



SPIRAL BOT USER MANUAL

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Prepared by:
Quality Assurance Team, Spiralogics, Inc.

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1. Executive Summary

1.1 Purpose of Document

This document provides an overview of various features and commands of SpiralBot webpage and chatbot. It lays out a step-by-step guide to navigate through application features.

1.2 Identification

Application URL	https://spiralbot.spiralogics.com/
Version	1.0.4
Browser Compatibility	Google Chrome, Microsoft Edge

1.3 Scope

The application is implemented as an attendance tracking system. To achieve this, a bot will be deployed and integrated with the Microsoft Teams application. Users will be able to log their working hours and breaks through the bot, and the recorded hours can be viewed on SpiralBot webpage. Employees can also access their own work hours while employers will be able to view the working hours of all their employees.

2. Design Overview

2.1 Background Information

SpiralBot is the ultimate Microsoft Teams solution for efficient attendance management and time tracking. It provides a platform to monitor employee attendance, track work hours, manage check-ins, breaks, check-outs, and generate precise timesheets. By utilizing a bot within the team's environment, employees can effortlessly log their hours and breaks, making the process more efficient and reducing any errors. This integration offers a user-friendly experience, eliminating the need for external systems while keeping all data within the team's ecosystem.

2.2 Application Overview

The attendance tracking system is designed to simplify the process of logging and managing work hours and break times for both employees and employers. A bot will be deployed withing Microsoft Teams, enabling users to log their daily hours and break times. Employees can view their logged hours through a website.

Employers or tenant administrators will be able to monitor and manage the attendance records for all employees in their organization. Spiralogics' super admin role can activate or deactivate tenants upon request and has the authority to approve the request of tenant ownership.

The application is built on multi-tenant architecture, ensuring security and isolation of tenant's data from one another, as well as the Spiralogics super admin role. This ensures that only tenant admins will have access to view their organization's data.

3. Getting into the System

The following sections provide a detailed explanation of all the features and commands available in SpiralBot:

3.1 Setting up SpiralBot

You can find the SpiralBot application in the apps section of Microsoft Teams. To add it, simply click on the **Add** button.

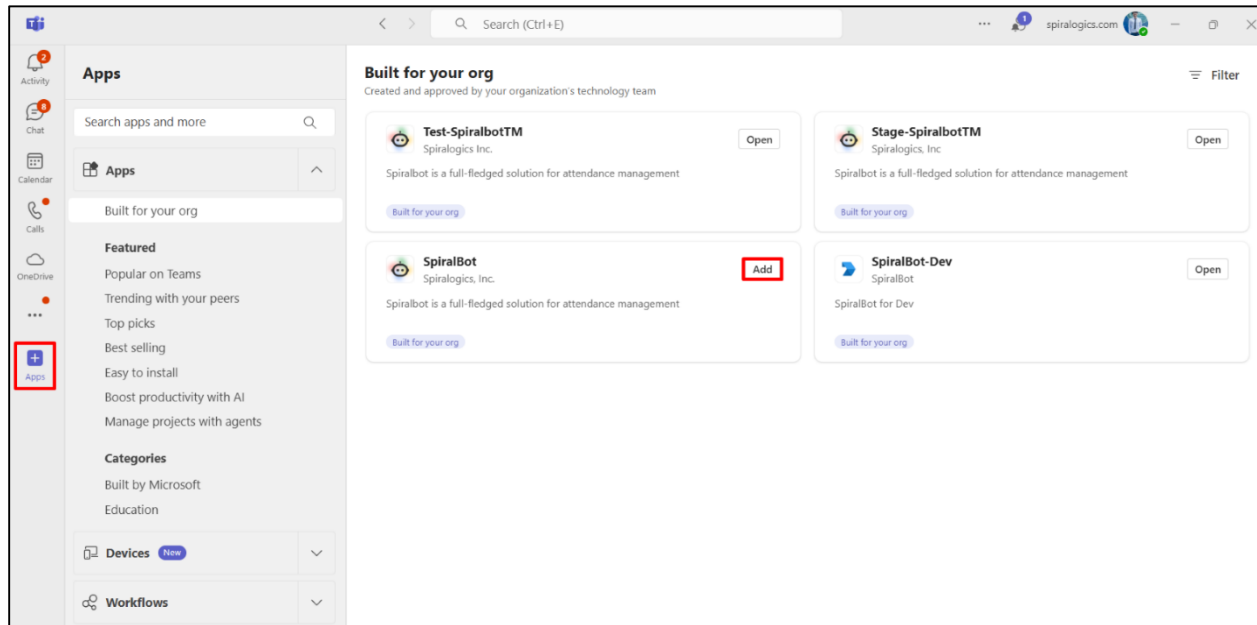


Figure 1: SpiralBot in teams application section

Once you click add, a popup will appear with a description of SpiralBot along with a list of all the permissions needed for the bot to function properly.

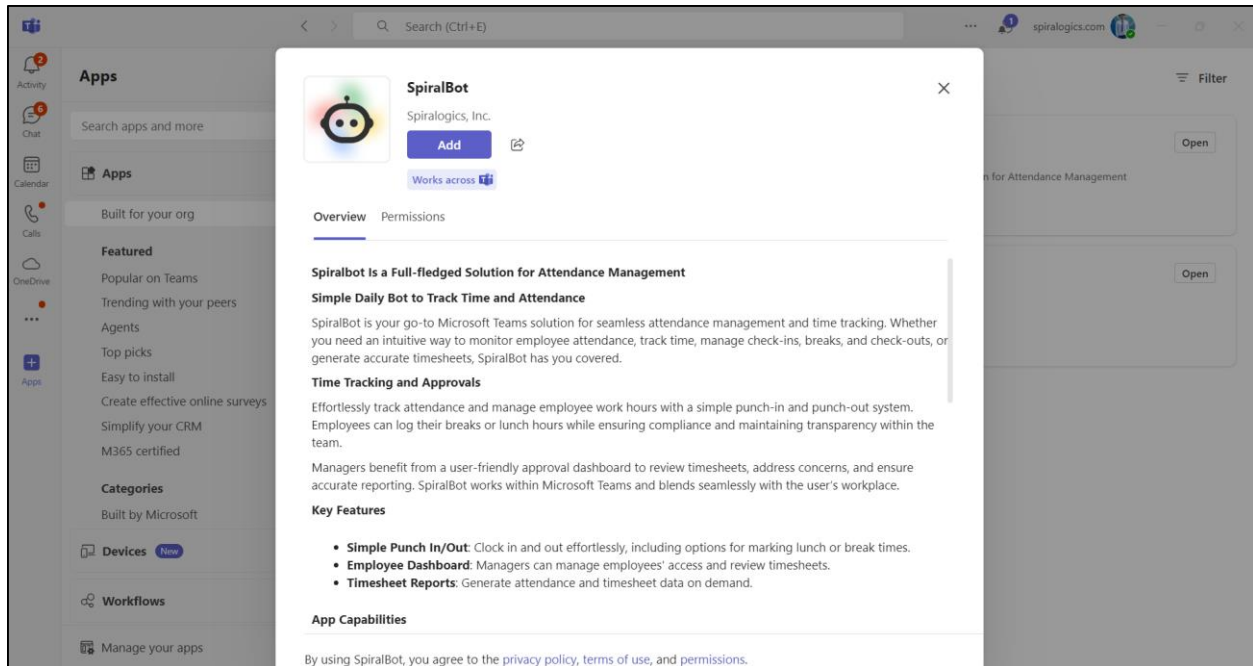


Figure 2: SpiralBot description popup

After the bot is added, you can simply click **Open** to start using the chatbot. The bot will also appear in the chats section.

