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# Readme

Version 1

11/15/2019

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## Introduction

Instructions: Summarize the purpose of the document.

*Example Writing: This document contains all essential information for the user to make full use of the Bot or Digital worker. This manual includes a description of the functions and capabilities and step-by-step procedures for setup & configuration of the Bot.*

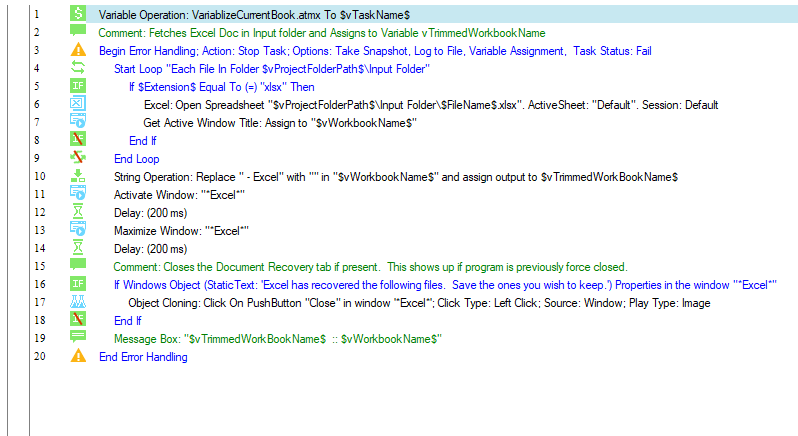
*This bot copies charts/graphs from Excel and pastes them to PowerPoint as Enhanced Metafiles. Afterwards, it will resize and position the chart/graph per user’s need. This bot is designed for recurring monthly PowerPoint decks or other situations when the location of charts/graphs in both the source and destination do not change position or size.*

### Overview

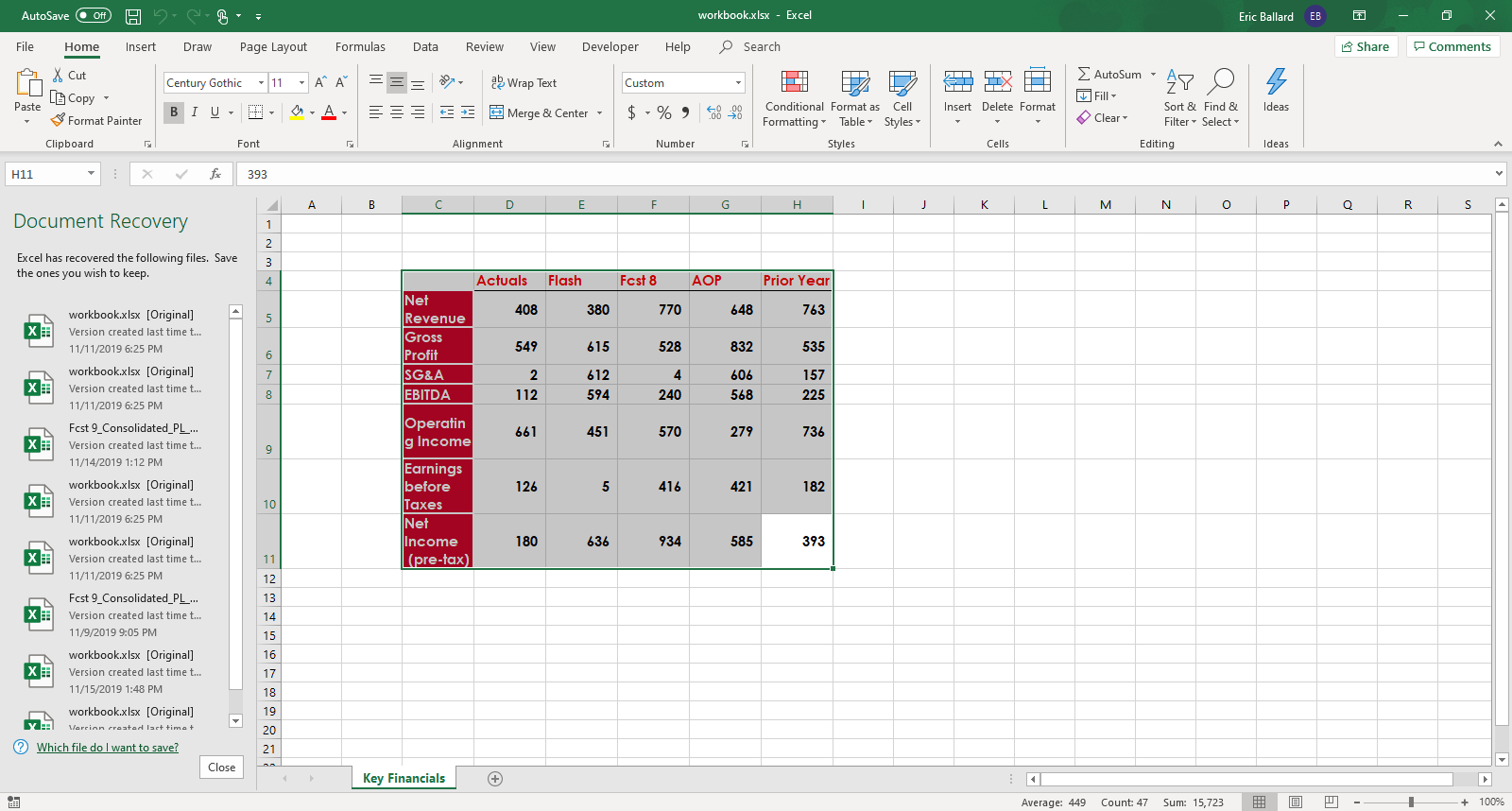
Instructions: Briefly walkthrough from initiation through exit, scope of the Use case supported by high-level diagrams, workflows, pictures that describes the overall concept of the end to end flow in non-technical terminology. The description should include, but is not limited to, the following:

* *High-level understanding of the end to end use case in non-technical terms*
* *Example of a Sample Input & Output*

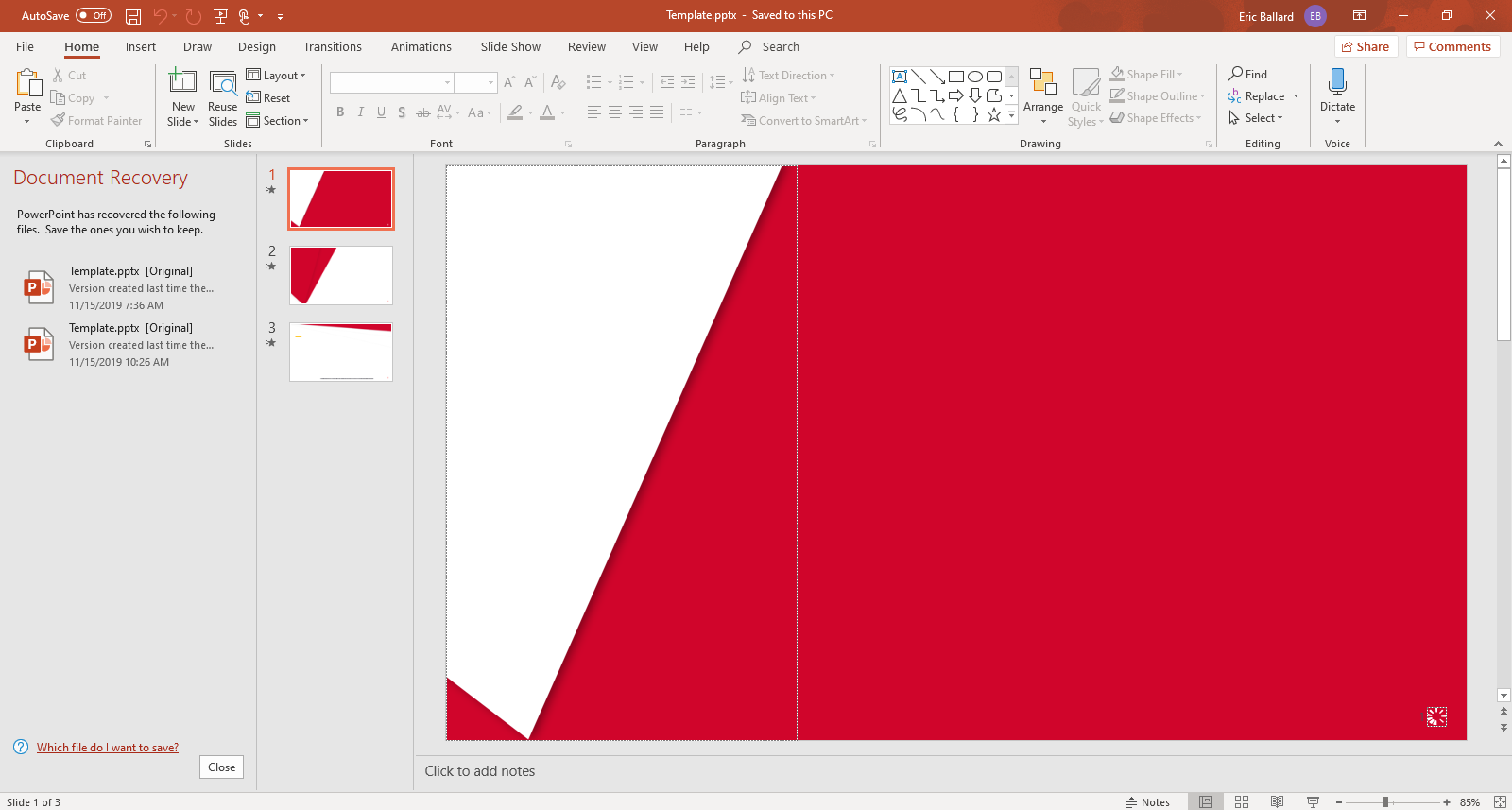
*The bot begins by forcibly closing Excel and PowerPoint. It then runs the following logic which assigns the name of the book to vWorkBookName, then performs a string manipulation to remove the “– Excel” appended to the end of the window name and assigns it to vTrimmedWorkBookName*



*The bot opens the Excel spreadsheet and checks to see if the document is in ‘Document Recovery’ state and if so, it will click close to take it out of this state. If not, it will simply continue.*



