



# for Administrators Complete Course Plan



## About

This course aims to provide basic information about workflow automation through app integration to new Zoho Flow users. You will learn what app integration is and how it helps you save time and get to know the platform well. You will then learn how to convert your redundant, time-consuming and complex workflows into easily customizable flows matching your requirements.

## Who is it for:

Admins, managers or department heads responsible for data management in an organization. Zoho Flow also provides different roles for different levels of access within the platform.

## Duration – 5 hours a day

## Module 1: Introduction

- Welcome to Zoho Flow
- Introduction to app integration and workflow automation
- Course objectives
- Learning path



## Module 2: Setting up your account

- Accessing Zoho Flow
- Creating your organization
- Adding members
- Navigation and platform features

## Module 3: Creating a flow

- What is a Flow?
- Triggers and actions
- Field mapping
- Logic elements

## Module 4: Decisions

- How to use decisions
- Use cases



## Module 5: Delays

- How to use delays
- Use cases

## Module 6: Basic custom functions

- Introduction to custom functions
- Use cases

## Module 7:

### Maximizing the utility of custom functions

- Calling APIs using custom functions
- Advanced functions

## Module 8: Detailed workflows - 1

- Using Zoho Flow for business workflows - 1
- Use cases



## Module 9: Detailed workflows - 2

- Using Zoho Flow for business workflows - 2
- More use cases

## Module 10: Managing your flow

- Copying and deleting flows
- Reconfiguring triggers and actions
- Versions

## Module 11: Troubleshooting - 1

- Problems with connections
- Problems with flow executions

## Module 12: Troubleshooting - 2

- How to use decisions
- Use cases



## Module 13: Platform administration

- Dashboard
- Gallery
- Settings

### Summary

- Best practices
- More possibilities
- What's next?

