



# **ELO for Microsoft**

ELO Bot for Microsoft Teams



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# null

## Requirements

The following requirements apply for the installation and use of the ELO Bot for Microsoft Teams.

### App registration in Microsoft Azure

To install the ELO Bot for Microsoft Teams, you need to register the app in Microsoft Azure.

You can read how to do this under [Initial app registration in Microsoft Azure](#).

### ELOauth

Another requirement for using the ELO Bot for Microsoft Teams is the ELOauth plug-in.

The ELO Bot for Microsoft Teams requires a configuration named "azure\_oauth" in the ELOauth plug-in, which allows the Microsoft Teams user to sign in to ELO.

If you want to use a name other than "azure\_oauth", you need to modify it in the appsettings.json file in the ELO Bot installation folder.

ELOauth is automatically rolled out with the installation of the ELO Bot from the ELO Server Setup.

You can get detailed information about ELOauth in the documentation [ELOauth Plug-in](#).

As with the ELO Bot, ELOauth is registered as a Microsoft Azure service in the ELO Administration Console. You will find more information on registering a service in the [ELO Azure Administration](#) documentation.

## Installation

The ELO Bot for Microsoft Teams is installed via the ELO Application Manager from the ELO Server Setup. The ELO Bot is not installed by default and must be installed separately.

The ELO Bot is registered and run as a Linux/Windows service. It is a self-contained package, which means that .NET runtime is included.

Prior to installation, you need to register the ELO Bot for Microsoft Teams as an app in Microsoft Azure. You can read how to do this under [Initial app registration in Microsoft Azure](#).

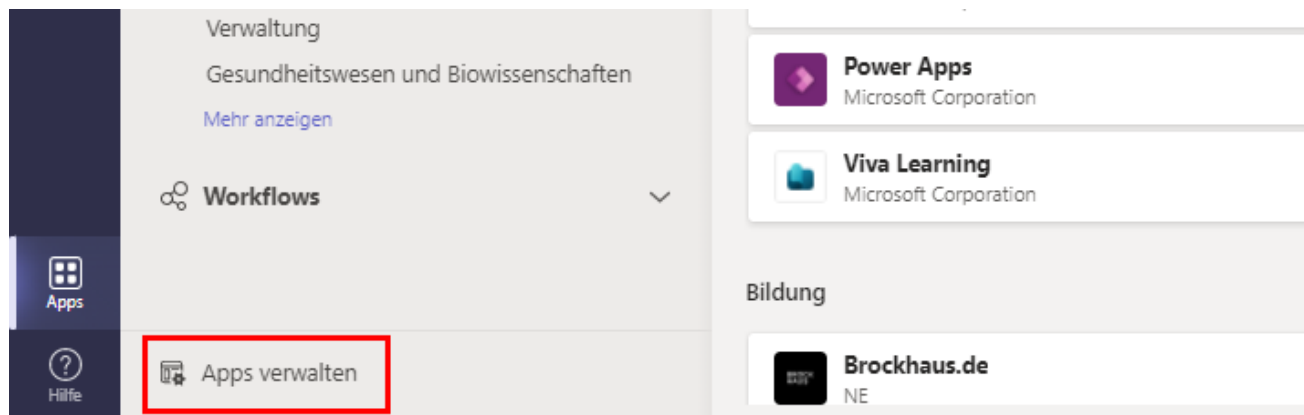
To install the ELO Bot, you will have to register the ELO Bot as a service in the ELO Azure Administration. To learn how to register a service in the ELO Azure Administration, refer to the documentation [ELO Azure Administration](#).

