# TrackMaster Power Automate Flows

## Update People list with info from Teams when UniqName is from MM and Teams Account column is empty

This flow needs to find all People list items that are missing a Teams Account, and that have a U-M or MM UniqName (not an external email address), and then try to find the corresponding Teams Account for each. If a Teams Account is found, the flow should set the Teams Account field, and also update the Name, Department and Job Title fields using the information from Teams.

Status: Completed

Power Automate: [TrackMaster - Update People list with info from Teams when uniqname is from MM and Teams Account column is empty](https://make.powerautomate.com/environments/Default-1f41d613-d3a1-4ead-918d-2a25b10de330/flows/shared/0b94ff2b-b310-4730-ae7e-194970dac76f/details)

GitHub: <https://github.com/DepressionCenter/TrackMaster/commit/9d06d4f676fa11aa38d768128029bcfe5f6ab379>

## Update “Center Member” checkbox in People List

This flow should update the “Center Member” checkbox in the People list based on a person’s group membership. Membership in a group marked as “determines center membership” means that person is a center member. If a person was previously a center member, but are no longer part of a group marked as “determines center membership,” then the Center Member checkbox should be unchecked.

Status: Not started

Power Automate:

GitHub:

## Update “Group Membership” in People List

This flow should update the “Group Membership” column in the People list based on a person’s membership in specific MCommunity groups.

Each Group list item has an MCommunity group name, which matches the file name under Document Library -> Shared Documents -> data -> MCommunityGroupMembership. For example, the MCommunity group “[trackmaster@umich.edu](mailto:trackmaster@umich.edu)” will have a file called “trackmaster.csv” containing a list of uniqnames of its members. (The file is refreshed via Python with an outside process). The flow should go through each file, find its corresponding group based on the file name, and then add that group to the “Group Membership” field for every member found in the file. If a uniqname in the file does not exist in the People list, then it should be added.

Likewise, every person in the People list who has a Group Membership, should be checked against the corresponding files to ensure they are listed as a member in MCommunity per the CSV file. If not listed, then the corresponding group should be removed from the Group Membership field.

Status: In Progress

Power Automate:

GitHub:

## Email Members Using the Specified Email Template

We should have a list of email templates (either in a document library or a custom list) that an be selected so that a flow can use the selected template to generate an email to all center members. The templates should be easy to edit – either in a Word doc or in an HTML text area field – and should recognize the most common fields from the People list, such as: [FULLNAME], [FIRSTNAME], [LASTNAME], [HONORIFIC], etc.

As the email gets sent to each member (in a loop), a copy of the email should be saved either as an attachment in the corresponding People item, or under Engagement History, whichever one makes more sense.

Status: In Progress

Power Automate:

GitHub:

## Refresh MCommunity CSV Files (Power Automate Desktop?)

This flow should go through each item in the Group list, find the MCommunity group names, and query each of those MCommunity groups to get a list of members (both internal and external members, but not owners). It should save the list of members to a CSV file using the same name as the MCommunity group email, but using .csv instead of @umich.edu (for example, “trackmaster@umich.edu” would be saved as Document Library -> Shared Documents -> data -> MCommunityGroupMembership -> trackmaster.csv).

Status: Partially complete but requires running Python script manually

Power Automate: ?

GitHub: <https://github.com/DepressionCenter/MTC-Internal-Tools-and-Automation/tree/main/Python%20Scripts/Export-MCommunity-Groups>