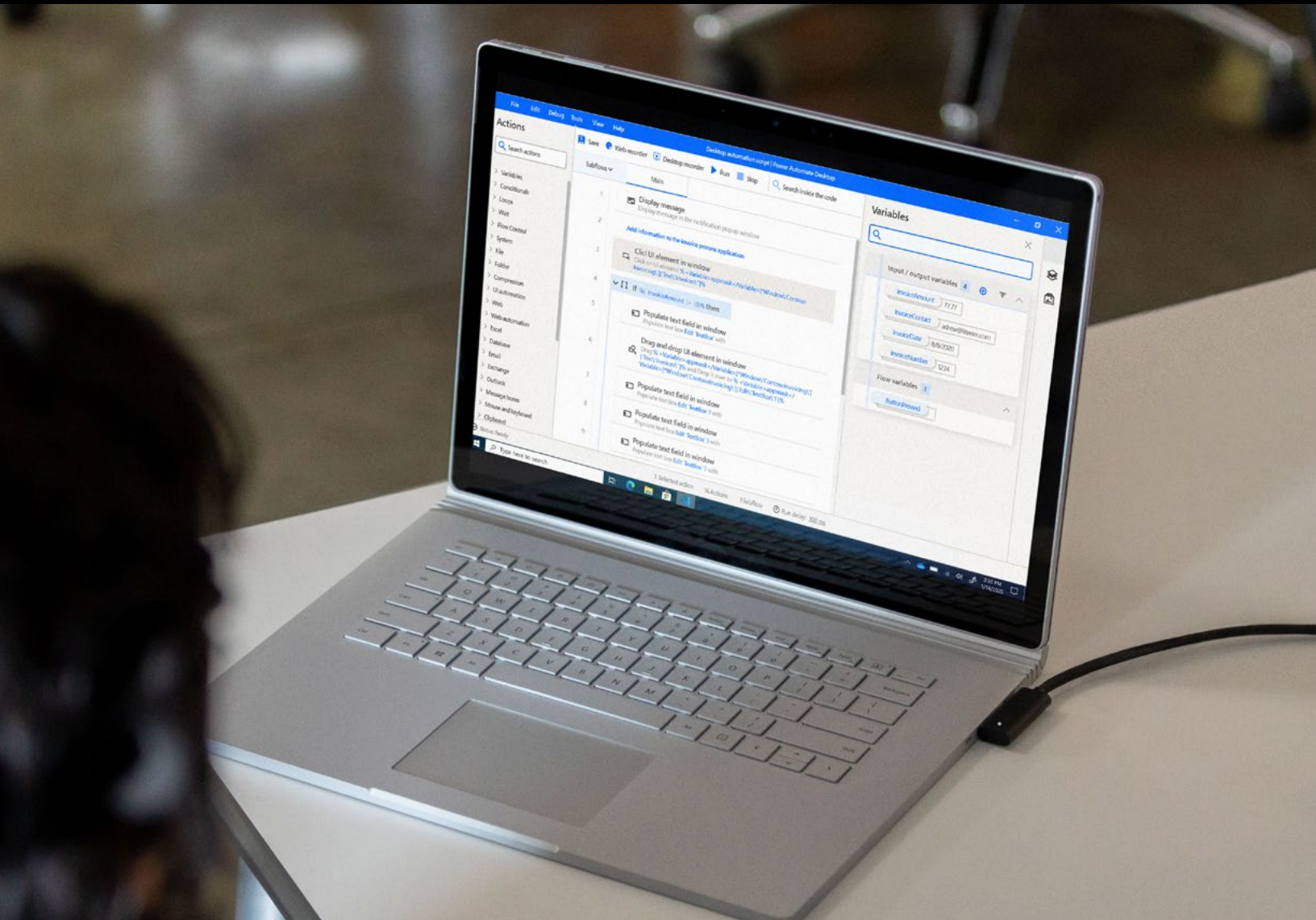


Make Your PC Do the Work for You with Microsoft Power Automate

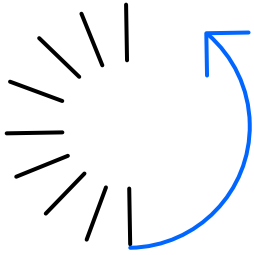


Who this is for

Anyone who uses a PC in their day-to-day work and could benefit from automating repetitive tasks. In this e-book, you'll learn about six different ways you can use Microsoft Power Automate to automate routine tasks and free up time for more valuable work. You can select a scenario that's most relevant to you and jump straight there to learn more about it.



