



# 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 |

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## User Interface

Confirmation Suite - Upload Draft Documents Result Log

ExtractClear

Output Folder Path:

BrowseUpload Draft Documents Bot

| File Name | Main Tab | Tab Index | Tab Name | WP Index | WP Name | Status |
|-----------|----------|-----------|----------|----------|---------|--------|
|           |          |           |          |          |         |        |

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

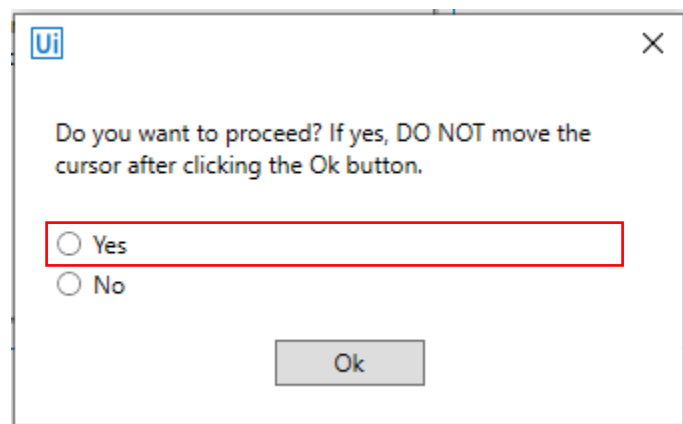
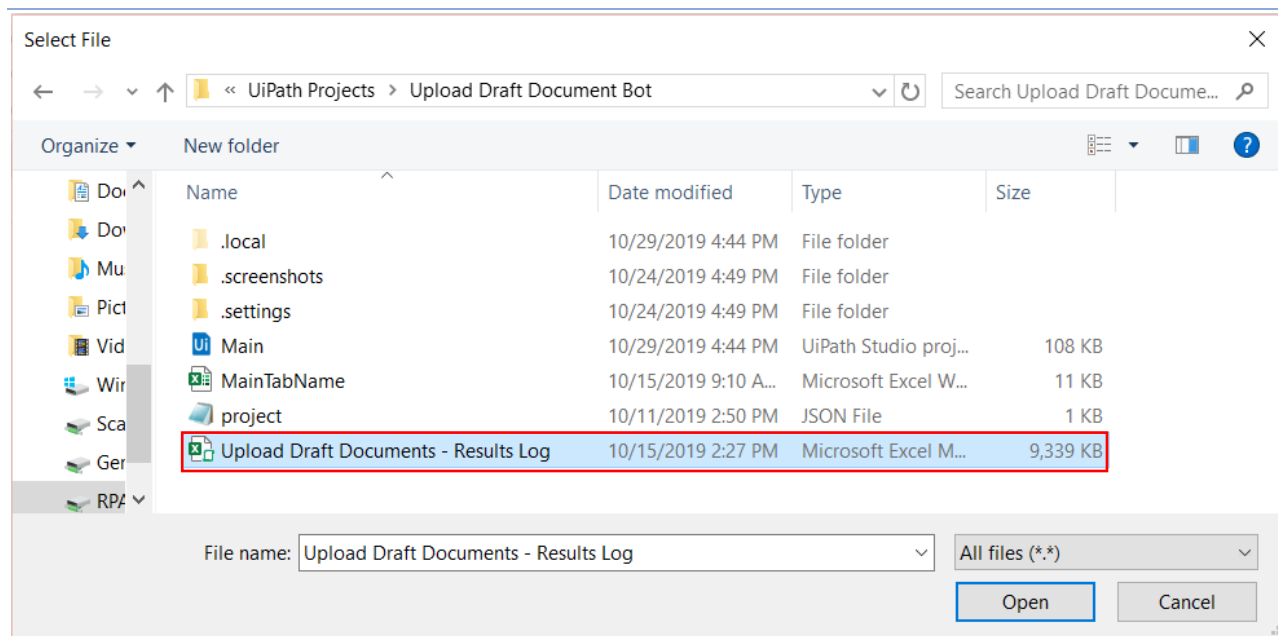
Confirm that all unnecessary working papers have been removed and deleted from the binder and that all required tabs are in the binder.

