iomer | Chronicle

CHRONICLE · EVALUATION GUIDE · NOVEMBER 2026

Evaluating Chronicle: a guide for communications, authors, IT and records

Chronicle is a news centre for SharePoint. It's a solution accelerator: the foundation is already built, and iomer builds your organization's version as a single deployment package and installs it in your tenant. Use this guide to run a fair evaluation, prepare for a walkthrough, and build a business case on your own numbers.

1 · WHAT TO CHECK

A checklist for each person evaluating Chronicle

Bring these to the walkthrough. Each item is something you can see for yourself, with topics and approval routes like yours.

Internal communications

- ☐ Add a routing rule that sends Safety news to a topic lead, then the site approvers. Did it need any code?
- ☐ Feature a story with an end date, then archive and restore it. What happens to its page?
- ☐ Change the news brand's colours. Does Chronicle say when text would be hard to read?
- ☐ Open the audit log. Can you see who approved a story, and export the log?

Authors and approvers

- ☐ Start a story from a template. What does the checklist flag before you can submit?
- ☐ Before you submit, who does the route say will approve each step?
- ☐ As an approver, edit the draft and send it back. Can the author see every change you made?
- ☐ As the author, accept the edits unchanged. Does the story publish straight away?

IT and Microsoft 365

- ☐ What exactly does iomer install, and where does it run?
- ☐ Which permissions does the package request, and are they delegated or application?
- ☐ Where is the data stored, and is anything held outside your tenant?
- ☐ What do the flows need, which account do they run as, and what happens without them?
- ☐ How do changes and Microsoft 365 updates reach you, and how is it removed?

Records, legal and privacy

- ☐ Who can open a draft, and who can see who reacted to a story?
- ☐ Walk through the archive and delete periods. Do they match your records schedule?
- ☐ What does the audit log keep, and for how long?
- ☐ Which of Chronicle's working lists should stay out of Microsoft 365 search and Copilot?

What your records, privacy and accessibility staff will ask

MARKET	WHERE SHAREPOINT CONTENT IS STORED	POINTS TO RAISE WITH YOUR OWN ADVISERS
Canada	Microsoft's Product Terms commit to in-country storage of SharePoint Online content for tenants provisioned in Canada.	Federal and provincial privacy law applies to staff data. Quebec's Law 25 requires a privacy impact assessment for new systems that handle personal information. Accessibility laws such as Ontario's AODA and the Accessible Canada Act may apply to internal systems.
United States	In-country commitment for tenants provisioned in the United States.	Some state privacy laws, such as California's, cover employee data. Under the ADA, accessible internal systems can be part of a reasonable accommodation.
United Kingdom	In-country commitment for tenants provisioned in the UK.	The UK GDPR gives staff a right of access to their data. The Equality Act 2010 requires reasonable adjustments for disabled staff.

A summary to start a conversation, not legal advice. Check your own tenant's data location before relying on it. Flow run history lives in your Power Platform environment, which has its own region.

QUESTION	WHERE CHRONICLE ANSWERS IT
Who can open a draft?	Drafts and news in approval are only for Chronicle's groups; auditors can read them. Readers can't open them once the permission design is applied.
What does Chronicle record about people?	Who wrote, edited, approved or rejected each story, with comments; role assignments; the audit log; and reactions and saved stories in each person's name, in a list everyone on the site can read. Screens show totals only, and reactions can be turned off.
How long is news kept?	Each story gets an archive date and, once archived, a delete date, from your defaults or rules by topic, series, template or campaign. A hold stops deletion; retired pages go to the site recycle bin. Your Microsoft 365 retention policies still apply.
Who changed what?	The audit log records every change in Chronicle, with who and when, and exports to CSV. Chronicle never edits or deletes an entry; entries stay until your retention policy removes them.
Can working lists turn up in search or Copilot?	Published stories are found like any content people can open. Chronicle's guides name the working lists to take out of Microsoft 365 search; decide it at installation.
Is the news accessible?	Keyboard and screen reader support, image descriptions the checklist asks for, and brand colours checked against WCAG AA contrast. iomer's own automated tests run axe-core on every screen and dialog.

