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# ChocLead User Manual



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## 1 Document Management

| Date   | Version | Author/Editor | Description |
|--------|---------|---------------|-------------|
| 5/2022 | 1.0.0.5 | Wang Xin      | New Release |
|        |         |               |             |
|        |         |               |             |
|        |         |               |             |
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## 2 Software Installation

### 2.1 Client Installation & User Binding

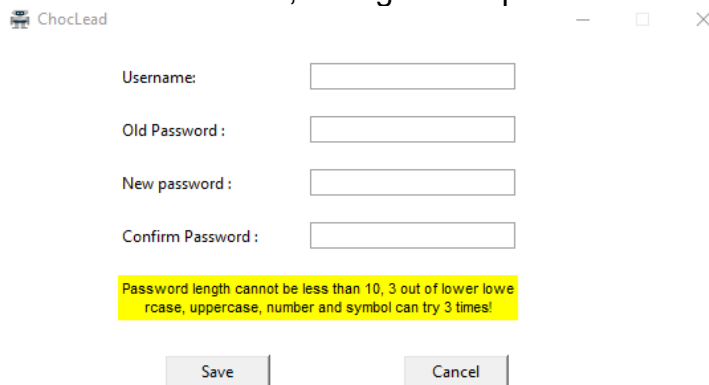
- *Manual Installation*

Download client installer ChocLeadSetup\_EN\_1\_X\_X\_X.exe  
Right click installer run as administrator

- *BMC Installation*

BMC send installer to user's PC, and install it automatically. User need provide PC name in advance.

After installation complete, shortcut is created in the desktop  
Double click shortcut and start client, change initial password



ChocLead

Username:

Old Password :

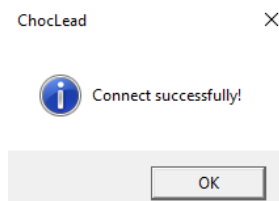
New password :

Confirm Password :

Password length cannot be less than 10, 3 out of lower lowercase, uppercase, number and symbol can try 3 times!

Save Cancel

Message box display connect successfully, click OK. Now the user account has been bound to current PC.



ChocLead

Connect successfully!

OK

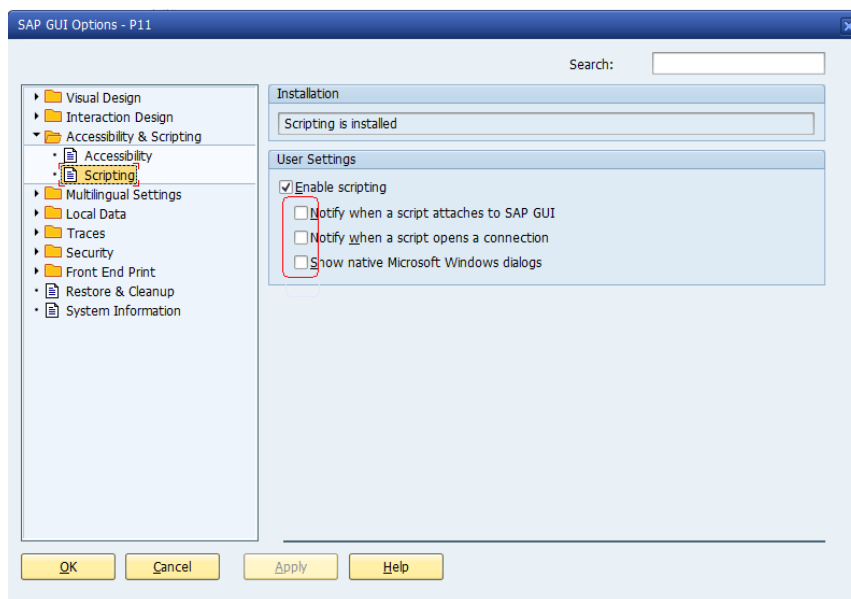
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## 2.2 SAP Configuration

Click SAP GUI Option



Enable scripting, disable other checkboxes under scripting



### Note:

If the sharing process is executed by other users, unify the date format, number format and program layout in SAP. Check Tcode SU3.

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**Maintain User Profile**

 Password

User: WANG276

Changed By: WANG276 24. 02. 2022 02:23:54 Status: Saved

Address Defaults Parameters

Start menu: 

Logon Language: 

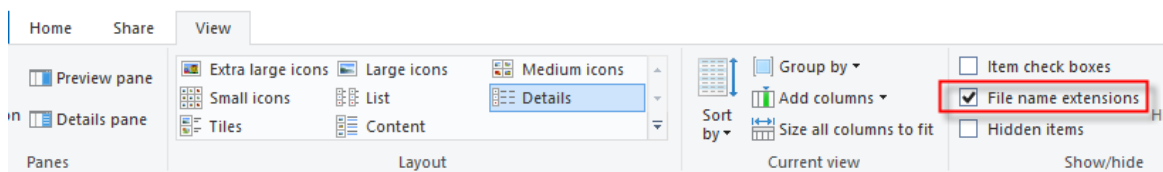
Decimal Notation: X 1,234,567.89

Date Format: 1 DD.MM.YYYY

Time Format (12/24h): 0 24 Hour Format (Example: 12:05:10)

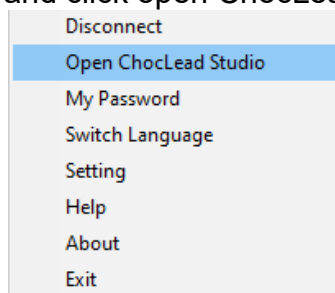
## 2.3 Windows Configuration

Enable file name extensions



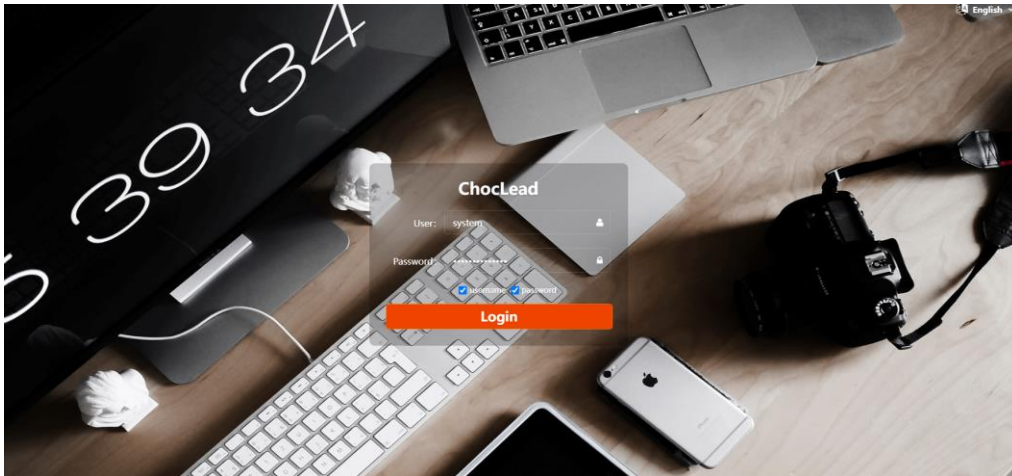
## 2.4 RPA Logon

- (1) Right click client icon and click open ChocLead studio to access website



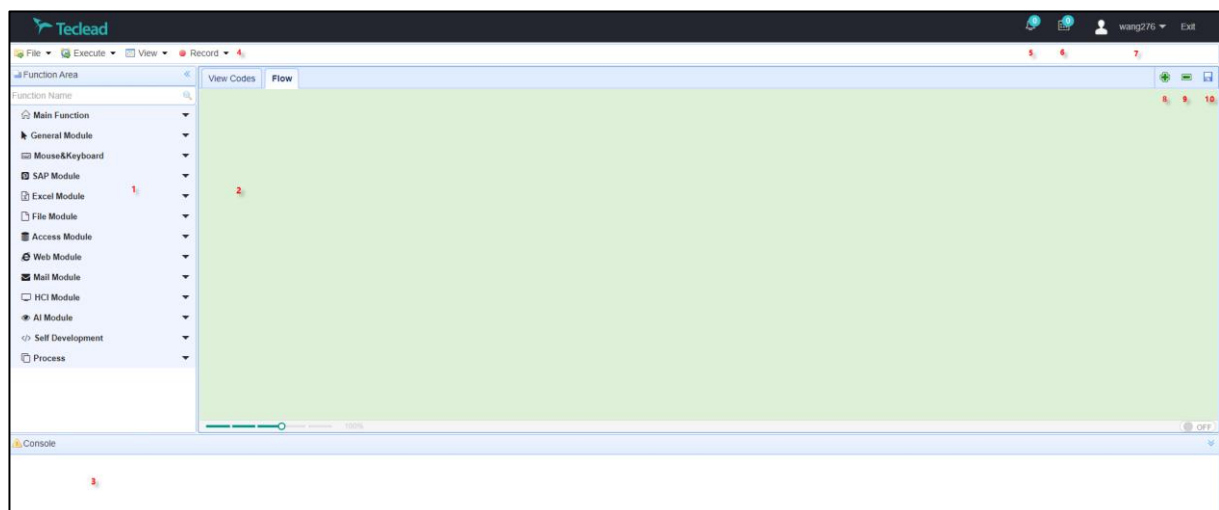
- (2) Open ChocLead studio via Chrome/Edge

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(3) Input account and password and logon system

## 2.5 RPA Interface Introduction



- (1) Click the left menu bar to display module, function and node
- (2) The light green area on the right is the process work area
- (3) The bottom area is the console, which displays error messages, prints results, etc.
- (4) Menu bar
  - i. File
    - a) Open

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Public folder: Users with this folder permission can open the folder, open the process in the folder, delete the folder, delete the process in the folder (**use with caution**) and modify the process in the folder.

Private folder: only the user self can open the folder, open the process in the folder, delete the folder, delete the process in the folder (**use with caution**) and modify the process in the folder

Users with public folders can open and run the process.

*b) Save*

Public folder: Users having this folder permission can create a new folder under this folder, save the process to this folder (you need to name the new process), or overwrite the process file in the folder.

Private folder: Only the user self can create a new folder in this folder, save the process to this folder (rename it), or overwrite the process file in the folder,

*c) Export*

Export internal process

*d) Import*

Import external process

ii. Execute

Perform the process on user's computer

iii. View

*a) Format*

Format current process

*b) Clear*

Clear current process

*a) Group*

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Group serval nodes in one process

iv. Record

Record SAP operation and generate function node automatically

(5) User

Personal data

Change password

Logoff

(6)  Add process tab

(7)  Close process tab

(8)  Save current process

## 2.6 RPA Module Function Overview

- Main Function

Main function contains basic functional nodes like start, wait, end and other logical functions like IF, Loop, Try.

- General modules

General module contains define date time, define variable, print variable and other common general functions. Support various mouse and keyboard operations, such as mouse click, double click, drag and drop, keyboard input, etc.

- Mouse and keyboard module

Simulating mouse and keyboard function like move, click, scroll, drag mouse, press keyboard, send hotkey, keyboard input, etc.

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- SAP module

Support all operations generated by script interface in SAP, such as SAP click, SAP input, SAP shortcut keys, etc.

- Excel module

Support various common functions of Excel workbooks, worksheets, cells, such as new workbook, save workbook as, add worksheet, delete worksheet, copy cells, paste cells, etc.

- File module

General operation functions of organizing folders and files, such as open folder, move folders, read folders, delete files, append file content, etc.

- Mail module

Send email

- Dialog module

Pop up dialog box to confirm or input.

- Save Process

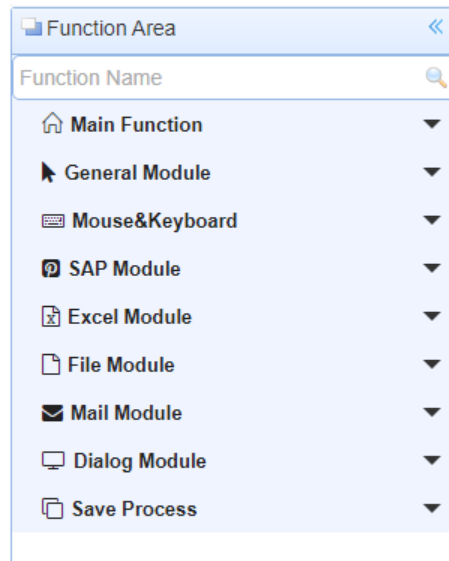
Select a process and drag it into your own process as a sub-process.

## 2.7 Basic Operation

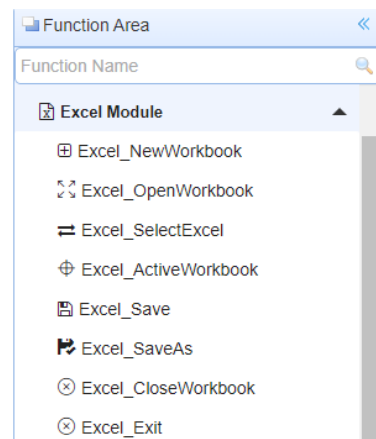
### 2.7.1 How to Create Process

- (1) Login ChocLead studio.

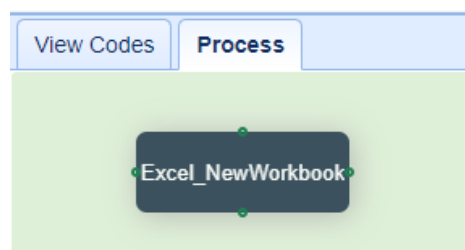
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- (2) Click the small arrow on the right side of each module to expand the module, take the Excel module for instance, expand the process module, as shown in the following figure.



- (3) After expanding the sub-process module, take Excel\_ NewWorkbook for instance, left-click and drag Excel\_ new workbook into the work area which is the green part on the right side.



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- (4) Drag Start and End in the main function. As shown in Figure 1 below, then link nodes by left click-drag, the result is shown in Figure 2

## Note

A complete process must contain start and end node, pay attention on the direction of the arrow when connecting, it must be single and unique, otherwise the process cannot run successfully.

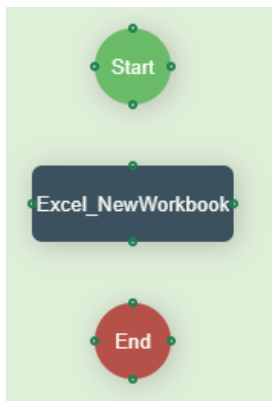


Figure 1



Figure 2

- (5) Put the mouse on the Excel\_ new workbook node, the left side shows trash icon and right side shows gear icon, the trash icon is to delete the node, if you want to run the process you must click the gear icon, fill in the parameters, see Figure 2 below.

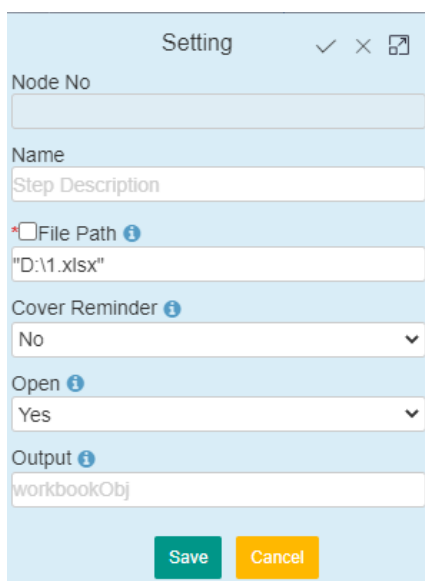


Figure 1

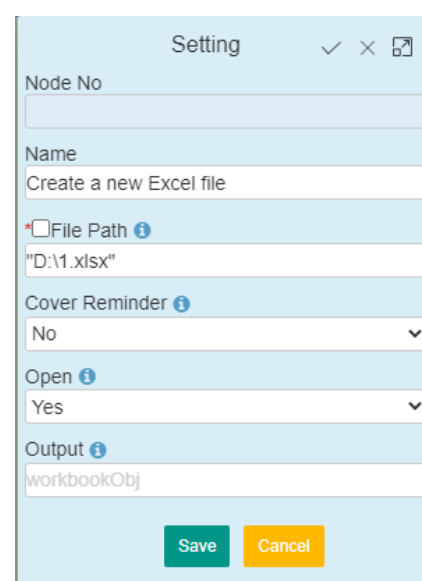
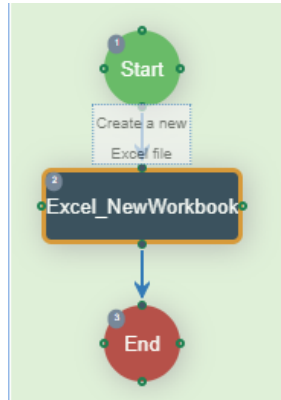


Figure 2

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- (6) Click the save icon  after changing the parameters, node will appear orange border as shown below then the process can be executed, Start and End node do not need to edit and save.

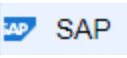


## 2.7.2 Icon Definition

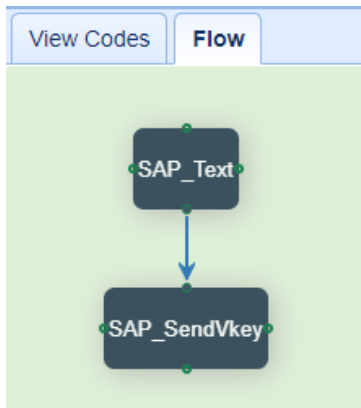
- (1)  Drop-down list
- (2)  Information
- (3)  Required field

## 2.8 Advanced Function

### 2.8.0 SAP Recording

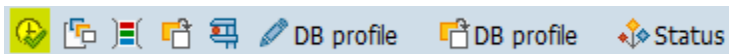
Record and auto generate the process, click the recording SAP icon , the upper right corner appears   Auto Draw 00:00:00, click the green arrow, the screen will switch back to SAP. When SAP operation is finished, use ALT+TAB to switch back to RPA, click the red pause icon to end record. The result will generate in work area accordingly.

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## 2.8.1 Get SAP Element

In SAP module, RPA need get the SAP element, take SAP\_Press for instance, we need to click the yellow execute button, we use SAP element capture function



Take SAP\_Press for instance, click the green pencil button , the page will automatically switch to the SAP, after a moment, the page will be grayed out, put the mouse on the button, the red square appears at the button (see Figure 2), click the mouse, then RPA get the necessary element ID for SAP\_Press (see Figure 3).

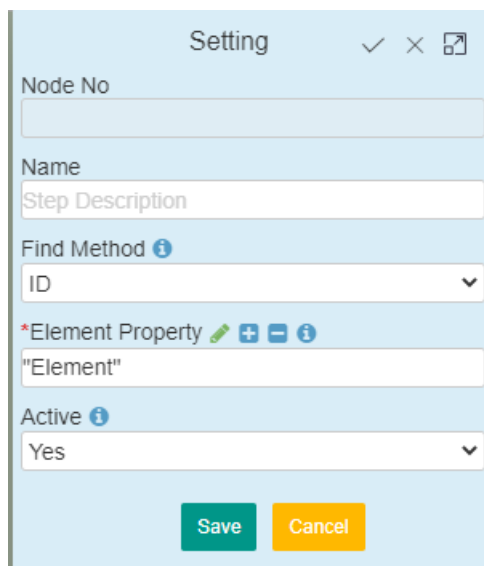


Figure 1

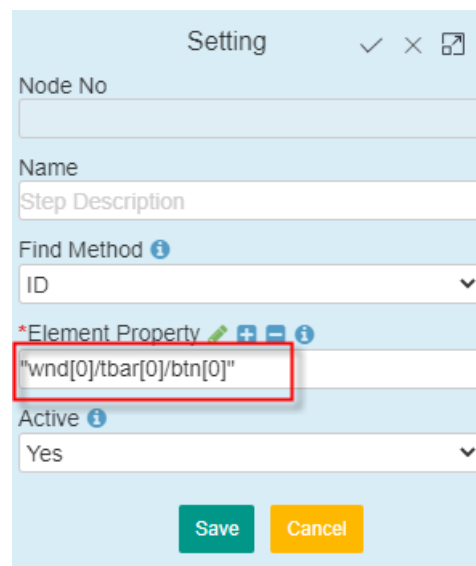


Figure 3

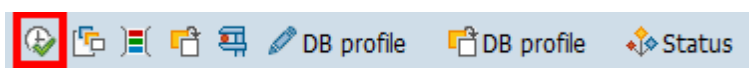


Figure 2

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## 3 RPA Module Function

### 3.1 Main Function

Main function contains basic, structure and logical functions. It can be combined with other functional modules, such as Excel, SAP, file modules in one process.

#### 3.1.1 Start



A process must start with Start node

No parameter need input

#### 3.1.2 End



A process must end with End node

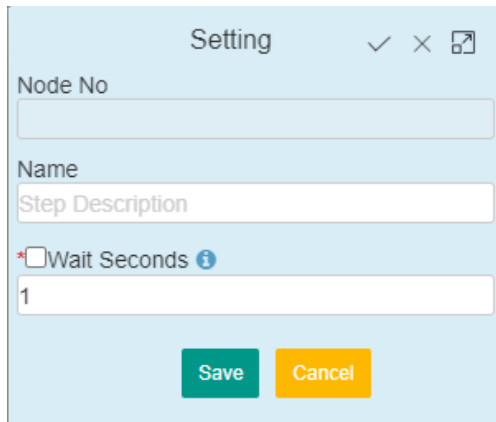
No parameter need input

#### 3.1.3 Wait



Increase wait time when process running, the time unit is second

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|--|--------|---------|------|------|---------|------|
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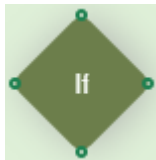
## Name

Step description

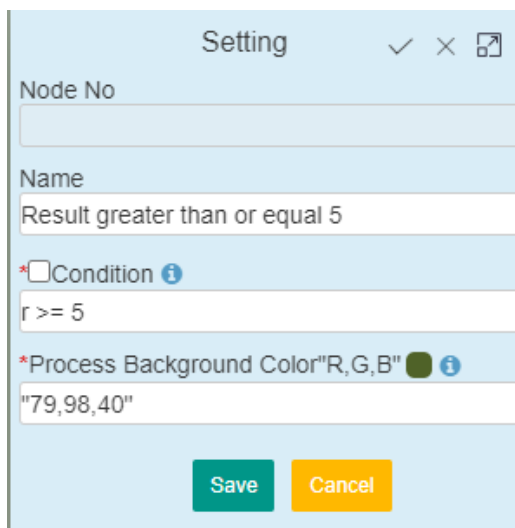
## \*Wait Seconds

Wait time, the unit is second

### 3.1.4 If



If the conditions is true, perform a function or display information.



