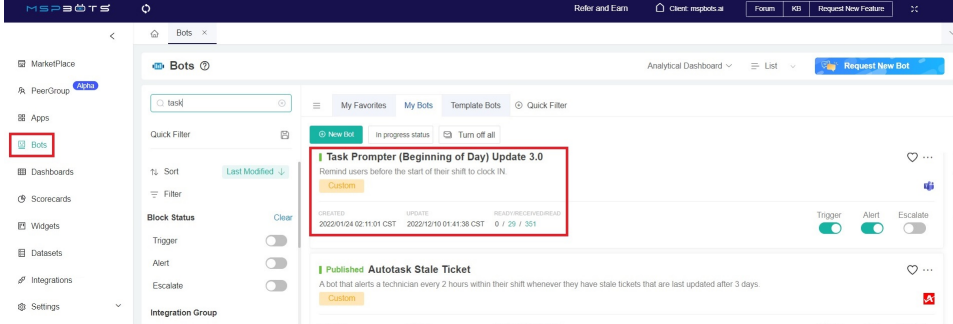


# How to Add a Bot Filter to Stop Bot Notifications for a User

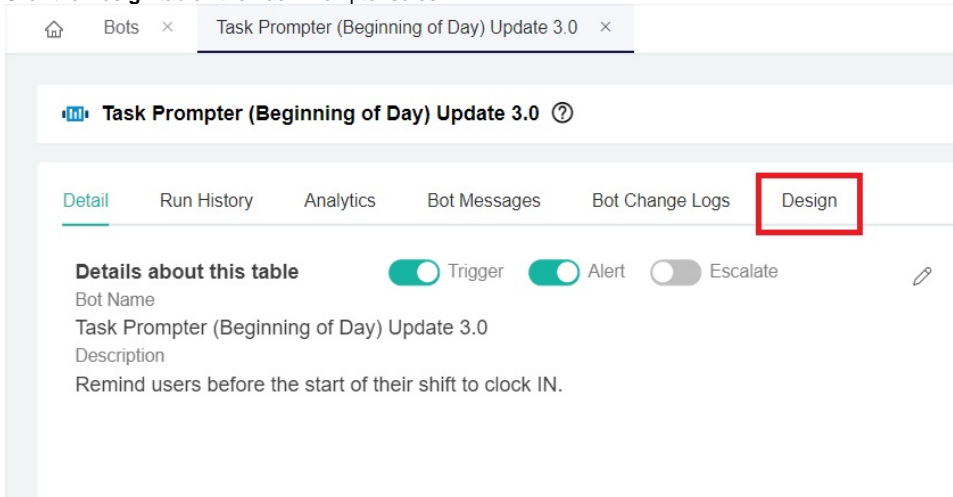
The client wants to exclude himself from receiving bot notifications. He has disabled his access to the Attendance Manager but still receives notifications. This article shows how to add a bot filter to stop Task Prompter or other bots from sending messages to a user.

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

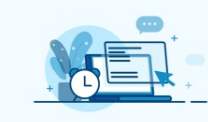
5. Click on the new box and select **Name** or **Username** from the dropdown list.

The screenshot shows a rule 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 field name, an operator, and a 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 menu. A red box highlights the dropdown menu, which is open and shows 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.

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. On the left, there is a 'Trigger Script' section with a clock icon and the text 'Define the bot and the conditions for when it will execute.' The main section is titled 'I want the bot to trigger when' and has a 'Widget' dropdown menu and a 'Teams / Task Prompter End' button. Below this, there is a section titled 'meets the following criteria:' with a plus sign and a minus sign. Below this are four rows of conditions, each with a field name, an operator, and a 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 'Username' as the field, an empty operator dropdown, and 'Select' as the value. A red box highlights the operator dropdown menu, which is open and shows 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**