

# User Guide for AreYouSafe? Bot

Easy Safety Checks for Employees During Crisis

## Table of Contents

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How To Install AreYouSafeBot? .....	2
How To Setup Bot In Private Channel? .....	3
How To Trigger Safety Check? .....	4
How To Trigger Recurring Safety Checks? .....	5
How To View Results of Previous Incidents? .....	6
How To Give Safety Check Permission? .....	7
Need More Help? .....	8

# How To Install AreYouSafeBot?

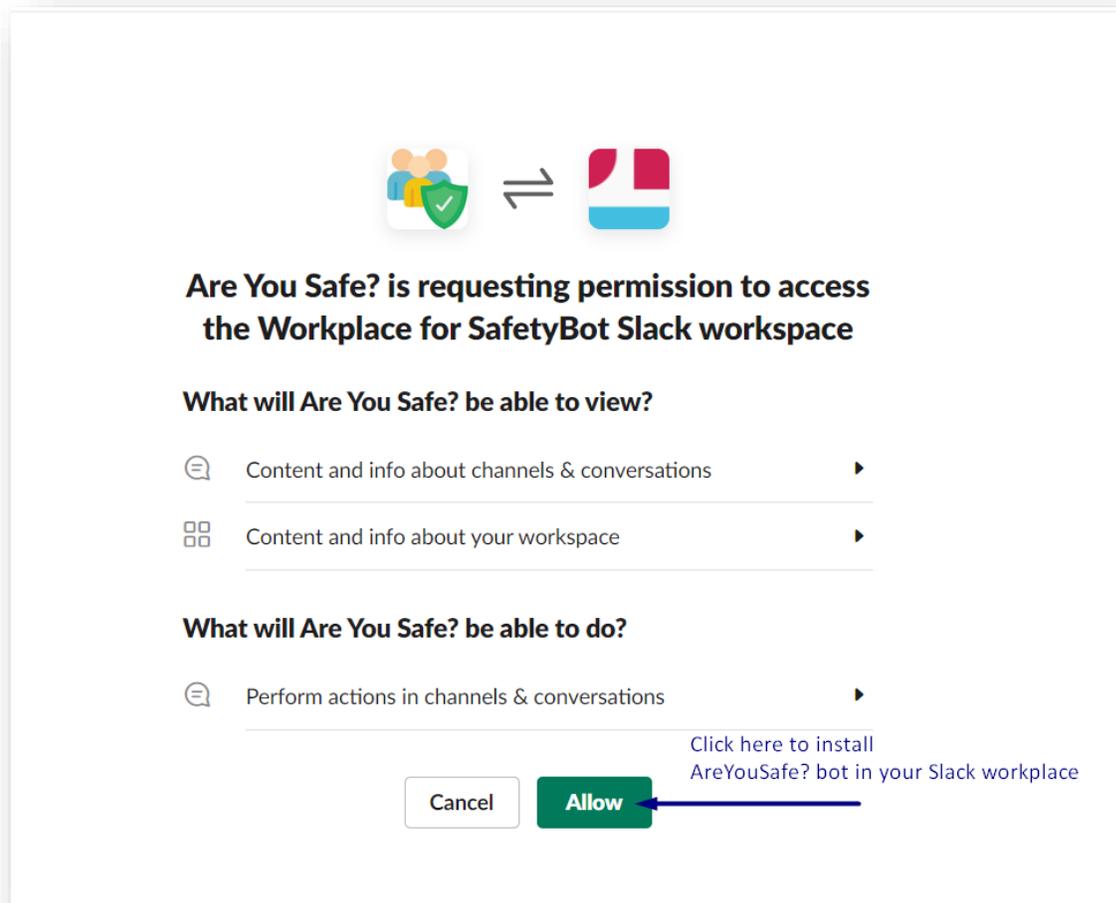
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Installing AreYouSafe? Bot in Slack is simple.

**Step 1:** Go to our website <https://safetybot.in> and click on the **Add to Slack** button

You will be asked for permission to access your Slack workplace.

**Step 2:** Click on the **Allow** button. That's it!



Once you have installed AreYouSafe? Bot in your Slack workplace, you can now create safety checks for every public channel within that workplace.

