

MAKE SCENARIO Phase-1 for Client DDT

1. Collect emails for contracted confirmations from Health Canada for a conflict resolution coach (DDT) to do mediation or for workshops.
2. The file number and other info parsed from the confirmation email are then passed to a Google sheet.
3. An email (pre-made template) is sent to my client (who we will call DDT) with 3 forms attached. When she gets this email she will change the subject line from "Attention: FWD these forms" to "Here are forms you must fill out" or something to that effect. This will be a manual step for DDT to forward the emails to the participants in the mediation.
4. Sometimes it is mediation between 2 people in an office, sometimes it could be 10 people in an office not getting along. It could be a workshop as well.

Note* The client mentioned in the confirmation emails isn't the client DDT will work with, they are the case worker of the file the invoice gets sent to.

Collect Confirmation Emails and fill in a Google sheet

Confirmation for file: ICMS-VAC-ILA-01109

Inbox x CLIENTS/HEALTH CANADA/CONFIRMATION HEALTH CANADA CONTRACT x

L

Layao, Vincent (HC/SC) <Vincent.Layao@hc-sc.gc.ca>
to me, ICMS-SGIC

Mon 9 Sept, 15:15

☆

Good afternoon Delphine,

To further our conversation, here is an email to confirm your assignment to file ICMS-VAC-ILA-01109.

Client: Moussa Dramé E-mail: Moussa.Drame@veterans.gc.ca C: 782-641-6367

Please note that as of 9 September 2024, 29 hours have been pre-approved for the delivery of the ICM Services, as well as 2 hours for any prep-time you may need.

If you require any additional copies or extra time hours, please provide appropriate justification to a coordinator.

