



Send Email

Version 1.0
25/05/2020

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Introduction

This document contains all the information for the user to make full use of the Bot. This manual includes a description of the functions and capabilities and step-by-step procedures for setup & configuration of the Bot.

Overview

This Bot reads the data from the excel sheet and sends thousands of emails using email id's in one shot without any human interruption using outlook.

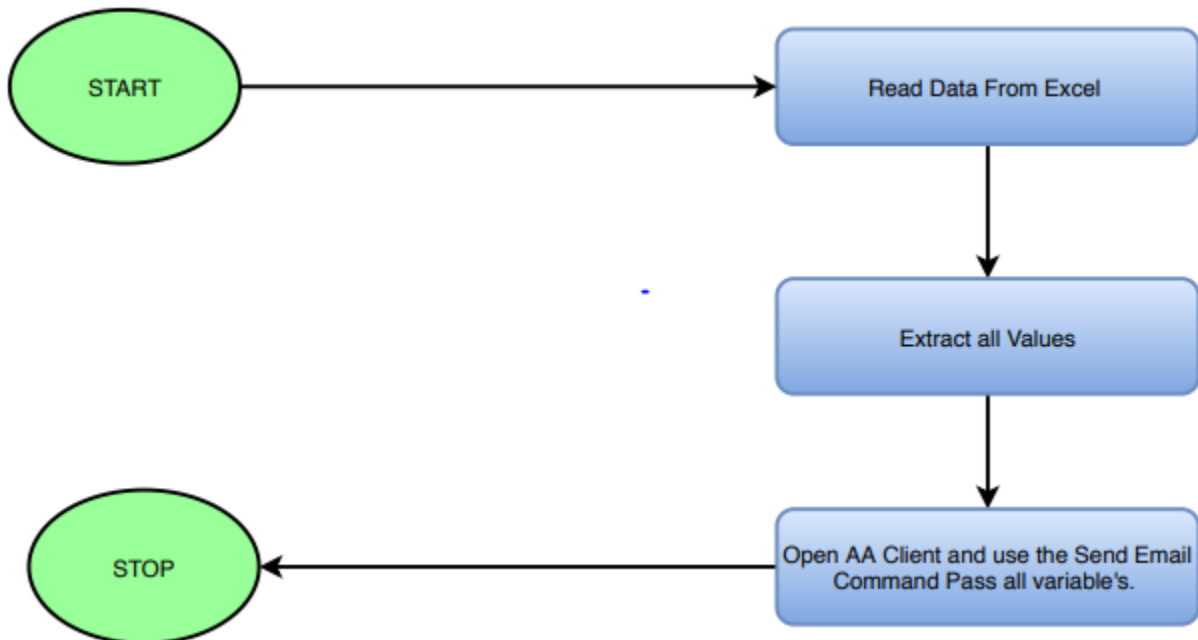
Detailed steps are as follows:

Reads data from an Excel Template, e.g. Email template .xlsx file (Template may contain (Cc, subject, Body) in Sheet1 and another sheet (First Name and Email id List).

After extracting the data from excel using send email command we can send all email's through outlook configuration.

Configuration File.

- Flexibility to select the required data from the Input File (Excel Template)
- Sends the Extract Data using send email command in Automation Anywhere tool with configure the outlook



Input and Output Example –

Input: Read Data From Excel (To, Cc, Subject, Body):

The screenshot shows an Excel spreadsheet with the following data:

