Calculate total PunchIn and Punchout time using excel Macros
Readme

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1.   Introduction

Instructions: Summarize the purpose of the document.

This document contains all essential 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.

1.1   Overview

It will read all the value from excel file of time calculation that is send on mail and will calculate the total spent time of employee and send it over mail.

Common Use cases

Instructions: Generic use cases where this Bot or Digital worker can be reused with.

Example: Time Calculation

2. Requirements and Prerequisites

1.2   System Requirements

For the PC or server where the bot needs to run:

- RAM: 8GB or higher
- PROCESSOR: Intel Core i5 or higher and equivalent for any other OS
- Hard Disk: Up to 2GB of overall free space in the AA Client installation drive.

Reference below for Enterprise Client & Control Room system requirements.

1.3   Prerequisites

- SQL Server

- AA Enterprise Client 11.x

- AA Enterprise Control Room 11.x

• Accounts/License needed –

- Email Inbox – To receive/send emails

- AA Enterprise License

1.4   Security Measures

There are some security best practice recommendations that you may follow with your DW.

- It is not recommended to provide admin access to the Windows User Account executing the Bots, to avoid unintended access to system files.

- It is recommended to change the Workday account credentials twice or more in a Quarter to ensure data safety.
- It is recommended to change the authorization user name and password.

3. Getting Started

Installation Hierarchy

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

Folder Structure	Description
<AA Application Path>	<AA Application Path> is the location where AA files are stored on your machine
1. My Tasks	**1. My Tasks** My Task Folder is the default directory where Bot Files are saved.
1.1. Bot Store	**1.1 Bot Store** Bot Store Folder contains the Bot Name Folder which the installer creates while installation of the Bot.
• Error Folder **o Logs** - Error logs Month-Day-Year Hour Min Sec.txt o **Snapshots** - Error Snap Month-Day-Year.png	**• Error folder** is where logs and snapshots of screens will be placed if something goes wrong with the bot during execution
• Input Folder	**• Input file is taken by email and it will save to the punch in punch out folder.**
• My Tasks o Calculate Total Punch in and Punch out time _In2ITTechnologies	**• My Tasks** folder contains all the Developed Platform Source Code

Logs

In case of Errors, Error Logs & Screenshots are generated within Error.

- *My Tasks*

- *Bot Store*

- *Error Folder*

- *Logs (Folder)*

- *ErrorLogs.csv*

- *Snapshots (Folder)*

- *ErrorSnapshot.csv*

Working Flow of Bot:

- Bot will read all the email and save the download in all attachment folder.
- Now bot will go to the all attachment folder and will read only Attendance Data1 file.
- If file name includes Attendance Data1 then it will move this file to the Punch in Punchout folder.
- Bot will open the excel file.
- Here it will check the time calculation excel macros which we have created.
- Bot will pick the Time calculation macros if it is matched with excel then excel macros will run.
- It will calculate the spent time and efficient time.
- After that Bot will calculate the total hours and will send the total time spent by employee through email.