

GUIDELINES TO DOWNLOAD AND USE SOP RECORDER



SOP Recorder captures the manual execution of the complete process and automatically builds a Statement of Purpose document inclusive of all the steps with their screenshots to reduce human effort and save time.

Following are the steps to be followed for using SOP recorder:

1. Go to Shared folder :

<https://unilever.sharepoint.com/:u:/s/AutomationToolkit/EZwCiZvVswhBgoLE7yDu1V0BUX2ME6f7JCb-l-oBp7BPFQ?e=0Amsw7> and download the latest build, say V0.6. (All the builds of SOP Recorder are portable executables present in this folder)

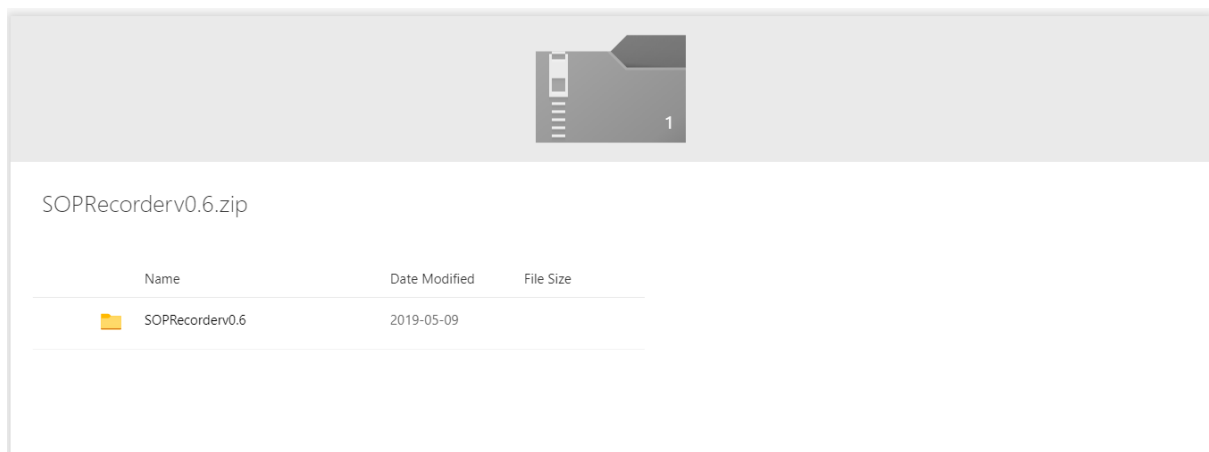


Figure 1: SharePoint Shared Folder for SOP Recorder

2. Extract the downloaded folder in your desktop/laptop. Th Open the extracted folder named “SOPRecorderv0.6” and double click on the Executable Application file named “SOPRecorderv0.6” to open it.

