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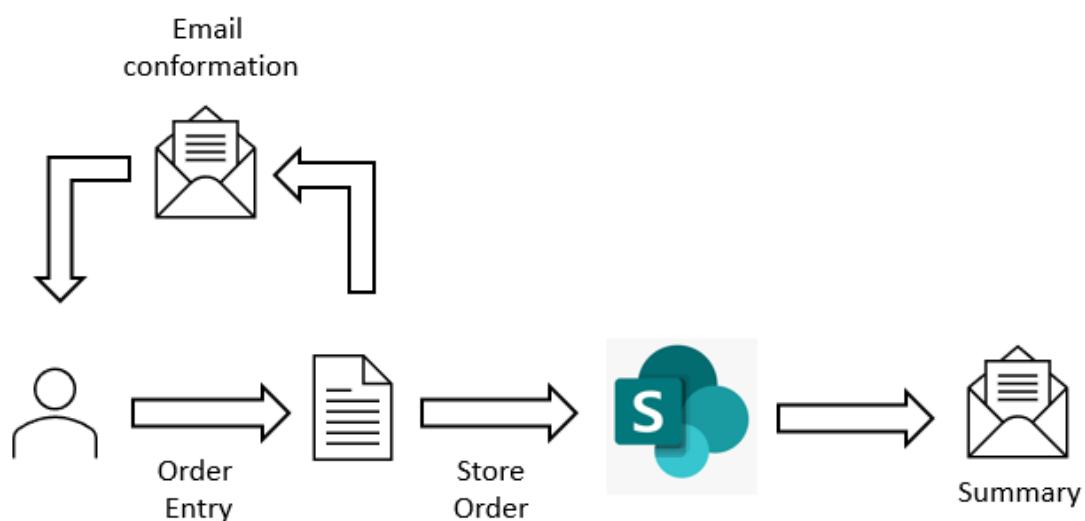
1 Introduction

About this guide

This guide is designed to step you through the process of creating an automated drink ordering system using tools found in the Microsoft 365 environment.

In many businesses and events there is the need to provide drinks to groups of people. The traditional approach for this would be to record such orders on a piece of paper. A better approach is to use technology to digitise this process. This makes the process more reliable and faster. Importantly, this new digital drink ordering system can scale from one to many orders at a time and should provide efficiency benefits to many business.

This digital drink ordering system can also be viewed as a way to better learn and understand what the Power Platform from Microsoft is capable of and how anyone can go about digitising and automating business processes. This digital drink ordering system will integrate a number of services from Microsoft 365 including Power Automate, Microsoft Forms, Outlook and more. The aim of this guide is to show, by example, how an automated process can be built inside Microsoft 365. It won't necessarily teach what each service does but it will show you how to integrate these together to produce something to automate what has traditionally been a manual process.



Initial information about which drink the user desires is gathered using Microsoft Forms. Submitting the form triggers an automated Flow, using Microsoft Power Automate that saves the user data into a SharePoint Online list and sends the user an email confirmation of their order. Additional Flows allow the review of the details entered by various users and creates an overall summary that can be used to fulfil the orders, by say, sending to a local café.

This document is a step-by-step guide that will take you through the complete process of creating the Microsoft Form, SharePoint lists and Power Automate Flows.

Pre-requisites

To complete this process you'll need access to an Office 365 or Microsoft 365 environment that includes the following services:

- Power Automate
- SharePoint Online
- Forms
- Exchange Online

Design considerations

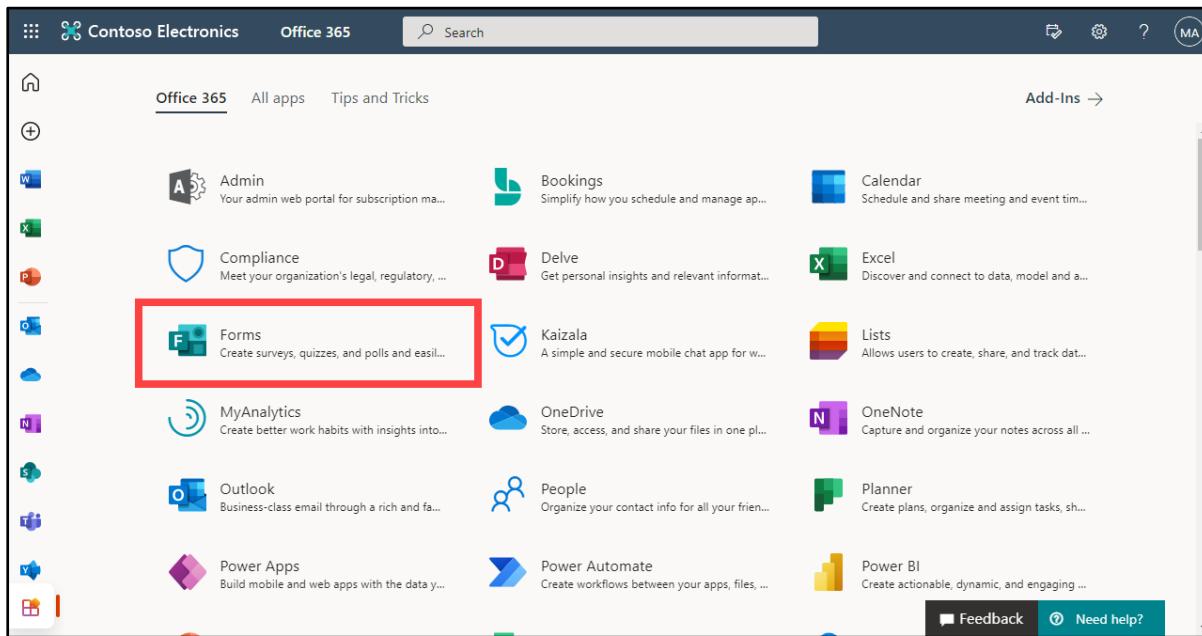
The aim during this process is also to introduce you to best practices for automation processes. This involves techniques such as creating custom action names, which appears onerous at first but makes later troubleshooting and debugging far easier.

2 Microsoft Form

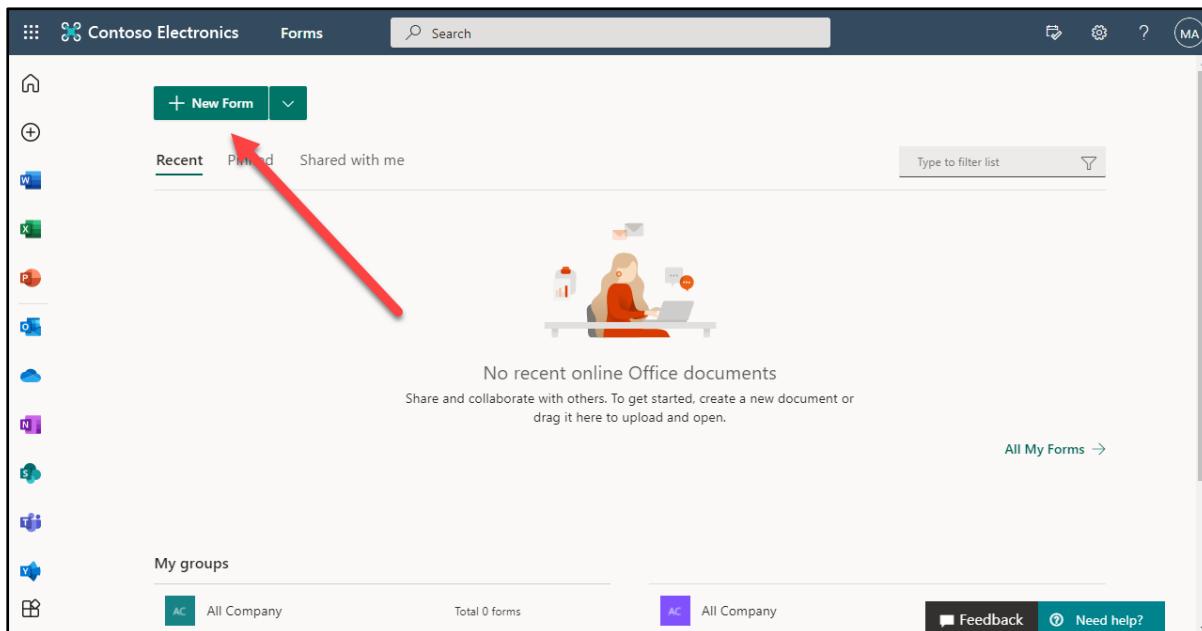
Data input is obtained from the user by having them complete a custom Microsoft Form.

Microsoft Form Creation.

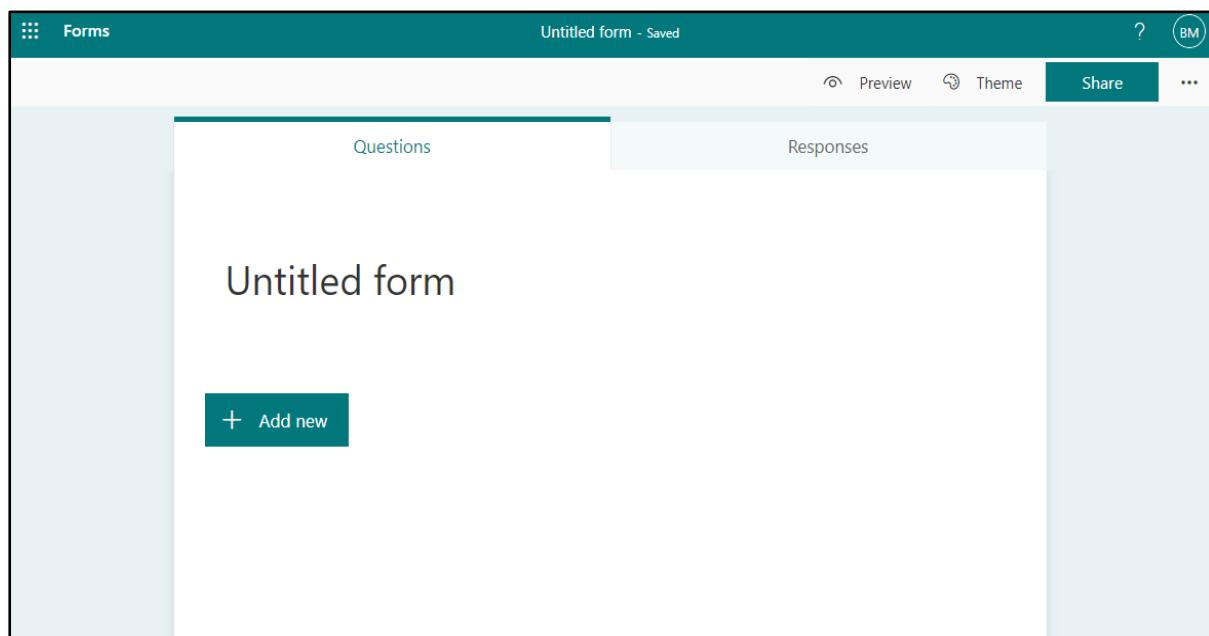
1. Log into the Microsoft 365 Portal of your environment. You can access this via <https://portal.office.com>.



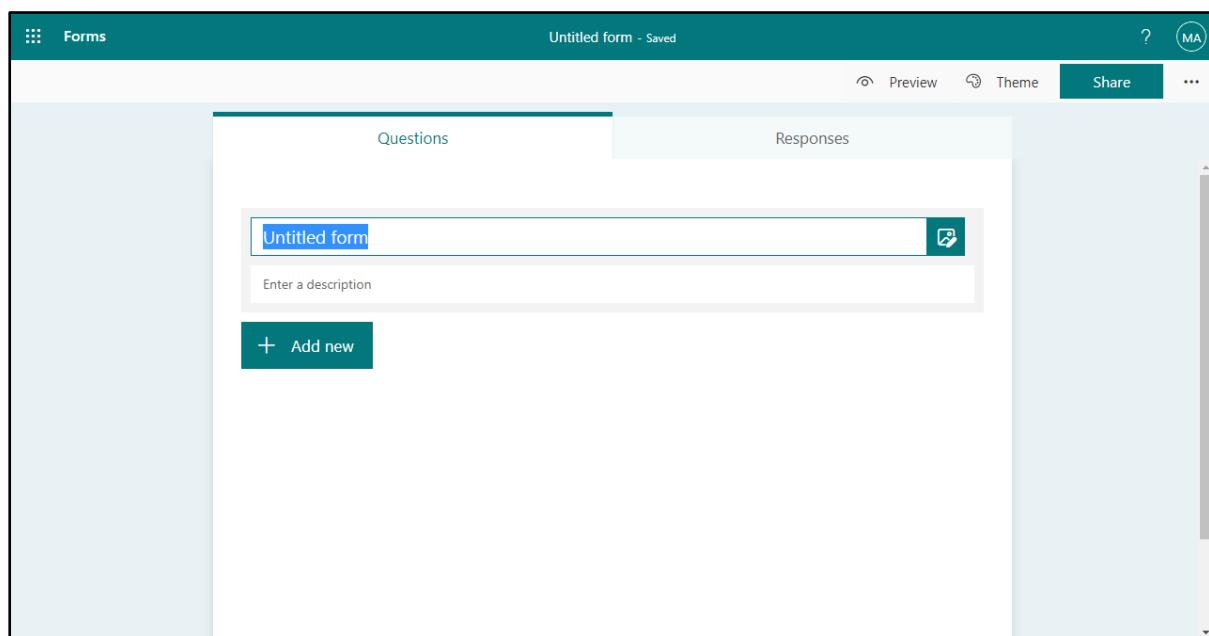
2. Find and select the **Forms** service



3. Click the **New Form** button.



4. Click **Untitled form** text on the page.



5. Change the **Untitled form** text to **Drink Orders**.

The screenshot shows the Microsoft Forms interface with a single question card titled "Drink Orders". The card contains a text input field with the placeholder "Enter a description". Below the input field is a "Add new" button. The "Questions" tab is selected on the left.

6. Click the **Enter a description** field and change it to **Please select a drink below**.

The screenshot shows the Microsoft Forms interface after the description field has been changed. The text input field now displays "Please select a drink below". A red arrow points from the text "7. Click the Add New button to add a question to the Form." to the "Add new" button at the bottom of the question card.

Question 1

7. Click the **Add New** button to add a question to the Form.

The screenshot shows the Microsoft Forms interface for a form titled "Drink Orders - Saved". The "Questions" tab is active. A red arrow points to the "Text" button in the toolbar below the question list. The question "Drink Orders" is displayed with the instruction "Please select a drink below". Below the toolbar, there is a list of suggested questions: First name, Last name, Mailing address, and Suite/Apt.

8. Choose **Text** option from the list that appears.

The screenshot shows the Microsoft Forms interface for the same "Drink Orders" form. A "Text" input field has been added to the list of questions. The question text "Please select a drink below" is still present above the input field. The input field has a placeholder "Name" and a description "Enter your answer".

9. Replace **Question** text with **Name**.

The screenshot shows a Microsoft Forms interface titled "Drink Orders - Saving...". On the left, there's a sidebar with "Forms" and a "Questions" tab. The main area has a title "Drink Orders" and a subtitle "Please select a drink below". Below this is a question card numbered 1. The question is "Name" and the type is "Text". There is a text input field with placeholder text "Enter your answer". At the bottom of the card, there are two toggle switches: "Long answer" (off) and "Required" (on, indicated by a red arrow). There are also "Add new" and "..." buttons.

10. Select **Required** toggle to **on**.

Question 2

11. Click the **Add New** button again.
12. Choose **Text** option from the list.
13. Replace **Question** with **Email**.
14. Select **Required** toggle to **on** (toggle may be defaulted to **on**).

Question 3

15. Click the **Add New** button.
16. Choose **Choice** option.
17. Replace **Question** with **Drink**.
18. Replace **Option 1** with **Caffe Latte**
19. Replace **Option 2** with **Cappuccino**
20. Click the **Add option** button
21. Replace **Option 3** with **Flat White**
22. Click the **Add option** button
23. Replace **Option 4** with **Tea**
24. Click the **Add option** button
25. Replace **Option 5** with **Chai Tea**
26. Click the **Add option** button
27. Replace **Option 6** with **Hot Chocolate**
28. Select **Required** toggle to **on** (toggle may be defaulted to **on**).
29. Click the **ellipsis (...)** button next to the Required toggle and choose **Drop Down**.

Question 4

30. Click the **Add New** button.
31. Choose **Choice** option.
32. Replace **Question** with **Size**.
33. Replace **Option 1** with **Small**
34. Replace **Option 2** with **Medium**
35. Click the **Add option** button
36. Replace **Option 3** with **Large**
37. Select **Required** toggle to **on** (toggle may be defaulted to **on**).
38. Click the **ellipsis (...)** button next to the Required toggle and choose **Drop Down**.

Question 5

39. Click the **Add New** button.
40. Choose **Text** option.
41. Replace **Question** with **Sugar**.
42. Select **Required** toggle to **on** (toggle may be defaulted to **on**).
43. Click the **ellipsis (...)** button next to the Required toggle and choose **Restrictions**.
44. From the Restrictions drop down select **Greater than or equal to**
45. Change the value from **1** to **0**

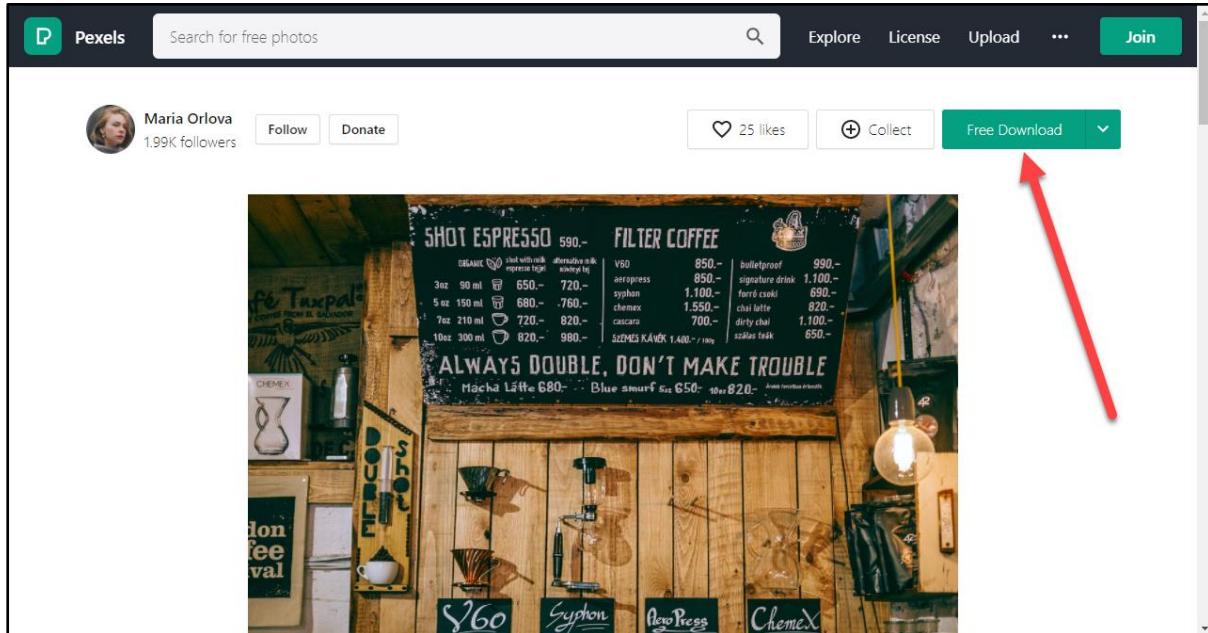
Question 5

46. Click the **Add New** button.
47. Choose **Choice** option.
48. Replace **Question** with **Milk**.
49. Replace **Option 1** with **Full Cream**
50. Replace **Option 2** with **Low Fat**
51. Click the **Add option** button
52. Replace **Option 3** with **Soy**
53. Click the **Add option** button
54. Replace **Option 4** with **None**
55. Click the **Add option** button
56. Select **Required** toggle to **on** (toggle may be defaulted to **on**).
57. Click the **ellipsis (...)** button next to the Required toggle and choose **Drop Down**.

Formatting.

The form can be re-formatted as desired. The process to achieve it is:

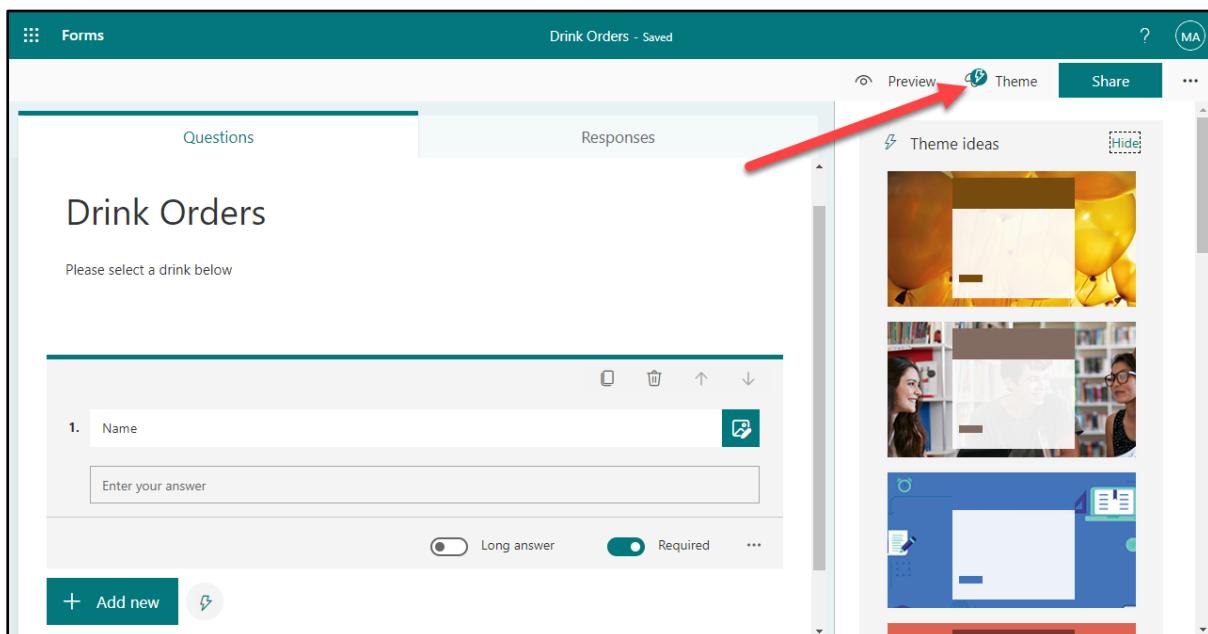
Background Image.



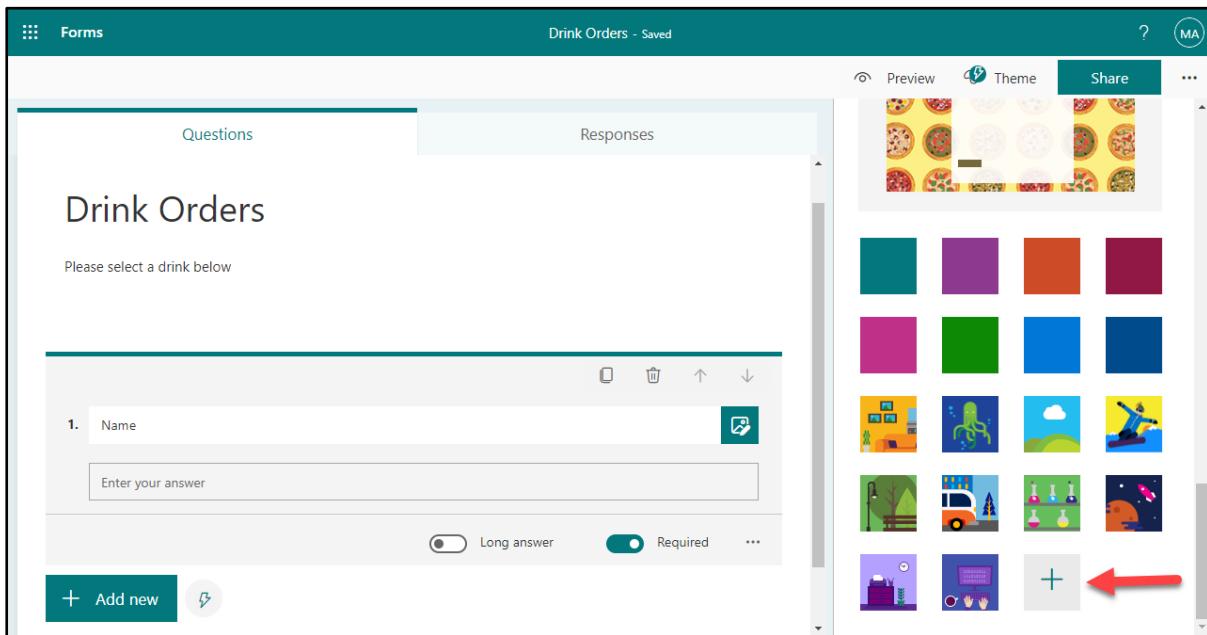
1. If you wish to learn how to customise your Form then visit:

<https://support.microsoft.com/en-ie/office/change-a-form-theme-895ca902-833b-4f56-9488-f36480d837ef>

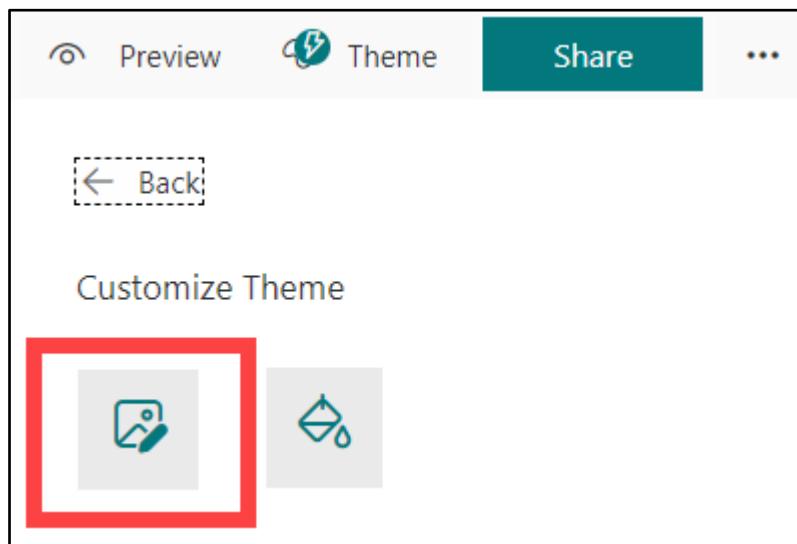
to create a custom theme as you see here.



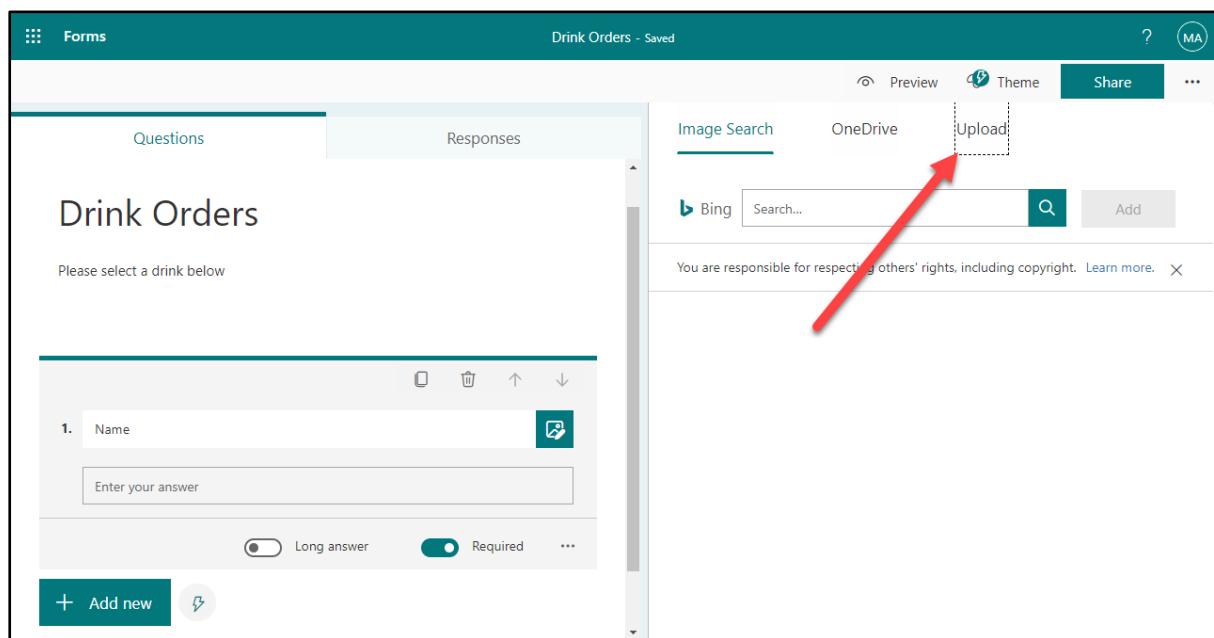
2. In the top right hand corner of your form select **Theme**.



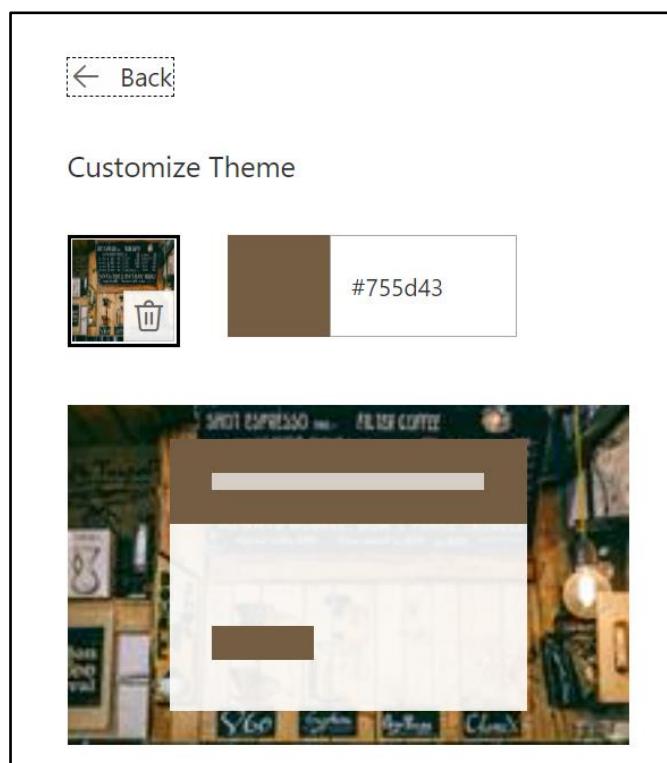
3. Scroll to the bottom of the theme panel on the right and click + (plus) sign to create a customised theme.



4. Choose the first icon (**Upload Image**)



5. Select the **Upload** tab.
6. Navigate to the desired background image and select **Open** to upload the file.



7. Select the Brown background colour (#755d43).
8. Press the **Back** button.

View the Form.

Forms

Drink Orders - Saved

?

MA

Preview

Theme

Share

...

Questions

chemex
cascara 1.550.-
chai latte 820.-
780.- 1.100.-
chai latte 820.-
780.- 1.100.-

Drink Orders

Please select a drink below

1. Name *

Enter your answer

2. Email *

Enter your answer

1. Press the **Preview** button at the top right of the Window to view the finished **Form**.

← Back

Computer

Mobile

Drink Orders

Please select a drink below

Hi MOD, when you submit this form, the owner will be able to see your name and email address.

* Required

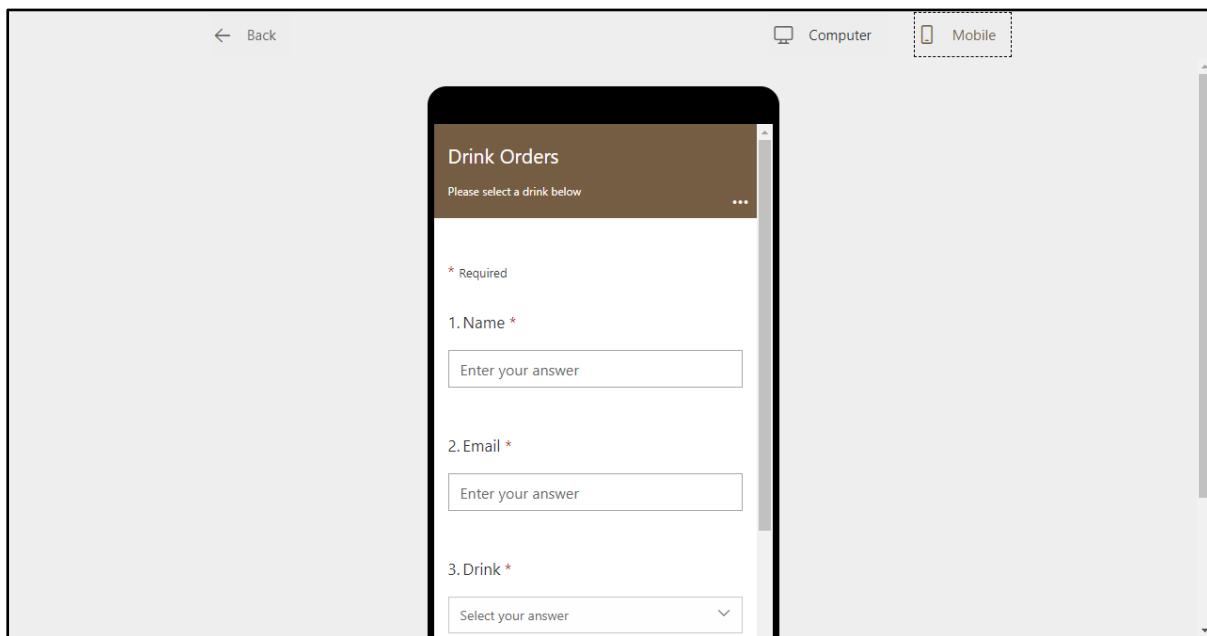
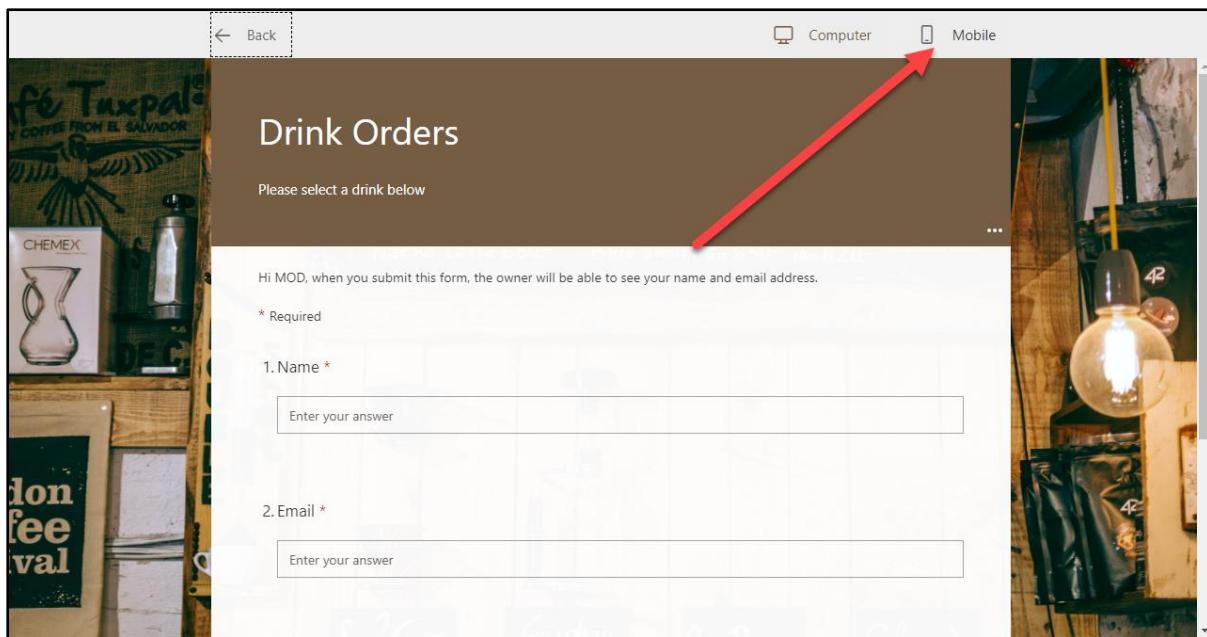
1. Name *

Enter your answer

2. Email *

Enter your answer

2. Press the **Mobile** button on the top right-hand corner of the screen to see the **mobile phone** view.



Share the Form

Press the **Share** button located top right-hand corner of the screen.

Drink Orders

Please select a drink below

	chemex	1.550.-	chai latte	820.-
Questions	cascara	700.-	dirty chai	1.100.-

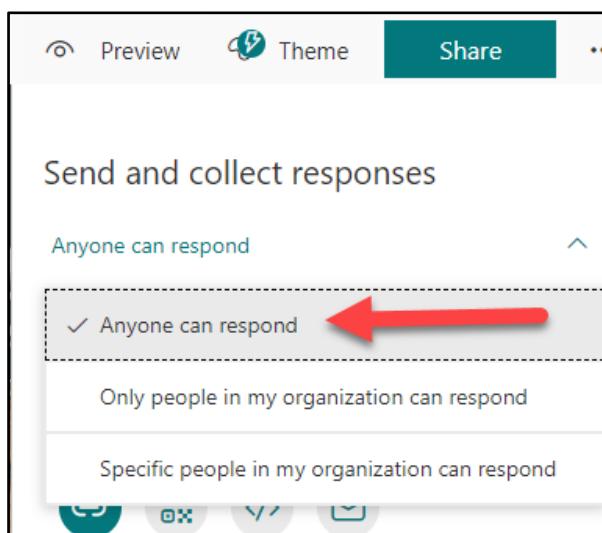
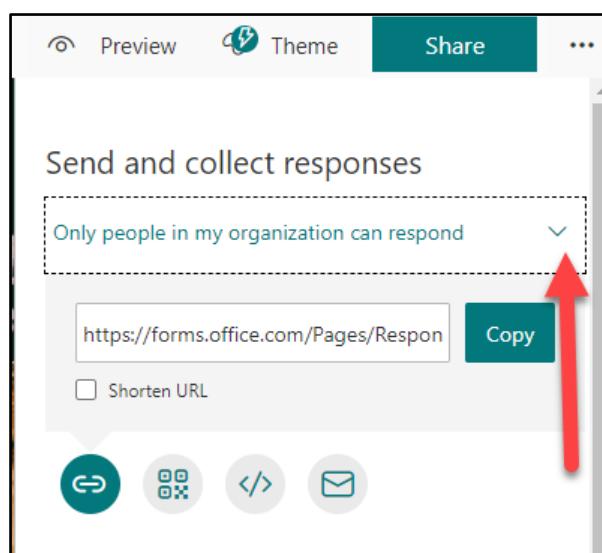
1. Name *

Enter your answer

2. Email *

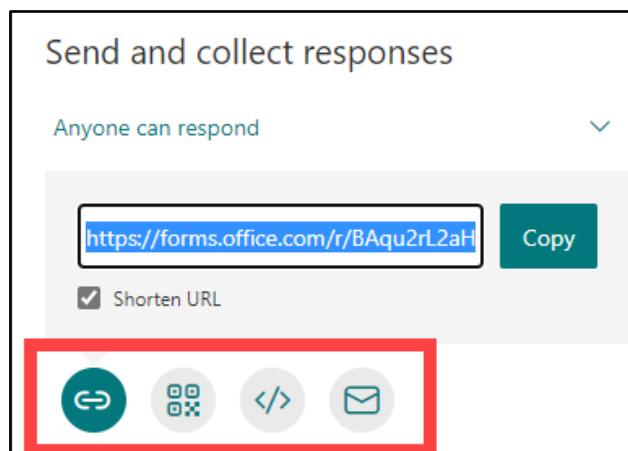
Enter your answer

1. Change the first option to **Anyone can respond**.

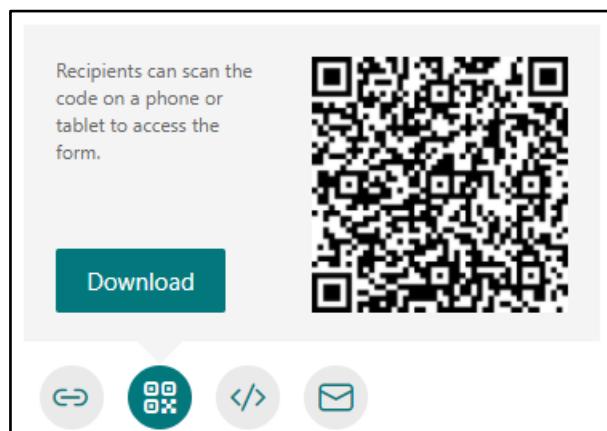


2. Choose one of the four options to **share**.

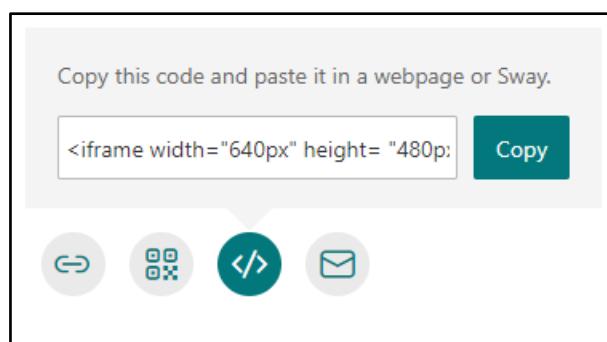
a. Link



b. QR Code



c. Embed



d. Email



3 SharePoint Lists

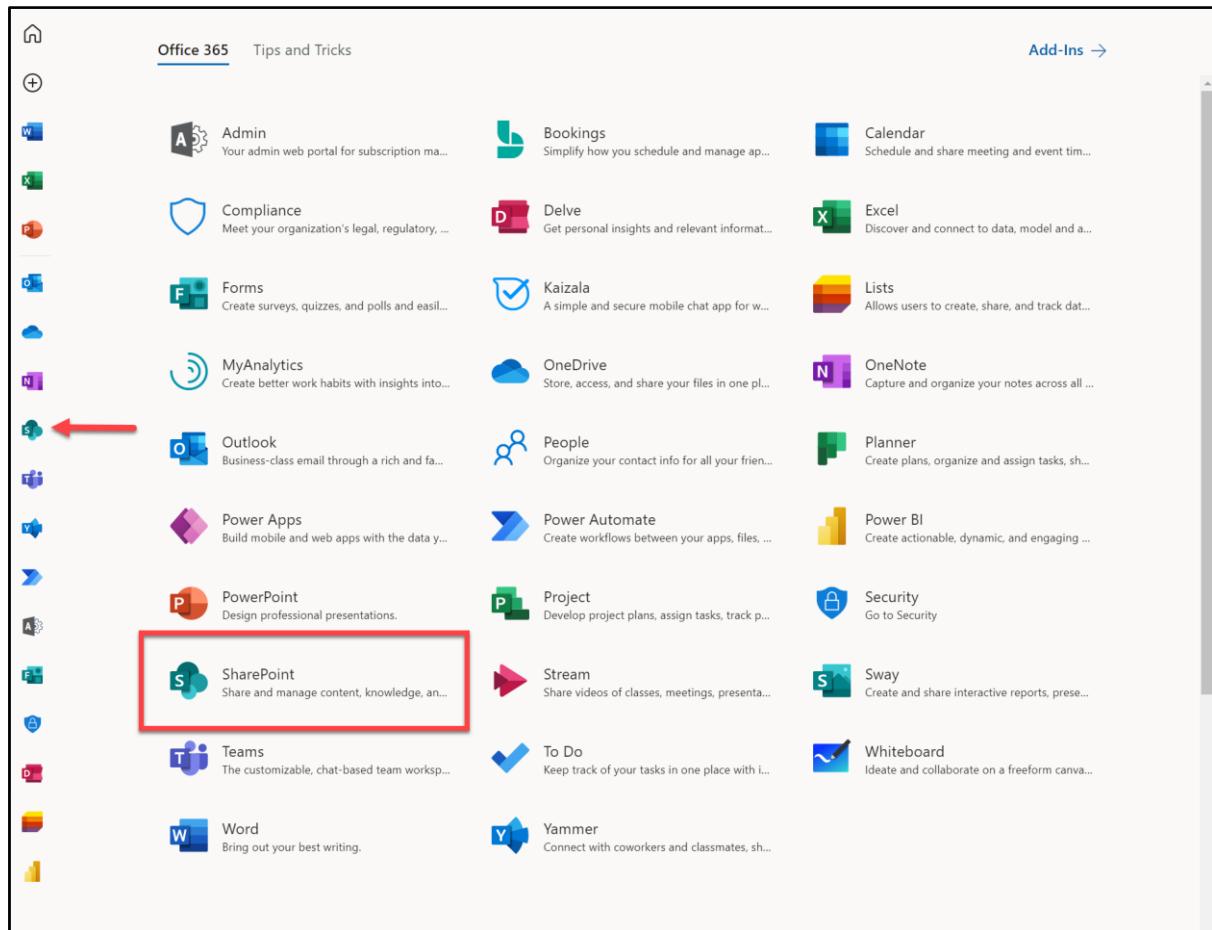
The data obtained from the Microsoft Form will be saved to a SharePoint List.

A number of SharePoint lists need to be created for this process to run successfully. These lists will be referred to by the automation process:

- A. OrderDetails – Individual order requests will be stored here once they have been entered using the Microsoft Form created previously.
- B. OrderRecipients – Details about those who will receive a summary of all the orders.
- C. OrderSettings – Contains automation configuration settings.

SharePoint List Creation.

1. Log into your Microsoft 365 Portal.
2. Click on the **SharePoint** icon.

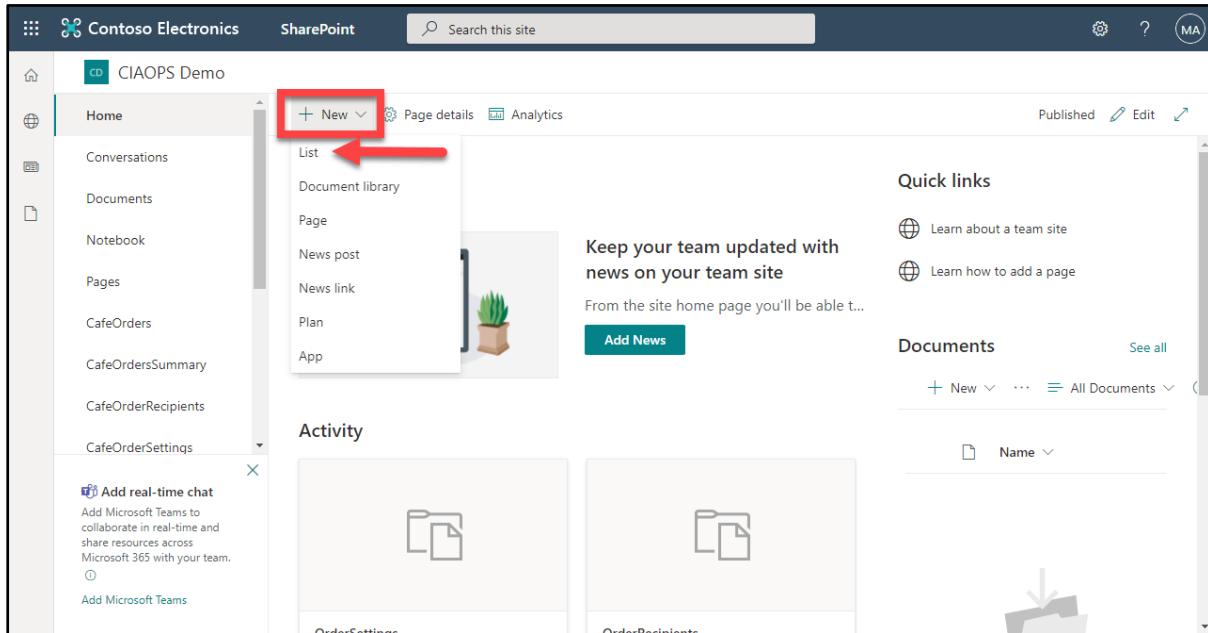


3. The new lists required for this process need to reside in a SharePoint site. This can be any SharePoint site that already exists or a new site you create.