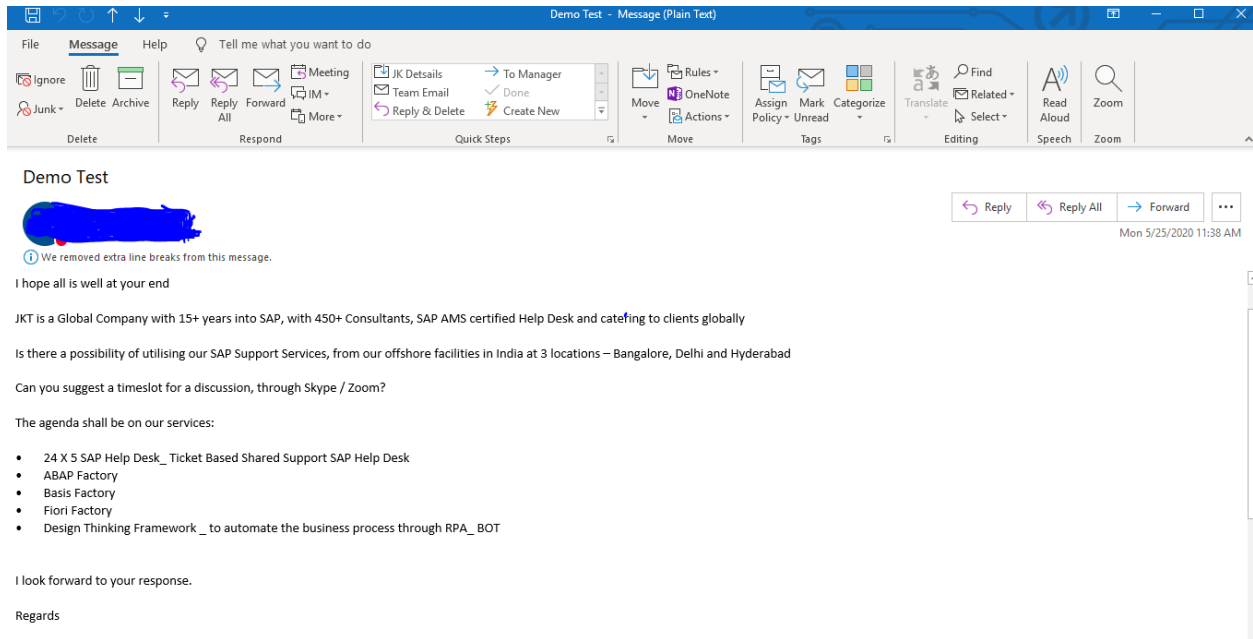
	A	B	C	D	E	F	G	H	I	J	K
1	vTo	Hrudeswar.nayak@jktech.com									
2	vCc	Hrudeswar.nayak@jktech.com									
3	vSubject	Demo Test									
4	vBody	hi and Hyderabad Can you suggest a timeslot for a discussion, through Skype / Zoom?The agenda shall be on our services:•24 X 5 SAP Help Desk_ Ticket Based Shared									

Input: Read Data From Excel (First Name, Email id List):

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Company	First Name	Middle	Last Name	Title	Email	Address 1	Address 2	City	State Or P	Postal Cod	Country/R	Phone	Fax	URL	Employee	Revenue	US SIC 19	US S
2	Archer-D	louie		Folkwein	Senior Vid	xxx@abc.com	77 W Wacker Dr Ste		Chicago	Illinois	60601-166	United Sta	1-312-634	1-302-655	www.adm	31k	64B	2046	Wet
3	Hasbro, In	Steve		Zoltick	Executive	xxx@abc.com	1027 Newport Ave		Pawtucke	Rhode Isl	02861-250	United Sta	1-401-431-8697		www.has	5.4k	4.7B	3942	Doll:
4	Hasbro, In	Logo		Zoltick	Executive	xxx@abc.com	1027 Newport Ave		Pawtucke	Rhode Isl	02861-250	United Sta	1-401-431-8697		www.has	5.4k	4.7B	3942	Doll:
5	Hasbro, In	Lusi		Zoltick	Executive	xxx@abc.com	1027 Newport Ave		Pawtucke	Rhode Isl	02861-250	United Sta	1-401-431-8697		www.has	5.4k	4.7B	3942	Doll:
6		tomi				xxx@abc.com													
7		raiso				xxx@abc.com													
8		sem				xxx@abc.com													

Output:



1.1 Common Use cases

2. Requirements & Prerequisites

2.1 System Requirements

For the [PC](#) or server where the bot needs to run:

ü [RAM](#): 8GB or higher

ü [PROCESSOR](#): Intel Core i5 or higher and equivalent for any other [OS](#)

ü [Hard Disk](#): Up to 2GB of overall free space in the [AA](#) Client installation drive.

