User Manual of RPI Automated Heat Stress at Work Warning System

Prepared by Simon NG

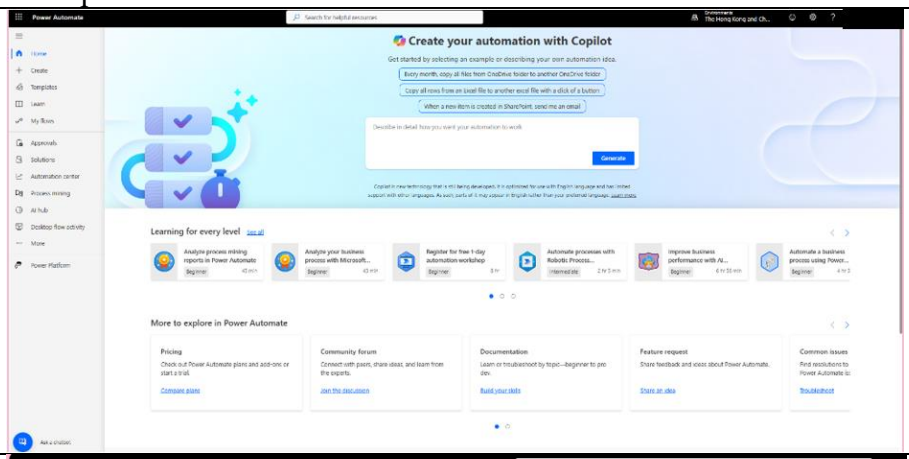
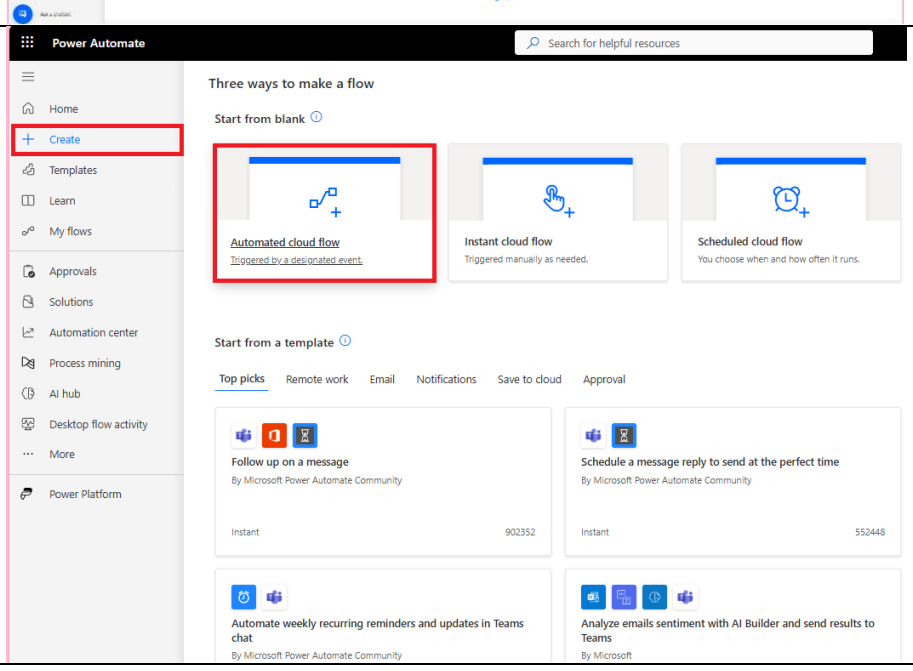
Contents

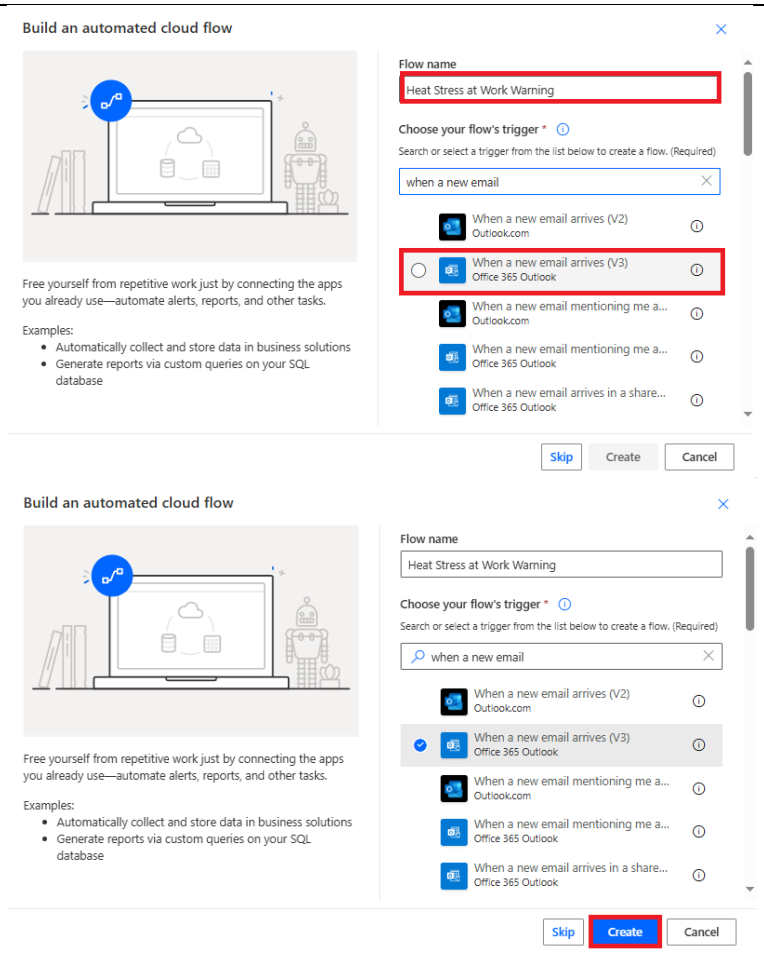
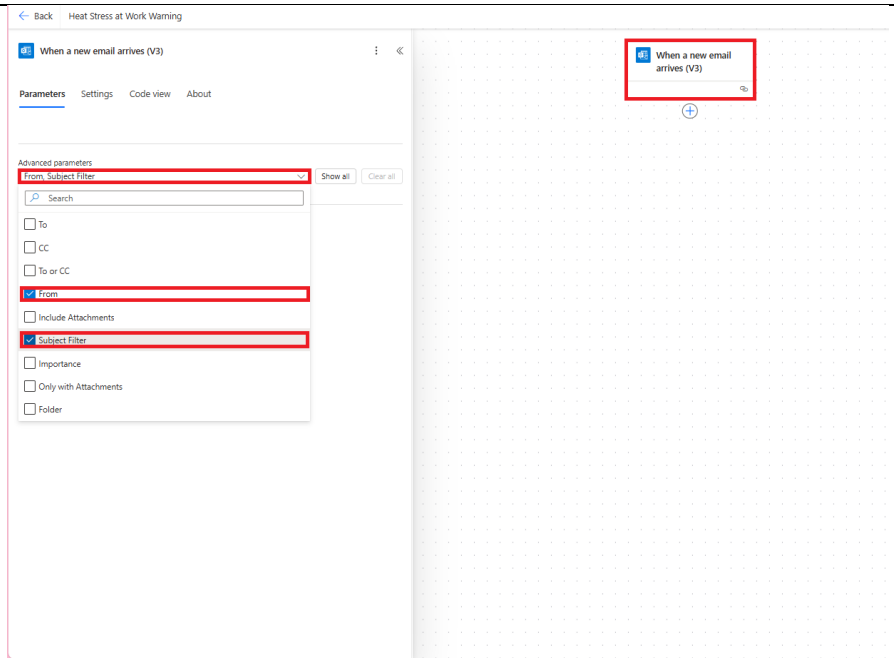
Objective

