

# Occasions Setup

Occasion Setup allows you to configure and manage special occasions for automated postings by the Bsharp Converse bot.

[https://www.youtube.com/embed/M1VGN-PdsYc?si=X1ws9ff8Jz9H-w\\_i](https://www.youtube.com/embed/M1VGN-PdsYc?si=X1ws9ff8Jz9H-w_i)

---

## Getting Started

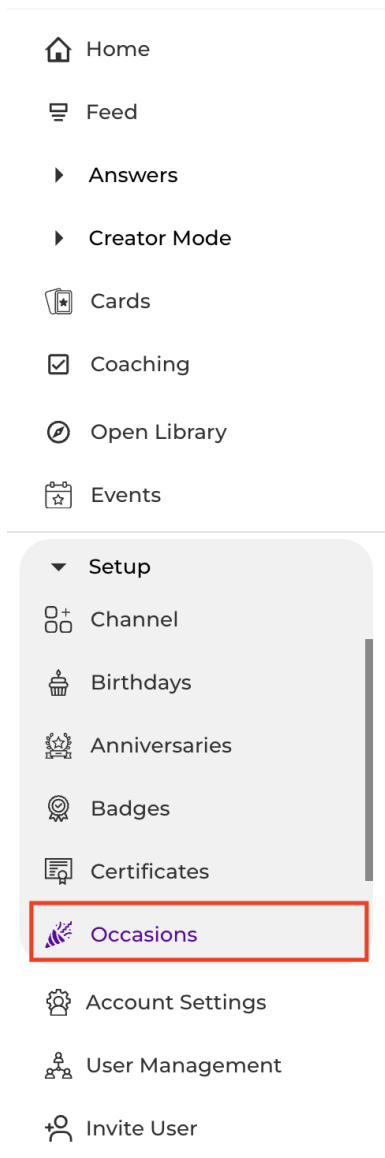
### What is Occasion Setup?

Occasion Setup enables the scheduling, management, and customization of automated posts for various special occasions, enhancing team engagement and celebration.

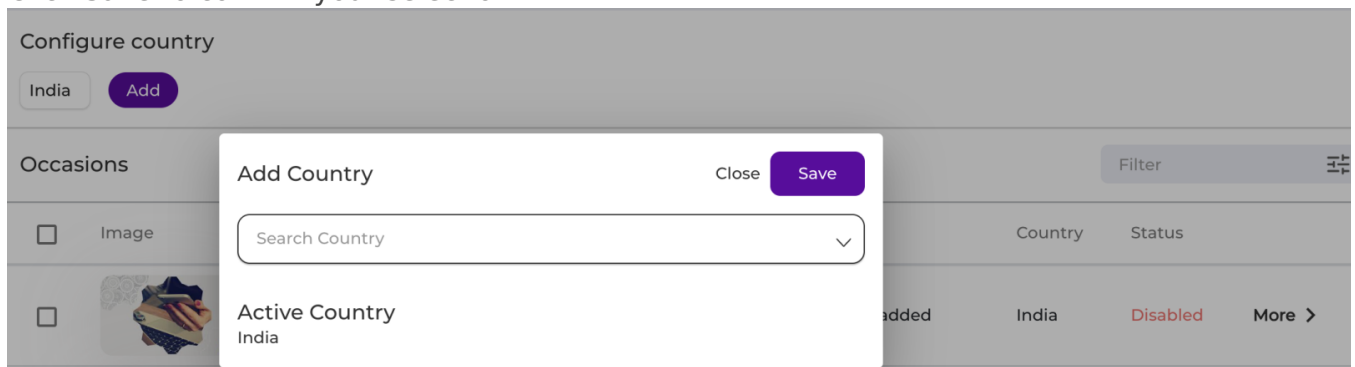
## Step-by-Step Guide: Setting Up Occasions

### 1. Configure Country:

- Navigate to Occasions setup using the left-side pane.



- Select your desired country using the "Configure country" section. Click Add.
- Click Save to confirm your selection.