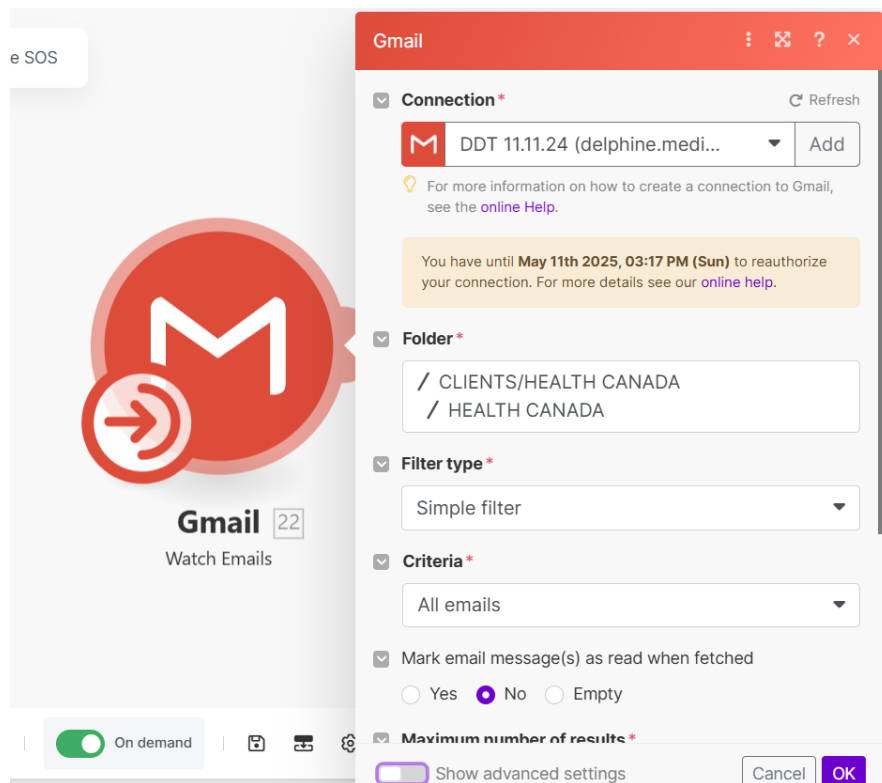
Delphine CRM by month

	A	B	C	D	E	F	G	H
1	File Number	Client Name	Email	Phone Number	Assignment Date	Allotted Hours	Prep-time Hours	Notes
2	ICMS-CBSA-OSA-00581	Jon Doe	email@email.com	123-123-1234	02/05/2024	29 hours	3 hours	This is what the scenario is giving me now
3	ICMS-CBSA-OSA-00581	Victoria McCori	Victoria.Mccormic@1-844-		26/09/2023	8 hours	1 hour	This is what it was doing when it worked
4	ICMS-VAC-ILA-00672	Rhonda Maillet	Rhonda.maillet@v 782-		17/11/2023	15 hours	3 hours	This is what it was doing when it worked
5	ICMS-NRCAN-ILA-00992	Annick Bouche	Annick.boucher@i 343-		30/05/2024	15 hours	3 hours	This is what it was doing when it worked
6	ICMS-VAC-ILA-01109	Moussa Dramé	Moussa.Drame@v 782-		09/09/2024	29 hours	2 hours	This is what it was doing when it worked
7								This is what it was doing when it worked
8								
9								



Modules:

- Gmail - Watch emails



- Open AI

OpenAI (ChatGPT, Whisper, DALL-E)

Connection *

DDT openai

Add

For more information on how to create a connection to OpenAI (ChatGPT, Whisper, DALL-E), see the [online Help](#).

Tip for first-time users: you must have credit in your OpenAI account to use this app. You can add credit on the [OpenAI billing page](#).

Model *

gpt-4o (system)

Map

Text to Parse *

22. Text content

Text in any format to extract the structured data from.

Prompt *

Transform data into a structured object. Do not use examples in your output.

From here:

Please note that as of 9 September 2024, 29 hours have been pre-approved for the delivery of the ICM Services

Extract:

9 September 2024 as an assignment_date in 09.09.2024 format

Short description of what type of data to extract from the text.

OpenAI (ChatGPT, Whisper, DALL-E)

Data Definition 1

Parameter Name *

file_number

The first character must be a letter or underscore. No commas, blanks, or special characters other than hyphen and underscore.

Must match pattern `/^[a-zA-Z_$][a-zA-Z_$0-9]*$/` .

Description *

File Number

Brief description of the parameter, defining what data will be extracted to this parameter.

Data Type *

Text

Type of parameter. Select **Array** if multiple occurrences of a similar data type may occur.

Value Examples

Value Example 1

ICMS-CBSA-OSA-00581

Value Example 2

ICMS-VAC-ILA-00672

Value Example 3

ICMS-NRCAN-ILA-00992

OpenAI (ChatGPT, Whisper, DALL-E)

Data Definition 2

Parameter Name *

client_name

The first character must be a letter or underscore. No commas, blanks, or special characters other than underscore.

Must match pattern `/^[a-zA-Z_$][a-zA-Z_$0-9]*$/` .

Description *

Client Name

Brief description of the parameter, defining what data will be extracted to this parameter.

Data Type *

Text

Type of parameter. Select `Array` if multiple occurrences of a similar data type may occur.

Value Examples

Value Example 1

Jon Doe

+ Add value example

Provide one or more examples of a possible value for this parameter. The more examples you provide the more likely the model is to generate the correct value.

Is Parameter Required?

☒ Yes ☐ No

If `yes/true`, OpenAI will be forced to generate a value in the output even if there's no such value detected in the input.

▼ Data Definition 3

▼ Parameter Name *

client_email

- 💡 The first character must be a letter or underscore. No commas, blanks, or special characters.
- ✓ Must match pattern `/^[a-zA-Z_][a-zA-Z_0-9]*$/` .

▼ Description *

Client Email

- 💡 Brief description of the parameter, defining what data will be extracted to this parameter.

▼ Data Type *

Text

- 💡 Type of parameter. Select `Array` if multiple occurrences of a similar data type may occur.

▼ Value Examples

▼ Value Example 1

email@email.com

+ Add value example

- 💡 Provide one or more examples of a possible value for this parameter. The more examples, the better.

▼ Is Parameter Required?

☒ Yes ☐ No

- 💡 If `yes/true`, OpenAI will be forced to generate a value in the output even if there's no suitable value.

