



How to setup the elastic.io Ukraine Alarm flow

What does the Ukraine Alarm Flow do?

The Ukraine Alarm flow is built for companies like us that have colleagues and friends based in Ukraine.

Due to relatively high demand it may take 1 day to process your request – this flow is offered as a free service for 3 months and we want to ensure that only bona-fide companies are using it.

The Ukraine Alarm flow fulfils 2 important functions:

1. It sends alert messages via Slack to alert colleagues in specific regions when an air, land, or artillery attack is detected. It also sends a message when the attack is over.
2. It alerts 'managers' via e-mail when alerts occur in regions where their colleagues are located. These 'managers' are then informed that the colleagues will not be available until the alert is over. Once the alert is ended, a second message can be sent.

How to use the Ukraine Alarm flow

The flow needs the following information in order to work:

- Employee name(s)
- Employee Slack channel ID & / or email
- Employee location code
- Manager name(s)
- Manager email

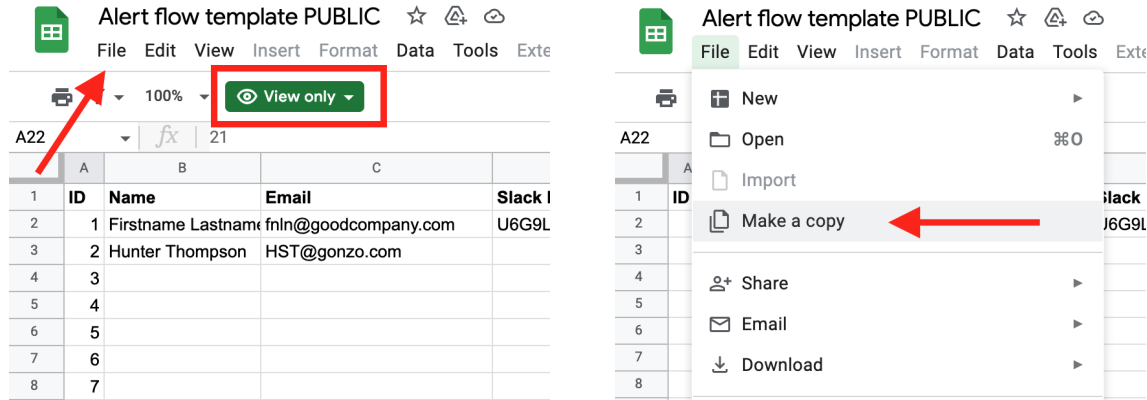
This information must be made available from a Google Spreadsheet file (don't worry, we provide a template that you can copy and fill out!)

As a final step, you will need to access your elastic.io Contract and add your Google Sheet credentials to the first step of the Ukraine Alarm flow (don't worry – we show you exactly how to do this in the next section!).

Instructions

STEP 1: MAKE A COPY OF A TEMPLATE SPREADSHEET

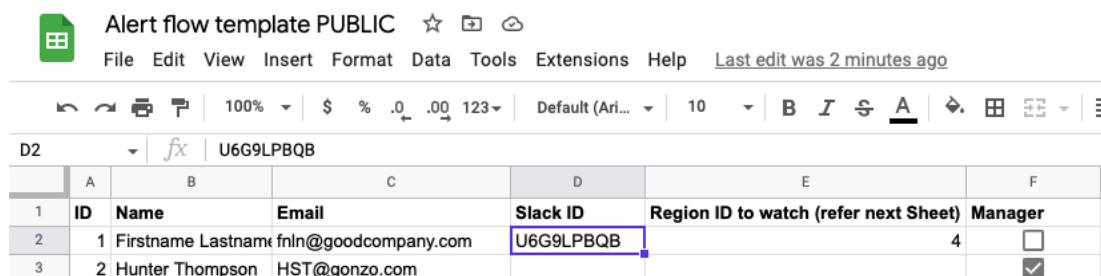
- Check out the [Google spreadsheet template](#) we made for you (Don't have a Google Account? – [here is how to sign up](#) in 2 minutes)
- Make a copy of this spreadsheet to your own Google account



STEP 2: EDIT YOUR COPY OF THE TEMPLATE

Edit **your copy** of the 'Alert flow template PUBLIC' spreadsheet the following way:

- Add Names & Emails for all Employees and Managers in the **worksheet 'Employees'**:



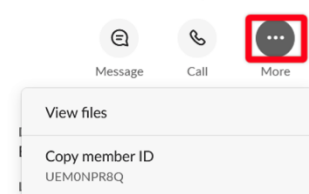
- Add Slack ID for all **Employees**

To find their Slack IDs, go to their full Slack profile (right mouse-click and select 'View Profile'), click on the three dots to get more options and from there, click on 'Copy member ID' (see below). Then paste it to the correct cell in Column 'D' in the **worksheet 'Employees'**.

Note: Managers do not require a Slack ID, as they will receive their notifications via email.



Blake Nguyen



c. Add the **Region ID** number for each **Employee** – these can be found in the sheet 'Regions'. Please ensure to enter only a number here!

	A	B	C	D	E
1	Name	ID			
2	Хмельницька область (Khmelnytsky region)	3			
3	Вінницька область (Vinnytsia region)	4			
4	Рівненська область (Rivne region)	5			
5	Волинська область (Volyn region)	8			
6	Дніпропетровська область (Dnipropetrovsk region)	9			
7	Житомирська область (Zhytomyr region)	10			
8	Закарпатська область (Zakarpattia region)	11			
9	Запорізька область (Zaporizhzhya region)	12			
10	Івано-Франківська область (Ivano-Frankivsk region)	13			
11	Київська область (Kyiv region)	14			
12	Кіровоградська область (Kirovohrad region)	15			
13	Луганська область (Luhansk region)	16			
14	Миколаївська область (Mykolaiv region)	17			

+
Employees
Regions
Notification messages
Configurations

Note: Managers do not require a region number

d. Click on the check box(es) to mark Manager contact information

	A	B	C	D	E	F
1	ID	Name	Email	Slack ID	Region ID to watch (refer next Sheet)	Manager
2	1	Firstname Lastname	fmln@goodcompany.com	U6G9LPBQB		4 ☐
3	2	Hunter Thompson	HST@gonzo.com			☒

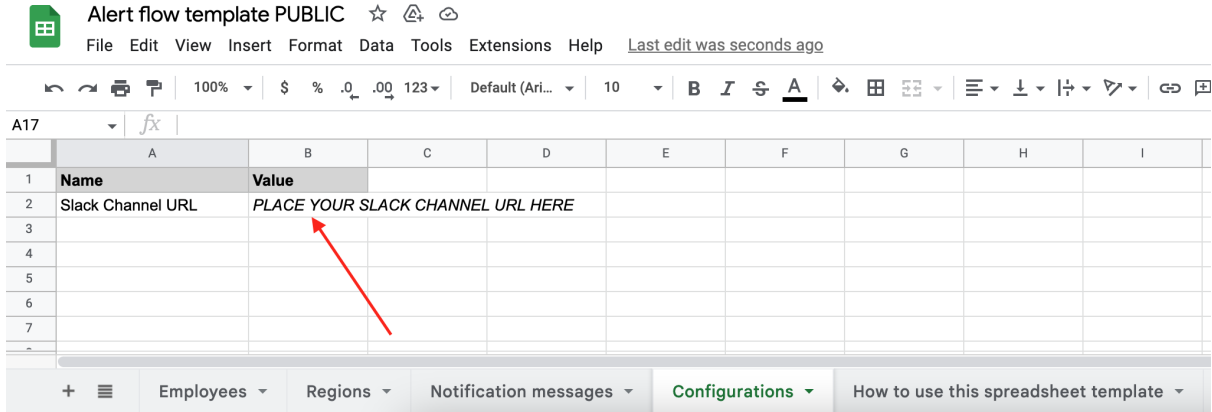
e. OPTIONAL – You can edit the text of the messages (Slack and Email) received by Employees and Managers. Simply open the **worksheet 'Notification Messages'** and edit Column 'B'.

