SPIRALBOT FEATURES DOCUMENT

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Prepared by
Technical Writing Team, Spiralogics, Inc.

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Features

1. Set Reminder

User can set reminders for their punch in and punch out by sending out "set reminder" command to the bot as shown in screenshot below:
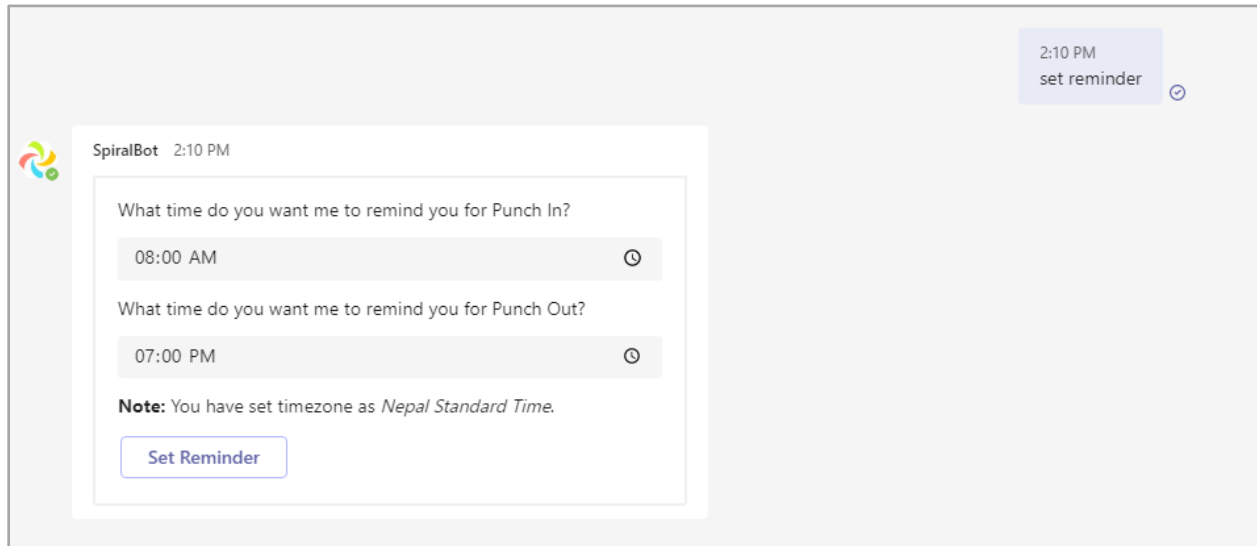

Figure 1: Set Reminder Command

User can also set reminder from "Set Reminder" button through card when sending out "start" command to the bot as show in screenshot below:
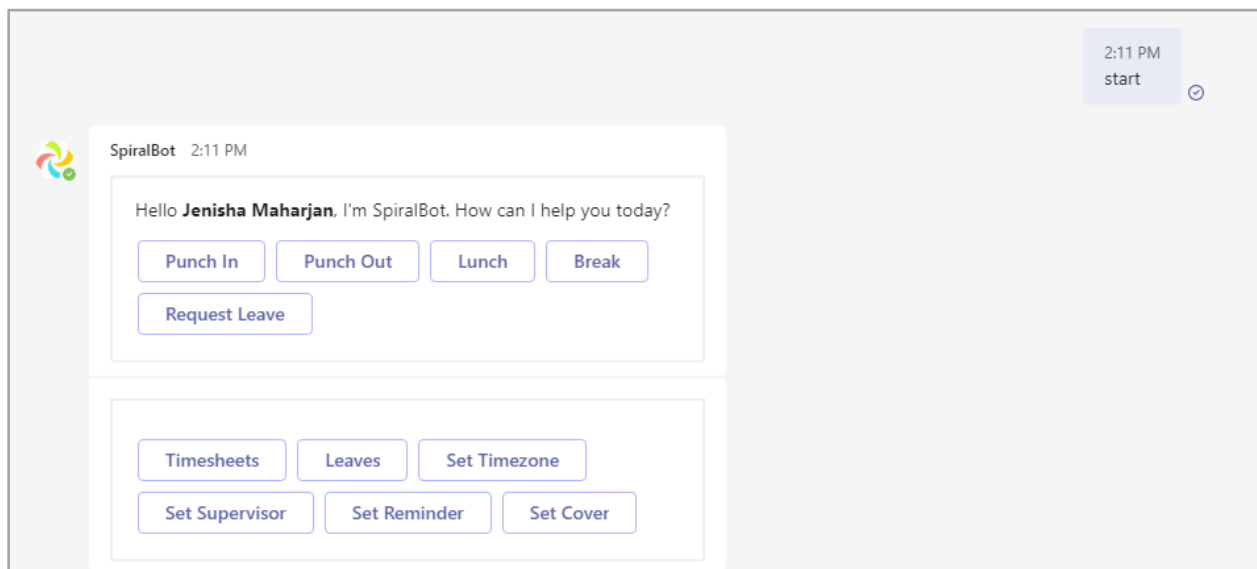

