



SPIRALBOT FEATURES DOCUMENT

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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:

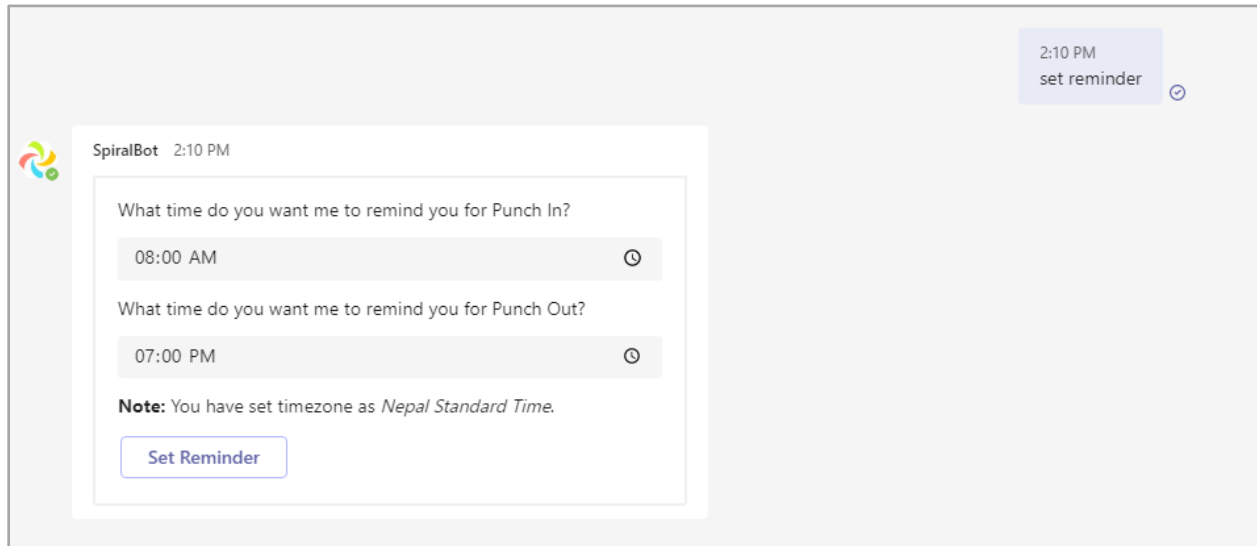


Figure 1: Set Reminder Command

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

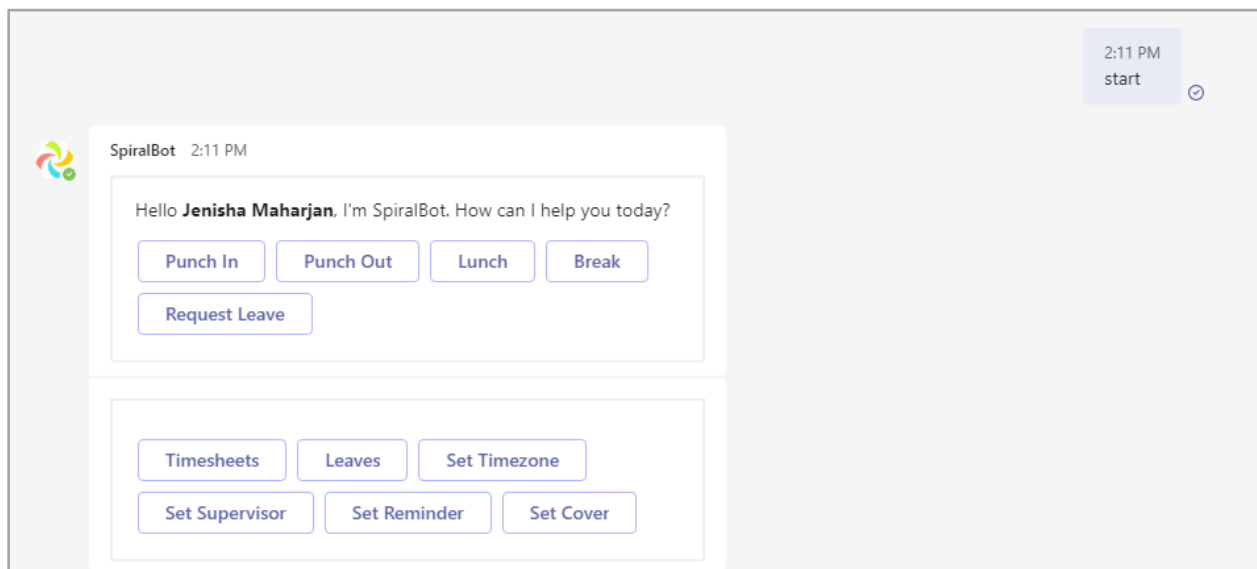


Figure 2: Start Command

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.