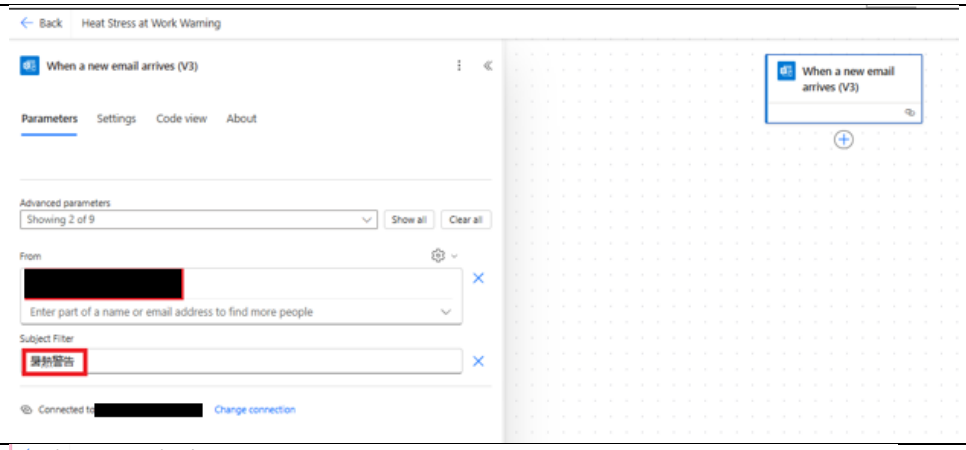
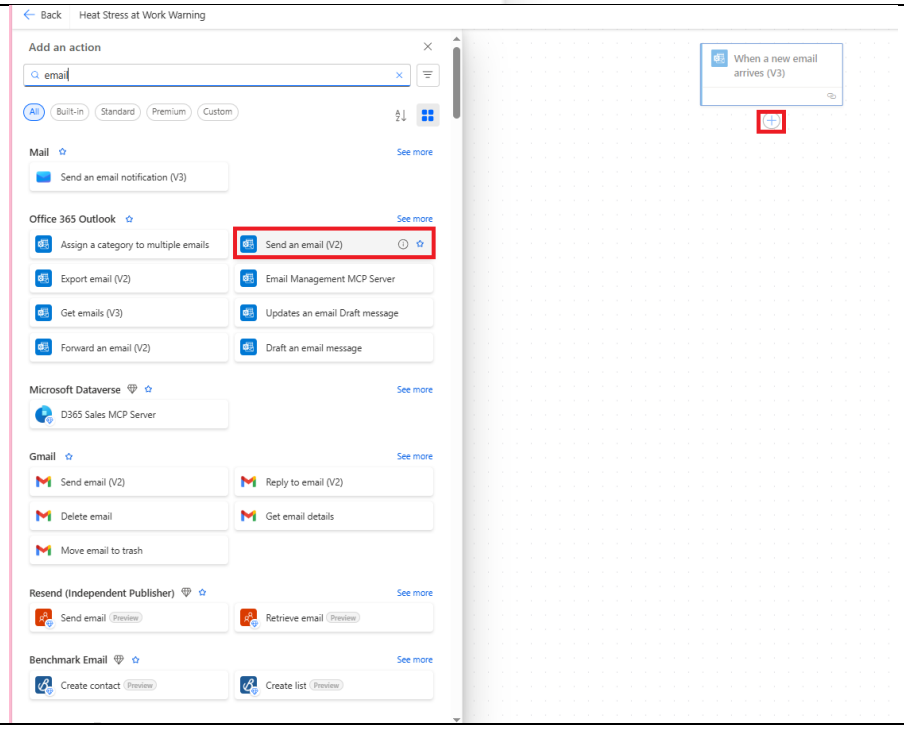
The Automated Heat Stress at Work Warning System aims to enhance the workplace safety by providing timely alerts to relevant stakeholders. When Hong Kong Labour Department issues a Heat Stress at Work Warning, the system will automatically:

