

Foxtrot

YOUR AUTOMATED EMPLOYEE



QUICK START GUIDE

Overview

Imagine an employee who always shows up on time. Works nights and weekends. Anticipates your needs before you need them. Then does their job perfectly every time. That is Foxtrot. Foxtrot RPA from EnableSoft is an "Automated Employee" who uses a mouse and keyboard to perform tasks in virtually any web, Windows, or Legacy application, just like a person would.

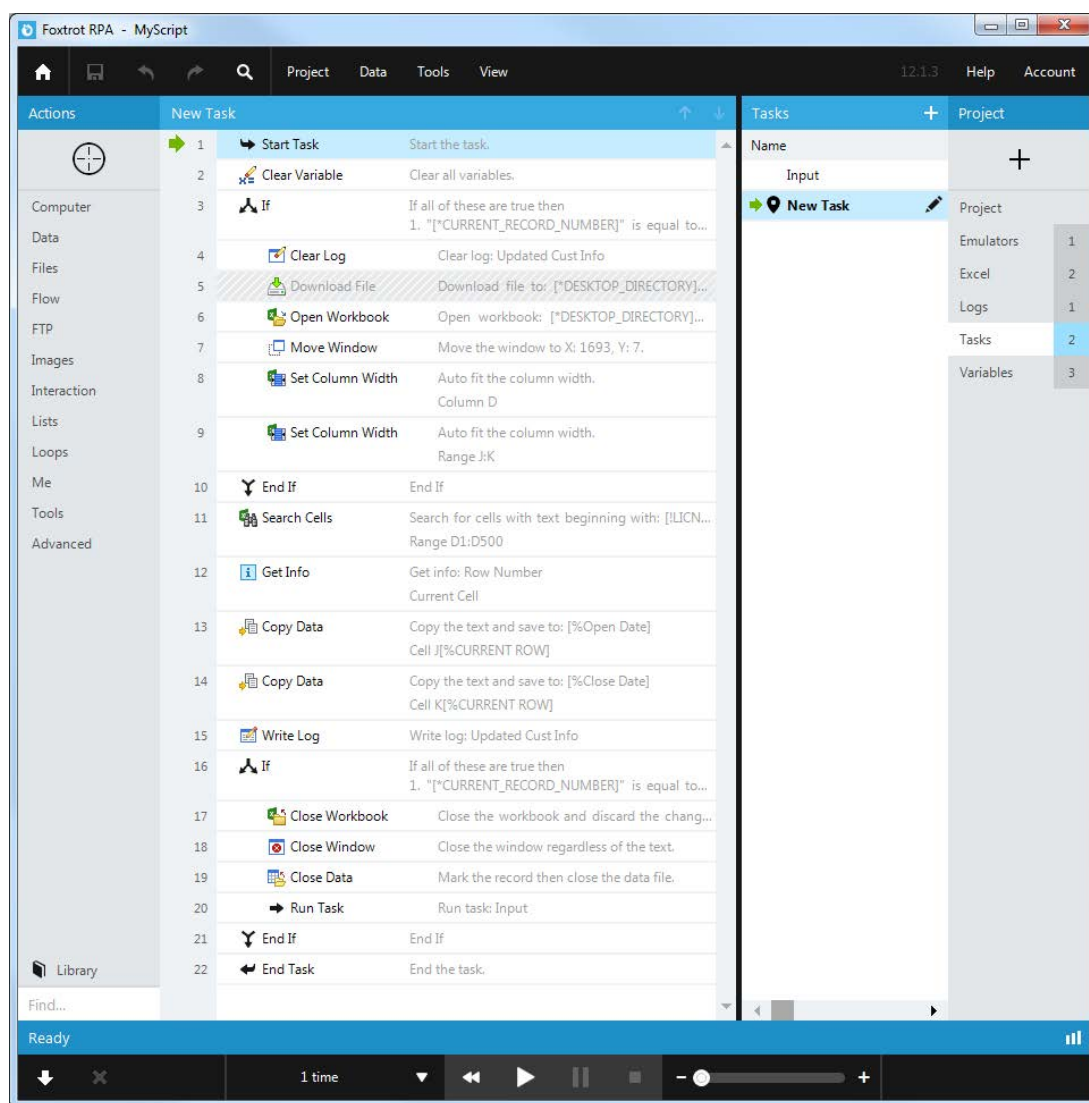
Plan - Automate anything you can do with a mouse and keyboard, with no coding or programming experience.