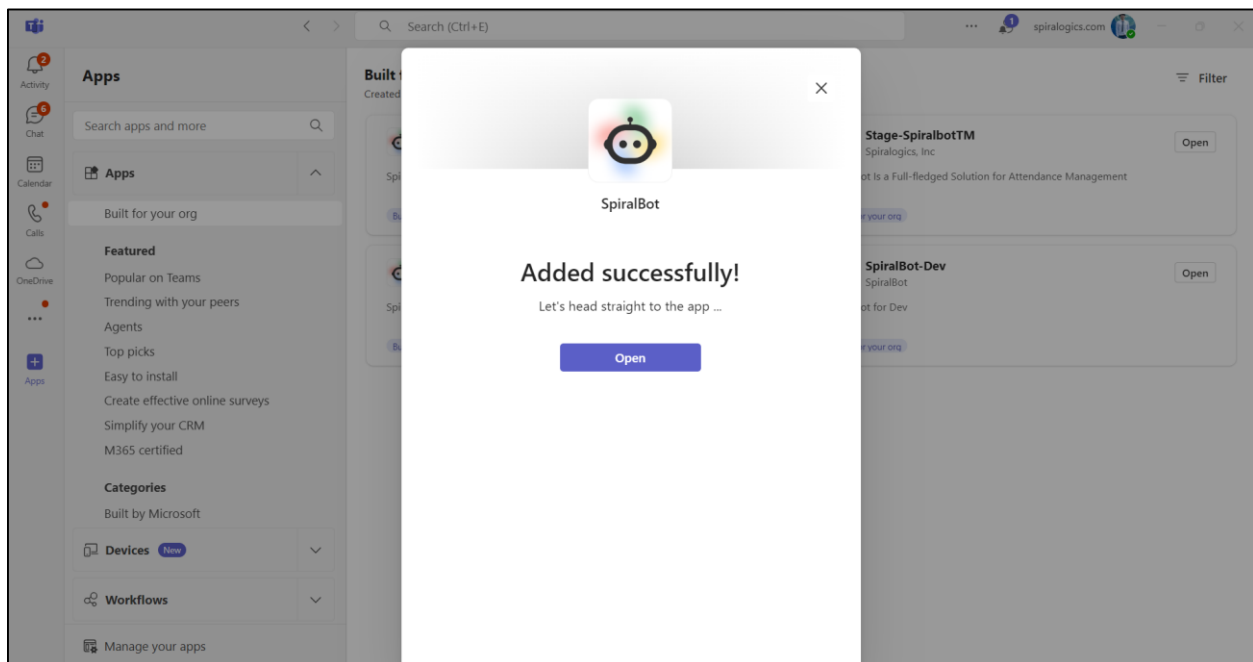


Figure 3: SpiralBot added popup

3.2 Using SpiralBot

With SpiralBot, you can use various commands to log hours in timesheet. You can type in "Start", "Hi" or "Hello" to display a list of available commands and buttons to log hours.

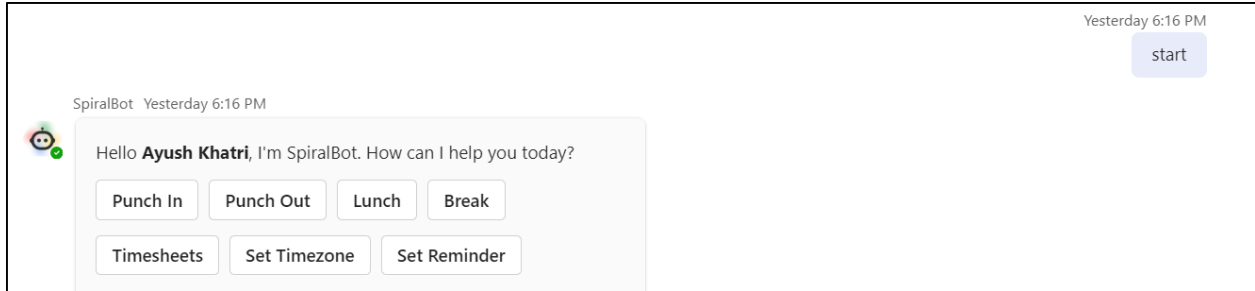


Figure 4: Start command in SpiralBot

The following sections explain the SpiralBot commands:

3.2.1 In/Punch

You can either type "In" or click on "Punch In" to log a punch-in on the timesheet.



Figure 5: Punch-in command

3.2.2 Out/Punch Out

To log punch-outs on the timesheet, you can either type "Out" or click on "Punch Out".

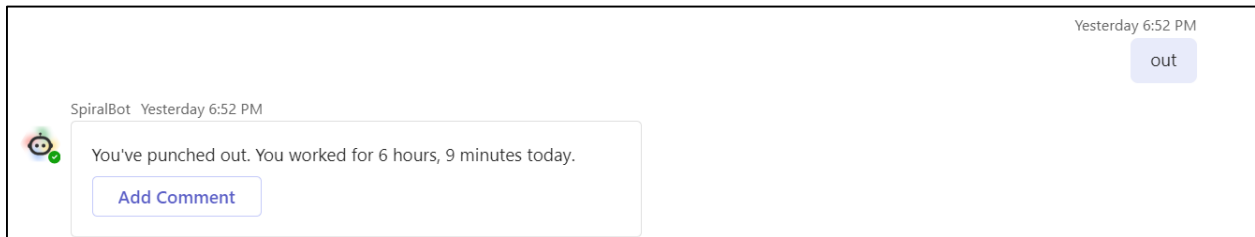


Figure 6: Punch-out command

3.2.3 Lunch

To log lunch time, you can either type the command "lunch" or click on "Lunch". A reminder to punch in will be sent 60 minutes after lunch starts. Users can snooze the reminder for 15 or 30 minutes if needed. Once back from the lunch break, you can type "in" or "back" to log back in.

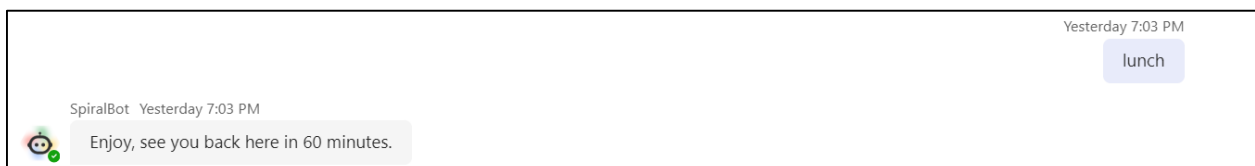


Figure 7: Lunch command

3.2.4 Break

To log break time, you can either type the command “break” or “brb” or click on “break”. You can also set a custom break duration by typing the command followed by the time for example: “Break 10 minutes” or “brb 20 minutes”. A punch-in reminder will be sent after the specified time, with a default of 15 minutes if no duration is set. You can further snooze the reminder for 15 or 30 minutes. Once you are back from the break, you can type “in” or “back” to log back in.