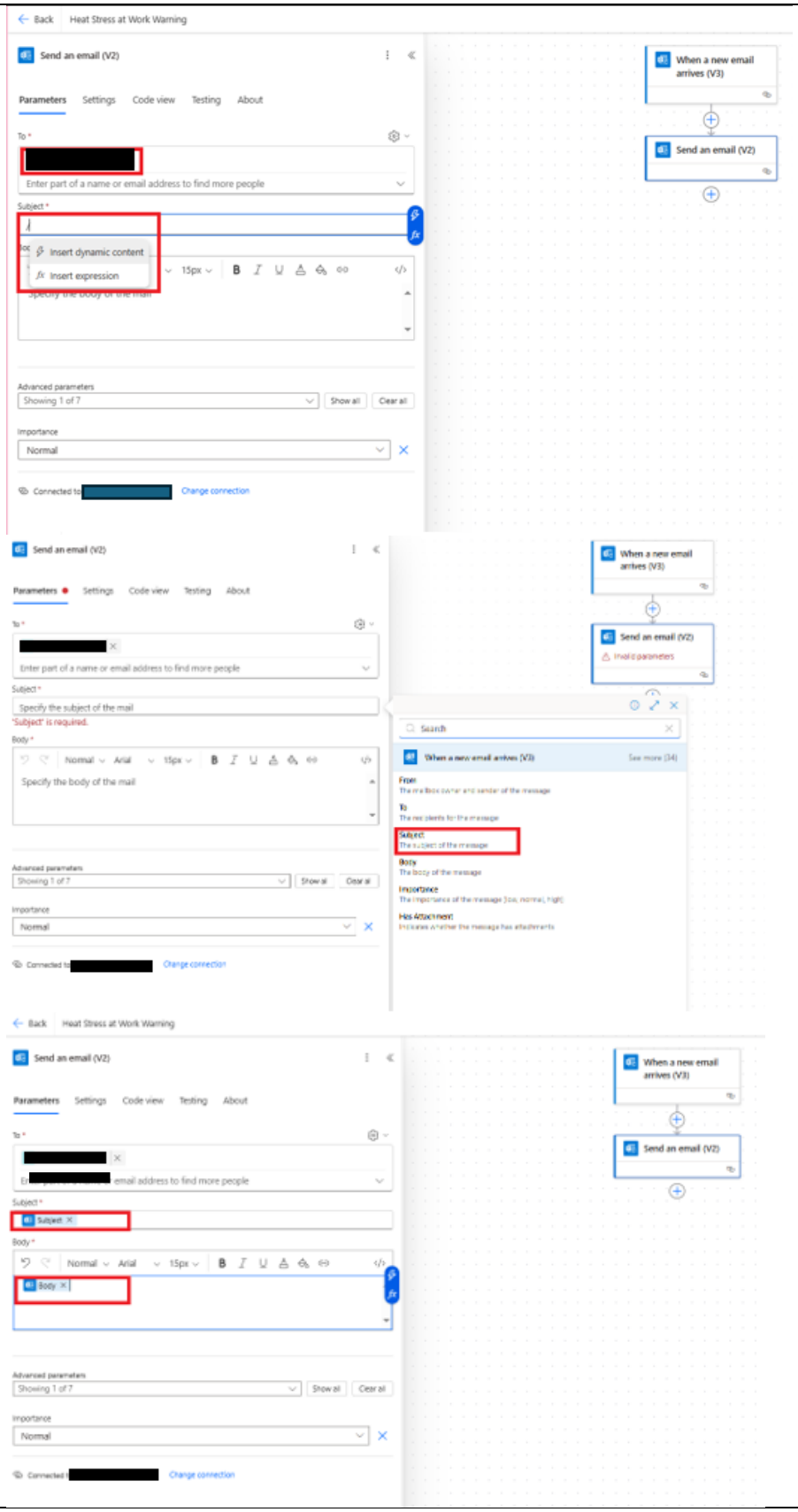
- Notify contractors and engineers via email to ensure immediate awareness.
- Send WhatsApp notifications for rapid communication and accessibility.