Figure 2: Start Command

NOTE: Multiple in and out reminders cannot be set at this time.

2. Brb in () mins

User is able add time in "brb" command for example: brb in 5, brb in 10 mins, brb in 20 mins, brb in an hour. SpiralBot will remind you to punch in after the time is up.
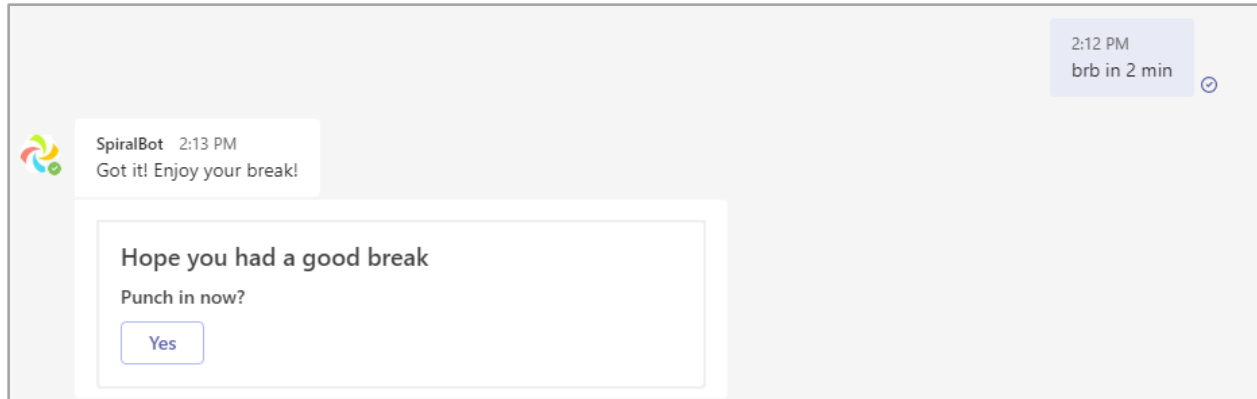
Figure 3: Brb Command

3. Total hours worked today

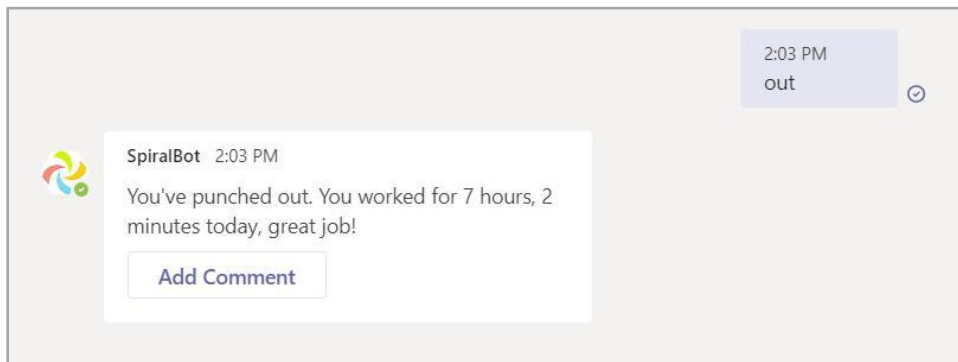User can view the total number of hours worked at the end of the day or whenever the user punches "out" for the day.

