

Demonstrating Business Value of Power Automate

Introduction to Microsoft Power Automate



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Overview



Introduction to Power Automate

Power Automate terms and concepts

Power Automate user interface



Introduction to Power Automate



Microsoft Power Automate

Power Automate is a cloud-based service that makes it practical and simple for line-of-business users to build workflows that automate time-consuming business tasks and processes across applications and services.



Power Automate Audience



Anyone with a basic tech knowledge can automate business processes

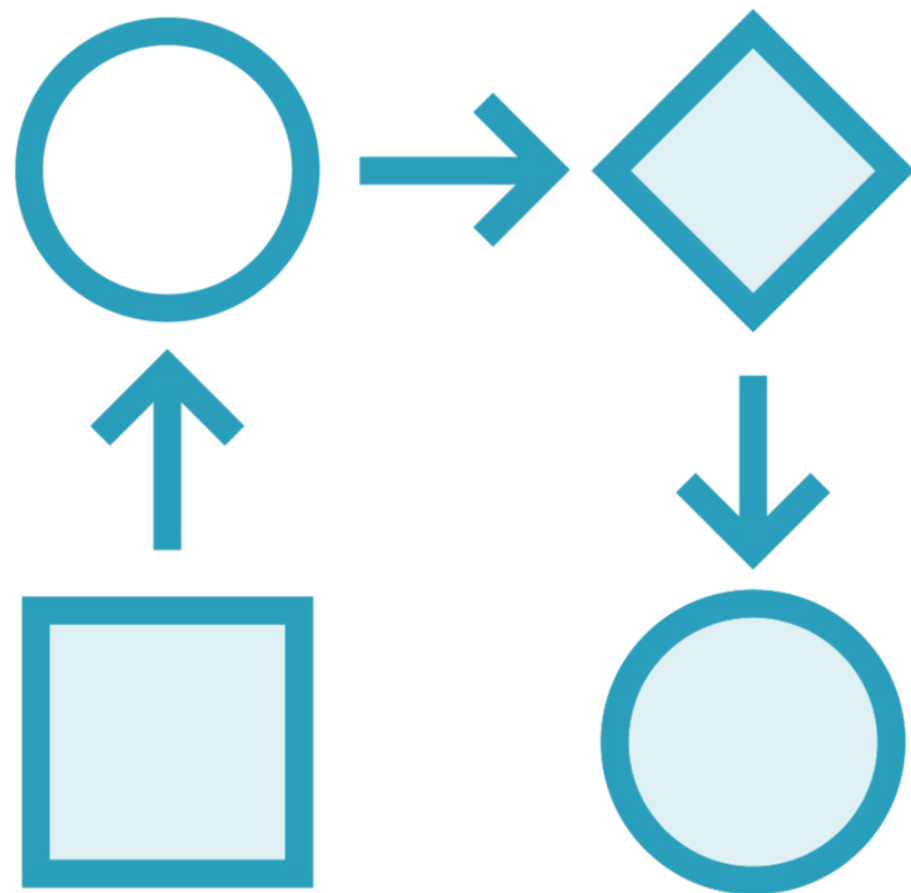
- **Line of business users**
- **IT Specialists**

Create powerful workflows without any single line of code

- **Developers can also take it to the next level**



Power Automate and *Flows*



Microsoft Power Automate was called Microsoft Flow

- **Renamed to Power Automate in November 2019**

In Power Automate you create flows

- ***Lowercase f***

Three Types of Flows

Cloud flows

Create a cloud flow when you want your automation to be triggered either automatically, instantly, or via a schedule. Those are the most popular types of flows in Power Automate

Business process flows

Business process flows provide a guide for people to get work done. They provide a streamlined user experience to help users follow a predefined process

Desktop flows

Robotic Process Automation (RPA) workflows that enable you to automate processes even in legacy applications with no APIs!