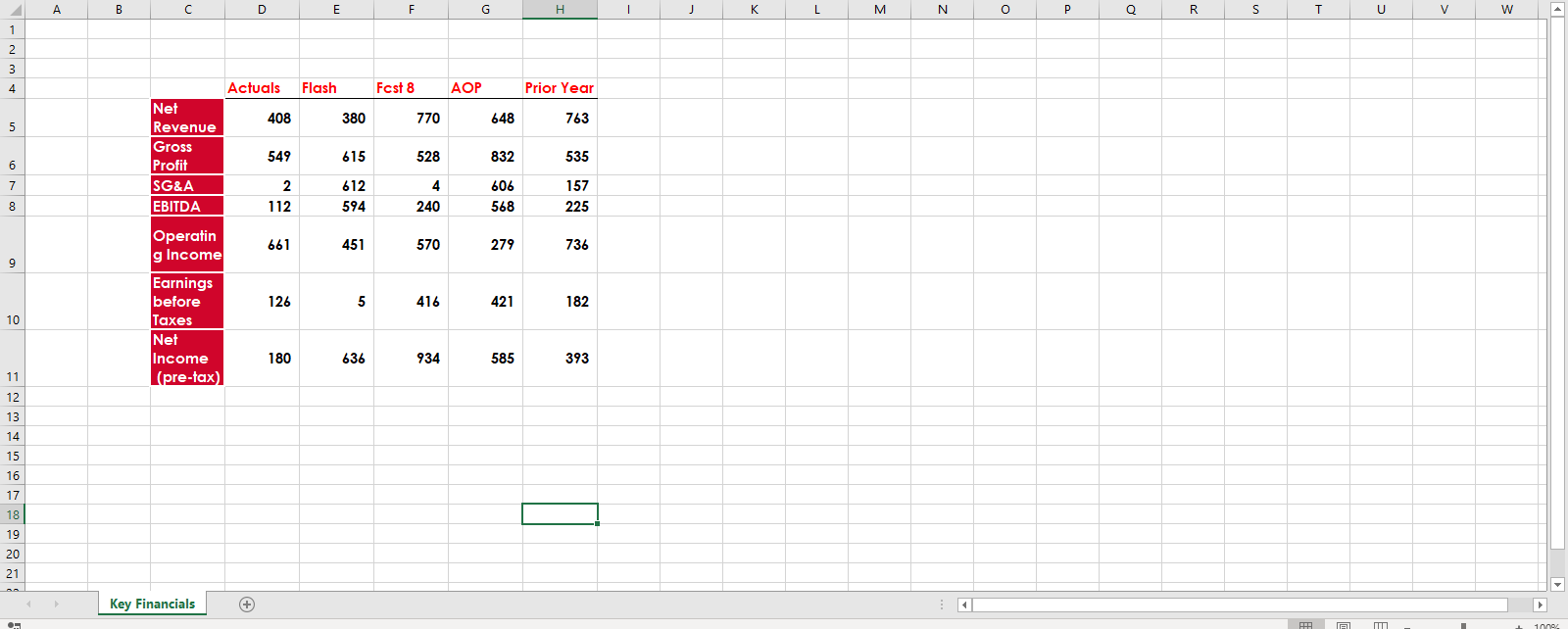
*The bot will open the template.pptx file and repeat the same logic to check for document recovery state on the PowerPoint document.*



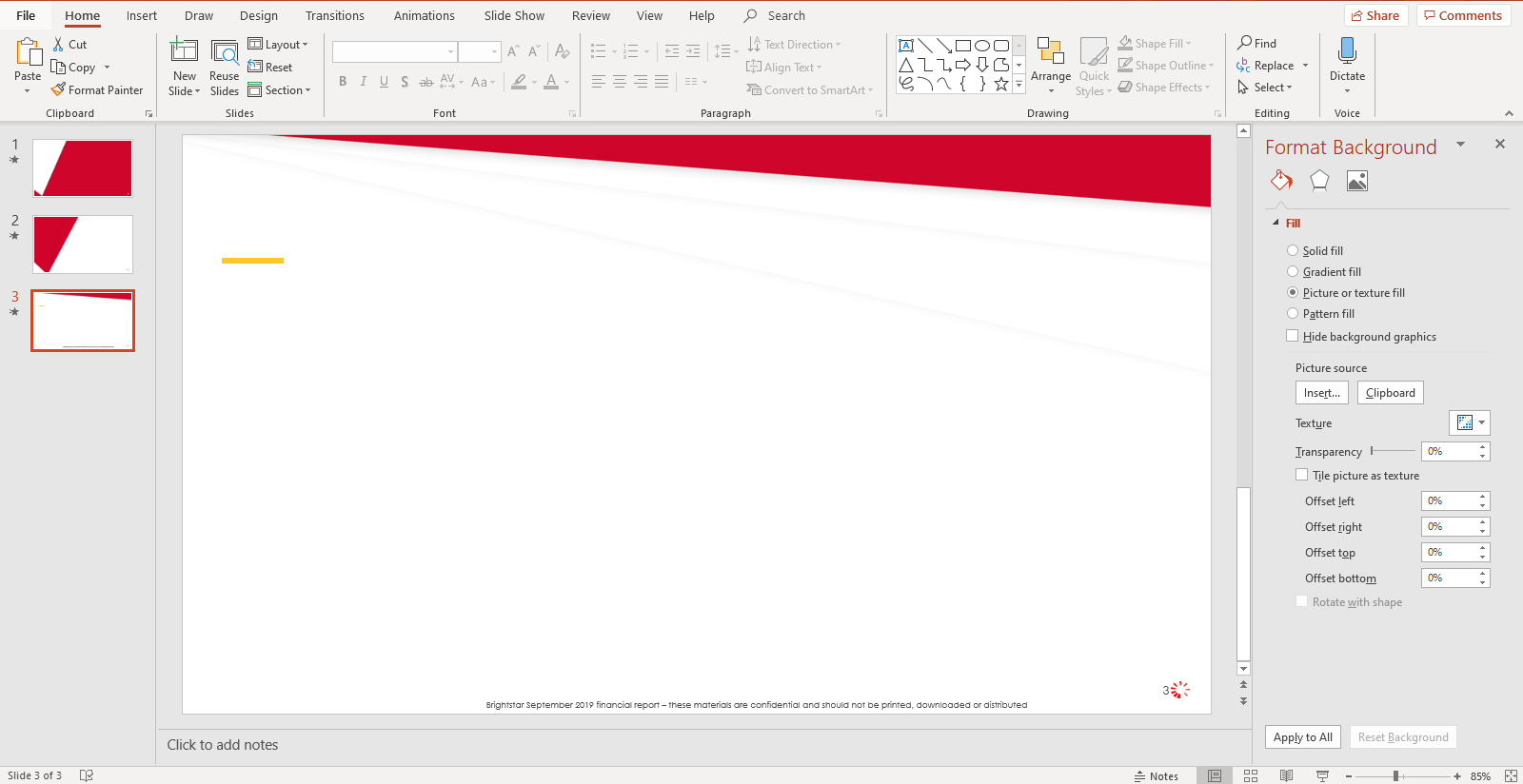
*After this step, the bot is ready to begin copying charts/graphs from Excel and paste into PowerPoint.*