## Name

Step description

## \*Condition (Required)

Conditional expression

> (greater than)

< (less than)

== (equal to)

>= (greater than or equal to)

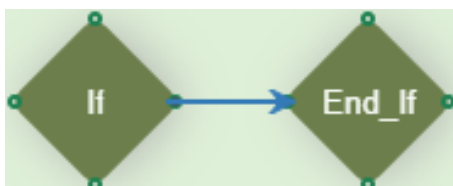
<= (less than or equal to)

Use **int()** to convert number data type

Use **str()** to convert string data type

## \*Process Background Color

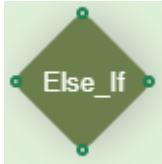
Change node color



**IF module must be paired with the End\_If (3.1.7) module.**

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## 3.1.5 Else\_If



Else if statements can be used after if statement. It will only be executed when the if condition evaluates to false.

Setting

Node No

Name

Result greater than or equal 0

\*☐ Condition ?

r >= 0

\*Process Background Color "R,G,B" ?

"79,98,40"

Save

Cancel

### Name

Step description

### \* Conditions (required)

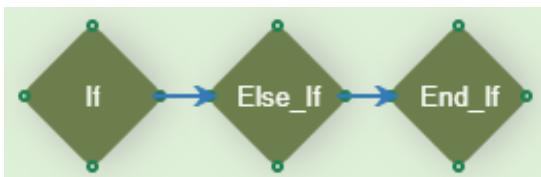
- > (greater than)
- < (less than)
- == (equal to)
- >= (greater than or equal to)
- <= (less than or equal to)

Use **int()** to convert number data type

Use **str()** to convert string data type

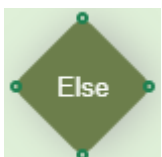
### \*Process background color

Change node color



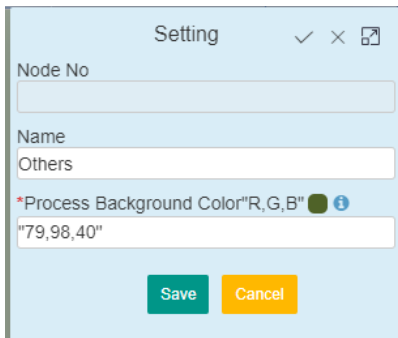
Else\_If module must be used after If (3.1.4) and before End\_If (3.1.7).

## 3.1.6 Else



If the condition is not met, the program skips the first block and executed statements in the "else" block.

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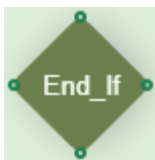
**Name**  
Step description

**\*Process background color**  
Change node color

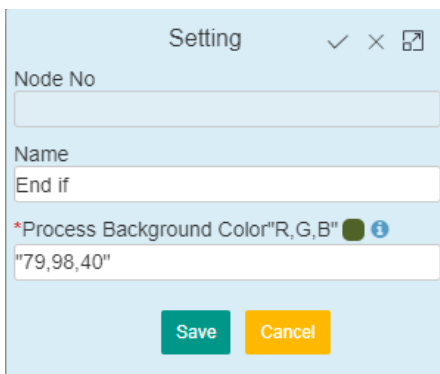
Else must be used before End\_If (3.1.7) after If (3.1.4).

It can also be used with Else\_If (3.1.5) add more conditions.

### 3.1.7 End\_If



Indicate the ending of an IF, ELSE IF, ELSE structure.



**Name**  
Step description

**\*Process background color**  
Change node color

End\_If modules must be paired with If (3.1.7);

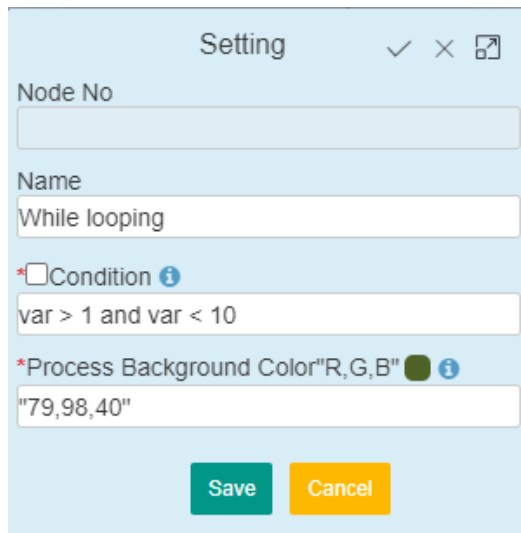
It can also be used with Else\_If (3.1.5) and Else (3.1.6)

### 3.1.8 While



|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
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|  | KOASIA |         | 21   |      | 12      | 21   |

With the while loop we can execute a set of statements as long as a condition is true.



## Name

Step description

### \*Conditions (required)

- > (greater than)
- < (less than)
- == (equal to)
- >= (greater than or equal to)
- <= (less than or equal to)

Use **int()** to convert number data type

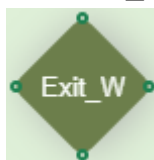
Use **str()** to convert string data type

### \*Process background color

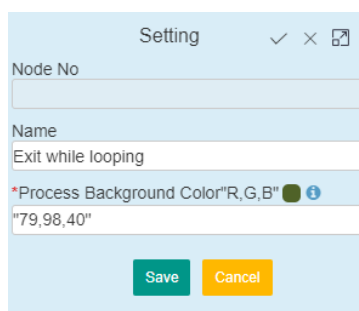
Change node color

\* While must end with Exit\_W (3.1.9)

## 3.1.9 Exit\_W



Close IF, ELSE IF, ELSE structure.



## Name

Step description

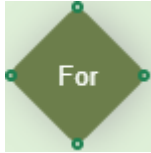
### \*Process background color

Change node color

\* Exit\_W must be used with While (2.1.7)

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## 3.1.10 For



For loop are used when you have a block of code which you want to repeat a fixed number of times.

Setting

Node No

Name

For looping structure

\*Range

10

\*Variant

i

\*Initial Value

0

\*Step

1

\*Process Background Color "R,G,B"

"79,98,40"

Save

Cancel

### Name

Step description

### \*Range: (Required)

The range starts from 0. For example, if the value of range is 100, then the range is 0-99.

### \*Variant: (Required)

Fill in the variable to be cycled, and it can also be a specific value

### \*Initial value: (required)

The initial value defined in the range.

### \*Step length: (required)

(1) Number of intervals  
(2) A positive sign indicates a positive order, and a negative sign indicates a reverse order

### \*Process background color

Change node color

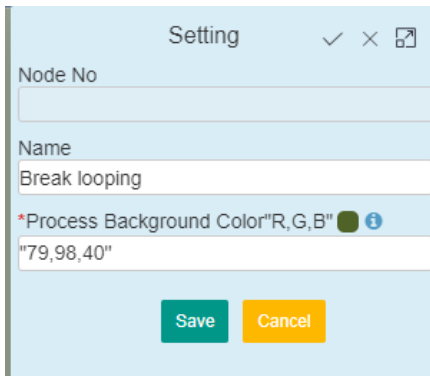
\* For modules must end with Exist\_For (3.1.13)

## 3.1.11 Break



Terminates the current loop and resumes execution at the next statement

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## Name

Step description

## \*Process background color

Change node color

\* Break must start with While or For, and end with Exit\_W or Exit\_For

### 3.1.12 Continue



Steps after this cycle are not executed; in this cycle, execute again from the beginning

### 3.1.13 Exit\_For



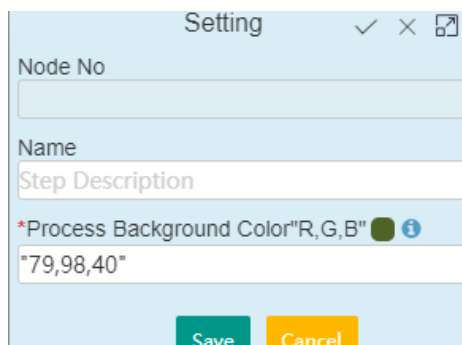
Close For loop

\* Exist\_For must start with For (3.1.10)

### 3.1.14 Try

The try except statement can handle exceptions. Exceptions may happen when run the process.

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|  |        |         |      |      | 12      | 21   |



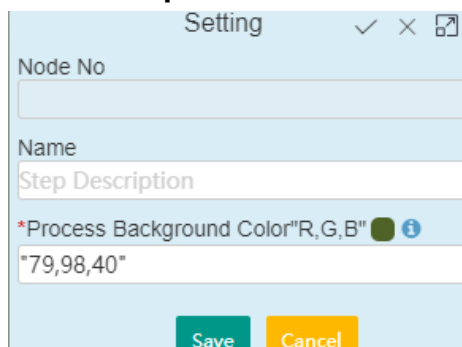
## Name

Step description

## \*Process background color

Change node color

### 3.1.15 Except



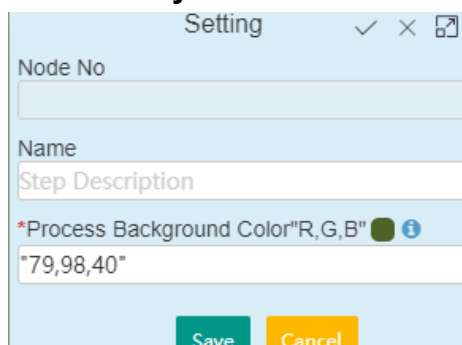
## Name

Step description

## \*Process background color

Change node color

### 3.1.16 Finally



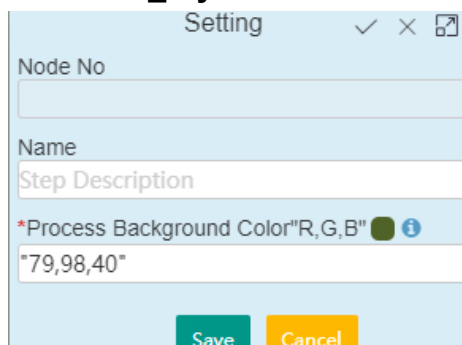
## Name

Step description

## \*Process background color

Change node color

### 3.1.17 End\_Try



## Name

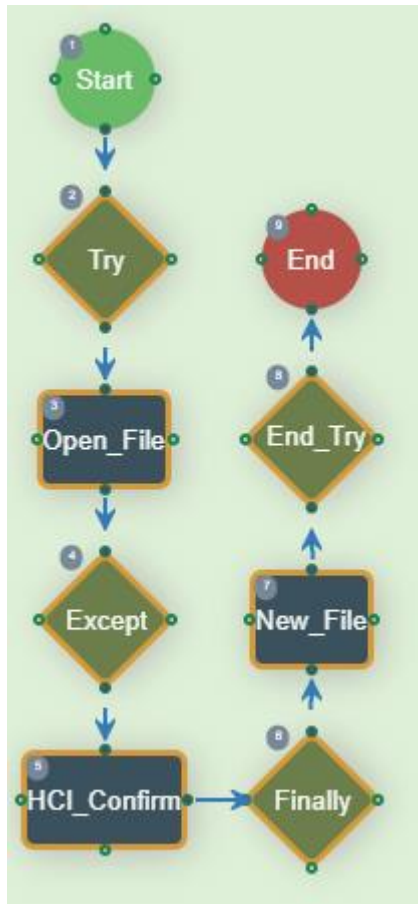
Step description

## \*Process background color

Change node color

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|  |        |         |      |      | Month   | Year |
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## Sample



### Syntax:

#### Try

Open a file

#### Except

Can't find specific file and raise error,  
Prompt message box to confirm

#### Finally

Create a file anyway

#### End Try

### 3.1.18 Remainder



Numerical remainder

For example: dividend is 4, divisor is 3. Remainder output is 1

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Setting

Node No

Name

Calculating the remainder

\*☐ Variant

4

\*☐ Divisor

3

\*Output

remainder\_value

Save

Cancel

**Name**  
Step description

**\*Variable: (Required)**  
Variables as dividend

**\*Divisor: (Required)**  
Divisor to be divided

**\*Output: (Required)**  
Output leftover result

### 3.1.19 Integration



Given decimal number rounding up

Example: Var is 1.5, output is 2

Setting

Node No

Name

Integration

\*☐ Variant

1.5

\*Output

integration\_value

Save

Cancel

**Name**  
Step description

**\*Variables: (Required)**  
Numerical value

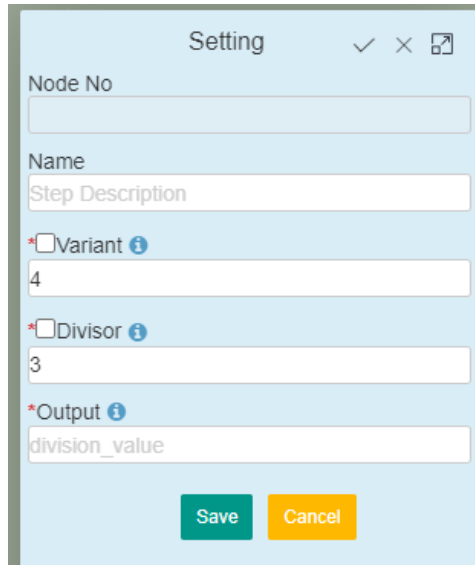
**\*Output: (Required)**  
Output roundup result

### 3.1.20 Division



For example: Var is 4, divisor is 3. Output result is 1.3333333333333333

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## Name

Step description

### \*Variable: (Required)

Variables as dividend

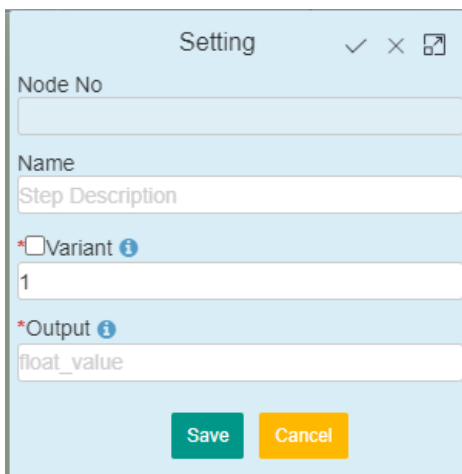
### \*Divisor: (Required)

Divisor to be divided

### \*Output: (Required)

Output result

## 3.1.21 Float

## Name

Step description

### \*Variant: (Required)

Fill in the variable name output in the previous process block

### \*Output: (Required)

Output float variables

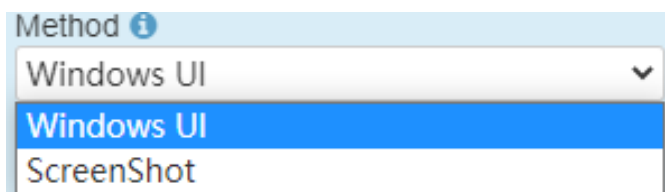
|  | Org.   | Chapter | Page | Add. | Edition |      |
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|  | KOASIA |         | 28   |      | 12      | 21   |

## 3.2 General Module

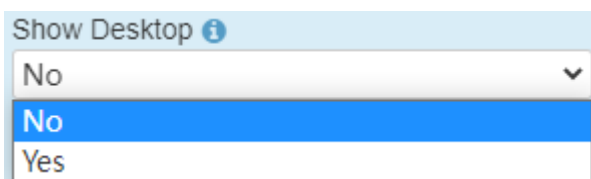
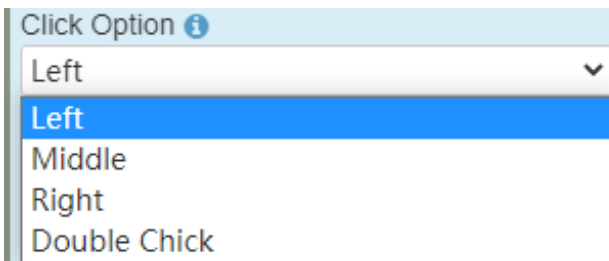
### 3.2.1 General\_Click

**Two methods:**

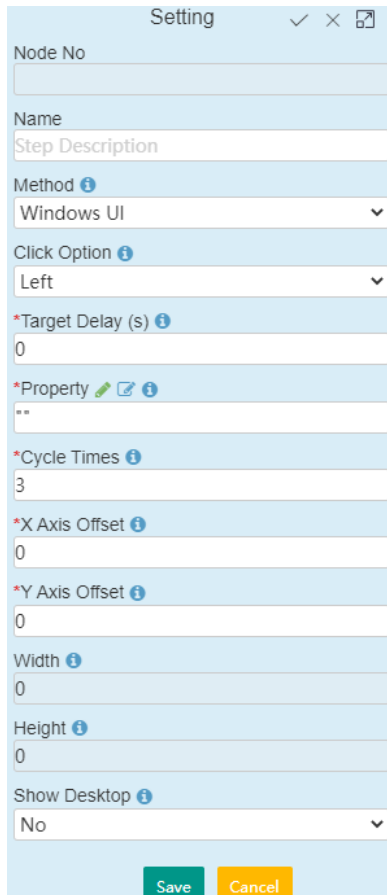
1. **Handle grabbing:** Identify the object through the attribute value of the windows program.
2. **Screen capture:** Identify the object by finding the position of the image on the screen.



**Click options:** left mouse button, middle button, right mouse button, double click.



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## Name

Step description

### \*Target Delay (required)

The waiting time before tapping the target object, such as moving and disappearing drop-down box need to set the time attribute

### \*Property (Required)

Object attributes are automatically acquired by click pen

### \*Cycle Times (Required)

The number of cycles to find the object, each cycle is about 2-10s, if it runs too fast and the program does not appear, you can set the cycle to be longer

### \*X axis offset (required)

The horizontal offset distance of the target object from the upper left corner of the red box

### \*Y axis offset (required)

The vertical offset distance of the target object from the upper left corner of the red box

## Show Desktop

Display desktop, same as Windows key + D

## 3.2.2 General\_Input

Use the handle and screenshot to locate any position on the screen, and enter text.

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Setting

Node No

Name

Step Description

Method

Windows UI

\*Target Delay (s)

0

\*Property

""

\*Content

""

\*Cycle Times

3

\*X Axis Offset

0

\*Y Axis Offset

0

Width

0

Height

0

\*Show Desktop

No

Save

Cancel

## Name

Step description

### \*Target Delay(s) (required)

The waiting time before tapping the target object, such as moving and disappearing drop-down box need to set the time attribute

### \*Property (Required)

Object attributes are automatically acquired by clicking pen.

### \*Content (Required)

Enter text

### \*Period (Required)

The number of cycles to find the object, each cycle is about 2-10s, if it runs too fast and the program does not appear, you can set the cycle to be longer.

### \*X axis offset (required)

The horizontal offset distance of the Target object from the upper left corner of the red box

### \*Y axis offset (required)

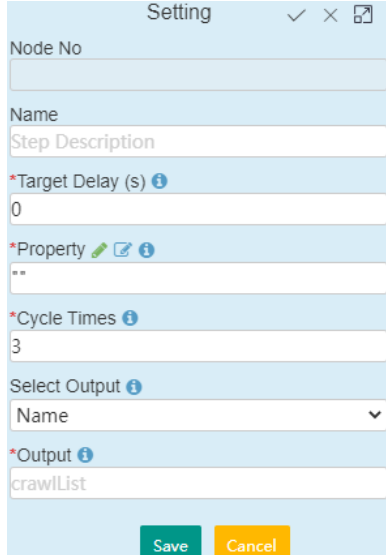
The vertical offset distance of the Target object from the upper left corner of the red box  
Location

### \*Show Desktop (required)

Display desktop, same as Windows key + D

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|  |        |         |      |      | Month   | Year |
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## 3.2.3 General\_GetText



### Name

Step description

### \*Target Delay(s) (required)

Waiting time point before tapping the target object

### \*Property (Required)

Object attributes, automatically acquired by clicking pen

### \*Cycle Times (Required)

The number of cycles to find the object, each cycle is about 2-10s, if it runs too fast and the program does not appear, you can set the cycle to be longer.

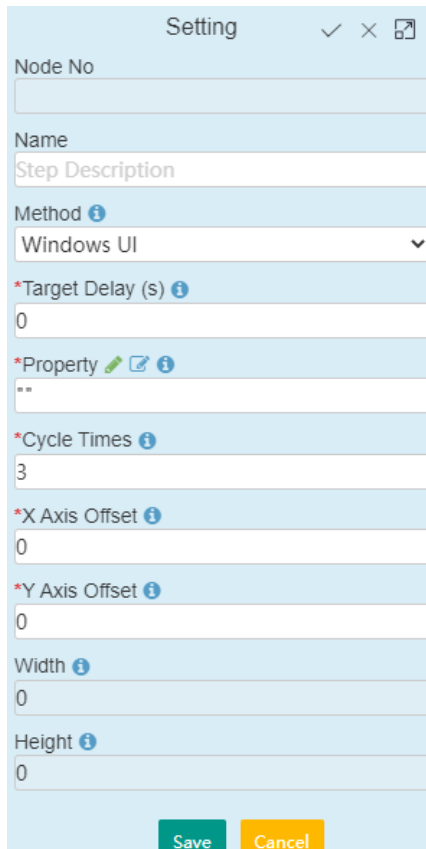
### Select Output

Options: name, text, value, auxiliary text

### \*Output (Required)

Output variables

## 3.2.4 General\_Clear



### Name

Step description

### \*Target Delay(s) (required)

Waiting time point before tapping the target object

### \*Property (Required)

Object attributes, automatically acquired by clicking pen

### \*Cycle Times (Required)

The number of cycles to find the object, each cycle is about 2-10s, if it runs too fast and the program does not appear, you can set the cycle to be longer.

