

Using Zapier

What is Zapier?

Zapier allows for easy connections between apps.

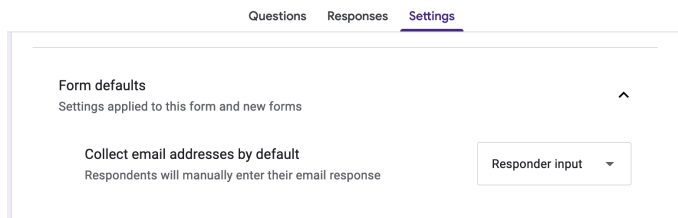
Some ideas for Zapier apps with OpenAI are...

1. Send prompts from **Google Forms** responses to **OpenAI** and add the **OpenAI** response to a **Google Sheet** (we will be doing this one)
2. Get an AI-generated daily digest (using **OpenAI**) of your emails in **Slack**
3. Create transcripts of audio files in **Dropbox** with **OpenAI's Whisper**
4. Get an **OpenAI**-generated email summary in **Slack** for new **Gmail** emails

Creating a Custom Email Response based on a Google Form

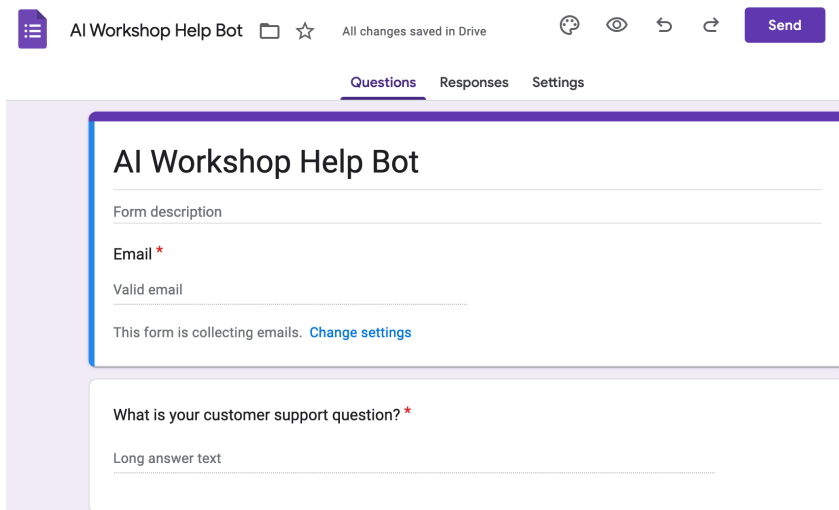
Make A Google Form

1. Go to Google Drive and make a google Form.
2. In the google form, do the following...
 - a. Name the form (make sure to also name the file in the top left)
 - b. Collect the emails by changing the form default setting



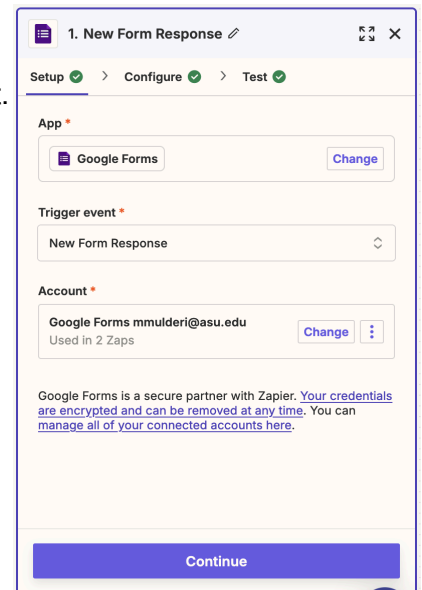
- c. Make a question called 'What is your name?' by a short paragraph response
- d. Make another question called 'What is your customer support question?'
- e. Make sure everything is saved

Your form should look very similar to this like this:

A screenshot of a Google Form titled 'AI Workshop Help Bot'. The form has a description field, an 'Email' field with a red asterisk and a 'Valid email' label, and a 'What is your customer support question?' field with a red asterisk and a 'Long answer text' label. At the top, there is a 'Send' button and a status bar indicating 'All changes saved in Drive'.