*Master\_SlideBot calls individual Slide\_Bots, which are responsible for 1 slide each. Each new slide gets a new Slide\_Bot.*

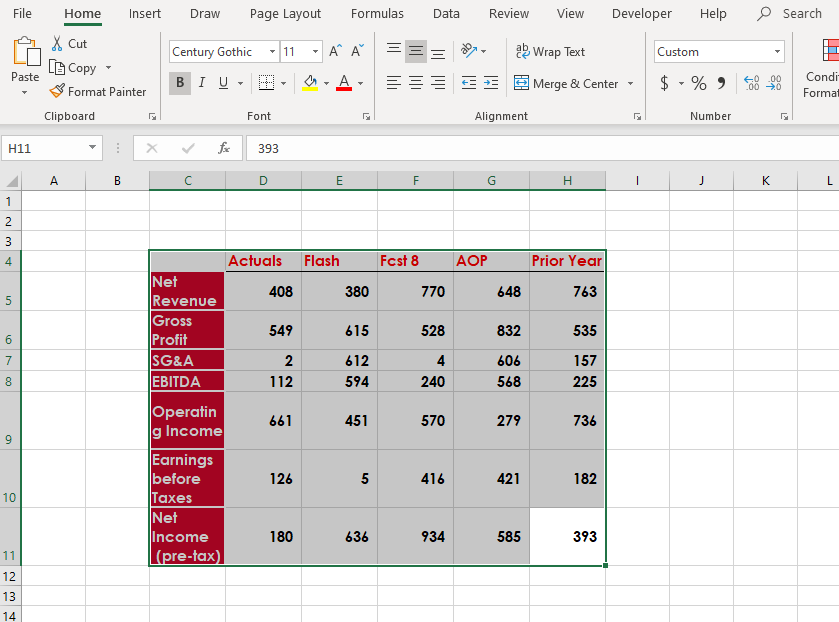
*Slide\_Bot template starts by opening the spreadsheet to the relevant sheet for the first fetch and assigning a session.*



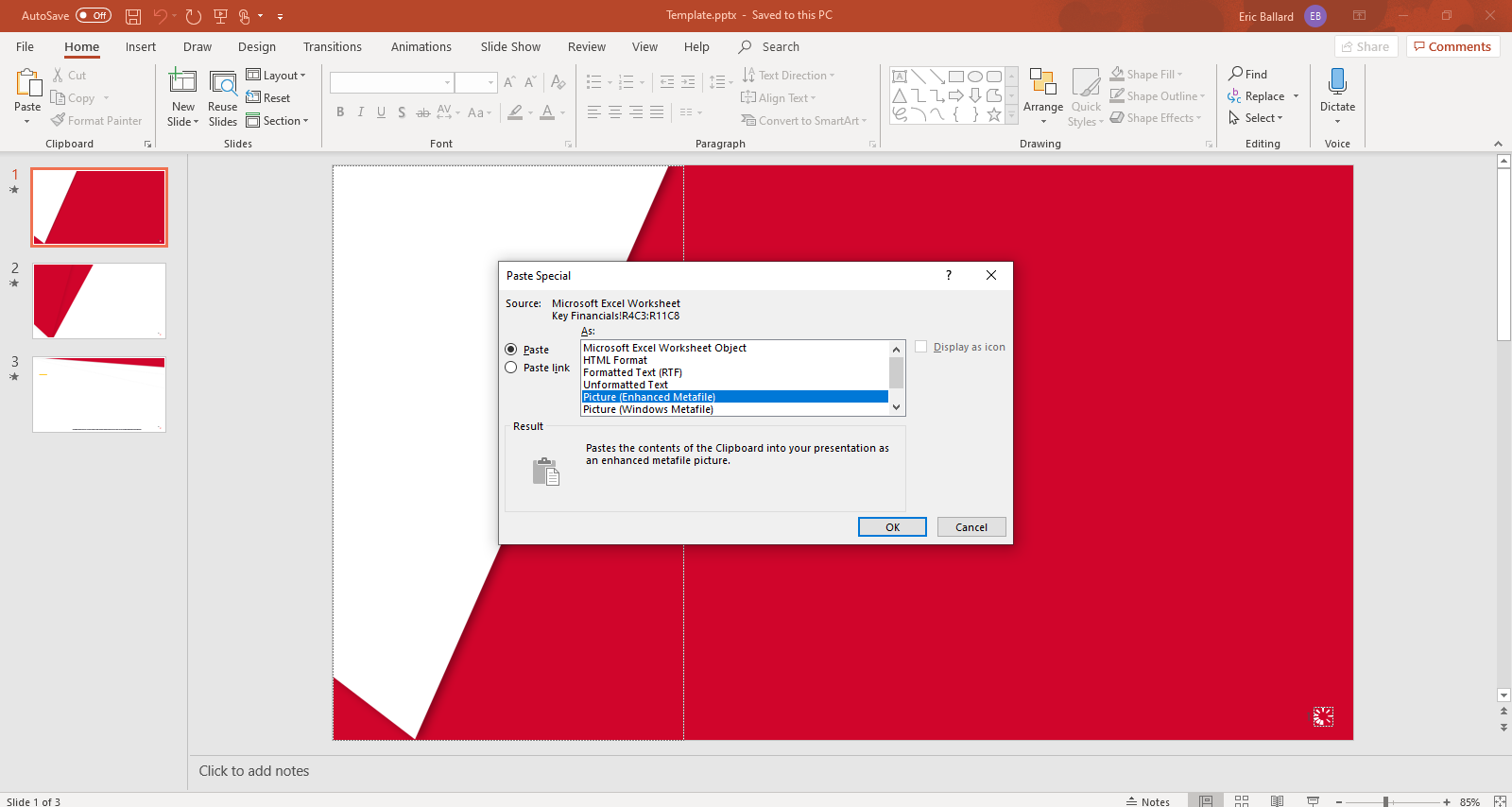
*The bot then activates PowerPoint and uses [page down] to navigate to the destination slide.*



