

Hardware aanvragen

Werk Delen Koppeling kopiëren Verwijderen Flow ... + Kolom toevoegen...

Datum	Aanvrager	Type hardware	Goedkeuring door manager	Goedkeuring door CFO	
18 oktober	Belinda Newman	Microsoft Surface Laptop	→ In afwachting	⊙ Niet gestart	
18 oktober	Anne Wallace	Microsoft Surface Go	✓ Goedgekeurd	✓ Goedgekeurd	
18 oktober	Alex Darrow	Microsoft Surface Book	✓ Goedgekeurd	→ In afwachting	⊙ Opnieuw indienen
18 oktober	Garret Vargas	Microsoft Surface Pro	△ Afgekeurd	⊙ Niet gestart	⊙ Opnieuw indienen
18 oktober		Microsoft Surface Studio	✓ Goedgekeurd	✓ Goedgekeurd	

Type hardware
Microsoft Surface Go

Opmerkingen
Deze vind ik ook wel prima

Goedkeuring door manager
Goedgekeurd

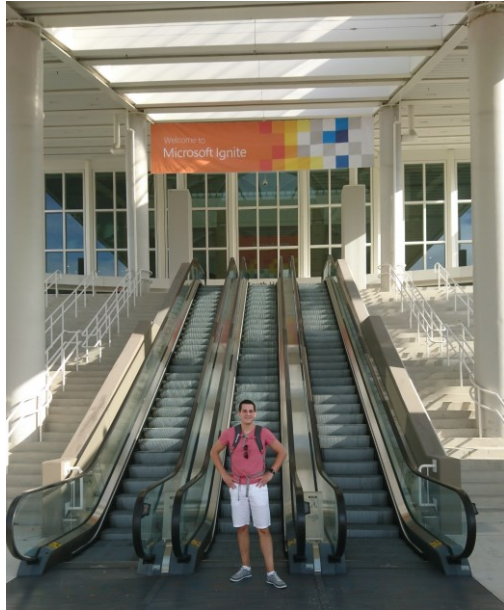
Goedkeuringsgeschiedenis manager
07-11-2018: Goedgekeurd (Prima)
07-11-2018: Goedgekeurd
07-11-2018: Afgekeurd (Deze is alleen voor grafisch ontwerpers en niet voor consultants)

Goedkeuring door CFO
Goedgekeurd

Goedkeuringsgeschiedenis CFO
07-11-2018: Goedgekeurd
07-11-2018: Afgekeurd (Deze past niet in je)

Inzicht in je Flow goedkeurings-status en -geschiedenis

Over mij



Functional Consultant



Blogger

SharePoint, PowerApps & Flow enthusiast



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Agenda

- Flow Approvals
- Goedkeuringsstatus
- Goedkeuringsgeschiedenis
- Extra's
- Q & A

Flow Approvals



A screenshot of the 'Start an approval' configuration form. The title bar says 'Start an approval' with an information icon and a menu icon. The form contains several fields:

- * Approval type: Dropdown menu with 'Anyone from the assigned list' selected.
- * Title: Text input field with placeholder 'Create a title for the approval'.
- * Assigned to: Text input field with placeholder 'Email addresses, separated by a semicolon (;)'.
- Requestor: Text input field with placeholder 'Add the email of the person generating this request'.
- Details: Text input field with placeholder 'Markdown supported (see https://aka.ms/approvaldetails)'.
- Item link: Text input field with placeholder 'Add a link to the item to approve'.
- Item link description: Text input field with placeholder 'Describe the link to the item'.
- Enable notifications: Dropdown menu with 'Yes' selected.

At the bottom left, there is a link 'Hide advanced options ^'.



