



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:

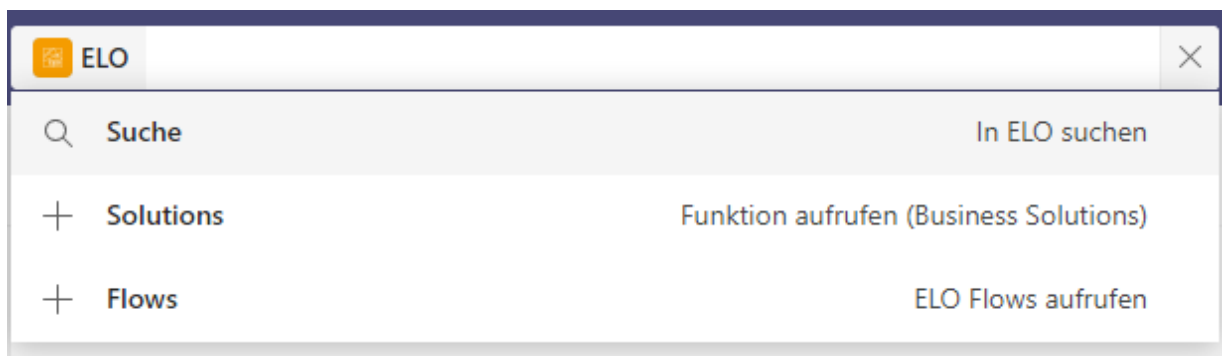
- Search on the search bar
- Start search in a chat

Search on the search bar

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

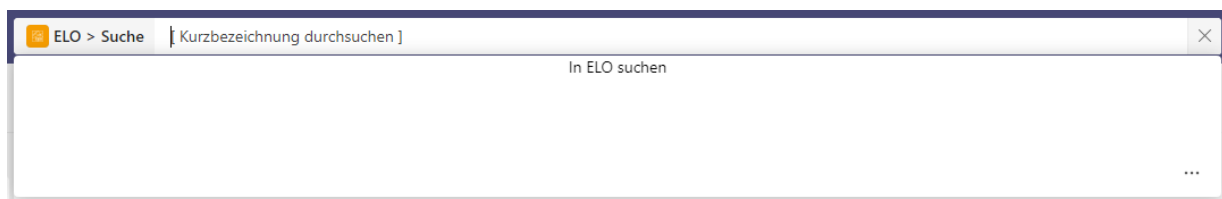
Method

1. Type @ELO in the search bar.



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

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



Information

The search only searches the *Short name* field.

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

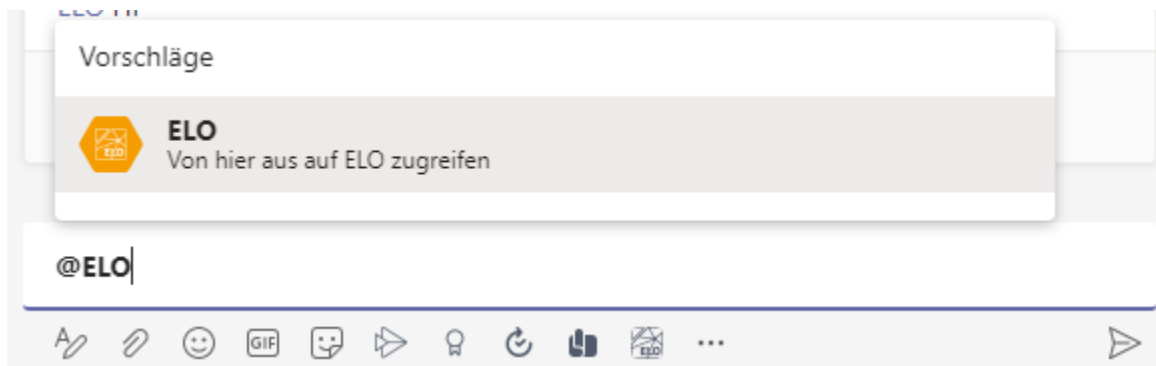
You can perform a search in your ELO repository from within a Microsoft Teams chat. You have two options:

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

Start a search using the input line

Method

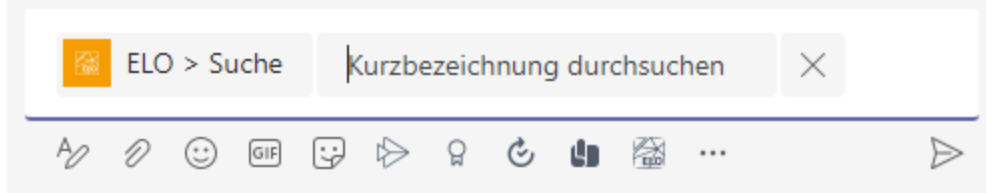
1. Type @ELO in the text field.



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



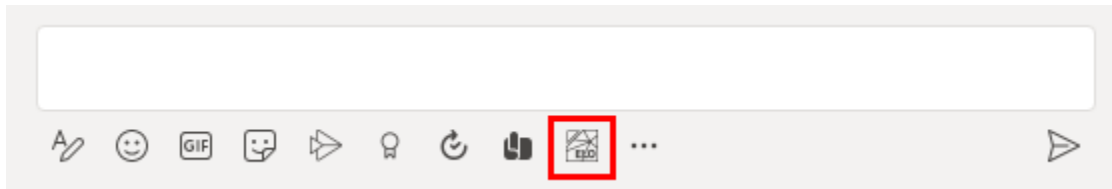
2. Click the option *Search*.
3. Enter a search term in the search bar.



Result

The 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



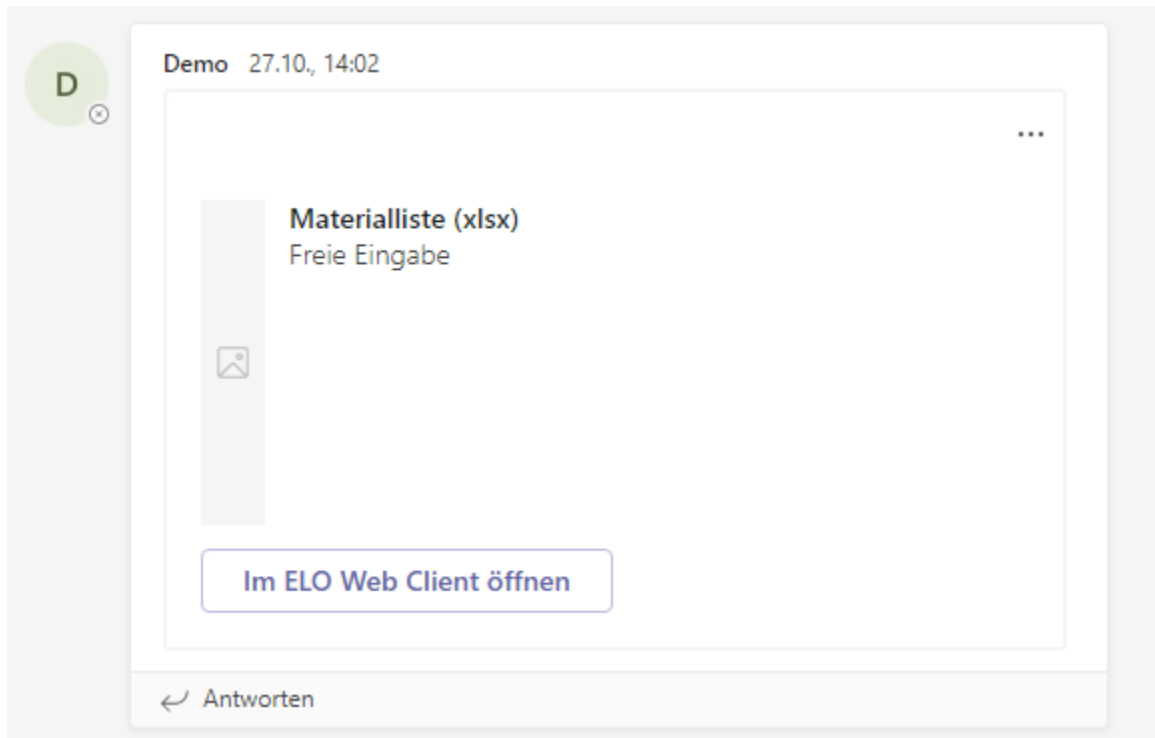
There is a button for the ELO Bot below the text field.