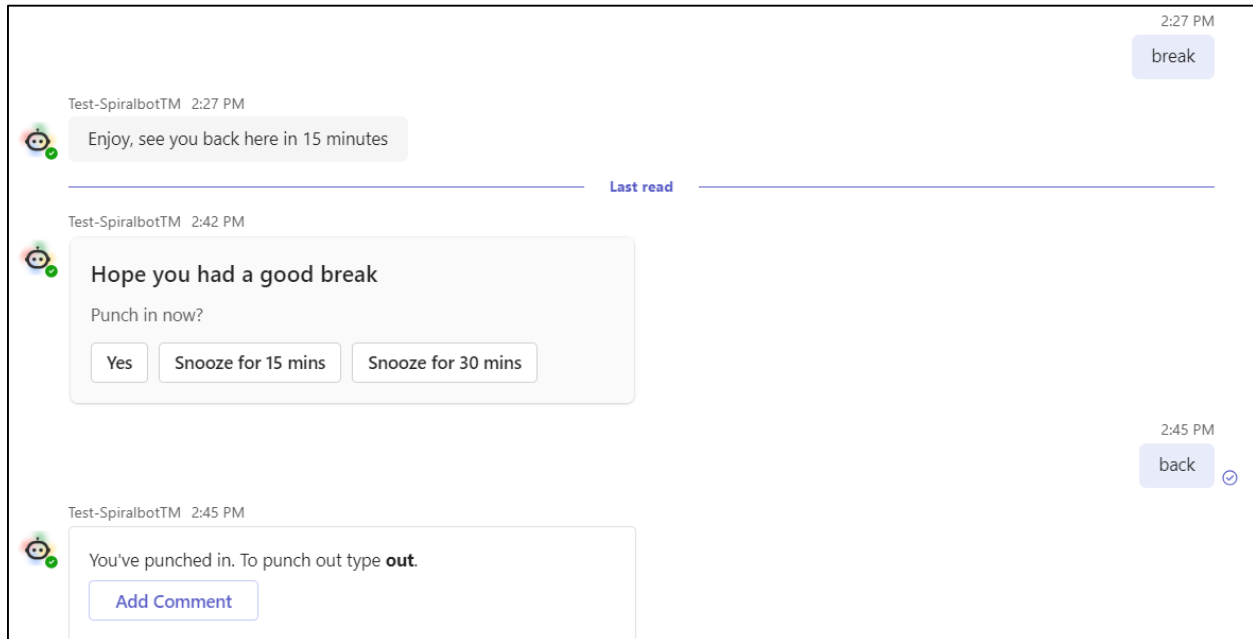


Figure 8: Break command

3.2.5 Timesheet

You can click on the **Timesheet** button or enter the command “timesheet”, and SpiralBot will reply with a link. Both the link and button will redirect to **My Timesheet** page in the web portal.



Figure 9: Timesheet command

When the timesheets button is clicked, the following **My Timesheet** page is displayed:

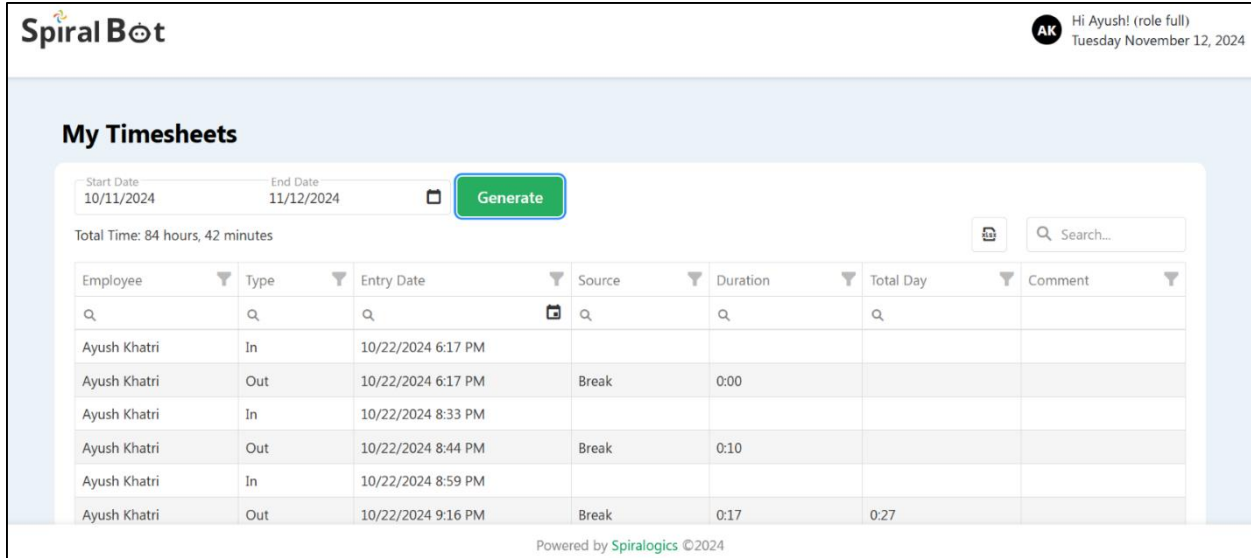


Figure 10: My timesheet page

3.2.6 Set Timezone

You can click on the **Set Timezone** button or enter the command “set timezone”. SpiralBot will reply with a dropdown, allowing you to select desired time zone.

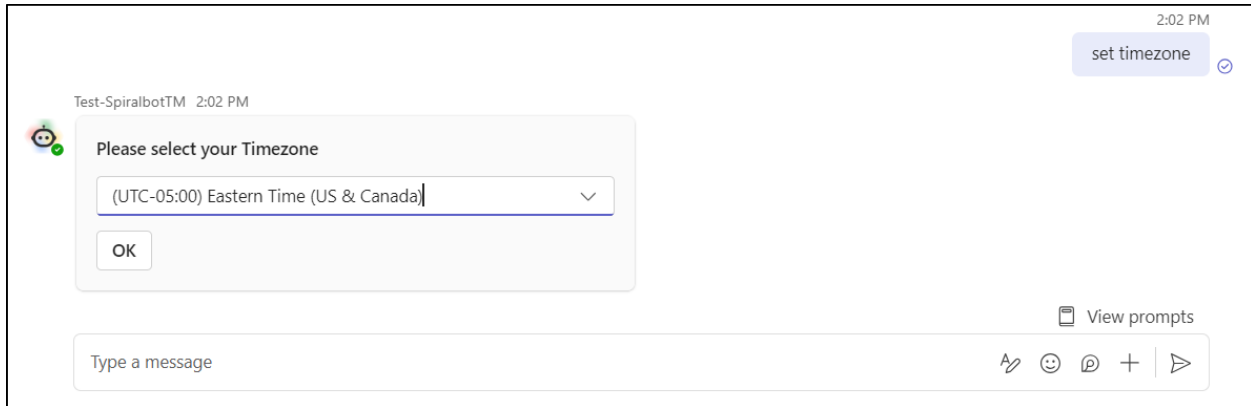


Figure 11: Timezone command

3.2.7 Set Reminder

You can use the **Set Reminder** button or “Set Reminder” command to set punch-in and punch-out reminders. You will get a daily reminder at the set time, and both reminders can be snoozed for 30 or 60 minutes. You also have the option to set a time zone if no time zone is set.

Note: Reminder will be triggered according to the specified time zone.

Figure 12: Set reminder command

3.2.7 Snooze

Punch in and punch out reminders can be snoozed if needed by the user. A snooze button is available for all in and out reminders. For lunch and break reminders, you can snooze for 15 or 30 minutes. For in and out reminders set, you can snooze for 30 minutes or 1 hour. The snooze feature can be used multiple times for the same reminder, but reminders cannot be snoozed after 30 of receiving the reminder.

Figure 13: Snooze for 30 mins or 1-hour buttons

4. Admin Features

4.1 Set Admin

When a tenant admin has not been set up for an organization, you will see a message prompting to complete the setup by typing “Start”, “Hi” or “Hello” command.

