**WorkshopPLUS – Power Automate – Power User 1 Day**

Module 4 - Labs

Follow along steps

Contents

[1. Start a flow when a Form is submitted 3](#_Toc97050126)

[2. Start a flow in PowerApps 9](#_Toc97050127)

[3. Error handling 16](#_Toc97050128)

# Start a flow when a Form is submitted

1. Go to <https://forms.office.com> and create a new Form called **FlowTraining**

Graphical user interface, application

Description automatically generated

1. Name the form “**Flow Training**” and add 1 **Choice** question and **File upload** like below. **Note** that the form is automatically saved

Icon

Description automatically generated

Graphical user interface, application

Description automatically generated with medium confidence

Graphical user interface

Description automatically generated with medium confidence

Graphical user interface, application, website

Description automatically generated

1. Go to <https://flow.microsoft.com> and create new Flow using “**Automated cloud flow**”

Graphical user interface, application

Description automatically generated

1. Name it “**Start Flow when Form is submitted**“​ and choose “**When a new response is submitted**” (Microsoft Forms)

Graphical user interface, application

Description automatically generated

1. Set Flow Id to “**Flow Training**” to trigger

A picture containing table

Description automatically generated

1. Create new step “**Get response details**”
   * Form Id: **Flow Training**​
   * Response Id: [**Response Id]** (dynamic content from trigger)

Graphical user interface, text, application, email

Description automatically generated

1. Create new step “**Create item**” (SharePoint)
   * Site Address: **FlowTraining**
   * List Name: “**Forms Responses**”
   * Title: **[Responders’ Email]** (dynamic content from Get response detail)
   * Question: **[Do you like Power Automate?]** (dynamic content from Get response detail)
   * Submissions Time: **[Submission time]** (dynamic content from Get response detail)

Graphical user interface, text, application, email

Description automatically generated

1. Create new step “**Parse JSON**”
   * Content: [Attachments] (dynamic content from Get response details)
   * Schema: **{**

**"type": "array",**

**"items": {**

**"type": "object",**

**"properties": {**

**"name": {**

**"type": "string"**

**},**

**"link": {**

**"type": "string"**

**},**

**"id": {**

**"type": "string"**

**}**

**}**

**}**

**}**

Graphical user interface

Description automatically generated

1. Create new step “**Get file content**” (OneDrive for Business)
   * Id: **[Id]** (dynamic property from Parse JSON)

Chart, box and whisker chart

Description automatically generated

**NOTE**, **Apply to each** step is automatically added after this as Parse JSON output is an array of files

1. Add new action “**Add attachment**” (SharePoint) after “Get file content” action inside “Apply to each” loop
   * Site Address: **FlowTraining**
   * List Name: “**Forms Responses**”
   * Id: **[Id]** (dynamic content from Create item)
   * File Name: **[name]** (dynamic content from Parse JSON)
   * File Content: **[File content]** (dynamic content from Get file content)

Graphical user interface, text, application, email

Description automatically generated

1. Save the flow and go back to Flow Training form
2. Open form in Preview and submit few answers with file uploads

A picture containing graphical user interface

Description automatically generated

As configured you can attach max 3 files and following file types

Graphical user interface

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

1. Open **Forms Responses** list in **FlowTraining** site and you should see information about submitted Form including attachments

<https://YOURTENANTNAME.sharepoint.com/sites/FlowTraining/Lists/Forms%20Responses>