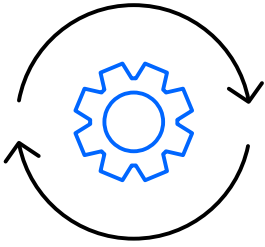
Estimated reading time: 5 minutes



Do you ever feel like a robot at work, doing the same routine tasks on your PC over and over again, such as sorting through email or copying data from place to place?

Microsoft Power Automate makes it simple to build flows that do the work for you. You can focus on more important tasks while your PC handles the mundane, repetitive work.

You can solve business bottlenecks and be recognized for your contributions. With less of your time devoted to repetitive tasks, from routine to complex, you can focus on those that make a greater contribution to the success of your team. Unlike human beings, computers are built to do the same things over and over without fatigue and with minimal to no errors. They don't get tired or make mistakes, leading to greater accuracy and precision in your work.



Put the power of automation in your hands with Power Automate

Power Automate brings the best of robotic process automation (RPA), a powerful technology that lets you automate without boundaries—connecting legacy and modern systems together seamlessly. It may sound complicated and futuristic, but with Power Automate, you can easily get started automating right away. You don't need to learn code. Thanks to a drag-and-drop interface, building flows is simple. Choose from more than 360 prebuilt actions and simply drag them into the visual designer for a seamless experience. You can also record actions using the built-in desktop and web recorders and combine them with drag-and-drop capabilities.

Power Automate works with all kinds of applications. If you can run an app on your PC or on the web, you can automate it. With Power Automate, it's easy to start small and build more sophisticated solutions over time.

How Power Automate can start working for you—right away

Power Automate has a lot of power under the hood—but starting simple is the best way to get familiar with RPA. This short quiz will help you get started.

Which of the following scenarios applies to you?

1. Capture data

I spend a lot of time extracting data from PDFs, emails, websites, applications, or spreadsheets.



2. Automate email

Important information is buried in my email and I spend too much time managing my inbox.



3. Create reports

Generating reports is a slow and complex process.



4. Verify forms

I have to check whether forms are complete and correct, and it can be tough to keep errors from slipping through.



5. Manage files

I spend too much time managing and monitoring files.



6. Update data

I have to keep data updated on a regular basis as new information arrives.

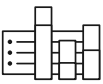




1. Capture data



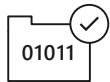
2. Automate email



3. Create reports



4. Verify forms



5. Manage files



6. Update data

Choose another scenario

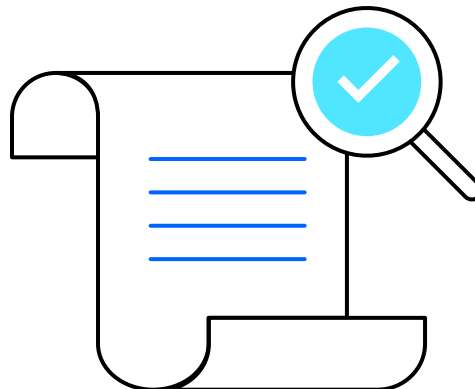
Scenario 1

Capture data

“ I spend a lot of time extracting data from PDFs, emails, websites, applications, or spreadsheets.”

Capture information

Scrape content from a wide range of files or sites and put it where it needs to go. Power Automate can automatically crawl and extract data from multiple pages. It automatically identifies patterns and datasets, intelligently selecting the type of information you specify.

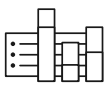




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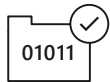
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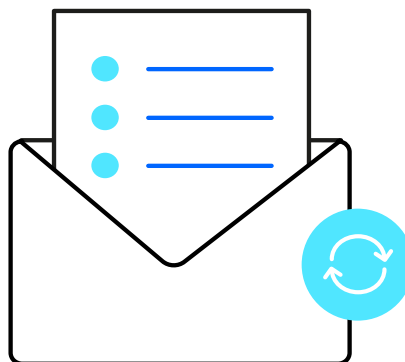
Scenario 2

Automate email

“ Important information is buried in my email and I spend too much time managing my inbox.”