Note: DO NOT EDIT COLUMN A – if you do this the flow will not function correctly!

Alert flow template PUBLIC
File Edit View Insert Format Data Tools Extensions Help
Last edit was 28 minutes ago

	A	B	C
1	Name	Text	
2	Employee notification (Activate)	Air raid alert in your region! Please go to the shelter!	
3	Employee notification (Deactivate)	Air raid alert deactivated. Feel free to leave the shelter!	
4	Manager notification (Activate)	Air raid alert in Ukrainian regions you are monitoring!	
5	Manager notification (Deactivate)	Air raid alert is deactivated in the regions you are monitoring.	
6			
7			

f. Add the URL of your own Slack Channel in the **worksheet 'Configurations'**:



Alert flow template PUBLIC ☆ 📄 ☁

File Edit View Insert Format Data Tools Extensions Help Last edit was seconds ago

100% \$ % .0 .00 123 Default (Ari... 10 B I S A

A17 fx

	A	B	C	D	E	F	G	H	I
1	Name	Value							
2	Slack Channel URL	PLACE YOUR SLACK CHANNEL URL HERE							
3									
4									
5									
6									
7									

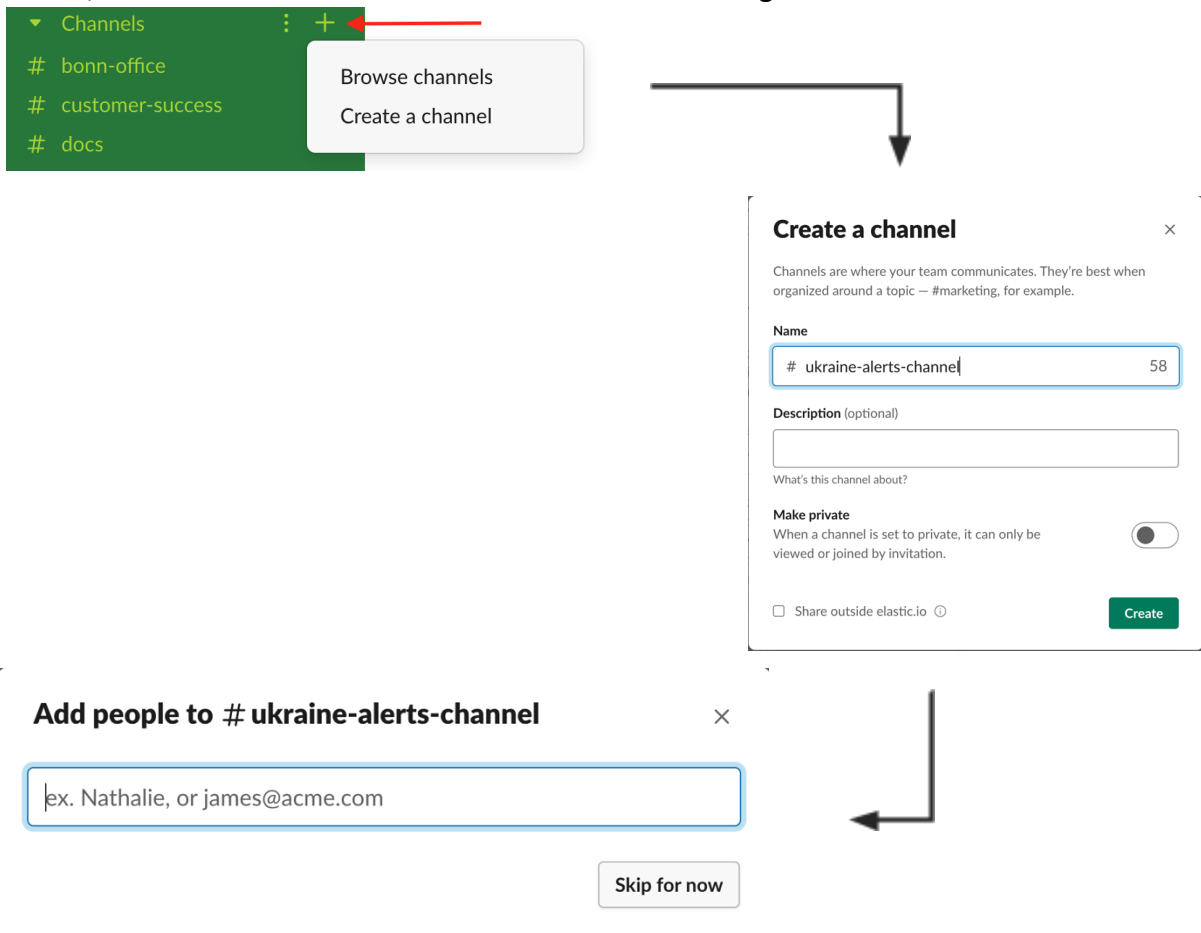
+ Employees Regions Notification messages **Configurations** How to use this spreadsheet template

See in the next **Step 3** how to create your own Slack Channel URL

STEP 3: CONNECT YOUR OWN SLACK CHANNEL TO THE FLOW

The easiest way to use this flow is to create a dedicated Slack channel where the warnings for individual Employees will be posted to.

a. First, create a dedicated Slack channel and add all colleagues that should receive alerts:



Channels +

- # bonn-office
- # customer-success
- # docs

Browse channels
Create a channel

Create a channel ×

Channels are where your team communicates. They're best when organized around a topic – #marketing, for example.

Name

ukraine-alerts-channel 58

Description (optional)

What's this channel about?