☐ 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

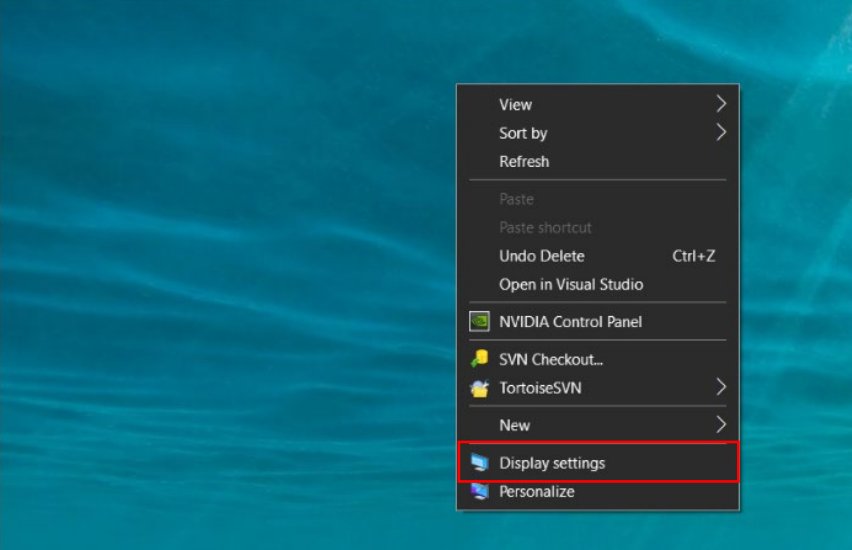

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1. Before activating the bot, ensure the following:
  - a. File names from selected output folder has been extracted to **File Name** column of **Upload Draft Documents – Results Log**.
  - b. There is **only one** open binder on the bot laptop.
  - c. Check that the CCH Binder contains all required tabs according to the table shown below.

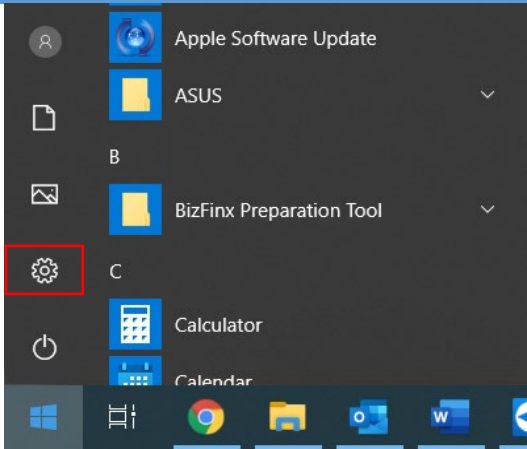
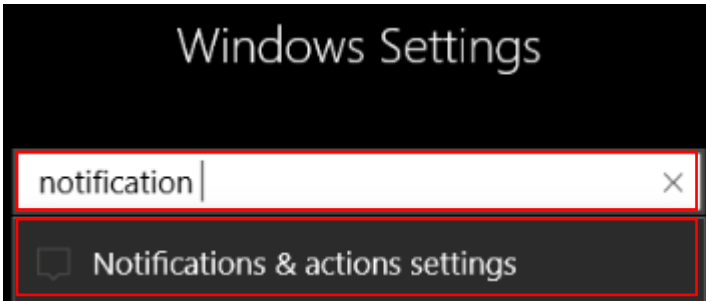
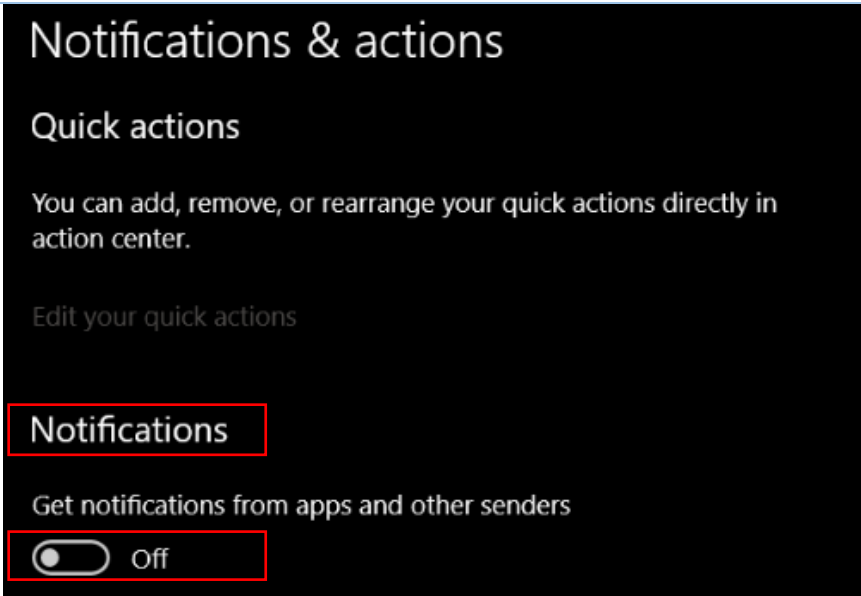
| Main Tab | Main Tab Name  |
|----------|--|
| 10200    | Audit Adjustment   |
| 10300    | Letter of Representation                                     |
| 10400    | Management Letter  |
| 10600    | Statement Letter   |
| 10700    | Letter of Financial Support                                  |
| 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)