*It then activates the established Excel session and uses selects a corner cell of the chart to be fetched and uses keystrokes to highlight & copy.*

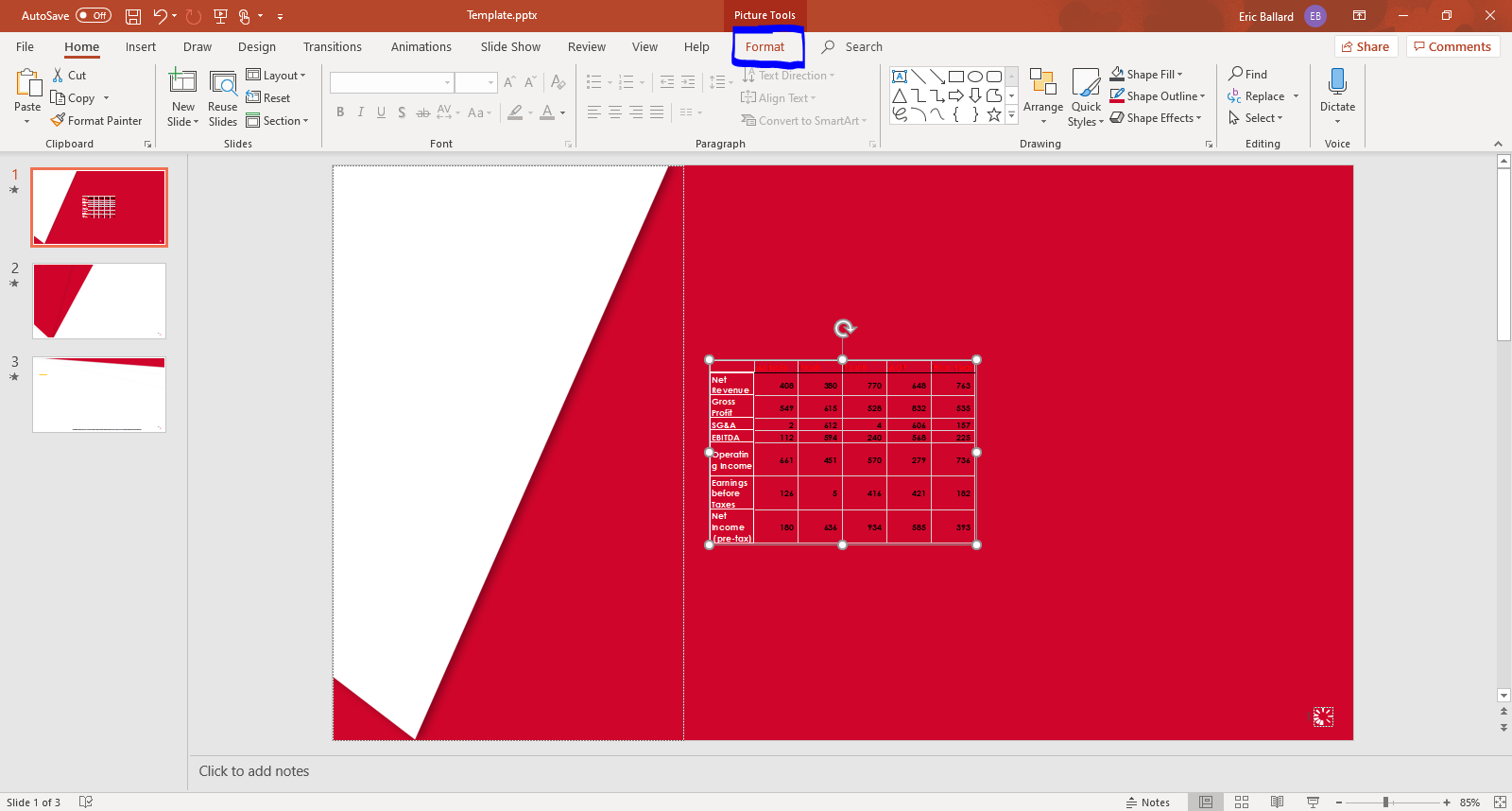


*Paste\_Cell\_Range is called if a range of cells is being pasted. This task pastes as an Enhanced Metafile*