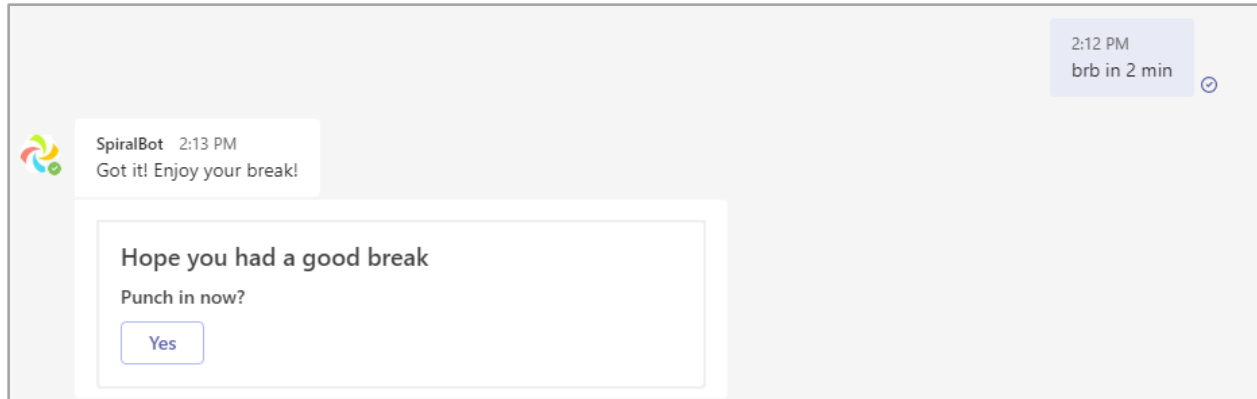


Figure 3: Brb Command

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.