▼ Data Definition 4

▼ Parameter Name *

phone_number

- 💡 The first character must be a letter or underscore. No commas, blanks, or special characters.
- ✓ Must match pattern /^[a-zA-Z_][a-zA-Z_\$0-9]*\$/.

▼ Description *

Phone Number

- 💡 Brief description of the parameter, defining what data will be extracted to this parameter.

▼ Data Type *

Text

- 💡 Type of parameter. Select **Array** if multiple occurrences of a similar data type may occur.

▼ Value Examples

▼ Value Example 1

123-123-1234

+ Add value example

- 💡 Provide one or more examples of a possible value for this parameter. The more examples, the better.

▼ Is Parameter Required?

☒ Yes ☐ No

- 💡 If **yes/true**, OpenAI will be forced to generate a value in the output even if there's no such value in the input.

▼ Data Definition 5

▼ Parameter Name *

assingment_date

- 💡 The first character must be a letter or underscore. No commas, t
- ✓ Must match pattern /^[a-zA-Z_\$][a-zA-Z_\$0-9]*\$/.

▼ Description *

Assingment Date

- 💡 Brief description of the parameter, defining what data will be ext

▼ Data Type *

Text

- 💡 Type of parameter. Select **Array** if multiple occurences of a similar

▼ Value Examples

▼ Value Example 1

02/05/2024

+ Add value example

- 💡 Provide one or more examples of a possible value for this param
- going to be.

▼ Is Parameter Required?

☒ Yes ☐ No

- 💡 If **yes/true**, OpenAI will be forced to generate a value in the output

▼ Data Definition 6

▼ Parameter Name *

allotted_hours

- 💡 The first character must be a letter or underscore. No comm
- ✓ Must match pattern /^[a-zA-Z_\$][a-zA-Z_\$0-9]*\$/.

▼ Description *

Allotted Hours

- 💡 Brief description of the parameter, defining what data will be

▼ Data Type *

Text

- 💡 Type of parameter. Select **Array** if multiple occurrences of a si

▼ Value Examples

▼ Value Example 1

29 hours

▼ Value Example 2

29 Hours

+ Add value example

- 💡 Provide one or more examples of a possible value for this pa
going to be.

▼ Is Parameter Required?

☒ Yes ☐ No

- 💡 If **yes/true**, OpenAI will be forced to generate a value in the ou

... ☒ Data Definition 7

☒ **Parameter Name ***

prep_time

 The first character must be a letter or underscore. No comma

 Must match pattern /^[a-zA-Z_\$][a-zA-Z_\$0-9]*\$/.

☒ **Description ***

Prep-time

 Brief description of the parameter, defining what data will be

☒ **Data Type ***

Text

 Type of parameter. Select **Array** if multiple occurrences of a sim

☒ **Value Examples**

☒ **Value Example 1**

3 hours

 Add value example

 Provide one or more examples of a possible value for this par
going to be.

☒ **Is Parameter Required?**

☒ Yes ☐ No

 If **yes/true**, OpenAI will be forced to generate a value in the out

- Google Sheets

☒ Connection *

Delphine CRM by month (scotiaai@gmail.com) ▼

Add

 For more information on how to create a connection to Google Sheets, see the [online Help](#).☒ Search Method *

Search by path ▼

☒ Drive *

My Drive ▼

☒ Spreadsheet ID *

/ Delphine / Delphine CRM by month

☒ Sheet Name *

ICMS ▼

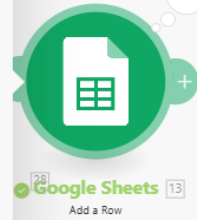
☒ Table contains headers *

🔄 Refresh

Yes ▼

☒ Values

File Number (A)



▼ Values

▼ File Number (A)

28. file_number

▼ Client Name (B)

28. client_name

▼ Email (C)

28. client_email

▼ Phone Number (D)

28. phone_number

▼ Assignment Date (E)

28. assingment_date

▼ Allotted Hours (F)

28. allotted_hours

▼ Prep-time Hours (G)

28. prep_time

▼ (H)