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| GAP Claims Power Automate Solution  Deployment Guide |

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# Document information

**History**

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| **Date** | **Version** | **Revision Author(s)** | **Notes** |
| 10/08/2022 | 1.0 | Komal Singh |  |
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**Reviewers and Approvers**

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| **Date** | **Version** | **Reviewer/Approver (role)** | **Note** *(State if document was reviewed or approved. Add additional notes, and* ***Screenshot of Approval Email****)* |
|  | 1.0 |  |  |
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# Purpose

The purpose of the Deployment Guide document is to provide the procedures which need to be followed for exporting and Importing of Power Automate solution to the environment.

# Solution Deployment Guide

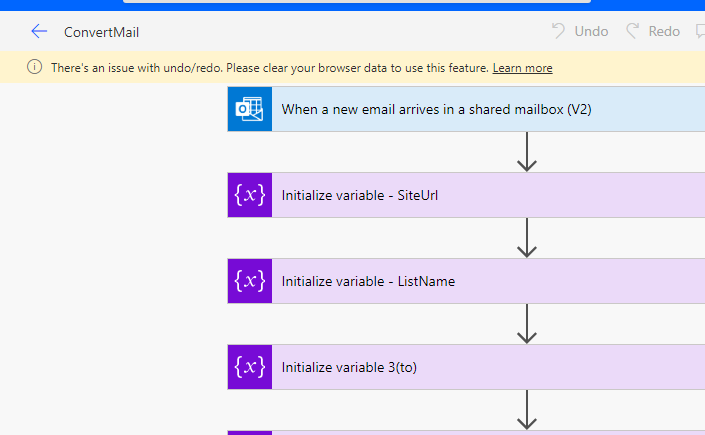
## Power Automate Flows

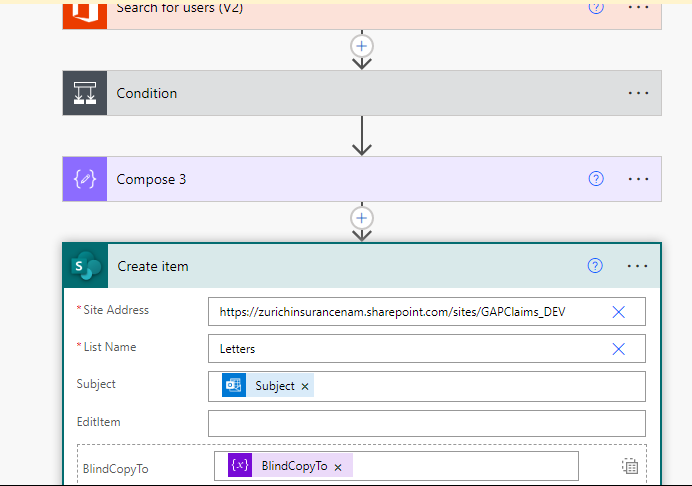
### Convert Mail

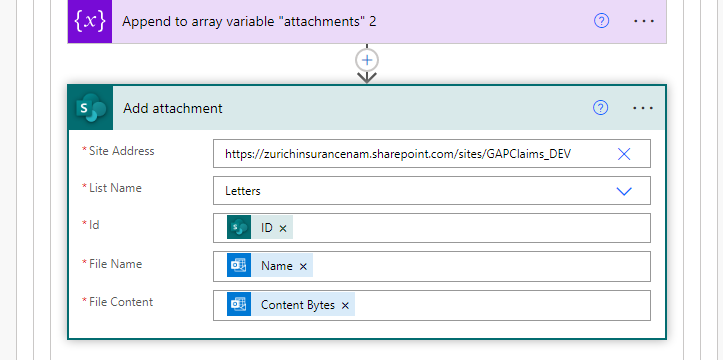
**Description –** Runs an Event when a mail is composed to following mailbox address