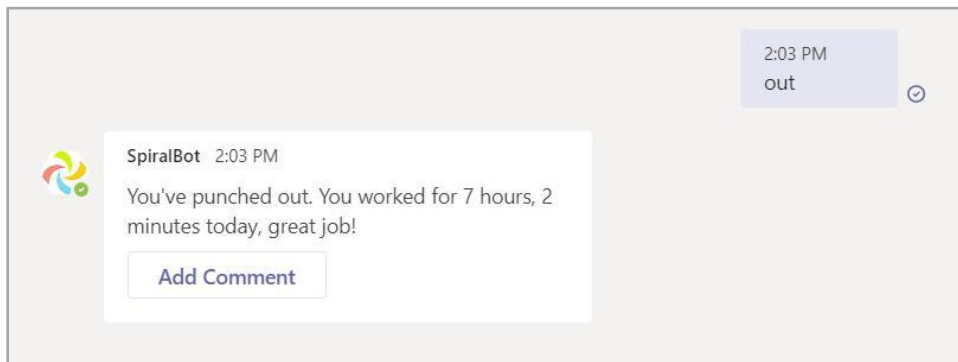


Figure 4: Out Command

4. Set Supervisor

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

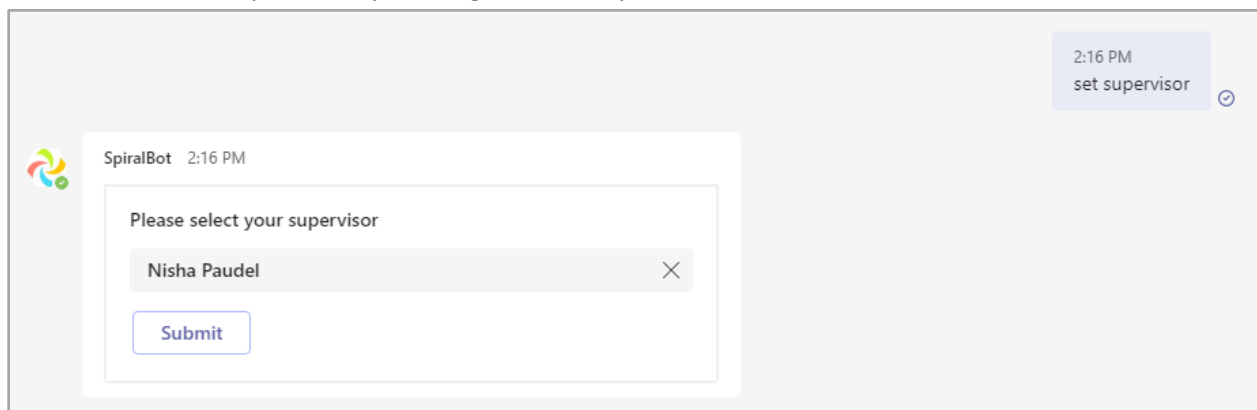


Figure 5: Set Supervisor Command

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

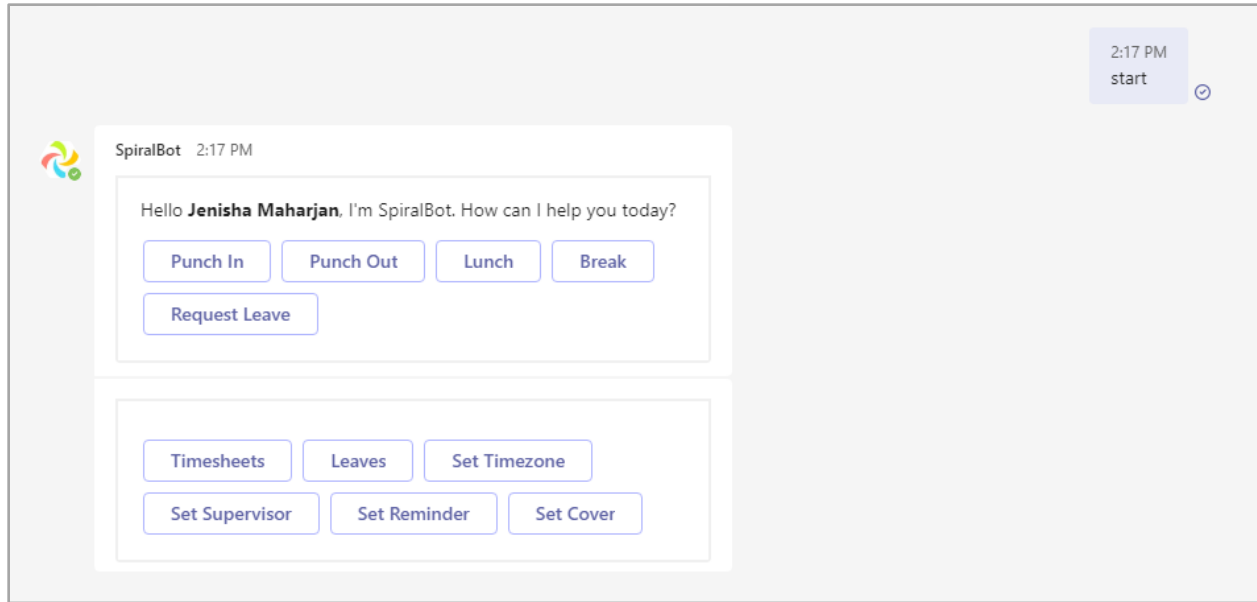
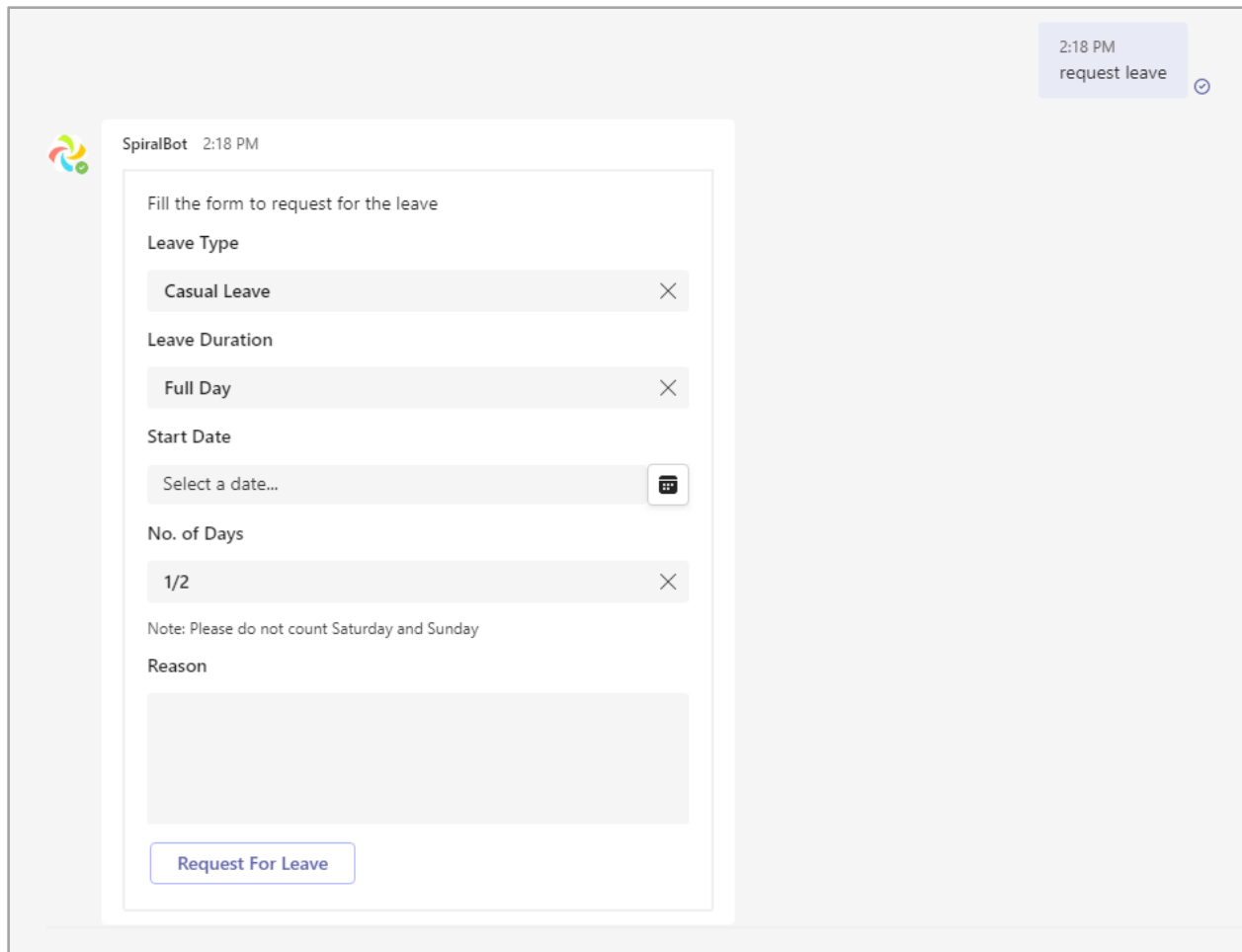


