

Workplace

from FACEBOOK

 **How to add
Enablo's Pair Up Elf
on Workplace**



Brought to you by

 **enablo**



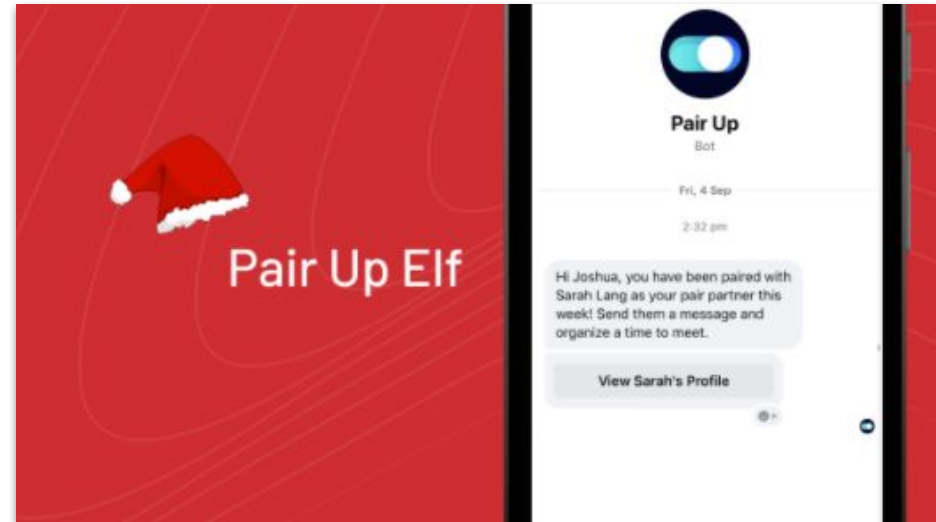
Give the gift of connection this holi-yay

When a present is presence

We know holiday season in the office usually comes with some gift giving, but that may not be possible this year. This year, give presents through presence. Your festive elf will match 2 people randomly in your organisation to pair up each week so that they can grab a festive beverage or simply have a chat - all virtually if need be! It's all about making deeper connections this silly season.

We recommend using Pair Up Elf in conjunction with our Festive Fred Campaign.

Add Pair Up Elf to your Workplace instance through the Enablo Platform (see instructions in the next slides!).



The Enablo Platform

- Make sure you are logged in to your Workplace account (you will need to have administrator access to add Pair Up Elf)
- Go to <https://platform.enable.com/> and click on 'Sign up'
- Click 'Continue' once you have added your details
- Go to **Install bots** and add **Pair Up Elf** to Workplace

