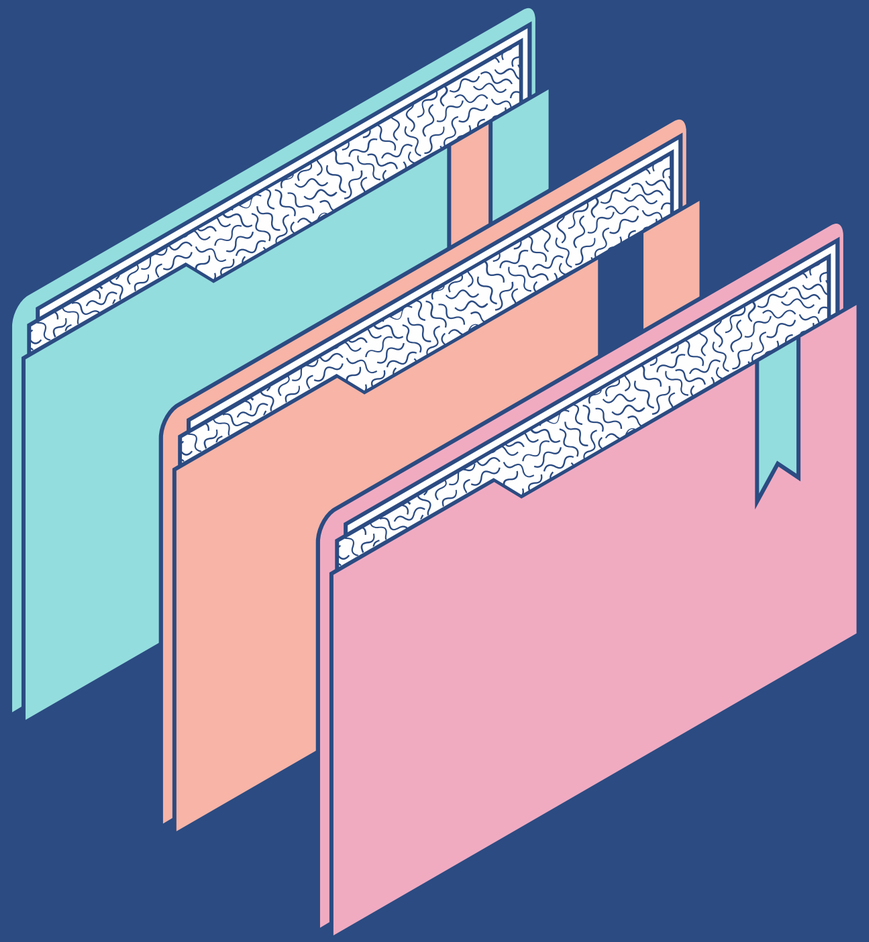
Effortless Leave Requests

Modernizing Approvals with Power Automate



Agenda

- RPA
- Types of RPA
- Power Platform
- Power Automate
- UI Path vs Power Automate (RPA)
- Standard vs Premium Connectors
- Applications of Power Automate
- UIT Leave Request System
- Process Work Flow
- Used Connectors
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- Demonstration
- Future Developments

RPA

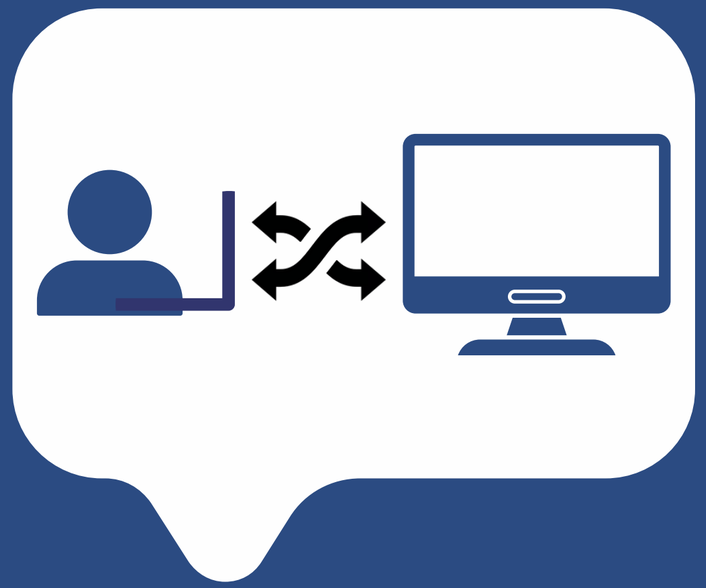
Robotic Process Automation

RPA is a technology that automates repetitive tasks using software robots, enhancing efficiency and reducing manual workloads in business processes.

Types of RPA

Attended Automation

Unattended Automation



Hybrid RPA

Attended Automation

Human Collaboration: Attended RPA bots work in conjunction with human employees, providing assistance and automating tasks when needed.

User-Initiated: These bots are typically triggered by specific user actions or events. For example, a user might invoke an Attended RPA bot when they need assistance with a task.

Real-Time Assistance: Attended RPA provides real-time support and guidance to users as they perform their work, ensuring tasks are completed efficiently and accurately.

Unattended Automation

Autonomous Operation: These bots operate autonomously, following predefined instructions without the need for constant human oversight.