### \*X axis offset (required)

The horizontal offset distance of the Target object from the upper left corner of the red box

### \*Y axis offset (required)

The vertical offset distance of the Target object from the upper left corner of the red box

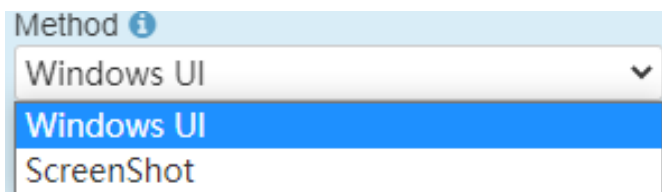
|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 32   |      | 12      | 21   |

## 3.2.5 General\_Exist?

Two methods:

**1. Handle grabbing:** Identify the object through the attribute value of the windows program.

**2. Screen capture:** Identify the object by finding the position of the image on the screen.



Setting

Node No

Name

Step Description

Method Windows UI

\*Target Delay (s) 0

\*Property ""

\*Cycle Times 3

Show Desktop No

\*Output isGeneralExist

Save Cancel

### Name

Step description

### \*Target Delay(s) (required)

Waiting time point before tapping the target object

### \*Property (Required)

Object attributes, automatically acquired by clicking pen

### \*Cycle Times (Required)

The number of cycles to find the object, each cycle is about 2-10s, if it runs too fast and the program does not appear, you can set the cycle to be longer.

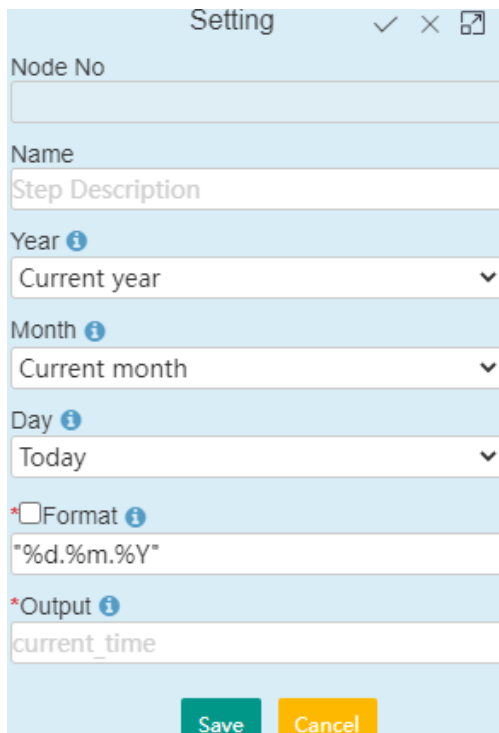
### \*Show Desktop (required)

Display desktop, same as Windows key + D

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|  |        |         |      |      | Month   | Year |
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## 3.2.6 Define\_Datetime

Define time variable by changing option



### Name

Step description

### Year

Drop-down options, current year and + (-) 5 years before and after

### Month

Drop-down options, current month and November before and after

### Day

Drop down options, today, yesterday, tomorrow, first day and last day

### \*Format (Required)

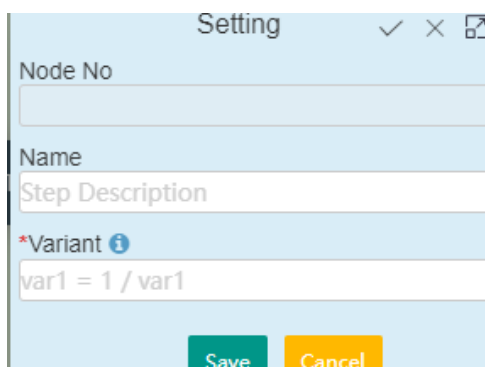
See note for format

### \*Output (Required)

Output time variables

## 3.2.7 Define\_variable

Define text variable.



### Name

Step description

### \*Variant (Required)

Define variables or expression

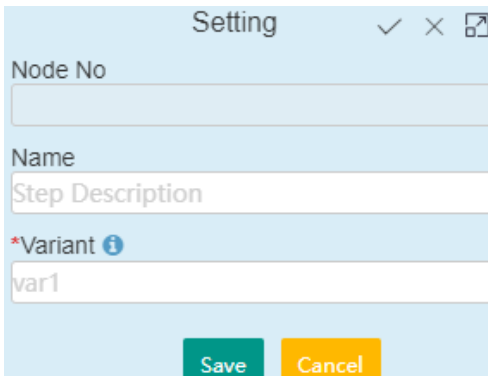
**Note:** Do not use system reserved keyword as variable name,

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False, None, True, and, as, assert, async, await, break, class, continue, def, del, elif, else, except, finally, for, from, global, if, import, in, is, lambda, nonlocal, not, or, pass, raise, return, try, while, with, yield

### 3.2.8 Print\_Variable

Display the variables that need to be printed on the console.



#### Name

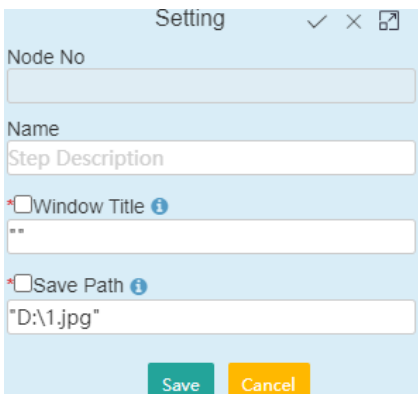
Step description

#### \*Variant (Required)

Variables to be printed out

### 3.2.9 Screen\_Shot

Take window area screenshot and save



#### Name

Step description

#### \*Window name (required)

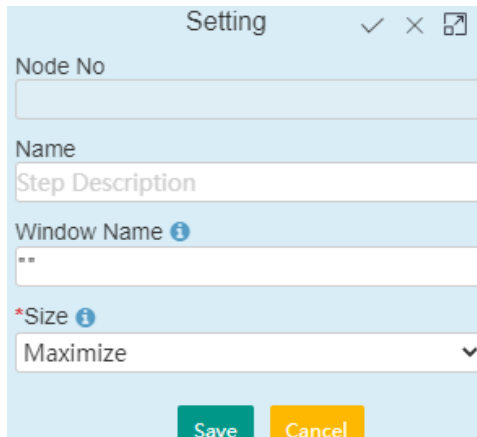
The name of the window that needs to be captured, part of the text can be filled in

#### \*Save path (required)

Identify the screenshot saving path

### 3.2.10 Window\_Size

|  | Org.   | Chapter | Page | Add. | Edition |      |
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## Name

Step description

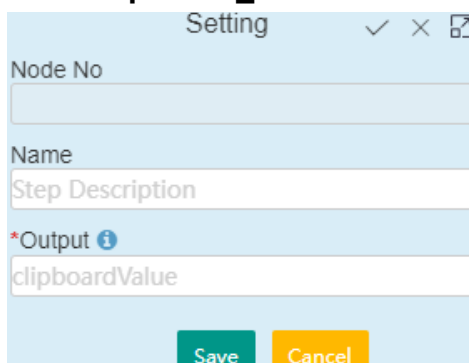
### \*Window name (required)

The name of the window that needs to be captured, part of the text can be filled in

### \*Size (Required)

Maximize, minimize, close

## 3.2.11 Clipboard\_Value



## Name

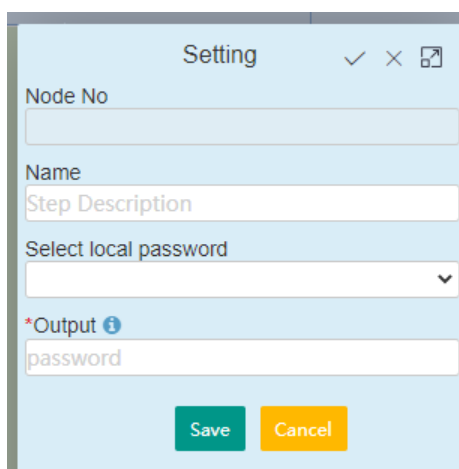
Step description

### \*Output (Required)

Output clipboard value

## 3.2.12 My\_Password

The original password is encrypted with a security algorithm and a local key.



### Name: (not required)

Show the name of this step before the module node

### \* Select local Password: (Required)

Select password

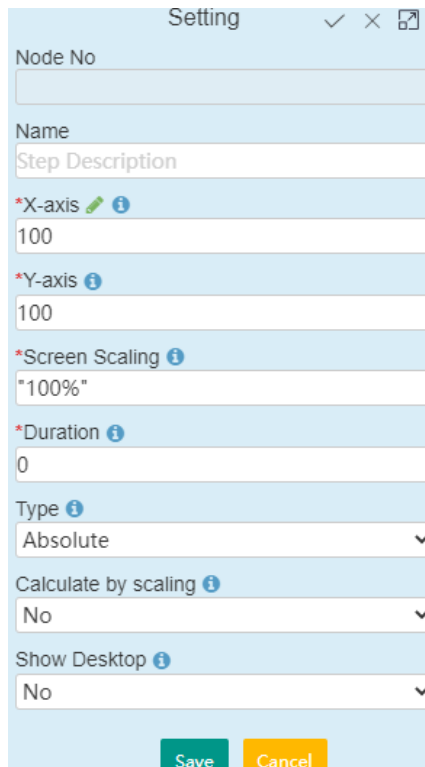
### \*Output: (required)

Output password variable

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|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 36   |      | 12      | 21   |

## 3.3 Mouse & Keyboard

### 3.3.1 Move\_Mouse



#### Name

Step description

#### \*X axis offset (required)

The horizontal offset distance of the Target object from the upper left corner of the red box

#### \*Y axis offset (required)

The vertical offset distance of the Target object from the upper left corner of the red box

#### \*Screen scaling (required)

Change the size of text and app, input percentage

#### \*Duration (required)

Duration of the mouse movement

#### Type (drop-down selection)

- *Absolute*, move in absolute coordinates when the mouse is moved
- *Relative*, move with relative coordinates when the mouse is moved

#### Calculate by scaling (drop-down selection)

- Yes, calculate based on the screen zoom ratio
- No, do not calculate based on the screen zoom ratio

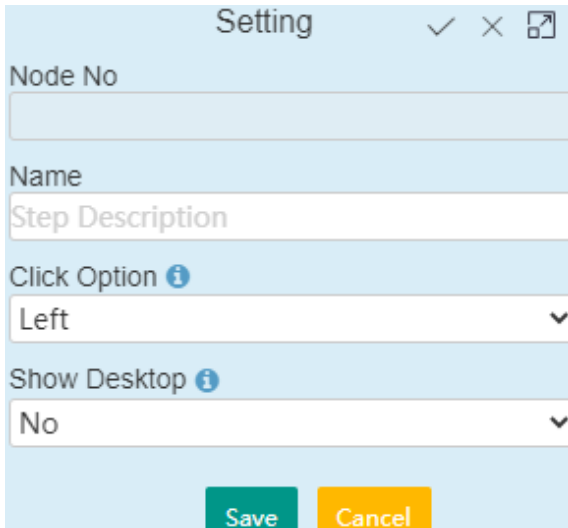
#### Show Desktop

Display desktop, same as Windows key + D

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 37   |      | 12      | 21   |

## 3.3.2 Click\_Mouse

Simulate mouse click operation



The screenshot shows a 'Setting' dialog box with the following fields and options:

- Node No**: A text input field.
- Name**: A text input field.
- Step Description**: A text input field.
- Click Option**: A dropdown menu with an information icon (i). The selected option is 'Left'.
- Show Desktop**: A dropdown menu with an information icon (i). The selected option is 'No'.
- Buttons**: 'Save' (green) and 'Cancel' (yellow) buttons at the bottom.

### Name

Step description

### Click option (drop-down selection)

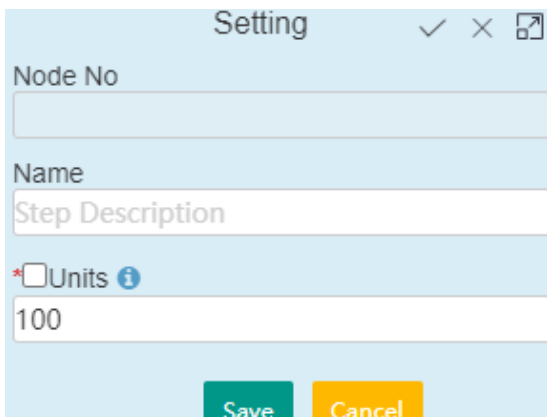
Left click  
Middle click  
Right click  
Double click

### Show Desktop

Display desktop, same as Windows key + D

## 3.3.3 Scroll\_Mouse

Simulate mouse scrolling operation



The screenshot shows a 'Setting' dialog box with the following fields and options:

- Node No**: A text input field.
- Name**: A text input field.
- Step Description**: A text input field.
- \*Units**: A checkbox with an information icon (i) and a text input field containing the value '100'.
- Buttons**: 'Save' (green) and 'Cancel' (yellow) buttons at the bottom.

### Name

Step description

### \*Units

Change coordinate distance required to scroll the mouse

## 3.3.4 Drag\_Mouse

|  | Org.   | Chapter | Page | Add. | Edition |      |
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|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 38   |      | 12      | 21   |

Setting

Node No

Name

Step Description

\*X-axis

100

\*Y-axis

100

\*Screen Scaling

"100%"

\*Duration

2

Type

Absolute

Button

Left

Calculate by scaling

No

Show Desktop

No

Save

Cancel

## Name

Step description

### \*X axis offset (required)

The horizontal offset distance of the target object from the upper left corner of the red box

### \*Y axis offset (required)

The vertical offset distance of the target object from the upper left corner of the red box

### \*Screen Scaling

Change the size of text and app, input percentage

### \*Duration

Duration of the mouse movement

### Type (drop-down selection)

- *Absolute*, move in absolute coordinates when the mouse is moved
- *Relative*, move with relative coordinates when the mouse is moved

### Button (drop-down selection)

- *Left*, press left click and drag the mouse
- *Right*, right click and drag the mouse

### Calculate by scaling (drop-down selection)

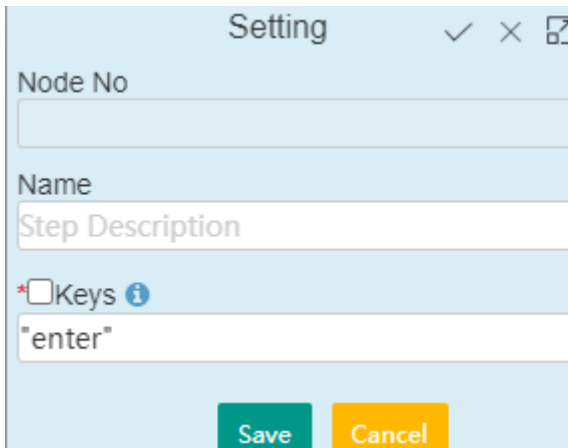
- *Yes*, calculate based on the screen zoom ratio
- *No*, do not calculate based on the screen zoom ratio

### Show Desktop

Display desktop, same as Windows key + D

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 39   |      | 12      | 21   |

## 3.3.5 Press\_Keyboard



The screenshot shows a 'Setting' dialog box with the following fields: 'Node No', 'Name', 'Step Description', and a checkbox labeled '\*Keys' with an information icon. The 'Keys' field contains the text '"enter"'. At the bottom are 'Save' and 'Cancel' buttons.

### Name

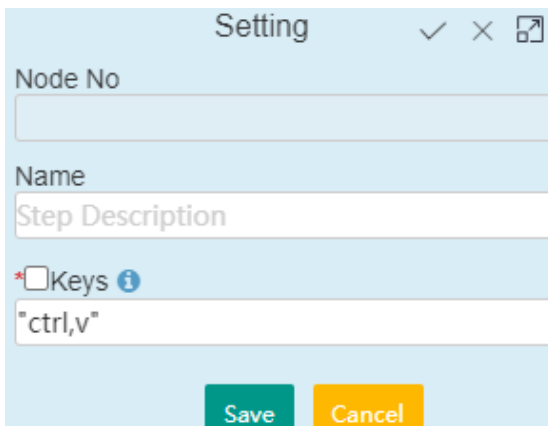
Step description

### \*Keys

Fill in the keyboard key keywords

1. "shift" (press one key)
2. ["a","b","c","d"] (by keyboard in order)

## 3.3.6 Hot\_Key



The screenshot shows a 'Setting' dialog box with the following fields: 'Node No', 'Name', 'Step Description', and a checkbox labeled '\*Keys' with an information icon. The 'Keys' field contains the text '"ctrl,v"'. At the bottom are 'Save' and 'Cancel' buttons.

### Name

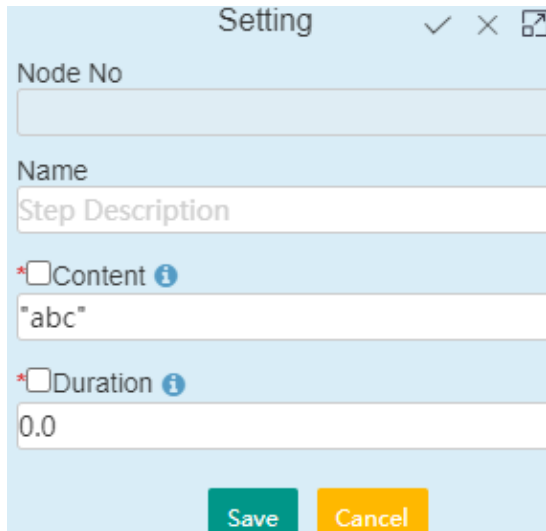
Step description

### \*Keys

Use combination key (2 keys)

## 3.3.7 Type\_Keyboard

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 40   |      | 12      | 21   |



## Name

Step description

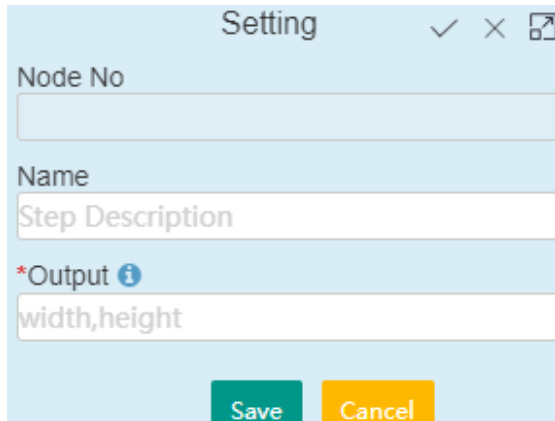
## \*Content

Text to be entered at the current position

## \*Duration

Duration of the typing

### 3.3.8 Screen\_Resolution



## Name

Step description

## \*Output:

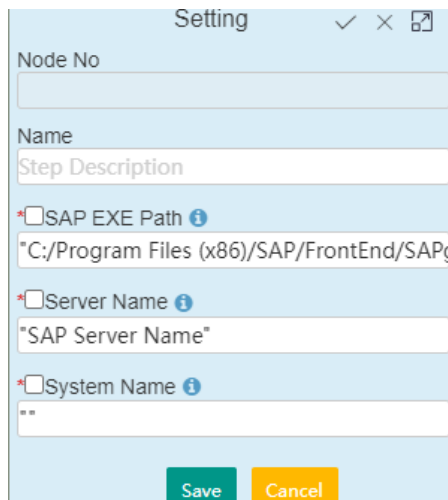
Output current resolution

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 41   |      | 12      | 21   |

## 3.4 SAP Module

### 3.4.1 SAP\_Start

Start SAP GUI, if the process use SAP related functions, insert SAP\_Start into the process first



#### Name

Step description

#### \*SAP EXE Path: (required)

Fill in the path where saplogon.exe is located

#### \*Server name: (required)

Input the name of the server to log in, such as Q11

#### \*System name: (required)

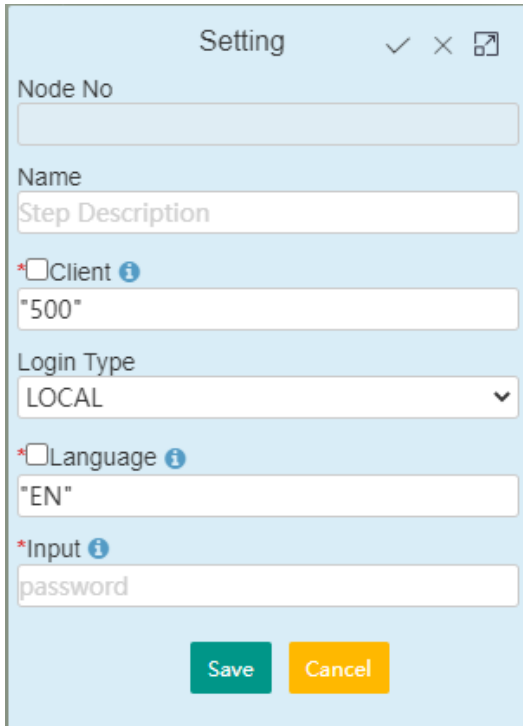
The name of the SAP system is visible in the bottom right corner of the SAP interface.

Check server name and the system name are consistent.

### 3.4.2 SAP\_Login

Login SAP GUI, support GUI version 760/770

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 42   |      | 12      | 21   |



**Name:** (not required)

Show the name of this step before the module node

**\*Client:** (Required):

Select the client system type such as 500

**\*Login Type**

Default LOCAL

**\*Language:** (Required)

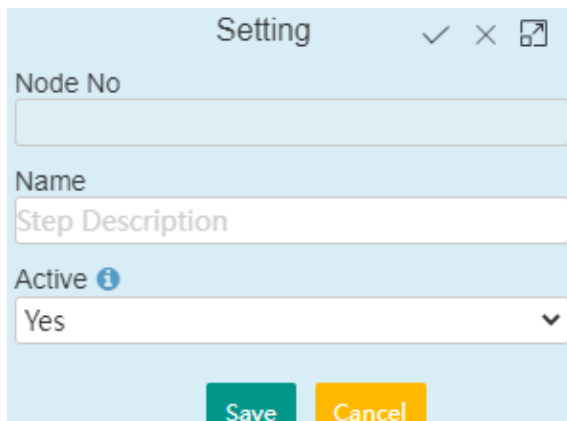
Fill in the language required to login SAP (ZH/EN)

**\*Input**

Input variable from My\_Password

### 3.4.3 SAP\_ Logout

Logout SAP GUI



**Name**

Step description

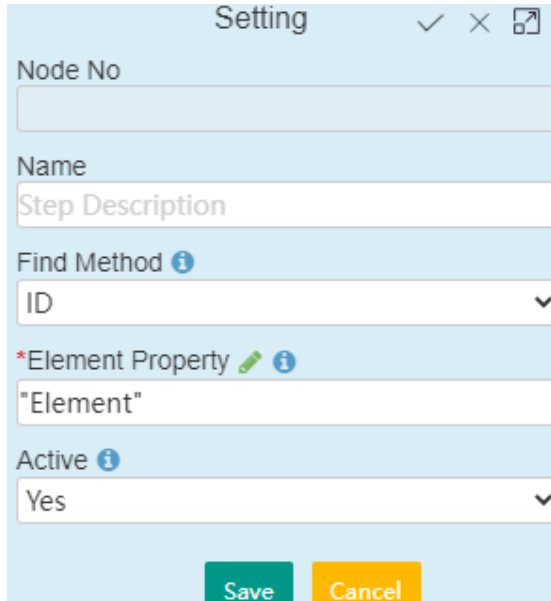
**Active**

- Yes, activate current SAP window
- No, do not activate current SAP window

### 3.4.4 SAP\_ Close

Close SAP windows session.

