

## CREATE OFFER LETTER FROM TEMPLATE Readme

### Bot Overview

This bot performs the following:

- Creates offer letters of the potential employees using word template.

### Pre-Requisites

- Automation Anywhere Enterprise v10.7 or above
- Microsoft Office installed

### Installation

- Download the bot from Bot Store.
- Double click on <Bot Name>.msi and follow the installation instructions.

For first time users, the “Bot Store” folder is created under <AA Directory>/My Tasks (on your local disk).

Folder Structure

**Create the following folder structure of the content in the AA Dir:**

- <AA Directory>
  - o My Tasks
    - ✦ Bot Store
      - Create Offer Letter-Automation Anywhere (Folder)
        - o My Tasks
          - ✦ Create Offer Letter.atmx
        - Error Folder
          - ✦ Logs (Folder)
            - Error Logs Month-Day-Year.txt
        - ✦ Snapshots (Folder)
          - Error Snap Month-Day-Year.png
  - o My Metabot
    - ✦ Text\_Word\_PDF\_Conversion\_Metabot.mbot
    - ✦ WordMetabot.mbot

### How to Use the Bot:

**Use the following information to configure your bot:**

Parameter Name	Type	Direction	Additional Info
vDestinationPath	String	Input	Provide destination path for the offer letter pdf file
vDocumentPath	String	Input	Provide word document file path to for conversion to pdf format
vRecipientName	String	Input	This is the name of the employee from excel column (1) and excel column (2)

vErrorFolder	String	Input	This is error folder inside bot folder which contains Logs and Snapshots folder (Already defined, no need to add value unless want to change location of file).
vLogFolder	String	Input	This folder contains Log file in case of error (Already defined, no need to add value unless want to change location of file).
vSnapshotFolder	String	Input	This folder contains Screenshot in case of error (Already defined, no need to add value unless want to change location of file).

**Note: All fields are mandatory here. For more details about parameters check [More Information](#) section.**

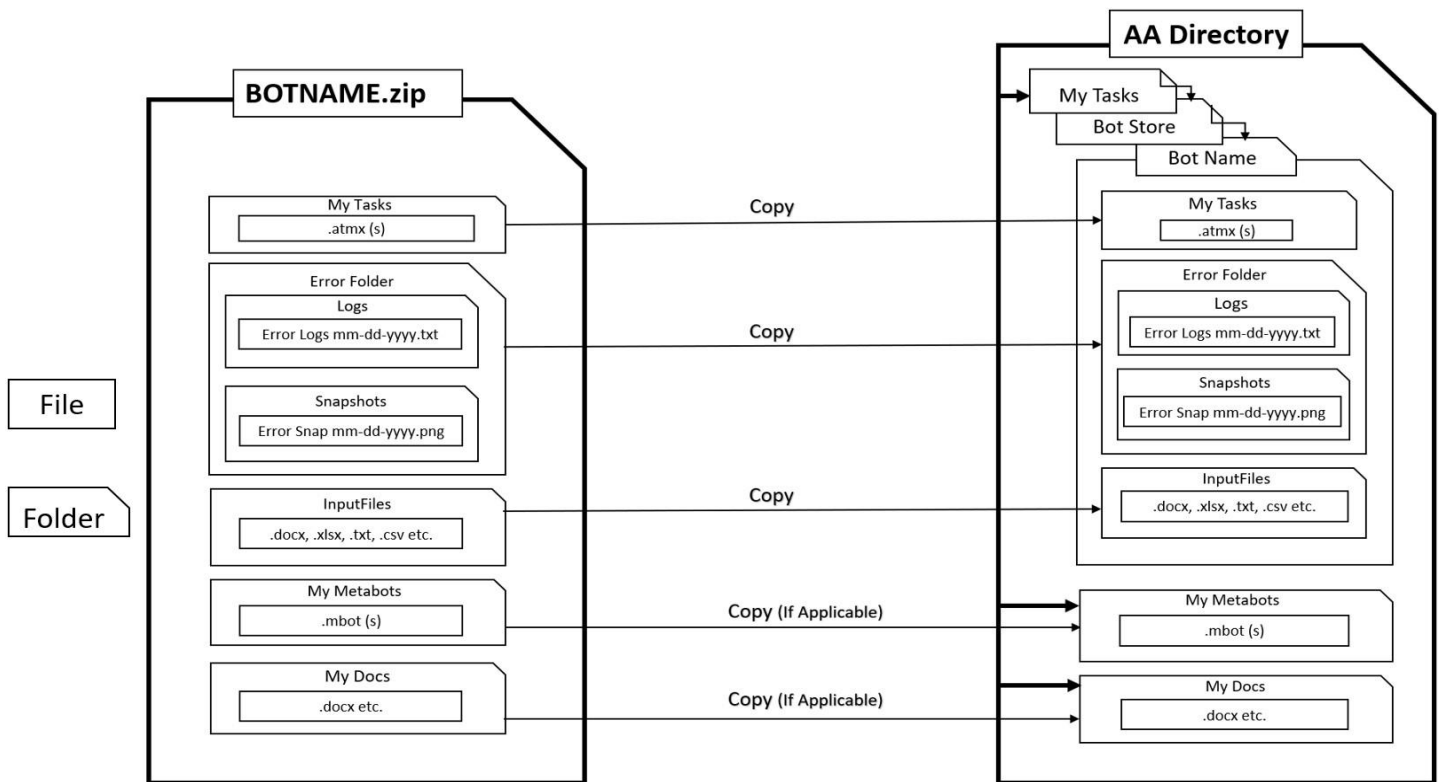
### Error Handling

- Each Bot folder contains the below hierarchy.
  - o Error Folder
    - ✦ Logs
      - Error Logs Month-Day-Year.txt: In case of any error, this file logs error message along with time stamp.
    - ✦ Snapshots
      - Error Snap Month-Day-Year.png: In case of any error, this file captures screenshot of error.
- Task Status of bot is set to failed in case of error.

### More Information

- Replace the template file “test.docx” with your own offer letter format inside “My Inputs” folder.
- Create bookmarks as per requirements.
- Follow steps for mapping the bookmarks
  - o “WordMetabot.LaunchWord” logic to launch Microsoft office Word application.
  - o “WordMetabot.OpenDocument” logic to open document.
  - o Use “WordMetabot.InsertTextAtBookmark” logic to insert text at each bookmark created inside word document template.
  - o Save the document using “WordMetabot.SaveDocument” logic.
  - o Close and save the word document using “WordMetabot.CloseWordSaveAllChanges” logic.
- Use “Text\_Word\_PDF\_Conversion\_Metabot.Word\_to\_PDF\_Files\_Logic” logic to convert DOCX file format to PDF file format.
- Maintain "input file.xlsx" from "My Inputs" folder as per the bookmarks and other requirements.

### Bot Deployment



<AA Directory> view at your local machine