Script - Quickly automate tasks in Excel, Acrobat, web, Windows, or Legacy applications by instructing Foxtrot similar to that of a human.

The Project Pane is the primary working area, containing your instructions for the job to be completed.

Run - Foxtrot is your automated employee, instructed to perform the same tasks you currently do manually. Unlike a human, Foxtrot is 100% accurate, never takes a day off, and works 24 hours a day.

Foxtrot RPA



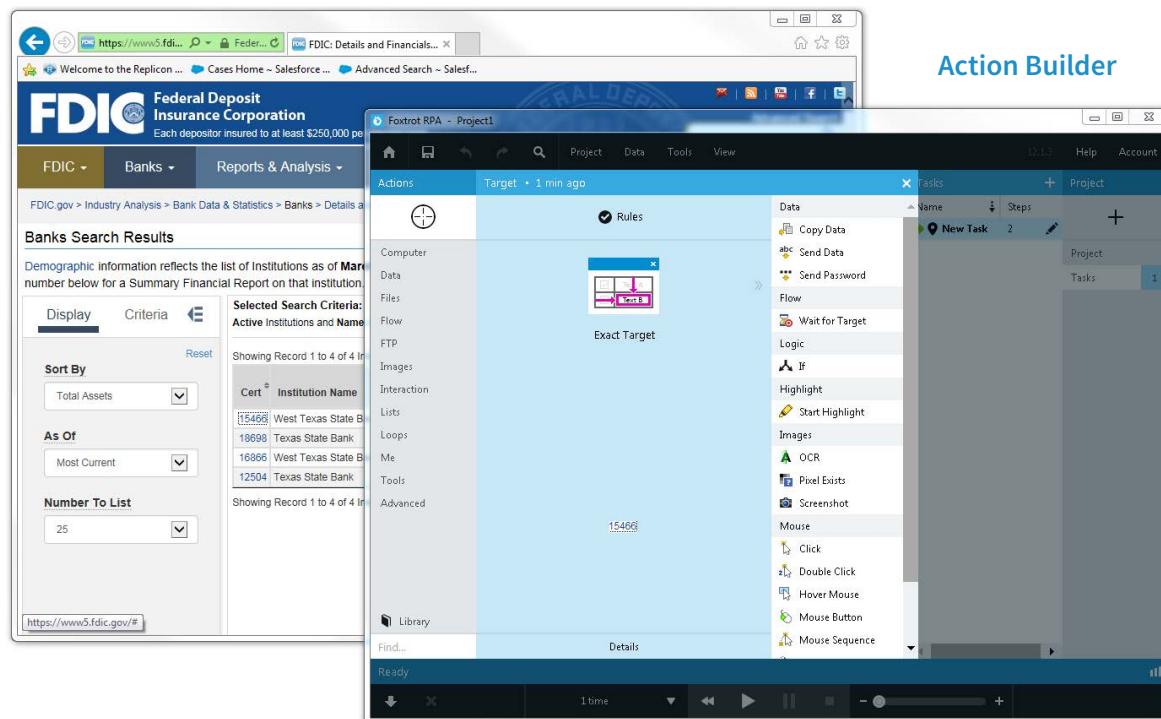
Getting Started

Starting with your first project, Foxtrot RPA is simple and easy to use – just drag & drop the Selector Tool over the desired Target, and choose an action from the Action Builder. A Target is anything on the screen you want to interact with - A text field, a button or checkbox - anything!