High-Volume Handling: They excel at tasks involving large volumes of data, making them highly efficient for repetitive processes.

Scheduled Execution: Unattended bots can be scheduled to perform tasks at specific times, optimizing resource allocation.

No Robots

100% human

All work is manual

Attended, Interval

Human involves robot at defined intervals

Examples:

Call center robot pulls info into agent system; saves retyping so agent focuses on customer

Attended, In Tandem

Human on computer with robot process in background

Examples:

HR Robot works with onboarding team to provision a new employee

Hybrid

Attended process uses human's computer to kick off unattended background process

Examples:

Service Rep turns on Robot to delete customer data from multiple databases as part of a GDPR "right to forget" request

Partially Unattended

Human sets the stage for the unattended process to work

Examples:

Robot polls a network drive for files to process

Fully Unattended

100% automation

Examples:

Robot processes invoices

Robot loads data into a system like SAP

Human

Attended robot

Unattended robot

Microsoft Power Platform

The low code platform that spans Microsoft 365, Azure, Dynamics 365, and standalone apps.

Power BI
Business analytics

Power Apps
App development

Power Automate
Process automation

Power Virtual Agents
Intelligent virtual agents

Power Pages
External-facing websites

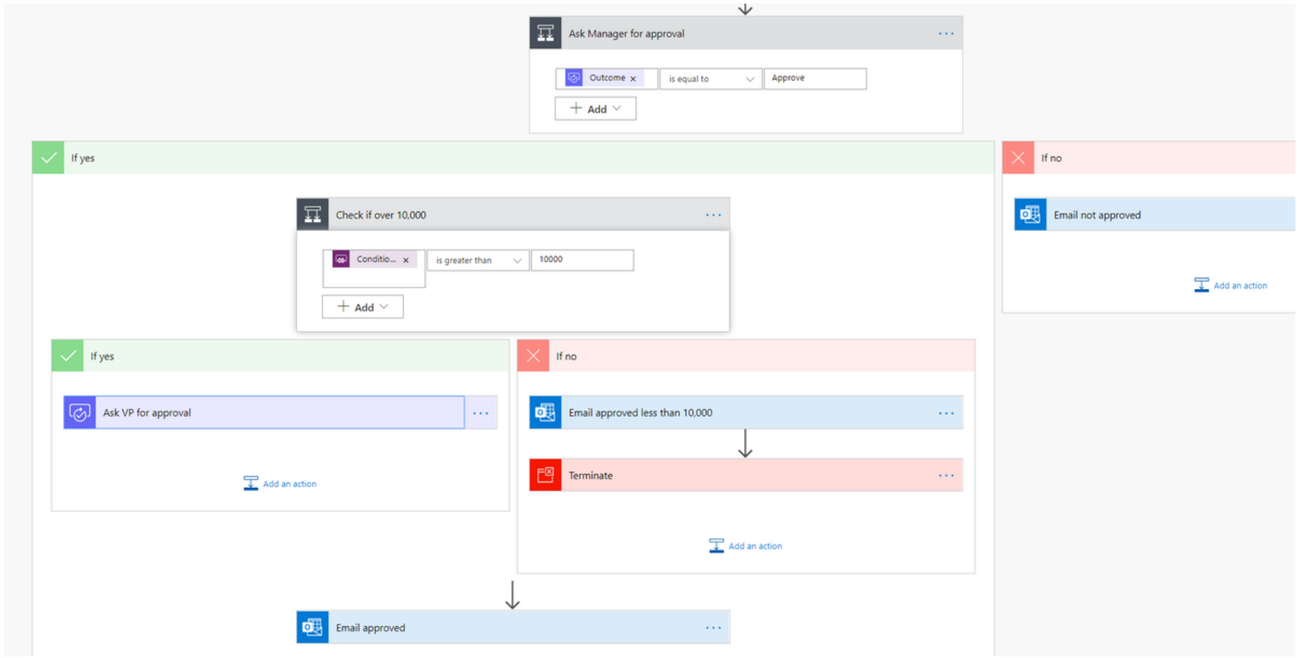
Data connectors

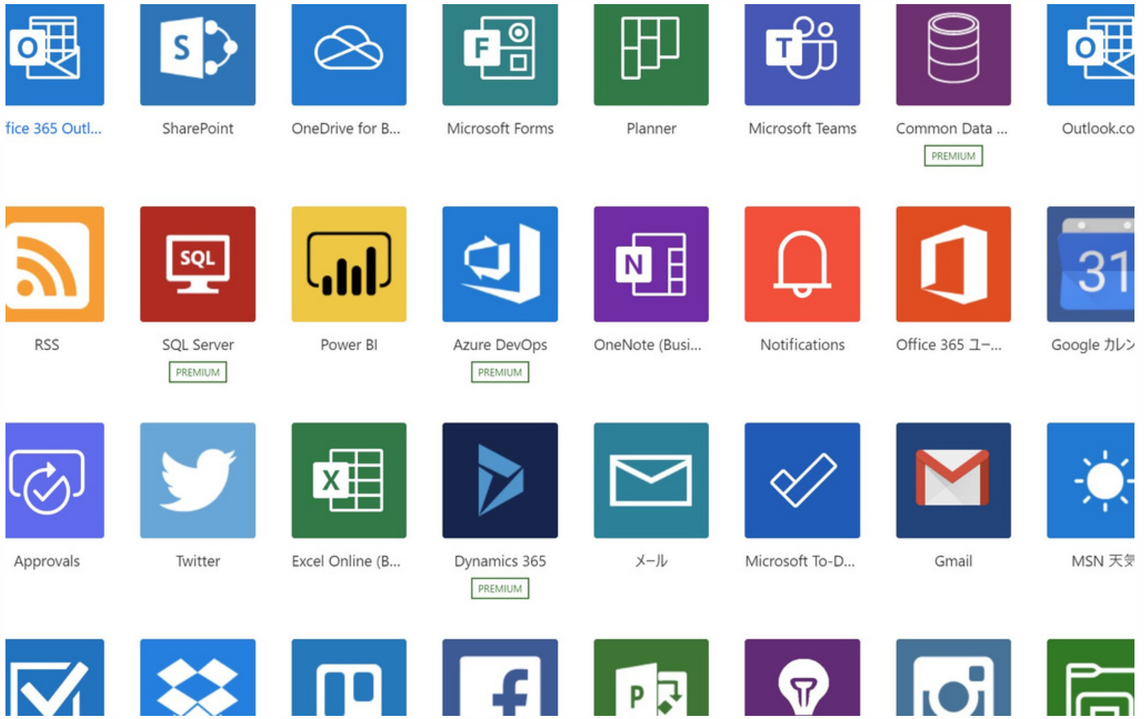
AI Builder

Dataverse

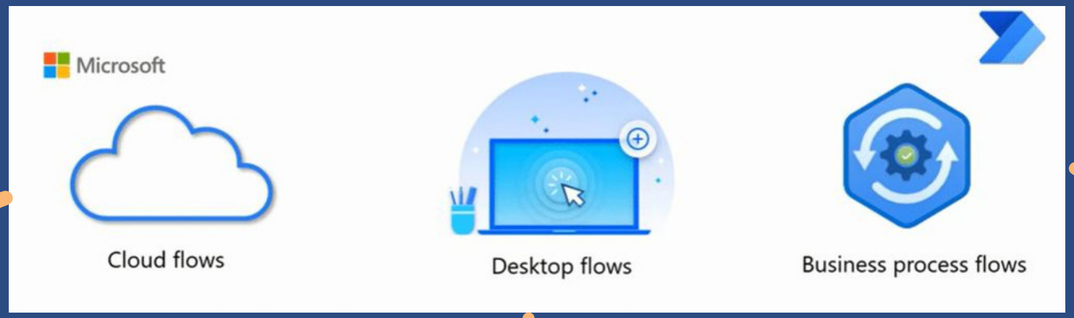
Power Automate

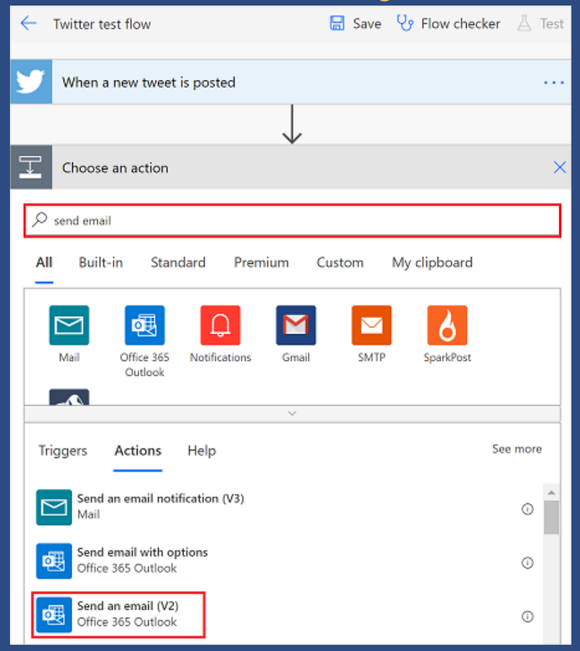
Power Automate allows enterprises to implement automated workflows and business processes and achieve operational efficiencies.

