

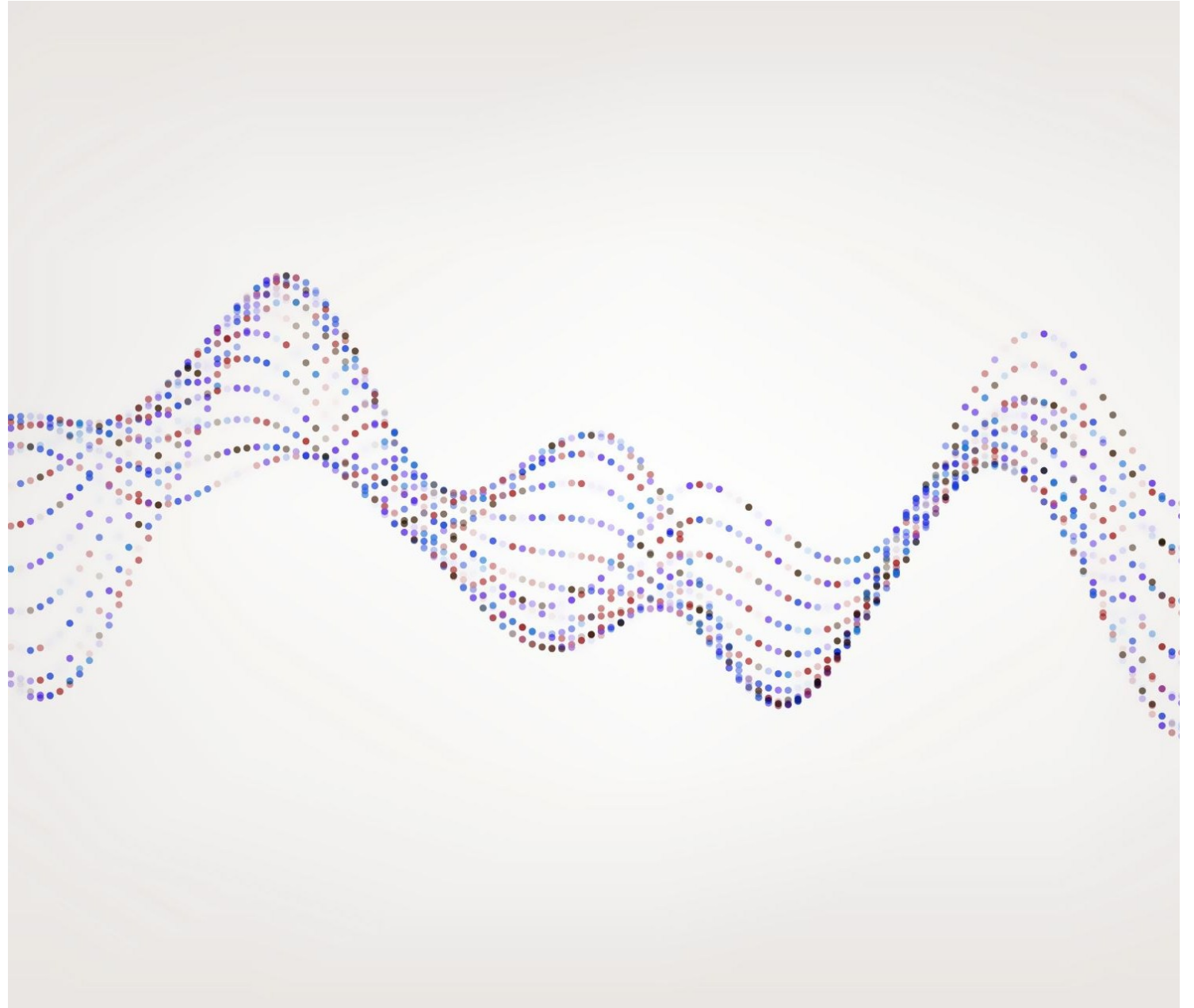
Using Power Automate to catalogue records

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University of St Andrews

DPC Workflow Webinar Series

March 2nd 2026





Who am I?

