

# Automatic File Approval

By Mirza Shaheen Iqbal

# Automatic File Approval

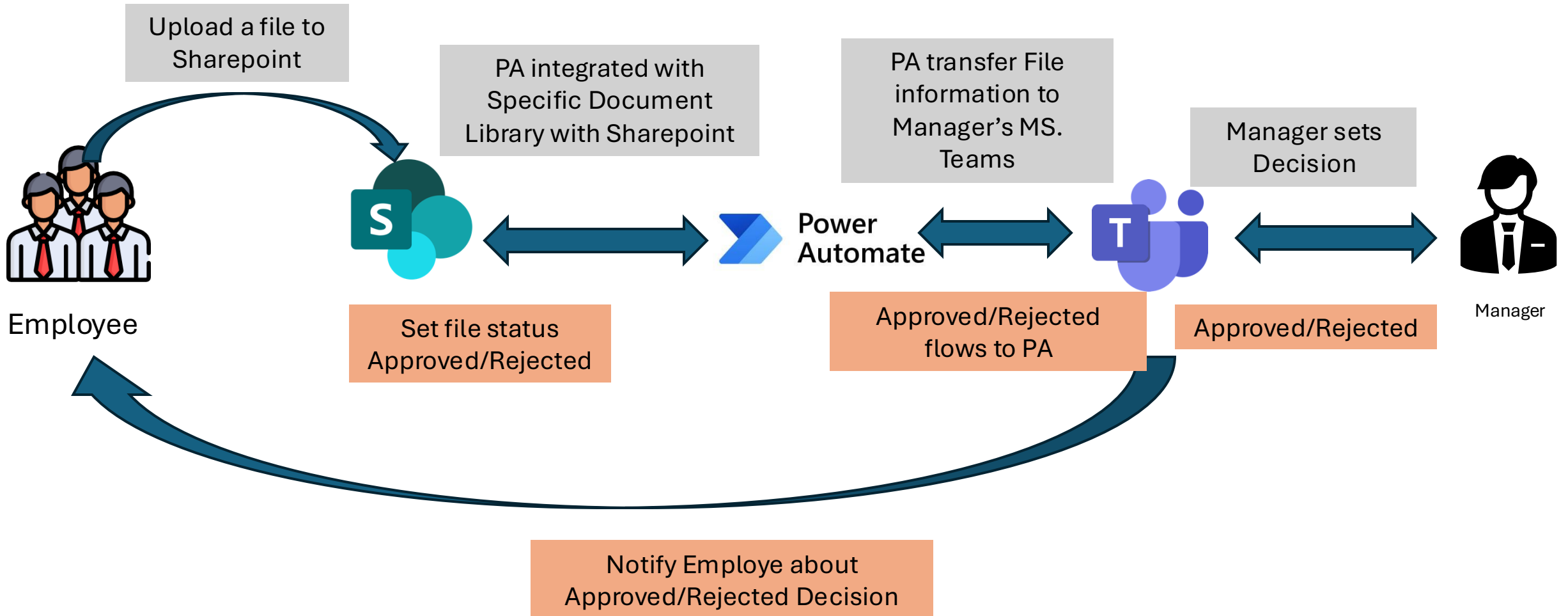
## (Scenario)

Employee wants to submit a file in SharePoint, and he/she needs an approval from manager. When an employee upload any file in share points, manager gets a notification in MS Teams about file and manager makes decision to approve or reject the file.

Three MS office tools are integrated:


- SharePoint
- MS Teams
- Power Automated

# Automatic File Approval (Process Flow)




# Automatic File Approval

## Power Automate


 Send an email (V2) ⋮ ⏪

**Parameters** Settings Code view Testing About












To \* Switch to Basic Mode

 Created By Email x


Subject \*

Document Approved:  Name x

Body \*

  Normal  Arial  15px       

Hello,

Your document " Name x" has been approved.