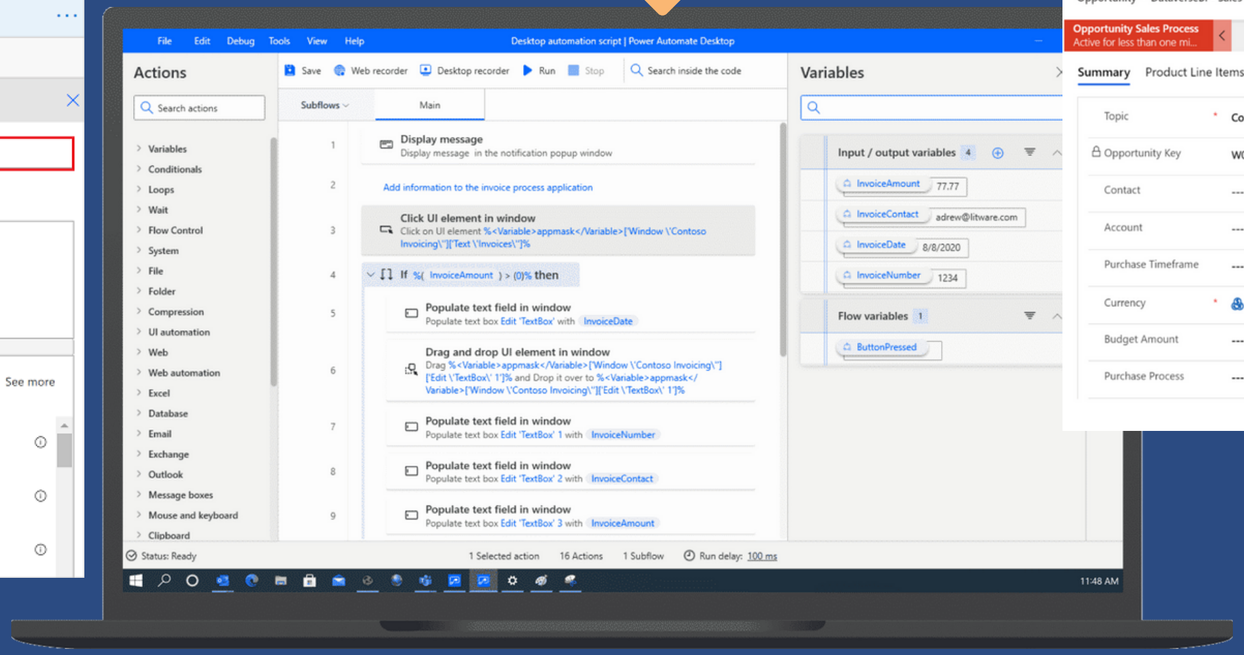


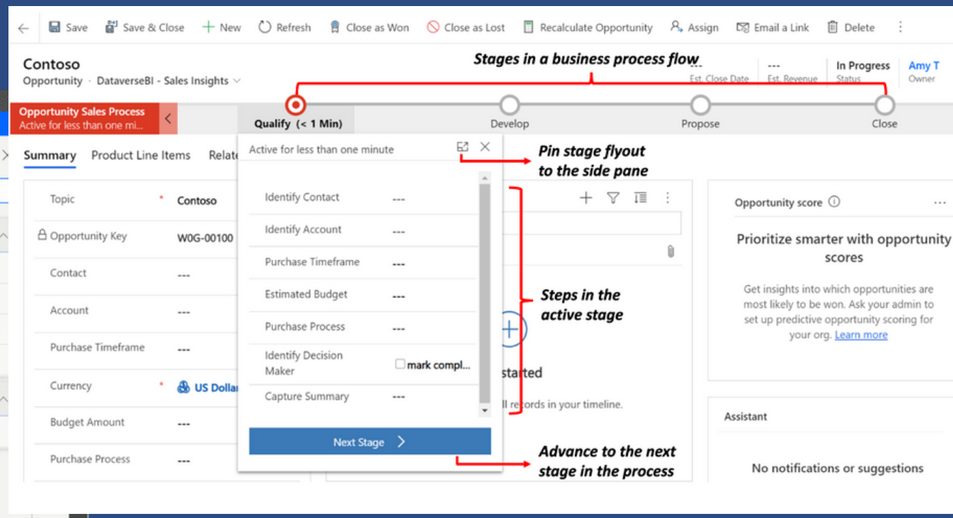


DIFFERENT TYPES OF FLOW









UI Path vs. Power Automate

	UI PATH	POWER AUTOMATE (DESKTOP FLOW)
Type of Process	Sophisticated Processes	Simpler, Everyday Tasks
Tools & Integraton	Advanced Tools (Orchestra-tor, Task Mining, Test Suite, Task Capture, Document Understanding, AI Center, AI Computer Vision)	MS Integrations
Documentation & Resources	Large Library of Resources and Training Materials	Limited Number of Resources
Architecture	Flexible	Templates
Scalability	Scalable	May be Insufficient for Bigger Companies
Pricing	Depending on Licences	Affordable
Target Customer	From SMBS to Enterprises	Rather Smaller Business
Maturity	Mature, Industry Leader	Relatively New, Contender

