

# Create your first Scheduled Cloud Flow in Power Automate

A schedule cloud flow will trigger in the defined date and time it requires a frequency definition that could be triggered in specific second, minute, day, week or month.

Now let's create the scheduled cloud flow, which will send an email send an email to congratulate an employee on their work anniversary within our organization. To automate this process, I've set up a scheduled cloud flow that checks my SharePoint list 'Employee Information' daily and sends the anniversary email.

For this i have created a list in SharePoint called 'Employee Information' which contains the following columns:

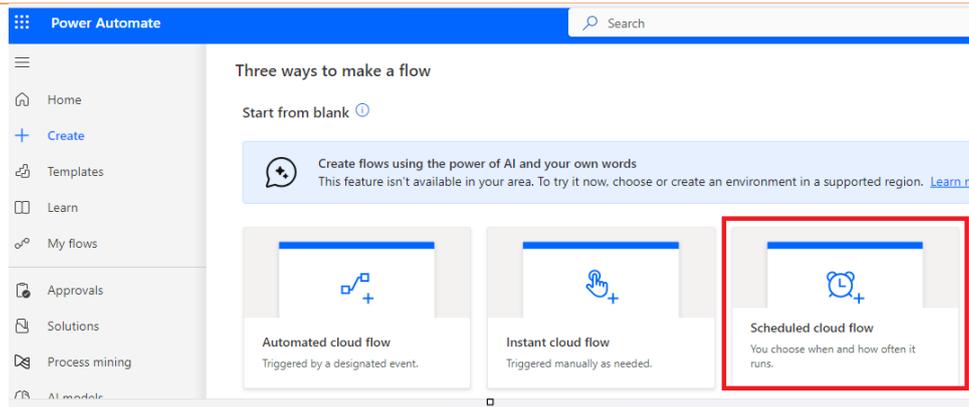
- Title-Single line of text
- Employee name-Person
- BirthDate- Date Time
- Department-Choice
- Joining Date- Date time
- Manager-Person

Employee Information ☆ ☺

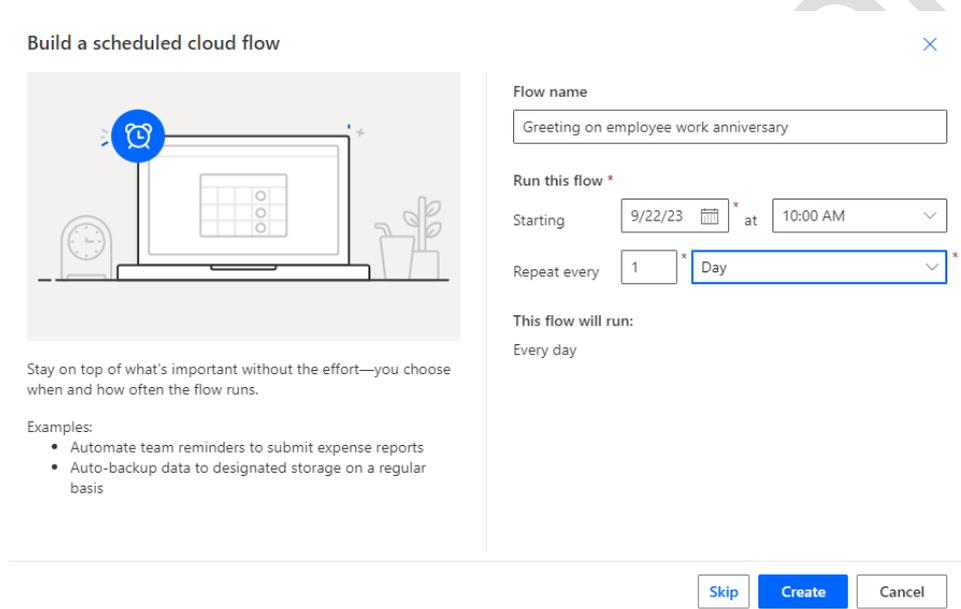
Title	Employee Name	Birth date	Department	Joining date	Manager
TS001	Roselin	09/05/2023	IT	11/15/2021	Preeti Sahu
TS0012	Haripriya Dhall	12/11/2023	IT	09/22/2020	Preeti Sahu
TS0014	Sushree Swati	01/17/2024	Finance	09/22/2022	Bijay Kumar Sahoo

Let's create an schedule cloud flow, that will run every day to congratulate an employee on their work anniversary within our organization.