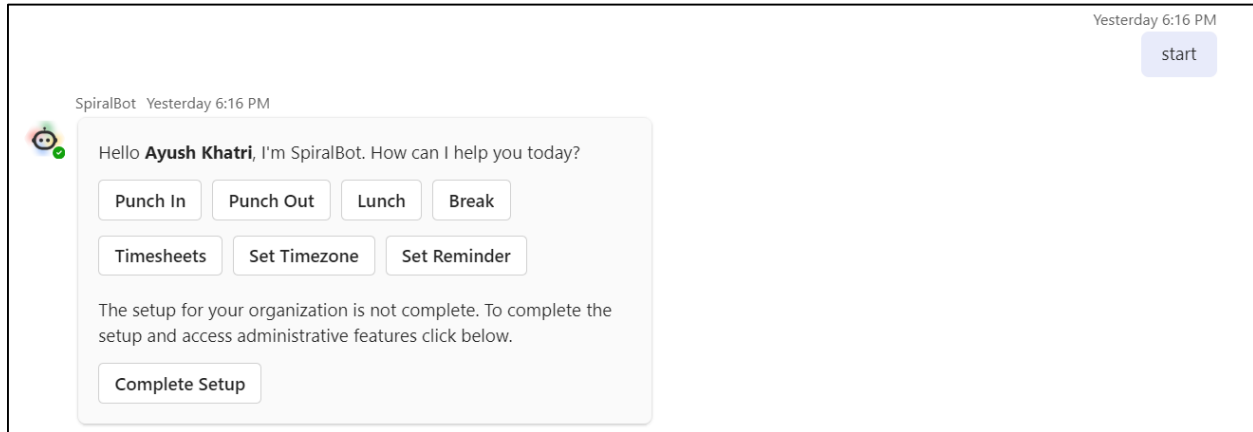


Figure 14: Complete setup button

Upon clicking **Complete Setup** button, you are redirected to a form where you can request admin privileges. All fields must be filled before submitting the request. Once the request is approved, you will gain access to the employee page and its features.

Figure 15: Claim ownership form in tenant setup page

You can also access this form by clicking on the link in the notification displayed at the top of webpage.

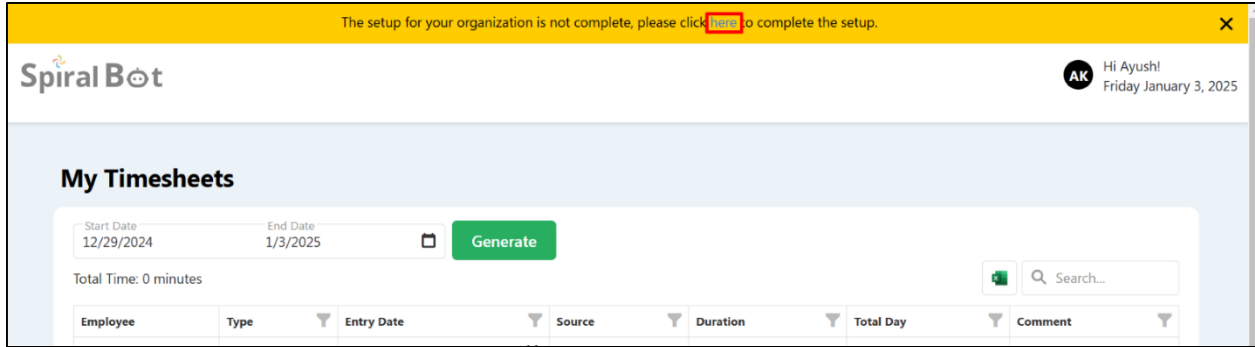


Figure 16: Link to complete setup

4.2 Employee Page

In the employee page, tenant admins can view a list of all existing employees. A searchable employee list can be generated for only active, inactive or all employees. To generate the list, click on the filter icon and select option with “Active” selected by default. You can also see the total number of employees in the current list above the search bar.

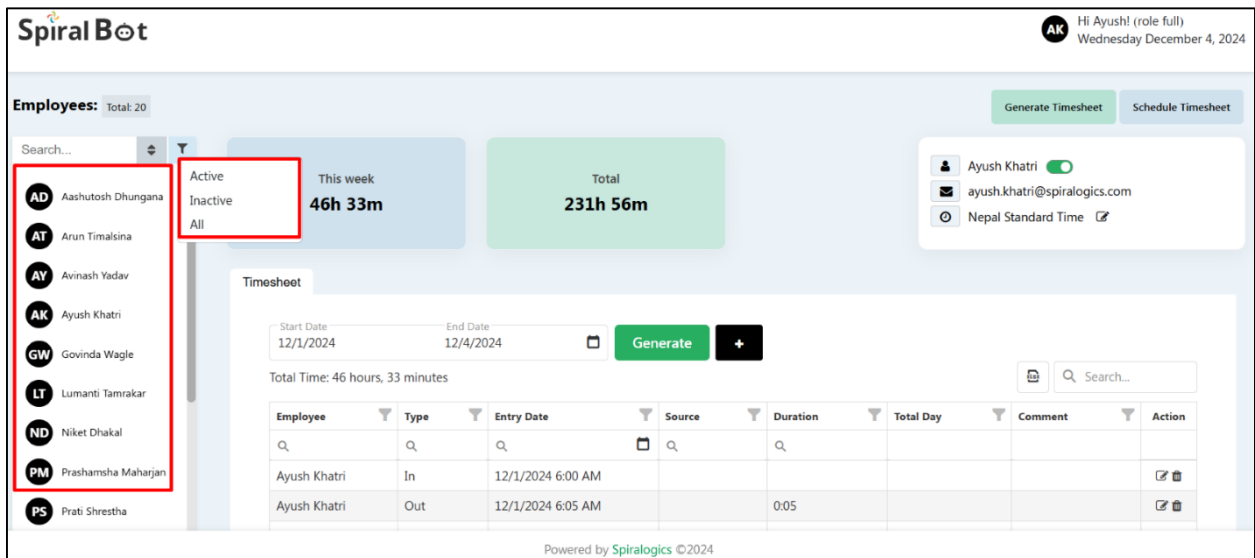


Figure 17: Employees list on employee page

In the employee page, tenant admins can view total active hours for the current week, along with the overall active hours for each employee.

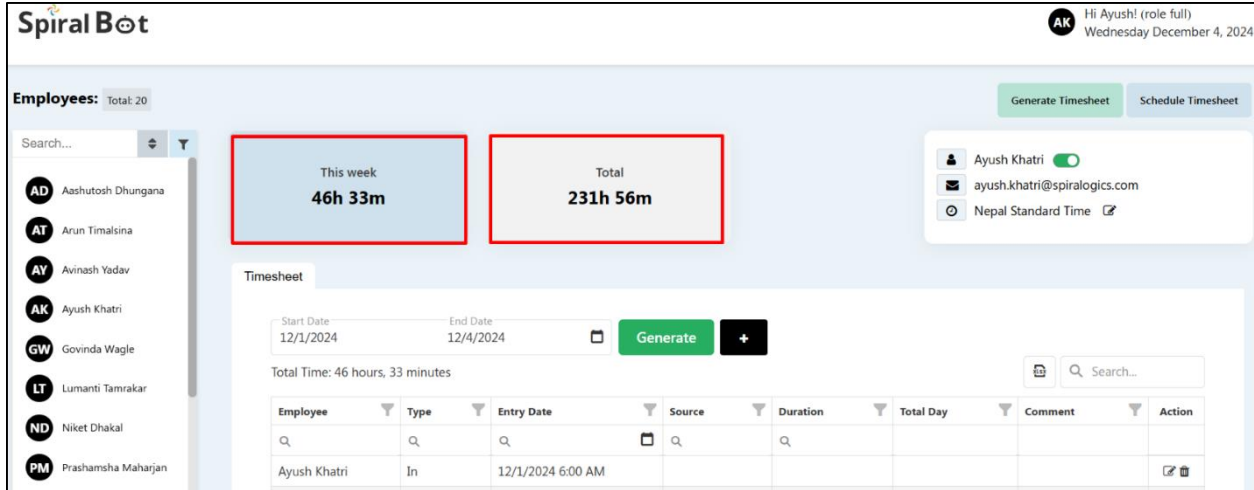


Figure 18: Active hours on employee page

Tenant admins can view timesheets of any employee of the company by selecting from a list. The timesheet will display all the time logs from SpiralBot in a tabular format, which includes log type, entry date and time, source, duration between punch in and punch out, total active hours for the day and any comments recorded during punch in or punch out.