Figure 4: Out Command

4. Set Supervisor

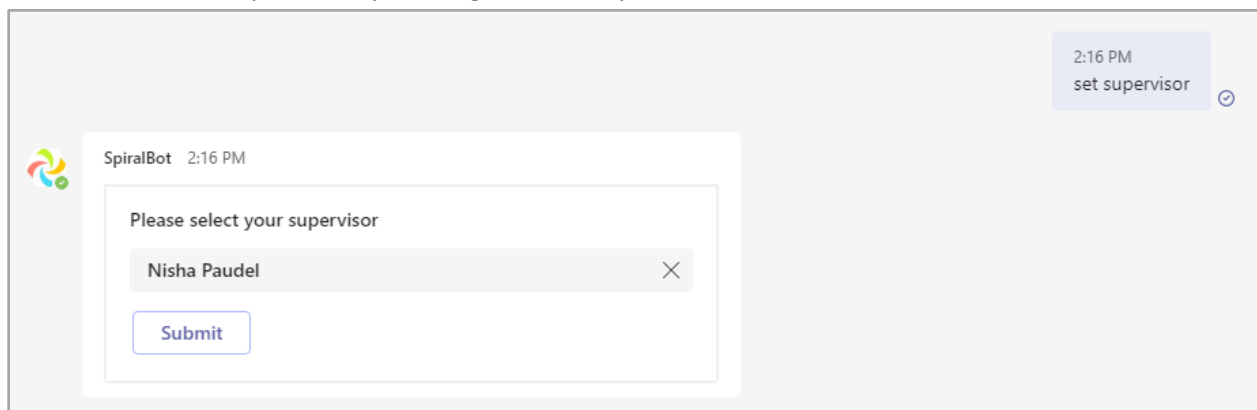User can set their Supervisor by sending out "set supervisor" command to the bot.