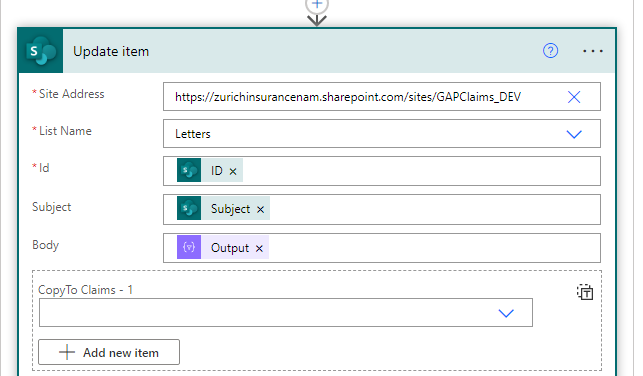
(dev.usz.gapclaims@zurichna.com,qa.usz.gapclaims@zurichna.com)

**Configuration-** This flow triggers based on an Event(When a new mail arrives)









Above snap refers where to change the configuration of the URL:

**Product Site URL** - “[https://zurichinsurancenam.sharepoint.com/sites/GAPClaims](https://zurichinsurancenam.sharepoint.com/sites/GAPClaims%20) “

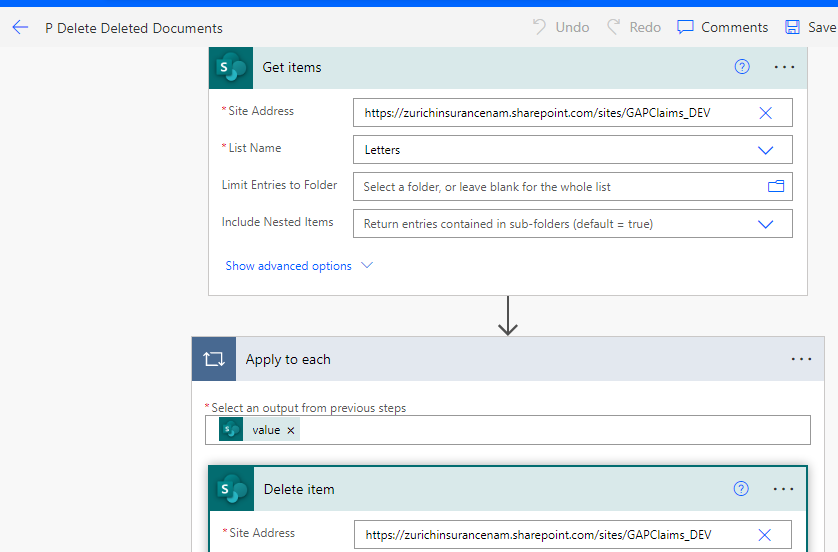
**QA Site URL** - “<https://zurichinsurancenam.sharepoint.com/sites/GAPClaims_QA>“

**Dev Site URL** - “[https://zurichinsurancenam.sharepoint.com/sites/GAPClaims\_DEV“](https://zurichinsurancenam.sharepoint.com/sites/GAPClaims_DEV)

### P Delete Deleted Documents

**Description –** This flow is to delete the documents where the document Status is Delete.

**Configuration –** This is a Scheduled flow and runs on weekly basis (every Sunday at 10:30 PM).



Above snap refers where to change the configuration of the URL:

**Product Site URL** - “[https://zurichinsurancenam.sharepoint.com/sites/GAPClaims](https://zurichinsurancenam.sharepoint.com/sites/GAPClaims%20) “

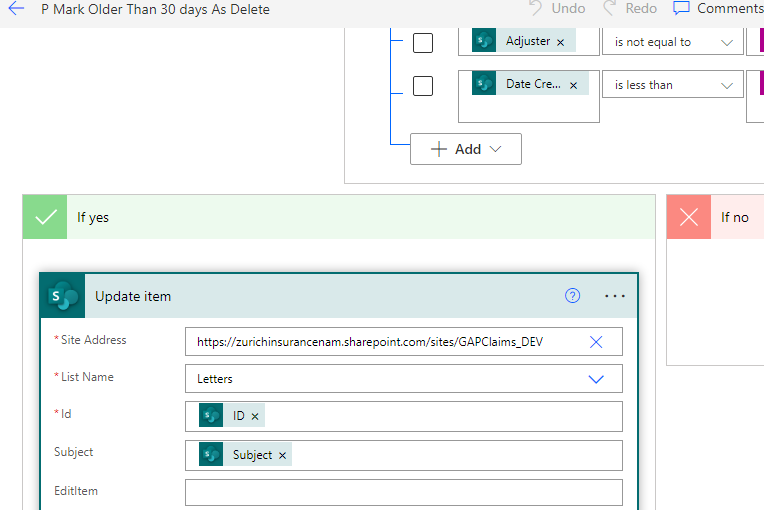
**QA Site URL** - “<https://zurichinsurancenam.sharepoint.com/sites/GAPClaims_QA>“

