Sally Bot Framework Composer

BOT FRAMEWORK QUERIES

A guide for the regex-based chatbot

Purpose of Document

To help visualize the different queries that the chatbot can currently handle, showing descriptions, regex, example inputs and screenshots for each of the different queries that Sally can currently handle.

Purpose of Document	3
Capabilities	4
Ethics Policy	5
Professional Development	6
Remote Work	7
Pay Stubs	8
Request Leave	9
Human Resources	10
Find Location	11
Health and Safety	12
Main Menu	13
Benefits	14
Bullying and Harassment	15
Find Locations Clinic	16
General Safety	17
Flexible Work	18
Update Personal Information	19
Mental Health	20
Fire Drill Procedures	21
Egonomics	22
Safety Advisor	23
Report Incident	24
Map Location	25
Hazardous Materials	26
Human Resources Regex	27
Find Location Regex	28
Health and Safety Regex	29
Project New Regex	30
Project Purpose Regex	31
Project Training Regex	32
Project Sponsor Regex	33
Project Benefits Regex	34
Project Difference Regex	35
Project What Regex	36
Project Where Regex	37
Project How Regex	38
Project Who Regex	39
Project Contact Team Regex	40
Project	41
Project Menu	42

Capabilities

Purpose

This will handle questions relating to what Sally is able to do and give users an idea of the types of topics they may be able to ask about.

Regex

.*(?i)(who|about|info).*(is|about)?.*(sally).*

Example Input

Who is Sally?

Output



Sallv

Sally - Professional HR Chatbot

Sally is a professional HR chatbot for Te Whatu Ora. She can assist you with a variety of HR-related topics and provide relevant information.

Here are some examples of the questions Sally can help with:

- · How to apply for remote work?
- · What are the employee benefits?
- · How can I access my pay stubs?

For more information, please refer to the link below!

More Information

Return to Main Menu

Ethics Policy

Purpose

This will handle questions in relation to the company's views on ethics, as well as providing a clickable button that will redirect the user to the code of conduct that the company has.

Regex

(?i)(((ethic).*(polic)?)|((code|info).*(of)?.*(conduct))).*

Example Input

What is the company's code of conduct?

Output



Sally

Te Whatu Ora's Work Environment

Te Whatu Ora is committed to maintaining a respectful and ethical work environment. We value integrity, honesty, and respect for all individuals. We strictly prohibit any forms of harassment, discrimination, and unethical behavior.

For the full details, please refer to Te Whatu Ora's code of conduct and ethics policy document. You can access it on our organization's intranet under the HR section.

We strongly encourage all employees to read the full policy document to fully understand our commitment to maintaining a respectful and ethical work environment.

Code of Conduct Policy

Professional Development

Purpose

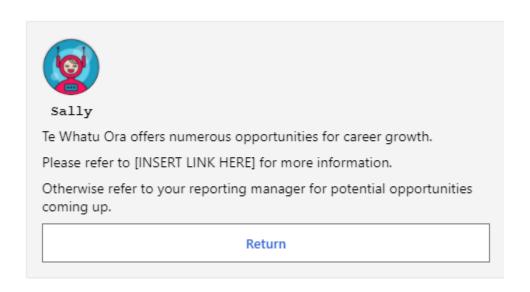
This will handle questions in relation to professional development opportunities available in the company, as well as any upcoming procedures, and will direct the user to a page in the portal with more information.

Regex

(?i)(.*(professional|career|skill|develop|grow).*(development|opportunit|skill|growth|option|career).*)|(.*(myself).*(professionally).*)|(.*(self).*(improvement).*)

Example Input

What options are there for professional development?



Remote Work

Purpose

This will handle any questions in relation to working from home, providing a link to redirect the user to roles that may be eligible to work from home, and telling the user to talk to their manager for more specific details.

Regex

.*(?i)(remote|work|working|home|hybrid|virtual).*(from)?.*(work|remotely|home|flexib|coll ab).*

Example Input

What work from home options do I have?

Output



Sally

Depending on your role, Te Whatu Ora may offer the opportunity for a remote / hybrid working space.

Please go to this link to read more about what roles are potentially eligible for remote work. [INSERT LINK HERE]

Please refer to your manager for more details.

