



Chiron Reminder Documentation

<https://chironusa.com/>

General description of Chiron Reminder solutions.

Chiron Reminder consists of several main elements:

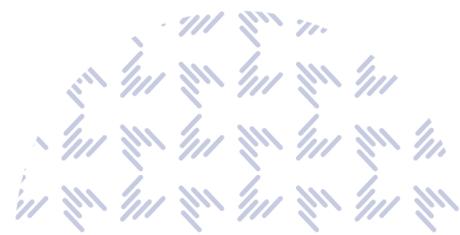
1 A SharePoint site for the process

It should have:

- list with records of employees' birthdays, regular holidays, flexible holidays
- calendar (Event List) with notes about vacations of colleagues, days off

2 Power Automate

(automation engine for Chiron Reminder), it does all the work and thanks to it all the actions occur





Preparatory stage

1 Create a site in SharePoint where the list and calendar will be stored (if not already)

2 Create a calendar (Event list), where there will be marks about vacations of colleagues, days off

3 Upload a list template to SharePoint:

1. Download the list template after purchase
2. Go to the site where you want to place this list
3. Click **Site Content**

Settings

SharePoint

[Add a page](#)

[Add an app](#)

[Site contents](#)

[Getting started](#)

[Site information](#)

[Site permissions](#)

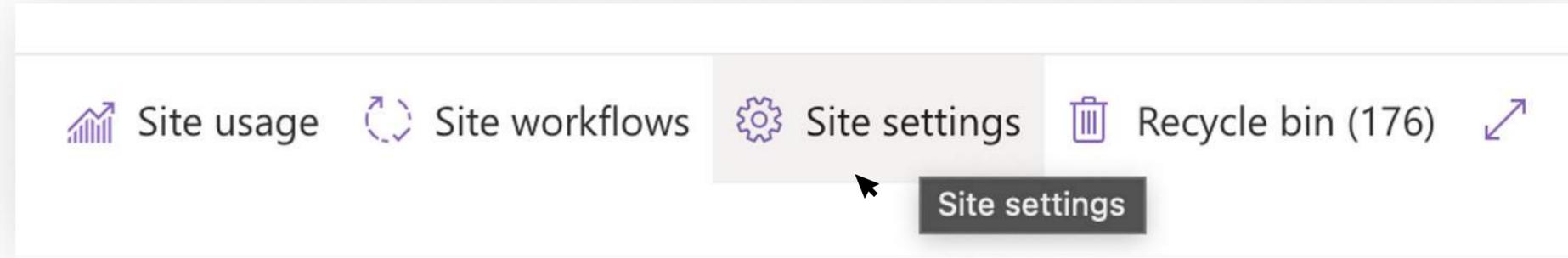
[Site usage](#)

[Site performance](#)

