USER MANUAL

Upload Draft Document

User Manual Document History

Date	Version	Role	Name	Organization	Function	Comments
11.10.2019	1.0.0	RPA Intern	Ophelia	KLP	RPA	Creation v1.0
15.10.2019	1.0.1	RPA Intern	Ophelia	KLP	RPA	Creation v1.0.1
23.10.2019	1.0.2	RPA Intern	Ophelia	KLP	RPA	Creation v1.0.2

Content

User Interface

Confirmation Suite - Upload Draft Documents Result Log						Extract	Clear

Output Folder Path:

Browse | Upload Draft Documents Bot

File Name	Main Tab	Tab Index	Tab Name	WP Index	WP Name	Status

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Ui ✕

Confirm that file name extensions have been disabled.

(File Explorer > View > Show/hide > File name extensions is unchecked)

○ I Confirm
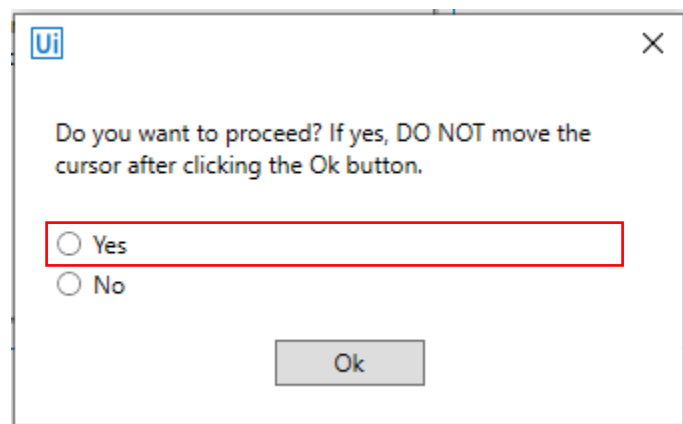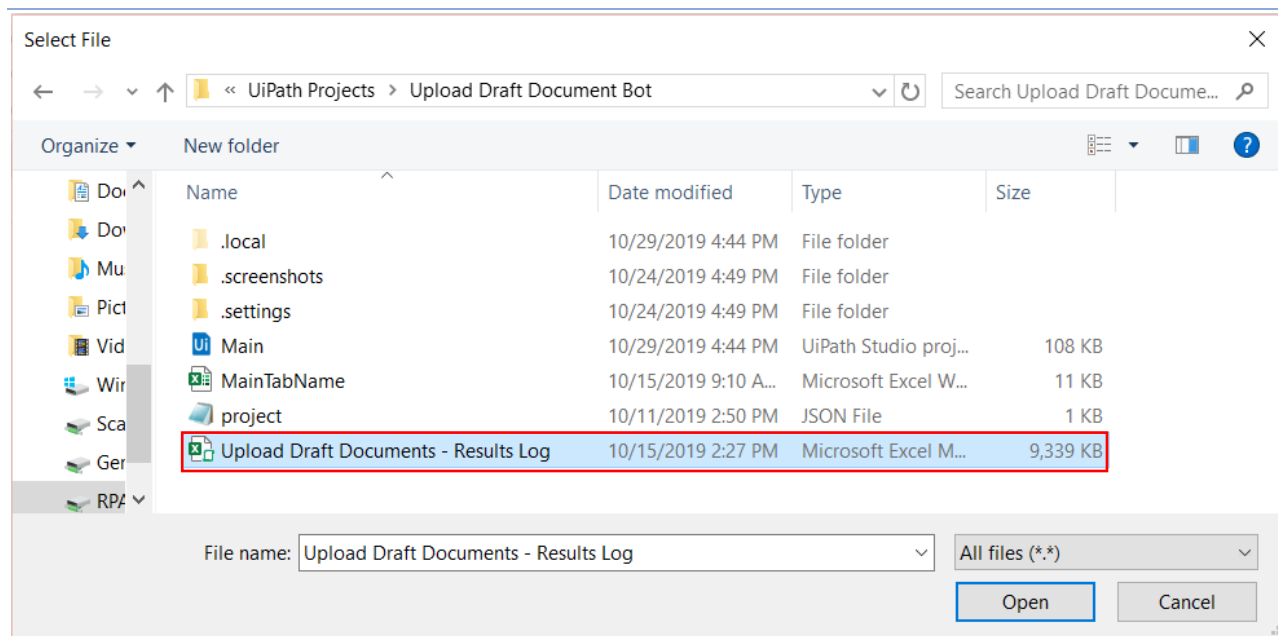○ Exit Application

Ok

Ui ✕

Confirm that all unnecessary working papers have been removed and deleted from the binder and that all required tabs are in the binder.

