



# **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:

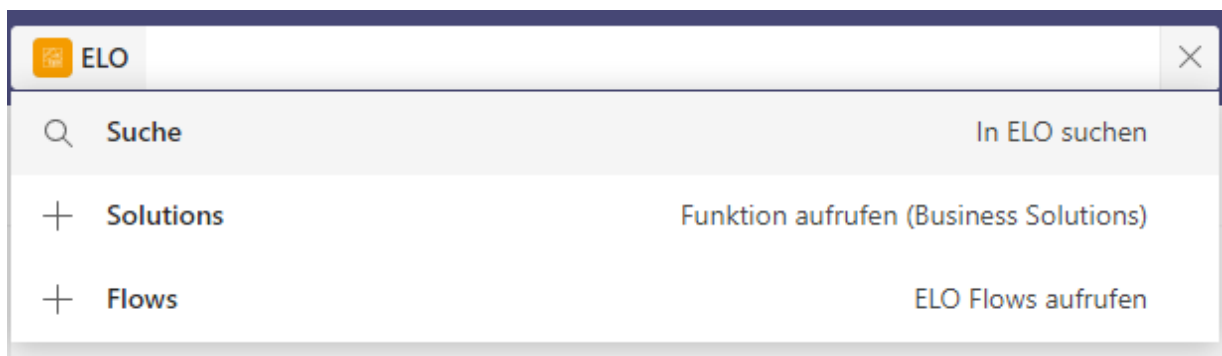
- Search on the search bar
- Start search in a chat

### 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

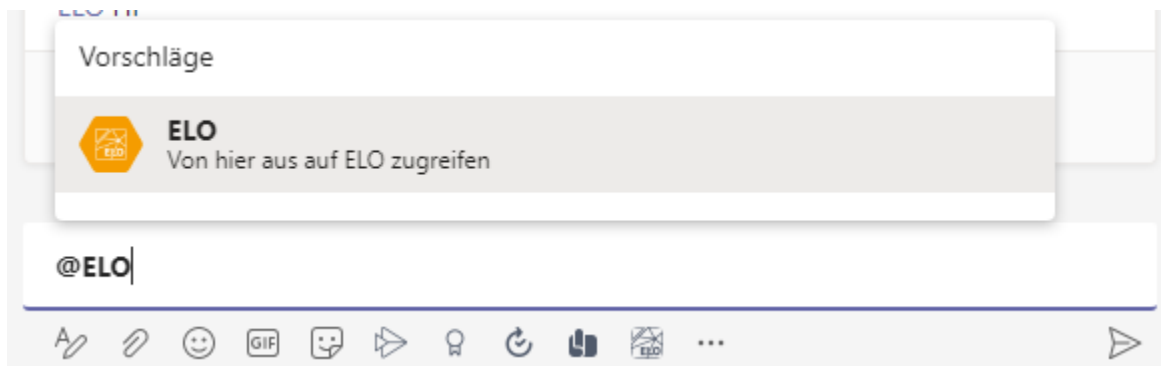
You can perform a search in your ELO repository from within a Microsoft Teams chat. You have two options:

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

Start a search using the input line

Method

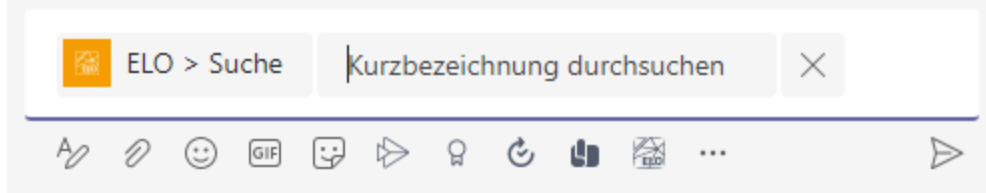
1. Type @ELO in the text field.



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



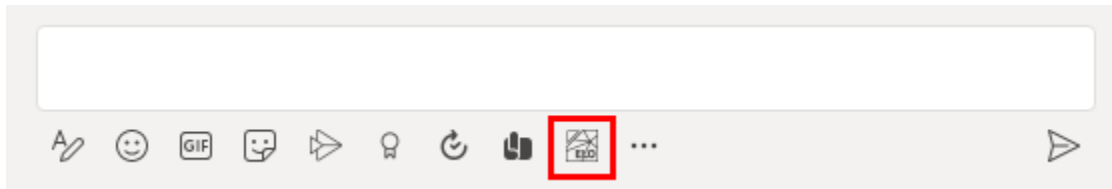
2. Click the option *Search*.
3. Enter a search term in the search bar.