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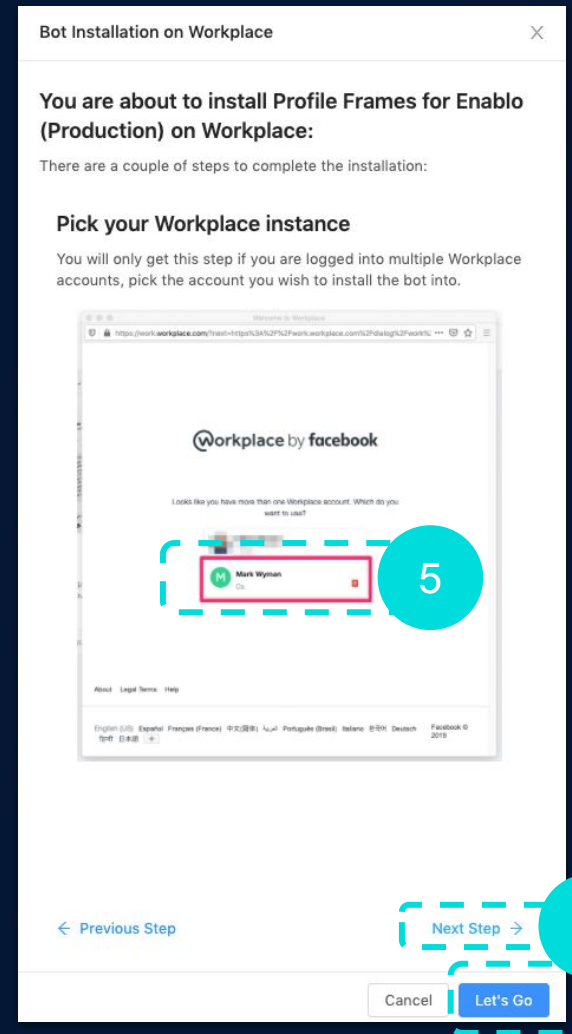
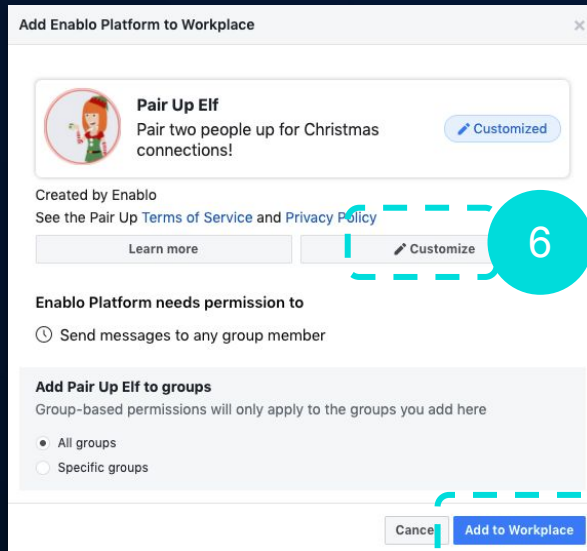
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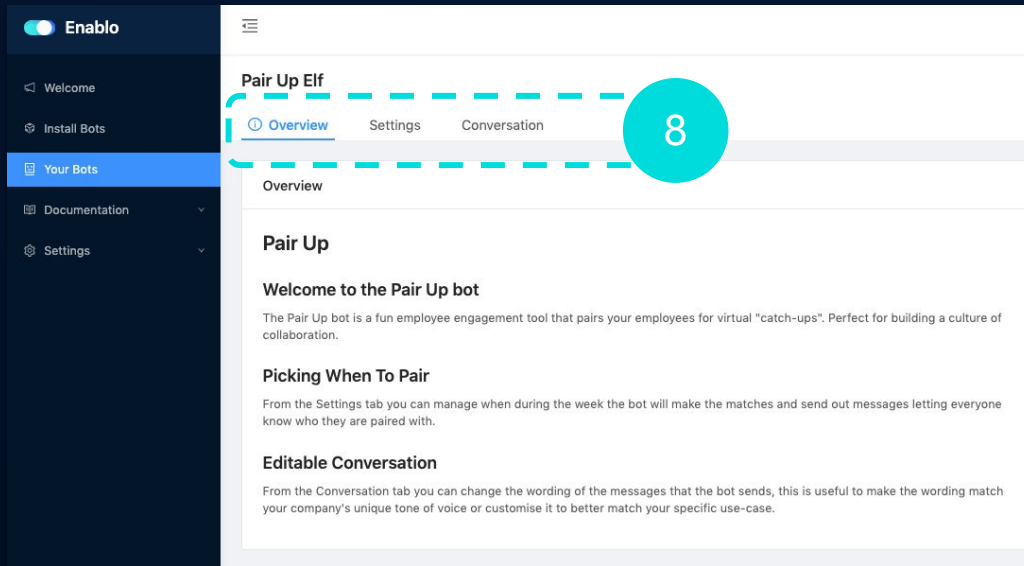
The Enablo Platform

- Read through the steps by clicking **'Next step'** when you're ready click **'Let's go'**
- Click on **your Workplace account** - this will link your account to the Enablo platform
- Download the **Pair Up Elf** Icon (from the Enablo website) and customise the name to **'Pair Up Elf'** (or as you wish)
- Click **'Add to Workplace'**



The Enablo Platform

- You have now installed your Pair Up Elf!
- Read through the overview, **Change your settings to determine which day matches will be messaged** and **Change your conversation** to match your brand and tone of voice



The screenshot displays the Enablo platform interface. On the left is a dark sidebar with a navigation menu: 'Welcome', 'Install Bots', 'Your Bots' (highlighted in blue), 'Documentation', and 'Settings'. The main content area is titled 'Pair Up Elf' and features three tabs: 'Overview' (selected), 'Settings', and 'Conversation'. A large teal circle with the number '8' is overlaid on the 'Overview' tab. Below the tabs, the 'Overview' section contains the following text:

Pair Up

Welcome to the Pair Up bot

The Pair Up bot is a fun employee engagement tool that pairs your employees for virtual "catch-ups". Perfect for building a culture of collaboration.

Picking When To Pair

From the Settings tab you can manage when during the week the bot will make the matches and send out messages letting everyone know who they are paired with.