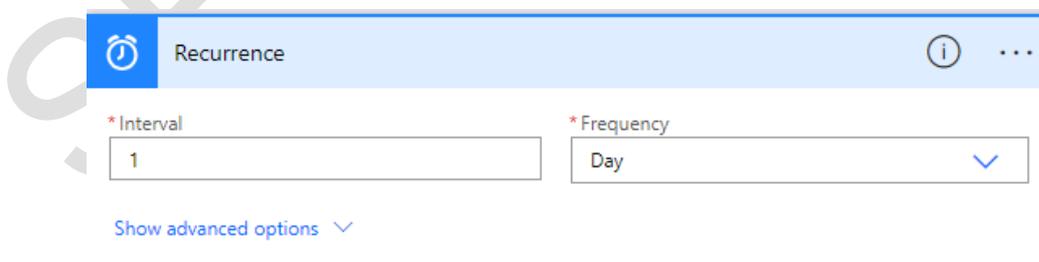
Step 1 -In Power Automate, click on +Create, select Schedule Cloud Flow.



Step 2- Provide the flow name and select the date time and provide the frequency on which time the flow will trigger. Then click on Create.

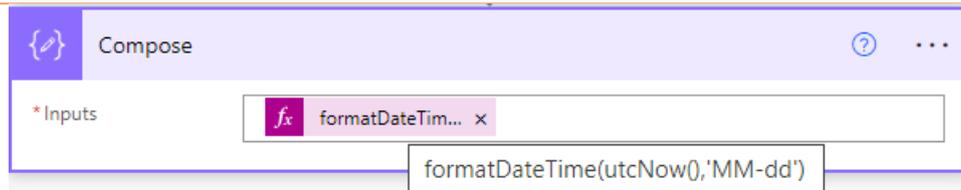


Now you can see Recurrence action is added to the flow and you can see interval as 1 and Frequency as Day.



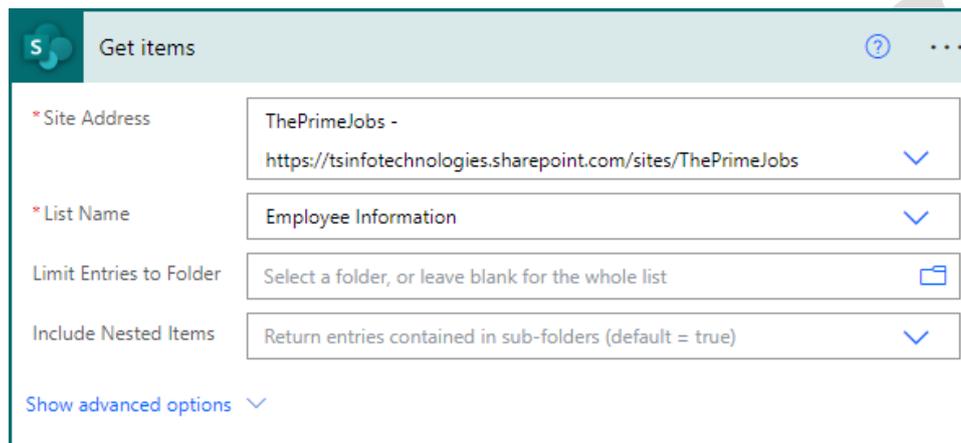
Step 3- Now we will format the current date time to 'MM-dd', for this click on +New step -> select Compose action. Then provide the below information:

- Inputs: Provide the expression: `formatDateTime(utcNow(), 'MM-dd')`



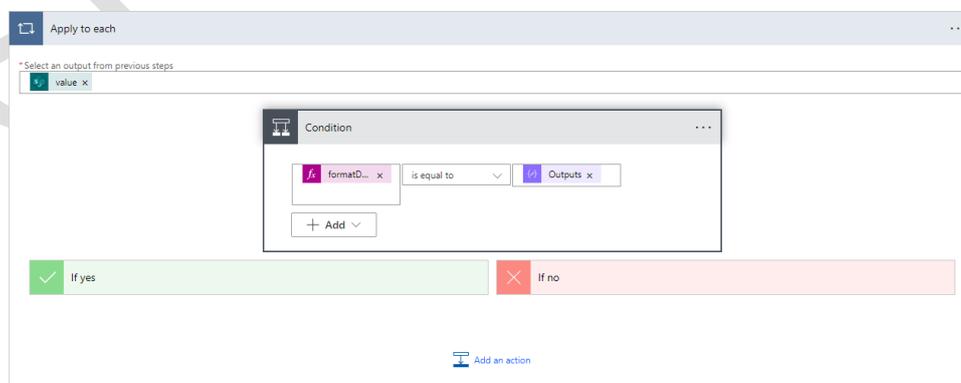
Step 4- Next we will get items from the SharePoint list, for this click on Add an action, select Get items action. Then provide the below information

- Site address: Provide the SharePoint site address
- List name: Provide the SharePoint list name



Step 5- Now we will check the joining date 'MM-dd', is equal to current date 'MM-dd, for this click on the +New step -> select Condition action. Then provide the below information:

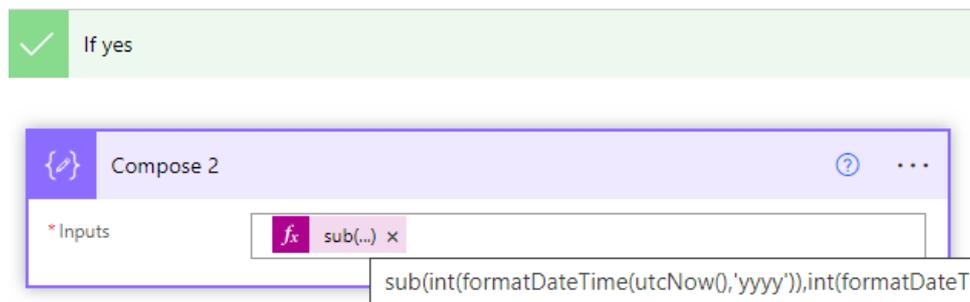
- Choose a value: Provide the expression 'formatDateTime(items('Apply\_to\_each')?['Joiningdate'],'MM-dd)'. This will automatically add Apply to each action
- Operator: Select the operator as equal to
- Choose a value: Select the compose output from the dynamic content.