### 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



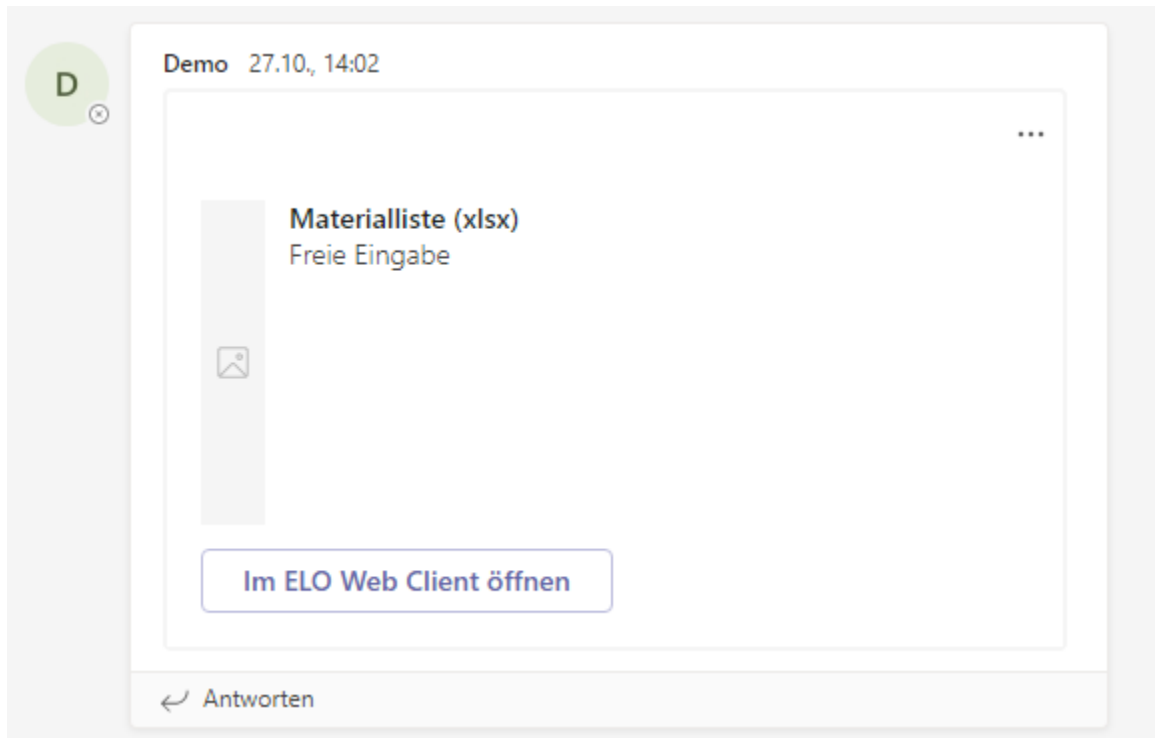
There is a button for the ELO Bot below the text field.

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

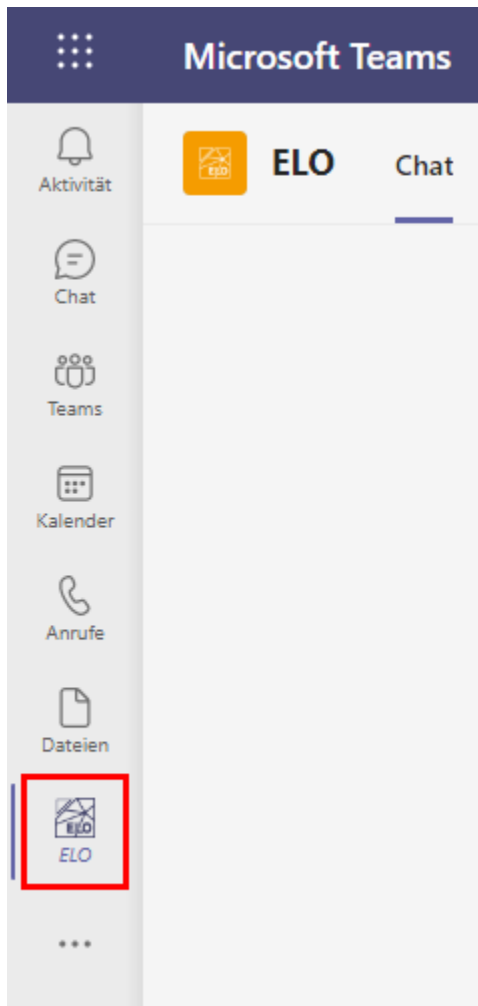
1. Click the menu (three dots) on the left in Microsoft Teams.

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.