Make private
When a channel is set to private, it can only be viewed or joined by invitation. ☐

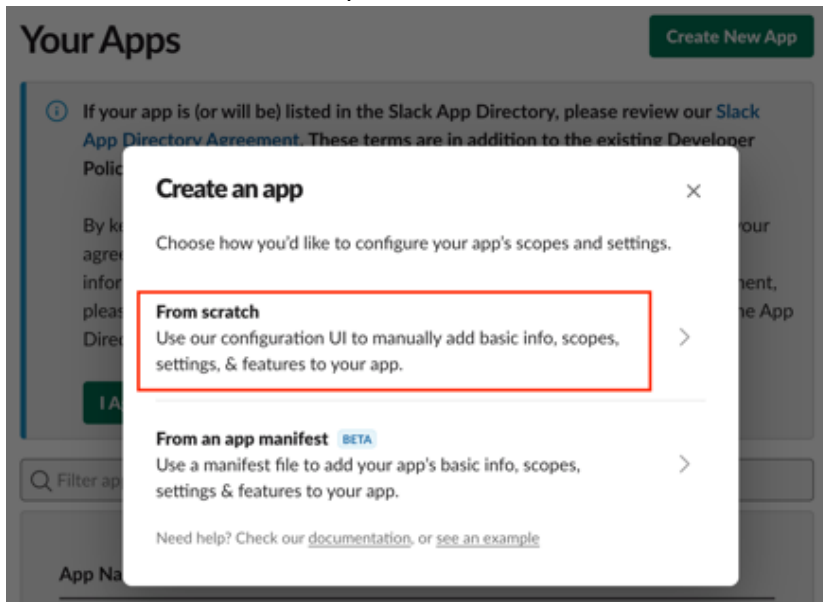
☐ Share outside elastic.io ⓘ **Create**

Add people to # ukraine-alerts-channel ×

ex. Nathalie, or james@acme.com

Skip for now

b. Go to https://api.slack.com/apps?new_app=1 to create a new App in order to be able to post messages to the new channel.
Select the 'From scratch' option...



...and name the App as you like and select your workspace from the dropdown menu, and create the app

Name app & choose workspace ×

App Name

Don't worry - you'll be able to change this later.

Pick a workspace to develop your app in:

Select a workspace ▼

 elastic.io

workspace will control the app even if you leave the workspace.

c. In the window that opens automatically after the app creation, click on 'Incoming Webhooks':

Basic Information

Building Apps for Slack

Create an app that's just for your workspace (or build one that can be used by any workspace) by following the steps below.

Add features and functionality ▼

Choose and configure the tools you'll need to create your app (or review all [documentation](#)).

Building an internal app locally or behind a firewall?
To receive your app's payloads over a WebSockets connection, enable [Socket Mode](#) for your app.

Incoming Webhooks
Post messages from external sources into Slack.

Interactive Components
Add components like buttons and select menus to your app's interface, and create an interactive experience for users.

...and toggle the 'Activate Incoming Webhooks' to 'On':

Incoming Webhooks

Activate Incoming Webhooks

Incoming webhooks are a simple way to post messages from external sources into Slack. They make use of normal HTTP requests with a JSON payload, which includes the message and a few other optional details. You can include [message attachments](#) to

Off

d. Then scroll down and click on 'Add New Webhook to Workspace'

Webhook URL	Channel	Added By
-------------	---------	----------

No webhooks have been added yet.

Add New Webhook to Workspace



Ukraine alerts is requesting permission to access the elastic.io Slack workspace

e. Select your new channel from the drop-down menu and subsequently click on 'Allow':

Where should Ukraine alerts post?

Ukraine alerts requires a channel to post to as an app

ukraine-alerts-channel

Channels

ukraine-alerts-channel

f. Copy the just created URL...

Webhook URL	Channel	Added By
-------------	---------	----------

<https://hooks.slack.com/services/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> Copy

#ukraine-alerts-channel

Aug 16, 2022

Add New Webhook to Workspace

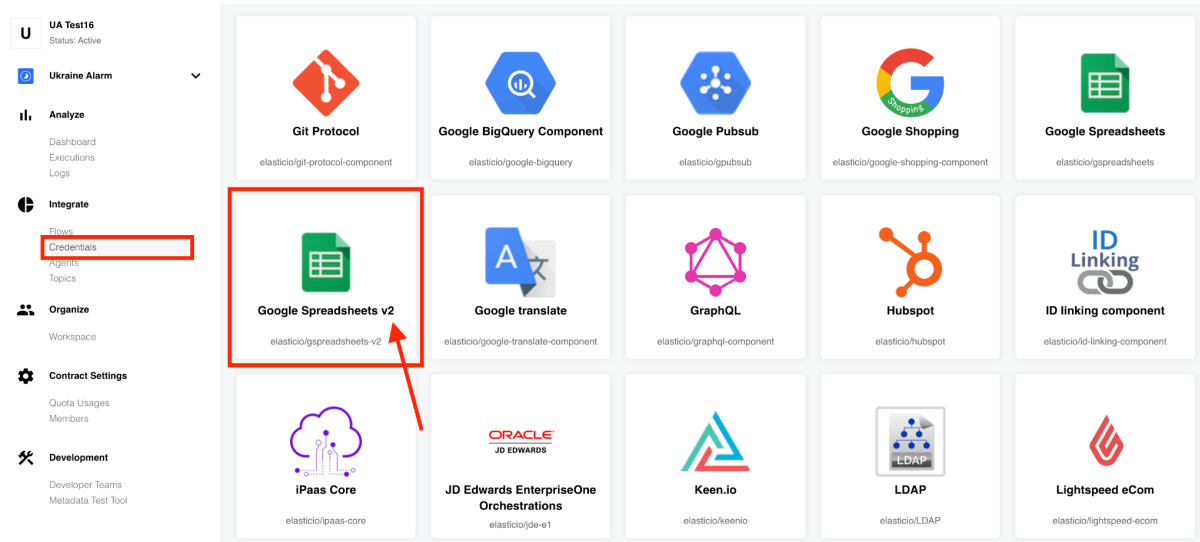
... and paste it in your copy of the 'Alert flow template PUBLIC' spreadsheet in the worksheet 'Configurations' under 'Value':

	A	B
1	Name	Value
2	Slack Channel URL	https://hooks.slack.com/services/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
3		
4		

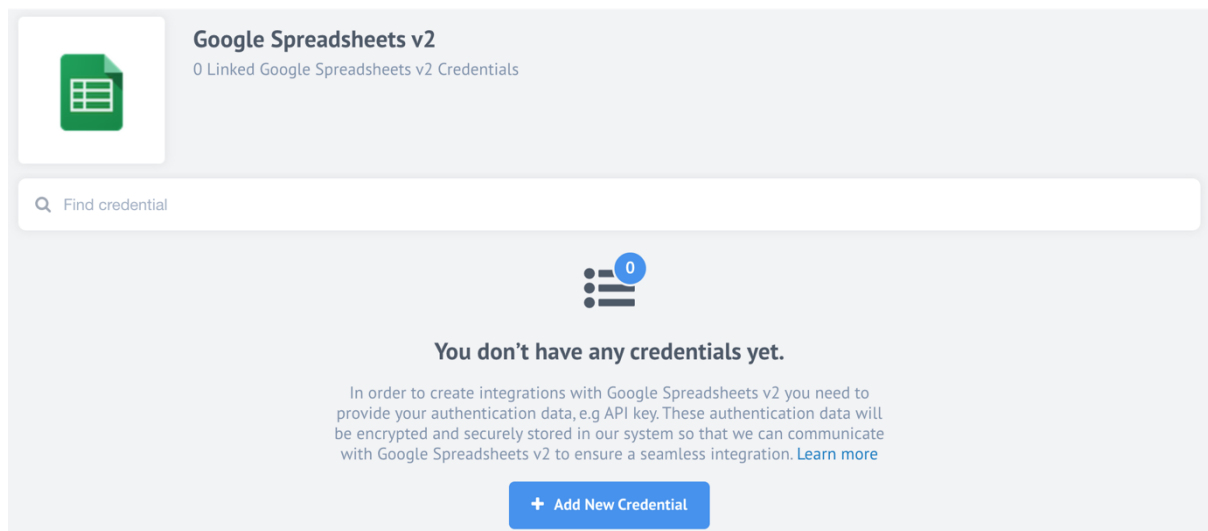
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Employees
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Configurations