### The Prime Jobs

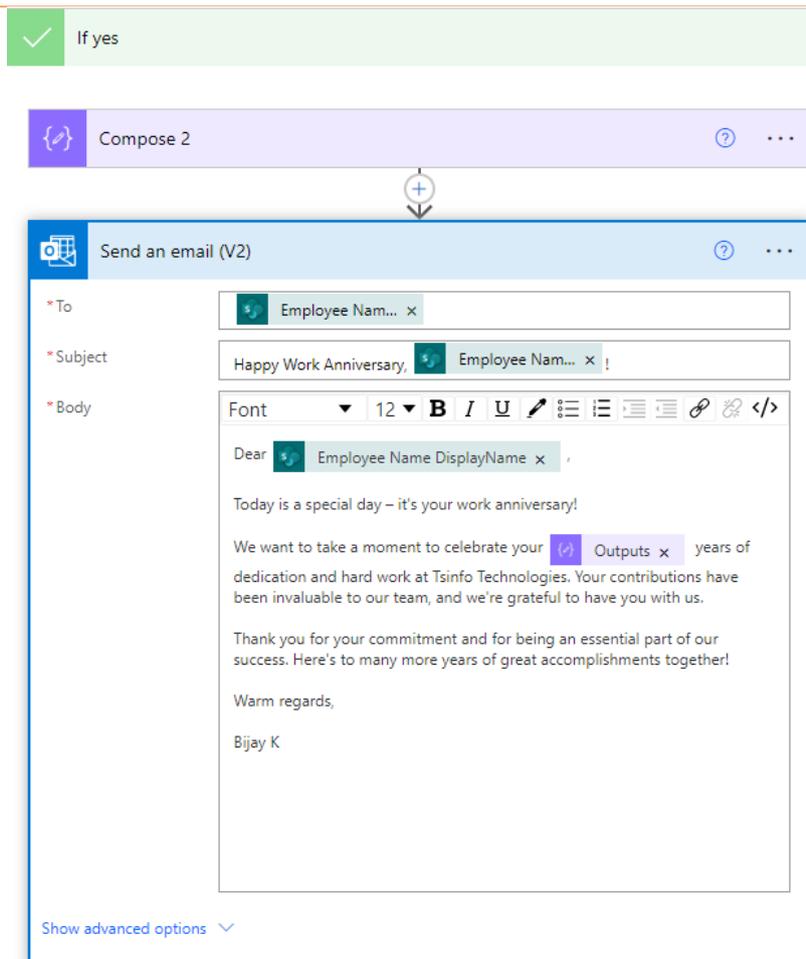
Step 6- Now if the above condition is true, then we will subtract the current year with joining date year. For this, click on Add an action -> select Compose action. Then provide the below information:

- Inputs: provide the expression:  
`sub(int(formatDateTime(utcNow(),'yyyy')),int(formatDateTime(items('Apply_to_each')?['Joiningdate'],'yyyy')))`

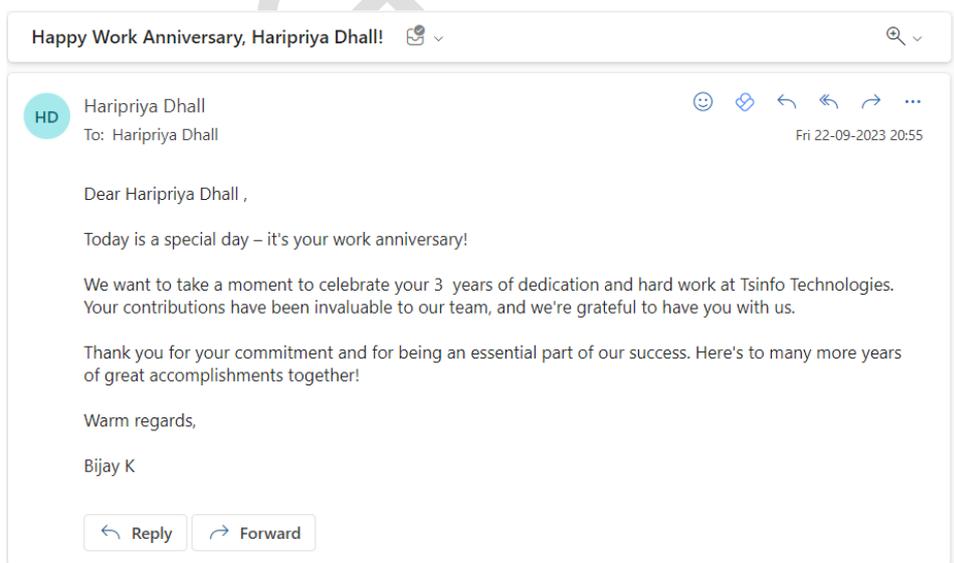


Step 7: At last we will send a congratulate email to the employee, for this click on Add an action -> select Send an email (V2) action. Then provide the below information:

- To: Select the organizer email from dynamic content
- Subject: provide the subject of an email
- Body: Select the body of an email like below



Step 8: Now run the flow manually, you can see the employees who have joining day and month is equal to current day and month, they got an email like below



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