**Dev Site URL** - “[https://zurichinsurancenam.sharepoint.com/sites/GAPClaims\_DEV“](https://zurichinsurancenam.sharepoint.com/sites/GAPClaims_DEV)

### P Mark Older than 30 days as Delete

**Description –** This flow is to mark the documents which are older than 30 days.

**Configuration –** This is a Scheduled flow and runs daily at 10:30 PM.



Above snap refers where to change the configuration of the URL:

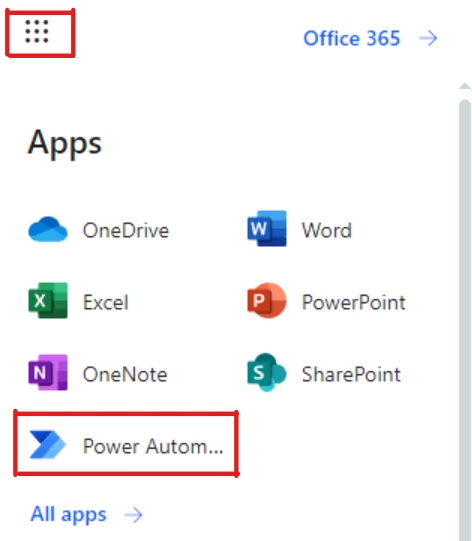
**Product Site URL** - “[https://zurichinsurancenam.sharepoint.com/sites/GAPClaims](https://zurichinsurancenam.sharepoint.com/sites/GAPClaims%20) “

**QA Site URL** - “<https://zurichinsurancenam.sharepoint.com/sites/GAPClaims_QA>“

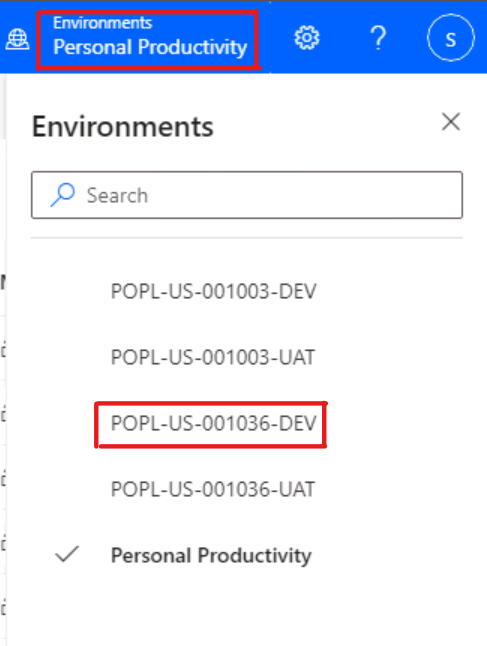
**Dev Site URL** - “[https://zurichinsurancenam.sharepoint.com/sites/GAPClaims\_DEV“](https://zurichinsurancenam.sharepoint.com/sites/GAPClaims_DEV)

## Export Solution from Environment

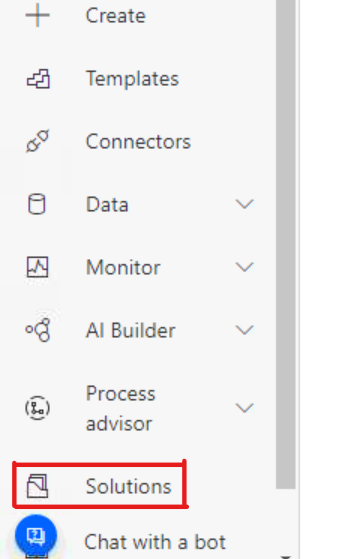
**Step 1**: Log on to <https://www.office.com> Office365 Portal using “[**svc-PowerAutomate-53@zurich.com**](mailto:svc-PowerAutomate-53@zurich.com)” and Click App launcher on top left corner of the page and select Power Automate app from the option.