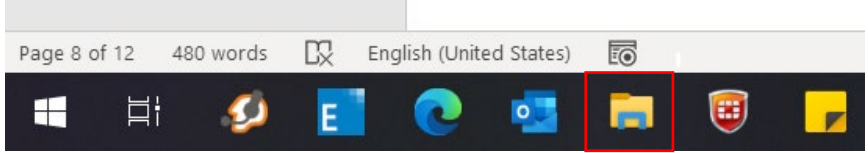
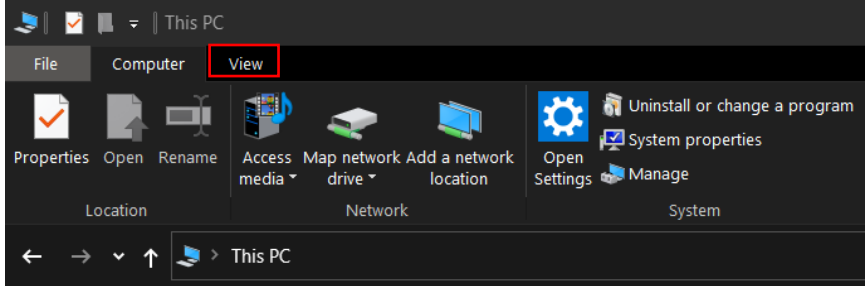
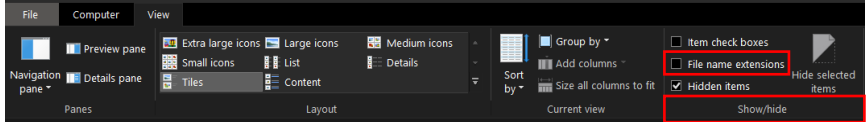
| Procedures  | Screen Captures for Reference   |
|---|---|
| 1. Right-click on the screen and select on Display settings.                            |  A screenshot of a Windows desktop with a blue background. A right-click context menu is open, showing options like View, Sort by, Refresh, Paste, Paste shortcut, Undo Delete (Ctrl+Z), Open in Visual Studio, NVIDIA Control Panel, SVN Checkout..., TortoiseSVN, New, Display settings (highlighted with a red rectangle), and Personalize.  |
| 2. Under <b>Scale and layout</b> section, select <b>125%</b> for the screen resolution. |  A screenshot of the Windows Settings app. The left sidebar shows 'System' settings with 'Display' selected. The main pane shows 'Display' settings. The 'Scale and layout' section is highlighted with a red rectangle. Below it, the '125%' scale option is selected and highlighted with a red rectangle. Other options shown include 'Display resolution' (1920 x 1080 (Recommended)) and 'Display orientation' (Landscape). |

