

Birthday

1. Overview

The Birthday feature automatically posts birthday wishes on the Feed when an employee's date of birth is reached, helping teams celebrate and engage employees effortlessly.

<https://www.youtube.com/embed/M1VGN-PdsYc?si=jRj5Yc6E59sgBB9A>

2. When to Use This?

- To automatically wish employees on their birthdays
- To improve employee engagement and morale
- To avoid manual birthday posts by admins or managers
- To create a positive and inclusive work culture

3. Concepts

- **Birthday Post:** An automated Feed post triggered based on the employee's date of birth.
- **Celebration Bot:** Publishes birthday posts automatically using configured messages and images.
- **Backend Setup:** Birthday messages and visuals are configured from Settings Centre.

4. Setup Guide (Admin Setup)

Step 1: Ensure User Details Are Available

While creating or updating a user:

- Date of Birth must be entered.

Without the date of birth, birthday posts will not be triggered.

Step 2: Configure Birthday Posts

1. Go to **Menu → Settings Centre**
https://converse.bsharpcorp.com/celebrate/settings_center
2. Under **Engagement Setup**, click **Birthdays**
https://converse.bsharpcorp.com/celebrate/birthday_setup
3. Select one or more **default birthday messages**
4. (Optional) Add a **custom message**
5. Select a **graphic/image**
 - Or upload a custom image
6. (Optional) Add **hashtags**
7. (Optional) Enable **notification to admin before birthday**
8. (Optional) Disable comments

9. Click **Save**

← Birthday Post Setup

The Bsharp Converse bot randomizes a combination of default messages and images. You can choose to add your own messages and images.

Select Message

Dear <Username> Wishing you the best on your birthday. May this day bring success & prosperity in your life.

Dear <Username> Best wishes on your birthday. You are extremely dedicated and we are so lucky to have you on board. We wish you nothing but the best in all your endeavors.

Dear <Username> May today be the day with lots of surprises in store for you. Happy Birthday. We hope you accomplish all the great goals you have set for the year.