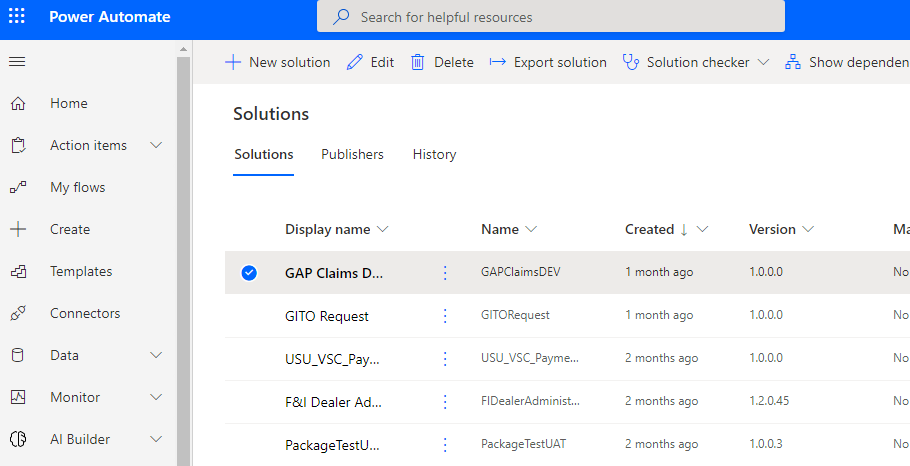
**Step 2**: Click the Environment option on top menu and change it from “Personal Productivity” to “POPL-US-001036-DEV” environment.



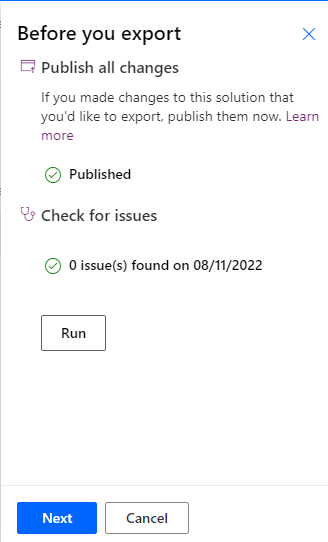
**Step 3**: Select the Solution link from the left navigation inside the power automate app and make sure that the flows are OFF.



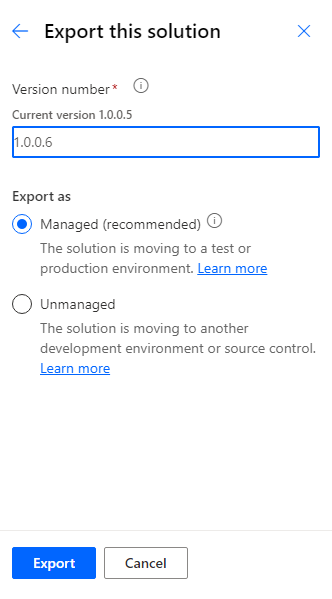
**Step 4**: Select the solution which need to be exported and click the export option on top.



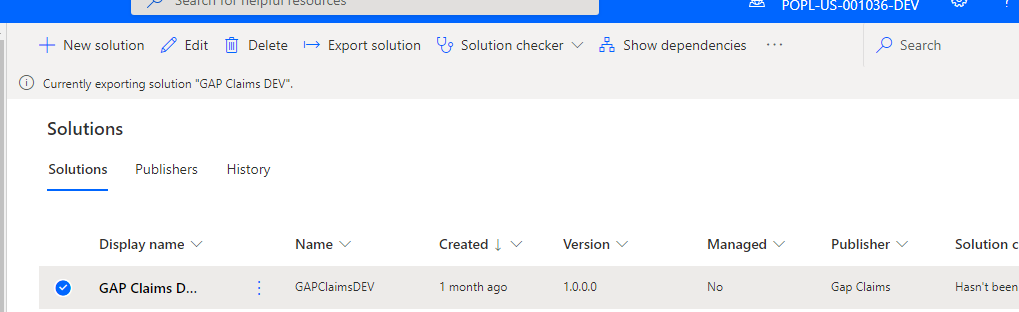
**Step 5**: Make sure that there are not issues shows under “check for issues” after Publishing and Running then Click Next button from the right pane window to export the solution.



