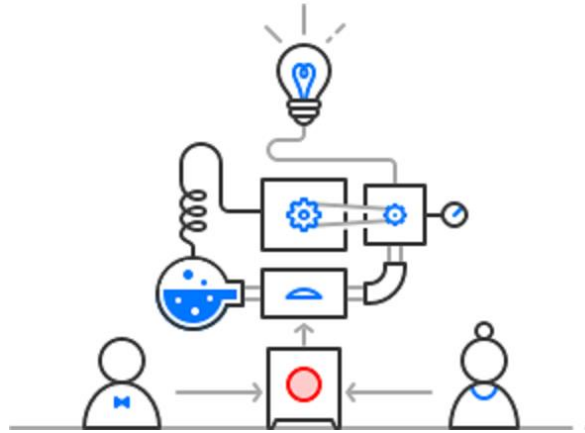# Power Automate Mobile & Devices

Work less and do more, from anywhere

Create new flows

Grant approvals

Get push notifications

Monitor flow activity

Discover buttons

Use button widgets

Create, run, and manage automated workflows between your favorite apps and services – even when you're on the go!

Power Automate mobile app

- Get notifications
- Manage approvals
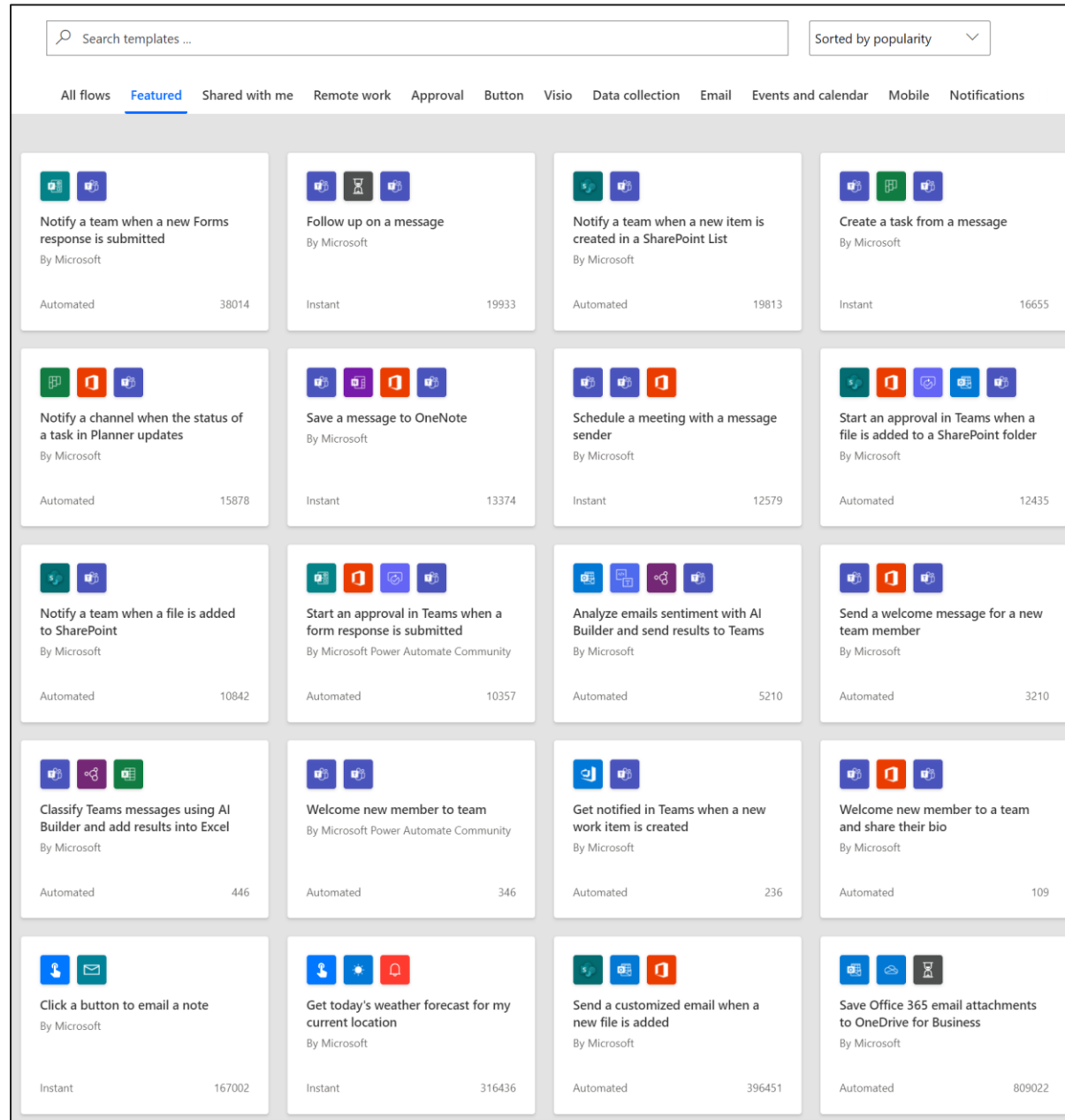- See flow details
- See flow run activity
- Flow buttons