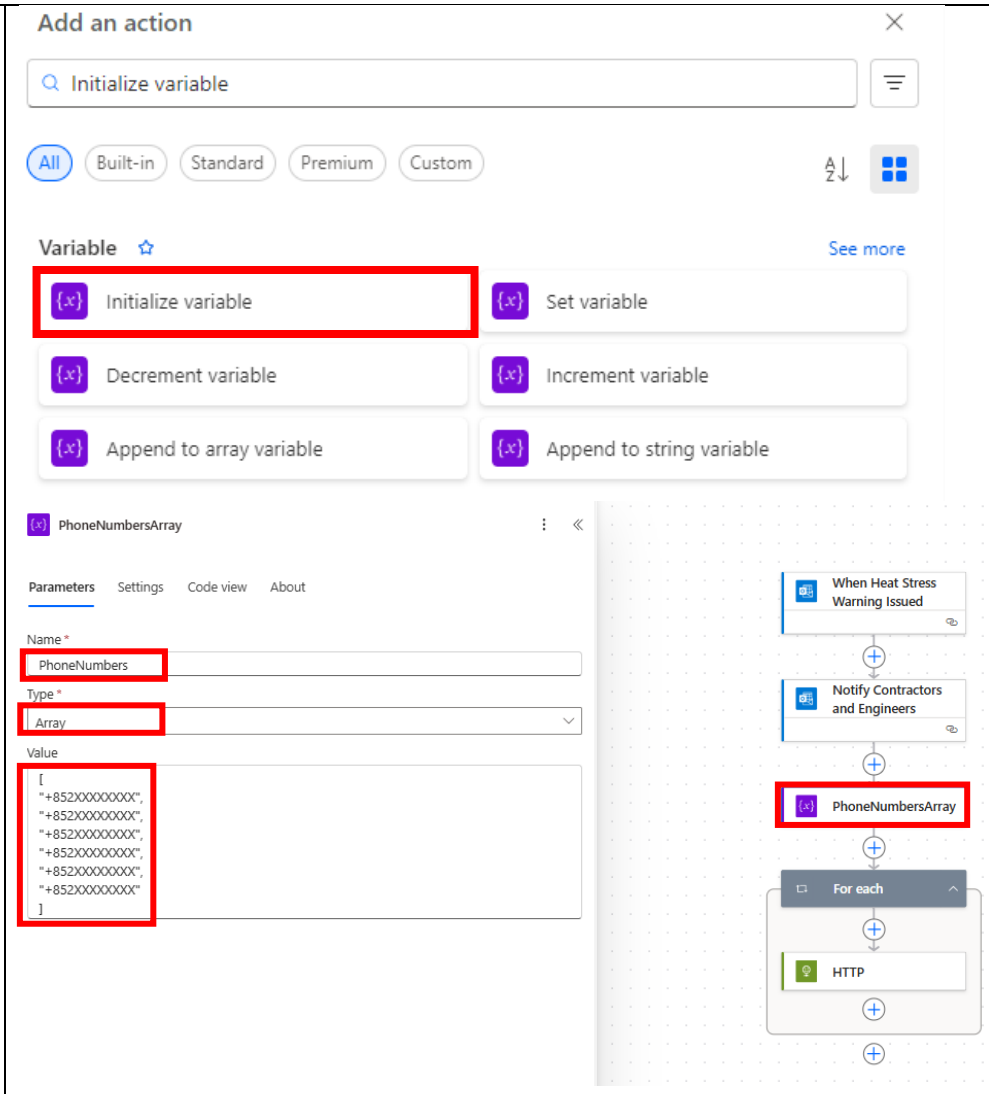
Setup Instructions

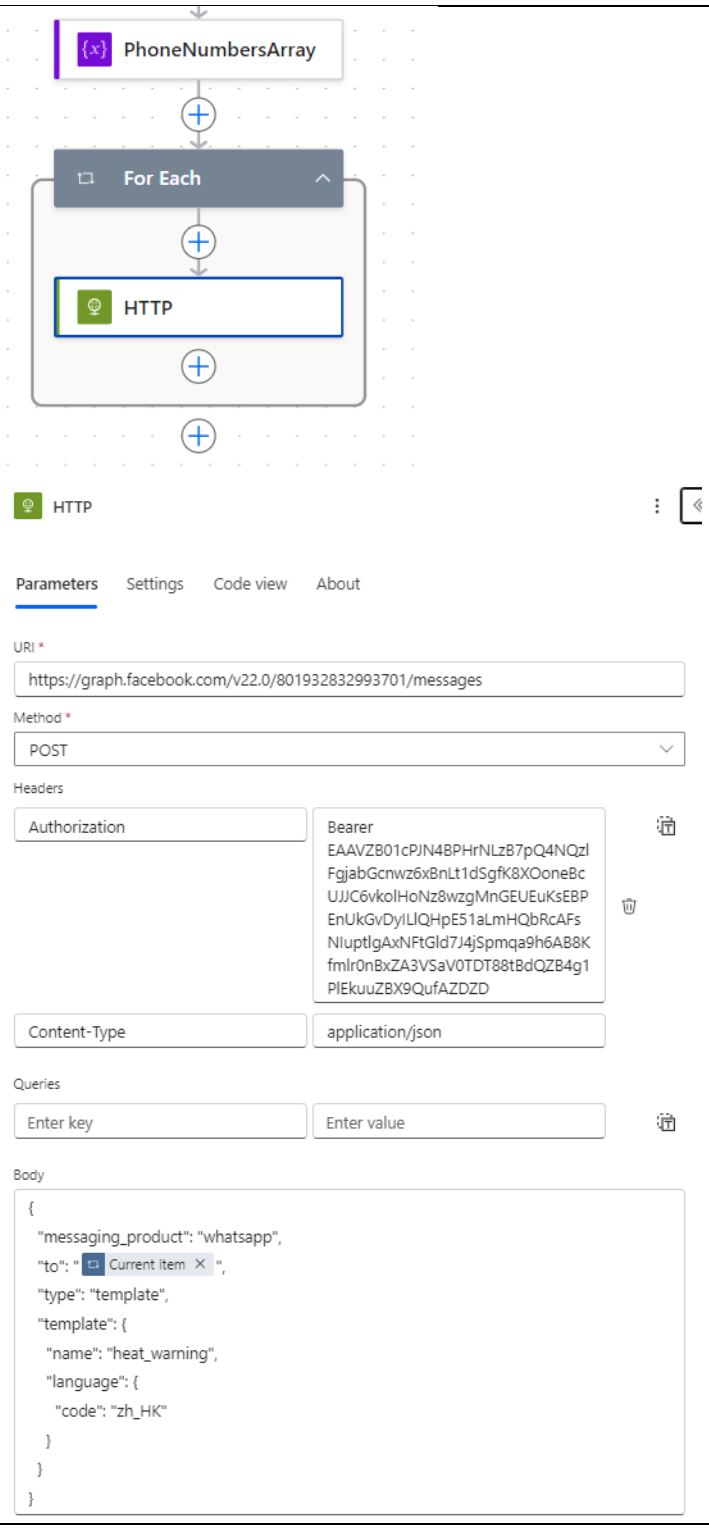
Step	Action	Example
1.	Open the Power Automate (Web)	
2.	***Create a workflow*** I. Select "Create" on the left-hand side panel II. Select "Scheduled cloud flow" under "Start from blank"	

