

# User Guide for AreYouSafe? Bot

Easy Safety Checks for Employees During Crisis

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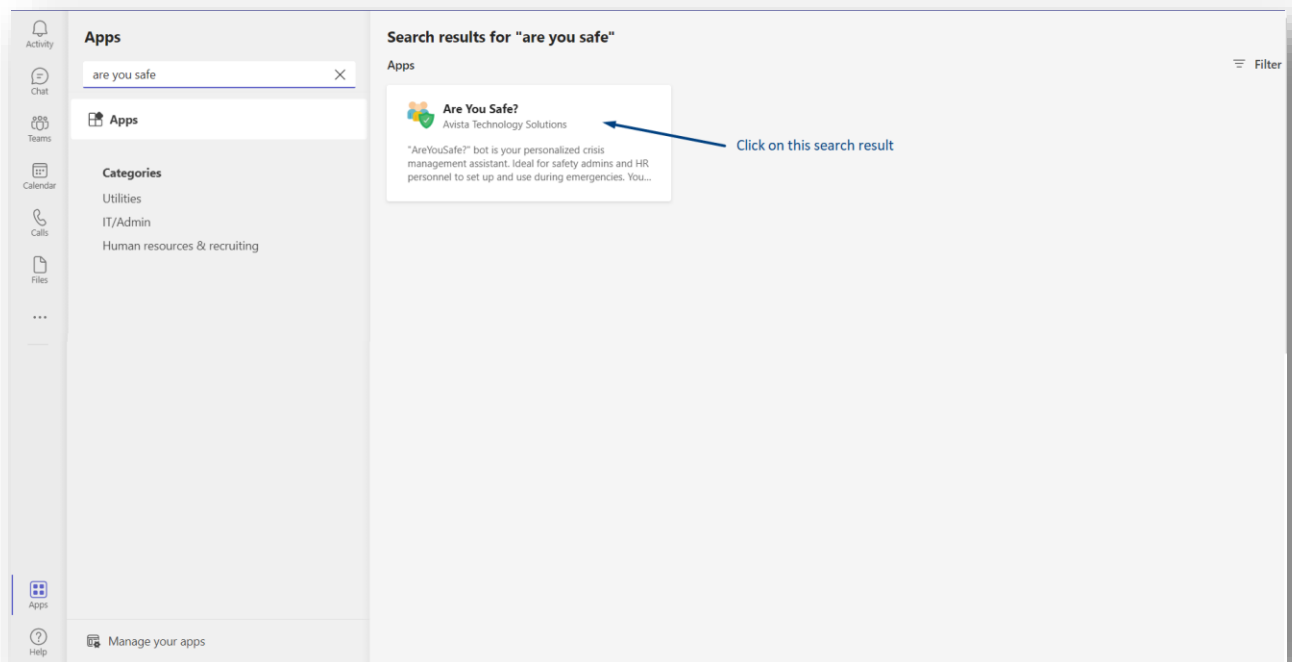
# How To Install AreYouSafeBot?

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Installing AreYouSafe? Bot in Microsoft Teams is simple.