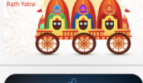



## 2. Manage Occasions:

- View a list of predefined occasions along with details such as Occasion Name, Date, Category, Country, and Status.
- To disable any occasion, uncheck it from the list and save the setup.

## Occasions

Filter

<input type="checkbox"/>	Image	Occasion	Date	Categories	Country	Status	
<input type="checkbox"/>		test 1	10-Jun-2022	occasions you added	India	Disabled	More >
<input type="checkbox"/>		Founder's day	10-Jun-2022	occasions you added	India	Disabled	More >
<input type="checkbox"/>		National Reading Day	19-Jun-2022	special event	India	Disabled	More >
<input type="checkbox"/>		International Yoga Day	21-Jun-2022	special event	India	Disabled	More >
<input type="checkbox"/>		National Statistics Day	29-Jun-2022	special event	India	Disabled	More >
<input type="checkbox"/>		National Doctor's Day	01-Jul-2022	special event	India	Disabled	More >
<input type="checkbox"/>		Jagannath Rath Yatra	01-Jul-2022	festival	India	Disabled	More >
<input checked="" type="checkbox"/>		World UFO Day	02-Jul-2022	special event	India	Active	More >

## 3. Add New Occasions:


- Click the "Add occasion" button.
- Occasion setup
- Upload an image (1024px x 768px, max size 5MB).
- Enter Occasion Name, Date, and Country.
- Type your customized "Wish" message.
- Optionally add a resource link in the "Link URL" field.
- Click "Save" to confirm.

Add occasion

Save

### Add occasion

Save




Upload Image


Please upload the image in 1024px X 768px. The image should be less than 5MB.

Occasion:

Date:



Country:



Wish

Link to resource

## 4. Filtering Occasions:

- Click the "Filter" option to refine occasions based on Year, Month, Categories, Country, and Status.
- Set your filter preferences and click "OK."
- Occasions Filter


- Filter

OK

> Year	None
> Month	None
> Categories	None
> Country	None
> Status	None
- 

## 5. Detailed Editing of Occasions:

- Click "More" next to the Status column of an occasion.


<input type="checkbox"/>	Image	Occasion	Date	Categories	Country	Status	
<input type="checkbox"/>		test 1	10-Jun-2022	occasions you added	India	Disabled	More >

- Toggle between "Active" or "Disable" to control the posting status.
- Edit Occasion details including the Wish and resource URL.
- Click "Edit" for further modifications or "Save" to confirm changes.

- Occasion Setup

Edit

Save



Occasion:  
test 1

Date:  
10-Jun-2022

Category:  
occasions you added

Country:  
India

Wish  
test 2 qwerty

Link to resource

Link URL  
<https://www.bsharpcorp.comasdfgh>

Active

Disable

## FAQs

### 1. How do I add a new occasion?

Click the "Add occasion" button, enter the required details, upload an image, and save.

### 2. What image specifications are needed for occasions?

Images must be 1024px x 768px and smaller than 5MB.

### 3. Can I disable occasions from being automatically posted?

Yes, simply uncheck any occasion in the Occasions list and save your changes.

### 4. How can I filter occasions by specific criteria?

Use the "Filter" option to filter by Year, Month, Categories, Country, and Status.

### 5. How do I edit details of an existing occasion?

Click "More" under the Status column, then use the "Edit" button to modify details.

### 6. Is there a way to temporarily deactivate an occasion without deleting it?

Yes, toggle the occasion's status from "Active" to "Disable" under detailed editing.

### 7. Can I link external resources to occasions?

Yes, enter the desired URL in the "Link URL" field when creating or editing an occasion.

### 8. How do I ensure an occasion is set only for a specific country?

Select the desired country from the dropdown when creating or editing the occasion.

### **9. Can I add customized wish messages for each occasion?**

Yes, you can enter a customized wish message in the "Wish" field for each occasion.

### **10. Where can I view all details about a specific occasion?**

Click "More" under the Status column to view detailed information about any occasion.

---

Revision #3

Created 27 March 2025 12:24:40 by Kavya Rajkumar

Updated 2 April 2025 11:15:04 by Kavya Rajkumar