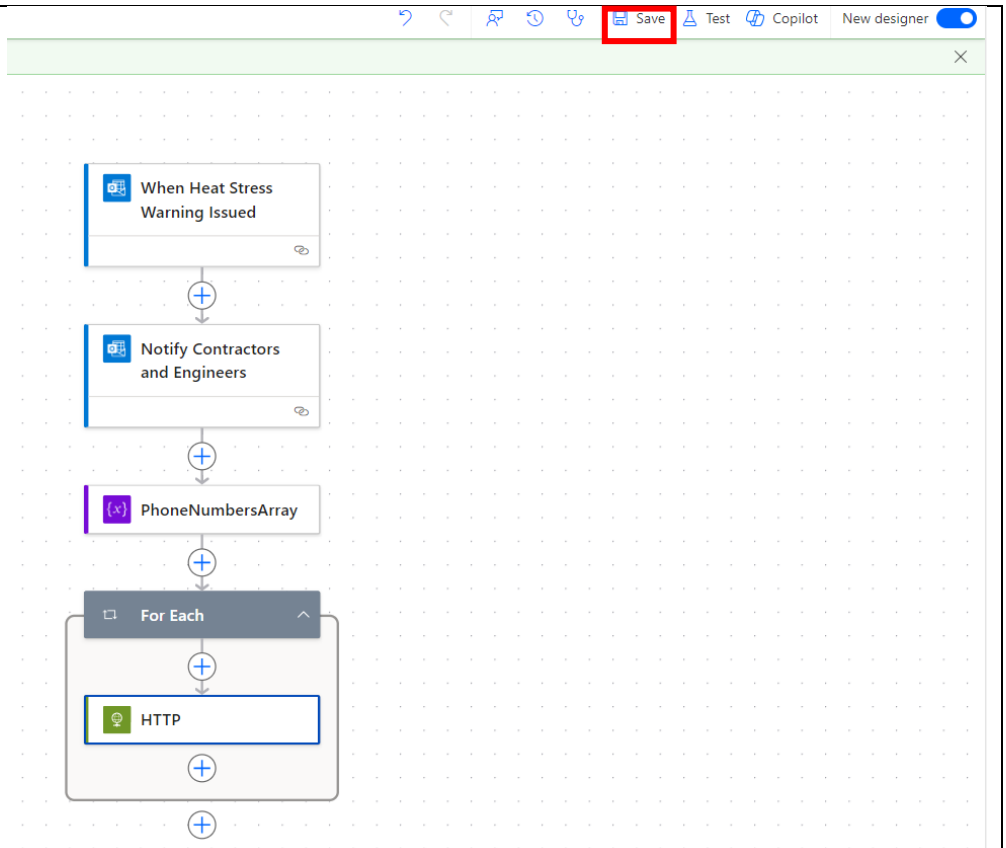
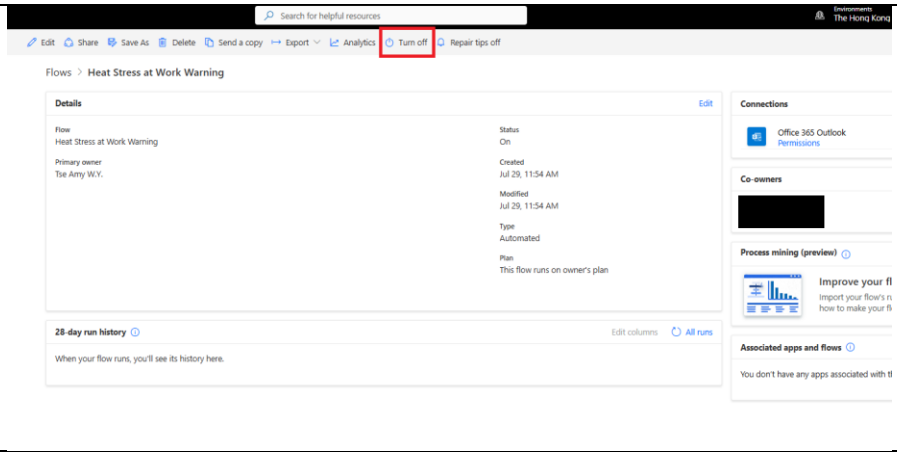
3.	***Build the starting automated flow*** I. Fill in “Flow name” II. Select “When a new email arrives(V3)” under “Choose your flow’s trigger” III. Click on “Create”	
4.	***Setting up detection of email sent from HSE*** I. Click on the “When a new email arrives(V3)” widget II. Select “From” and “Subject Filter” under “Advanced parameters” in the left-hand side panel III. Input xxx@towngas.com under “From” and “暑熱警告” under “Subject Filter”	

		
5.	***Create the second action*** I. Click on the add button below the previous action II. Find "Send an email(V2)" under "Add an action" **Note it's "Send an email(V2)" instead of "Forward an email(V2)" which could be classified as spam by system*	

6.	**Set up the Content of Automated Sent Warning Emails** I. Add the desired recipients under "To" in the action panel II. Input "/" under "Subject" and "Body" then select "Insert dynamic content" in the pop-up panel III. Select the respective dynamic content for email's "Subject" and "Body"	

7.	**Set up the content of phone number list** I . Add “Initialize variable” action next to “Notify Contractors and Engineers” aka Send an Email (V2). II . Set the name to “Phone Numbers”, Type be Array, Value be phone numbers of all contractor and engineers e.g. [“+85212345678”].	