Figure 5: Set Supervisor Command

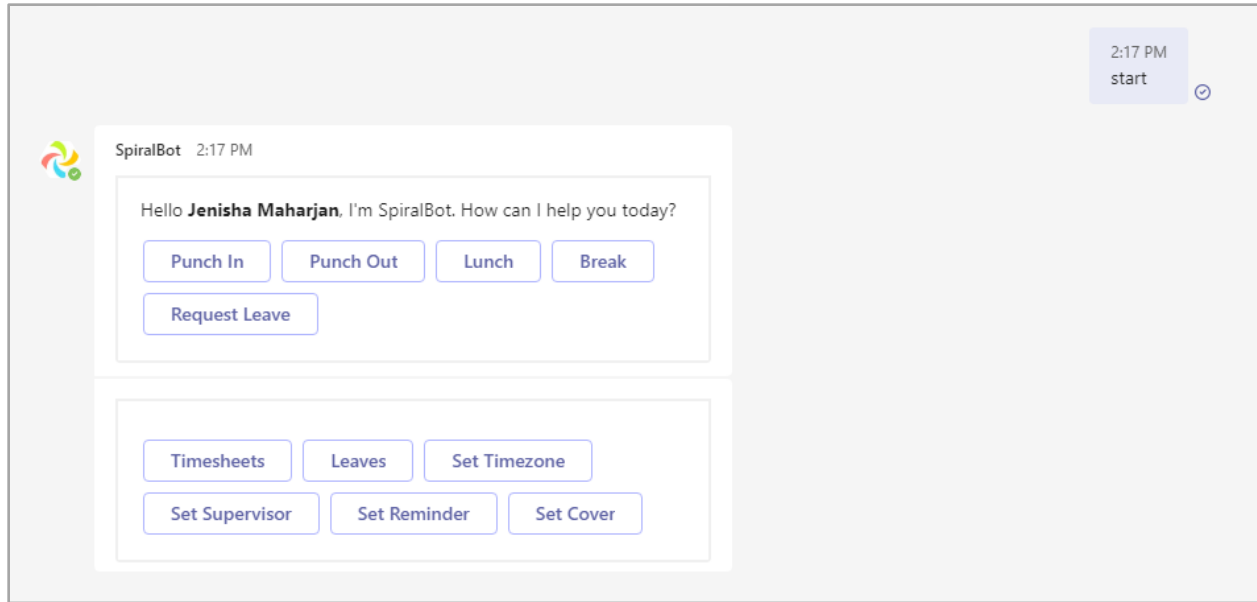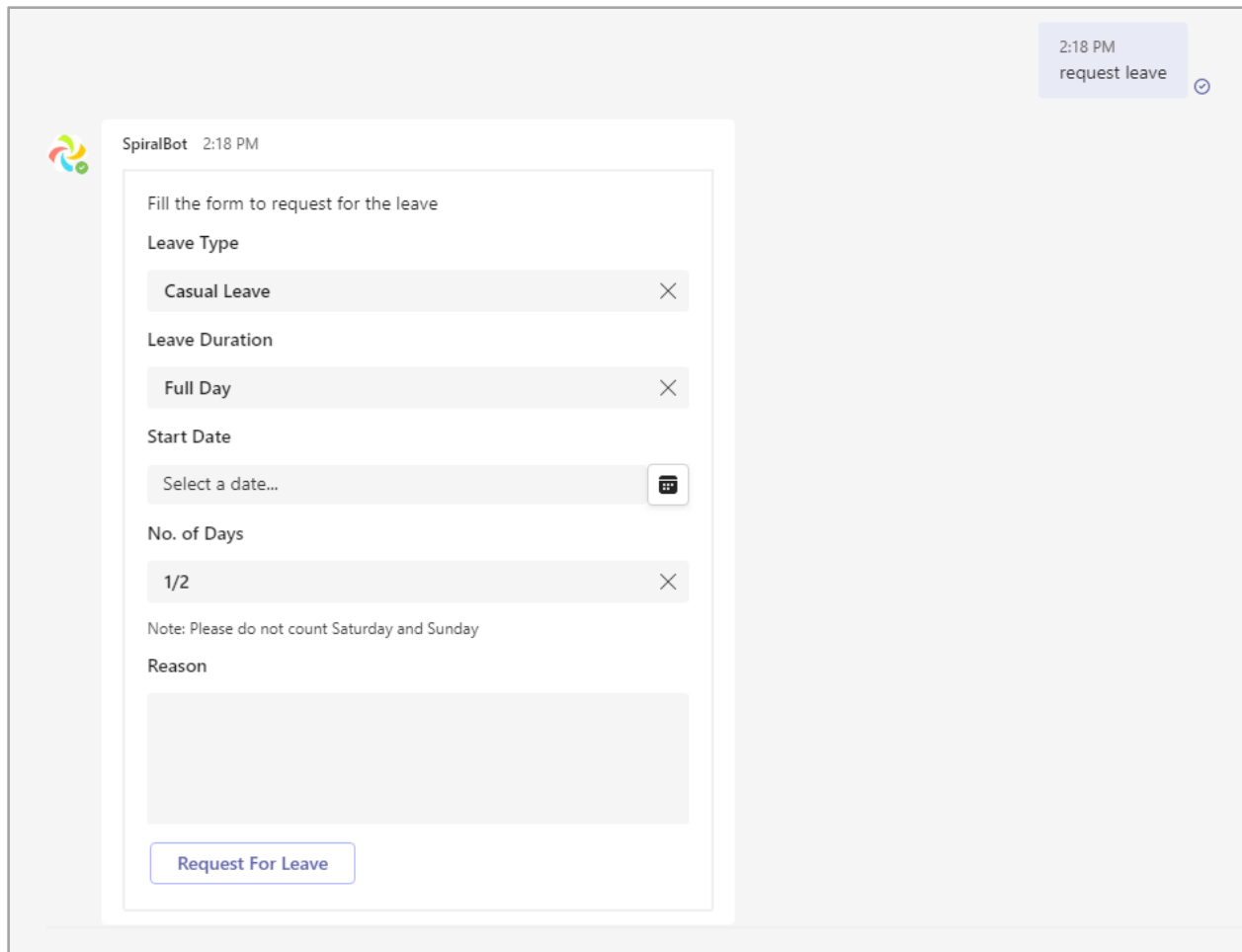User can also set supervisor from "Set Supervisor" button through card when sending out "start" command to the bot.