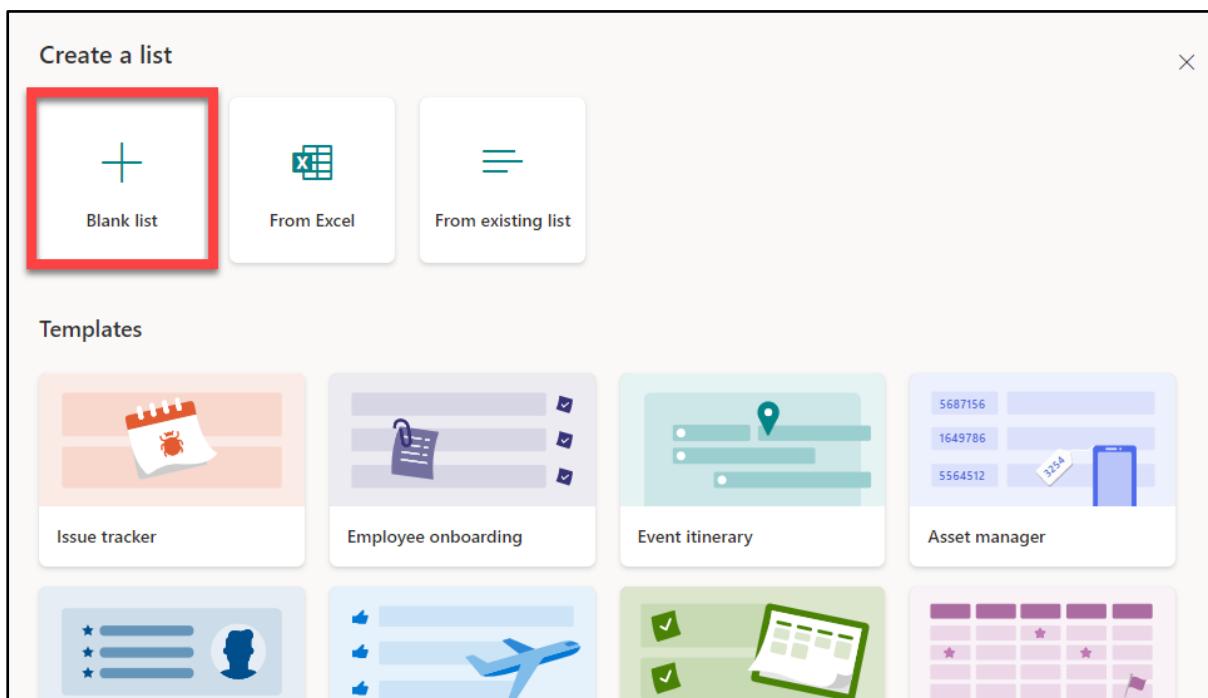
Choose and navigate to a **SharePoint Site** that you would like the lists stored in.

Note: If you would like the lists visible in Microsoft Teams make sure you choose one of the SharePoint sites that is already part of the Team you wish to use.

- Once in the SharePoint Site press the **New** button and select **List** from the menu that appears.



- Choose **Blank List**.



- Name the list **OrderDetails** and add a **description** then press the **Create** button.

Name *

X

OrderDetails

Description

Drink order details

Site navigation

Show in site navigation

< Back

Create

Cancel

A new blank list called OrderDetails should now appear in the SharePoint site like so:

You will also note that the list created is empty and has only a single column called **Title**. For more detailed information about creating lists in SharePoint see:

<https://support.microsoft.com/en-us/office/create-a-list-0d397414-d95f-41eb-addd-5e6eff41b083>

7. With this new List still displayed on the screen, select the **COG** in the top right of the screen as shown:

The screenshot shows a SharePoint list titled "OrderDetails" under the "Events" category. The left sidebar lists various site navigation options like Home, Conversations, Documents, etc. The main area displays a single item with the title "OrderDetails". A red arrow points to the gear icon in the top right corner of the list header.

And from the menu that appears select **List Settings**:

The screenshot shows the "Settings" menu in SharePoint. The "SharePoint" section contains several options: Add a page, Add an app, Site contents, List settings (which has a red arrow pointing to it), Site information, Site permissions, Site usage, Change the look, and Site designs. The "Office 365" section contains a "View all" link.

8. Scroll down the page that is displayed until you see the **Columns** section as shown:

The screenshot shows the 'Advanced Settings' page for a SharePoint list. The 'Columns' section is highlighted with a red border. It displays a table of columns with their types and required status. The 'Title' column is selected, indicated by a red box around its row.

Column (click to edit)	Type	Required
Title	Single line of text	✓
Modified	Date and Time	
Created	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	

Columns
A column stores information about each item in the list. The following columns are currently available in this list:

- Create column
- Add from existing site columns
- Column ordering
- Indexed columns

Views

9. In the **Columns** area select the word **Title** as shown:

This screenshot shows the 'Columns' list within a SharePoint interface. The 'Title' column is highlighted with a red box. The table structure is identical to the one in the previous screenshot.

Column (click to edit)	Type	Required
Title	Single line of text	✓
Modified	Date and Time	
Created	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	

Columns
A column stores information about each item in the list. The following columns are currently available in this list:

- Create column
- Add from existing site columns
- Column ordering
- Indexed columns

10. Ensure the **Require that this column contain information** field is set to **No** as shown:

Home
Conversations
Documents
Notebook
Pages
Recent
OrderDetails
Site contents
Recycle Bin

EDIT LINKS

Settings > Edit Column

Name and Type
Type a name for this column.

Column name: Title

The type of information in this column is:
Single line of text

Additional Column Settings
Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:
 Yes No

Enforce unique values:
 Yes No

Maximum number of characters: 255

Default value:
 Text Calculated Value

Scroll to the bottom of the page

255

Default value:
 Text Calculated Value

Column Formatting:
Change the display of this column by adding JSON below.
Remove the text from the box to clear the custom formatting.
Learn more about formatting columns with JSON

Column Validation

OK **Cancel**

Select the **OK** button to save any changes.

11. Now select the word **OrderDetails** in the header or on the menu on the right to return to the List.

The screenshot shows the SharePoint List Settings page for the 'OrderDetails' list. The title bar says 'OrderDetails · Settings'. On the left, there's a navigation menu with 'OrderDetails' highlighted. The main area has sections for 'List Information' (Name: OrderDetails, Web Address: https://m365x096036.sharepoint.com/sites/Events/Lists/OrderDetails/AllItems.aspx, Description: Drink order details), 'General Settings' (with 'List name, description and navigation' selected), 'Permissions and Management', and 'Communications'. There are also sections for 'Columns' and 'Form settings'.

This process will need to be completed on each new list that is created because the **Title** field is not used in this process.

12. Add the following columns in the **OrderDetails** List by selecting the **Add column** option in the list.

The screenshot shows the 'OrderDetails' list settings in SharePoint. At the top, there's a toolbar with options like '+ New', 'Edit in grid view', 'Share', 'Export', 'Automate', 'Integrate', and a search bar. Below the toolbar, the list name 'OrderDetails' is displayed. A red box highlights the '+ Add column' button in the top right corner of the list header area. In the center, there's a placeholder image of a person holding a coffee cup and a message: 'Welcome to your new list. Select the New button to get started.'

- Add column – Single line of text – Create Name and Description as **Name** - Save
- Add column – Single line of text – Create Name and Description as **Email** - Save
- Add column – Single line of text – Create Name and Description as **Drink** - Save
- Add column – Single line of text – Create Name and Description as **Size** – Save
- Add column – Number – Create Name and Description as **Sugar**
 - Change Number of decimal places to **0**.
 - **Save**
- Add column – Single line of text – Create Name and Description as **Milk** – Save

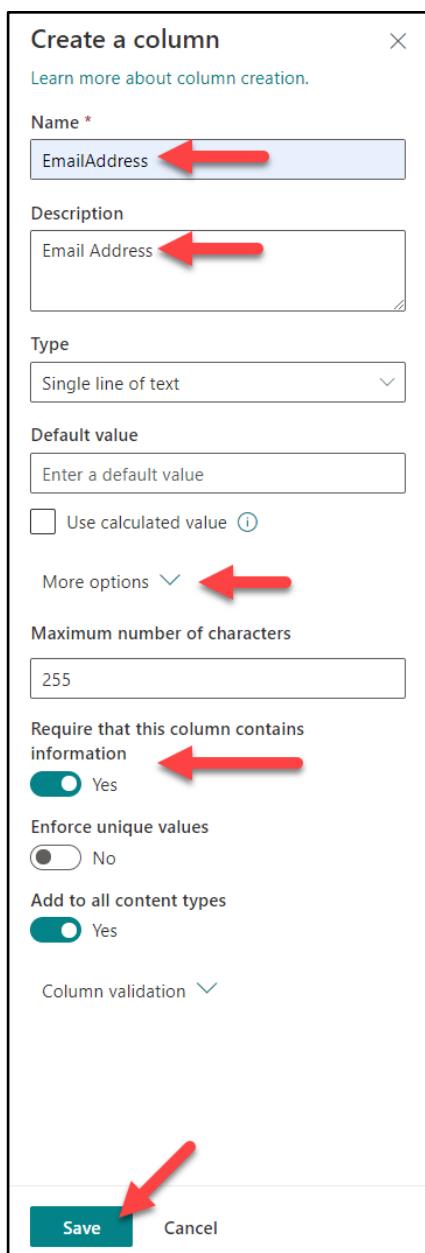
The final result should look something like:

The screenshot shows the 'CafeOrders' list settings in SharePoint. The top navigation bar includes '+ New', 'Edit in grid view', 'Share', 'Export', 'Automate', 'Integrate', and a search bar. Below the toolbar, the list name 'CafeOrders' is shown. A horizontal row of columns is displayed with dropdown arrows: 'ResponselID', 'Name', 'Email', 'Size', 'Sugar', and '+ Add column'. The '+ Add column' button is located at the far right of this row. In the center, there's a placeholder image of a person holding a coffee cup and a message: 'Welcome to your new list. Select the New button to get started.'

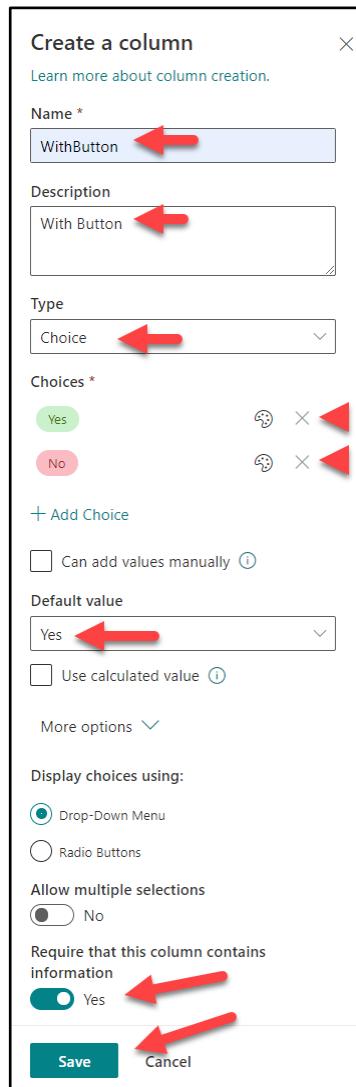
13. Create another list called **OrdersRecipients**. (Note: You may need to click on the Home section of the SharePoint site in order to create a new List). You will need to repeat the process above of ensuring the Title field is not required.

14. Create the **fields** in this list as follows.

1. i. Add column – **Single line of text**
- ii. Create Name and Description as **EmailAddress**
- iii. Open **More Options** and turn on **Require that this column contains information**
- iv. **Save**



15. i. Add column – **Choice**
- ii. Create Name and Description as **WithButton**
- iii. Select **Yes** for **Default Value**
- iv. Open **More Options** and turn on **Require that this column contains information**
- v. **Save**



16. After adding the first row to the list the end result should look something like: (Note, it is important you add the email address of everyone you expect to receive the order summary.)

OrderRecipients	
EmailAddress	WithButton
email@domainname.com.au	Yes

17. Create another list called **OrdersSettings**. (Note: You may need to click on the Home section of the SharePoint site in order to create a new List). You will need to repeat the process above of ensuring the Title field is not required.

18. Create the **fields** in this list as follows.
 - a. i. Add column – **Single line of text**
 - ii. Create Name and Description as **Setting**
 - iii. Open **More Options** and turn on **Require that this column contains information**
 - iv. Save

Create a column X

Learn more about column creation.

Name * ←

Description ←

Type ▼

Default value

Use calculated value (i)

More options ▼

Maximum number of characters

Require that this column contains information ←

Yes

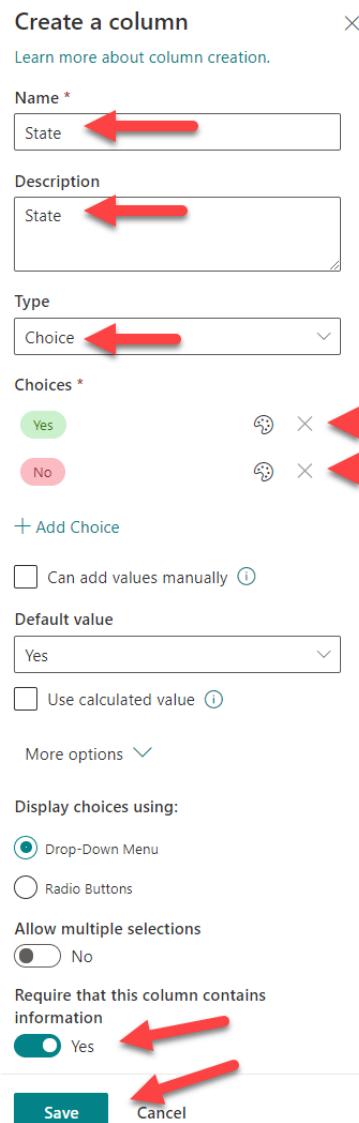
Enforce unique values (i) No

Add to all content types (i) Yes

Column validation ▼

Save Cancel

- b. i. Add column – **Choice**
- ii. Create Name and Description as **State**
- iii. Select **Yes** for **Default Value**
- iv. Open **More Options** and turn on **Require that this column contains information**
- v. Save



19. After adding the first row to the list the end result should look something like: (note, it is important that a row containing the **FormResponse** setting is included. When it is set to **Yes** then order confirmation emails will be sent. It should be set to **No** until required).

OrderSettings

Setting ▾	State ▾
FormResponse	Yes

4 01-CreateOrderDetails

Automated Cloud Flow (Triggered Automatically)

This flow is **automatically** triggered when the user submits the **Microsoft Form**.

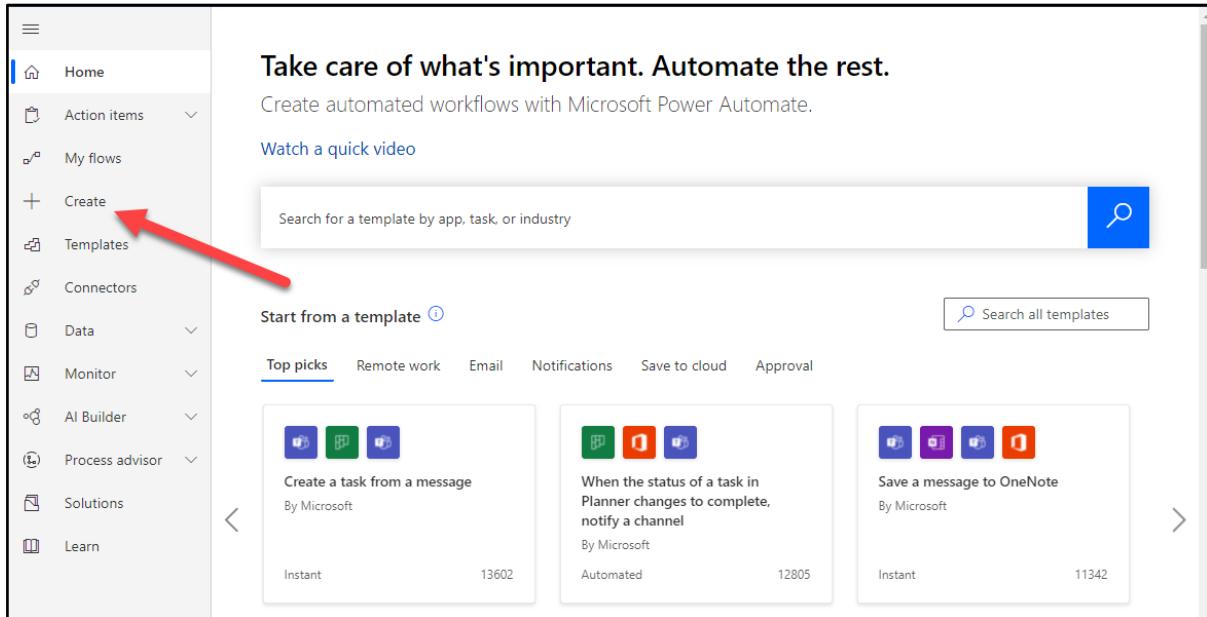
The following steps will be run:

1. Gather the data entered into the Microsoft Form.
2. Format the Sugar field as a numeric value.
3. Add the form data to the DrinkOrders SharePoint List.
4. Retrieve the same item back from the DrinkOrders SharePoint List
5. Create an array.
6. Create a HTML table populating it with that data.
7. Format the HTML table.
8. Send an email confirming the drink order (the HTML table) back to the email address supplied in the form.

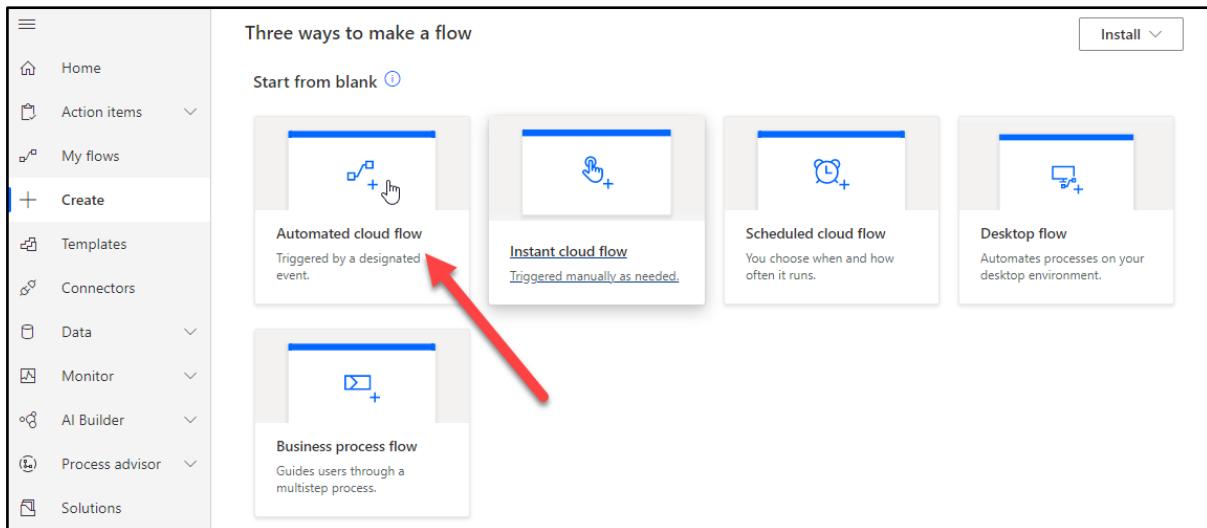
Step 1 : Create the Flow

Log into Microsoft 365 Portal.

Navigate to <http://flow.microsoft.com/>



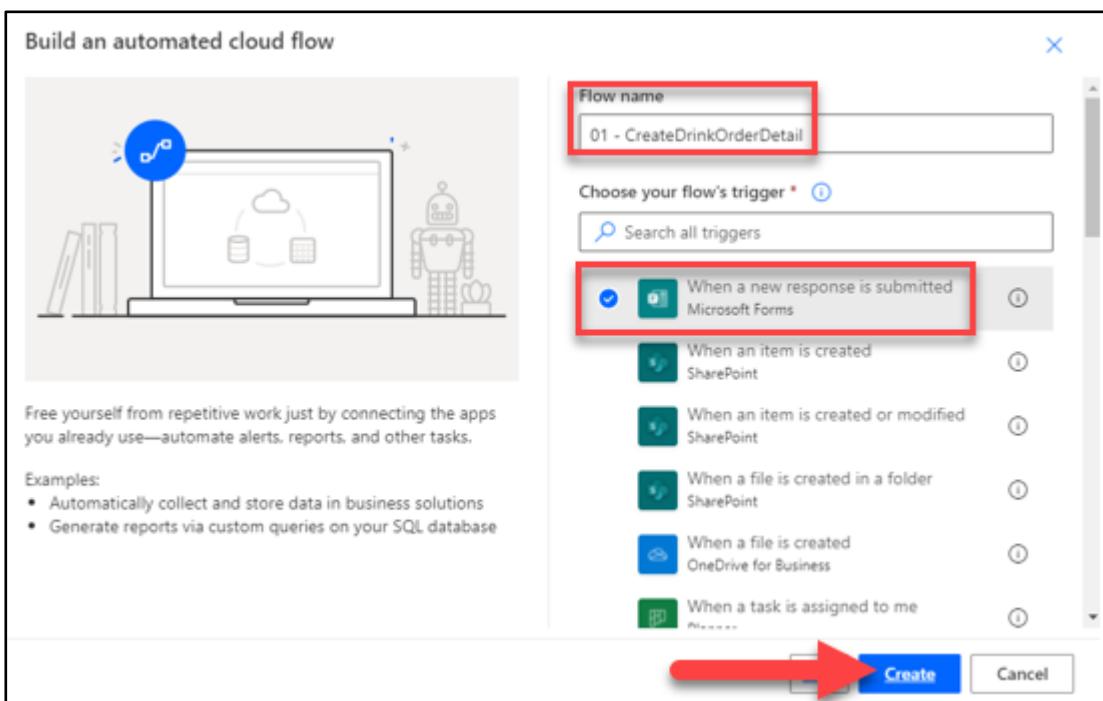
Click the **Create** button from the left menu.



Click the **Automated cloud flow** button under the Start from blank heading.

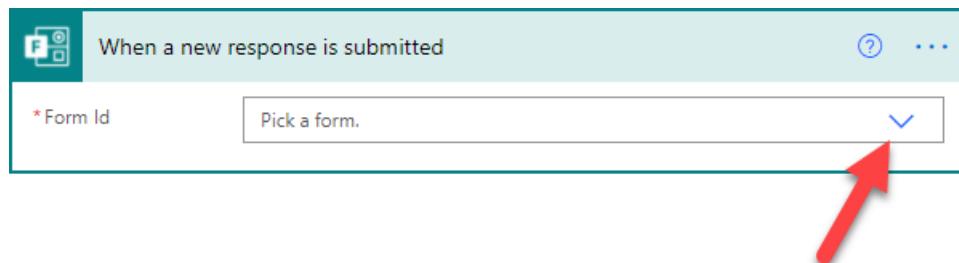
Name the Flow **01 – CreateDrinkOrderDetail**

Select **When a new response is submitted (Microsoft Forms)**



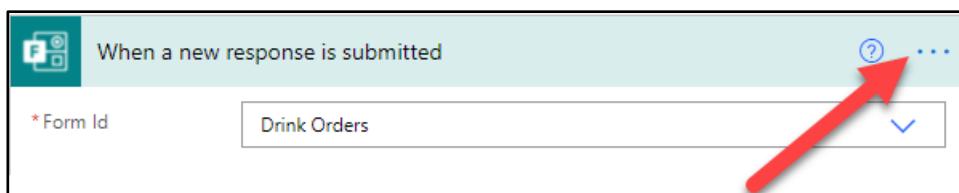
Press the **Create** button

Step 2 : Gathering Form Data

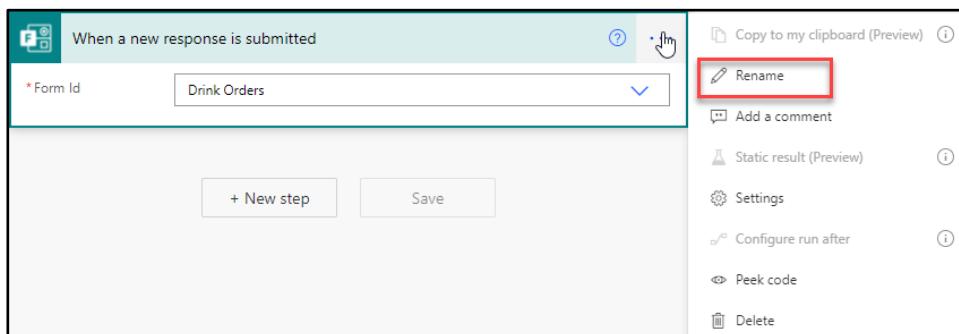


Click on drop down arrow to **Pick a form**

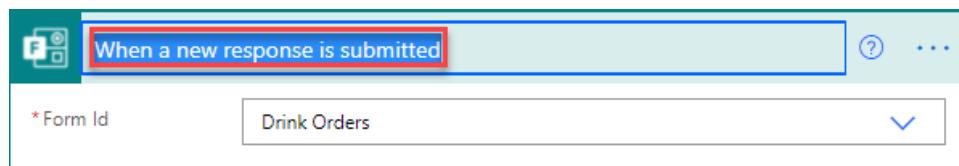
Select **Drink Orders**



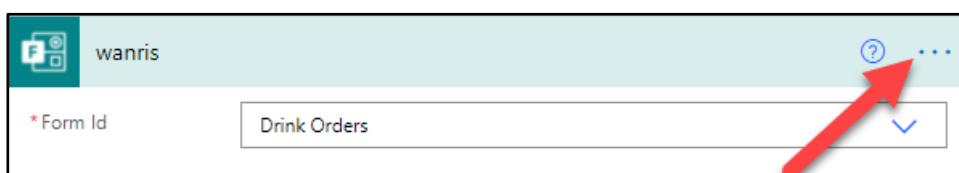
Select the **ellipsis (...)** in the upper right and a menu will appear like so:



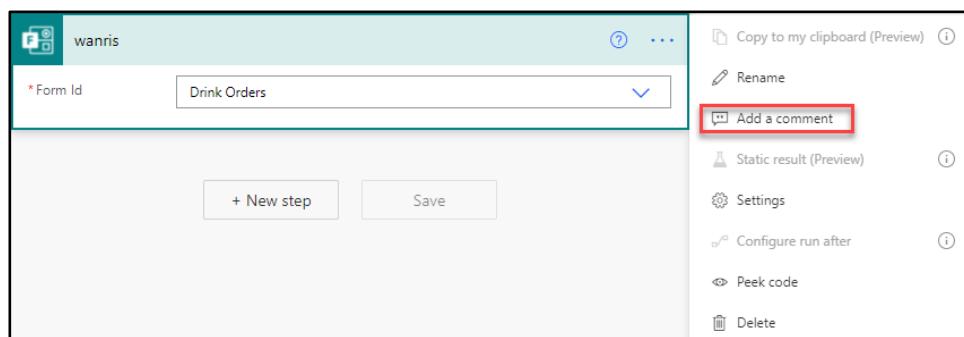
Select **Rename**



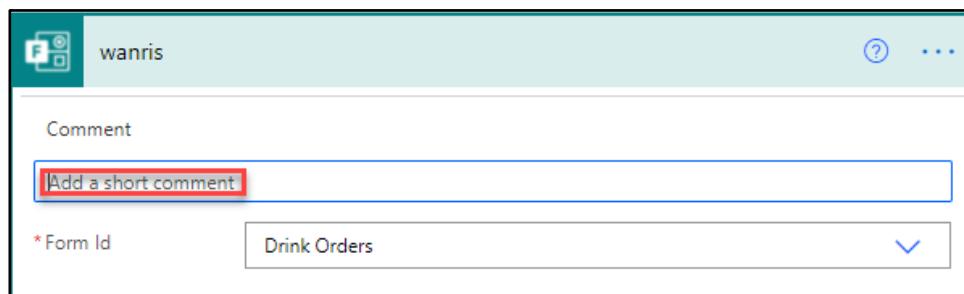
Type **wanris**



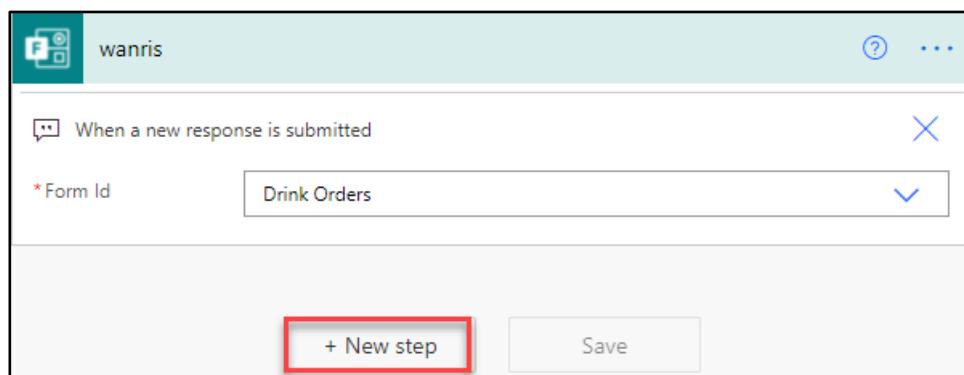
Select the **ellipsis (...)** again



Now select **Add a comment**

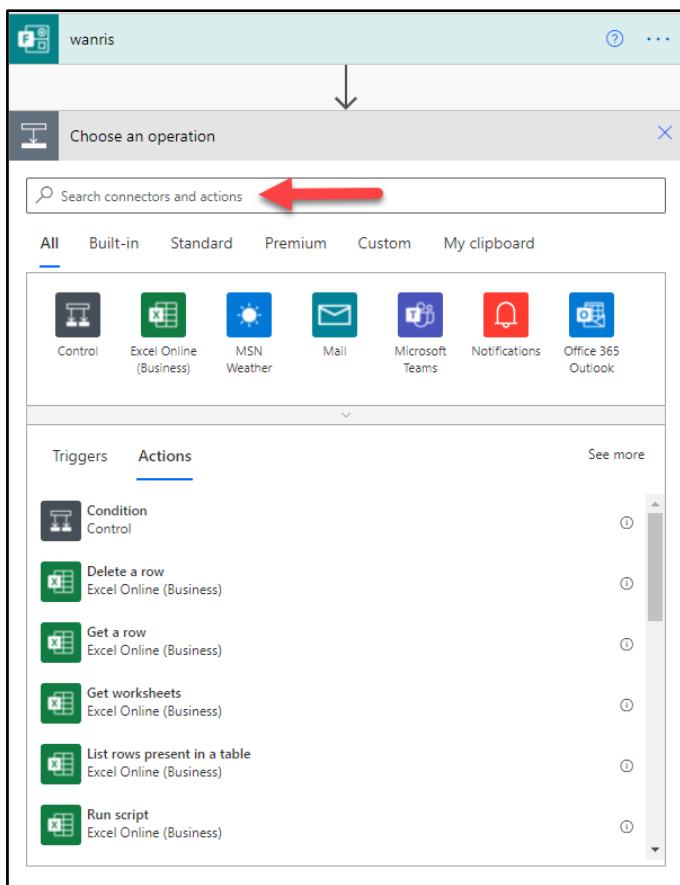


Type **When a new response is submitted**

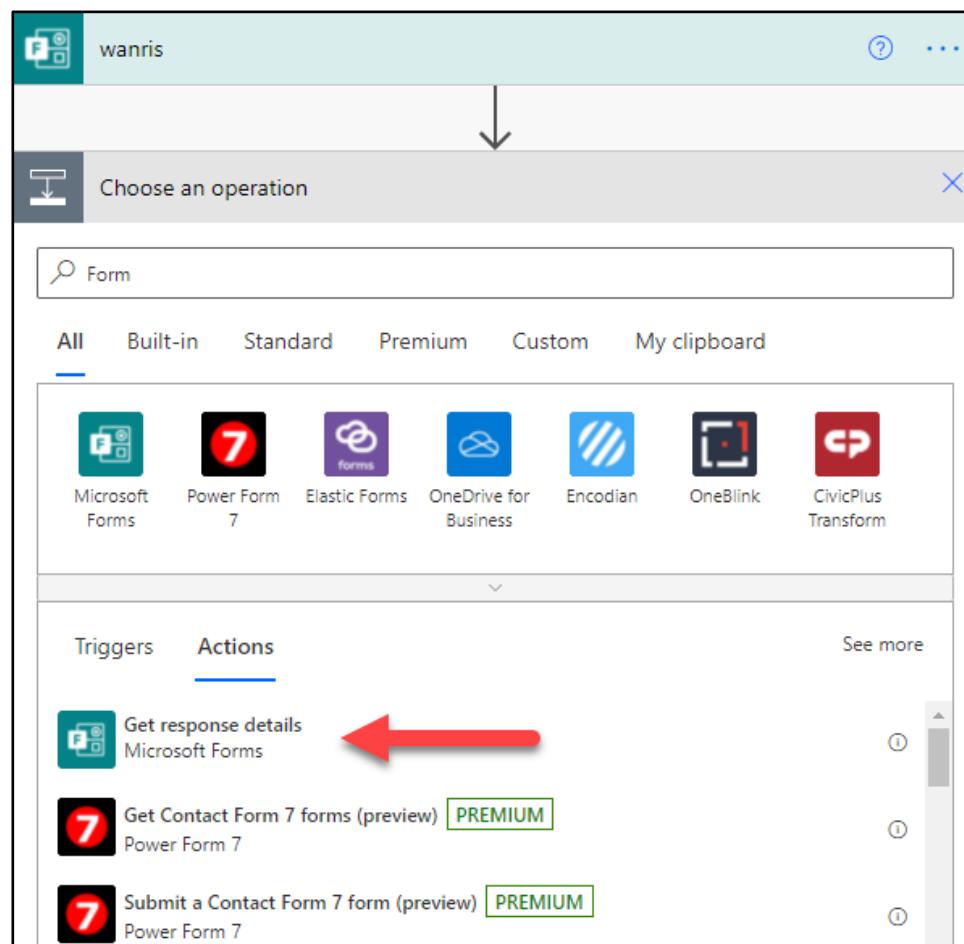


Click on **+ New step**

Step 3 : Get response details



Type in **Form** in the **Search connectors and actions** field.



Select the **Get response details** from the results displayed below

Rename to **grd**,

Select the **ellipsis (...)** for Get response details

Select **Rename**

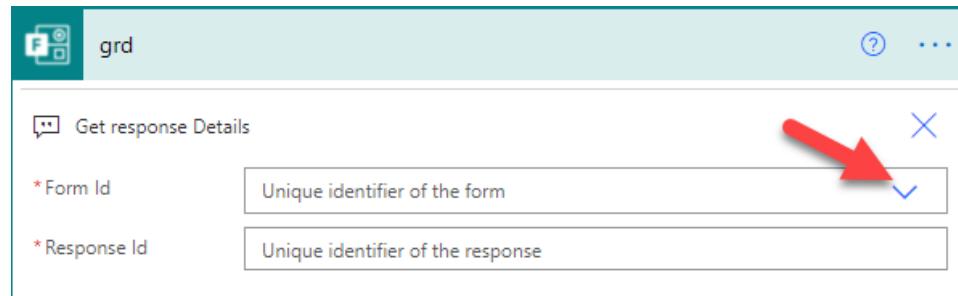
Type **grd**

Add **Get response details** as a comment,

Select the **ellipsis (...)** for **grd**

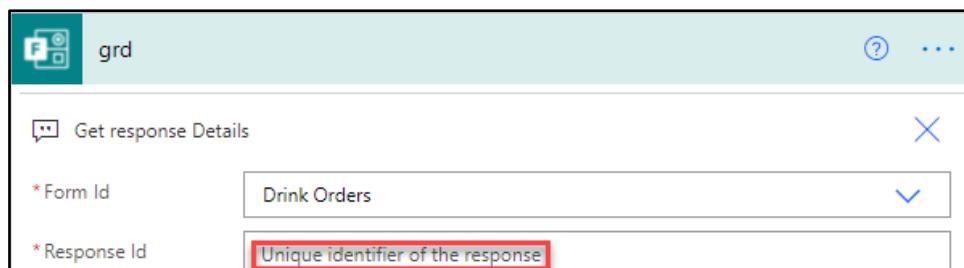
Select **Add a comment**

Type **Get response details**

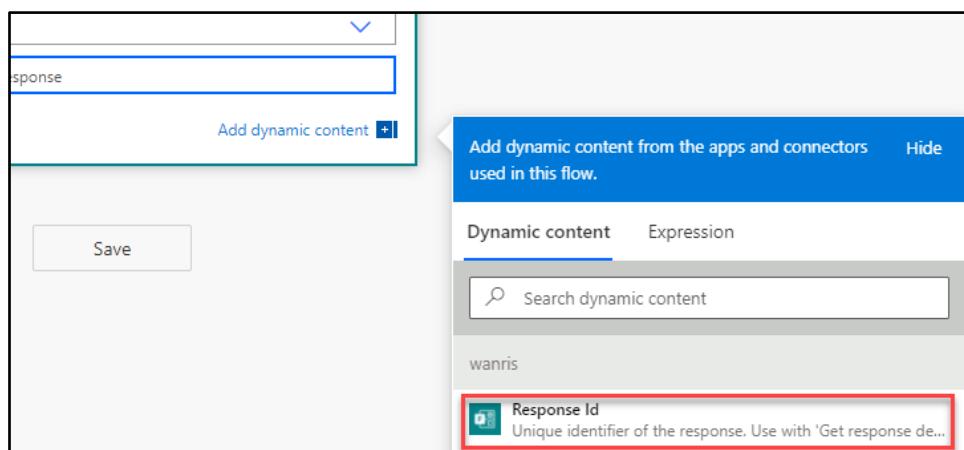


Click on the drop down arrow for **Unique identifier of the form**

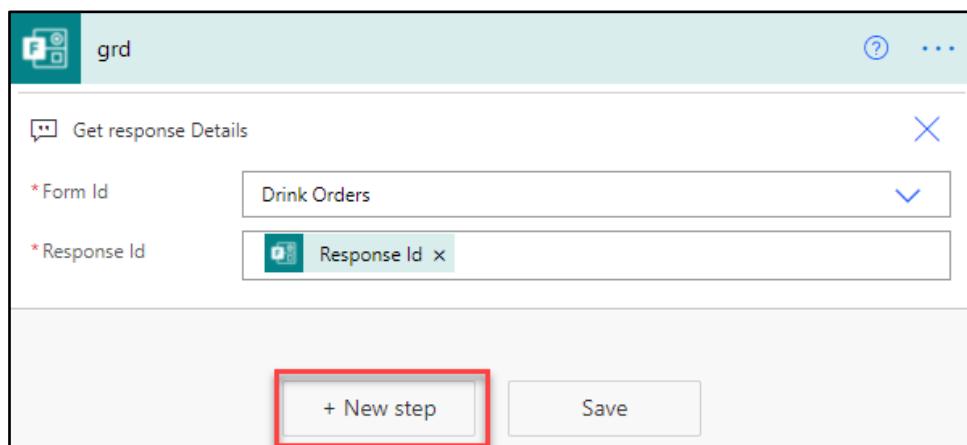
Select **Drink Orders** from the list that appears.



Click in **Unique identifier of the response** box and the option to add dynamic content should appear.



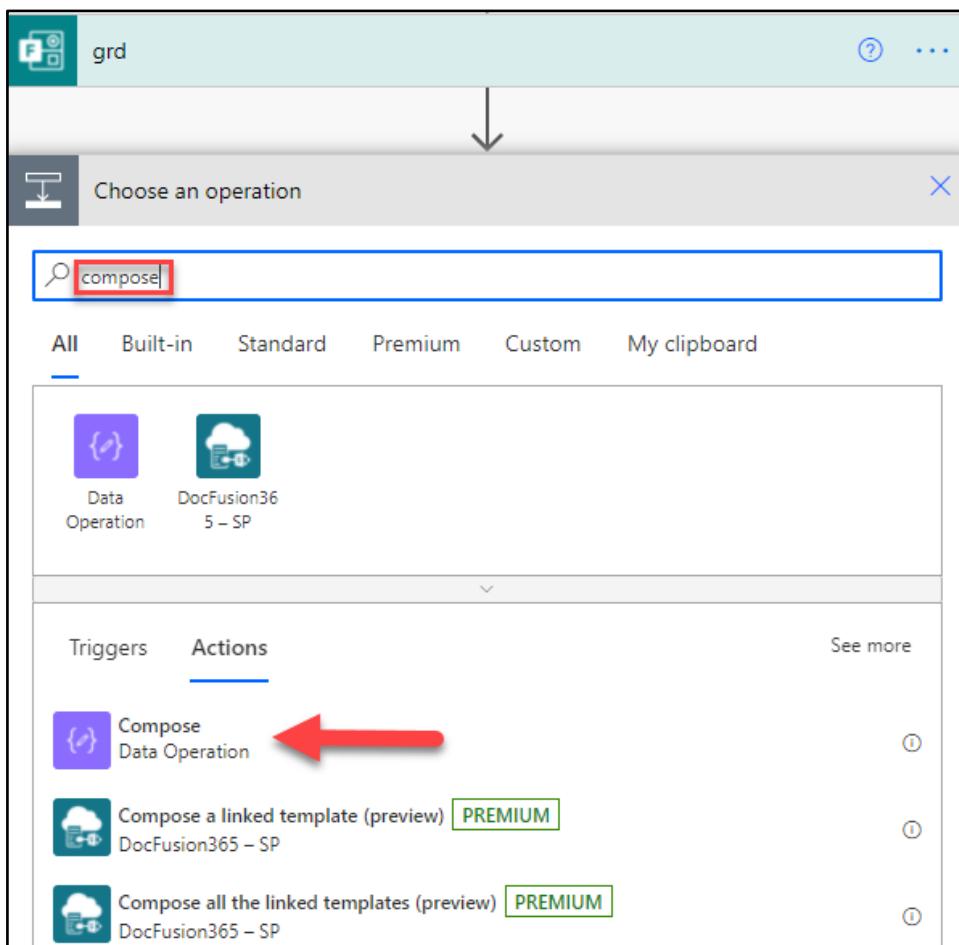
Click on **Response Id** from the list of dynamic content that appears to the right.



Click on **+ Next step** button at the bottom.

Search for **compose**

Step 4 : Compose Sugar field into a Numeric Field.



Click on **Compose - Data Operation** in the list that is displayed

Rename to **c-s1**,

Select the **ellipsis (...)** for **Compose**

Select **Rename**

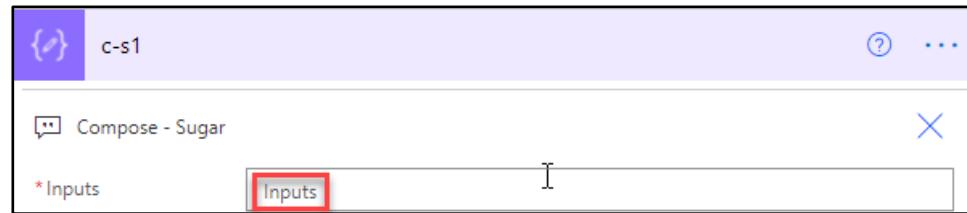
Type **c-s1**

Add **Compose - Sugar** as a comment,

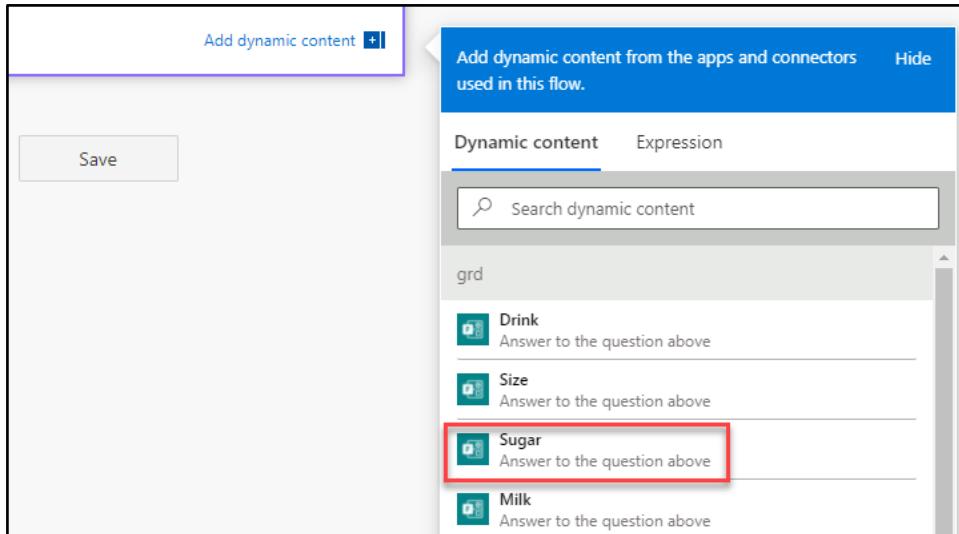
Select the **ellipsis (...)** for **c-s1**

Select **Add a comment**

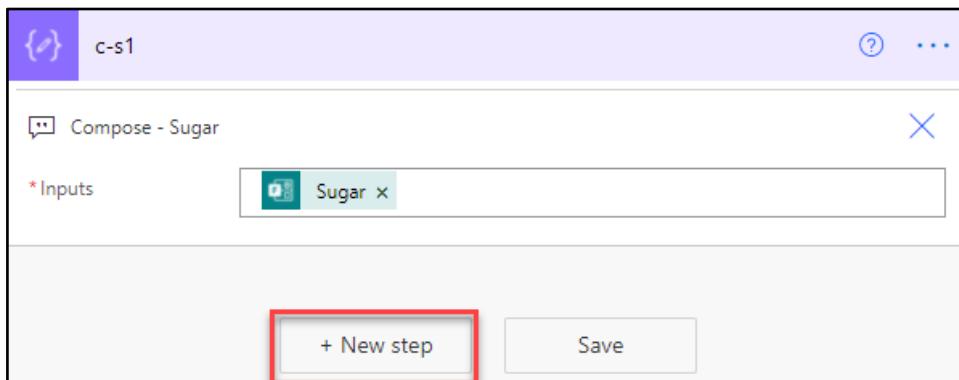
Type **Compose - Sugar**



Click in **Inputs** field



Select **Sugar** from the list of dynamic content that appears on the right

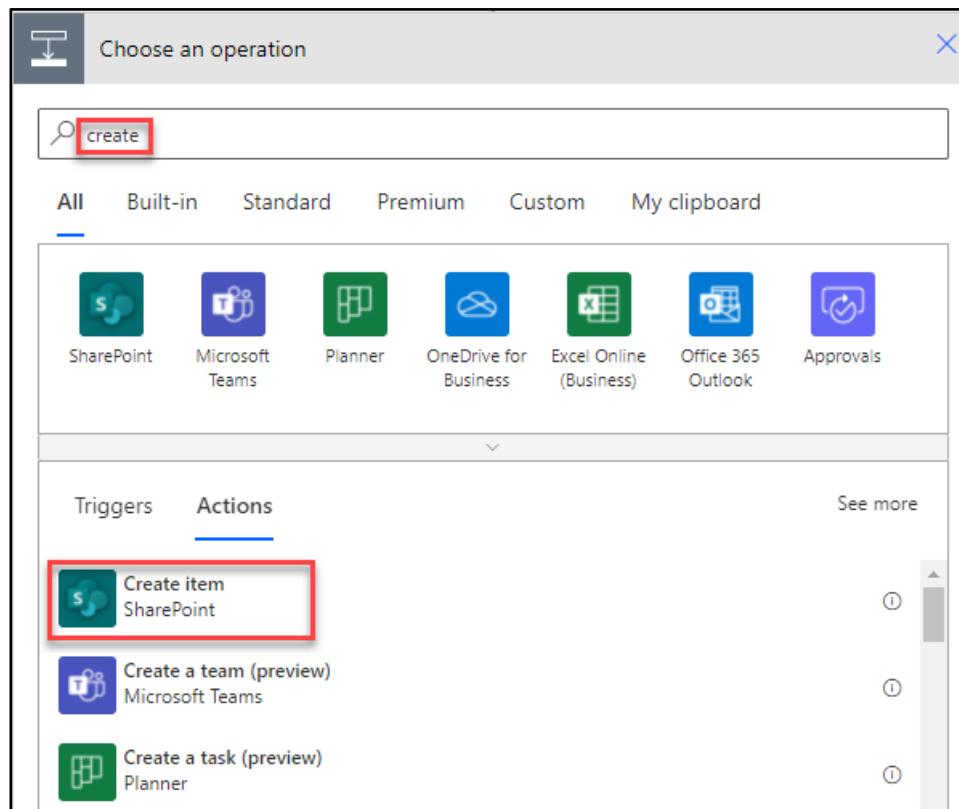


Click on **+ New step** at the bottom.

