Work Anniversary Setup

Work Anniversary Setup allows you to customize automated work anniversary messages and graphics sent by the Bsharp Converse bot.

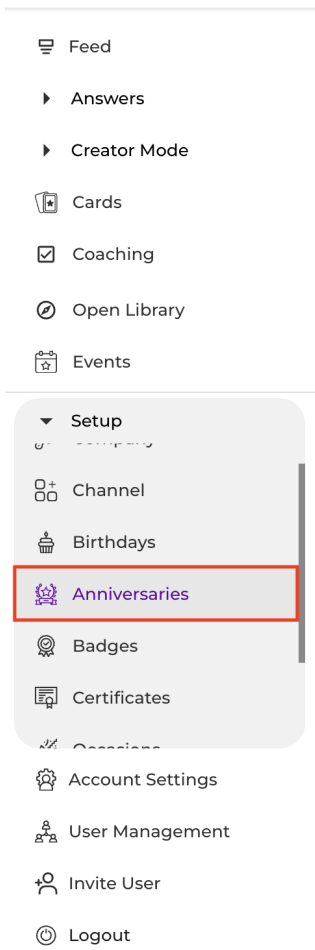https://www.youtube.com/embed/M1VGN-PdsYc?si=X1ws9ff8Jz9H-w_i

Getting Started

What is Work Anniversary Setup?

Work Anniversary Setup helps you manage and personalize automated work anniversary greetings and graphics sent to team members, enhancing employee engagement with thoughtful and customized celebrations.

Step-by-Step Guide: Setting Up Work Anniversary Posts

1. Select Messages:

- Navigate to the Work Anniversary Setup section on the left side pane.

- You'll see pre-defined default messages that the Converse bot can randomly select from.
- Choose the desired messages by selecting their checkboxes.

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!

2. Add a Custom Message:

- To create a personalized message, use the "Custom Message" field.
- Type your preferred work anniversary greeting into the text box.
- Click the "Add to list" button to include it in your message options.

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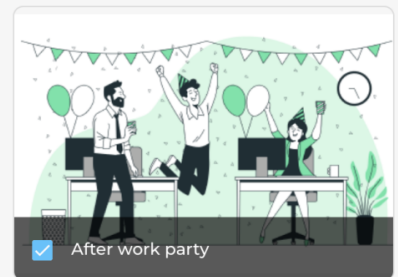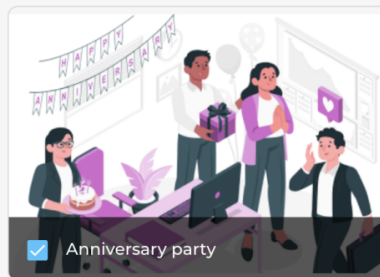 Custom Message   Add to list

  Enter Message Here

3. Select Graphics:

- Choose from available graphics like anniversary celebrations, team gatherings, and festive designs by clicking their respective checkboxes.
- You can select multiple graphics for randomized use.
- You can also upload a graphic from your local system.
-
  Select Graphic

  ☑ Anniversary runners   ☑ Anniversary party   ☑ After work party

  ☑ Happy anniversary   ☑ Dedication   Upload Image

4. Add Hashtags:

- Enter relevant hashtags in the "Add Hashtags" section.
- Type new hashtags into the provided field and press Enter to include them.
-
  Add Hashtags

  Hashtags

  Goodwork ⊗   New hashtag...

5. Notification to Admin:

- Enable notifications to the admin before work anniversaries.
- Choose notification timing (e.g., 1 day before) from the dropdown menu.

-

Enable notification to admin before Anniversary

Select
1 day

6. Comments:

- Optionally, select "Disable comments" to restrict commenting on automated work anniversary posts.

Finalize your settings by clicking "Save & exit." Messages, graphics, hashtags, and notification settings chosen will be used by the Converse bot to send personalized greetings on team members' work anniversaries.

☐ Disable comments

Save & exit

FAQs

. Can I create my own custom work anniversary messages?

Yes, you can enter your personalized messages in the "Custom Message" field and add them to the list.

2. How many custom work anniversary messages can I add?

You can add as many custom messages as you wish.

3. Can multiple graphics be selected for work anniversary posts?

Yes, select multiple graphics, and Converse will randomly choose among them for each post.

4. Am I able to upload my own graphics for work anniversaries?

Yes, you can upload custom graphics to use for anniversary posts.

5. How do I add hashtags to work anniversary posts?

Enter relevant hashtags in the "Add Hashtags" section and press Enter after typing each hashtag.

6. Can I disable comments on automated work anniversary posts?

Yes, simply select the "Disable comments" option to restrict commenting.

7. Can the admin be notified before a team member's work anniversary?

Yes, enable the notification feature and set your desired advance notification time from the dropdown menu.

8. Can default messages or graphics be deselected?

Yes, simply uncheck any default message or graphic you wish to exclude.

9. Are hashtags mandatory for automated anniversary posts?

No, hashtags are optional but recommended to enhance engagement.

10. How do I save my settings for work anniversary posts?

Click "Save & exit" after configuring all your preferred settings.

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