Power Automate Terms and Concepts



Power Platform Connectors



Used in many products part of the Power Platform suite

Connectors are a bridge from your data source to your flow

Allow you to interact with data sources without any technical knowledge



Power Platform Connectors

Over 400 connectors available

Internal to Microsoft

SharePoint / OneDrive / Outlook

External to Microsoft

Twitter, Mailchimp, Salesforce

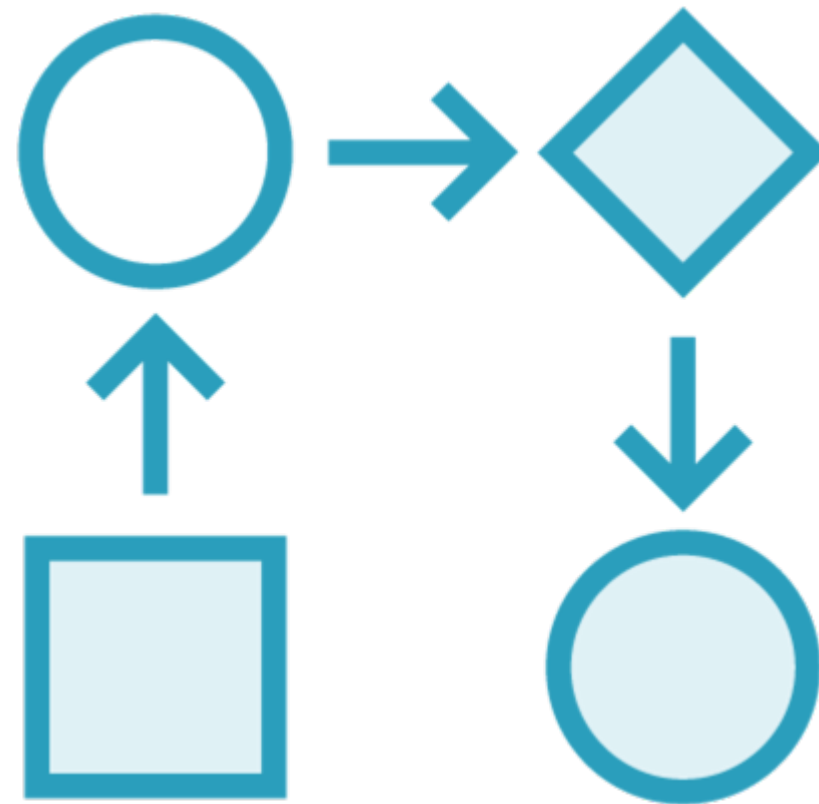
Two types of connectors from a licensing point of view

Standard

Premium



Triggers and Actions



There are two types of operations for Connectors

- **Triggers & actions**

Triggers only apply to Power Automate

Actions apply to both Power Apps and Power Automate

Triggers

A trigger is the event that starts a flow

Automated - event from another system

New item added in SharePoint List

New file added in OneDrive

**New tweet with the #Globomantics
hashtag**

A trigger can be time based

Every day at 5:00 am

A trigger can also be Instant

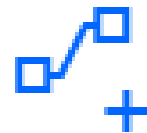
Triggered manually as needed



Experience in Power Automate Cloud Flows

Three ways to make a flow

Start from blank 



Automated cloud flow

Triggered by a designated event.



Instant cloud flow

Triggered manually as needed.



Scheduled cloud flow

You choose when and how often it runs.



