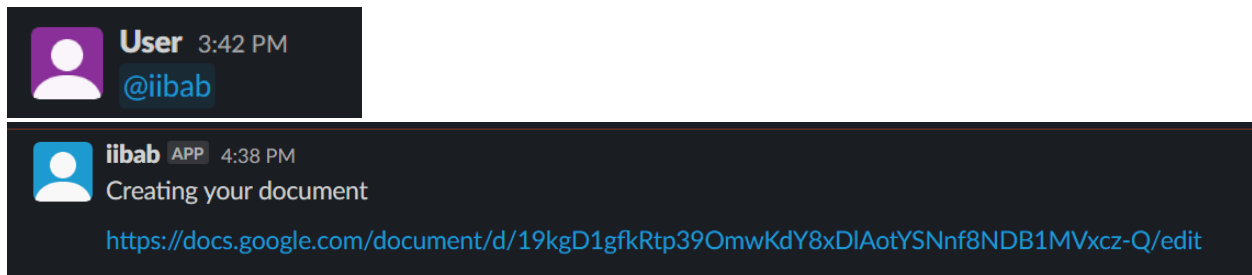


How to use IIBAB

IIBAB is a Slack bot which can create, share, and delete google documents to facilitate communication between different project groups.

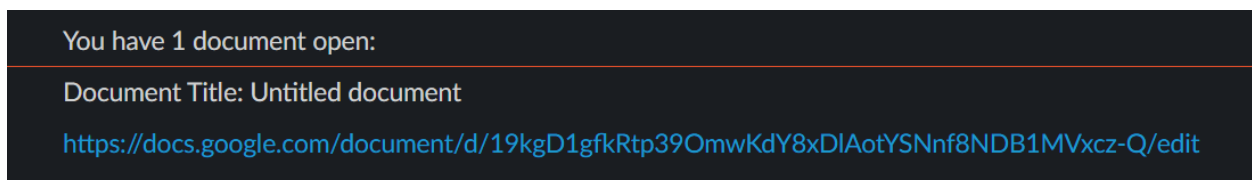
Creating a document

- To create a google docs file, type “@IIBAB” in any channel
- The bot will create a google docs file and send a direct message with the document link
- To access direct messages with IIBAB, click on IIBAB in the apps section in the left side of your screen and then click messages
- You can click on this link to access the file



Listing active files

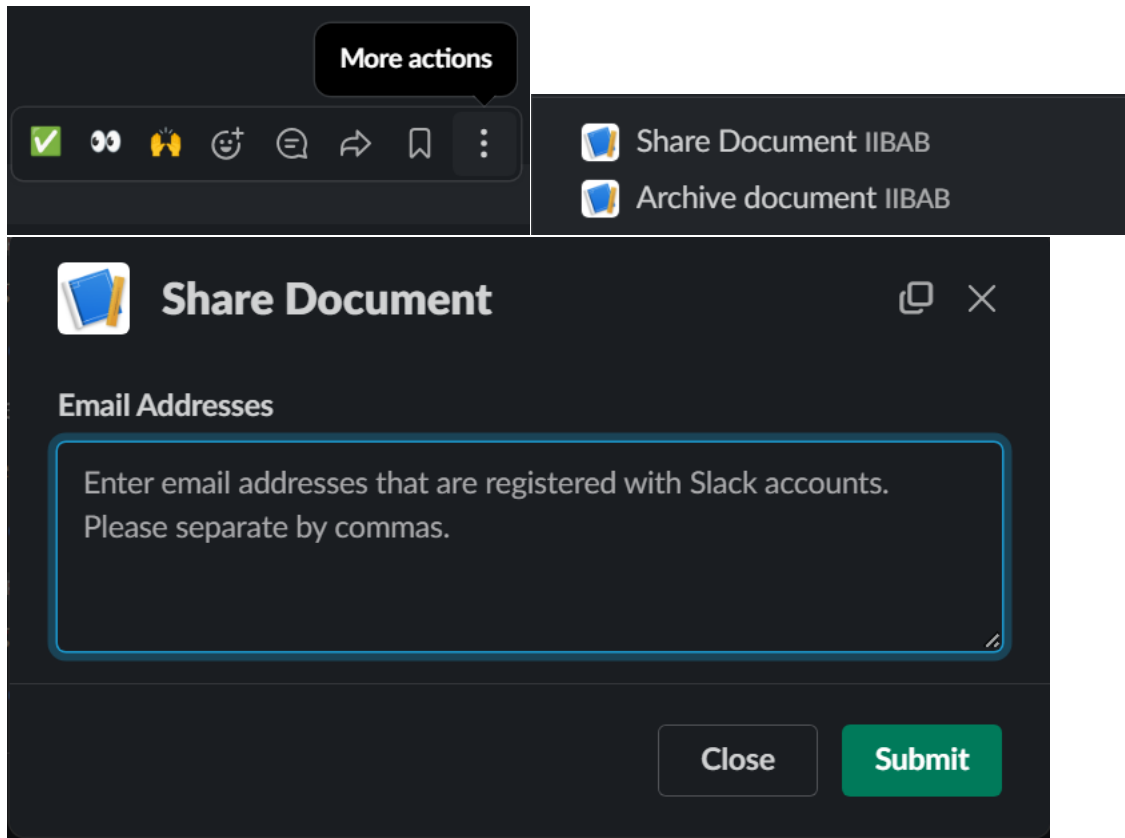
- To list your active files, type /list_files into any channel or direct message
- IIBAB will send you a direct message listing all the active files you have created or are collaborating on
- This is used to keep track of what issues you are working on and if you need the link for accessing, archiving, or sharing the document