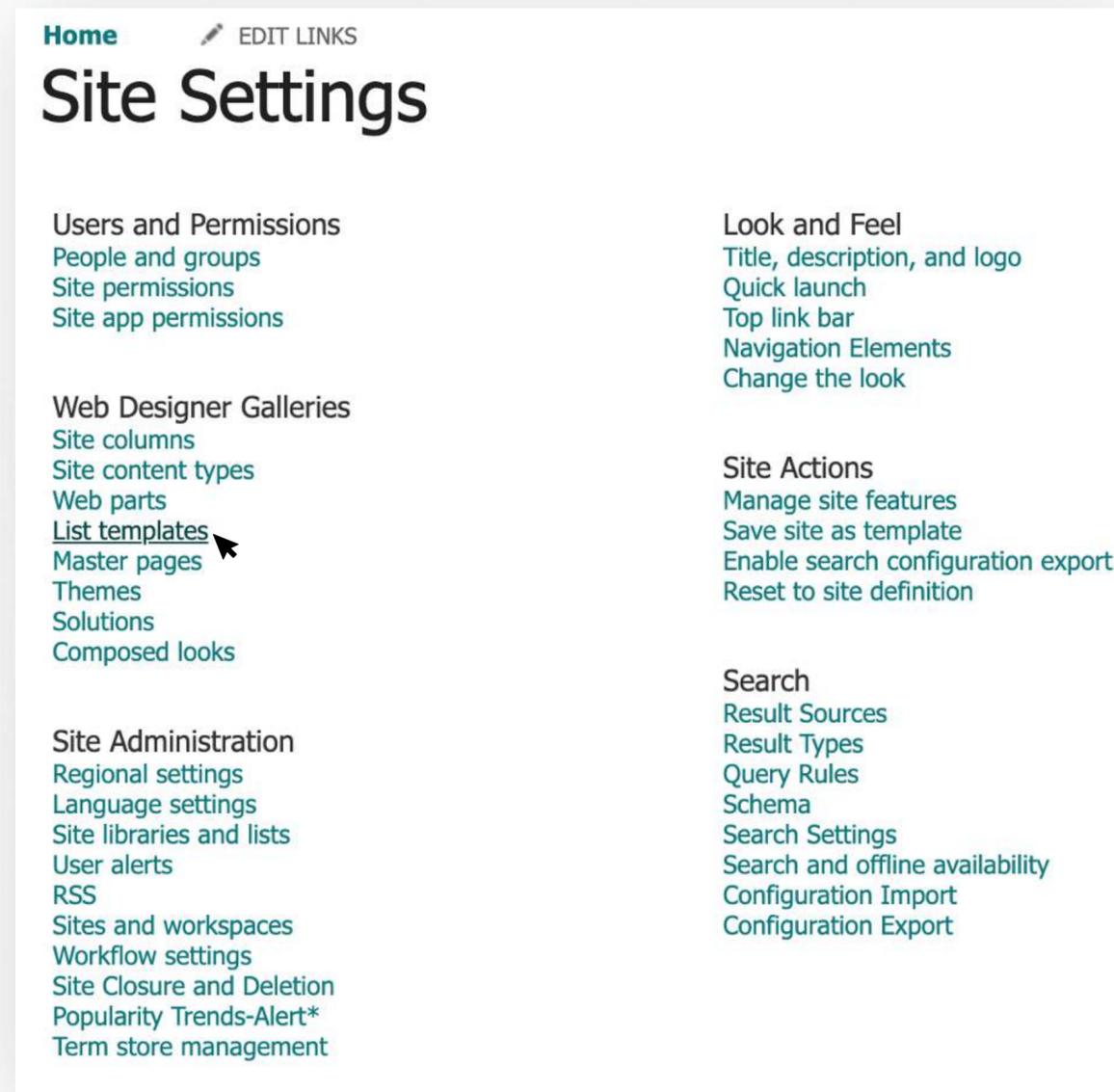
[Change the look](#)

[Site designs](#)