2.2 Prerequisites

- **Software's needed -**

- ✓ [AA](#) Enterprise Client 11.x
- ✓ [AA](#) Enterprise Control Room 11.x
- ✓ MS Outlook

- **Accounts/License needed –**

- ✓ [AA](#) Enterprise License

3. Getting Started

3.1 Skill Matrix

Below is an overview of how the task bots and metabots map to these skills:

Skill	Task Files	MetaBot Files
Read Excel file to read mail (Cc, Subject, Body, First Name, Email id)	EmailSendingUsingExcel.atmx	No MetaBots

3.2 Installation Hierarchy

Once the bot is downloaded and installed, the installer creates the files in the folder structure as shown below.

<p><AA Application Path></p> <ul style="list-style-type: none"> 1. My Tasks <ul style="list-style-type: none"> 1.1. Bot Store <ul style="list-style-type: none"> ➤ Error Folder <ul style="list-style-type: none"> • Logs <ul style="list-style-type: none"> ○ SendEmailError.txt • Snapshots <ul style="list-style-type: none"> ○ SendEmail.png ➤ Input Folder <ul style="list-style-type: none"> • Email template.xlsx ➤ My Tasks <ul style="list-style-type: none"> • 01 – EmailSendingUsingExcel.atmx 	<p><AA Application Path> is the location where AA files are stored on your machine</p> <ul style="list-style-type: none"> 1. My Tasks <p>My Task Folder is the default directory where Bot Files are saved.</p> <ul style="list-style-type: none"> 1.1 Bot Store <p>Bot Store Folder contains the Bot Name Folder which the installer creates while installation of the Bot.</p> <ul style="list-style-type: none"> ➤ Error folder is where logs and snapshots of screens will be placed if something goes wrong with the bot during execution ➤ Input Folder is where the input files that the bot needs for execution of the use case is saved ➤ My Tasks folder contains all the Developed Platform Source Code
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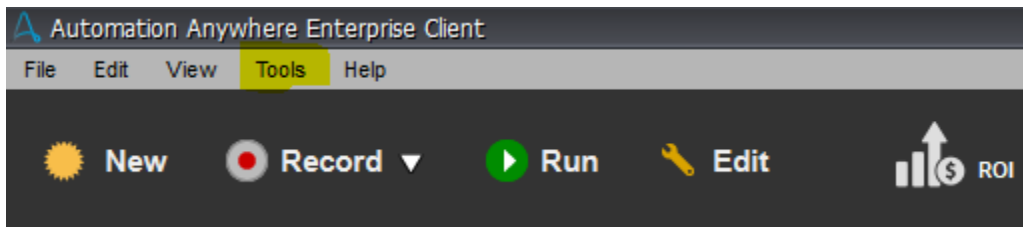
3.3 Quick Start

Place the excel file in the input folder and before running the bot need to check office365(Outlook) is installed in your local machine.

