# How to Add a Bot Filter to Stop Bot Notifications for a User

The client wants to exclude himself from receiving bot notifications. He has disabled his access to the Attendance Manager but still receives notifications. This article shows how to add a bot filter to stop Task Prompter or other bots from sending messages to a user.

To create a bot filter and stop sending alerts to a user:

1. Click Bots in the MSPbots app and select Task Prompter or the bot where you want to create the exclusion.

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Integrations	Escalate		A bot that alerts a te	chnician every 2 hours wit	thin their shift whenever f	hey have stale ticket	ts that are last updated after	days.			
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### 3. In the Trigger section, hover over the ellipsis button and select Edit.

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4. Go to the meets the following criteria section. Click the + icon and select Add condition.

Trigger		
	I want the bot to trigger when       Widget       Q       Teams / Task Prompter End	
Trigger Script:	meets the following critieria:	<del>.</del> 1
Define the bot and the conditions for	+ Add Group In V (next/15/minutes/uni 0	$\otimes$
when it will execute.	+ Add Condition Not Equals V in V	$\otimes$
	begin_time V Is Not Empty Value (	$\otimes$
	I want the bot to run based on this schedule:	
	Starting at     05/10/21     00:03:00     America/Chicago	
	Repeat every 15 🙀 Minute	
	Repeat every 1 minutes	
	from hour O to O on day of week Select	~

Next

5. Click on the new box and select Name or Username from the dropdown list.

	OR 🕀	4					
	Start	~ Ir	1	~	{next/15/mi	nutes/uni	$\otimes$
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6. In the next box, select Not Equals if a single user will be excluded. To exclude multiple uses, select Not IN.

Trigger								×
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				Not IN				Next

#### 7. In the third box, select the name(s) or username(s) of those for exclusion, then click the Next button.

## Trigger

Trigger							
	l want Widg	the bot to trigg	er when ams / Task F	rompter End	0		
Trigger Script:	AND	OR $\oplus$	a				<del>,</del> ©
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		current_action	~	Not Equals	~	in ~	$\otimes$
		begin_time	~	Is Not Empty	~	Value	$\otimes$
		Username	~	Not Equals	~	jessie@mspbots.ai	] ⊗
	l want	the bot to run k	oased on t	nis schedule:	. 00:	03:00 America/Chica	ago
		Repeat every	15	Minute	~		
		Repeat every	1 ^	minutes			
		Repeat every	1 ^	minutes			

## 8. Click Next on the Alert window.

## Alert

	Microsoft Teams Chat Add and edit the content you want to send, and select the teams chat to receive the content. To Username	
Alert Script: Define the messaging specifications	Φ • • ¶ B I U 6 A M H <sub>1</sub> H <sub>2</sub> x, x <sup>3</sup> H ≡ Ξ Ξ Sans Serif <sup>‡</sup> Normal <sup>‡</sup> ≡ <sup>6</sup>	Ix G
(Who, What, When, Where) for intended recipients. Customize the template, or compose your own me ssage for notifying to make corrections to a previous action, to perform tasks, or inform/ commend the results of their work.	Hi ( <u>first_name</u> ). Your shift will begin at {Start} and it's now { <u>current_date</u> }. Please type in when you start w can also do this at the <u>infout board</u> . Please prepare to tackle your tasks for today. Have a productive day!	orking. You
	Preview Choose Template: Choose Template      Save	as a template
	Microsoft Teams Channel Add and edit the content you want to send, and select the teams channel to receive the content.	Q
	Email Add and edit the content you want to send, and select	Q

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#### 9. Click Finish on the Escalation window.

#### Escalation

	Microsoft Teams Chat Add and edit the content you want to send, and select the teams chat to receive the content.	
	✓ Escalation Step 1	Û
Escalation Script:	If the bot trigged 3 https://www.send.the following message	je to
f bot keeps getting triggered, that means something is wrong with the process or people who's managing the process, you can remind the user of the consequence	User V and Select Recipient	×
or escalate the management to make sure that the issue is being taken care of by someone.		<u>C</u>
	Light Mode V Choose Template: Select Template V 🗗 Ter	nplate
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10. Lastly, click Save on the upper right-hand side of the Design tab.

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