



PowerApps – PowerAutomate and Cloud Flows

<https://github.com/alanchow85/RPA>



PowerApps – Robotic Process Automation

Intro to RPA & Setup Outlook

Email Automation

Split-Filter-Extract data

Calibrate SharePoint

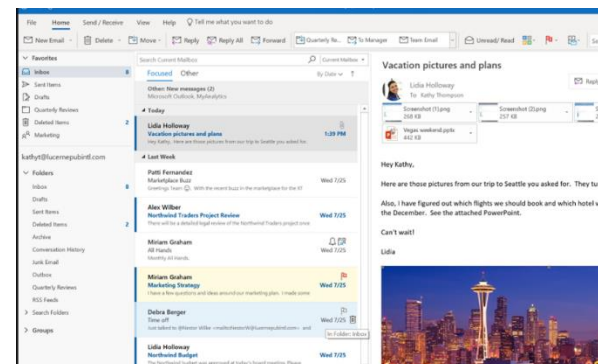
Access FormSG excel rows and Automate
data entry

Email Notification to next user to respond
and update SharePoint





A LOT OF REPEATED WORK

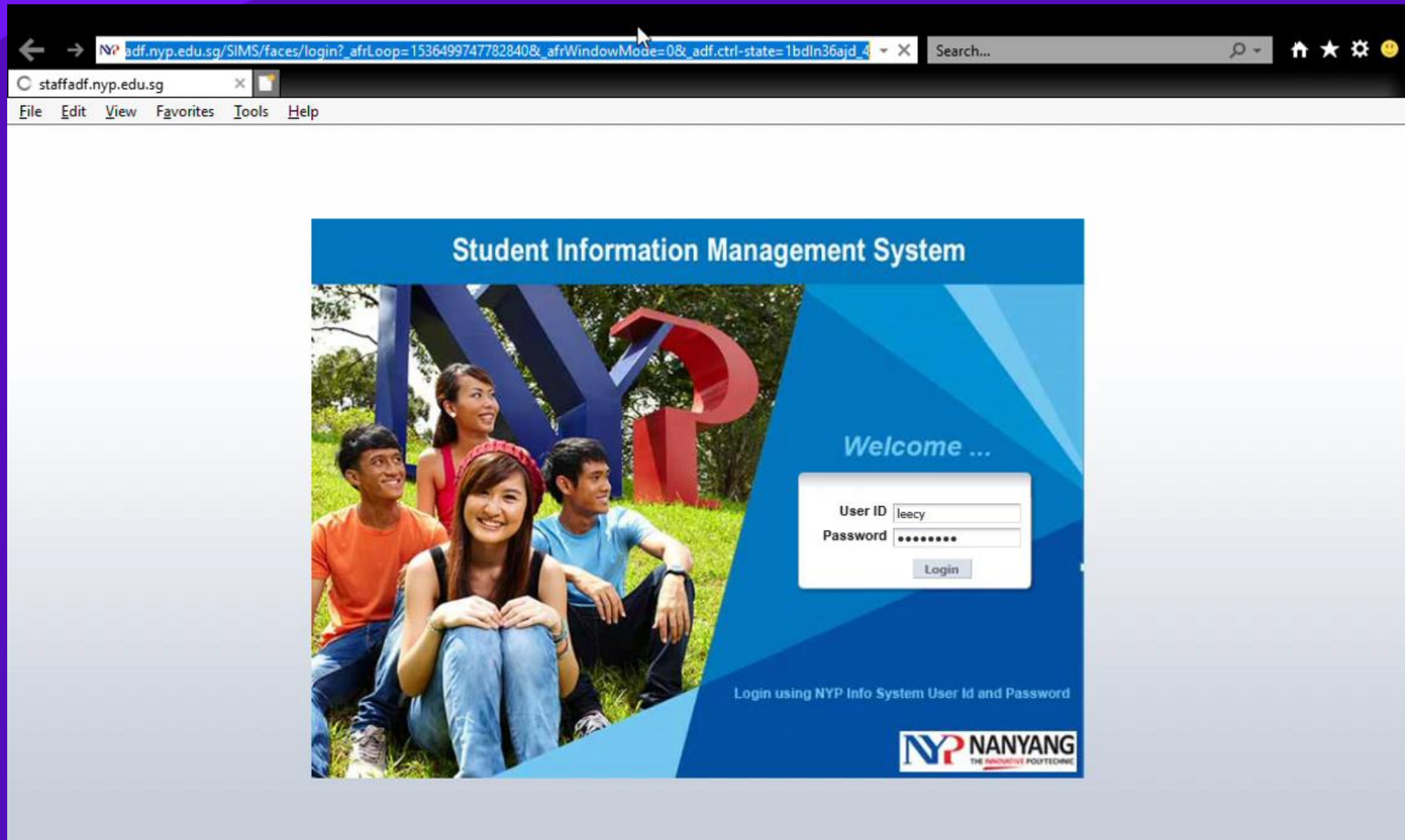


imgflip.com



Run a Robot to help
you do them all

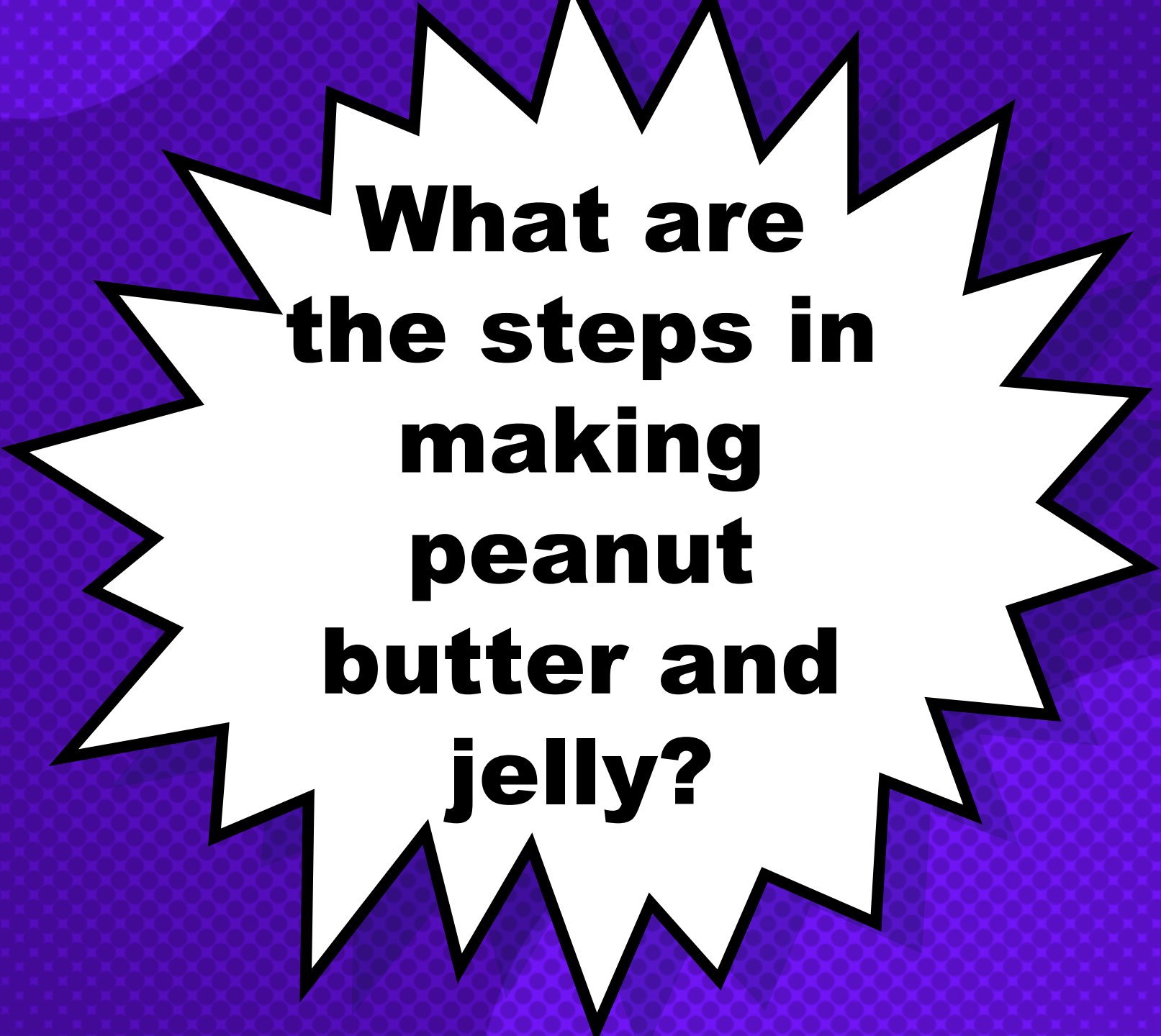




Understanding Sequence

What does creating a sequence mean?





**What are
the steps in
making
peanut
butter and
jelly?**



Did it work?

- Did he/she do what the dad intended for him/her to do?
- What parts of the instructions were clear?
- What parts weren't?
- How could you improve the instructions?



Important vocabulary

- How does “thinking like a computer” compare with “thinking like a human”?



Important vocabulary

- **Action:** A specific step for the Flow to perform.
- **Sequence:** The order in which the actions are given.



PowerApps – Getting Started

Go to:

<https://make.powerautomate.com>

Username:

e.g ➔ Alan_chow@nyp.edu.sg

Password :

The password for our NYP Microsoft
account or email

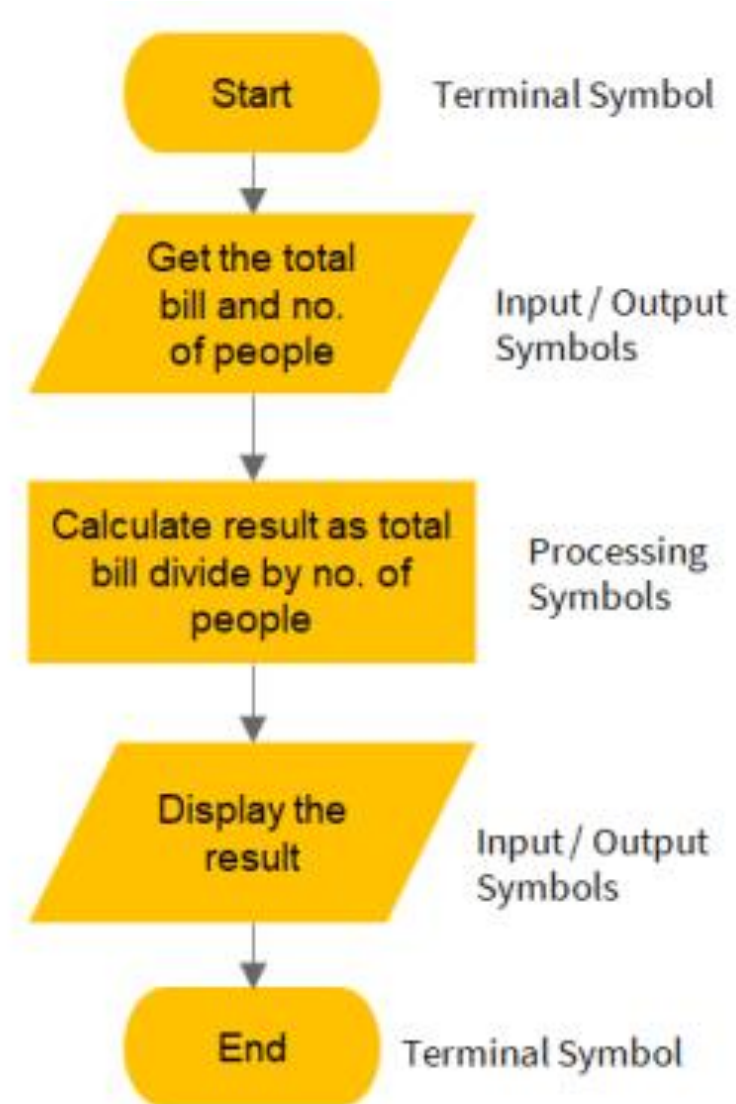


Power Automate

Design a Program Sequence: Pseudocode and Flowchart

For the "Split the Bill" example, the pseudocode is written as follows:

1. Get the total bill amount
2. Get the number of people to share the bill
3. Divide the total bill amount by the number of people
4. Display the result of the calculation