Pay Stubs

Purpose

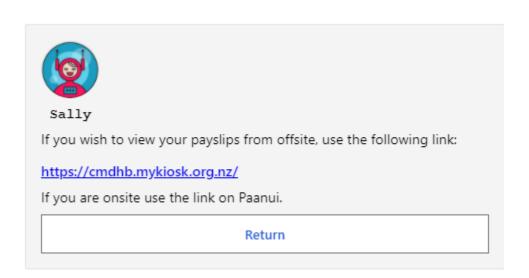
This will provide the user with a link that when clicked, will redirect them to a site that they can view their pay slips on if they are offsite, otherwise they are provided with information for viewing while at work.

Regex

.*(?i)(wage|salary|pay|income).*(stub|stubs|slip|slips|record|records|statement|info).*

Example Input

How can I see my payslip?



Request Leave

Purpose

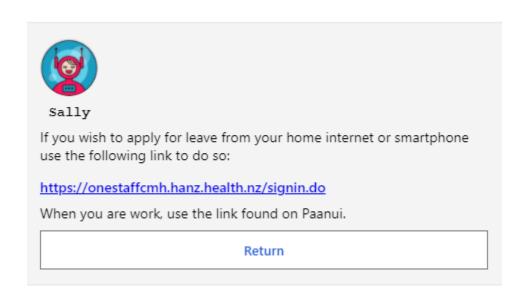
This will handle all information in relation to applying for annual leave or sick leave and will redirect the user via link to the appropriate location.

Regex

.*(?i)(request|apply|take|taking|have|book|schedule).*(for)?.*(leave|vacation|holiday|sick |ill|time|day).*(off)?.*(day|end)?.*

Example Input

How can I apply for leave?



Human Resources

Purpose

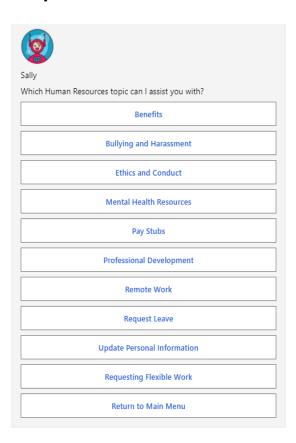
This is a backend query that can be used to use the original version of the chatbot where buttons were primarily used, allowing for clicking through the menus rather than typing. This handles Human Resource related queries.

Regex

.*(?i)(Human|human|HR).(Resources|resources)?.*(menu|button|list|option|choice|select).*

Example Input

Human Resources Button



Find Location

Purpose

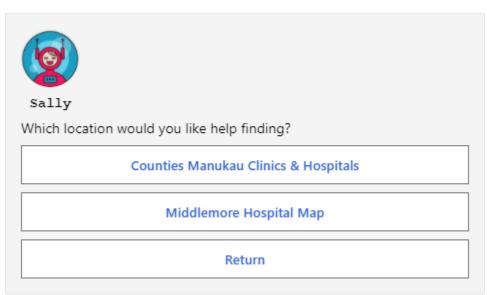
This is a backend query that can be used to use the original version of the chatbot where buttons were primarily used, allowing for clicking through the menus rather than typing. This handles location related queries.

Regex

.*(?i)(find|locat)?.*(locat|place|find).*(menu|button|list|option|choice|select).*

Example Input

Find location menu



Health and Safety

Purpose

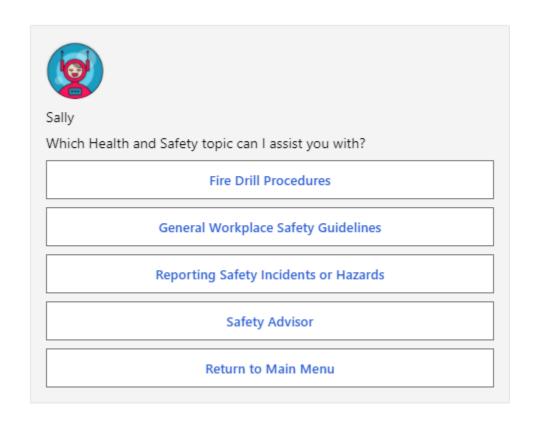
This is a backend query that can be used to use the original version of the chatbot where buttons were primarily used, allowing for clicking through the menus rather than typing. This handles health and safety related queries.