Get Zapier

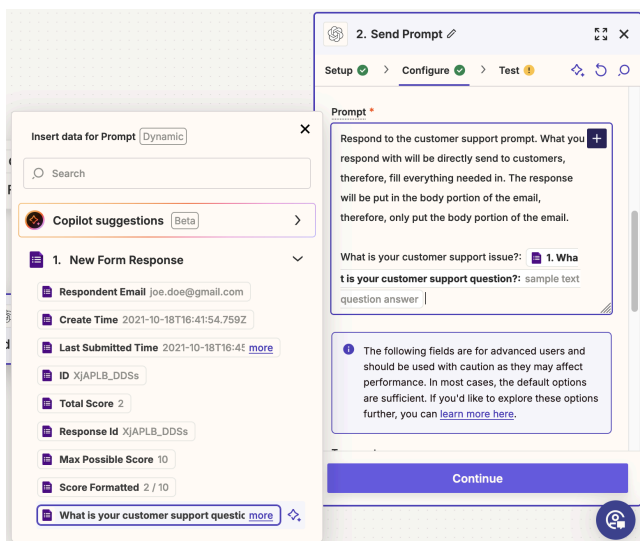
1. Pretty self explanatory, head to <https://zapier.com> and make an account.
2. On the 'Zaps' page (<https://zapier.com/app/assets/zaps>), click create, then new zip
3. Click the first trigger (the top box on the screen), then select Google Forms. You should see a box on the right hand side of the screen.
 - a. For the 'Trigger Event', make it a 'New Form Response'
 - b. For the account, link your account. There may be a pop up screen. Obviously, if you don't feel comfortable doing this, then don't.
 - c. Click continue. You should now be on the 'Configure' page. For the form, select the form you just created.
 - d. Finally, click continue and then 'test trigger'
4. Click on the second trigger and select the app as 'OpenAI (GPT-4, DALL-E, Whisper)'.
 - a. Select the 'Action event' as 'Send Prompt'
 - b. Select 'Account'. A new window should pop up. Enter the API key given into the box. Then select continue to go to the next page.
 - c. On the 'Configure' page, leave the model as 'gpt-3.5-turbo-instruct'. Then enter the following into the prompt box:



Respond to the customer support prompt. What you respond with will be directly send to customers, therefore, fill everything needed in. The response will be put in the body portion of the email, therefore, only put the body portion of the email.

What is your customer support issue?: CHANGE1

- d. IMPORTANT: Now that the text is in that box, delete the word 'CHANGE1' and then type the '/' character where that was.
 - i. You should now see a sidebar pop up. Select 'What is your customer support question?' from the options that appear.



5. Click continue to move to the next page and then test the prompt.
6. Click the '+' icon below the first two actions to add a third action. Select the 'Action event' as 'Create Draft' and link your account, using the same idea as linking your account in the google forms.

- a. Click continue to go to the configure page. In the configure page, set the 'Subject' as 'Customer Support'
 - b. Optional: Set the 'From' as your email address. Again, this just creates a draft so it won't send any emails right away
 - c. Under the 'Body', type '/' into the text box, similar to the process for the OpenAI part. In the box that appears, go to the 'Send Prompt' part and then select the 'Response' box.
7. Click continue to go to the test page and then run the test step.
 8. Click the publish button in the top right corner.

Testing

1. Go to your form.
2. Fill it out and submit.
3. Go to your gmail and view your drafts.

Examples of Changes

1. Instead of Google Forms, you can make...
 - a. ...the input your emails from 'Gmail'...
 - b. ...the input your 'Slack' messages
2. Instead of creating a draft in Gmail...
 - a. ...change it to 'Google Forms' or 'Excel'
 - b. ...send a 'Discord' message
 - c. ...add the info to a 'Calendar' event
3. Change the prompt within the OpenAI step and see the changes