## Laptop Settings (if required)

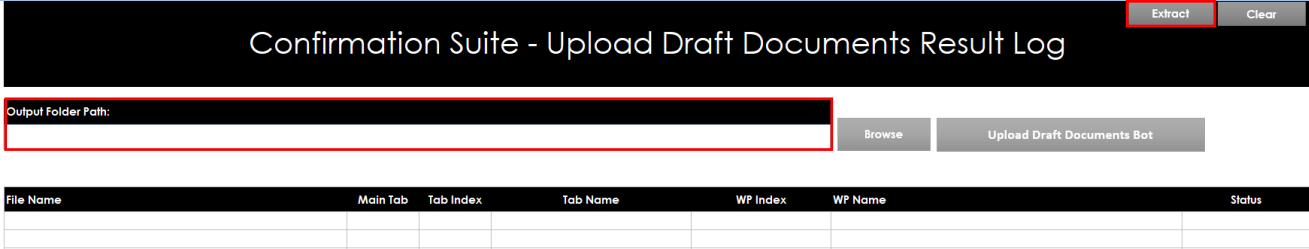
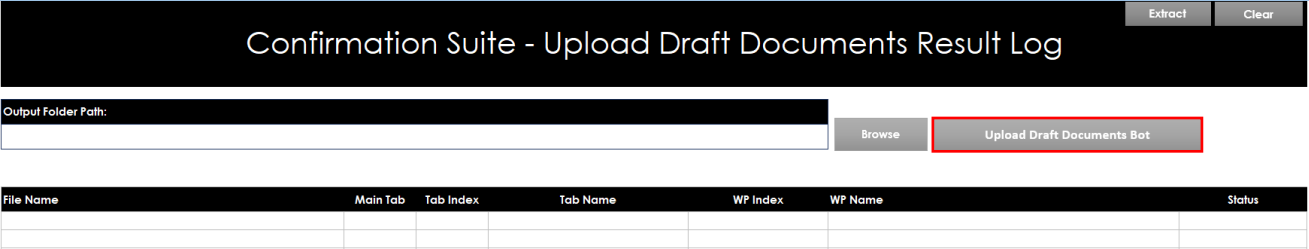
| Procedures  | Screen Captures for Reference   |
|---|---|
| <p>3. Go to Windows Settings and search for <b>Notification &amp; actions settings</b>.</p> <p>Input <b>notification</b> and select the first option.</p>   |  <p>The screenshot shows the Windows Start menu search results for the query 'notification'. The results list several applications: Apple Software Update, ASUS, B, BizFinx Preparation Tool, C, Calculator, and Calendar. The settings gear icon is highlighted with a red box.</p>  <p>The screenshot shows the Windows Settings application with the search bar containing 'notification'. The search results list 'Notifications &amp; actions settings', which is highlighted with a red box.</p> |
| <p>4. Under <b>Notifications</b> section, switch <b>Off</b> for <b>Get notifications from apps and other senders</b>.</p> <p><b>Note:</b> This can be switched back to <b>On</b> after the bot execution is complete.</p> |  <p>The screenshot shows the 'Notifications &amp; actions' settings page. The 'Quick actions' section is visible. The 'Notifications' section is highlighted with a red box, showing the toggle switch for 'Get notifications from apps and other senders' is currently set to 'Off'.</p>   |



## Laptop Settings (if required)

| Procedures  | Screen Captures for Reference  |
|---|--|
| 5. Click on the <b>Windows Explorer icon</b> on the taskbar.  |  A screenshot of the Windows taskbar. The taskbar is dark-themed. From left to right, the icons are: the Start button (Windows logo), a task view icon, a search icon, the Edge browser icon, the File Explorer icon (highlighted with a red box), the Settings icon, and the Task View icon.  |
| 6. Click <b>View</b> on the top tab of Windows Explorer.  |  A screenshot of the Windows Explorer 'View' tab. The 'View' tab is selected and highlighted with a red box. Below the tabs, there are icons for 'Properties', 'Open', 'Rename', 'Access media', 'Map network drive', 'Add a network location', 'Open Settings', 'Uninstall or change a program', 'System properties', and 'Manage'. The 'View' tab is the first tab in the top bar. |
| 7. Uncheck the <b>File name extensions</b> under <b>Show/Hide</b> section.<br><br><b>Note:</b> This option can be turned back on after the bot execution is complete. |  A screenshot of the Windows Explorer 'View' tab. The 'View' tab is selected. In the bottom right corner, under the 'Show/Hide' section, the 'File name extensions' checkbox is unchecked (highlighted with a red box). The 'Show/Hide' button is also highlighted with a red box.   |