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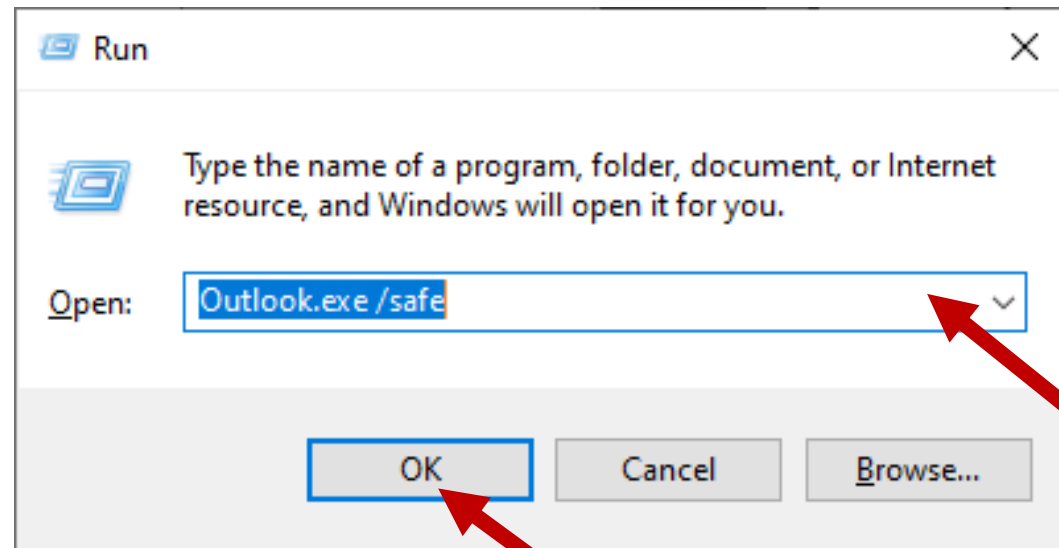
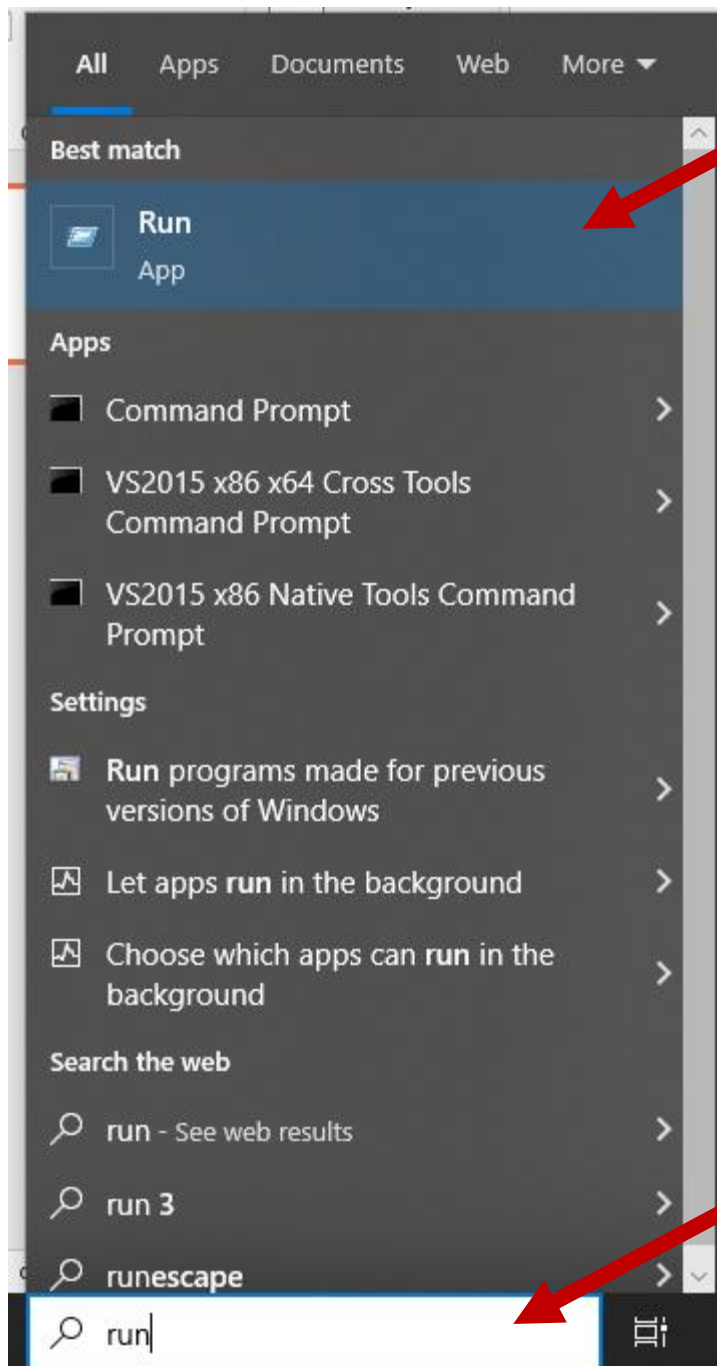
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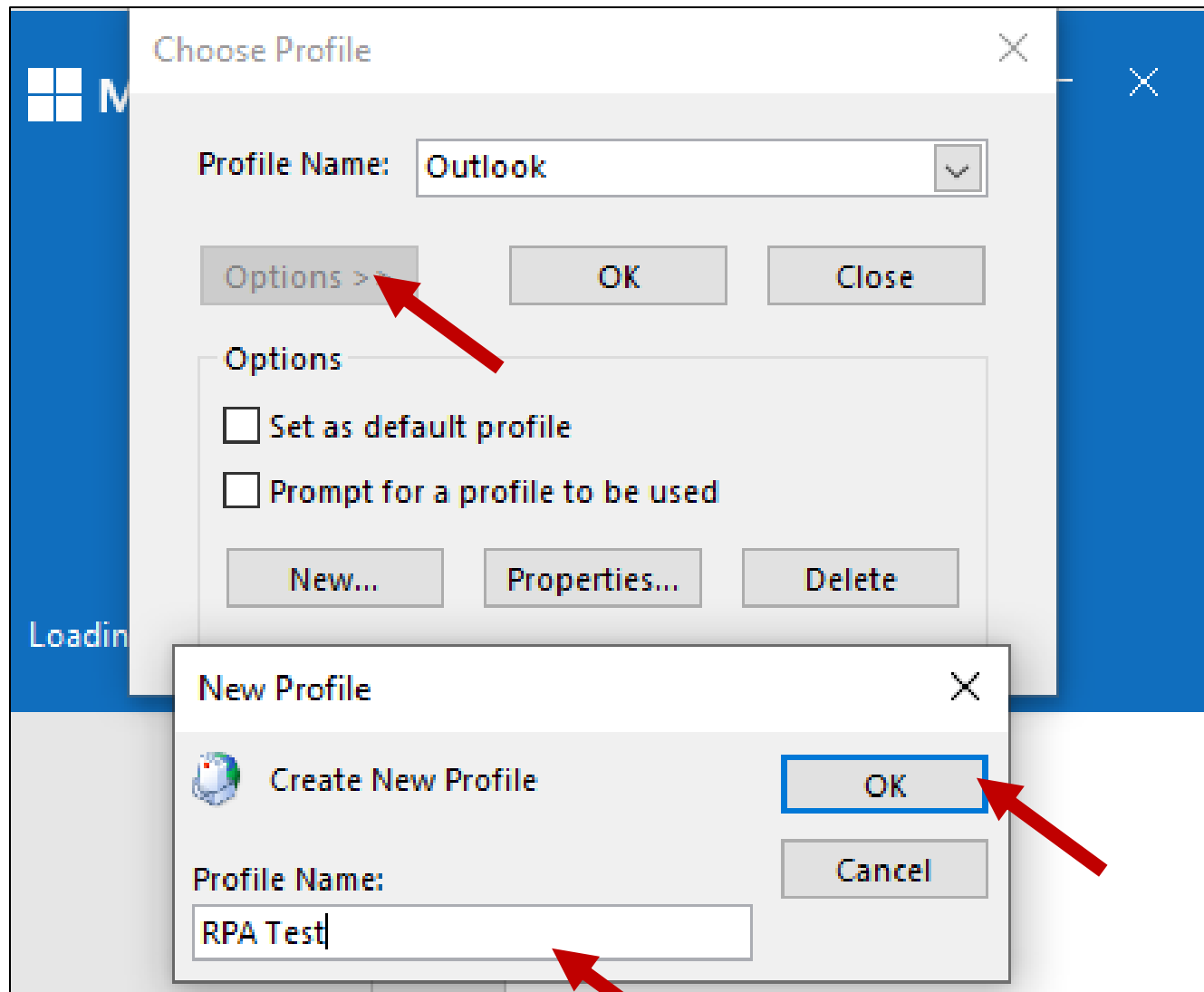




To setup Outlook, first run Outlook in safe mode.

Open **Run** → **Type Command as below:**
Outlook.exe /safe

Take note of the space between the "exe" and "/safe"



Create a new profile by:

Click Options → New... →
Type Profile Name to be **RPA Test**
→ OK

The fine print

These Microsoft Office Professional Plus 2019 apps are installed:



This product also comes with Office Automatic Updates.

[Learn more](#)

By selecting Accept, you agree to the Microsoft Office License Agreement

[View Agreement](#)

Accept and start Outlook

Adding RPACoreTestingAcct0@outlook.com
Account setup is complete

OK

☐ Set up Outlook Mobile on my phone, to

Uncheck Set Up mobile

Select RPA Test as profile → check
Set as Default Prompt → Ok.

Outlook set up is complete.

In email screen, type in your email
and click login.
**In the password panel, enter your
outlook email
Password.**

Choose Profile

Profile Name: RPA Test

Options >>

OK

Close

Options

☒ Set as default profile

☐ Prompt for a profile to be used

New...

Properties...

Delete

▼ Favorites

Inbox 21

Sent Items

Deleted Items 2

▼ alan_chow@nyp.edu.sg

▼ Inbox 21

RPA Process

Drafts [3]

Sent Items

Deleted Items 2

Archive 1

> Conversation History

Junk Email

Outbox

RSS Feeds

Search Folders

All Unread
By Date ↑

NYPRPA Test0

<<STMS: Attendance Update>> Course attendan... 25/7/2023

Dear course manager, Company SAF (HQ1733)

NYPRPA Test0

formsg-auto: Manpower Declaration (#64b0b523... 14/7/2023

This email originated from outside of NYP Staff

NYPRPA Test0

<<Manpower Report>> Staff Details for (Maveri... 14/7/2023

Dear sir, Attached are the staff under our

NYPRPA Test0

<<Manpower Report>> Staff Details for (Maveri... 14/7/2023

Dear sir, Attached are the staff under our

NYPRPA Test0

<<Manpower Report>> Staff Details for (FlowTe... 14/7/2023

Dear sir, Attached are the staff under our

NYPRPA Test0

<<Manpower Report>> Staff Details for (FlowTe... 14/7/2023

Dear sir, Attached are the staff under our

formsg-auto: Manpower

NYPRPA Test0 <RPACo

To NYPRPA Test0

Retention Policy Exchange Retention Po

You forwarded this message on 7/9/20

This email originated from outside of NYP Staff. Please be cautious of attachments if you are unsure they are safe.

Hello there,

A "Manpower Declaration" form w

Response ID

Timestamp

Company Name

Industry

Employee Includes non-

Drag in the sample email files into **outlook inbox.**

These are for the Desktop automation. 2 of the emails are Manpower Reports.

Each report has a specific subject and an attachment.

For these types of automation, it is important to involve stakeholders and ensure that they are adhering to certain data format, example:


Formsg-auto
<<Manpower Report>>

NT

NYPRPA Test0

<<Manpower Report>>

Staff Details for (FlowTech Pte Ltd)



Flowtech.xlsx

10 KB

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The screenshot shows the Power Automate web interface. On the left is a navigation sidebar with the 'Power Automate' logo, a search bar, and a list of options: Home, Approvals, My flows, Create (highlighted with a blue bar), Templates, Connectors, Data, Monitor, and AI Builder. The main content area is titled 'Three ways to make a flow' and includes a 'Start from blank' link. Below this is a light blue banner for AI-powered flow creation, which is unavailable in the current region. Three cards are displayed: 'Automated cloud flow' (triggered by a designated event), 'Instant cloud flow' (triggered manually), and 'Scheduled cloud flow' (runs on a schedule). A red arrow points from a text box to the 'Automated cloud flow' card.

Power Automate

Search

Environn
MOM I

Home

Approvals

My flows

Create

Templates

Connectors

Data

Monitor

AI Builder

Three ways to make a flow

Start from blank ⓘ

Create flows using the power of AI and your own words
This feature isn't available in your area. To try it now, choose or create an environment in a supported

Automated cloud flow
Triggered by a designated event.

Instant cloud flow
Triggered manually as needed.

Scheduled cloud flow
You choose when and how often it runs.

Trigger actions are important → when an event happens, you want the flow to automatically react accordingly.

Select this to create a flow that is triggered by events.

make.powerautomate.com/environments/Default-243ebaed-00d0-4690-a7dc-75893b0d9f98/home

YouTube Maps Gmail New Tab Back to Manage Qu... Module Informatio... Create your flow | P... Trim and TrimEnds f...

NY NANYANG THE INNOVATIVE POLYTECHNIC **Power Automate** Search

Environments Nanyang Polytechnic (d... ?

Home Approvals My flows Create

Click here and go to Microsoft 365

Data Monitor AI Builder Process mining Solutions Learn Ask a chatbot

Hello, Alan

Create a flow to automate a repetitive business task end to end.

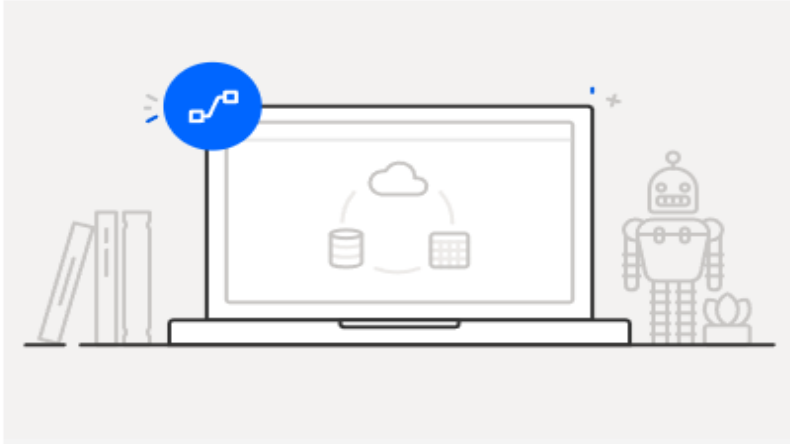
+ Create

Learning for every level [See all](#)

- Analyze process mining reports in Power Automate (Beginner, 45 min)
- Analyze your business process with Microsoft... (Beginner, 43 min)
- Automate a business process using Power... (Beginner, 4 hr 50 min)
- Automate processes with Robotic Process... (Intermediate, 2 hr 5 min)

<https://make.powerautomate.com/>

Build an automated cloud flow



Free yourself from repetitive work just by connecting the apps you already use—automate alerts, reports, and other tasks.

Examples:

- Automatically collect and store data in business solutions
- Generate reports via custom queries on your SQL database

Flow name

emailAutomation

Choose your flow's trigger *

Search or select a trigger from the list below to create a flow. (Required)

when a new email arrive

When a new email arrives (V2)
Outlook.comWhen a new email arrives (V3)
Office 365 OutlookWhen a new email mentioning me a...
Outlook.comWhen a new email arrives in a share...
Office 365 OutlookWhen a new email mentioning me a...
Office 365 Outlook

Skip

Create

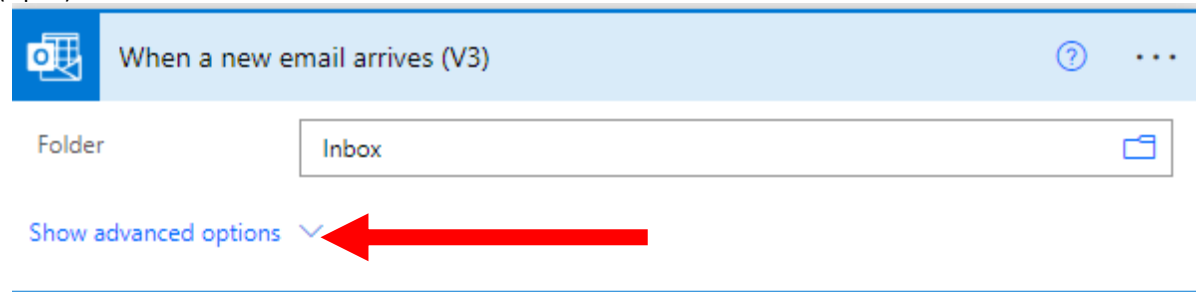
Cancel

emailAutomation

Search for [When a new email Arrive(V3)]

Selects **When a new email arrives (V3)--> Create.**

When a new Email arrives, it will trigger this workflow.



When a new email arrives (V3)

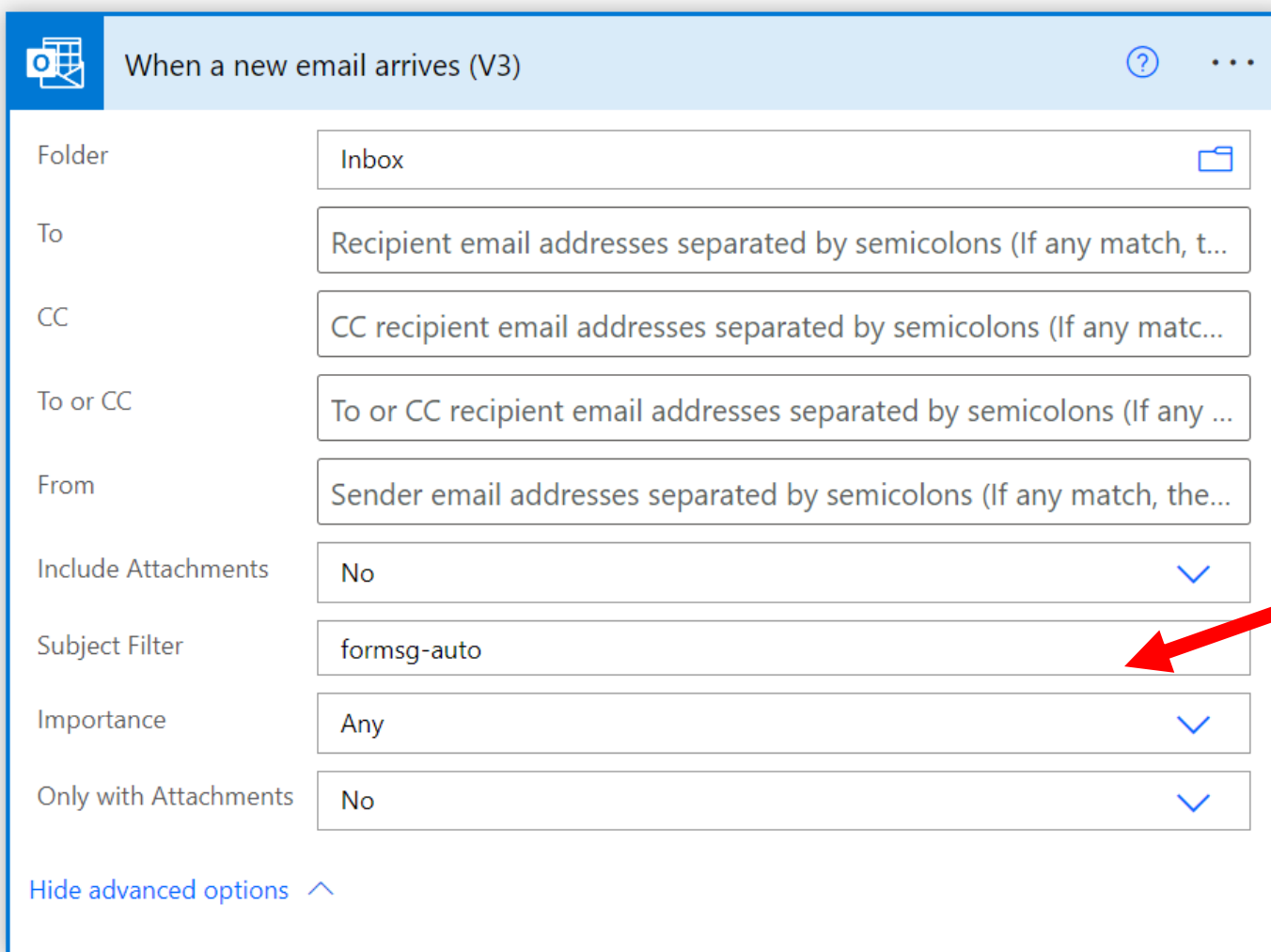
Folder:

Show advanced options

Check the Trigger: When a new email arrives (V3)

This means that when an email arrives to Inbox, this flow will trigger.