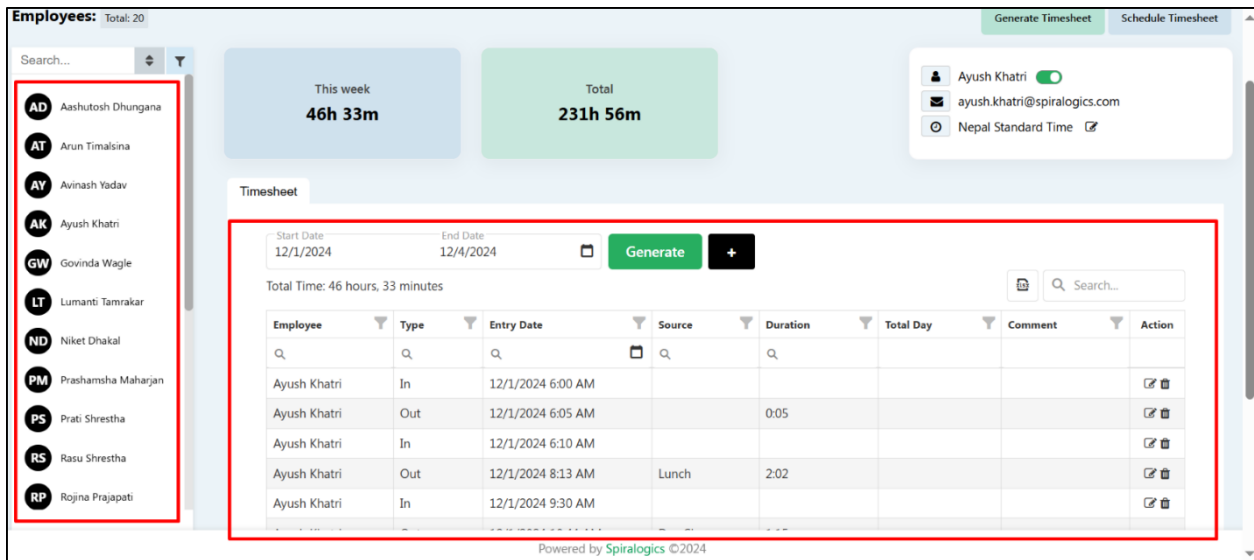


Figure 19: Employee timesheet on employee page

Additionally, admins can perform following actions:

4.2.1 Export Timesheet of Employee

You can generate a comprehensive timesheet report of all employees by clicking on the **All Employee Timesheet** button.

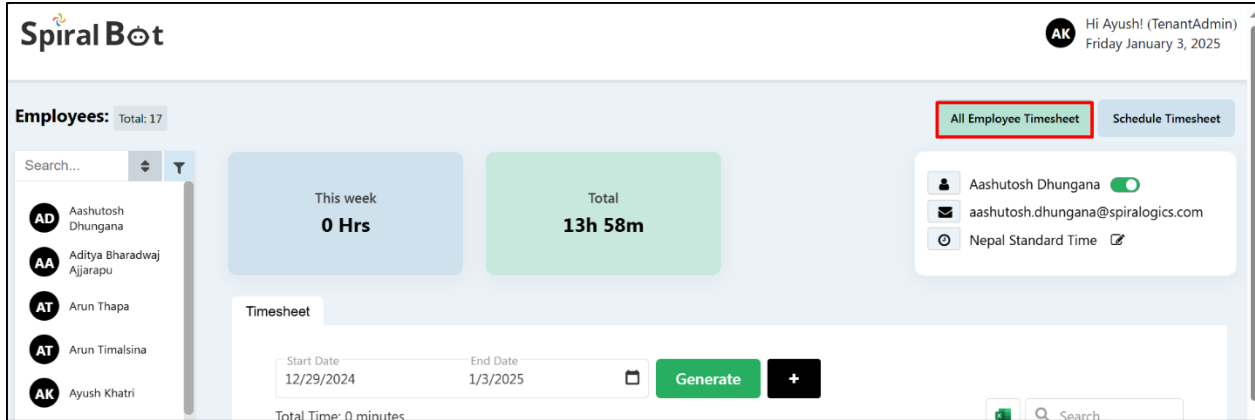


Figure 20: All employee timesheet button

The **Export Timesheet Report** popup appears, allowing you to select a time frame for the report and export it.

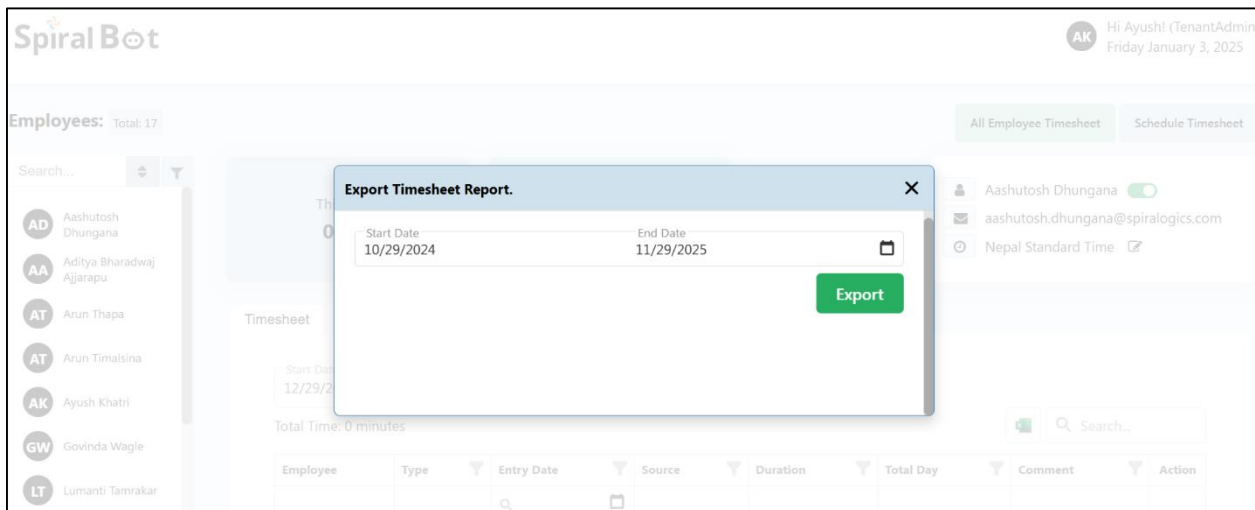


Figure 21: Export timesheet report popup

To export an employee’s timesheet, you can select the employee from the list displayed on the screen, generate a timesheet for required interval, and click on export icon. This will download the report in excel format.