Standard vs Premium Connectors

COMES WITH OFFICE 365

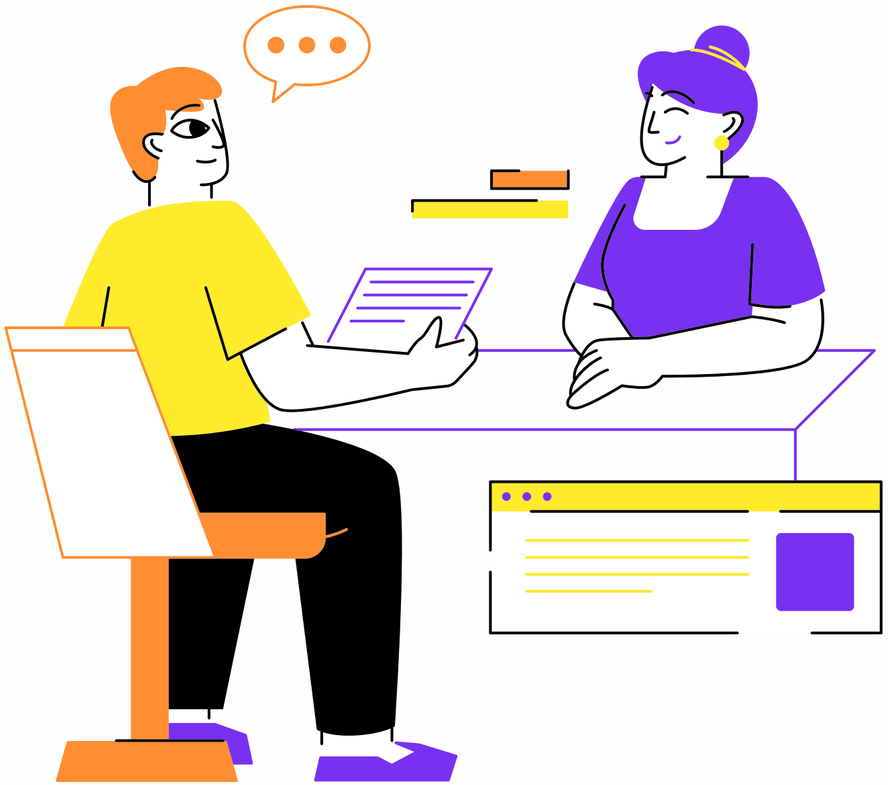
Standard Connector: Data sources within the Microsoft 365 ecosystem. Examples: Approval, Excel Online, OneDrive, SharePoint, Outlook, Teams, Office 365 Users, LinkedIn, Pinterest.

DOES NOT COME WITH OFFICE 365

- Premium Connector: Business systems beyond Microsoft 365. Examples: Word Online (Business), Adobe Services, E-Sign, MongoDB, Azure Services,...
- Custom Connector: To support more tailored scenarios, you can build custom connectors with their own triggers and actions. These connectors are function-based - data is returned based on calling specific functions in the underlying service. Example: Services that are not available as prebuilt connectors.
- On-premises Connector: Access on-premises data using a gateway. Example: Microsoft SQL Server.