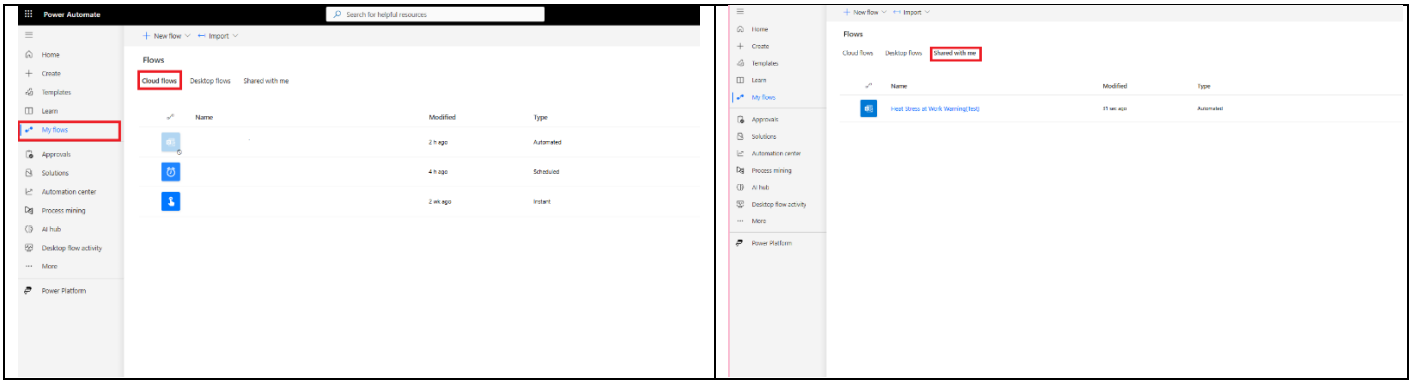
8.	**Set up the WhatsApp Notification** I . Add “Apply to each” and “HTTP” actions next to PhoneNumbersArray action. II . Configure HTTP action as shown in the image	

9.	Click “Save” after finishing the previous steps	
8.	The workflow would be automatically turned on after being saved	

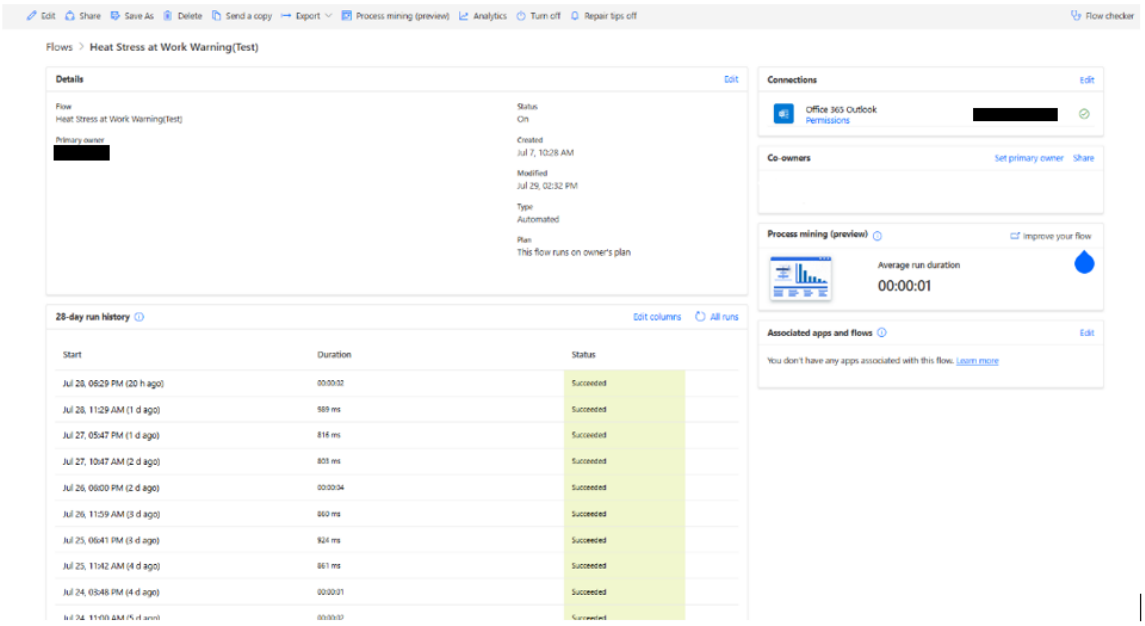
Maintenance

Monitoring

To check your flow's status, navigate to 'My flows' in the left panel. Your created flow will appear either in 'Cloud flows' (for personal web-created flows) or 'Shared with me' (for collaborative flows with multiple owners).