Actions



Interaction with your data source

Sample actions

- **Start an approval**
- **Get the user's manager**
- **Send an e-mail**

Start approval when a new item is added

Save Flow checker Test

Trigger

When a new item is created

* Site Address

Project Central -
https://globomanticsorg.sharepoint.com/sites/ProjectCentral

* List Name

Purchase Request

Show advanced options

Actions

Start an approval

* Title

Please Approve Purchase of Title

* Assigned To

Vanessa.Le@globomantics.org

Details

Title costs Price

Item Link

Link to item

Item Link Description

Name

Conditions

Condition

Expand condition

If yes

Inform item creator of approval

If no

Inform item creator of rejection

Recap



Trigger

- Event that starts the flow

Actions

- Everything your flow does

Conditions

- Allows you to do different actions depending on a value

Connectors

- All the services Microsoft Power Automate connects to

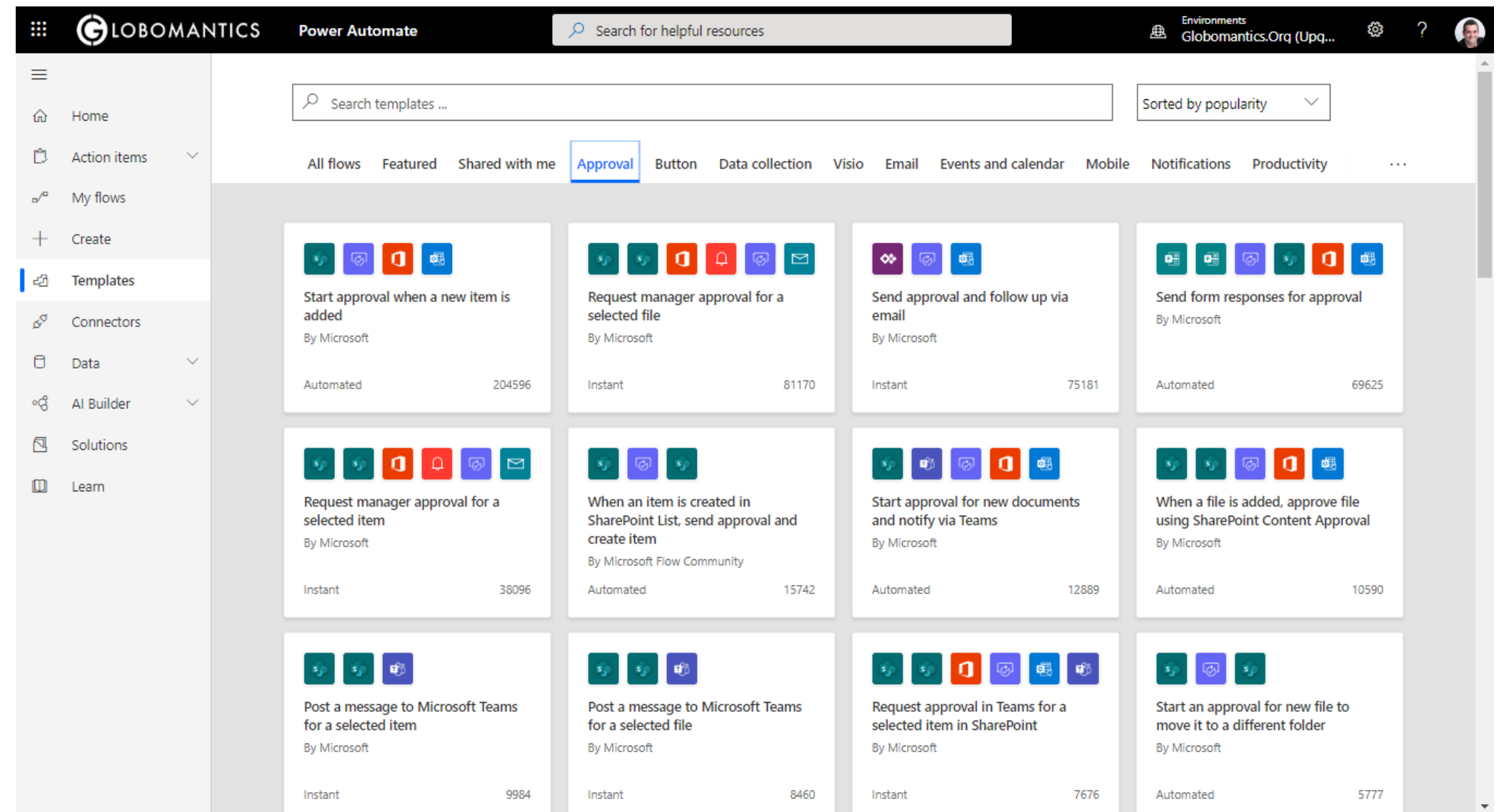


Templates

Hundreds of templates available

Useful as a quick start for your flows

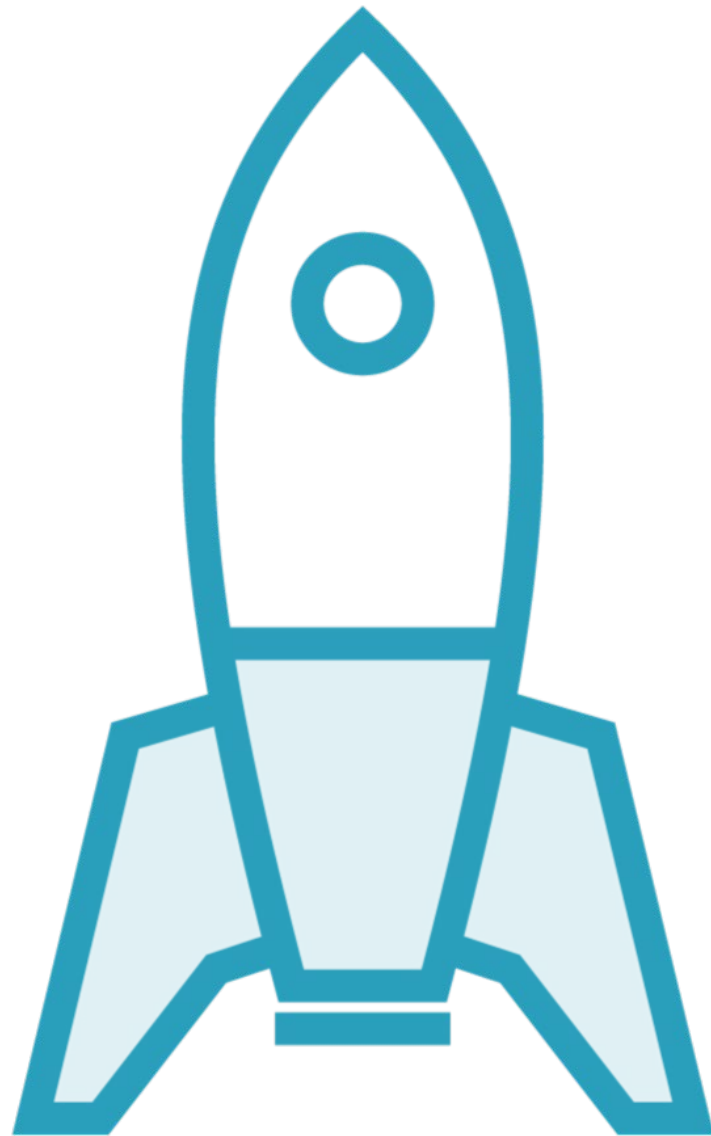
You can customize them to fit your needs



Power Automate User Interface



Getting to Power Automate



Most flows are created from the web interface

- <https://make.powerautomate.com/>

There is a desktop tool for Desktop flows (RPA)

- **Power Automate Desktop**



Cloud flows not shared with anyone

Desktop flows (RPA)

Flows you have shared with other people or they shared with you

LOBOMANTICS

Power Automate

Search

Environments

Globomantics.Org

Home

Approvals

My flows