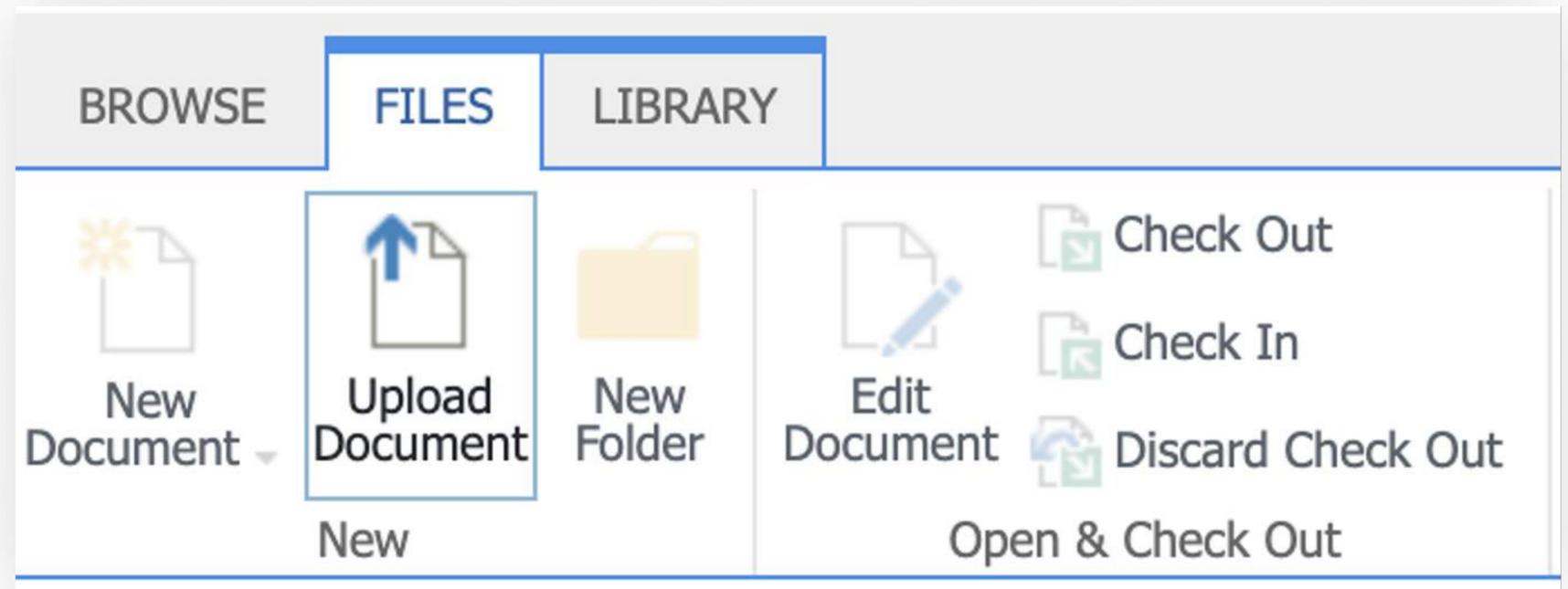
4. Click Site Settings



5. Click List Templates

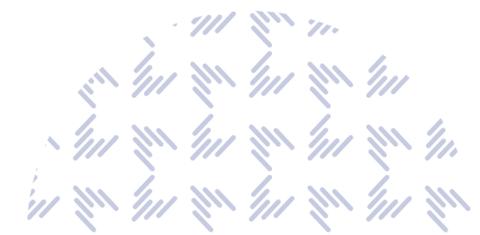


6. Click **Files** and **Upload Document**

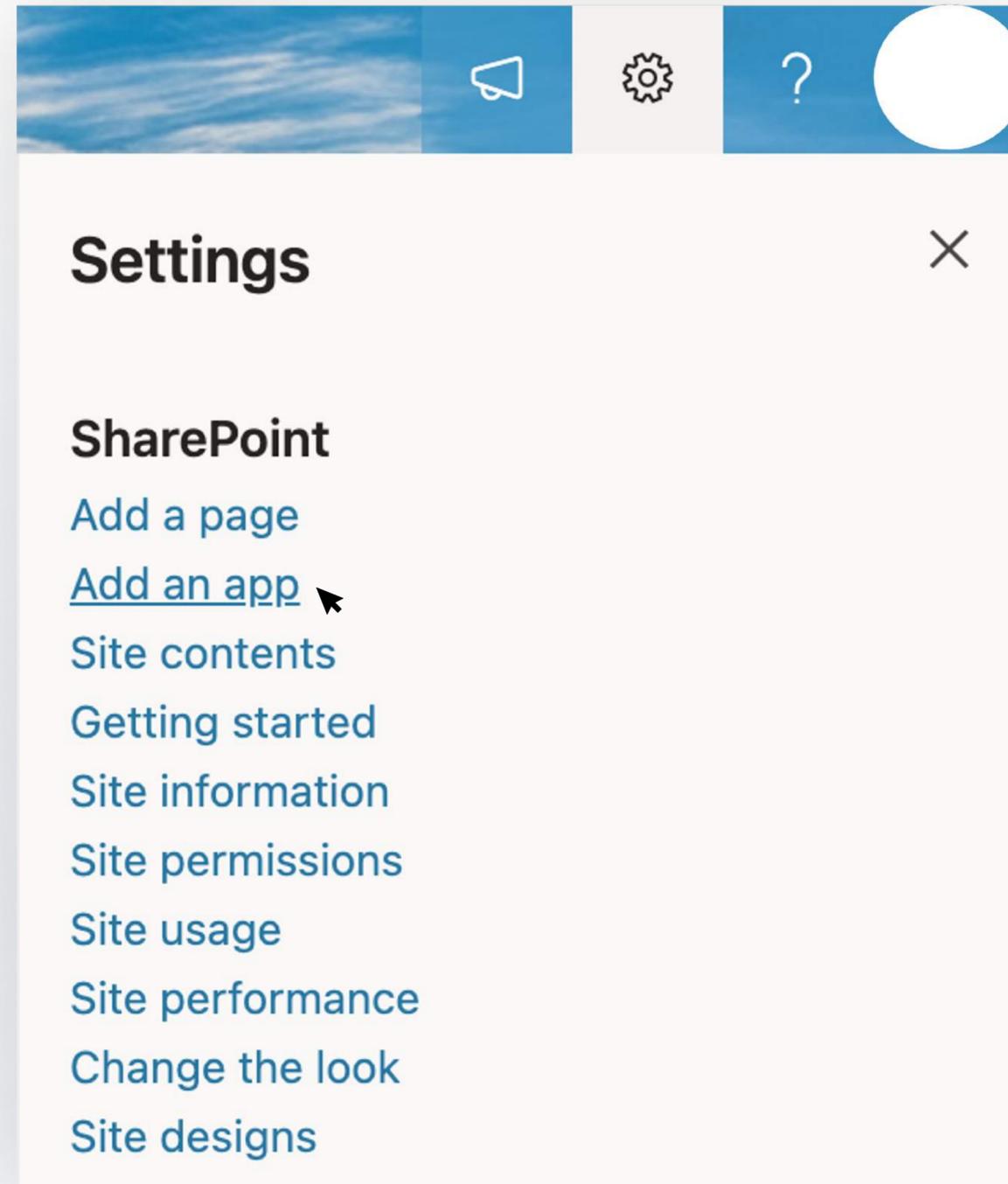


7. Upload our template - ListTemplate(ChironReminder).stp

8. Go again to site settings (gear)



9. Select "Add an app"



10. In the window that opens, click on the link called "Classic experience."

SharePoint apps [My apps](#) [SharePoint Store](#) [My requests](#)

← [Back to Root](#)

My apps

Search by app name or publisher

Filter

All

From my organization

From SharePoint Store

Apps you can add

Sort by: Newest

These are SharePoint Store or custom apps allowed by your organization. Built-in apps such as Custom List, Document Library, Calendar and others can be found in the **classic experience**.

