



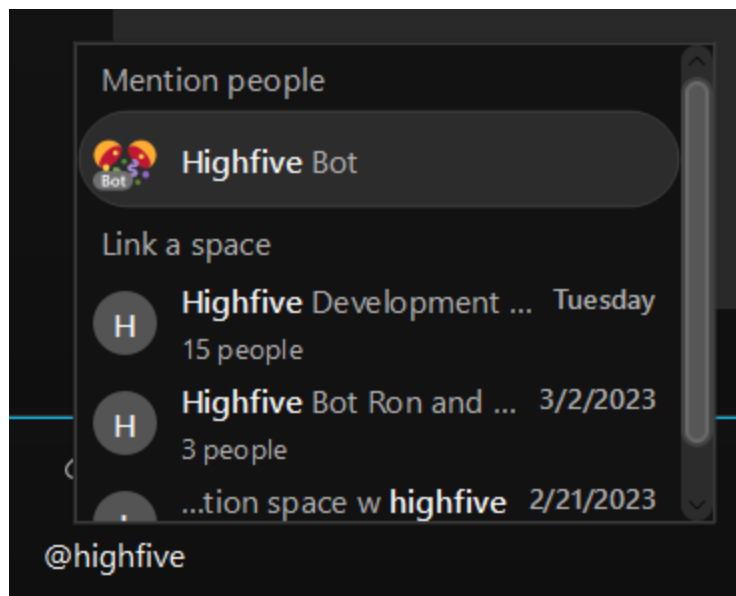
Highfive User Guide

Welcome to Highfive!

Welcome to the user guide! Thank you for your interest in wanting to use Highfive Bot. Here's how to use it!

Interacting with Highfive

- There are two ways to interact with Highfive:
 1. Mentioning it in within a Space i.e '@Highfive help'
 - To add Highfive to a Space, click the 'People' tab in your Space and click 'Add people'. Add CXHighFiveBot@webex.bot!
 - To start a mention, type '@' in the message line. Type the desired mentioned person's name as seen on Webex, and either click their name from the revealed interface or press Enter with their name highlighted. It looks like this before pressing Enter:



2. Messaging Highfive directly with a command

- To start a direct message with Highfive Bot, click the '+' icon at the top of the Webex window and click 'Send a Direct Message'. Search for 'CXHighFiveBot@webex.bot'.

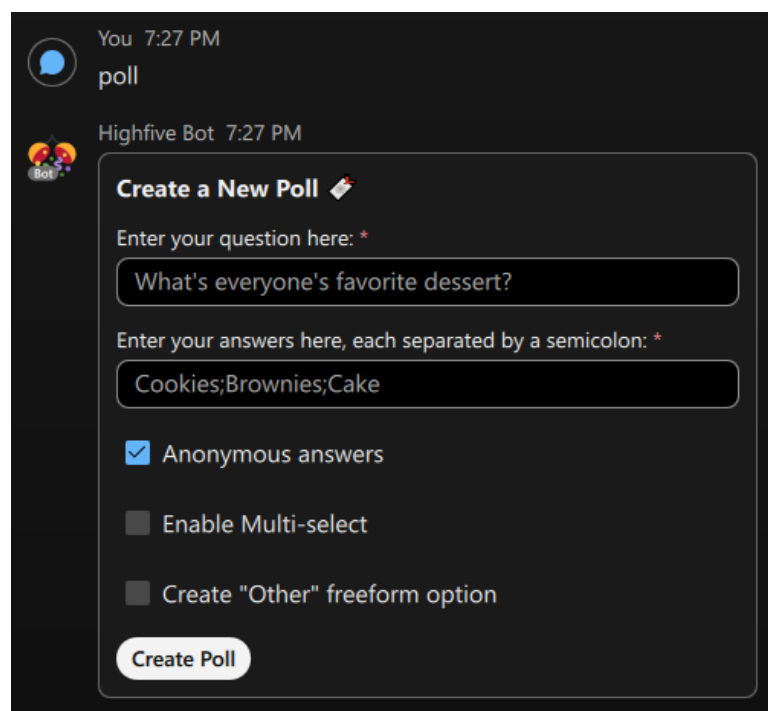
Commands

Here is how to use each of Highfive's features!

When using Highfive in a Space, your command message will always begin with mentioning @Highfive.

- **help**
 - Syntax: `@Highfive help`
 - This command will show all of Highfive's available commands.
- **getallemails**
 - Syntax: `@Highfive getallemails`
 - This command will retrieve a list of all emails of the people that are included in that Space, and message the list to you directly. Useful for mass emails!
- **birthdaycard**
 - Syntax: `@Highfive birthdaycard @recipient`
 - Example: `@Highfive birthdaycard @gabe`
 - This command displays a Happy Birthday card for the recipient! Only works if the recipient is in the Space.
 - To correctly mention someone with the command in a Space, typing your message might look like this: '@Highfive birthdaycard @gabe'. To mention someone, type '@' and the first few letters of the person's name, and pick them from the revealed list.
- **highfivecard**
 - Syntax: `@Highfive highfivecard @recipient`
 - Example: `@Highfive highfivecard @gabe`
 - This command displays a High Five card for the recipient!

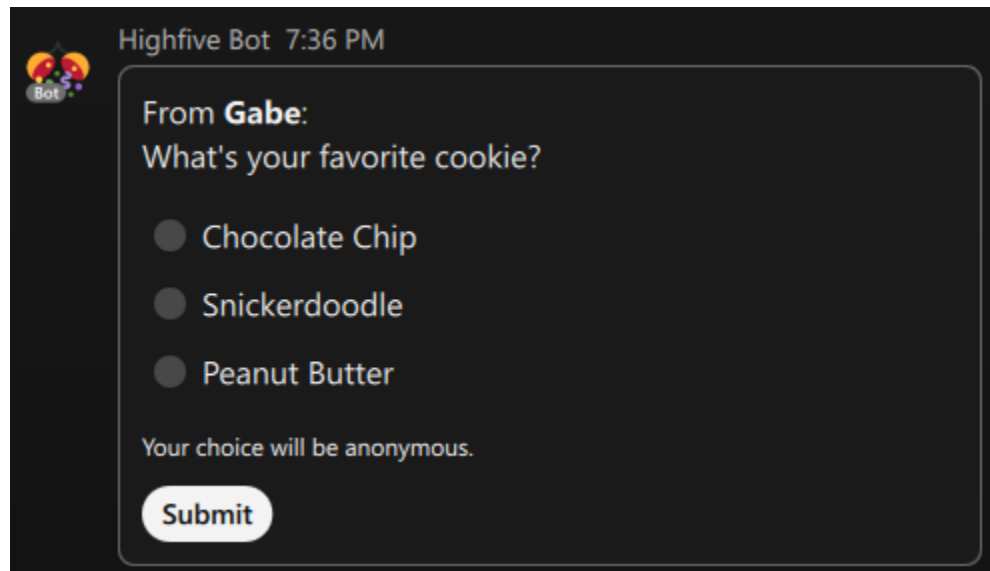
- To correctly mention someone with the command in a Space, typing your message might look like this: '@Highfive highfivecard @gabe'. To mention someone, type '@' and the first few letters of the person's name, and pick them from the revealed list.
- **poll**
 - Syntax: `@Highfive poll`
 - This command displays a 'create a poll' card. This eventually becomes a poll that is displayed for the entire Space. Here's how to use it:



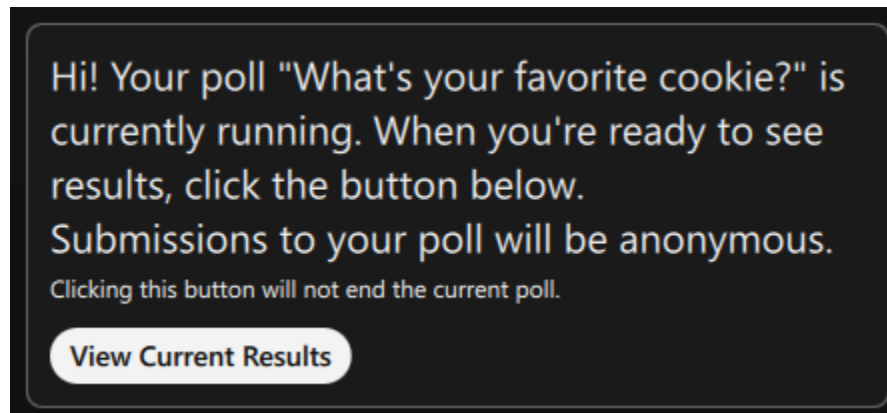
The screenshot shows a chat interface on a dark background. At the top, a message from 'You' at 7:27 PM says 'poll'. Below it, a message from 'Highfive Bot' at 7:27 PM displays a 'Create a New Poll' card. The card has a title 'Create a New Poll' with a small icon. It contains two text input fields: the first is labeled 'Enter your question here: *' and contains the text 'What's everyone's favorite dessert?'; the second is labeled 'Enter your answers here, each separated by a semicolon: *' and contains the text 'Cookies;Brownies;Cake'. Below the input fields are three checkboxes: 'Anonymous answers' (checked), 'Enable Multi-select' (unchecked), and 'Create "Other" freeform option' (unchecked). At the bottom of the card is a 'Create Poll' button.

- In the first text box, enter your question. This can be anything!
- In the second text box, enter the answers you want to appear in your poll, separated by semicolons (;). For example, if I wanted to ask, 'What's your favorite cookie?' my answers in the text box would look like this: 'Chocolate Chip;Snickerdoodle;Peanut Butter'.
- Next, choose your poll options.
 - Enabling "Anonymous Answers" will omit people's names from the poll results.

- Enabling “Enable Multi-select” will allow users to select multiple items in the poll.
- Enabling “Create ‘Other’ Freeform Option” will include the ‘Other’ option in your poll, which allows users to type out their preferred option if it doesn’t exist on the poll!
- Finally, click ‘Create Poll’! The poll should be created:



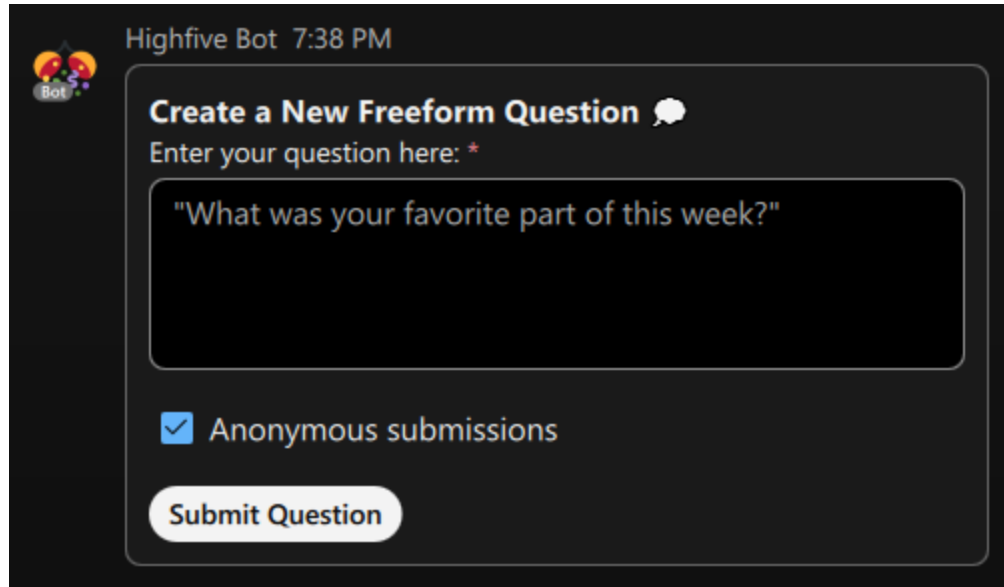
- And you should also receive a message from Highfive Bot telling you how to view your poll results!



- **freeform**

- Syntax: `@Highfive freeform`

- This command displays a 'Create a Freeform Question' card. This will eventually become a freeform question displayed in the Space for others to answer by typing a response. Here's how to use it:



The screenshot shows a Slack channel interface with a message from 'Highfive Bot' at 7:38 PM. The message contains a card titled 'Create a New Freeform Question' with a speech bubble icon. Below the title is a prompt 'Enter your question here: *' followed by a large text input field containing the text '"What was your favorite part of this week?"'. Below the input field is a checkbox labeled 'Anonymous submissions' which is checked. At the bottom of the card is a button labeled 'Submit Question'.

- Enter your question into the text box. You could ask, "What do you think about this guide?"
- Enable or disable "Anonymous Submissions", which will omit names from the freeform questions results if enabled.
- Submit the question! Your question will show for everyone in the Space:

From **Gabe**:


What do you think about this guide?

This response will be anonymous. Please enter your response below:

Enter your response here

Submit Response

- You can view the responses to your question at any time by seeing the message from Highfive. Click 'View Current Responses' to see the responses.

 Highfive Bot 8:44 PM

Hey! Your freeform question, "What do you think about this guide?" is currently taking responses.

When you're ready to see the current submissions, click the button below.

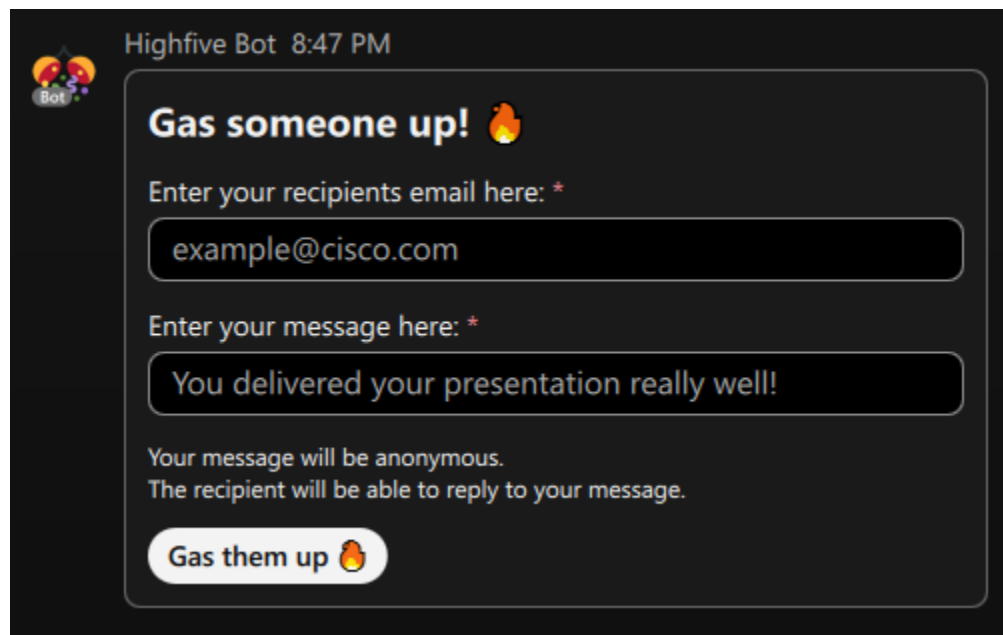
Submissions to your question will be anonymous.

