

How to Check if a Bot Is Activated

After [creating a bot](#), you have to verify if it is activated. This article shows how you can do this.

To check if the bot is firing and sending alert messages:

1. Navigate to **Bots** on the MSPbots menu and select the bot that you want to verify.
2. Check for successful runs. On the **Detail** section, check under **Recent run history** section. You should see **Succeeded** statuses if the bot was activated.

Detail

Run History

Analytics

Bot Messages

Design

Details about this table

Trigger

Alert

Escalate

Bot Name

Clock out reminder 3.0

Description

Reminds users after their shift's end time to clock OUT.

Recent run history

All runs

You can also check the **Run History** section to view All, Successful, Running, or Failed runs.

Detail

Run History

Analytics

Bot Messages

Design

All run history in this table

Showing all runs

Start	Duration (s)	Status	
03/16/2022 13:04:11 CDT	1	Succeeded	All runs
03/16/2022 12:14:09 CDT	0	Succeeded	Successful runs
03/16/2022 12:04:02 CDT	0	Succeeded	Failed runs
03/16/2022 10:04:06 CDT	7	Succeeded	Running

3. Check the bot messages that were generated. Go to the **Bot Messages** section to view the actual messages generated by the bot.

Detail

Run History

Analytics

Bot Messages

Design

2022-03-11 - 2022-03-17

View Report

Read

Clock out reminder 3.0

Realtime Bots Message Report For Teams

Drag a column header here to group its column

PDF Export

CSV Export

Columns

message	status	create_date	sent_time	send_by
Hi, hey! It's been 10 minutes since your shift's end time. Make sure to type out when you're done working.				
If you forgot to clock out on time, just type out at [Actual_Out_time] to update your time entry. You can also use the in/out board .	Ready	03/10/2022 19:17 CST		user
Take care!				
Sent to [Ray Kral] on [03/10 17:17 PST] Generated by Clock out reminder 3.0 View your RealTime report .				
Hi, hey! It's been 10 minutes since your shift's end time. Make sure to type out when you're done working.				

Related Topics:

- [Activating a Bot on the MSPbots App](#)
- [How to Create a Bot from a Widget](#)
- [How to Create or Modify Halo Tickets using a Rest API-based Bot](#)
- [What are the Trigger and Alert columns for bots?](#)
- [What do Ready, Received, and Read messages mean?](#)