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 43   |      | 12      | 21   |



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

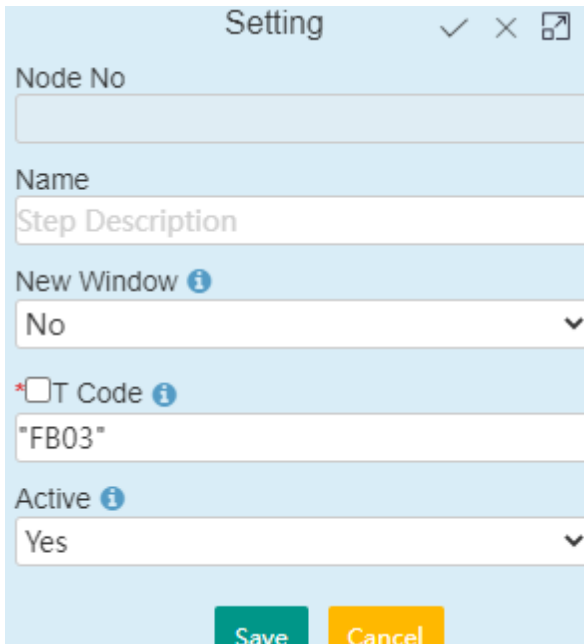
Target SAP element

## Active

- Yes, activate current SAP session
- No, do not activate current SAP session

### 3.4.5 SAP\_Tcode

Enter transaction code



## Name

Step description

## New window

- No, do not open a new window
- Yes, open a new window

## \*T code: (required)

Enter SAP transaction code

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session
- 

### 3.4.6 SAP\_GetCellValue

Get cell value of SAP table, e.g. tcode: SE16N

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 44   |      | 12      | 21   |

Setting

Node No

Name

Step Description

Find Method

ID

\*Element Property

"Element"

\*☐ Row

1

\*☐ Column(Technical Name)

"Column Name"

Active

Yes

\*Output

strCellValue

Save

Cancel

## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Row: (Required)

The number of the row of the cell

## \*Column (technical name): (required)

The technical name of the column

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

## \*Output: (Required)

Result save as variables

### 3.4.7 SAP\_GetText

SAP: Get the text in the text field

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 45   |      | 12      | 21   |

Setting
✓ ×

Node No

Name  
Step Description

Find Method ⓘ  
ID

\*Element Property ⓘ  
"Element"

Active ⓘ  
Yes

\*Output ⓘ  
strSapText

Save Cancel

**Name**  
Step description

**Find method (Default ID)**  
SAP element ID

**\*Element Property (required)**  
Target SAP element

**Active**

- Yes, activate the current SAP session
- No, do not activate the current SAP session

**\*Output: (Required)**  
Result save as variables

## 3.4.8 SAP\_TableRows

Number of rows in the table

Setting
✓ ×

Node No

Name  
Step Description

Find Method ⓘ  
ID

\*Element Property ⓘ  
"Element"

Active ⓘ  
Yes

\*Output ⓘ  
rowsNumber

Save Cancel

**Name**  
Step description

**Find method (Default ID)**  
SAP element ID

**\*Element Property (required)**  
Target SAP element

**Active**

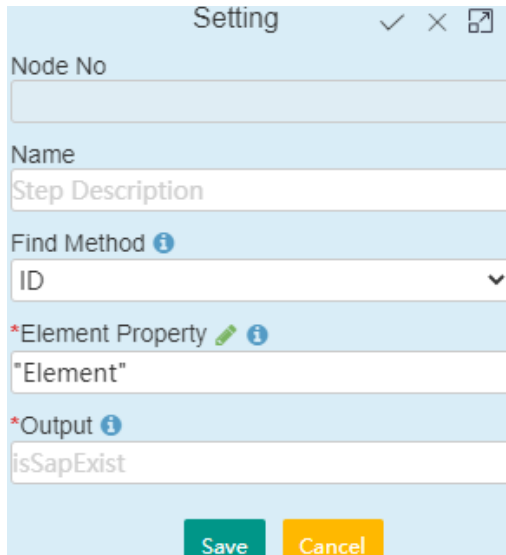
- Yes, activate the current SAP session
- No, do not activate the current SAP session

**\*Output (Required)**  
Result save as variables

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 46   |      | 12      | 21   |

## 3.4.9 SAP\_Exist?

Check the SAP element exist or not



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

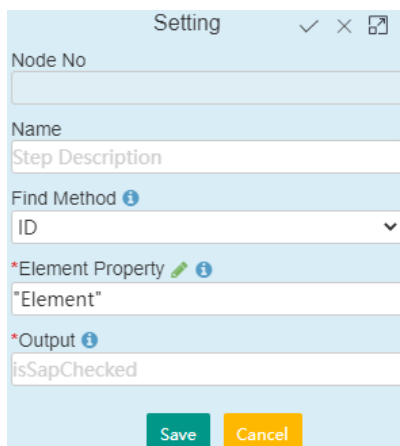
Target SAP element

### \*Output (Required)

The output variable is a Boolean value, "True" or "False"

## 3.4.10 SAP\_IsChecked

Check if the SAP element is checked.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

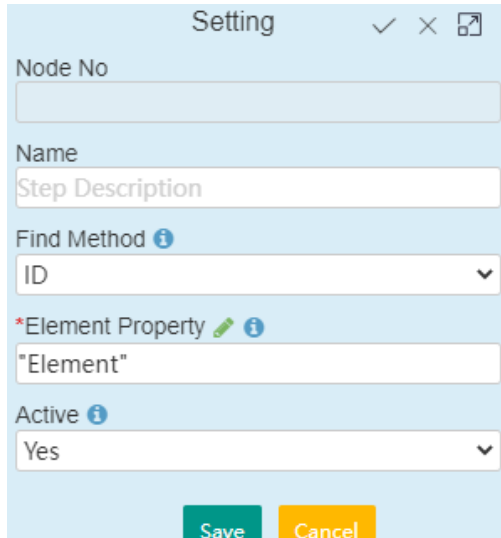
### \*Output (Required)

The output variable is a Boolean value, "True" or "False"

## 3.4.11 SAP\_CancelSelect

SAP cancel selected

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 47   |      | 12      | 21   |



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

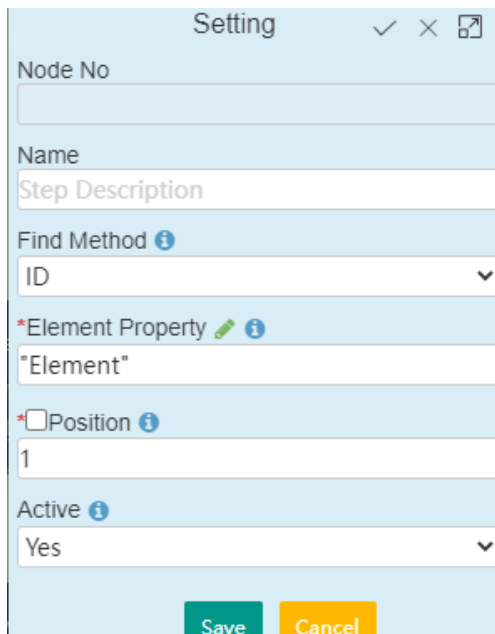
Target SAP element

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.12 SAP\_CaretPosition

SAP shifts the cursor and positions on it.



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Position (required)

Input displacement value

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.13 SAP\_ColumnSelected

Select an entire column.

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 48   |      | 12      | 21   |

Setting

Node No

Name

Step Description

Find Method

ID

\*Element Property

"Element"

\*Column Number

1

Active

Yes

Save

Cancel

## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Number of columns: (required)

Specify the column to be selected

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.14 SAP\_ ColumnCancelSelected

Cancel an entire column that has been selected

Setting

Node No

Name

Step Description

Find Method

ID

\*Element Property

"Element"

\*Column Number

1

Active

Yes

Save

Cancel

## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Number of columns: (required)

Specify the column to be selected

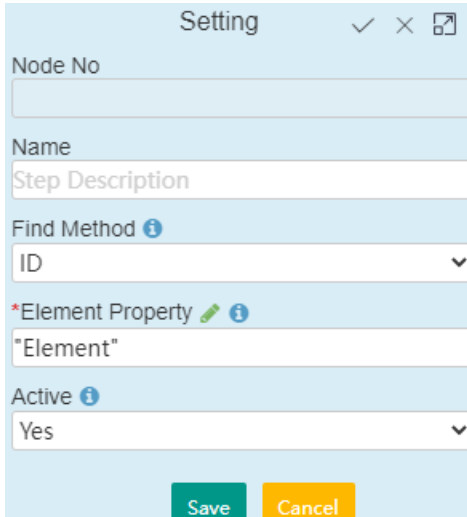
## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 49   |      | 12      | 21   |

## 3.4.15 SAP\_ClickCurrentCell

Click on the selected cell.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

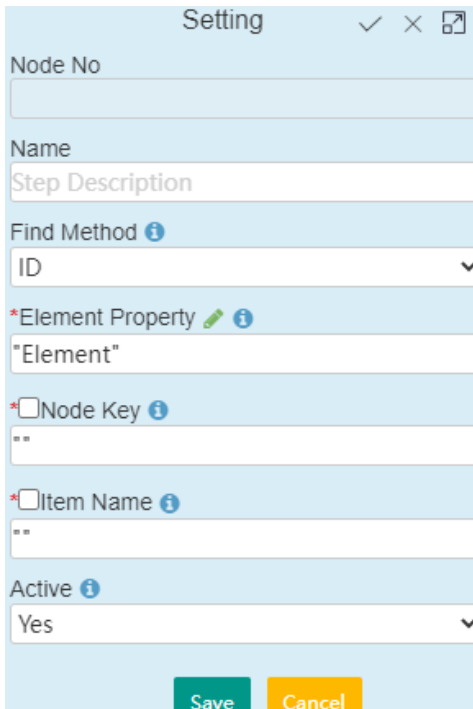
Target SAP element

### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

## 3.4.16 SAP\_DoubleClickItem

Double-click the position of a node in the tree structure.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Node key (auto recognition)

The position of the node in the tree structure

### \*Item name (auto recognition)

The position of the node in the column of the tree structure

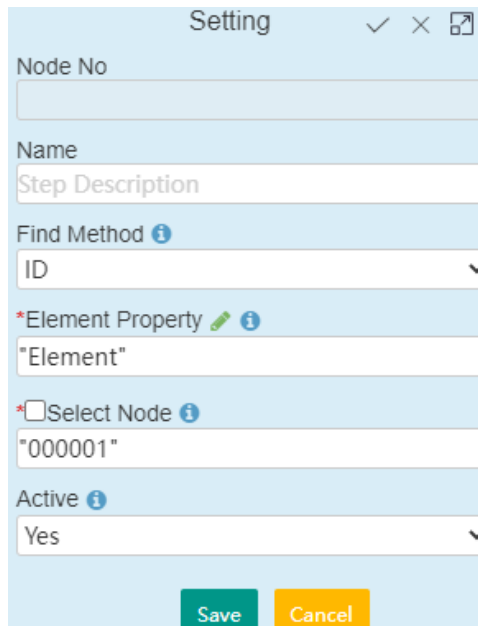
### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 50   |      | 12      | 21   |

## 3.4.17 SAP\_ DoubleClickNode

Double-click the position of a node



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Select node: (required)

The position of the node in the tree structure

### Active

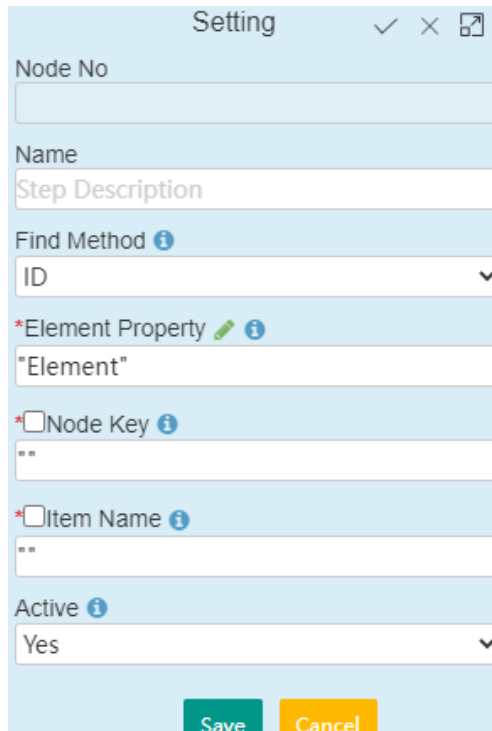
- Yes, activate the current SAP session
- No, do not activate the current SAP session

## 3.4.18 SAP\_ EnsureVisibleHorizontalItem

Click or double-click the tree structure to ensure that the node is clicked,

Generally, it is combine with SAP\_SelectItem.

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|  | KOASIA |         | 51   |      | 12      | 21   |



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Node key (auto recognition)

The position of the node in the tree structure

## \*Item name (auto recognition)

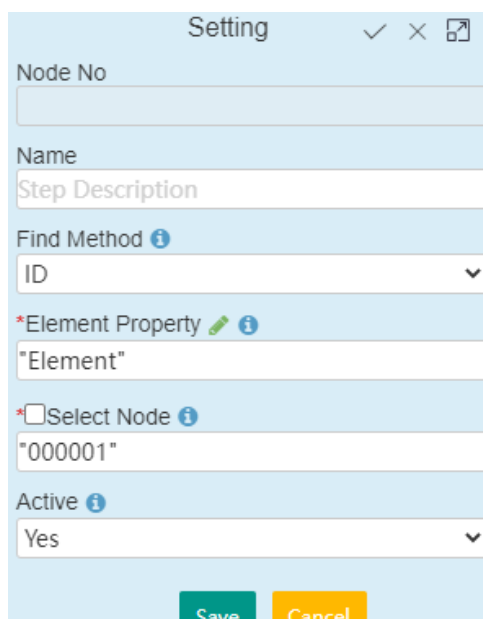
The position of the node in the column of the tree structure

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.19 SAP\_ExpandNode

Expand the tree structure, usually SAP\_TopNode follow SAP\_ExpandNode.



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Select node: (required)

The position of the node in the tree structure

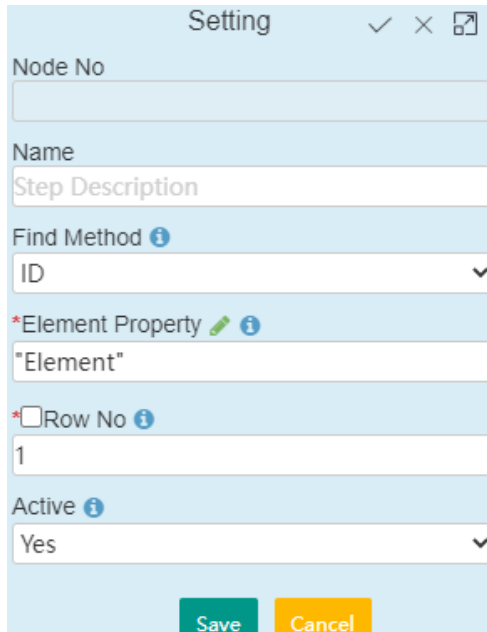
## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 52   |      | 12      | 21   |

## 3.4.20 SAP\_FirstVisibleRow

The number of rows in the first row of each page of the AP table



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Line number: (required)

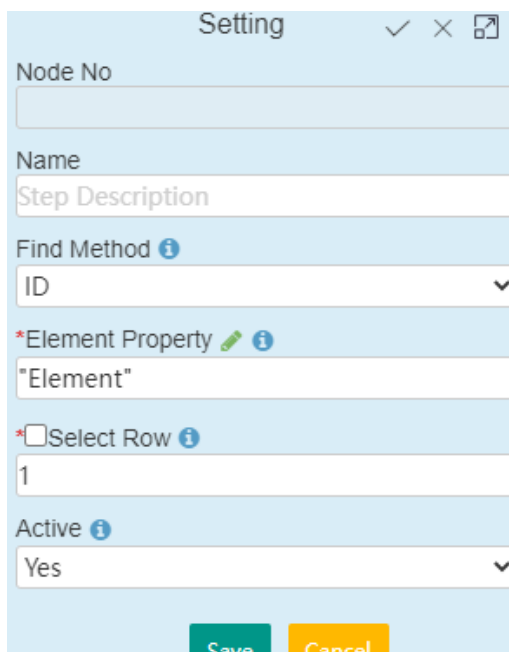
The first row is in the row number position of the entire table

### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

## 3.4.21 SAP\_GetAbsoluteRow

Get the rows of the SAP form.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Select Row: (required)

The position of the target row in the entire table

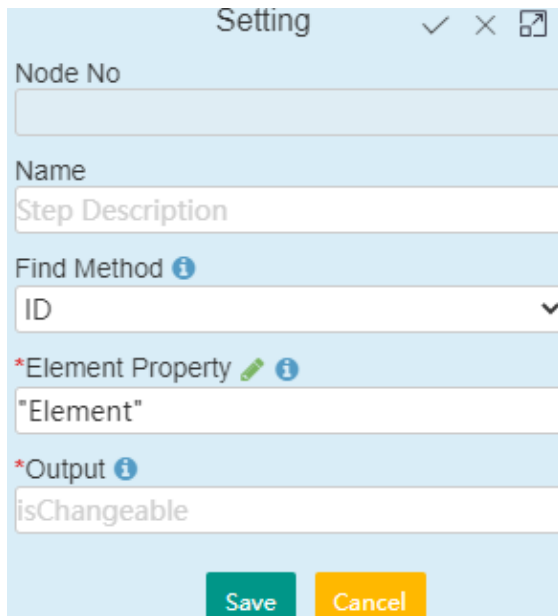
### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 53   |      | 12      | 21   |

## 3.4.22 SAP\_IsChangeable

Check the field can be edited or not.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

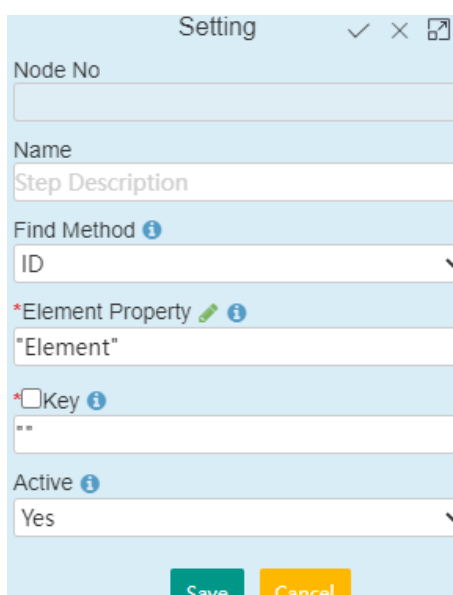
Target SAP element

### \*Output: (Required)

The output variable is a Boolean value, "True" or "False"

## 3.4.23 SAP\_Key

Select option in the SAP drop-down box.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Key: (Required)

Select option in the SAP drop-down box

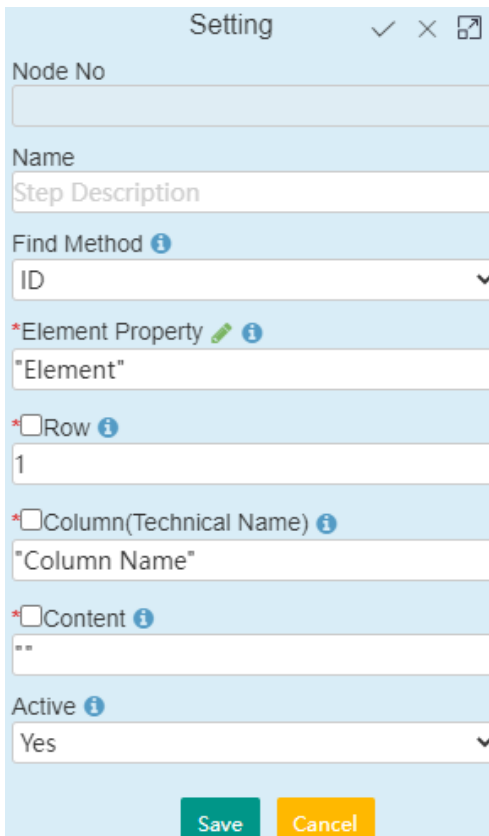
### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 54   |      | 12      | 21   |

## 3.4.24 SAP\_ ModifyCell

Modify the cell data of the SAP table.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Row: (Required)

The number of the row of the cell

### \*Column (technical name): (required)

The technical name of the column

### \*Content: (Required)

The position of the node in the column of the tree structure

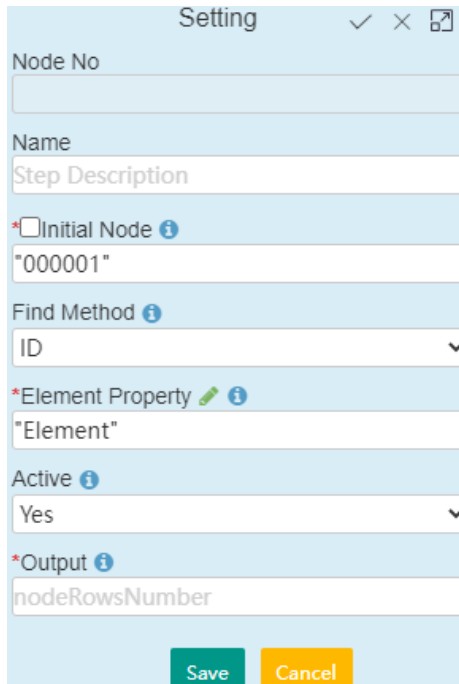
### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

## 3.4.25 SAP\_ NodeRows

The number of nodes in a certain area of the tree structure.