Clicking this button will not end the freeform question.

View Current Responses

- **gas**
 - Syntax: `@Highfive gas`

- Does not work when invoking in a Space. You must directly message the bot to use this command.
- Gas gives you the opportunity to 'Gas someone up!' by sending them an anonymous commendation or recognition for their hard work. After invoking 'gas', this card will appear:



Highfive Bot 8:47 PM

Gas someone up! 🔥

Enter your recipients email here: *

example@cisco.com

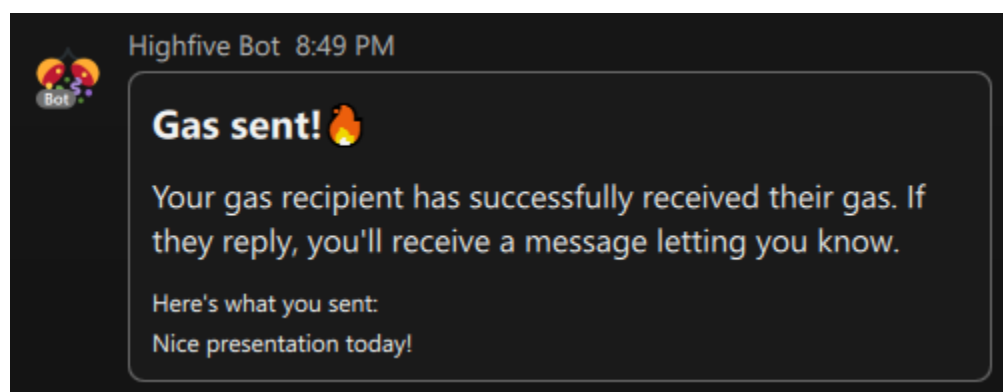
Enter your message here: *

You delivered your presentation really well!

Your message will be anonymous.
The recipient will be able to reply to your message.

Gas them up 🔥

- To send a Gas, first enter your recipient's Webex email address in the first text box, and enter your message in the second. Your message will always be anonymous, and your recipient always gets the opportunity to reply to your Gas once! Here's what it looks like once you've sent a Gas:



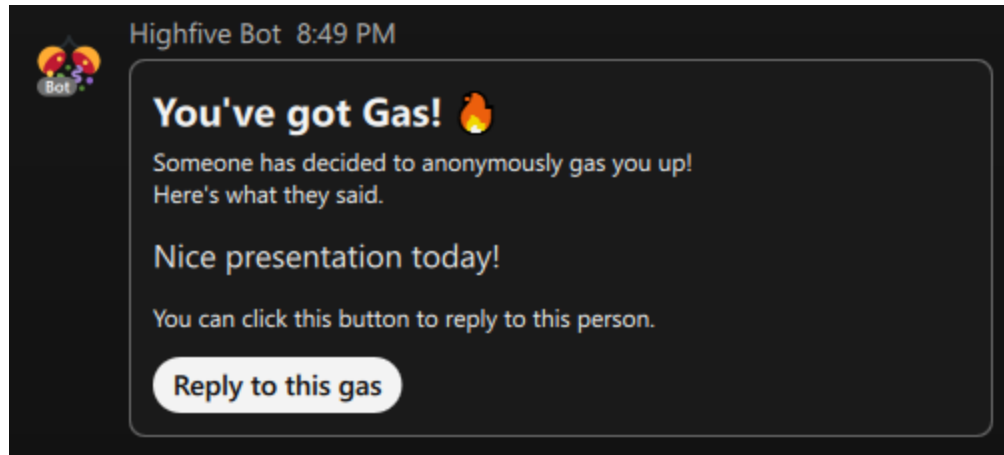
Highfive Bot 8:49 PM

Gas sent! 🔥

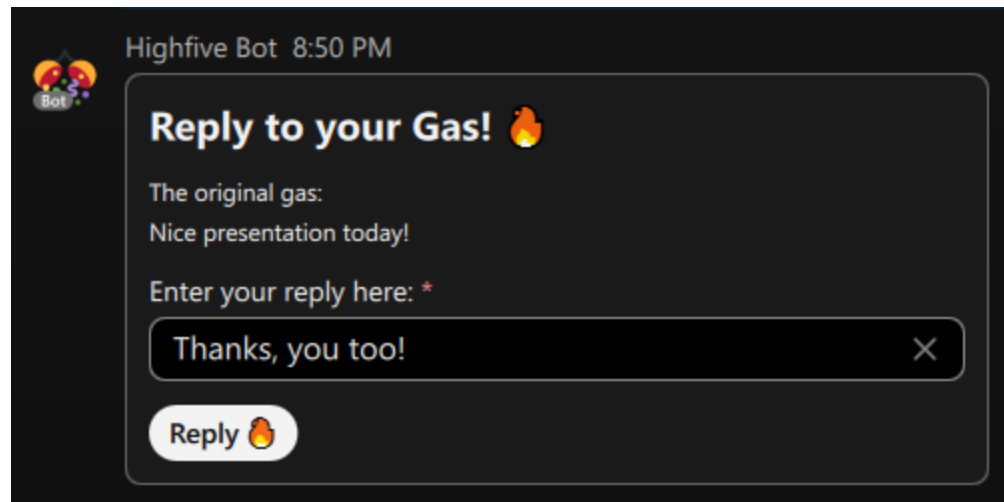
Your gas recipient has successfully received their gas. If they reply, you'll receive a message letting you know.

Here's what you sent:
Nice presentation today!

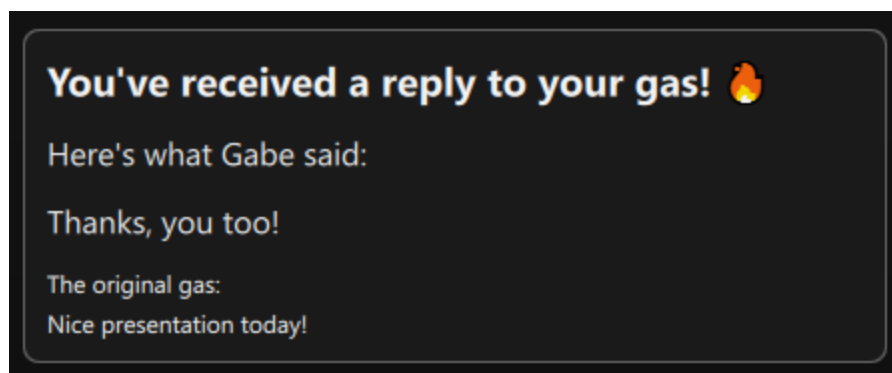
- Here is what your recipient will receive:



- For them to reply to the gas, all they have to do is click 'Reply to this gas' and type a message in the following textbox:

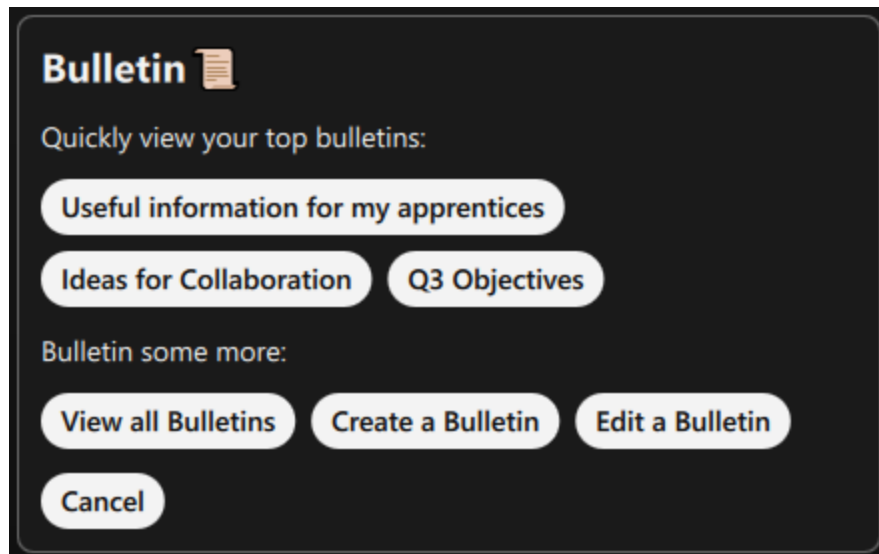


- Once sent, here's what it looks like when you receive a reply to your Gas:



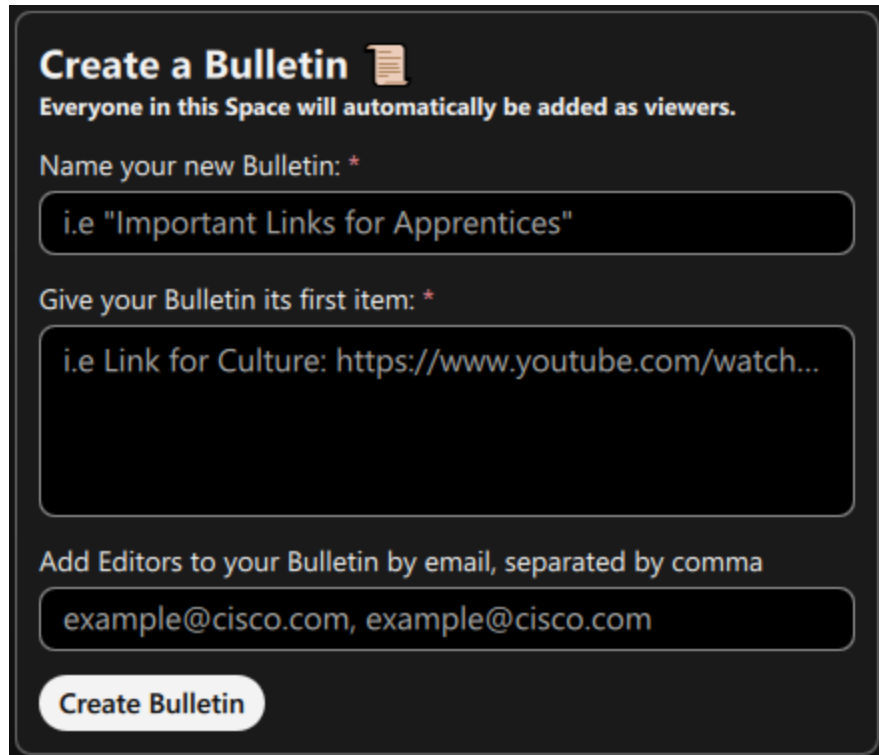
- **bulletin**


- Syntax: `@Highfive bulletin`
- Bulletins allow you to concatenate information into a single 'Bulletin' board for your viewers to access important resources that you put together!
- When Bulletins are created, every member of the Space that it's created in will automatically be added as a Viewer to that Bulletin. You can later add viewers to that Bulletin by editing that Bulletin's Permissions.
- Here is how to use Bulletins, and all of the things Bulletins allows you to do with them! Everything starts with invoking the 'bulletin' command.



- **Creating a Bulletin**

Click 'Create a Bulletin'



Create a Bulletin 

Everyone in this Space will automatically be added as viewers.

Name your new Bulletin: *

i.e "Important Links for Apprentices"

Give your Bulletin its first item: *

i.e Link for Culture: <https://www.youtube.com/watch...>

Add Editors to your Bulletin by email, separated by comma

example@cisco.com, example@cisco.com

Create Bulletin

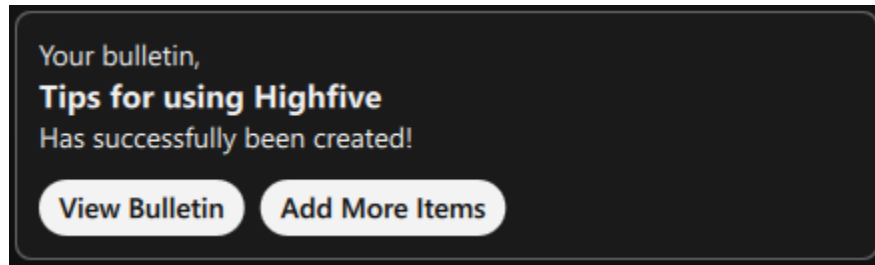
Here, you will type out the name of your new Bulletin in the first text box, the first 'item' in the second text box, and the Webex emails of any people you wish to also be able to edit the Bulletin. Once you're done, click 'Create Bulletin'!

It's important to note that everyone in the Space you create this Bulletin in, will automatically be added as Viewers to that Bulletin.

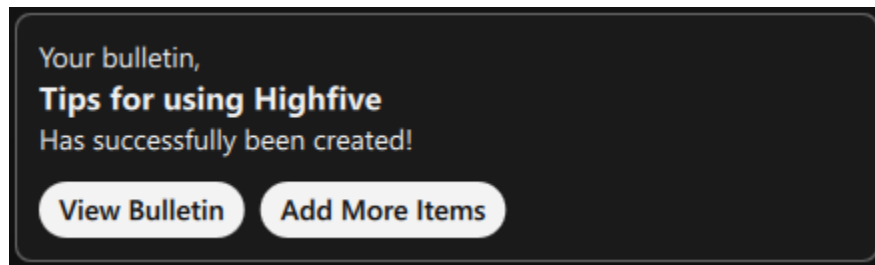
It's recommended when creating a Bulletin for a specific team, you create that Bulletin in the Space you collaborate in!

For this example, I've put "Tips for using Highfive" in the first text box, "Don't forget to mention Highfive!" in the second text box, and I've left the last text box blank.

Here's what it looks like after clicking 'Create Bulletin'!



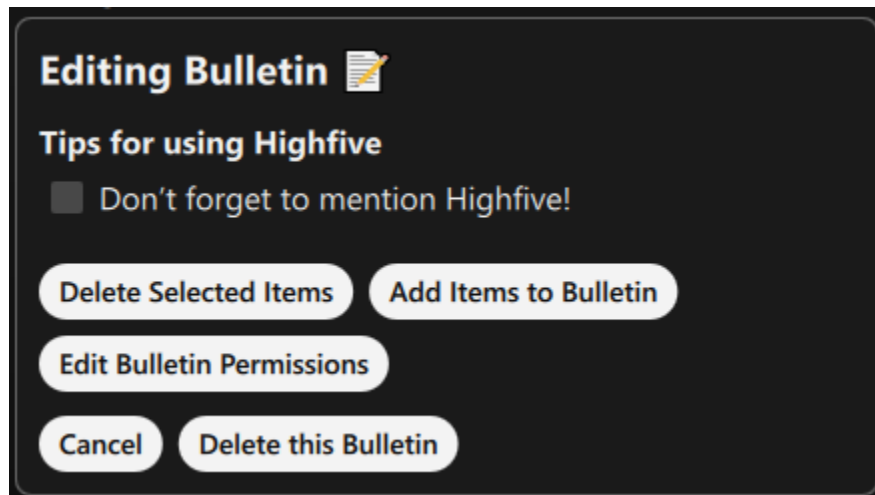
From here, you can either view your Bulletin as it is with 'View Bulletin', or 'Add More Items' to the Bulletin with the second button.