Regex

.*(?i)(health|work|clinic|office|lab).*(and)?.*(safe|well|health).*(menu|button|list|option|ch oice|select).*

Example Input

Health and Safety menu



Main Menu

Purpose

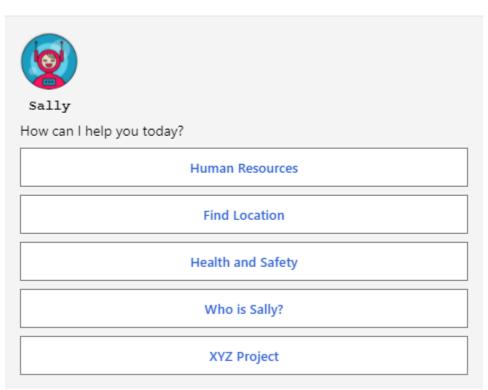
This is a backend query that can be used to use the original version of the chatbot where buttons were primarily used, allowing for clicking through the menus rather than typing. This would be the landing page for the button based chatbot.

Regex

.*(?i)(main).*(menu|button|list|option|choice|select).*

Example Input

Main Menu



Benefits

Purpose

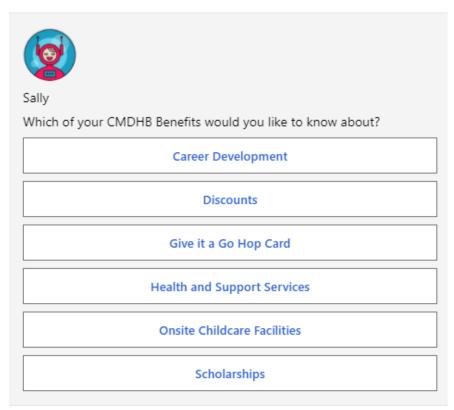
This returns to the user a series of benefits that are displayed in clickable cards and will give a description as to what each benefit is, and is recommended that further information be provided in these cards, as well as any links that may assist the user further.

Regex

.*(?i)((my|our|staff|work|org).*(benefit|perk)|(benefit|perk).*(am|would|could|should|do|will)?.*(I|my|our|staff|work|org).*(am|would|could|should|do|will)?).*

Example Input

What benefits do I get working here?



Bullying and Harassment

Purpose

This can assist users who have witnessed or experienced harassment, discrimination, and other forms of bullying, and need assistance with knowing the company's stance, referring them to a link in the portal or website for more information.

Regex

- .*(?i)(bully|harass|discriminat|violen|intimidat|bullied).*(and)?.*(bully|harass|discriminat)?
- .*(policy|policies|standard|help|guide|info).*

Example Input

What is the company's bullying policy?

Output



Sally

Counties Manukau DHB takes bullying and harassment very seriously.

For our bullying and harassment prevention policy, please refer to: https://www.countiesmanukau.health.nz/assets/Uploads/2ea4c3442e/Bullying-and-Harassment-Prevention-Policy1.pdf

Find Locations Clinic

Purpose

This can assist users with finding other clinics that fall under the Counties Manukau banner, and when the name of the clinic is clicked, it will redirect the user to the webpage of that specific clinic.

Regex

.*(?i)(clinics).*

Example Input

What clinics are there?

Output



Sally

Certainly! Here is a list of Counties Manukau clinics and their locations. Click on the name of the clinic to view the services it offers.

- o Middlemore Hospital: 100A Hospital Road
- o Franklin Memorial Hospital: 72 Kitchener Road, Waiuku
- o Pukekohe Hospital: 1 Tuakau Road, Pukekohe
- o Manukau Surgery Centre: 901 Great South Road, Manurewa
- Botany SuperClinic: 260 Botany Road, Botany, Howick

Further information can be found here.

General Safety

Purpose

This will return a variety of links and information to the user relating to health and safety requirements and preventive measures, as well as what to do in the event of an emergency.

Regex

.*(?i)(general|work).*(work)?.*(safe).*

Example Input

What work safety measures are there?

Output



Sally

Here is a list of the general requirements for workplaces by Worksafe.

• Workplaces and workplace facilities:

Workplaces must be clean, healthy, safe, accessible and well maintained so work can be carried out without risks to worker health and safety.

 Providing information, instruction, training and supervision for workers:

PCBUs must provide workers and others with the information, training, instruction, or supervision they need to protect them from work health and safety risks.

• Personal protective equipment (PPE):

Personal protective equipment (PPE) provides protection for workers when all other control measures can't adequately eliminate or minimise risks to a worker's health and safety.

First aid at work:

All workers must be provided with first aid facilities, equipment and access to first aiders.