QUESTION: Do we want to trigger for EVERY email?



When a new email arrives (V3)

Folder:

To:

CC:

To or CC:

From:

Include Attachments:

Subject Filter:

Importance:

Only with Attachments:

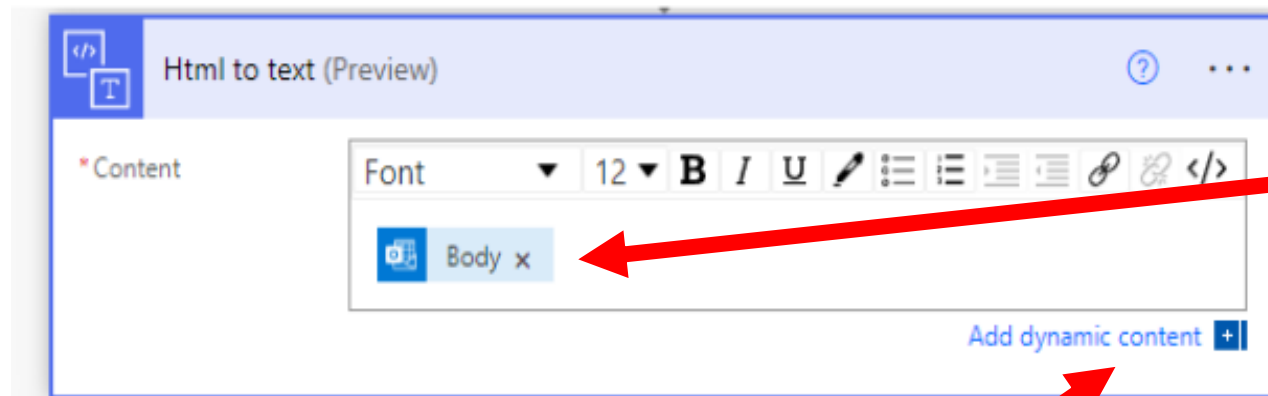
Hide advanced options

Click on Show Advance options.

Here you can see a lot of conditional triggers for emails such as **From, Subject filter etc.**

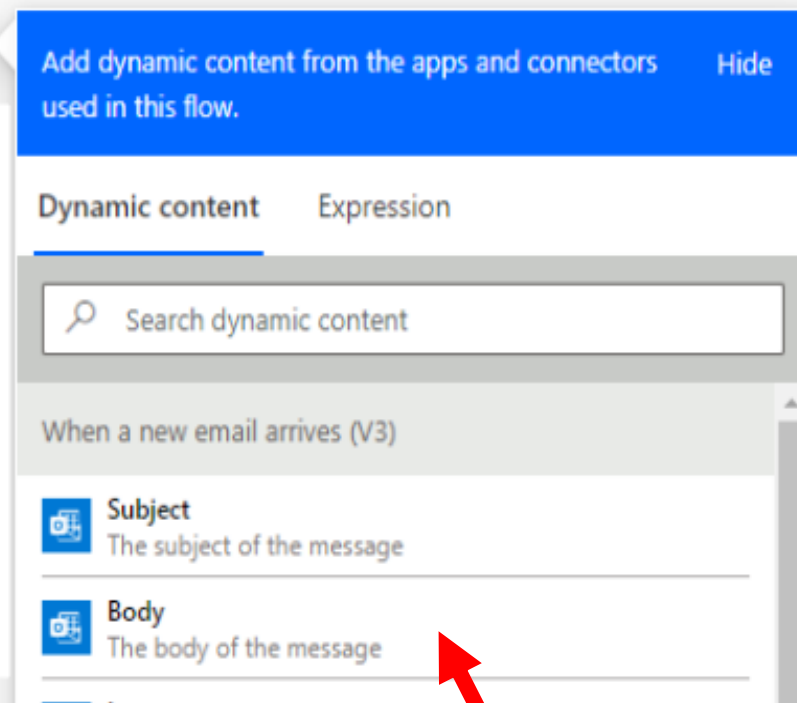
Adding filters allows us to only trigger when email subject matches <<formsg-auto>>

Then Click on +New step



We want to add the **BODY** of the email here.

Click on Dynamic Content! It shows you all the previous actions (including the email trigger) so you can take any data that is available.



Look for “When a new email arrives” → Body!
It means you are taking the email body from the email trigger and adding as dynamic content.



Progress Check!

The screenshot shows a workflow editor with two steps:

- Step 1: When a new email arrives (V3)**
 - Folder:
 - Show advanced options ☐
- Step 2: Html to text (Preview)**
 - * Content:
 - Font: **B** *I* U
 - Body

We now have access to entire email body text. However, we still need to:

Spilt the text line by line

Filter out the empty lines

Extract the email details

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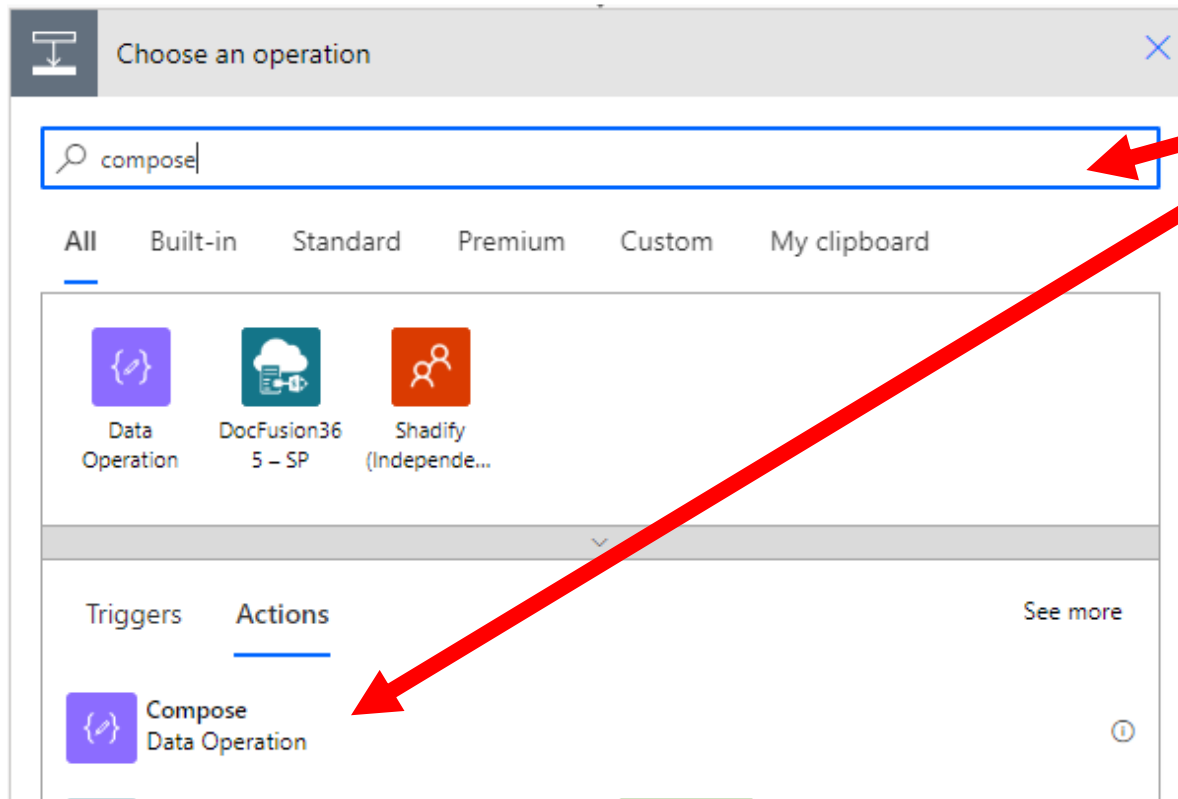
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Spilt the text line by line

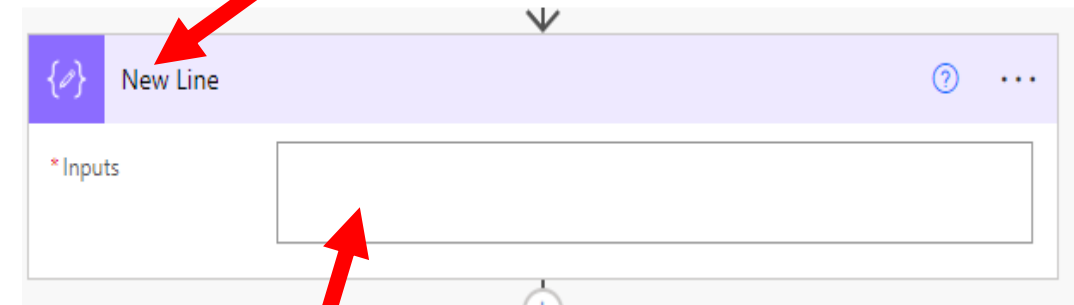
Filter out the empty lines

Extract the email details



Let's add a **COMPOSE** action to create an empty line first.

Rename this to **New Line**

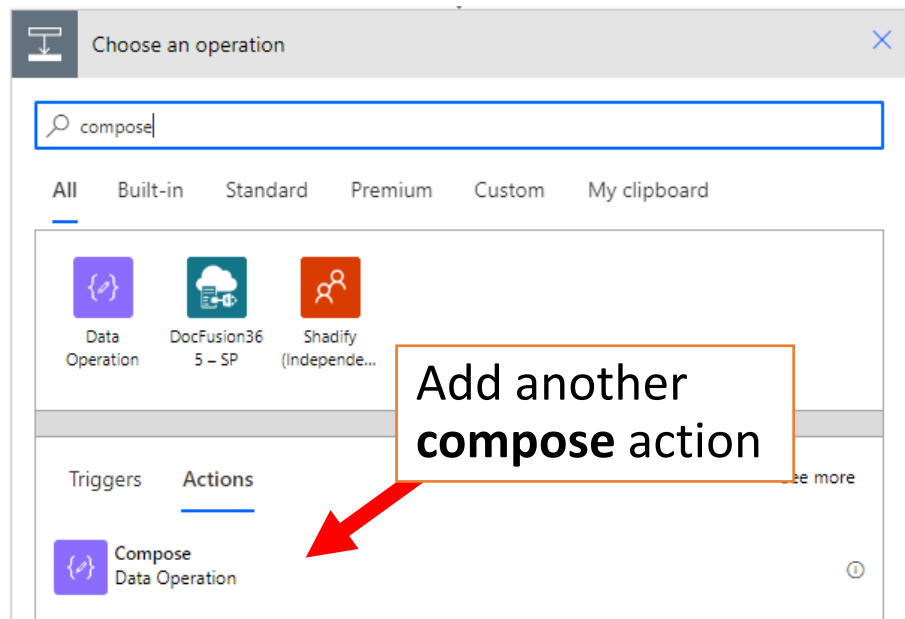


Click on the Inputs, and click enter, for new line

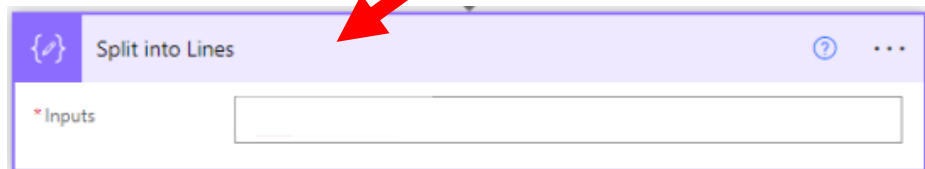
Spilt the text line by line

Filter out the empty lines

Extract the email details



Rename to **Spilt into Lines**



We are going to add an expression! They act like functions in excel, in this case, to spilt the email body text by line. **Click on dynamic content → Expression**



```
split(outputs('Html_to_text'))['body'], outputs('New_Line'))
```

This expression will spilt the email into multiple lines. Now we will filter out the **EMPTY** lines.

