

# SLACK INTEGRATION GUIDE

## Simple Task Management v1.8.0

### 1) WHAT THIS INTEGRATION DOES

- Create tasks from Slack using a slash command.
- Assign those tasks to mapped WordPress users.
- Send Slack notification when a task is assigned.
- Works on Slack Free plan.

### 2) PREREQUISITES

- WordPress site must be public and HTTPS.
- Plugin v1.8.0 installed and active.
- Admin access to WordPress and Slack workspace.

### 3) WORDPRESS SETUP (FIRST)

1. Open WordPress Admin -> Task Manager -> Settings.
2. Go to section: Slack Integration.
3. Enable:
  - Enable Slack Integration
  - Allow Task Create From Slack Command
  - Notify On Assignment
4. Copy Slack Command Endpoint shown in settings.

Example endpoint:

<https://yourdomain.com/wp-json/stm/v1/slack-command>

### 4) CREATE SLACK APP

1. Open: <https://api.slack.com/apps>
2. Click Create New App -> From scratch.
3. Enter app name (example: Task Manager Bot).
4. Select your workspace.

### 5) CREATE SLASH COMMAND

1. In Slack app settings, open Slash Commands.
2. Click Create New Command.
3. Command example: /taskassign
4. Request URL: your plugin endpoint URL.
5. Add short description and usage hint.
6. Save.

### 6) ENABLE BOT TOKEN (FOR NOTIFICATIONS)

1. Open Slack app -> OAuth & Permissions.
2. Under Bot Token Scopes, add: chat:write
3. Click Install to Workspace (or Reinstall if prompted).
4. Copy Bot User OAuth Token (starts with xoxb-).

### 7) GET SIGNING SECRET

1. Open Slack app -> Basic Information.
2. Copy Signing Secret from App Credentials.

### 8) GET CHANNEL ID

1. Open Slack channel in web app.
2. Copy channel ID from URL (example: C0123456789).
3. If private channel, invite the app first.

### 9) FILL PLUGIN SLACK SETTINGS

Back in Task Manager -> Settings -> Slack Integration:

1. Paste Slack Signing Secret.
2. Paste Slack Bot Token (xoxb-...).
3. Enter Slack Channel ID (C...).
4. Save settings.

## 10) MAP USERS (REQUIRED)

In User Mapping (WordPress -> Slack User ID):

1. For each WordPress user, set Slack User ID (U...).
2. Save settings.

How to get Slack User ID:

- Open member profile in Slack and copy member ID.

## 11) SLACK COMMAND FORMAT

Use this format in Slack:

@username|Task title|Description|due:YYYY-MM-DD|priority:high|reward:20

Notes:

- priority allowed: low, medium, high
- due and reward are optional
- if reward missing, plugin default reward is used

Example:

@aman|Prepare monthly report|Collect data and submit summary|due:2026-03-10|priority:high|reward:30

## 12) WHAT HAPPENS AFTER COMMAND

- Plugin verifies Slack request signature.
- Plugin checks allowed channel (if channel ID is set).
- Plugin resolves assignee using mapping.
- Task is created in WordPress.
- Slack assignment notification is posted.

## 13) TROUBLESHOOTING

A) Invalid Slack signature

- Recheck Signing Secret in plugin settings.
- Verify slash command Request URL is exact.

B) Command not allowed in this channel

- Use configured channel or update Slack Channel ID.

C) Assignee not mapped

- Add Slack user ID (U...) in mapping table.

D) Notifications not posting

- Confirm bot token starts with xoxb-
- Confirm chat:write scope is added
- Reinstall app after scope change
- Invite app to the target channel

E) Endpoint not reachable

- Site must be public via HTTPS
- Check firewall/security plugin rules for /wp-json/

## 14) SECURITY BEST PRACTICES

- Keep Signing Secret and Bot Token private.
- Rotate tokens if exposed.
- Restrict command usage to one channel.
- Keep WordPress and plugin updated.

## 15) IMPORTANT OFFICIAL LINKS

Slack apps:

<https://api.slack.com/apps>

Slash commands:

<https://api.slack.com/interactivity/slash-commands>

Verify Slack requests:

<https://api.slack.com/authentication/verifying-requests-from-slack>

chat.postMessage API:

<https://api.slack.com/methods/chat.postMessage>

OAuth v2:

<https://api.slack.com/authentication/oauth-v2>

Slack scopes:

<https://api.slack.com/scopes>

WordPress REST API:

<https://developer.wordpress.org/rest-api/>

#### 16) QUICK CHECKLIST

- [ ] Plugin v1.8.0 active
- [ ] Slack integration enabled
- [ ] Slash command created
- [ ] Endpoint URL set
- [ ] Signing secret set
- [ ] Bot token set
- [ ] Channel ID set
- [ ] User mapping completed
- [ ] Test command successful