○ I Confirm
○ Exit Application

Ok

User Interface

Required Fields	Required Information
Files must be extracted in "Results" sheet	Input of file path must be selected
Confirm binder is ready for upload of draft documents	Selection of options must be made at each dialog box

Buttons	Function
Browse	Opens file explorer for selection of output folder
Extract	Extract files selected from the folder in the file path
Clear	Clears all contents in Results sheet
Upload Draft Documents bot	Opens Upload Draft Document Bot from UiPath

Important Notes Before Usage
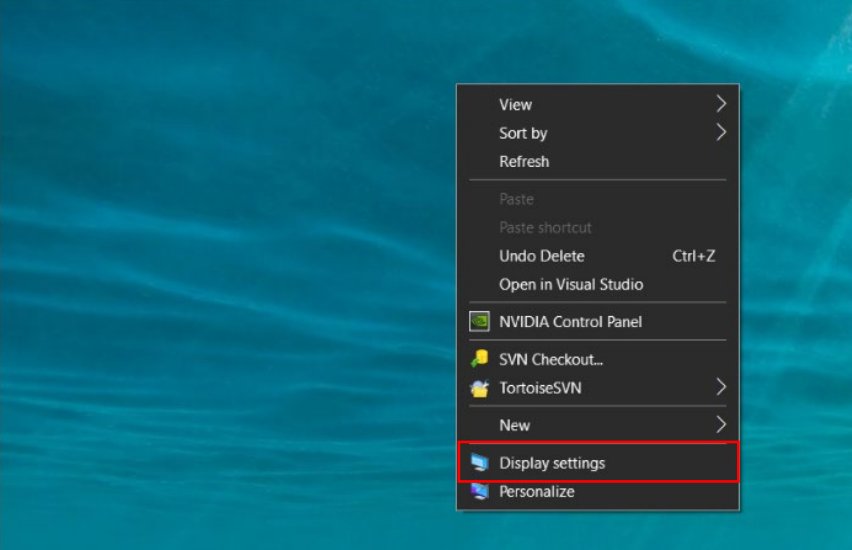
1. Before activating the bot, ensure the following:
   a. File names from selected output folder has been extracted to **File Name** column of **Upload Draft Documents – Results Log**.
   b. There is **only one** open binder on the bot laptop.
   c. Check that the CCH Binder contains all required tabs according to the table shown below.
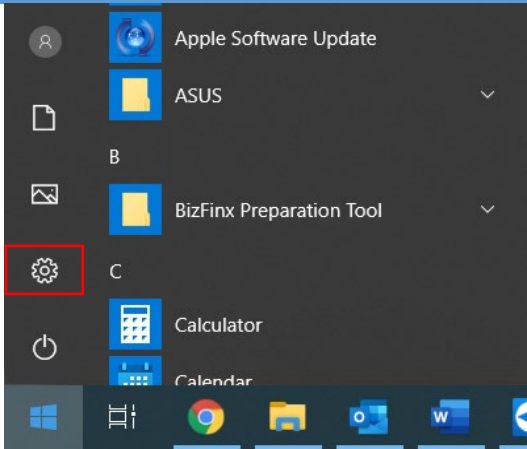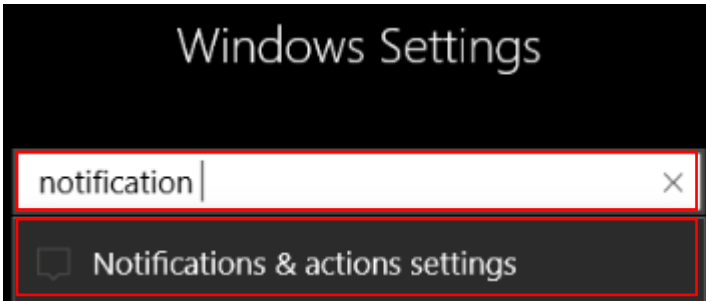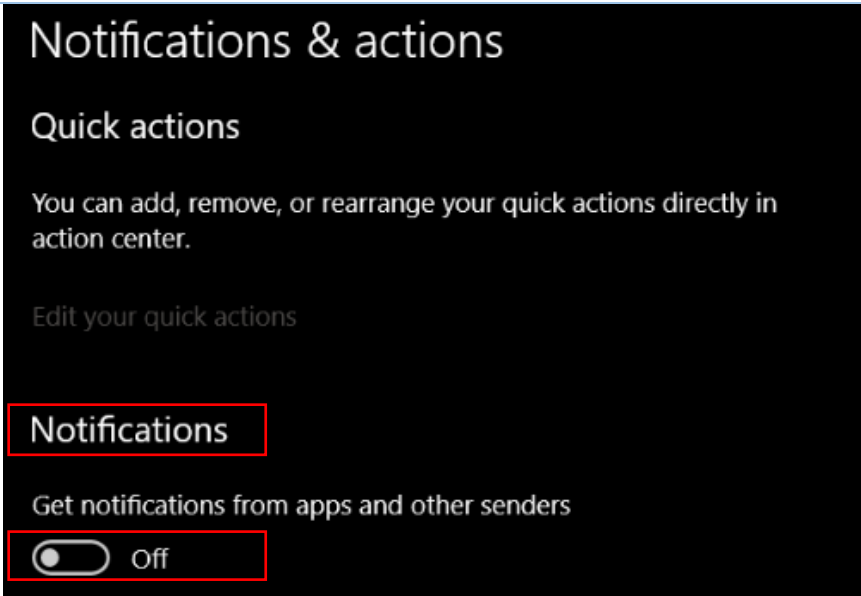
Main Tab	Main Tab Name
10200	Audit Adjustment
10300	Letter of Representation
10400	Management Letter
10600	Statement Letter
10700	Letter of Financial Support
30600	Inventories
30900	Trade Receivables
31200	Cash and Bank Balances
40200	Trade Payables
40800	Provisions, Contingent Liabilities and Financial Commitments
50300	Confirmations
60000	INCOME STATEMENT
60400	Staff Cost Expenses
60600	Other Expenses
80200	Subsequent Events