• Workplace emergency plans:

An emergency plan is a written procedure telling people in the workplace what to do in an emergency.

Further information can be found here.

Flexible Work

Purpose

This will assist users that are wanting to request a change in their work schedule, such as times or days of work, providing general information, and telling the user to discuss with their manager.

Regex

.*(?i)(flexi|chang|casual|part).*(work)?.*(schedule|hours|time|shift).*(slot)?.*

Example Input

Is it possible to change my work schedule?

Output



Sally

According to New Zealand law all employees have the right to request changes to their working schedule. Employers must consider these requests.

All employees can ask at any time to change:

- · Hours of work
- Days of work
- · Place of work

Flexible work can also be used to change

- · How work is done
- · How starting and ending work are managed
- How work is managed in the workplace to help employees and businesses.

Discuss a flexible working schedule with your manager or HR representative. A detailed checklist for requesting flexible work arrangements can be found at this <u>link</u>.

Further information can be found here.

Update Personal Information

Purpose

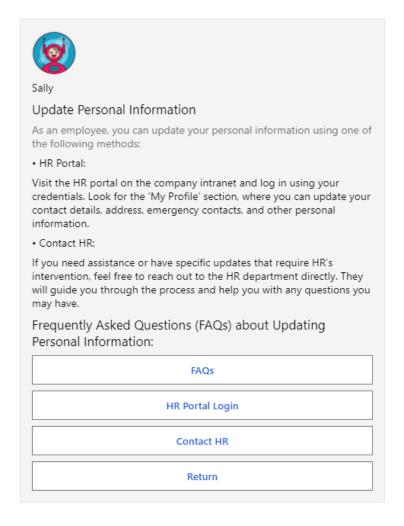
This can assist users by providing basic information of the process of updating their personal information, such as phone numbers, home address etc.

Regex

.*(?i)(updat).*(person|my|employee|staff).*(info).*

Example Input

How can I update my personal information that is stored?



Mental Health

Purpose

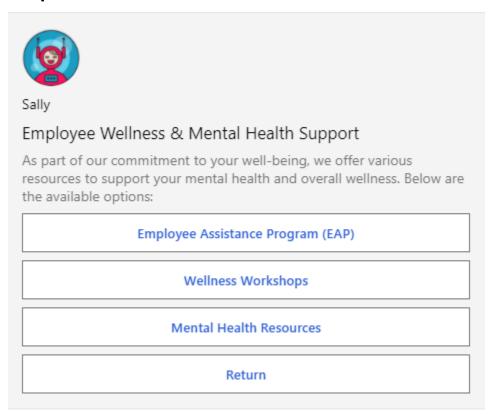
This can be used to provide additional information about the different mental health resources that the company provides, such as EAP, workshops, or other resources.

Regex

.*(?i)(eap|employee assistance program|mental|mind|well|stress|anxiety|anxious|mindful|therap|counsil).*(heal|well)?.*(i nfo|support|resourc|session|help|assist|manag|workshop)?.*

Example Input

Does the company provide any mental wellbeing workshops?



Fire Drill Procedures

Purpose

This will provide users with reference to where fire emergency plans can be found in buildings, such as common areas, as well as providing a link to resources on the fire emergency plans in place.

Regex

.*(?i)(fire).*(drill|exercis|practic|rehears).*(procedur)?.*

Example Input

What do I do in a fire drill?

Output



Sally

For information about what to do in the event of a fire, please refer to this link:

[INSERT LINK HERE]

Otherwise, posters with details can be found in the common areas and near the reception offices.

Egonomics

Purpose

This provides users with general information about how to work at a desk while keeping ergonomics in mind. Currently the link just sends to Google, however this can be replaced with either information that the company has, or refer to one of the many guides online.

Regex

.*(?i)(ergonomic|posture|comfort|sitting|RSI).*(info|guide|help)?.*

Example Input

Are there any ergonomic guides available?

Output



Sally

It is important to maintain good ergonomics, especially when working at a desk. I reccomend ensuring you sit up straight in your chair, and ensure you take regular breaks from sitting.

Otherwise, posters with details can be found in the common areas, and more information can be found at www.google.co.nz

Safety Advisor

Purpose

This stores the information of the safety advisor, providing contact details so that employees can report any issues or concerns to them, via both email and phone.

Regex

.*(?i)(safe|hazard).*(advisor|ordinator|direct|consult|manag|special|technic).*

Example Input

Who is our safety advisor?