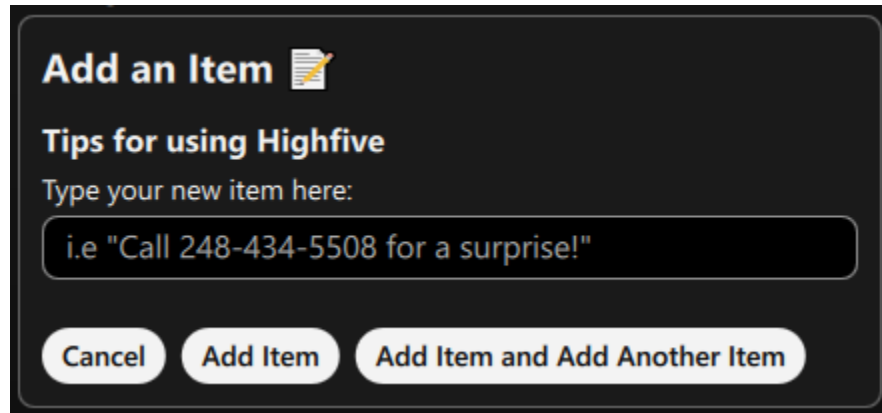
- **Adding Items to your Bulletin**


Click 'Edit a Bulletin' from the home Bulletin menu.

Select your Bulletin from the 'Select a Bulletin to Edit' list.



Then, click 'Add Items to Bulletin'.

A dark-themed dialog box titled "Add an Item" with a notepad icon. Below the title is the text "Tips for using Highfive" and "Type your new item here:". A text input field contains the example text "i.e 'Call 248-434-5508 for a surprise!'". At the bottom are three buttons: "Cancel", "Add Item", and "Add Item and Add Another Item".

Add an Item 

Tips for using Highfive

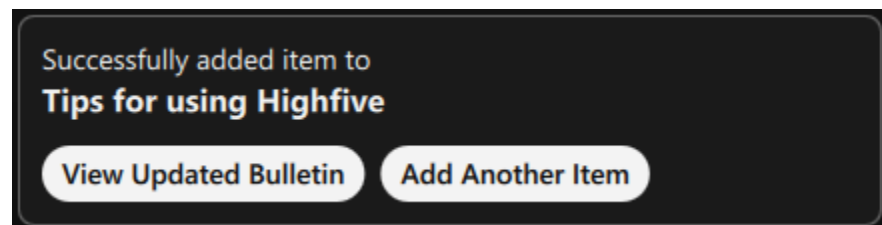
Type your new item here:

i.e "Call 248-434-5508 for a surprise!"

[Cancel](#) [Add Item](#) [Add Item and Add Another Item](#)

Here, you'll type into the text box a single item you want to add to the Bulletin. After you're done typing it, you can click 'Add Item' if you're done, or 'Add Item and Add Another Item' if you want to add an additional item next.

For this example, I've typed "Report bugs to gaberami@cisco.com!" and clicked 'Add Item and Add Another Item'. Once the second 'Add an Item' menu came up, I typed "Don't be afraid to make mistakes!" and clicked 'Add Item'. After this, I received confirmation that my items were added to my Bulletin!

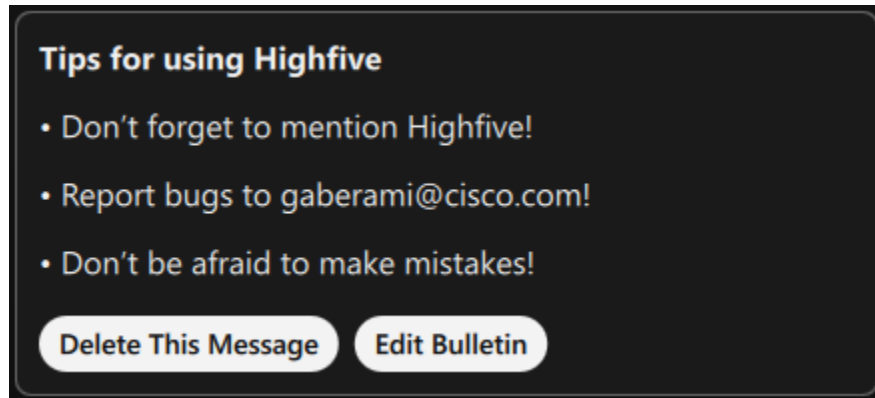
A dark-themed confirmation dialog box. It says "Successfully added item to" followed by "Tips for using Highfive". At the bottom are two buttons: "View Updated Bulletin" and "Add Another Item".

Successfully added item to

Tips for using Highfive

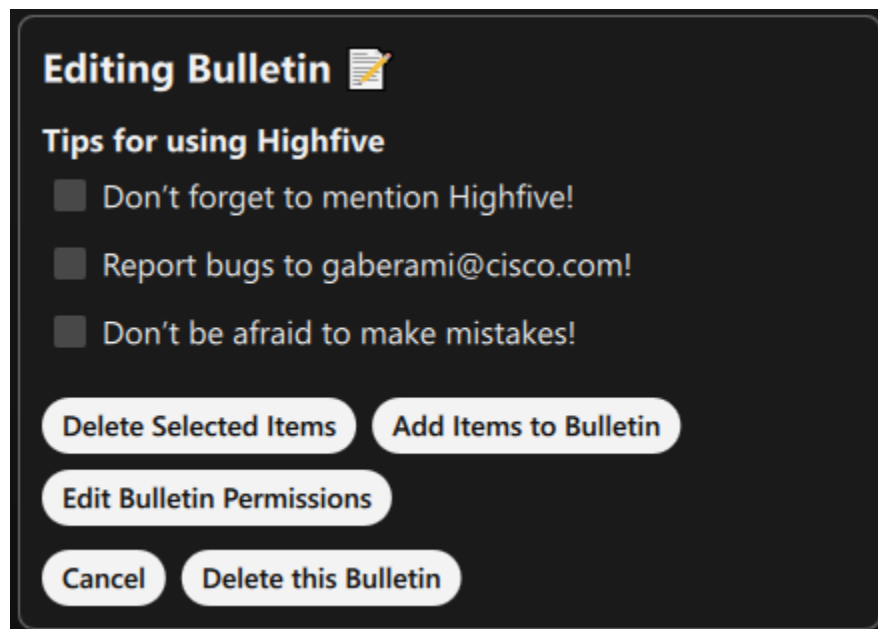
[View Updated Bulletin](#) [Add Another Item](#)

If you're done, you can 'View Updated Bulletin', or 'Add Another Item' if you're not! Here's what the updated Bulletin looks like:

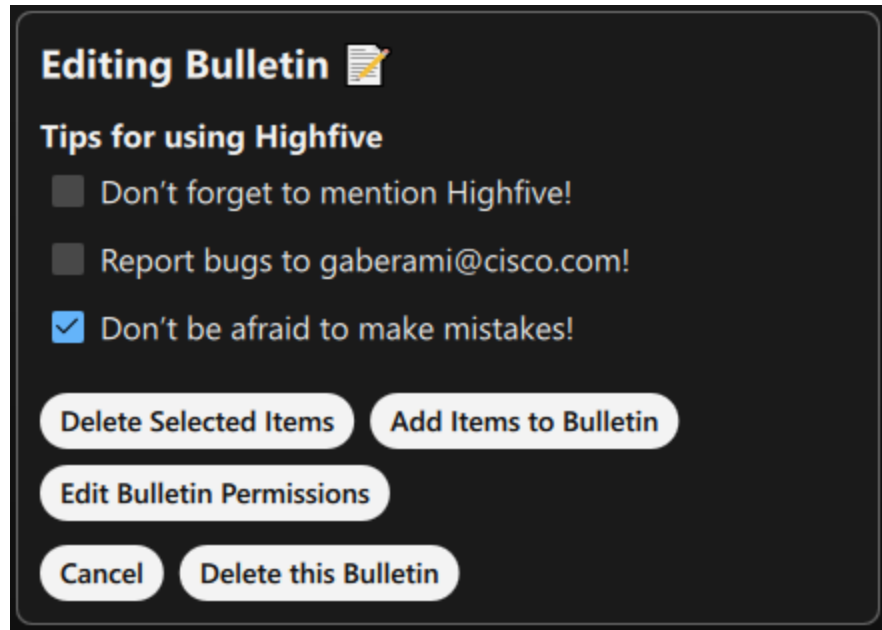


▪ Removing Items from your Bulletin

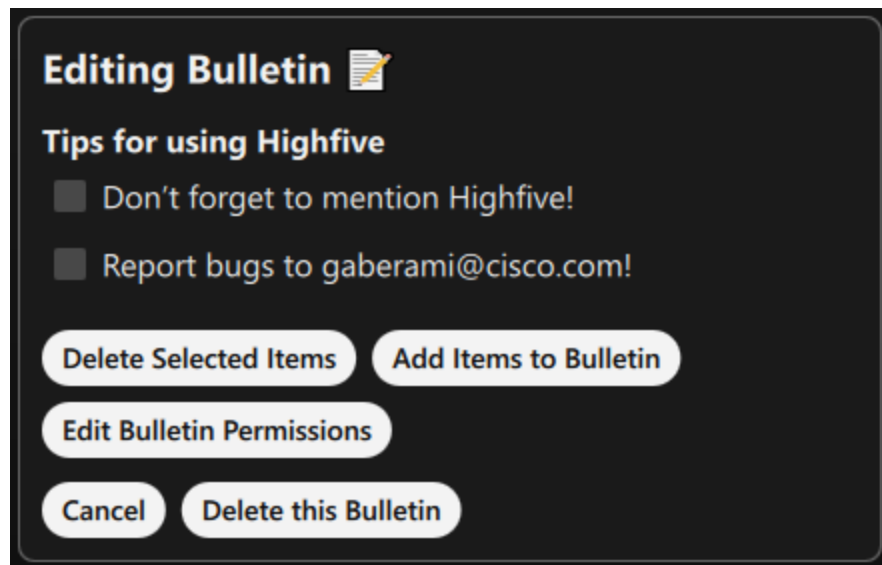
Click 'Edit a Bulletin' and select your Bulletin from the 'Select a Bulletin to Edit' list.



Select the checkboxes next to the items in which you want to remove. For this demonstration, I will check 'Don't be afraid to make mistakes!'.

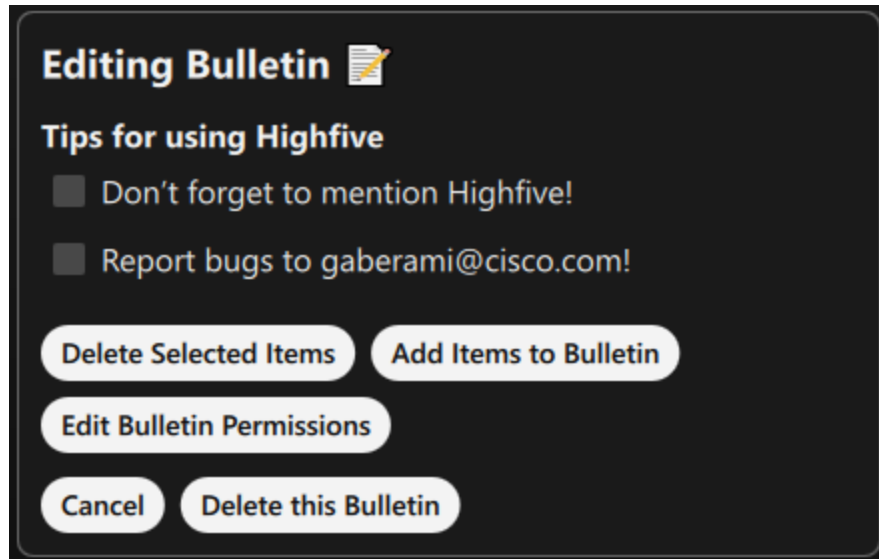


Then, click 'Delete Selected Items'!

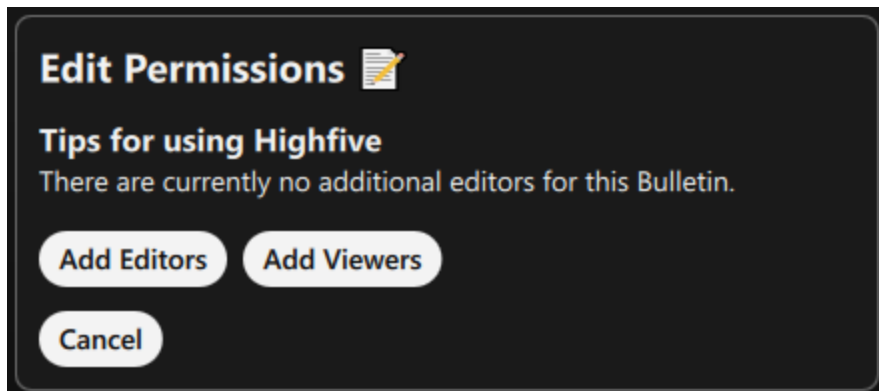


▪ Adding Editors to your Bulletin

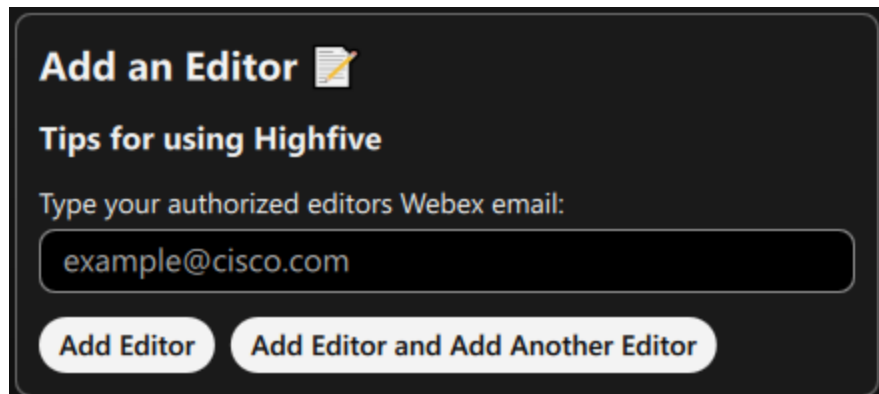
Click 'Edit a Bulletin' and select your Bulletin from the 'Select a Bulletin to Edit' list.



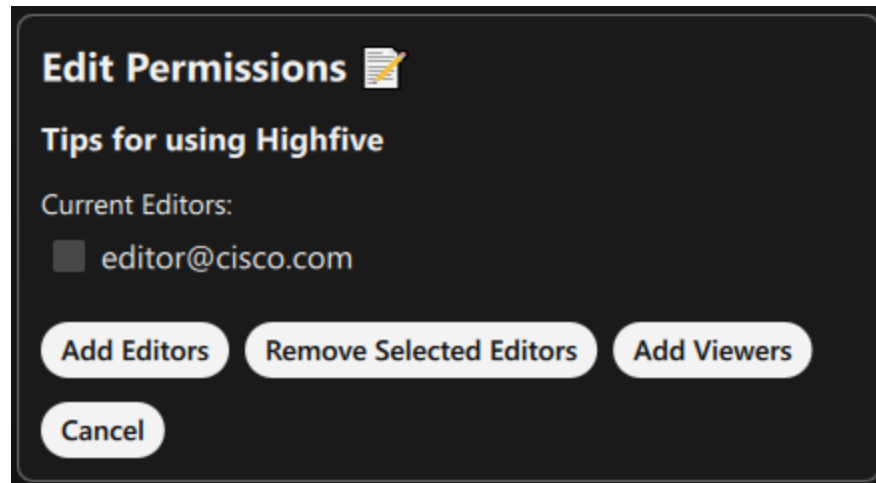
Click 'Edit Bulletin Permissions'.



