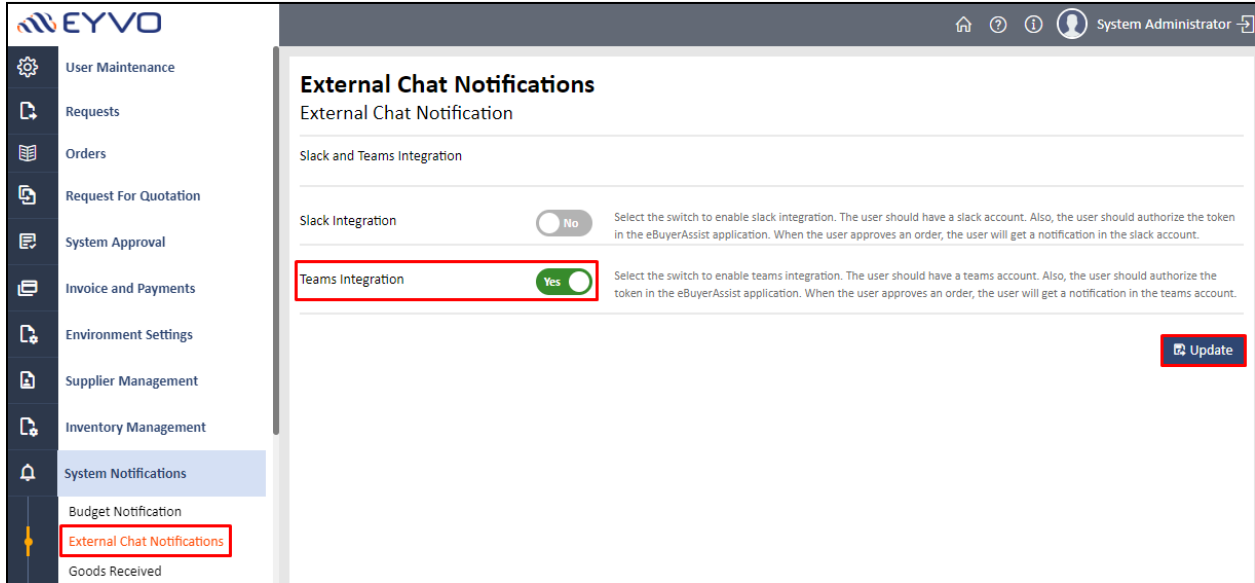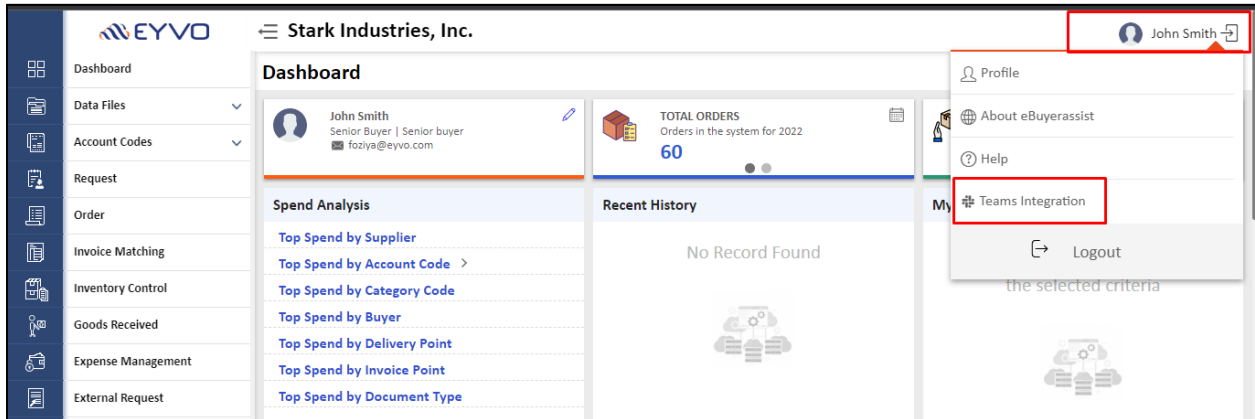# TEAMS INTEGRATION IN EBA