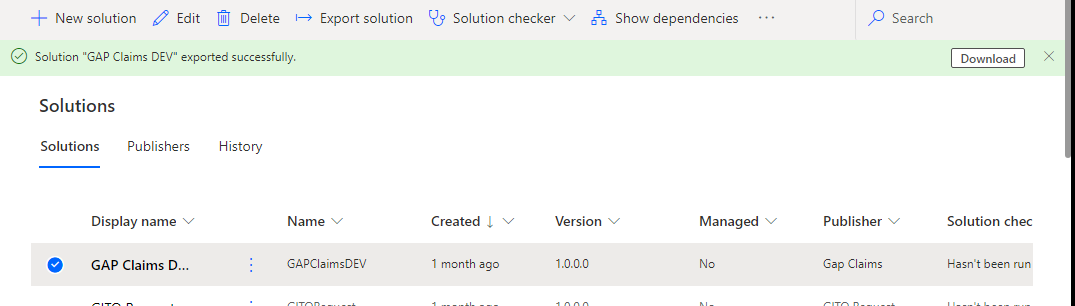
**Step 6**: Default Select of export as Managed and click export button to export as Zip File.

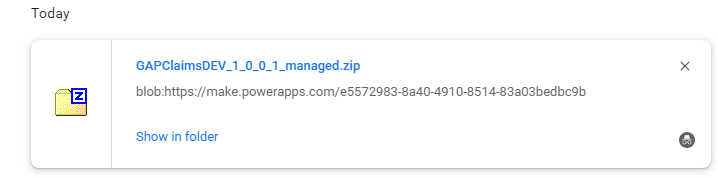


**Step 7**: After click export button, below captured message will be shown while the solution starts to export.



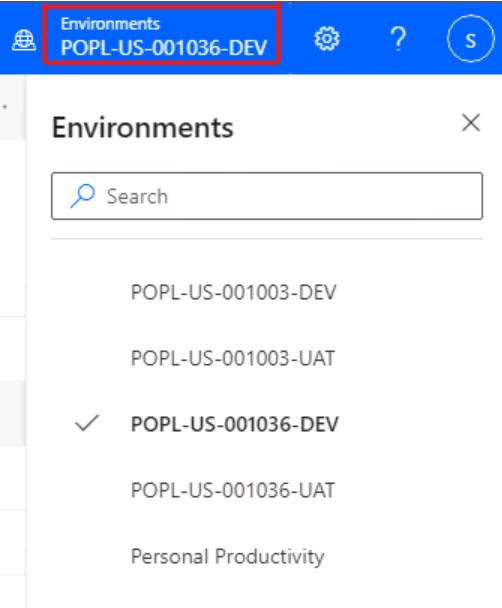
**Step 8**: Solution exports successful message will be shown and can click on download option then export file will be downloaded to the downloads folder shown below.



