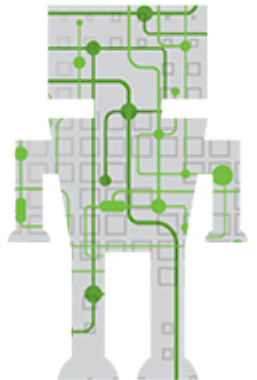


Kofax Kapow 10.3 Training and Certification

# Module 11 – Working with Excel

Migrating Data from One Source to Another

**Kofax  
Kapow™**



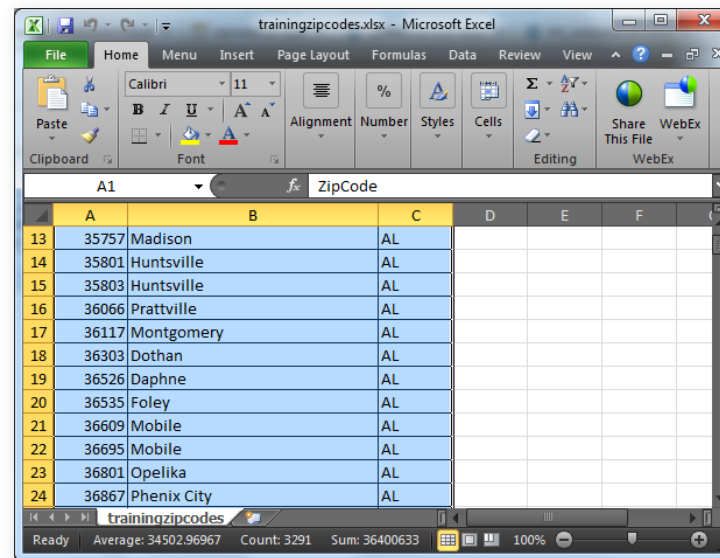
# Training Module Overview

In this module, we'll create a Robot that takes data that exists in an Excel file, loops through it, and extracts the data which will then be stored in our Development Database for use in later training modules.

- ◆ Load Excel Spreadsheet
- ◆ View in Excel
- ◆ Loop in Excel
- ◆ Extract Data
- ◆ Store in Database

# The Data We Need Already Exists in Excel

- ◆ HH store addresses already exist on our HardyHardware web site. *We will use that information in the next training module.*
- ◆ Correct city, state and zip code information already exists in an Excel spreadsheet.
- ◆ We want to store that correct information in our database for later use. *The purpose of this exercise is to learn how to move data from one source, like Excel to another source, like a database.*

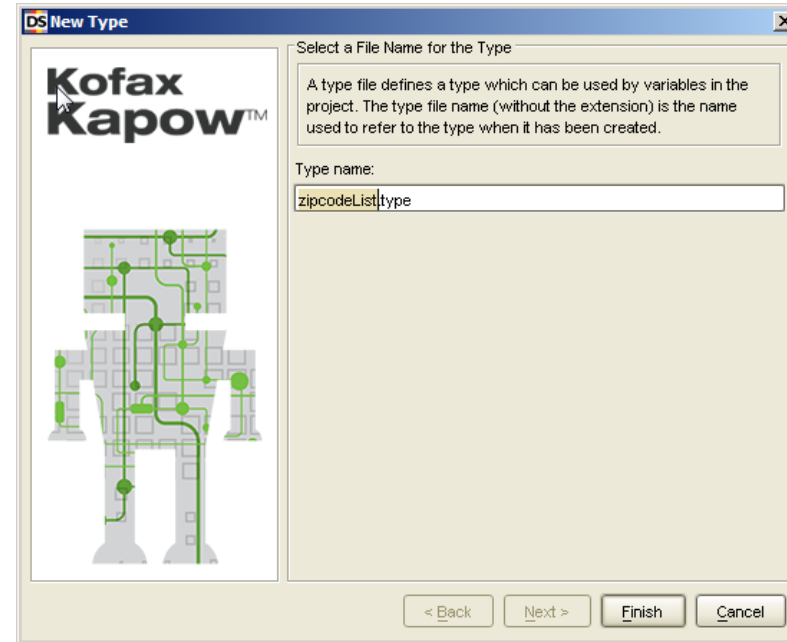


The screenshot shows a Microsoft Excel window titled 'trainingzipcodes.xlsx'. The spreadsheet has three columns: A (ZipCode), B (City), and C (State). The data is as follows:

	A	B	C
13	35757	Madison	AL
14	35801	Huntsville	AL
15	35803	Huntsville	AL
16	36066	Prattville	AL
17	36117	Montgomery	AL
18	36303	Dothan	AL
19	36526	Daphne	AL
20	36535	Foley	AL
21	36609	Mobile	AL
22	36695	Mobile	AL
23	36801	Opelika	AL
24	36867	Phenix City	AL

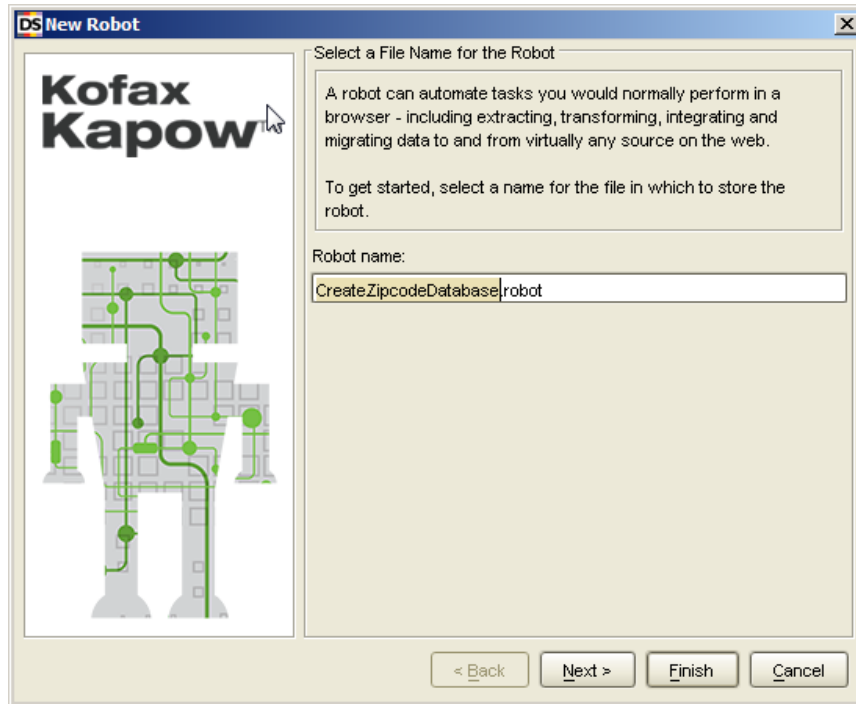
# Create Type

- ◆ The first thing we'll want to do is to create a new Type file that has three short text attributes as shown below:



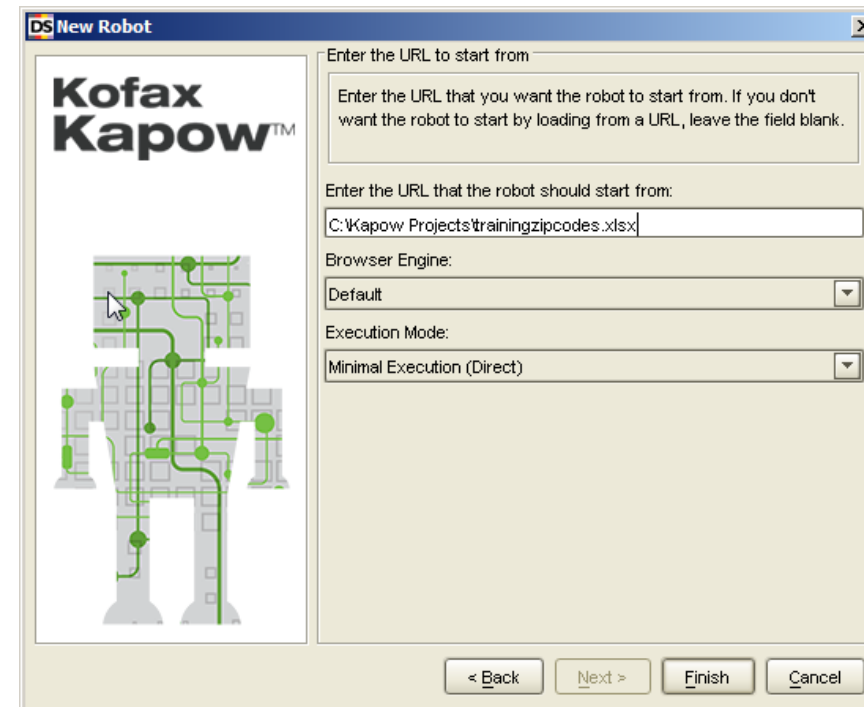
Attributes:	Name	Storage Name	Attribute Type	Default Value	Storable	Required	Part of Databas...	Comment
	zipcode		Short Text		✓		✓	
	city		Short Text		✓			
	state		Short Text		✓			