STEP 4: ADD YOUR GOOGLE SHEET CREDENTIALS INTO THE ELASTIC.IO PLATFORM

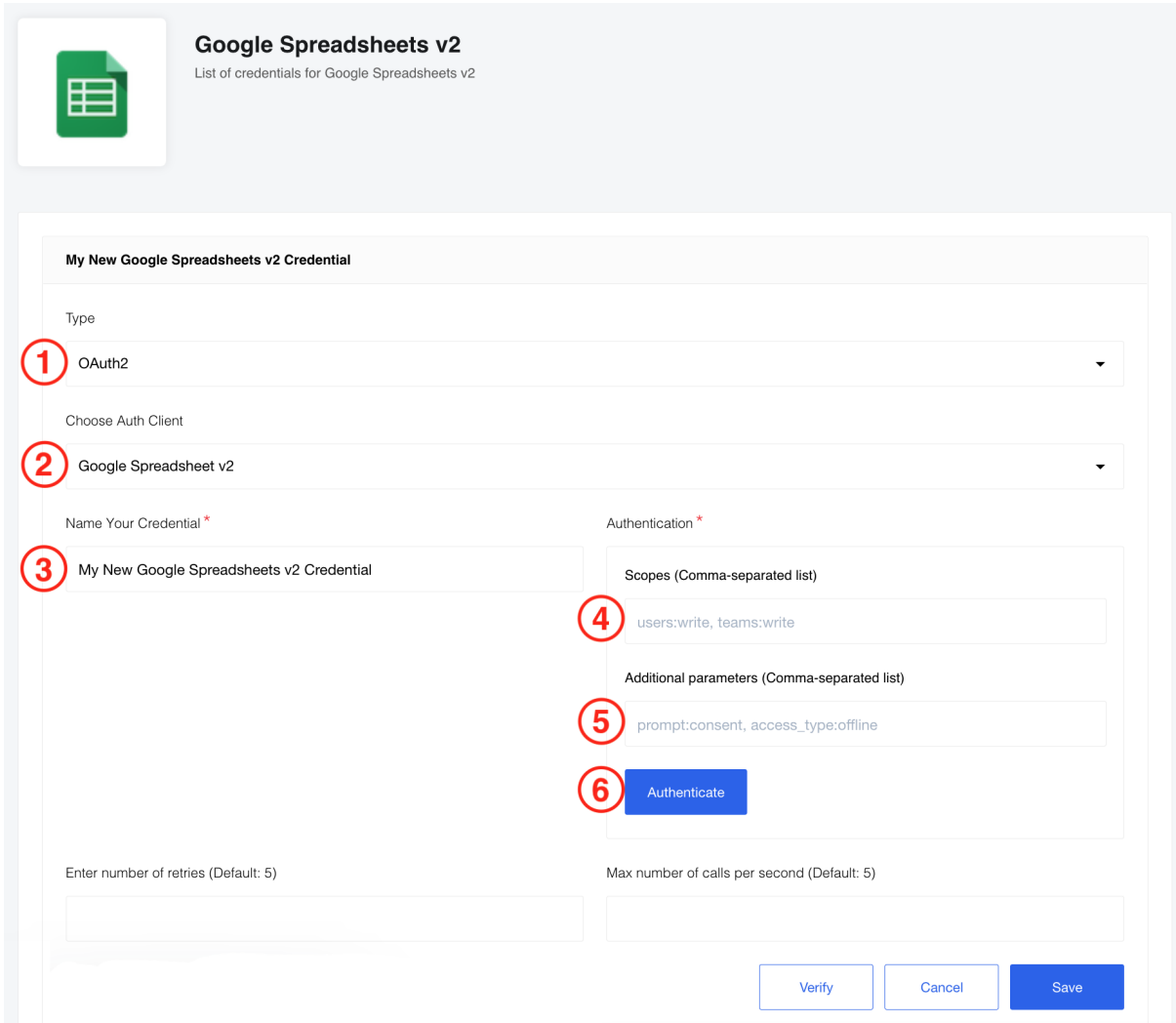
- Open your **invitation mail from elastic.io** and use the login provided
- Click 'Credentials' on the left navigation bar and scroll down to '**Google Spreadsheets v2**'



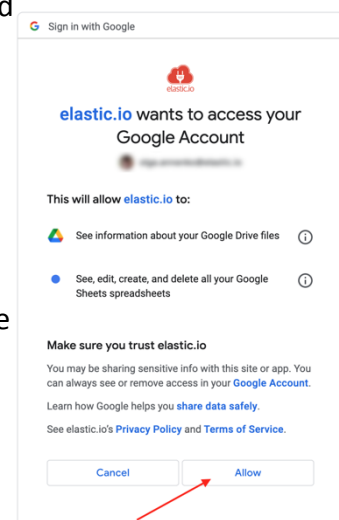
- Click on Google Spreadsheets v2 to open its credentials' page and click on '**+ Add New Credential**'



d. Configure your credential:



- Under 'Type' select 'OAuth2' as shown on the screenshot above (1)
- Leave the then appeared field 'Choose Auth Client' (2) as selected by default
- Rename 'Your Credential' (3) if you wish to do so
- Enter under 'Scopes (Comma-separated list)' (4) the following values: `https://www.googleapis.com/auth/spreadsheets, https://www.googleapis.com/auth/drive.metadata.readonly`
- Enter under 'Additional parameters (Comma-separated list)' (5) the following values: `access_type:offline,prompt:consent`
- Click on 'Authenticate' (6), choose the right Google account in the popped-up window and grant access to your Google Sheet spreadsheets for elastic.io:



When authenticated successfully, you'll see the following message:

Scopes (Comma-separated list)

https://www.googleapis.com/auth/spreadsheets, https://www

Additional parameters (Comma-separated list)

access_type:offline,prompt:consent

Authenticate ✓ Success

Authenticate ✓ Success

Max number of calls per second (Default: 5)

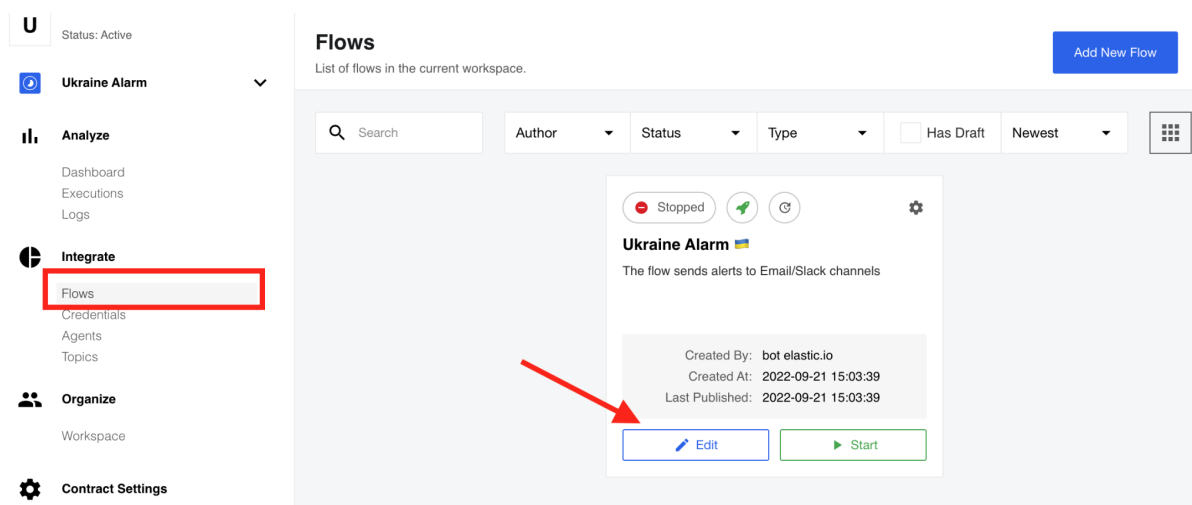
Verify Cancel **Save**

e. Since you have already authenticated the credential, you **may skip** the 'Verify' action and **click on 'Save'**