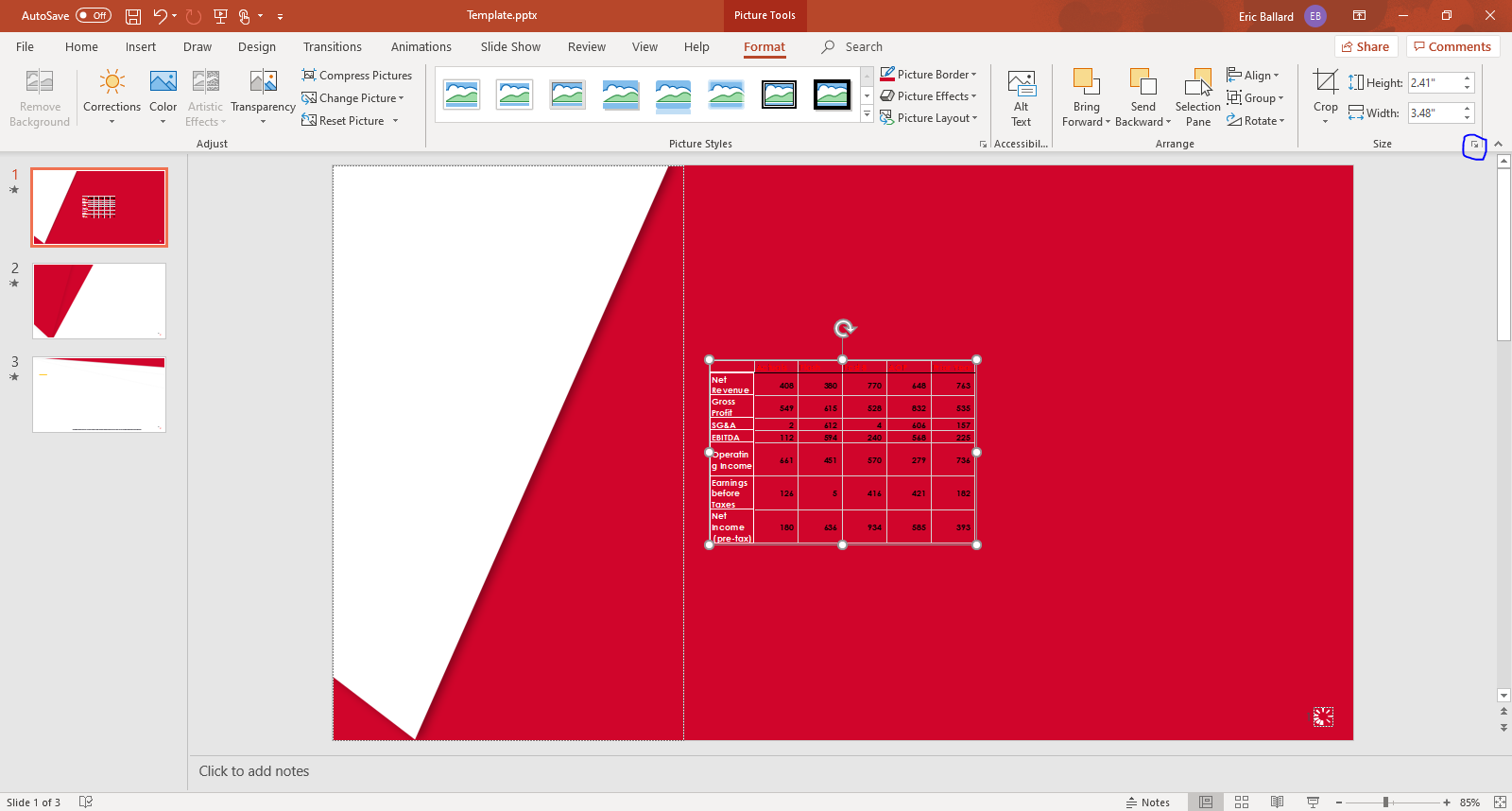


*If copying an image from an Excel sheet, there is an alternative taskbot to use called Paste\_Image.atmx. Replace ‘go to cell’ and keystrokes to highlight with mouseclicks or object cloning to select the desired image.*