Click 'Add Editors'.



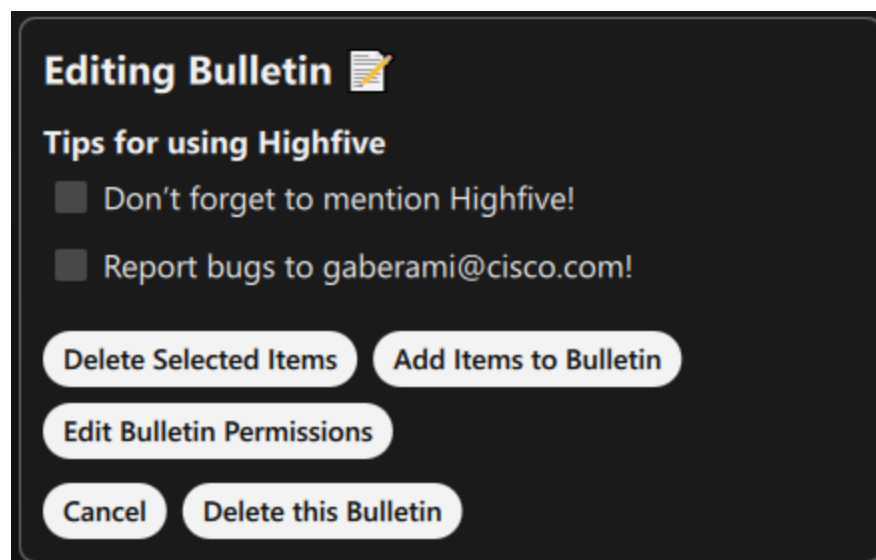
Now, type your new editor's Webex email into the text box. Then, click 'Add Editor' if you're done, or 'Add Editor and Add Another Editor' if you want to add an additional editor. For this demonstration, I will add 'editor@cisco.com' into the text box and click 'Add Editor'.



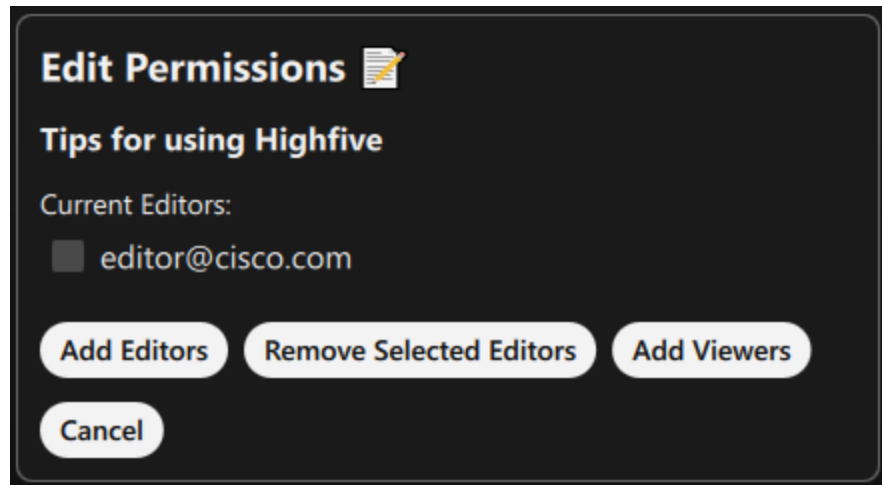
You should view your new editors in the list in the 'Edit Permissions' menu!

- **Removing editors from your Bulletin**

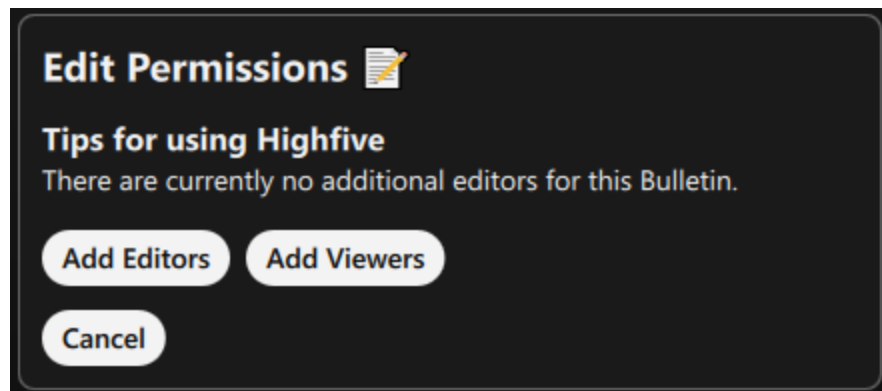
Click 'Edit a Bulletin' and select your Bulletin from the 'Select a Bulletin to Edit' list.



Click 'Edit Bulletin Permissions'.

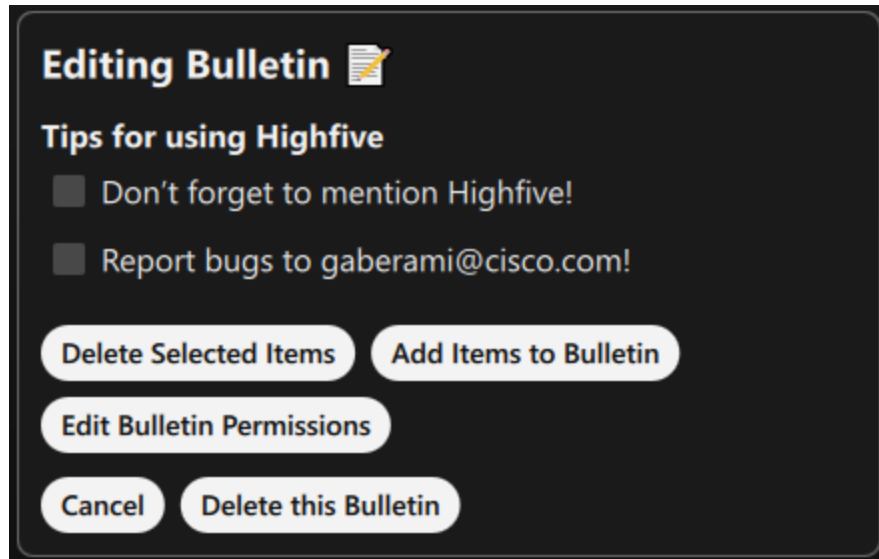



Select the checkbox next to the editor that you'd like to remove from the Editors list, and click 'Remove Selected Editors'!



- **Adding Viewers to your Bulletin**

Click 'Edit a Bulletin' and select your Bulletin from the 'Select a Bulletin to Edit' list.



