# **ELO for Microsoft 365**

ELO Bot for Microsoft Teams



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## Search

You can perform a search in your ELO repository from within Microsoft Teams. You have two options:

- Search on the search bar
- Start search in a chat

#### Search on the search bar

Use the search bar in Microsoft Teams to perform a search in your ELO repository.

Method

1. Type @EL0 in the search bar.

ELO	×
Q Suche	In ELO suchen
+ Solutions	Funktion aufrufen (Business Solutions)
+ Flows	ELO Flows aufrufen

The ELO Bot suggests the following options: Search, Solutions, Flows.

- 2. Click the option Search.
- 3. Enter a search term in the search bar.





Result

The results are displayed in a list.

Outlook

You can choose from two options next to the short name of the results:

- Place results on clipboard: You can place the results on the clipboard. You can paste the clipboard contents into Microsoft Teams messages and send them.
- Show results in ELO Web Client: You can view the results in the ELO Web Client.

#### Start search in a chat

You can perform a search in your ELO repository from within a Microsoft Teams chat. You have two options:

- Start a search using the input line
- Start a search using the ELO Bot icon

Start a search using the input line

#### Method

1. Type @EL0 in the text field.

Vors	schläge										
	ELO	-	f E	10	raifar						
_	von r	iler au:	Saure	LO 20g	fellel	1					
@ELO	von r	nier aus	aui c	LO 209	rener	1					

The ELO Bot suggests the following options: Search, Solutions, Flows.

Auswählen oder Befehl eingeben	•	
Hi	Menü mit Möglichkeiten anzeigen	
Q Suche	In ELO suchen	
+ Solutions	Funktion aufrufen (Business Solutions)	
+ Flows	ELO Flows aufrufen	
ELO		
	窗 …	$\triangleright$

- 2. Click the option Search.
- 3. Enter a search term in the search bar.



Result

The search result is pasted into the message box. You can send the message in the usual way.

Start a search using the ELO Bot icon



There is a button for the ELO Bot below the text field.

The search result is pasted into the message box. You can send the message in the usual way.

## Share documents in Microsoft Teams

The ELO Bot enables you to share documents stored in ELO in a chat.

Use the search to find the document and send it. The chapter Search explains how to start a search.

D	Demo 27.10., 14:02	
	Materialliste (xlsx) Freie Eingabe	
	Im ELO Web Client öffnen	
	$\leftarrow$ Antworten	

The ELO Bot uses *adaptive cards* to share documents.

Clicking the Open in ELO Web Client button takes you to the document in ELO.

••••	Hi Demo, folgende Aufgabe wartet in ELO auf dich:	
	<ul> <li>Neue Firma         Firma: Default             Aufgabendatum: 02.11.2021 14:17            In Webclient öffnen</li></ul>	A

## Notifications of new ELO tasks

The ELO Bot for Microsoft Teams notifies you when you have a new task in ELO.

Clicking the Open in ELO Web Client button takes you to the task in ELO.

## **Pin ELO Bot**

Use the menu (three dots) to pin the ELO Bot to Microsoft Teams.

#### Method

1. Click the menu (three dots) on the left in Microsoft Teams.

This opens a selection of apps.

- 2. Right-click the ELO Bot icon.
- 3. Select *Pin* in the context menu.

#### Result

The ELO Bot icon is pinned to the navigation bar on the left in Microsoft Teams where you also have things like *Chat* and *Teams*.

	Mici	rosoft T	eams
Q Aktivität		ELO	Chat
(=) Chat			_
COO Teams			
(Time Kalender			
& Anrufe			
Dateien			
ELO			
•••			

#### **Call ELO Business Solutions**

You can call object-independent functions with the ELO Bot. Object-independent functions are actions that can be performed without selecting an entry in the repository, e.g. *Create new contact*.

To call ELO Business Solutions functions, type @EL0 in the search bar or the text field.

## **Call ELO Flows**

You can call ELO Flows functions with the ELO Bot. ELO Flows allows you to map and initiate processes, such as submitting a request for leave. To call ELO Flows, type @EL0 in the search bar or the text field.