Output



July

Safety Advisor

If you have any safety concerns or notice potential hazards in the workplace, please contact:

Name: Person X

Phone: 02X XXX XXXX

Email: X@gmail.com

If you are unable to contact the Safety Advisor, please contact HR or

your supervisor:

Report Incident

Purpose

This provides the user with the different processes of reporting incidents that they find, and also provides emergency contact details.

Regex

.*(?i)(report|tell|contact|talk).*(incident|hazard).*

Example Input

How do I report incidents?

Output



Sally

Report Hazard or Incident

As an employee, your safety is our priority. If you encounter any safety hazard or incident, please report it immediately using one of the following methods:

· Incident Reporting System:

Use our dedicated reporting system for safety concerns to submit your report, providing accurate details about the hazard or incident as instructed.

· Online Form:

If the reporting system is unable to be accessed, use the following Incident Form to fill in the details about the hazard's nature, location, and other relevant information.

Designated Personnel:

Alternatively, report the hazard or incident to designated personnel like your supervisor or the health and safety officer. They will guide you through the process and ensure it reaches the appropriate authorities. You can contact the Safety Advisor through here.

Remember, Timely Reporting Matters!

Swift reporting helps prevent potential harm and ensures a safe working environment. Notify us immediately so we can take necessary actions and implement corrective measures.

Need Immediate Assistance?

For urgent safety concerns or immediate assistance, please contact the following numbers (from highest priority to lowest):

Emergency Contact Number: 111

Company Safety Hotline: 02X XXX XXXX

 $\textbf{Email:} \underline{incidentreport@tewhatuora.org}$

Your safety is our priority. Please don't hesitate to reach out if you need help.

Map Location

Purpose

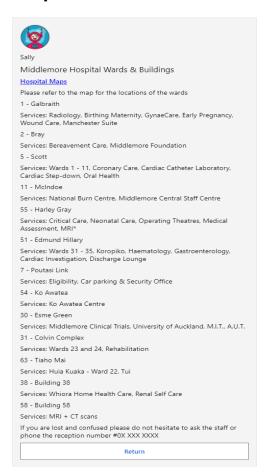
This can provide users with the information and numbers of the different buildings located in the company, and also provides contact details for additional assistance if required.

Regex

.*(?i)(map).*

Example Input

Do you have map information available?



Hazardous Materials

Purpose

This provides general advice for how to handle hazardous substances, as well as providing a link [to be added] to the guidelines of handling these hazards, while also mentioning different roles may have different responses.

Regex

.*(?i)(hazard|danger).*(material|item|equip|solution|fluid|liquid|sample|waste).*(guide)?.*

Example Input

What should I do if I see hazardous items around?

Output



Sally

Depending on your role, Te Whatu Ora may have specific guidelines and procedures for handling hazardous materials. This includes details on proper storage, transportation, usage, and disposal, as well as the importance of using PPE and reporting any incidents.

Please go to this link to read more about the procedures and guidelines related to hazardous materials at Te Whatu Ora. [INSERT LINK HERE]

For any further clarification or specific questions regarding hazardous materials handling and disposal, please refer to your manager or the health and safety team.

Human Resources Regex

Purpose

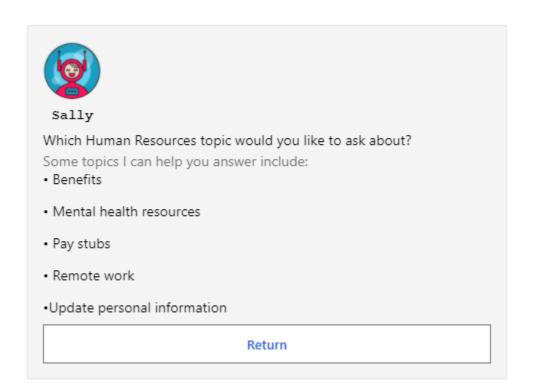
The user can ask Sally about how she can help with a certain area of queries, in this case how she can assist with Human Resource related questions, providing a few different examples.

Regex

.*(?i)(human resources|hr).*

Example Input

How can you help with human resources?