A screenshot of a 'Pending approval' card. The title bar says 'Approvals | Powered by Microsoft Flow'. The main content includes:

- Pending approval**
- Requested by **MOD Administrator** <admin@sharepointsushi.onmicrosoft.com>
- Date Created:** Wednesday, November 7, 2018 10:52 AM GMT
- Details:** MOD Administrator heeft een nieuwe hardware aanvraag geplaatst. De keuze is: Microsoft Surface Go. Graag jouw beoordeling over deze aanvraag geven
- Link:** https://sharepointsushi.sharepoint.com/sites/RikSushi/_layouts/15/listform.aspx?PageType=4&ListId=b285eeda-ab90-4e49-a5af-0b700d91d4a2&ID=18&ContentTypeID=0x0100E1938AF91FCD184CA51FEE9E6EA29184
- Buttons: **Approve ^** and **Reject v**
- Text input field: Reason (optional)
- Submit** button

At the bottom, there is a footer: 'Get the Flow app to receive push notifications and grant approvals from anywhere. [Learn more](#) This message was created by an automated workflow in Microsoft Flow. Do not reply. Microsoft Corporation 2018.'

Goedkeuringsstatus

The screenshot displays a workflow configuration interface. At the top, a 'Condition' box is defined with the following logic: 'response' is equal to 'Approve'. Below this, there are two conditional paths:

- If yes (green header):** Contains an 'Update item' action. The configuration for this action is as follows:
 - Site Address: https://contoso.sharepoint.com
 - List Name: Goedkeuringslijst
 - Id: Id
 - Title: (empty)
 - Status: Goedgekeurd
- If no (red header):** Contains a preview of the 'Goedkeuringslijst' table.

The 'Update item' action also includes an 'Add dynamic content' button and a 'Show advanced options' dropdown. An 'Add an action' button is visible at the bottom of the 'If yes' section.

Titel	Status
Aanvraag 1	Nieuw
Aanvraag 2	In afwachting
Aanvraag 3	Goedgekeurd
Aanvraag 4	Afgekeurd

Dat kan overzichtelijker!

DEMO

Goedkeuringsgeschiedenis

Via flow.microsoft.com > Approvals > History > Sent

The screenshot displays the Microsoft Flow interface. On the left, a navigation pane shows 'Approvals' selected. The main area shows the 'History' tab for 'Sent' approvals, with a table listing records. Overlaid on this is the 'Start an approval' dialog box. The 'Requestor' field in this dialog is highlighted with a red border and contains the text 'Aanvrager Email x ;'. Other fields include 'Approval type' (set to 'Anyone from the assigned list'), 'Title' (placeholder: 'Create a title for the approval'), 'Assigned to' (placeholder: 'Email addresses, separated by a semicolon (;)'), 'Details' (placeholder: 'Markdown supported (see https://aka.ms/approvaldetails)'), 'Item link' (placeholder: 'Add a link to the item to approve'), 'Item link description' (placeholder: 'Describe the link to the item'), and 'Enable notifications' (set to 'Yes').

APPROVERS	TITLE
MOD Administrator	Hardware aanvra
MOD Administrator	Hardware aanvra
MOD Administrator	Hardware aanvra
MOD Administrator	Hardware aanvra

Let op, om inzicht te kunnen krijgen moet de Requester in de Flow A ingevuld zijn (*Dynamic Content*)

Goedkeuringsgeschiedenis

Ook dat kan overzichtelijker!

Wat hebben we nodig?

- **SharePoint:** kolommen om gehele goedkeuringsgeschiedenis in op te slaan
 - ManagerOpmerkingen (*meerdere tekstregels, tekst zonder opmaak*)
 - CFOOpmerkingen (*meerdere tekstregels, tekst zonder opmaak*)
- **PowerApps:** geschiedeniskolommen opnemen in DispForm
- **Microsoft Flow:** geschiedenis wegschrijven in geschiedeniskolommen

DEMO

Extra's

- Voorkom ongewenste wijzigingen door Quick Edit en detail pane uit te schakelen
- Flow HTTP Request trigger beveiligen
 - Check op Flow ID in 'x-ms-workflow-name' request header
 - Terminate Flow indien niet correct getriggerd

Q & A

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