# Basics


- Installing the bot
- Using the app
- How to test the app after installation
- Flagging the message

# Installing the bot

Here is how to install the bot:

# Adding to your Slack workspace

Click "Add to Slack" button on the main page to add the bot to your Slack workspace. You can only perform this action if you're allowed to by your workspace administrator.

You will be asked for permissions, and Healthy Debate AI is asking for minimal set of permissions required to operate. You'll be asked for a Slack channel for integrations, you have to start with one. On the next steps you'll be able to integrate the bot to multiple Slack channels.

# Integrating to your Slack channels

On the "Welcome" step (you have to be authorized to visit this page) you'll be asked to integrate the bot to your Slack channels. You can pick the channels to integrate to, but in general, it's recommended that you will select all the Slack channels from the list.

If (for some reason) the bot hasn't been integrated to one or more of your channels automatically, you can always invite the bot like any other Slack user or application.

# Using the app

## Slack app

The Slack application works in an unobtrusive manner, and automatically inform users when they say, intentionally or not, something out of ordinary. Once you added the app to a workspace, it should be it, no more action is required.

Keep in mind, that the app sends recommendations only to the original sender. Other members will not be able to see the recommendation.

There is currently no way to find out how many times the bot recommended to edit the message. However, it's something on our plate right now, and we're working on this feature. The information will be available at the user's/company dashboard soon.

## Dashboard

Dashboard has two views: administrator view, and regular user view. You can think of them as of your company's dashboard and an individual's dashboard.

Administrators have access to a billing page where they can manage billing information. Regular users can see the dashboard with the status of the application. This place is reserved for future use (like adding exception for certain words, looking into their own healthy debate score, etc).

# How to test the app after installation

Once Healthy Debate AI app has been added to your Slack workspace, you can test things out by inviting the bot to a test channel (newly created or existing), like #test123.

We recommend using the `test` prefix, so test messages will not affect individual's healthy debate score (feature planned for the future). All channels with "test" prefix are considered as test channels, and all the messages will be excluded from the global stats.

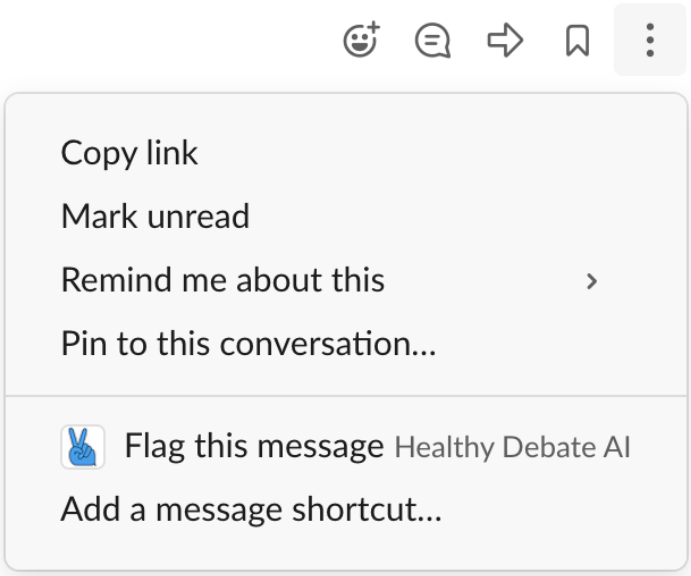
Feel free to play around with as many test messages as you want, there is no any limit on how many messages the app can process from one user.

# Flagging the message

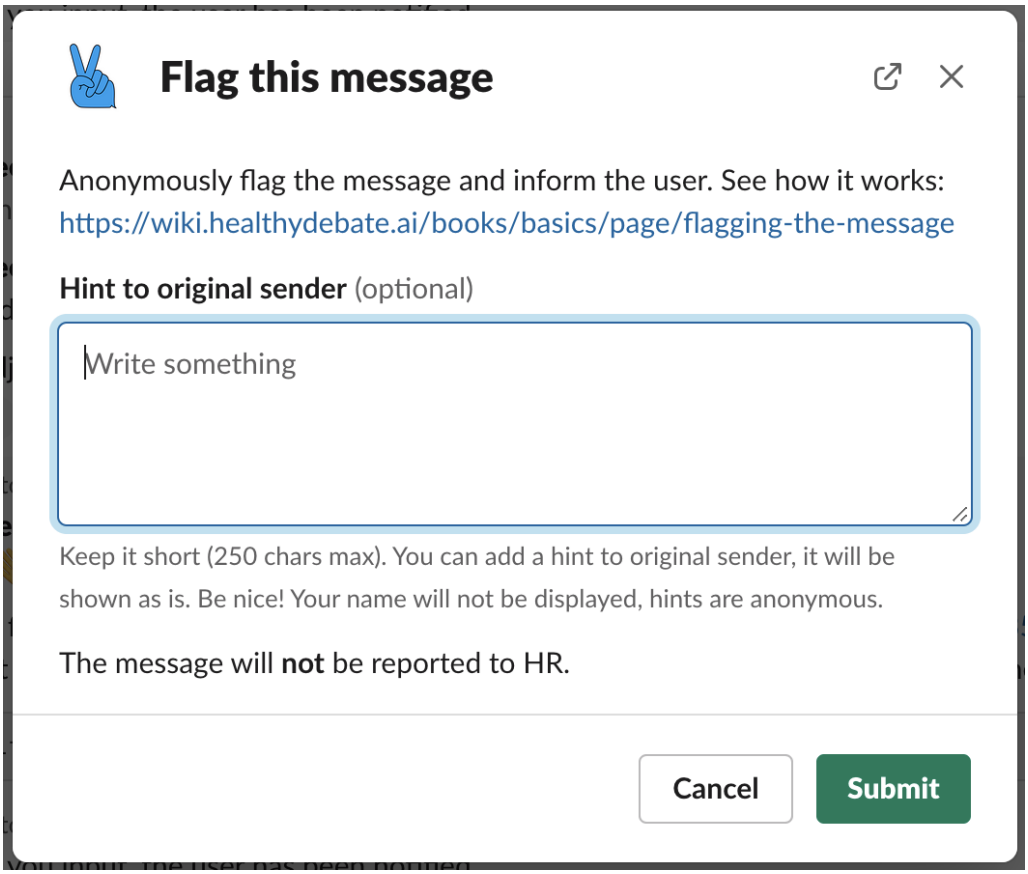
With **Healthy Debate AI** app any user in your chats can anonymously flag a message. There are few examples why users might want to flag a message:

- The debate is unhealthy
- The tone of the conversation is condescending or aggressive
- The message is inappropriate in a workplace
- The conversation is not inclusive
- There is a typo spelling someone's first or last name or pronoun(s)
- The message could have been put better in general
- Any other reason users might want to use anonymous feedback tool to flag a message

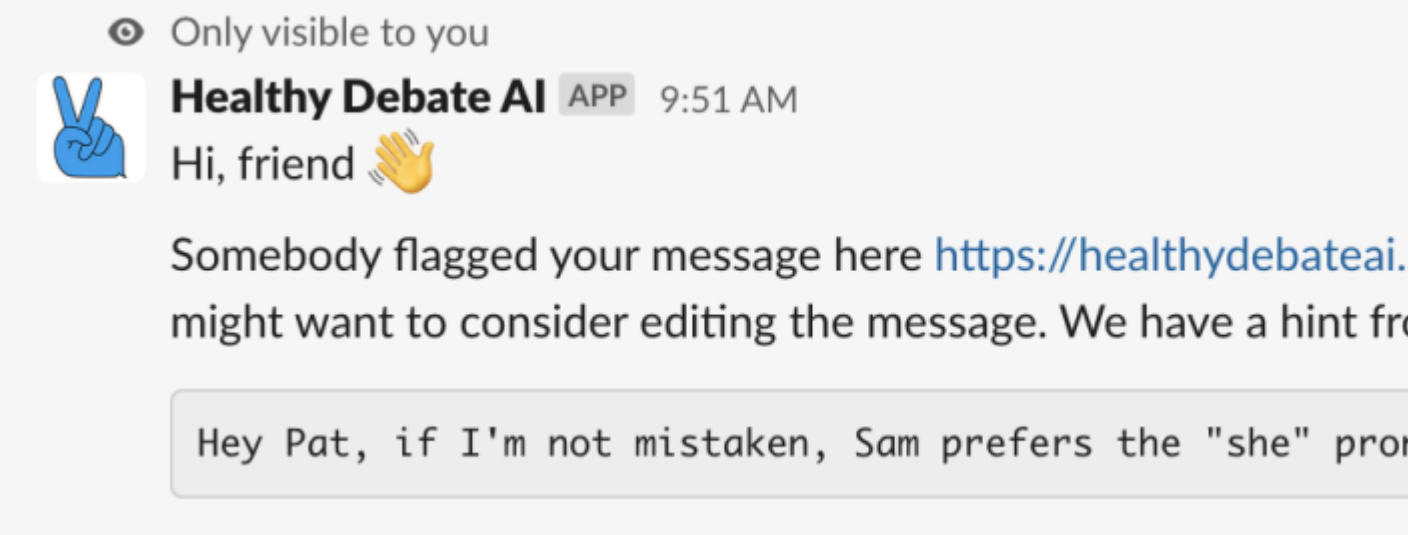
To flag a message click on three dots and select "Flag this message" from the menu.




It's important to note that the message will not be flagged right away, and the following dialog will appear:




From this dialog you can type optional note, like: "*Hey Pat, if I'm not mistaken, Sam prefers the "she" pronoun*". Once you hit the "Submit" button, the notification with optional hint will be sent to the original poster.




This message will not be visible to anyone else, except for the original poster. Your name will not be displayed, and the note is 100% anonymous. **Healthy Debate AI** does not send your message(s) to HR(s) or any other third parties. We do not save these messages and there is no way in the app others can see who sent the message.

The one who flagged the message will receive notification on successful delivery, like: *Thanks for you input, the user has been notified.*

# Some of the problems this feature solves

The following workplace setup is true for almost every workplace:

- All people are unique, some some of them are more shy, while others seem to be social.
- New employees are normally more hesitant reaching out.
- Sometimes people afraid to reach out for help.
- Some people afraid to reach out to their managers regarding healthy debate issues, even if it's beneficial for the company.

"Flag this message" feature is a safe way to reach out to other team member(s) about anything, without a risk of jeopardizing employment. It immediately improves the conversation climate and serves to prevent conflicts in a workplace.

If you already installed the app before Feb 2, 2022 you might want to reinstall the application, so the menu item next to your messages is visible. If you still do not see the "Flag this message" in the menu, restart the Slack client.

Give it a try at https://healthydebate.ai

Reach out to support if you have any questions: https://healthydebate.ai/contact-us