



Employee Communication Preferences Readme

Version 1.0
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1. Introduction

This document contains all essential information for the user to make full use of this Enterprise A2019 Bot. It includes a description of the functions and capabilities and step-by-step procedures for setup and configuration of the Bot.

1.1 Overview

The *Employee Communication Preferences Bot* compiles your organization's members preferred channel of communication in case of an emergency.

1.2 Use cases

The key use cases for this bot include:

- Obtain the information required to facilitate contact with organizational members during times of emergency.

2. Before You Start

2.1 Files Needed

Download the following file that you may need to use with your bot:

- 1) Employee Contact List:
<https://botcenter.automationanywhere.com/assets/EmergencyContactList.xlsx>
- 2) Emergency Contact Response: File 1:
<https://botcenter.automationanywhere.com/assets/EmergencyContactResponse.xlsx>

2.2 Prerequisites

The *Employee Communication Preferences Bot* utilizes Enterprise A2019 and the Microsoft Outlook application to send the communications to the intended employees as preferred by them. The following are required:

- Email account setup in Microsoft Outlook OR SMTP settings of your preferred mailing service
- Google Chrome browser

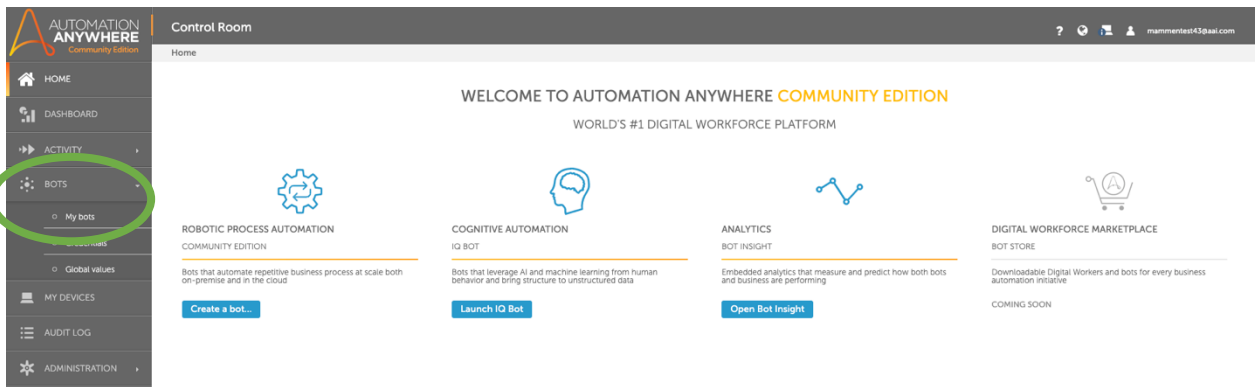
3. Getting Started

3.1 Import Bot

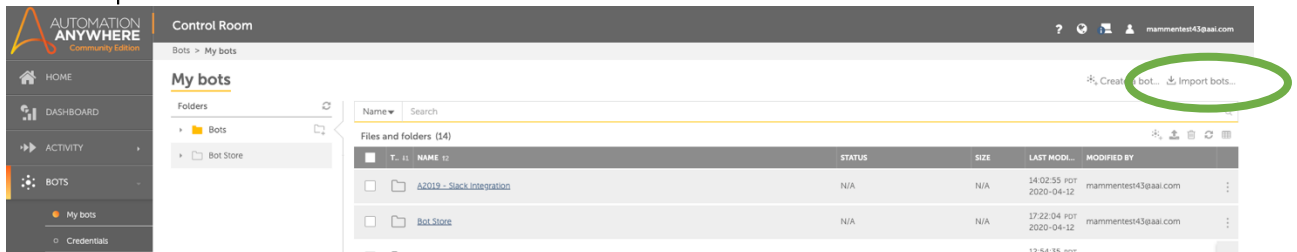
1. Download the Bot from the [Community Edition Bots page](#) to your computer.
2. Launch the Community Edition Control Room by logging into your Community Edition account.

Note: If you do not have a Community Edition account, sign up [here for free](#).

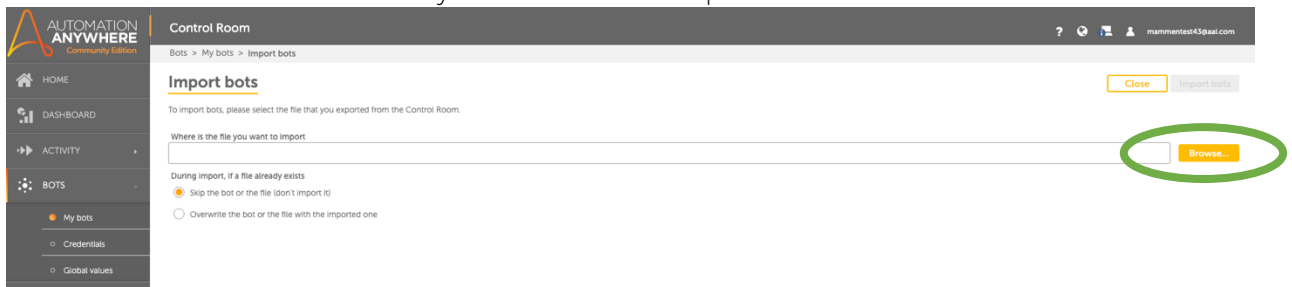
3. Navigate to **My Bots** by clicking **Bots** in the left panel and then select **My Bots**:



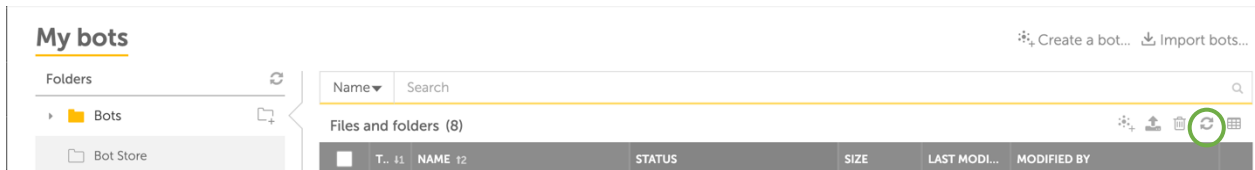
4. Click **Import Bots**:



5. Click **Browse** and select the Bot you would like to import:



6. Refresh the bot list by clicking on the "Refresh table" button to access the newly imported bot.



3.2 Configuration and Use

The *Employee Communication Preferences Bot* doesn't require any configuration in the bot itself, however the IT person should send out an email with the excel file to all employees, collect their responses in the form of Excel files and add the responses in a folder.

Tasks:

- Send an email with an attached Excel spreadsheet where users can type in their preferred method of communication.
- Retrieve unread email from Outlook with the originating subject header included and subsequently download it to a predesignated output directory.
- Compile all files into a single CSV file which will be located in the same directory where all recent and previous email downloads occurred.

4. System Requirements

Below are the minimum system requirements for running bots as an Enterprise A2019 (cloud-deployed) or Community Edition user on your local machine.

Hardware Requirements

Device	Processor	RAM	Storage (Free Space)	Network
Machine	Intel Core i5 2.6 GHz	4 GB minimum 8 GB recommended	32 GB	1 GbE
Bot Creator and Bot Runner	No additions to the machine requirements	No additions to the machine requirements	Add 100 through 150 KB per Automation Anywhere script Add 40 through 50 GB per long-term project	No additions to the machine requirements

Browser Requirements

The user interface for Automation Anywhere Enterprise is through a browser. Login to your device then login to Enterprise Control Room via a browser.

Browser	Browser Version	Automation Anywhere plug-in version ²	Supported bot functions by Bot agent version		
			2.0.2	1.0.2	1.0.1
Google Chrome ¹	57 or later	11 or 12			
Microsoft Internet Explorer	11	N/A	None	Debugger only	All except Credential Vault

(1) Google Chrome re-verification

CAUTION: Google Chrome requires re-verification of permissions when the Automation Anywhere Google Chrome extension (Version 11.3.3 or later) is updated. If prompted, click **Enable this item** in the Google Chrome message. Alternatively, re-enable the extension through [chrome web store](#). Similarly, if you are deploying your Bot Runners from a master image, accept the permission from within that image.

(2) Google Chrome plug-in versions

A2019 supports Chrome plug-in version 11. If you have other versions installed, you might not be able to record tasks using the **Record** feature or **Capture** action. To resolve this issue, do the following:

1. Rename the automation.chrome.agent registry key to automation.chrome.agent.old. The registry key is available at: Computer\HKEY_CURRENT_USER\Software\Google\Chrome\NativeMessagingHosts
2. Disable all other Google Chrome plug-in versions you have installed, except for version 11.

5. Support & FAQs

5.1 Support

Free bots are not officially supported by Automation Anywhere. You can get access to Community Support through the following channels:

- Community Support, connecting with other Automation Anywhere customers and developers on [APeople](#).
- Automation Anywhere's [Product Documentation portal](#), which can be accessed for more information about our products and guidance on [Enterprise A2019](#)

5.2 FAQs

Q: Can I make changes to this bot?

A: Absolutely. Free bots are for you to make use of, customize, and/or include in your builds as you see fit.

Q: Can I upgrade the packages for this bot?

A: Yes – but know that the bot was created/tested on a specific package version. Any modifications to that may result in unexpected outcomes – so make sure to test the bot/subtask after making any package version modifications.

Q: How can I change the output format of the bot?

A: When calling a subtask, the return value is always of type dictionary, and the value(s) returned from the subtask can be access through their specific variable names as a key within the dictionary.

For questions relating to Enterprise A2019: See the [Enterprise A2019 FAQs](#).

Appendix A: References

No.	Topic	Reference Link
1	Overview of Enterprise A2019	Click here
2	Guidance: Building basic A2019 bots	Click here
3	Guidance: Building A2019 action packages	Click here
4	APeople Community Forum	Click here
5	Automation Anywhere University	Click here