I am not:



A Computer Engineer



A computer science expert



A highly experienced coder

But... I am:



An Archivist



Curious



Comfortable with trying
new things and failing

The Context

- Extensive backlog of similarly formatted PDF files that required cataloguing
- Restricted IT environment
- Limited resources



What I did:

Worked within the existing parameters that were available to me

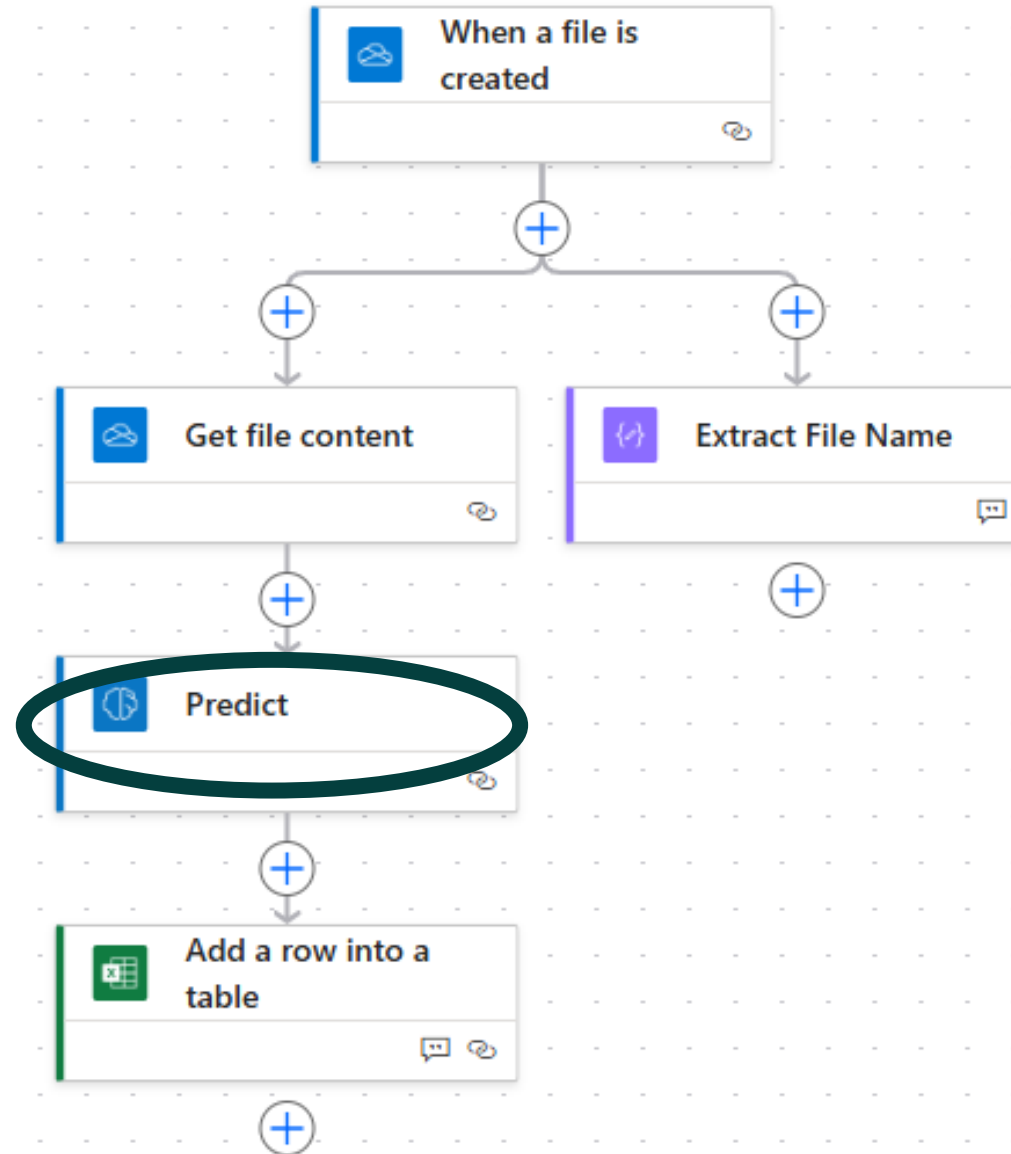
Made use of available training

Pitfalls/things to consider

- Closed or open environment?
- Cost v Benefit
- Data Sensitivity
- Quality Assurance



The Workflow



The Input



AN4426
My Files

2021/2 SEMESTER 2

SCHOOL OF CLASSICS

MODULE CODE: AN4426

MODULE TITLE: Roman Slavery

EXAM DURATION: 2 hours

Behind the 'Predict' module

The screenshot displays the Microsoft Power Automate interface for a model named 'ExamPaperCataloging'. The left sidebar shows navigation options, with 'AI hub' circled in green. The main content area includes a top navigation bar with 'Edit model', 'Share', 'Settings', and 'Delete'. Below this, the model's name and details are shown. A 'Published version' tab is active, displaying an 'Accuracy score' of 91% (Good) with a gauge chart. A 'How to use your model' section is circled in green, containing a tip: 'Do you know you can set-up a Feedback loop process to improve your model? Select Use model and Build intelligent automations. Learn more'. Below this, there are links for 'Power Automate' and 'Power Apps'. A 'Quick test' button is also visible.