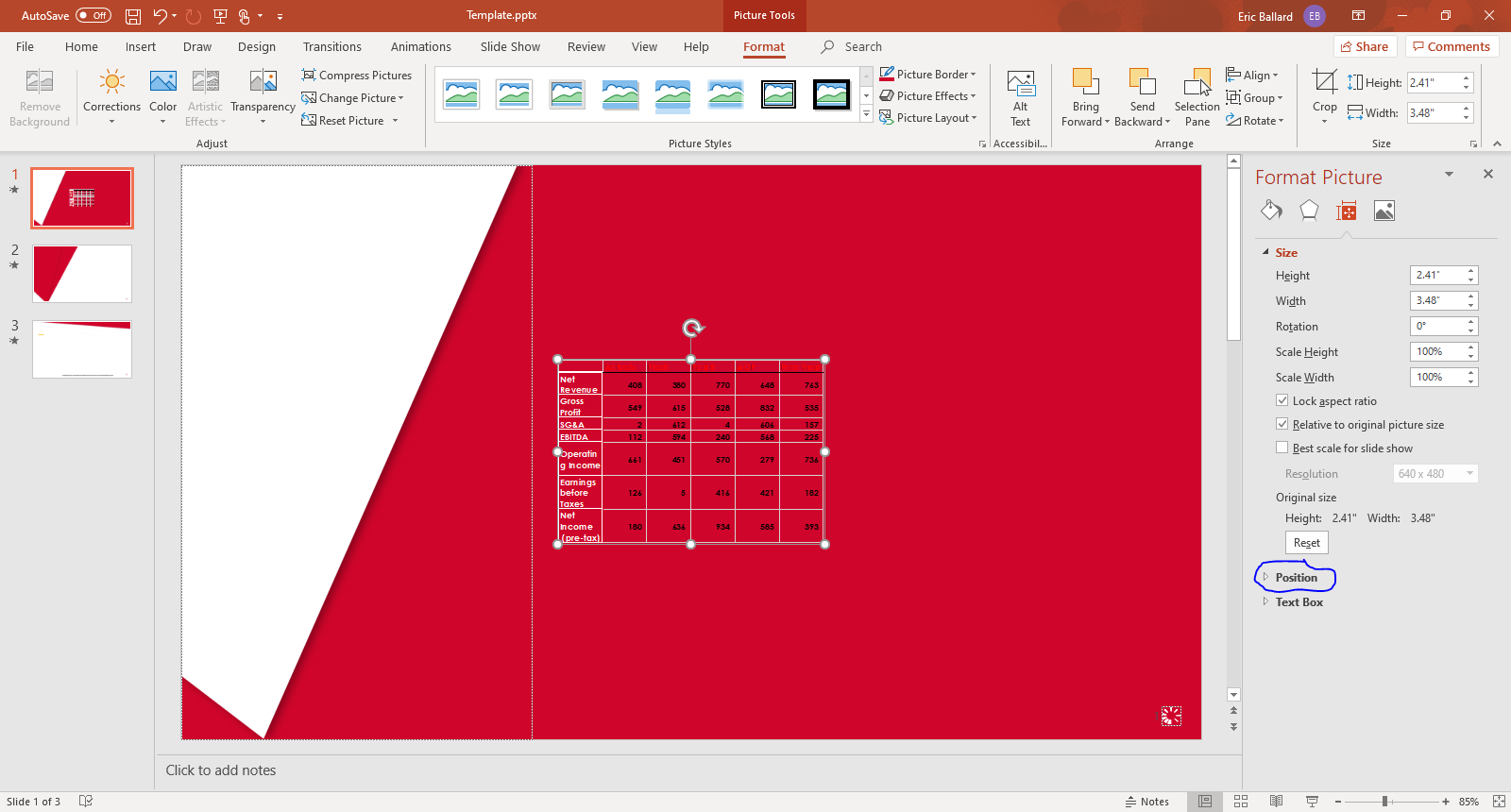
*Select\_Formatting selects the formatting tab in the PowerPoint ribbon and afterwards*



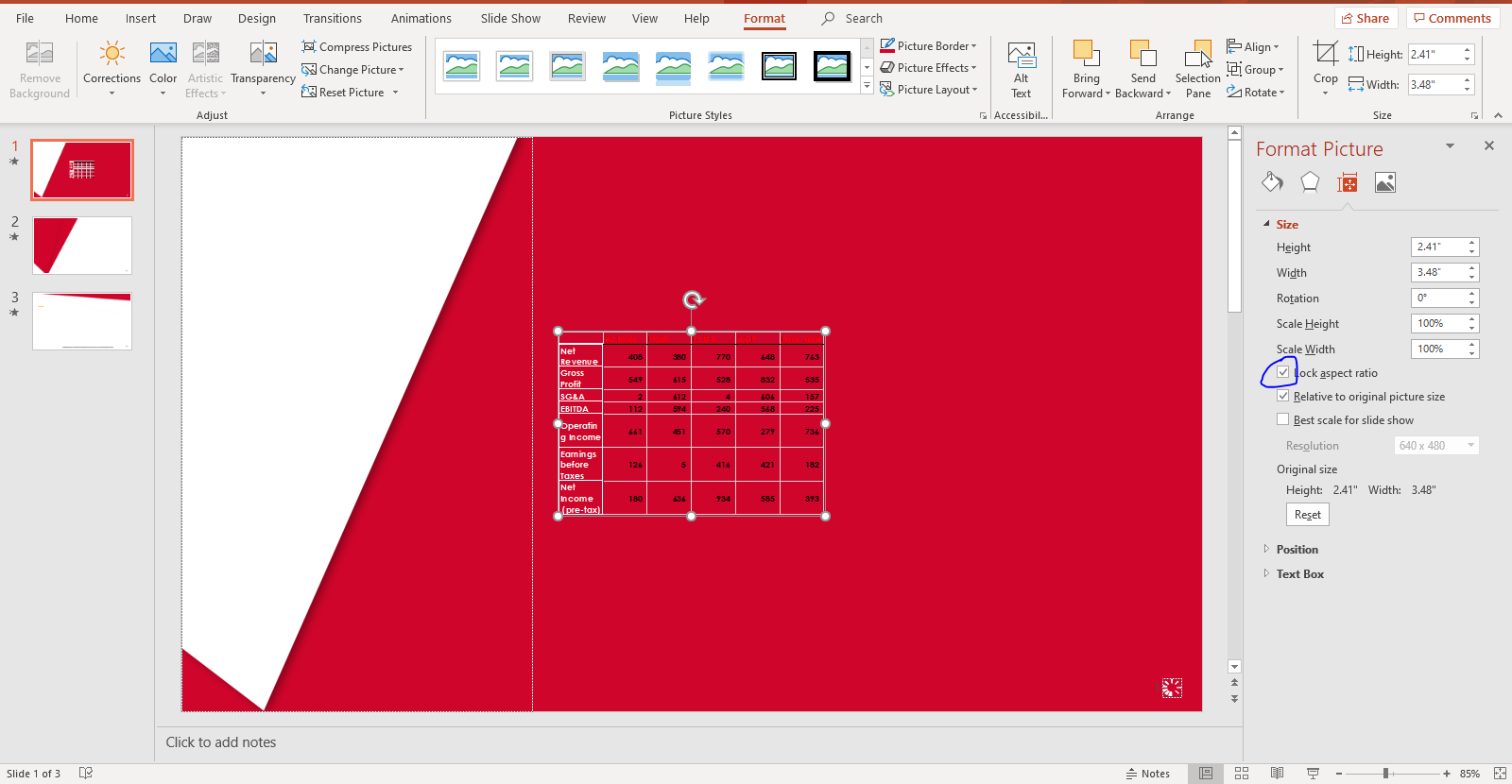
*the bot selects the ‘Size and Position’ button circled below*