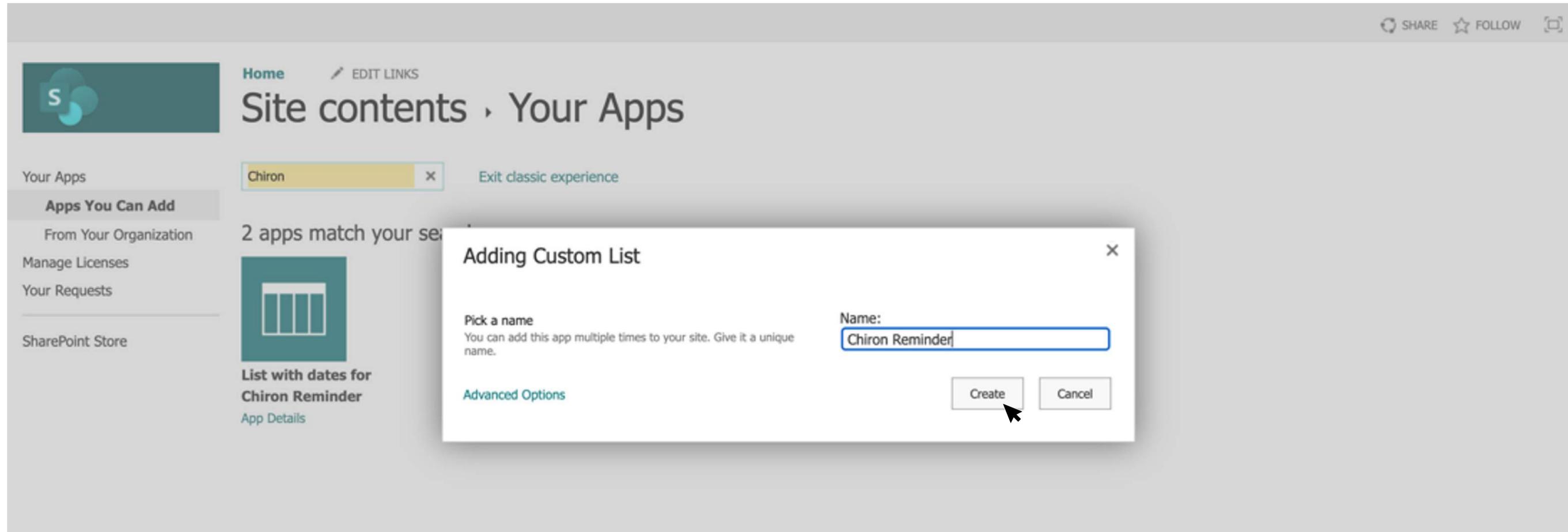
My organization [Add](#)

11. In the new window that opens, you can find the desired list template, if you do not see it, then use the search

List template (Chiron Reminder)

[App Details](#)

12. Double click on this template, enter the name as the list will be called (example: Chiron Reminder)



The screenshot shows the SharePoint 'Your Apps' page. The page title is 'Site contents › Your Apps'. A search bar contains the text 'Chiron'. Below the search bar, it says '2 apps match your search'. A card for 'List with dates for Chiron Reminder' is visible. A dialog box titled 'Adding Custom List' is open in the foreground. The dialog box has a close button (X) in the top right corner. It contains the text 'Pick a name' and 'You can add this app multiple times to your site. Give it a unique name.' Below this text is a text input field with the value 'Chiron Reminder'. At the bottom of the dialog box, there are two buttons: 'Create' and 'Cancel'. A mouse cursor is pointing at the 'Create' button. In the background, the page has a sidebar with 'Your Apps', 'Apps You Can Add', 'From Your Organization', 'Manage Licenses', 'Your Requests', and 'SharePoint Store'. The top right corner of the page has 'SHARE', 'FOLLOW', and a share icon.

13. Click "Create"



14. After that, the necessary list will be created, where you can add data about the holidays

The screenshot shows a SharePoint interface. On the left is a navigation pane with 'Home' at the top, 'Site contents' highlighted in a light brown bar, 'Chiron Reminder' below it, and 'Edit' at the bottom. The main content area has a '+ New' dropdown menu at the top left. To the right of the main area are two links: 'Site usage' with a bar chart icon and 'Site workflows' with a circular refresh icon. Below the 'New' menu is a vertical list of six document icons. Below these icons is a table with one row visible: a table icon, the text 'Chiron Reminder', and the text 'List'. Below the table icon is another table icon, and below that is a calendar icon.



4 List setup

1. The table currently has three types of records in the status column:
 - **Birthday**
 - **Holiday**
 - **Flexible holidays**
2. For Chiron Reminder to work correctly, the table must be filled out correctly:
 - **Birthday.** The required fields are: Title, Date, Name (person), the correct entry Status is indicated
 - **Holiday and Flexible holidays.** The required fields are: Title, Date, the correct entry Status is indicated, Country (the country in which the holiday is celebrated, and you have a rest on this day if you have a multinational team).
3. If you want to delete any holiday event, then you can do it in the usual way.