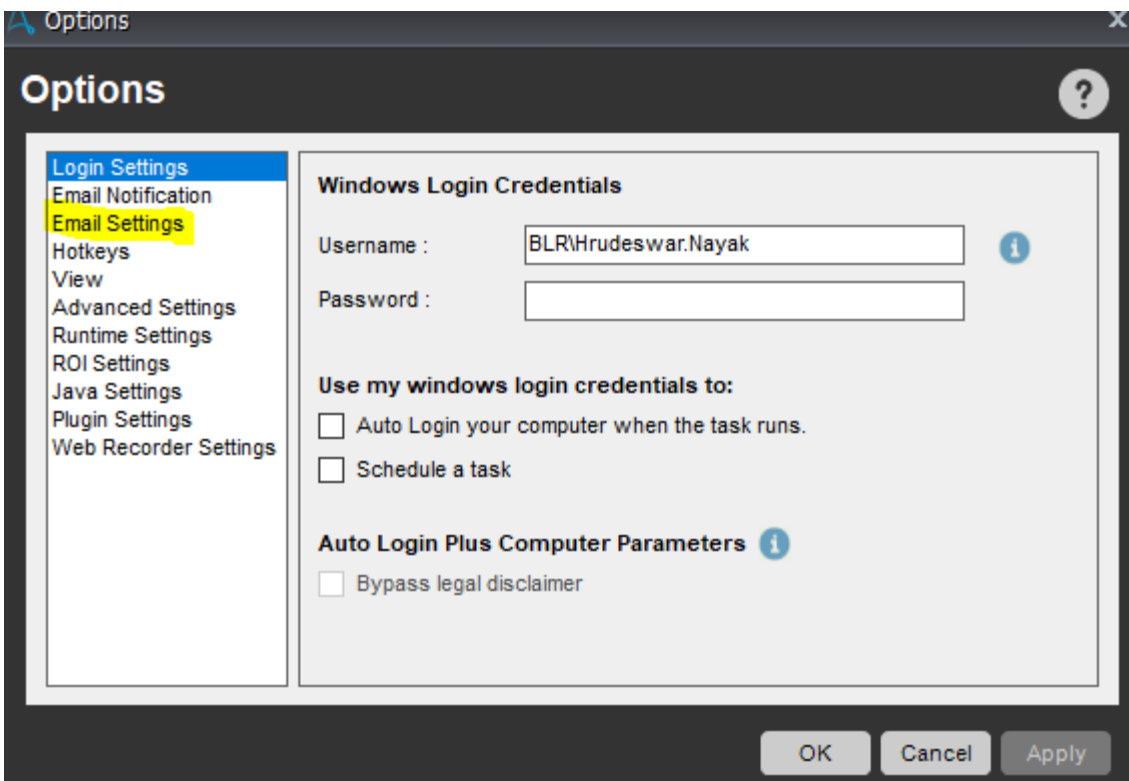
Setup

For Sending emails to set the Credential's in AA Client please follow the below step's.

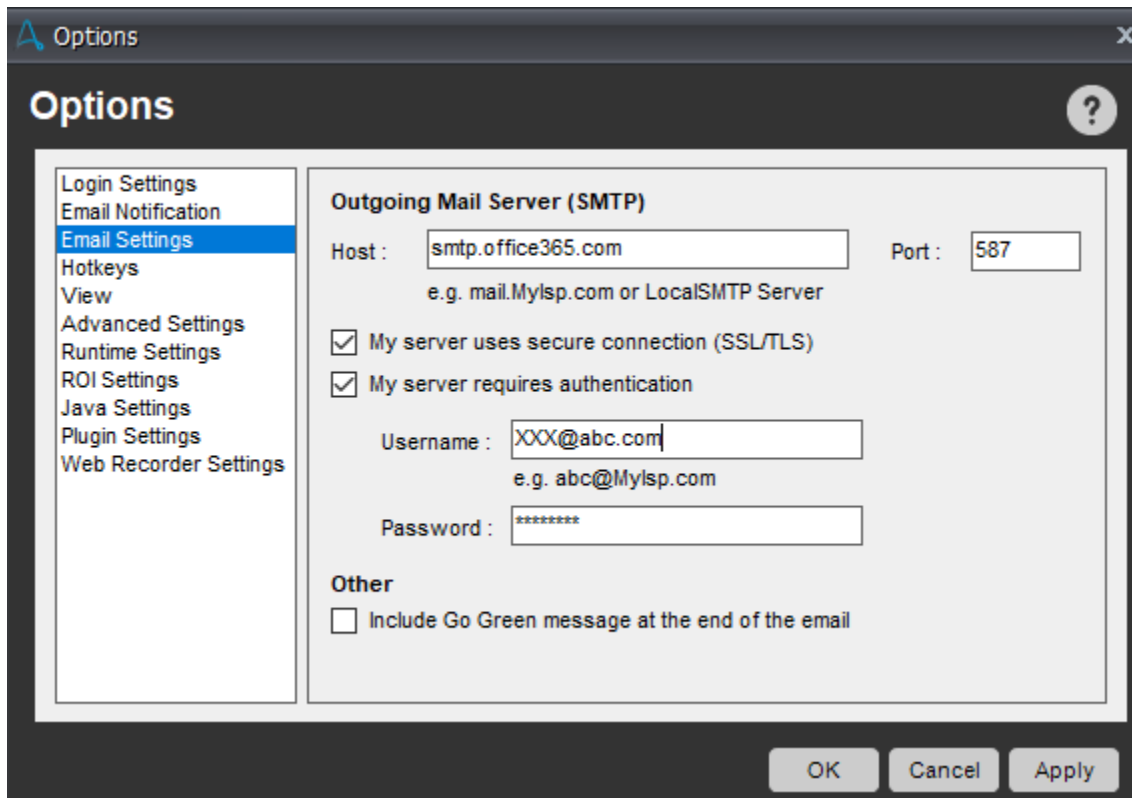
Step-1 Click on Tools



Step:2 Click on Email Settings



Step:3 Set the input's (Host Name/Port Number/User Name/password)



Note: Host Name and Port numbers as per their org's setup, Please check with your company IT Dept, or Log in to the 'outlook.office365.com' and Follow Below steps.