STEP 5: EDIT THE FLOW TO RECEIVE DATA FROM GOOGLE SHEET

Edit the flow to receive data from your personal copy of the **'Alert flow template PUBLIC'** spreadsheet.

a. Go to 'Flows' on the left Navigation bar and click on the 'Edit' to view and modify the flow steps:



The screenshot shows the elastic.io interface. On the left, the 'Integrate' section is expanded, and 'Flows' is highlighted with a red box. The main area displays a list of flows. A flow card for 'Ukraine Alarm' is shown, with a red arrow pointing to the 'Edit' button. The flow card includes the following information:

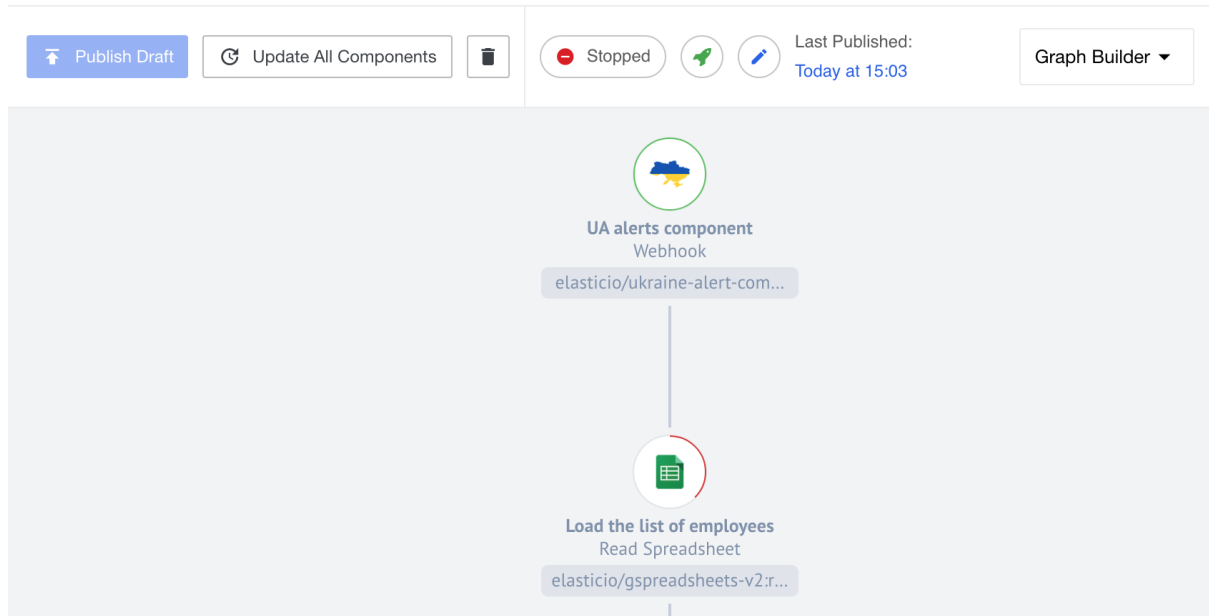
- Status: Stopped
- Author: bot elastic.io
- Created At: 2022-09-21 15:03:39
- Last Published: 2022-09-21 15:03:39
- Description: The flow sends alerts to Email/Slack channels

The 'Edit' button is highlighted with a red arrow.

You will see the the flow like this:

Ukraine Alarm 🇺🇦

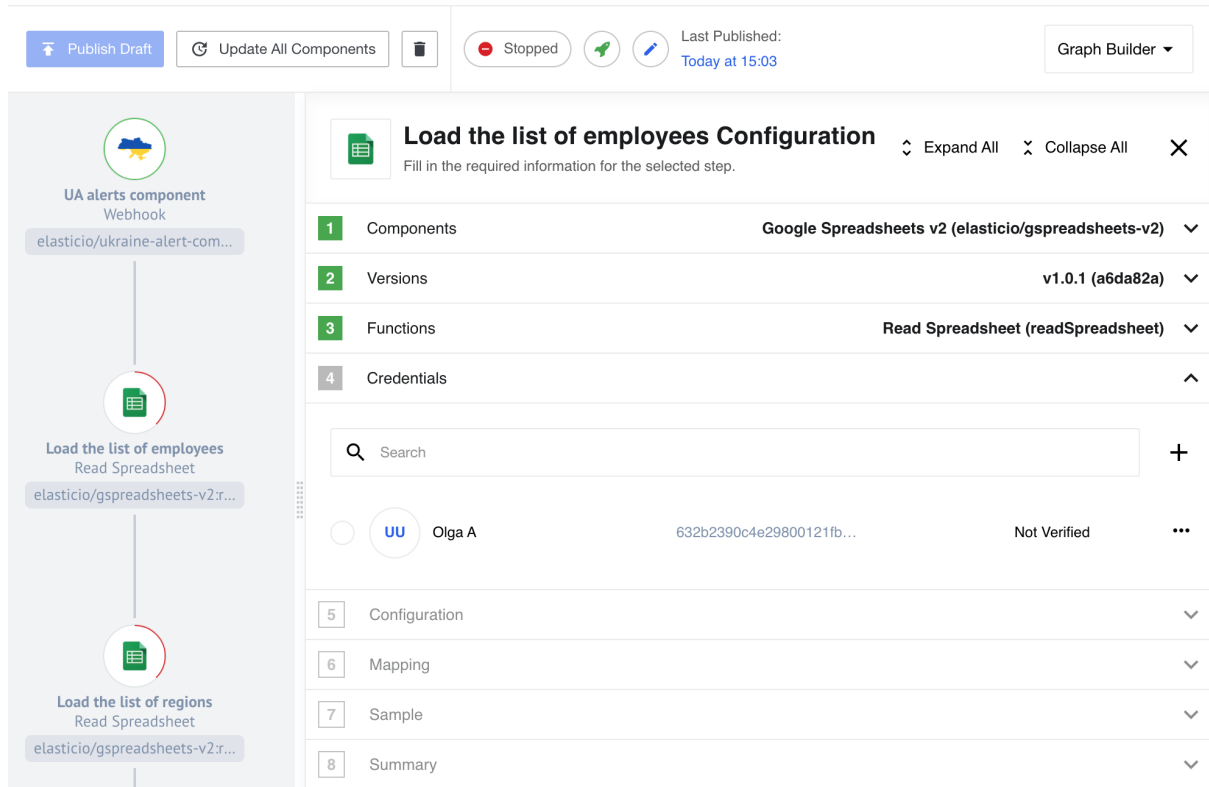
The flow sends alerts to Email/Slack channels



b. In the flow view, click on the **second node of the flow 'Load the list of employees'** – this then shows 8 configuration steps to the right of the flow.