> Chronicle supports your records, privacy and accessibility programs; it doesn't make an organization compliant on its own. Microsoft's certifications, such as ISO/IEC 27001 and SOC 2, describe Microsoft 365, not iomer.

Questions to answer as a team

You don’t need every answer for a first conversation. They tell us both how Chronicle fits, who should be involved, and how big the job is.

	QUESTION, AND WHAT THE ANSWER TELLS US	YOUR ANSWER
1	**Where does your news go out today, and who writes it?** SharePoint news, all-staff email, Teams posts or a mix. It shows how many voices there are, and where news gets lost.	
2	**How many departments or locations publish news, and who should approve each?** These become your departments, their leads and the routing rules that send news to them.	
3	**Does approval follow the reporting line today, or go to named people?** Routes can go to the author’s manager, a department or topic lead, a campaign owner or a named person.	
4	**Which kinds of story do you publish most, and do they need their own look?** Leader messages, quick updates, features, event recaps or change notices can each have a template.	
5	**How long should news stay current, and when should it come down?** Your archive and delete periods, by topic or campaign if they differ. Bring in your records staff early.	
6	**Do you run campaigns, such as a benefits enrollment or a safety year?** Campaigns group news for a goal and a period, with their own owners.	
7	**How reliable is your department and manager data in Entra ID?** Manager approvals, department routing and News for you depend on it. Gaps mean a clean-up task before go-live.	
8	**Who will run the news centre day to day?** Chronicle needs an owner, usually the head of internal communications.	
9	**Will you use the Power Automate flows for email and scheduling?** They send approval emails, publish scheduled news and archive on time. Without them, Chronicle works on demand.	
10	**Which other sites should show the news?** Twelve news web parts put headlines, a ticker or topic tabs on any SharePoint site.	
11	**What should happen to the news you already have?** Chronicle doesn’t import existing SharePoint news. We agree which pages to leave, take down or rewrite.	
12	**Do you also send email newsletters, or use another iomer accelerator?** If you use Herald, Chronicle can suggest stories to it and share campaigns. Hazel, Beacon and Journey install the same way.	

4 · BUSINESS-CASE WORKSHEET

Measure today, then again 90 days after launch

Use your own numbers. iomer doesn't supply industry benchmarks for these, because they vary too much between organizations to be useful.

MEASURE	HOW TO MEASURE IT	TODAY	90 DAYS AFTER LAUNCH
Channels company news goes out through	Count them: intranet, all-staff email, Teams channels and any others		
Stories published a month	From your intranet and all-staff email		
People who wrote at least one story last quarter	From page authors and email senders		
Days from first draft to published	The middle value of your last ten stories		
Stories published last quarter with no recorded approval	From approval emails, or ask the people who approve		
Live news older than your archive period	News pages still promoted, or still on your home page		
Hours a month spent formatting stories and chasing approvals	Ask the communications team		
Staff who say they can find company news easily	The item in your own engagement survey, if it has one		

Approval coverage = stories with a recorded approval ÷ stories published.
Time spent formatting and chasing, per year = hours a month × 12.

Axios HQ and Gallup (2022) found that employees who strongly agree they get enough information to do their job well were 2.9 times more likely to be engaged at work. Axios HQ sells internal communications software. It shows a link between information and engagement, not that a tool on its own raises engagement.

5 · NEXT STEPS

From first call to proposal

1
Discovery call
How news goes out today and what matters most.

2
Walkthrough
Thirty minutes with Chronicle, set up with topics and routes like yours.

3
Scoping workshop
Your topics, templates, routes, Entra ID data and archive rules. It produces a work estimate.

4
Proposal
A written proposal with the work estimate and timeline.

Pricing is scoped with you first, then a work estimate and proposal. Book a walkthrough at **www.iomer.com/accelerators/chronicle/contact.html**, call **780.424.3122** or email **contactus@iomer.com**.