Go to settings

- Set 'IMAP' in the search button
- Click on POP and IMAP

Then select the below details as per requirement (POP/IMAP/SMTP) and set it into email setting.

Sync email

Let devices and apps use POP

- Yes
 No

POP setting

Server name: outlook.office365.com
 Port: 995
 Encryption method: TLS

IMAP setting

Server name: outlook.office365.com
 Port: 993
 Encryption method: TLS

SMTP setting

Server name: smtp.office365.com
 Port: 587
 Encryption method: STARTTLS

INPUT VARIABLES: Input Variables to be mentioned in this Table				
Variable Name	Type	Mandatory	Purpose	Example Input
vTo	Text	Yes	The person to whom send email	XXX@abc.com
vSubject	Text	Yes	Subject Data need to set using variable	Test Automation
vBody	Text	Yes	Body Data need to set using variable	Hi Dip, Please test the send email command
vEmailAddress	Text	Yes	Extract the Email ID's from Excel	XXX@abc.com
vFirstName	Text	Yes	Get the First name	Hello Dip,

vFilename

vEmailAddress

	A	B	C	D	E	F
1	Company	First Name	Middle	Last Name	Title	Email
2	Archer-Da	louie		Folkwein	Senior Vic	xxx@abc.com
3	Hasbro, In	Steve		Zoltick	Executive	xxx@abc.com
4	Hasbro, In	Logo		Zoltick	Executive	xxx@abc.com
5	Hasbro, In	Lusi		Zoltick	Executive	xxx@abc.com
6		tomi				xxx@abc.com
7		raiso				xxx@abc.com
8		sem				xxx@abc.com
9						
10						

1. Logs


In case of Errors, Error Logs & Screenshots are generated within Error Folder (Highlighted below in yellow)


- My Tasks
 - Bot Store
 - Bot Name
 - Error Folder
 - Logs (Folder)
 - Error Logs Month-Day-Year.txt
 - Snapshots (Folder)
 - Error SnapDate.png