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.

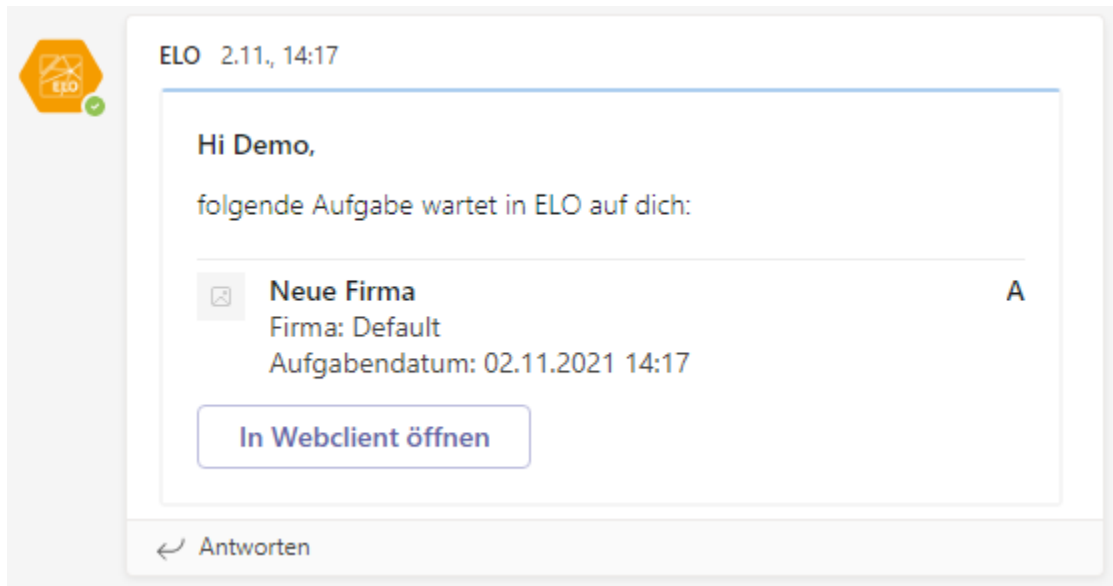
Use the search to find the document and send it. The chapter Search explains how to start a search.



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

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

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

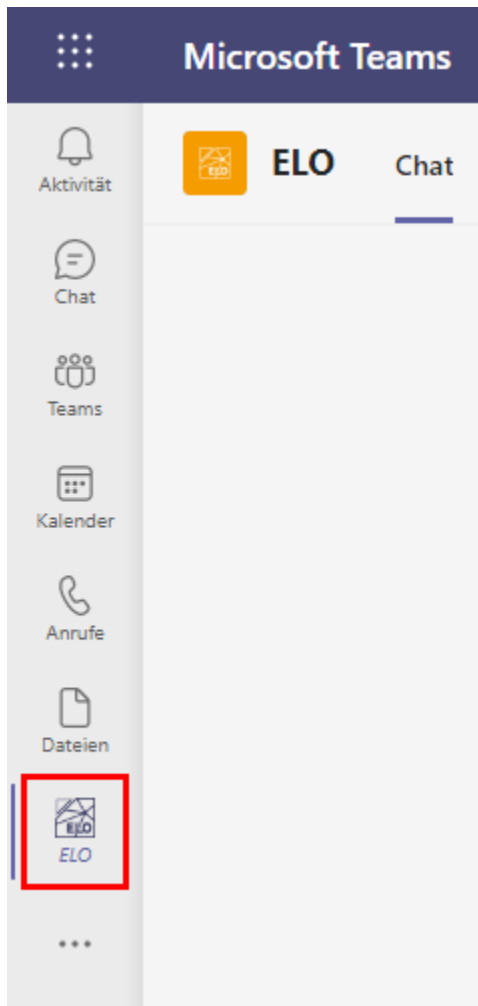
1. Click the menu (three dots) on the left in Microsoft Teams.

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*.



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 @ELO 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 @ELO in the search bar or the text field.