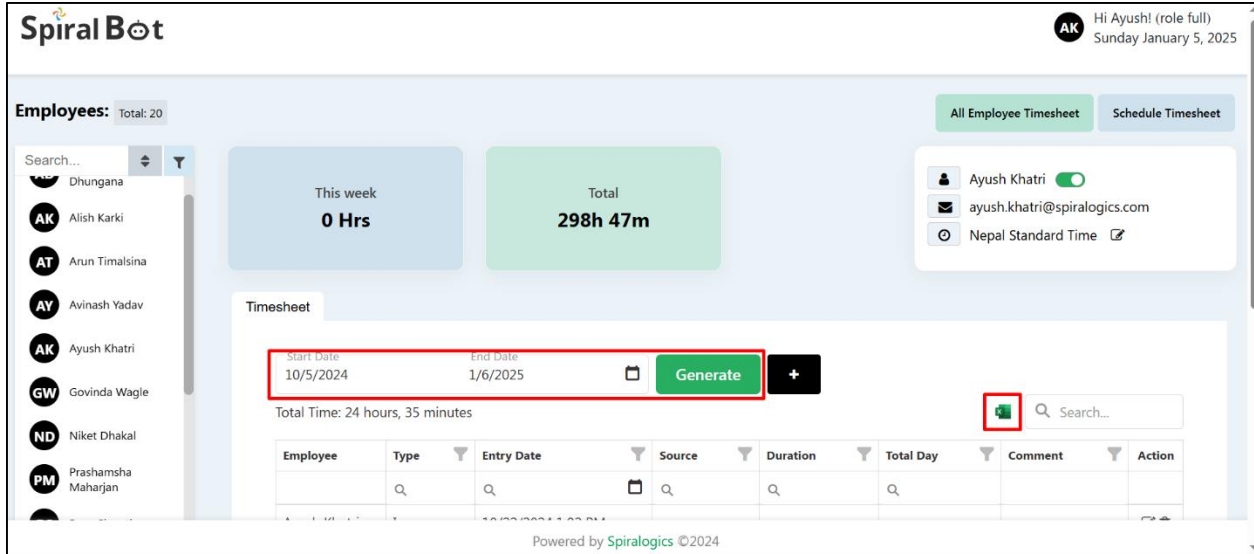


Figure 22: Generate timesheet report button

4.2.2 Schedule Weekly Timesheet Report

Tenant Admins can generate a weekly report containing timesheet logs of all employees. By using the **Schedule Timesheet** button, you can schedule weekly emails containing the latest report. To schedule an email, you need to click on the **Schedule Timesheet** button on the employee page.

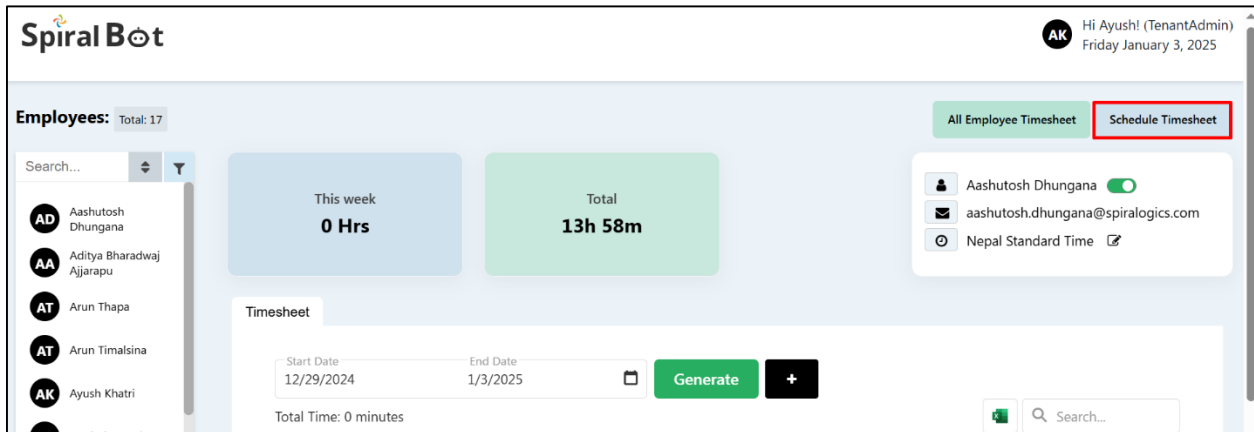


Figure 23: Schedule timesheet button

You can choose recipients from a searchable list, as well as select the day, time and time zone. You can also enable or disable the schedule and save the changes made.

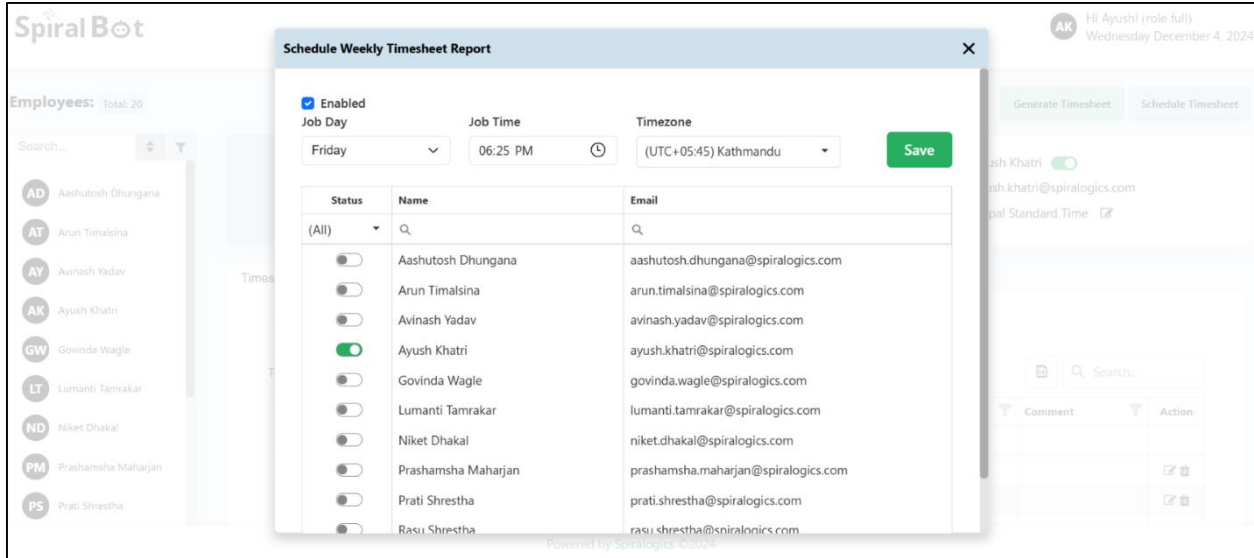


Figure 24: Schedule timesheet popup

An email is sent to the selected receivers on the scheduled date and time every week along with the weekly timesheet report.