# Then Create a New Robot and Load the Excel File



1. Create the Robot.

2. Enter the location of the file in the "Enter the URL..." box.



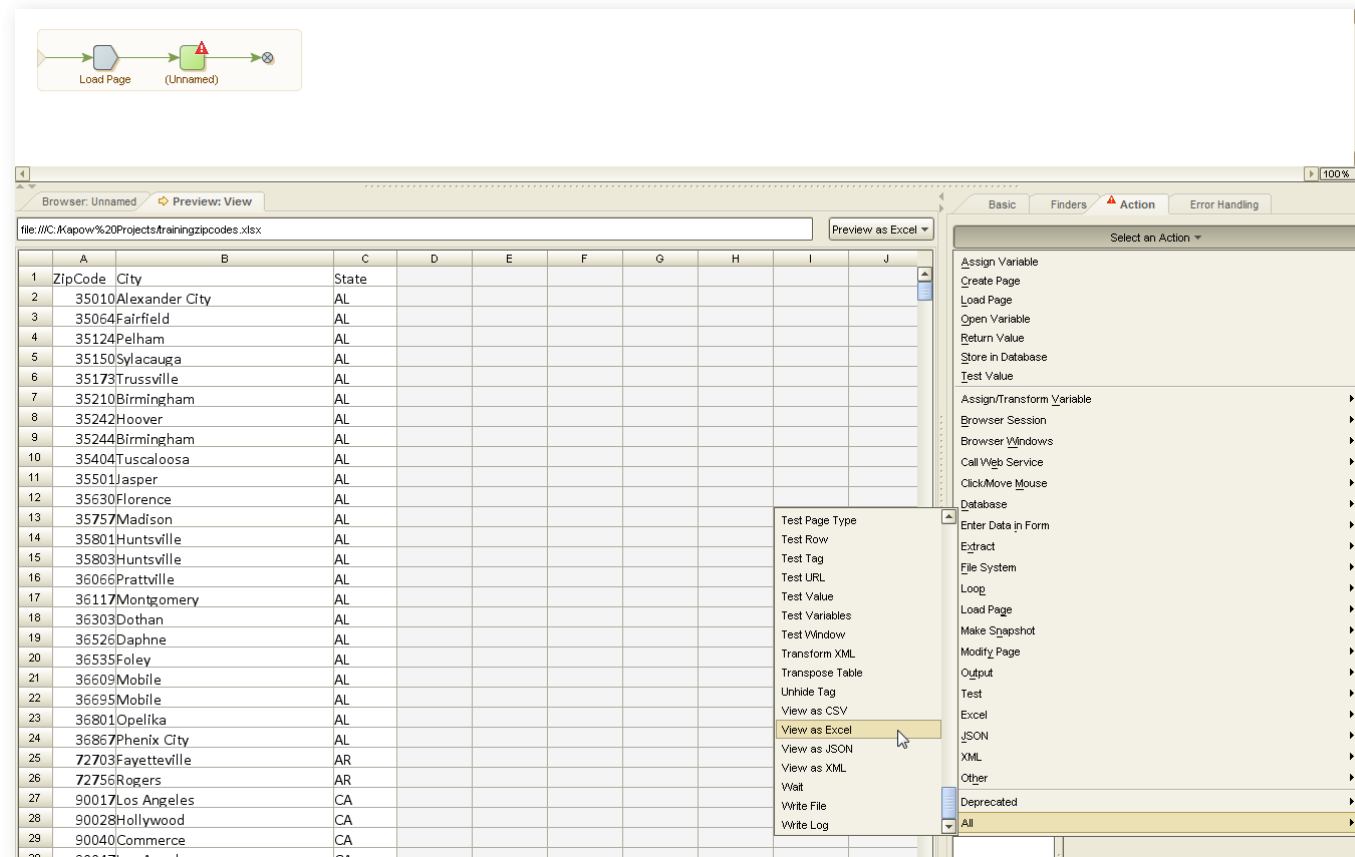
# We'll Add a Variable to Our New Robot to Contain the Data

- ◆ The Variable will use the zipcodeList Type file we just created.

The screenshot shows a software interface with two tabs: 'Variables' and 'Frames'. The 'Variables' tab is active, and a variable named 'zipcodeList' is selected. The variable's type is 'zipcodeList'. The variable is expanded, showing three sub-fields: 'zipcode', 'city', and 'state', each with an input field. The 'zipcode' field has a red dot next to it. The 'city' and 'state' fields are empty. The interface has a light beige background and a standard Windows-style window border.