   d. Only **ONE** 'Upload Draft Documents – Results Log' (Excel file) is open.
   e. **Laptop resolution** is set at **125%**.
   f. **Notifications** on the laptop are **disabled**.
   g. **File name extensions** in Windows Explorer is **off**.
2. Ensure that a selection is made for all dialog box prompts before clicking the "Ok" button.
3. Do not attempt to move the mouse or click on any part of the window to avoid execution failure.
4. File deletions, code and design changes, and other unauthorized alterations **MUST NOT BE MADE.**
5. For any issues encountered, please send a description of the problem to **RPA Team**.
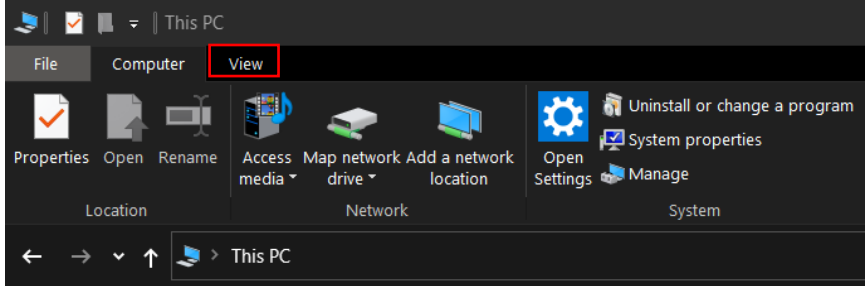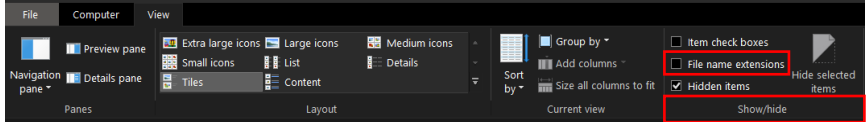
Laptop Settings (if required)
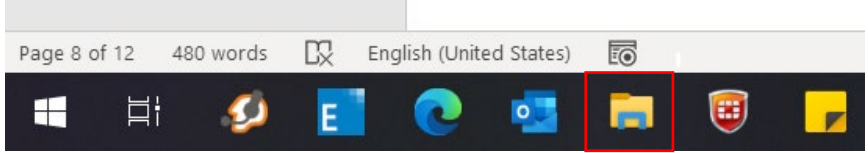
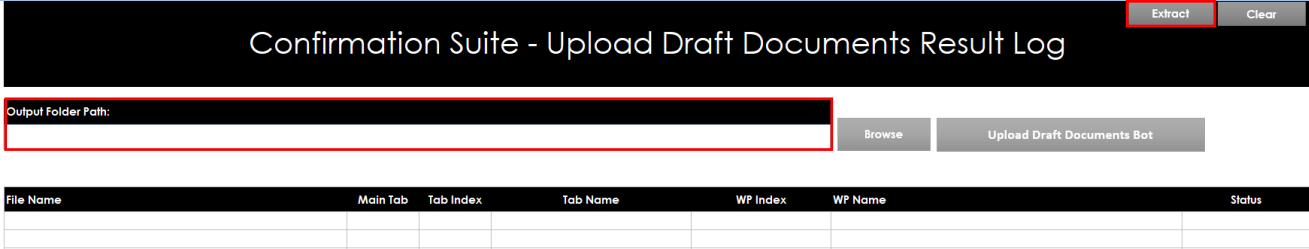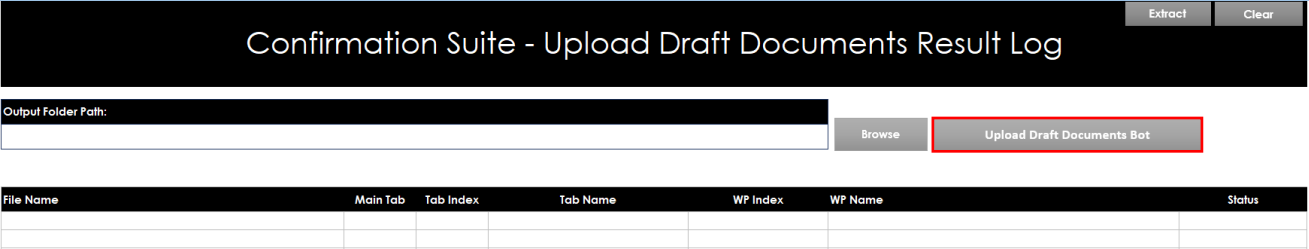| Procedures	Screen Captures for Reference
1. Right-click on the screen and select on Display settings.	
2. Under **Scale and layout** section, select **125%** for the screen resolution.	