Error Logs will contain the below information -

- Task Name
- Error Line Number
- Error Description

Examples Of Log File

 EmailError Logs 25 5 2020

 EmailError Logs 25 5 2020 - Notepad

File Edit Format View Help

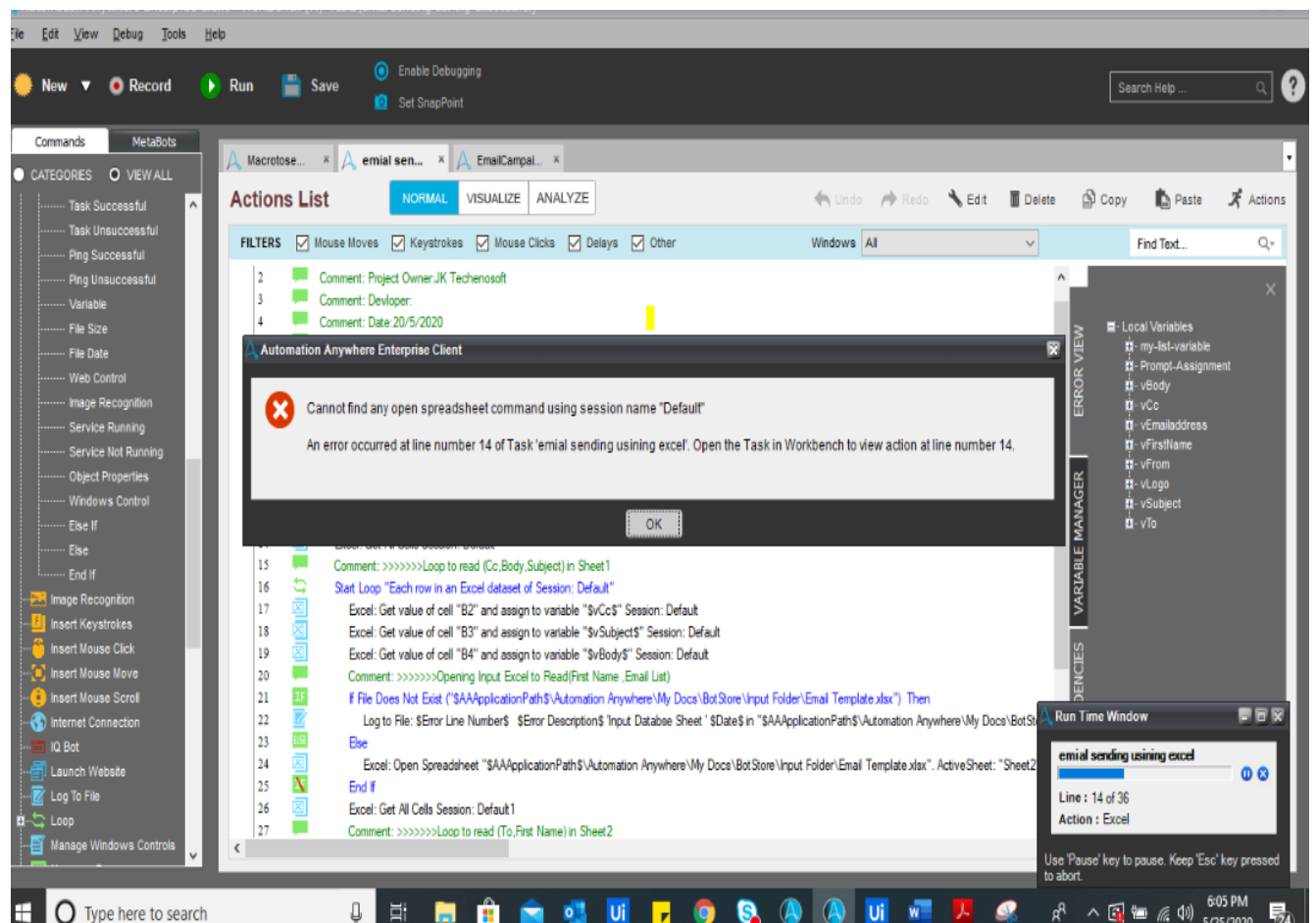
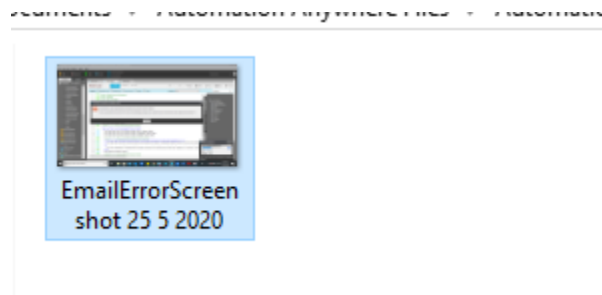
(5/25/2020 6:09:46 PM) Error Line No :14

Error Description:Cannot find any open spreadsheet command using session name "Default"

05/25/2020 18:09:46



Example of Screenshot Generated Error File:



The screenshot displays the Automation Anywhere Enterprise Client interface. The main window shows the 'Actions List' for a task named 'emial sen...'. The list includes several actions, with an error occurring at line 14. An error dialog box is overlaid on the interface, stating: 'Cannot find any open spreadsheet command using session name "Default". An error occurred at line number 14 of Task: 'emial sending using excel'. Open the Task in Workbench to view action at line number 14.' The error dialog has an 'OK' button. The 'Run Time Window' is also visible, showing 'emial sending using excel' at 'Line : 14 of 36' with the action 'Excel'. The interface includes a menu bar (File, Edit, View, Debug, Tools, Help), a toolbar with buttons for New, Record, Run, Save, and a search bar. The left sidebar shows 'Commands' and 'MetaBots' categories. The bottom taskbar shows the Windows search bar and various application icons.

Appendix A: Record of Changes

No.	Version Number	Date of Change	Author	Notes
	1.0	25/05/2020	Hrudeswar Nayak	

Appendix B: Acronym

No.	Acronym	Description
1	AA	Automation Anywhere
2	PC	Personal Computer
3	RAM	Random Access Memory