

# File Renamer Microsoft Power Automate

The File Renamer Flow is used for bulk renaming documents by duplicating the document multiple times and appending the students name to the document. The File Renamer uses the format "{filenamehere}\_{studentnamehere}.\*" when renaming files.

## STEP 1: Export an \*.XLSX file from SEQTA containing the student list for 1 or more classes

1. In SEQTA Go to **Pastoral Care Workspace > Reporting**
2. From the list of reports search for **Brigidine File Renamer**
3. From the **Timetable Period** list select the current timetable period if not already selected (If already selected it will appear in the Selected tab)
4. From the **Class Code** list select the classes you would like to use to rename the file (you can select multiple classes per file renamed)
5. **Click Apply**, ensuring to check the output matches what you expect from your above selections.
6. From the top menu click **Export** and select **XLSX**
7. Please rename the resulting XLSX file from the previous step to something appropriate as this may cause name conflicts if subsequent flows are ran with the same file name.

## STEP 2: Edit the above \*.XLSX file so the data is formatted as Table1

1. Open the excel sheet exported from previous process. (Most likely in your downloaded folder).
2. Ensure the top left cell is selected (A1).
3. Select all the data by holding **Ctrl + A**
4. Format the selected data into a table by holding **Ctrl + T**
5. Accept the defaults ensuring the tick box **My table has headers** is ticked.
6. Save.

## STEP 3: Run the \*.XLSX file through the "File Rename Flow" along with the file we need to rename

1. Navigate to the flow ([https://flow.microsoft.com/manage/environments/Default-df95c1c2-d34a-416b-ad2f-2a156d35cd7b/flows/d4e585e5-b0f9-4cc0-9416-2eae5fdcb027/run?utm\\_source=invitebuttonuser&utm\\_medium=email&loginTenant=df95c1c2-d34a-416b-ad2f-2a156d35cd7b](https://flow.microsoft.com/manage/environments/Default-df95c1c2-d34a-416b-ad2f-2a156d35cd7b/flows/d4e585e5-b0f9-4cc0-9416-2eae5fdcb027/run?utm_source=invitebuttonuser&utm_medium=email&loginTenant=df95c1c2-d34a-416b-ad2f-2a156d35cd7b))
2. At the top click run and an options pane will slide in from the right.
3. In the first box locate \*.XLSX file with the student names.
4. In the second box locate the file you want to rename.
5. Run flow.
6. You will receive an email once the flow has completed, this can take around 5 minutes depending on how many students are in the list.
7. Once you receive the email you should be able to find the files in your **OneDrive > File Renamer**.



- Please wait for the flow to complete before doing another.
- You are free to delete the "XLSX Grave" folder as it is required by the flow to first dump the \*.XLSX file into Ondrive before it is processed, so once processed we don't need it.
- The File Renamer folder itself can also be deleted after processing as this is created every time the flow is run if it doesn't exist.