
Automating Tasks Using A2019 Excel Commands

HR – Bot for Bonus Calculation: Step List

Introduction

This demo will help you to create a task bot that calculates the bonus amount for each employee, hides confidential data and creates password-protected worksheets for approval.

Note: The employee details are retrieved from the Human Resource Management System (HRMS) in .csv format, the csv file is then converted to Excel and used as input to run the bot.

Prerequisite

You need access to the Automation Anywhere Community Edition:

<https://community.cloud.automationanywhere.digital>

Note: After editing actions, make sure you click the **Apply** button to apply the changes and **Save** button to save the task bot.

1. Calculate the employee bonus

- a. Open the Excel file
 - i. From the Actions panel, drag and drop the **Excel advanced: Open** action to the bot editor.
 - ii. In the Action details panel, click **Desktop file** under **File path** and browse and select the local file path of the Excel file.
 - iii. Open the file in **read-write mode** and select the **Sheet contains a header** checkbox.
 - iv. Click **Apply**.
- b. Loop through the rows of the Excel file and assign each row to a variable
 - i. From the Actions panel, drag and drop the **Loop** action to the bot editor.
 - ii. In the Iterator list, select **For each row in worksheet**.
 - iii. In the **Loop through** field, select the **All rows** option from the drop-down list.
 - iv. In the **Assign the current value to this variable** field, select a variable.
***Note:** Make sure that the variable is already created with the variable type as **Record**.*
 - v. Click **Apply**.
- c. Move to the end of the row
 - i. From the Actions panel, drag and drop the **Excel advanced: Go to cell** action within the **Loop** action.
 - ii. Select the **Active cell** radio button.
 - iii. In the **Active cell** field, select the cell type as **End of the row**.
 - iv. Click **Apply**.
- d. Calculate the bonus
 - i. From the Actions panel, drag and drop the **Excel advanced: Set cell** action within the **Loop** action.
 - ii. In the **Cell value** field, specify the formula to calculate the bonus.
 - iii. Click **Apply**.
- e. Move one cell below to traverse the entire Excel sheet
 - i. From the Actions panel, drag and drop the **Excel advanced: Go to cell** action within the **Loop** action.
 - ii. Select the **Active cell** radio button.
 - iii. In the **Active cell** field, select the cell type as **One cell below**.
 - iv. Click **Apply**.
- f. Hide the columns
 - i. From the Actions panel, drag and drop the **Excel advanced: Hide rows/columns in selection** action outside the Loop.
 - ii. In the **Hide columns** field, enter the required column range. In this case, it will be **C:E**
 - iii. Click **Apply**.
- g. Protect the worksheet using a password
 - i. From the Actions panel, drag and drop the **Excel advanced: Password protect worksheet** action to the bot editor.
 - ii. In the **Password** field, choose the **Credential** option.
 - iii. Click the **Pick...** button.

- iv. Choose the **Locker**, **Credential** and **Attribute** options from the drop-down list.
Note: *Credential Vault, a top data security feature for Enterprise A2019, enables secure storage and management of user credentials.*
 - v. Click **Confirm**.
 - vi. If necessary, specify the operations to be restricted.
 - vii. Click **Apply**.
- h. Close the Excel file
- i. From the Actions panel, drag and drop the **Excel advanced: Close** action at the end.

Congratulations! You have now successfully created the bot that:

- Calculate the bonus amount for each employee.
- Hides confidential data and protects the excel sheet using password credentials.