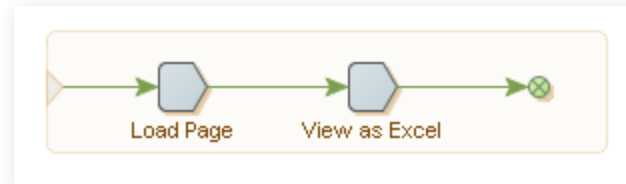
## Then Add a View in Excel Step

- ◆ Next, we need to set up a "View in Excel" Action Step.
- ◆ This action opens downloaded Excel content in an Excel view. *The step action only works on downloaded Excel content.*



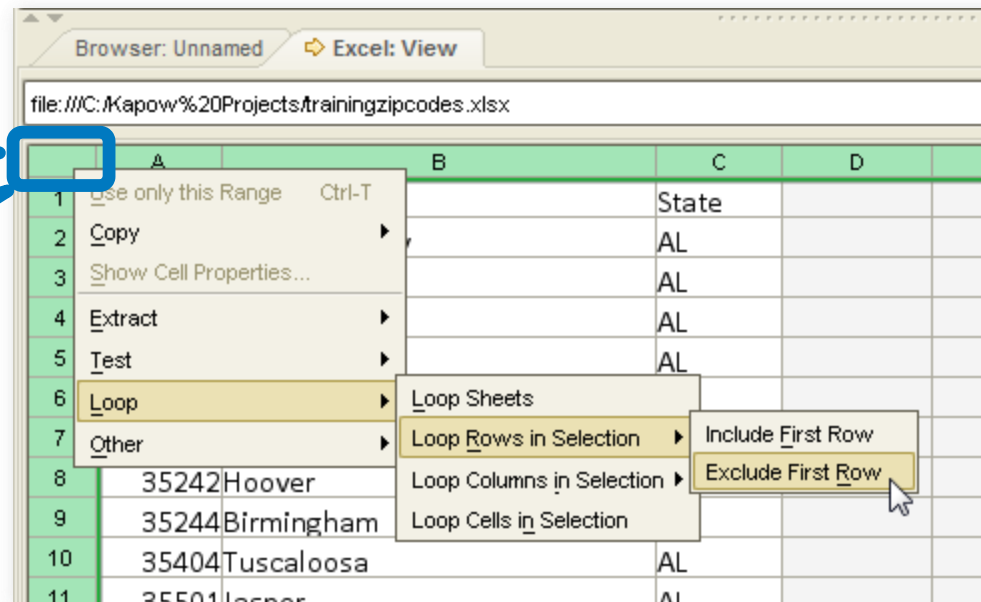
# Set Up a Loop through Rows Step

- ◆ We want to loop through ALL rows in the spreadsheet, so we need to select the entire contents. To do that, click on the cell at the top-most left corner of the sheet. As you can see, the entire sheet is selected as indicated by the green box.



Click here to select entire sheet

Then right mouse-click and select Loop | Loop Rows in Selection | Exclude First Row  
(The first row contains the column headings)





# Loop in Excel



The Loop in Excel action can be configured using the following properties:

- ◆ *Loop Over*: This determines what kind of element the action will loop over. There are 4 possibilities for this:
  - ◆ *Sheets* -The action will loop over sheets in the spreadsheet document. No range finder is needed for this choice.
  - ◆ *Columns* -The action will loop over the columns in the range found by the range finder.
  - ◆ *Rows* -The action will loop over the rows in the range found by the range finder.
  - ◆ *Cells* -The action will loop over the cells in the range found by the range finder.
- ◆ *First Index*: The number of the first element to include in the loop. The number can be specified to count either forward from the first element, or backward from the last element. the new range (useful for stateful in-page looping)

## Loop in Excel (cont.)

- ◆ *Last Index*: The number of the last element to include in the loop. The number can be specified to count either forward from the first element, or backward from the last element.
- ◆ *Increment*: Make the loop skip elements. For example, if an increment of 2 is specified, the loop will skip every second element.
- ◆ *Loop Backwards*: Select that the loop should loop through the matching elements in reverse order. Please note that the loop will go through exactly the same elements as if it were looping forward just in reversed order. This means that the *First Index* is referring to first element in the selection of elements to loop over and not the first element visited when looping (actually it will be the last when looping backwards).
- ◆ *Range Name*: Has two options, **Auto** or **Named**.

*Auto* gives the range a name which is number. The first Auto-numbered range will have number 1, the next number 2 etc. Note that the number may change if additional Auto-numbered ranges are inserted before this step (on the same page).

*Named* gives the range a fixed and explicitly stated name.

