

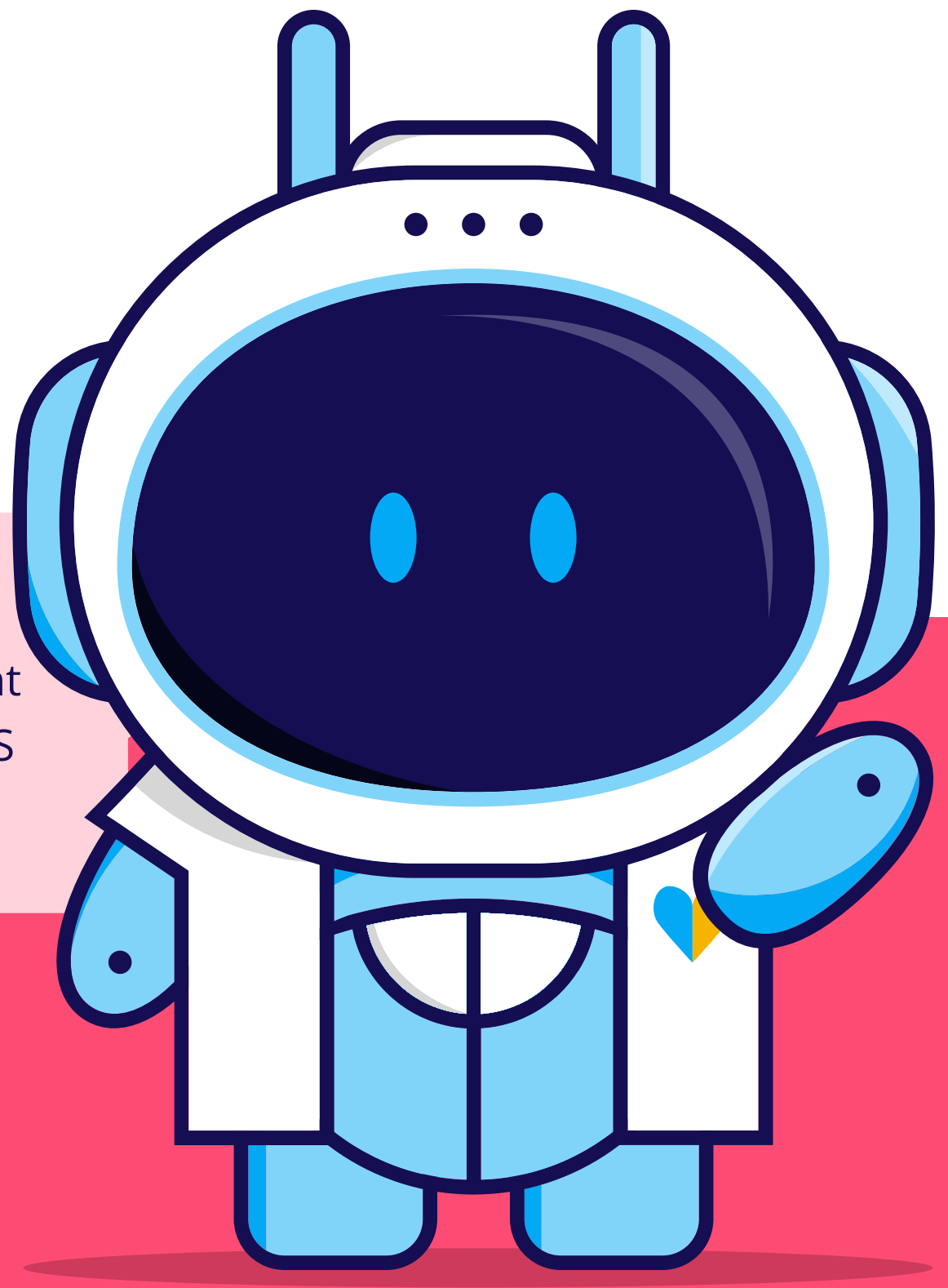
# INSTRUCTION

on using a bot **V7Pro**

## MANAGER

Hello!

I'm a bot that reliable career assistant career growth. You can find me in MS Teams.



## Five key steps:

### 1. SIGN IN

#### • Sign in to the bot

To get started, click register, then enter the email and password, received from the administrator.

### 2. FILES

#### • Check out the information

Read the guide on how to set up a successful career plan.

### 3. MENU

#### • Manager's work menu

Enter the "Hello" command to open the manager's workspace.

### 4. SPECIALISTS

#### • Your specialists without a plan

See the list of your specialists without a career plan and contact them.

### 5. MEETING

#### • Talk with a specialist

Schedule a Microsoft Teams meeting with specialist, interested in developing a career plan and setting their first goals.