Selector Tool



Action Builder

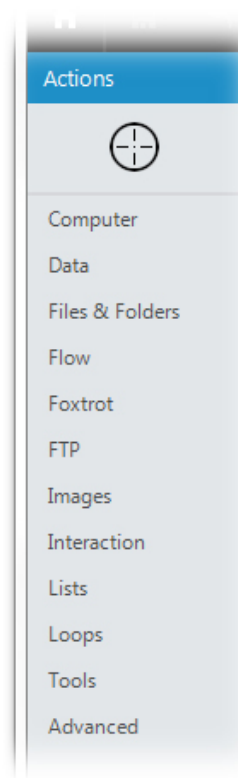


The Action Builder will display all actions supported by the target to avoid confusion. Targeting different applications may present different sets of actions.

The Copy Data action can be used to extract information from the screen while the Send Data action can be used to send data to the screen.

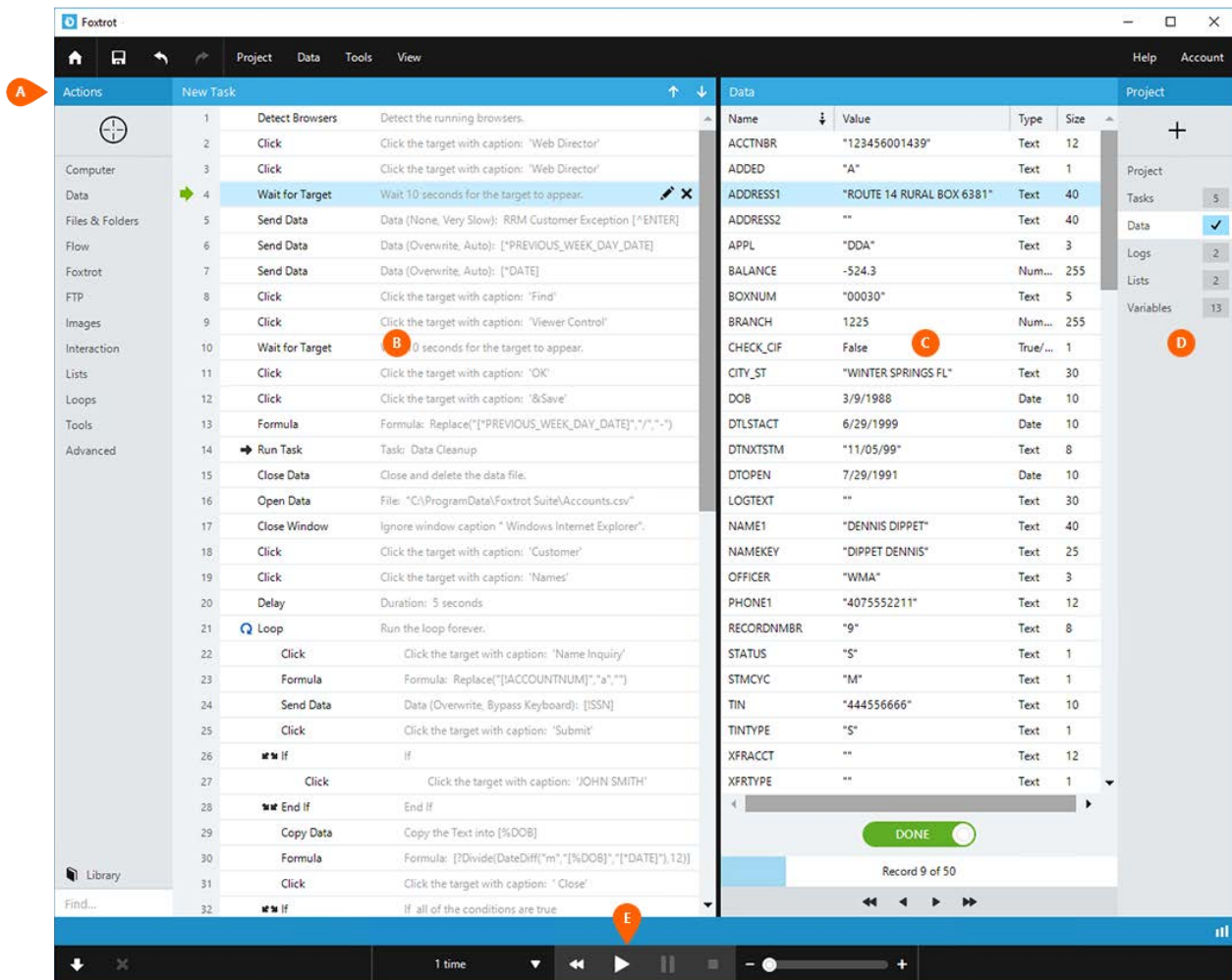
Foxtrot also contains dozen of additional actions that don't require Targets from third party applications. Choose any of these actions to perform the following:

