All 🡪 Process Automation 🡪 Flow Designer

Select “New”

Select “Flow”

Name the flow “Notify Department When Training Session Scheduled”

In Additional Properties, set “Run as” to “System User”

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Select “Build Flow”

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Click on “Add a trigger”

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Trigger condition is

When a training session is scheduled

Select “Done”

Select “Add Action, Flow Logic, or Subflow”

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Select “Action”

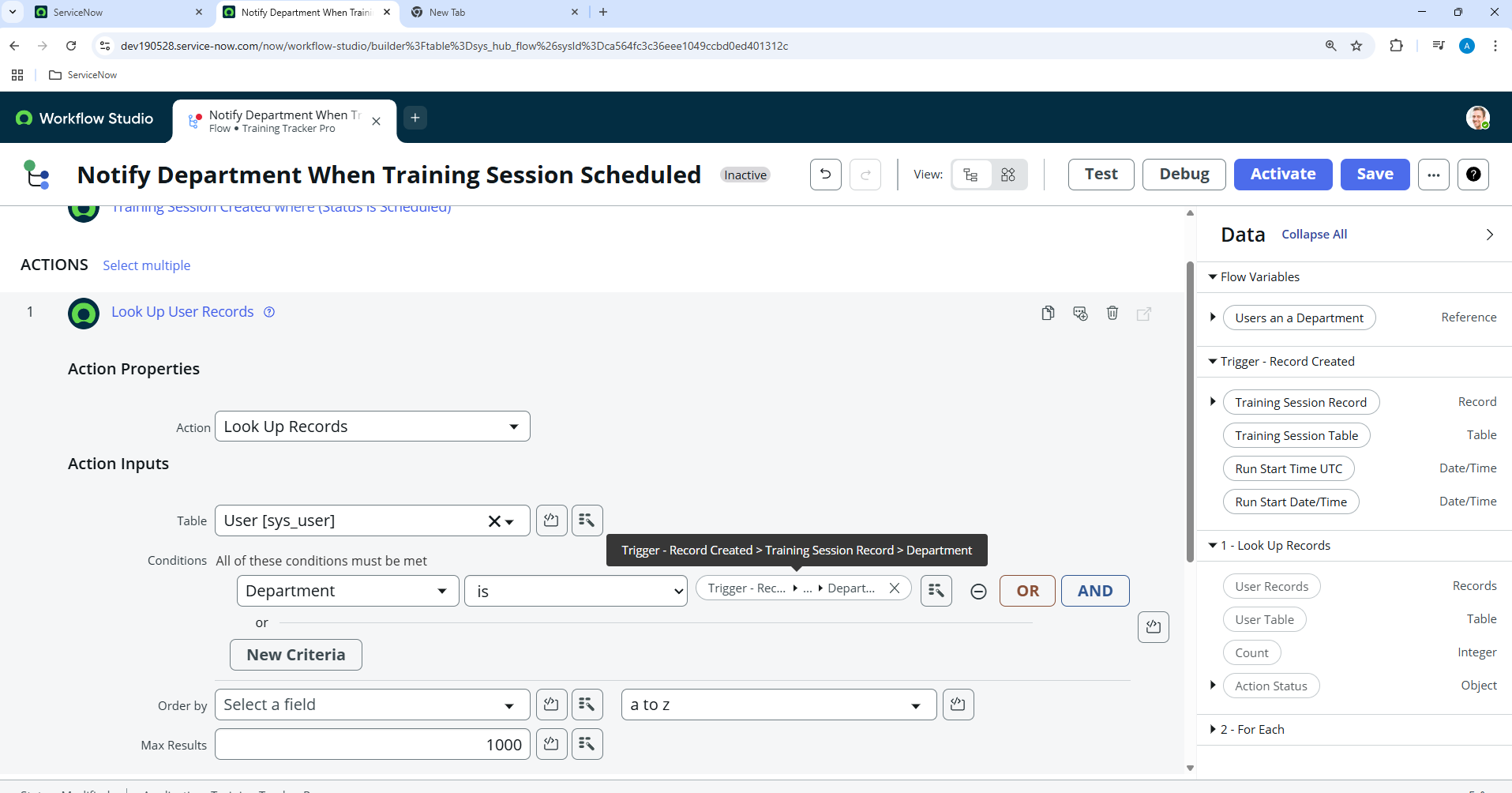
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Action – “Look up records”

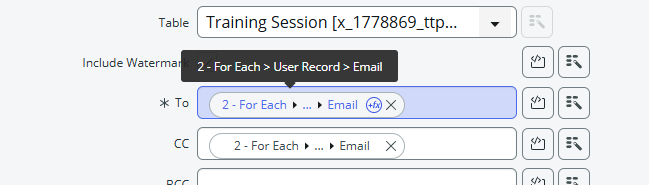
Table – “sys\_user”

Conditions – Department is Trigger -> Training Session. Department



**Now select Flow Logic 🡪 For each (in the data pill picker, select Look Up User Records 🡪 User Records) A black and white text on a black background

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**Inside the look, select Action “Send Email”.**

**Configure “send email” action as following**

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**Select “Done”**

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**Select “Activate”**

**Test the flow by creating a new Training Record in Training Session table (** *x\_1778869\_ttp\_training\_session*)

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**Select “Submit”**

**Check email logs:**

**Number of emails triggered = number of Active employees in department “Finance”**

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