# How To Setup Bot In Private Channel?

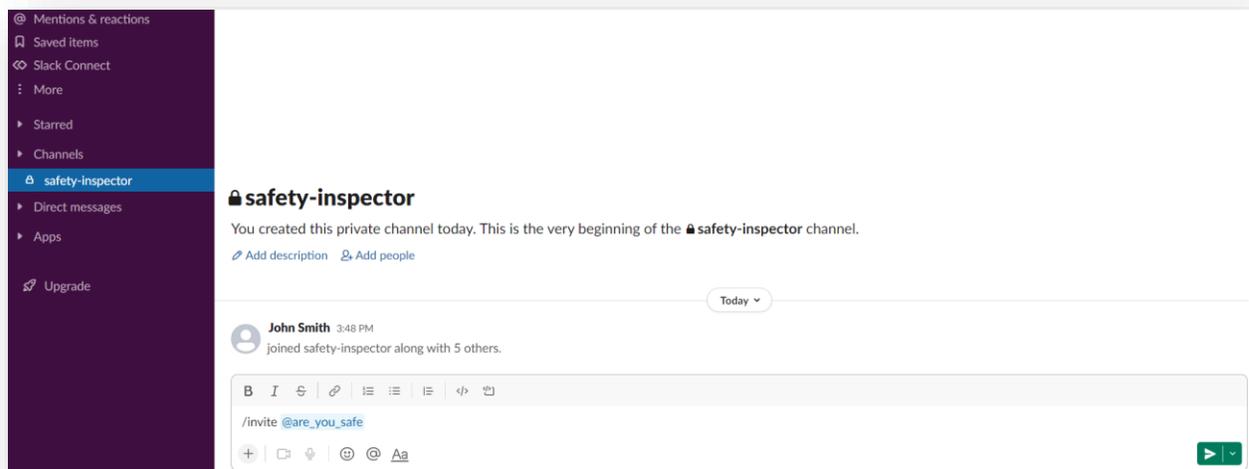
After installing AreYouSafe? Bot within your Slack workspace you can start creating safety checks in public channels without any setup.

However, to create safety checks in private channels, Slack requires you to add our bot within your private channel(s)

Setting up the bot in a private channel is as easy as inviting a new member!

**Step 1:** Go to the private channel

**Step 2:** In the message field, type `/invite @are_you_safe` and send the message to the channel



# How To Trigger Safety Check?

You will find the installed AreYouSafe? Bot under the Apps/DMs in Slack workplace.

Send **Hi** to start a conversation with the bot

With 3 easy steps, you can create a new incident in less than 1 minute!

**Step 1:** Click on the **Create Incident** button

**Step 2:** Enter Incident details (incident name, channels, members, etc.) and click on the **Submit** button

*Note: If the members/channels are not selected, safety check message will get sent to everyone within the workspace*

**Step 3:** You will receive a preview of the safety check message to be sent, **confirm** it and the safety check message will be sent to intended members/channels.

**Create Incident**

Name of Incident

Ongoing Covid-19 Pandamic

Guidance (optional)

- Open windows and doors whenever possible to make sure the venue is well ventilated.
- If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer

One time

Recurring

Send the incident notification to members of these channels (optional)

# asia-pacific × # middle-east-africa ×

# safety-officers × # hr-team ×

**i** Ignore this field to send incident notification to all workspace members

Check if you want guest users to receive the incident messages

Cancel Submit

# How To Trigger Recurring Safety Checks?

Send **Hi** to start a conversation with the bot.

**Step 1:** Click on the **Create Incident** button

**Step 2:** Enter Incident details (incident name, channels, members, etc.) Select the 'Recurring' radio button is selected. Click on the **Submit** button

*Note: If the members/channels are not selected, safety check messages will get sent to everyone within the workspace*

**Step 3:** You will receive a preview of the safety check message to be sent, **confirm** it and the safety check messages will be sent to intended members/channels.

The screenshot shows a dialog box titled "Create Recurring event" with a close button (X) in the top right corner. The dialog contains the following fields and options:

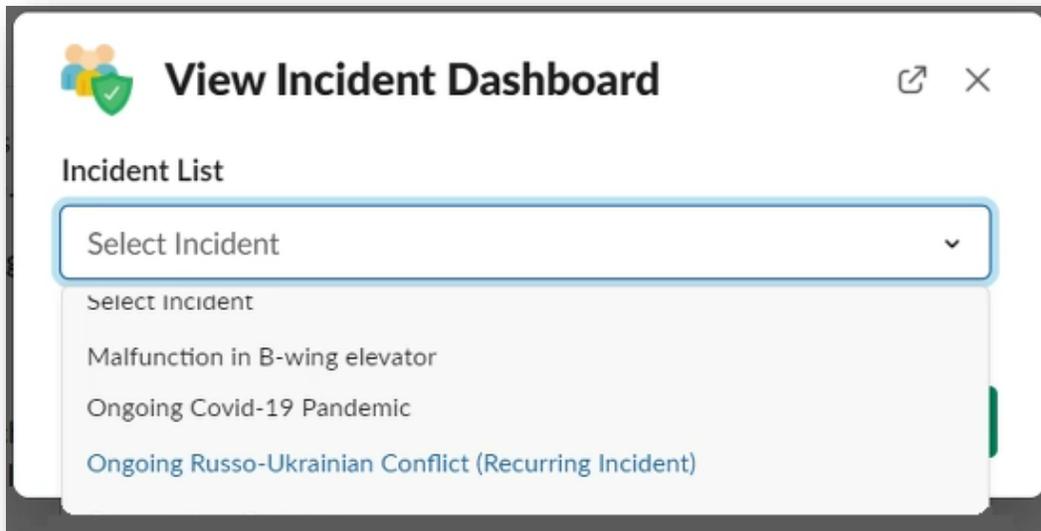
- Name of Incident:** A text input field containing "Ongoing Russo-Ukrainian Conflict".
- Guidance (optional):** A text area containing the text: "Follow these building evacuation procedures in the event of an emergency: 1. Safely stop your work. Shut down equipment that could become unstable or present a".
- Frequency:** Two radio buttons: "One time" (unselected) and "Recurring" (selected).
- Occurs Every:** A row of five buttons: "Mon X", "Tue X", "Wed X", "Thur X", and "Fri X".
- Range of Recurrence:** A section with two dropdown menus: "Start Date and Time" (set to "02/21/2022") and "Time" (set to "8:00 AM").
- Buttons:** "Cancel" and "Submit" buttons at the bottom right.

# How To View Results of Previous Incidents?

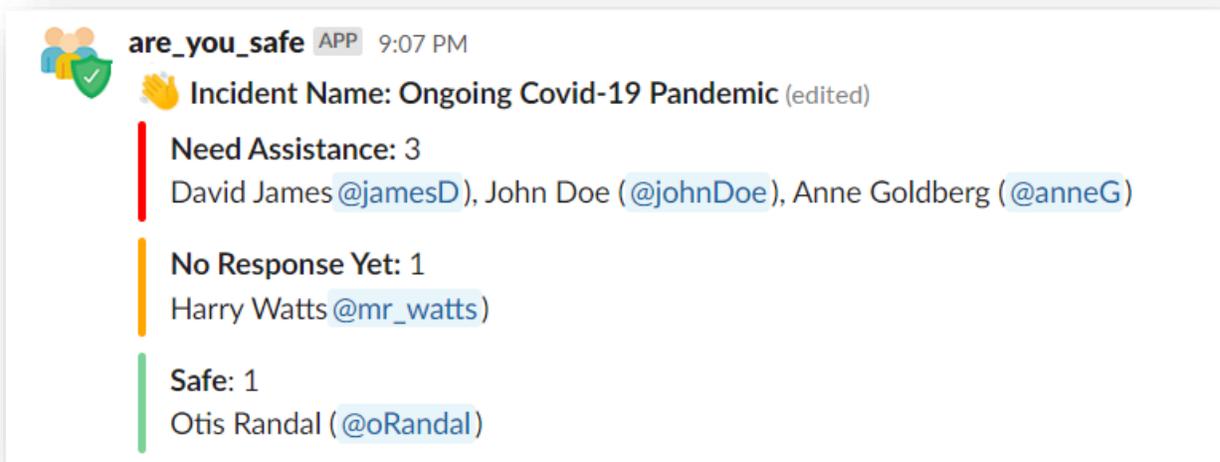
Send **Hi** to start a conversation with the bot.

**Step 1:** Click on the **View Incident Dashboard** button

**Step 2:** Select the incident from the Incident List dropdown and click on the **Submit** button



After clicking on the Submit button you will get the real-time report showing safety check responses by your employees.