- Modify Files & Folders
- Modify files on an FTP server
- Run-time decision making
- Create output logs
- Send emails & text messages
- Modify & parse data
- Much more



Build Your Project

Whether you're performing file maintenance, conducting an audit, or extracting information from an application - it all begins with building a project. The Project Pane and Task Pane provide access to everything you need to start creating a project. Give your project a name and start targeting!



A. Selector Tool

Drag & drop the Selector Tool over a target to create an Action.

B. Project Pane

As actions are created, they can be arranged and modified within the Project Pane.

C. Task Pane

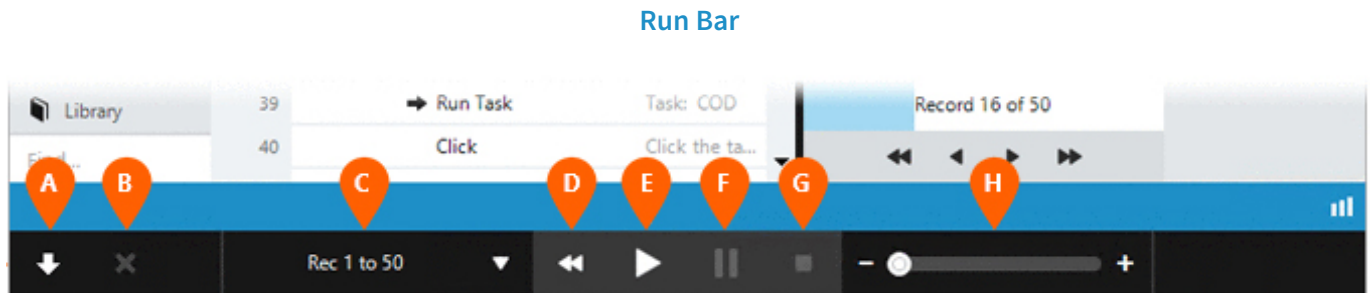
Manage the items in your project.

D. Items List

Toggle between different items in your project, such as lists, logs, variables, tasks, data and more.

Run Your Project

Ready to put your Automated Employee to work? Simply click Run and kick your feet back as Foxtrot RPA performs the job at hand much quicker and more efficiently than you once did. Use the time and money you're saving to focus on projects that require hands on care.



