Module 7: Build Power Automate cloud flows

Scenario

As a functional consultant at Contoso, you are continuing to work on a model-driven Knowledge Admin app for your client Fabrikam. Your client has requested an automation that should run weekly without user involvement. You can't schedule a workflow without custom code so you will need to use a Microsoft Power Automate cloud flow. In this lab, you will create a cloud flow to run weekly and test the flow.

Exercise 1 – Create Microsoft Power Automate cloud flow

In this exercise, you will create a cloud flow that will run once a week. This flow will check if there are Knowledge Assessment with End Date of today or older and deactivate them.

Task 1 – Create a flow

1. Navigate to https://make.powerapps.com.

2. Make sure you have your **Practice** environment selected.

3. Select **Solutions** and click to open the **Assessment.**

4. Locate the **Name** column and make a note of the name **Prefix**. The prefix will look like **crXXX_**.

5. Click **+ New > Automation > Cloud Flow** and select **+ Automated**.

6. The pop-up will show common triggers that you can easily select to jump-start your flow configuration. Scroll through the options, but do not select anything. When you are ready, press **Skip.**

7. In the box that says **Search connectors and triggers**, type **Recurrence** Select the **Recurrence** option from the **Triggers** tab.

8. Select **+ New step.**

9. Type **Microsoft Dataverse** into the search box.

10. Select **List rows** from the **Actions** box.

11. Select **Knowledge Assessments** for **Table name**.

12. Click on **Show advanced options.**

13. Select the **Filter rows** field and type the following:

crXXX_enddate lt

Replace crXXX_ with your unique prefix and type a **space** at the end of the expression.

15. Select the **Expression** tab of the **Dynamics Content** pane. If you do not see the Dynamic Content pane pop up at this time, you may need to zoom out.

16. Type **utcNow()** and click **OK.** (There should be a space before the utcnow() expression in your formula.)

17. Click on the ellipses (**…**) on the **List Rows** step and select **Rename**.

18. Rename the step **Get Assessments**.

19. Click **+ New Step**.

20. Search for **Microsoft Dataverse** and select **Update a row**.

21. Select **Knowledge Assessments** for **Table name**.

22. Click to select the **Row ID** field.

23. Select **Knowledge Assessment** from the **Dynamic Content** pane.

24. **Apply to Each** step will be added and **Value** will be selected for Output. Click on **Update a row** and then click **Show Advanced Options**.

25. Locate the **Status** option set and select **Inactive**.

26. Click on the ellipses (**…**) for the **Update a row** step and select **Rename**.

27. Rename the step **Deactivate Assessment**.

28. Scroll up and click on the name of the flow by clicking **Untitled.**

29. Rename the flow **Deactivate Old Assessments**.

30. Click **Save**. Don't navigate away from the flow.

Task 2 – Test your flow

1. Start a new browser window and navigate to https://make.powerapps.com.

2. Make sure you are in your **Practice** environment.

3. Select **Apps** and click to open the **Knowledge Admin** model-driven application.

4. Navigate to **Knowledge Assessments** and click to open the **Test Assessment Four**.

5. Locate the **End Date** field and select today's date.

6. Click **Save**.

7. Go back to the flow you created.

8. Click **Test**.

9. Select **Automatically**, and then select **With a recently used trigger**.

10. Select the latest run and click **Test**.

11. The flow should run and succeed.

12. Go back to the **Knowledge Admin** application.

13. Select **Knowledge Assessments**.

14. **Test Assessment Four** should now be missing from the view.

15. Click on the view name and select the **Inactive Knowledge Assessments** view.

16. The deactivated rows will now be in this view.

17. Go back to flow and click **Edit**.

18. Click on the **Recurrence** trigger.

19. Change the **Recurrence** from **Minute** to **Week**.

20. Click **Save**.

21. Go back to the **Knowledge Admin** application.

22. Select **Knowledge Assessments**.

23. Click on the view name and select the **Inactive Knowledge Assessments** view.

24. Click to open the **Test Assessment Four** record.

25. Click **Activate**.

26. Confirm activation.

27. Change the **End Date** to one month from today.

28. Click **Save**.