Search for **create**

Note: As the flow grows the options within **Dynamic Content** increases. Always try and choose the option that is higher up the list.

Step 5 : Add Order Details to OrderDetails SharePoint List



Click on **Create item - SharePoint**

Rename to **ci-od**,

Select the **ellipsis (...)** for **Create item**

Select **Rename**

Type **ci-od**

Add **Create item - OrderDetails** as a comment,

Select the **ellipsis (...)** for **ci-od**

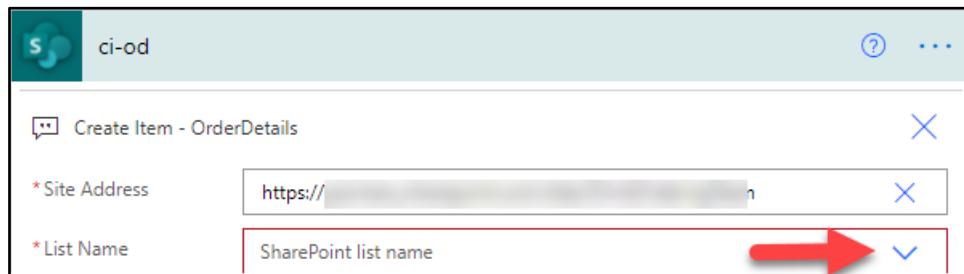
Select **Add a comment**

Type **Create item - OrderDetails**



Click on the drop down arrow for **Site Address**

Select the site where the SharePoint lists were previously created

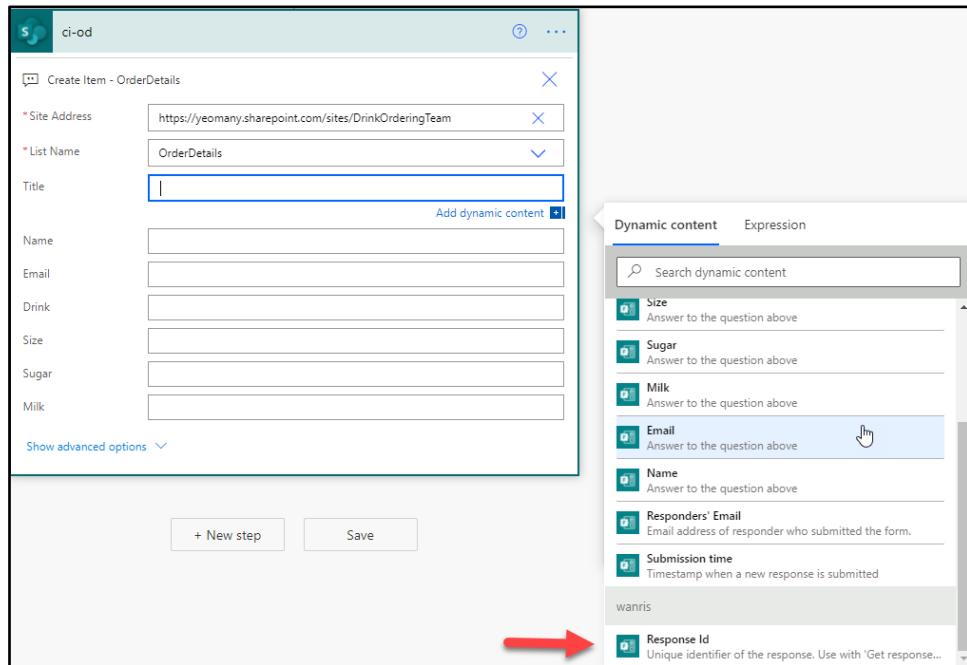


Click on the drop down arrow for **List Name** to display all the available lists in that site.

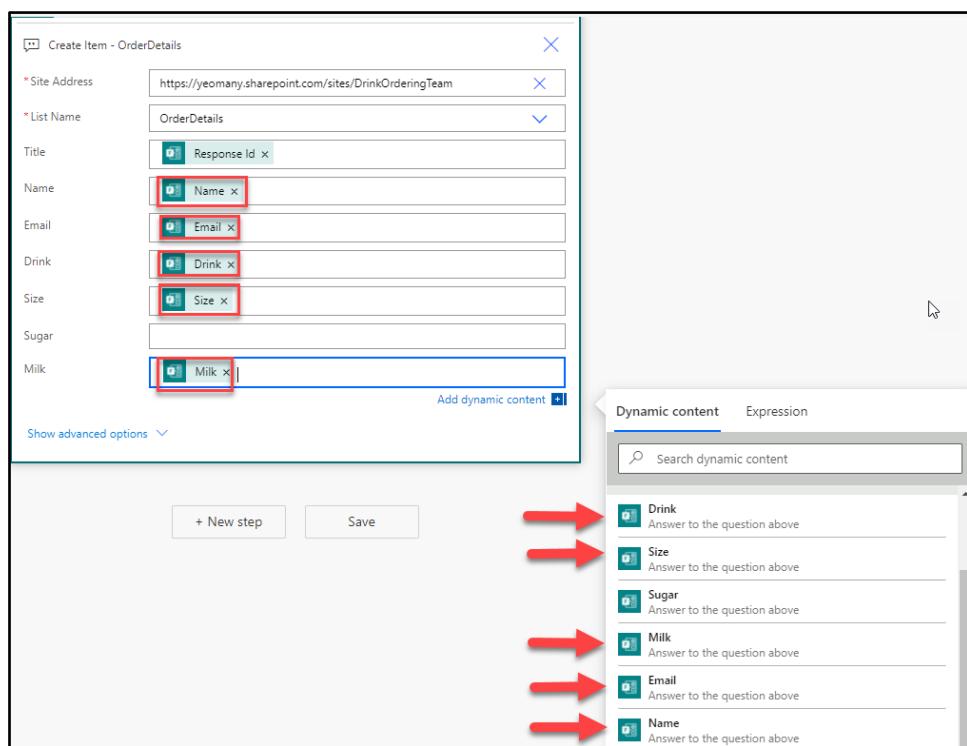
Select the **OrderDetails** list

The screenshot shows a 'Create Item - OrderDetails' dialog box. It includes fields for Site Address (set to 'https://yeomany.sharepoint.com/sites/DrinkOrderingTeam') and List Name ('OrderDetails'). Below these, there are several text input fields: Title, Name, Email, Drink, Size, Sugar, and Milk. A red arrow points to the 'Title' input field. At the bottom, there's a 'Show advanced options' link.

Click in the box for **Title**



Scroll down the Dynamic content list and select Response Id



Repeat mapping for

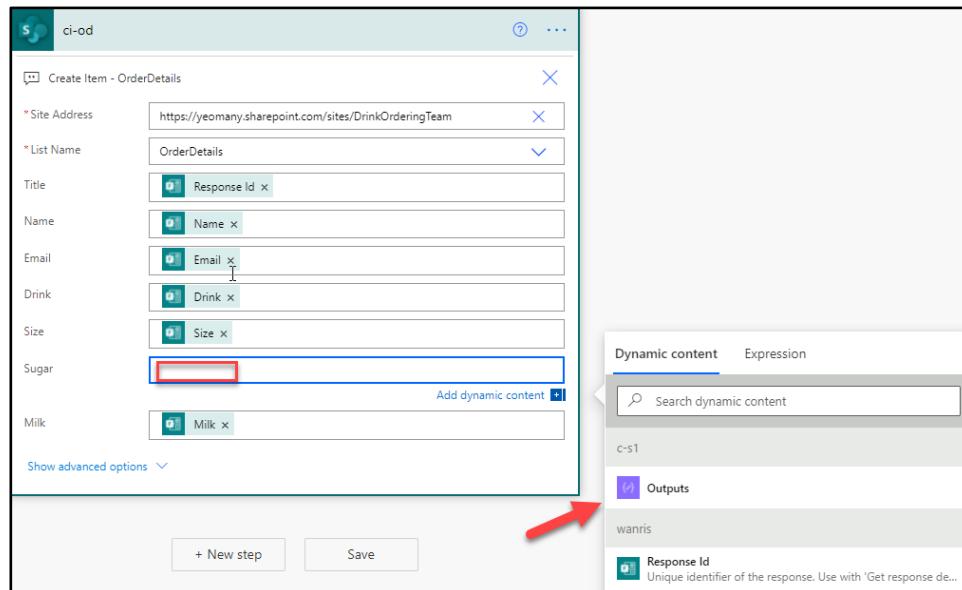
Name

Drink

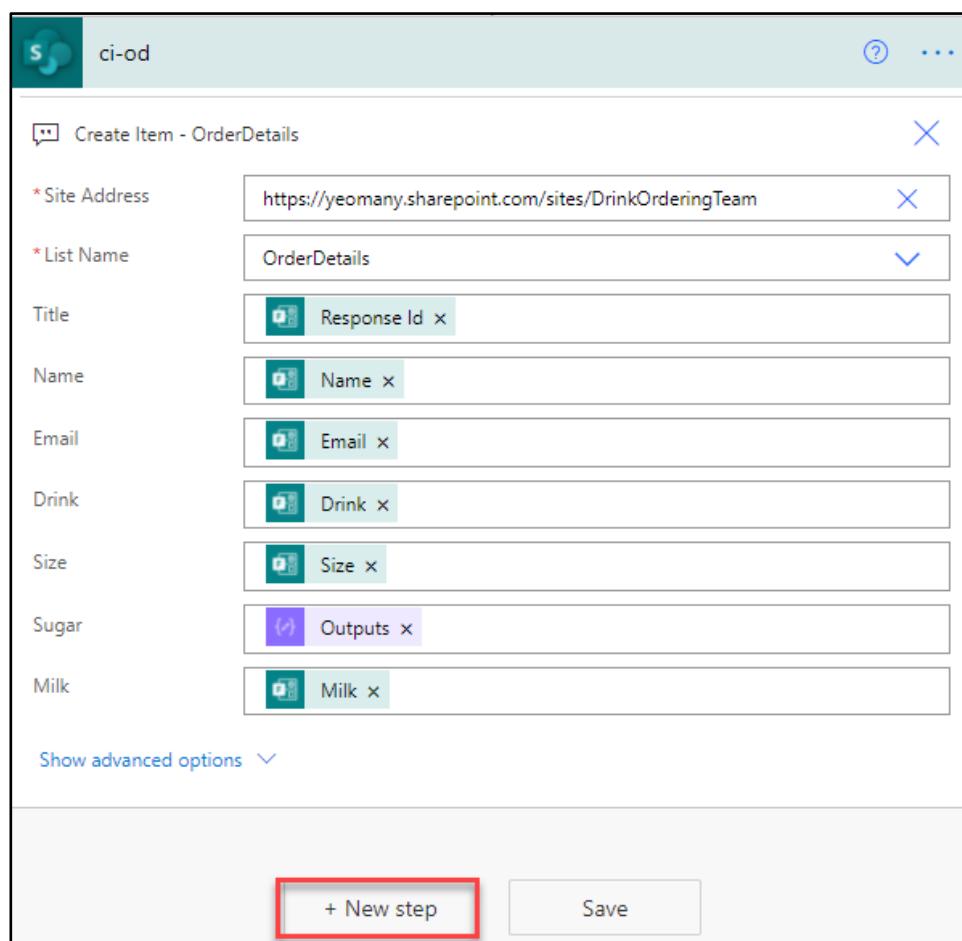
Size

Milk

Email



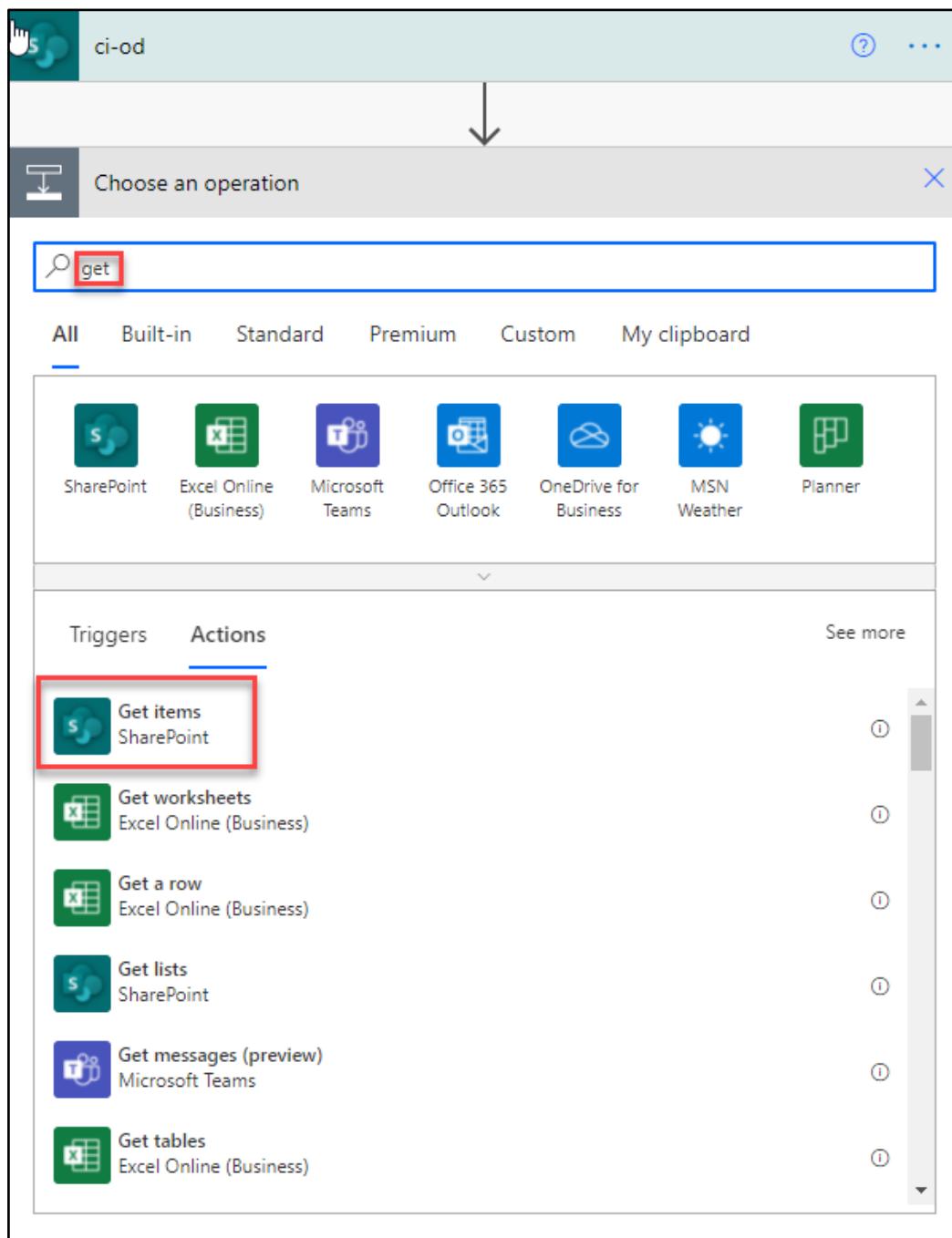
Click on field for **Sugar** and select **Outputs** under **c-s1** heading



Click on **+ New step**

Search for **get**

Step 6 : Get FormResponse Setting From the OrderSettings List.



Click on **Get items - SharePoint**

Rename to **gi-os**,

Select the **ellipsis (...)** for Get items

Select **Rename**

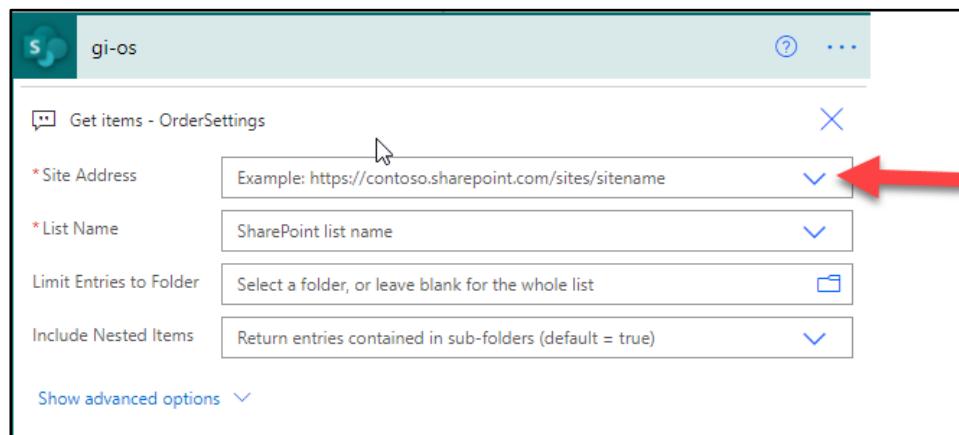
Type **gi-os**

Add **Get items - OrderSettings** as a comment,

Select the **ellipsis (...)** for **gi-os**

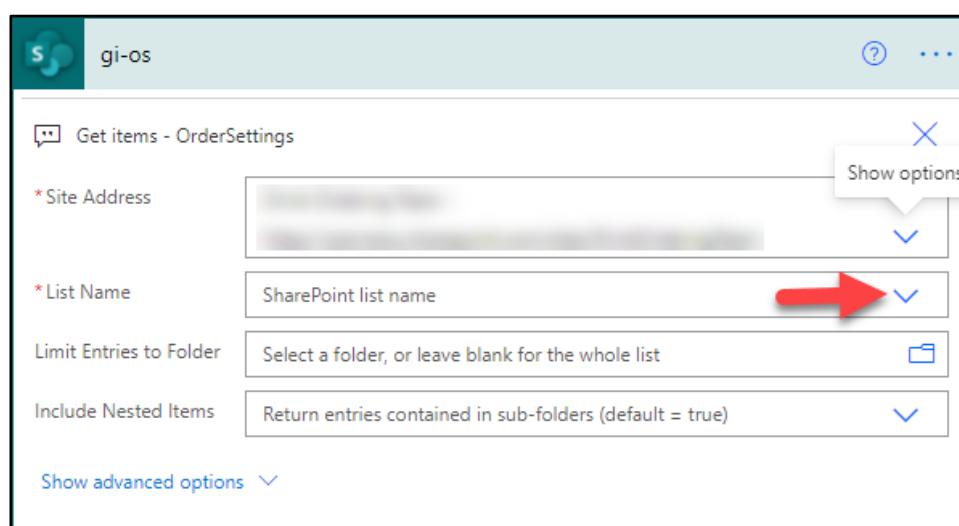
Select **Add a comment**

Type **Get items – OrderSettings**



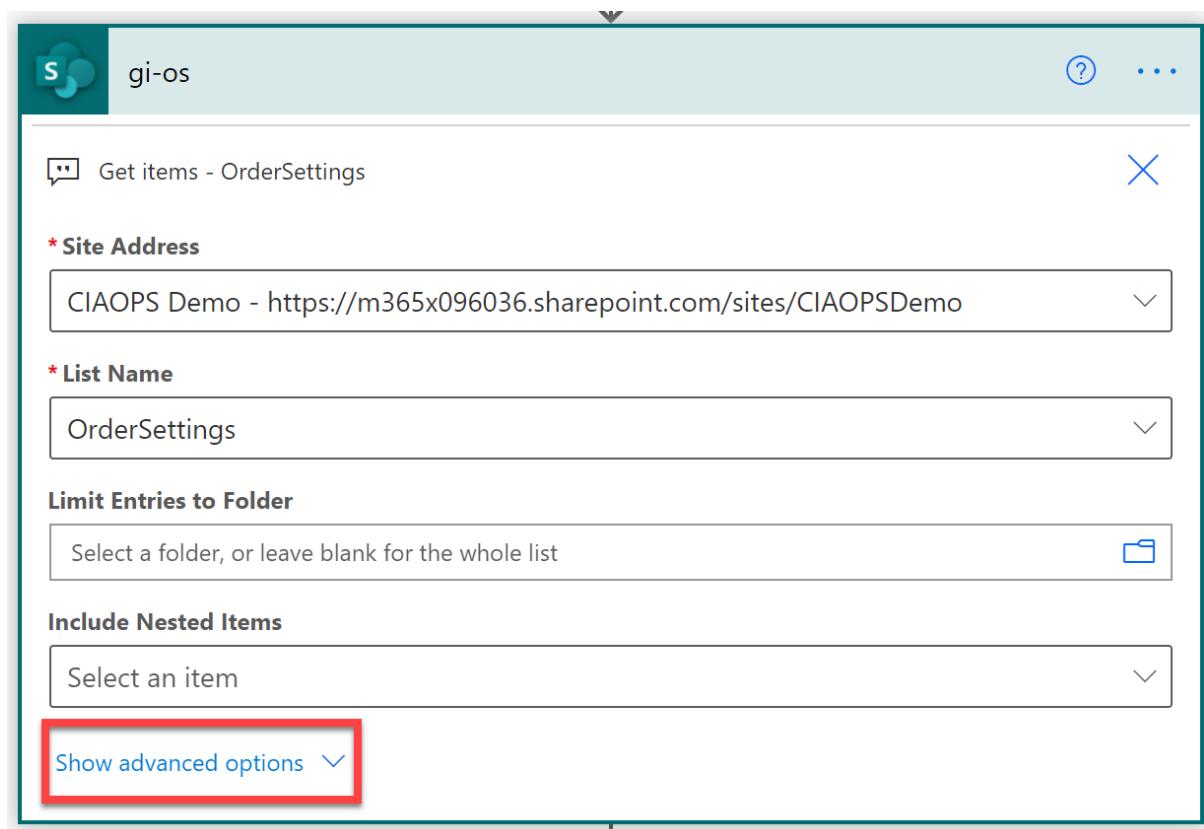
Click on the drop down arrow for **Site Address** field

Select the site where the SharePoint lists were created



Click on the drop down arrow for **List Name** to display all the lists in that site.

Select **OrderSettings**



Click on the drop down arrow for **Show advanced options**

The screenshot shows the configuration interface for a SharePoint app named 'gi-os'. The top navigation bar includes a logo, the name 'gi-os', and a help/ellipsis icon. Below the header, there's a title 'Get items - OrderSettings' with a close button. The main area contains several configuration sections:

- * Site Address:** CIAOPS Demo - https://m365x096036.sharepoint.com/sites/CIAOPSDemo
- * List Name:** OrderSettings
- Limit Entries to Folder:** Select a folder, or leave blank for the whole list
- Include Nested Items:** Select an item
- Filter Query**: A field highlighted with a red border containing the placeholder text "An ODATA filter query to restrict the entries returned (e.g. stringColumn eq 'string' OR numberColumn l".
- Order By:** An ODATA orderBy query for specifying the order of entries.
- Top Count:** Total number of entries to retrieve (default = all).
- Limit Columns by View:** Select an item

At the bottom left, there's a link to 'Hide advanced options'.

Click in the **Filter Query** field and type **Setting eq 'FormResponse'**

gi-os

Get items - OrderSettings X

* Site Address
CIAOPS Demo - https://m365x096036.sharepoint.com/sites/CIAOPSDemo

* List Name
OrderSettings

Limit Entries to Folder
Select a folder, or leave blank for the whole list Folder icon

Include Nested Items
Select an item

Filter Query Filter icon
Setting eq 'FormResponse' ←

Order By
An ODATA orderBy query for specifying the order of entries.

Top Count
Total number of entries to retrieve (default = all).

Limit Columns by View
Select an item

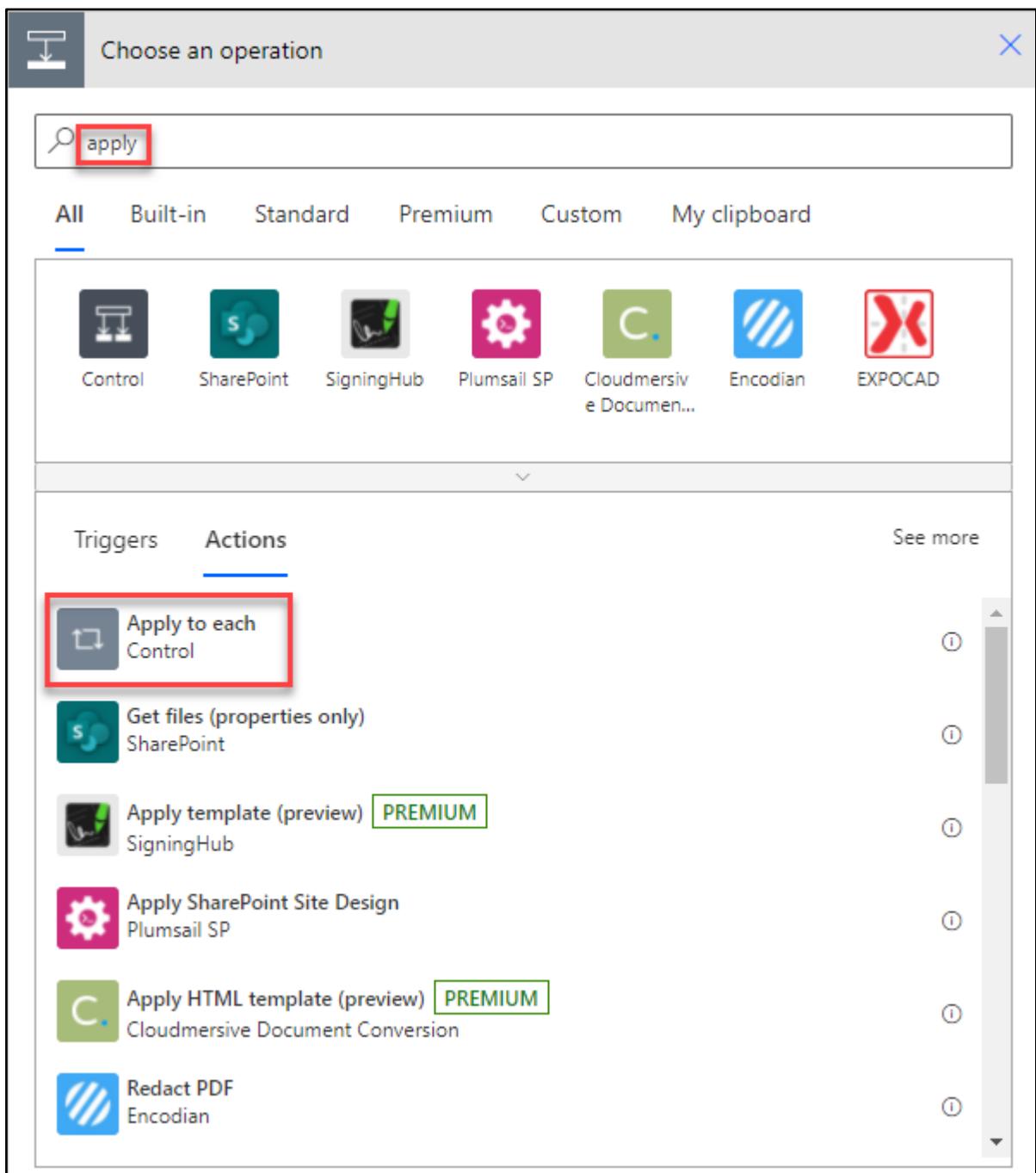
Hide advanced options Up arrow icon

Click on **+ New step** at the bottom



Search for the **apply** action

Step 7 : Create Potential Loop for OrderSettings Records.



Select **Apply to each - Control**

Rename to **ate-os**,

Select the **ellipsis (...)** for Apply to each

Select **Rename**

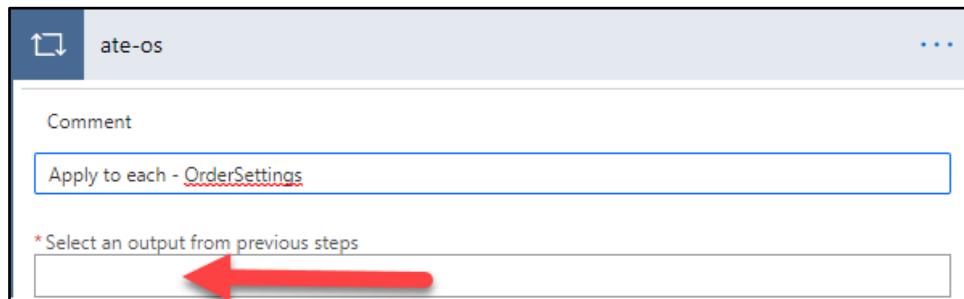
Type **ate-os**

Add **Apply to each - OrderSettings** as a comment,

Select the **ellipsis (...)** for **ate-os**

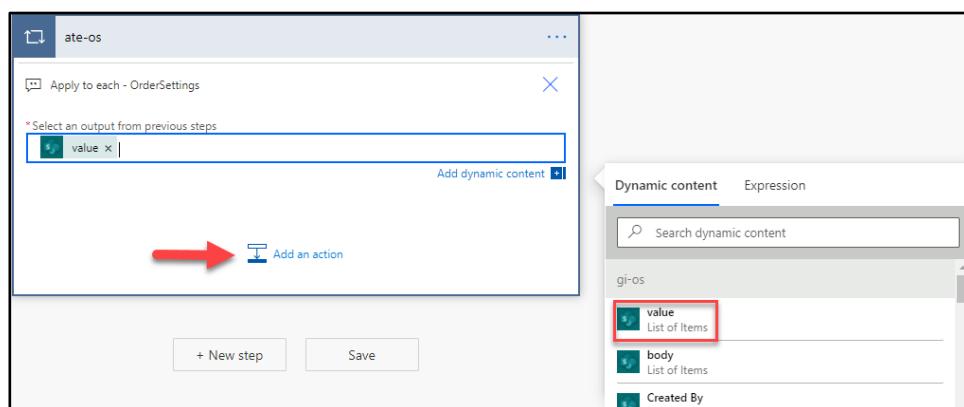
Select **Add a comment**

Type **Apply to each – OrderSettings**



Click in the field **Select an output from previous steps**

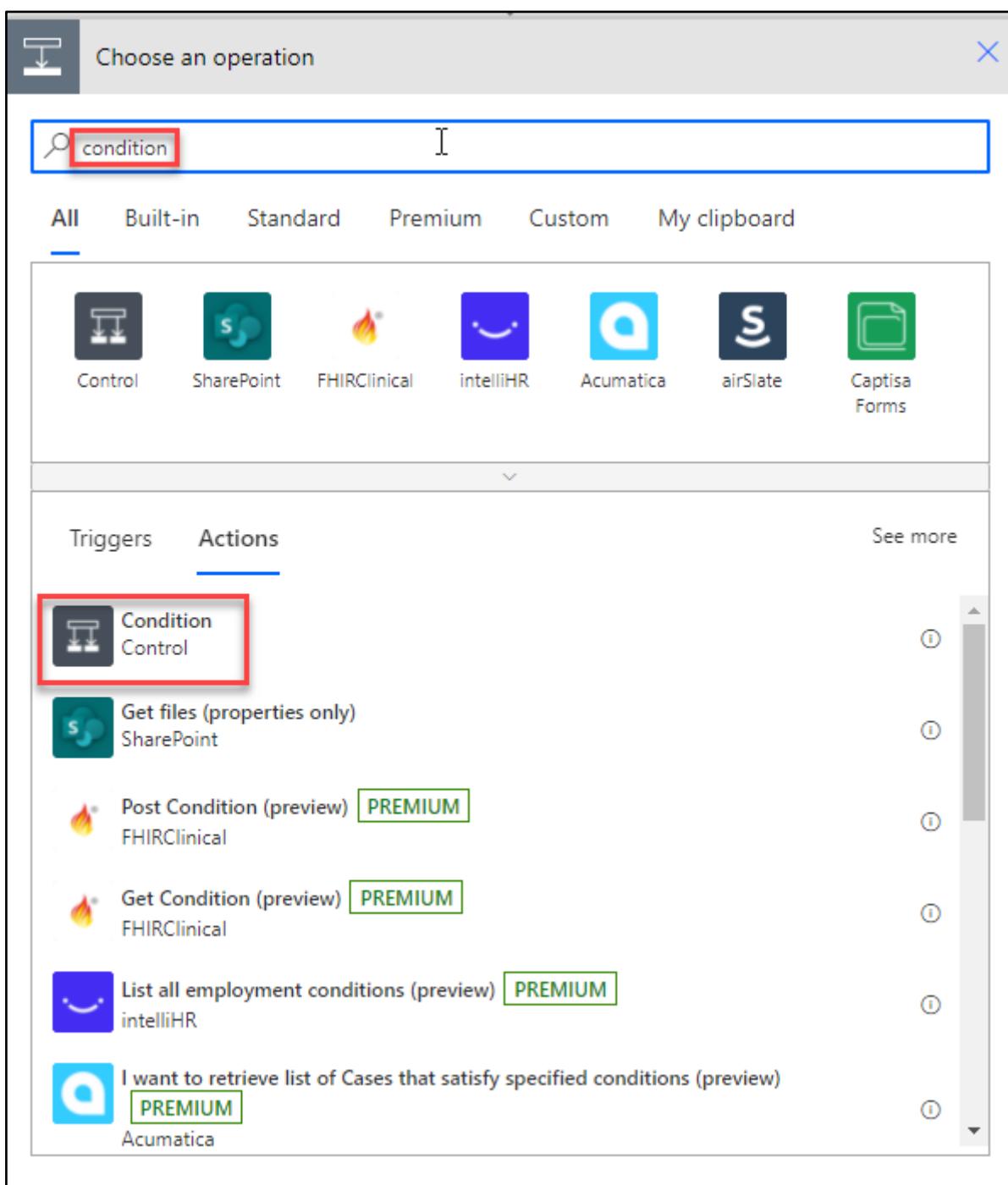
Select **value** under **gi-os** in the Dynamic content list on the right



Click on **Add an action** inside that action

Search for **condition**

Step 8 : Create Test of FormResponse Setting.



Select **Condition - Control**

Rename to **c-s2**,

Select the **ellipsis (...)** for **Condition**

Select **Rename**

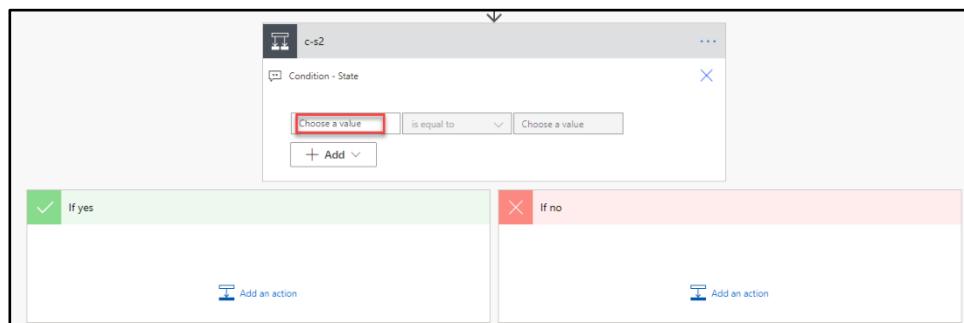
Type **c-s2**

Add **Condition - State** as a comment,

Select the **ellipsis (...)** for c-s2

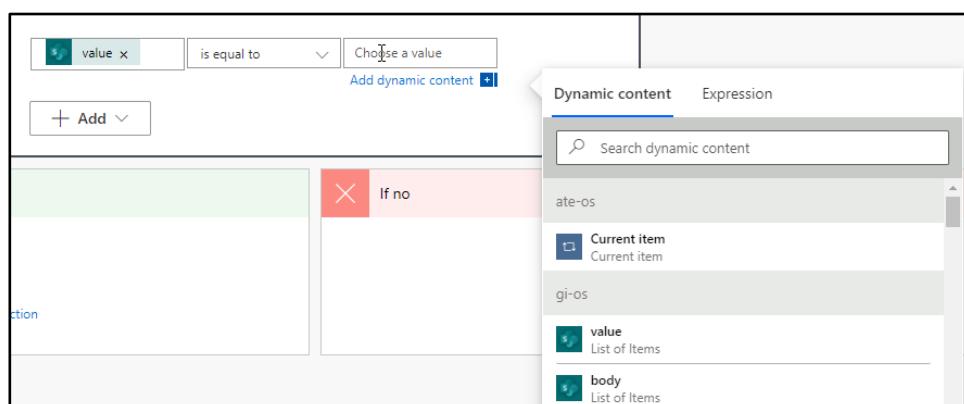
Select **Add a comment**

Type **Condition – State**

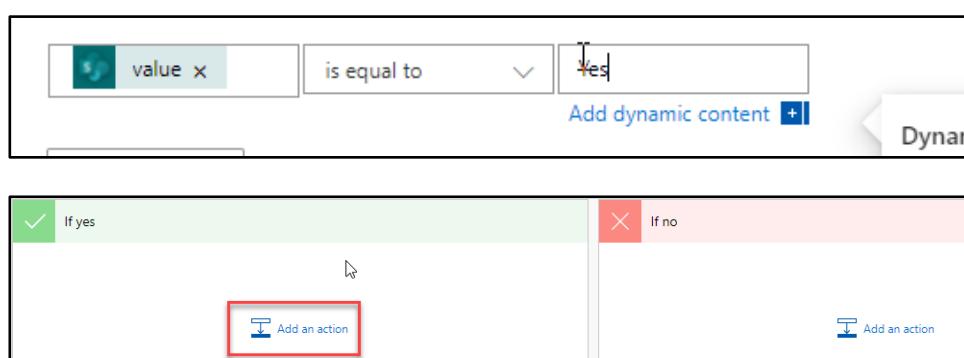


Click in **Choose a value** field

Scroll and select **Value** under **gi-os** in the Dynamic content list



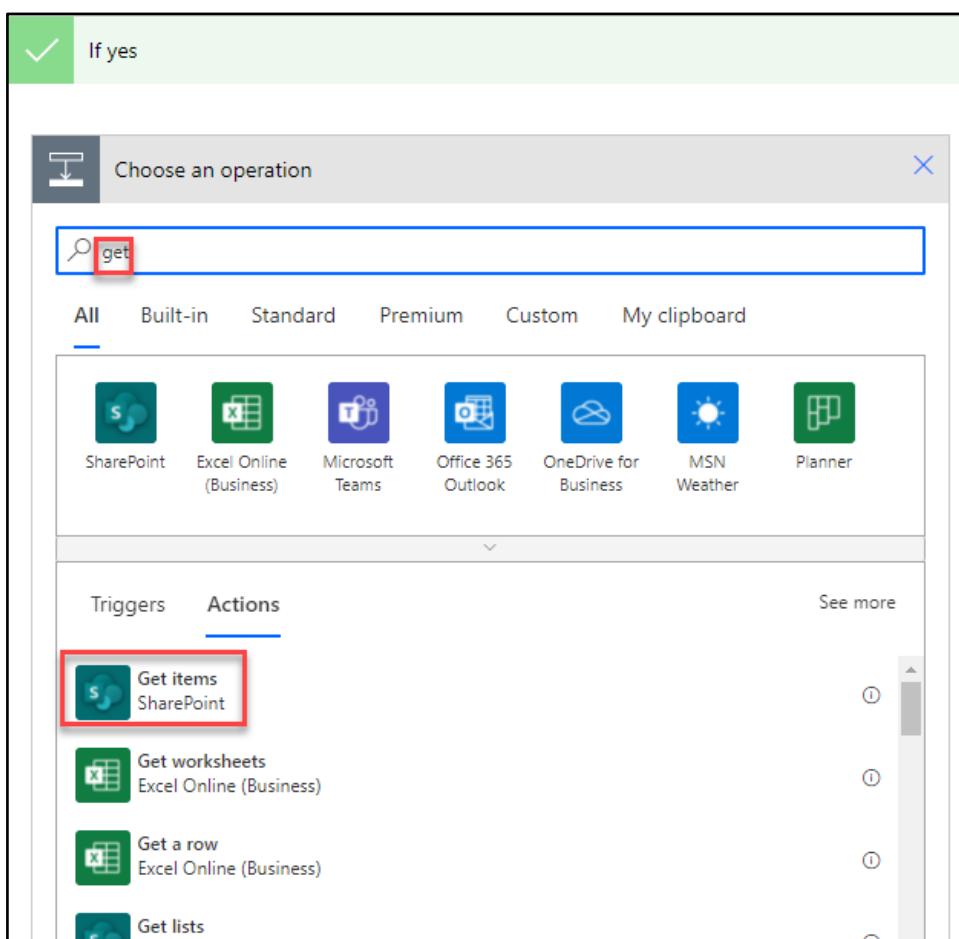
Click in the second **Choose a value** field and type **Yes**



Click on **Add an action** inside the If yes box

Search for **get**

Step 9 : Get drink details back from SharePoint List.



Select **Get items - SharePoint**

Rename to **gi-od**,

Select the **ellipsis (...)** for **Get items**

Select **Rename**

Type **gi-od**

Add **Get items - OrderDetails** as a comment,

Select the **ellipsis (...)** for **gi-od**

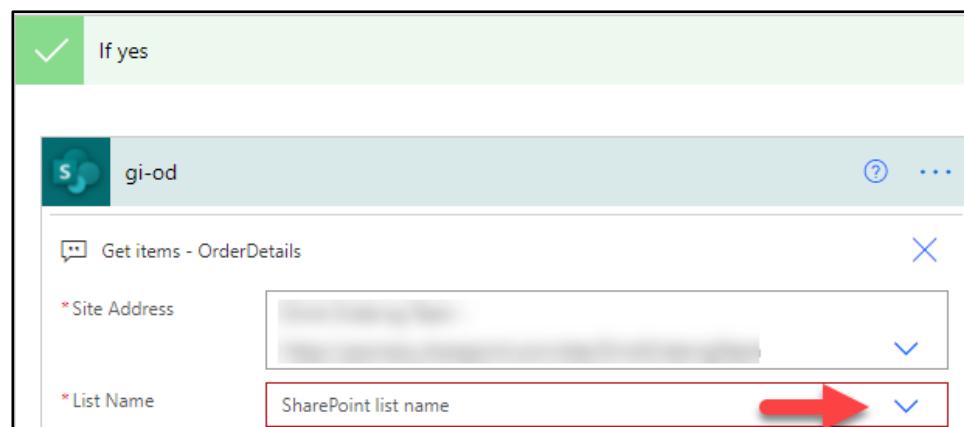
Select **Add a comment**

Type **Get items – OrderDetails**



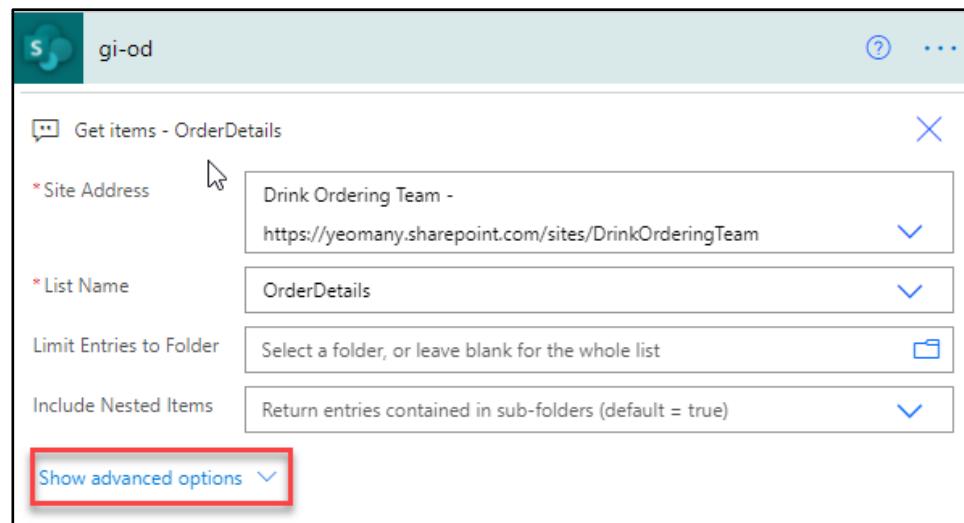
Click on the drop down arrow for **Site Address**

Select the site where the SharePoint lists were created

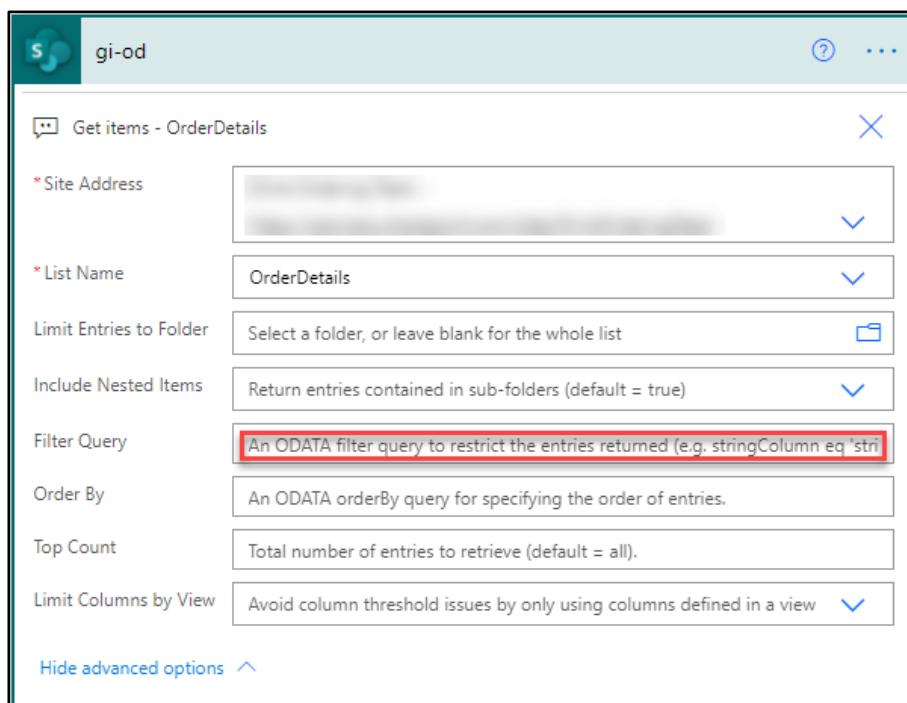


Click on the drop down arrow for **List Name** to display all the list in the site.

Select **OrderDetails**



Click on **Show advanced options**



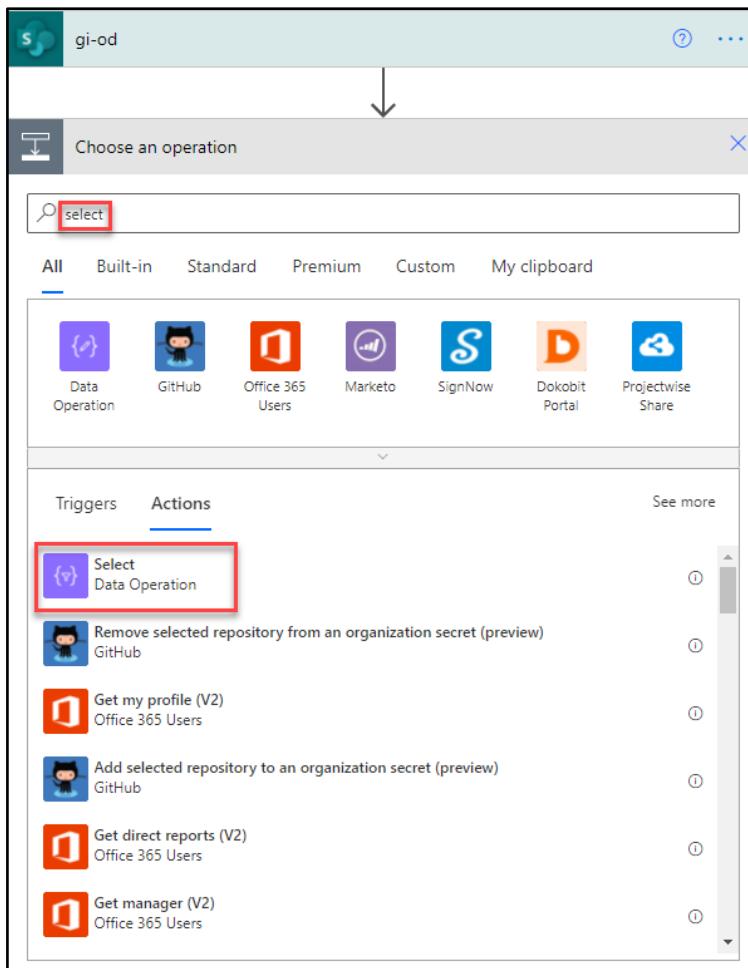
Type in **Name eq 'outputs('ci-od')?['body/Name']'** into the **Filter Query** field.