Spilt the text line by line

Filter out the empty lines

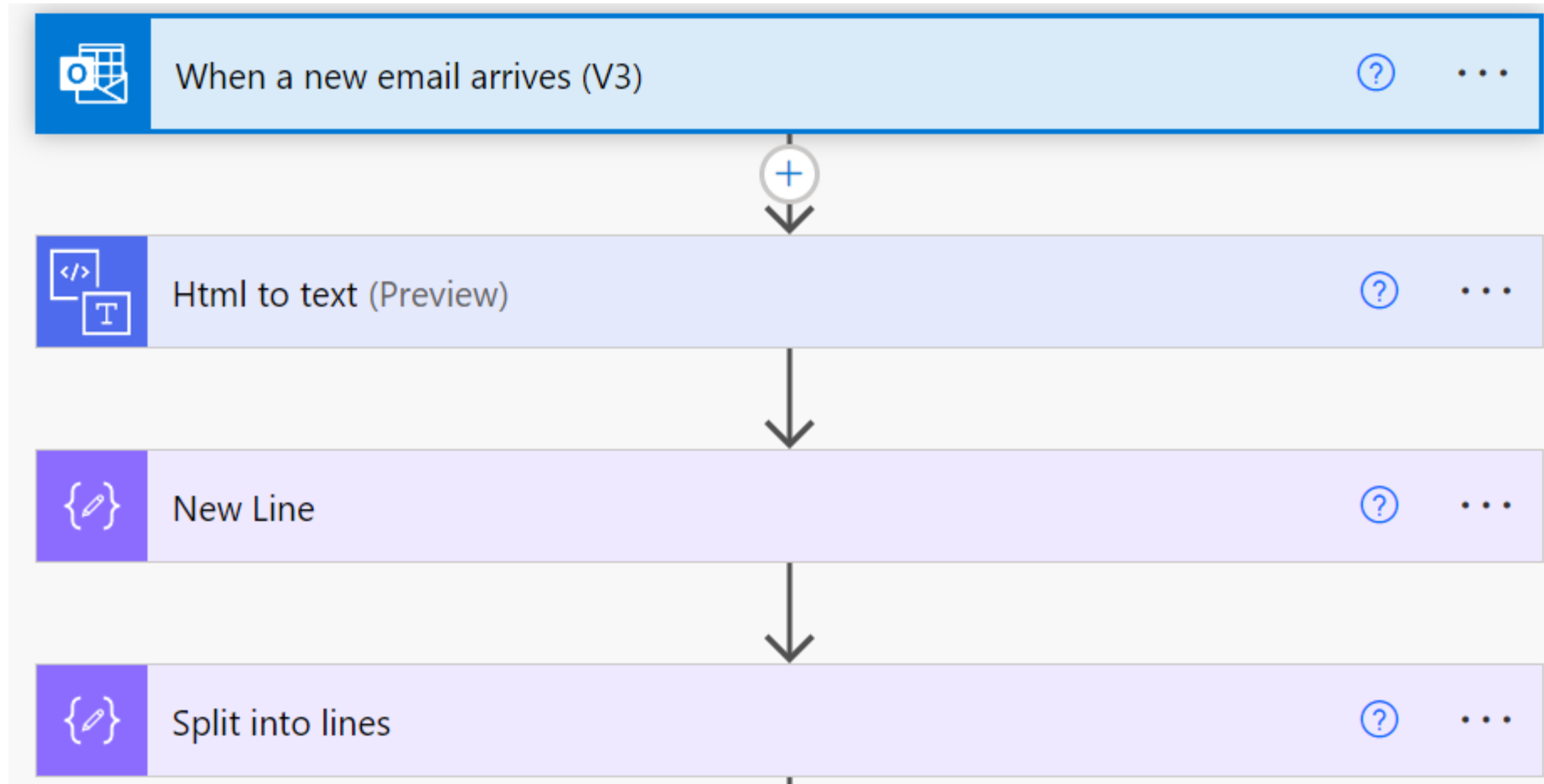
Extract the email details

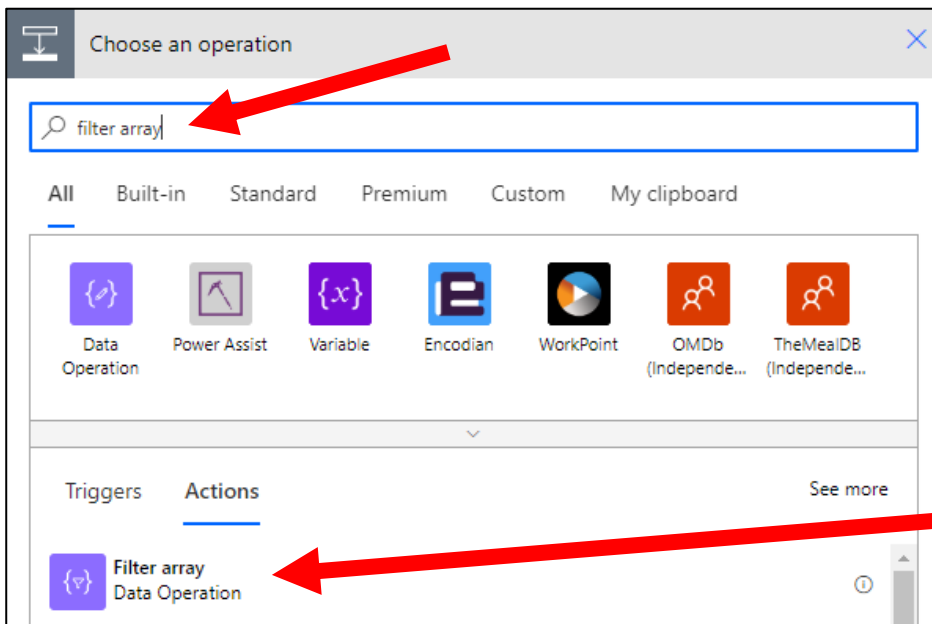


Progress Check!

We now have to filter out the empty lines.

Removing empty lines allows us to better spilt our data from the email.



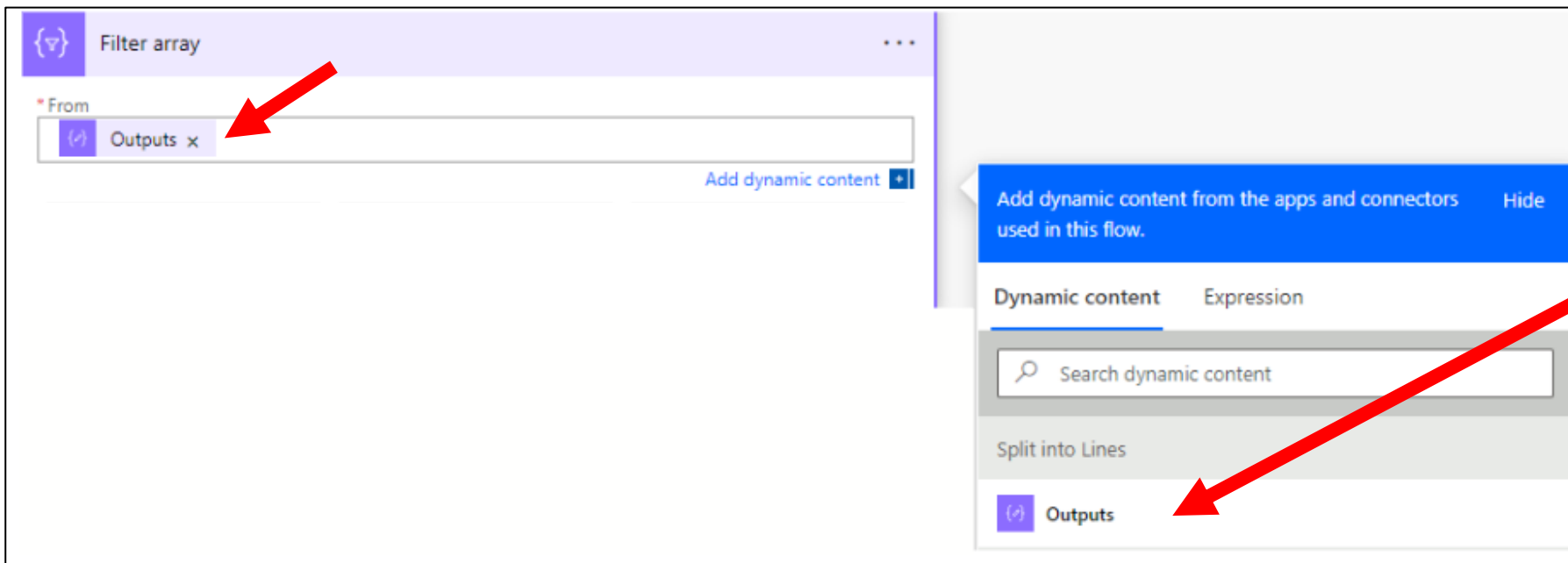


Spilt the text line by line

Filter out the empty lines

Extract the email details

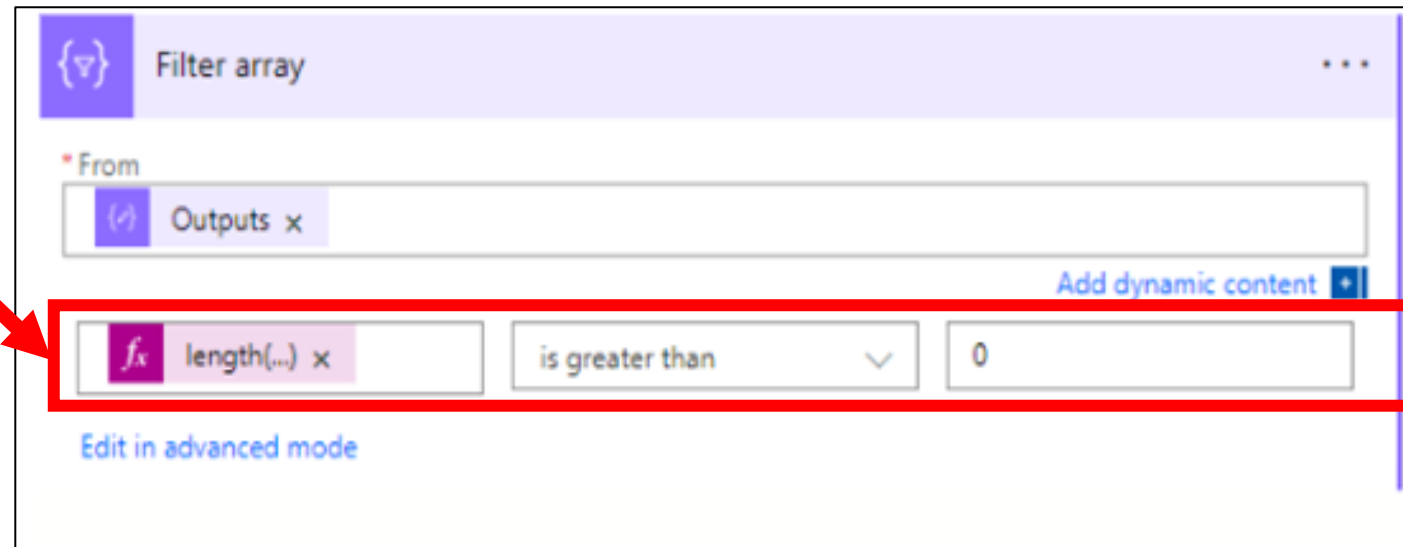
Add the Filter array action. It will use a formula to remove all the lines that are empty.



Add the Outputs from the "Split the Lines" action.

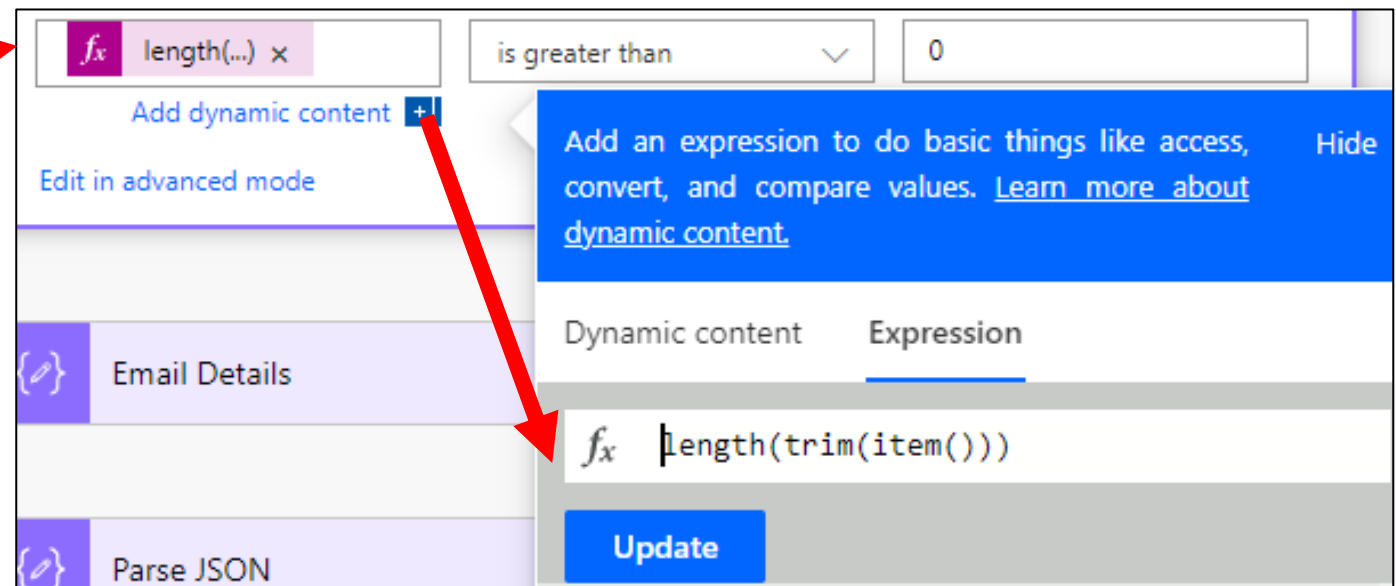
Update the condition in the Filter array action.

If length of the line of text is more than 0, then remain. Else Remove.



Add the expression for length of line of text here using dynamic content → Expression.

`Length(trim(item()))`



Spilt the text line by line

Filter out the empty lines

Extract the email details



- Click on the “test” run
- Select Manual
- Go to your outlook and paste the email with “formsg-auto” in the header into the inbox

Spilt the text line by line

Filter out the empty lines

Extract the email details

Hello there,

A "Manpower Declaration" form was submitted on Fri, 14 Jul 2023 10:38:27 AM.

Response ID

64b0b523b0717e00128fd8ad

Timestamp

Fri, 14 Jul 2023 10:38:27 AM

Company Name

Razor Entertainment

Industry

Education

Employee Includes non-Singapore citizens

Yes

Point of contact email

razor@gmail.com

Postal Code

567890

Any Remarks

Nil

The FormSG Support Team

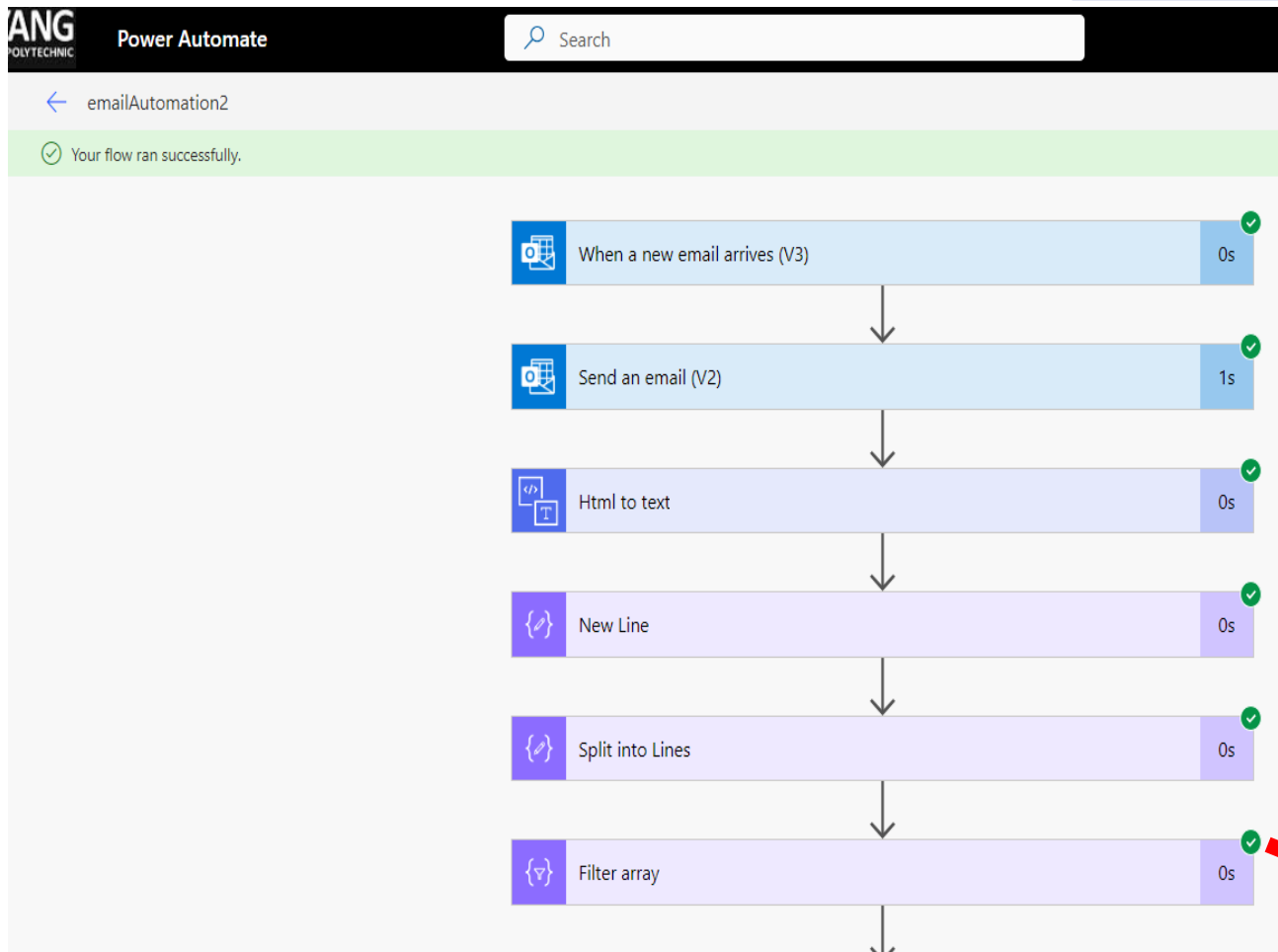
- forward the email to yourself but **remove all other lines** above the red words to simulate a “real” email from FormSG

