**User manual**

How to set up and operate the bot

# Prerequisites and set up

* Install UiPath studio (not studio x)
* Access the folder Due Date Dynamo NWU deadline tracker
* Make sure Firefox and Microsoft excel is running
* Log into your Microsoft outlook account

# Operation UiPath

1. On the folder, double click “Main.xaml” file, you should see UiPath studio pop up
2. Click home >tools > UiPath extensions, on the Firefox extension click install and follow the pop-up messages
3. Run the file
4. Enter login credentials as prompted by the message box
5. The bot will do its job just don’t click anything watch and relax
6. Until it prompts for email address, just enter it then click ok ({your[stdentnumber}@mynwu.ac.za](mailto:stdentnumber%7d@mynwu.ac.za))
7. Now a web Due Date Dynamo should be open, navigate through it

# Operation Visualization Web

1. Click View button
2. Follow the instructions

* Green table rows mean more than 5 days left before the assessment is due
* Yellow table rows mean 3 to 5 days left before the assessment is due
* Red table rows mean less than5 days left before the assessment due date