Best regards,  
Approval System

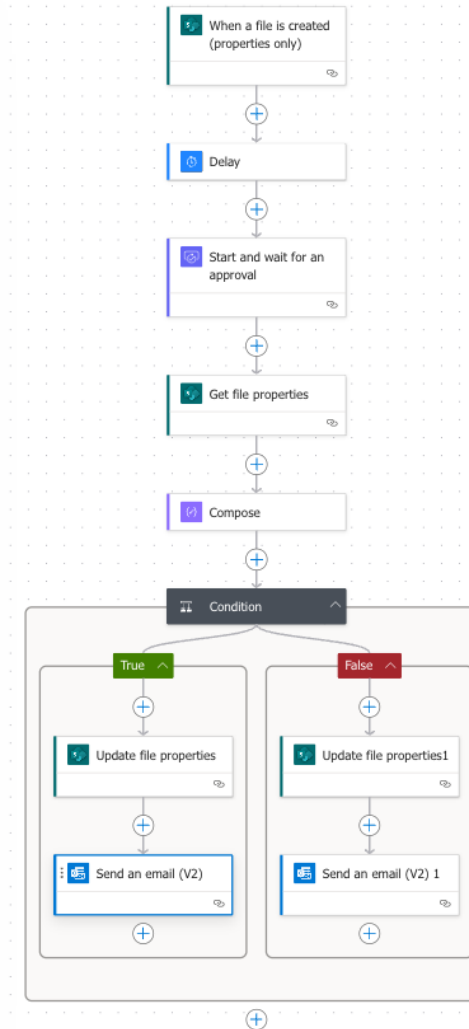
Advanced parameters

Showing 1 of 6 ⌵ Show all Clear all

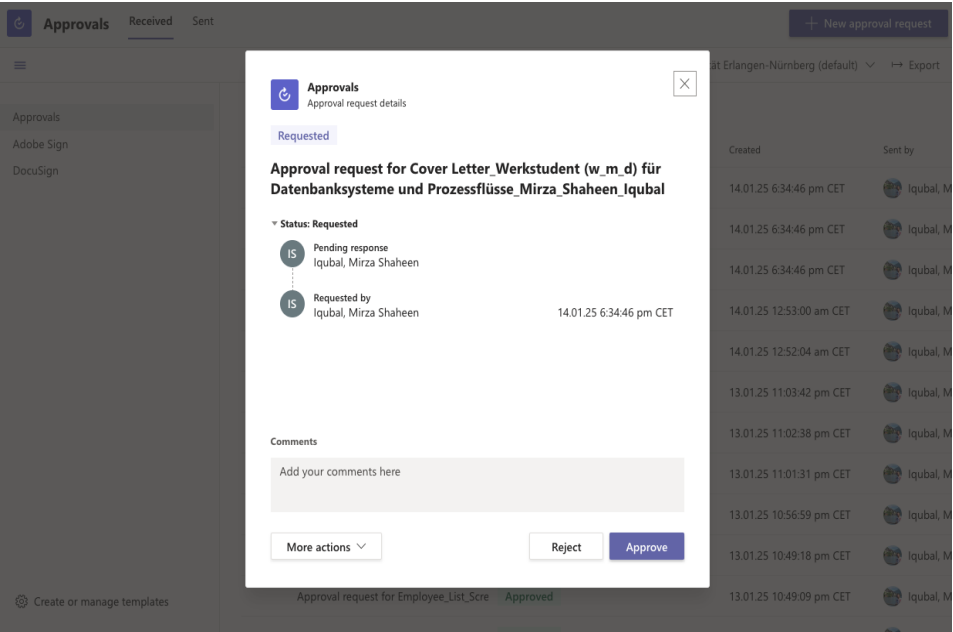
Importance

Normal ⌵ ✕

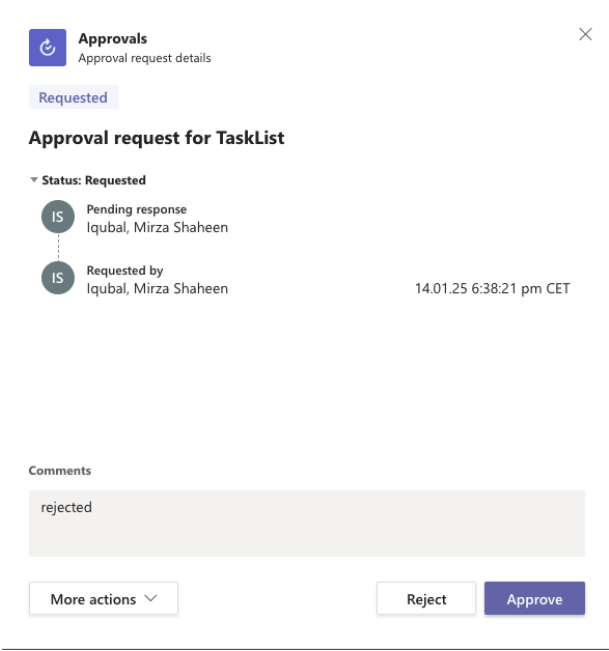
 Connected to Outlook.com. [Change connection](#)



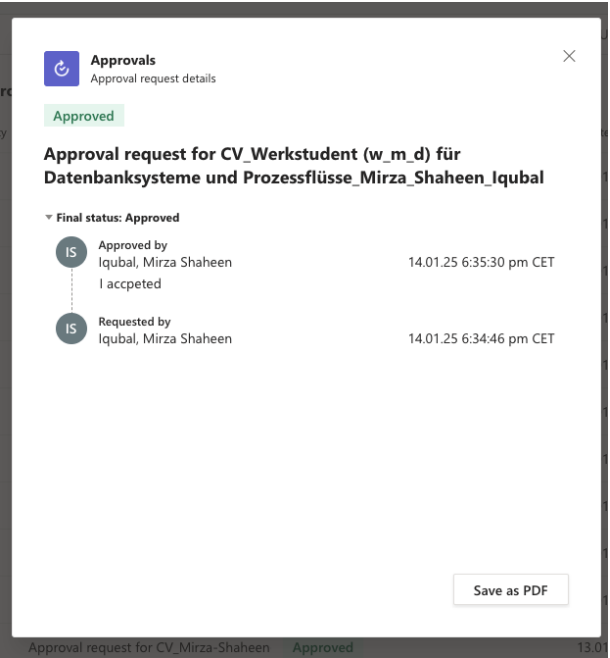
# Automatic File Approval



Approved



Rejected



Approved

# Automatic File Approval

## (Sharepoints)

Home

Conversations

Documents

Shared with us

Notebook

Pages

Approval Documents

Site contents

Recycle bin

Edit

Return to classic SharePoint

+ New

Upload

Edit in grid view




Sync

Add shortcut to OneDrive

Pin to Quick access

Automate

Approval Documents

Name	Modified	Modified By	Approval Status	+ Add column
 TaskList.csv	A few seconds ago	Iqbal, Mirza Shaheen	Rejected	
 Cover Letter_Werkstudent (w_m_d) für Date...	3 minutes ago	Iqbal, Mirza Shaheen	Approved	
 CV_Werkstudent (w_m_d) für Datenbanksys...	3 minutes ago	Iqbal, Mirza Shaheen	Approved	

# Automatic File Approval

(Sharepoints)

What can be implemented further?

- 1.Multilayer Approval (Sequential/Parallel)
- 2.Multiple Grants/access permission on that file
- 3.Automatically remove overlap access
- 4.Schedule based Automatic generates Authentication reports