Access content in Microsoft Teams

This article gives an overview of how to use the **MI Chatbot** to fetch data from Metric Insights.

• The ability to search for Metric Insights content with the MI Chatbot is governed by the corresponding Security Provisions (learn more from <u>Microsoft Teams Security</u>).

REREQUISITES:

- 1. *MI 5.5.0+ application* must be installed on your server.
 - For details, go to Install or Update MI via Installation Packages
- 2. *MI Chatbot* must be deployed to your server.
 - For more information, check MI Chatbot deployment
- 3. *Microsoft Teams Configuration*: an App with bot functions must be created in Microsoft Teams.
 - Refer to Building a bot app for Microsoft Teams
- 4. MI Chatbot must be connected to Microsoft Teams Bot App
 - <u>Connecting Microsoft Teams Chatbot to Metric Insights</u>

1. Ask a question in a Channel

PREREQUISITES:

 To be able to ask the MI Chatbot questions, you must access the required Microsoft Team and Channel first.

	Microsoft Teams	e	Search or type a command		
Activity Activity Chat Teams	Favorites Sales STGBOT General	2	STGBOT > Seneral ··· Tos trans has guests Conversations False Walk + What can lab Q Search		
Meetings Files	milboldev	0	Satical Satical Canada Tableau Sales Analysis (Tableau) Canada Calus Sales Analysis (Tableau) Calus Sales Analysis (Calus Calus Sales (Calus Calus Sale		
Terre and the second se	15° Join or create a team	3	20160.13 P Support - Search What are sales in Canada? × P Support Canada [PowerB] Sales Analysis (PowerB) PowerBI Sales Analysis (PowerBI Sales Analysis (PowerBI Sales Analysis (PowerBI Sales Analysis (PowerB) PowerBI Sales Analysis (PowerBI Sales Analysis (Po		

- 1. Address the MI Chatbot by typing @bot_name
- 2. Double-click the **Search** field
- 3. Enter your question or Tile name in the **Search** field
- 4. Select a Tile from the **Suggest List**
- 5. **Preview** the Tile
- 6. Click the **Send button** to share your Tile with the channel

2. Direct Messaging the MI Chatbot

For Direct Messaging, access the **Group Chat** with the MI Chatbot.

	Microsoft Teams	Ľ		Search or type a command	
Aciday	Recent Contacts		🚱 StgBot		
E	Recent	5:19 PM	Conversation About		
OM Hero	StgBot Sent a card	2019 PM	Daily Sales Qild		
Meetings					2 SIT7 PM Daily Sales Q/Ik
			0	Styllet 5:17 PM \cdots [] 0 The following results were found for the subject 'daily sales gik'	
				Australia Daily Sales (Qlik Sense) *\$590.614* on Monday 13/08/2018	
				Australia Daily Sales (QlikView) *\$590.614* on Monday 13/08/2018	
				Canada Daily Sales (Qlik Sense) *\$521,885* on Monday 13/08/2018	
				All Countries Daily Sales (QlikView) *\$8.170.830* on Monday 13/08/2018	
			0	Styllot 342 PM Australia Daily Sales (Qlik Sense) *5590,644 on Monday 13/08/2018	
				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
			3	Share	
				StgBot 5x7 PM	
				Select team for sharing:	
			-	STGBOT V	
			6	Submit	
				StgBot 5-47 PM. Updated	
				Select channel for sharing:	
				General V	
Gerapp			0	Submit	
B Store			0		

- 1. Enter you **question** or **Tile Name** in the provided field
- 2. Your question/Tile Name will be displayed in the Chat
- 3. The MI Chatbot will show **possible matches**
- 4. Select the relevant Tile by double-clicking the white space on it
  NOTE: If you click the Tile Name, you will be taken to Metric Insights
- 5. The Tile will be displayed at the end of the **Suggest List**
- 6. Click [Share]
- 7. Select the Team for sharing and [Submit]
- 8. Select the Channel for sharing and [Submit]

## **3. Security Provisions**

In Metric Insights, Security settings control which content will be served up to a Microsoft Teams channel. To learn more, refer to <u>Microsoft Teams Security</u>.