- Then click send

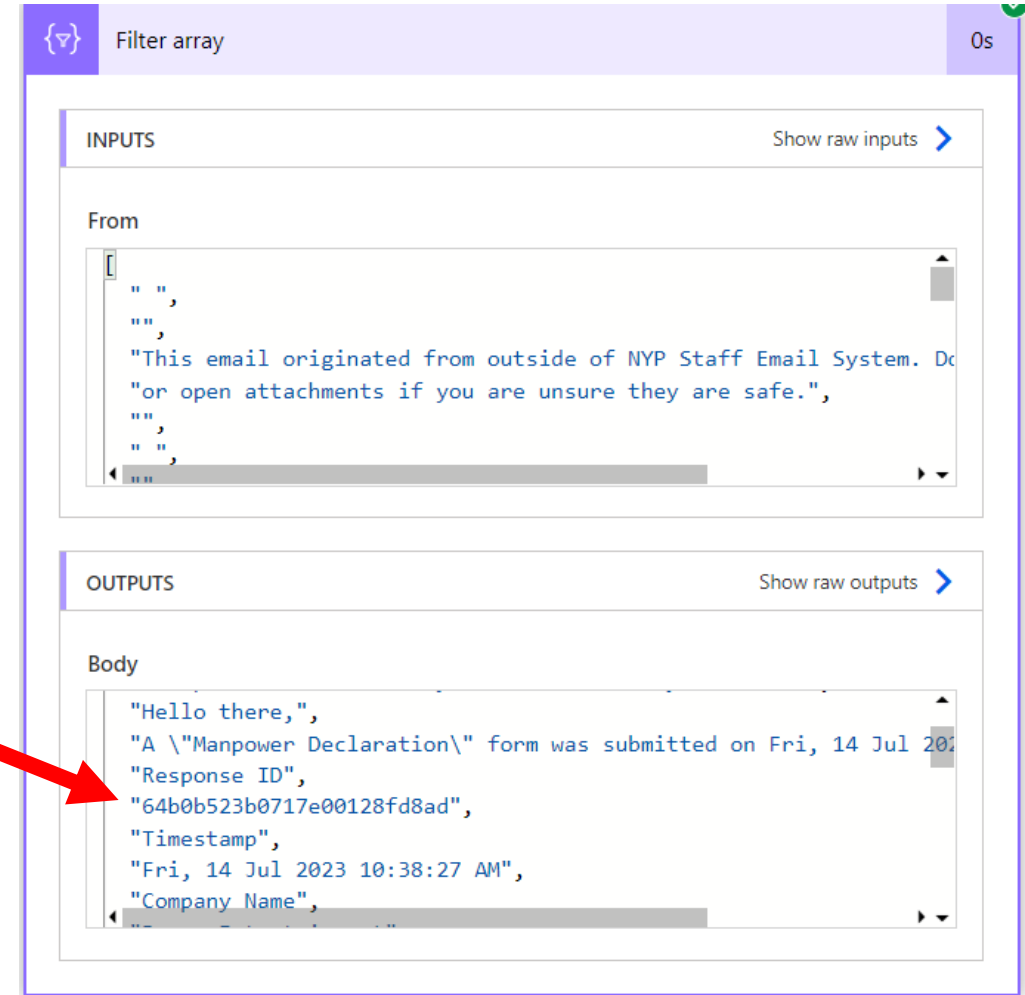
Spilt the text line by line

Filter out the empty lines

Extract the email details



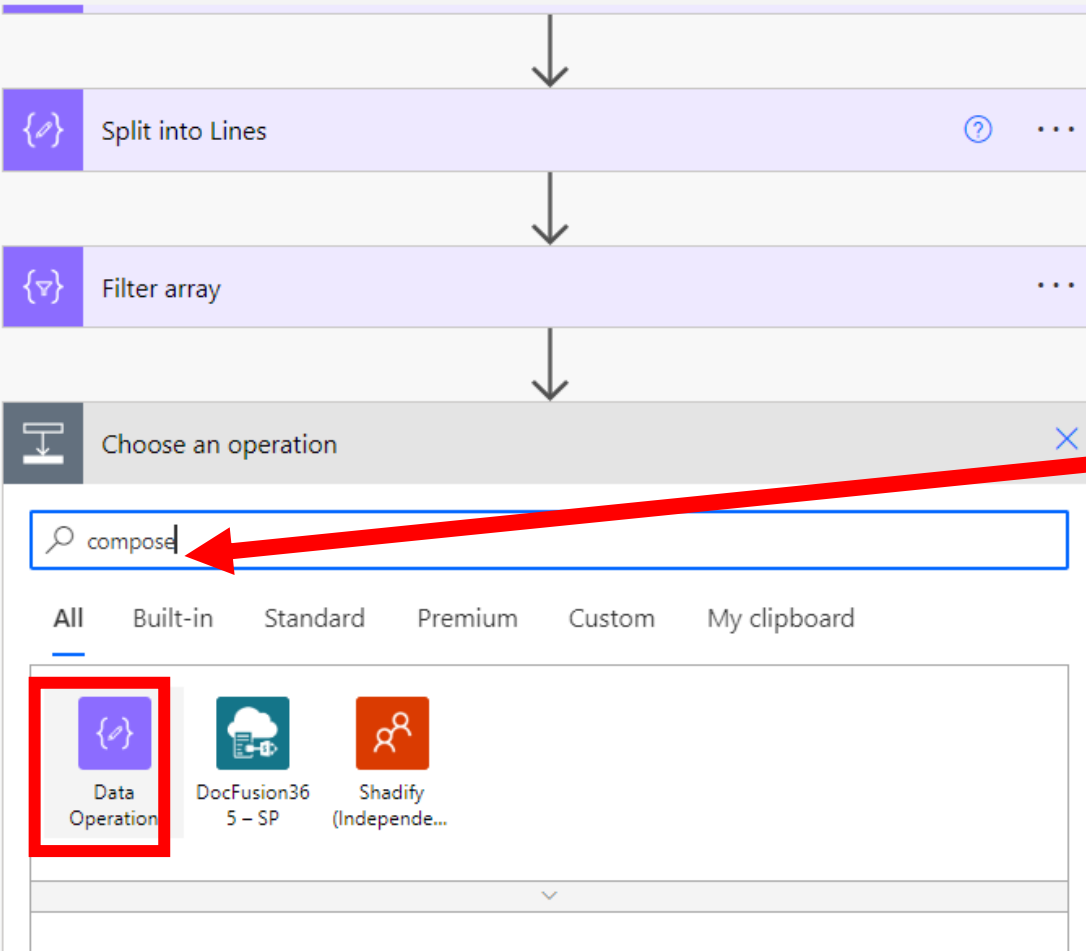
- Check the outputs and ensure flow run smoothly and filter the data



Spilt the text line by line

Filter out the empty lines

Extract the email details



Add a new step and search for the word, "compose".

Select Data operation and rename it to ID details

We will create a function to extract the ID details

Spilt the text line by line

Filter out the empty lines

Extract the email details

The screenshot shows a Power Automate flow with the following steps:

- Filter array
- ID details (selected)
- Company Name
- Industry
- POC
- Add a row into a table

The ID details step is expanded, showing the input field with the expression `body(...)`. The dynamic content panel is open, showing the expression `body('Filter_array')[5]`.

Tap on the inputs and type in the expression below to **extract** the ID of this particular FormSG

Add an expression to do basic things like access, convert, and compare values. [Learn more about dynamic content.](#)

Dynamic content Expression

`body('Filter_array')[5]`

Update

Format your data

Format data by examples
Provide examples and we'll suggest an expression

String functions [See more](#)

`concat(text_1, text_2, ...)`
Combines any number of strings together

Collection [See more](#)

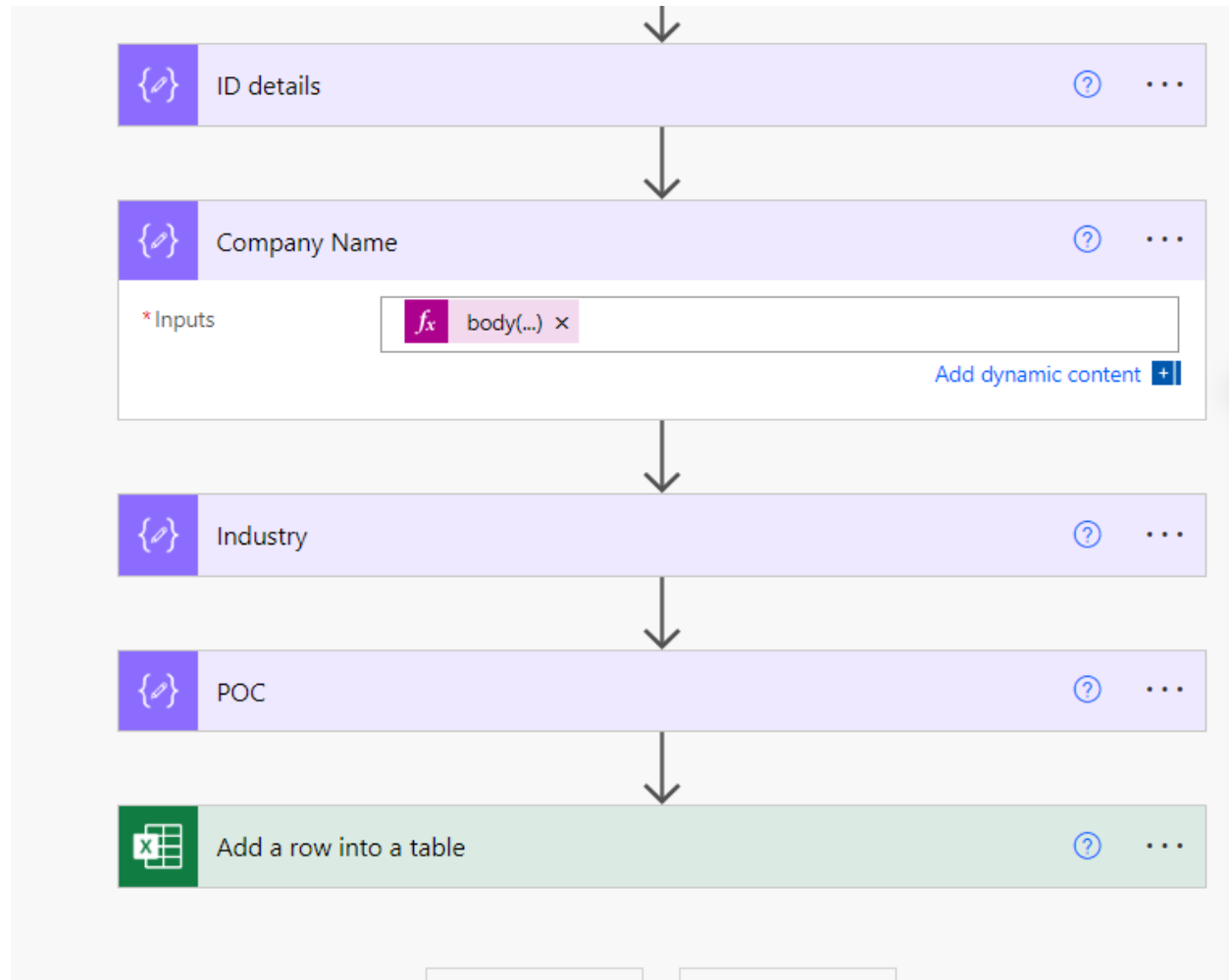
`body('Filter_array')[5]`

Note: If there is a space of the naming convention, do add the “_”
When there are my lines of text, in front, we will need to change the number from 5 to a bigger number to index correctly

Spilt the text line by line

Filter out the empty lines

Extract the email details



Do the same to extract the Company Name but change the array number to 9

```
body('Filter_array')[9]
```

Add an expression to do basic things like access, convert, and compare values. [Learn more about dynamic content.](#)

Dynamic content Expression

```
body('Filter_array')[9]
```

Update

Format your data

[Format data by examples](#)
Provide examples and we'll suggest an expression

String functions

See more

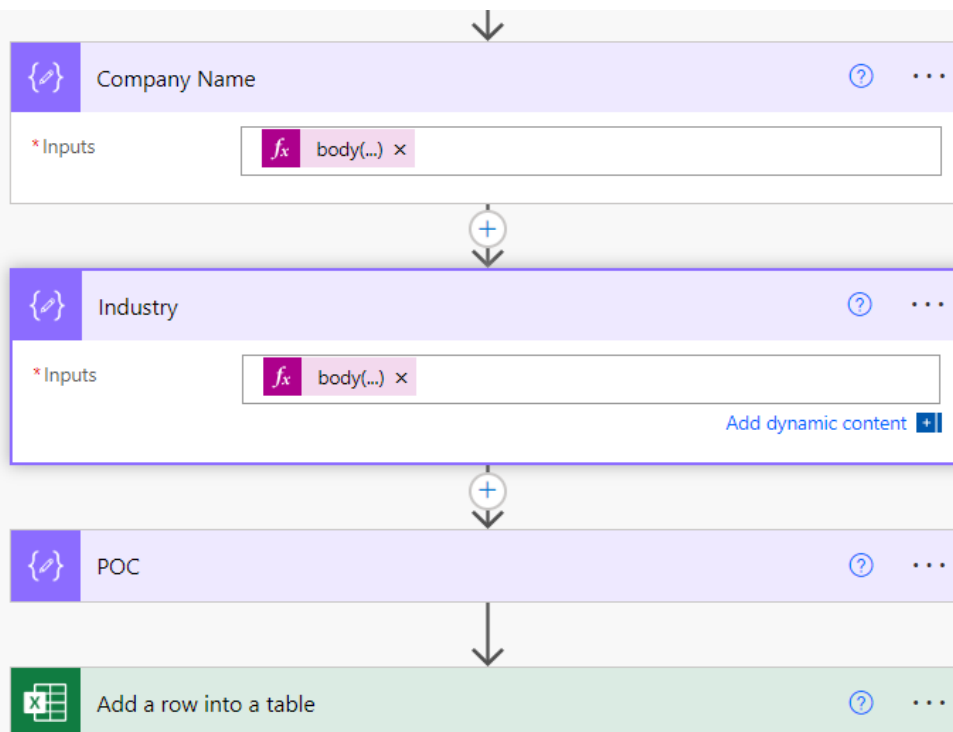
Spilt the text line by line

Filter out the empty lines

Extract the email details

Do the same to extract the Industry but change the array number to 11

```
body('Filter_array')[11]
```



+ New step

Save

Add an expression to do basic things like access, convert, and compare values. [Learn more about dynamic content.](#)