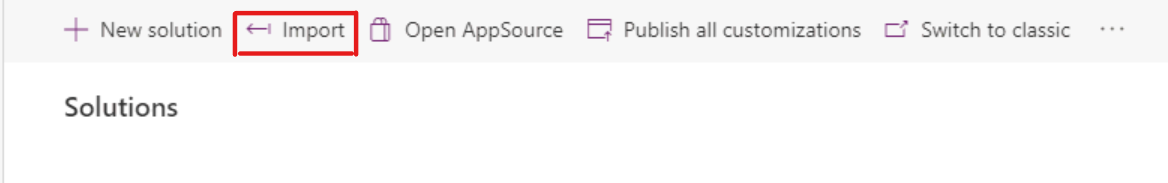


## Import Solution to Environment

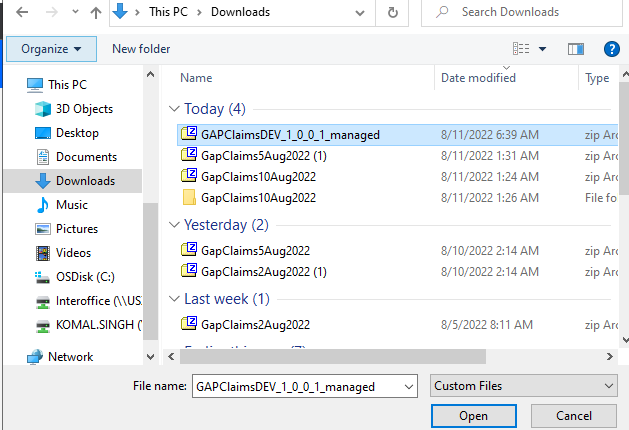
**Step 9**: Click the Environment option on top menu and change from “POPL-US-001036-DEV” it to “POPL-US-001036-PROD” Production Environment.



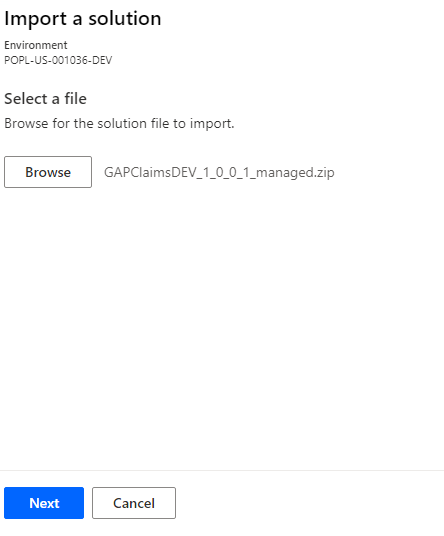
**Step 10**: Click the import option on top of the page to upload the exported solution to new environment.



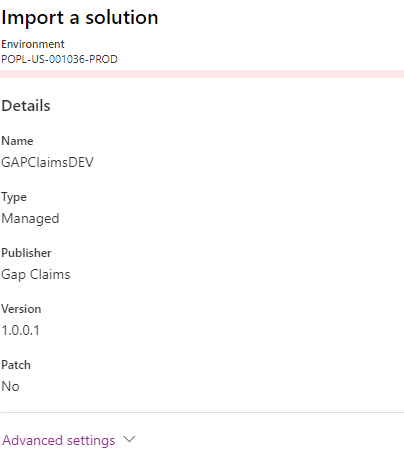
**Step 11**: Click browse option and select the downloaded solution Zip file from the local.