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  | KOASIA |         | 55   |      | Month   | Year |
|  |        |         |      |      | 12      | 21   |



## Name

Step description

## \*Initial value (required)

The value of the first node in a certain area of the tree structure

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## Active

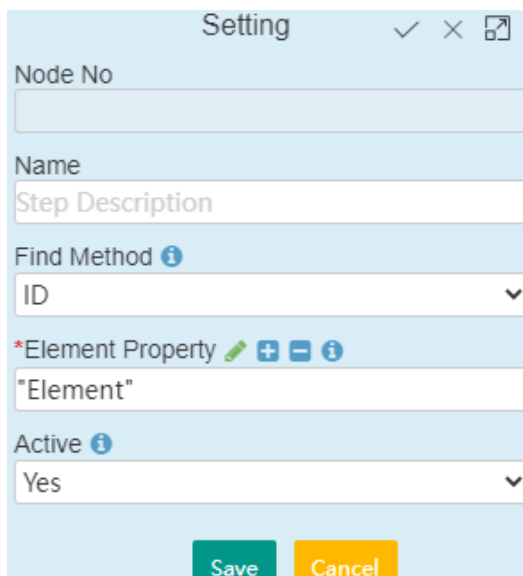
- Yes, activate the current SAP session
- No, do not activate the current SAP session

## \*Output: (Required)

The output variable is a Boolean value, "True" or "False"

### 3.4.26 SAP\_Press

Click the SAP button



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

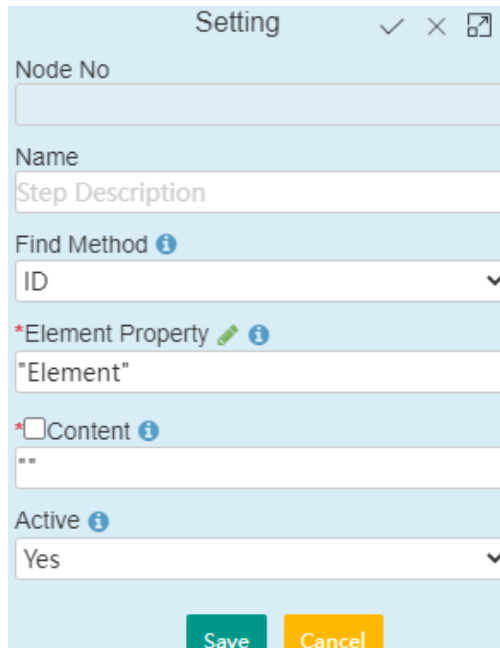
Target SAP element

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.27 SAP\_PressButton

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 56   |      | 12      | 21   |



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

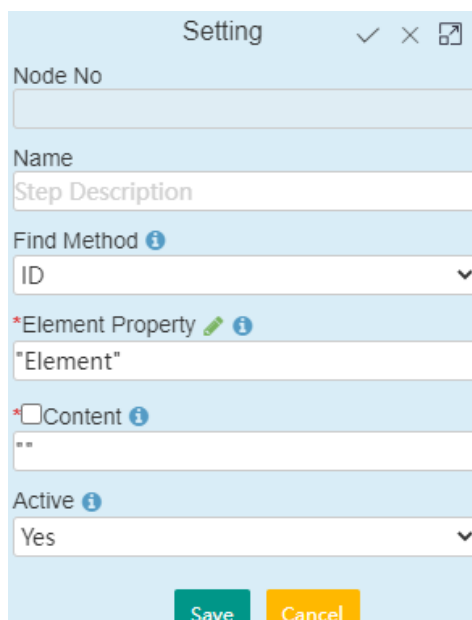
## \*Content: (Required)

Option in drop down box

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.28 SAP\_PressContextButton



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Content: (Required)

Option in drop down box

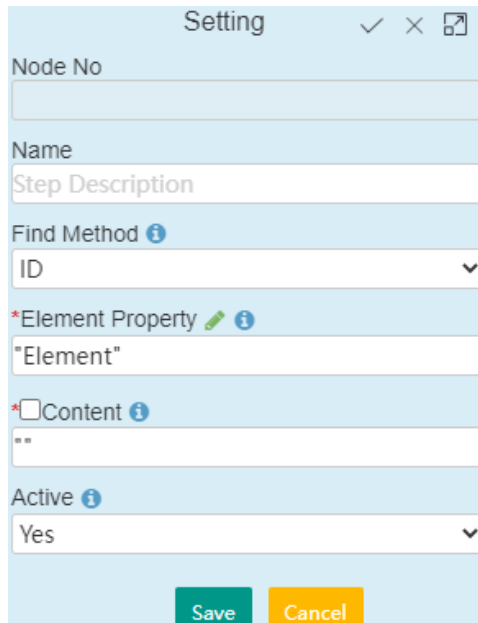
## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.29 SAP\_PressToolbarContextButton

Click the button to hide the list of options

|  | Org.   | Chapter | Page | Add. | Edition |      |
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|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 57   |      | 12      | 21   |



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Content: (Required)

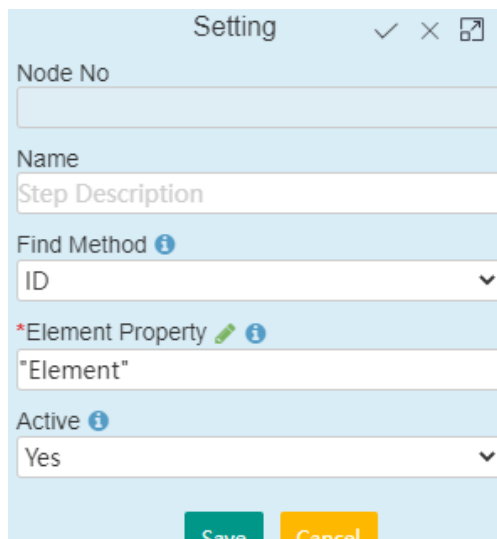
Option in drop down box

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.30 SAP\_ Select

Select radio box.



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

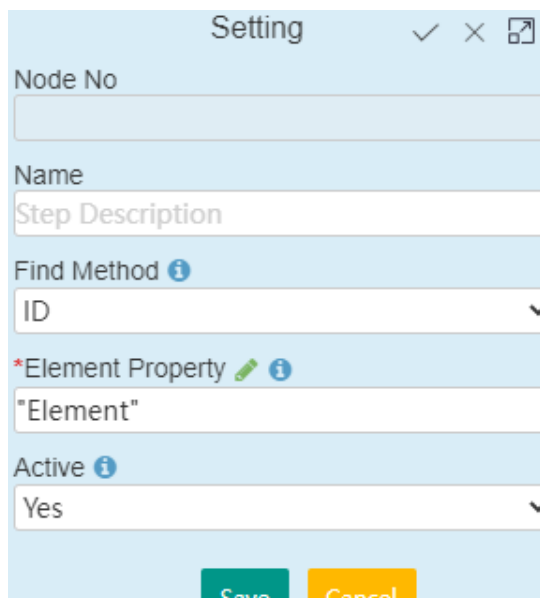
## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.31 SAP\_ SelectAll

Click the upper left corner of the SAP table to select the entire contents of the table.

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 58   |      | 12      | 21   |



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

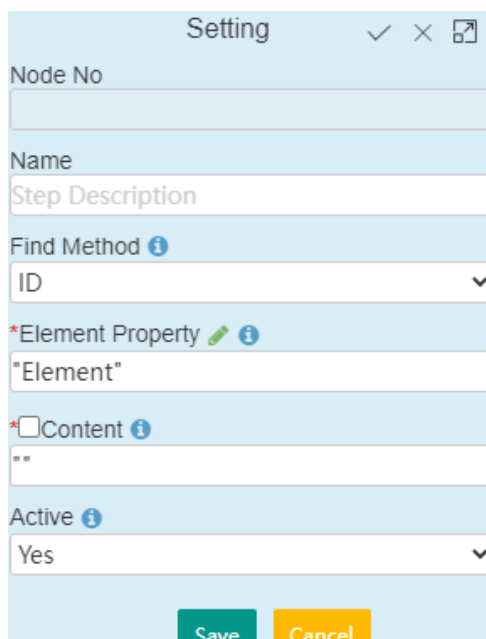
Target SAP element

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.32 SAP\_ SelectContextMenuItem

Click the button to hide the list of options and select a row of the list.



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Content: (Required)

Select the content of the pop-up option list

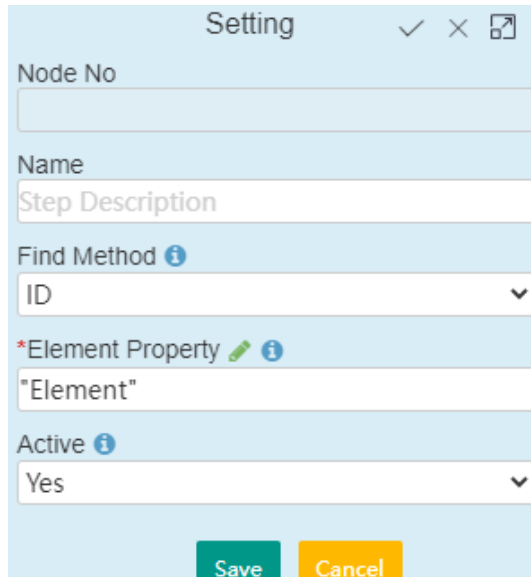
## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 59   |      | 12      | 21   |

## 3.4.33 SAP\_Selected

Tick and select in multiple blank optional box.



The screenshot shows a 'Setting' dialog box with the following fields:

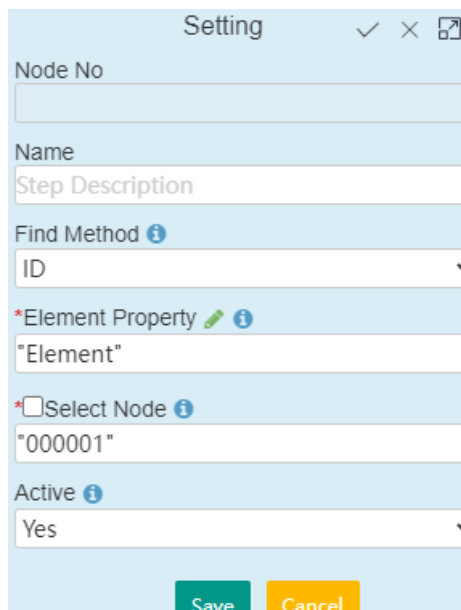
- Node No**: A text input field.
- Name**: A text input field containing 'Step Description'.
- Find Method**: A dropdown menu with 'ID' selected.
- \*Element Property**: A text input field containing '"Element"'.
- Active**: A dropdown menu with 'Yes' selected.

At the bottom, there are 'Save' and 'Cancel' buttons.

- Name**  
Step description
- Find method (Default ID)**  
SAP element ID
- \*Element Property (required)**  
Target SAP element
- Active**
- Yes, activate the current SAP session
  - No, do not activate the current SAP session

## 3.4.34 SAP\_SelectedNode

Select all nodes in the tree structure.



The screenshot shows a 'Setting' dialog box with the following fields:

- Node No**: A text input field.
- Name**: A text input field containing 'Step Description'.
- Find Method**: A dropdown menu with 'ID' selected.
- \*Element Property**: A text input field containing '"Element"'.
- \*Select Node**: A checkbox that is unchecked, followed by a text input field containing '000001'.
- Active**: A dropdown menu with 'Yes' selected.

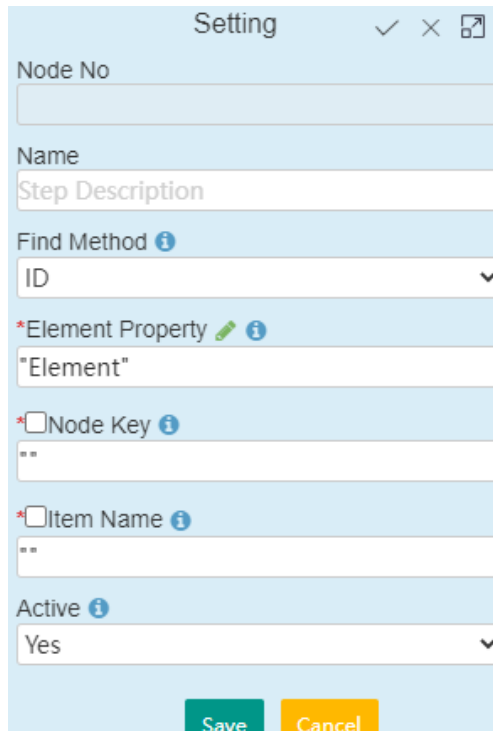
At the bottom, there are 'Save' and 'Cancel' buttons.

- Name**  
Step description
- Find method (Default ID)**  
SAP element ID
- \*Element Property (required)**  
Target SAP element
- \*Select node (required)**  
Node number
- Active**
- Yes, activate the current SAP session
  - No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 60   |      | 12      | 21   |

## 3.4.35 SAP\_SelectItem

Select a certain line item, sometimes appear together with SAP\_EnsureVisibleHorizontalItem.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Node key (required)

The position of the node in the tree structure

### \*Item Name (required)

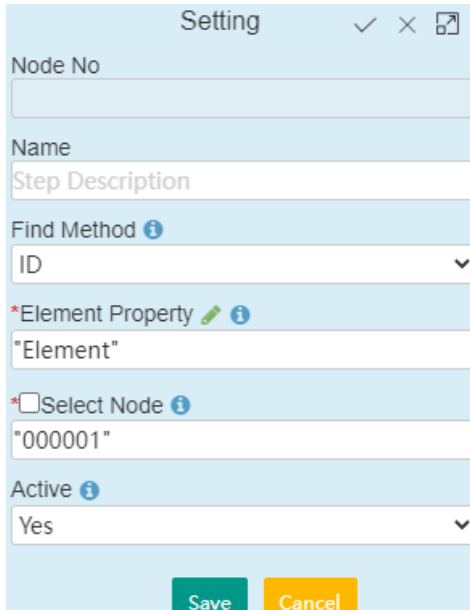
The position of the node in the column of the tree structure

### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

## 3.4.36 SAP\_SelectNode

|  | Org.   | Chapter | Page | Add. | Edition |      |
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|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 61   |      | 12      | 21   |



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Select node (required)

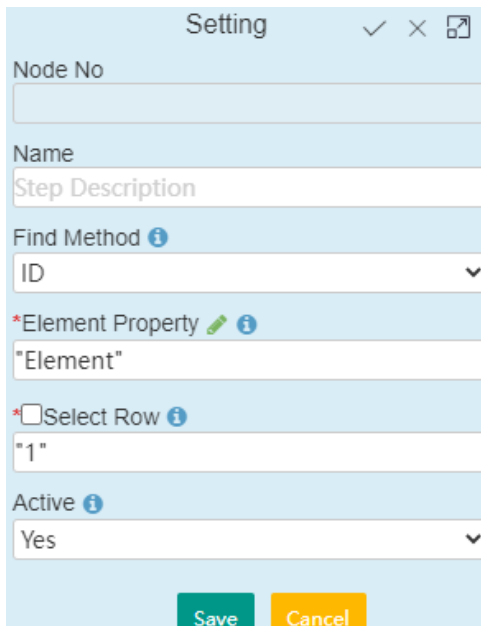
Node number

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

### 3.4.37 SAP\_SelectRows

Select a row of the SAP table.



## Name

Step description

## Find method (Default ID)

SAP element ID

## \*Element Property (required)

Target SAP element

## \*Select line: (required)

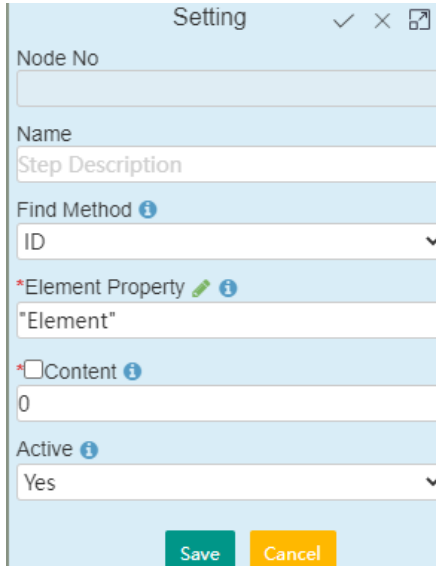
The position number of the row in the SAP table structure

## Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

## 3.4.38 SAP\_SendVKey

Send keyboard commands.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Content: (Required)

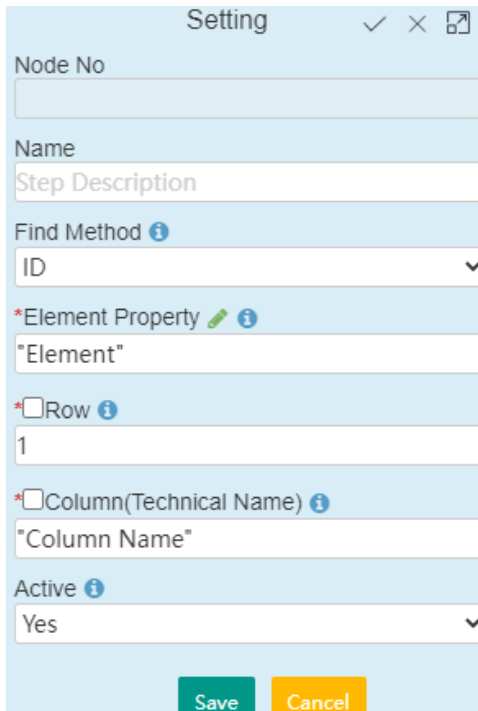
Fill in the number corresponding to the keyboard command, see note.

### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

## 3.4.39 SAP\_SetCurrentCell

Select a cell of the SAP table.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Row: (Required)

The position number of the row of the cell in the table

### \*Column: (technical name) (required)

The technical name listed in the table where the cell is located

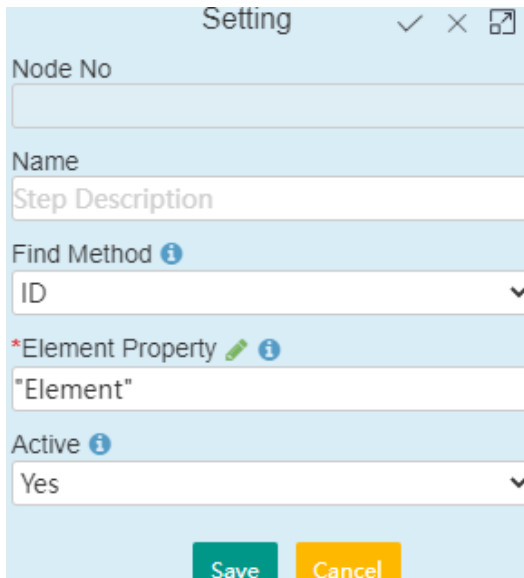
### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 63   |      | 12      | 21   |

## 3.4.40 SAP\_SetFocus

Focus, displayed on the front of the screen



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

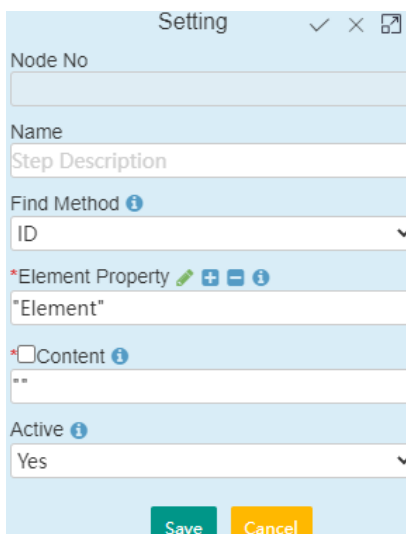
Target SAP element

### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

## 3.4.41 SAP\_Text

Enter text type content.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Content: (Required)

The content of the text to be entered

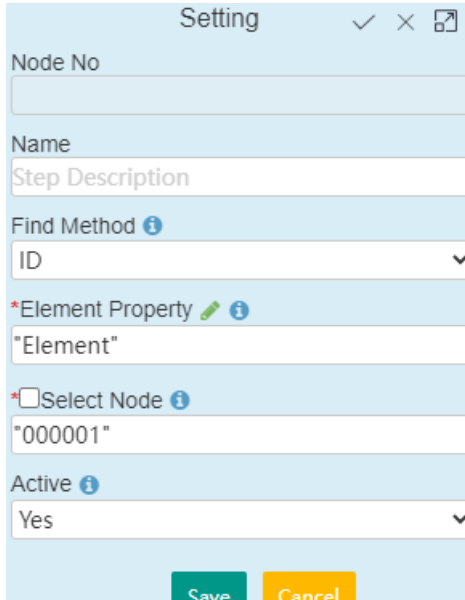
### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
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## 3.4.42 SAP\_TopNode

The top node of the visible tree structure.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Select node (required)

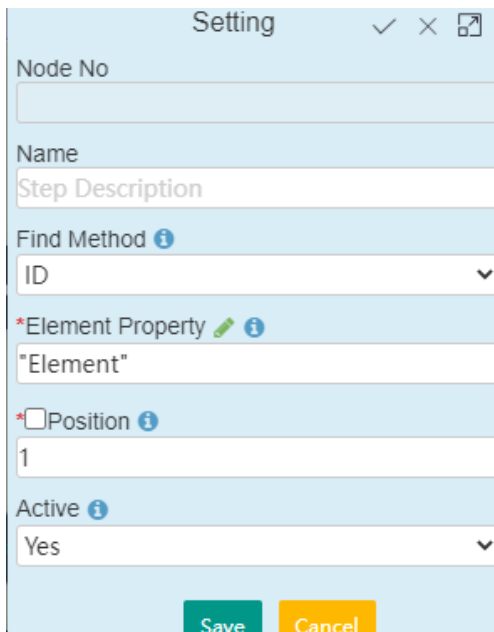
Node number

### Active

- Yes, activate the current SAP session
- No, do not activate the current SAP session

## 3.4.43 SAP\_VeriticalScrollbar

SAP input table box vertical scroll bar.