Figure 6: Start Command

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.



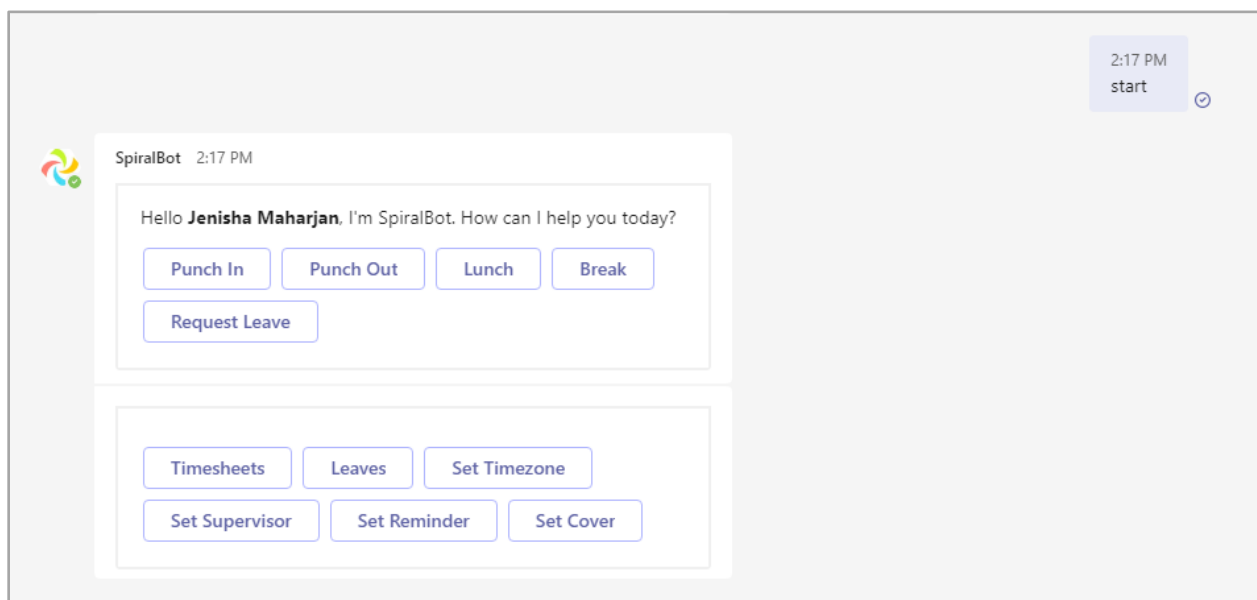
The screenshot shows a chat interface with a message from 'SpiralBot' at 2:18 PM. The message contains a form titled 'Fill the form to request for the leave'. The form has the following fields:

- Leave Type:** A dropdown menu with 'Casual Leave' selected.
- Leave Duration:** A dropdown menu with 'Full Day' selected.
- Start Date:** A text input field with the placeholder 'Select a date...' and a calendar icon.
- No. of Days:** A dropdown menu with '1/2' selected.
- Note:** 'Please do not count Saturday and Sunday'.
- Reason:** A large text input area.
- Request For Leave:** A button at the bottom of the form.

In the top right corner of the chat window, there is a message from the user: '2:18 PM request leave' with a checkmark icon.

Figure 7: Request Leave Command

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



The screenshot shows a chat interface with a message from 'SpiralBot' at 2:17 PM. The message contains a card with the following content:

Hello **Jenisha Maharjan**. I'm SpiralBot. How can I help you today?

The card has two sections of buttons:

- Top Section:** Buttons for 'Punch In', 'Punch Out', 'Lunch', 'Break', and 'Request Leave'.
- Bottom Section:** Buttons for 'Timesheets', 'Leaves', 'Set Timezone', 'Set Supervisor', 'Set Reminder', and 'Set Cover'.

In the top right corner of the chat window, there is a message from the user: '2:17 PM start' with a checkmark icon.

Figure 8: Start Command

Users will get notified via bot and email once the leave is approved/rejected.

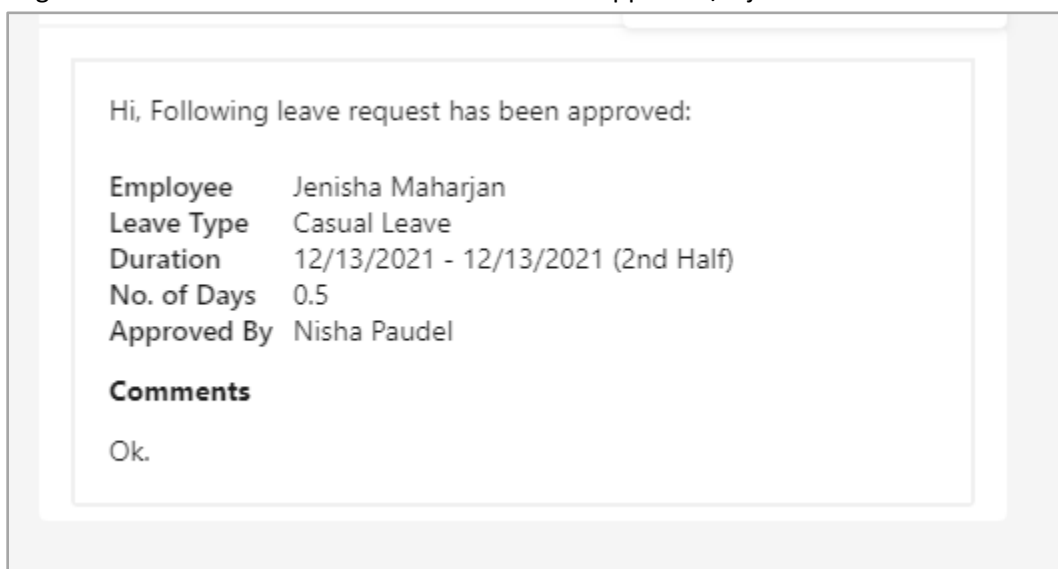


Figure 9: Leave Request Approved Notification

Spiral Bot Search for... JM

CORE

- Dashboard
- My Leaves**
- Daily Activities
- Personal Settings

My Leaves

Leave List

Show 10 entries

Name	Type	Start Date	End Date	Duration	Total Days	Leave Reason	Date Applied	Status	Approved/Rejected By	Comments
Jenisha Maharjan	Casual Leave	12/13/2021	12/13/2021	2nd Half	0.5	Need to attend friend's wedding.	12/13/2021	Approved	Nisha Paudel	Ok.
Jenisha Maharjan	Casual Leave	12/10/2021	12/10/2021	2nd Half	0.5	Need to go out.	12/9/2021	Approved	Nisha Paudel	ok
Jenisha Maharjan	Casual Leave	11/30/2021	11/30/2021	Full Day	1	Last exam of 3rd semester.	11/29/2021	Approved	Nisha Paudel	ok

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.