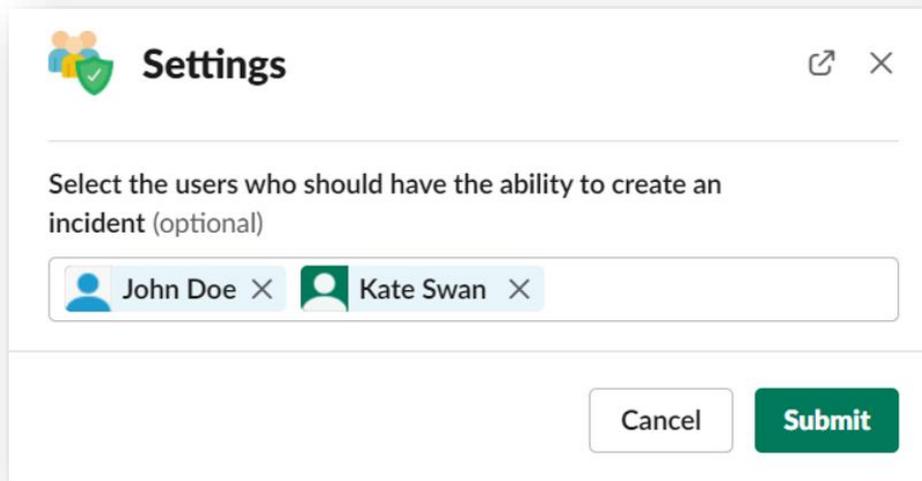


# How To Give Safety Check Permission?

Send **Hi** to start a conversation with the bot.

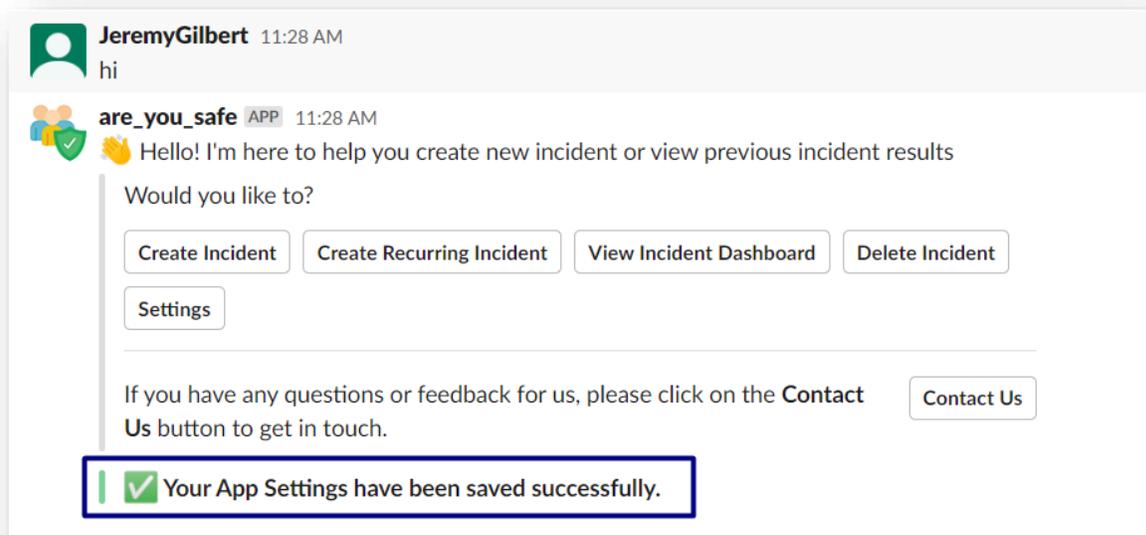
**Step 1:** Click on the **Settings** button

**Step 2:** Choose member(s) from the **Select User** field and click on the **Submit** button



The screenshot shows a 'Settings' dialog box with a title bar containing a shield icon and the text 'Settings'. Below the title bar, there is a text prompt: 'Select the users who should have the ability to create an incident (optional)'. Underneath this prompt is a selection field containing two user avatars: 'John Doe' and 'Kate Swan', each with a small 'X' icon to its right. At the bottom of the dialog box, there are two buttons: a white 'Cancel' button and a green 'Submit' button.

Once you submit new settings, you will receive a confirmation message as shown in the below image.



The screenshot shows a chat conversation. The first message is from 'JeremyGilbert' at 11:28 AM, saying 'hi'. The second message is from 'are\_you\_safe' (APP) at 11:28 AM, saying 'Hello! I'm here to help you create new incident or view previous incident results'. Below this message is a menu with five buttons: 'Create Incident', 'Create Recurring Incident', 'View Incident Dashboard', 'Delete Incident', and 'Settings'. At the bottom of the chat, there is a text prompt: 'If you have any questions or feedback for us, please click on the **Contact Us** button to get in touch.' with a 'Contact Us' button. A blue-bordered box highlights a green checkmark icon and the text: 'Your App Settings have been saved successfully.'

# Need More Help?

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Got any questions about...? Looking for help with...? Want to share your thoughts on...? Then we are happy to help!

**Contact us** via email at [help@safetybot.in](mailto:help@safetybot.in) We will be sure to get back to you as soon as possible.

**Let's create a safer work environment together!**