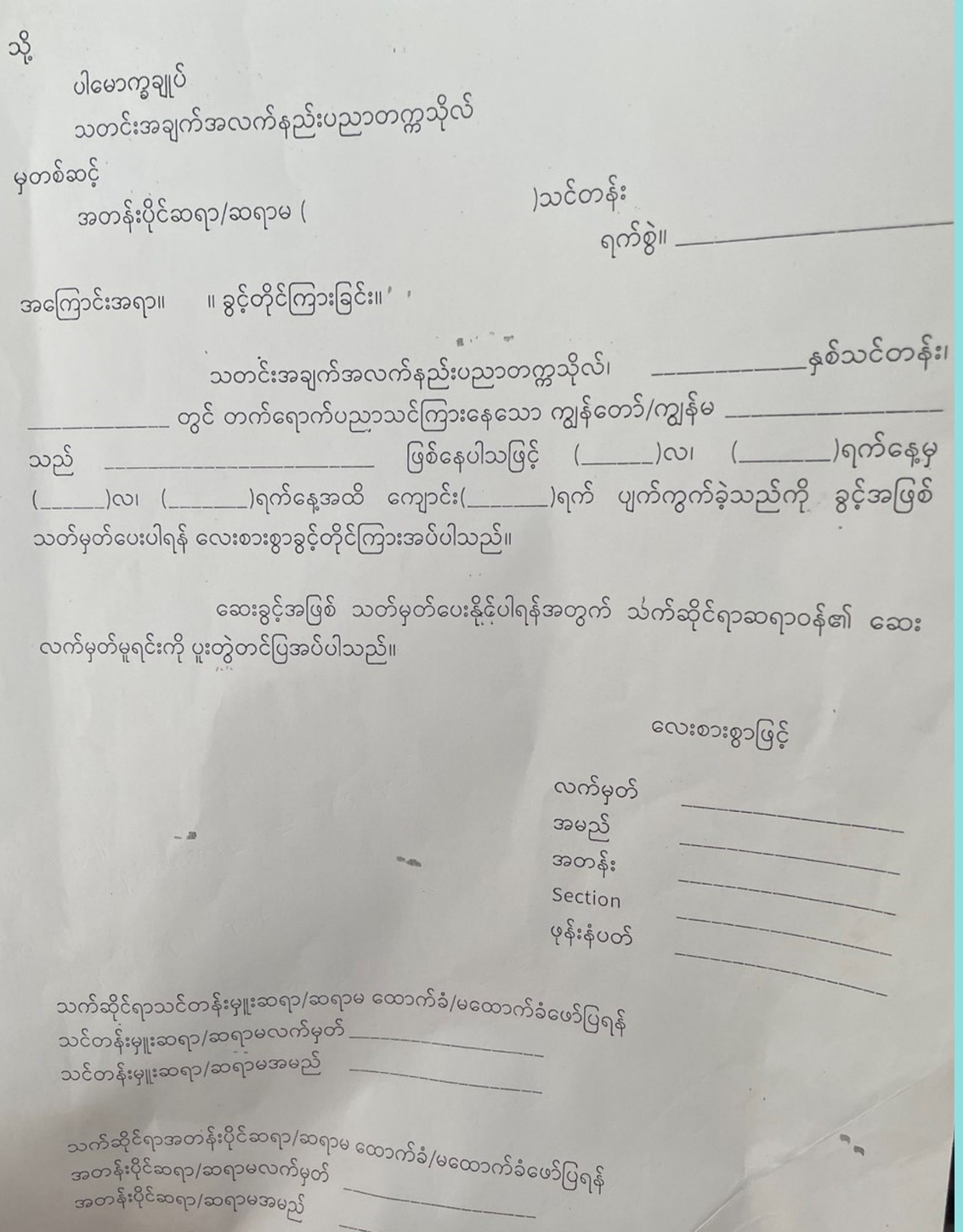
Applications of Power Automate

1. Payment Requisition Approval
2. Claim Management
3. Inventory Management
4. Office Letter Management
5. Insurance Proposal Management



What's UIT Leave Request System?

is a leave management system that leverages Microsoft Power Automate, to streamline and automate various aspects of the leave request and approval process within a university , thus making the process of requesting and approving leaves more efficient and organized for all parties involved.



သို့
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ရက်စွဲ။ _____

အကြောင်းအရာ။ ။ခွင့်တိုင်ကြားခြင်း။

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သည် _____ ဖြစ်နေပါသဖြင့် (_____)လ၊ (_____)ရက်နေ့မှ
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ဆေးခွင့်အဖြစ် သတ်မှတ်ပေးနိုင်ပါရန်အတွက် သက်ဆိုင်ရာဆရာဝန်၏ ဆေး
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လေးစားစွာဖြင့်

လက်မှတ် _____
အမည် _____
အတန်း _____
Section _____
ဖုန်းနံပတ် _____

သက်ဆိုင်ရာသင်တန်းမှူးဆရာ/ဆရာမ ထောက်ခံ/မထောက်ခံဖော်ပြရန်
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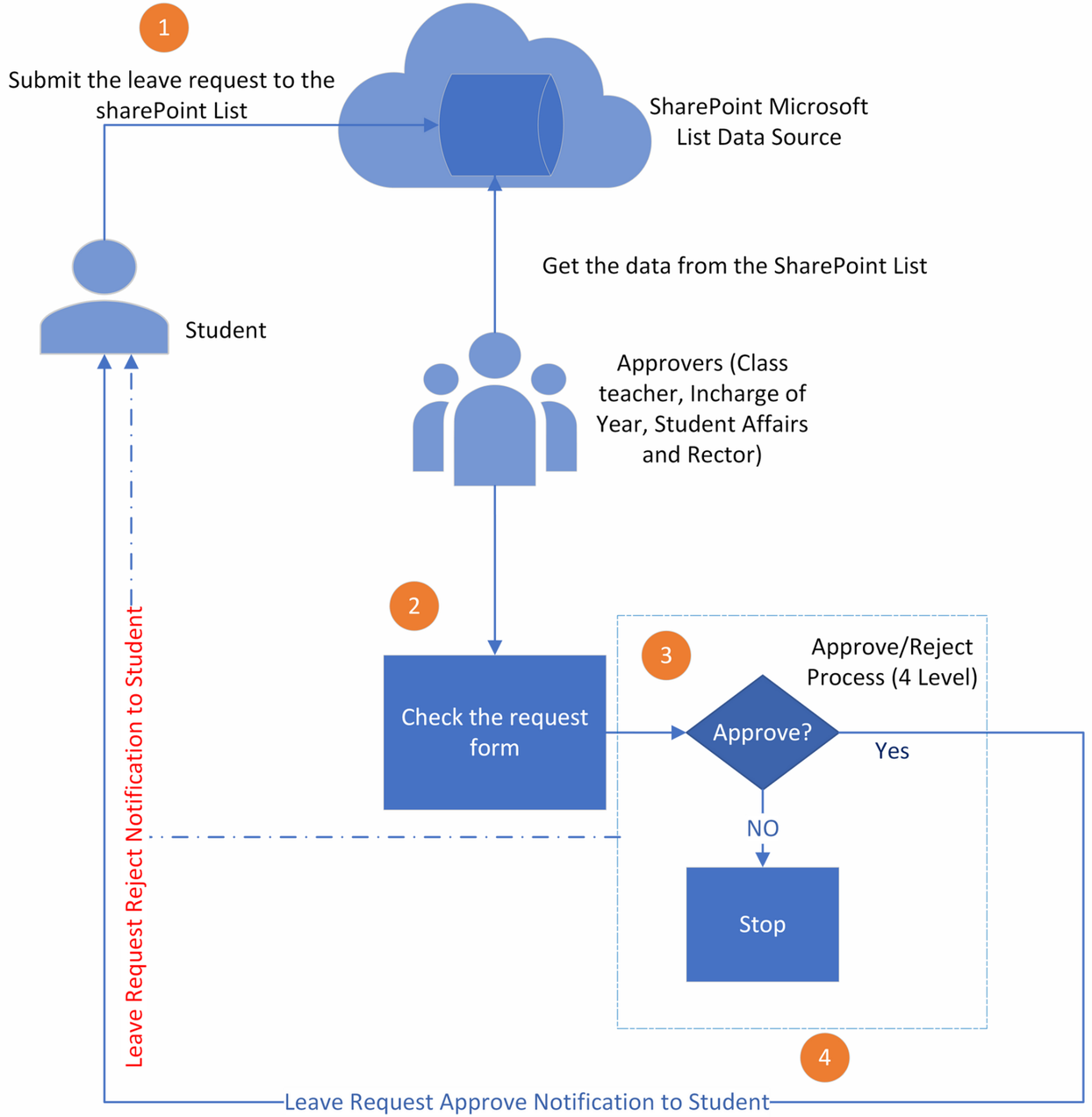
Current System Workflow