# Test your Loop

- Remember, you can test a loop by going the step just past the loop step (in this case, the end step) and use the forward arrow to see the loop advance.

The screenshot shows a workflow diagram at the top with three steps: 'Load Page', 'View as Excel', and 'Loop Rows'. The 'Loop Rows' step is circled in blue, with a blue arrow pointing from it to the Excel view below. The Excel view shows a table with 5 rows and 5 columns (A-E). The first row contains headers: 'ZipCode', 'City', and 'State'. The subsequent rows contain data. Row 3 is highlighted with a blue selection bar, and a blue arrow points from the 'Loop Rows' step to this row.

	A	B	C	D	E
1	ZipCode	City	State		
2	35010	Alexander City	AL		
3	35064	Fairfield	AL		
4	35124	Pelham	AL		
5	35150	Sylacauga	AL		

## Then Extract Zipcode

- ◆ Data is extracted in a similar fashion to how we extracted it on a web page: Click on the data to select it and then choose Extract | Text | zipcodeList.zipcode from the context menus.

The top part of the image shows a workflow diagram with three steps: 'Load Page', 'View as Excel', and 'Loop Rows' (indicated by a box with the number 1). The bottom part shows a screenshot of an Excel spreadsheet titled 'file:///C:/Kpow%20Projects/trainingzipcodes.xlsx'. The spreadsheet has columns A through E. Column A contains zipcodes, column B contains city names, and column C contains state abbreviations. A context menu is open over the cell containing '35010 Alexander City AL'. The menu options are: 'Use only this Range Ctrl-T', 'Copy', 'Show Cell Properties...', 'Extract', 'Test', 'Loop', 'Other', 'Formula', and 'Hyperlink'. The 'Extract' option is selected, and a sub-menu is open showing the following options: 'Text' (selected), 'Number', 'Date', 'Boolean', 'Formula', and 'Hyperlink'. The 'Text' sub-menu is further open, showing the following options: 'zipcodeList.zipcode' (selected), 'zipcodeList.city', 'zipcodeList.state', 'New Variable of Simple Type...', and 'New Variable of Complex Type...'.

	A	B	C	D	E
1	Zip Code	City	State		
2	35010	Alexander City	AL		
3	35064		AL		
4	35124		AL		
5	35150		AL		
6	35173				
7	35210				
8	35242				
9	35244				
10	35404	Tuscaloosa			
11	35501	Jasper			
12	35630	Florence	AL		

# Properties are Set for the Extract Step

The image displays two side-by-side screenshots of the Kofax software interface, specifically the 'Finders' and 'Action' tabs for an 'Extract Step'.

**Left Screenshot (Finders Tab):**

- Range Finder 1:** Column at 0 (in range named 1)
- Find At Named Range:** (Dropdown menu)
- Range:** 1
- Use:** Column At Position
- Column:** By Index
- Offset:** 0
- Height:** Same As Range
- Height is to the bottom of the range.** (Text box)
- Use Upper Left Cell in Merged Cells:** ☐

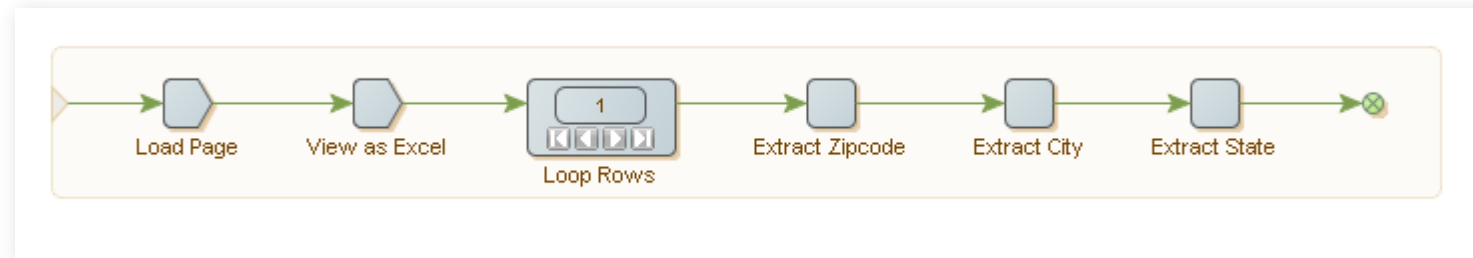
**Right Screenshot (Action Tab):**

- Extract Cell** (Dropdown menu)
- This action extracts a selection from an Excel page into a variable.** (Text box)
- Extract This:** Formatted Values
- Converters:** (Empty list box)
- Variable:** zipcodeList.zipcode

Of course, because this data is being extracted from Excel, Tag Finders are not used. Range Finders are used instead. These will work properly with no modification.