Ukraine Alarm 🇺🇦

The flow sends alerts to Email/Slack channels



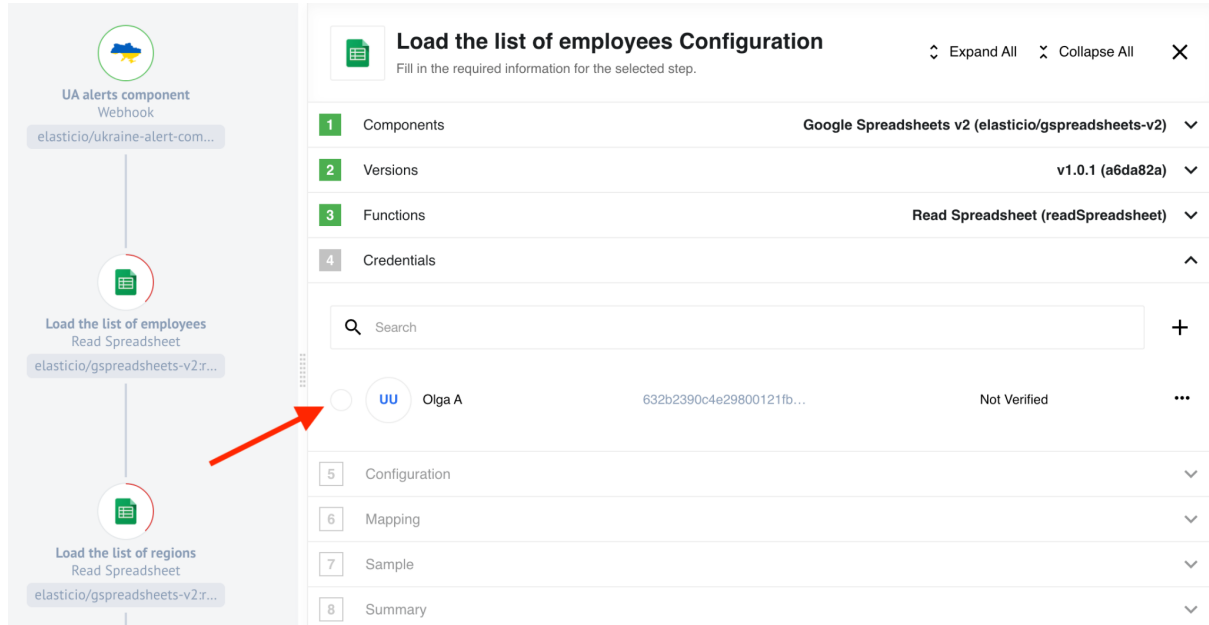
The screenshot shows the 'Load the list of employees Configuration' panel. The panel is titled 'Load the list of employees Configuration' and has a search bar. Below the search bar, there are 8 configuration steps:

- Components: Google Spreadsheets v2 (elastico/gspreadsheets-v2)
- Versions: v1.0.1 (a6da82a)
- Functions: Read Spreadsheet (readSpreadsheet)
- Credentials: (Not visible)
- Configuration: (Not visible)
- Mapping: (Not visible)
- Sample: (Not visible)
- Summary: (Not visible)

The 'Credentials' step is expanded, showing a table with the following data:

Search	+
UU Olga A	632b2390c4e29800121fb... Not Verified ...

c. Click on Step 4 **'Credentials'** and select the credential you just created



Load the list of employees Configuration

Fill in the required information for the selected step.

1 Components Google Spreadsheets v2 (elasticio/gspreadsheets-v2) ▾

2 Versions v1.0.1 (a6da82a) ▾

3 Functions Read Spreadsheet (readSpreadsheet) ▾

4 Credentials ▴

Search

UU Olga A 632b2390c4e29800121fb... Not Verified ...

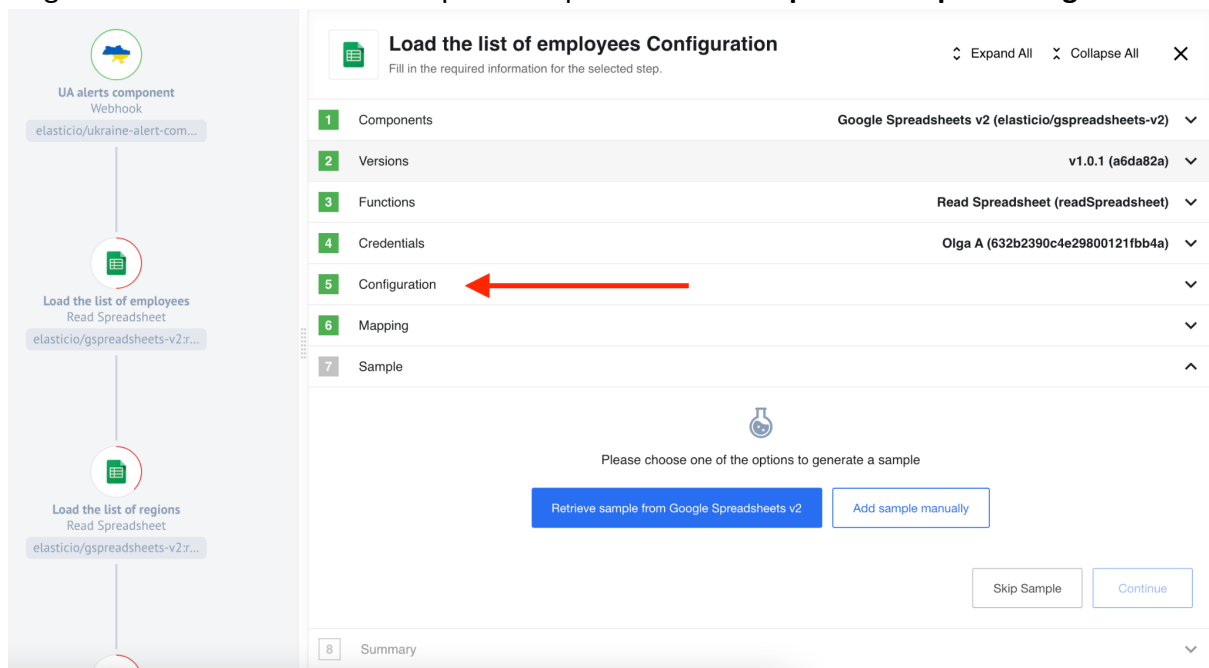
5 Configuration ▾

6 Mapping ▾

7 Sample ▾

8 Summary ▾

d. Ignore for the moment the 'Request sample' button and **open the step 5 'Configuration'**



Load the list of employees Configuration

Fill in the required information for the selected step.

