

Workflow Automation

Course Outline

USE CASE 1: BUILD A BUSINESS PROCESS

Power Automate will be used to trigger a business process every time a new message is sent to a certain channel. The process will incorporate calendar and email actions to distribute the various notifications to the desired audiences.

USE CASE 2: INTEGRATE BUSINESS FLOWS WITH FORMS

This scenario highlights Power Automate's ability to connect to a variety of business systems by extending its functionality to business forms. A form will be created, to collect feedback and connect to Power Automate, identifying negative reviews and generating email notifications.

USE CASE 3: DESIGN A POLICY REVIEW

An important part of document management is ensuring that documents remain accurate and thus are reviewed as often as necessary. A flow will be created to tag important data and alert a document reader of an essential information like when a document was last reviewed, who owns it and is it due for another review or overdue.

USE CASE 4: BUSINESS FLOWS COLLABORATION WITH A DATABASE

It is common for a business process to span across more than one line of business system and therefore the need to have a backend data source. A connection between a flow and a central database will be established using the built-in connectors provided by Microsoft.

USE CASE 5: INTEGRATE FLOWS UNTO A MOBILE APPLICATION

This scenario will walk through the process of installing the Microsoft Power Automate app and signing in with a trial tenant login. This will showcase the benefits of the app, which includes a fully functional designer, allowing users to build and moderate workflows on the go.