**Step 1:** Open the Microsoft Teams app and navigate to the app store by clicking on the **Apps** icon

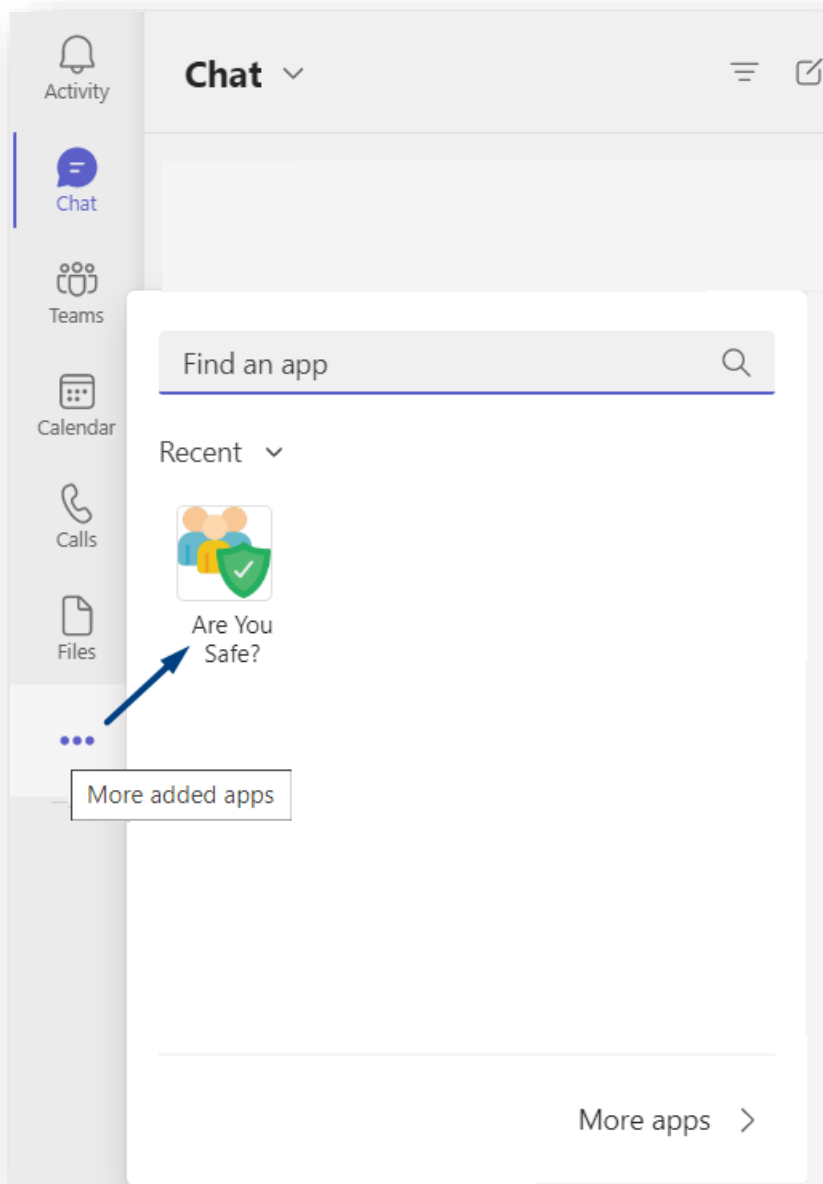
**Step 2:** In the search box type "are you safe" and click on the "Are You Safe?" app from the search results



**Step 3:** Click on the **Add to a team** button. Type the name of a team or channel in the search box and select the channel.

- *You can create safety checks only for public channels*

- You will find the installed AreYouSafe? Bot under more added apps in Microsoft Teams



# How To Trigger Safety Check?

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

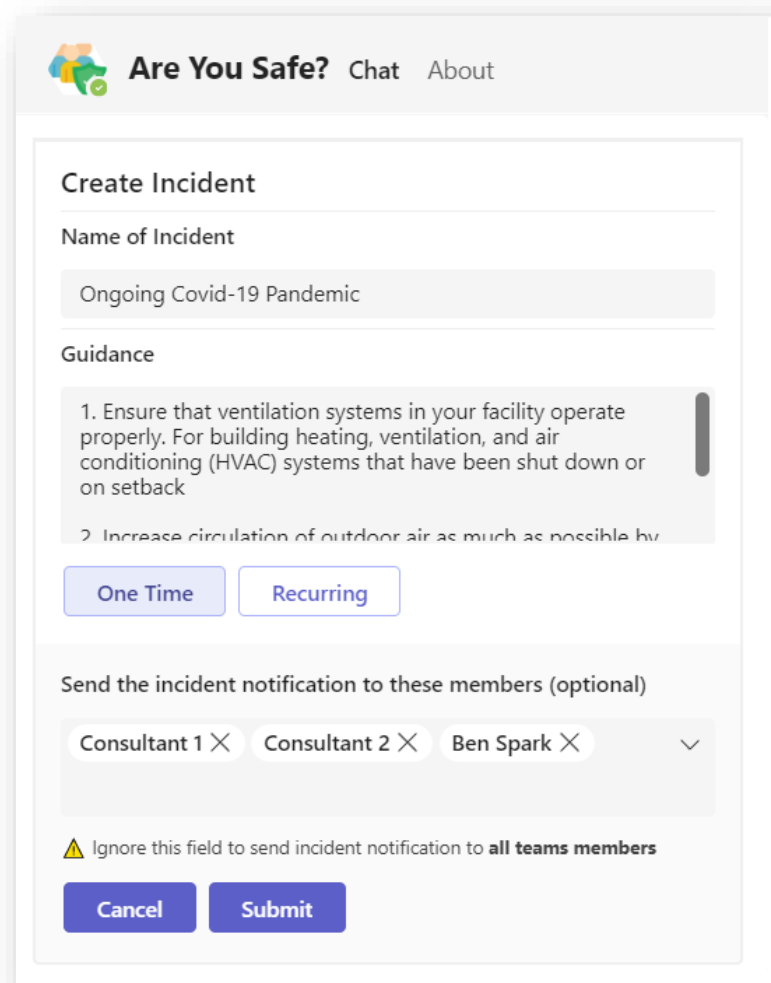
With 3 easy steps, you can create a new incident in less than 1 minute!