The screenshot shows the 'If yes' condition configuration screen. It contains a nested 'Get items - OrderDetails' action with the same filter query as the previous screenshot. At the bottom, there is a button labeled 'Add an action' which is highlighted with a red box.

Click on **Add an action** inside the **If yes** box

Search for **select**

Step 10 : Create array using the display data.



Select **Select - Data Operation**

Rename to **s-od**,

Select the **ellipsis (...)** for **Select**

Select **Rename**

Type **s-od**

Add **Select - OrderDetails** as a comment,

Select the **ellipsis (...)** for **s-od**

Select **Add a comment**

Type **Select – OrderDetails**



Click in the **From** field

Select **value** under **gi-od** from the Dynamic content list

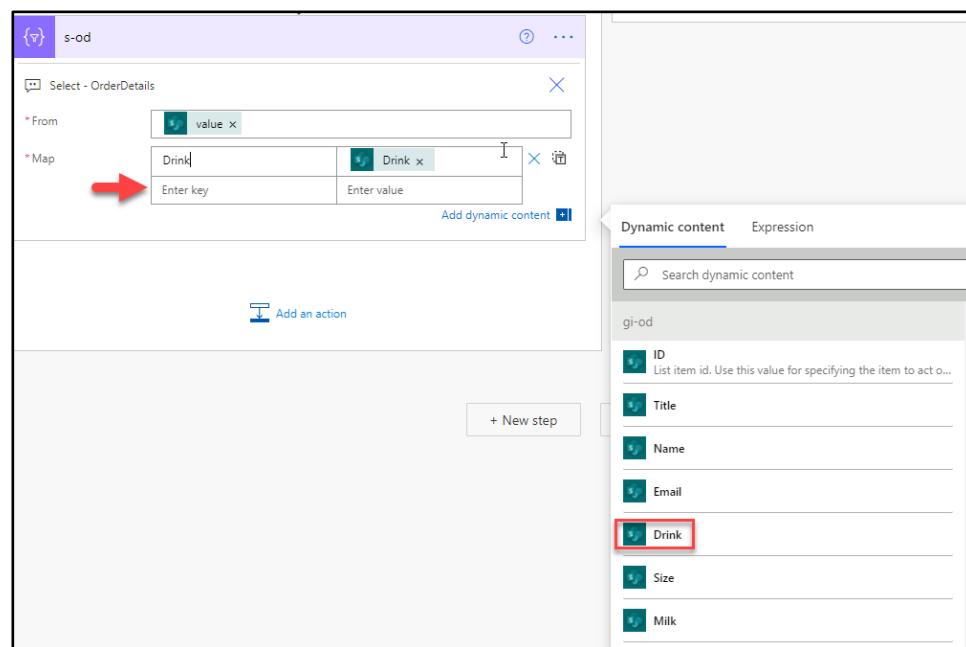
The screenshot shows the 'Select - OrderDetails' step configuration. The 'From' field is selected. In the 'Map' section, the 'Enter key' field is highlighted with a red arrow. To the right, a dynamic content list is open, showing 'gi-od' selected, with its 'value' item highlighted.

Click in the **Enter key** field and type **Drink**

The screenshot shows the 'Select - OrderDetails' step configuration. The 'From' field contains 'value'. In the 'Map' section, the 'Enter key' field contains 'Drink' and the 'Enter value' field is highlighted with a red arrow. The dynamic content list on the right is visible.

Click in the first **Enter value** field

Scroll down and select **Drink** under **gi-od** from the Dynamic content list

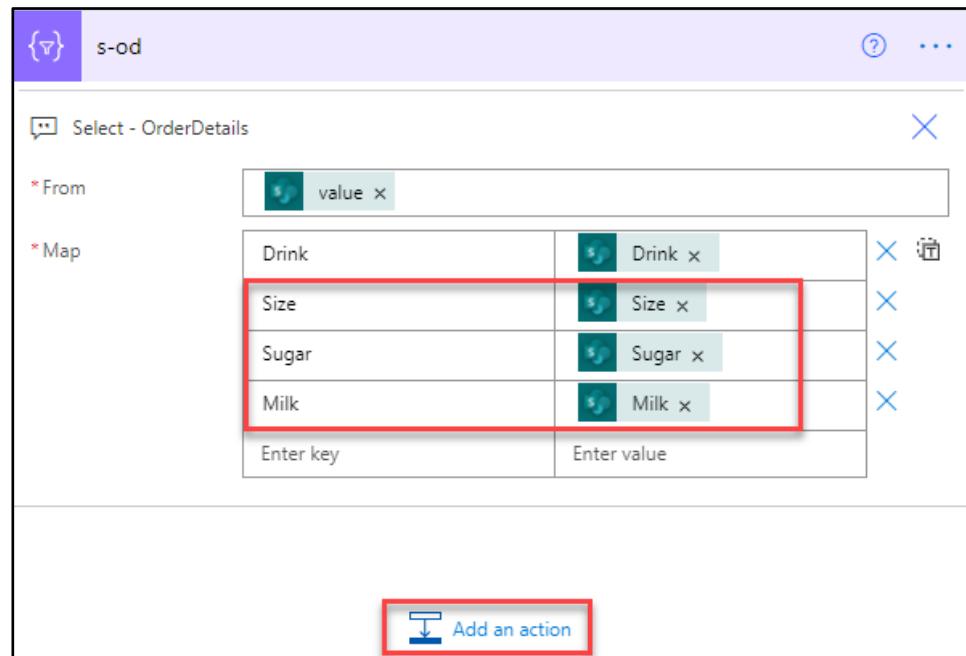


Repeat this process for

Size

Sugar

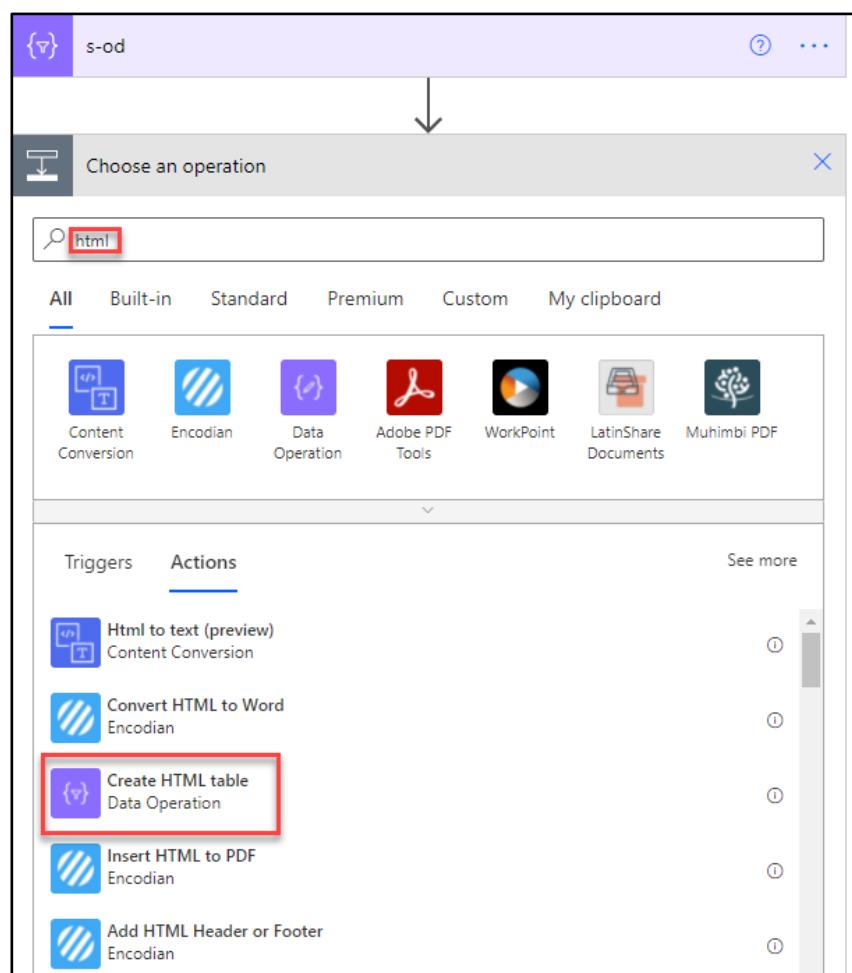
Milk



Click on **Add an action** inside the If yes box

Search for **html**

Step 11 : Create HTML Table



Select **Create HTML table - Data Operation**

Rename to **chtmlt**,

Select the **ellipsis (...)** for Create HTML table

Select **Rename**

Type **chtmlt**

Add **Create HTML table** as a comment,

Select the **ellipsis (...)** for **chtmlt**

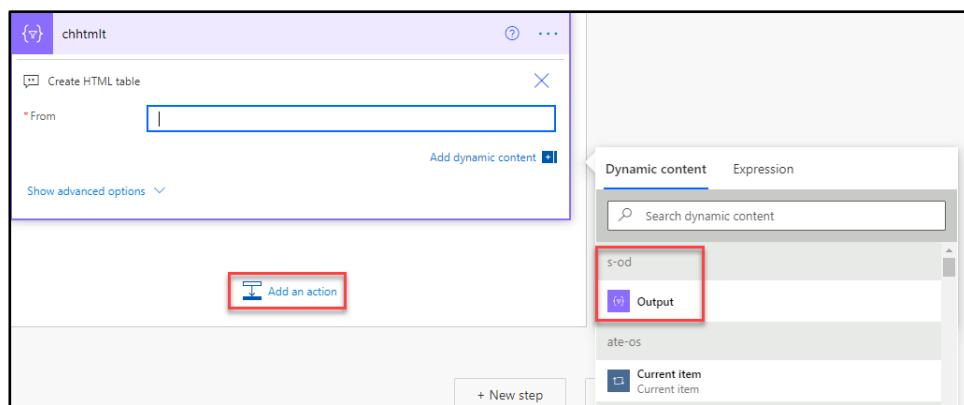
Select **Add a comment**

Type **Create HTML table**



Click in the **From** field

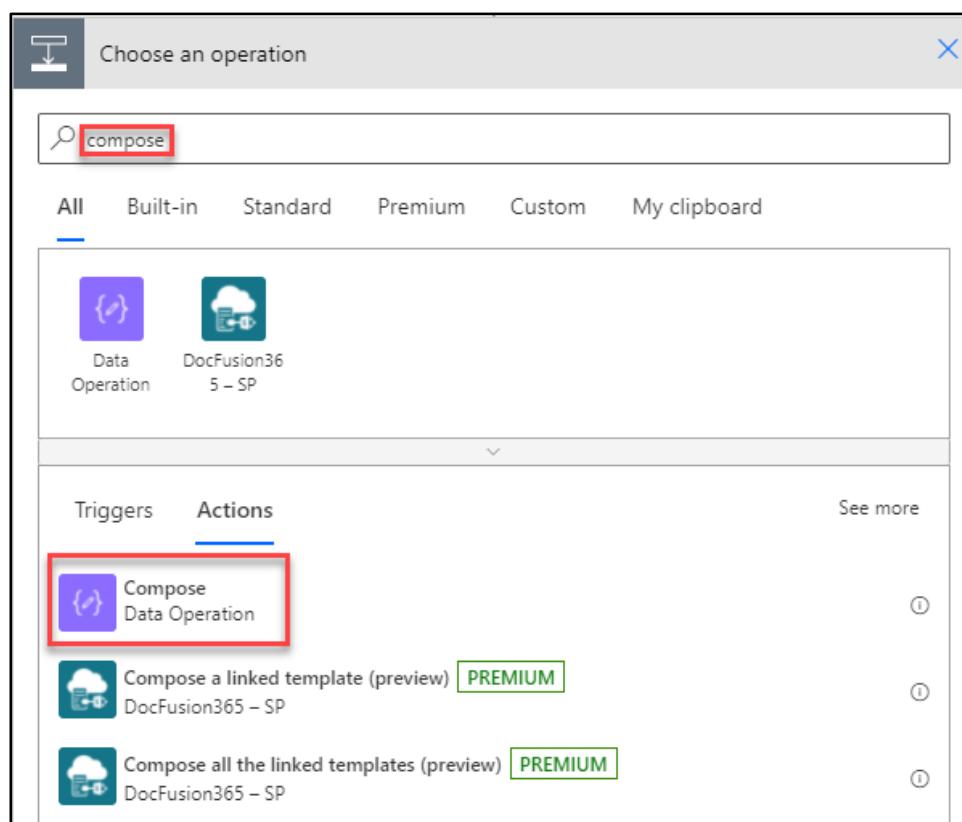
Select **Output** under **s-od** from the Dynamic content list



Click on **Add an action** inside the If yes box

Search for **compose**

Step 12 : Add a Border to the HTML Table



Select **Compose - Data Operation**

Rename to **chtmlb**,

Select the **ellipsis (...)** for **Compose**

Select **Rename**

Type **chtmlb**

Add **Compose - HTML Border** as a comment,

Select the **ellipsis (...)** for **chtmlb**

Select **Add a comment**

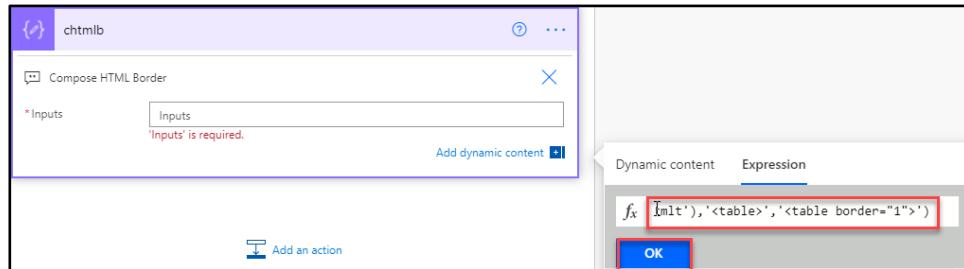
Type **Compose HTML Border**



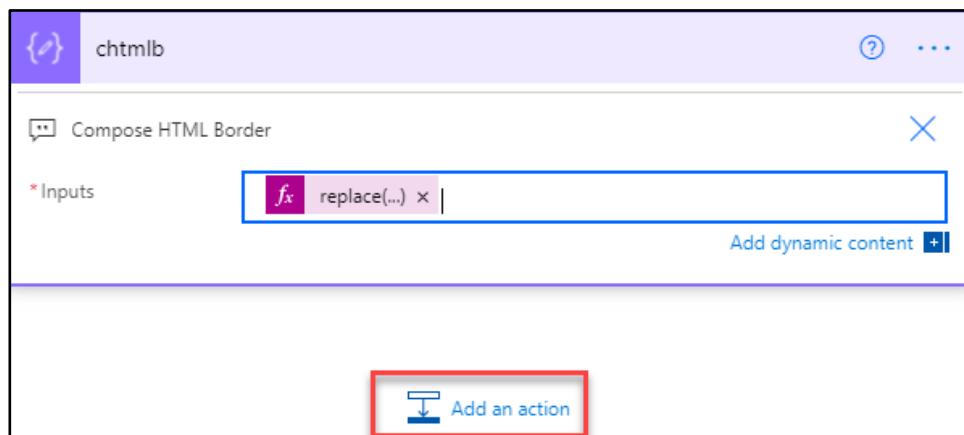
Click on the **Inputs** field

Click on **Expressions** instead of Dynamic content here

Type in `replace(body('chtmlt'), '<table>', '<table border="1">')`



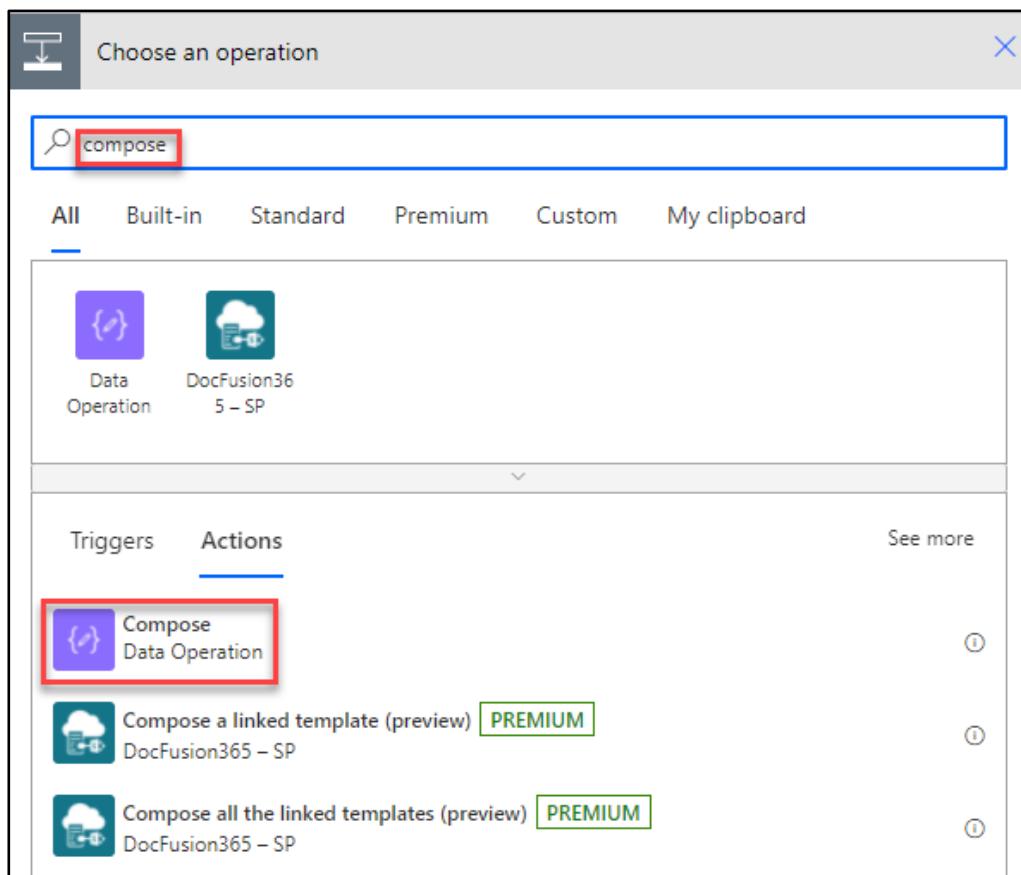
Click on the **OK** button



Click on **Add an action** inside the If yes box

Search for **compose**

Step 13 : Add padding to the HTML table.



Select **Compose - Data Operation**

Rename to **chtmlp**,

Select the **ellipsis (...)** for **Compose**

Select **Rename**

Type **chtmlp**

Add **Compose - HTML Padding** as a comment,

Select the **ellipsis (...)** for **chtmlp**

Select **Add a comment**

Type **Compose - HTML Padding**

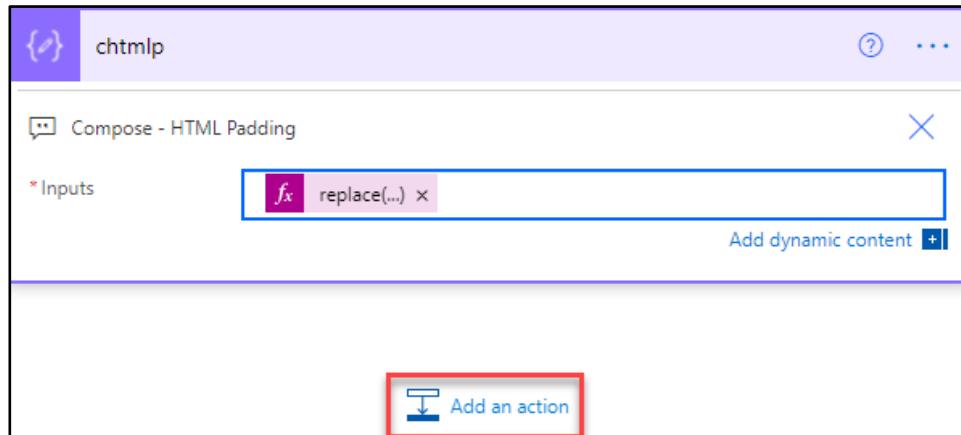


Click on the **Inputs** field

Click on **Expressions**

Type in **replace(outputs('chtmlb'),'<table>','<td style="padding:5px">')**

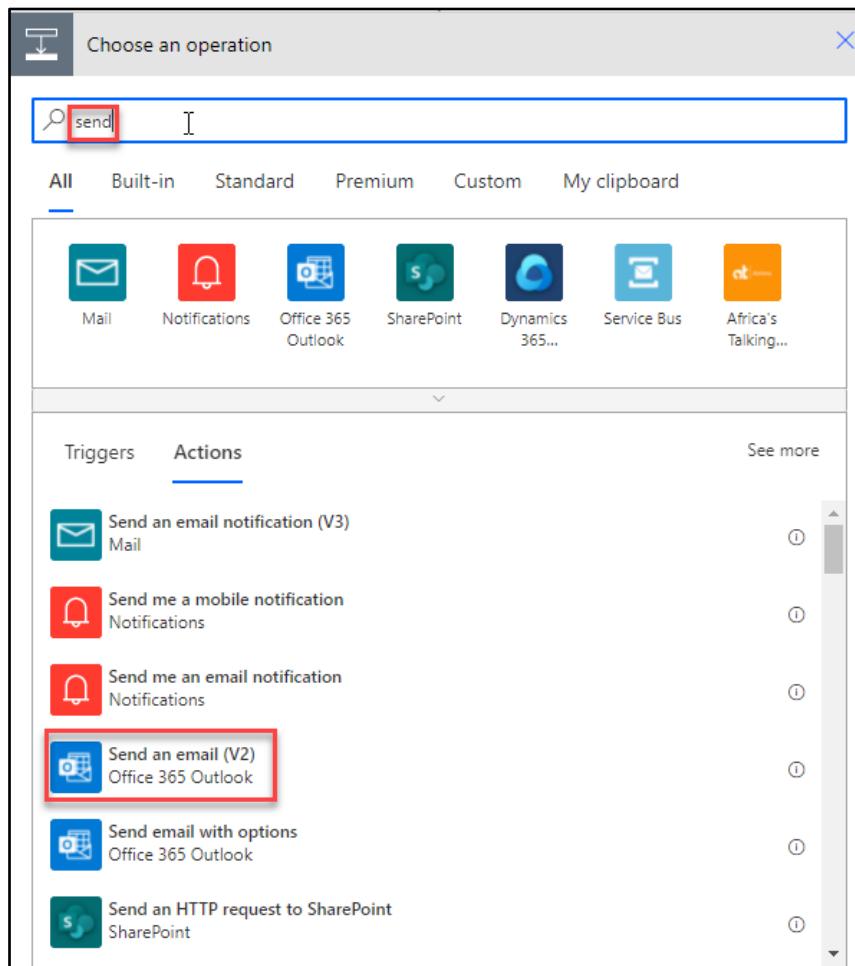
Click on the **OK** button



Click on **Add an action** inside the If yes box

Search for **send**

Step 14 : Email the confirmation email.



Select **Send an email (V2) - Office 365 Outlook**

Rename to **saev2**,

Select the **ellipsis (...)** for **Send an email (V2)**

Select **Rename**

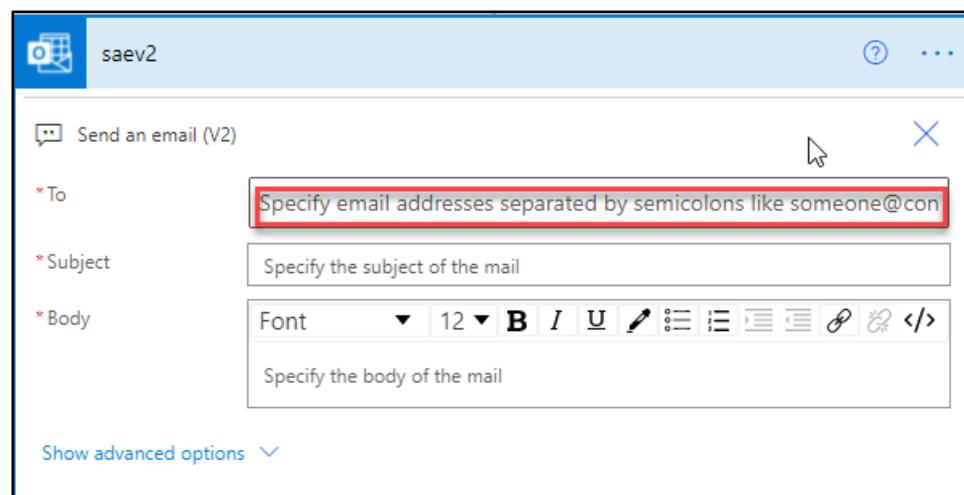
Type **saev2**

Add **Send an email (V2)** as a comment,

Select the **ellipsis (...)** for **saev2**

Select **Add a comment**

Type **Send an email (V2)**



Click on the **To** field

Scroll down and select **Email** under **grd** in the Dynamic content list

Category	Content
Outputs	gi-od
Email	Created By Email Modified By Email
grd	Email Answer to the question above

Click on the **Subject** box and type **Your Order**

Click in the **Body** field

Type **Dear<space>**

Scroll down and select **Name** under **grd** in the Dynamic content list

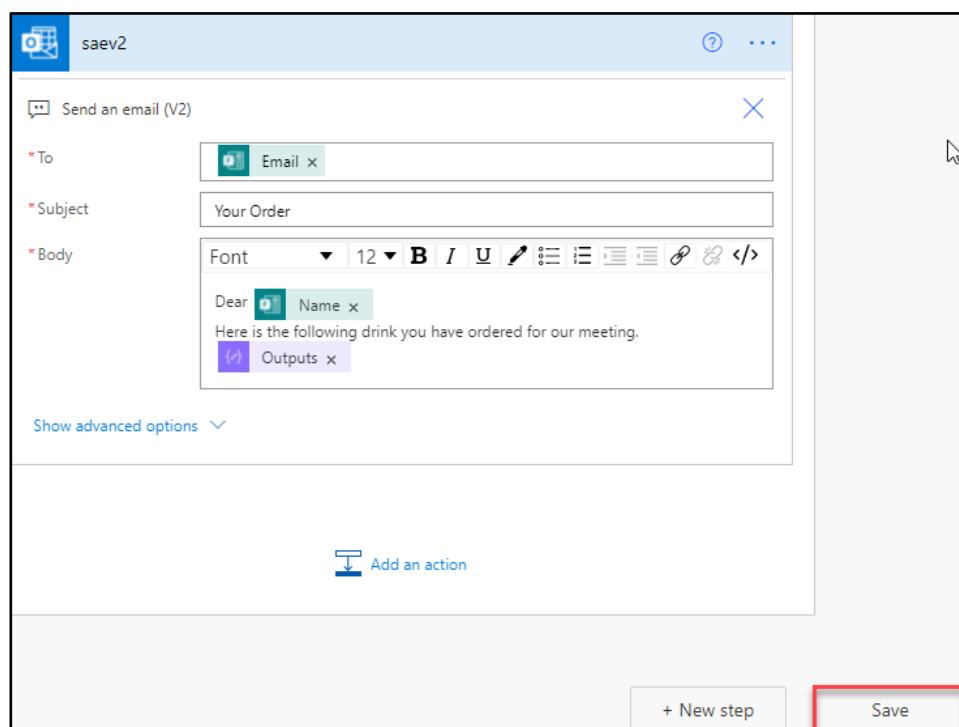
Type **<enter>**

Type **Here is the following drink you have ordered for our meeting.<enter>**

Scroll and select **Outputs** under **chtmlp** in the Dynamic content list

Note: <space> means hit the space bar to insert a space

and <enter> means hit the enter key to go to the next line



Click on the **Save** button

5 02-CreateOrderDetailsEmail

Instant Cloud Flow (Triggered Manually)

The Create Order Details Email is an instant cloud flow that is **manually** triggered when the user presses a button that is available via the Flow app on a mobile device.

When the button is pressed the following steps will be run.

1. Initialise a variable for all email recipients
2. Get each item from the DrinkOrders list ordered by drink, size, sugar and milk.
3. Create an array based on this data.
4. Create a HTML table populating it with the array data.
5. Format the HTML table.
6. Send an email to email addresses in OrderRecipients list with drink order detail report.

Step 1 : Create the flow.

Log into your Microsoft 365 Portal.

Goto <http://flow.microsoft.com/>

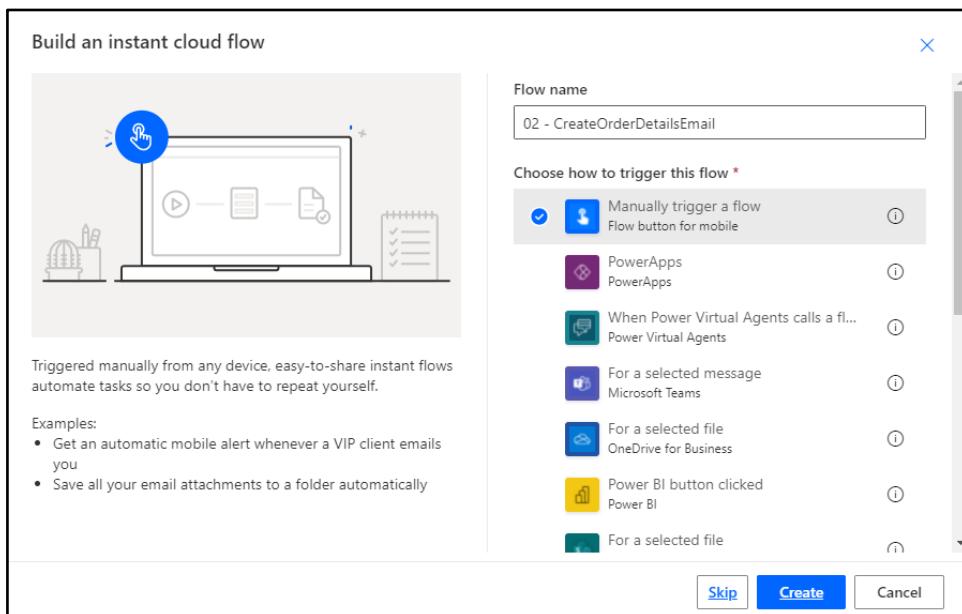
Click the **Create** button from the left menu.

Click the **Instant cloud flow** button under the Start from blank heading.

Name the flow **02 – CreateOrderDetailsEmail**

Select **Manually trigger a flow**

Press the **Create** button

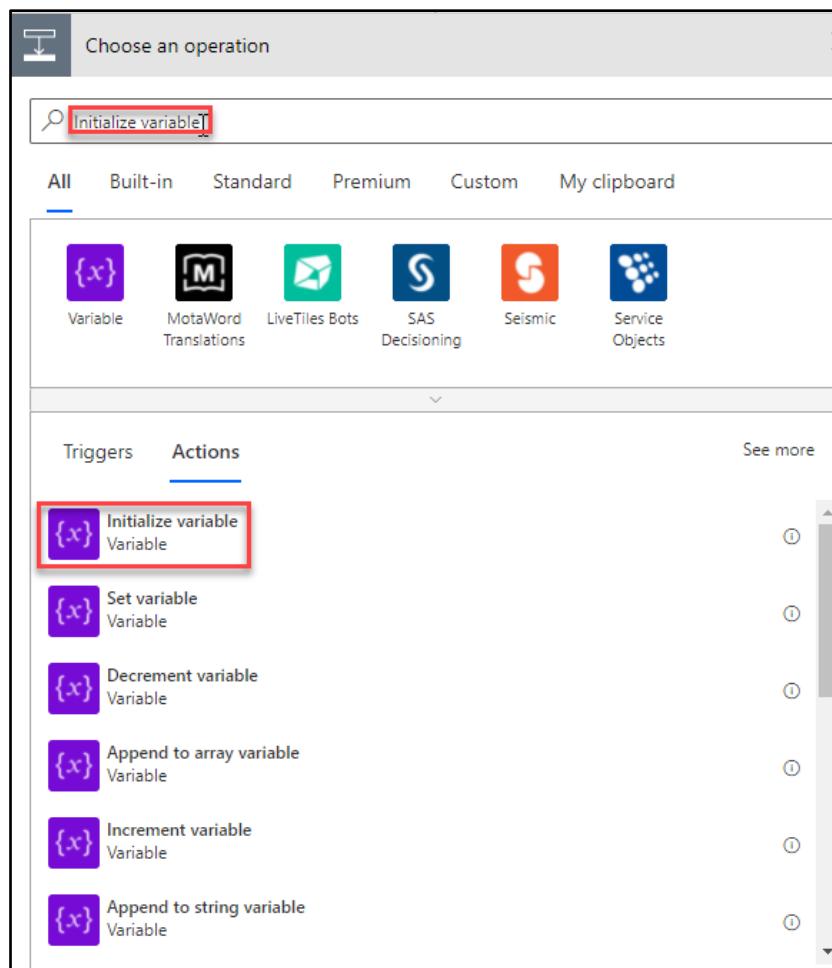


Step 2 : Setup the Flow steps

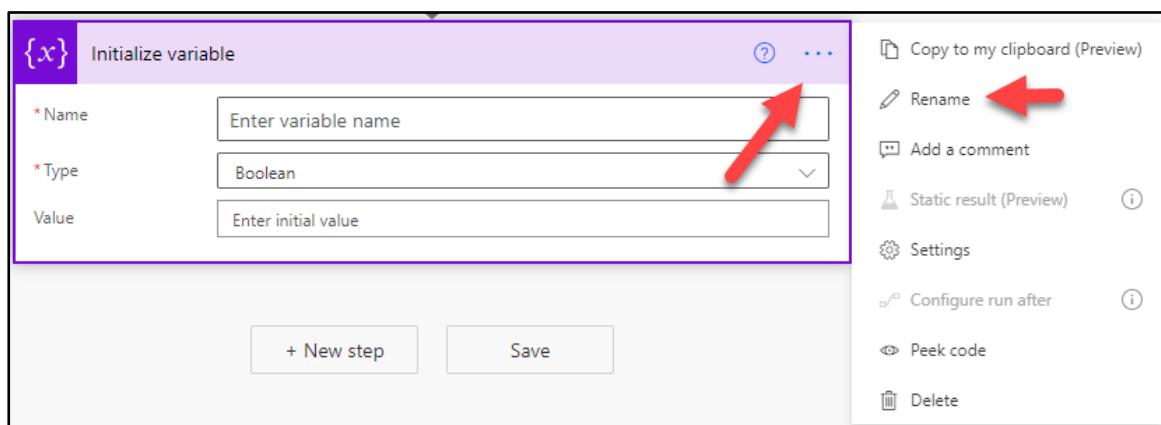
The first step is to initialise the variable for email recipients.

Press **New Step** button.

Search for **Initialize variable** in the search field and then select **Initialize variable - Variable** item in the results

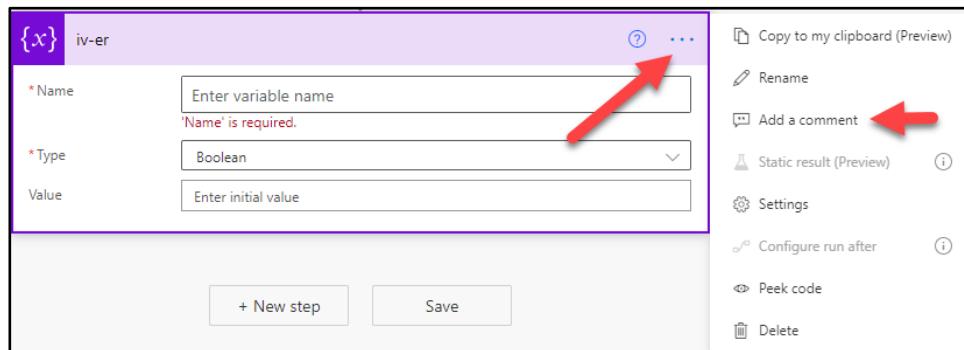


Click on the **Ellipsis ...** and then click on **Rename** from the menu.

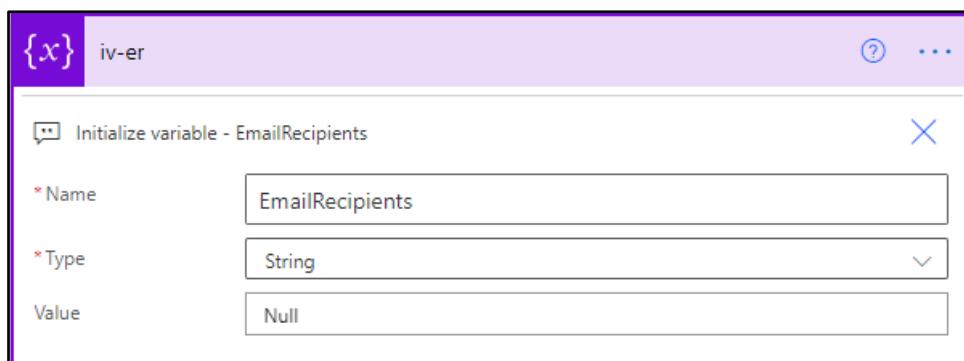


Rename Initialize Variable to iv-er

Click on the **Ellipsis ...** and the click on **Add a comment** from the menu.



Type in the comment **Initialize variable – EmailRecipients**.



In the **Name** field type in **EmailRecipients**

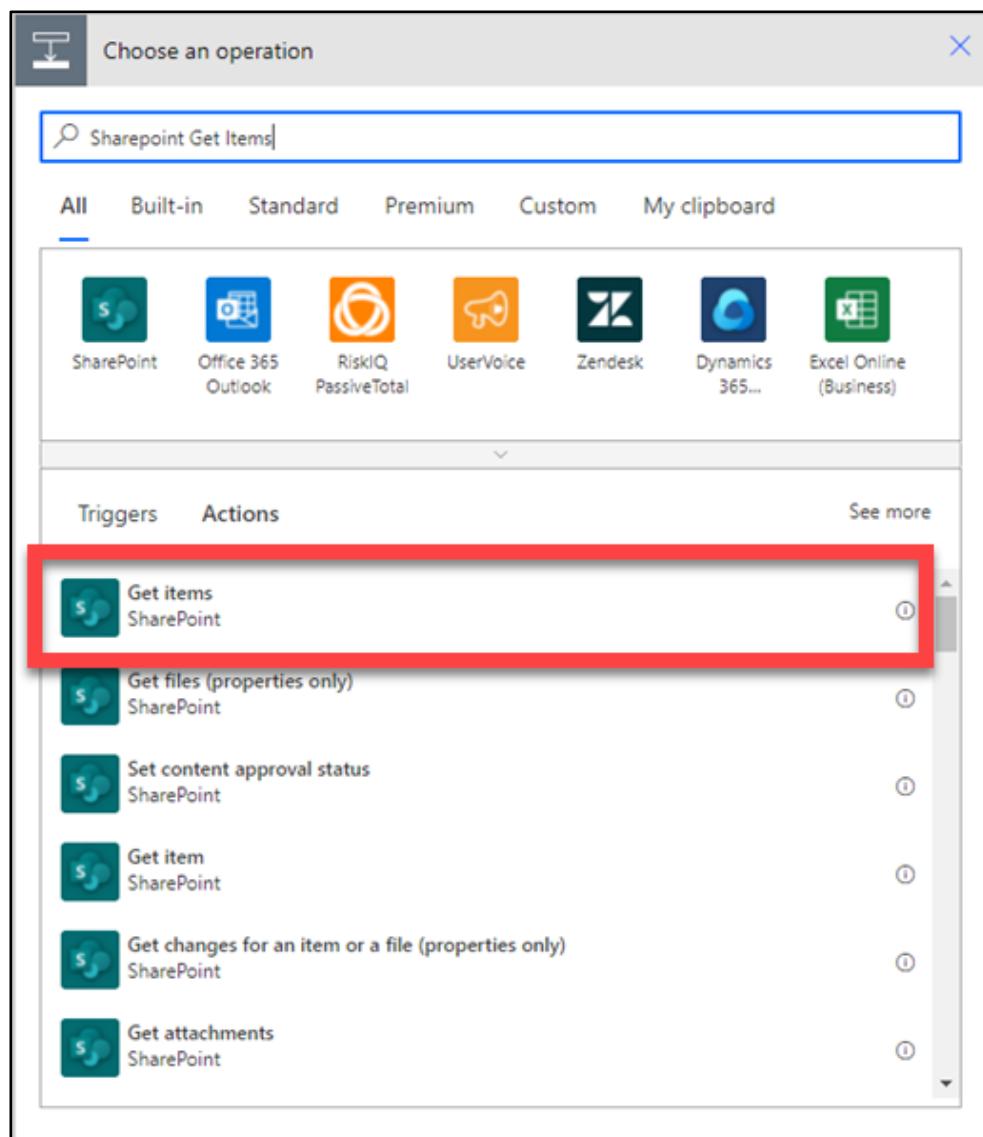
Select **String** in the dropdown for the **Type** field

Type **Null** into the **Value** field

The next step is retrieving the data from the **DrinkOrders** List.

Press **New Step** button to add a step to the process.

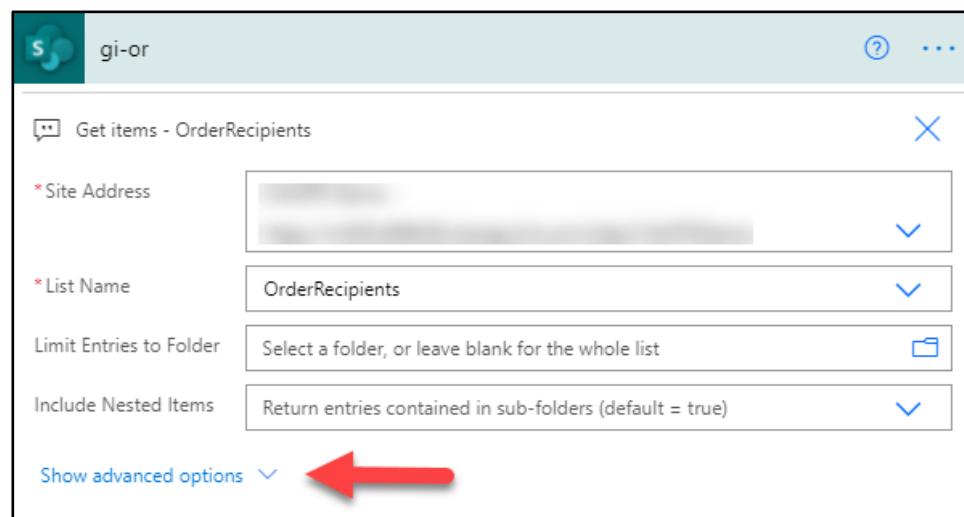
Search for **SharePoint Get Items (SharePoint)** by typing **SharePoint** in the search field and finding the item within the list. Click on the **Get items - SharePoint** item.



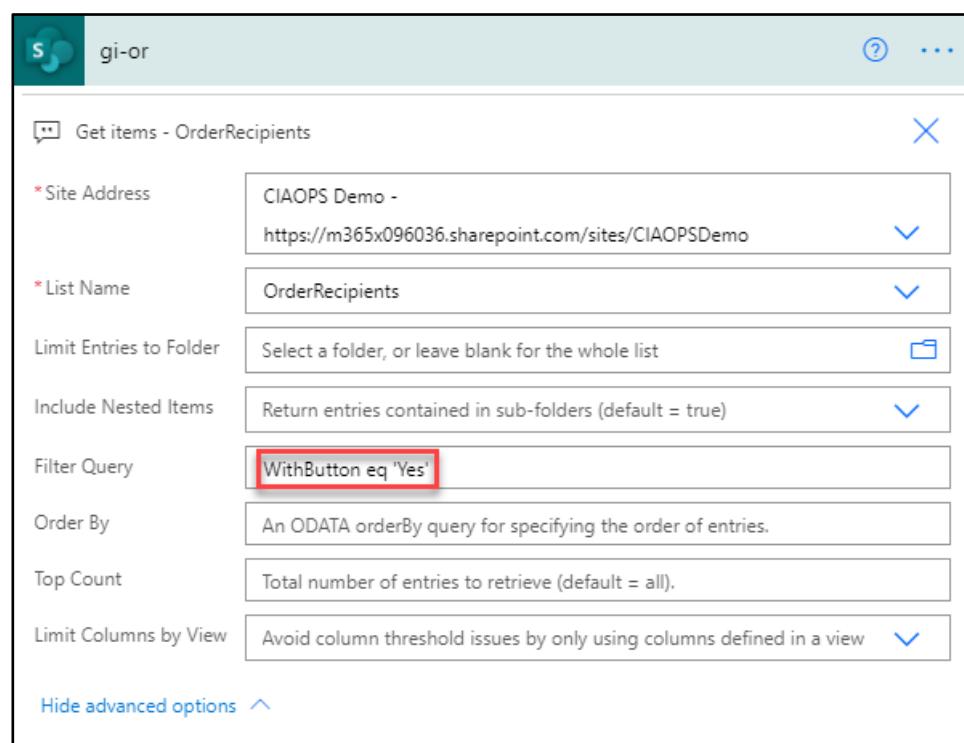
Click on the **ellipsis** and select **Rename**. Rename **Get Items** to **gi-or**.

Click on the **ellipsis** and select **Add a comment**. Type in **Get items – OrderRecipients** in the **comment** field.

Choose the SharePoint **Site Address** and the **List Name OrderRecipients** from the respective drop-down lists



Click on the **Show advanced options** dropdown.

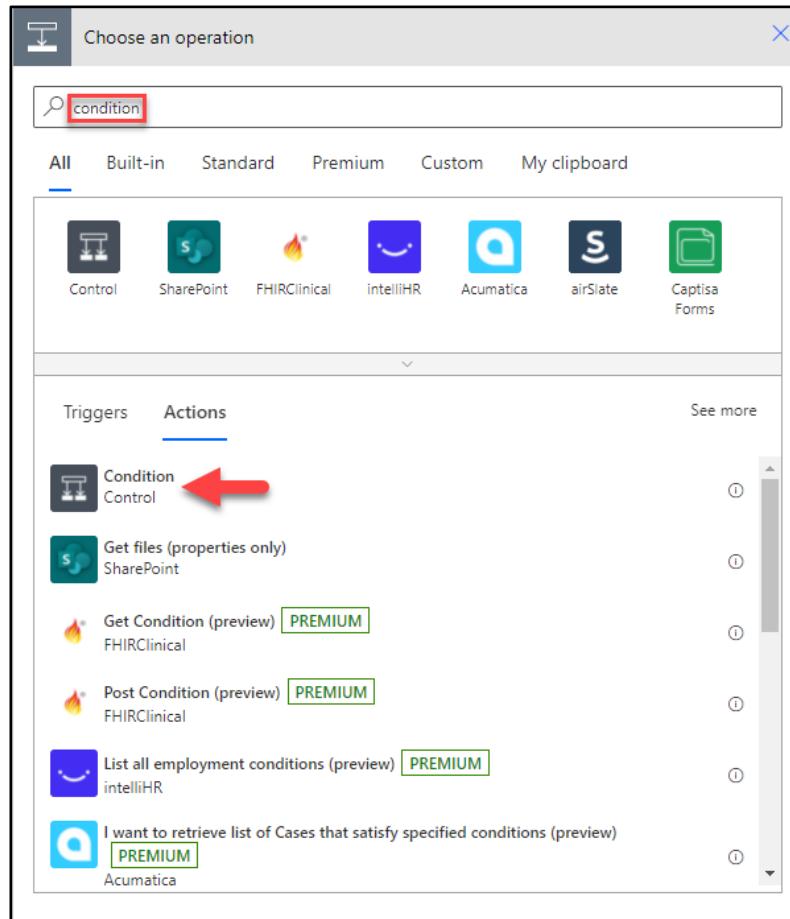


Input the following into the **Filter Query** field: **WithButton eq 'Yes'**

The next step is to get the list of Email Recipients

Click on **New Step**.

Search for **condition** and then select **Condition - Control**.