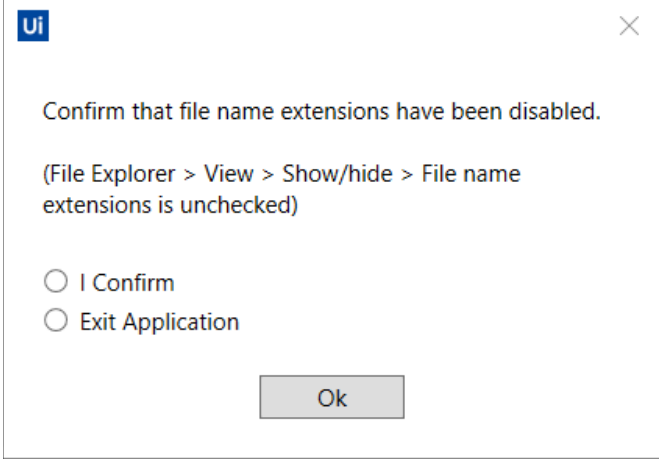
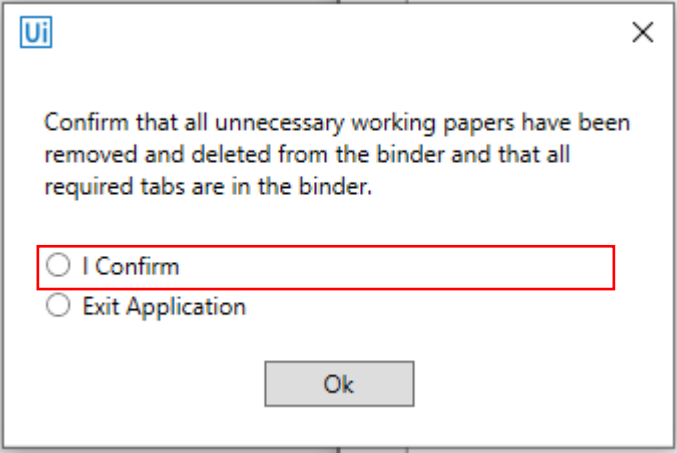
## Workflow

| Procedures   | Screen Captures for Reference  |
|--|--|
| <p>1. Login to CCH and synchronize the selected binder.</p> <p>Open the binder and ensure that there is only one binder open.</p>                                  |  |
| <p>2. Open the Upload Draft Document Result Log.</p> <p>3. Check that the selected Output Folder Path is correct.</p> <p>4. Click the “<b>Extract</b>” button.</p> |  <p>The screenshot shows the 'Confirmation Suite - Upload Draft Documents Result Log' window. At the top right are 'Extract' and 'Clear' buttons. Below the title bar is an 'Output Folder Path:' text box, followed by 'Browse' and 'Upload Draft Documents Bot' buttons. At the bottom is a table with columns: File Name, Main Tab, Tab Index, Tab Name, WP Index, WP Name, and Status.</p> |
| <p>5. Click the “<b>Upload Draft Documents Bot</b>” button to open and run Upload Draft Documents bot.</p>   |  <p>This screenshot is identical to the previous one, but the 'Upload Draft Documents Bot' button is highlighted with a red box instead of the 'Extract' button.</p>  |