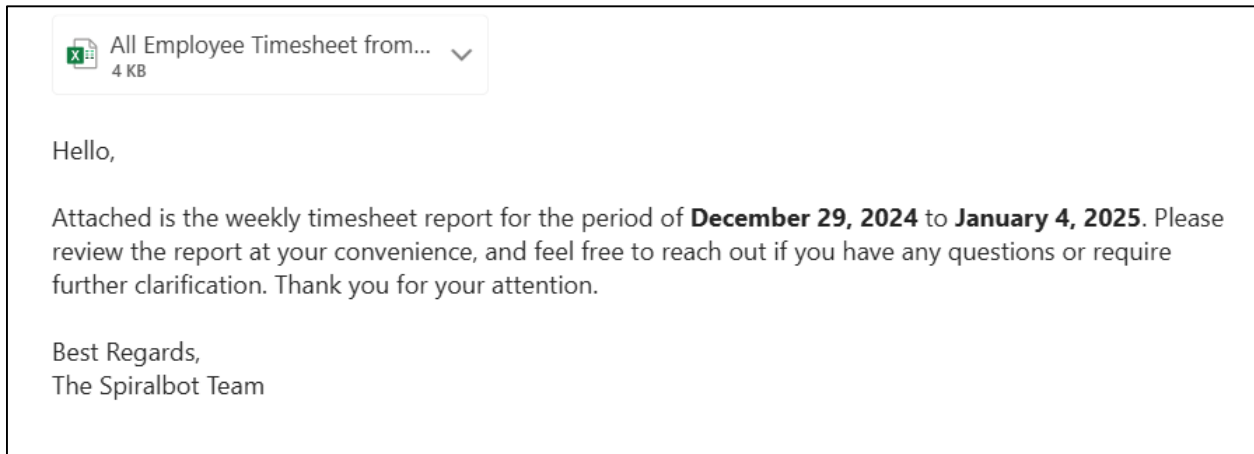


Figure 25: Scheduled email for timesheet report

4.2.3 Manage Employees

4.2.3.1 Activate/Deactivate Employee and Set Timezone

The detail of the selected employee is also displayed on the employee page. From this section, Admins can change the employee’s status to “Active” or “Inactive” using the toggle button. Inactive employees will not be able to use SpiralBot commands or access the web portal. Admin can edit the selected employee’s time zone by clicking the edit button next to the time zone.

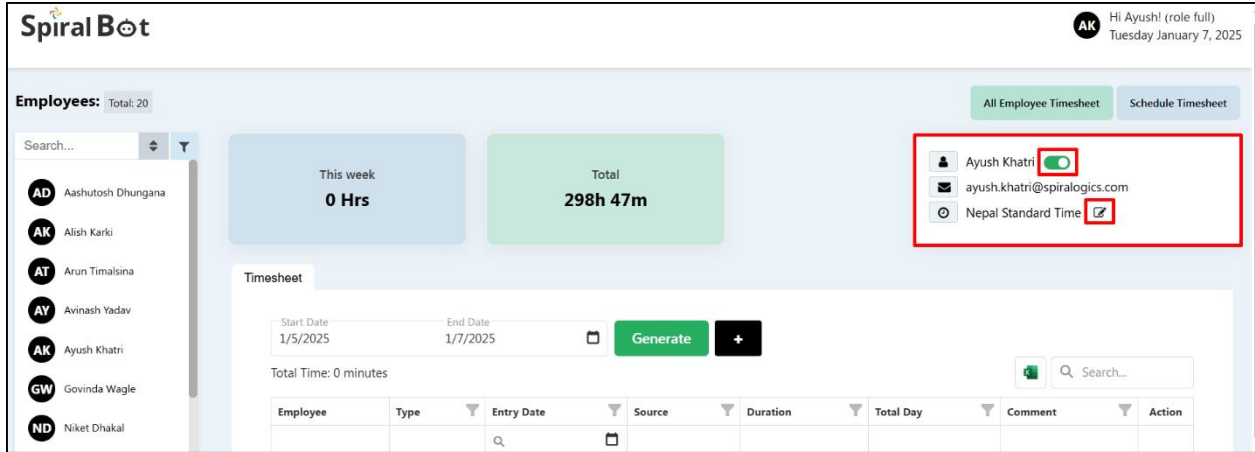


Figure 26: Employee details on employee page

4.2.3.2 Manually Add Timesheet Logs

Admins can manually add logs for an employee. To do so, admin can click on the add icon for the selected employee and enter in the required information.

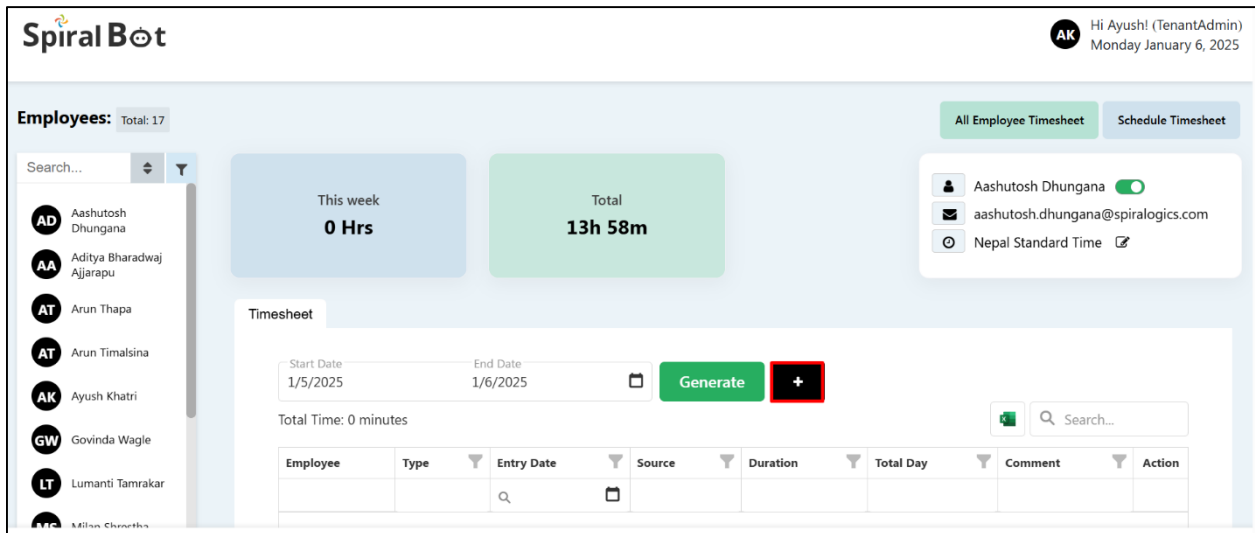


Figure 27: Add missing punch button on employee page

Clicking on the + icon, will prompt following **Add Punch In/Out** popup:

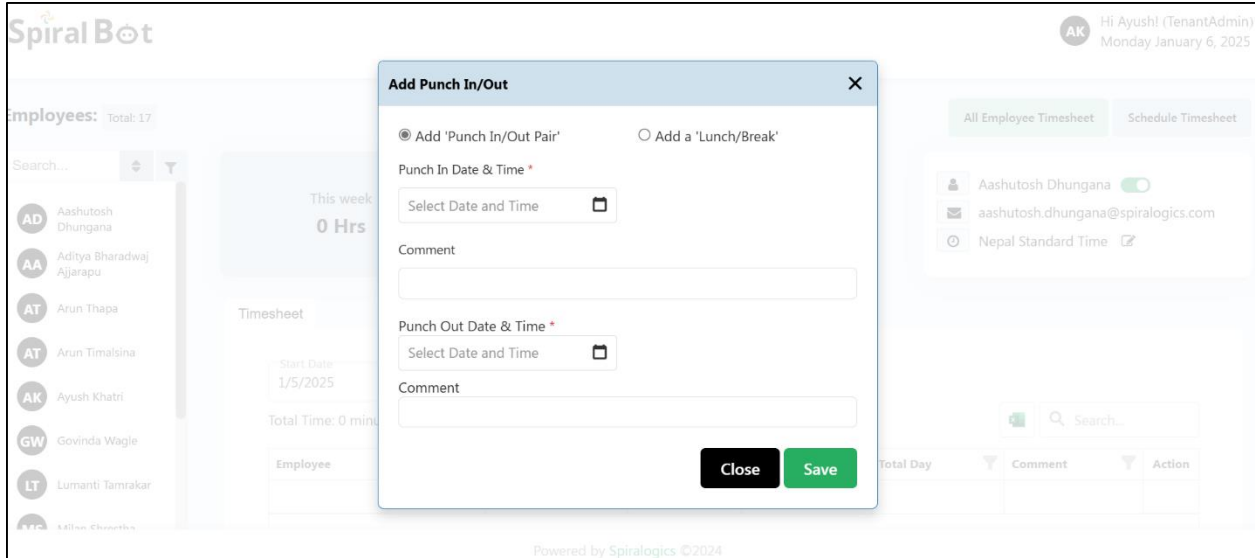


Figure 28: Add punch in/out popup

4.2.3.3 Edit/Delete Existing Log

Admins can edit or delete punch in/out logs. When deleting a log, both the punch-in and punch-out entries will be removed as a pair. Admins can perform these actions by clicking on edit or deleting buttons next to the log.