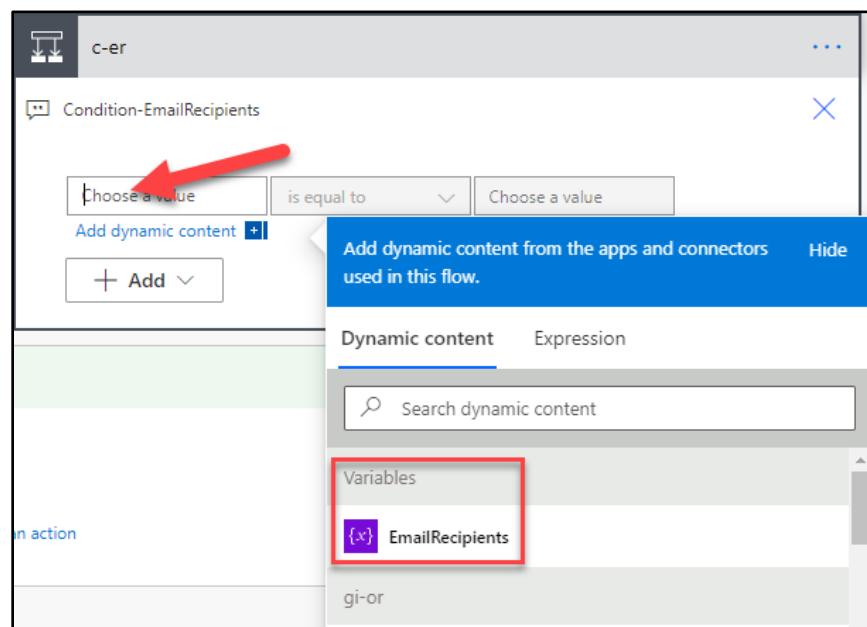


Click on the **ellipsis ...** and then **Rename**. Rename **Condition** to **c-er**.

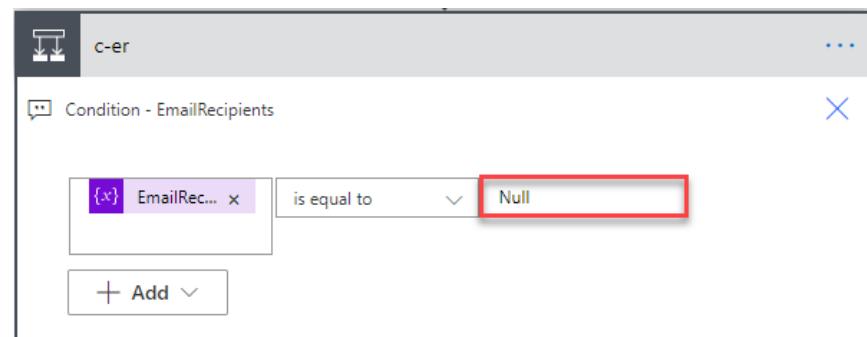
Click on the **ellipsis ...** and then **Add a comment**. Make the comment
Condition – EmailRecipients.



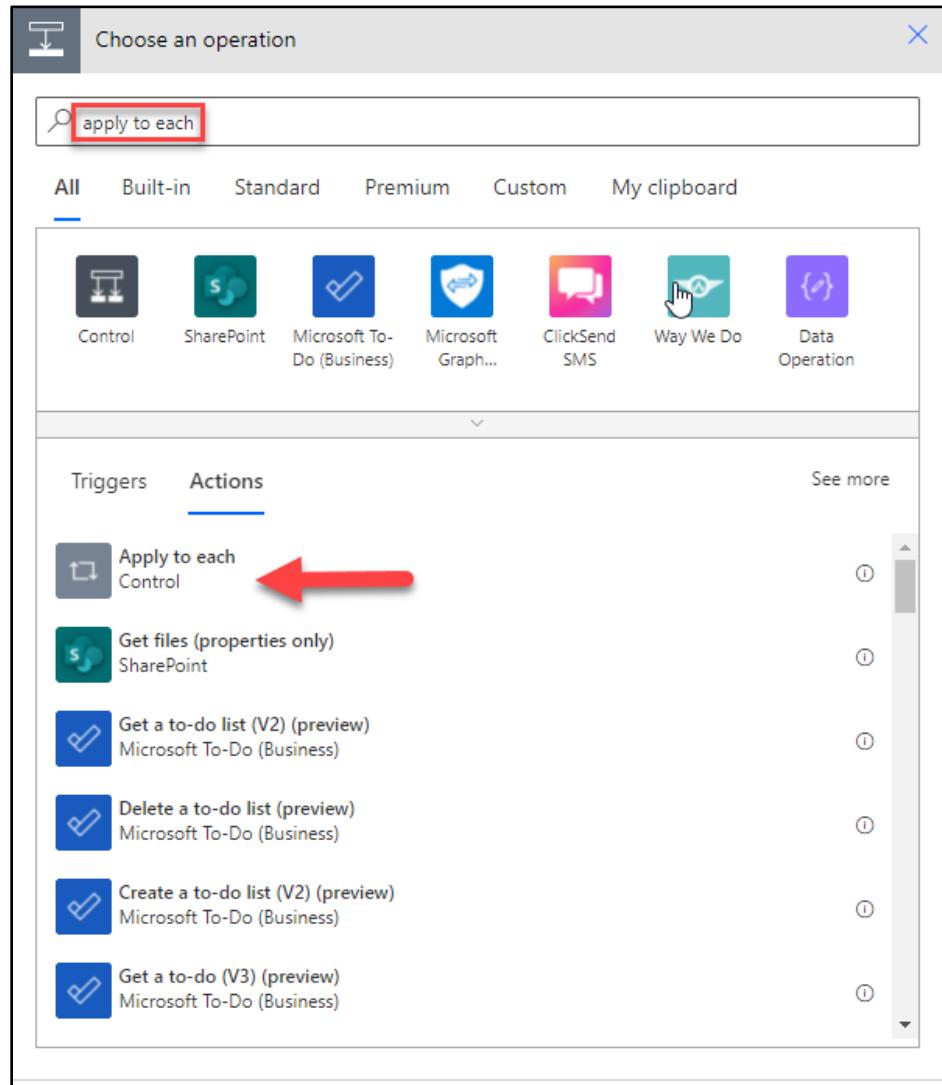
Select the **Choose a value** text box and then search and select **EmailRecipients** under **Variables** from the dynamic options that appear on the right.



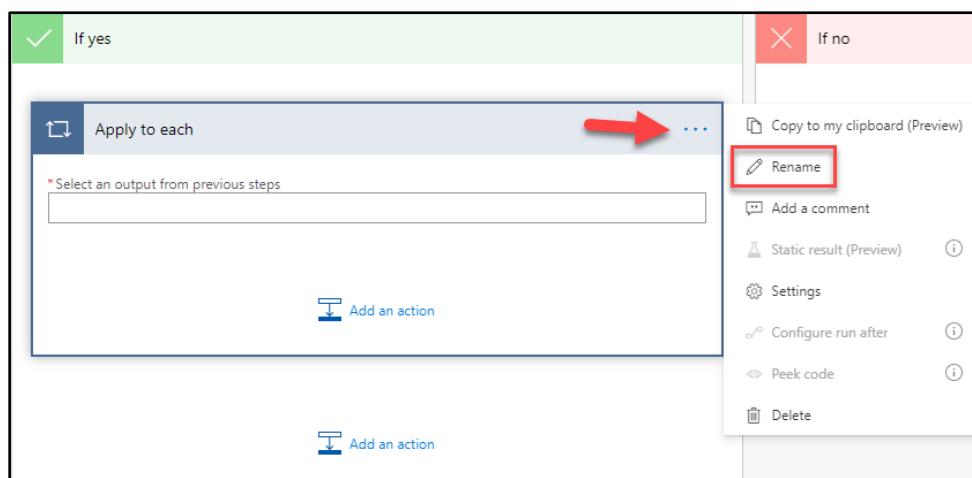
Select the final **Choose a value** field and type in **Null**



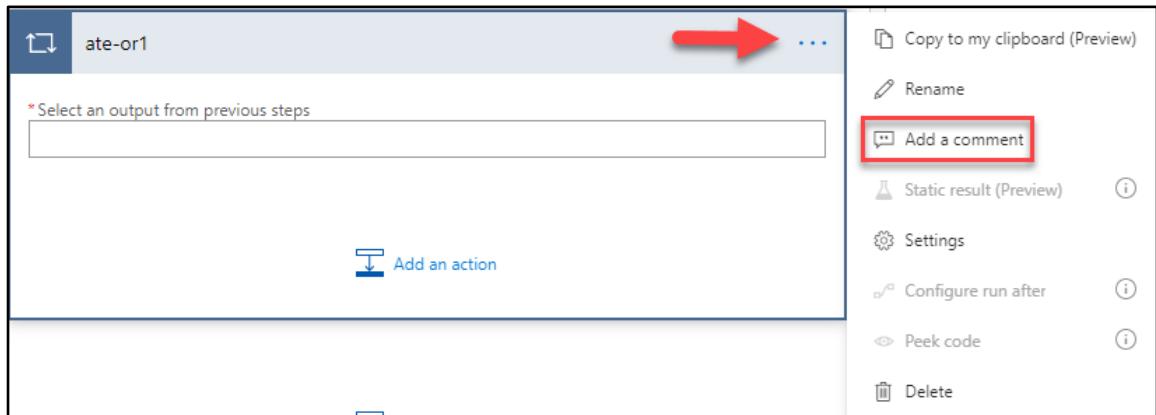
In the **If yes** Condition box, click on **Add an action**. Search for **Apply to each** and select **Apply to each - Control**



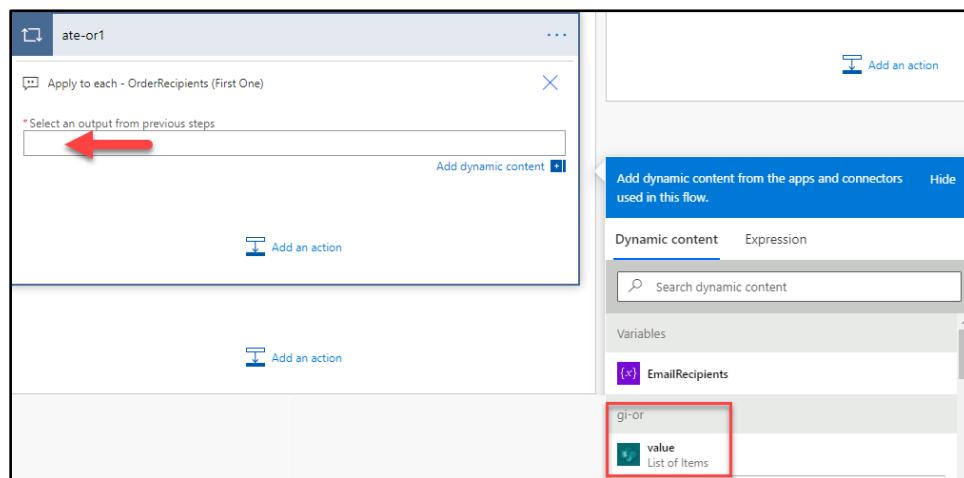
Click on the **ellipsis ...** and then click on **Rename**. Rename as **ate-or1**



Click on the **ellipsis ...** and click on **Add a comment**. Type in the comment
Apply to each – OrderRecipients (First One)

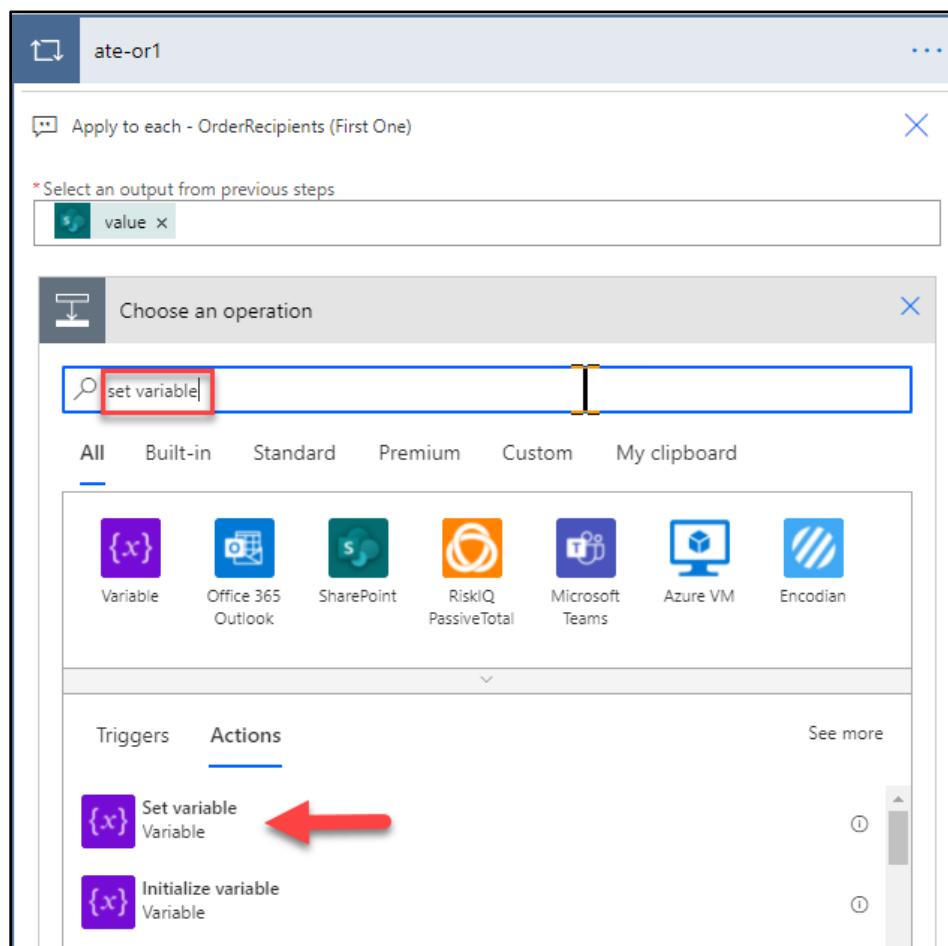


Click on the **Select an output from previous steps** field. Select **value** under **gi-or** from the Dynamic Content options that appear on the right.

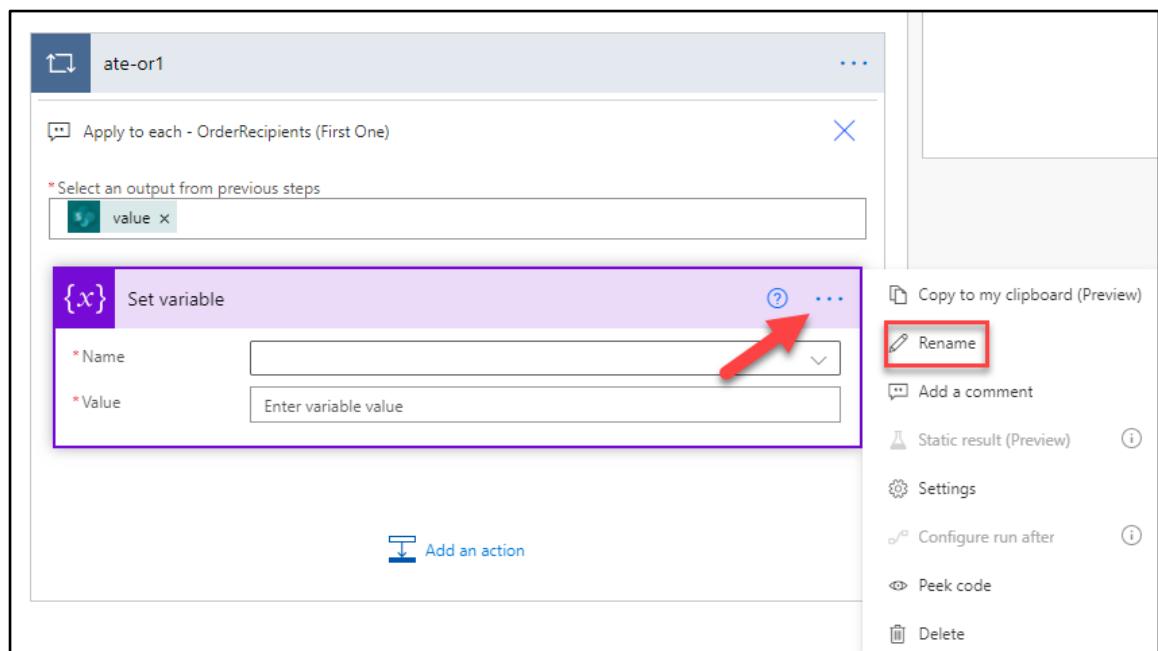


Now select **Add an action** at the bottom of this box.

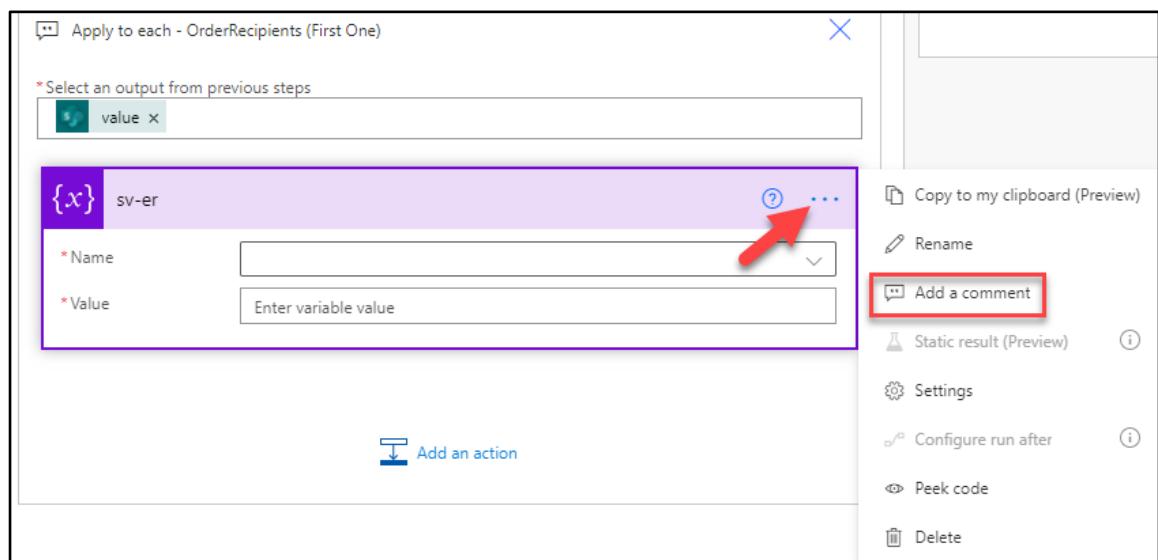
Enter **Set Variable** in the search connectors field. Click the **Set Variable - Variable** action



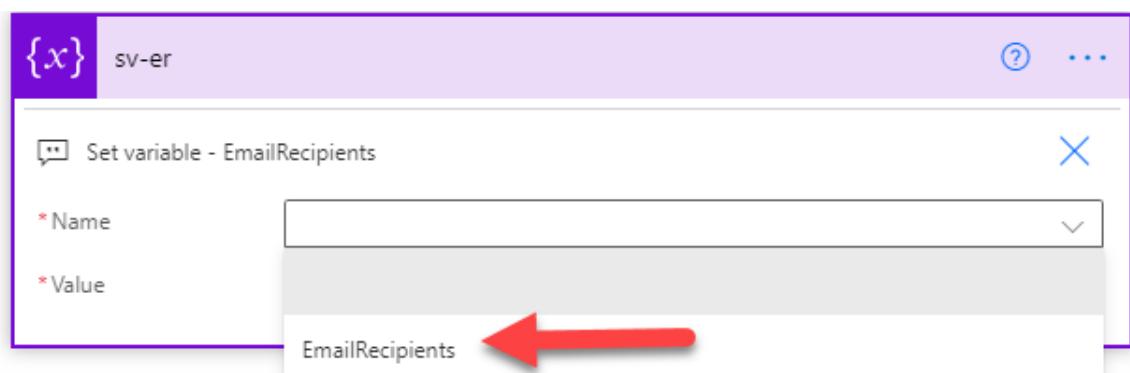
Select the **ellipsis ...** and then **Rename**. Rename **Set Variable** to **sv-er**.



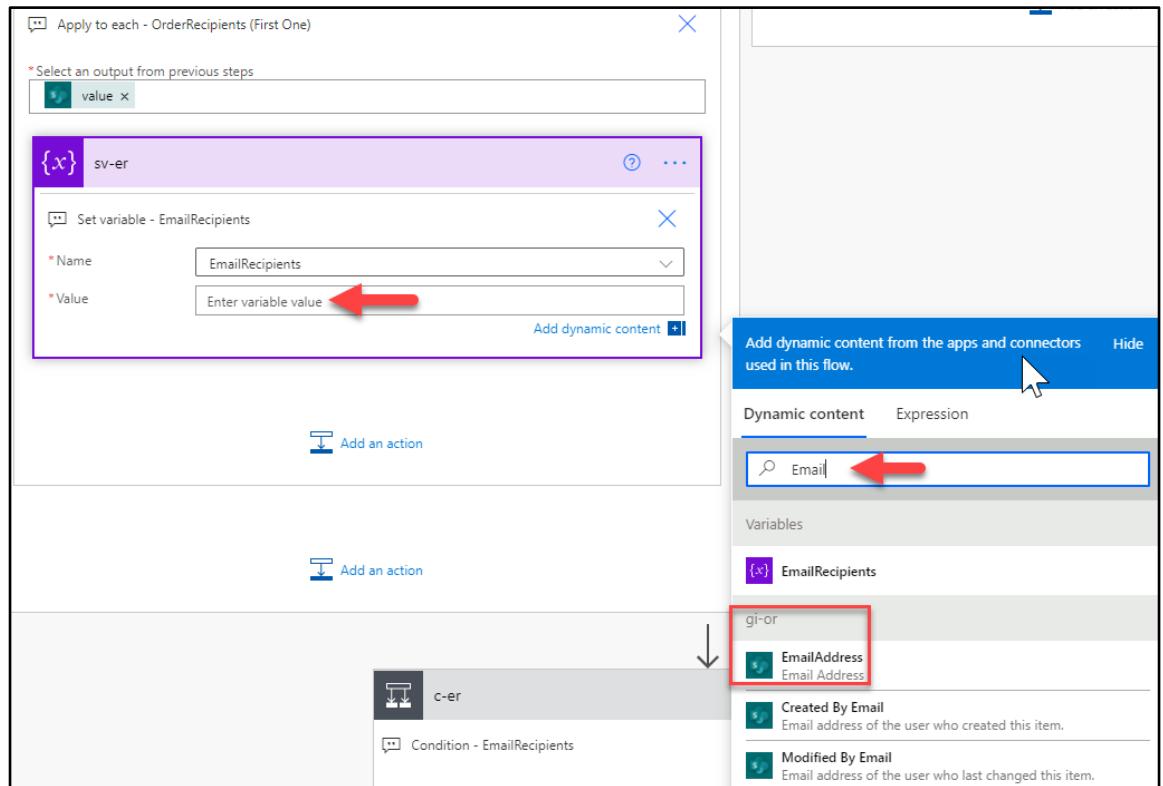
Select the **ellipsis ...** and then **Add a comment**. Set the **comment** to **Set variable – EmailRecipients**.



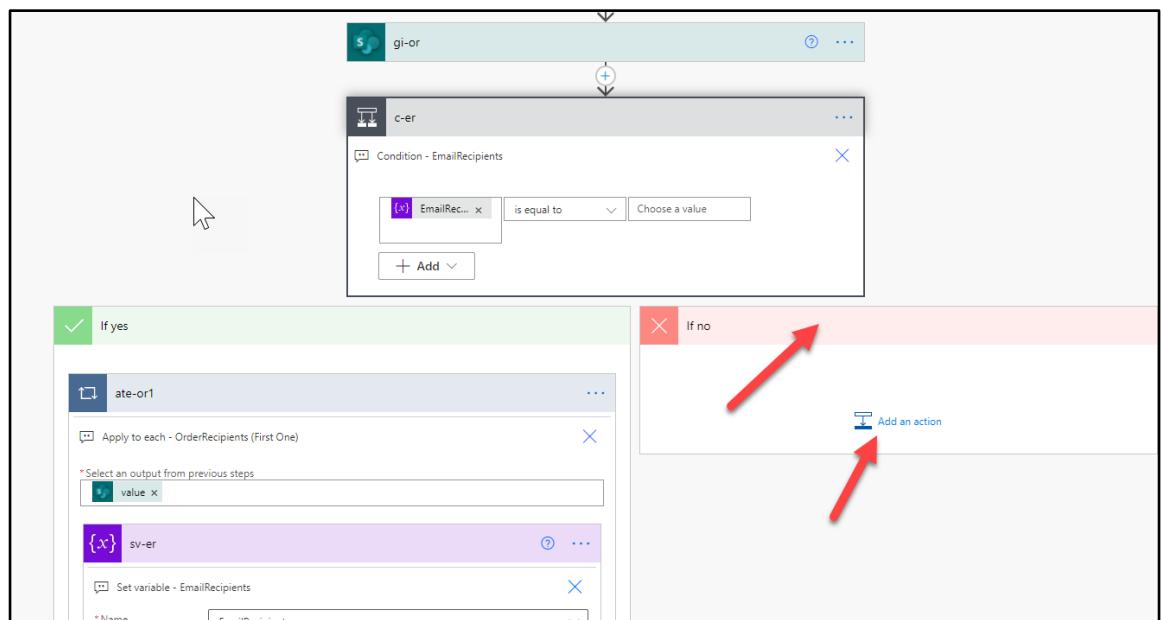
Select the **Name** field and then **EmailRecipients** from the drop down list that appears.



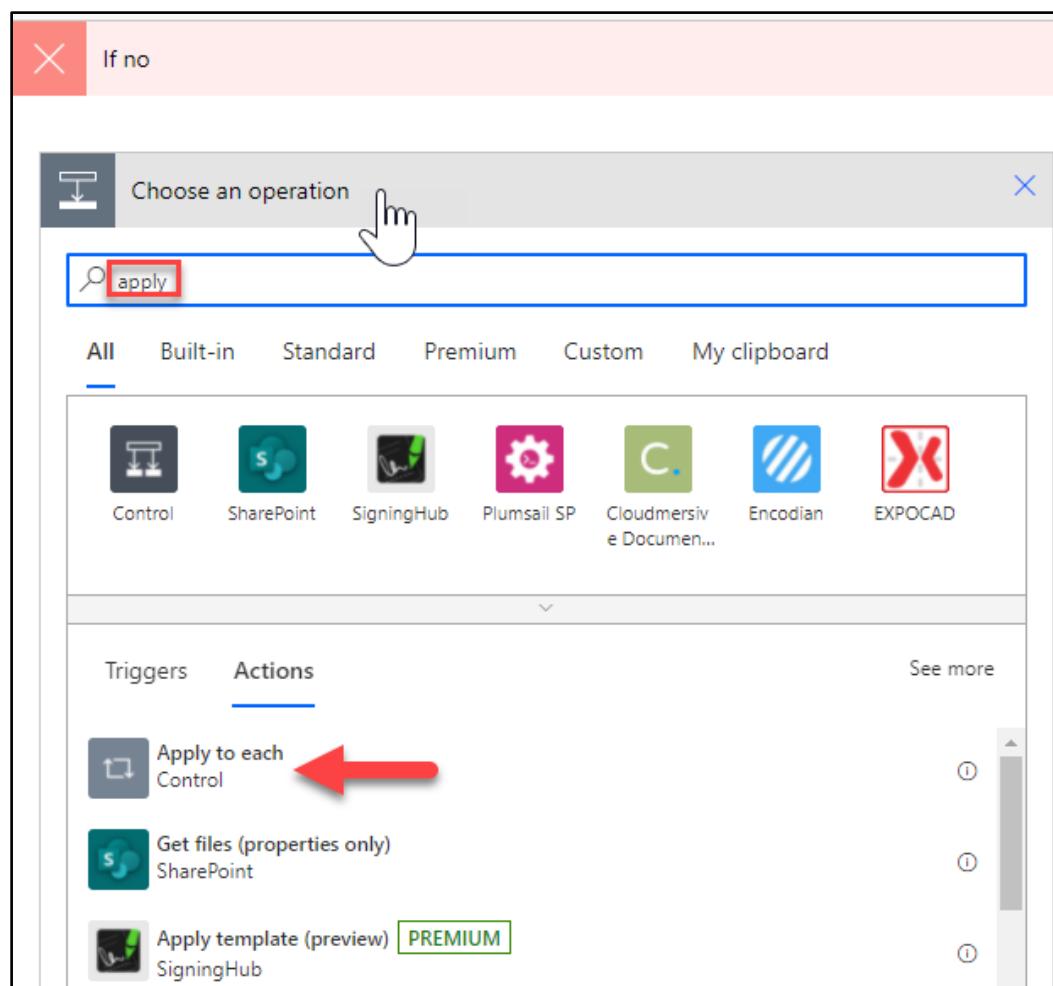
Select the **Value** field and then **EmailAddress** under **gi-or** from the Dynamic Content box. It may be quicker to search on **Email** in the Search box to find it.



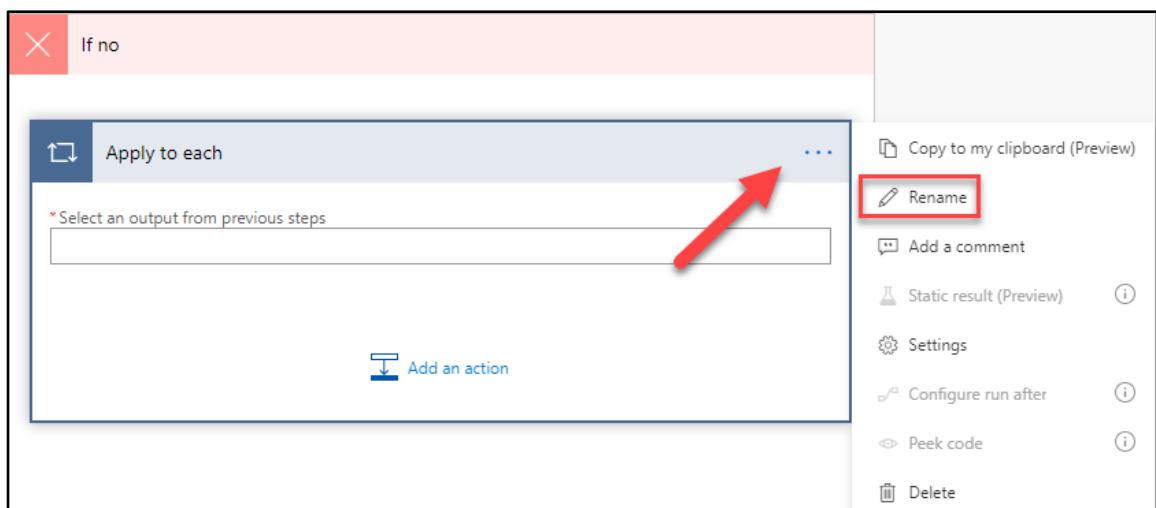
Select the **If no** part of the condition step. Then **Add an action**



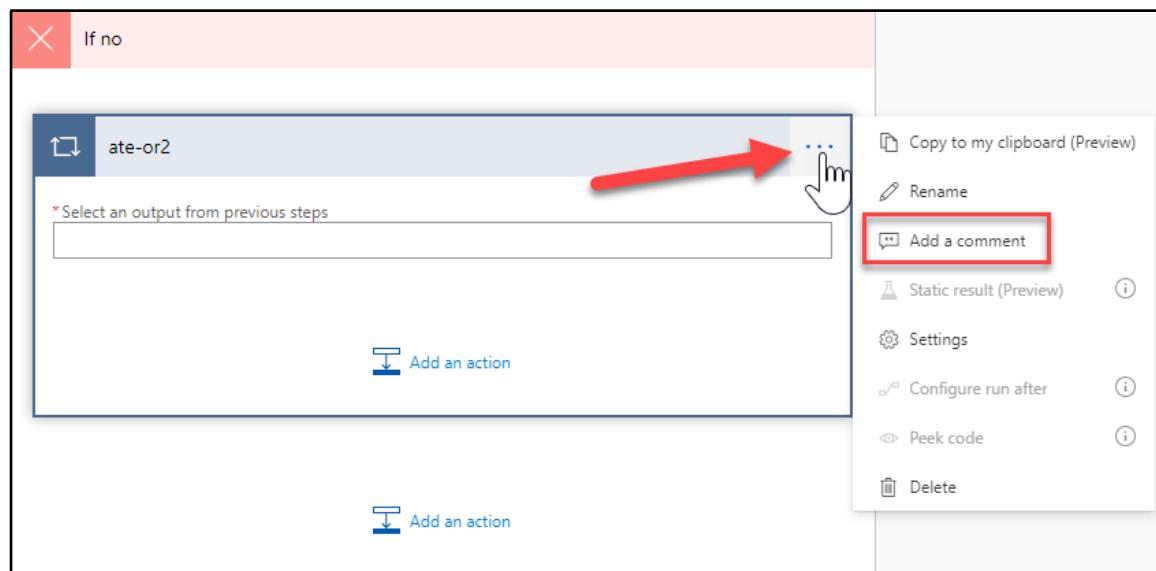
Search for **apply** and select **Apply to each - Control** from the results below.



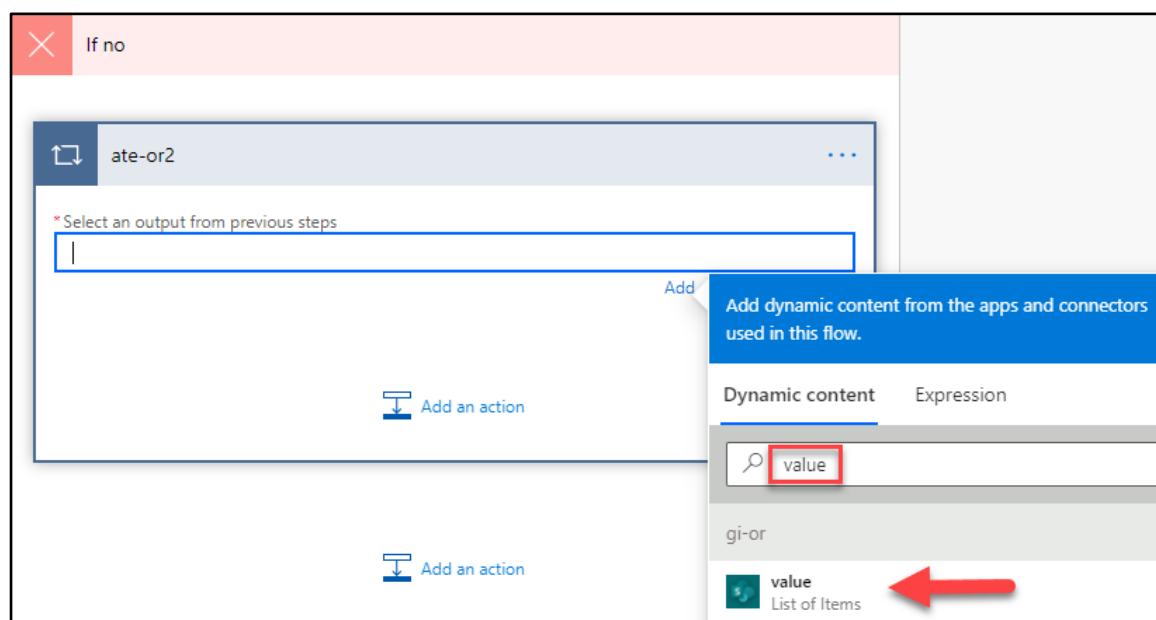
Select the **ellipsis ...** and then **Rename**. Rename the condition to **ate-or2**



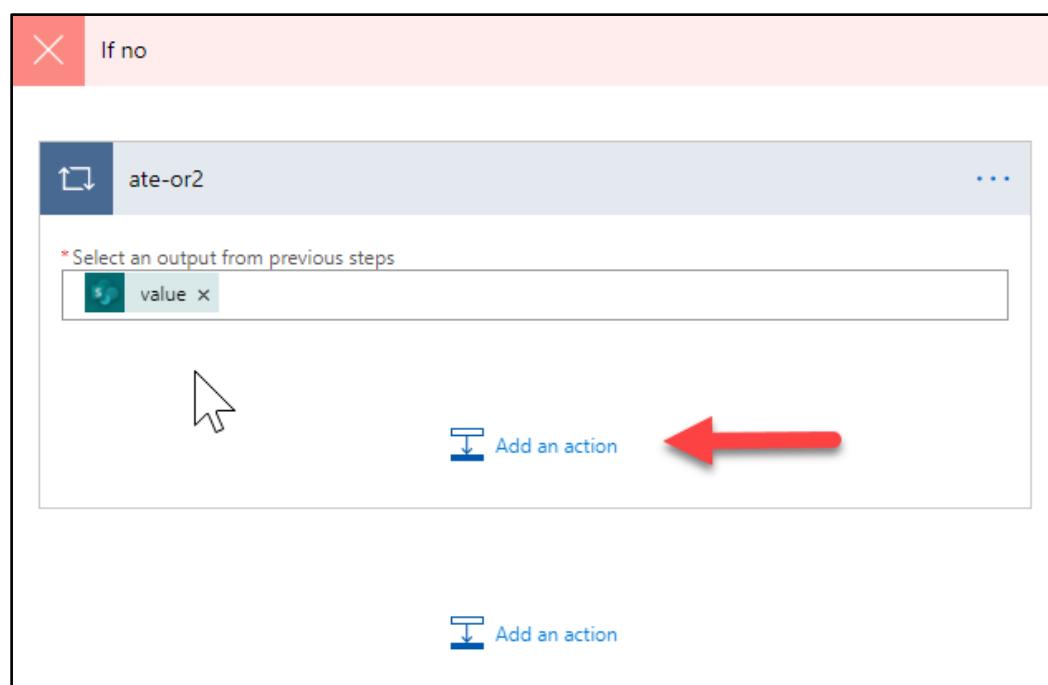
Select the **ellipsis ...** and then **Add a comment**. Type
Apply to each – OrderRecipients (Second One)



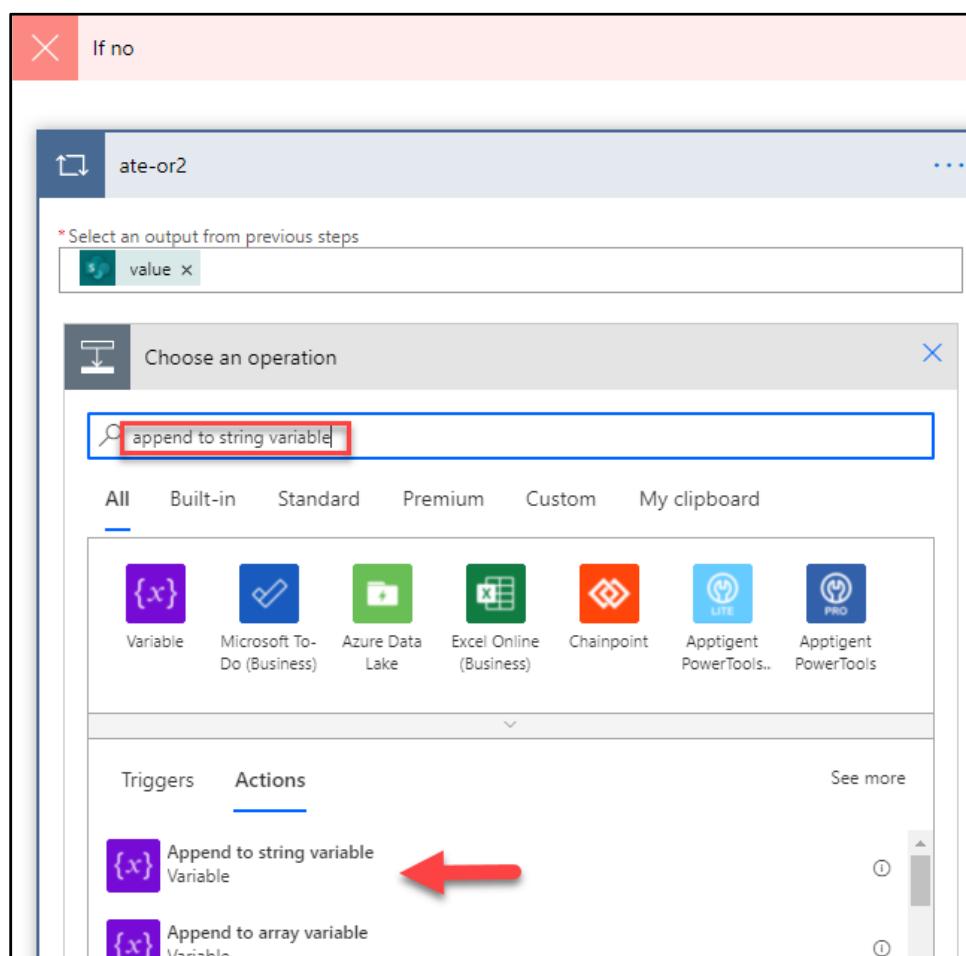
Select the **Select an output from previous steps** field. Search for and select **value** under **gi-or** from the dynamic content on the right.



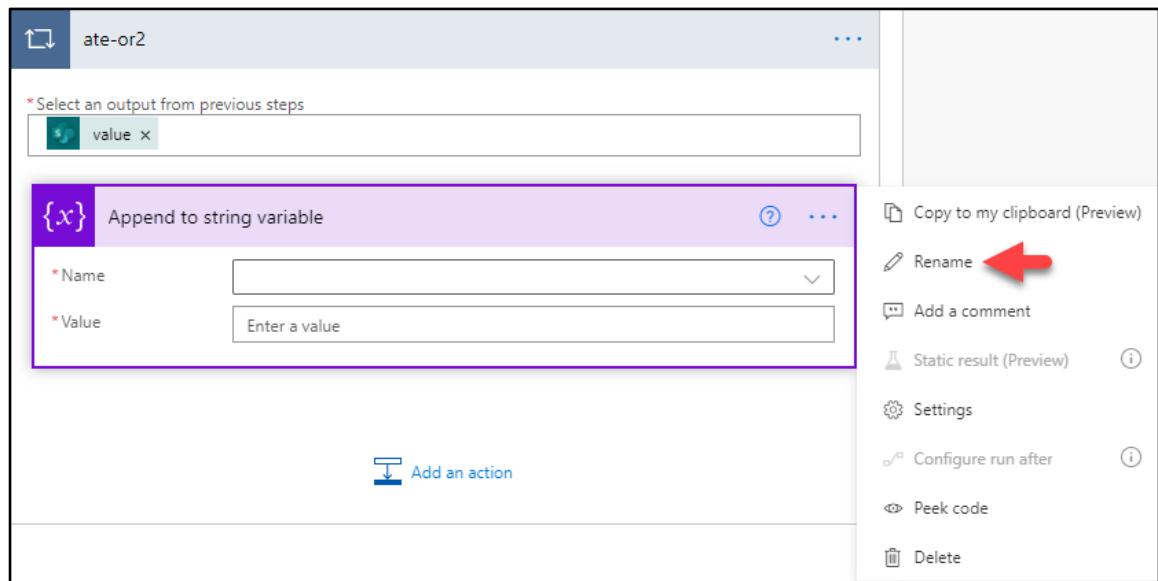
Click on **Add an action**



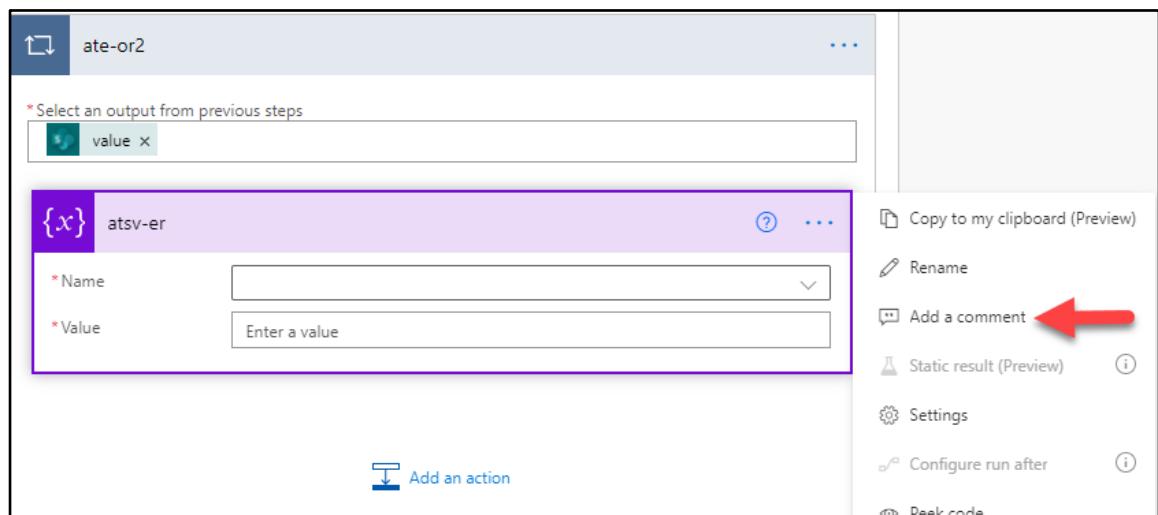
Search for **append to string variable**. Select **Append to string variable - Variable** option in Actions underneath.



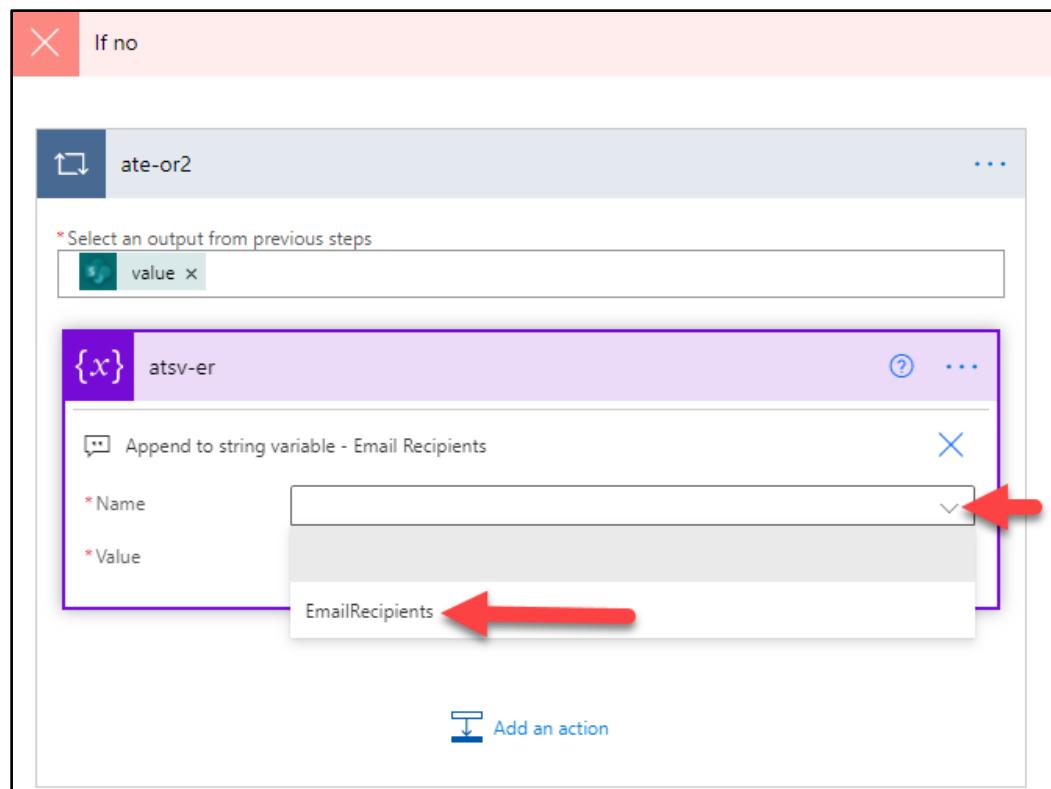
Select the **ellipsis ...** then **Rename**. Rename to **atsv-er**



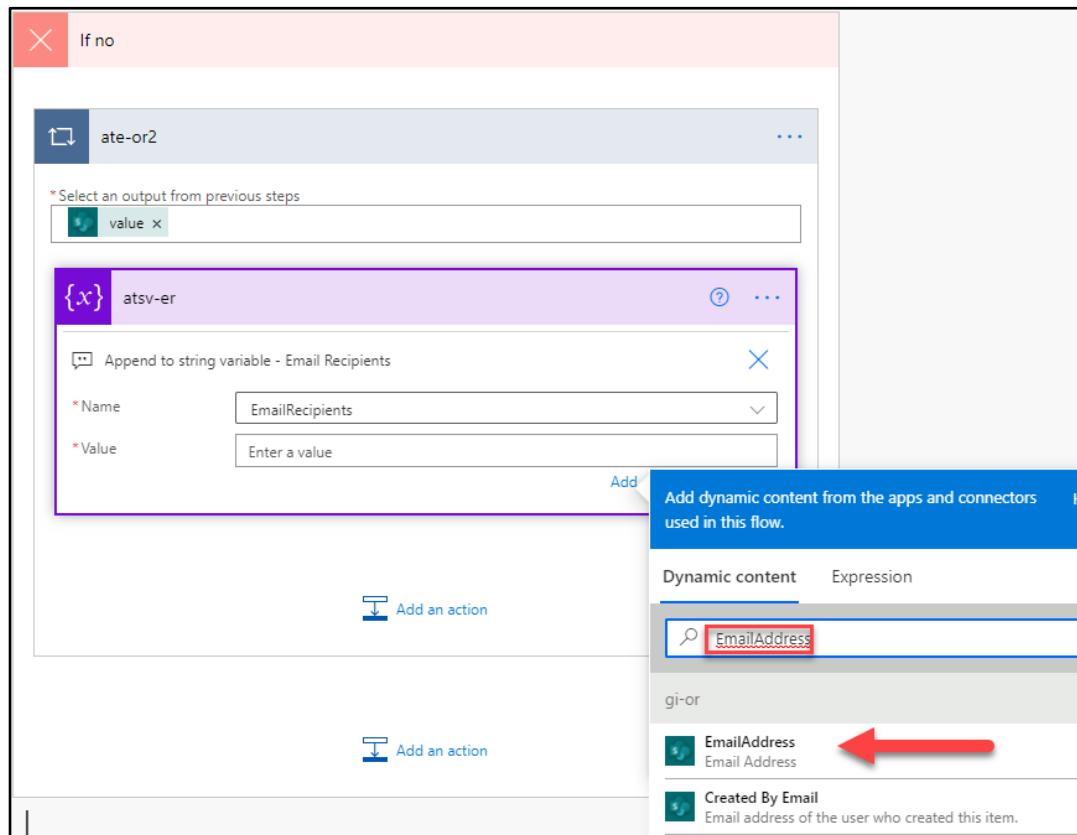
Select the **ellipsis ...** then **Add a comment**. Make the field **Append to string variable – EmailRecipients**



Select the **Name** field, then **EmailRecipients** in the results that appear



Select the **Value** field and select **EmailAddress** under **gi-or** from the dynamic content that appears on the right.