Chiron Reminder ☆

▼ Title ▼	Date ▼	Name ▼	Status ⌵ ▼	Country ▼
▼ Status : Birthday				
HB Nikita		Nikita	Birthday	
HB Alex		Alex	Birthday	
HB			Birthday	
HB			Birthday	
HB			Birthday	

Chiron Reminder ☆

▼ Title ▼	Date ▼	Name ▼	Status ⌵ ▼	Country ▼
▼ Status : Flexible Holiday (2)				
Test Day	6/22/2023		Flexible Holiday	USA
Juneteenth	6/19/2023		Flexible Holiday	USA

Chiron Reminder ☆

Title	Date	Name	Status	Country
Status : Holiday (16)				
New Year	12/31/2023		Holiday	USA
New Year	1/1/2023		Holiday	USA
Martin Luther King Jr	1/16/2023		Holiday	USA

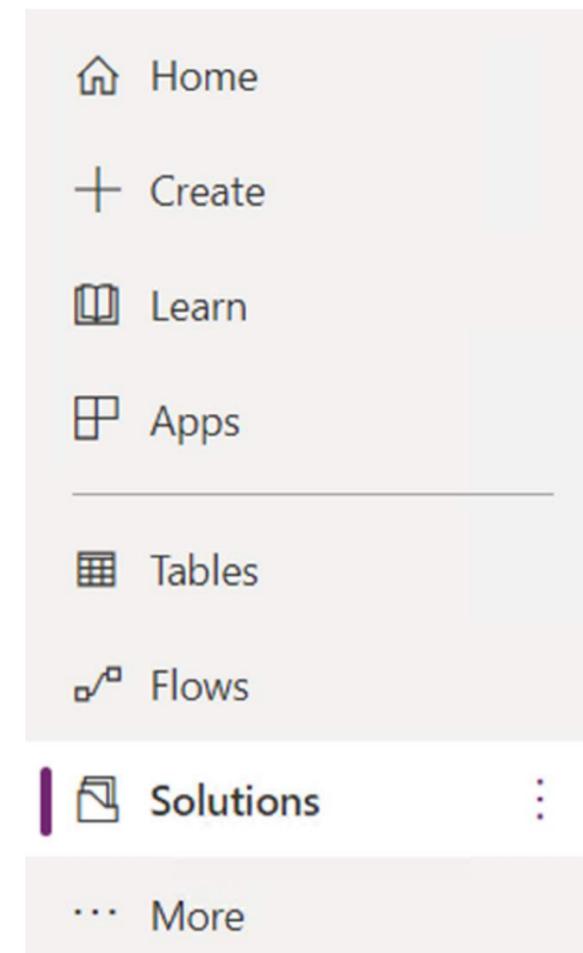
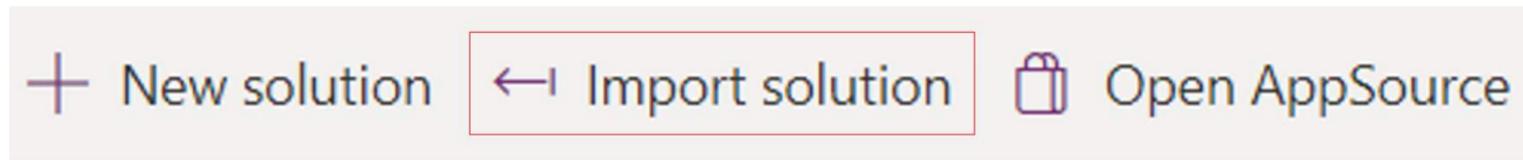
4. Download Chiron Reminder archive after purchase

Uploading an archive to PowerApps

1 Open "PowerApps"

2 Go to "Solutions"

3 Click on "Import Solution"



4 Select the desired archive and click the **"Next"** button

Import a solution

Environment

Select a file

Browse for the solution file to import.

