

# Work Anniversary

## 1. Overview

The Work Anniversary feature automatically celebrates employee milestones based on their date of joining by posting congratulatory messages on the Feed.

<https://www.youtube.com/embed/M1VGN-PdsYc?si=zc6FiYfl7f8Zysj4>

## 2. When to Use This?

- To recognize employee loyalty and tenure
- To celebrate work milestones automatically
- To strengthen employee motivation and retention
- To reduce manual anniversary announcements

## 3. Concepts

- **Work Anniversary Post:** An automated Feed post triggered based on the employee's date of joining.
- **Celebration Bot:** Automatically publishes anniversary posts.
- **Backend Setup:** Anniversary messages and images 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 Joining must be entered

Without the date of joining, anniversary posts will not be triggered.

## Step 2: Configure Work Anniversary Posts

1. Go to **Menu → Settings Centre**

[https://converse.bsharpcorp.com/celebrate/settings\\_center](https://converse.bsharpcorp.com/celebrate/settings_center)

2. Under **Engagement Setup**, click **Anniversaries**

[https://converse.bsharpcorp.com/celebrate/anniversary\\_setup](https://converse.bsharpcorp.com/celebrate/anniversary_setup)

3. Select one or more **default anniversary 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 anniversary**
8. (Optional) Disable comments

## 9. Click **Save & Exit**

### Anniversary 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> , Congratulation on completing < number> year at < Company name> .  
You have been an essential part of our organization's journey and success. We are eternally grateful for the dedication and passion you have shown. Thank you for being with us. Happy Work Anniversary!

Dear < Username> , Congratulation on completing < number> year at < Company name> .  
This is to remind you that you have come a long way, and your contributions have continued to inspire us. I wish you a very Happy Work Anniversary!

Dear < Username> , Congratulation on completing < number> year at < Company name> .  
Everyone requires a person with an abundance of positive vibe and confidence to get things done perfectly. Thank you for being that person. Warm wishes on your work anniversary!

#### Custom Message

Enter Message Here

#### Select Graphic

Anniversary runners

Anniversary party

After work party

Happy anniversary

Dedication

#### Add Hashtags

Hashtags

Enable notification to admin before Anniversary

Disable comments

## 5. User View

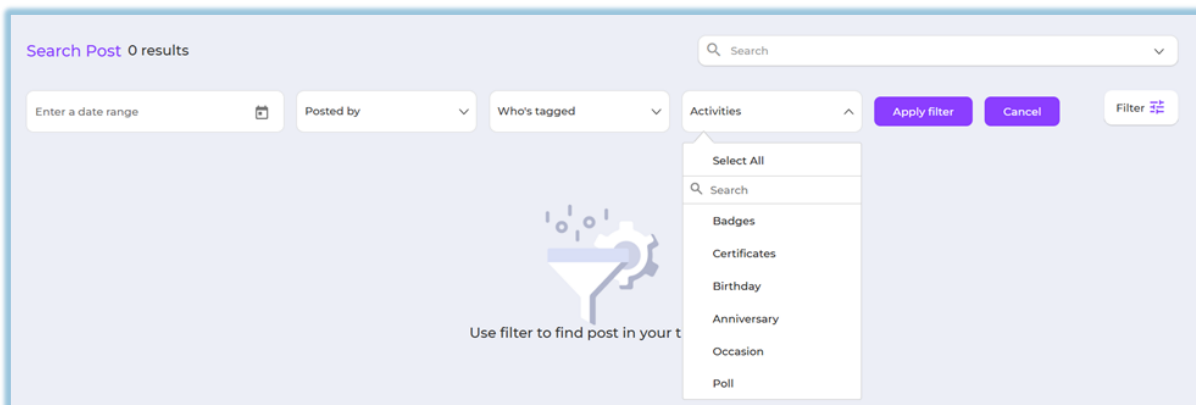
- The anniversary post appears automatically in the **Feed**
- Posted by the **Celebration Bot**
- Displays:
  - Personalized anniversary message (years completed)
  - Selected image or graphic
  - Reactions and comments (if enabled)



## 6. Reporting

Work Anniversary posts can be tracked using Feed filters:

1. Go to **Feed**
2. Click **Filter**
3. Select **Activities → Anniversary**
4. Apply additional filters if needed



## 7. Best Practices & Tips

- Ensure date of joining is correctly maintained
- Use appreciation-focused messages
- Enable comments to allow team congratulations

## 8. Troubleshooting / FAQs

**Q: Can I edit a work anniversary post after publishing?**

No. Work anniversary posts cannot be edited once published.

**Q: Will the system calculate years automatically?**

Yes. The system calculates years based on the date of joining.

**Q: What happens if the date of joining is missing?**

The work anniversary post will not be created.

## 9. Related Links

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

## 10. Version Notes

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