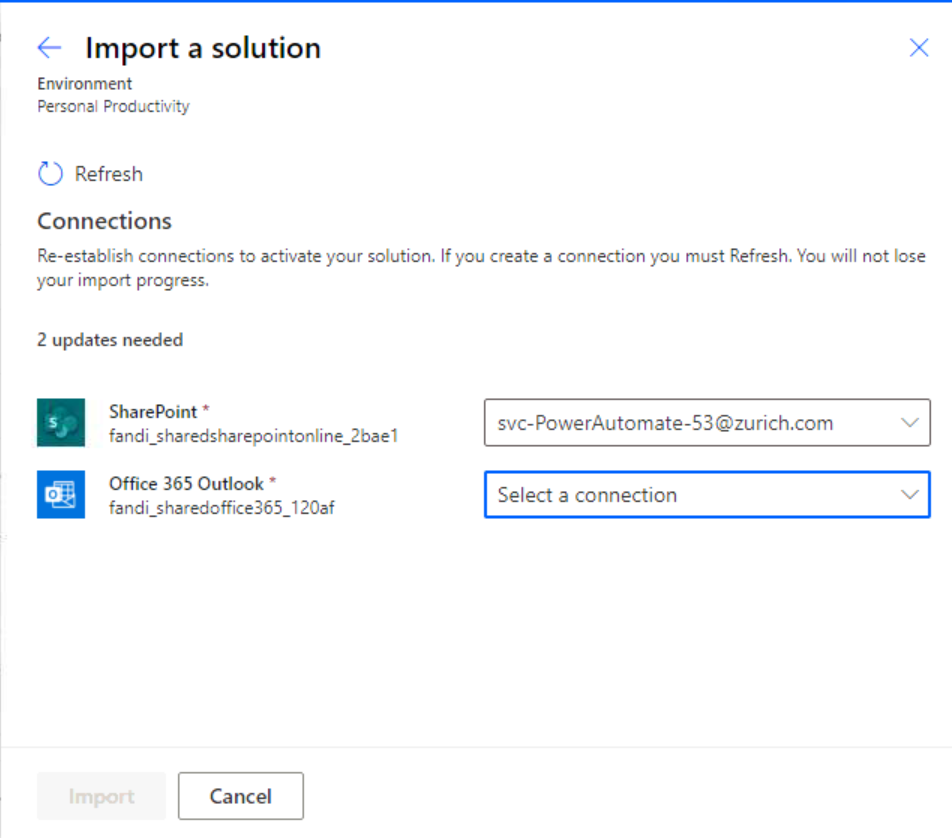
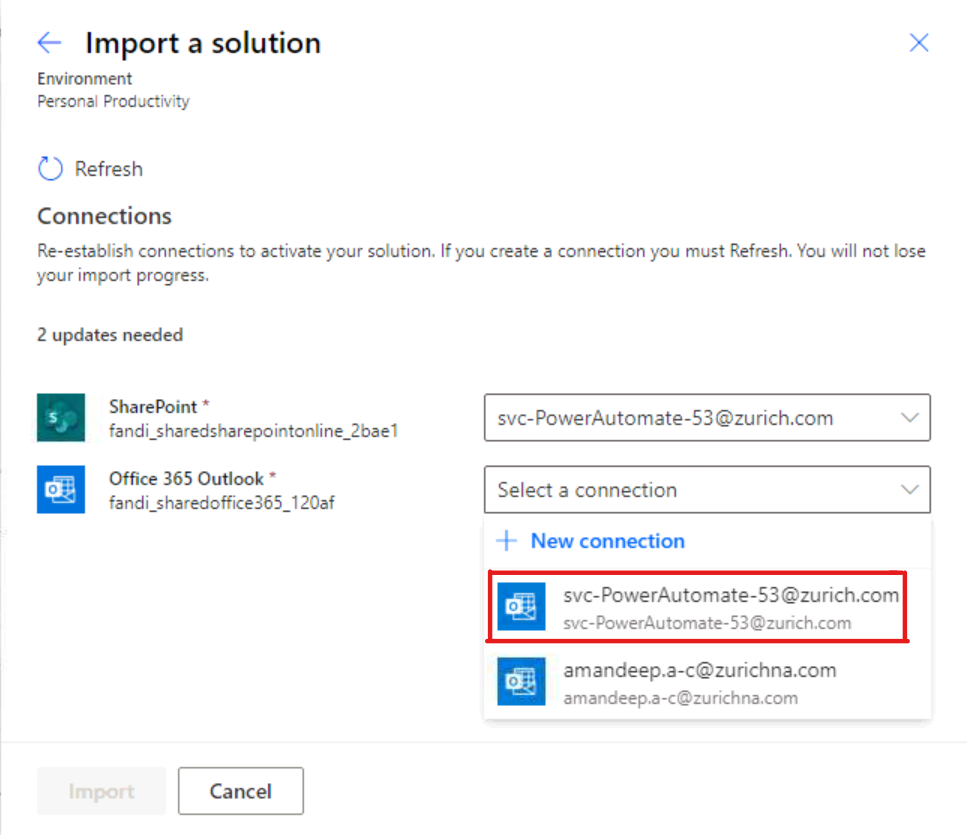
**Step 12**: Click Next button after select the Zip file from right pane window.



