HR Data Collection:

1. Bot is to read an Excel sheet with name, surname and an email address - that's the recipient list.

2. Bot is to send to the recipients the attached Excel file for data collection (New Hire Form\_unprotected.xlsx)

3. Bot is to check the mailbox for return email (manual once in a while)

4. Bot to check if the mail is from a mailbox he sent messages to

5. Bot is to check the form - if all obligatory fields have been filled in - if no -  send the email back saying the form is not OK, what is missing etc.

6. If all data is OK, add a new entry to a consolidated "data base" file (can be a MS Access DB, or a common Excel sheet)