### Name

Step description

### Find method (Default ID)

SAP element ID

### \*Element Property (required)

Target SAP element

### \*Position (required)

The target position of the mouse to move

### Active

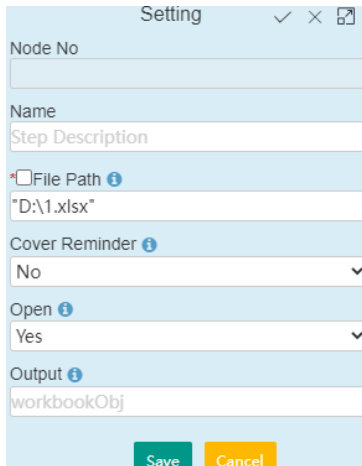
- Yes, activate the current SAP session
- No, do not activate the current SAP session

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
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## 3.5 Excel Module

### 3.5.1 Excel\_NewWorkbook

Create a new excel workbook and save it.



#### Name

Step description

#### \*File path: (required)

The full path where the file is stored

#### Cover reminder (drop-down selection)

- No, overwrite an existing workbook with the same name
- Yes, do not overwrite the existing workbook with the same name

#### Open

- Yes, open automatically after new creation
- No, close after new creation

#### Output

Define excel object as variables

### 3.5.2 Excel\_OpenWorkbook

Open an Excel workbook

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
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Setting

Node No

Name

Step Description

\*☐ File Path

"D:\1.xlsx"

Show

True

Automatic Calculation

None

Size

Maximize

Display Alerts

True

Output

workbookObj

Save

Cancel

## Name

Step description

## \*File Path :(required)

The full path of file

## Show (drop-down)

The option is to display the current workbook in the current window

## Automatic calculation (drop-down)

- Yes, open workbook and start automatic calculation
- No, Opening workbook does not enable automatic calculation

## Size (drop-down)

- Normal size, Open workbook to display default size
- Maximize
- Minimize

## Display alerts (drop-down)

- Yes, open workbook to display alarm information
- No, alarm information will not be displayed when the workbook is opened

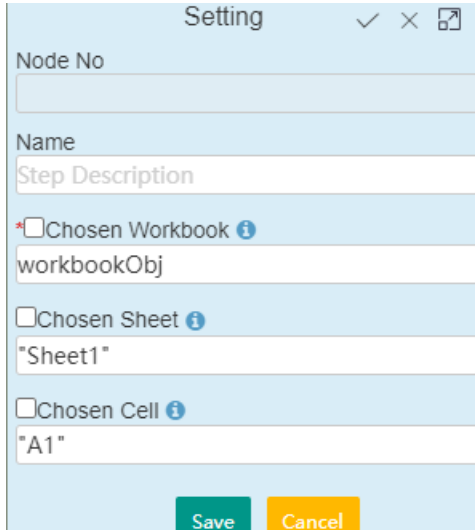
## Output

Define excel object as variables

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
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## 3.5.3 Excel\_SelectExcel

Select a workbook and set window to be topmost.



### Name

Step description

### \*Chosen workbook (required)

Specific workbook object

### Chosen Sheet

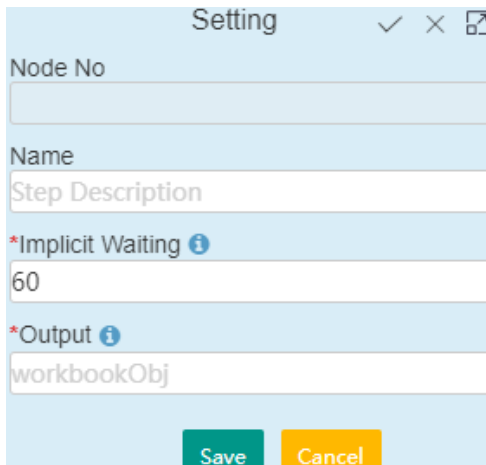
Specific worksheet

### Chosen cell

Specific workbook cell

## 3.5.4 Excel\_ActiveWorkbook

Activate workbooks and set window to be topmost.



### Name

Step description

### \*Implicit waiting (required)

Maximum wait time to get workbook  
default is 60s

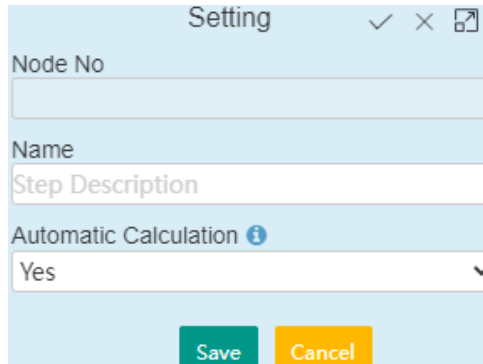
### \*Output (required)

Define excel object as variables

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 68   |      | 12      | 21   |

## 3.5.5 Excel\_Save

Save current workbook



The dialog box titled 'Setting' contains the following fields:

- Node No: [Empty text box]
- Name: [Empty text box]
- Step Description: [Empty text box]
- Automatic Calculation: [Yes] (with a dropdown arrow)

Buttons: Save (green), Cancel (yellow)

### Name

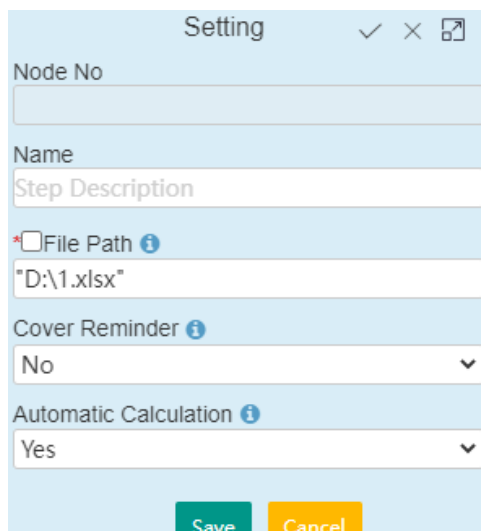
Step description

### Automatic calculation (drop-down)

- Yes, enable automatic calculation
- No, disable automatic calculation

## 3.5.6 Excel\_SaveAs

Save the current workbook



The dialog box titled 'Setting' contains the following fields:

- Node No: [Empty text box]
- Name: [Empty text box]
- Step Description: [Empty text box]
- \*File Path: [D:\1.xlsx] (with a checkbox and an information icon)
- Cover Reminder: [No] (with a dropdown arrow)
- Automatic Calculation: [Yes] (with a dropdown arrow)

Buttons: Save (green), Cancel (yellow)

### Name

Step description

### \*File path: (required)

Specify saving path

### Cover reminder (drop-down selection)

- No, overwrite an existing workbook with the same name
- Yes, do not overwrite the existing workbook with the same name

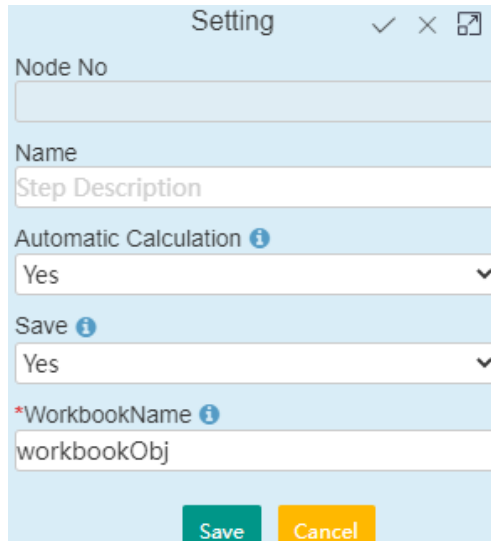
### Automatic calculation (drop-down)

- Yes, enable automatic calculation
- No, disable automatic calculation

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
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## 3.5.7 Excel\_CloseWorkbook

Close specific workbook.



### Name

Step description

### Automatic calculation (drop-down)

- Yes, enable automatic calculation
- No, disable automatic calculation

### Save (drop-down selection)

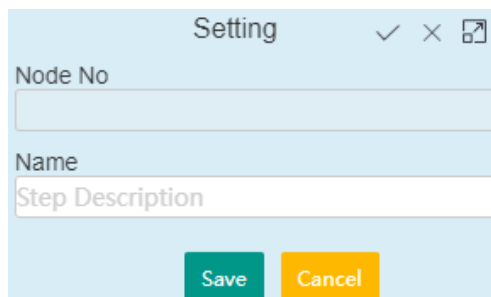
- Yes, save the current workbook when closing
- No, do not save the current workbook when closing

### \* Workbook name (required)

Specify saving excel

## 3.5.8 Excel\_Exit

Close all open workbooks on the desktop without saving



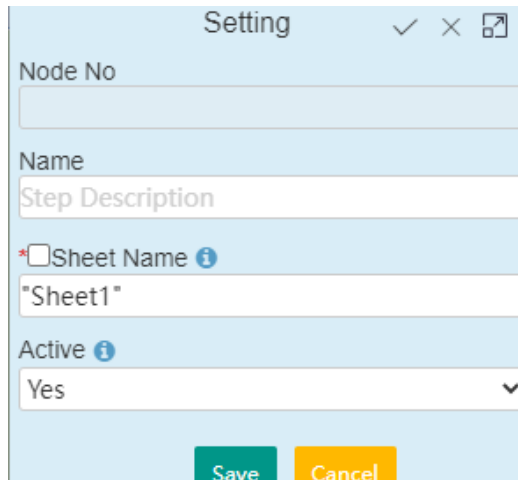
### Name

Step description

## 3.5.9 Excel\_AddSheet

Add a worksheet to the current workbook

|  | Org.   | Chapter | Page | Add. | Edition |      |
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## Name

Step description

## \*Worksheet name (required)

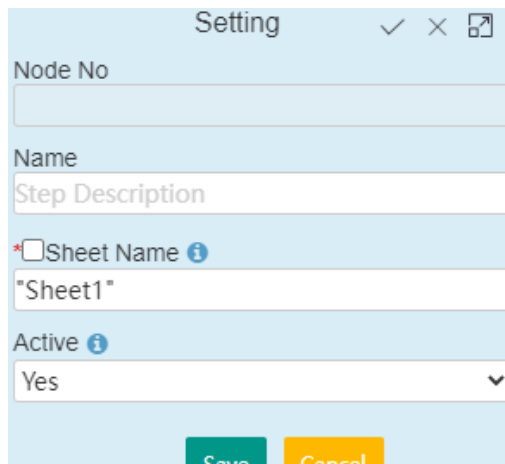
Input sheet name

## Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

### 3.5.10 Excel\_DeleteSheet

Delete a worksheet in the current workbook.



## Name

Step description

## \*Worksheet name (required)

Specify worksheet to be deleted

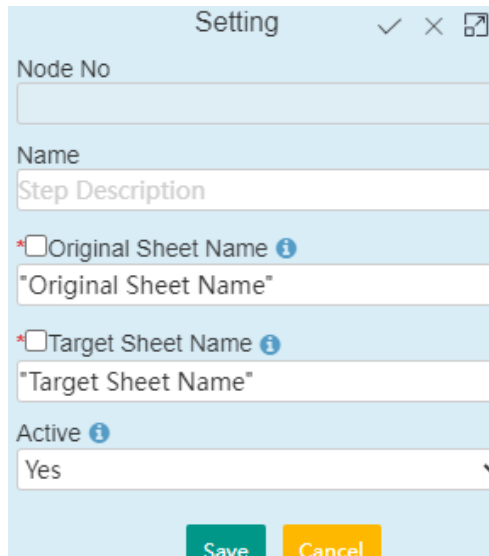
## Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

### 3.5.11 Excel\_RenameSheet

Rename a worksheet of the current workbook.

|  | Org.   | Chapter | Page | Add. | Edition |      |
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## Name

Step description

### \*Original Sheet name (required)

The original name of the renamed worksheet

### \*Target worksheet name (required)

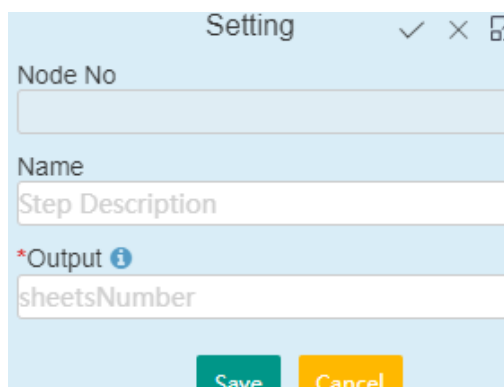
The new name of the renamed worksheet

### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

## 3.5.12 Excel\_CurrentSheetsCount

Count the number of worksheets in the current workbook, the return value is an integer.



## Name

Step description

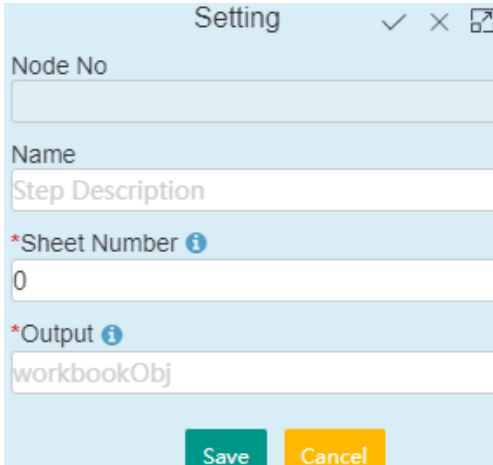
### \*Output: (Required)

Output the number of worksheets

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 72   |      | 12      | 21   |

## 3.5.13 Excel\_GetSheetName

Get the name of the target worksheet.



### Name

Step description

### \*Sheet number (required)

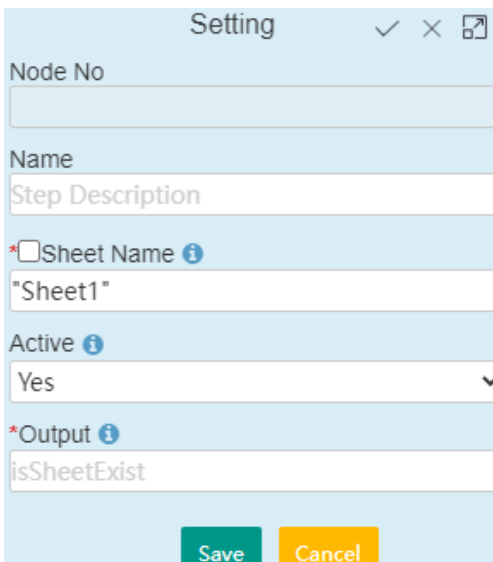
The sequence number of the worksheet from left to right in the current workbook, starting from 0.

### \*Output: (Required)

Output specific sheet name as variables

## 3.5.14 Excel\_SheetExist?

Check a worksheet of the current workbook exists or not.



### Name

Step description

### \*Worksheet name (required)

Name of target worksheet

### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

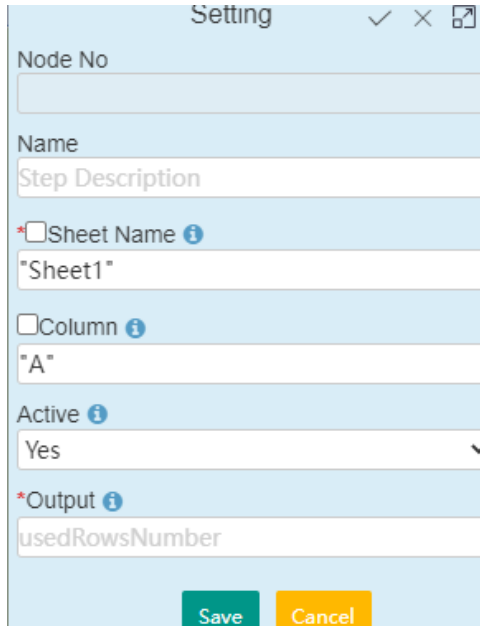
### \*Output: (Required)

Output Boolean result "True" or "False" as variables.

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 73   |      | 12      | 21   |

## 3.5.15 Excel\_UsedRows

Count the number of rows already used in worksheet, excluding the blank rows of unmaintained cells at the top of the worksheet, but including the blank rows of unmaintained cells in the middle.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### Column

Enter the column name to get the valid rows of worksheet.

### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

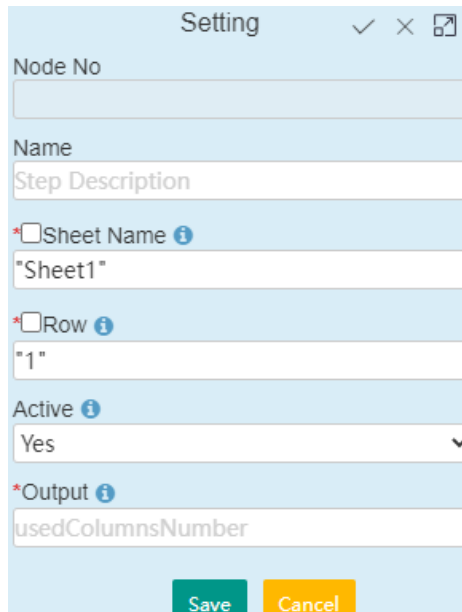
### \*Output: (Required)

Output result as variables

## 3.5.16 Excel\_UsedColumns

Count the number of columns already used in worksheet.

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
|  | KOASIA |         | 74   |      | 12      | 21   |



## Name

Step description

### \*Sheet name (required)

The name of target worksheet

## Row

Enter the row number to get the valid columns of worksheet

### Active (drop-down)

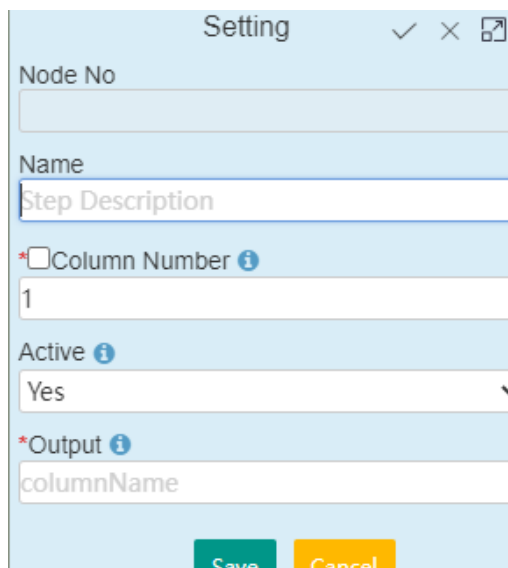
- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

### \*Output: (Required)

Output result as variables

## 3.5.17 Excel\_GetColumnName

Get the column name of the target column (A, B, C...).



## Name

Step description

### \*Number of columns (required)

1 refers to column A, 2 refers to column B...

### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

### \*Output: (Required)

Output result as variables

## 3.5.18 Excel\_Insert

Insert row/column before target row/column

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
|  |        |         |      |      | Month   | Year |
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Setting

Node No

Name

Step Description

\*☐ Sheet Name

"Sheet1"

\*☐ Rows "1:2"/Columns "A:B"

"A1:D10"

Columns/Rows

Columns

Active

Yes

Save

Cancel

## Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Rows "1: 2" and columns "A:B": (required)

Specify positon to insert

## Column/row

Choose to insert rows or columns

## Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

### 3.5.19 Excel\_AutoFit

Adjust columns and rows to match data size.

