## **Power Automate Tips and Standards:**

* Use the ellipse (...) to rename your steps. It leaves a better audit trail if the activities don't just have the default to them (as you could have multiple "Send Emails") and instead give an idea of what is being updated, or who is being emailed. This is especially true with Condition - indicate what is being tested in the condition.
* Use the "Copy to my Clipboard" to copy a step. When you do "Add a Step", you can then select the "My clipboard" on the far right and paste the copied step. This is very useful if many emails are being sent that are similar in nature. If you copy a condition, everything underneath is copied which is useful if similar steps are repeated in the flow.
* You can set "Trigger Conditions" so a flow doesn't always run even when an entry is changed. If a workflow only needs to run on a certain status and it just drops through on everything else, you can set the trigger so the flow is only triggered when the entry is changed AND has that condition. See this article: <https://www.c-sharpcorner.com/article/flow-trigger-conditions-for-sharepoint-run-flow-when-needed/>. This eliminates having a condition near the top that checks for a specific field value and if it doesn't match, just ends to flow. This way the flow never triggers at all.
* If having to break the permissions on an entry, there are some SharePoint flow actions that can do this if the owner group maintains permissions:
  + “Stop Sharing an item or a file” followed by
  + “Grant access to an item or a folder”
  + [Microsoft Flow to Provide Item Level Permission on... - Power Platform Community](https://powerusers.microsoft.com/t5/Power-Automate-Community-Blog/Microsoft-Flow-to-Provide-Item-Level-Permission-on-SharePoint/ba-p/351195)
  + Make sure you set the Notify recipients parameter to “No”

If not, then Rest calls need to be used as in these articles:

* + [How to manage permissions on a SharePoint List Item using Microsoft Flow – Add Contribute permission - Collab365 Community](https://collab365.community/manage-permissions-sharepoint-list-item-using-microsoft-flow-add-contribute-permission/)
  + [Set list item-level permissions in SharePoint using Flow (portiva.nl)](https://www.portiva.nl/portiblog/2019/10/21/set-list-item-level-permissions-in-sharepoint-using-flow)
  + [Solved: Change Permissions for SharePoint List item on New... - Power Platform Community (microsoft.com)](https://powerusers.microsoft.com/t5/General-Power-Automate/Change-Permissions-for-SharePoint-List-item-on-New-and-Edit/td-p/469805)
* **When updating the current item**, follow the approach in the document “*Performing a SharePoint SystemUpdate call in Power Automate to Avoid Infinite Loops*” that is in the folder. This approach will save the entry without triggering the flow to run again, which can happen.
* Check if any fields used in emails are multi-select or any emails being sent to a people field that can contain multiple entries. If so, follow the steps in the powerpoint to create an array and then use the array in the emails. Otherwise, a separate email will be sent to each person or for each value and that isn’t what we want happening.
* For any email actions, make sure you expand the “Advanced Settings” section and set the Importance. By default, these will be marked as “Low” if nothing is done. We want them marked as at least Normal.