Custom Message

Enter Message Here Add to list

Select Graphic

Birthday cake with balloons

Party with teammates

Frosted cake

Cake with card

Multi-layered cake

Upload Image

Add Hashtags

Hashtags

Enable notification to admin before birthday Select

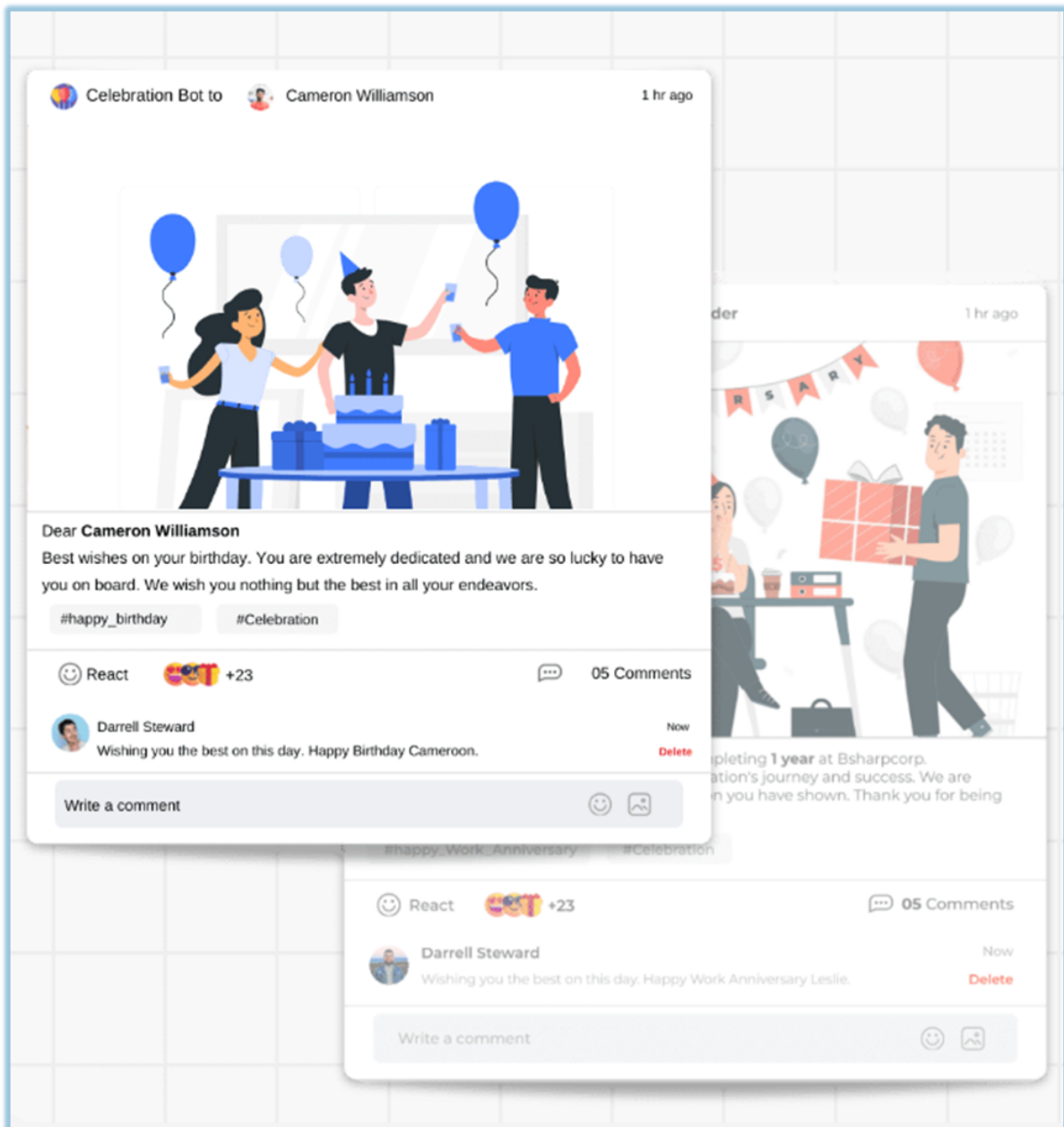
Disable comments

Save

5. User View

- The birthday post appears automatically in the **Feed**

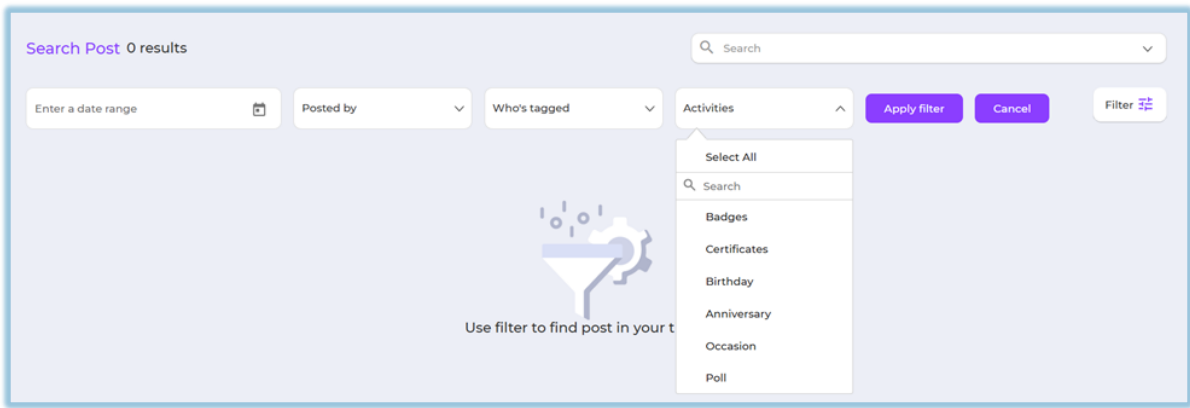
- Posted by the **Celebration Bot**
- Displays:
 - Personalized birthday message
 - Selected image or graphic
 - Reactions and comments (if enabled)



6. Reporting

Birthday posts can be tracked using Feed filters:

1. Go to **Feed**
2. Click **Filter**
3. Select **Activities → Birthday**
4. Apply additional filters if needed (date, tagged user, etc.)



7. Best Practices

- Ensure date of birth is captured during user onboarding
- Use friendly and positive birthday messages
- Keep comments enabled to encourage team wishes
- Use admin notifications to stay informed in advance

8. Troubleshooting / FAQs

Q: Can I edit a birthday post after it is published?

No. Birthday posts cannot be edited once published.

Q: Can multiple employees be tagged in a birthday post?

Yes.

Q: What happens if the date of birth is missing?

The birthday post will not be created.

9. Related Links

- [Feed - Posts](#)
- [Settings Centre - Birthdays](#)

10. Version Notes

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