# Power Automate Flow (loop once per FOI)

## The cloud flow in Microsoft Power Automate processes each FOI record individually, and within every record it loops through each message. For every message, it performs three key operations using Azure OpenAI’s GPT-4o-mini model:

## Operations

* ① Summarise the message: The system instruction to the model is to summarise this message in one sentence. The model outputs concise request/response summaries.
* ② Determine the one-word theme: The system instruction is to return the one-word theme of this FOI (e.g., Housing, Education). The model provides a single-word theme categorising the FOI.
* ③ Generate descriptive tags: The system instruction is return 3-5 comma-separated tags that describe the request. These tags are used to label the FOI record for easy identification.

## Data Storage

The results of these operations are stored in variables that are combined into a JSON row. This row is appended to an overarching array ( `csvArray`).

# 3️⃣ Output

Once all FOI records have been processed, a clean CSV table is generated from the `csvArray`. The table includes the following columns:

* ID
* Title
* LawUsed
* Status
* Theme
* Tags
* RequestSummary
* RequestDate
* ResponseSummary
* ResponseDate
* Response2Summary
* Response2Date

The final CSV file is saved and handed off to a downstream visualisation pipeline for further analysis or archival purposes.

**Flow Screenshot:**

A screenshot of a computer

AI-generated content may be incorrect.

**System Instructions to Azure OpenAi model:**

Summarise instruction:

“You are a summarisation assistant. Read the input text and return exactly one, plain-English sentence that captures the main point. Omit quotations, disclaimers, and unnecessary detail—output only the single sentence.”

Theme instruction

“You are a classification assistant that analyzes text and returns a short, descriptive theme that captures the main topic. The theme must be a general category like Education, Environment, Public Safety, Housing, Waste Management, or similar. Return only the theme with no explanation.”

Tag instruction

“You are a tagging assistant for FOI requests. Your task is to return 3 to 5 relevant tags that describe the key subjects, entities, or data points mentioned in the request. Use lowercase, comma-separated keywords only. Do not repeat similar tags. Do not include explanations or full sentences — return only the tags.”

**Azure OpenAI (gpt-4o-mini) Metrics Screenshot**  
  
A screenshot of a computer

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**CSV Extract Snapshot**

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