Setting

Node No

Name

Step Description

\*☐ Sheet Name

"Sheet1"

Fit Type

Columns

\*☐ Rows "1:2"/Columns "A:B"

"A:B"

Active

Yes

Save

Cancel

## Name

Step description

### \*Sheet name (required)

The name of target worksheet

## Fit type

Select row or column

### \*Rows "1: 2" and columns "A:B": (required)

Specify row or columns to auto-fit

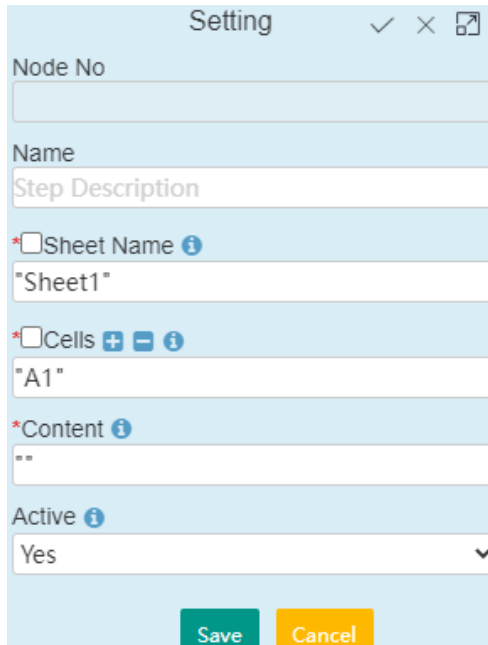
## Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

|  | Org.   | Chapter | Page | Add. | Edition |      |
|--|--------|---------|------|------|---------|------|
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## 3.5.20 Excel\_WriteCells

Type text to the target cell.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Cells (Required)

Target cell to type text

### \*Content (Required)

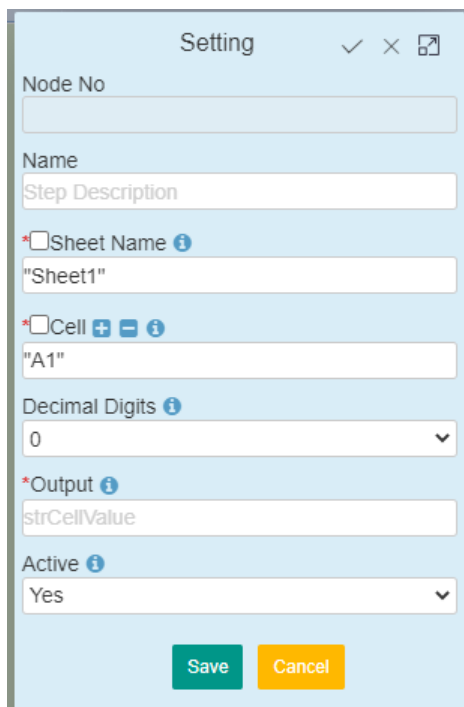
Input text

### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

## 3.5.21 Excel\_ReadCell

Read the target cell data.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Cells (Required)

Target cell to read content

### Decimal Digits

Specify the number of decimal places that need to keep

### \*Output: (Required)

Output cell data as variables

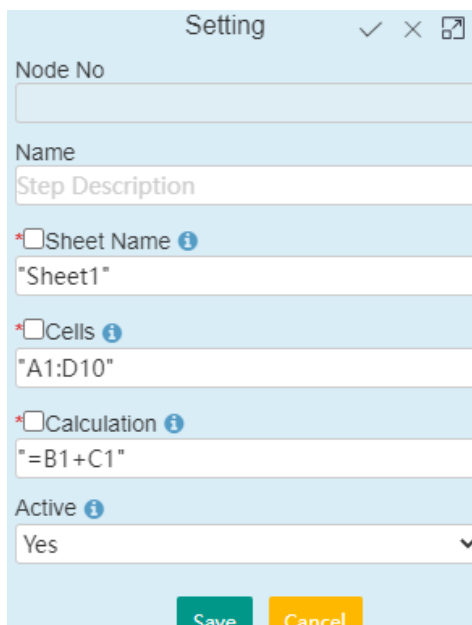
### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

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## 3.5.22 Excel\_Calculation

Write a formula in a cell or range of the worksheet of the current workbook.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Cells (Required)

Target cell to calculate

### \*Formula (Required)

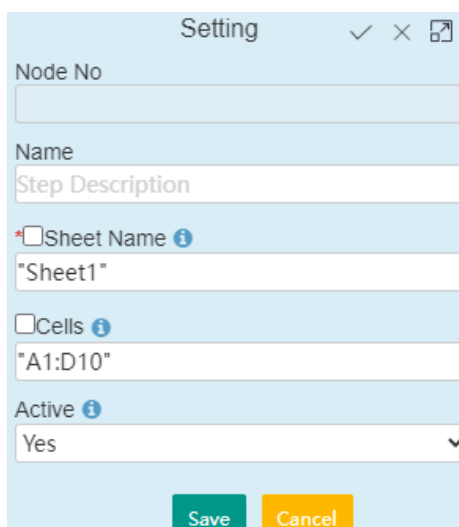
Input formula of the first cell of range

### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

## 3.5.23 Excel\_CopyCells

Select the cell or range of the worksheet of the current workbook that needs to be copied.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Cells (Required)

Target cell to copy

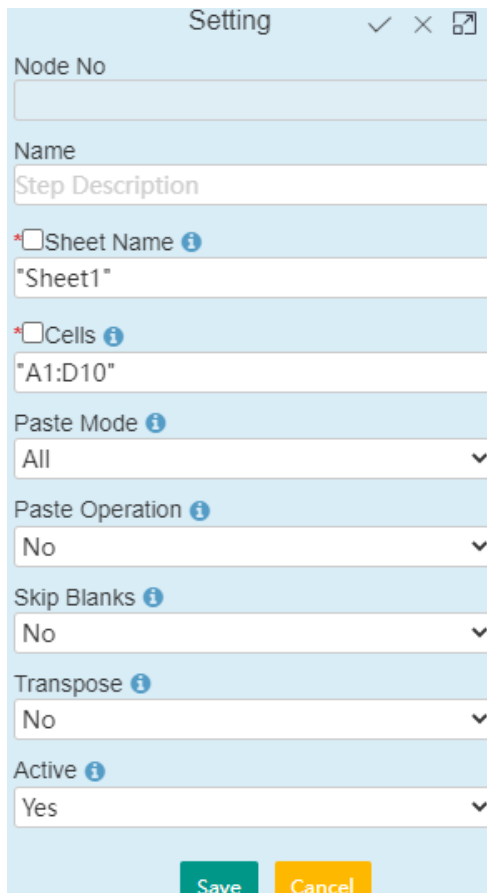
### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

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## 3.5.24 Excel\_PasteCells

Paste copied cells or ranges in different modes.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Cells (Required)

Target cell to paste

### Paste mode (required) (drop-down)

Select paste mode

### Paste operation

Select the paste operation, add, subtract, multiply and divide

### Skip Blanks

Choose skip blanks or not

### Transpose

Choose whether to transpose

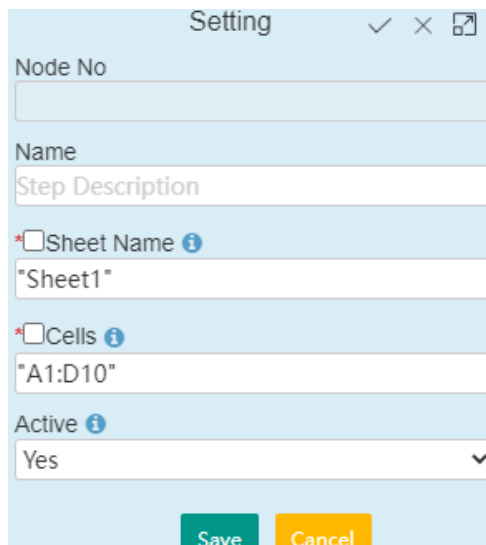
### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

## 3.5.25 Excel\_CutCells

Cut the target cell or range.

|  | Org.   | Chapter | Page | Add. | Edition |      |
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## Name

Step description

## \*Sheet name (required)

The name of target worksheet

## \*Cells (Required)

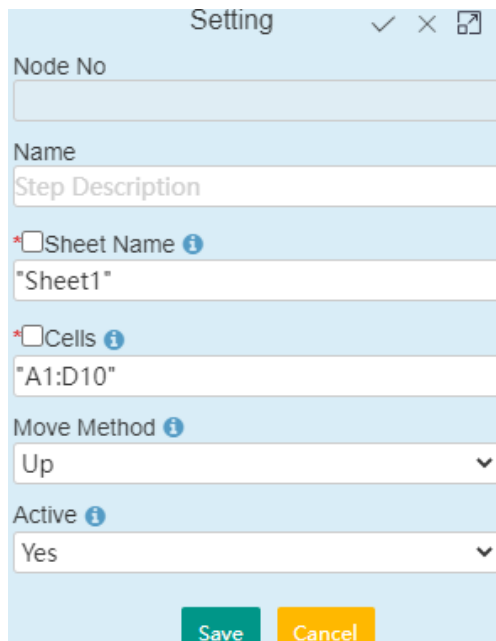
The target cell to be cut

## Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

### 3.5.26 Excel\_DeleteCells

Delete target cell or range.



## Name

Step description

## \*Sheet name (required)

The name of target worksheet

## \*Cells (Required)

The target cell to delete

## Moving method

Up, move the lower cell up  
Left, move the right cell to the left

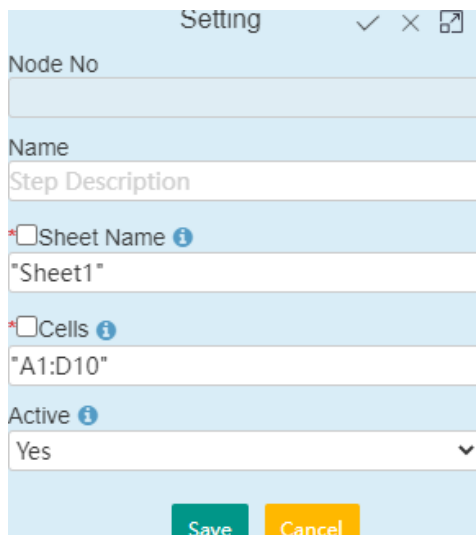
## Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

### 3.5.27 Excel\_ClearCells

Clear the target cell or range.

|  | Org.   | Chapter | Page | Add. | Edition |      |
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## Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Cells (Required)

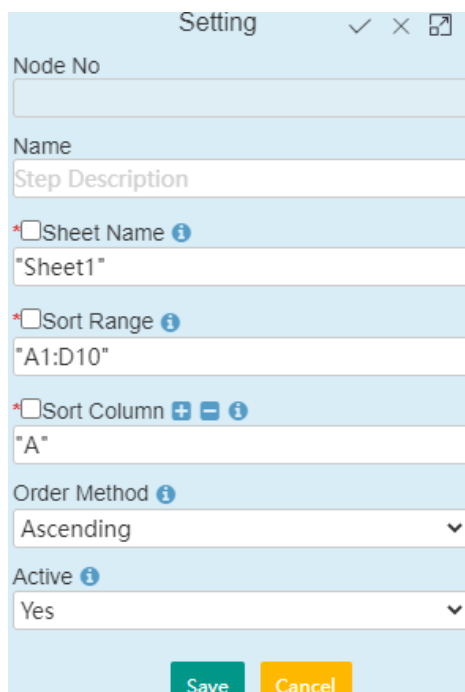
The target cell to clear

### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

## 3.5.28 Excel\_SortCells

Target cell or range sort by specific column.



## Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Sort range (required)

The target cell or range that needs to be sorted

### \*Sort column (required)

Enter the name of the column to be sorted

### Order method

Choose ascending or descending order

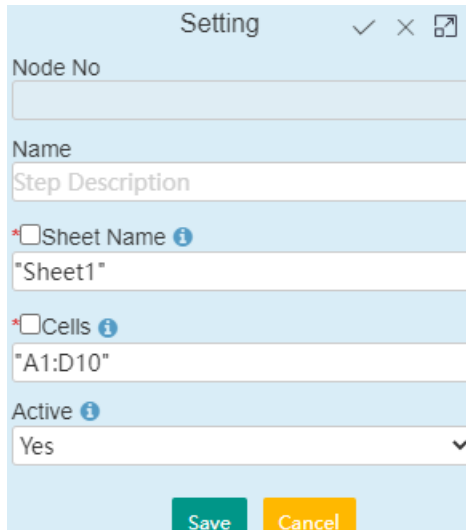
### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

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## 3.5.29 Excel\_MergeCells

Merge target cell range.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Cells (Required)

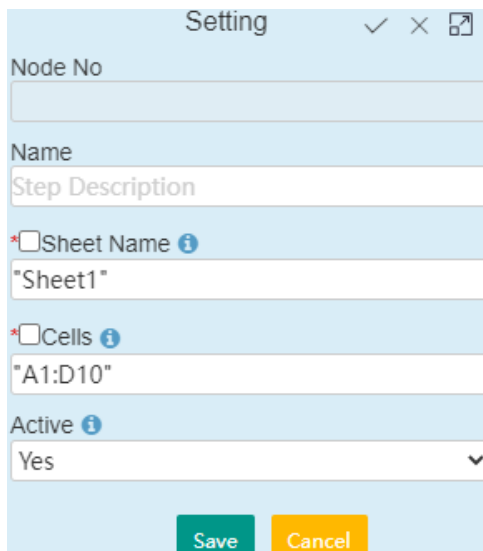
Specify target cell to merge

### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

## 3.5.30 Excel\_UnMergeCells

Unmerged target cell range.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Cells (Required)

Specify target cell to unmerge

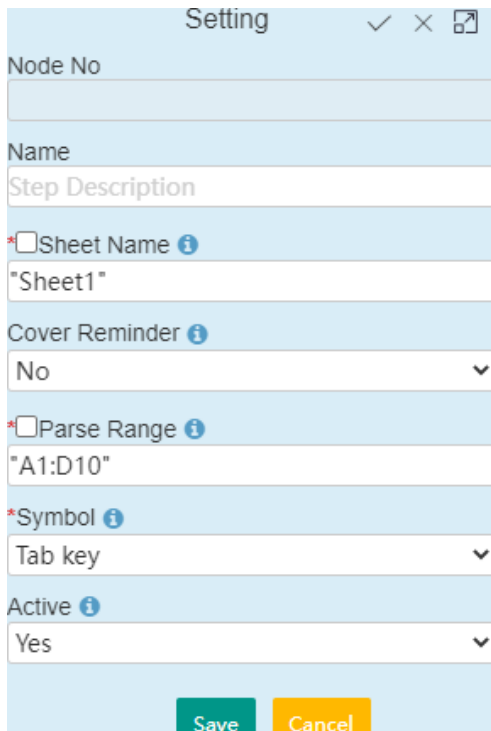
### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

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## 3.5.31 Excel\_Parse

Parse data from one column into two or more columns.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### Cover reminder (drop-down selection)

- No, overwrite an existing workbook with the same name
- Yes, do not overwrite the existing workbook with the same name

### Parse Range

Specify parse data column

### Symbol

Delimited symbol, Tab, comma, semicolon, space, other, etc.

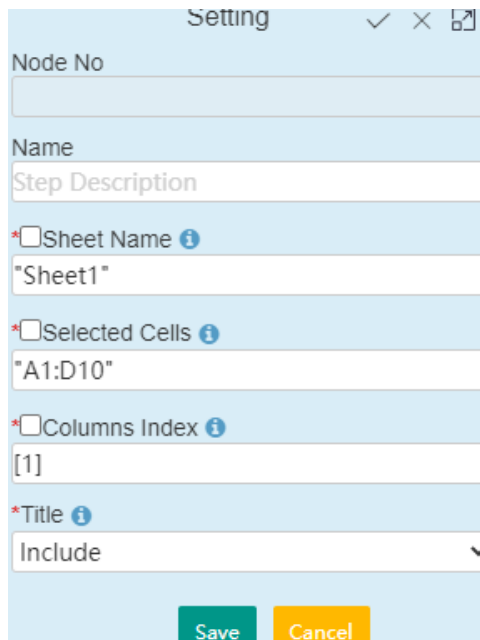
### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

## 3.5.32 Excel\_RemoveDuplicates

Delete duplicates in the target cell range.

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## Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Selected cell: (required)

Select the range of cells to delete duplicates

### \*Column Index (required)

Enter the index of the column to delete duplicates, [1] means column A

### \*Title: (Required)

Choose whether to include column headers

## 3.5.33 Excel\_Filter

Filter the target cell range by condition

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Setting

Node No

Name

Step Description

Show All Data

No

Filter Type

Value

\*☐ Sheet Name

"Sheet1"

☐ Column

"A"

☐ Condition

">0"

Active

Yes

Save

Cancel

## Name

Step description

## Show all data

- Yes, remove all filters
- No, filter based on filter criteria

## Filter type

Select the filter type, such as value, color, etc.

## \*Sheet name (required)

The name of target worksheet

## Column: (Required)

Select the column to filter

## Condition: (Required)

Enter filter criteria

## Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

### 3.5.34 Excel\_Top10

Automatically filter the top 10 (several) items and the bottom 10 (several) items of the target column.

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Setting

Node No

Name

Step Description

\*☐ Sheet Name

"Sheet1"

\*☐ Column

"A"

Condition

Top

\*☐ Number

10

Active

Yes

Save

Cancel

## Name

Step description

## \*Sheet name (required)

The name of target worksheet

## \*Column: (Required)

Select the column name to be filtered

## Condition: (Required)

Top 10 items

Bottom 10 items

## \*Number: (Required)

Input the number of filter data, default 10

## Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

### 3.5.35 Excel\_Format

Format Excel

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Setting ✓ ✕ 🔍

Node No

Name

Step Description

\*☐ Sheet Name ?

"Sheet1"

\*☐ Range(Row "1:1",Column "A:A") ?

"A1:D10"

\*☐ Font Size ?

10

\*☐ Font Name ?

"Arial"

Font Bold ?

False ▼

Font Italic ?

False ▼

Font Underline ?

False ▼

Vertical Alignment ?

Default ▼

Horizontal Alignment ?

Default ▼

Number Format ?

Default ▼

Custom Format ?

""

Decimal Digits ?

0 ▼

Border Style ?

No Border ▼

\*☐ Background Color "R,G,B" ?

""

\*☐ Font Color "R,G,B" ?

""

☐ Width ?

""

☐ Height ?

""

Active ?

Yes ▼

Save Cancel

## Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Range (row number "1:1", column number "A:A")

Select the cell or range to format

### \*Font size (required)

Enter the font size number

### \*Font name (required)

Input font

## Bold font

Bold the font

## Italics

Choose whether to italicize

## Font Underline

Choose whether to underline

## Vertical alignment:

Choose vertical alignment

## Horizontal alignment:

Choose horizontal alignment

## Number format

Choose text or numerical type

## Decimal places:

Keep decimal places

## Background color "R, G, B" (required)

Choose background color

## Font color "R,G,B" (required)

Choose font color

## Width:

Cell width

## Height

Cell height

## Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

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## 3.5.36 Excel\_ConditionalFormat

Format of current workbook condition

Setting

Node No

Name

Step Description

\*☐ Sheet Name

"Sheet1"

\*☐ Cells

"A1:D10"

Clears The Selected Cell Rule

No

Highlight Cell Rules

No Select

Item Selection Rules

No Select

Set To

Light Red Fill Color Deep Red Text

Active

Yes

Save

Cancel

### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Cells (required)

Input cell range

### Clear selected cell rules:

- No, do not clear the current cell rule
- Yes, clear the current cell rule

### Highlight Cell Rules

Choose highlight cell rule

### Set To

Select the rule style

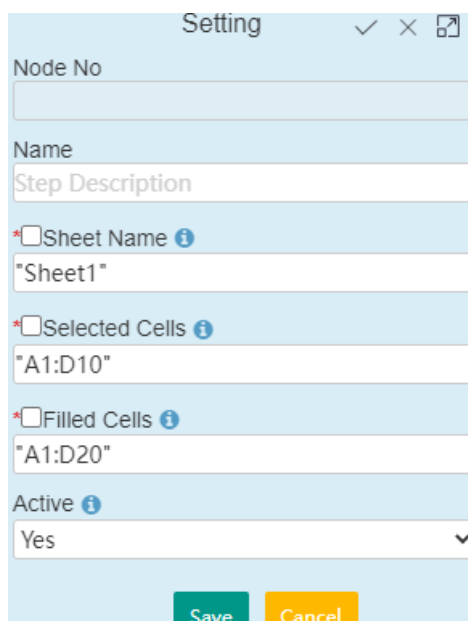
### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

## 3.5.37 Excel\_AutoFill

Data auto-fill

|  | Org.   | Chapter | Page | Add. | Edition |      |
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## Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Selected cell (required)

Specify cell range

### \*Filled cell (required)

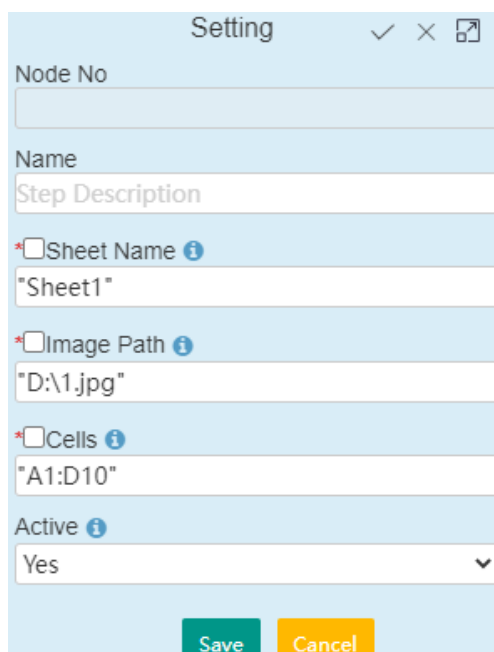
Specify cell range to fill data

### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

## 3.5.38 Excel\_ImageCell

Insert the target picture into the specified position in Excel



## Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Picture path (required)

The full path of image file

### \*Cells (required)

Enter the cell range to insert image

One cell, the image is original size

Cell area, the image is based on area size

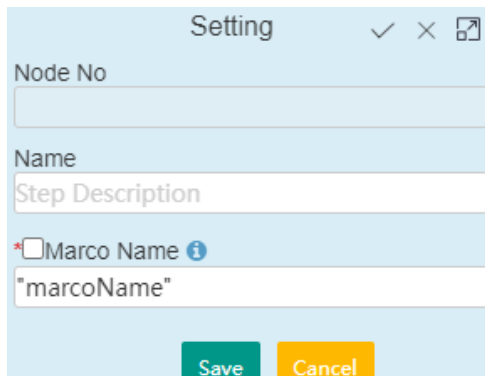
### Active (drop-down)

- Yes, activate the current Excel workbook window
- No, do not activate the current Excel workbook window

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## 3.5.39 Excel\_RunMarco

Run Excel Macro



### Name

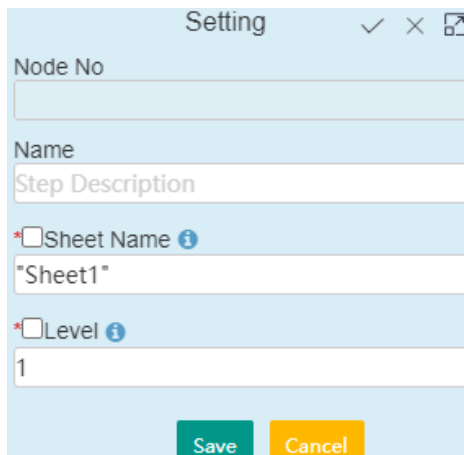
Step description

### \*Macro name (required)

Input macro name to run

## 3.5.40 Excel\_ShowLevel

Collapse or expand the entire outline to a specific level.



### Name

Step description

### \*Sheet name (required)

The name of target worksheet

### \*Level (Required)

Enter the level to expand the hierarchy

## 3.5.41 Excel\_Print

Print out data of workbook, a worksheet, or a range of cells.

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|  | KOASIA |         | 90   |      | 12      | 21   |

Setting ✓ × 🗖

Node No

Name

Print Area i

\*Sheet Name i

\*Selection i

Orientation i

Scaling i

\*Adjust Percentage i

\*Pages Wide i

\*Pages Tall i

Page Size i

\*First Page Number(blank means default) i

\*Left(blank means default) i

\*Top(blank means default) i

\*Right(blank means default) i

\*Bottom(blank means default) i

\*Header(blank means default) i

## Name

Step description

## Printing Area

Choose to print a workbook, a worksheet, or a range of cells.