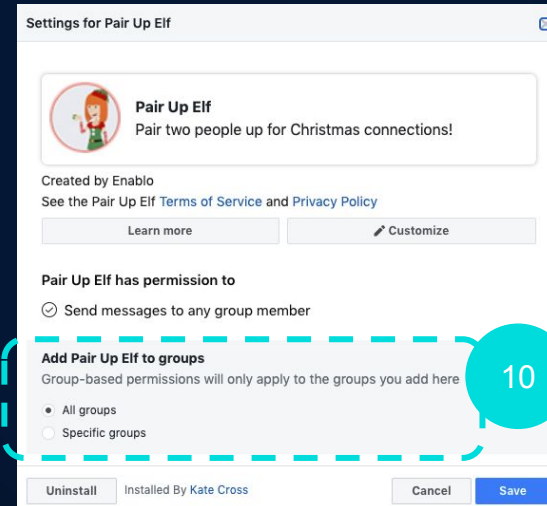
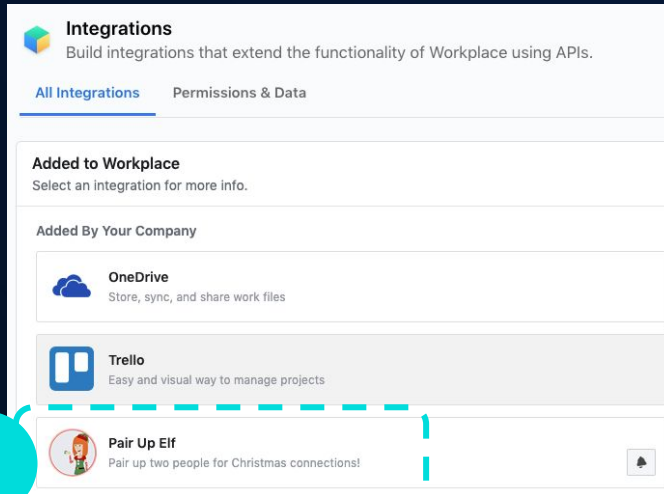
Editable Conversation

From the Conversation tab you can change the wording of the messages that the bot sends, this is useful to make the wording match your company's unique tone of voice or customise it to better match your specific use-case.



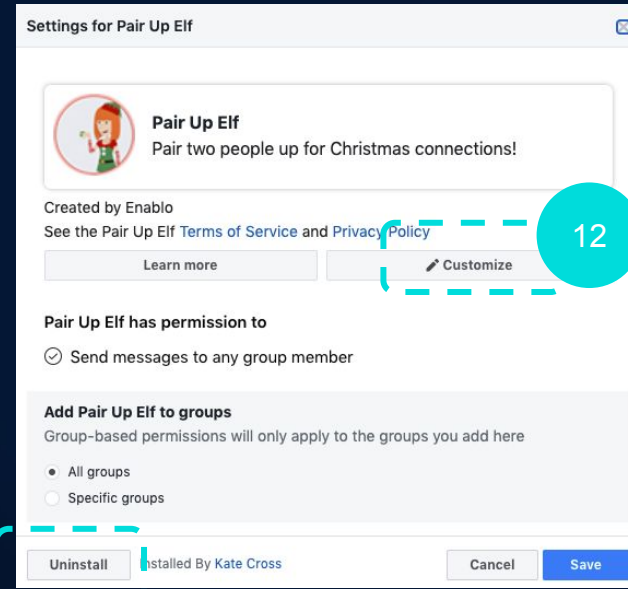
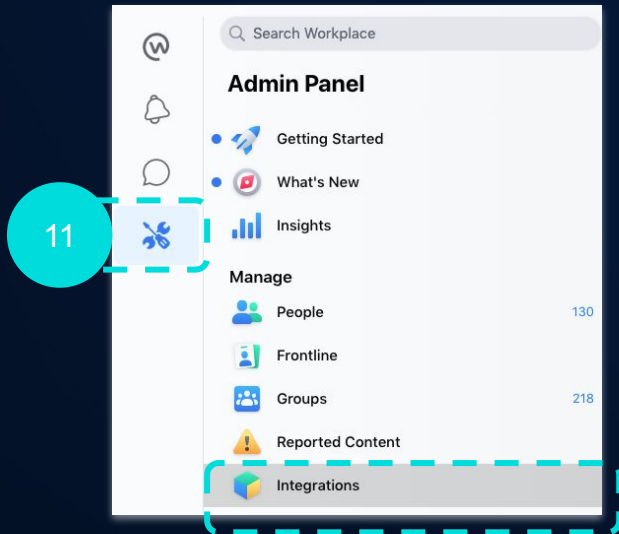
On Workplace

- In your Workplace instance, go to **See more** in your navigation and click on **Integrations** - If you can see your Pair Up Elf here, it is ready to go!
- Staff members will automatically receive a message based on the settings you configure.
- Remember you can choose which **groups** Pair Up Elf links to by going to Integrations then clicking on Pair Up Elf and then **'All groups'** or **'Specific groups'**



On Workplace

- To **make edits** to your Pair Up Elf go to **Admin Panel** then **Integrations**
- Click on **'Customise'** to change the name, logo or description
- If for any reason you need to **uninstall** the bot you can do this here also



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