## Deploying the ELO Bot in Microsoft Teams

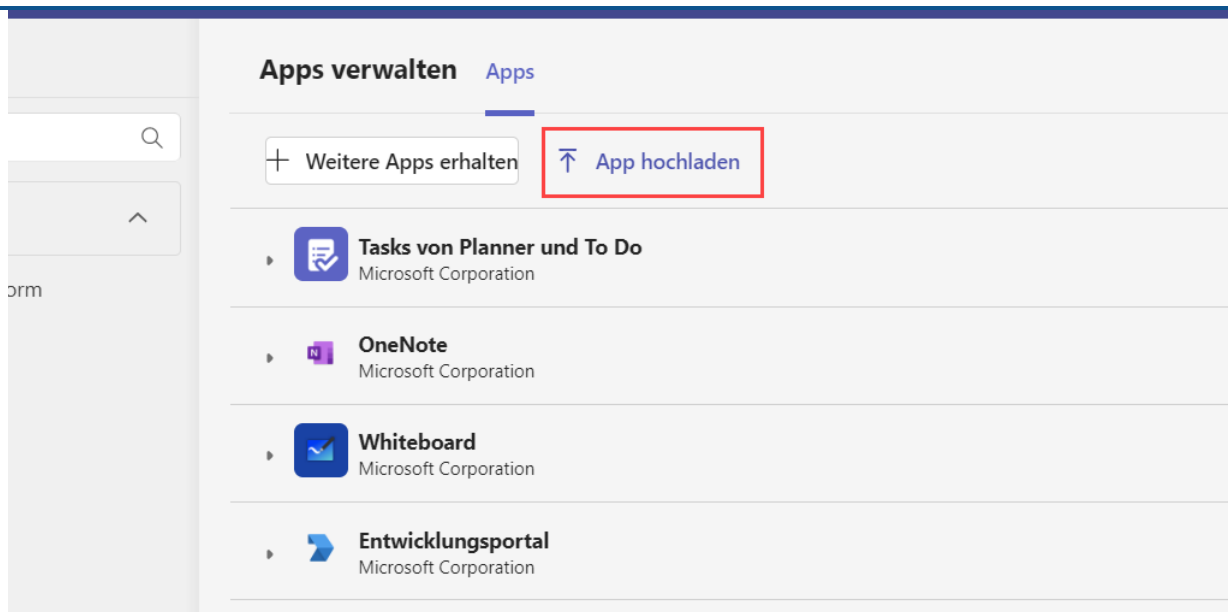
When registering the ELO Bot as a service in the ELO Azure Administration, a manifest file is provided. Download this manifest file and deploy it to the ELO Bot in Microsoft Teams. You require administrator rights to deploy the bot to Microsoft Teams.

You deploy the ELO Bot in Microsoft Teams as an app on the *Apps* tab.