Laptop Settings (if required)

Procedures	Screen Captures for Reference
3. Go to Windows Settings and search for **Notification & actions settings**. Input **notification** and select the first option.	
4. Under **Notifications** section, switch **Off** for **Get notifications from apps and other senders**. **Note:** This can switched back to **On** after the bot execution is complete.	

Laptop Settings (if required)

Procedures	Screen Captures for Reference
5. Click on the **Windows Explorer icon** on the taskbar.	
6. Click **View** on the top tab of Windows Explorer.	
7. Uncheck the **File name extensions** under **Show/Hide** section. **Note:** This option can be turned back on after the bot execution is complete.	
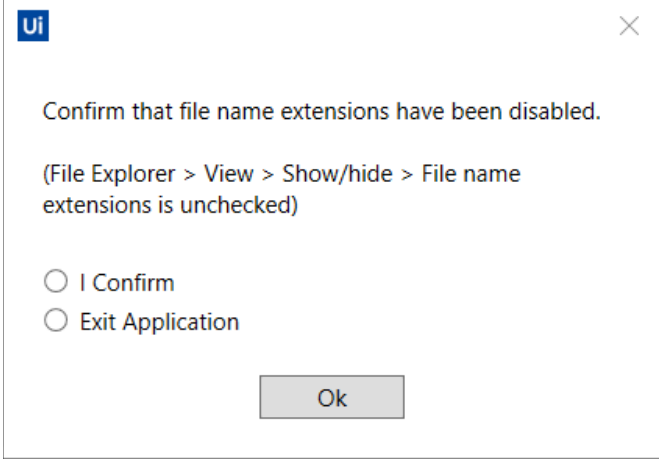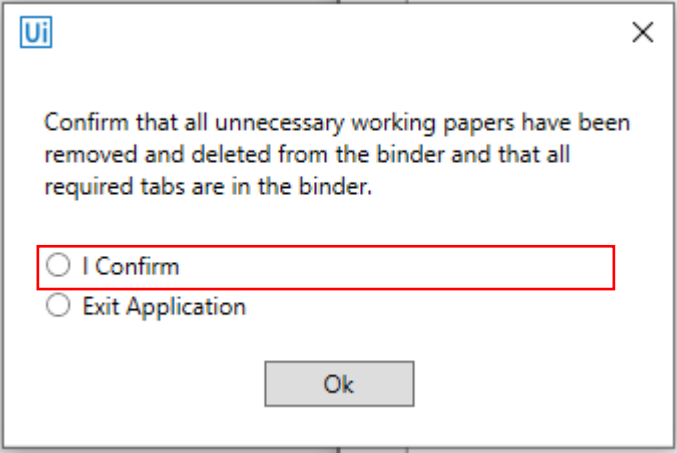
Workflow