Find Location Regex

Purpose

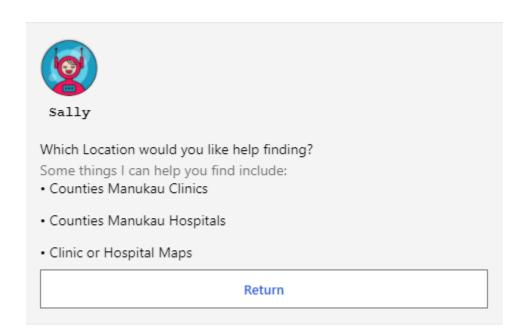
The user can ask Sally about how she can help with a certain area of queries, in this case how she can assist with location related questions, providing a few different examples.

Regex

.*(?i)(find|locat|direct).*(locat|place|find).*

Example Input

How can you help me find locations?



Health and Safety Regex

Purpose

The user can ask Sally about how she can help with a certain area of queries, in this case how she can assist with health and safety related questions, providing a few different examples.

Regex

.*(?i)(health|work|clinic|office|lab).*(and)?.*(safe|well|health).*

Example Input

How can you help with health and safety?

Output



Sally

Which health and safety topic can I assist you with?

- · Fire Drill Procedures
- General Workplace Safety Guidelines
- · Reporting Safety Incidents or Hazards
- · Safety Advisor

Project New Regex

Purpose

This will provide users with contact details or guides for instructions on a new project or app that is being implemented, however Sally will not be allowed to provide specific advice.

Regex

.*((?i)((how|help|assist).*(me|us)?.*(do|to|can|with).*(i|we)?.*(new|recent|fresh|latest|current|{name here}).*(application|app|software|tool|system|project|solution|product|{name here})|(new|recent|fresh|latest|current|{name

here}).*(application|app|software|tool|system|project|solution|product|{name here}).*(how|help|assist).*(me|us)?.*(do|to|can|with).*(i|we)?)).*

Example Input

How can the new app help us?

Output



Sally

Sorry, I can't help you with specific instructions for an application; however, How To Guides can be found on our Paanui page here {internal URL}.

If any of these guides don't help, you can also contact the project team on xtn 12345 or project@email.com

Project Purpose Regex

Purpose

This will give a brief overview as to what the project is aiming to achieve, and providing a basic reasoning as to why it is being implemented.

Regex

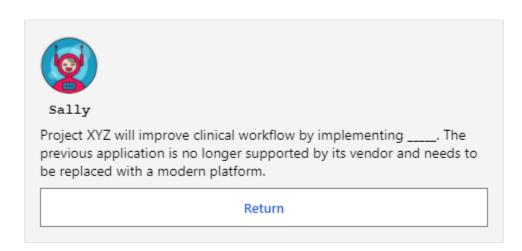
.*(?i)((explain|tell|what)?.*(reason|why|ration|purpose|goal|outcom|done|doing|undertak| start|initiat|beg|launch|plan|about).*(application|app|software|tool|system|project|solution |product|xyz|{name here}).*(xyz|{name

here})?|(explain|tell|what)?.*(application|app|software|tool|system|project|solution|product|xyz|{name here}).*(xyz|{name

here})?.*(reason|why|ration|purpose|goal|outcom|done|doing|undertak|start|initiat|beg|launch|plan|about)).*

Example Input

Can you explain what the project's outcome will be?



Project Training Regex

Purpose

This will direct users to a link where workshops or training times will be set for the new application and will also provide contact details if these times do not work with the team.

Regex

 $.*(?i)(((train|teach|learn|coach|guid|prepar|practic|instruct|workshop|tutor|study).*(application|app|software|tool|system|project|solution|product|xyz|\{name$

here}).*(xyz))|((xyz).*(application|app|software|tool|system|project|solution|product|xyz|{ name

here}).*(train|teach|learn|coach|guid|prepar|practic|instruct|workshop|tutor|study))).*

Example Input

Is there training for app xyz?

Output



Sallv

Training will be available. The training schedule and locations is listed here (internal URL).

If these times are not suitable for you and your team, please reach out to the Project Team by sending an email to project@email.com to ask about alternative training arrangements.

Project Sponsor Regex

Purpose

This will provide users with information on the projects sponsor.