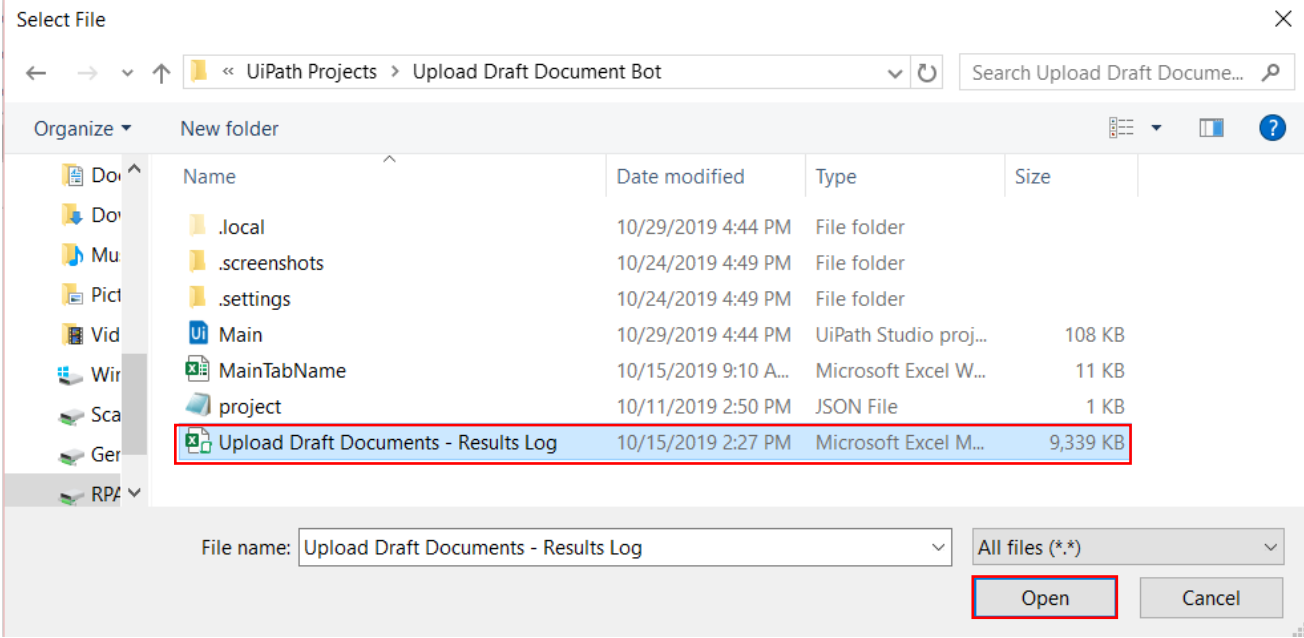
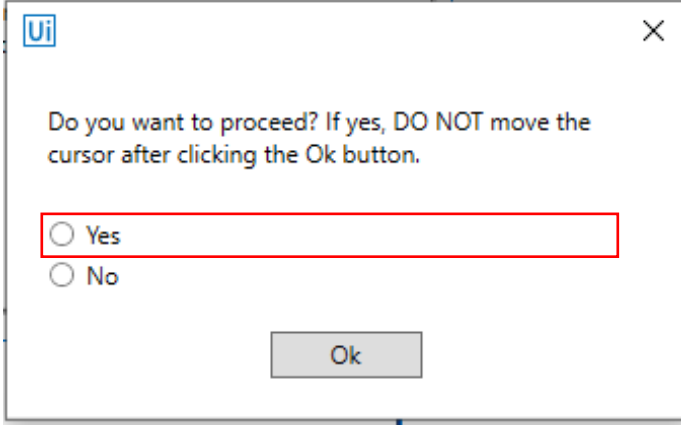
## Workflow

| Procedures  | Screen Captures for Reference   |
|---|---|
| <p>6. Ensure that the binder is open.</p> <p>Click the <b>blue triangle</b> to run the bot.</p> | <p>The screenshot displays the UiPath Studio interface. The top ribbon has tabs for HOME, DESIGN, and DEBUG. The DEBUG tab is active, and the 'Debug File' button, represented by a blue triangle icon, is highlighted with a red rectangle. Below the ribbon, the 'Activities' pane on the left lists various activities under 'Favorites' and 'Recent' sections. The main workspace shows a flowchart with the following steps: a 'Start' node, an 'Input Dialog' node with the text 'Double-click to view', and a 'Flow Decision' node (a diamond shape with a question mark). A 'True' path is visible from the 'Flow Decision' node.</p> |

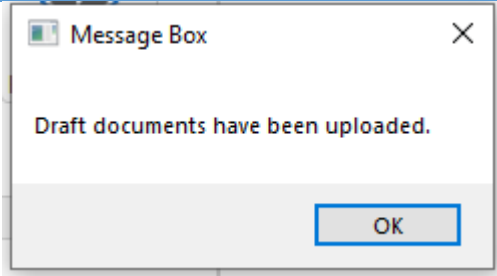
## Workflow

| Procedures   | Screen Captures for Reference   |
|--|---|
| <p>7. User is required to confirm that file name extensions have been disabled.</p> <p><b>Otherwise, select “Exit Application”, and make necessary changes before running bot.</b></p>   |   |
| <p>8. User is required to confirm that all unnecessary working papers have been deleted from the binder before selecting “I confirm”.</p> <p><b>Otherwise, select “Exit Application”, and make necessary changes before running bot.</b></p> |  |

