Merge Files Application

## Instructions

Instructions for “Merge Files Application”

**Please read and follow all the instructions for a proper use of the application!**

## Pre-requisites:

We have to case scenarios:

1. The case where we have multiple excel files with one sheet each
2. The case where we have one excel file with multiple sheets

**\*\*Note:** If you are in the second scenario, meaning you import an excel file with multiple sheets, please check the box “*If not ticked, each file has one sheet*”.

## Instructions:

1. After connecting to the platform, go to **Merge Files**:

Graphical user interface

Description automatically generated

1. Click “Import database” button and select the database/s.
2. Tick the “*If not ticked, each file has one sheet*” if you meet the conditions presented above.
3. In the “Client name” introduce the information accordingly.
4. Click “Run and save”. Once clicking that, the robot will process your request and download the merged file.
5. Finally, you should obtain an Excel document named “Database + client name”

For any issues or any other questions or suggestions, please contact:

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