

## Slack Note-Logger Bot — 60-Second Test Guide v1.0b

What you do	What the bot does
1. <b>Start a thread</b> Type a message that contains a job number in the form <b>#12345!</b> (hash, five digits, exclamation).	Grabs that job number, finds the matching Google Doc, and replies “Got it!”
2. <b>Add notes</b> Keep replying in the <i>same</i> thread.	Every reply (who, time, text) from anyone in the thread is appended to the bottom of the Google Doc.
3. <b>Drop images or files</b> Attach images or paste links in the thread.	Images, screenshots (*.png, *.jpeg, etc.) will be displayed within the google doc. Other file types will be added to the Doc as a downloadable Link.

### Tips for Testers

- Job must be in Monday – any status except **‘Delivered’**
- Make sure the **job number is exactly #12345!** (no spaces).
- You can add multiple images in one reply.
- If the bot fails, it will respond with a warning emoji; grab a screenshot and DM Tommy.

[Click here to watch a screen-share video](#)

<https://www.loom.com/share/5f2134fc56c947a0948b6730a63f3d8e?sid=ed7da809-7203-426e-b2c9-fd545f16df5e>

### Known Limits (for now)

- Only works in channels where the bot has been invited.
- Non-image file attachments will be stored in the Google Doc as a Link
- Thread **must** start with the job number — edits don’t count.