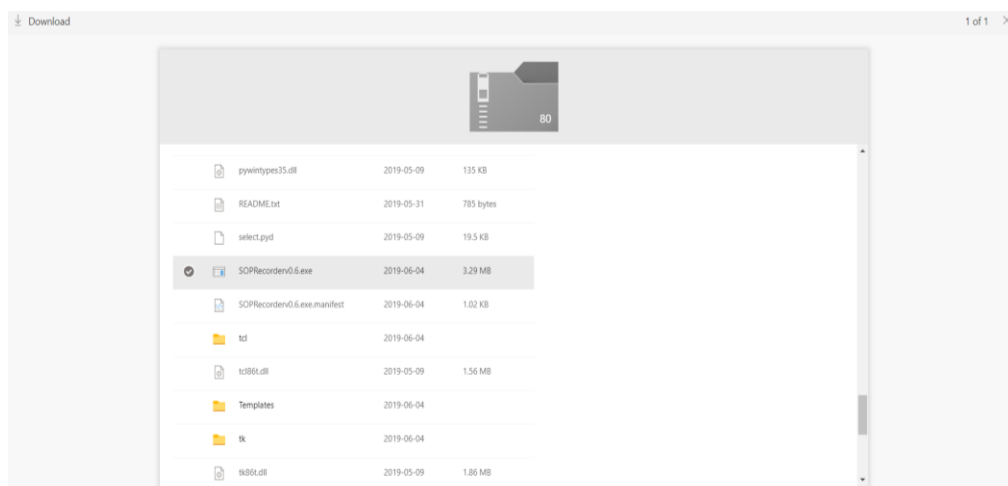


Figure 2: SOP Recorder Executable File

3. Press “Record” button present on the Main Window of SOP Recorder to start recording.
4. Perform all the manual activities that are needed to be recorded such as opening SAP and entering T-codes or using MS excel for data entry etc. The text-pane in the main window of SOP recorder will keep showing the status of the application (refer Fig. 3)
5. Once the manual execution is completed, press “Stop” button on the Main Window of SOP Recorder to abort recording.
6. Press the “Generate Log” to generate a log file which is saved as process log.docx. The location of the saved file is also shown at the text pane of SOP Recorder’s main window.
7. After a successful record Press “Quit” on the Main Window of SOP Recorder to exit the application.
8. Recorded SOP can be seen by opening the Log file from the location specified at the text pane of SOP Recorder’s main window.

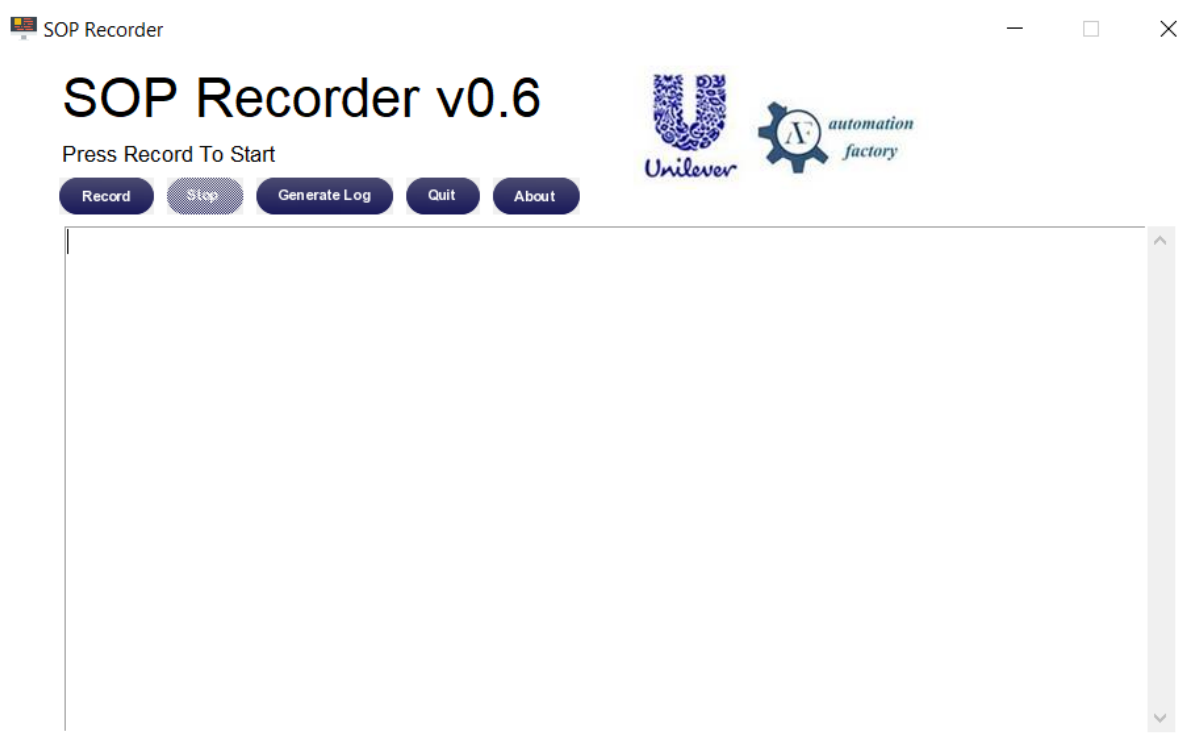


Figure 3: SOP Recorder Main Window