1. The user should login into the system administration and go to the System Notifications->External Chat Notifications section. Click on the Teams Integration switch to 'Yes' and then click on the update button as shown on Screen-1.
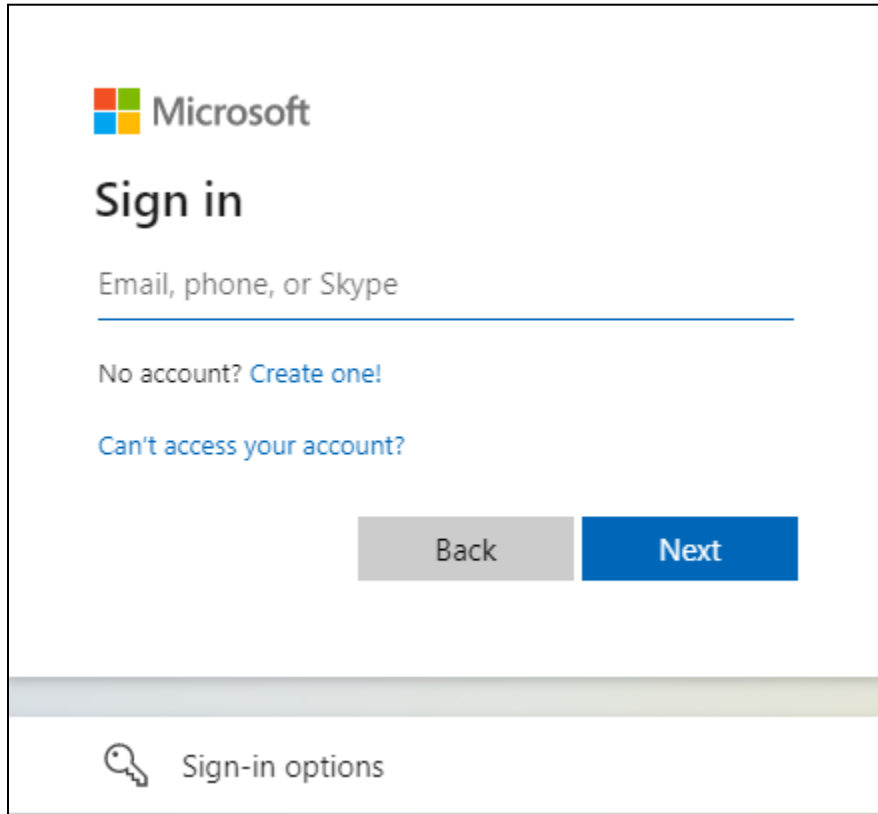

Screen-1

2. The user can then login to the main ebuyerAssist (EBA) application. Click on the user name to view the 'Teams Integration' option as highlighted on Screen-2.
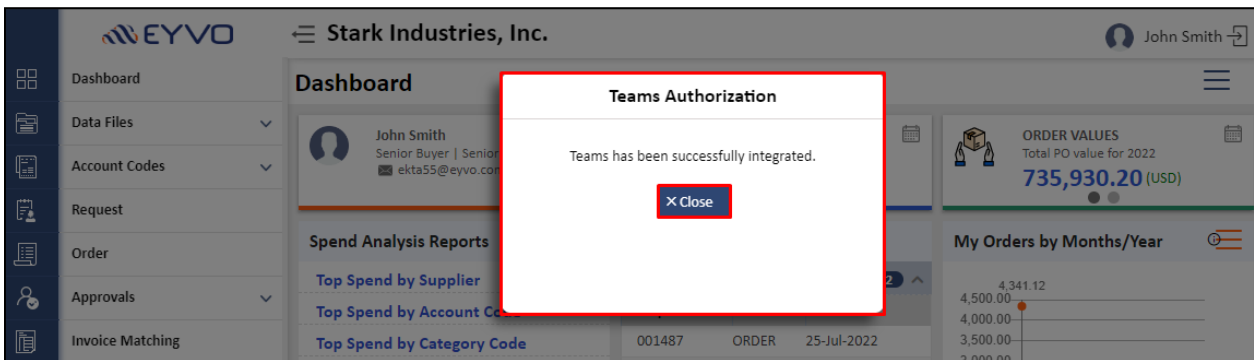

