ONLINE CLASSES

ROBOTIC PROCESS AUTOMATION

IN 45 DAYS

KNOWLYFT ACADEMY LLP

Power Automate

SYLLABUS

WHAT IS RPA?

Robotic Process Automation is the use of software with Artificial Intelligence (AI) and machine learning (ML) capabilities to handle high-volume, repeatable tasks that previously required humans to perform. Some of these tasks include:
Addressing queries
Making calculations
Maintaining records
Making transactions

WHY RPA?

Automation can improve processes by to 100%
Processing becomes 10 times faster
Accuracy increases to 100 percent

WHO USE RPA?

Global IT firms use RPA to automate their onboarding processes with the help of vendors like MS POWER AUTOMATE

WHAT IS MS POWER AUTOMATE?

Microsoft Power Automate, formerly known as Microsoft Flow until November 2019, is an SaaS platform by Microsoft for automation of recurring tasks. It is part of the Microsoft Power Platform line of products together with products such as Power Apps and Power BI

MS POWER AUTOMATE SYLLABUS

1. INTRODUCTION to POWER AUTOMATE

- Understanding workflow automation and its benefits
- Overview of Microsoft Power Automate
- Exploring the Power Automate interface and environment

2. CREATINH BASIC FLOWS

- Creating a simple flow using a template
- Understanding triggers and actions
- Building flows with a single trigger and action
- Testing and debugging flows

3. ADVANCE FLOW BUILDING

- Utilizing conditions and loops in flows
- Using expressions to manipulate data
- Handling errors and exceptions in flows
- Creating parallel and nested flows

4. DATA INTEGRATION AND TRANSFORMATION

- Connecting to different data sources (e.g., SharePoint, Excel, Outlook, etc.)
- Extracting, transforming, and loading (ETL) data using flows
- Using data operations such as filtering, sorting, and grouping
- Handling data formats and transformations

5. APPROVALS AND NOTIFICATIONS

- Building approval workflows
- Sending notifications via email, Microsoft Teams, or other platforms
- Configuring approval hierarchies
- Managing approvals and responses

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6. INTEGRATION WITH OTHER SERVICES

- Integrating Power Automate with PowerApps
- Using Power Automate with Microsoft 365 services (e.g., Outlook, SharePoint)
- Connecting to third-party services through connectors
- Using HTTP requests for custom integrations

7. ADVANCE CONCEPTS

- Using variables and scopes
- Using arrays and tables in flows
- Managing environment settings and connections
- Monitoring and tracking flow runs

8. BEST PRACTICES AND TIPS

- Designing efficient and effective flows
- Handling security and permissions
- Version control and flow lifecycle management
- Troubleshooting common issues

9. AUTOMATION GOVERNANCE AND ADMINISTRATION

- Managing flows within an organization
- Setting up governance policies and guidelines
- Monitoring flow usage and performance
- Security considerations and data protection

10. PRACTICAL USE CASES & PROJECTS

- Designing and implementing real-world automation solutions
- Automating specific business processes
- Collaborative flow development in teams
- Showcasing projects and discussing challenges

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Thank You