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

**Step 2:** Enter Incident details and click on the **One Time** button

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

**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



The screenshot shows a chat window titled "Are You Safe?" with "Chat" and "About" links. The main content is a "Create Incident" form. It includes a text input field for "Name of Incident" containing "Ongoing Covid-19 Pandemic". Below this is a "Guidance" section with a scrollable list of instructions: "1. Ensure that ventilation systems in your facility operate properly. For building heating, ventilation, and air conditioning (HVAC) systems that have been shut down or on setback" and "2. Increase circulation of outdoor air as much as possible by". There are two buttons: "One Time" and "Recurring". A section titled "Send the incident notification to these members (optional)" contains three tags: "Consultant 1", "Consultant 2", and "Ben Spark", each with a close button. A warning icon and text state: "Ignore this field to send incident notification to all teams members". At the bottom are "Cancel" and "Submit" buttons.

# How To Trigger Recurring Safety Checks?

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

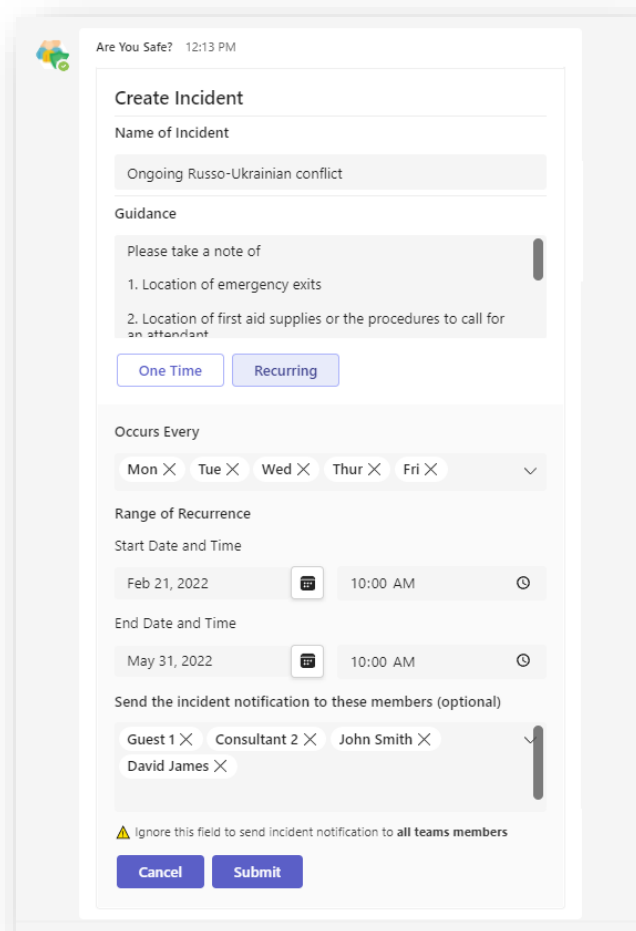
With 3 easy steps, you can create a new incident in less than 1 minute!

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

**Step 2:** Enter Incident details and click on the **Recurring** button

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

**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



The screenshot shows a chat window titled "Are You Safe? 12:13 PM" with a "Create Incident" form. The form includes the following fields and options:

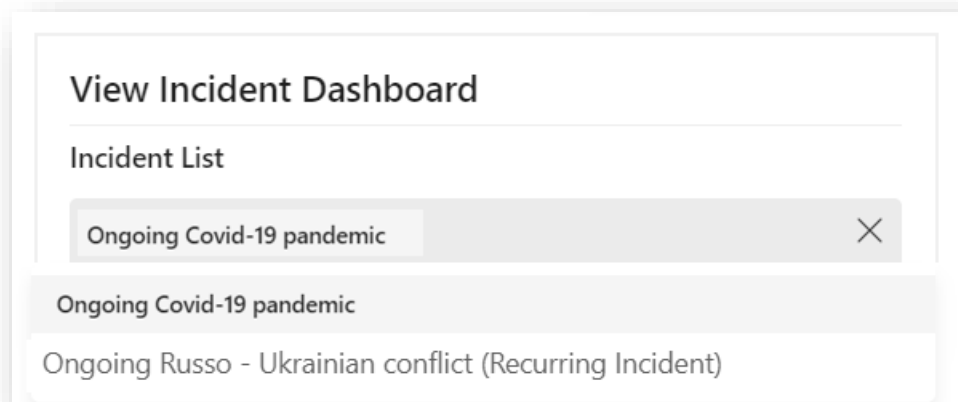
- Name of Incident:** Ongoing Russo-Ukrainian conflict
- Guidance:** Please take a note of
  - 1. Location of emergency exits
  - 2. Location of first aid supplies or the procedures to call for an attendant
- Frequency:** One Time (selected) and Recurring (unselected)
- Occurs Every:** Mon X, Tue X, Wed X, Thur X, Fri X
- Range of Recurrence:**
  - Start Date and Time: Feb 21, 2022, 10:00 AM
  - End Date and Time: May 31, 2022, 10:00 AM
- Send the incident notification to these members (optional):** Guest 1 X, Consultant 2 X, John Smith X, David James X
- Warning:** Ignore this field to send incident notification to all teams members
- Buttons:** Cancel and Submit