Editing Bulletin 

Tips for using Highfive

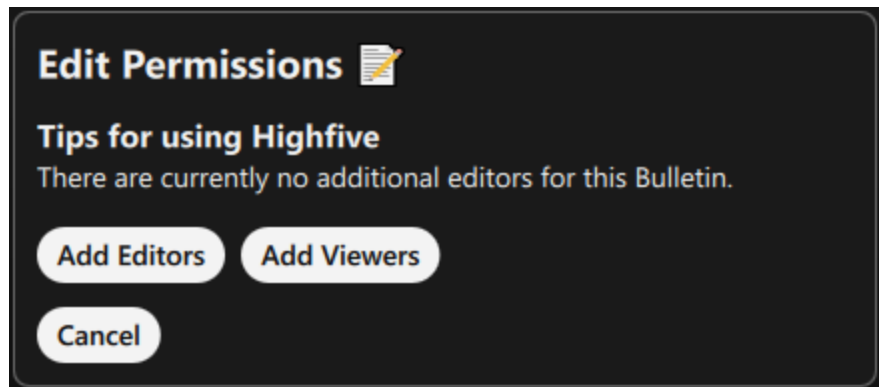
- ☐ Don't forget to mention Highfive!
- ☐ Report bugs to gaberami@cisco.com!


Delete Selected Items **Add Items to Bulletin**

Edit Bulletin Permissions

Cancel **Delete this Bulletin**

Click 'Edit Bulletin Permissions'.



Edit Permissions 

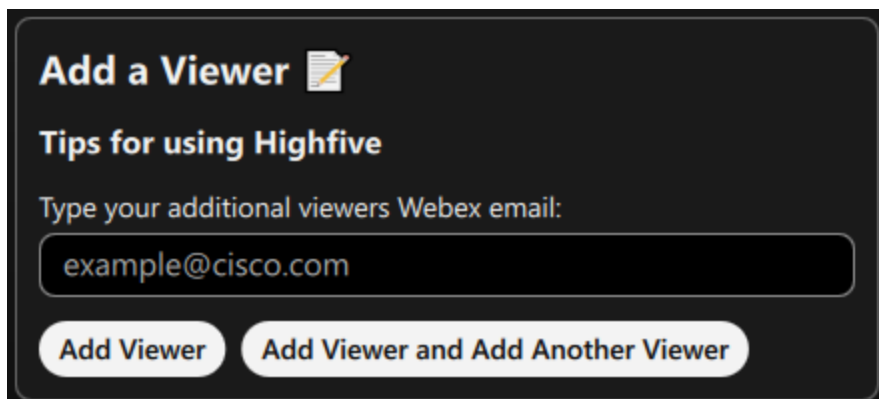
Tips for using Highfive


There are currently no additional editors for this Bulletin.

Add Editors **Add Viewers**

Cancel

Click 'Add Viewers'.



Add a Viewer 

Tips for using Highfive

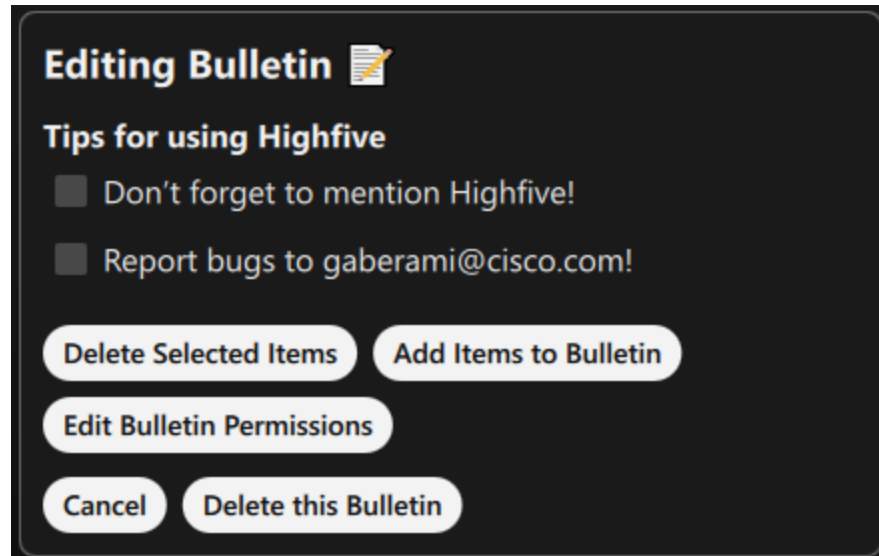
Type your additional viewers Webex email:

Add Viewer **Add Viewer and Add Another Viewer**

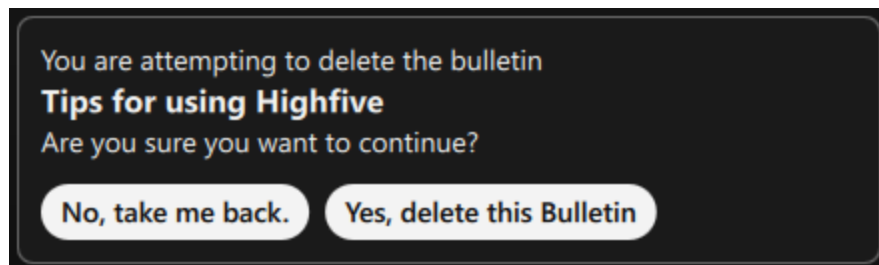
Here, type the Webex email of your new Viewer and click 'Add Viewer' if you're done, or 'Add Viewer and Add Another Viewer' if you want to add another viewer.

- **Delete your Bulletin**

Click 'Edit a Bulletin' and select your Bulletin from the 'Select a Bulletin to Edit' list.



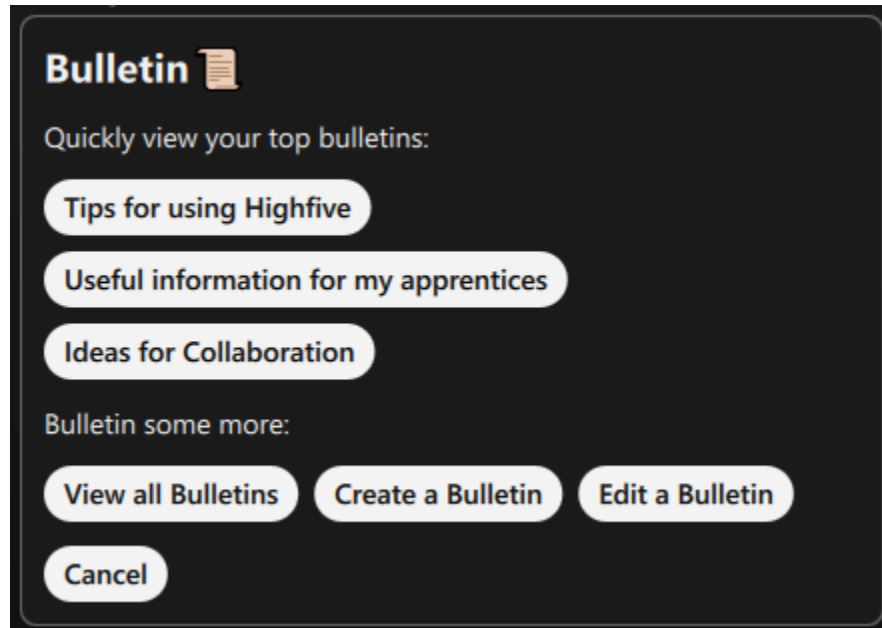
Click 'Delete this Bulletin'.



Click 'Yes, delete this Bulletin' if you're sure that you want to completely delete the Bulletin.

- **Viewing your Viewable Bulletins**

Invoke the 'Bulletin' command. This can be done by Direct Messaging Highfive with the command 'bulletin', or by mentioning the bot in a Space.



Your most recently viewed Bulletins will always show up in this menu.
You can click any of these top Bulletins to quickly view them in one click.
If the

If you have any questions, please reach out to gaberami@cisco.com on Webex!