Dynamic content Expression

```
body('Filter_array')[11]
```

Update

Format your data

Format data by examples

Provide examples and we'll suggest an expression

String functions

See more

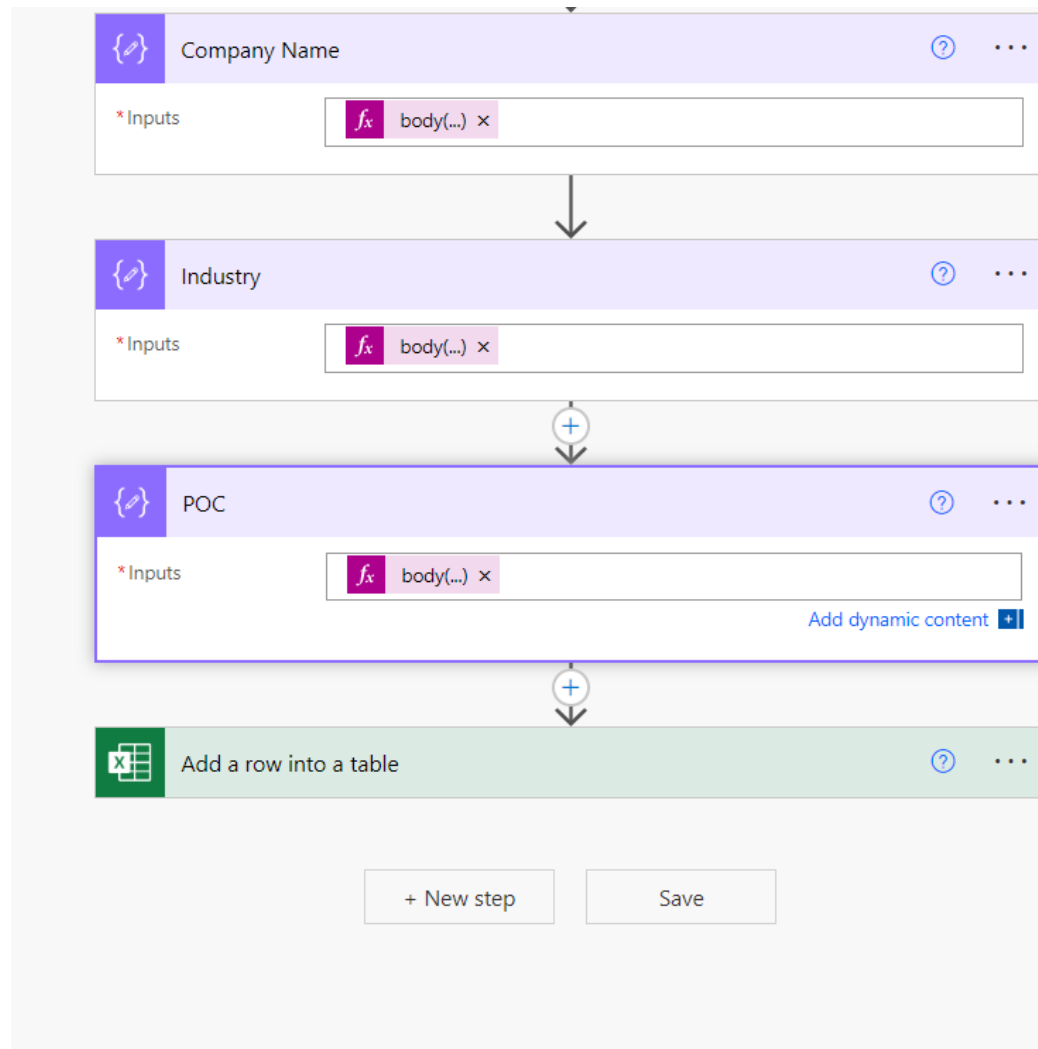
```
concat(text_1, text_2?, ...)
```

Combines any number of strings together

Spilt the text line by line

Filter out the empty lines

Extract the email details



Do the same to extract the POC but change the array number to 15

`body('Filter_array')[15]`

Add an expression to do basic things like access, convert, and compare values. [Learn more about dynamic content.](#) Hide

Dynamic content **Expression**

`body('Filter_array')[15]`

Update

Format your data

A Format data by examples

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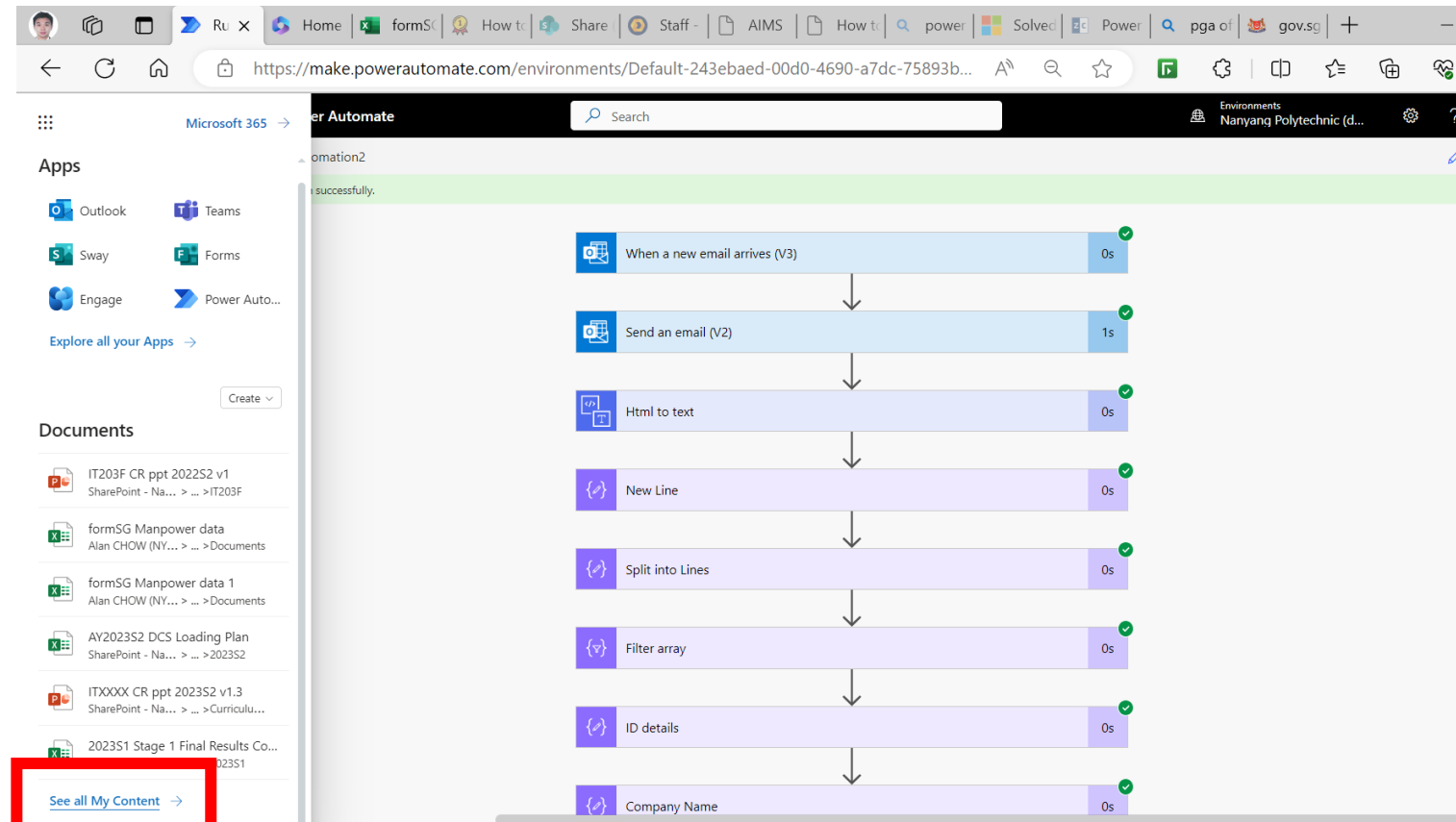
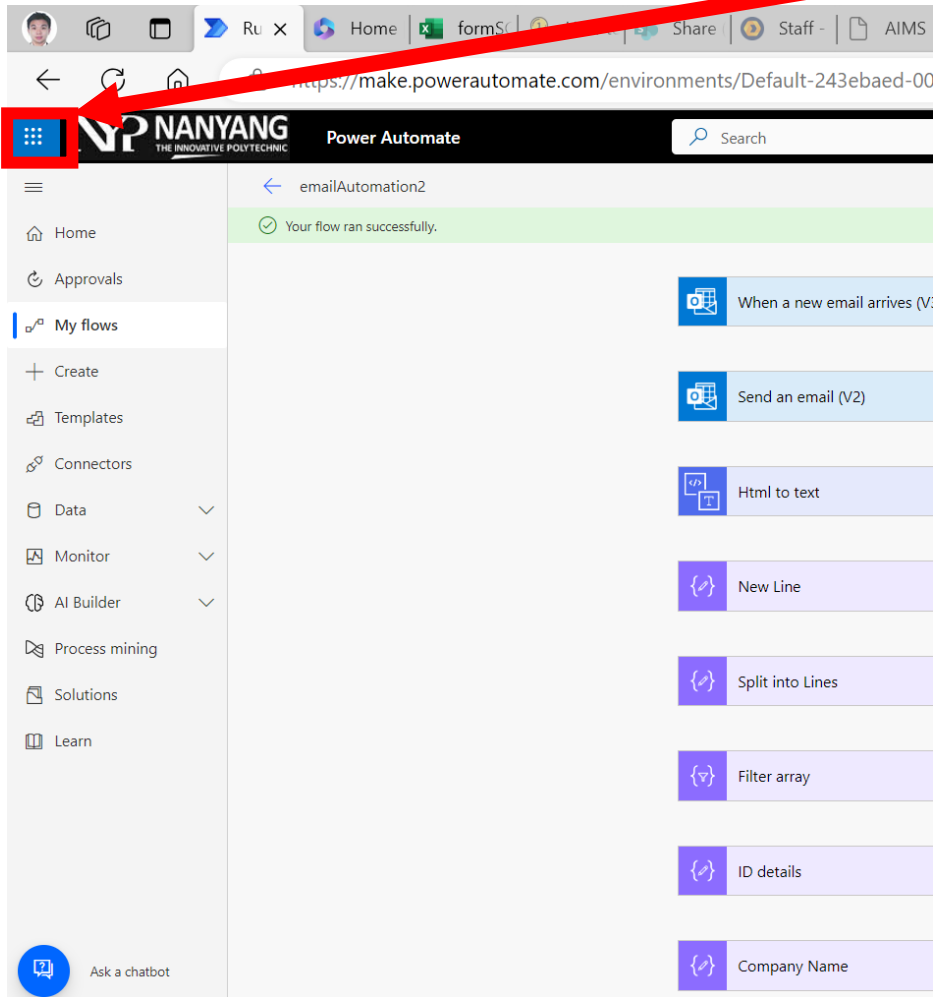
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- Go to the SharePoint by clicking on the button



- Click see all My Contents

The screenshot shows the Microsoft 365 'My Content' interface. The left sidebar contains navigation options: Home, Create, My Content (selected), Feed, Apps, Outlook, Teams, and Forms. The 'My Content' section is expanded, showing 'All' (selected), 'Recently opened', 'Shared', 'Favorites', and 'Browse by' (People, Meetings). Below these are 'Locations' (Cloud files, Local files, Attachments) and an 'Upload' button. The main content area displays a list of files and folders under the 'All' view. The list includes file icons, names, modification times, owners, and activity logs.

Name	Modified	Owner	Activity
formSG Manpower data 1 Alan CHOW (NYP)'s Files	Just now	Alan CHOW (NYP)	You edited this
formSG Manpower data Alan CHOW (NYP)'s Files	Just now	Alan CHOW (NYP)	You edited this
CET Fee-Setting Sandbox Proposal Form (... FW: CET Fee-Setting Sandbox Proposal Form the bri	20m ago	Derrick LOW (WDA)	Eng Chuan ONG (NY
CET Fee Setting Sandbox V01 FW: CET Fee-Setting Sandbox Proposal Form the bri	20m ago	Siong Wei WU (NYP)	Eng Chuan ONG (NY
audio Voice Mail (14 seconds)	28m ago		65501984_PGA@nyp.
Data-Driven Workplace (Signal).CoursePro... Updated Course Proposal (Including Cloud)	55m ago	TANCHOONKO	Aloysius THONG (NY
IT203F CR ppt 2022S2 v1	2h ago	Meifen WANG (NYP)	You recently opened this

- Click on upload and load the formSG Manpower data document

The screenshot shows a web browser window displaying a Microsoft Excel spreadsheet titled "formSG Manpower data". The browser's address bar shows the URL: https://mymailnypedu-my.sharepoint.com/:x/r/personal/alan_chow_nyp_edu_sg/_layouts/15/Doc.as.... The Excel ribbon is set to the "Home" tab, and the "Editing" mode is active. The spreadsheet has the following columns: "Response ID", "Company Name", "Industry", "Point of contact email", "Postal Code", and "Any Remarks". The rows are numbered 1 through 19. A green rectangular box highlights cell D8, which is currently empty. The status bar at the bottom indicates "Sheet1" is selected and the zoom level is 100%.

Response ID	Company Name	Industry	Point of contact email	Postal Code	Any Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

- Click on the formSG manpower data excel, and check if it can be viewed

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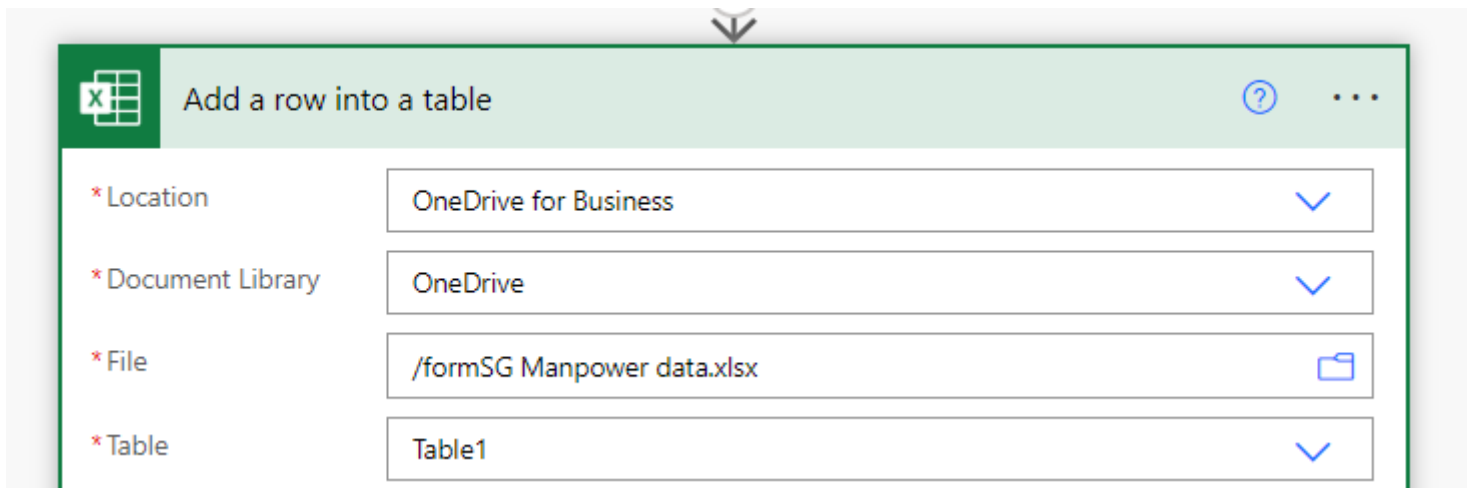
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The screenshot shows the Power Automate web interface. The top navigation bar includes the Nanyang Polytechnic logo and a search bar. The left sidebar contains navigation links for Home, Approvals, My flows, Create, Templates, Connectors, Data, Monitor, AI Builder, Process mining, Solutions, and Learn. The main workspace displays a flow named 'emailAutomation2' with a 'POC' step. A 'Choose an operation' dialog box is open, showing a search bar with the text 'add a row'. Below the search bar, there are tabs for 'All', 'Built-in', 'Standard', 'Premium', 'Custom', and 'My clipboard'. The 'All' tab is selected, and a list of operations is displayed. The 'Add a row into a table' operation under the 'Excel Online (Business)' connector is highlighted. A red arrow points from the text on the right to this operation.