Go to the app store on your device and search for "Power Automate"

Apple Store: https://itunes.apple.com/us/app/microsoft-flow/id1094928825?mt=8
Google Play: https://play.google.com/store/apps/details?id=com.microsoft.flow

Templates help users to get started with Power Automate

Power Automate templates

Highly recommend running the "Get a push notification with updates from the Power Automate blog" template

Power Automate Portal [https://powerautomate.microsoft.com]

1. **My flows**, where your flows live.
2. **Approvals**, where you can automate and streamline your approval process.
3. **Templates**, which is a great place to start.
4. **Connectors**, where you can connect from one service to another.
5. **Learn**, where you can gain information that will help you ramp up quickly on Power Automate.
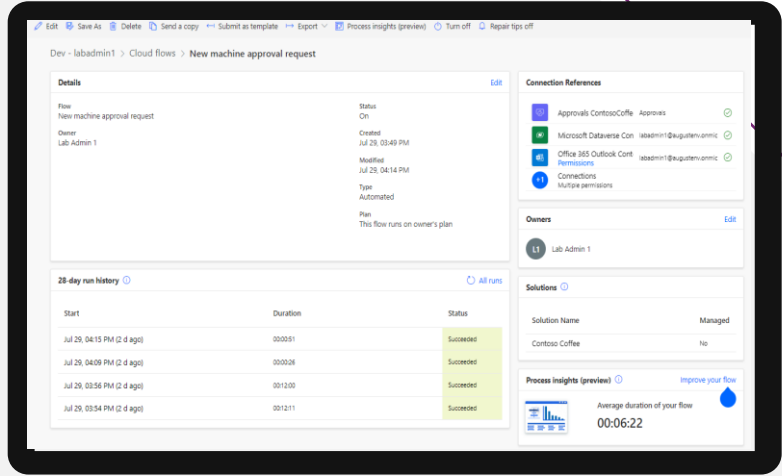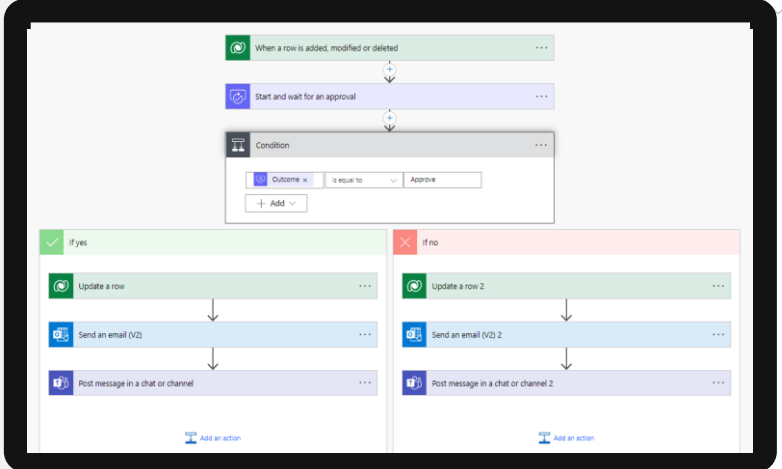6. **Featured template collections**, collections of templates by industry or role