Graphical user interface, text, application

Description automatically generated

# Start a flow in PowerApps

1. Create new Flow using “**Instant cloud flow**” option

Graphical user interface, application

Description automatically generated

1. Name it “**PowerApp Car Rating V2**“​, scroll down in the list of triggers and choose “**PowerApps (V2)**”

Graphical user interface, application, Word

Description automatically generated

Graphical user interface, application

Description automatically generated

1. Add an input called “CarBrand”

Graphical user interface, text, application, email

Description automatically generated

1. Add new step “**Initialize variable**”
   * Name: **Rating**
   * Type: **String**

Chart

Description automatically generated

1. Add new step “**Switch**” (Control)
   * On: **[CarBrand]** (dynamic content from Compose)
   * Case: **BMW**

Graphical user interface, application

Description automatically generated

1. Add add action “**Set variable**” to **Case** branch of the Switch step
   * Name:**Rating**
   * Value:**EXCELLENT**

Graphical user interface, application

Description automatically generated

1. Add new step “**Set variable**” to **Default** branch of the Switch step
   * Name:**Rating**
   * Value:**OK**

Graphical user interface, application

Description automatically generated

1. Add new step “**Respond to a PowerApp or Flow**”
   * Rating: **[Rating]** (variable)

Graphical user interface, application, Teams

Description automatically generated

1. At this point Flow should look like below

A screenshot of a computer

Description automatically generated

1. Open <https://make.powerapps.com> and sign-in using your O365 account
2. Create new “**Blank app**” then choose “Blank canvas app”

Graphical user interface, application

Description automatically generated

1. Name app as “**Car Rating App**” and select **Tablet** format

Graphical user interface, application, Word

Description automatically generated

1. Add following controls to screen
   * Text label: Text=”**Car Model**”
   * Text input
   * Button: Text=”**Submit**”
   * Text label: Text=””

Graphical user interface, application

Description automatically generated

1. Select button control and from **Action** menu click **Power Automate**. Select **PowerApp Car Rating V2** Flow you created

Graphical user interface, application, Teams

Description automatically generated

1. Set button’s **OnSelect** event like below which will create variable **ResponseFromFlow** and assigns value returned from the Flow to this variable

Set(ResponseFromFlow, PowerAppCarRatingV2.Run(TextInput1.Text))

Graphical user interface, application

Description automatically generated

1. Select the second Text label and set its Text property to **ResponseFromFlow.rating**

A picture containing graphical user interface

Description automatically generated

1. Test the App by clicking Play button on top right corner

Graphical user interface, text, application

Description automatically generated

1. Type BMW to text input field and press **Submit.** You should see the following result after the call to Flow is done and it has responded to app with **Rating** value

A picture containing text

Description automatically generated

Test with other car brands as well to see the results

<https://docs.microsoft.com/en-us/powerapps/using-logic-flows>

# Error handling

1. Create new Flow using “**Instant cloud flow**” option

Graphical user interface, application

Description automatically generated

1. Name it “**Error handling**“​ and choose “**Manually trigger a flow**”

Graphical user interface, application

Description automatically generated

1. Add new step “**Approval**” and select “**Start and wait for an approval**”
   * Approval type: “**Approve/Reject – First to respond**”
   * Title: **Configure run after approval**
   * Assigned to: *Your O365 account*
   * Click **…** and select **Settings**
   * Set Timeout: **PT1M** (1 minute)

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application

Description automatically generated

1. Add new step “**Send an email (V2)**”
   * To: *Your O365 email address*
   * Subject: **The approval flow has timed out**
   * Body: **[Title]** (Dynamic content from Approval)
   * Click **…** and select **Rename** and rename action to “**Send an email – Timed Out**”

Graphical user interface, text, application, email

Description automatically generated

* + Click **…** again and select **Configure run after** and select only “**has timed out**”

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application

Description automatically generated

1. Add new step “**Send an email (V2)**”
   * To: *Your O365 email address*
   * Subject: **The approval flow has completed**
   * Body: **[Title]** (Dynamic content from Approval)
   * Click **…** and select **Rename** and rename action to “**Send an email – Completed**”
   * Click **…** again and select **Configure run after** and select only “**is skipped**”

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, application

Description automatically generated

1. Save the Flow
2. Test Flow 2 times
   * Run Flow and wait until execution is finished in about 1 minute. You should see approval email sent to your O365 email but **do not** approve/reject it as we want that approval step will timeout. After that “**Send an email – Timed Out**” step is executed and because of run after configuration the “**Send an email – Completed**” is not

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application

Description automatically generated

* + Run Flow again but this time approve/reject the approval sent to your O365 email. After that “**Send an email – Timed Out**” step will be skipped and “**Send an email – Completed**” is executed because of run after configuration

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application, chat or text message

Description automatically generated

​

​

​

***NOTE: sometimes the approval email is very slow (5-10 minutes)***​