Search for the operation "add a row" and click on



The screenshot shows a dialog box titled "Add a row into a table" with a green header bar. Below the header, there are four rows of input fields, each with a red asterisk icon to its left. The fields are: "Location" with the value "OneDrive for Business", "Document Library" with the value "OneDrive", "File" with the value "/formSG Manpower data.xlsx", and "Table" with the value "Table1". Each input field has a blue dropdown arrow on its right side. The dialog box is set against a light gray background.

* Location	OneDrive for Business
* Document Library	OneDrive
* File	/formSG Manpower data.xlsx
* Table	Table1

- Select the fields as shown.

- For the response ID, it is the first data field in the excel. Click on add dynamic content. Then select the “ID details” output

The screenshot displays a workflow editor interface. On the left, a form titled '*Table' contains several input fields: 'Table1' (a dropdown), 'Response ID', 'Company Name', 'Industry', 'Point of contact email', 'Postal Code', and 'Any Remarks'. Each of the first four fields has a purple icon with a curly brace and the word 'Outputs' next to it, indicating dynamic content. A red arrow points from the 'ID details' output in the right-hand pane to the 'Response ID' field. Below the form are two buttons: '+ New step' and 'Save'. On the right, a pane titled 'Add dynamic content from the apps and connectors used in this flow.' shows a list of dynamic content items. The list includes 'POC', 'Industry', 'Company Name', and 'ID details', each with a purple icon and the word 'Outputs'. The 'ID details' item is highlighted.

*Table

Table1

Response ID

Company Name

Industry

Point of contact email

Postal Code

Any Remarks

Show advanced options

+ New step

Save

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

Dynamic content

Expression

Search dynamic content

POC

Industry

Company Name

ID details

- For the Company Name, it is the second data field in the excel. Click on add dynamic content. Then select the “Company Name output”

The screenshot displays a workflow editor interface. On the left, a table configuration is shown with fields: Response ID, Company Name, Industry, Point of contact email, Postal Code, and Any Remarks. Each field has a dynamic content icon (a purple square with a curly brace) and a placeholder text 'Outputs x'. A red arrow points from the 'Company Name' field's dynamic content icon to the right-hand panel. The right-hand panel is titled 'Add dynamic content from the apps and connectors used in this flow.' and features a search bar labeled 'Search dynamic content'. Below the search bar, a list of dynamic content items is displayed, including 'POC', 'Industry', 'Company Name', and 'ID details', each with a corresponding 'Outputs' button. The 'Company Name' item is highlighted, indicating it is the selected output.

*Table

Table1

Response ID

Outputs x

Add dynamic content +

Company Name

Outputs x

Industry

Outputs x

Point of contact email

Outputs x

Postal Code

Any Remarks

Show advanced options v

+ New step

Save

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

Dynamic content Expression

Search dynamic content

POC

Outputs

Industry

Outputs

Company Name

Outputs

ID details

Outputs

- Do the same for both the Industry and Point of contact email.

The screenshot displays a workflow editor interface. On the left, a table configuration is shown with the following fields:

- *Table: Table1
- Response ID: [Dynamic Content Icon] Outputs x
- Company Name: [Dynamic Content Icon] Outputs x
- Industry: [Dynamic Content Icon] Outputs x
- Point of contact email: [Dynamic Content Icon] Outputs x
- Postal Code: [Empty Field]
- Any Remarks: [Empty Field]

A red arrow points from the 'Industry' field in the table to the 'Dynamic content' panel on the right. The 'Dynamic content' panel includes a search bar labeled 'Search dynamic content' and a list of available dynamic content items:

- POC
- [Dynamic Content Icon] Outputs
- Industry
- [Dynamic Content Icon] Outputs
- Company Name
- [Dynamic Content Icon] Outputs
- ID details
- [Dynamic Content Icon] Outputs

At the bottom of the interface, there are two buttons: '+ New step' and 'Save'.

- Once done, test out the flow and check if the data is automatically entered into your excel.

The screenshot shows a web browser window with multiple tabs. The active tab is 'formSG Manpower data.xlsx'. The browser address bar shows a URL from 'mymailnypedu-my.sharepoint.com'. The Excel interface is visible, with the 'Home' tab selected. The ribbon includes options like 'File', 'Home', 'Insert', 'Draw', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Automate', and 'Help'. The spreadsheet grid shows columns A through I. The first row (row 1) contains headers: 'Response ID', 'Company Name', 'Industry', 'Point of contact email', 'Postal Code', and 'Any Remarks'. The second row (row 2) contains data: '64b0b523b0717e00128fd8ad', 'Razor Entertainment', 'Education', 'razor@gmail.com', and empty cells for 'Postal Code' and 'Any Remarks'. A red arrow points to the 'Point of contact email' cell in row 2.

Response ID	Company Name	Industry	Point of contact email	Postal Code	Any Remarks
64b0b523b0717e00128fd8ad	Razor Entertainment	Education	razor@gmail.com		

So if you have 100 of such emails, RPA will still automatically enter all with 100 entries 😊

PowerApps – Robotic Process Automation

Intro to RPA & Setup Outlook

Email Automation

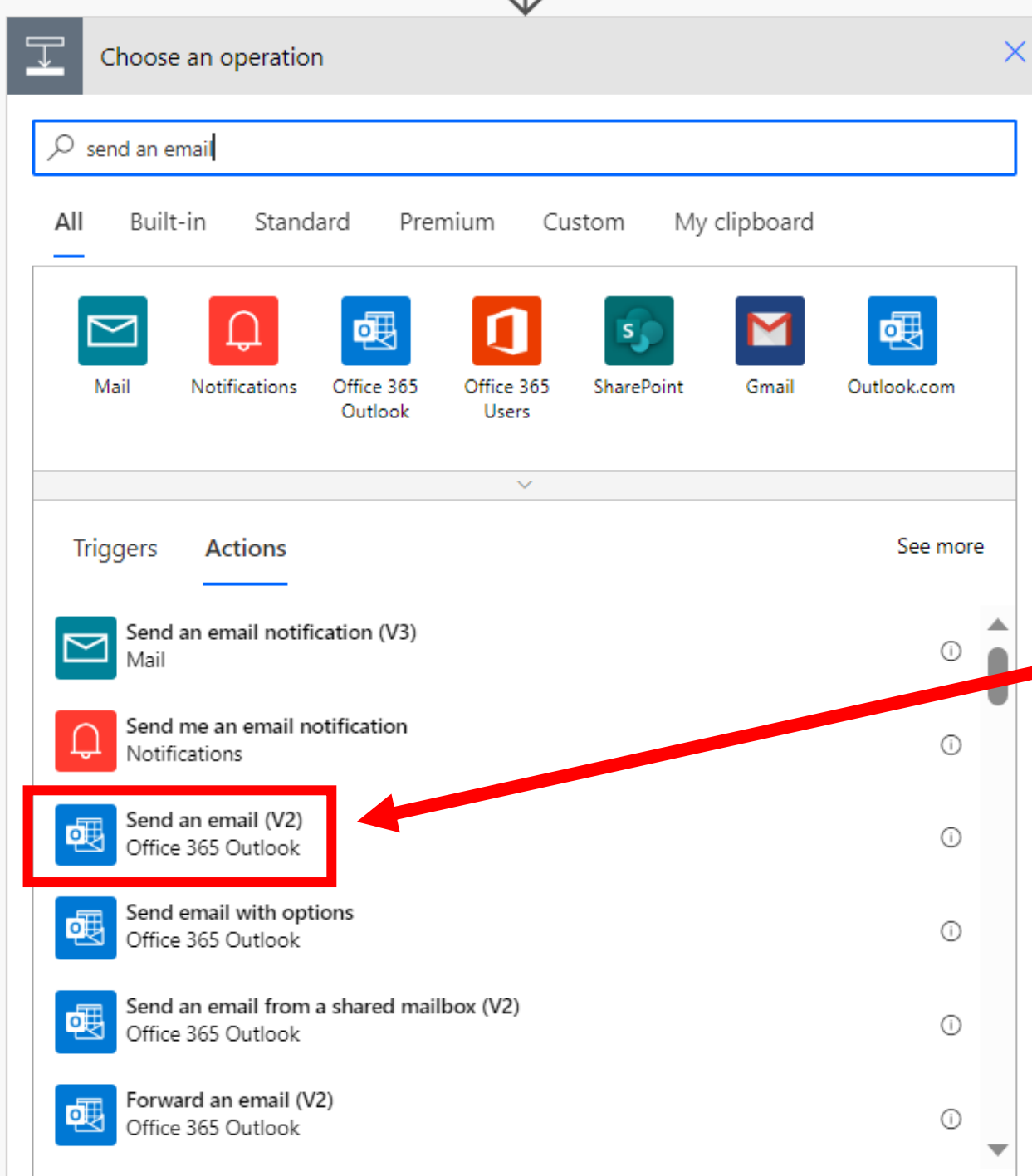
Split-Filter-Extract data

Calibrate SharePoint

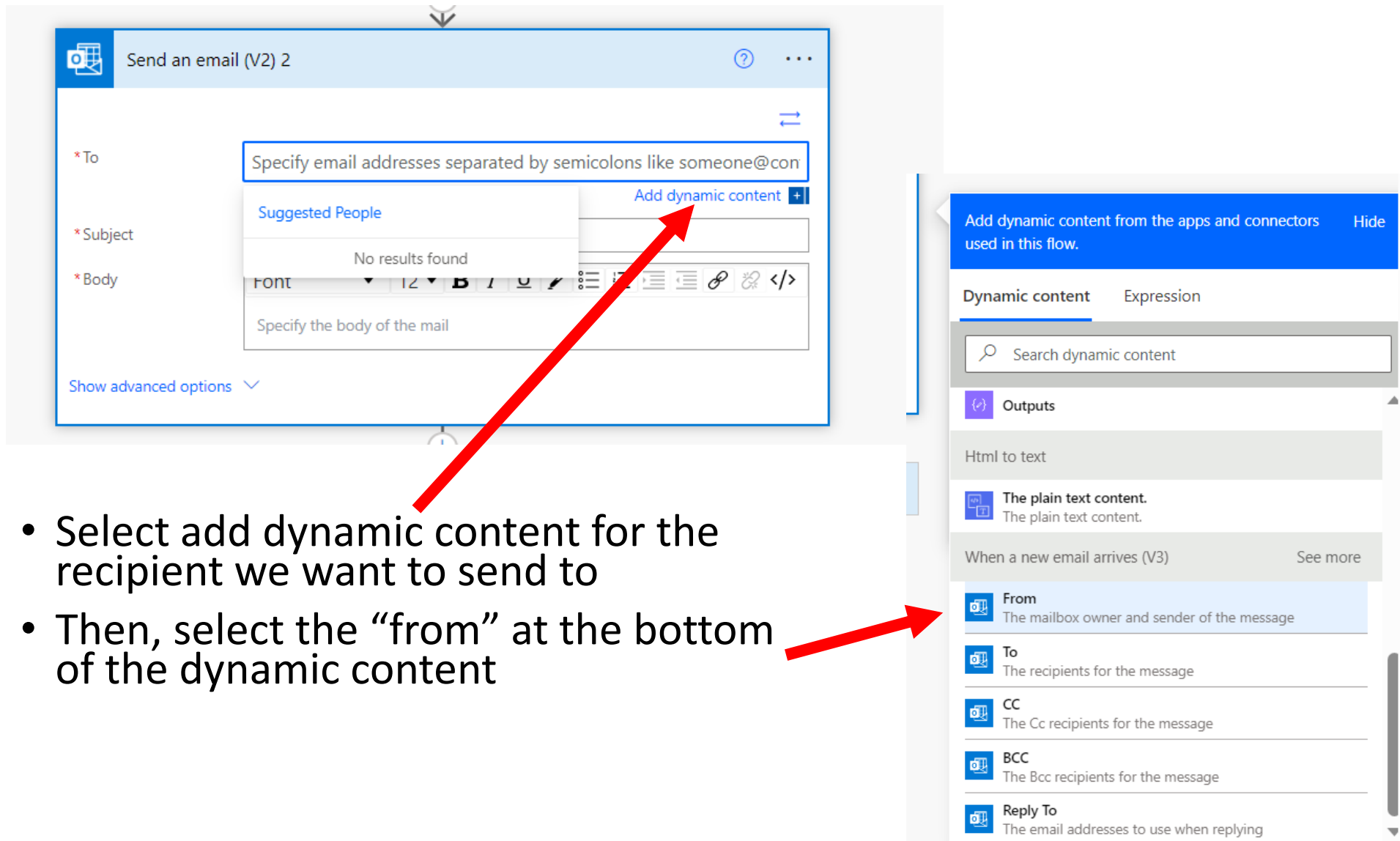
Access FormSG excel rows and Automate
data entry

**Email Notification to next user to respond
and update SharePoint**





- Add a new step and search for “send an email”
- Then click on “send an email (v2)”



Send an email (V2) 2

*To Specify email addresses separated by semicolons like someone@con

*Subject

*Body

Font 12 B I U

Specify the body of the mail

Show advanced options ▾

Add dynamic content +

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

Dynamic content Expression

Search dynamic content

Outputs

Html to text

The plain text content.
The plain text content.

When a new email arrives (V3) See more

From
The mailbox owner and sender of the message

To
The recipients for the message

CC
The Cc recipients for the message

BCC
The Bcc recipients for the message

Reply To
The email addresses to use when replying








- Select add dynamic content for the recipient we want to send to
- Then, select the “from” at the bottom of the dynamic content

Send an email (V2)


* To From x

* Subject RE: Testing

* Body

Font 12 B I U       

Hi Andy,

Please follow up on the the new case,  Response ID x . Put in your details in our shared excel sheet. Thank you.

