Power Automate Flow Inventory Email + SharePoint Logging - Solution Overview

Title: Power Automate Flow Inventory Email + SharePoint Logging – Overview

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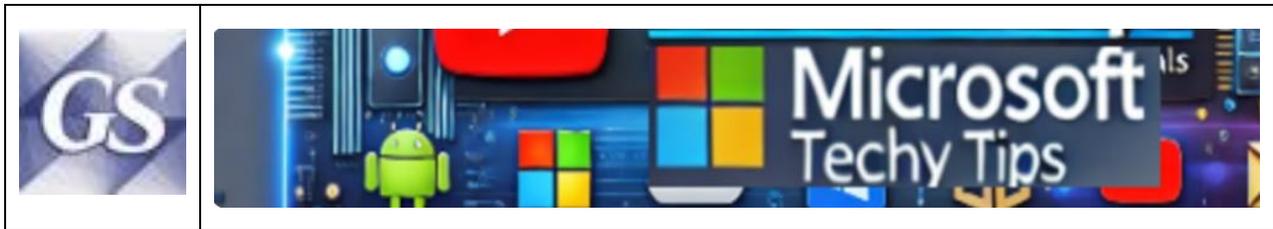
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Gain Visibility, Control, and Persistent Governance Across Your Automation Landscape

The Business Problem

As organizations scale their use of Power Automate, flows multiply rapidly across environments, departments, and teams. Over time, this creates a serious **visibility and governance gap**.

Most organizations today struggle with:

- No centralized, historical view of all Power Automate flows
- Unknown ownership of critical automations
- Business-critical flows running without oversight
- Increased security, compliance, and operational risk
- Manual audits that are time-consuming, error-prone, and inconsistent

Leadership often asks simple but critical questions:

- How many flows do we have?
- Who owns them?
- Which flows are business-critical?
- Are there unused or risky automations running?

And the honest answer is often:
<mark>*"We don't have a clear, reliable view."*</mark>

The Solution

Flow Inventory Email + SharePoint Logging bridges the visibility gap by combining automated email reporting with centralized SharePoint logging, delivering both instant insight and persistent, audit-ready data.

- No manual effort
- No spreadsheets
- No dependency on individual environments
- Fully automated, governance-ready inventory

By the time your team starts the workday, your flows are **logged in SharePoint** and summarized in an **email report**, giving both admins and leadership clear, actionable insight.

Just **clear, reliable insight — delivered automatically**.

Demo Email

Below is the automated Power Automate flow inventory email:

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Flow Name	State	Created Date	Last Modified Date	Environment Name	Created By
FlowInventory	Inventory	Scheduled Email Report	Started	2026-02-01T15:48:20Z	2026-02-08T10:58:05Z	Prod for Demo	Lab Admin 2
2_With_OwnersNameInEmail_FlowInventory	Inventory	Scheduled Email Report	Stopped	2026-02-08T08:01:20Z	2026-02-08T08:01:20Z	Prod for Demo	Lab Admin 2
PowerAutomate_GetAllFlows_AllEnvironments_v2.0	Started	2026-02-01T01:56:44Z	2026-02-01T01:56:59Z	Prod for Demo	Lab Admin 2
Get All Flows from All Environments_Jan26Testing	Started	2026-01-26T04:39:11Z	2026-01-26T04:39:29Z	Prod for Demo	Lab Admin 2
Integrated Search API trigger flow	Stopped	2025-12-20T09:37:36Z	2025-12-20T09:37:36Z	Prod for Demo	System
Search Dynamics 365 knowledge article flow	Stopped	2025-12-20T09:37:36Z	2025-12-20T09:37:36Z	Prod for Demo	System
SLAInstanceMonitoringWarningAndExpiryFlow	Stopped	2025-12-20T09:24:26Z	2025-12-20T09:24:26Z	Prod for Demo	System
FlowInventory	Inventory	Scheduled Email Report	Started	2026-02-01T05:34:53Z	2026-02-08T10:45:59Z	Personal Productivity Environment	Lab Admin 2
FlowInventory	Inventory	Scheduled Email SharePoint	Started	2026-02-03T16:16:56Z	2026-02-08T08:10:13Z	Personal Productivity Environment	Lab Admin 2

ℹ Important Notes:

📌 This report includes only flows from environments where the inventory flow has sufficient access.
🔒 Some flows may have limited owner or metadata details due to permission restrictions.
♻ If expected flows are missing, please re-run the inventory flow or validate environment access.
🖥 This is an automated notification. No action is required unless discrepancies are observed.

Regards,
Power Automate Monitoring System

Note:

- The screenshot above displays only a sample set of flows. In your environment, the email report will include **all flows across all environments within your tenant**.

