



MS Word Controls

Readme

Version 1.0

4/02/2021

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1. Introduction

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

1.1 Overview

Description - Bot performs Set/Get functions on Microsoft word file controls. It extracts Content/Legacy controls data and returns it in output variable OR Sets values from input parameters to Content/Legacy controls fields of a Word Document.

Input for Set Function - Word File Path and Label, Parameters with values to be entered

Input for Get Function - Word File Path and Label

Set Content – Input File with Values to be Set at Content Controls of a given Word File

A	B
1 Name	Value
2 WordFilePath	Automation Anywhere\My Tasks\Bot Store\Word_LegacyControlAndContentControl-CitiusTech\Output Folder\Sample_Patient_Information_Form ContentControls.docx
3 PatientName	Robert DeCunha
4 Intake Number ID	12342
5 Payer	ABCD
6 MemberID	123
7 DX	156
8 HCPC/CPT Code	CP1281
9 Number of Units	1
10 Last Day of Coverage	2/3/2020
11 Date NOMNC Issued	3/3/2020
12 Male	
13 OrderingPhysicianAd	3 Mayfair Drive Deerfield, IL 60015
14 RenderingAddress	26 Somerset St. Hackettstown, NJ 07840

Get Content – Input Word File with Data filled in Content Controls

Health Check Information

Patient Name: Robert DeCunha		Intake Number Authorization ID: 12342
Payer: ABCD	Member ID: 123	DX: 156
HCPC/CPT Code(s): CP1281		Number of Units: 1
Last Day of Coverage: 2/3/2020		Date NOMNC Issued: 3/3/2020
Gender: <input checked="" type="checkbox"/> M <input type="checkbox"/> F		Prior Functional Status:
Ordering Physician Name and Address: 3 Mayfair Drive Deerfield, IL 60015		
Rendering Provider Name and Address: 26 Somerset St. Hackettstown, NJ 07840		

Set Content – Output Word File

Health Check Information

Patient Name: Robert DeCunha		Intake Number Authorization ID: 12342
Payer: ABCD	Member ID: 123	DX: 156
HCPC/CPT Code(s): CP1281		Number of Units: 1
Last Day of Coverage: 2/3/2020		Date NOMNC Issued: 3/3/2020
Gender: <input checked="" type="checkbox"/> M <input type="checkbox"/> F		Prior Functional Status:
Ordering Physician Name and Address: 3 Mayfair Drive Deerfield, IL 60015		
Rendering Provider Name and Address: 26 Somerset St. Hackettstown, NJ 07840		

1.2 Use cases

The task of extracting values or entering values from Content/ Legacy controls of a Word document is performed manually by a user, this is a manual intensive and error prone activity. The Automation Anywhere BOT solution performs the activity which a manual user would and helps improves the efficiency and accuracy of the process.

2. Requirements & Prerequisites

2.1 System Requirements

- Not Applicable

2.2 Prerequisites

- Automation Anywhere A2019
- Microsoft Office

3. Getting Started

3.1 Quick Start

3.1.1 Setup

User would need to run the installation file (Microsoft Word Operations.msi)

3.1.2 Configuration and Use

Configurable variable list with the details as mentioned in the example

<i>Input Variables</i>			
<i>Parameter Name</i>	<i>Type</i>	<i>Direction</i>	<i>Additional Info</i>
str_InputFilePath	String	Input	Provide the path of the respective word document with extension in the config file.
str_ContentTitle	String	Input	Provide the title of the Legacy control/bookmark name created in word document.
str_TextValue	String	Input	Provide the text value to be set for the Legacy control created in word document.
int_DropDownIndex	Number	Input	Provide the number value to be set for the Drop-down value index of Legacy control created in word document.

<i>Output Variables</i>			
<i>Parameter Name</i>	<i>Type</i>	<i>Direction</i>	<i>Additional Info</i>
str_OutputResult	String	Output	If the operation was successful, then its value will be "Success". If the operation failed, then its value will be "[ERROR]:<error description>".
str_ErrorDescription	String	Output	This will return the value if any exception occurs during the execution. The value will have Error Line number & Error Message.