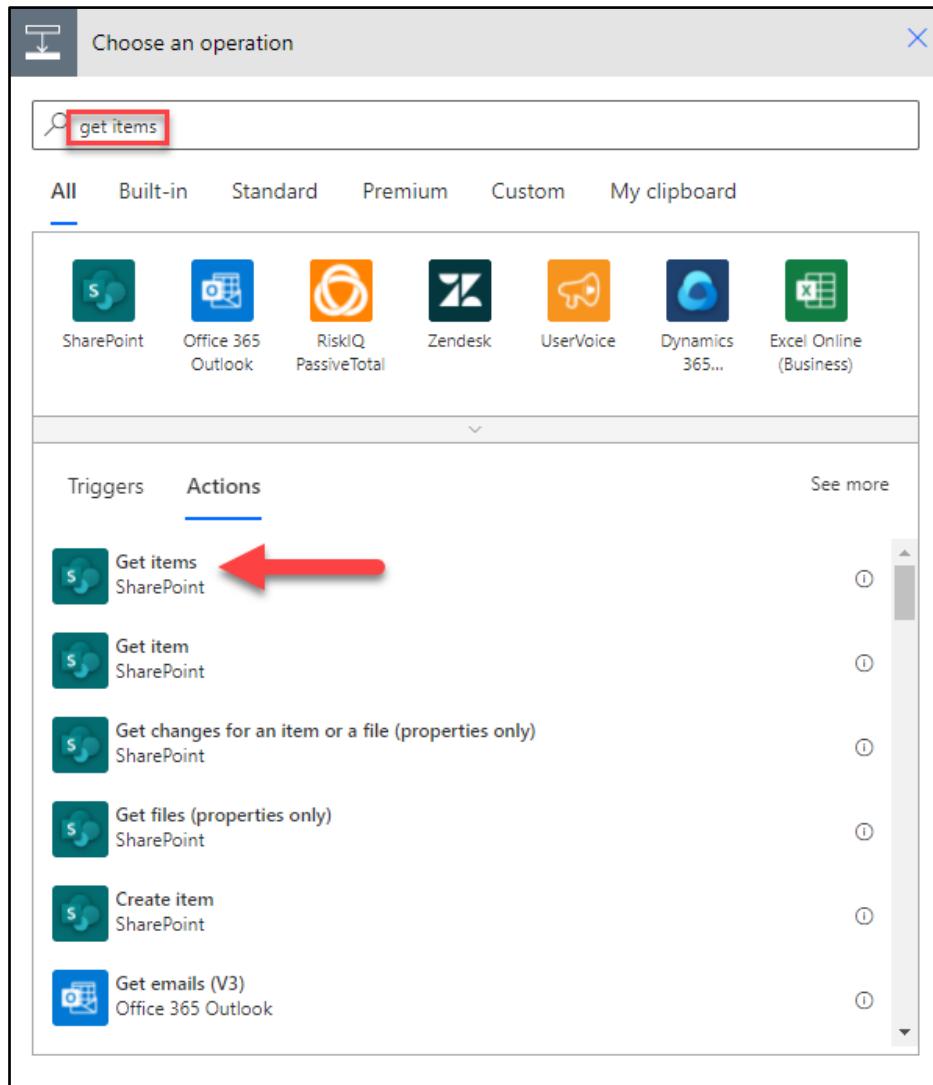


Next is to get items from the Order Details

Click on **+ New Step**

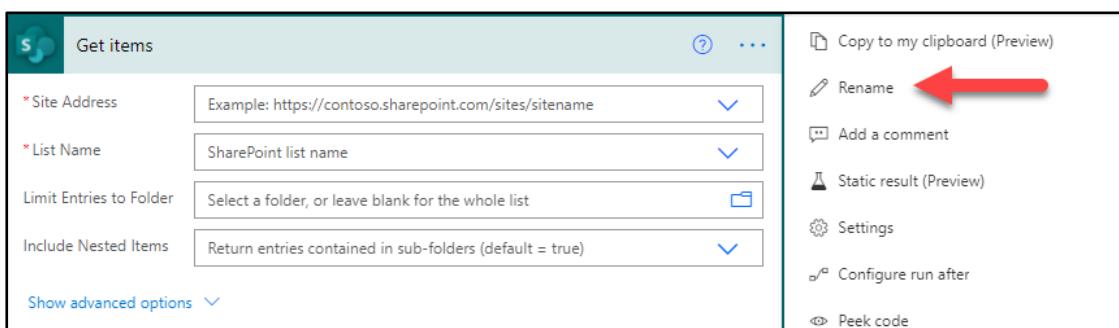
Search for **get items** and then select **Get items - SharePoint** from the actions below

1.

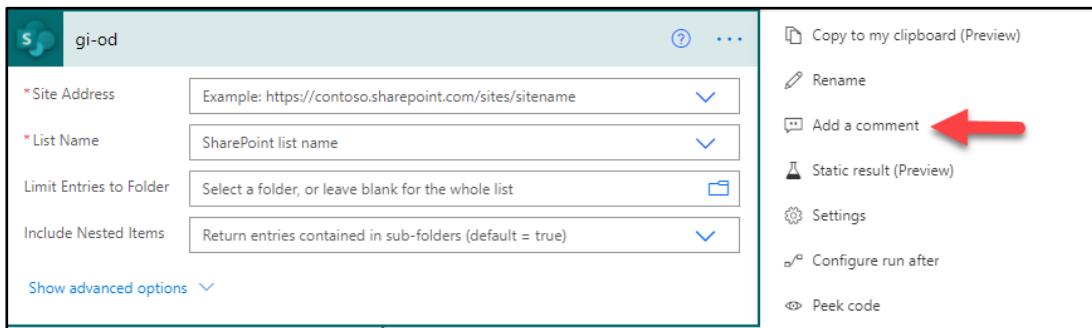


2.

Select the **ellipsis ...** then **Rename**. Rename **Get items** to **gi-od**



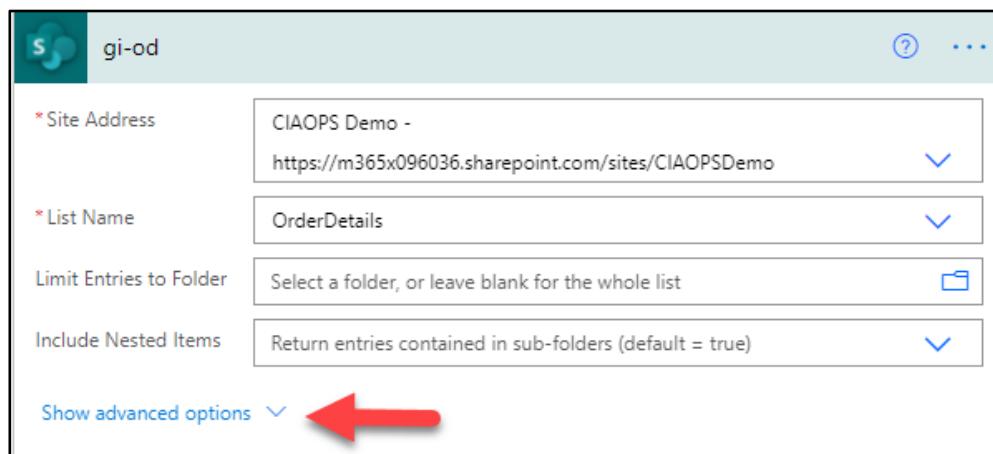
Select the **ellipsis ...** then **Add a comment**. Enter **Get items – OrderDetails**



Select the **Site Address** field and select the SharePoint site where all the SharePoint Lists are located from the list that appears

Select the **List Name** field and select **OrderDetails** from the list that appears

Select the **Show advanced options** drop-down at the bottom of the box



Select the **Order By** field. Enter **Milk asc,Drink asc,Size desc,Sugar asc**



gi-od

?

...

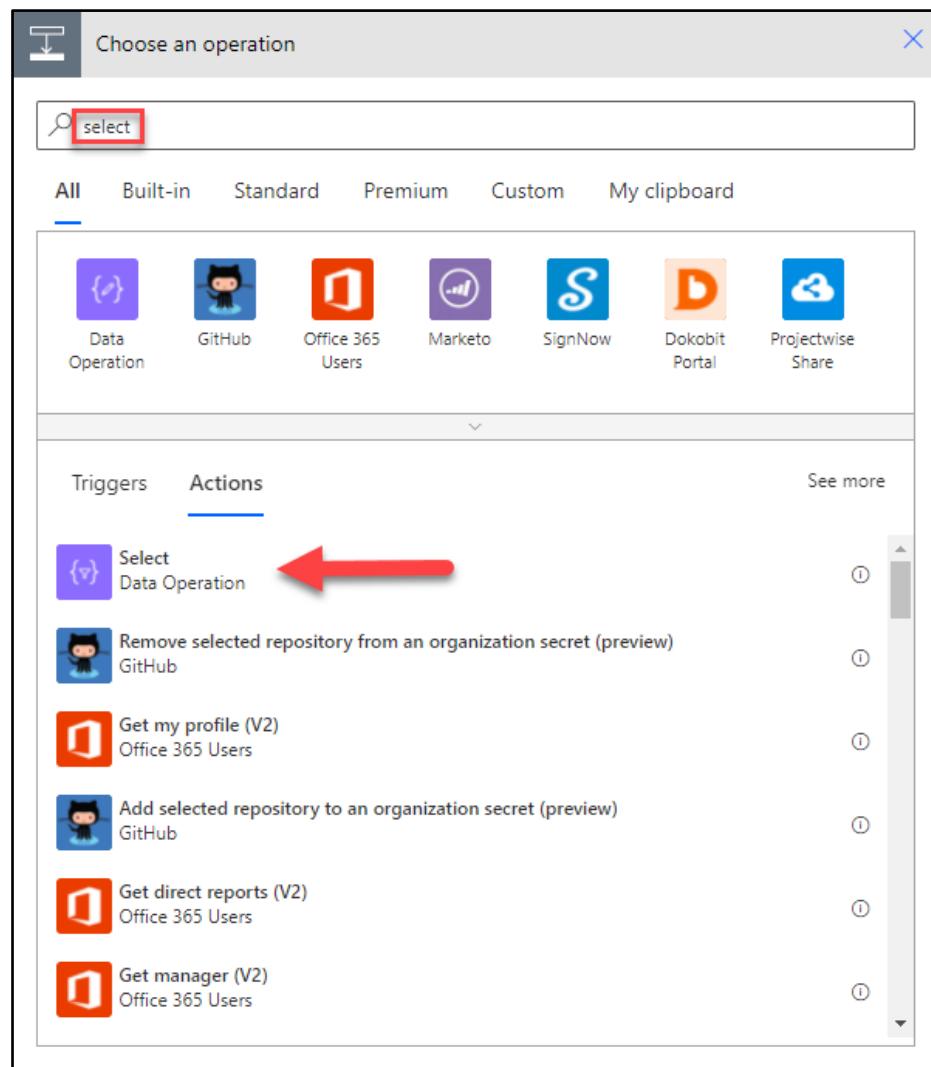
* Site Address	CIAOPS Demo - https://m365x096036.sharepoint.com/sites/CIAOPSDemo
* List Name	OrderDetails
Limit Entries to Folder	Select a folder, or leave blank for the whole list
Include Nested Items	Return entries contained in sub-folders (default = true)
Filter Query	An ODATA filter query to restrict the entries returned (e.g. stringColumn eq 'stri')
Order By	Milk asc,Drink asc,Size desc,Sugar asc
Top Count	Total number of entries to retrieve (default = all).
Limit Columns by View	Avoid column threshold issues by only using columns defined in a view

[Hide advanced options](#) ^

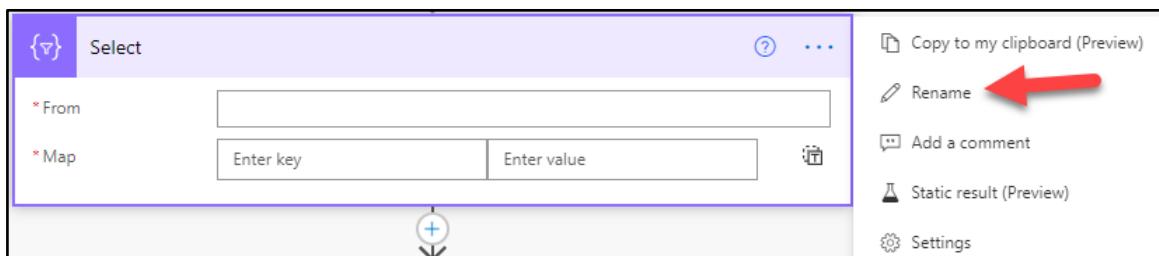
The next step is to select all the Order details

Click on **+ New Step**.

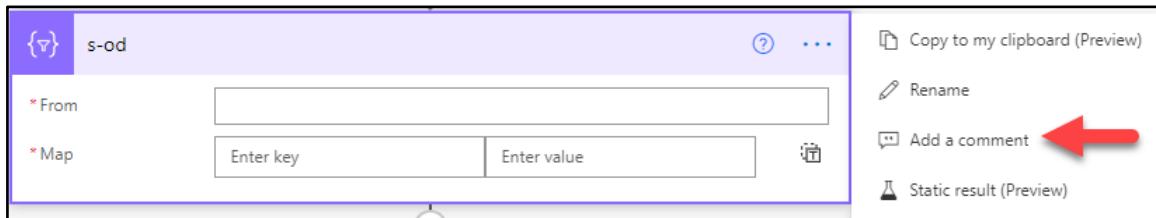
Search for **select** and click on **Select - Data Operation**



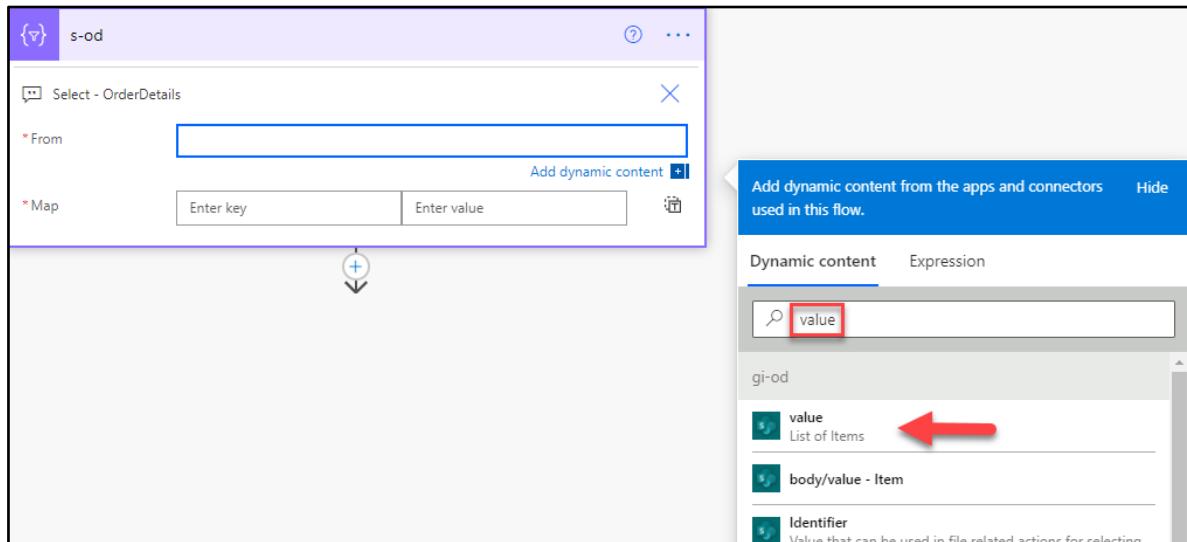
Select the **ellipsis ...** and then **Rename**. Enter **s-od**



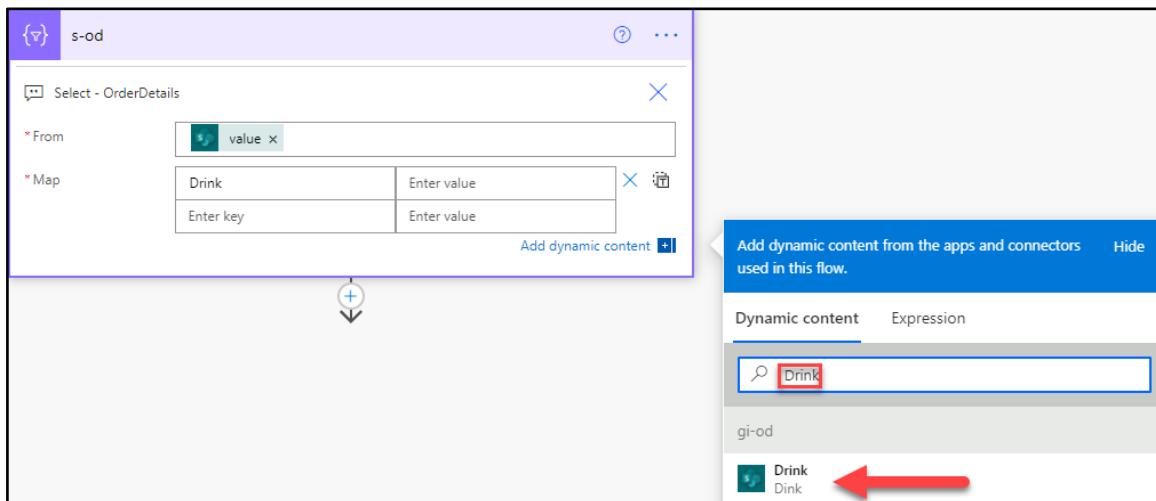
Select the **ellipsis ...** then **Add a comment**. Enter **Select – OrderDetails**



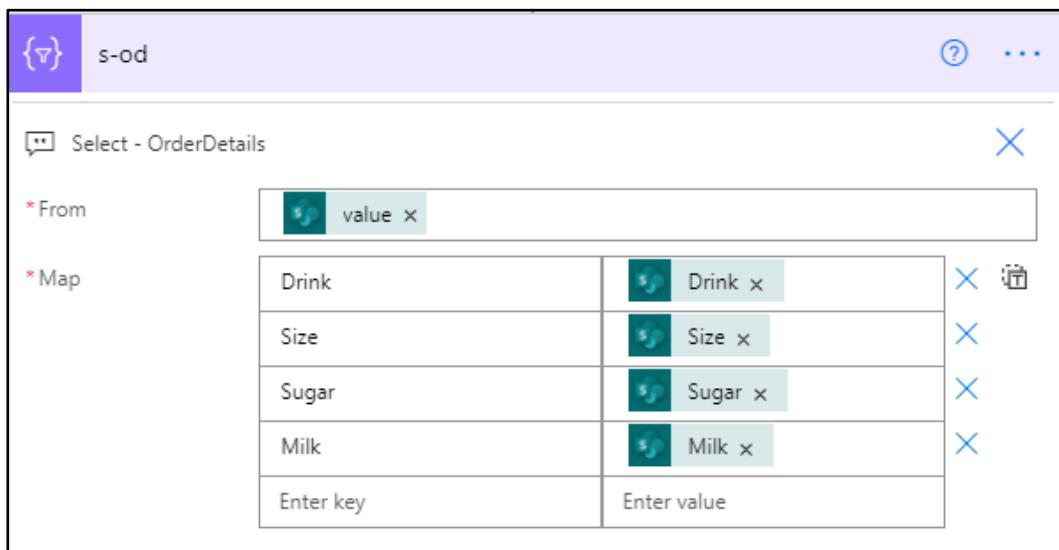
Select the **From** field and search for **Value**. Select the **Value** under **gi-od** from the dynamic menu on the right.



Select the **Enter key** field and type **Drink**. Click in the **Enter value** field and search for **Drink** in dynamic content and select **Drink** under **gi-od**.



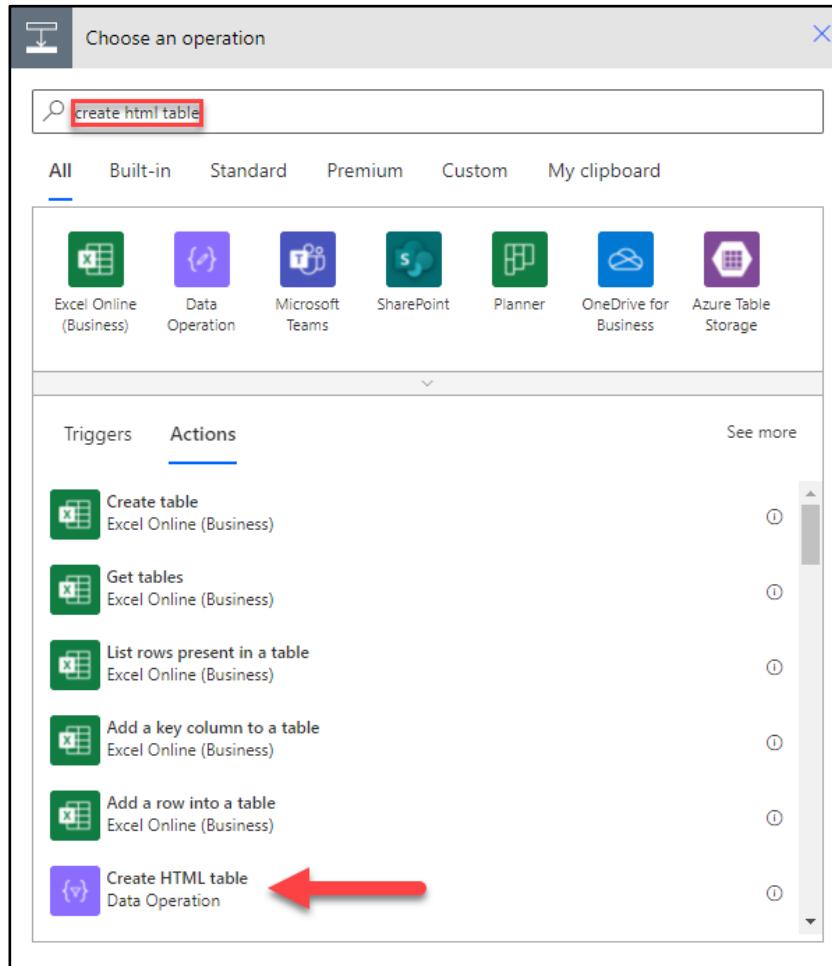
Repeat the previous step for **Size**, **Sugar** and **Milk**.



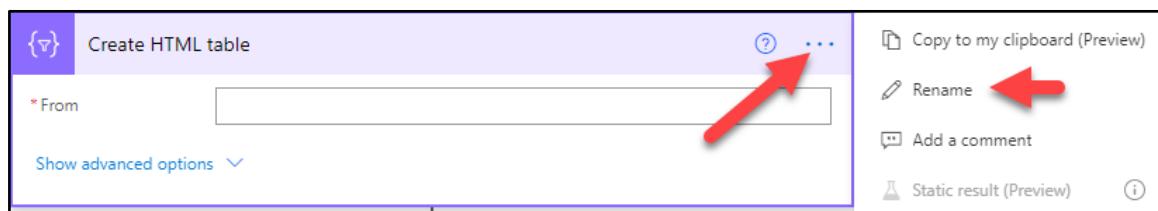
The next step is to create a HTML table for the email.

Click on **+ New Step**.

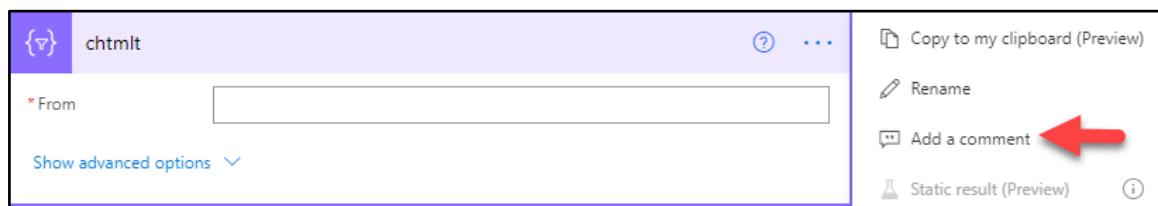
Search for **create html table** and click on **Create HTML table - Data Operation** from the Action list below.



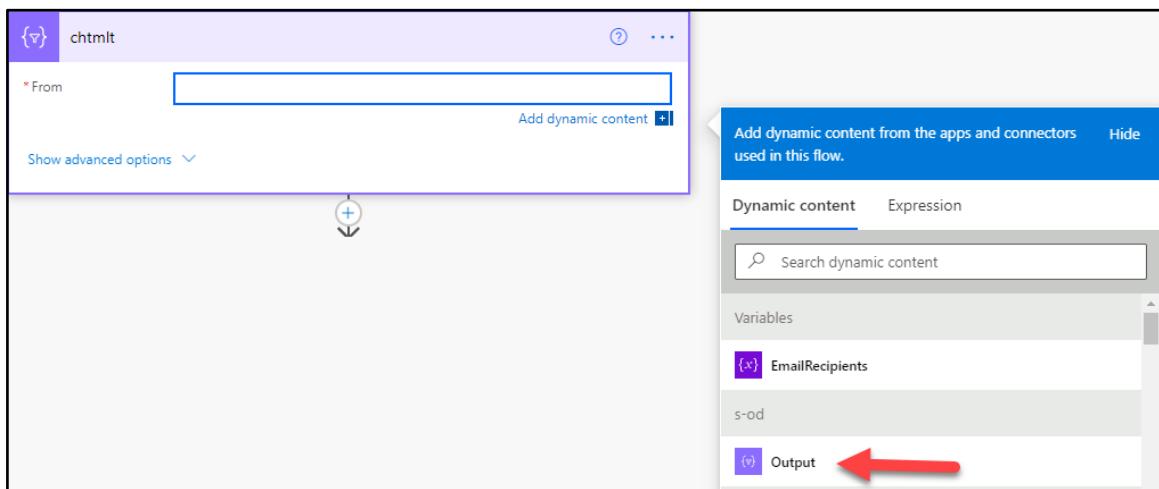
Select the **ellipsis ...** then **Rename**. Rename to **chtmlt**



Select the **ellipsis ...** then **Add a comment**. Enter **Create HTML table**



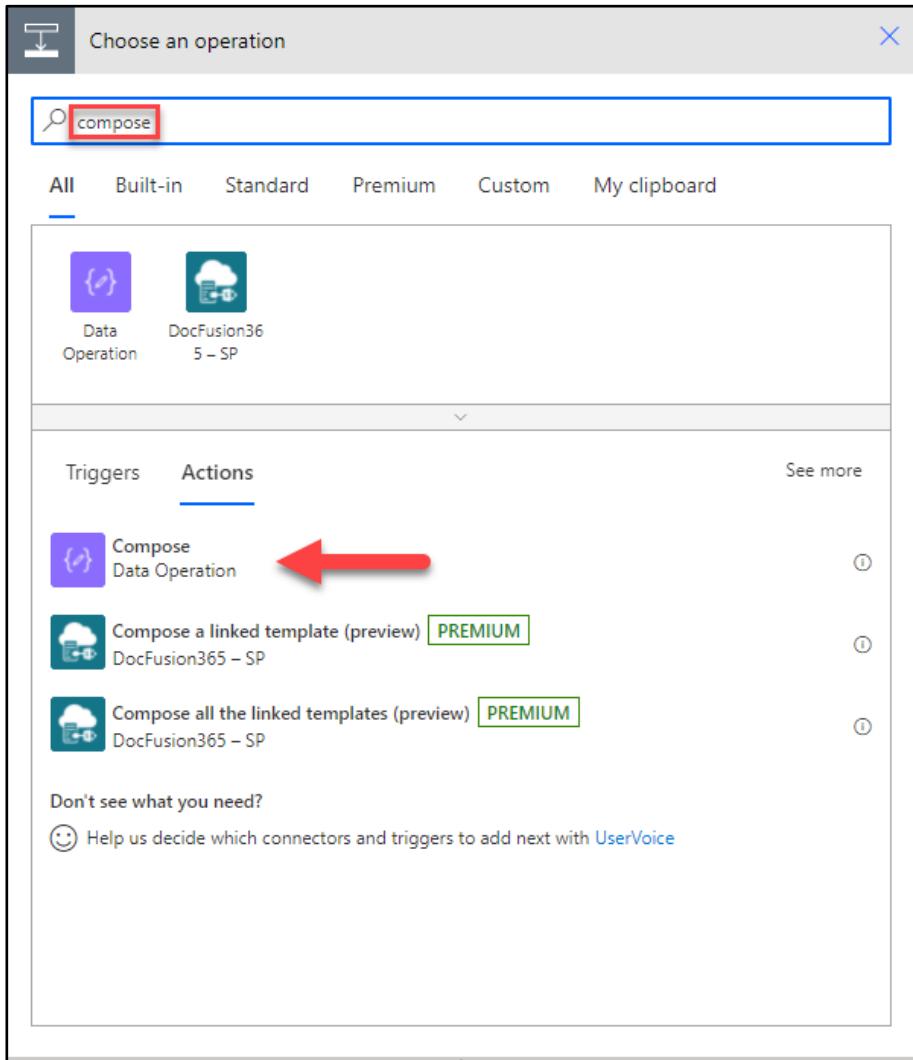
Select the **From** field and select **Output** under **s-od**



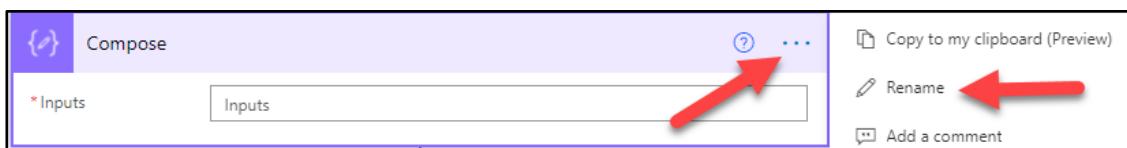
Next step is to compose the HTML Border for the email.

Click on **+ New Step**

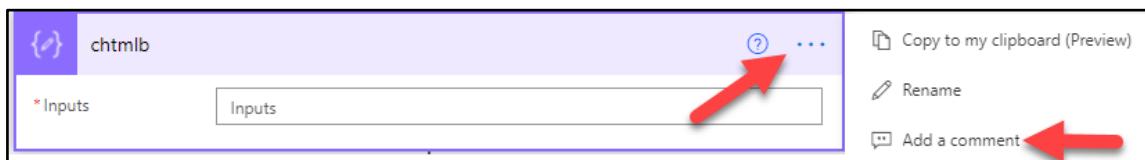
Search for **compose**. Select **Compose - Data Operation** in Actions results below



Select the **ellipsis ...** then **Rename**. Rename to **chtmlb**



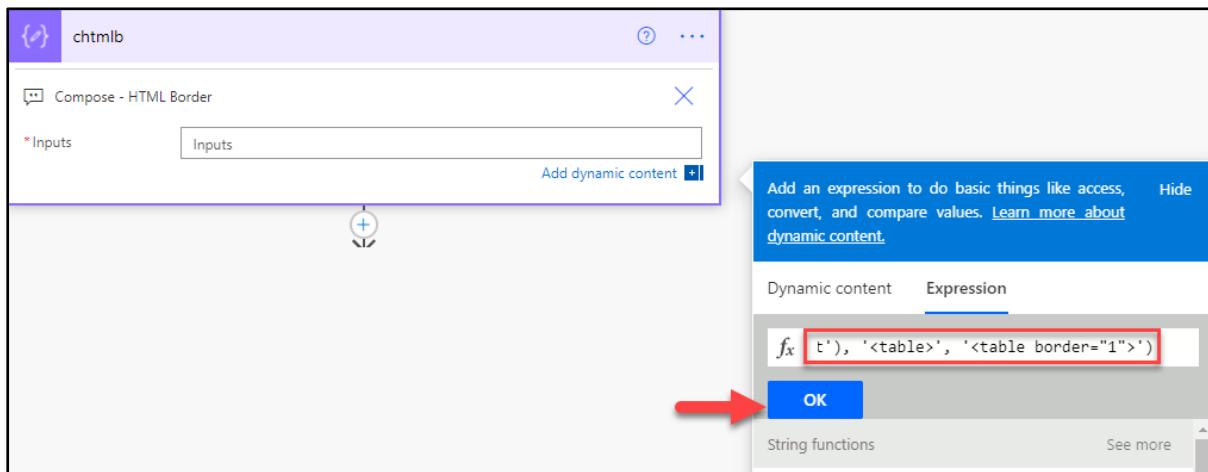
Select the **ellipsis ...** then **Add a comment**. Enter **Compose - HTML Border**



Select the **Inputs** field. Select **Expression**. After fx enter the following formula:

```
replace(body('chtmlIt'), '<table>', '<table border="1">')
```

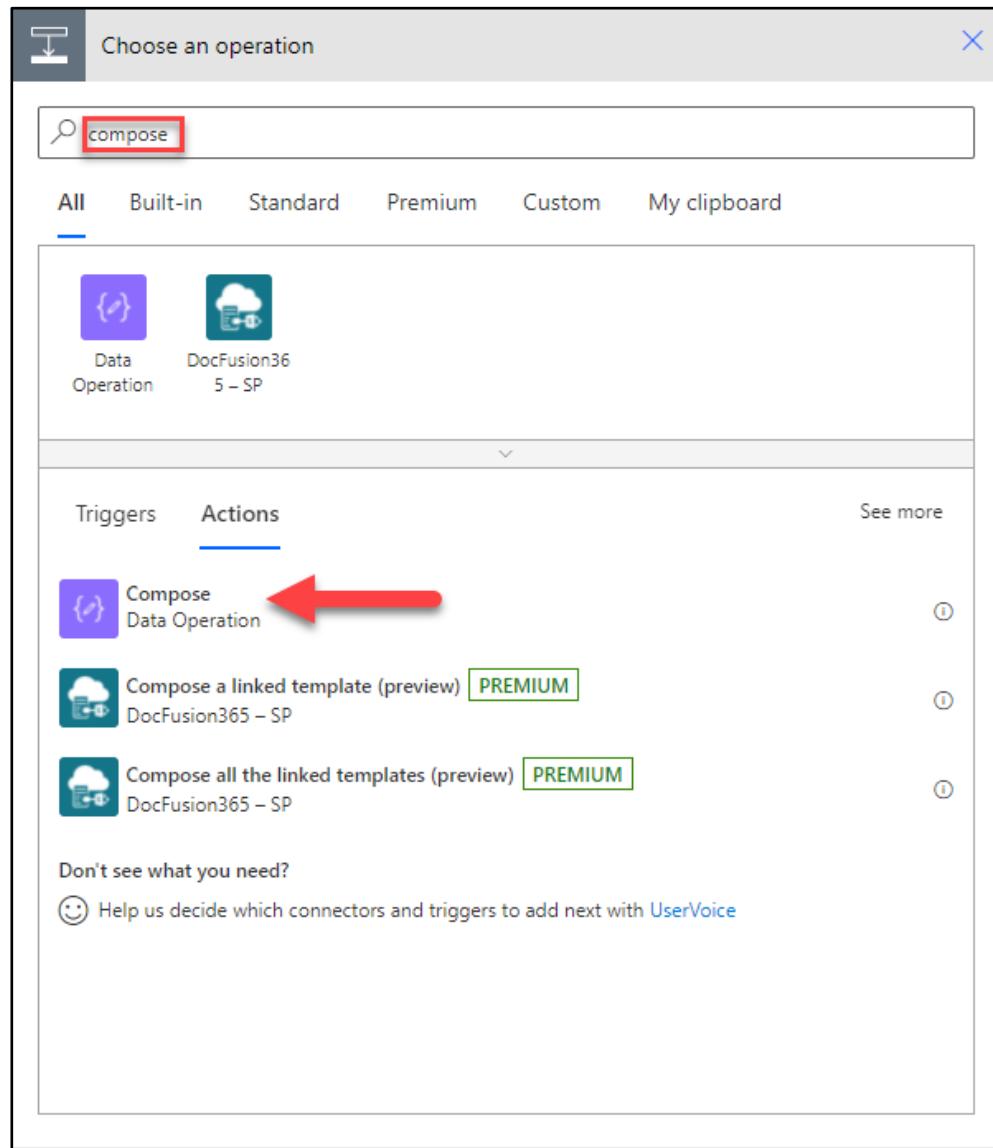
Then click **OK**.



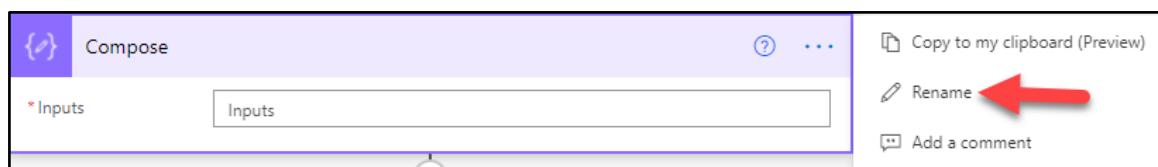
Next step is to compose the padding in the HTML for the email.

Click on **+ New Step**.

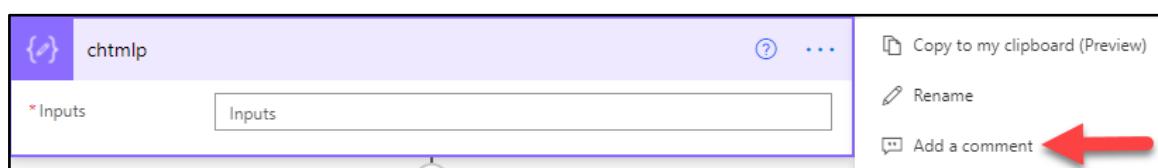
Search for **compose** and then select **Compose - Data Operation**.



Select the **ellipsis ...** then **Rename**. Rename to **chtmp**



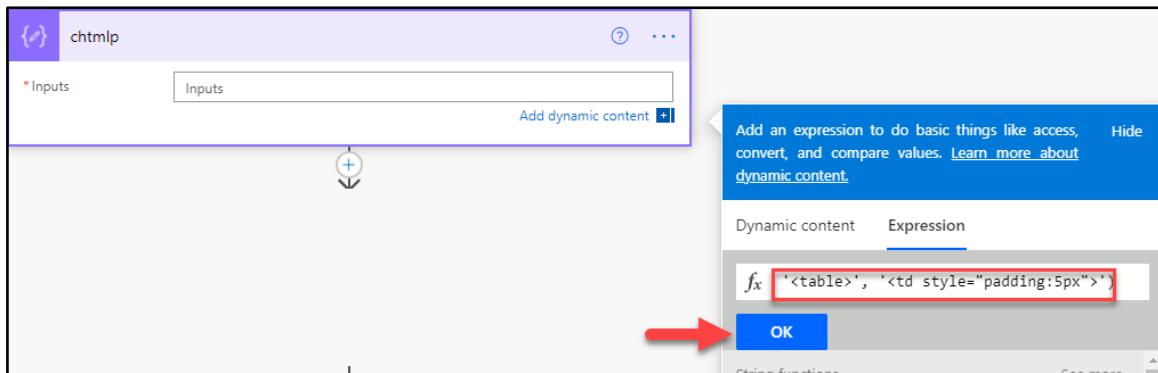
Select the **ellipsis ...** then **Add a comment**. Enter **Compose – HTML padding**



Select the **Inputs** field then **Expression**. After fx enter the following:

```
replace(outputs('chtmlb'), '<table>', '<td style="padding:5px">')
```

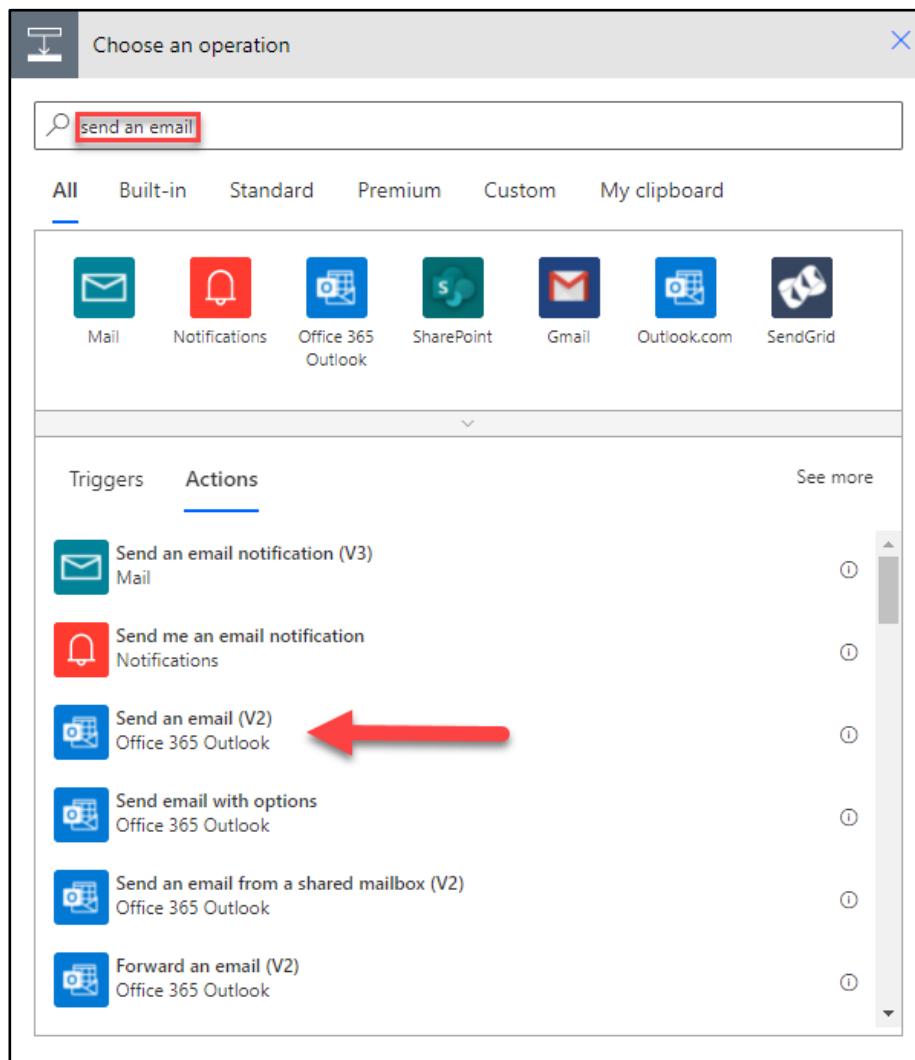
Then press **OK**



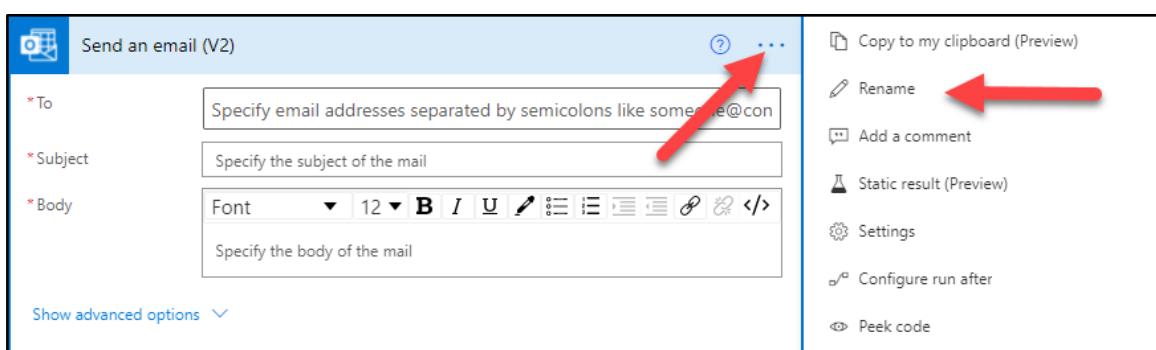
The final step in this Flow is to send an email to the order recipients with their order.

