# Flow In A Day 🖕

## Flow in a Day

### Automate and optimise your business processes

If you are new to Power Automate; then this is the workshop for you! Learn how to create a Power Automate 'Flow', with our handson 'Flow in a Day' 1 day instructor-led workshop.

Microsoft Power Automate streamlines organisations with business processes automation, increasing productivity and saving time by automating repetitive tasks, such as: sending alerts, approving requests and collecting data, as well as removing human error from your processes.



#### Automate quickly and more securely

Empower everyone to build automated processes with flows in Power Automate. Use low-code, drag-anddrop tools and hundreds of prebuilt connectors that automate repetitive, mundane tasks with ease. Boost

Record and visualize your endto-end processes with process advisor, providing guided recommendations for creating flows and deep insights that take the guesswork out of what to automate.



Make your automation even smarter with Al Builder. Quickly process forms using document automation, process approvals, detect images and text, or create with prebuilt models.

#### Agenda

- Introduction to Power Automate
- Hands-on Lab 1: Building a time tracking workflow
- Hands-on Lab 2: Travel Approval
- Hands-on Lab 3: Notifications and conditions
- Hands-on Lab 4: Controls, Variables and Expressions
- Hands-on Lab 5: Approvals
- Hands-on Lab 6: Tasks Overdue
- Hands-on Lab 7: Controller Pattern