Method

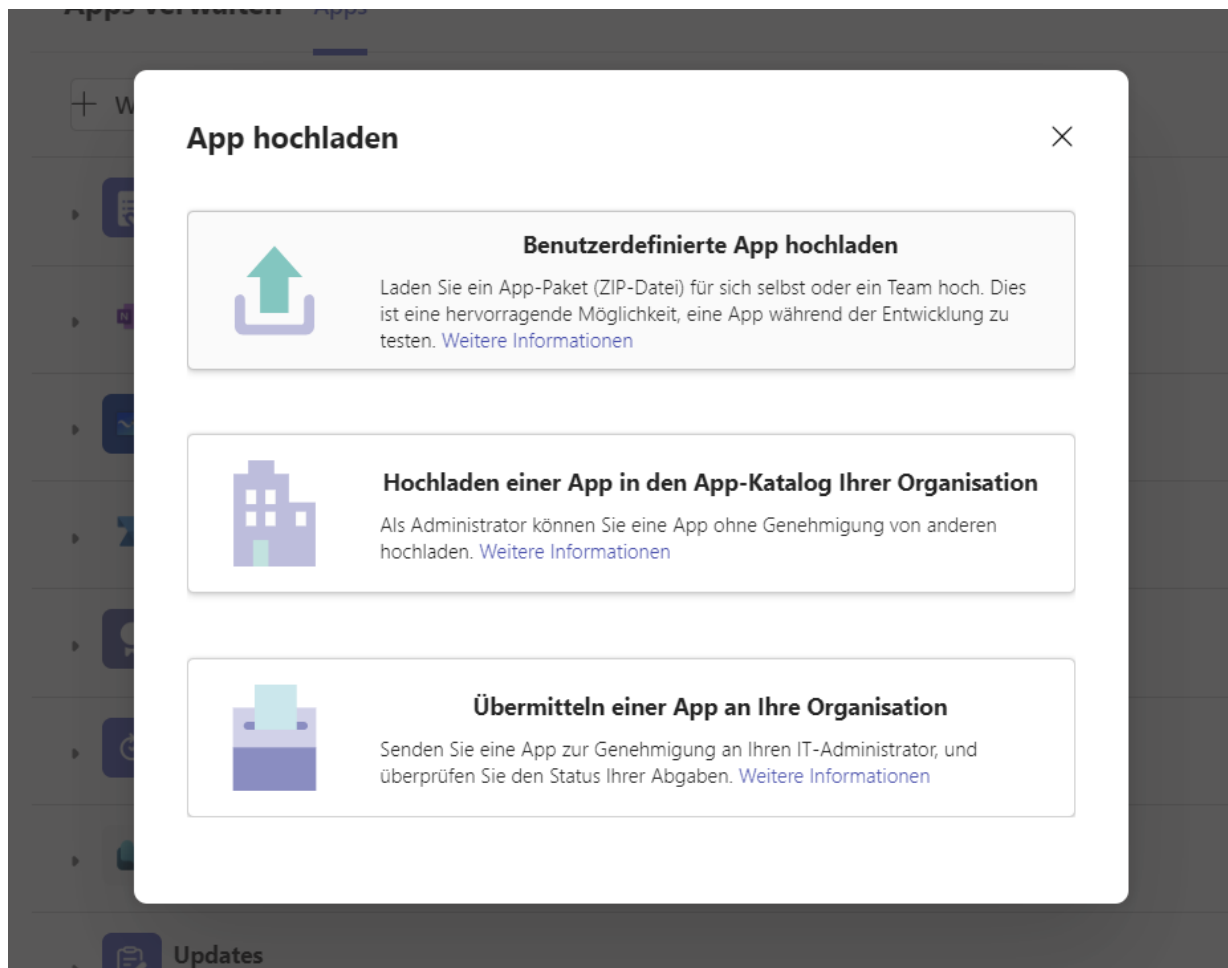


1. Click the *Manage apps* button.



The *Manage apps* dialog box opens.

2. Click *Upload app*.



The *Upload app* dialog box appears.

3. Click *Upload custom app*.
4. Select the downloaded ELO Bot manifest file.

#### Result

Once selected, the ELO Bot is deployed to Microsoft Teams where the app can be added.

#### Please note

Important: If any of the data associated with the ELO Bot changes, e.g. the bot base URL, you need to go through the deployment process again. In this case, you need to delete the deployment first. On the dashboard, click the action *Delete deployment*. First you need to manually delete the ELO Bot app in Microsoft Teams. A new ELO Bot manifest file is provided after deployment. Use this manifest file to deploy the ELO Bot to Microsoft Teams again.

Refer to the chapter Configuration to learn how to set up the ELO Bot for Microsoft Teams.

## Configuration

In order to use ELO Bot for Microsoft Teams, you first need to add the app to Microsoft Teams.

Go to *Apps > Upload custom apps*, and upload the manifest (ZIP file). If the manifest is loaded correctly, the app will appear. Select the app and click *Add*.

Once you have added the app, you need to restart Microsoft Teams.

You can start chatting with the bot by typing *hi*, *hello*, or *menu*. The ELO Bot responses are created using *adaptive cards*.

Once you have integrated the ELO Bot for Microsoft Teams, you will need to authenticate again in Microsoft Azure the first time you interact with the bot. Start the chat with *hi*, *hello*, or *menu*. You will see a button for authenticating in Microsoft Azure on the adaptive card. Click this button to go through the authentication process.

For authentication to work, you need to link the corresponding users in the ELO Administration Console to the e-mail account for Microsoft Azure.

To interact with the ELO Bot, you must explicitly add the bot to a team. To add the bot to a team, click the button *Apps > Open > Drop-down arrow > Select a team*.