1 Components Google Spreadsheets v2 (elasticio/gspreadsheets-v2) ▾

2 Versions v1.0.1 (a6da82a) ▾

3 Functions Read Spreadsheet (readSpreadsheet) ▾

4 Credentials Olga A (632b2390c4e29800121fb4a) ▾

5 Configuration ▴

6 Mapping ▾

7 Sample ▴

Please choose one of the options to generate a sample

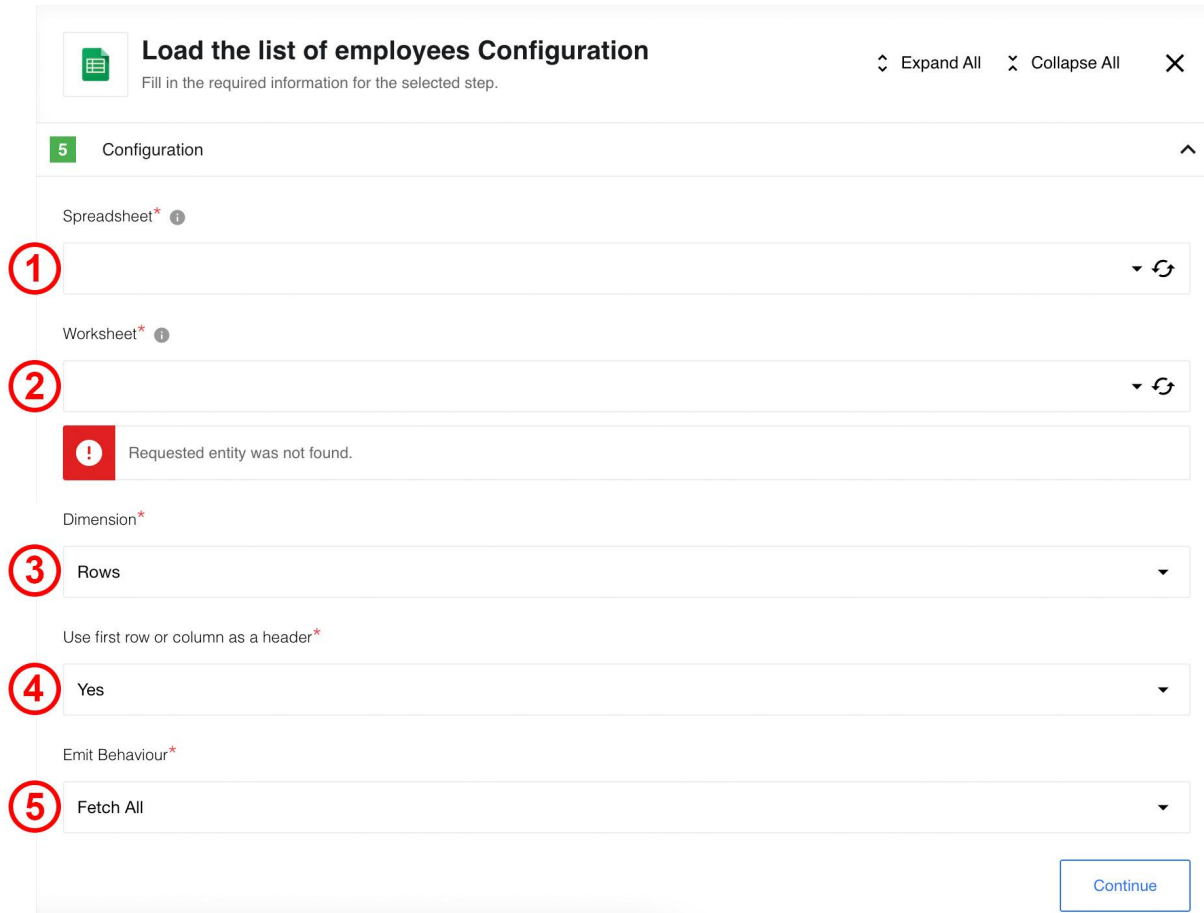
Retrieve sample from Google Spreadsheets v2 Add sample manually

Skip Sample Continue

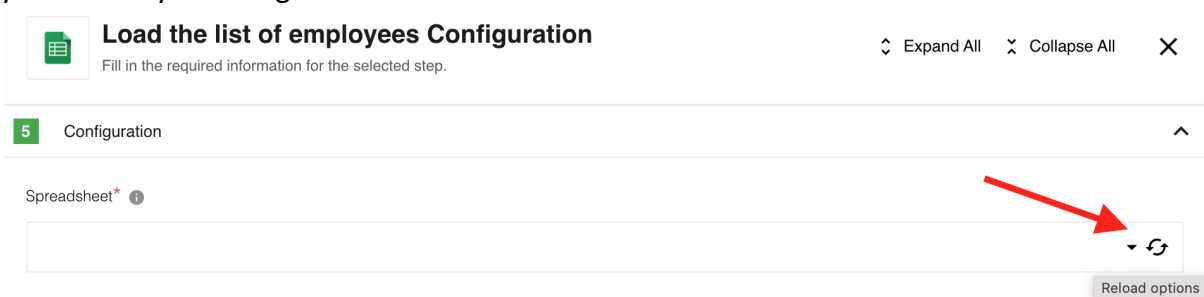
8 Summary ▾

e. The fields 'Dimension' (3), 'Use first row or column as a header' (4) and 'Emit Behaviour' (5) are already pre-configured for you.

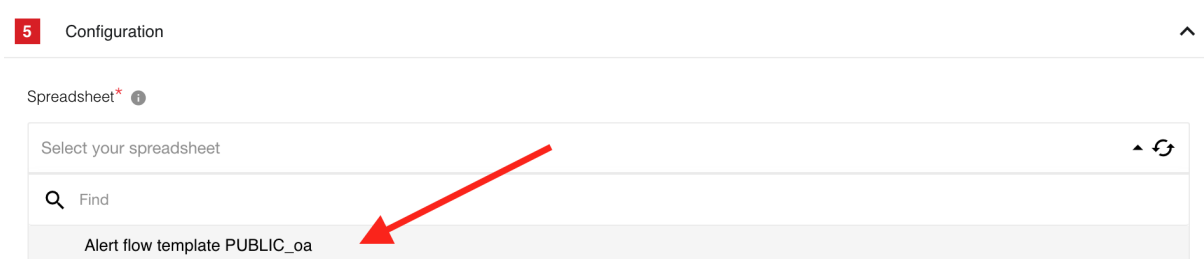
All you need to do is **edit the fields 'Spreadsheet' (1) and 'Worksheet' (2)** in order to connect your personal copy of the 'Alert flow template PUBLIC' to the flow.