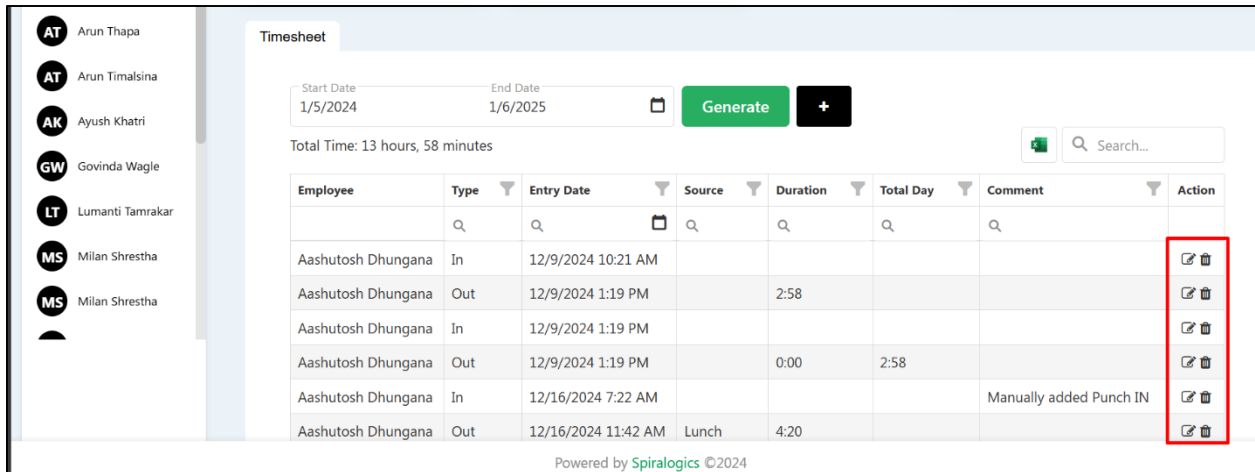


Figure 29: Edit or delete icons for log

On clicking edit button, **Edit Punch In/Out** popup is displayed, allowing admins to modify the date, time, and comment of the log.

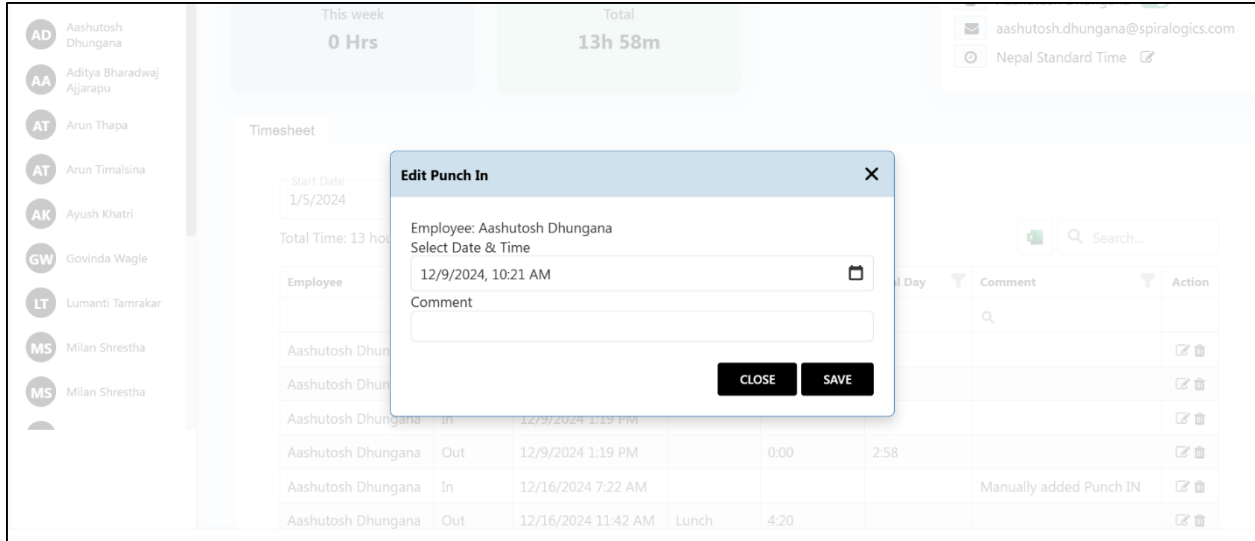


Figure 30: Edit punch in popup

When the delete button is clicked, **Delete Punch** confirmation popup is displayed, showing the log that is about to be deleted.

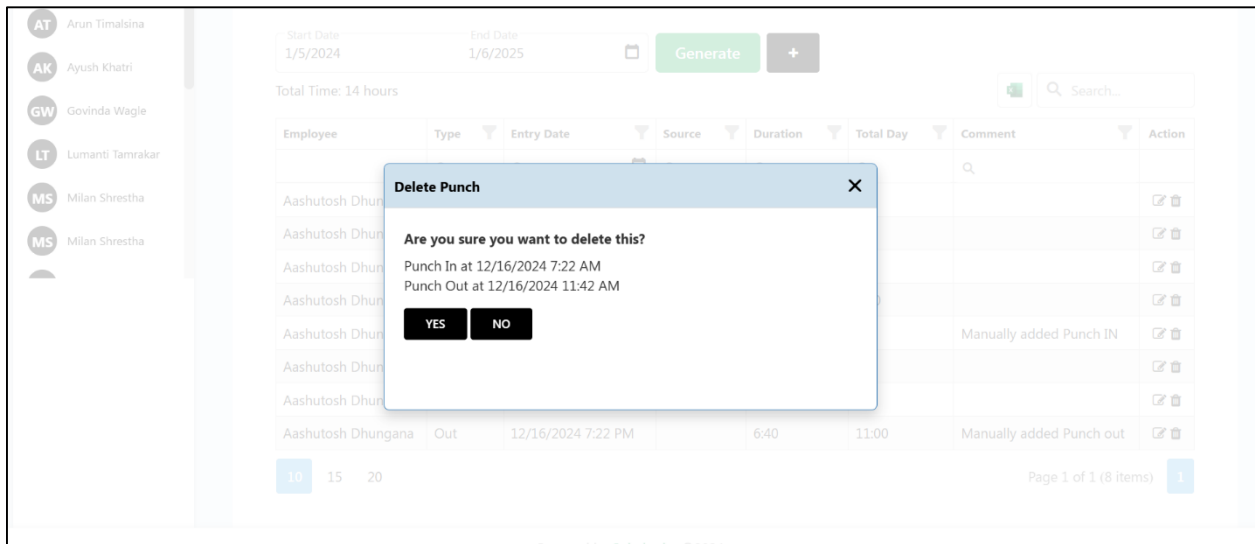


Figure 31: Delete punch confirmation popup