**ELO**

ELO Digital Office GmbH

Hinzufügen

Übersicht **Berechtigungen****ELO Bot for MS Teams**

Von hier aus auf ELO zugreifen

**App-Features****Bots**

Chatten Sie mit der App, um Fragen zu stellen und Infos zu erhalten

**Nachrichten**

Inhalt aus der App direkt in Nachrichten einfügen

**Persönliche App**

Den Überblick über wichtige Inhalte und Infos behalten

Erstellt von: [ELO Digital Office GmbH](#)Version [1.0.0](#)

Unterstützte Sprachen:

- English
- Deutsch
- Français

[15 weitere](#)

Durch die Verwendung von ELO, stimmen Sie den [Datenschutzrichtlinie](#), [Nutzungsbedingungen](#) und [Zugriffsberechtigungen](#) zu.

You can make additional configurations in the `appsettings.json` file. This file is stored in the installation folder.

For example, in `appsettings.json`, you can configure the number of results to be displayed.

If you want to use a repository in the ELO Bot, the proxy server of this ELO instance must know the ELO Bot. You need to add the `/bot/=<IP address of bot>` entry to the corresponding `de.elo.ix.plugin.proxy.properties` file.

The Microsoft Teams user must authenticate with SSO to obtain access to the context-free functions of ELO Business Solutions in Microsoft Teams. In the ELO Bot, switch to the *Business Solutions* tab. If you are not already authenticated, SSO authentication is performed when you switch tabs. Once you have done this, you can access the functions on the tab as well as in other areas of Microsoft Teams.

The same applies for ELO Flows. However, in the current version, only the ELO Flows triggers are supported and not the ELO Flows web apps.

**Information**



ELO Flows and the ELO Business Solutions can only be displayed if the corresponding IX server can be accessed.

## Use

The ELO Bot for Microsoft Teams connects Microsoft Teams to your ELO repository.

### Search

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

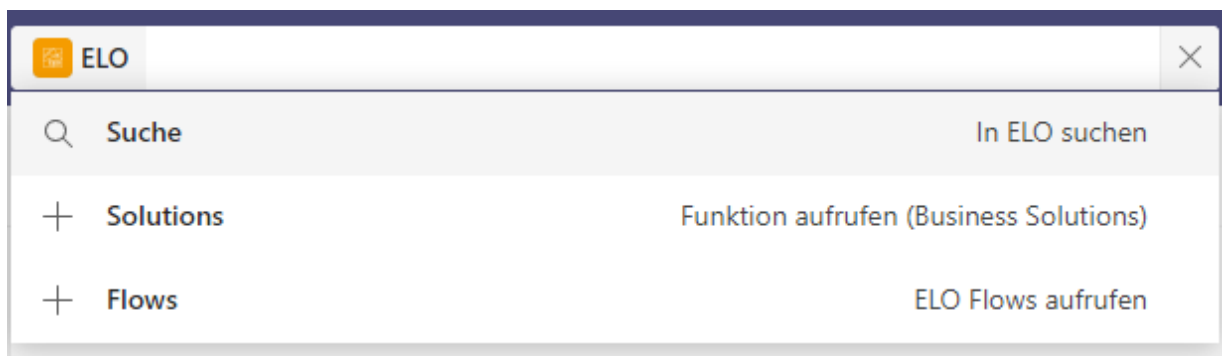
- [Search on the search bar](#)
- [Start search in a chat](#)