### \*Sheet name (required)

The name of target worksheet

### \*Selection

Select the cell or range to print out

## Orientation

Portrait or landscape

## Scaling

Change text or elements size

### \*Adjust Percentage

Scaling ratio

### \*Page width (required)

### \*Page height (required)

## Page size

A3/A4/A5 etc.

### \*The first page number

Select the starting page

### \*Left

Left margin of the page

### \*Top

Top margin of page

### \*Right:

Right margin of the page

### \*Bottom

Bottom margin of page

### \*Header

Size

|  | Org.   | Chapter | Page | Add. | Edition |      |
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**\*Footer(blank means default)** ⓘ

""

**Horizontally** ⓘ

Default ▾

**Vertically** ⓘ

Default ▾

**Different odd and even pages** ⓘ

Default ▾

**Different first page** ⓘ

Default ▾

**Scale with document** ⓘ

Default ▾

**Align with page margins** ⓘ

Default ▾

**Gridlines** ⓘ

Default ▾

**Black and white** ⓘ

Default ▾

**Draft quality** ⓘ

Default ▾

**Row and column headings** ⓘ

Default ▾

**Comments** ⓘ

None ▾

**Cell errors as** ⓘ

Displayed ▾

**Page order** ⓘ

Down,then over ▾

**\*Start page(blank means default)** ⓘ

""

**\*End page(blank means default)** ⓘ

""

**\*Copies** ⓘ

1

**Preview** ⓘ

No ▾

**Printer** ⓘ

Microsoft Print to PDF ▾

**File Path** ⓘ

"D:\1.pdf"

**Save** **Cancel**

**\*Footer**  
Size

**Horizontal**  
Align horizontally, left/center/right

**Vertical**  
Align vertically, top/middle/bottom

**Different odd and even pages**  
Choose odd and even pages need to have different headers and footers

**Different first page** (Default)

**Scale with the document** (Default)

**Align with page margins** (Default)

**Grid lines** (Default)

**Black and white** (Default)

**Draft quality** (Default)

**Row number and column label**  
Display the row number and column label or not

**Comments**  
Print the comment or not

**Cell errors as**  
How to display cell error

**Page order**  
Select first row, then column or column first

**\*Start page** (Default)  
Printed start page

**\*End page** (Default)  
End page of printing

**\*Copies**  
Number of prints

**Preview**  
Print preview or not

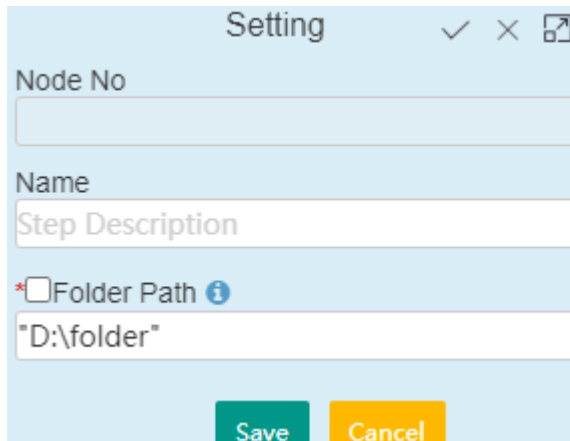
**Printer**  
Select printer

**File path**  
Select the full path of the print PDF file

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## 3.6 File Module

### 3.6.1 New\_Folder



The 'Setting' dialog box for 'New\_Folder' contains the following fields and controls:

- Node No**: A text input field.
- Name**: A text input field.
- Step Description**: A text input field.
- \*Folder Path**: A checkbox with an information icon (i).
- Folder Path**: A text input field containing the value "D:\folder".
- Buttons**: 'Save' (green) and 'Cancel' (yellow) buttons at the bottom right.

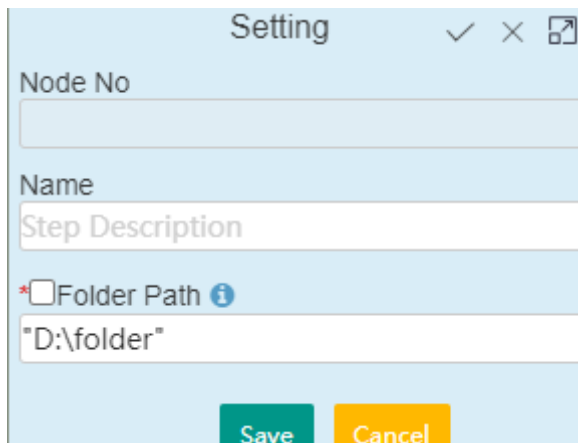
#### Name

Step description

#### \*Folder path:

Input full path of new folder

### 3.6.2 Open\_Folder



The 'Setting' dialog box for 'Open\_Folder' contains the following fields and controls:

- Node No**: A text input field.
- Name**: A text input field.
- Step Description**: A text input field.
- \*Folder Path**: A checkbox with an information icon (i).
- Folder Path**: A text input field containing the value "D:\folder".
- Buttons**: 'Save' (green) and 'Cancel' (yellow) buttons at the bottom right.

#### Name

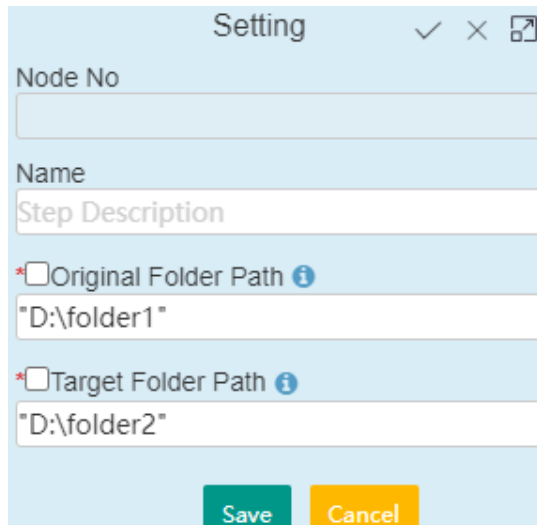
Step description

#### \*Folder path

Input full folder path to open

### 3.6.3 Copy\_Folder

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## Name

Step description

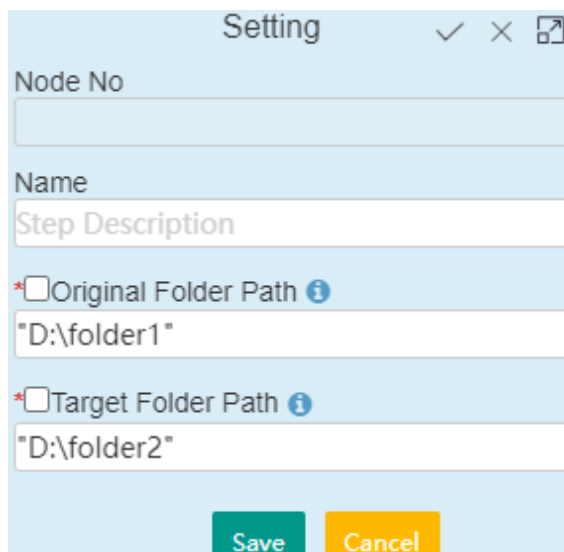
### \*Original folder path

Input the path of original folder to be copied

### \*Target folder path

Input the path of the desired copy destination folder

## 3.6.4 Move\_Folder



## Name

Step description

### \*Original folder path

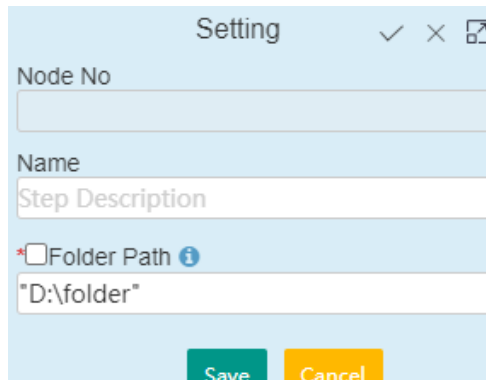
Input the path of original folder to be cut

### \*Target folder path

Input the path of the desired copy destination folder

## 3.6.5 Delete\_Folder

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|  | KOASIA |         | 94   |      | 12      | 21   |



## Name

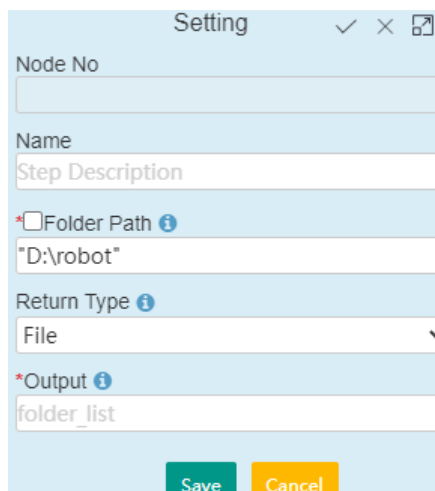
Step description

### \*Folder path:

Input the path of the folder to be deleted

## 3.6.6 Read\_Folder

Read the file name or folder name under the given folder path



## Name

Step description

### \*Folder path:

Input the path of the desired read folder

### Return type (drop-down selection)

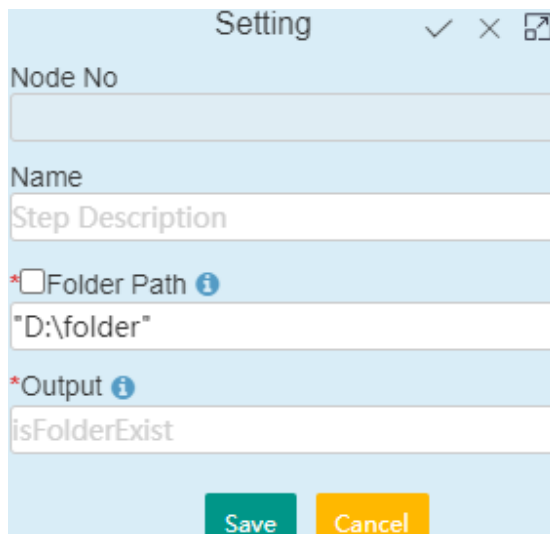
- *Select file*, output result is all file names in specified folder
- *Select folder*, output result is the name of all folders in specified folder

### \*Output:

Output result as variables list

## 3.6.7 Folder\_Exist?

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## Name

Step description

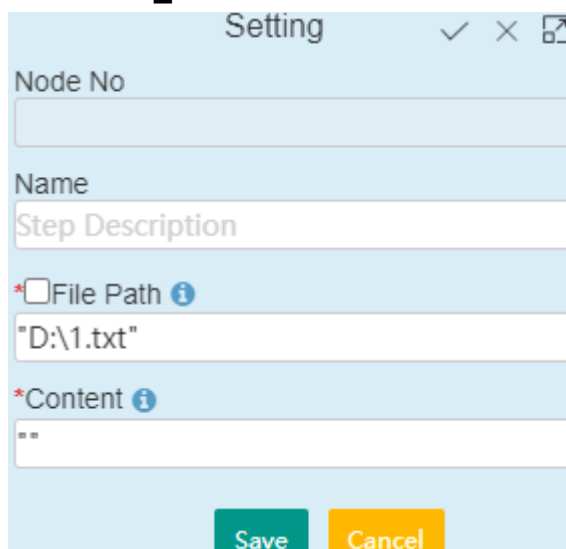
### \*Folder path:

Input the full folder path to check the file is existed or not

### \*Output:

Output Boolean result as variables

## 3.6.8 New\_File



## Name

Step description

### \*Folder path

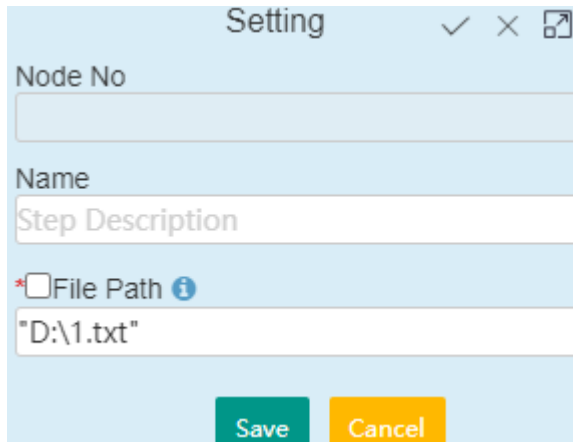
Input the full file path to create

### \*Content

Input the text content in the new file

## 3.6.9 Open\_File

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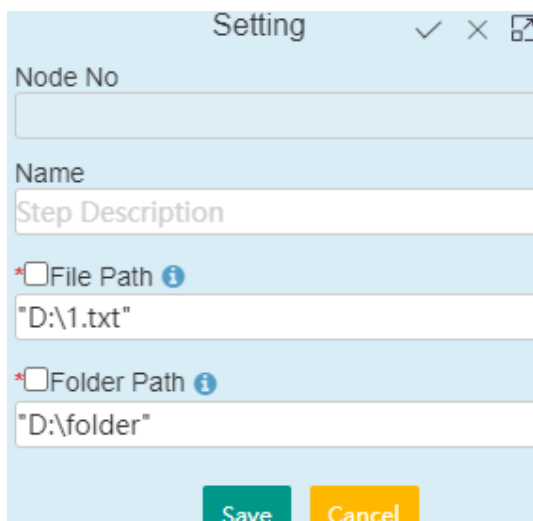
## Name

Step description

## \*Folder path

Input the full file path to open

### 3.6.10 Copy\_File



## Name

Step description

## \*Folder path

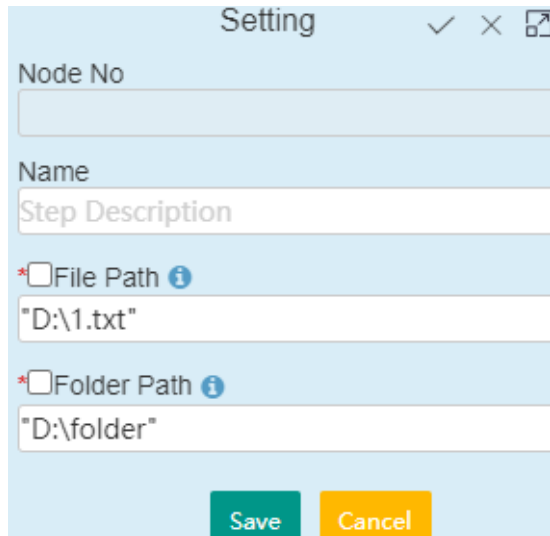
Input the full file path to be copied

## \*Folder path:

Input the path of the destination folder

### 3.6.11 Move\_File

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## Name

Step description

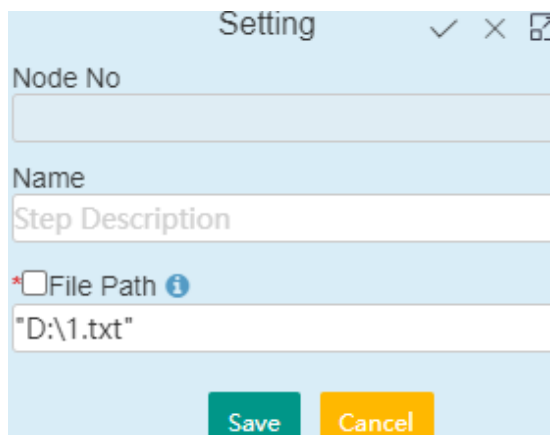
## \*File Path

Input the full file path to be cut

## \*Folder Path:

Input the path of the destination folder

### 3.6.12 Delete\_File



## Name

Step description

## \*File Path

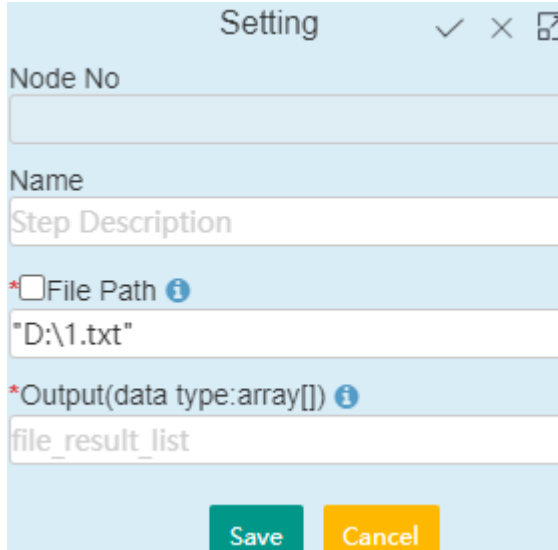
Input the full file path to delete

### 3.6.13 Add\_to\_File



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Read the content of text file.



## Name

Step description

## \*File Path

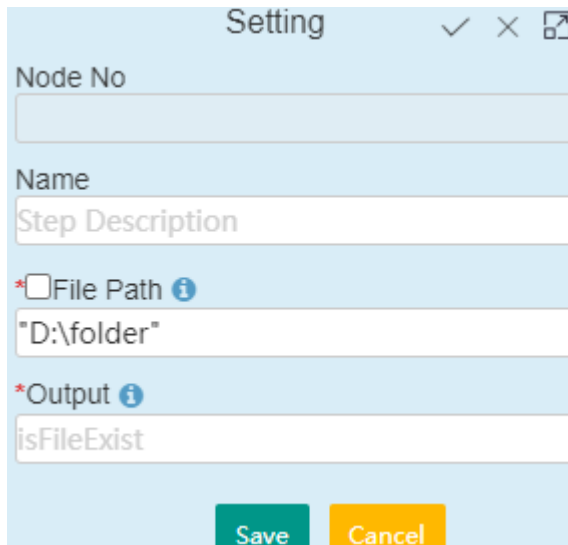
Specify the file

## \*Content

Get the file content, return data type is array

### 3.6.16 File\_Exist?

Check specified file exist or not.



## Name

Step description

## \*File Path

Specify the file

## \*Output:

Output Boolean result

### 3.6.17 Run\_Bat

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Setting

Node No

Name

Step Description

\*☐ File Path

"D:\1.bat"

\*☐ Variant

" "

Save

Cancel

**Name**  
Step description

**\*File Path**  
Specify bat file path

**\*Variant**  
Input batch command parameters

## 3.6.18 Zip\_File

Setting

Node No

Name

Step Description

\*☐ Zip to File Path

"D:\zipfile.zip"

\*☐ File/Folder Path to be Zipped

"D:\zipfolder"

Save

Cancel

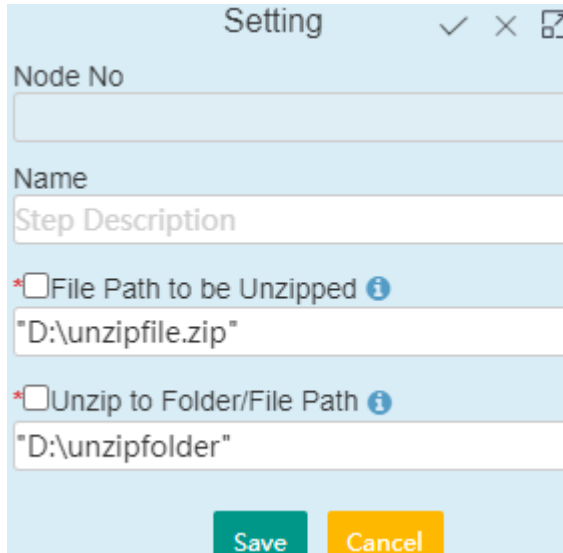
**Name**  
Step description

**\*Zip to file path**  
Input the path where save the zip file

**\*File/folder path to be zipped**  
Input path of the file/folder to be compressed

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## 3.6.19 Unzip\_File



The 'Setting' dialog box contains the following fields and options:

- Node No**: Text input field.
- Name**: Text input field.
- Step Description**: Text input field.
- \*File Path to be Unzipped**: Check box with an information icon. Below it is a text input field containing "D:\unzipfile.zip".
- \*Unzip to Folder/File Path**: Check box with an information icon. Below it is a text input field containing "D:\unzipfolder".
- Buttons**: 'Save' (green) and 'Cancel' (yellow) buttons at the bottom right.

### Name

Step description

### \*The path to be unzipped

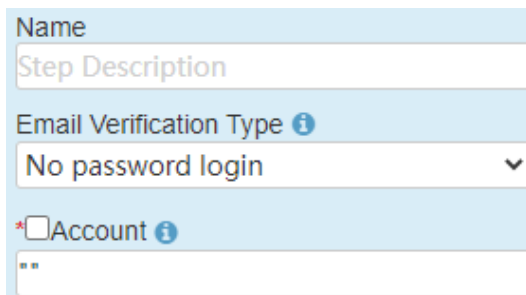
Input the path of zipped folder

### \*Extract to the file/folder path

Input the path of file/folder to extract

## 3.7 Mail Module

### 3.7.1 Send Mail



The 'Send Mail' form contains the following fields and options:

- Name**: Text input field.
- Step Description**: Text input field.
- Email Verification Type**: Dropdown menu with an information icon. The selected option is "No password login".
- \*Account**: Check box with an information icon. Below it is a text input field containing " ".

### Name

Step description

### Email Verification type

Password-free login (single sign-on, such as Outlook email);

### \*account:

Sender's account

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☐ **Account** ⓘ

☐ **Title** ⓘ

☐ **Receive** ⓘ

☐ **CC** ⓘ

☐ **BCC** ⓘ

☐ **Attached File** ⓘ

☐ **Content** ⓘ

☐ **Signature** ⓘ

☐ **Attached Picture** ⓘ

**Picture Position** ⓘ

☐ **Signature Pictures(showed in Signature)** ⓘ

**Signature Picture Position** ⓘ

**\*Account**  
Sender address

**\*Title**  
Mail title

**\*Receive**  
Receiver's address

**CC**  
CC address

**BCC**  
BCC address

**Attached File**  
Attachment file path, including file name

**\*Content**  
Email content

**Signature**  
Signature of mail

**Attached Picture**  
The path of the inserted picture, the path must include the file name

**Picture Position**  
Picture position of mail

**Signature Pictures (Showed in Signature)**  
Insert the path to the image of signature, the path should contain the file name

**Signature Picture Position**  
Signature Picture position of signature