Create

Templates

Connectors

Data

Monitor

New flow

Import







Flows

Cloud flows

Desktop flows

Shared with me

Install

	Name	Modified	Type
	 Purchase Approvals	3 sec ago	Automated
	 New Course Marketing	47 sec ago	Instant
	 Contracts Notification Reminder	11 h ago	Instant

Flow name and details

Connectors Used

LOBOMANTICS

Power Automate

Search for helpful resources

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Globomantics.Org

Home

Action items

My flows

Create

Templates

Connectors

Data

Monitor

AI Builder

Process advisor

Solutions

Learn

Chat with a bot

Edit

Share

Save As

Delete

Send a copy

Submit as template

Export

Analytics

Turn off

Flow checker

Flows > Holiday Request Approval

Details

Edit

Flow

Holiday Request Approval

Status

On

Description

Holiday Approval Process for the Globomantics IT Team

Created

Feb 3, 12:23 PM

Owner

Vlad Catrinescu

Modified

Dec 11, 11:09 AM

Type

Automated

Plan

Per-user plan

28-day run history

All runs

Start	Durati...	Status
Oct 14, 12:04 PM (38 sec ago)	00:00:30	Succeeded

Connections

Edit

Approvals

Office 365 Outlook Permissions

Office 365 Users Permissions

+1 Connections Multiple permissions

Owners

Edit

VC

Vlad Catrinescu

History of flow runs and durations

Flow owners

Demo



Getting familiar with the Power Automate user interface



Conclusion



Introduction to Power Automate

Power Automate terms and concepts

- Connectors
 - Triggers
 - Actions
- Templates

Power Automate user interface



Up Next:
Creating Cloud Flows with Microsoft Power
Automate