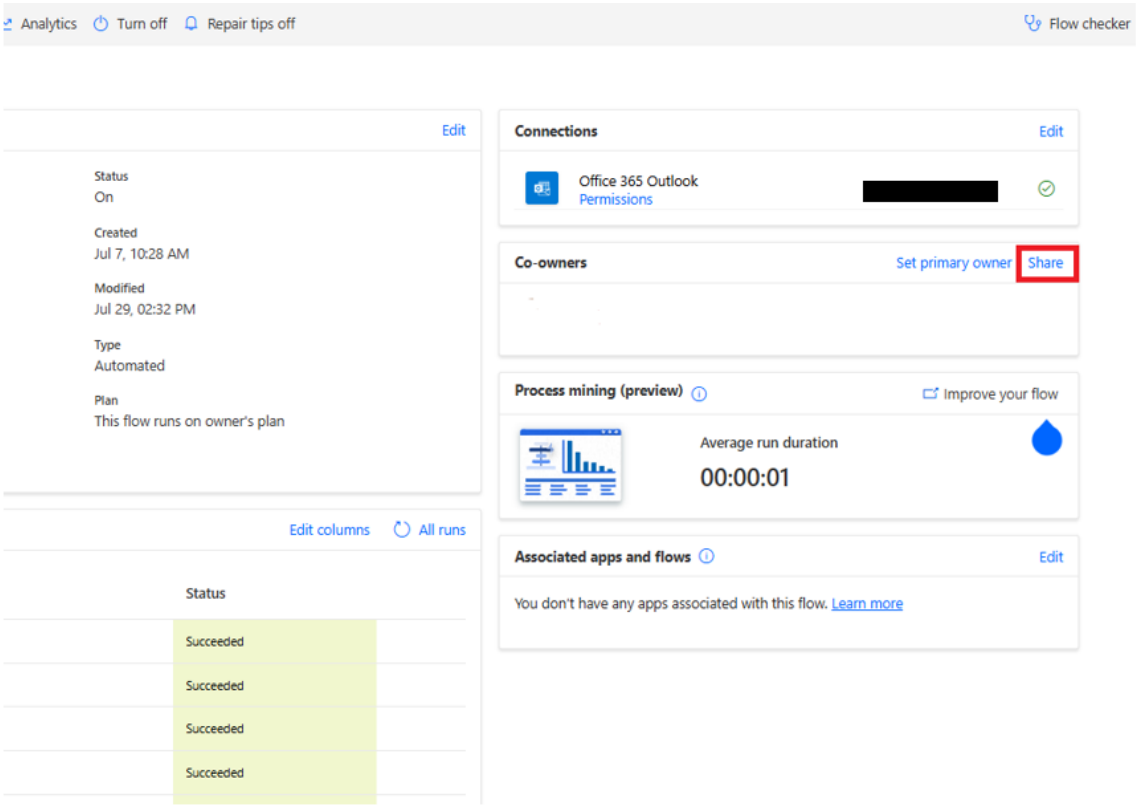


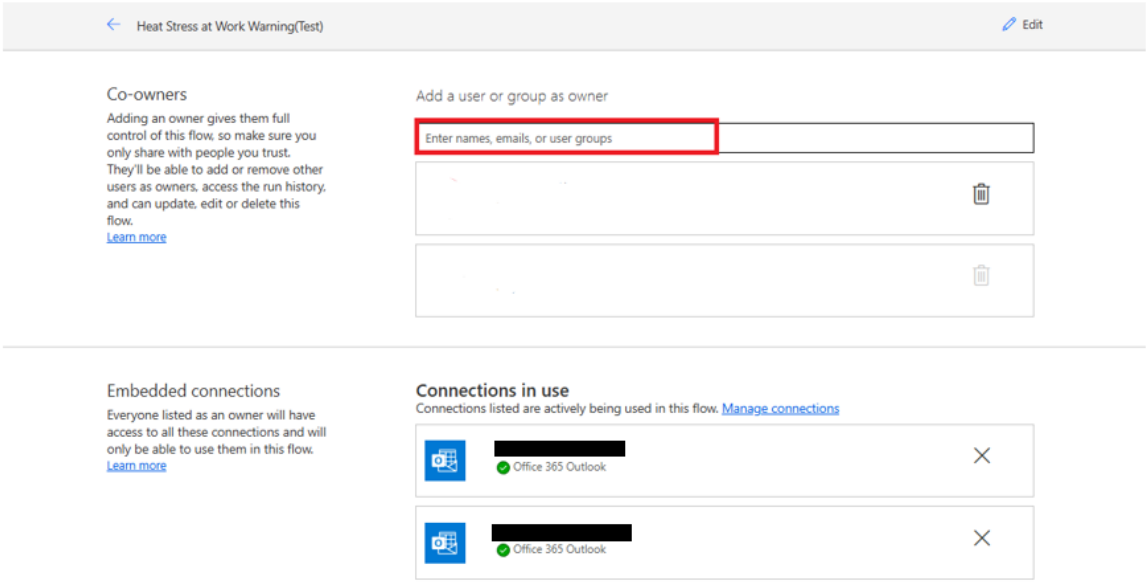
After selecting the flow, the Flow Overview is shown, you'll see its current status including when alerts were last sent, average delivery time, and activation status (on/off), etc.