Click on **+ New Step**

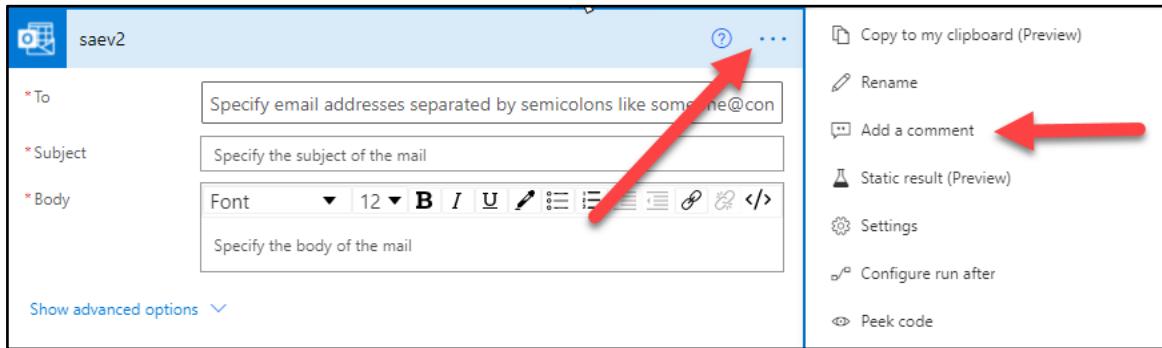
Search for **Send an email** and click on **Send an email (V2) - Office 365 Outlook**



Select the **ellipsis ...** then **Rename**. Rename to **saev2**

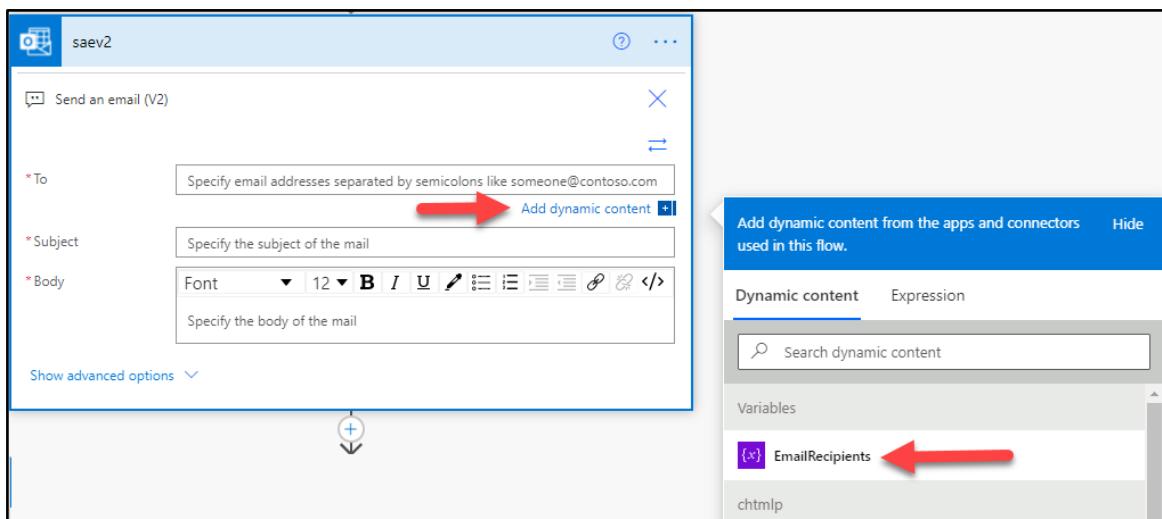


Select the **Ellipsis ...** then **Add a comment**. Enter **Send an email (V2)**



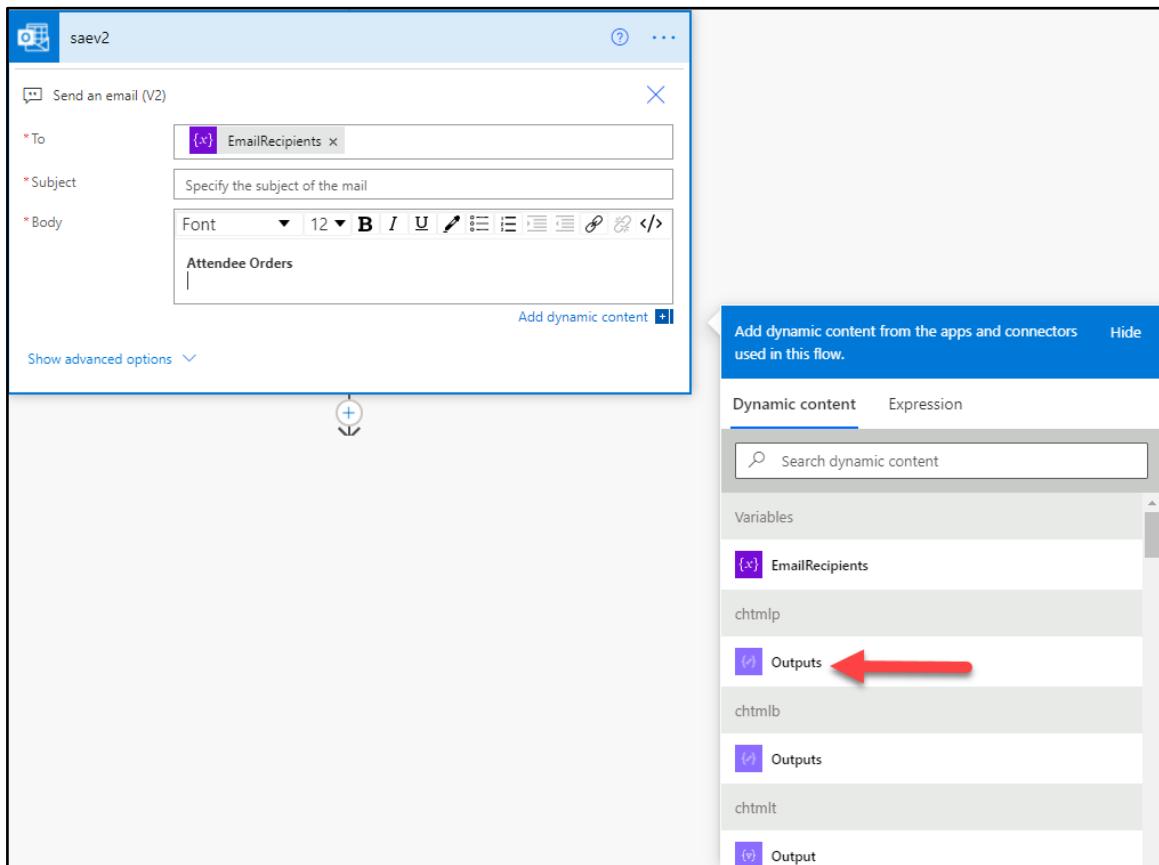
Select the **To** field.

Select **EmailRecipients** under **Variables** from the dynamic content on the right.



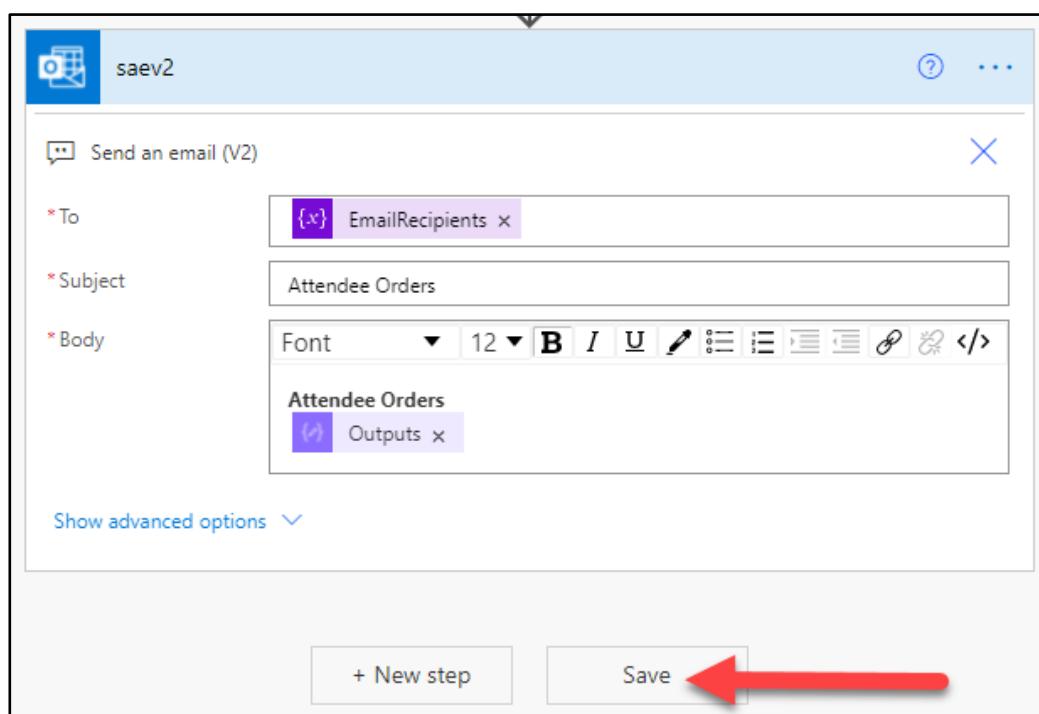
In the **Body** field enter **Attendee Orders** in bold font.

On the second line of the body click on **Outputs** under **chtmlp** from the dynamic content on the right



Select the **Subject** field and type **Attendee Orders**

Select the **Save** button at the bottom



6. 03-DeleteOrderDetails-FormEmailYes

Instant Cloud Flow (Triggered Manually)

The **03-DeleteOrderDetails-FormEmailYes** flow is an instant cloud flow that is **manually** triggered when the user presses a **Button**, typically from the Flow app on a mobile device.

When the button is pressed the following steps are run.

1. Get each item from the **OrderDetails** SharePoint list and delete them.
2. Update the **State** field to **Yes** where the **Setting** field equals **FormResponse** on the **OrderSettings** SharePoint List.

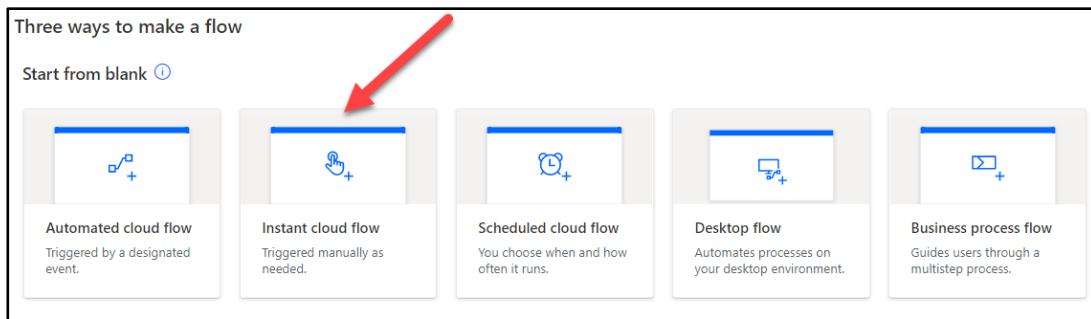
Step 1 : Create the flow

Log into your Microsoft 365 Portal.

Goto <http://flow.microsoft.com/>

Click the **Create** button from the left menu.

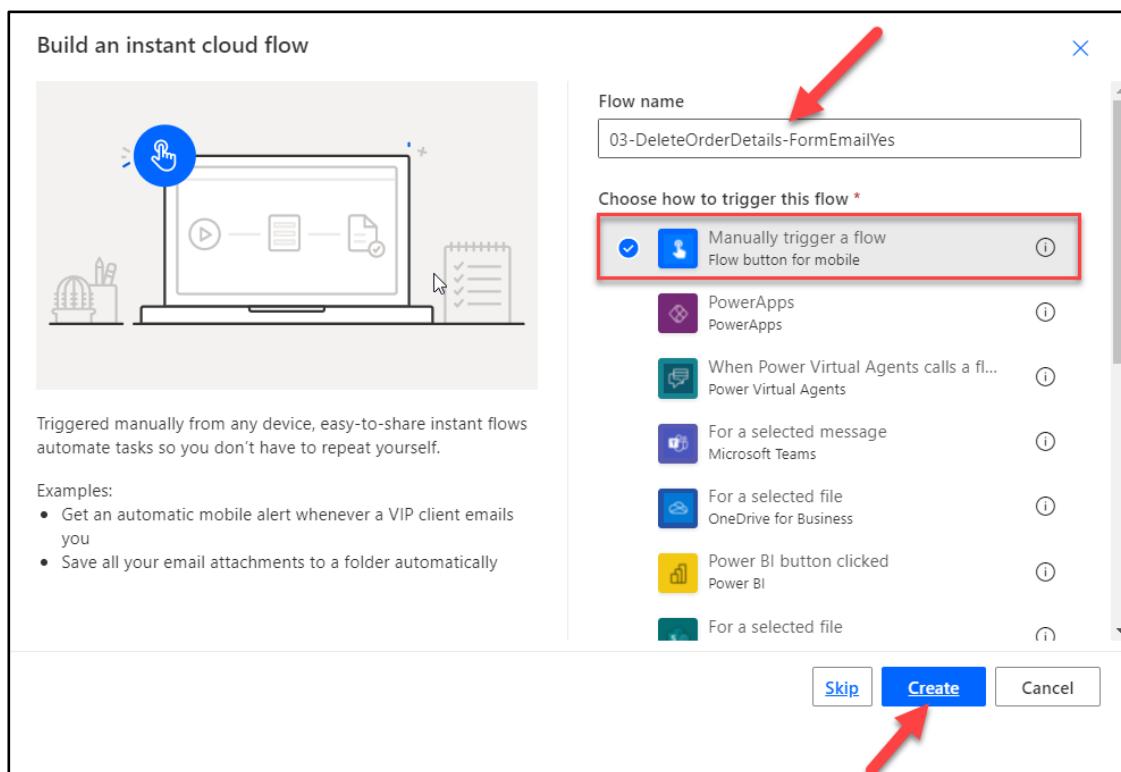
Click the **Instant cloud flow** button under the **Start from blank** heading.



Name the flow **03-DeleteOrderDetails-FormEmailYes**

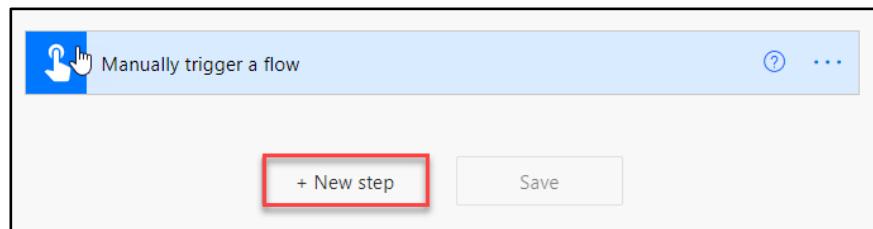
Select **Manually trigger a flow** option below

Press the **Create** button



Step 2 : Setup the Flow Steps.

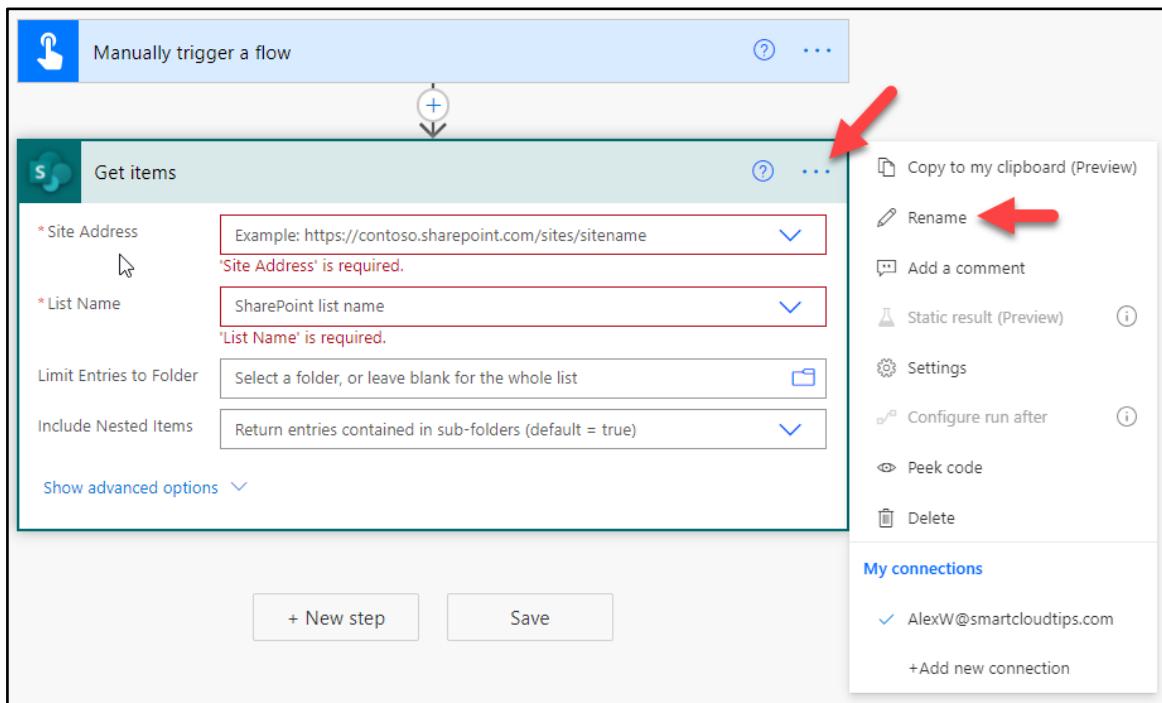
Press **New Step** button to create the first action.



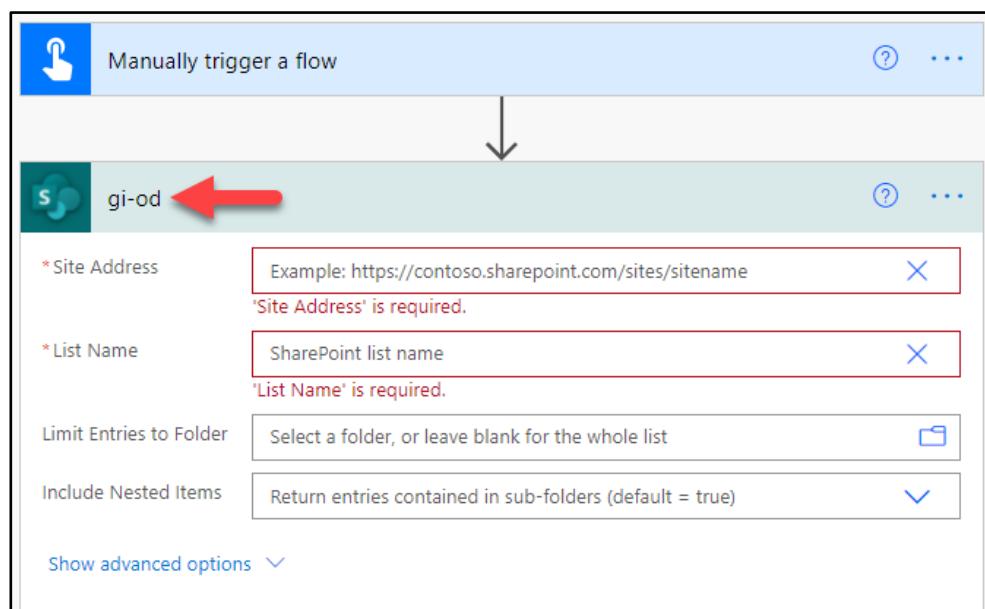
Search for **SharePoint Get Items** by typing **SharePoint Get Items** in the search field and selecting **Get Items - SharePoint** from the list below.

A screenshot of the Microsoft Flow 'Choose an operation' dialog. The search bar at the top contains 'SharePoint Get Items' (highlighted with a red box). Below the search bar are tabs: All, Built-in, Standard, Premium, Custom, and My clipboard. Under the 'Actions' tab, there is a list of actions. A red arrow points to the first action in the list: 'Get items' under the 'SharePoint' category. Other actions listed include 'Get files (properties only)', 'Set content approval status', 'Get item', 'Get changes for an item or a file (properties only)', and 'Get attachments'.

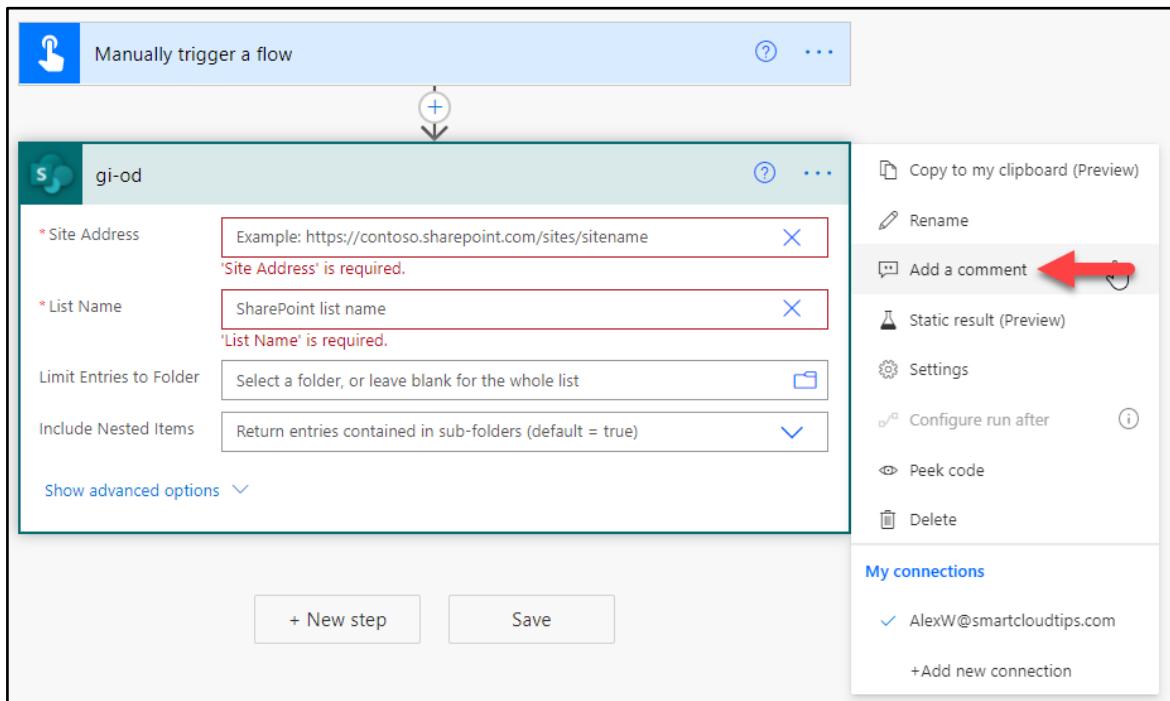
Click the **ellipsis ...** and select **Rename** from the menu.



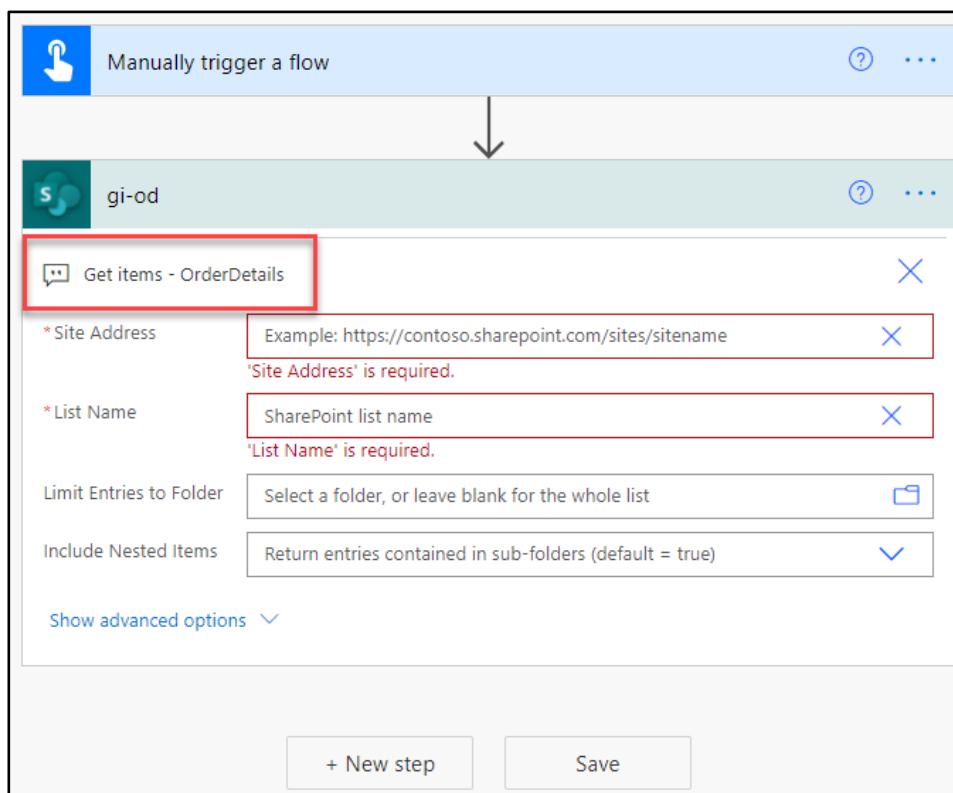
Rename **Get items** to **gi-od**



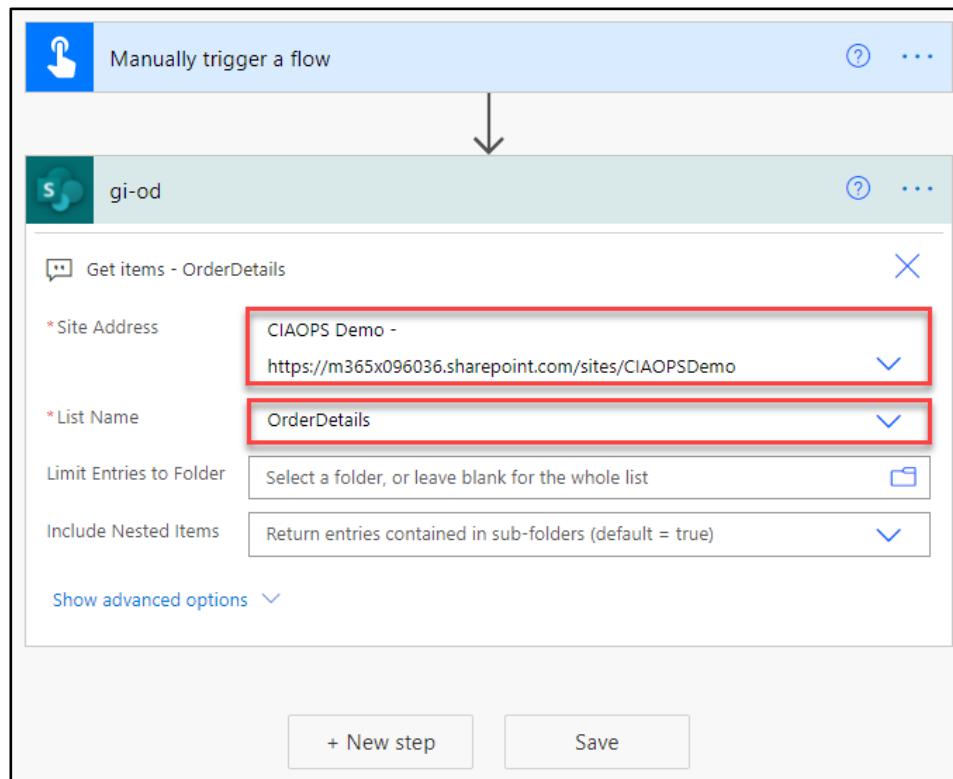
Click the ellipsis ... then **Add a comment** from the menu that appears.



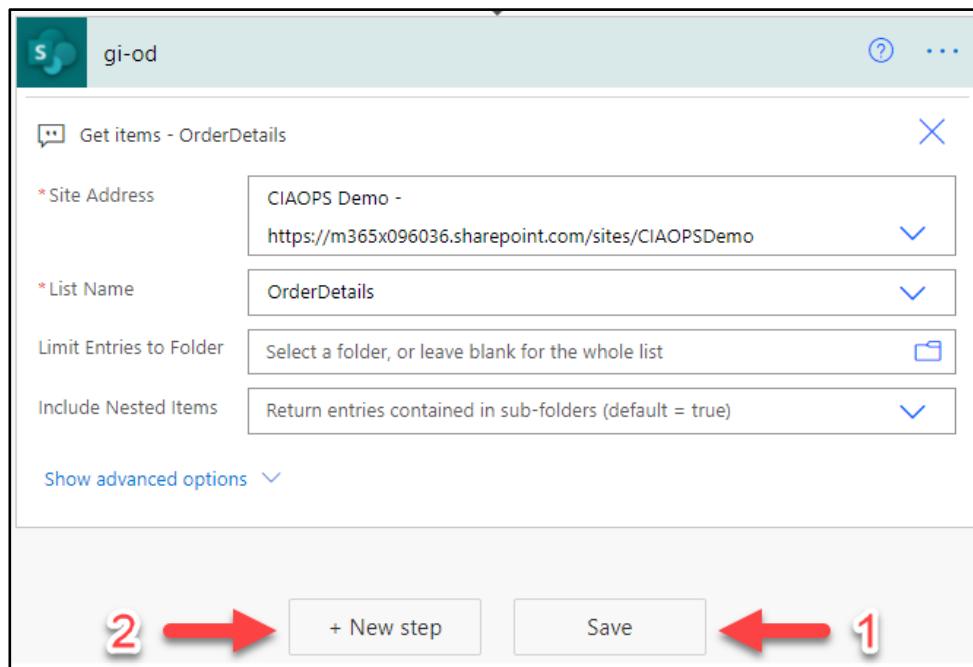
Add the comment **Get items - OrderDetails**



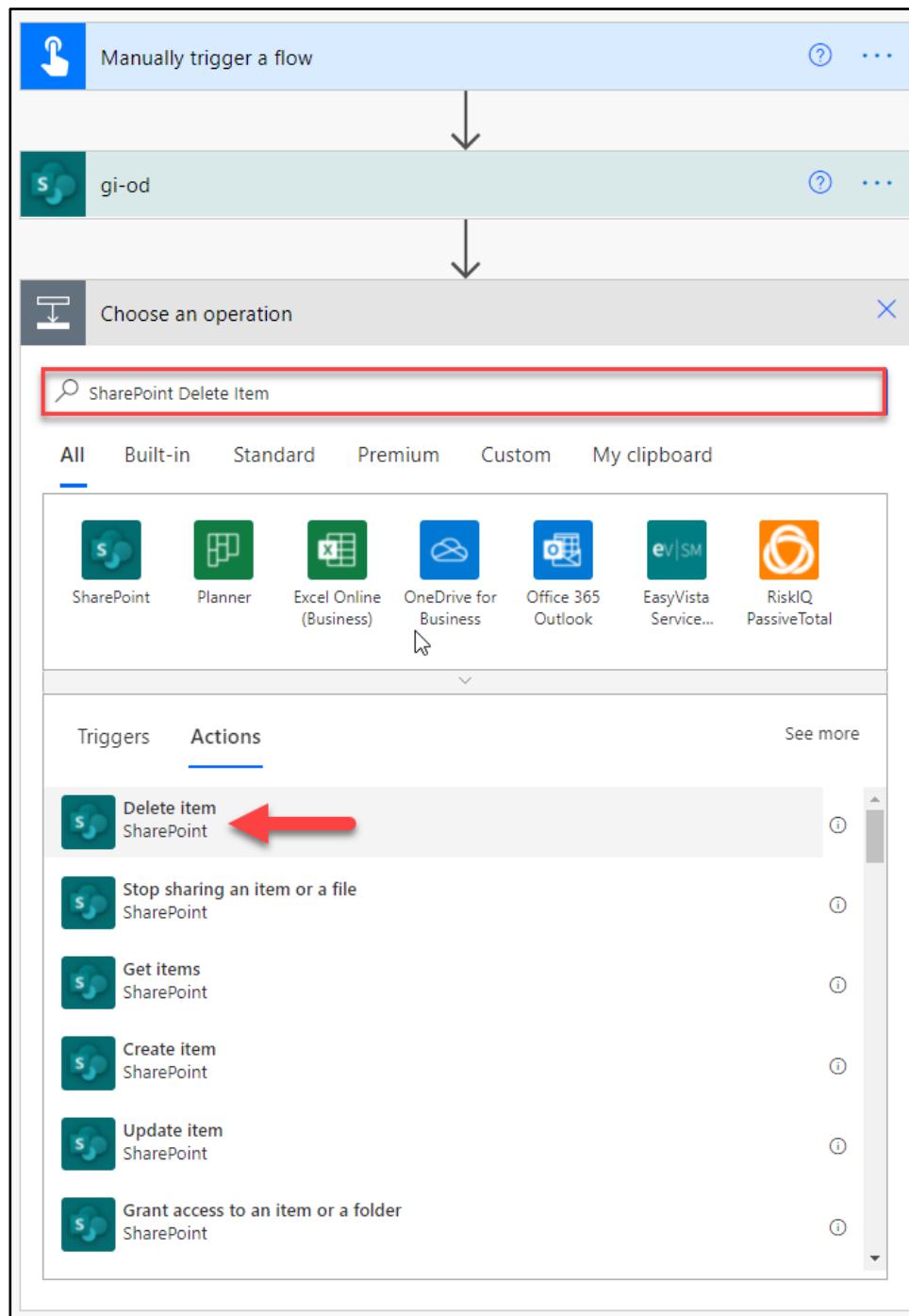
Select the SharePoint Site URL and List **OrderDetails** in the **Site Address** and **List Name** fields.



Press the **Save** Button, then the **New step** button.



Search for **SharePoint Delete Item (SharePoint)** by typing **SharePoint Delete Item** in the search field and select **Delete Item - SharePoint** from the list below.



Click the **ellipsis ...** and select **Rename** from the menu.

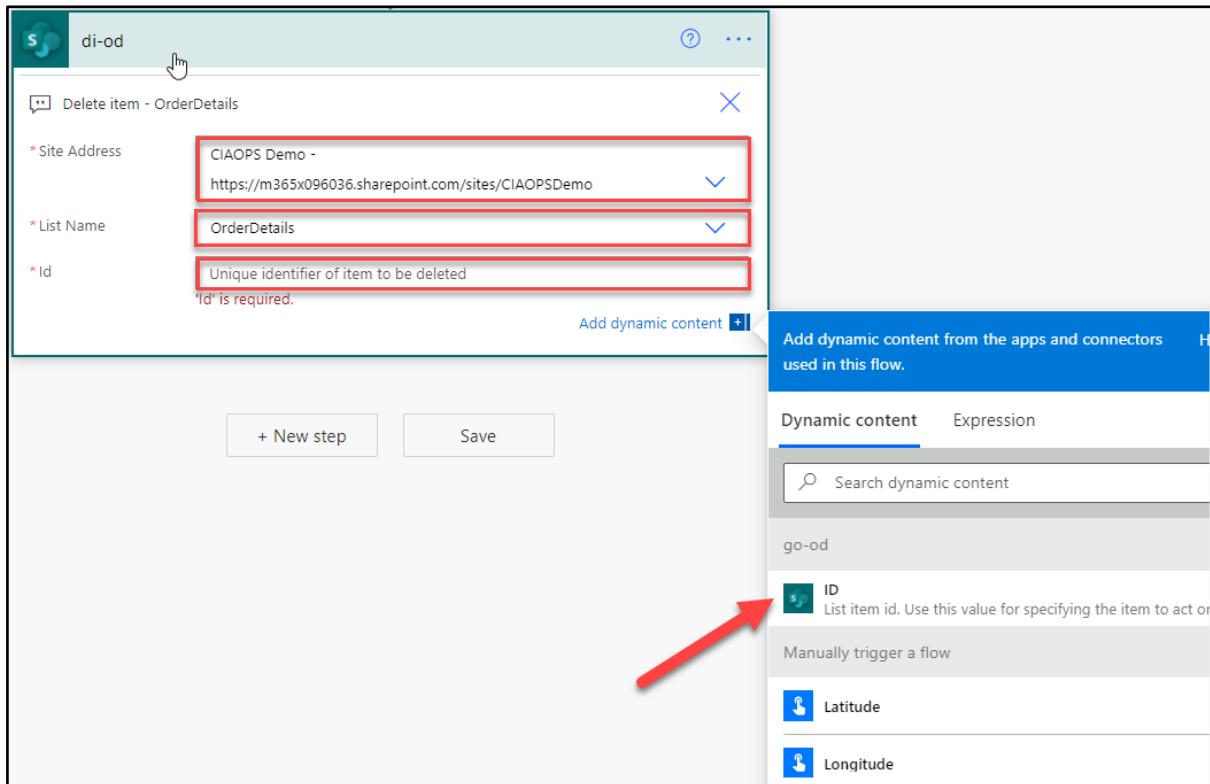
Rename **Get items** to **di-od**

Click the **ellipsis ...** then **Add a comment** from the menu.

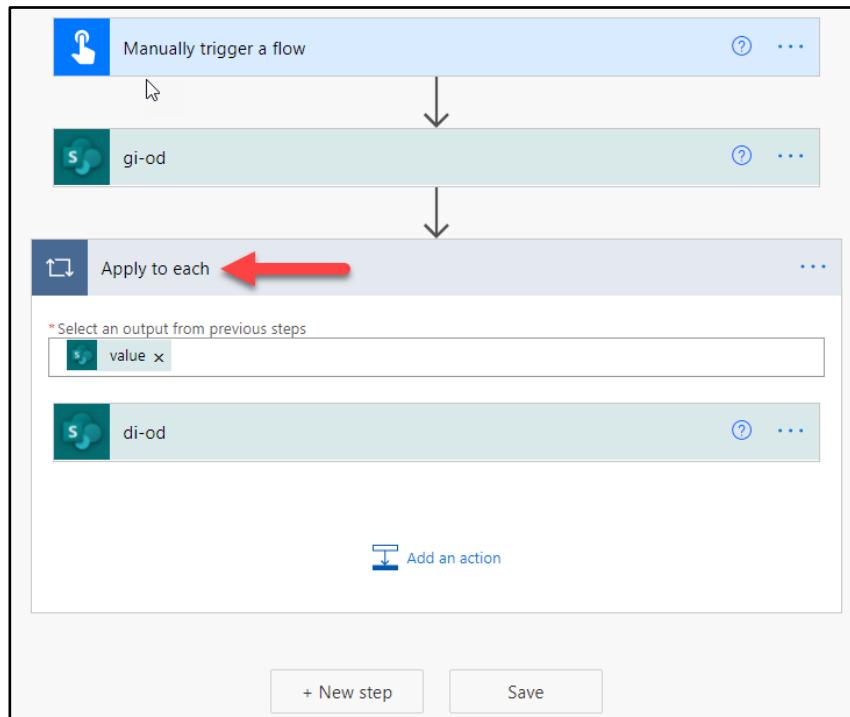
Add the comment **Delete item – OrderDetails**

Select your SharePoint Site Address and SharePoint List **OrderDetails** from the respective drop down lists, **Site Address** and **List Name**

Click in the **Id** field and select **ID** under **gi-od** from the Dynamic content on the right.



Once the **ID** has been selected, an **Apply to each** step is **automatically** inserted into the flow.



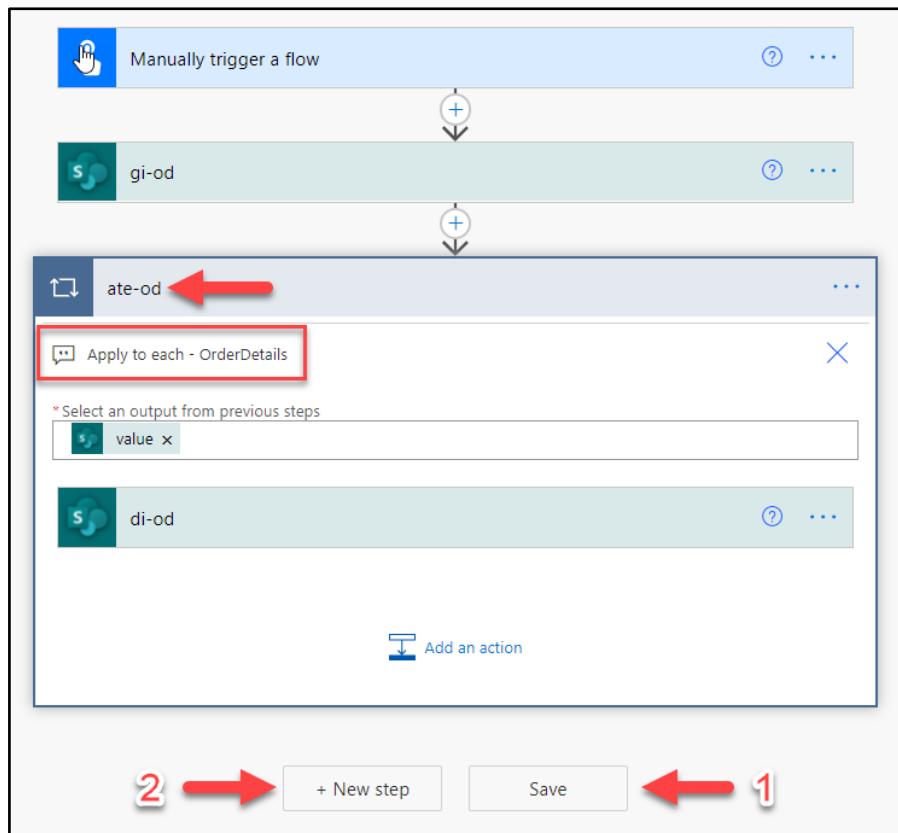
Select the **ellipsis ...** then **Rename** from the menu.

Rename the **Apply to each** to **ate-od**

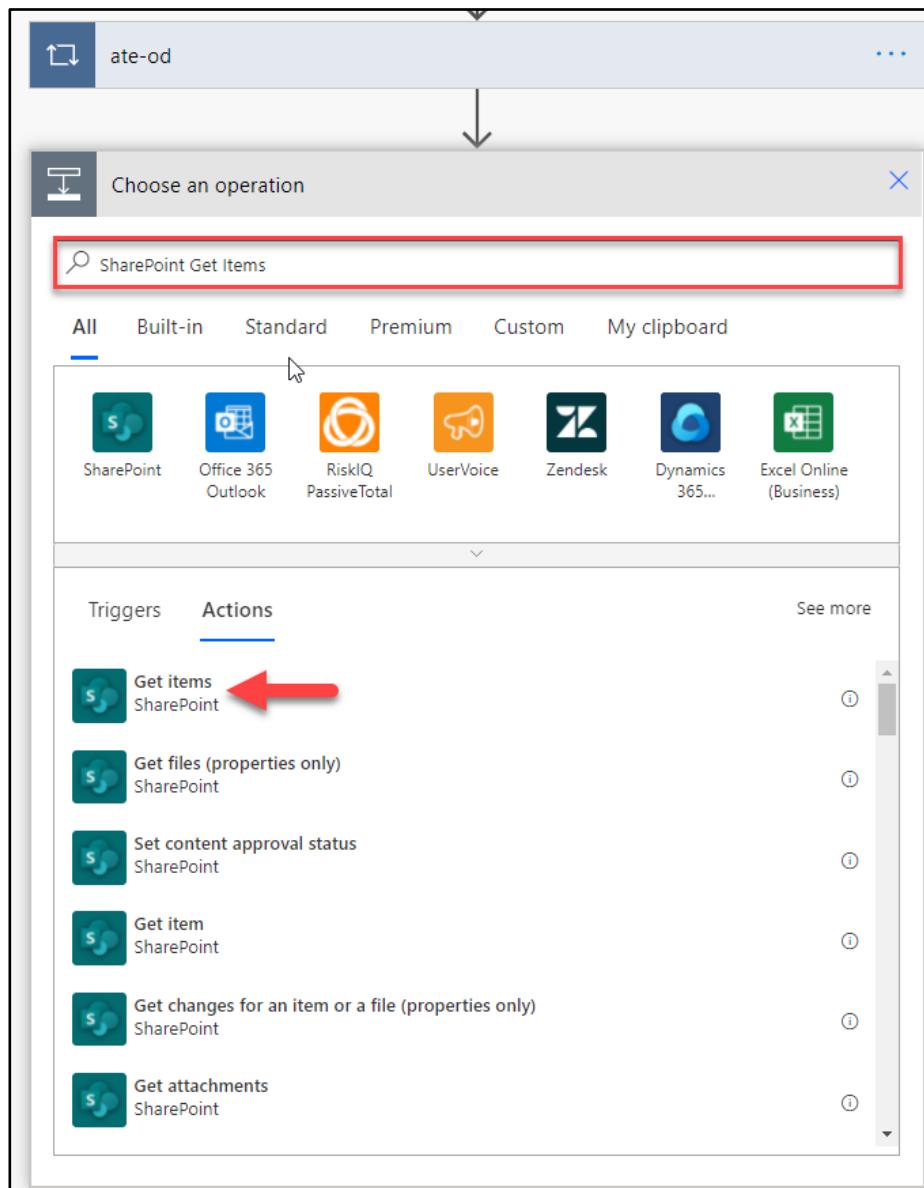
Select the **Ellipsis ...** then **Add a comment** from the menu.

Add the comment **Apply to each – OrderDetails**

Press the **Save** Button, then the **New step** Button.



Search for **SharePoint Get Items (SharePoint)** by entering **SharePoint Get Items** in the search field and selecting **Get items – SharePoint** from the list.



Select the **ellipsis ...** then **Rename** from the menu.

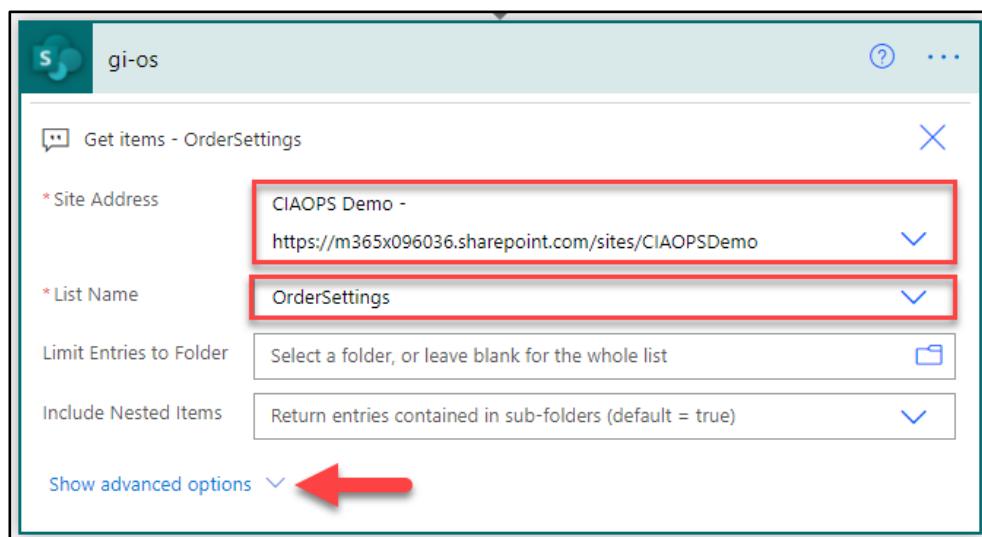
Rename Get items to gi-os

Select the **ellipsis ...** then **Add a comment** from the menu.

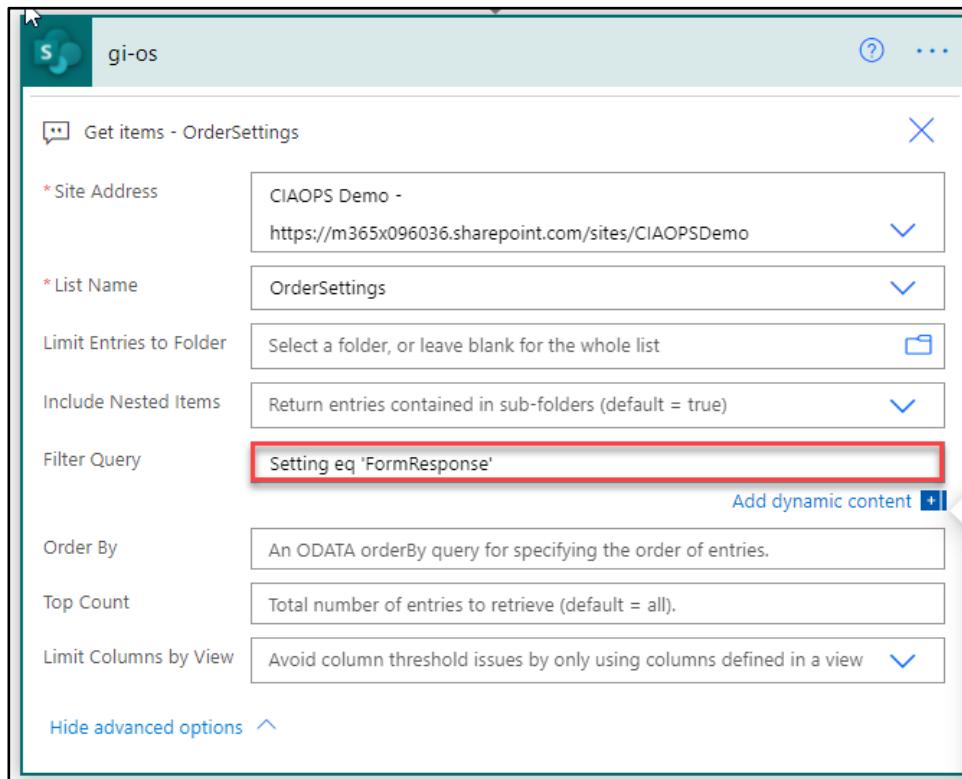
Add the comment Get Items – OrderSettings

Select your SharePoint Site URL and the list **OrderSettings** from the respective drop down lists, **Site Address** and **List Name** fields.

Select **show advanced options** at the bottom of the box.