Show advanced options v

Key in similar details as shown







You may select more dynamic content to meet your business needs

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

Dynamic content Expression

Search dynamic content

Add a row into a table

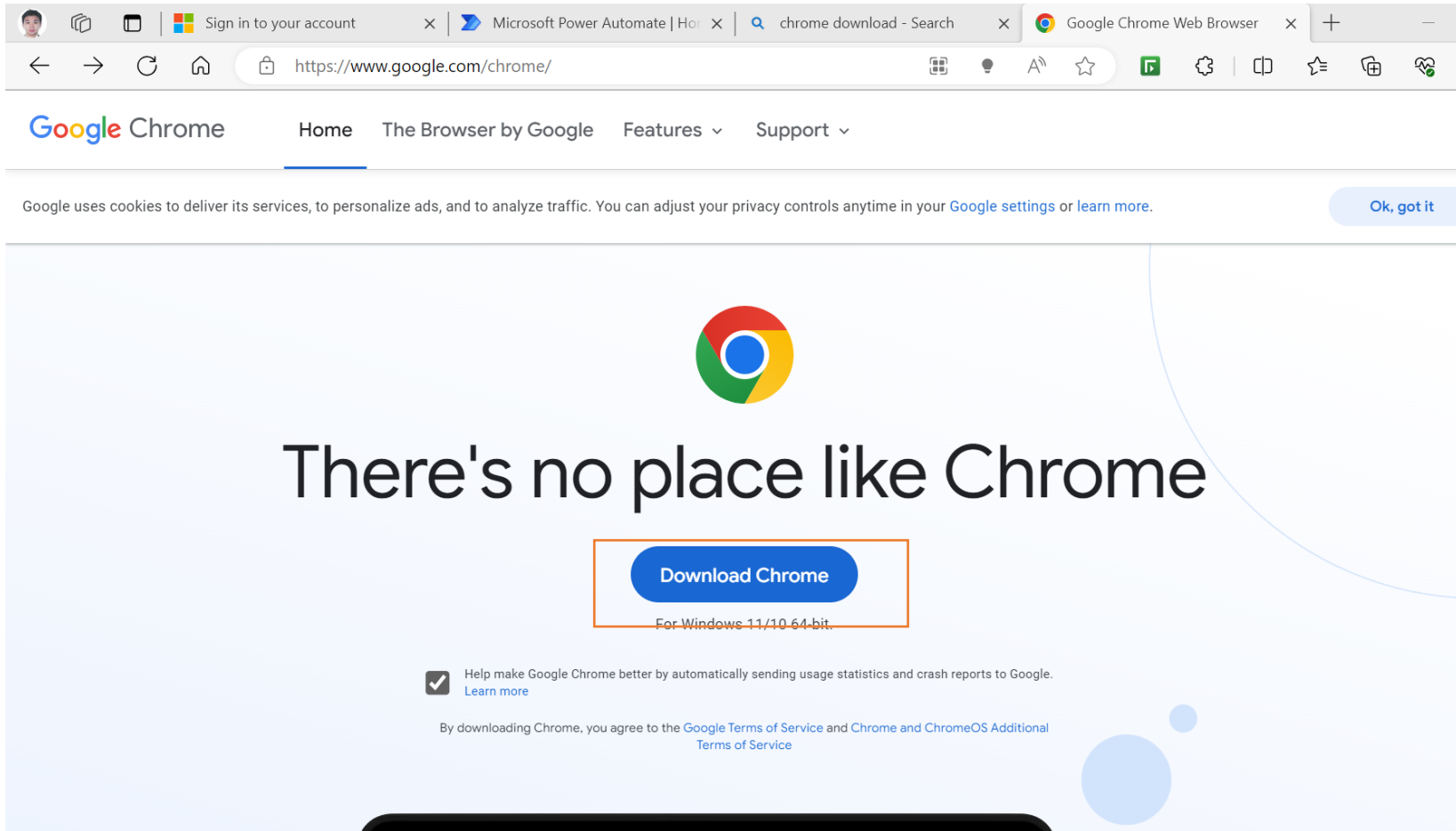
	Response ID
	Company Name
	Industry
	Point of contact email
	Postal Code
	Any Remarks

POC

Supplementary Slides

Steps to install Chrome Power
Automate extension

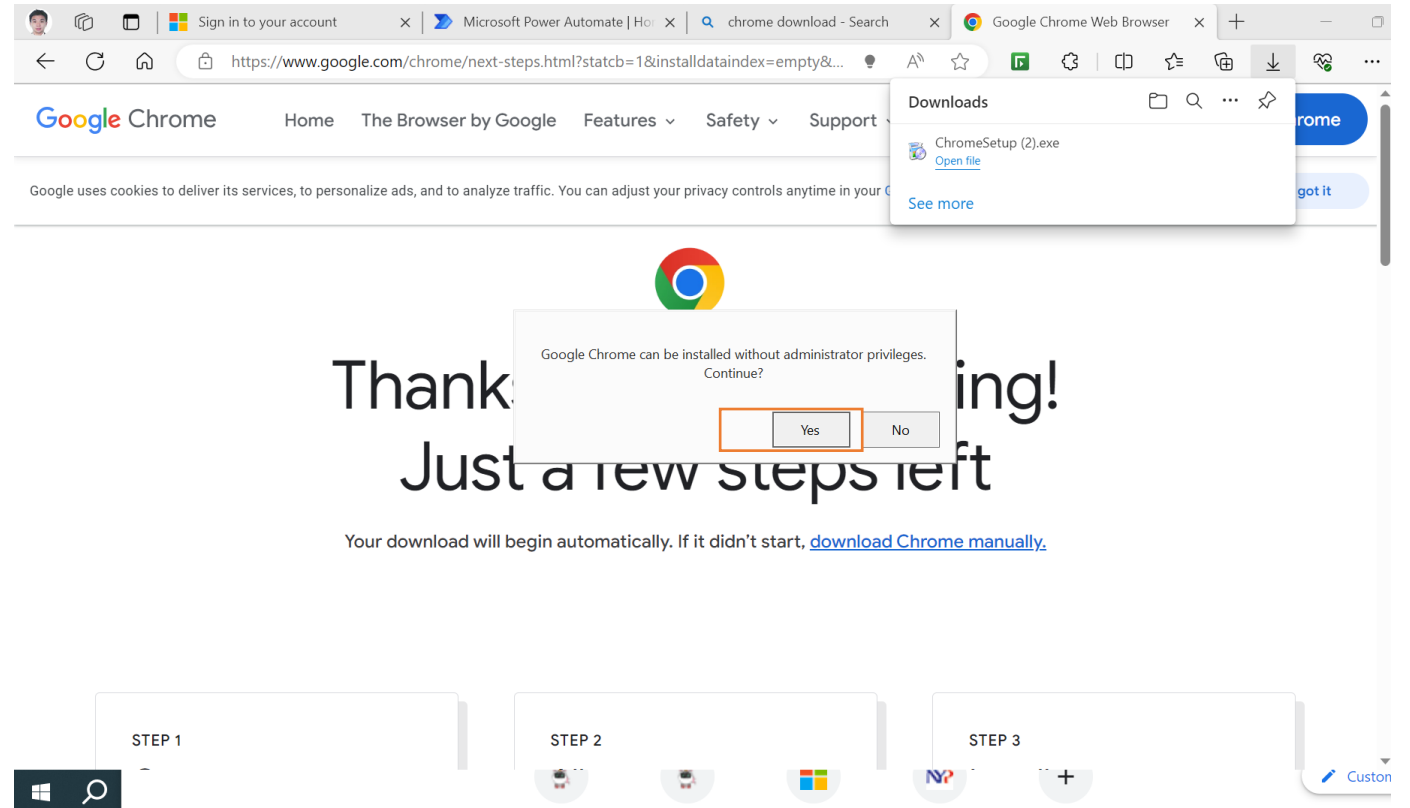
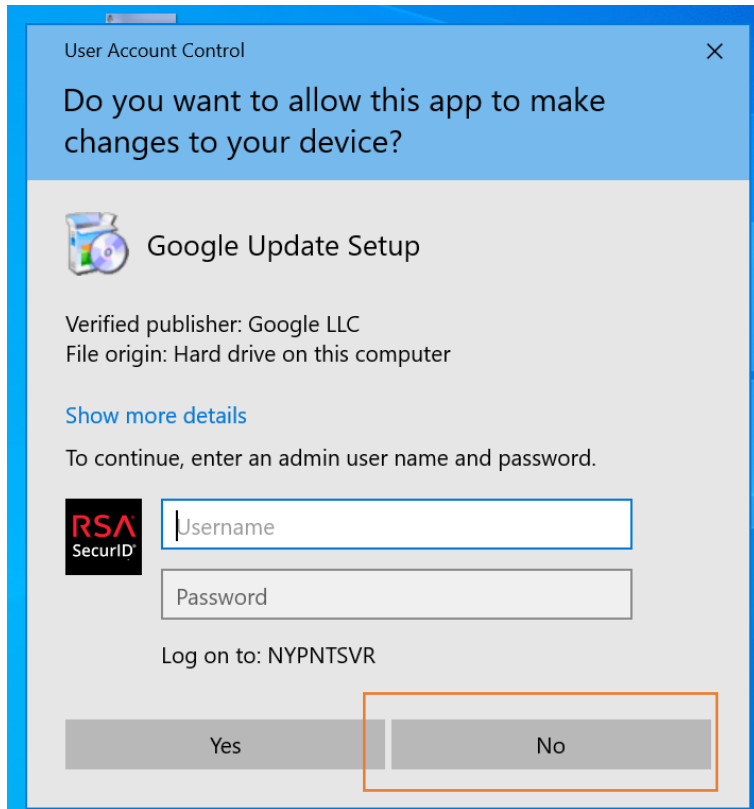




- 1) Go to <https://www.google.com/chrome/>
- 2) Click on the Download Chrome

3) Click on “No” when the user account control pop out

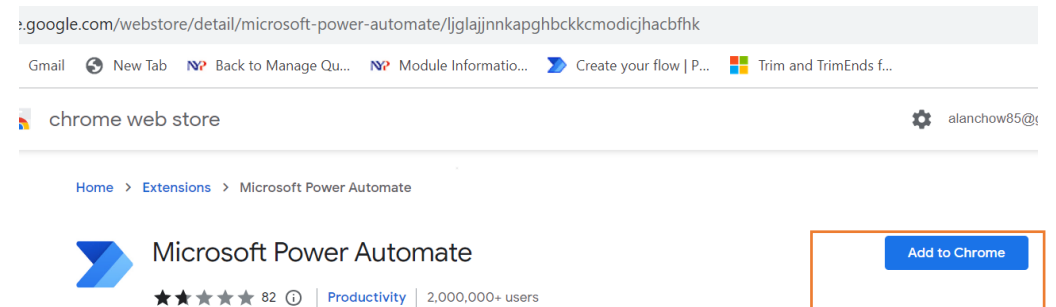
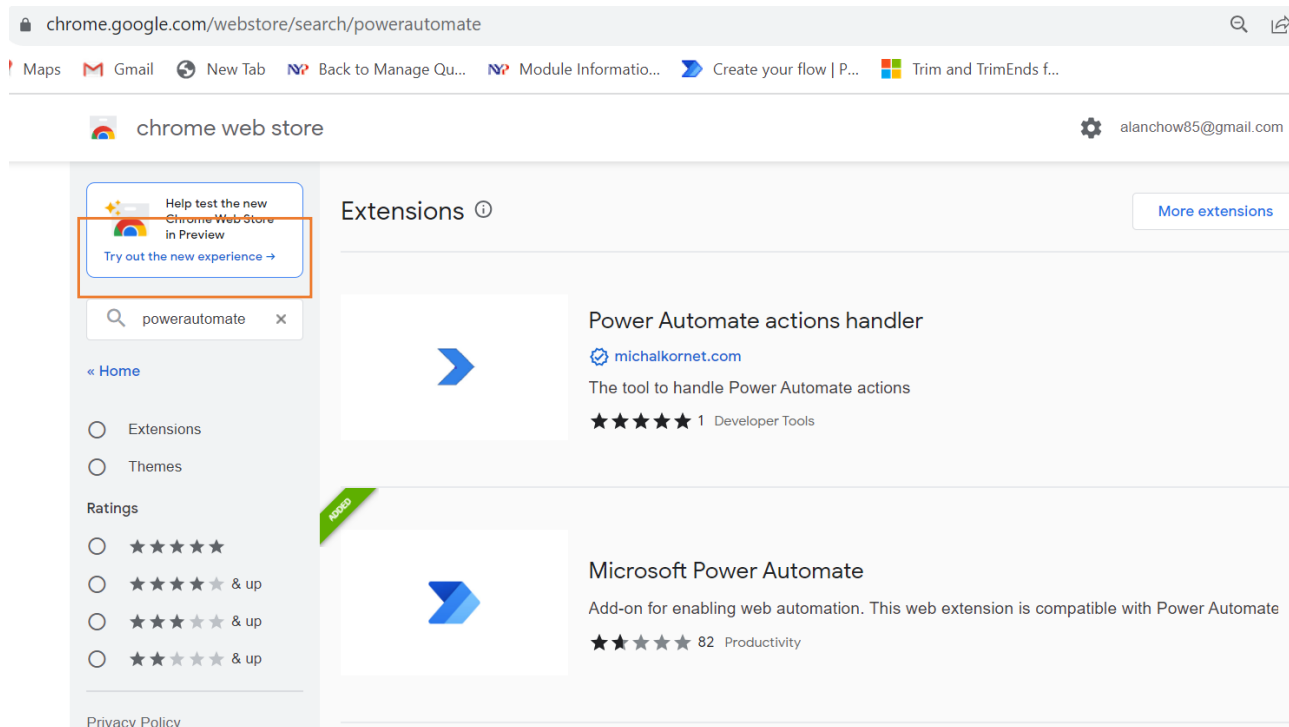
4) Install without administrator privilege

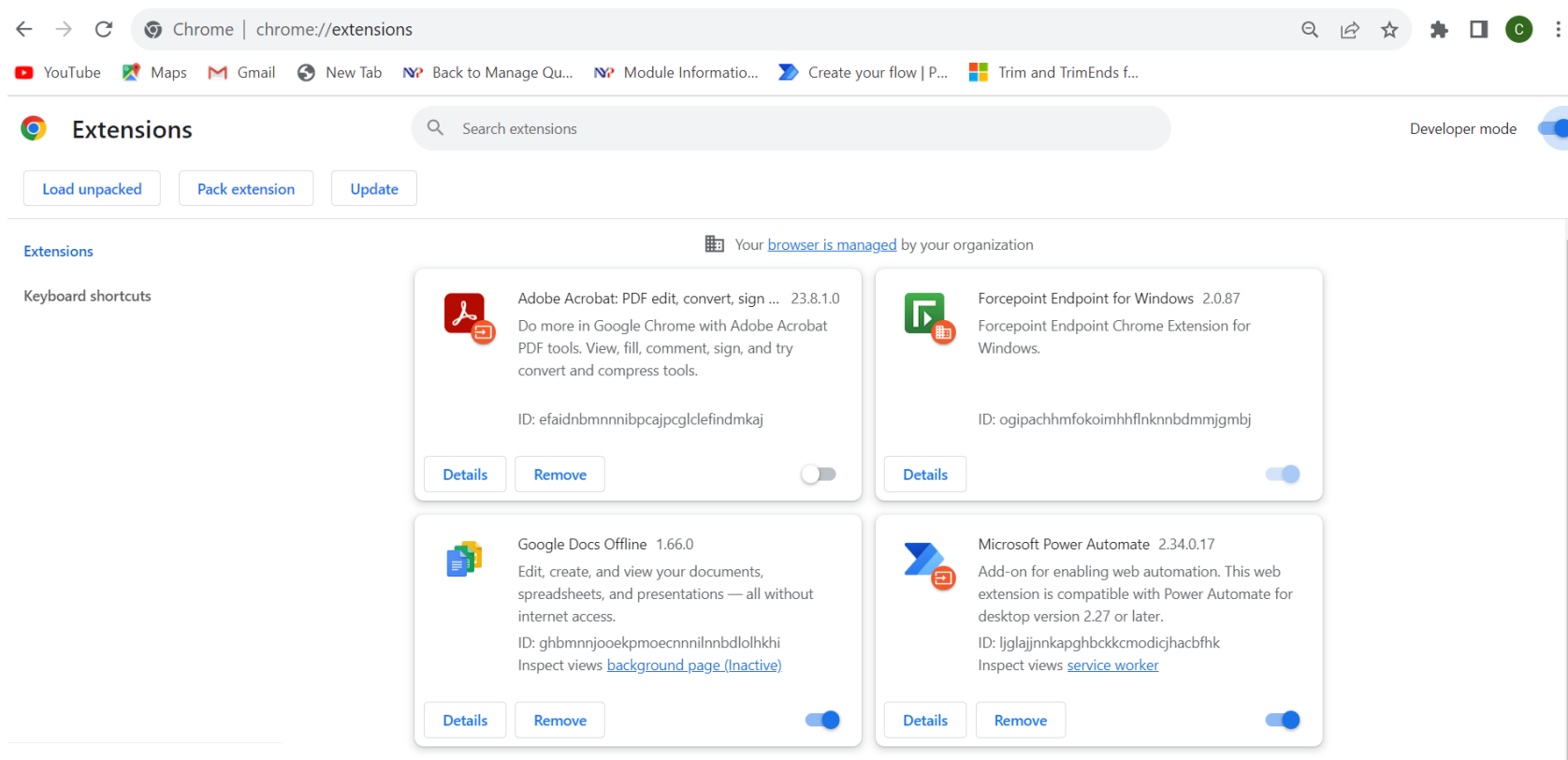


5) Go to <https://chrome.google.com/webstore/search>

6) And search for **powerautomate**

7) Then click on add to Chrome





8) Go into the Chrome browser and type **chrome://extensions** to check if the extension is installed