Screen-2

3. Click on the 'Teams Integration' to integrate EBA to your teams application. When the user clicks on the 'Teams Integration', they will be redirected to Microsoft's sign-in page as shown on Screen-3.
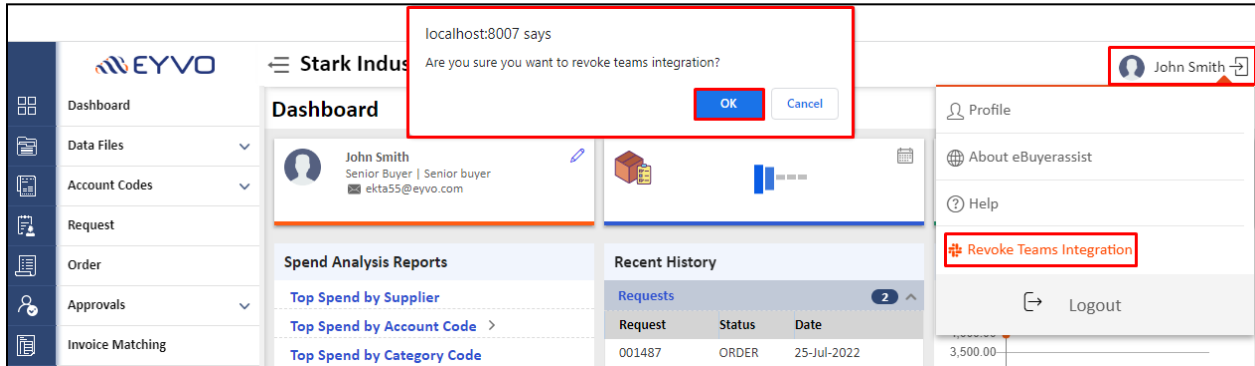
Screen-3

4. Once the user has entered the correct credentials for the Microsoft account to integrate their teams application with EBA, the teams will be successfully integrated into EBA as shown on Screen-4.
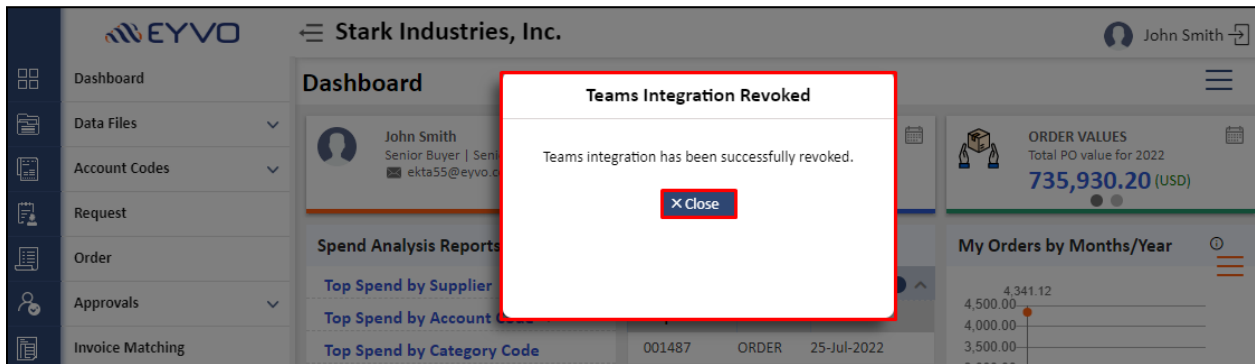

Screen-4

5. If the user wants to revoke the teams integration, click on the 'Revoke Teams Integration'. The user can view the highlighted pop-up as shown below, and click on 'OK' as shown on Screen-5

Screen-5

6. When the user clicks on 'OK', they will see the below screen as shown on Screen-6, and the Teams- EBA integration will be revoked successfully.

Screen-6

7. When a new request is created and the request is pending with the approver as shown on Screen-7 and if the approver has integrated the EBA application with teams. The approver will receive the approval notification on teams. Here, the approver can click on the link to view details before approving/rejecting the request as shown on Screen-7.1.

Screen-7

Screen-7.1

Note: We have shown an example for request rule approval on teams. Similarly, teams will notify all the request approvals as well as orders approvals such as Rule approvals, Cost Centre approvals, Group approvals, and Invoice approvals.