*The bot checks if the position tab is expanded, if not, it expands it. This will not have to be re-expanded in following slides, it only has to be done on the first slide.*



*The bot sets status of ‘Lock Aspect Ratio’ checkbox to unchecked*



*The bot then clears and sets the height, width, horizontal position, and vertical position. This is where the user must manually input the values for keystrokes to enter in these text boxes.*



### Common Use cases

*Instructions: Generic use cases where this Bot or Digital worker can be reused with.*

*Example: Invoice Processing, Notifier etc.*

## Requirements & Prerequisites

### System Requirements

Instructions: Provide Minimum Hardware Configuration requirement needed for successful execution.

### Prerequisites

Instructions: Provide Software along with Version needed for bots/DWs Execution

### Security Measures

Instructions: Provide Security Measures which the user needs to follow while connecting to the 3rd Party Services and on the machine where the bot would be deployed.

### Disclaimers

Instructions: If applicable, identify any cautions or warnings that the user should know before using the system (e.g., noted prohibitions, unauthorized access etc.)

## Getting Started

### Skill Matrix

*Instruction: Briefly describe the Skill Matrix supported by Table or Workflow which explains the mapping relationship among Taskbot, MetaBot, Scripts used.*

### Installation Hierarchy

*Instructions: Describe the installation hierarchy and the folder structure generated by a bot post installation. The hierarchy must contain all the supportable file, scripts & information the package is supposed to have.*

### Quick Start

Instructions: Guide the different users to quickly setup and configure the Bot or Digital worker with step by step representation supported by screenshots in a non-technical manner.

#### Setup

Instructions: Provide a step by step guide for setting up external accesses required. If applicable, include how to generate an API Key, Token as well as the actions a user must take to setup and access an external application required as a part of the process.

#### Configuration

Instructions: Provide a step by step guide for configuration of parameters from either an external file (text) or from the Credential Vault for sensitive parameter. If applicable, include how to create Locker & credential attributes in credential vault.

Provide configurable variable list with the details as mentioned in the example

* *For Credential Vault –*

*Describe the setting up of the Locker and Credentials and describe the individual properties in a table format as below*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. ***Locker Name*** | 1. ***Credentials Name*** | 1. ***Attribute Name*** | 1. ***Value*** |
| 1. *Locker\_Slack* | 1. *Credential\_Slack* | 1. *URL* | 1. *URL of the slack account* |

* *For External File –*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. ***INPUT VARIABLES: Input Variables to be mentioned in this Table*** | | | | |
| 1. ***Variable Name*** | 1. ***Type*** | 1. ***Mandatory*** | 1. ***Purpose*** | 1. ***Example Input*** |
| 1. *vInputFileName* | 1. *Text/Number* | 1. *Yes* | 1. *File Name for the template from which Bot reads the value from.* 2. *Format – Filename. Extension* | 1. *Provide an example of the Input data* |
| 1. *vErrFlag* | 1. *value* |  | 1. *Used in error handling* |  |
| 1. *vErrorFolderLogs* | *text* |  | 1. *holds the path to the error folder* |  |
| 1. *vErrorFolderSnapshots* | *Text* |  | 1. *holds the path to the snapshots folder* |  |
| 1. *vProjectFolderPath* | *Text* |  | 1. *holds the path to the project folder* |  |
| 1. *vTaskName* | *Text* |  | 1. *manually assigned on each task to identify the task name in the error log* |  |
| 1. *vWorkBookName* | *Text* |  | *Retrieved from the Excel window title* | 1. *Example.xlsx – Excel* |
| 1. *vTrimmedWorkbookName* | *Text* |  | *A string manipulation of vWorkBookName to remove -Excel* | 1. *Example.xlsx* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. ***OUTPUT VARIABLES: Output Variables to be mentioned in this Table.*** | | | | |
| 1. ***Variable Name*** | 1. ***Type*** | 1. ***Mandatory*** | 1. ***Purpose*** | 1. ***Example Output*** |
| 1. *vOutputFileName* | 1. *Text/Number* | 1. *Yes* | 1. *File Name for the template from which Bot reads the value from.* 2. *Format – Filename. Extension* | 1. *Provide an example of the Input data* |