## And Extract City and State

- ◆ Extract City and State the same way as you extracted the Zip Code.

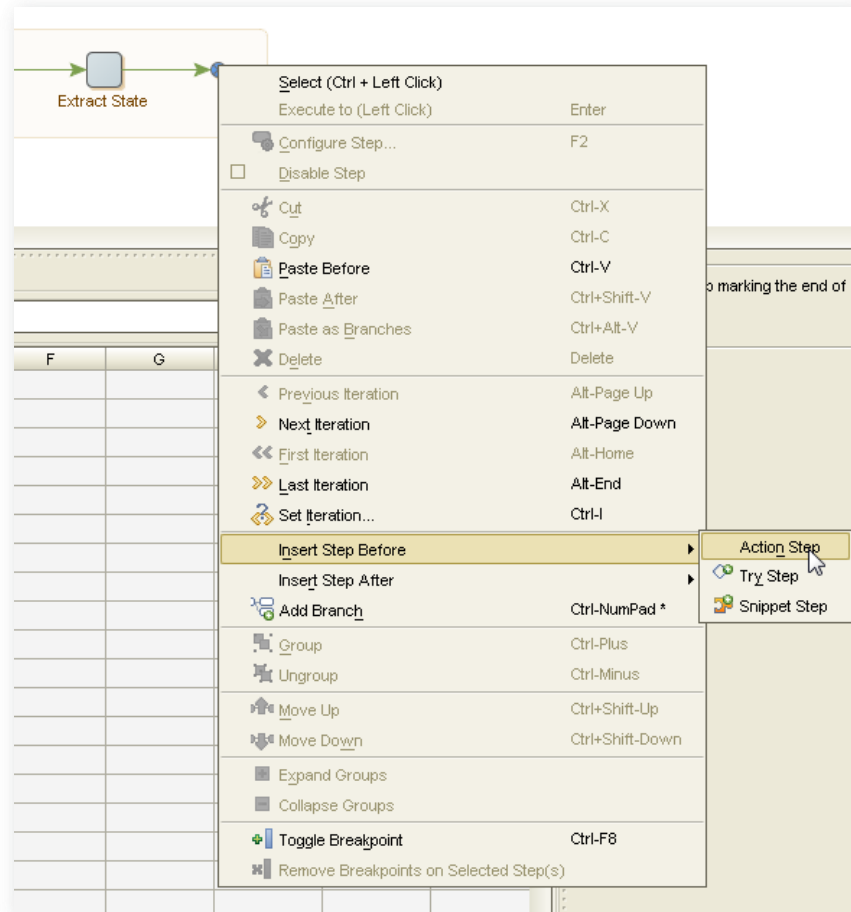


The screenshot shows the 'Variables' window in a software application. On the left, a list of variables includes 'zipcodeList'. The right pane displays the details for 'zipcodeList', which is of type 'zipcodeList'. It shows three fields: 'zipcode' with the value '35010', 'city' with the value 'Alexander City', and 'state' with the value 'AL'. The bottom of the window contains standard UI controls: a plus sign, a minus sign, up and down arrows, and a notepad icon.

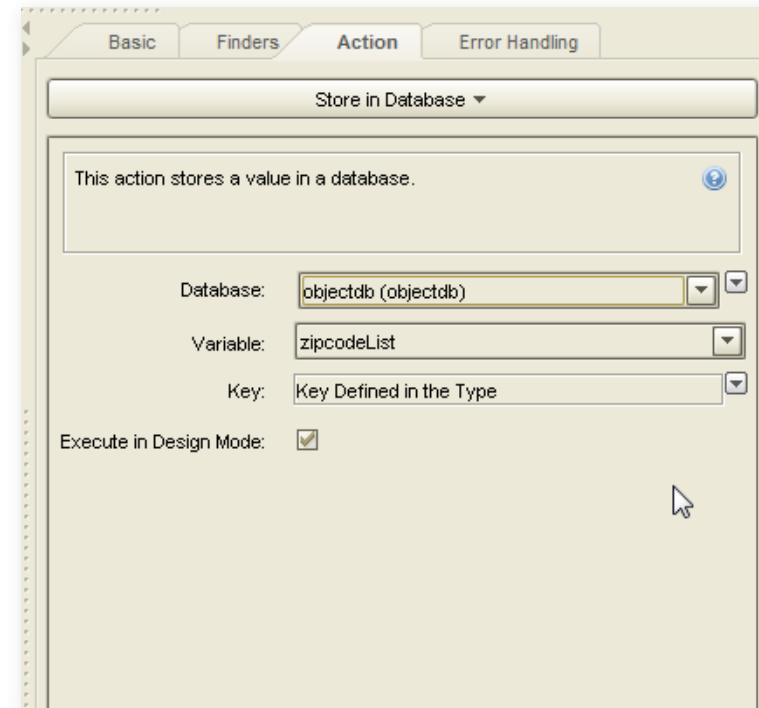
Variable	Type	Value
zipcodeList	zipcodeList	
zipcode		35010
city		Alexander City
state		AL

# Finally, Add a "Store in Database" Step

Add a new action step before the end step.