What This Means for the Business

Executive Visibility

- Single, consolidated view of all Power Automate flows across environments
- Clear understanding of automation footprint over time
- Reliable data that supports strategic decisions

Governance & Risk Reduction

- Detect flows without proper ownership
- Identify automations that may violate governance or compliance policies
- Reduce operational risk caused by undocumented or orphaned flows

Operational Efficiency

- Eliminate manual inventory and audit efforts
- Save hours of administrative work every month
- Enable proactive governance instead of reactive firefighting

Persistent & Scalable Automation Strategy

- Centralized SharePoint logging ensures historical data for audits and reporting
- Supports growing automation adoption without losing control
- Creates a foundation for a mature Center of Excellence (CoE) model

Key Capabilities

- Automatically scans all Power Automate environments
- Generates a structured inventory of flows
- Sends formatted HTML email reports to configured recipients
- Logs inventory into a **SharePoint list** with **upsert logic** to prevent duplicates
- Creates custom SharePoint views (Active, Inactive, Suspended flows) with dynamic filters
- Applies column indexing and formatting for performance and readability
- Runs on a scheduled basis (business-friendly off-hours)
- Designed for admins, CoE teams, and governance stakeholders
- Fully automated after initial deployment

Solution Architecture & Data Structure (High-Level)

This solution is designed using a structured, governance-first architecture that ensures scalability, performance, and long-term maintainability.

Architecture Overview

The solution consists of two core components:

1. SharePoint Inventory List Provisioning (One-Time Setup)
A provisioning flow that automatically creates and configures a governance-ready SharePoint inventory list.

2. Scheduled Flow Inventory Engine
A scheduled Power Automate flow that:

- Scans flows across environments
- Generates a formatted HTML email report
- Logs and maintains inventory data in SharePoint
- Applies upsert logic to prevent duplicate records

Once deployed, the process runs automatically without manual intervention.

Structured Inventory Data Model

The SharePoint inventory list is automatically provisioned with a structured metadata framework designed for governance visibility.

The list includes:

- Flow Name
- Flow State (Active, Inactive, Suspended)
- Created Date
- Last Modified Date
- Environment Name
- Created By

This structured approach ensures clean, reliable, and actionable inventory data.

Upsert Logic & Data Integrity

To maintain data accuracy, the solution implements a unique identifier–based upsert mechanism.

This ensures:

- No duplicate records
- Existing flow entries are updated automatically

- Inventory remains clean and consistent over time

Pre-Configured Views for Governance

The inventory list includes ready-to-use governance views designed for operational analysis.

Administrators can quickly filter and assess:

- All flows across the tenant
- Active flows
- Inactive flows
- Suspended flows

These pre-configured views provide immediate visibility into automation health without additional configuration.

Performance Optimization

The solution automatically applies indexed columns to ensure optimal performance, even in large-scale environments with hundreds or thousands of flows.

List formatting and dynamic state color coding are also applied during provisioning to improve usability and clarity.

No manual SharePoint configuration is required.

Demo Inventory List Data

Note: In the above inventory list, the entire inventory setup is fully automated — including list creation, column provisioning, dynamic view configuration, and list and column formatting. No manual SharePoint configuration is required.

Reusable Provisioning Framework - Extended Usage Scenario

The one-time Inventory List Provisioning flow is not limited to this solution.
It is built as a parameter-driven provisioning engine that can be reused to automate SharePoint list creation in other business scenarios.

By adjusting input parameters, you can:

- Create new SharePoint lists
- Provision columns dynamically
- Configure custom views
- Apply column indexing for performance
- Apply consistent list formatting and styling

This allows you to replace manual SharePoint list setup with automation, improving:

- Standardization
- Speed
- Governance consistency
- Administrative efficiency

What normally takes 20–40 minutes of manual configuration can now be completed automatically in seconds.

Why This Matters to Leadership?

Automation is no longer optional — it's a **critical business dependency**.

Without visibility:

- Risks escalate
- Costs rise silently
- Compliance becomes reactive
- Automation trust erodes

With this solution:

- Leadership gains confidence in automation governance

- Governance becomes proactive and data-driven
- Automation strategy becomes scalable, controlled, and strategic

This is not just a technical report — it's **management insight delivered automatically**, backed by persistent SharePoint data.

Who Should Use This?

- Business owners responsible for automation outcomes
- IT Leadership & Managers
- Power Platform Administrators
- Center of Excellence (CoE) Teams
- Governance & Compliance Teams

If your organization uses Power Automate at scale, **this solution is essential**.

Why Organizations Choose This Solution

- Built specifically for enterprise-scale governance
- No manual setup required beyond initial provisioning
- Production-ready, reusable, and scalable
- Designed with both business and IT stakeholders in mind
- Combines instant insight (email) with persistent logging (SharePoint)

Summary

Flow Inventory Email + SharePoint Logging helps your organization:

- See what automations exist
- Understand who owns them
- Reduce risk and improve compliance
- Establish a single source of truth in SharePoint
- Support confident, scalable automation growth

All with minimal effort and maximum value**.**

Change Log

Version	Date	Author	Changes
1.0	2026-02-14	Global SharePoint Blog & Microsoft Techy YouTube Channel	Initial Document