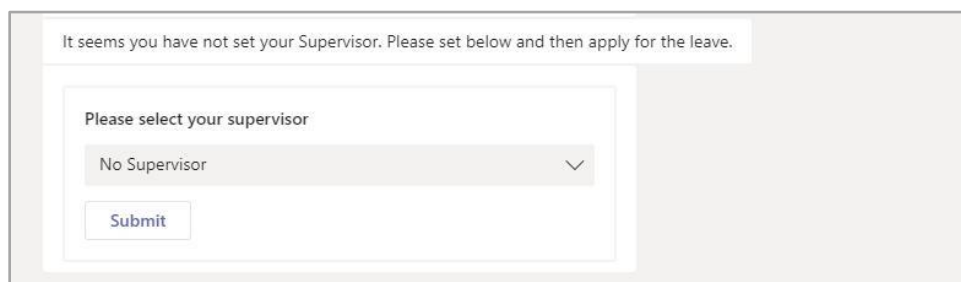


Figure 11: No Set Supervisor Set

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.

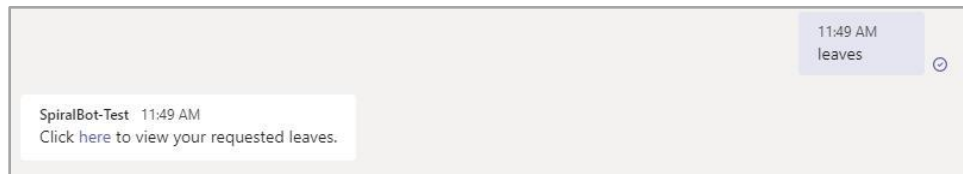


Figure 12: Leaves Command

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

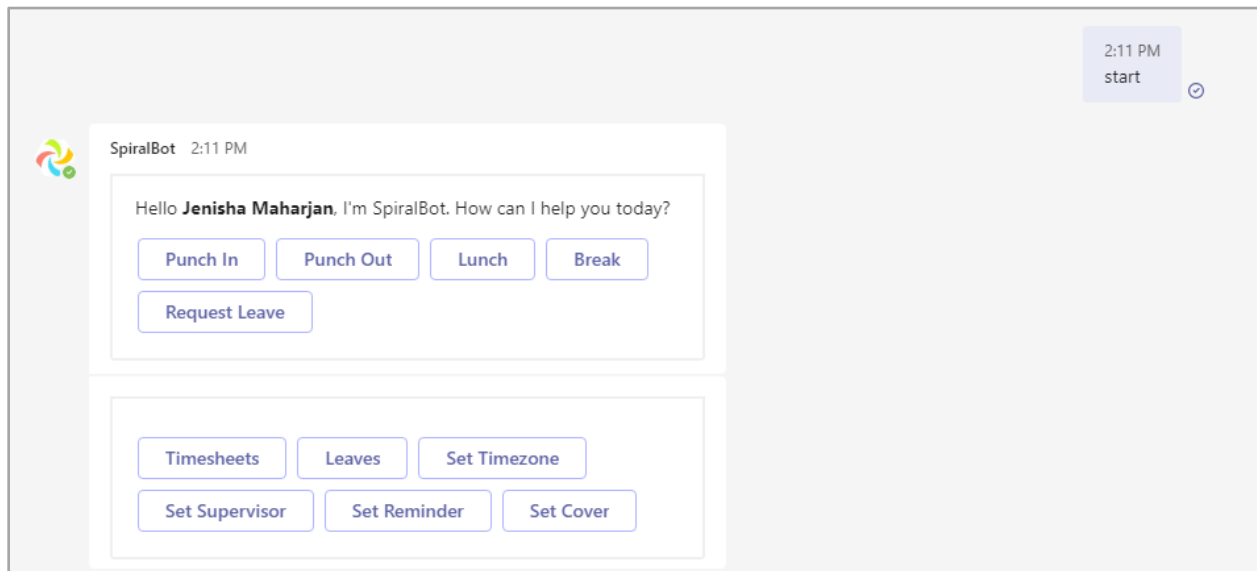


Figure 13: Start Command