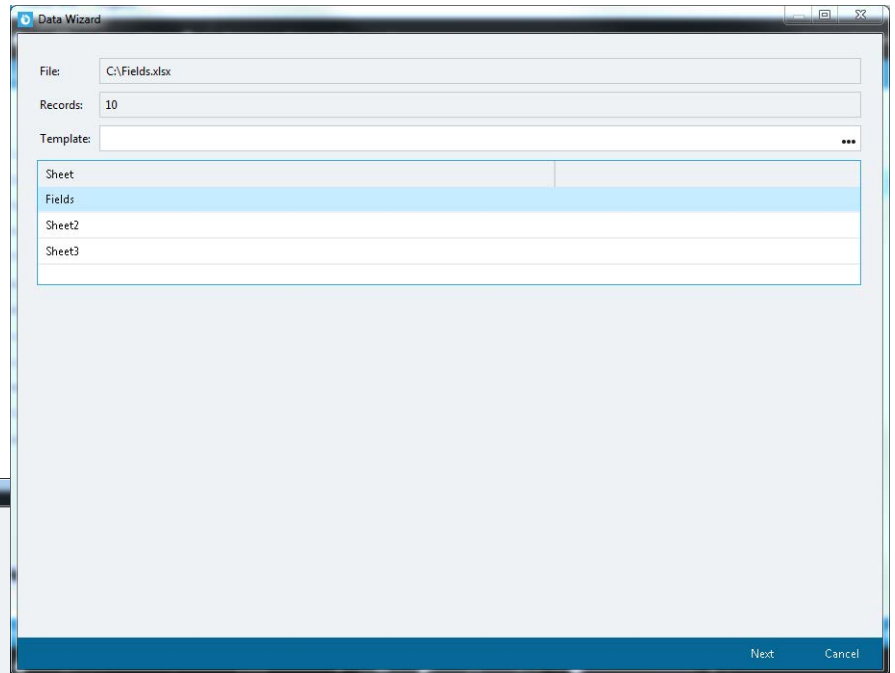
- A. Stepper** - Run the selected Action in your project.
- B. Cancel Action** - Cancel the action that is attempting to execute.
- C. Run Options** - Run your project once, on repeat, or against a set of records.
- D. Rewind to the start** - Rewinds your project to the first Action in your "Start Here" task.
- E. Run Project** - Starts running your project from the current action, on the first "Pending" record.
- F. Pause Project** - Stops running the project.
- G. Stop Project** - Stops running the project after the current record is completed.
- H. Run Speed** - Slide to adjust how quickly the Actions execute.

Using Your Data

Do you have the need to automate a process against a set of data? Import a dataset into Foxtrot to repeat a process against an Excel spreadsheet, text document, or Access Database. Select **Data > Open data** or click **Data** in the Add menu within the Task Pane's item list.

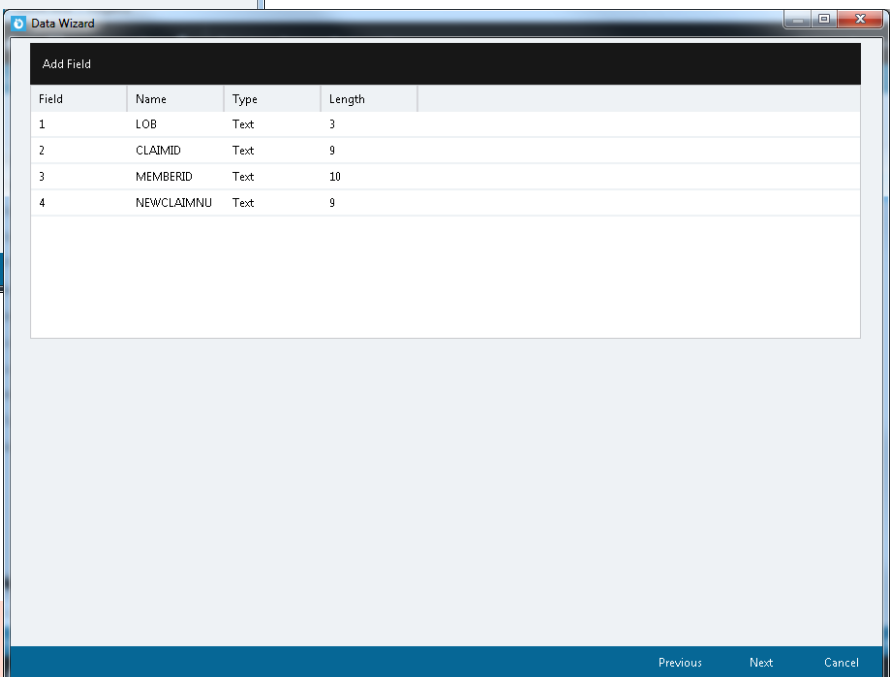
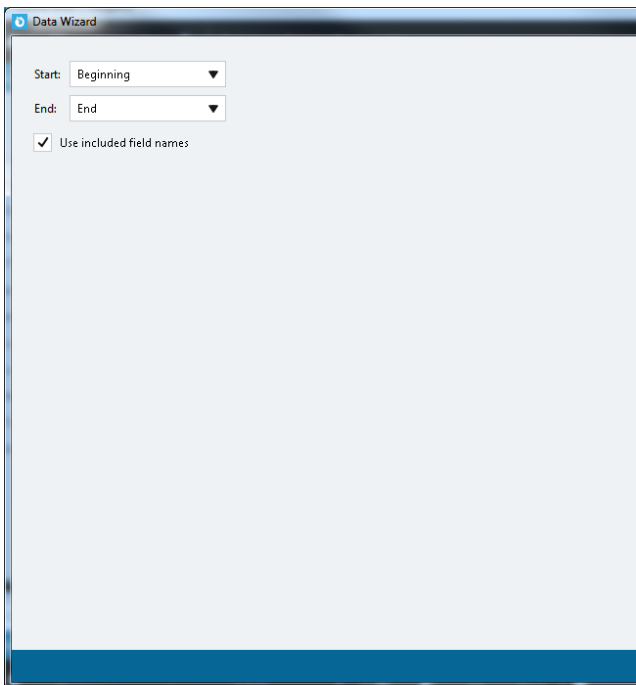
1. Select the sheet to import:

Select the desired sheet to import and click **next** to continue.



2. Review start and end position:

Select the option to *Use included field names* as necessary. Click **Next** to continue.



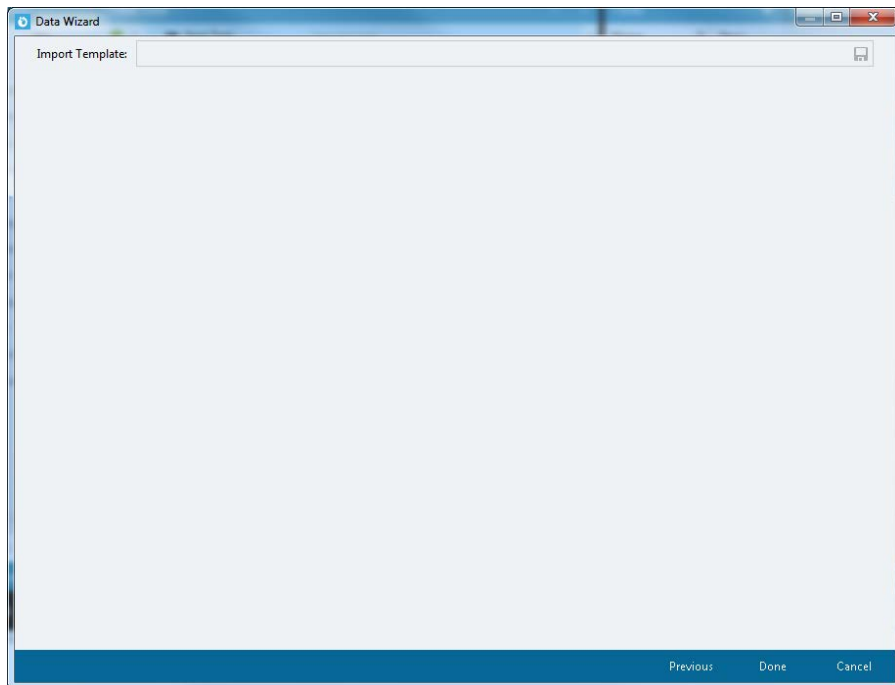
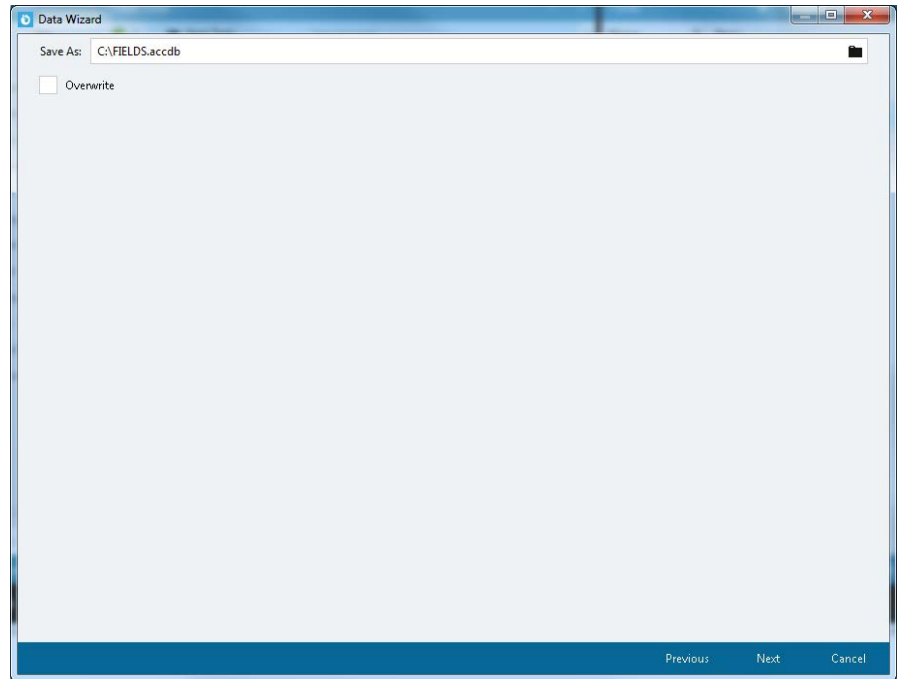
3. Validate:

Verify and modify any fields. By clicking on a field, you can change the name, type, and size. Click **Next** to continue.

Using Your Data (con't)

4. Save your output file


Select the location you want the output file to be saved. Click **Next** to continue.



5. Save your file template

Optionally, save your import template. Click **Done** to finish the data import process.

Get Creative

This magic wand  provides access to Foxtrot RPA's Expression Builder, allowing access to hundreds of Tokens. A Token is anything that may change within your script. A data field, a variable, the date or time, even the value of the Windows Clipboard, are all available within the Expression Builder. You can access the Expression Builder on almost any action. There are a dozen different categories of Tokens:

Application: Information about the Foxtrot RPA application

Computer: Information regarding the workstation

Data: Values of any imported data.

Date & Time: Current, future, and past dates and times

Files & Folders: Common local files and folders directories

Emulator Keys: Keys that may be sent to an emulator

Images: Information regarding the current Image File

Keyboard: A full keyboard

Formula: Formulas to manipulate data and variables

Lists: Access to any lists created

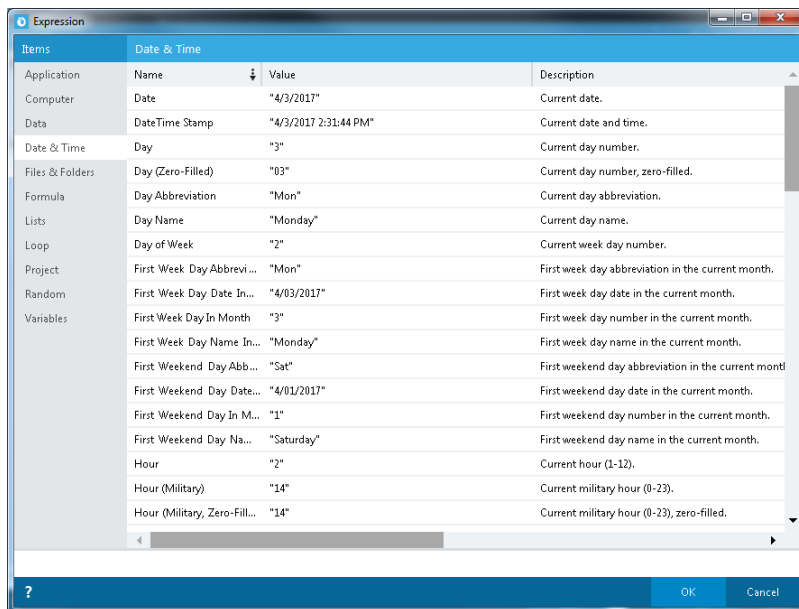
Loop: Information regarding the current loop

