

Monographic presentation

# Maximizing productivity - Power Automate and other automatization tools

September 2024

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## Introduction

Currently, companies and organizations aim to **maximize the efficiency of their processes**, meaning achieving the best results while using the fewest resources. A good way to accomplish this is by **simplifying repetitive tasks**, allowing people to focus their time on more valuable functions.

The benefits offered by process automation are varied; some of them include **increased savings, enhanced productivity, and reduced errors**, which ultimately leads to better quality in the final product or service.

One of the most effective tools for process automation is **Power Automate**, although other tools are also available.



02. ———

## Understanding the Power Platform environment

It is a tool within the Microsoft ecosystem that can automate tasks, analyze data, and create custom applications. Another advantage is that its features do not require advanced knowledge. There are five main tools within Power Platform:



Power Apps



Power BI



Copilot Studio



Power Pages



Power Automate

03. —————

## Power Automate: the process Automation tool of Power Platform

The logic of Power Automate is based on the creation of automated workflows, understood as a sequence of steps that the program will follow. Some features of this application are:



**Send automatic notifications**  
based on a specific action



**Specific subscription plan** for  
14 euros per month



**Connect actions** so that the result of  
one triggers another action



30-day **free trial**



**Integration with other  
Microsoft tools**

04. —————

## Tips and tricks for automation with Power Automate

There are some useful tips to streamline operations, reduce errors, and optimize resources. Some of them are:



**Notify upon receiving a specific email**



**Save attachments in OneDrive**



Transfer survey results from **Microsoft Forms to Excel**



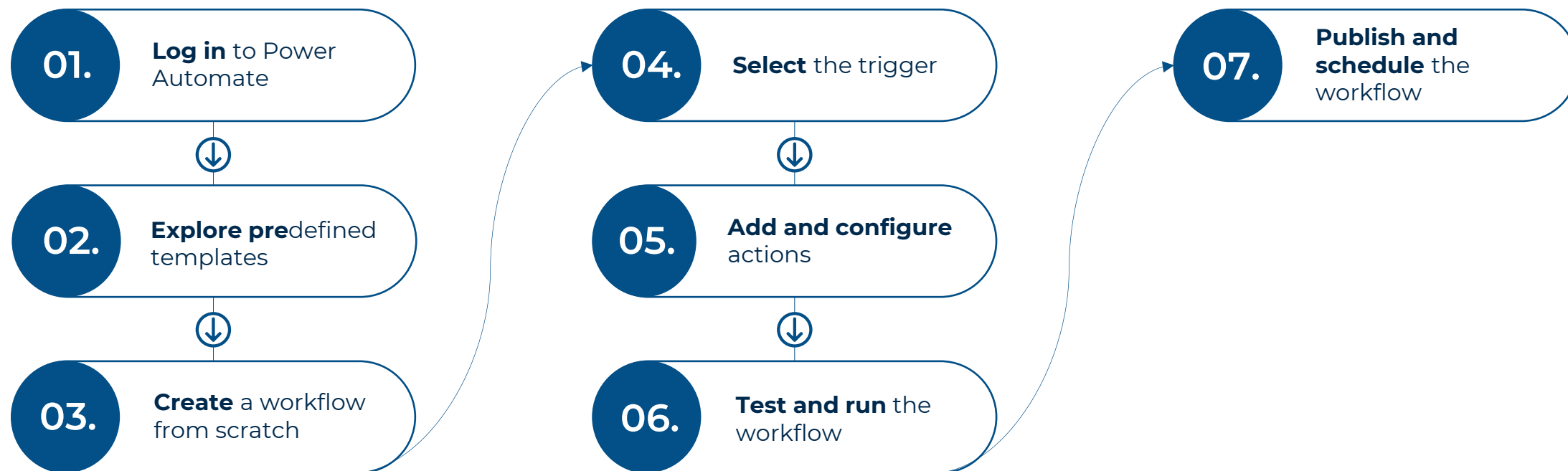
**Track tasks and projects in Planner**

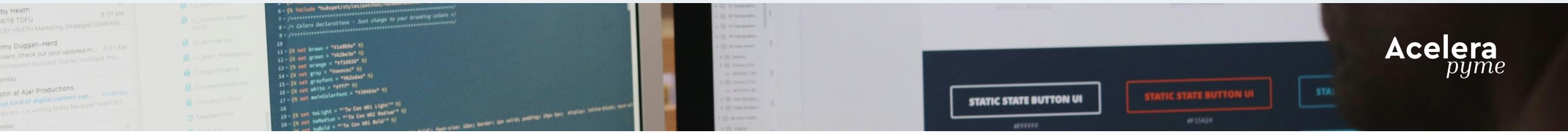


**Convert a PDF to a OneDrive file**

05. —

## Practical guide to getting started with Power Automate





06. ———

## Other process Automation tools



Zapier

Ideal for creating integrated automated workflows based on meeting certain conditions.



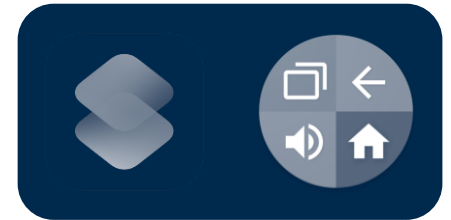
Make

It has predefined templates and integrates with Google Workspace, Slack, or Trello.



If This Then That

Connects different services and devices to execute automated actions.



Atajos y Button Mapper

Mobile applications that execute certain processes using button combinations.



07. ———

## Conclusions

01.

Power Automate is the most suitable tool within the Power Platform environment for carrying out **process automation** in an SME with little experience in the field.

02.

Among its most powerful features are **automatic notifications and task tracking**.

03.

To be a competitive and efficient SME, it is essential to have **automation tools that improve operational efficiency**, with several options available on the market.

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