1. At first, the student who wants the leave has to manually fill up the leave request form. Then he or she has to submit the form to the “Class Teacher” and to the one who is in charge of the student’s current year.
2. After both parties' approval, the form will be forwarded towards “Student Affair” where one of the teachers will manually check the format.
3. After the approval of “Student Affair”, the form will be forwarded to the rector. The rector will then evaluate the form and decide whether to approve it.
4. The approval or denial from the rector will be forwarded to the student at the last stage.

Process Work Flow



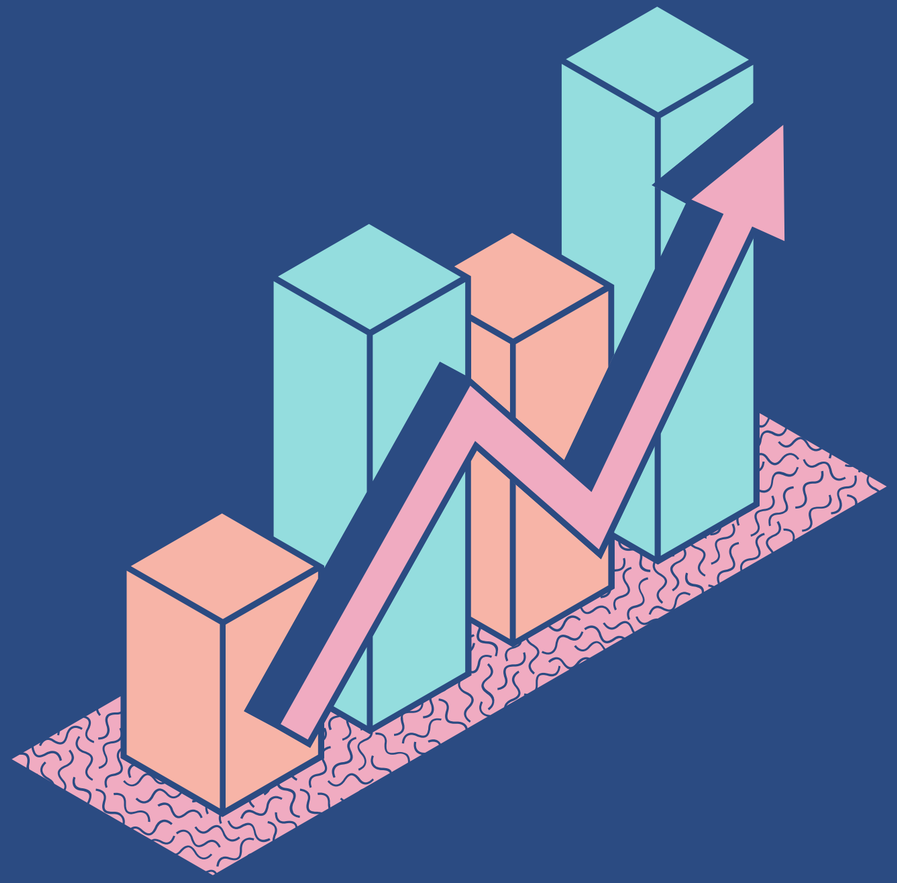
Used Connectors

- **CRUD Process** for SharePoint list.
- Store **Leave Request Medical Records** in Document Library.
- **Role Level Security** on SharePoint list and Document Library s' items.

- **Approving** Leave requests.
- Approvers are notified via both **Outlook and Team**, and can review and act on the request.

- Send Leave **Request Approve/Reject Notification** mail to Students.

Benefits of Our System on Both Institute and Students



Benefits to Students

HOW THIS AUTOMATED SYSTEM CAN HELP STUDENTS WITH THEIR TASKS

Accessibility

Students can submit leave requests from anywhere, at any time, using their preferred devices. This accessibility accommodates different schedules and time zones.

Efficiency

Automation streamlines the leave request process, reducing the time and effort required for both students and administrative staff. Students can submit requests with a few clicks, and administrators can process them more quickly.