Project: Project-specific information

Random: Random number, letter, and name generators

Variables: Access to any Variables, or customizable tokens

Expression Builder



Items	Date & Time	Name	Value	Description
Application		Name		
Computer		Date	"4/3/2017"	Current date.
Data		DateTime Stamp	"4/3/2017 2:31:44 PM"	Current date and time.
Date & Time		Day	"3"	Current day number.
Files & Folders		Day (Zero-Filled)	"03"	Current day number, zero-filled.
Formula		Day Abbreviation	"Mon"	Current day abbreviation.
Lists		Day Name	"Monday"	Current day name.
Loop		Day of Week	"2"	Current week day number.
Project		First Week Day Abbrevi...	"Mon"	First week day abbreviation in the current month.
Random		First Week Day Date In...	"4/03/2017"	First week day date in the current month.
Variables		First Week Day In Month	"3"	First week day number in the current month.
		First Week Day Name In...	"Monday"	First week day name in the current month.
		First Weekend Day Abb...	"Sat"	First weekend day abbreviation in the current month.
		First Weekend Day Date...	"4/01/2017"	First weekend day date in the current month.
		First Weekend Day In M...	"1"	First weekend day number in the current month.
		First Weekend Day Na...	"Saturday"	First weekend day name in the current month.
		Hour	"2"	Current hour (1-12).
		Hour (Military)	"14"	Current military hour (0-23).
		Hour (Military, Zero-Fill...	"14"	Current military hour (0-23), zero-filled.

MAKING DECISIONS

Let Foxtrot make real-time decisions with simple or complex **If Statement** logic. Determine if two values are equal, if a particular target exists on the screen, and much more. For a **Non-Interactive If Statement**, locate the *If* action under the Flow section of Foxtrot's actions list. Drag & drop over a target to create an **Interactive If Statement**. Let the outcome of these If Statements drive the flow of your script!

Tips & Tricks for Success

STAY UP TO DATE

Make sure you're running the latest and greatest by keeping your Foxtrot up to date. Upgrading will never hurt your existing scripts, and takes only a few minutes. Upgrades are complementary for Enterprise users as part of your maintenance agreement.

<http://www.enablesoft.com/foxtrot-support/latest-version/>

GIVE FOXTROT A HOME

Like any other software, Foxtrot requires basic system requirements. For a list of requirements, please click the Version Info tab, on our Latest Version page (above). Foxtrot may be installed on a standalone or virtual machine. The applications Foxtrot interacts with however must be installed within that same environment.

UNDERSTAND THE TASK AT HAND

Foxtrot can automate manual unstructured processes that involve mouse and keyboard interaction– that is, if you're doing it manually, let Foxtrot handle it. Before starting a project, be sure to understand all the steps necessary to complete the job. If you ever get stuck, there are plenty of resources available for you.

TRAINING & SUPPORT

TUTORIALS & HOW TO

EnableSoft offers a variety of educational resources including in-product documentation, online training videos, a full Training Guide, online help articles and technical support.

Online tutorials & How-to – It doesn't matter if you're a beginner, or experienced user, transform yourself into a Foxtrot expert with our library of training videos.

<http://www.enablesoft.com/resources/videos/>

Foxtrot Help File – Master any action by quickly referencing our in-product help file

Select Help > Foxtrot Help

Foxtrot Training Guide – Want to learn more? Read the full Training Guide and take one step closer to Foxtrot rock star status. Master the basics and begin writing complex scripts of your own!

<http://www.enablesoft.com/foxtrot-support/training-guides/>

Support Articles – Get an error or stuck on something in particular? We've got the answers to your questions posted in our growing library.

<http://www.enablesoft.com/foxtrot-support/support-articles/>

TECHNICAL SUPPORT

Your automated employee comes with lots of backup. Foxtrot experts are available to answer your questions and help you solve your challenges.

Call us – 800-658-1147

Send us an email – success@enablesoft.com

Support Hours – Monday – Friday, 8:30AM ET – 5:30PM ET

PROFESSIONAL SERVICES

For advanced support, scripting assistance, or project development, contact our Professional Services department – training@enablesoft.com

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