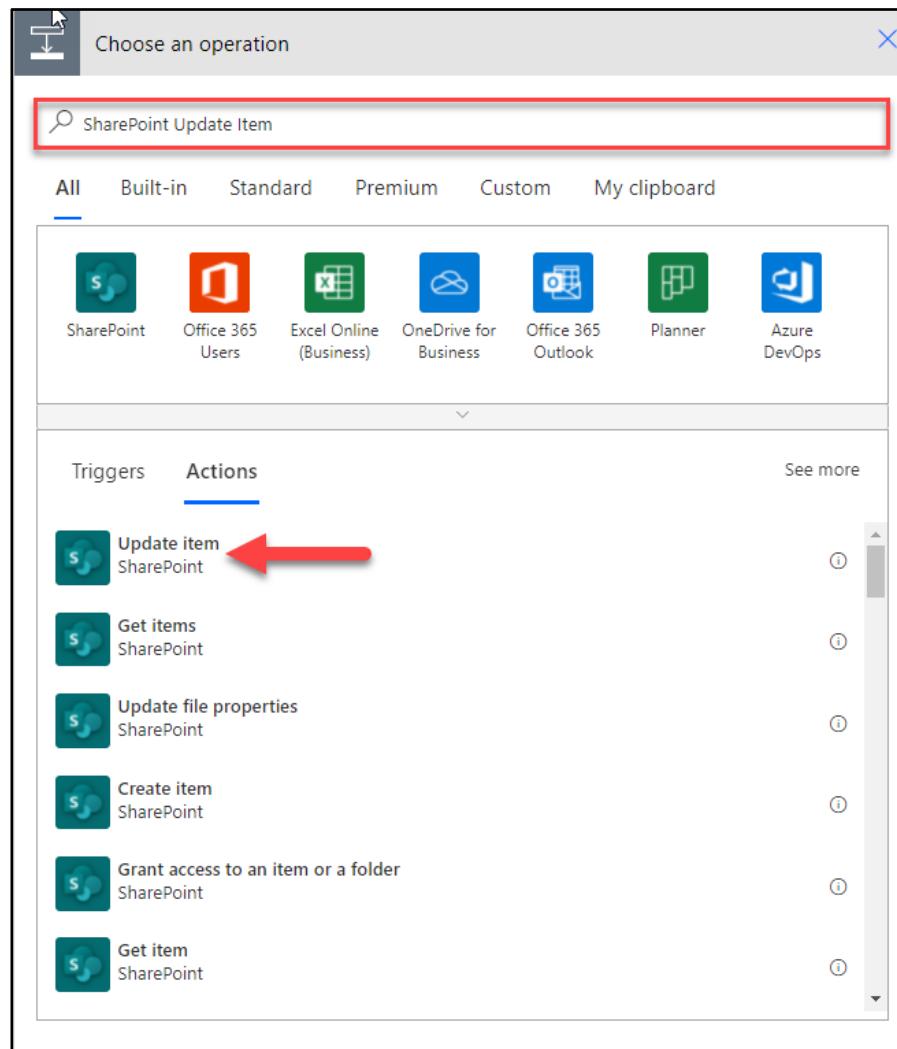
Enter **Setting eq 'FormResponse'** into the **Filter Query** field.



Press the **Save** Button, then the **New step** Button.



Search for **SharePoint Update Items (SharePoint)** by entering **SharePoint Update Item** in the search field and select **Update item – SharePoint** within the list.



Select the **ellipsis ...** then **Rename** from the menu.

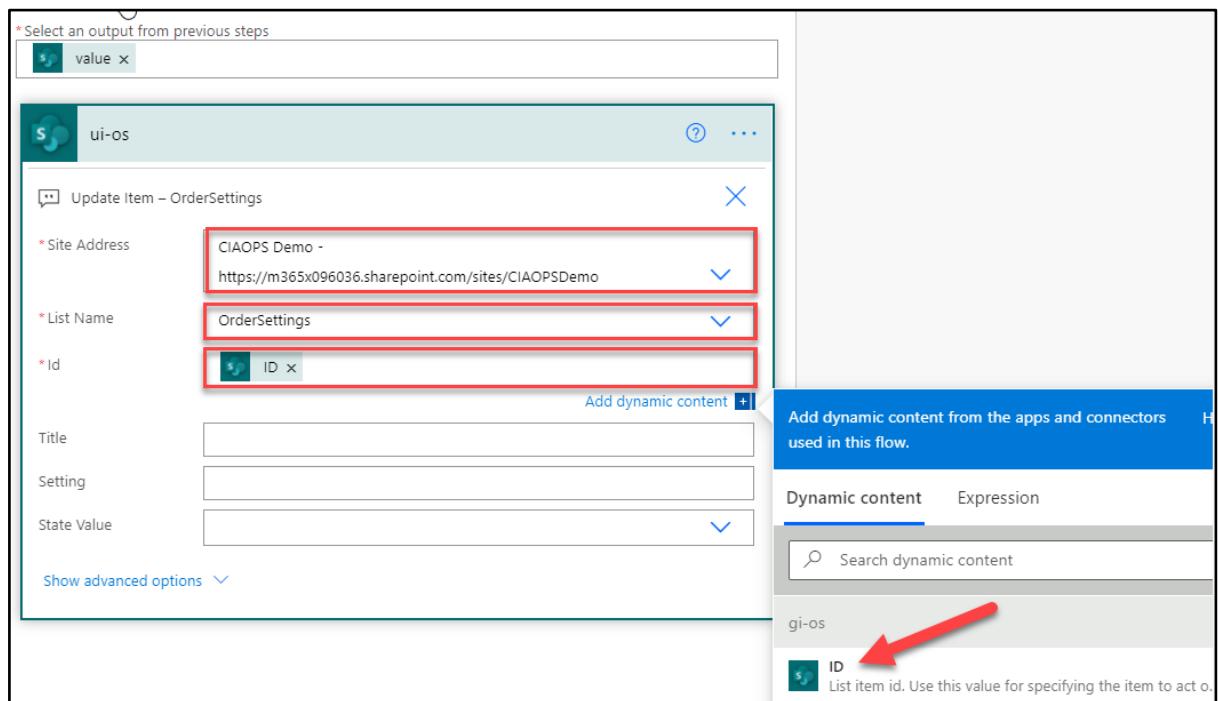
Rename **Update item** to **ui-os**

Select the **ellipsis ...** then **Add a comment** from the menu.

Add the comment **Update Item – OrderSettings**

Select your SharePoint Site URL and the list **OrderSettings** from the respective drop down list fields, **Site Address** and **List Name**.

Click in the Id field and choose the **ID** under **gi-os** from the Dynamic content



Once the **ID** has been selected, an **Apply to each** step is **automatically** inserted into the flow.

Select the **Title** and **Setting** from under **gi-os** in Dynamic content for the **Title** and **Setting** field.

The screenshot shows a Microsoft Power Automate flow titled "ui-os". The flow consists of a single step: "Update Item - OrderSettings". The step configuration includes:

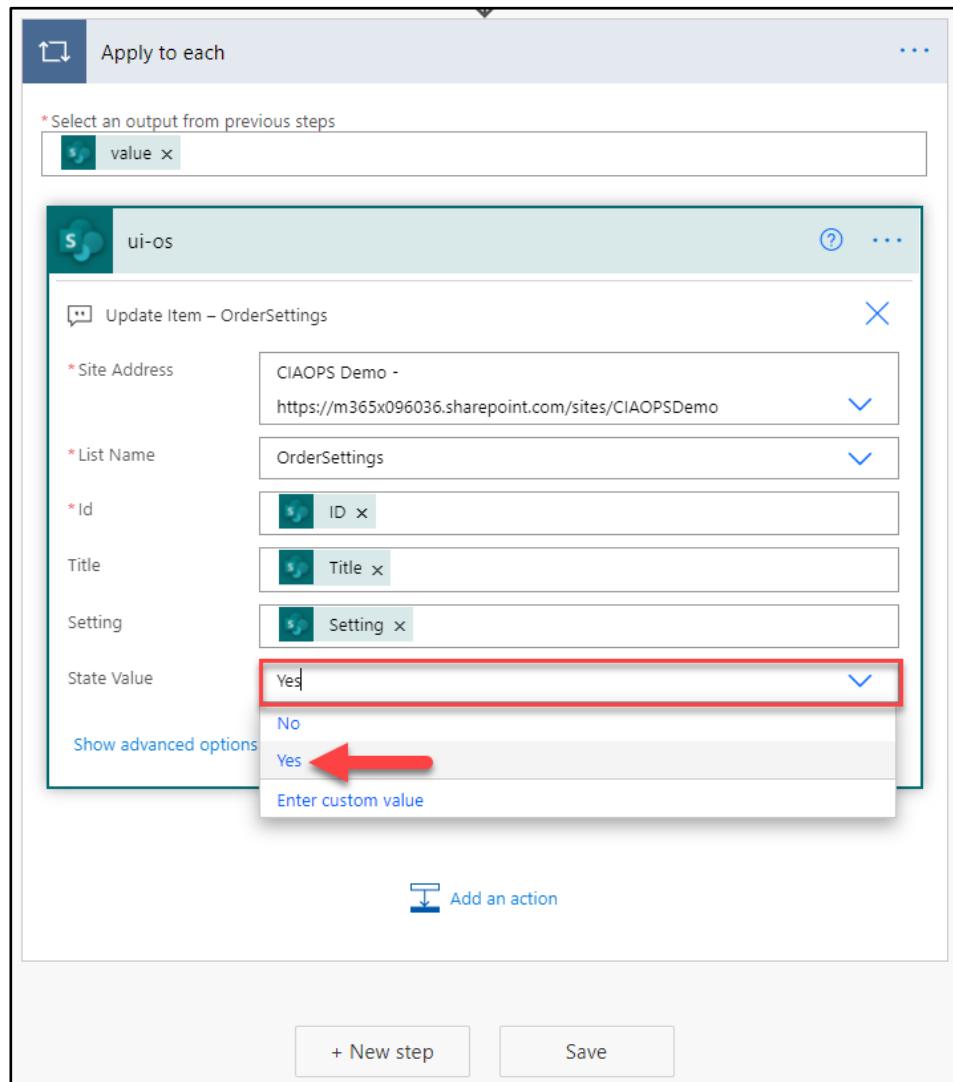
- * Site Address: CIAOPS Demo - https://m365x096036.sharepoint.com/sites/CIAOPSDemo
- * List Name: OrderSettings
- * Id: ID
- Title: Title (highlighted with a red box)
- Setting: Setting (highlighted with a red box)
- State Value: (empty)

Below the step, there is an "Add an action" button and two buttons: "+ New step" and "Save".

To the right of the main pane, a sidebar titled "Dynamic content" lists items from the "gi-os" connector:

- ID
- Title (highlighted with a red arrow)
- Setting (highlighted with a red arrow)
- State Value

Set the **State Value** field to **Yes** from the drop down list box.



At the **Apply to Each** select the **ellipsis ...** then **Rename** from the menu.

Rename Apply to each to ate-os

Select the **ellipsis ...** again then **Add a comment** from the menu.

Add the comment **Apply to each – OrderSettings (FormResponse)**

Press the **Save** Button to complete the flow.

7. 04- FormEmailNo

Instant Cloud Flow (Triggered Manually)

The **04-FormEmailNo** flow is an instant cloud flow that is manually triggered when the user presses a **Button** typically on the Flow app on a mobile device.

When the button is pressed the following steps will be run.

1. Update the **State** field to **No** where the **Setting** field equals **FormResponse** on the **OrderSettings** SharePoint List.

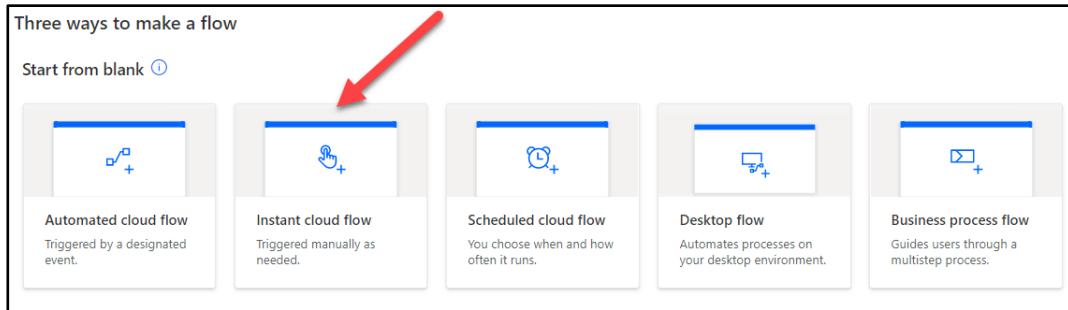
Step 1 : Create the flow

Log into your Microsoft 365 Portal.

Goto <http://flow.microsoft.com/>

Select the **Create** button from the left menu.

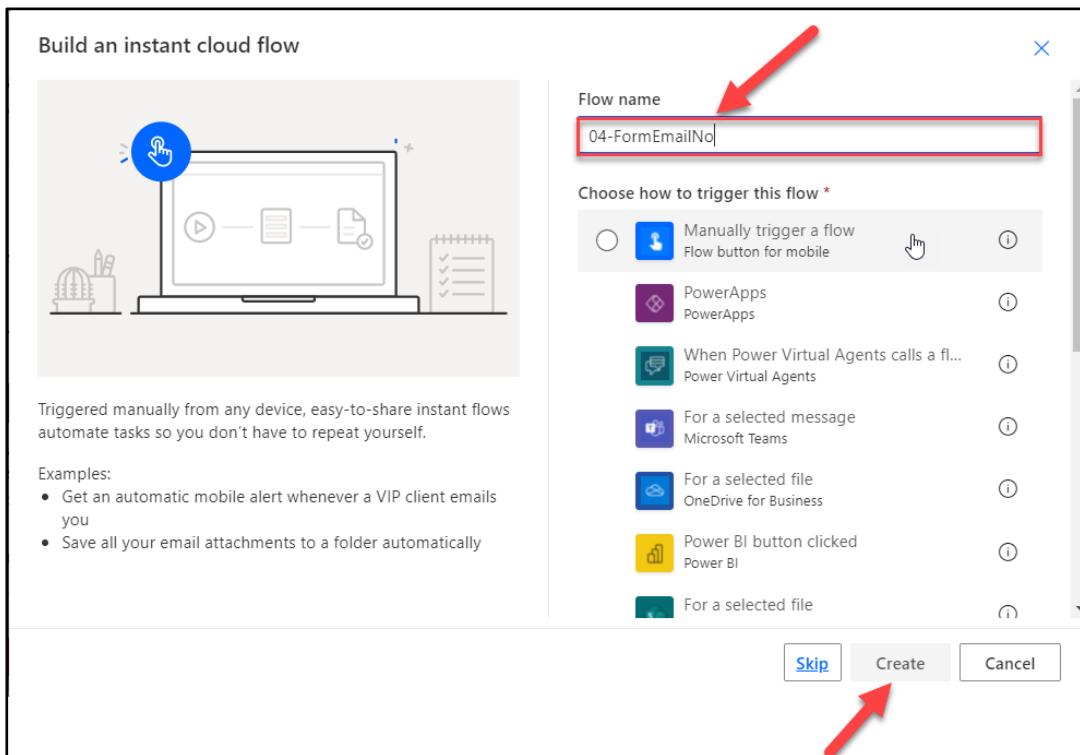
Select the **Instant cloud flow** button under the **Start from blank** heading.



Enter the Flow name **04-FormEmailNo**

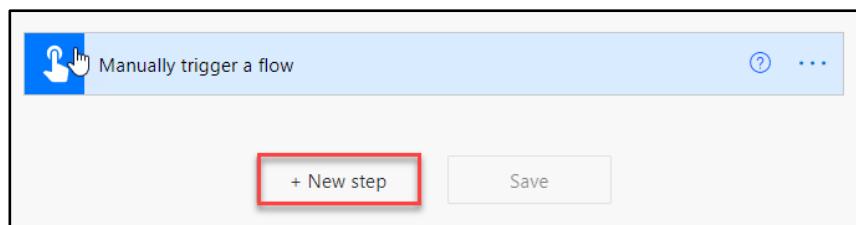
Then select **Manually trigger a flow** below

Press the **Create** button at the bottom of the page

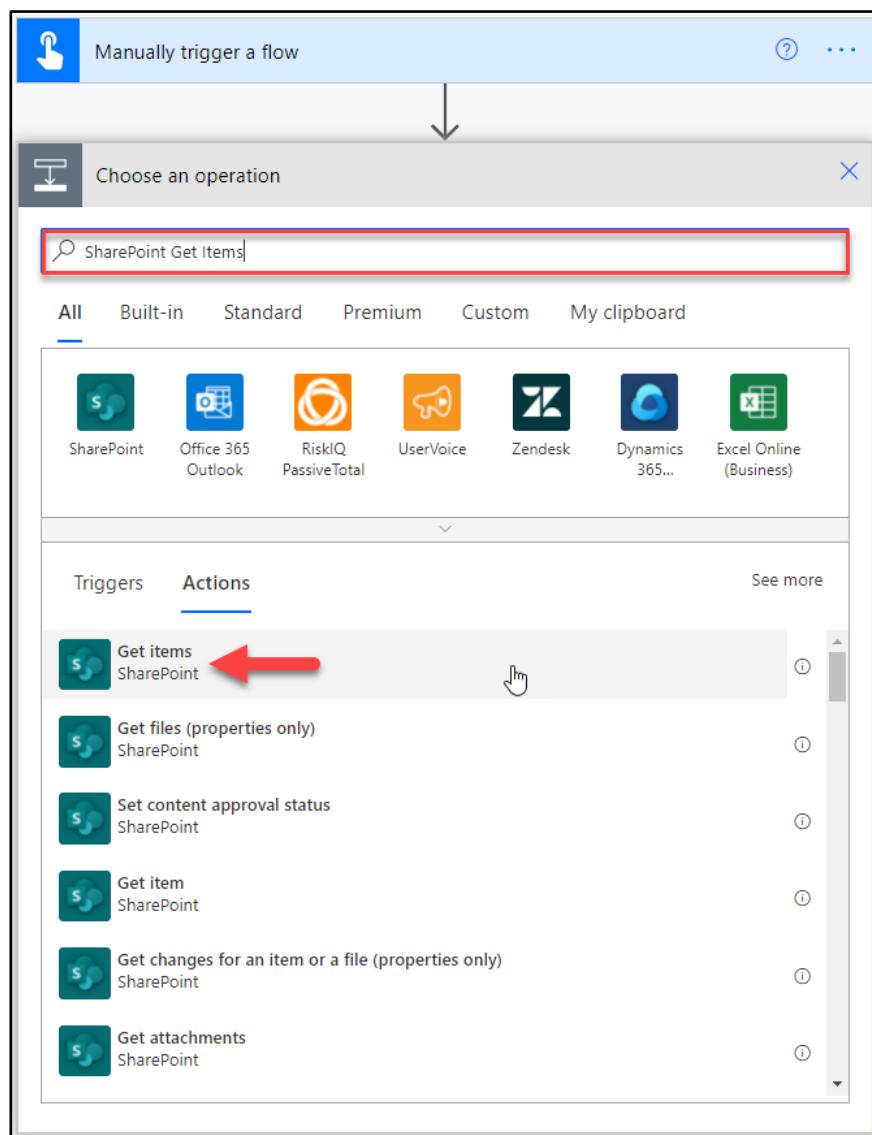


Step 2 : Setup the Flow Steps.

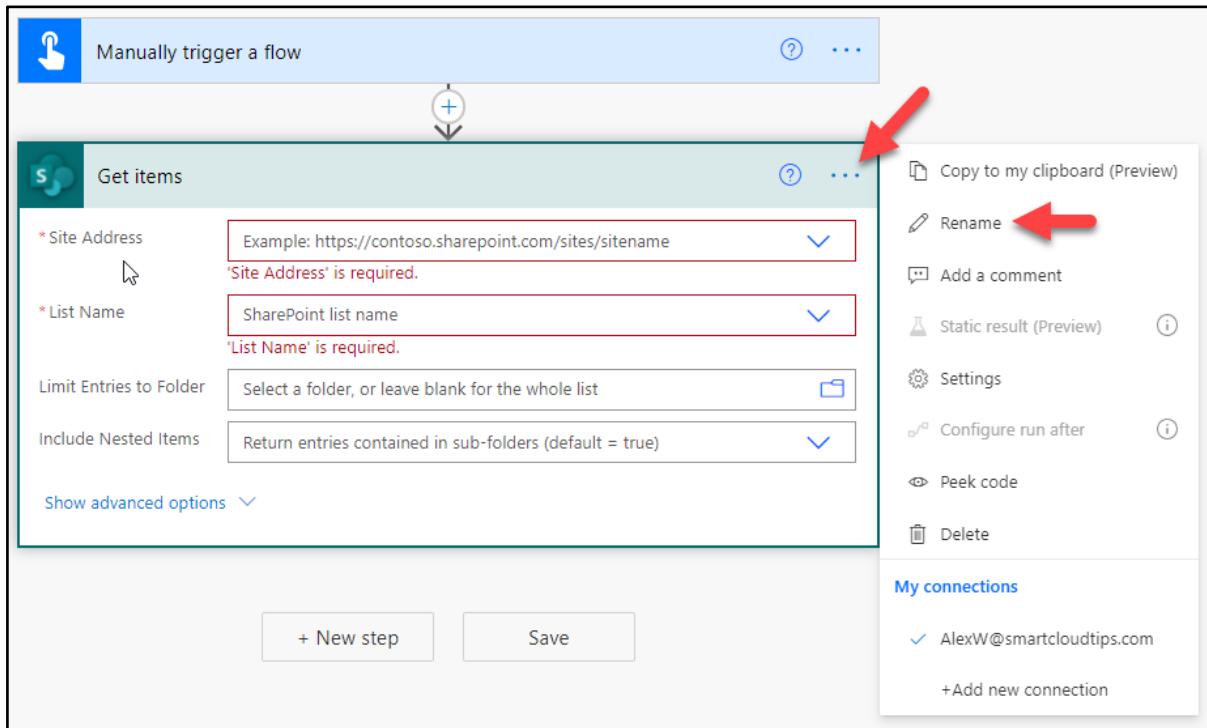
Press the **+ New Step** button to create the first action.



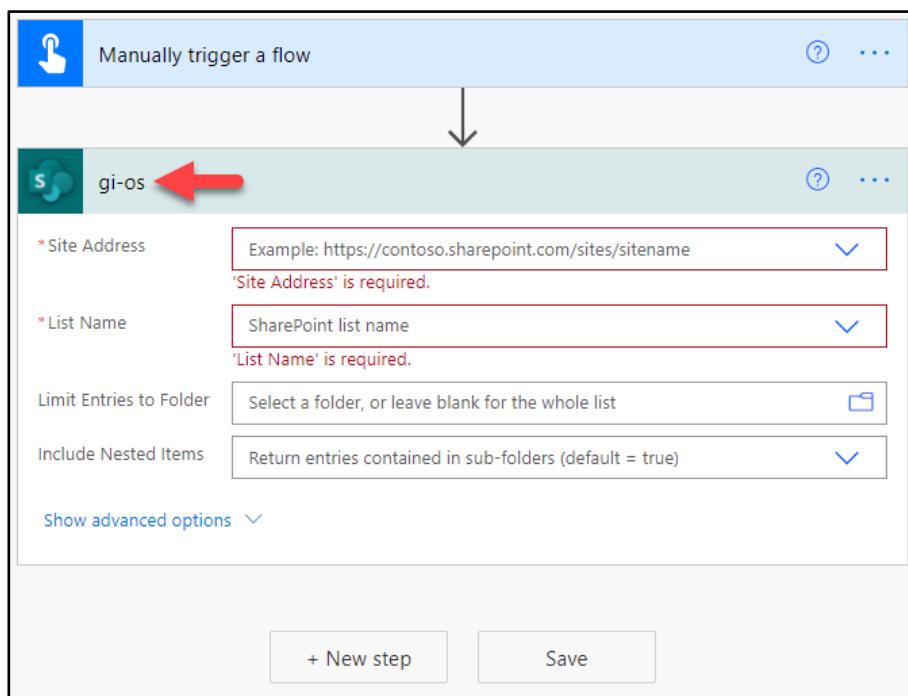
Search for **SharePoint Get Items (SharePoint)** by entering **SharePoint Get Items** in the search field and selecting **Get items - SharePoint**.



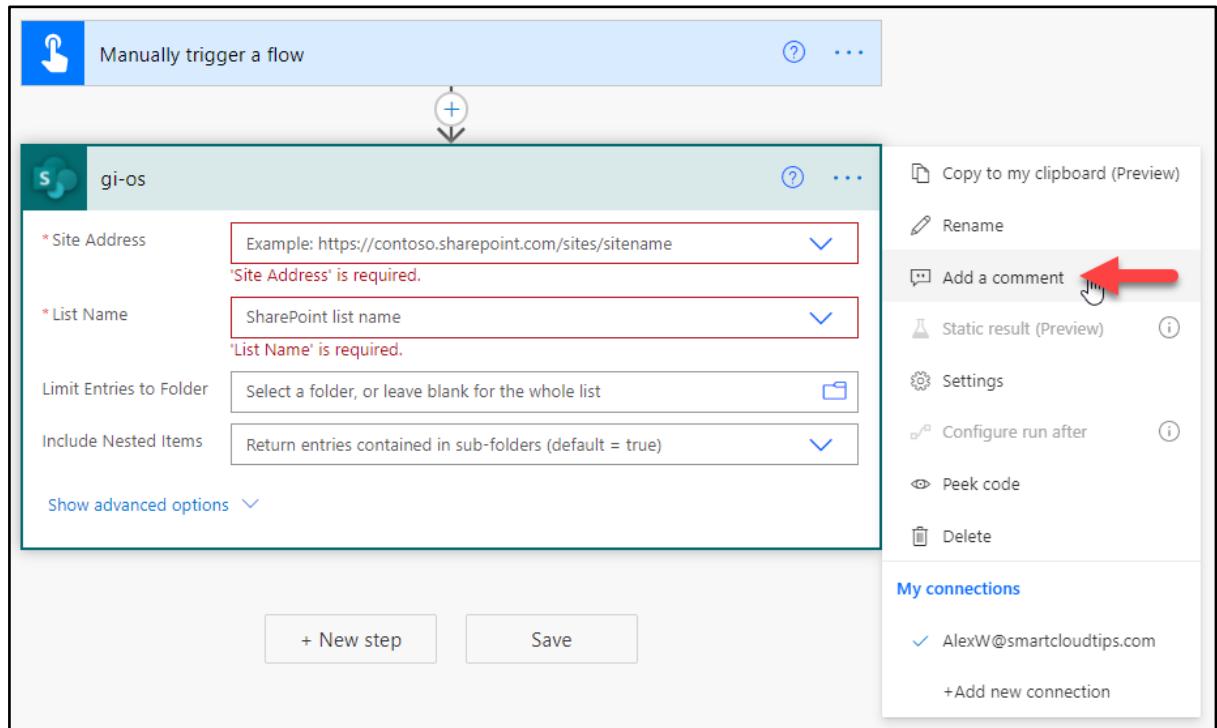
Click the **ellipsis ...** then **Rename** from the menu.



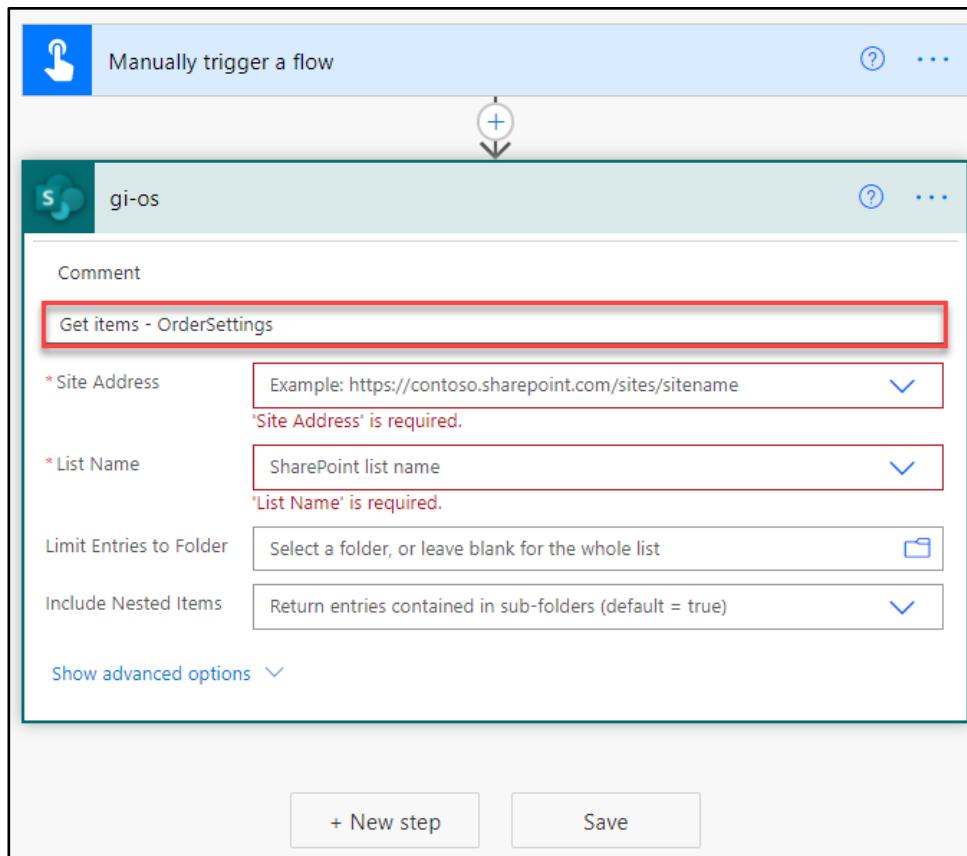
Rename Get items to gi-os



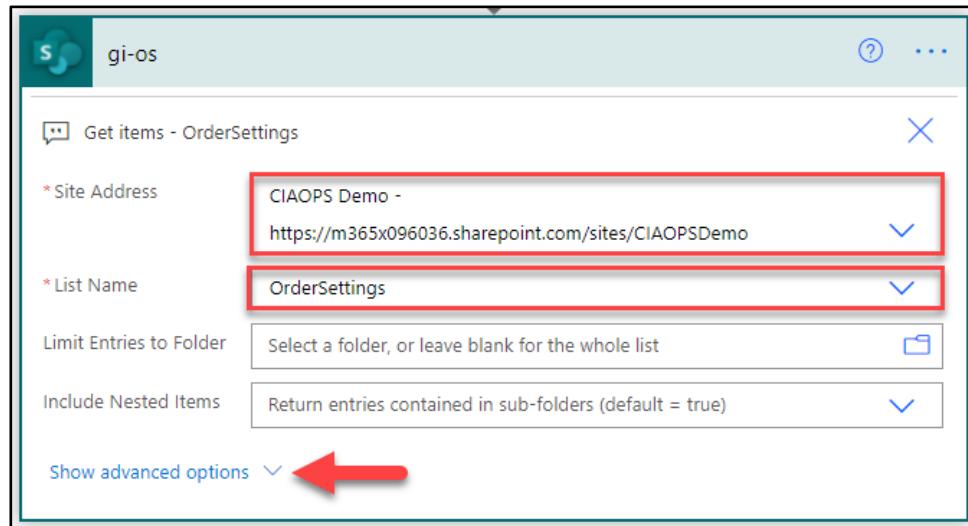
Click the **ellipsis ...** then **Add a comment** from the menu.



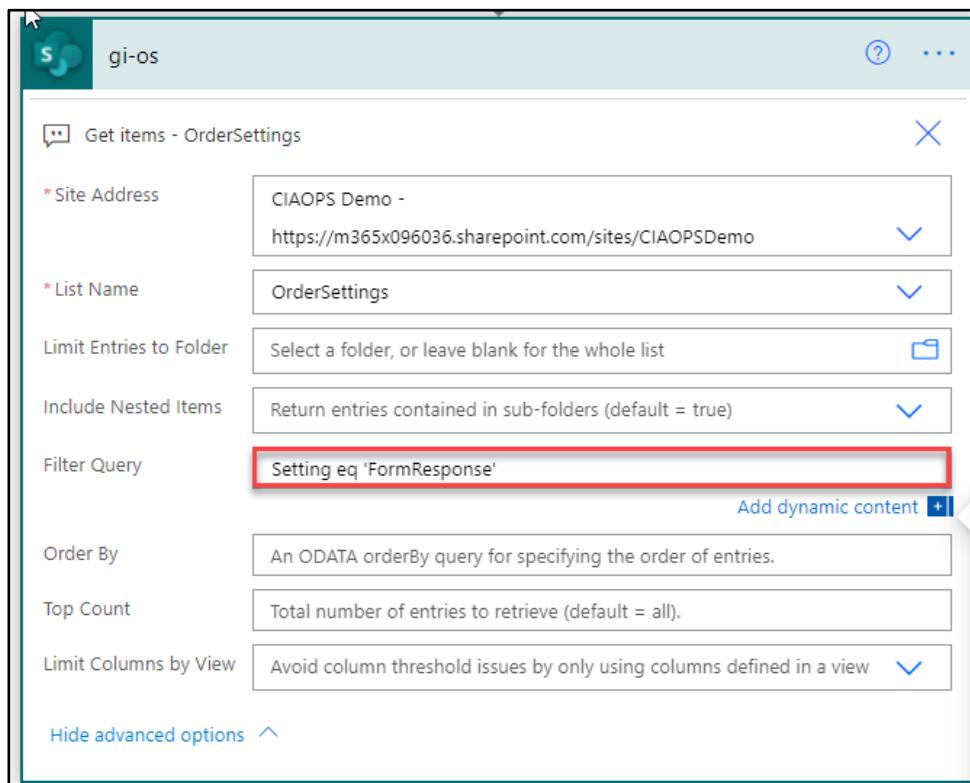
Add the comment **Get items - OrderSettings**



Select your SharePoint Site URL and the list **OrderSettings** in the respective drop downs in the fields **Site Address** and **List Name**. Then click **show advanced options** below.



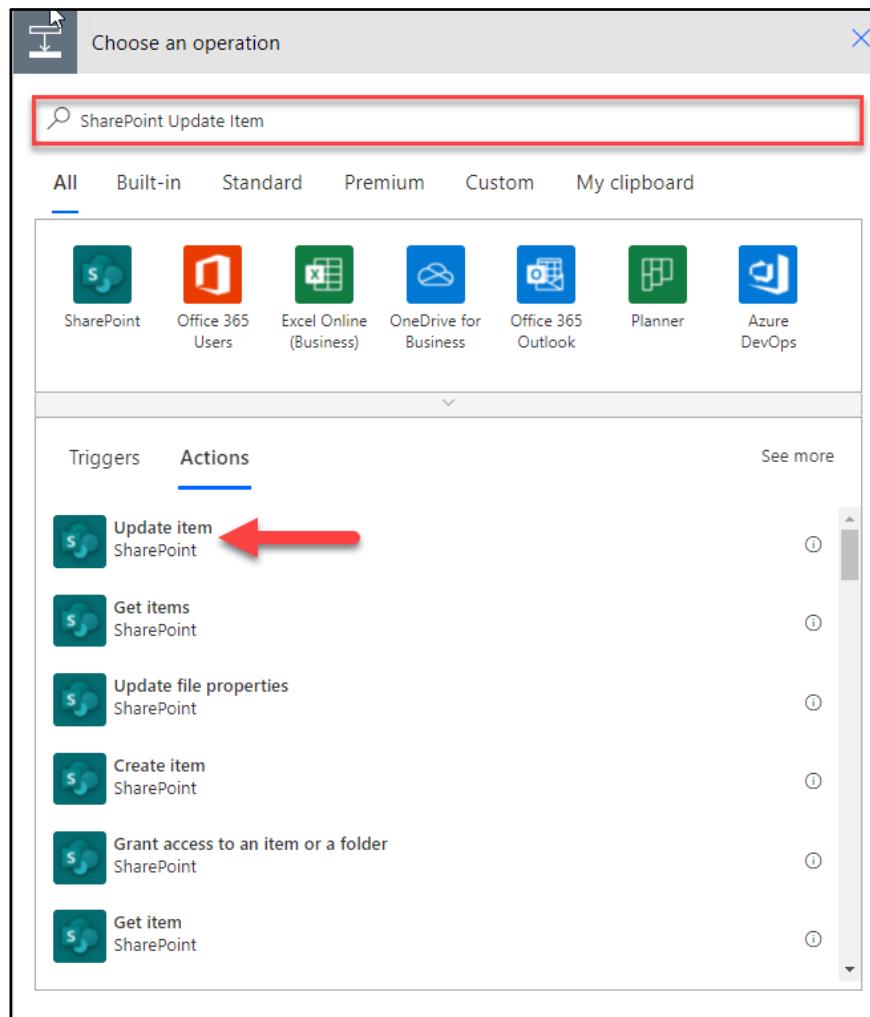
Enter **Setting eq 'FormResponse'** into the **Filter Query** field.



Press the **Save** Button, then the **New step** Button.



Search for **SharePoint Update Item (SharePoint)** by entering **SharePoint Update Item** in the search field and selecting **Update item - SharePoint**.



Select the **ellipsis ...** then **Rename** from the menu.

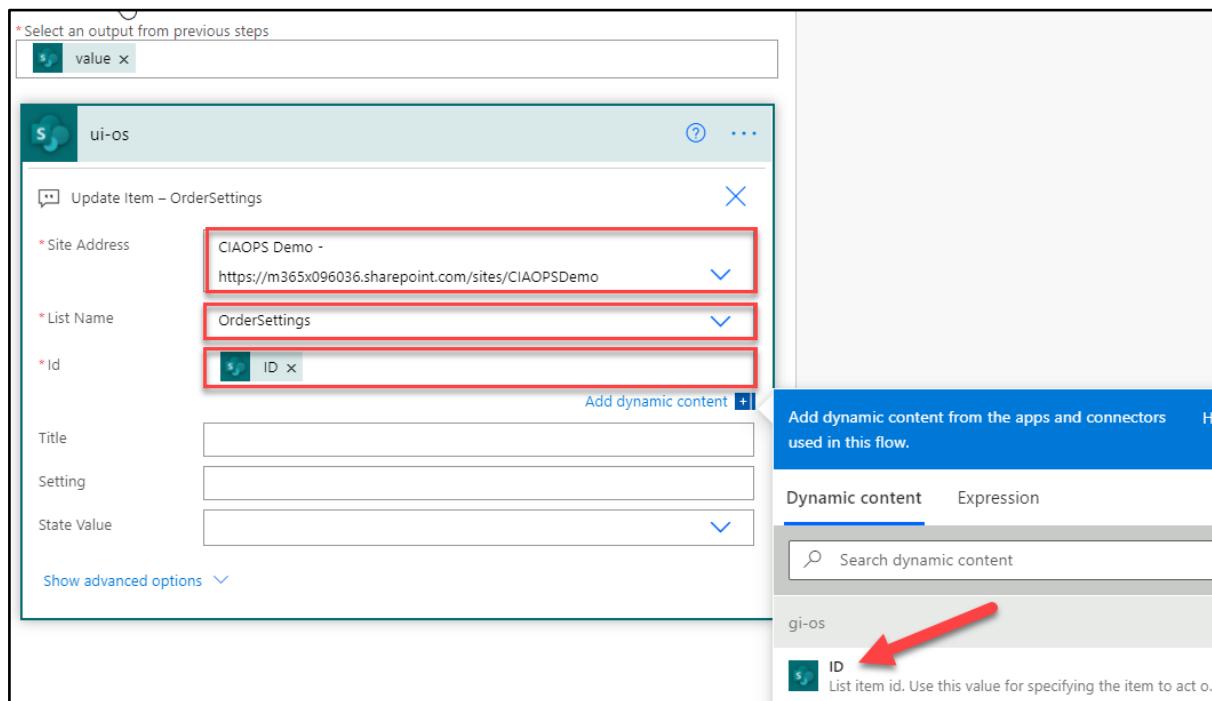
Rename **Update item** to **ui-os**

Select the **ellipsis ...** then **Add a comment** from the menu.

Add the comment **Update Item – OrderSettings**

Select your SharePoint Site URL and the list **OrderSettings** from the respective drop down in the fields **Site Address** and **List name**.

Click in the **Id** field and select **ID** under **gi-os** from the cynamic content on the right.



Once the **ID** has been selected, an **Apply to each** step is **automatically** inserted into the flow.

Select the **Title** and **Setting** under **gi-os** in dynamic content for the fields **Title** and **Setting**.

The screenshot shows the Microsoft Power Automate interface. A specific step in a flow is highlighted: "Update Item - OrderSettings". This step has several fields: "Site Address" (CIAOPS Demo - https://m365x096036.sharepoint.com/sites/CIAOPSDemo), "List Name" (OrderSettings), "Id" (ID), "Title" (Title), and "Setting" (Setting). The "Title" and "Setting" fields are both highlighted with red boxes. To the right of the step, there is a "Dynamic content" pane. It shows a search bar and a list of items under the "gi-os" connector. The "Title" and "Setting" items are listed here, each with a red arrow pointing to it from the left side of the screen.

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

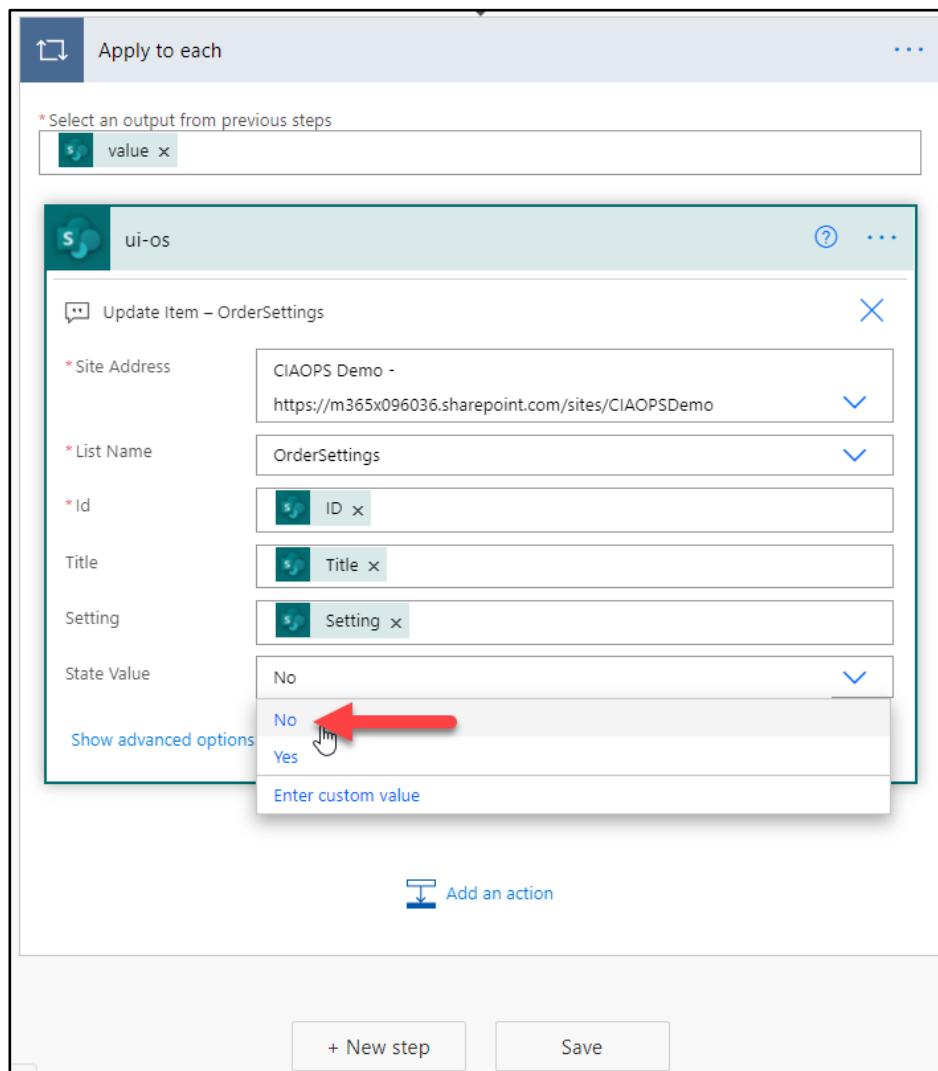
Dynamic content Expression

Search dynamic content

gi-os

- ID
- Title
- Setting
- State Value

Select **No** for **State Value** from the drop down list box that appears.



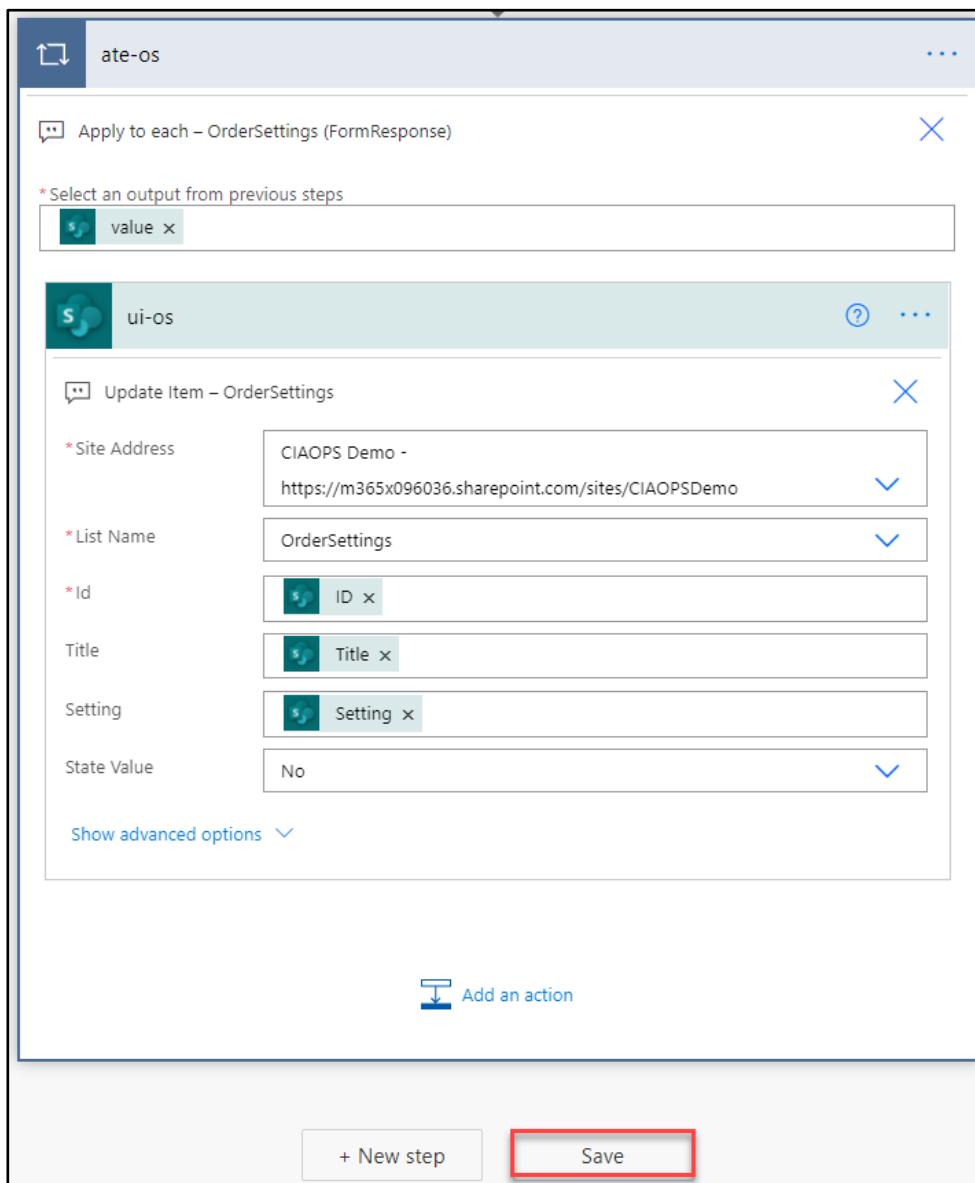
Select the **ellipsis ...** then **Rename** from the menu.

Rename **Apply to each** to **ate-os**

Select the **ellipsis ...** then **Add a comment** from the menu.

Add the comment **Apply to each – OrderSettings (FormResponse)**

Press the **Save** button to complete the flow.



Conclusion

Now, at the completion of this process we hope you have been able to get everything working and it provides benefit to you. It is also hoped that by completing this 'build' process you have become more aware of the capabilities that the Microsoft Power Platform provides.

Feedback

If you have any feedback on this process or ways that you believe it can be improved please do not hesitate to email director@ciaops.com with your ideas. All feedback is welcome.

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