Microsoft Power Platform
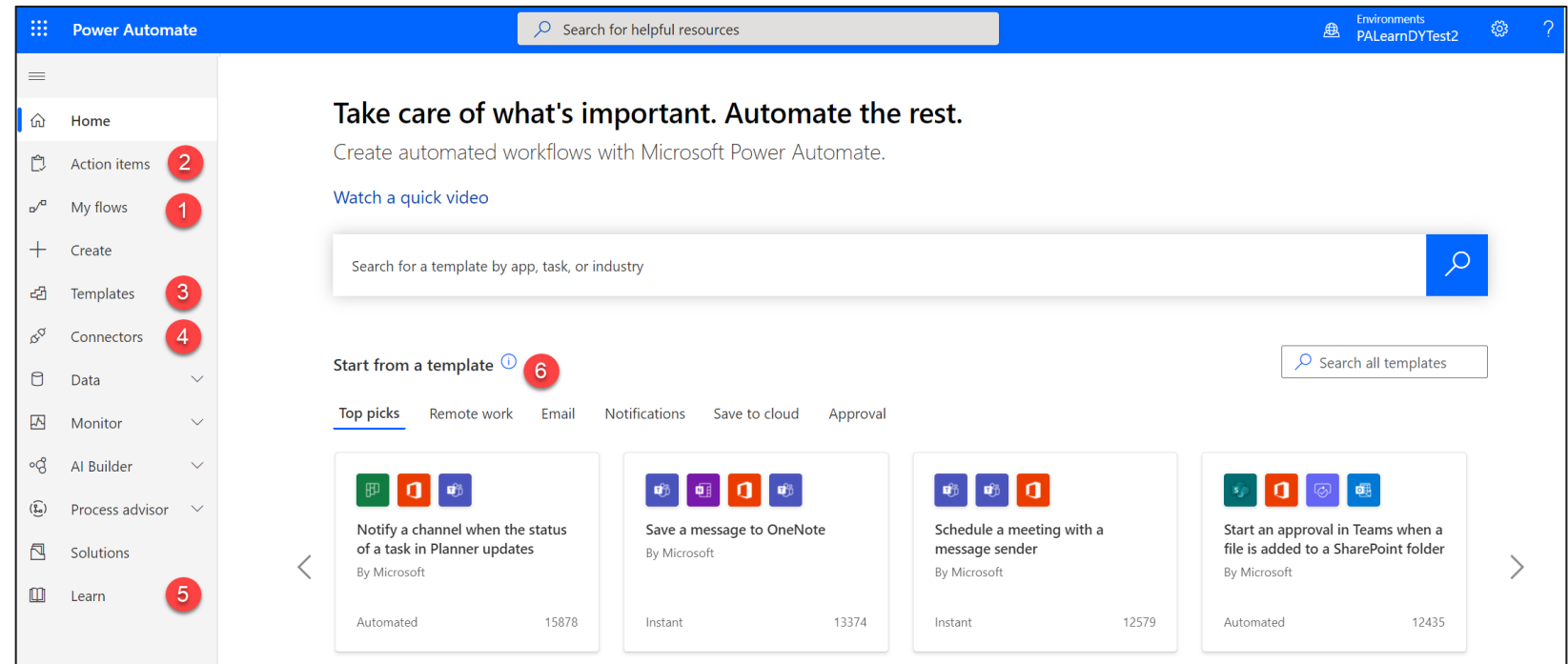
Hands-on-lab 4
Module 4: Power Automate
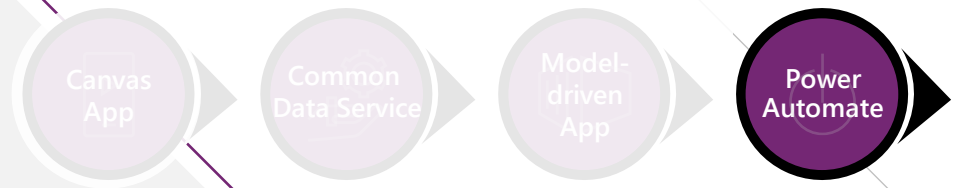
Module 4: Learning objectives

◇ **Trigger a flow when a new Dataverse row is created**

◇ **Send an approval request**
  - Conditional branching based on the approval response

◇ **Send email notifications**
  - Update the record with the approval status and the approver's comments

◇ **Use the approval center on web and mobile**

◇ **Check the status of flow runs**

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