Procedures	Screen Captures for Reference
1. Login to CCH and synchronize the selected binder. Open the binder and ensure that there is only one binder open.	
2. Open the Upload Draft Document Result Log. 3. Check that the selected Output Folder Path is correct. 4. Click the "**Extract**" button.	Extract Clear **Confirmation Suite - Upload Draft Documents Result Log** Output Folder Path: Browse Upload Draft Documents Bot File Name · Main Tab · Tab Index · Tab Name · WP Index · WP Name · Status
5. Click the "**Upload Draft Documents Bot**" button to open and run Upload Draft Documents bot.	Extract Clear **Confirmation Suite - Upload Draft Documents Result Log** Output Folder Path: Browse Upload Draft Documents Bot File Name · Main Tab · Tab Index · Tab Name · WP Index · WP Name · Status
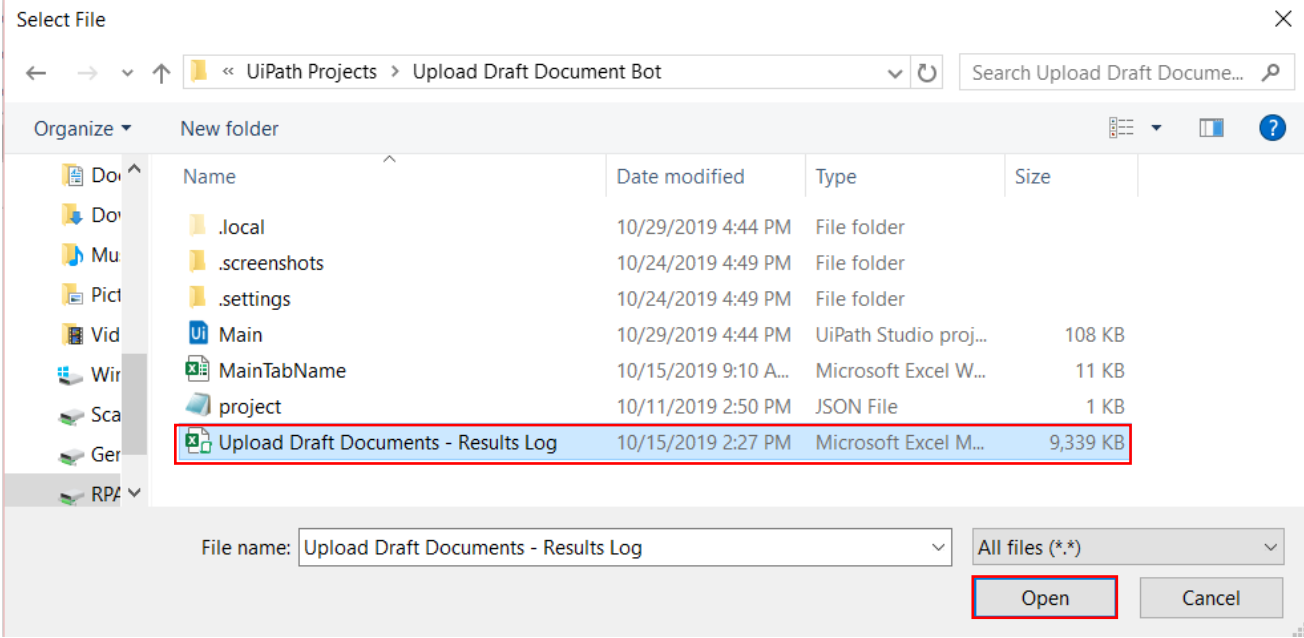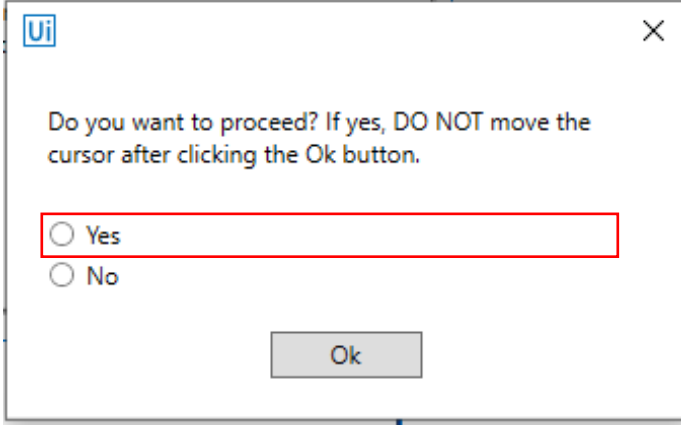
Workflow

Procedures	Screen Captures for Reference
6. Ensure that the binder is open. Click the **blue triangle** to run the bot.	
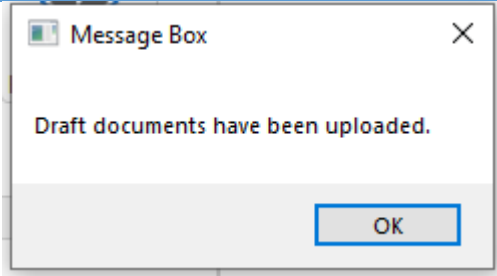
Workflow

Procedures	Screen Captures for Reference
7. User is required to confirm that file name extensions have been disabled. **Otherwise, select "Exit Application"**, and make necessary changes before running bot.	Confirm that file name extensions have been disabled. (File Explorer > View > Show/hide > File name extensions is unchecked) ○ I Confirm ○ Exit Application Ok
8. User is required to confirm that all unnecessary working papers have been deleted from the binder before selecting **"I confirm"**. **Otherwise, select "Exit Application"**, and make necessary changes before running bot.	Confirm that all unnecessary working papers have been removed and deleted from the binder and that all required tabs are in the binder. ○ I Confirm ○ Exit Application Ok

Workflow

Procedures	Screen Captures for Reference
9. Select **'Upload Draft Documents – Results Log'** excel file and click the **OPEN** button.	
10. Select **Yes** to proceed in running the bot, otherwise, select **No** to exit the application. Once the **Ok** button is clicked, **DO NOT** move the cursor.	

Workflow

Procedures	Screen Captures for Reference
11. Once the task has been completed, a message box "Draft documents have been uploaded." will be shown.	