#### Search on the search bar

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

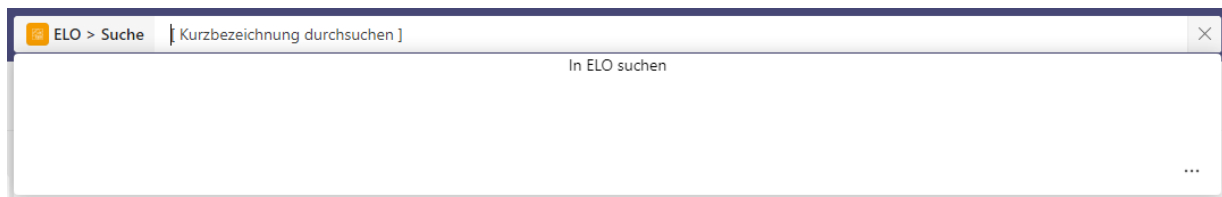
Method

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

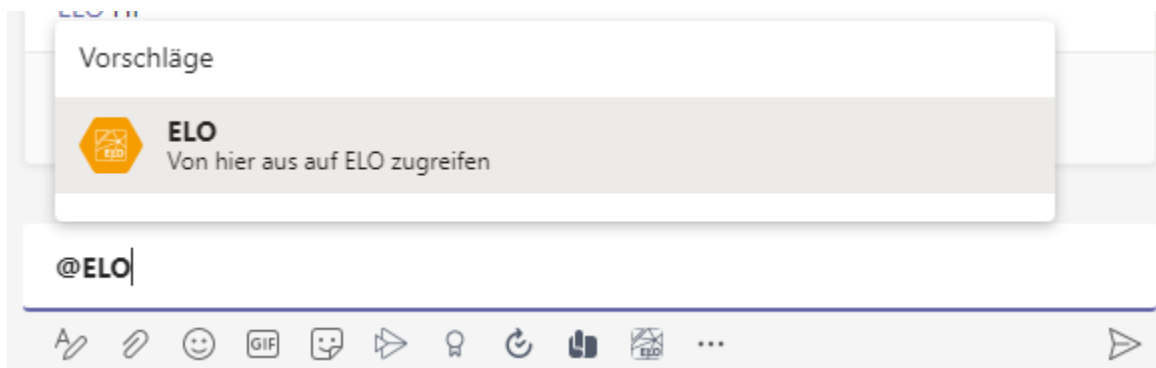
You can perform a search in your ELO repository from within a Microsoft Teams chat. You have two options:

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

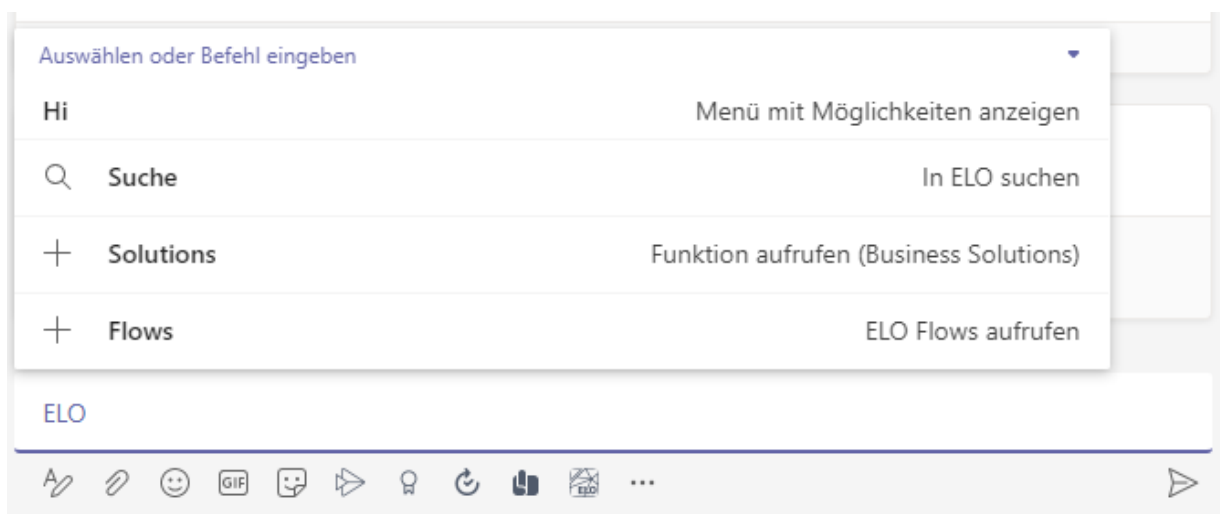
Start a search using the input line

### Method

1. Type @ELO in the text field.

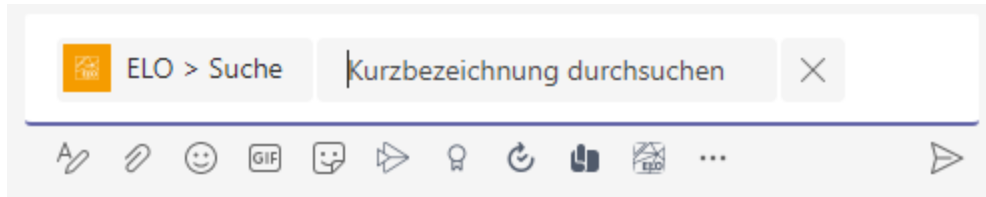


The ELO Bot suggests the following options: *Search, Solutions, Flows*.