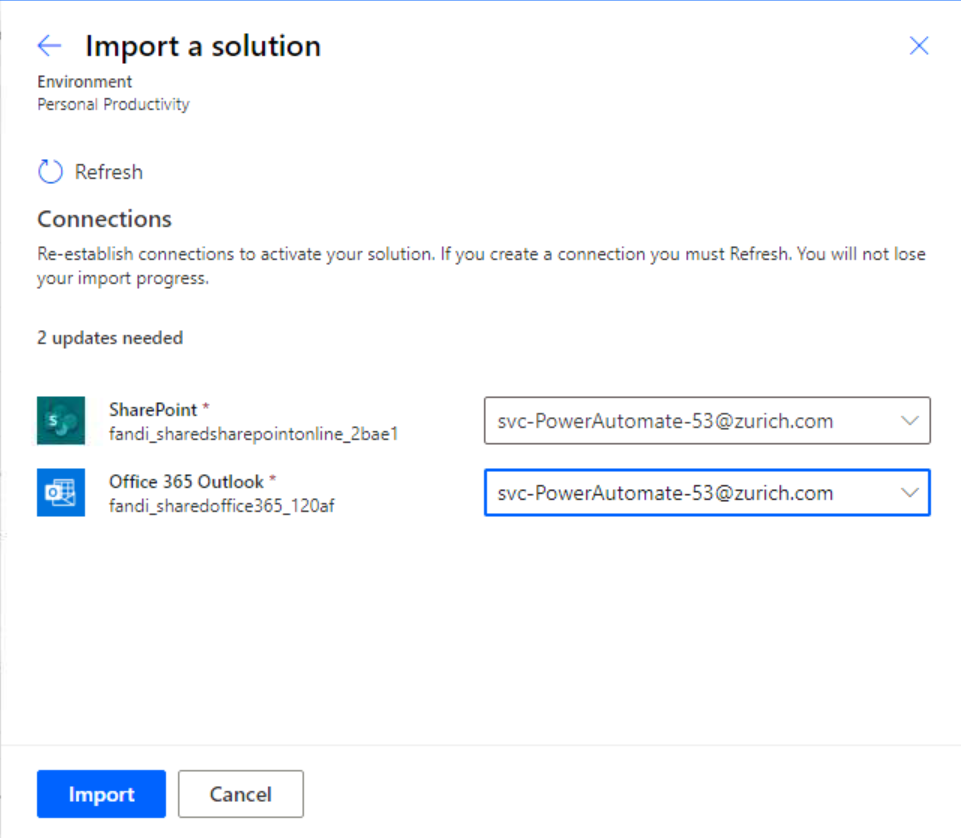
**Step 13**: Imported solution app name and version will be displayed. Confirm and click next button.



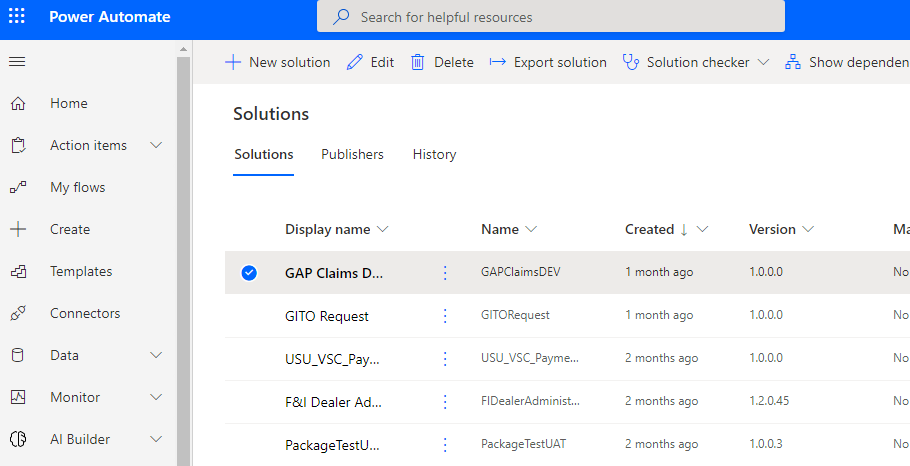
**Step 14**: The SharePoint and Outlook connection used in the flow will be listed down. Selects [svc-PowerAutomate-53@Zurich.com](mailto:svc-PowerAutomate-53@Zurich.com) service account to from the dropdown if it is not selected default while import.

**Step 15**: Click Import button after selects the service account for all the connection which needs be established.



**Step 16**: Make sure that imported solution is showing under the solutions.



**Step 17**: Click the solution display name and make sure that below three flows are present under the solution. 