Figure 6: Start Command

5. Request Leave

User is now able to request for leave through SpiralBot by simply sending out "request leave" command to the bot. Users will be replied back with a leave request form where Type of Leave, Leave Duration, Start Date, Number of Days and Reason for leave request must be added.
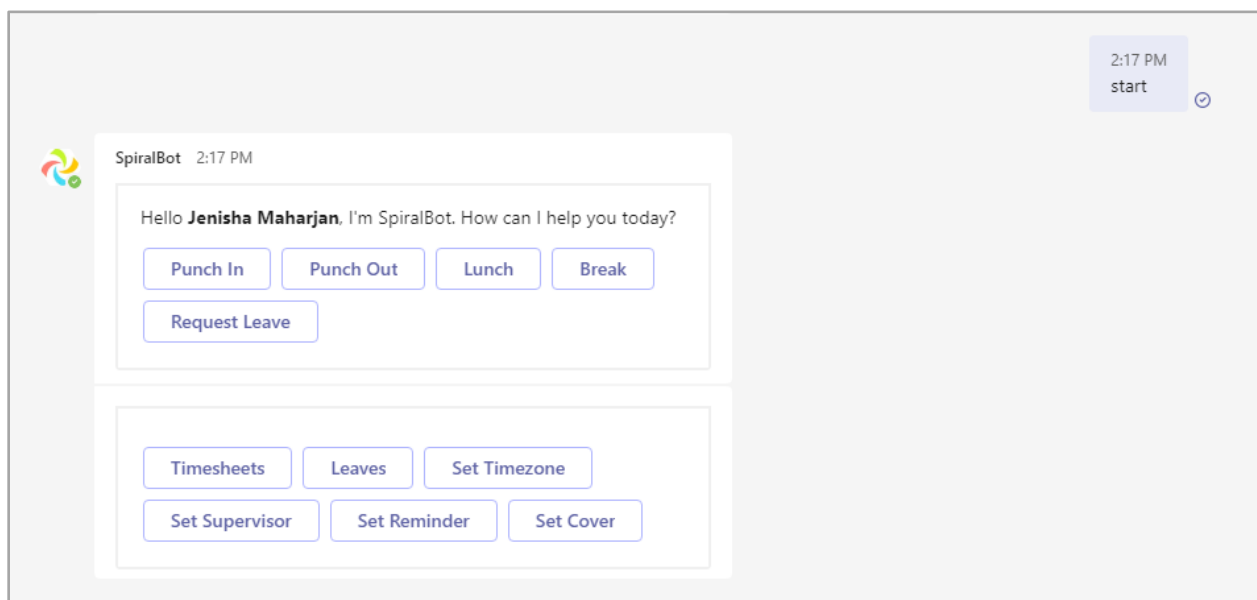
Figure 7: Request Leave Command

User can also request leave from "Request Leave" button through card when sending out "start" command to the bot.

Figure 8: Start Command

Users will get notified via bot and email once the leave is approved/rejected.
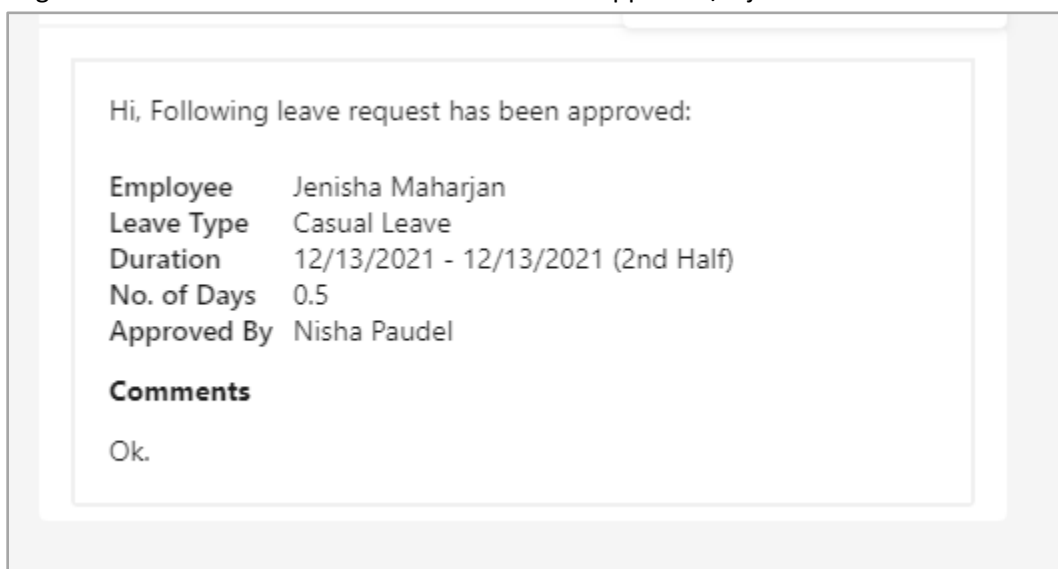
Figure 9: Leave Request Approved Notification