Regex

.*(?i)((who|ident|name|info).*(sponsor|patron|benefactor|supporter).*(xyz|{name here}|current|this).*(application|app|software|tool|system|project|solution|product)?|(who |ident|name|info).*(sponsor|patron|benefactor|supporter).*(application|app|software|tool|system|project|solution|product)?.*(xyz|{name_

here}|current|this)|(sponsor|patron|benefactor|supporter).*(who|ident|name|info).*(xyz|{n ame_here}|current|this).*(application|app|software|tool|system|project|solution|product)? |(sponsor|patron|benefactor|supporter).*(who|ident|name|info).*(application|app|software|tool|system|project|solution|product)?.*(xyz|{name_here}|current|this)|(application|app|software|tool|system|project|solution|product)?.*(xyz|{name_here}|current|this).*(sponsor|patron|benefactor|supporter).*(who|ident|name|info)|(xyz|{name_here}|current|this).*(application|app|software|tool|system|project|solution|product)?.*(sponsor|patron|benefactor|supporter).*(who|ident|name|info)|(application|app|software|tool|system|project|solution|product)?.*(xyz|{name_here}|current|this).*(who|ident|name|info).*(sponsor|patron|benefactor|supporter)|(xyz|{name_here}|current|this).*(application|app|software|tool|system|project|solution|product)?.*(who|ident|name|info).*(sponsor|patron|benefactor|supporter)).*

Example Input

Who is the project sponsor for this app?



Project Benefits Regex

Purpose

This will provide a bulleted list of the benefits that will be a result of the new projects' implementation.

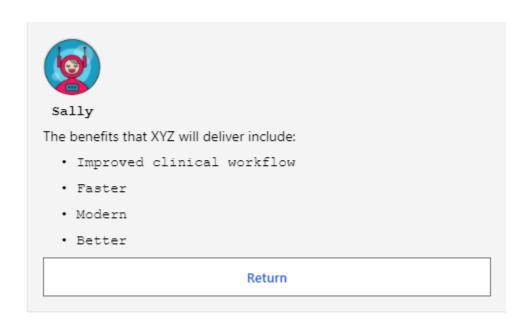
Regex

.*(?i)((benefit|perk|advantag).*(application|app|software|tool|system|project|solution|product|xyz|{name here}).*(xyz|{name

here})?|(application|app|software|tool|system|project|solution|product|xyz|{name here}).*(xyz|{name here})?.*(benefit|perk|advantag)).*

Example Input

What benefits will xyz bring?



Project Difference Regex

Purpose

This query will provide a bulleted list of how the new project will change things in the workplace and will prompt the user to specifically ask their role, or to go to their portal for more information, which a link should be added to for additional ease.

Regex

.*(?i)((differenc|chang|updat|impact).*(application|app|software|tool|system|project|solution|product|xyz|{name here}).*(xyz|{name

here})?|(application|app|software|tool|system|project|solution|product|xyz|{name here}).*(xyz|{name here})?.*(differenc|chang|updat|impact)).*

Example Input

What changes will xyz bring?

Output



Sally

The key differences include:

- Impact 1
- Impact 2
- Impact 3

For more information about how this impacts you, please tell me your role and ask me how you are impacted.

For more information about the differences, please visit our Paanui page here

Project What Regex

Purpose

This will provide the user with details in regard to what the xyz project is, and provide a brief description as to what it is aiming to achieve, as well as how long it will be running for.

Regex

.*(?i)((explain|tell|what|info|details).*(is|are|about)?.*(xyz|{name

here}|this|application|app|software|tool|system|project|solution|product|initiative|scheme|plan|program).*(xyz|{name

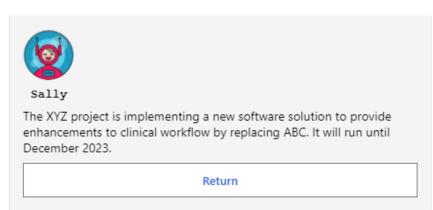
here}|this|application|app|software|tool|system|project|solution|product|initiative|scheme|plan|program))|(.*(xyz|{name

here}|this|application|app|software|tool|system|project|solution|product|initiative|scheme|plan|program).*(xyz|{name

here}|this|application|app|software|tool|system|project|solution|product|initiative|scheme|plan|program).*(explain|tell|what|info|details).*(is|are|about)?).*

Example Input

Can you explain the xyz project to me?



Project Where Regex

Purpose

This will provide the users with a link to the project's information page on the portal, that they can click on to find more information.

