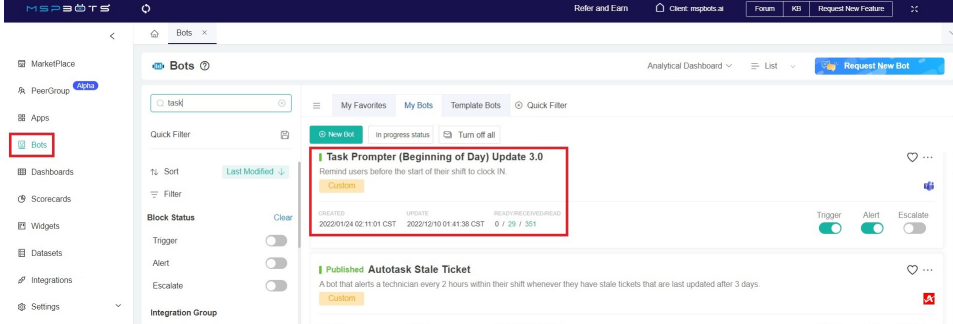


How to Add a Bot Filter to Stop Bot Notifications for a User

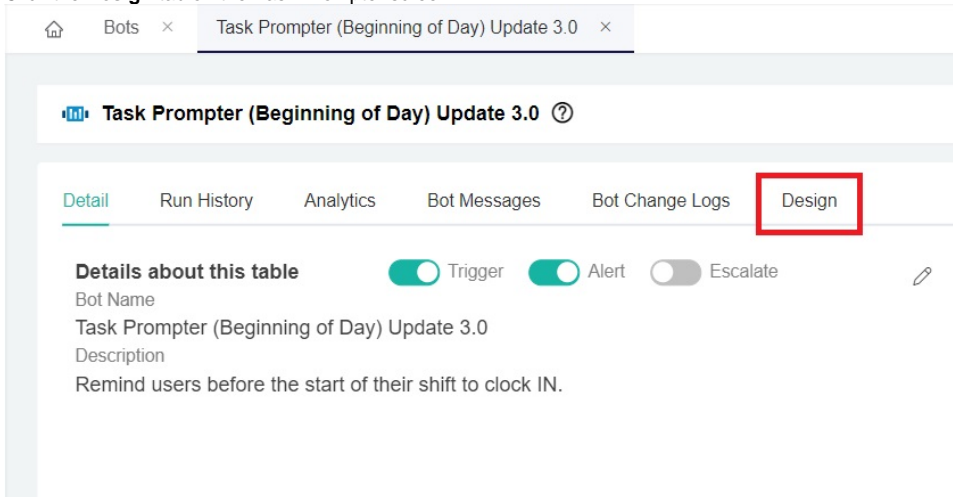
The client wants to exclude himself from receiving bot notifications. He has disabled his access to the Attendance Manager but still receives notifications. This article shows how to add a bot filter to stop Task Prompter or other bots from sending messages to a user.

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.



2. Click the **Design** tab on the Task Prompter screen.



3. In the Trigger section, hover over the **ellipsis** button and select **Edit**.

Task Prompter (Beginning of Day) Update 3.0

Detail Run History Analytics Bot Messages Bot Change Logs Design

Trigger
Trigger Script

Alert
Alert Script

Escalation
Escalation Script

Edit
Edit Note
Delete

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 Teams / Task Prompter End

meets the following criteria:

AND OR + -

+ Add Group	In	{next/15/minutes/uni	⊗
+ Add Condition	Not Equals	in	⊗
begin_time	Is Not Empty	Value	⊗

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 to on day of week Select

Next

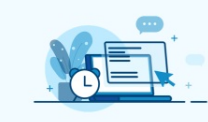
5. Click on the new box and select **Name** or **Username** from the dropdown list.

The screenshot shows a trigger configuration interface. At the top, there are buttons for 'AND', 'OR', and a plus sign. Below these are four rows of conditions, each with a dropdown for the field, a dropdown for the operator, and a text input for the value. The first row has 'Start' as the field, 'In' as the operator, and '{next/15/minutes/uni' as the value. The second row has 'current_action' as the field, 'Not Equals' as the operator, and 'in' as the value. The third row has 'begin_time' as the field, 'Is Not Empty' as the operator, and 'Value' as the value. The fourth row has a 'Select Fields' dropdown and a close button. A dropdown menu is open from the 'Select Fields' dropdown, showing a list of fields: 'Aa Name', 'Username', 'Shift_Date', 'Start', 'End', 'end_time', 'Aa first_name', and 'had clocked in flag'. The 'Aa Name' and 'Username' options are highlighted with a red box. Below the dropdown menu, there is a section titled 'I want the bot to trigger when' with a 'Widget' dropdown and a 'Teams / Task Prompter End' button. Below this is a section titled 'meets the following criteria:' with a plus sign and a minus sign. Below this is a section titled 'I want the bot to run based on' with a 'Starting at' dropdown, a 'Repeat every' dropdown, and a 'Repeat every' dropdown. The 'Starting at' dropdown is set to '05/10/21'. The 'Repeat every' dropdown is set to '15'. The 'Repeat every' dropdown is set to '1'. Below this is a section titled 'Setting' with a 'Next' button.

6. In the next box, select **Not Equals** if a single user will be excluded. To exclude multiple uses, select **Not IN**.

The screenshot shows a trigger configuration interface. At the top, there is a 'Trigger' section with a 'Widget' dropdown and a 'Teams / Task Prompter End' button. Below this is a section titled 'meets the following criteria:' with a plus sign and a minus sign. Below this is a section titled 'I want the bot to run based on' with a 'Starting at' dropdown, a 'Repeat every' dropdown, and a 'Repeat every' dropdown. The 'Starting at' dropdown is set to '05/10/21'. The 'Repeat every' dropdown is set to '15'. The 'Repeat every' dropdown is set to '1'. Below this is a section titled 'Setting' with a 'Next' button. A dropdown menu is open from the 'Repeat every' dropdown, showing a list of operators: 'Equals', 'Not Equals', 'Contains', 'Not contains', 'Start With', 'End With', 'IN', and 'Not IN'. The 'Not Equals' option is highlighted with a red box.

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



Trigger Script:

Define the bot and the conditions for when it will execute.

I want the bot to trigger when

Widget Teams / Task Prompter End

meets the following criteria:

AND OR + -

Start	In	{next/15/minutes/uni	×
current_action	Not Equals	in	×
begin_time	Is Not Empty	Value	×
Username	Not Equals	jessie@mspbots.ai	×

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

Next

8. Click **Next** on the Alert window.



Alert Script:

Define the messaging specifications (Who, What, When, Where) for intended recipients. Customize the template, or compose your own message for notifying to make corrections to a previous action, to perform tasks, or inform/ commend the results of their work.

Microsoft Teams Chat

Add and edit the content you want to send, and select the teams chat to receive the content.

To Username

Sans Serif Normal

Hi {first_name}. Your shift will begin at {Start} and it's now {current_date}. Please type in when you start working. You can also do this at the in/out board.

Please prepare to tackle your tasks for today. Have a productive day!

☐ 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.

Email

Add and edit the content you want to send, and select

Previous Next

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

If the bot triggered 3 times in a Day, send the following message to

User and Select Recipient

Sans Serif Normal

Light Mode Choose Template: Select Template Template

+ Message

+ Add New

Previous **Finish**

10. Lastly, click **Save** on the upper right-hand side of the Design tab.

Task Prompter (Beginning of Day) Update 3.0

Detail Run History Analytics Bot Messages Bot Change Logs **Design**

Reset Save

Alert
Alert Script

Escalation
Escalation Script

Save