Select "Store in Database" as the action and select the database from the dropdown list.



# Your Completed Robot Looks Like This

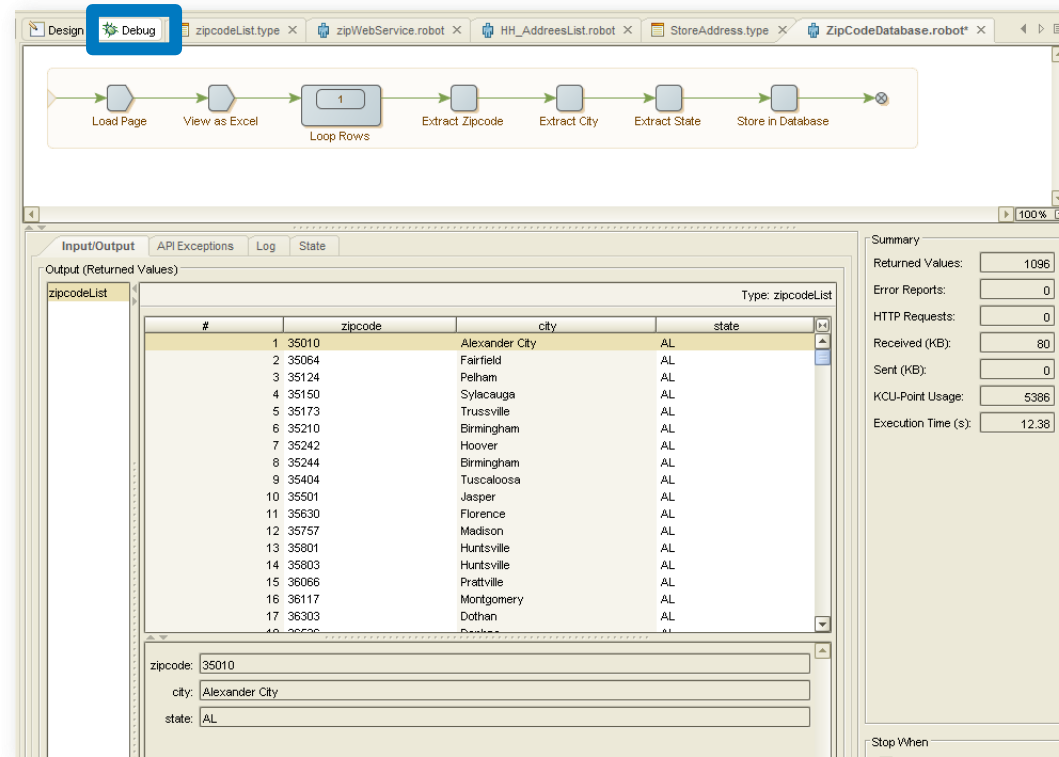
- ◆ It's simple, but it works!