Regex

.*(?i)((where|location|place).*(can|could|may|might).*(I|we|you|one).*(find|search|get|locate|see).*(more|additional).*

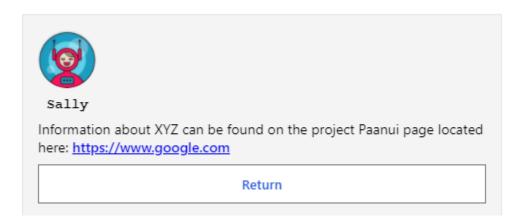
(information|details|info|data|knowledge|insight).*(about|on|regarding).*(xyz|{name here}|this)?.*(application|app|software|tool|system|project|solution|product|xyz|{name here}|initiative|scheme|plan|program)|(xyz|{name

here}|this)?.*(application|app|software|tool|system|project|solution|product|xyz|{name here}|initiative|scheme|plan|program).*(where|location|place).*(can|could|may|might).*(I|we|you|one).*(find|search|get|locate|see).*(more|additional).*

(information|details|info|data|knowledge|insight).*(about|on|regarding)).*

Example Input

Where can I find more information about project xyz?



Project How Regex

Purpose

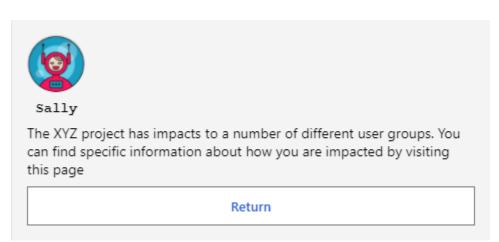
This will provide users with a brief description explaining that the project will affect different user groups and provide a link to a page on the portal as to how the user may be impacted.

Regex

 $.*(?i)((how|what|why).*(does|do|would|will).*(xyz|{name here}|this).*(affect|impact|influence|change|alter).*(me|I|myself|personally)|(me|I|myself|personally).*(how|what|why).*(does|do|would|will).*(xyz|{name here}|this).*(affect|impact|influence|change|alter)).*$

Example Input

How will xyz affect me?



Project Who Regex

Purpose

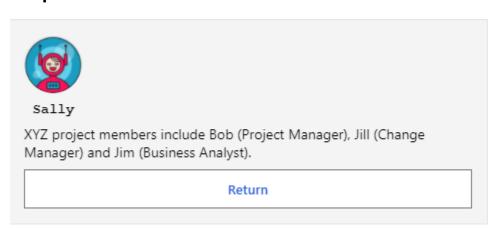
This provides users with the ability to ask which team members are working on the project and could include contact details if needed for different members.

Regex

.*(?i)((who|whom|which).* (is|are|be).* (in|within|inside|part|member).* (xyz|{name here}|this).* (project|program|scheme|initiative|plan)|(xyz|{name here}|this).* (project|program|scheme|initiative|plan).* (who|whom|which).* (is|are|be) .* (in|within|inside|part|member)).*

Example Input

Who is part of the xyz project?



Project Contact Team Regex

Purpose

This provides users with the contact details of the project team, with phone, email, and a link to their page on the portal provided.

Regex

.*(?i)((how|where).*(can|could|may|might).*(I|we|you|one).*(contact|reach|call|email|mes sage|connect|communicate).*(xyz|{name

here}|this).*(project|program|scheme|initiative|plan).*(team|group|member|staff|person)|(xyz|{name

here}|this).*(project|program|scheme|initiative|plan).*(team|group|member|staff|person).
(how|where).(can|could|may|might).*(I|we|you|one).*(contact|reach|call|email|message
|connect|communicate)).*

Example Input

How can I contact the xyz project team?



Project

Purpose

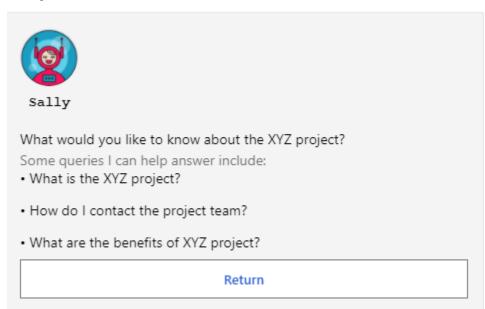
The user can ask Sally about how she can help with a certain area of queries, in this case how she can assist with project xyz related questions, providing a few different examples.

Regex

.*(?i)(xyz|project).?(project|xyz).*

Example Input

Help with project xyz



Project Menu

Purpose

This is a backend query that can be used to use the original version of the chatbot where buttons were primarily used, allowing for clicking through the menus rather than typing. This handles project xyz related queries.

Regex

.*(?i)(project).*(menu|button|list|option|choice|select).*

Example Input

Bring up the project menu.