## Workflow

| Procedures   | Screen Captures for Reference   |                       |               |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |
|--|---|-----------------------|---------------|------|------|--------|--------------------|-------------|--|--------------|--------------------|-------------|--|-----------|--------------------|-------------|--|---------|--------------------|-----------------------|--------|-------------|----------------------|----------------------|-------|---------|--------------------|-----------|------|--------------------------------------|--------------------|----------------------|----------|
| <p>9. Select <b>'Upload Draft Documents - Results Log'</b> excel file and click the <b>OPEN</b> button.</p>  |  <p>The screenshot shows a 'Select File' dialog box with the following details:</p> <ul style="list-style-type: none"><li>Path: &lt; UiPath Projects &gt; Upload Draft Document Bot</li><li>Search: Search Upload Draft Docume...</li><li>File list:</li></ul> <table><tr><th>Name</th><th>Date modified</th><th>Type</th><th>Size</th></tr><tr><td>.local</td><td>10/29/2019 4:44 PM</td><td>File folder</td><td></td></tr><tr><td>.screenshots</td><td>10/24/2019 4:49 PM</td><td>File folder</td><td></td></tr><tr><td>.settings</td><td>10/24/2019 4:49 PM</td><td>File folder</td><td></td></tr><tr><td>Ui Main</td><td>10/29/2019 4:44 PM</td><td>UiPath Studio proj...</td><td>108 KB</td></tr><tr><td>MainTabName</td><td>10/15/2019 9:10 A...</td><td>Microsoft Excel W...</td><td>11 KB</td></tr><tr><td>project</td><td>10/11/2019 2:50 PM</td><td>JSON File</td><td>1 KB</td></tr><tr><td>Upload Draft Documents - Results Log</td><td>10/15/2019 2:27 PM</td><td>Microsoft Excel M...</td><td>9,339 KB</td></tr></table> <p>File name: Upload Draft Documents - Results Log</p> <p>File type: All files (*.*)</p> <p>Buttons: Open, Cancel</p> | Name                  | Date modified | Type | Size | .local | 10/29/2019 4:44 PM | File folder |  | .screenshots | 10/24/2019 4:49 PM | File folder |  | .settings | 10/24/2019 4:49 PM | File folder |  | Ui Main | 10/29/2019 4:44 PM | UiPath Studio proj... | 108 KB | MainTabName | 10/15/2019 9:10 A... | Microsoft Excel W... | 11 KB | project | 10/11/2019 2:50 PM | JSON File | 1 KB | Upload Draft Documents - Results Log | 10/15/2019 2:27 PM | Microsoft Excel M... | 9,339 KB |
| Name   | Date modified   | Type                  | Size          |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |
| .local   | 10/29/2019 4:44 PM  | File folder           |               |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |
| .screenshots   | 10/24/2019 4:49 PM  | File folder           |               |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |
| .settings  | 10/24/2019 4:49 PM  | File folder           |               |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |
| Ui Main  | 10/29/2019 4:44 PM  | UiPath Studio proj... | 108 KB        |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |
| MainTabName  | 10/15/2019 9:10 A...  | Microsoft Excel W...  | 11 KB         |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |
| project  | 10/11/2019 2:50 PM  | JSON File             | 1 KB          |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |
| Upload Draft Documents - Results Log   | 10/15/2019 2:27 PM  | Microsoft Excel M...  | 9,339 KB      |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |
| <p>10. Select <b>Yes</b> to proceed in running the bot, otherwise, select <b>No</b> to exit the application.</p> <p>Once the <b>Ok</b> button is clicked, <b>DO NOT</b> move the cursor.</p> |  <p>The screenshot shows a confirmation dialog box with the following details:</p> <ul style="list-style-type: none"><li>Title: Ui</li><li>Text: Do you want to proceed? If yes, DO NOT move the cursor after clicking the Ok button.</li><li>Options: <input checked="" type="radio"/> Yes, <input type="radio"/> No</li><li>Button: Ok</li></ul>   |                       |               |      |      |        |                    |             |  |              |                    |             |  |           |                    |             |  |         |                    |                       |        |             |                      |                      |       |         |                    |           |      |                                      |                    |                      |          |

## Workflow

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