U S E R   M A N U A L

" A C C O U N T   S T A T E M E N T S "

AUTOMATTICA

by **KIO** Networks®

KIO | IT Services

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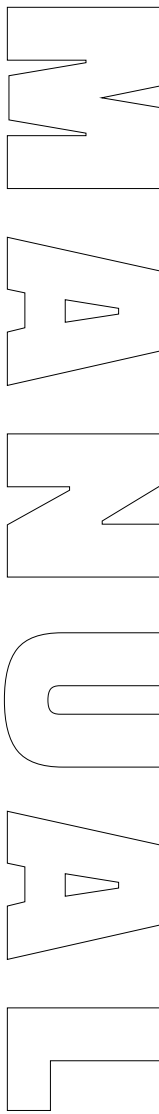
TABLE OF CONTENTS
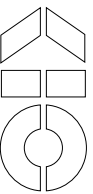
1. INTRODUCTION

The objective of this document is to present the instructions to correctly run the Account Statements Bot through the runner user provided.

2. CREDENTIALS

In order to enter the Control Room, one needs a username with which the robots can be run. For this process, the following usernames will be used:

VPN:

Username: <Assigned by support team>

Password: <Assigned by support team>

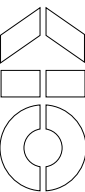**Remote Desktop:**

Username: <Assigned by support team>

Password: <Assigned by support team>

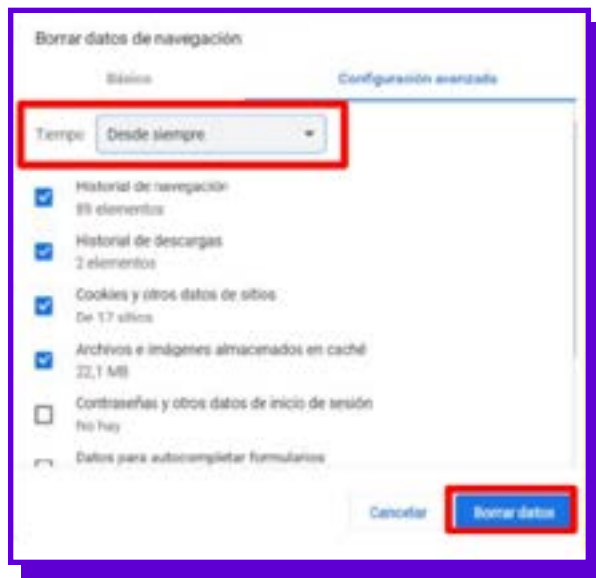**Runner Credentials – Control Room:**

Username: <Assigned by support team>

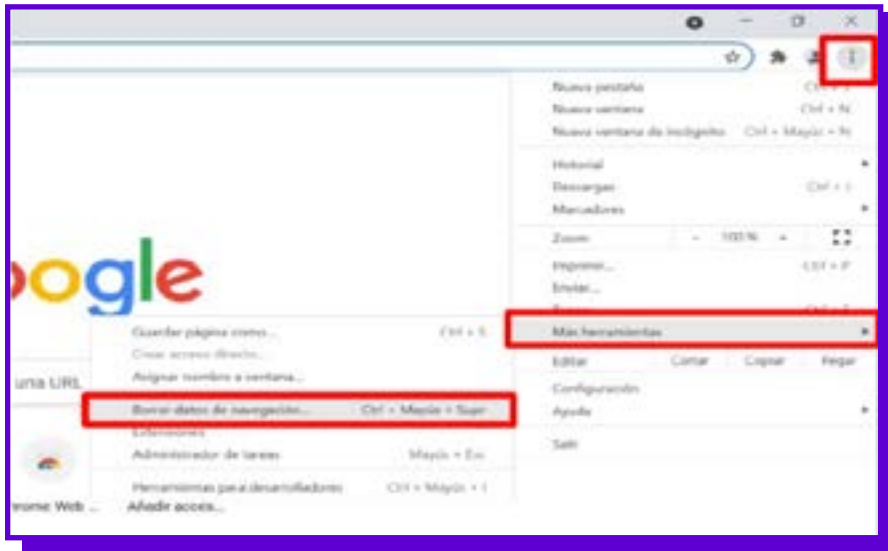Password: <Assigned by support team>

Parameter file password:

ParamEC.<Assigned by support team>

Important Note 1: We recommend (always) activating Clear Browsing Data in Google Chrome to avoid errors in the web portals to be consulted.

Important Note 2: Before running the robot, verify that the necessary inputs are deposited in their proper folders; if not, the robot could fail. It should be taken into account that since the ERP template has the same name for all the banks and different account numbers, there could be errors when processing data or loading the database. To solve this problem, each ERP template should have a different name so that the robot can identify it and process the information correctly.

Bank	Execution	ERP Name
Bank01	Daily	CashManagementBankStatementImportTemplate. xlsm
Bank02	Monthly	CashManagementBankStatementImportTemplate-mensual.xlsm
Bank03	Monthly	CashManagementBankStatementImportTemplateBanamex-mensual.xlsm
Bank04	Daily	CashManagementBankStatementImportTemplateBNTE.xlsm
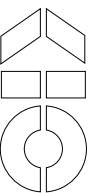
Important Note 3: Before executing the robot, ensure that the "Caps Lock" key on the hardware (personal computer) is not activated (it should be in lowercase). Otherwise, the bot will enter username and password information incorrectly, which will cause an error in the execution in progress.

Important Note 4: When accessing the remote desktop, ensure that the computer screen resolution is set to 1920 x 1080.

To download the VPN, go to the following link to download the executable:

https://www.checkpoint.com/quantum/remote-access-vpn/#downloads

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