Notifications

Power Automate can be configured to send automated notifications to relevant parties. Students receive confirmation of their request, and administrators are alerted when new requests are submitted, ensuring timely responses

Benefits to Institution

HOW THIS AUTOMATED SYSTEM CAN HELP OUR INSTITUTE WITH OUR WORK

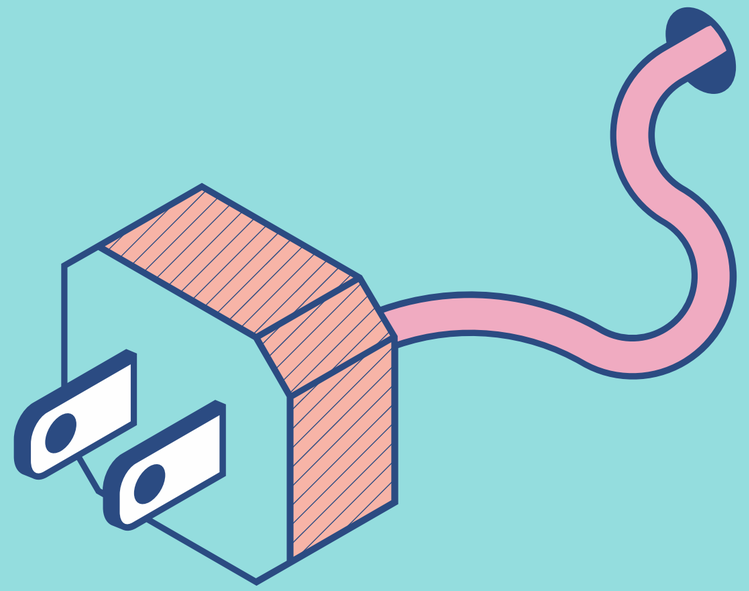
Accuracy: Automation reduces the risk of errors. Leave requests are recorded and processed consistently, minimizing mistakes in leave balances or approval statuses.

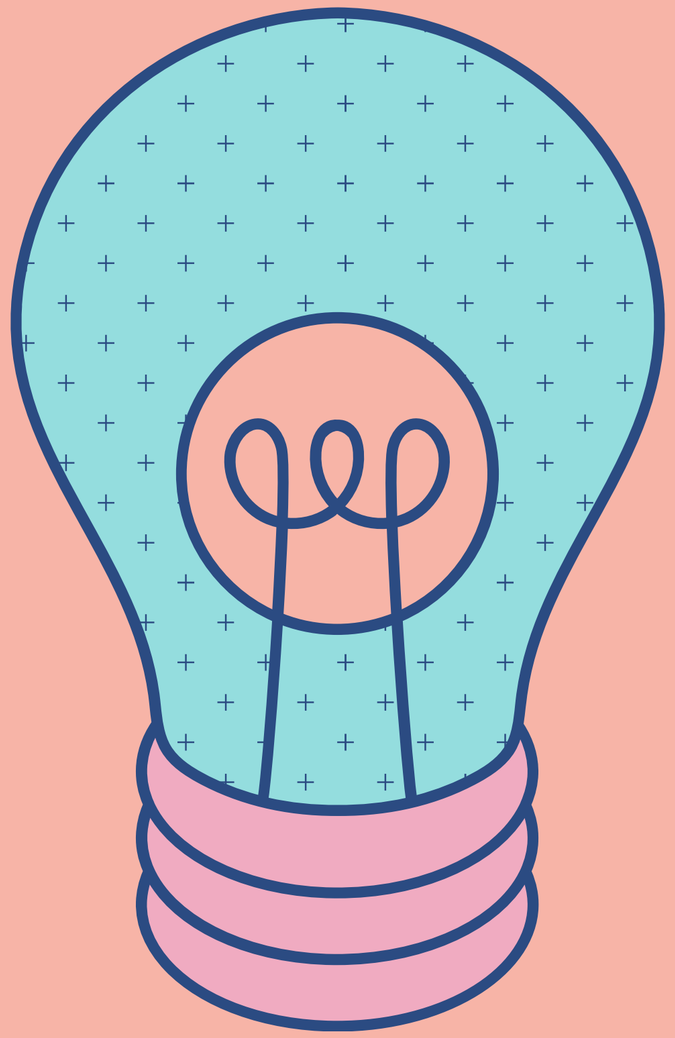
Data Tracking: Automated systems can maintain historical records of leave requests, making it easier to track student absences and analyze trends over time. This data can be valuable for reporting and decision-making.

Cost Savings: Automation reduces the administrative burden associated with manual leave processing. This can lead to cost savings in terms of staff time and resources.

Scalability: As the student population grows, an automated system can easily scale to handle an increasing number of leave requests without a proportional increase in administrative workload.

Demonstration





What are the Next steps for Future?

Monthly Leave Request Report:

The Monthly Leave Request Report can be generated using the Excel connector and sent via Outlook or Team connector.

Leave Request Letter Population:

The Leave Request Letter Population involves creating a leave request Word template with plain text from the Developer option and populating it using the Word Connector.

Integration:

Power Automate can integrate with other software systems commonly used in educational institutions, such as student information systems (SIS) through the HTTPS connector.

Using Power Automate in a university leave request system helps **automate and optimize** the leave management process, **reducing manual tasks**, **enhancing efficiency**, and providing a **more seamless experience** for students, faculty, and staff. It also takes advantage of the **integration capabilities with Microsoft's suite** of productivity tools for improved collaboration and data consistency.

Do you have any questions?

Thank You.