ChironReminder_1_1_0_2_managed.zip

5 Click the **"Next"** button again

Import a solution

Environment

Details

Name
ChironReminder

Type
Managed

Publisher
Chiron

Description
Upgrade of Chiron Reminder

Version
1.1.0.2

Patch
No

[Advanced settings](#) ▾

6 Select the necessary connections (accounts) that have access to the data table (1 account) and channels to which notifications will be sent (2 accounts)

← Import a solution

Environment

Refresh

Connections

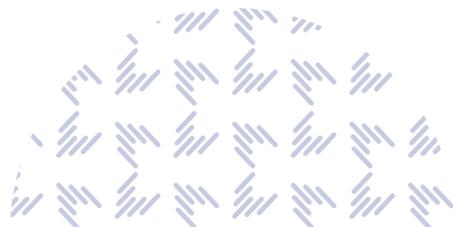
Re-establish connections to activate your solution. If you create a connection you must Refresh. You will not lose your import progress.

2 updates needed

Connection (OwnerAcc) *

Connection (NotAcc) *

Next Cancel



7

Enter the required data in all columns

1. Specify the desired team 2 from Microsoft Teams, which has a channel where notifications will be sent
2. Specify channel 1 Microsoft Teams to which notifications will be sent
3. Specify channel 2 of Microsoft Teams where notifications will be sent
4. Enter the name of your calendar (Event List) on the SharePoint site
5. Select from the list the desired site where your calendar is located
6. Specify the subject of the Invoice
7. Select from the list the desired site where your holiday list is located
8. Select the desired list in which your holidays are recorded
9. Specify the desired team 1 from Microsoft Teams, which has a channel where notifications will be sent
10. Enter the name of your team/Project Manager
11. Specify the mail of your responsible person of the team / Project Manager
12. Specify the subject of the invoicing message (example: Chiron LLC Invoice)
13. Specify the mail of your responsible person, to which invoices should be sent

← Import a solution



Environment

The Bainbridge Companies (default)

Environment Variables

Enter information for each field, so your app works properly. You can edit your environment variables later.

12 updates needed

Team Name 2

Team Name 2 in Microsoft Teams

Channel Name 1

Channel Name in Team 1 in Microsoft Teams

Channel Name 2

Channel Name in Team 2 in Microsoft Teams

Calendar List Name

Site for calendar with Vacations



SharePoint

Subject for Invoice

Example: Chiron Worker Invoice

← Import a solution



Environment

Site for list with holidays and birthdays



SharePoint

Site for list with

List for HL/BD



SharePoint

List for holidays and birthdays

Team Name 1

Team Name 1 in Microsoft Teams

PM Name

Project Manager first name

PM Email

Project Manager Email

Company Name Invoice

Example: Chiron LLC Invoice

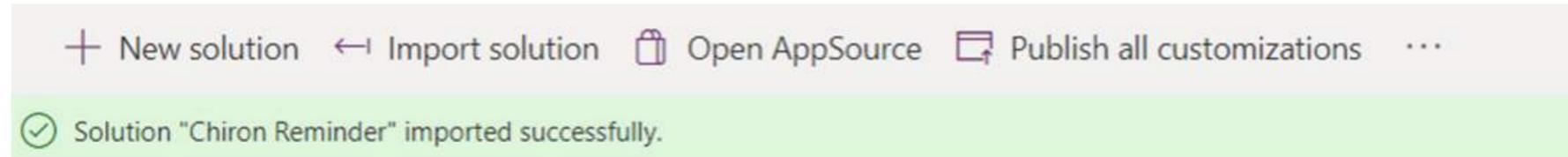
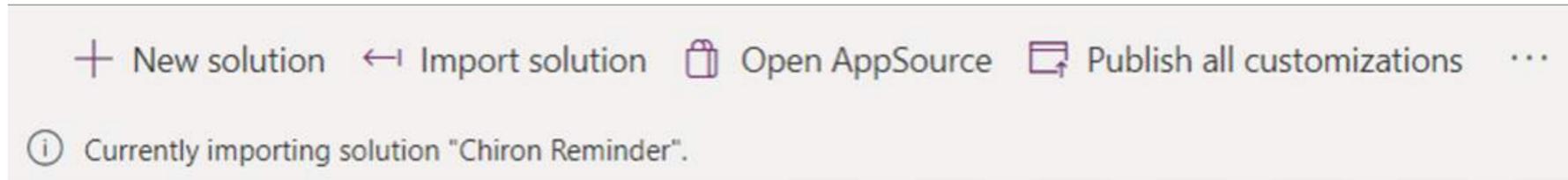
Invoice Manager Email