# How To View Results of Previous Incidents?

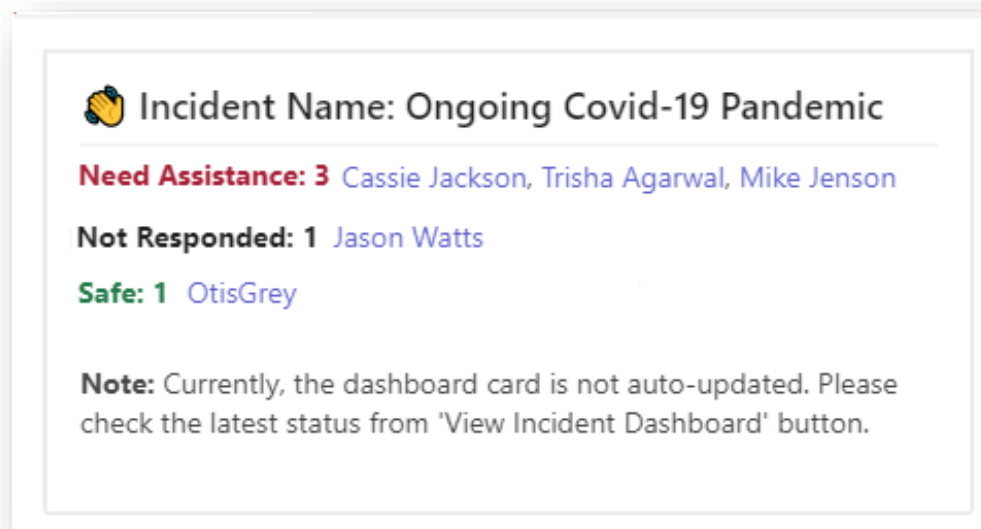
Send **Hi** to start a conversation with the bot.

**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.



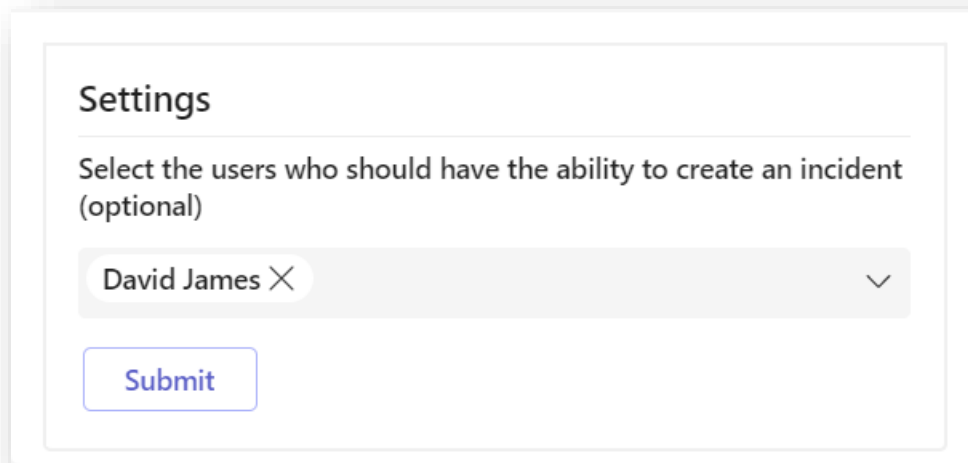
# How To Give Safety Check Permission?

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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. Below the title, there is a text prompt: 'Select the users who should have the ability to create an incident (optional)'. Underneath this prompt is a user selection field containing the name 'David James' with a close icon (X) on the left and a dropdown arrow (v) on the right. At the bottom of the dialog box is a blue 'Submit' button.

## 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!**