2. Click the option *Search*.
- 3.

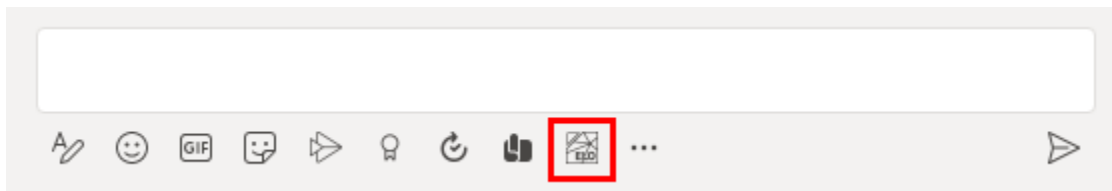
Enter a search term in the search bar.



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



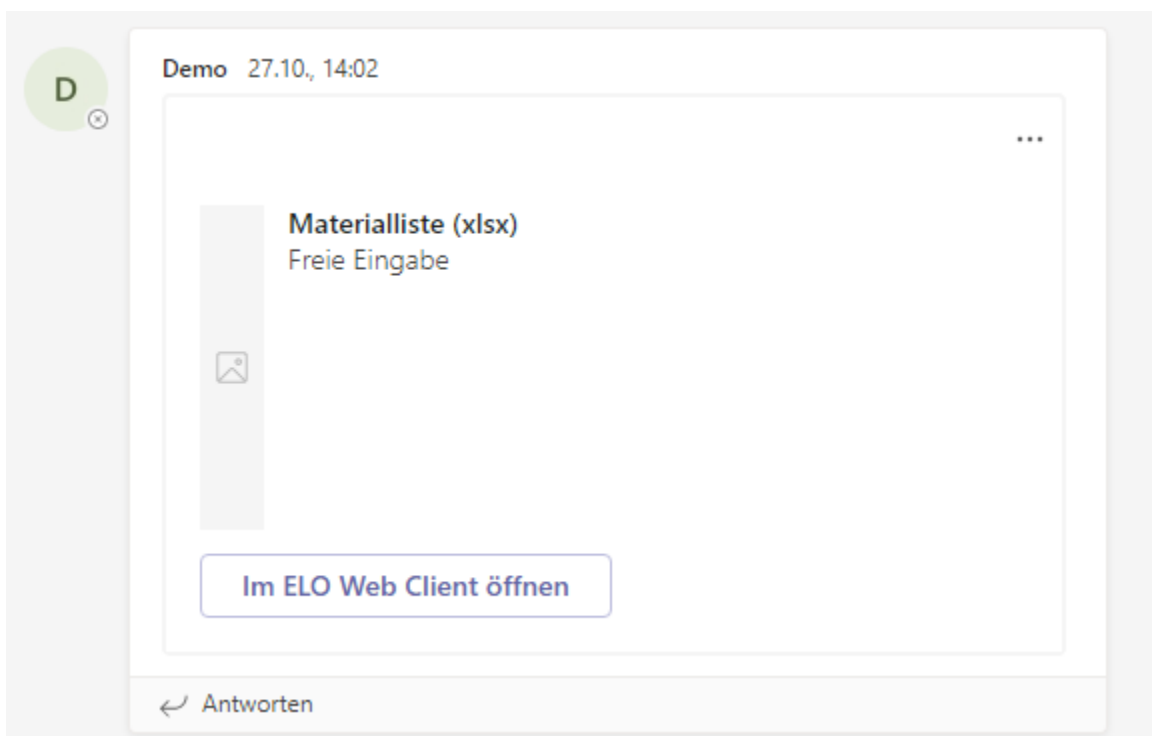
There is a button for the ELO Bot below the text field.