Sharing a document

- To share a document, hover over a google docs link provided by the bot, click the three vertical dots which says more actions
- Click “Share Document IIBAB”
- Enter the email addresses for the users you want to share the document with
- Make sure the email addresses are associated with the users’ Slack accounts
- Click submit, if successful you will get a message “Successfully shared document with provided emails”
- The users who you shared with will also get a message “A document has been shared with you” and an updated list of active files of the user will be sent to them

- If the emails provided are invalid, e.g., they are not associated with Slack user IDs or they are misspelled, you will get a message “The following emails are invalid” and it will list the invalid emails



More actions

✓ 🔊 🤖 😊 💬 ➡ 📌 ⋮

📄 Share Document IIBAB

📄 Archive document IIBAB

Share Document

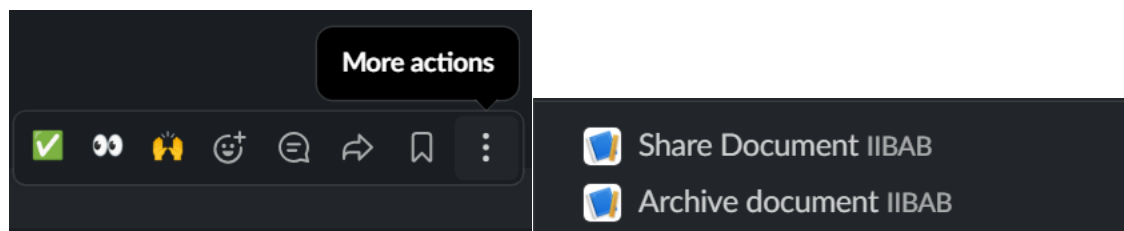
Email Addresses

Enter email addresses that are registered with Slack accounts.
Please separate by commas.

Close Submit

Archiving a document

- To archive a document hover over a google docs link provided by the bot, click the three vertical dots which says more actions
- Click “Archive Document IIBAB”
- The document will be saved onto the eebless server, posted into an FAQ read only channel with its post number and then deleted
- The document will no longer appear in the list of files, as it is no longer active
- If successful, you will get a message “[Document title] successfully archived see post #X
- If “Archive Document” is clicked on an inactive link or a message without a link, you will get a message “Invalid, please click on active document link”



Invalid, please click on active document link

Untitled document successfully archived see Post #9



iibab

APP

5:08 PM

Post #8 How to speed up my chip ▼

- 1 This is the content of the document.
- 2