Task 1

1. Open Chrome with link https://stardex.com.ng/HR-On-boarding-Process-Form/
2. Open Source excel file.
3. Insert new column by 'Status' column name if not exist in file.
4. Read the excel file data.
5. Store columns value in variables.
6. Upload each employee's details into the HR Portal where Status column value is empty.
7. After Uploading single employee data in portal, Update Status value by 1 in excel for respective row.
8. Complete the process for all rows.
9. Rename the excel file with 'Processed\_HRData\_ddMMyyyy' name.
10. Send the file as attachment in mail to you.