Email of the manager to whom invoices should be sent

Import

Cancel

8 Click the "Import" button and wait a little while for the solution to be imported



9 Your solution is now loaded into your environment and ready to go

Solutions

Solutions Publishers History

	Display name ▾	Name ▾	Created ↓ ▾	Version ▾	Managed ▾	Publisher ▾	Solution check
<input type="radio"/>	Chiron Remin...	⋮ ChironReminder	54 seconds a...	1.1.0.2	Yes	Chiron	Checked by publ...

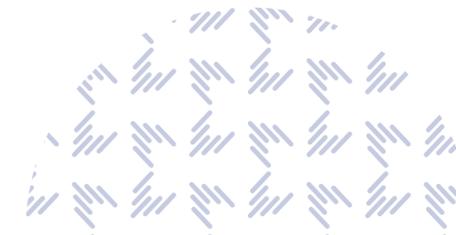


10 Go to the flow in Chiron Solution (1.Chiron Reminder Flow) and Turn on it

 Edit  Save As  Delete  Run  Send a copy  Export  Turn on  Repair tips on

The Bainbridge Companies (default) > Cloud flows > **1.Chiron Reminder Flow**

Details		Edit
Flow	Status	
1.Chiron Reminder Flow	Off	



Description of Chiron Reminder in Power Automate

1

In this flow block, the following actions are performed:

- Run a flow every day at a specific time interval
- Getting information about the two teams and channels that notifications should go to



Z
O
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U

2

In this flow block, the following actions are performed:

- Get information about the records of holidays in the table (list)
- Filter the received data in the way we need
- We send notifications to each employee (whose birthday and his account is indicated in the table) that a colleague has a birthday tomorrow/today. At the same time, notifications will not come on weekends, only on weekdays (if the birthday is on Monday, the reminder will come on Friday and Monday).
- We send notifications to channel 1 that tomorrow is a day off. At the same time, notifications will not be received on weekends (Saturday/Sunday), only on weekdays (if the next holiday is on Monday, the reminder will come on Friday).



3

In this flow block, the following actions are performed:

- Filter the received data in the way we need
- Send a message in Microsoft Teams to the project manager / team leader that tomorrow is a day off (which is not always celebrated). And if you are not working that day, then notify your colleagues. At the same time, notifications will not be received on weekends (Saturday/Sunday), only on weekdays (if the next holiday is on Monday, the reminder will come on Friday).
- Send a message to Microsoft Teams to the project manager/team leader that today is a day off, so that he doesn't forget.
- We send notifications to channel 2 that it is necessary to send Invoice. At the same time, notifications will not be received on weekends (Saturday / Sunday), only on weekdays (if the end of the month falls on a weekend, the reminder will come on Friday).
- Get data from the calendar.
- Send a message in Microsoft Teams to the project manager/team leader that a colleague's vacation/off day starts tomorrow, with information about when it will end. There will also be a notification on the day the colleague's vacation starts.



Note:

If for any reason you suddenly experience critical errors in the flow with our product (incorrect configuration on your part, restrictions on the part of Microsoft 365) that you cannot fix on your own, we are ready to give you **10 free hours of our work specialists to correct these problems.**