Figure 10: My Leaves Grid

NOTE: If users request a leave without selecting their supervisor first, they will be notified with a message to set supervisor first (Fig.5.c). Supervisors are usually already set by the HR department.
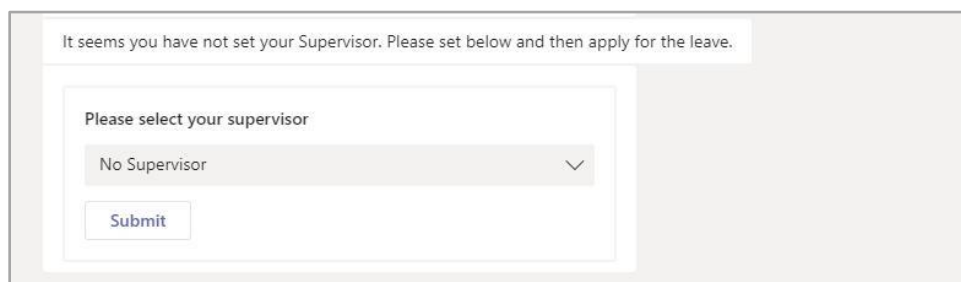

Figure 11: No Set Supervisor Set

6. View my leaves

User can view the leaves taken by sending out "leaves" command to the bot. Users will be replied back with a link that directs to bot.spiralogics.net page that shows the leaves list for that particular use.
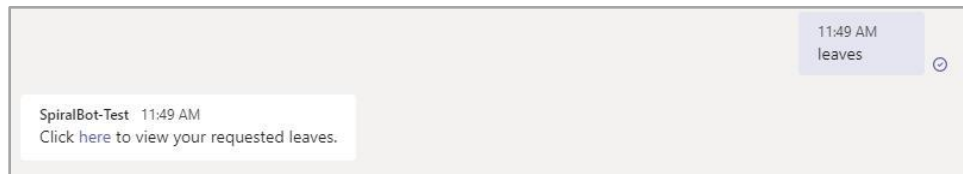

Figure 12: Leaves Command

User can also view their leaves from "Leaves" button through card when sending out "start" command to the bot.
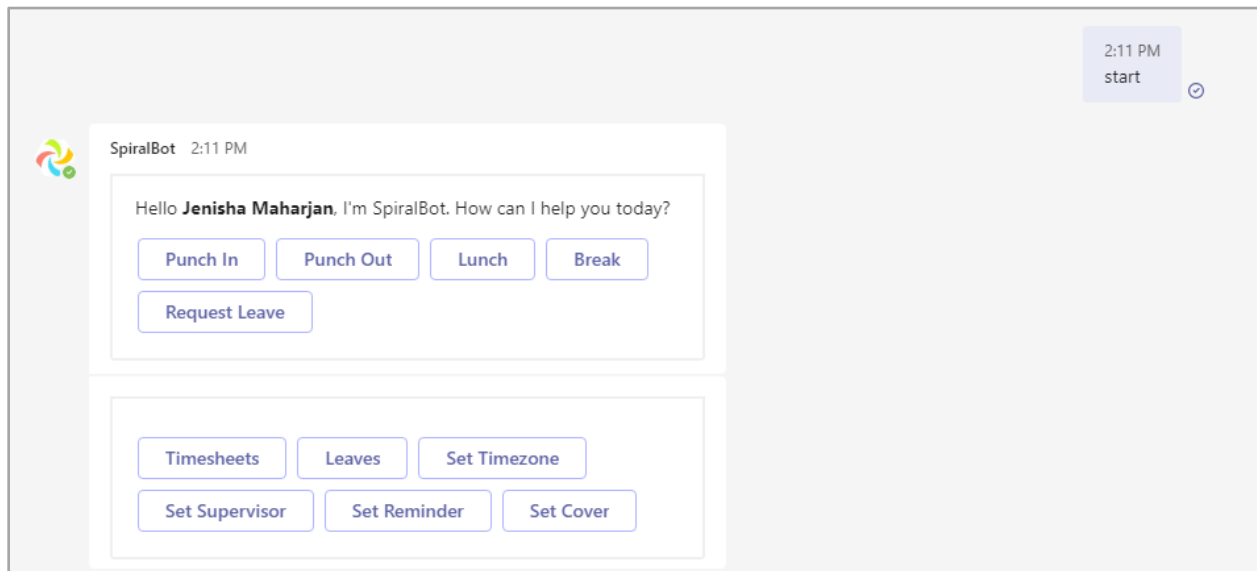

Figure 13: Start Command