**Documentation**

**Function:**

This Project uses the Microsoft suite to automate filling out a PDF for notifying the US immigration office about a change in address.

This documentation describes how to use the current set-up workflow for AR-11 Alien change of Address PDF and how to set-up your own custom workflow for your own PDF.

**How to use:**

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| 1 | Open the MS Form “AR-11 Alien Change of Address” using the link found below or in the project biography.  <https://forms.office.com/Pages/ResponsePage.aspx?id=qT9zeA5UuE6_KXPE7rY0Evj2GWWSiqtKtSqKNrRuRY5UN0gxMjZOVE9IT0tZQTROMFBZWEdJNDVPQy4u> |
| 2 | Complete the Form. |
| 3 | Wait a minute or two and receive a link to your completed PDF through email! |

**How to set-up your own Power Automated Form**

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| 1 | Download the following from github <https://github.com/blieu645/ctlfinalproject>   1. “InitializingPDF\_20231215030817.zip” 2. “AR-11AlienChangeofAddressWorkFlow\_20231215030619.zip”   Import both workflow packages into your Power Automate account. |
| 2 | Manage all required connections and logon to all connections. You will need access to the Microsoft Forms, Microsoft oneDrive, Microsoft Outlook, and a user account in Muhimbi PDF. |

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| 3 | Download the PDF form you wish to automate. |
| 4 | Go to <https://start.gavel.io/pdf> and upload to unlock your PDF.    Download and Save the PDF in your oneDrive. |

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| 5 | Fill in dummy data into the relevant fields in your unlocked PDF. |
| 6 | Open the “button Export PDF Forms Data” workflow and edit.  In the “Get File content” box, change the parameter “File” to navigate to the file path of your unlocked PDF. |

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| 7 | In the “Export PDF Forms Data” box, change the parameter “Source File Name” to the exact name your unlocked PDF. |

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| 8 | Save and Test the workflow. |
| 9 | After the Test is completed, select the “Compose” box.  Copy and Paste the text in the “Inputs” text into a Notepad file. (.txt) |

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| 10 | Create your own MS Form with questions that answer each field in the PDF. |
| 11 | Open the main AR-11 Change of Address Workflow |

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| 12 | In the “When the New response is submitted” box, change the parameter “Form Id” to the name of your new MS Form. |
| 13 | In the “Get Response Details” box, change the “Form Id” parameter to the name of your new MS Form. |
| 14 | In the “Get File Content” box, change the “File” parameter to your unlocked PDF. |
| 15 | In the “Compose in input box copy” box, copy and paste the Inputs text from the Notepad file into the “Inputs” parameter field. |

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| 16 | Replace the text in each line with the answers from the MS Form. Each line in the Inputs box represents a specific field in your PDF.  In the example below, the “GivenNameFirstName” Field corresponds to the First name field in the example PDF and is mapped to the MS Form’s answer “Given Name (First Name)”  Repeat this for every field you wish to fill out. |

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| 17 | In the “move or rename file using path” box, change the “File Path” parameter to the file path you wish to save your new filled PDF.  Change the Destination File Path parameter to the folder where you wish to move old PDFs. |
| 18 | Do the same for “Create File Copy” and “Create Share Link by Path” boxes by changing the File and Folder path to where you want to store the new filled PDFs. |

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| 19 | Customize your email in the Send an email (V2) box. |

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| 20 | Users will receive an email with a link to their completed PDFs. |