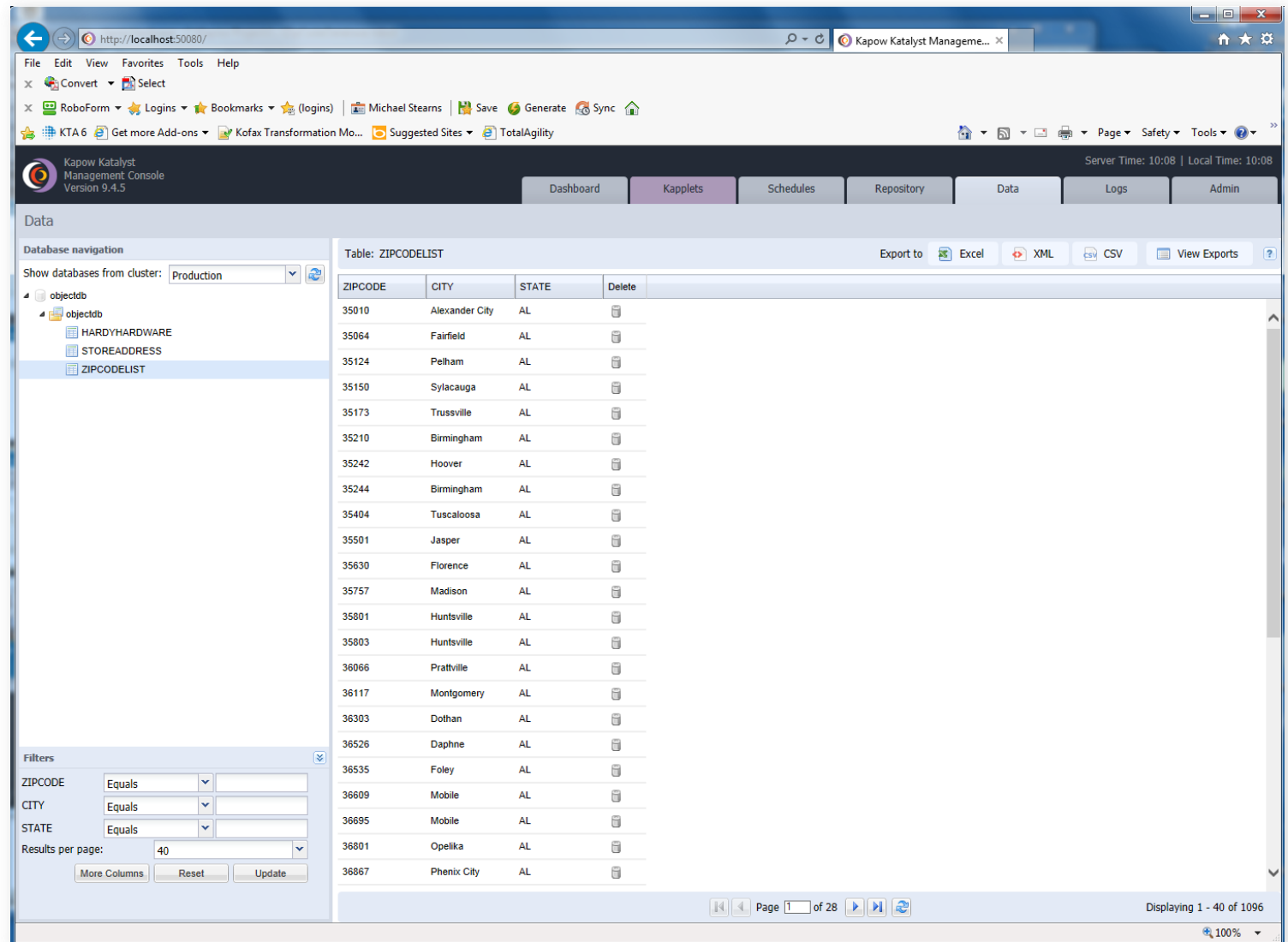
# Running in Debug Mode

- ♦ **IMPORTANT:** Realize that running your Robot in Debug mode will output data to your database. If you wanted to test your Robot first, you could create a "Return Value" step and temporarily disable the "Store in Database" step.



# Viewing Data in the Management Console

- By opening the Management Console, we can see that data has been successfully output and stored.



The screenshot displays the Kapow Catalyst Management Console interface. The top navigation bar includes tabs for Dashboard, Kaplets, Schedules, Repository, Data, Logs, and Admin. The 'Data' tab is active, showing a table titled 'Table: ZIPCODELIST'. The table has columns for ZIPCODE, CITY, STATE, and a Delete button. The data is filtered to show results from the 'Production' cluster. The table lists various ZIP codes and their corresponding cities in Alabama. The interface also includes a database navigation pane on the left, filters for ZIPCODE, CITY, and STATE, and a footer indicating the current page (1 of 28) and total results (1096).

ZIPCODE	CITY	STATE	Delete
35010	Alexander City	AL	
35064	Fairfield	AL	
35124	Pelham	AL	
35150	Sylacauga	AL	
35173	Trussville	AL	
35210	Birmingham	AL	
35242	Hoover	AL	
35244	Birmingham	AL	
35404	Tuscaloosa	AL	
35501	Jasper	AL	
35630	Florence	AL	
35757	Madison	AL	
35801	Huntsville	AL	
35803	Huntsville	AL	
36066	Prattville	AL	
36117	Montgomery	AL	
36303	Dothan	AL	
36526	Daphne	AL	
36535	Foley	AL	
36609	Mobile	AL	
36695	Mobile	AL	
36801	Opelika	AL	
36867	Phenix City	AL	



# Demo & Lab

Extracting Data from Excel  
Storing Data in a Database