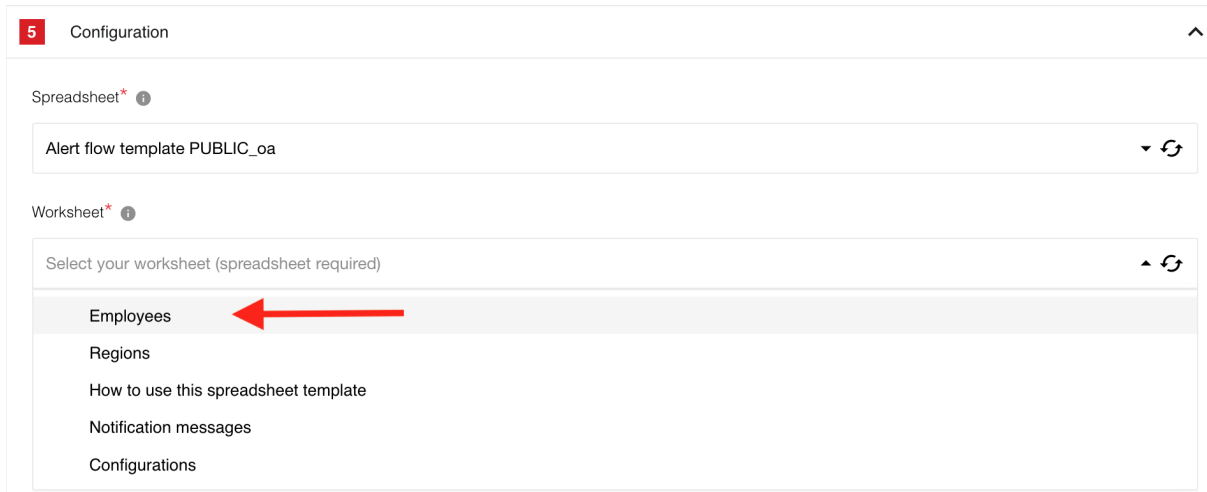
f. Click on the 'Reload' sign in the field 'Spreadsheet'. This will load the spreadsheets that you have in your Google Drive.



Select your personal copy of the 'Alert flow template PUBLIC'.



g. Then click on the 'Reload' sign in the field 'Worksheet' and select the worksheet 'Employees'



5 Configuration

Spreadsheet* ⓘ

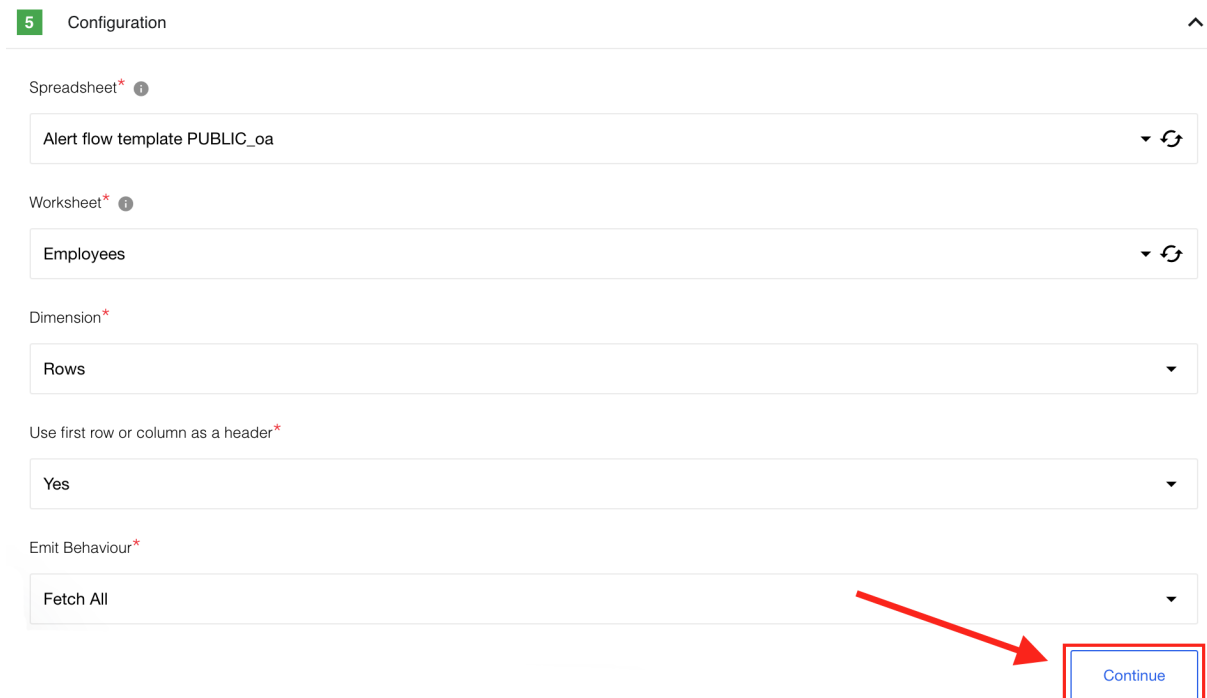
Alert flow template PUBLIC_oa

Worksheet* ⓘ

Select your worksheet (spreadsheet required)

- Employees
- Regions
- How to use this spreadsheet template
- Notification messages
- Configurations

h. After that, click on 'Continue' first...



5 Configuration

Spreadsheet* ⓘ

Alert flow template PUBLIC_oa

Worksheet* ⓘ

Employees

Dimension*

Rows

Use first row or column as a header*

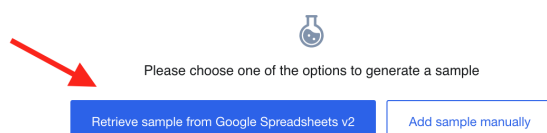
Yes

Emit Behaviour*

Fetch All

Continue

...and then on 'Retrieve sample from Google Spreadsheet v2'...



Please choose one of the options to generate a sample

Retrieve sample from Google Spreadsheets v2

Add sample manually

...after which you can click on 'Finish step'.



Finish step

i. Repeat the **steps from c. to h.** for the nodes number three aka 'Load the list of regions', number four aka 'Load notification messages', and number five aka 'Load configurations', each time selecting the corresponding worksheet:

The **worksheet 'Regions'** for the node 'Load the list of regions'

 **Load the list of regions Configuration** Expand All Collapse All ×

Fill in the required information for the selected step.

5 Configuration ^

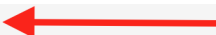
Spreadsheet* ⓘ

Alert flow template PUBLIC_oa ▼ ↺

Worksheet* ⓘ

Select your worksheet (spreadsheet required) ▲ ↺

Employees

Regions 

How to use this spreadsheet template

Notification messages

Configurations

The **worksheet 'Notification messages'** for the node 'Load notification messages'

 **Load notification messages Configuration** Expand All Collapse All ×

Fill in the required information for the selected step.

5 Configuration ^

Spreadsheet* ⓘ

Alert flow template PUBLIC_oa ▼ ↺

Worksheet* ⓘ

Select your worksheet (spreadsheet required) ▲ ↺

Employees

Regions

How to use this spreadsheet template

Notification messages 

Configurations

The **worksheet 'Configurations'** for the node 'Load configurations'

**Load configurations Configuration**

Expand AllCollapse AllX

Fill in the required information for the selected step.

5 Configuration ^

Spreadsheet* ⓘ

Alert flow template PUBLIC_oa ▾ ↺

Worksheet* ⓘ

Select your worksheet (spreadsheet required) ▴ ↺

Employees

Regions

How to use this spreadsheet template

Notification messages

Configurations ←

j. When you've updated all Google Spreadsheet nodes, you are ready to go – all you need to do now is to click **'Publish Draft'** first and then to **'Start Flow'**, and your flow will start sending messages as soon as alerts occur.

Ukraine Alarm 🇺🇦

The flow sends alerts to Email/Slack channels



Publish Draft



Update All Components



Ukraine Alarm 🇺🇦

The flow sends alerts to Email/Slack channels



Start Flow



Edit Flow



Update All Components