Co-owner

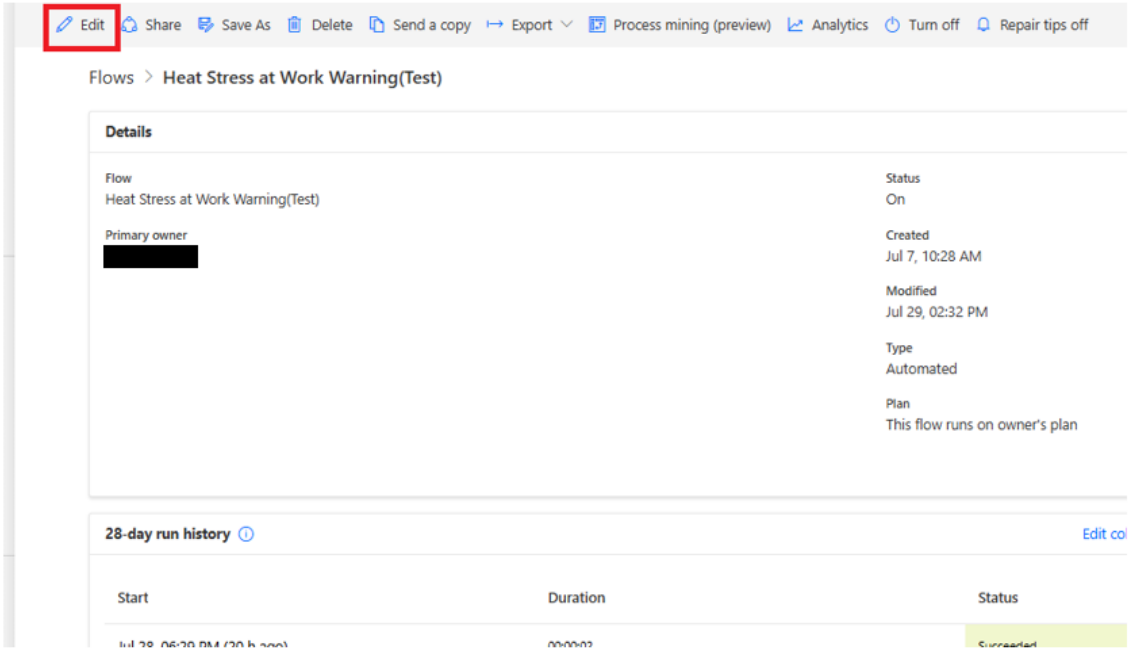
You can add co-owner in the Flow Overview by clicking the “Share” button in the Flow Overview.



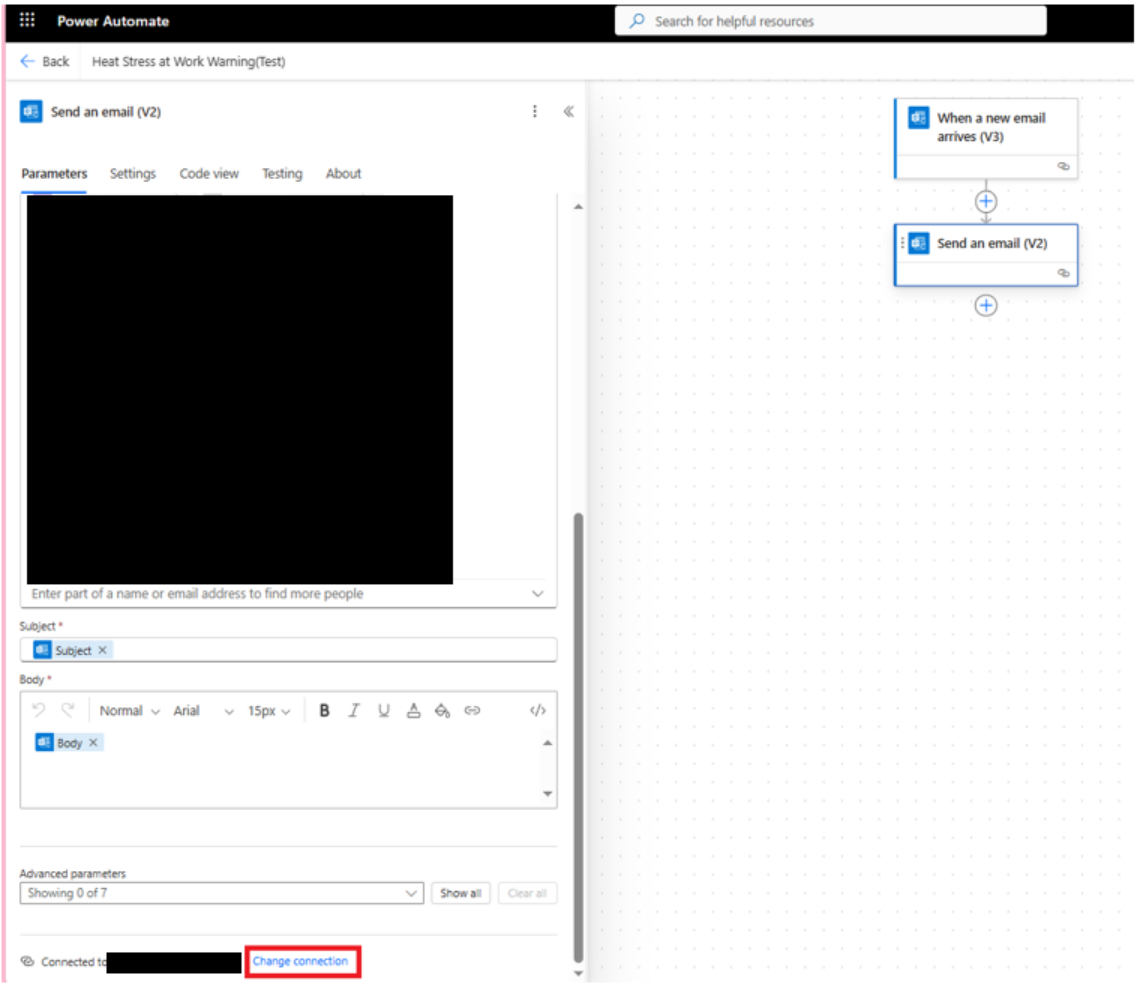


Update Connection

To alter the sender of the warning email. You may click “Edit” on the Flow Overview Page.



After opening the editing panel of the flow, click the “Send an email(V2)” widget. Then click the “Change connection” button at the bottom of the action panel.


Power Automate
Search for helpful resources
Back
Heat Stress at Work Warning(Test)
Send an email (V2)
Parameters
Settings
Code view
Testing
About
Enter part of a name or email address to find more people
Subject *
Subject
Body *
Normal
Arial
15px
Body
Advanced parameters
Showing 0 of 7
Show all
Clear all
Connected to
Change connection
When a new email arrives (V3)
Send an email (V2)

Select the desired sender or add a new connection by signing in that person’s account.