Create powerful email automations

Trigger actions based on emails, such as detecting the arrival of an invoice or an approval from a manager. As soon as an email arrives that meets criteria you have defined, whether it's a purchase order or an impending deadline, the flow takes action to keep processes moving forward. You can also set up automations that send custom updates to stakeholders, including metrics, images, or other information.

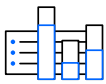




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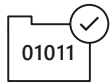
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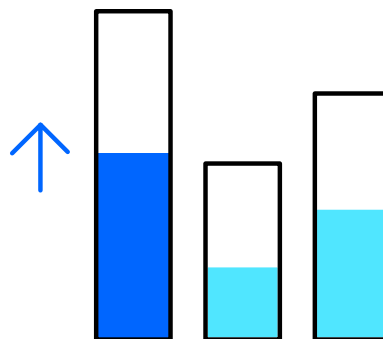
Scenario 3

Create reports

“Generating reports is a slow and complex process.”

Simplify reporting

Capture data from multiple sources automatically and put it into reports of any format and file type. Spend more time interpreting and exploring data rather than simply copying and pasting it. Ensure complete and accurate data capture and work faster so you can get more done in less time.

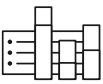




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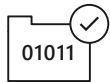
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3. Create reports



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6. Update data

Choose another scenario

Scenario 4

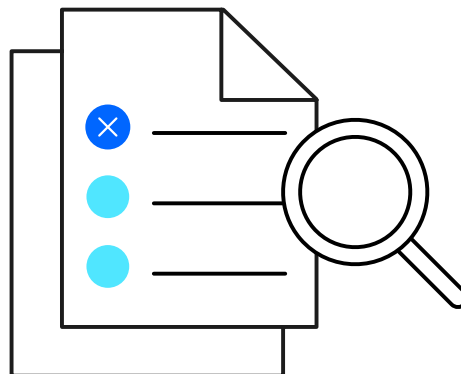
Verify forms



I have to check whether forms are complete and correct, and it can be tough to keep errors from slipping through."

Automatically check for errors

Ensure everything is captured and the right type and format of information is present. Compare submitted information against existing data to identify discrepancies and errors. Return files to the sender with instructions for completion, automatically generated by Power Automate.

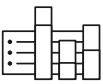




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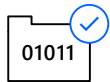
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6. Update data

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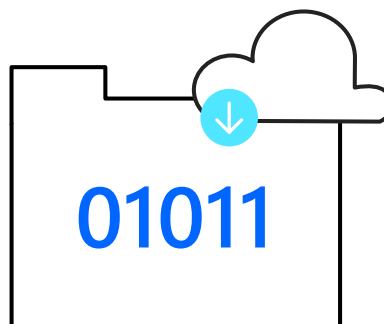
Scenario 5

Manage files

“ I spend too much time managing and monitoring files.”

Manage and monitor files

Trigger file downloads based on process steps or other actions and ensure files are placed in the proper location automatically. Automate operations such as naming, renaming, moving, deleting, and archiving based on a wide range of attributes. Monitor files and folders and act on changes using built-in triggers.

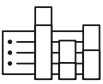




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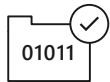
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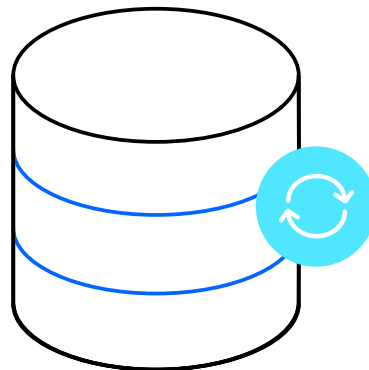
Scenario 6

Update data

“ I have to keep data updated on a regular basis as new information arrives.”

Automate data updates

Create a flow to monitor for updates, capture new information, and update the associated systems and files. When data changes, Power Automate will know and make updates instantly, helping people make better decisions.



What will you do with all the time you save?

The sooner you get started with Power Automate, the sooner you can increase efficiency and focus on more rewarding work. You can begin simply—such as getting an alert when a certain type of file arrives in your inbox—and build from there, no coding required. Turn your PC into a helping hand for you to do more in less time and solve the challenges that matter to your business.

[Experience Power Automate today with a free trial >](#)



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