**Robot Instruction**

**Pensie Extract Incheieri**

1. Folder Recipise Name Rules

Folder Recipise: Always ends with yyyy

yyyy: year   
example: 11. Recipise 2022  
A screenshot of a computer

Description automatically generated

1. File Recipise Name Rules

File Recipise: Always start with xx  
xx: Month (2 characters)  
example: 01. Recipise – January 2022.pdf  
A screenshot of a computer

Description automatically generated