3.1.3 DLL Functions

<i>Function Name</i>	<i>Inputs</i>	<i>Outputs</i>	<i>Comments</i>
Get_Text_Content_Control	String – path String – title	String – True / False	Gets ContentTitle from existing Word document and displays it in a message box.
Set_Text_Content_Control	String – path String – title String – text	String – True / False	Sets ContentTitle from existing Word document and Writes the value in Text to the Text Content Control field.
Get_CheckBox	String – path String – title	String – True / False	Gets ContentTitle from existing Word document and displays the checked checkbox item
Set_CheckBox	String – path String – title	String – True / False	Sets ContentTitle from existing Word document and checks the checkbox.
Get_Date	String – path String – title	String – True / False	Gets ContentTitle from existing Word document and displays the date value
Set_Date	String – path String – title String - date	String – True / False	Sets ContentTitle from existing Word document and sets the date in Date Content Control field.
Get_DropDownOrTextFormFieldLegacyContentControls	String – path String – bookmarkName	String – True / False	Gets BookmarkName from existing Word document of Legacy Tools and displays the dropdown value or text field value correspondingly.
Set_DropDownLegacyContentControls	String – path String – bookmarkName Int - value	String – True / False	Sets BookmarkName from existing Word document and Selects the value in the dropdown list depending on its order in dropdown list
Set_TextFromFieldLegacyContentControls	String – path String – bookmarkName String - value	String – True / False	Gets BookmarkName from existing Word document and Writes the value in Text to the LegacyContent Control field.
Get_CheckBoxLegacyContentControls	String – path String – CheckBoxName	String – True / False	Gets CheckBox from existing Word document and displays whether the checkbox is checked or unchecked.
Set_CheckBoxLegacyContentControls	String – path String – CheckBoxName	String – True / False	Sets CheckBox from existing Word document and checks the checkbox.

* The function name & input parameters are case sensitive

4. Support & FAQs

4.1 Support

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

- You can get access to Community Support, connecting with other Automation Anywhere customers and developers on [APeople](#) – the [Bot Building Forum](#), the [Bot Store Support Forum](#), or the [Developers Everywhere Group](#).
- Automation Anywhere also provides a [Product Documentation portal](#) which can be accessed for more information about our products and guidance on [Enterprise A2019](#).

4.2 FAQs

What are Content Controls?

Content Controls are individual customized controls in templates, forms, and documents. For example, forms with a drop-down list control that provides a restricted set of choices for the user of the form.

What are Legacy Controls?

Legacy Controls are customized field controls that were available in earlier versions of Word (Word 97– 2003 format). Legacy form fields are accessible from the Legacy Tools button’s menu in the Controls group on the Developer tab.

How to add Content Controls on a Word Document

View the Developer tab to add or change content controls

1. Click File > Options > Customize Ribbon.
2. In the list of tabs under Customize the Ribbon, select the Developer box and then click OK.
3. Do one of the following:
 - To add a control, click in the document where you want to add it, and then click the control you want to add on the Design tab.
 - To set properties on a control or change an existing control, on the Developer tab, in the Controls group, click Properties.

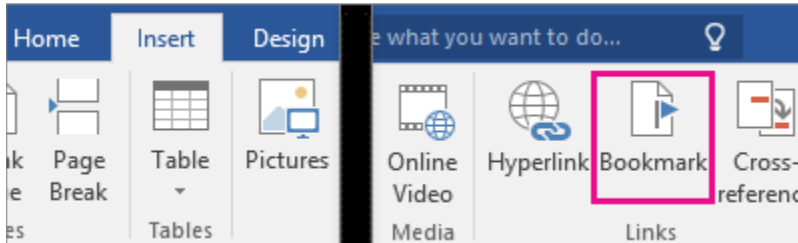
How to add Legacy Controls on a Word Document

To insert any legacy field, follow these steps:

1. Position the insertion points where you want the field.
2. On the Developer tab, make sure Design Mode is selected.
3. In the Controls group, click the Legacy Tools button. Its palette of tools appears.
4. Click the desired field type.

How to create Bookmarks on a Word Document

1. Select text, a picture, or a place in your document where you want to insert a bookmark.
2. Click **Insert > Bookmark**.



3. Under Bookmark name, type a name and click Add.
4. Note: Bookmark names need to begin with a letter. They can include both numbers and letters, but not spaces. If you need to separate words, you can use an underscore (_) - for example, First_heading.

Appendix A: Record of Changes

Provide information on the version number, the date of the version, the author/owner of the version, and a brief description of the reason for creating the revised version.

No.	Version Number	Date of Change	Author	Notes

Appendix B: 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