**Work from Home Request Bot Documentation**

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# Requirements

* Python 3.7 or higher
* Discord.py library
* Dotenv library
* Pyinstaller library

# Setup

## Installing dependencies

* To install the following dependencies requires for the bot to function, open your command prompt (CMD), and input the following command:

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## Configuration

* Within the application folder, you will see the following files (Including this documentation document)

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* Copy the .env.example file and rename it to .env and ensure the file type is set to ENV file.
* Open the .env file and you can proceed to set up the environment variables for the application. Open this file using any text editor to modify it. (Example below using Visual Studio Code)

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### Bot Token

* You can acquire your API token for your bot by going to the following website
  + <https://discord.com/developers/applications>
  + Please note: you must have a discord account to create an application
* You can then proceed to create an application by clicking “New Application” in the top right corner.

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* You can set up a discord application by following the discord developer documentation.
* Once you have set up the bot you will go to the Bot tab and click “Reset Token” – This will be the token you will use to connect the script to the application.

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### Channel ID

* To acquire the ID of a channel on your discord server, simply right-click on your desired channel and select copy channel ID.

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### Time Variables

* For the time variables, you will require the following (Controlled by an integer value)
  + The day of the week
    - Monday = 1 || Currently not available in this current version
    - Tuesday = 2
    - Wednesday = 3
    - Thursday = 4
    - Friday = 5
    - Saturday = 6 || Currently not available in this current version
    - Sunday = 7 || Currently not available in this current version
  + The hour of the day
    - Integer value using 24-hour values (e.g, 14 is equal 2pm)
  + The minute of the day
    - Integer value goes up to 59.
    - For a time that is a single integer (e.g., 8 minutes) you would type only 8 NOT 08

# Usage

## Requesting to Work from Home

* The bot will automatically send a message into a discord channel at a specific time (configured in the ‘.env’ file). This message will ask the users what days they would like to work from home the following week.
* Users can react to the message with the corresponding emojis to select the days they would like to request.
  + 1️⃣
  + 2️⃣
  + 3️⃣
  + 4️⃣
* Users can only request a maximum of 2 days at a time; however, it is possible to submit requests for more days and it will be up to the admin of the server’s discretion as to accept or decline these days.

## Confirming/Declining Requests

* Directors/administrators can react to the work-from-home requests in the channel assigned to the environment variable ‘CONFIRM\_REQUEST\_CHANNEL\_ID’.
* Reacting with ✅ confirms the work-from-home request.
* Reacting ❌ with declines the work-from-home request.

# Bot Behaviour

## Scheduling Request Messages

* The bot will automatically send a work-from-home request message at the configured time each specified weekday.
* The message will contain emojis representing the available work-from-home days.
* The employees can then react to said emojis to select the days they would like to request to work-from-home on.
* This will trigger the bot to send a message to the specified channel to allow directors/administrations to confirm or decline these requests.

## Reaction Handling

* Users reacting to the request messages trigger the bot to process the work-from-home requests.
* Directors/administrators reacting to the confirmation messages will trigger the bot to process the following.
  + If the Director accepts the confirmation request, the bot will send a message to the specified channel letting the user know that their request has been confirmed.
  + If the Director declines the confirmation request, the bot will send a message to the specified channel stating that it was declined and letting the employee know which director declined the message so that they may enquire further.

# Contact

* For assistance or inquiries, please contact Lewis Blackburn at [mailto:lewisblackburn9@gmail.com?subject=WFH Bot Enquiries](mailto:lewisblackburn9@gmail.com?subject=WFH%20Bot%20Enquiries)