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.

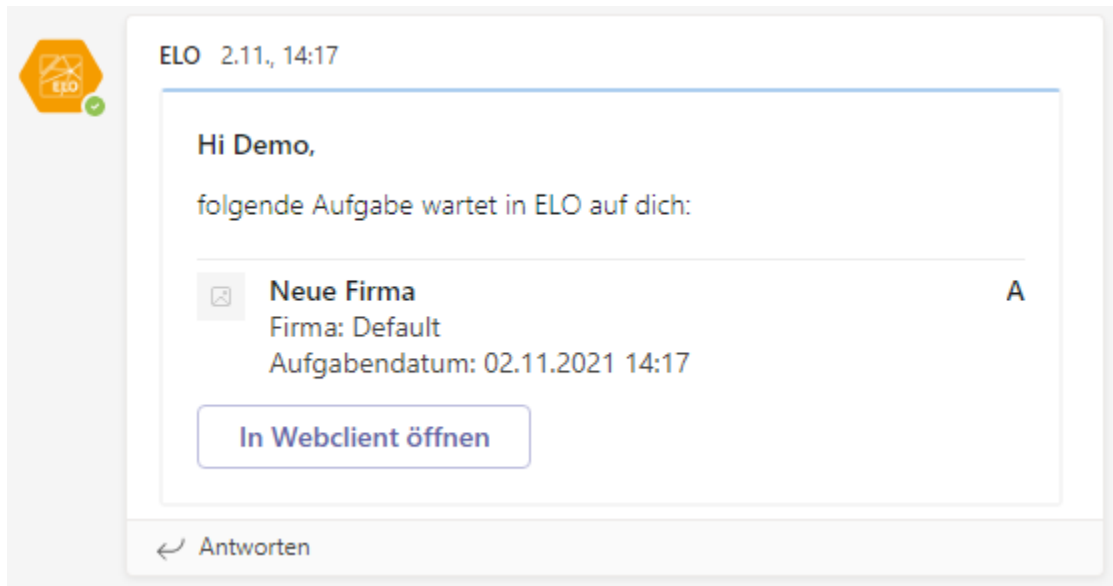
Use the search to find the document and send it. The chapter [Search](#) explains how to start a search.



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

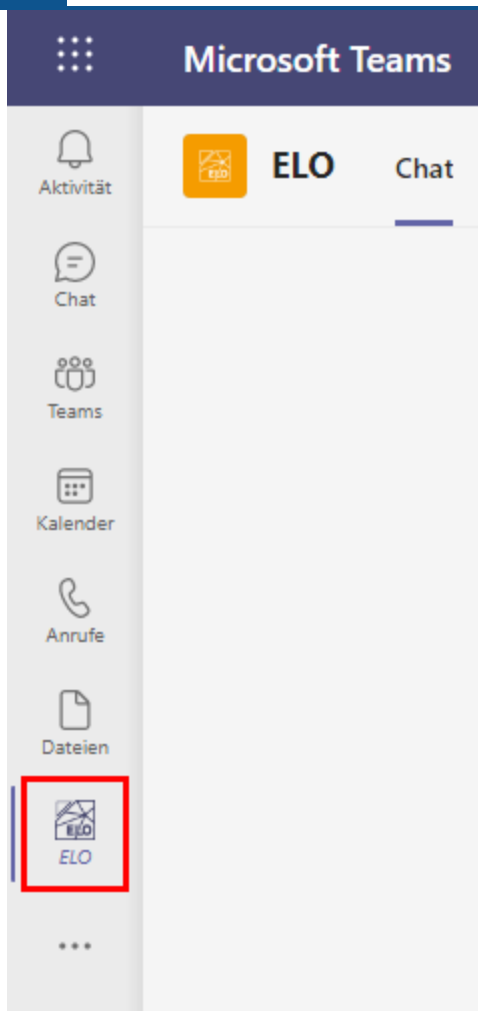
1. Click the menu (three dots) on the left in Microsoft Teams.

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.