Field	Value
School	99
Module Code	99
Date	75
Module Title	99
Exam Version	83

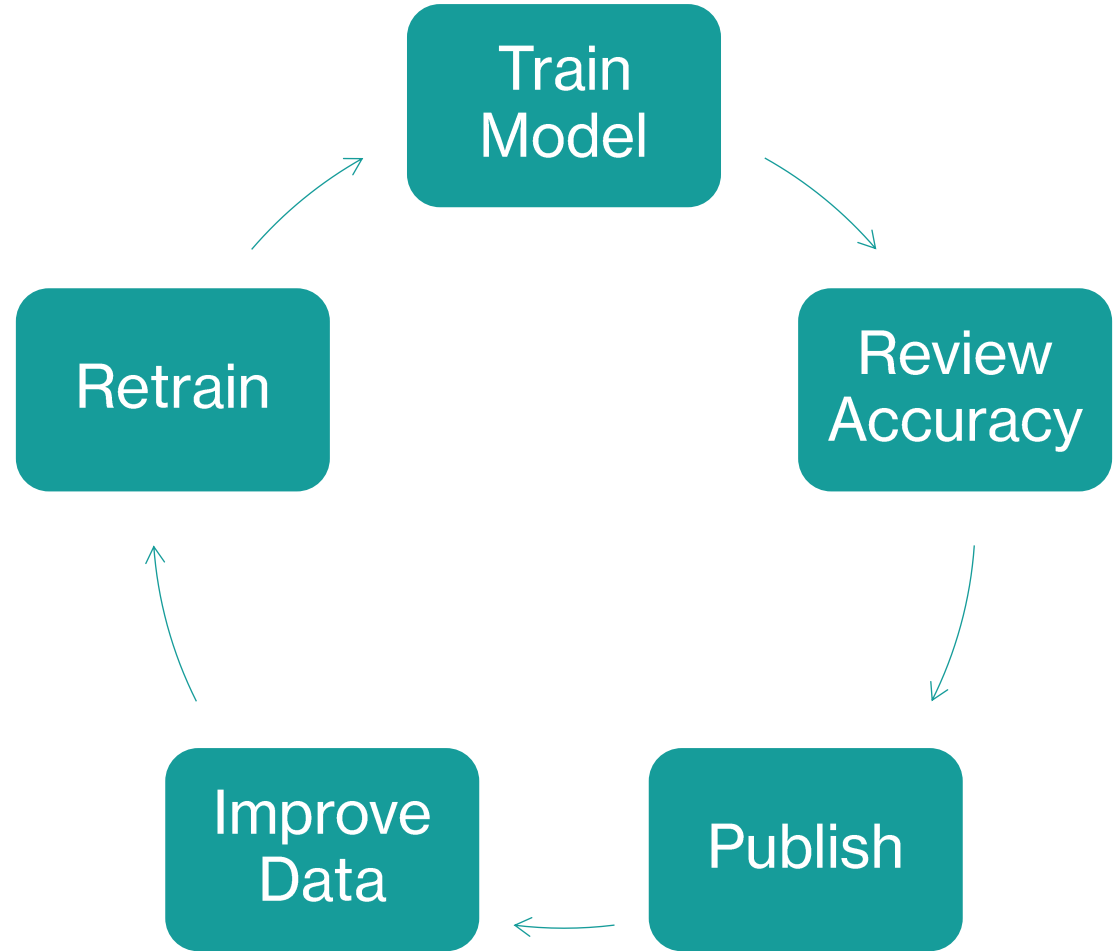


File Name	File Creation Date	School	Module Title	Module Code	Exam Version	Date
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The results

A	B	C	D	
File Name	File Creation Date	School	Module Title	Module Code
AN4426.pdf	Wed, 05 Nov 2025 10:00:10 GMT	SCHOOL OF CLASSICS	Roman Slavery	AN4426

An Iterative Process



Next steps



Establish proof of
concept



Calculate cost-benefit

Resources/Ideas for development



General Microsoft Training

[Training - Courses, Learning Paths, Modules | Microsoft Learn](#)

Specific Training for Getting Started with Automation

[Power Automate: Automation - Online Workshop - Training | Microsoft Learn](#)

Community Collaboration

Questions?

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