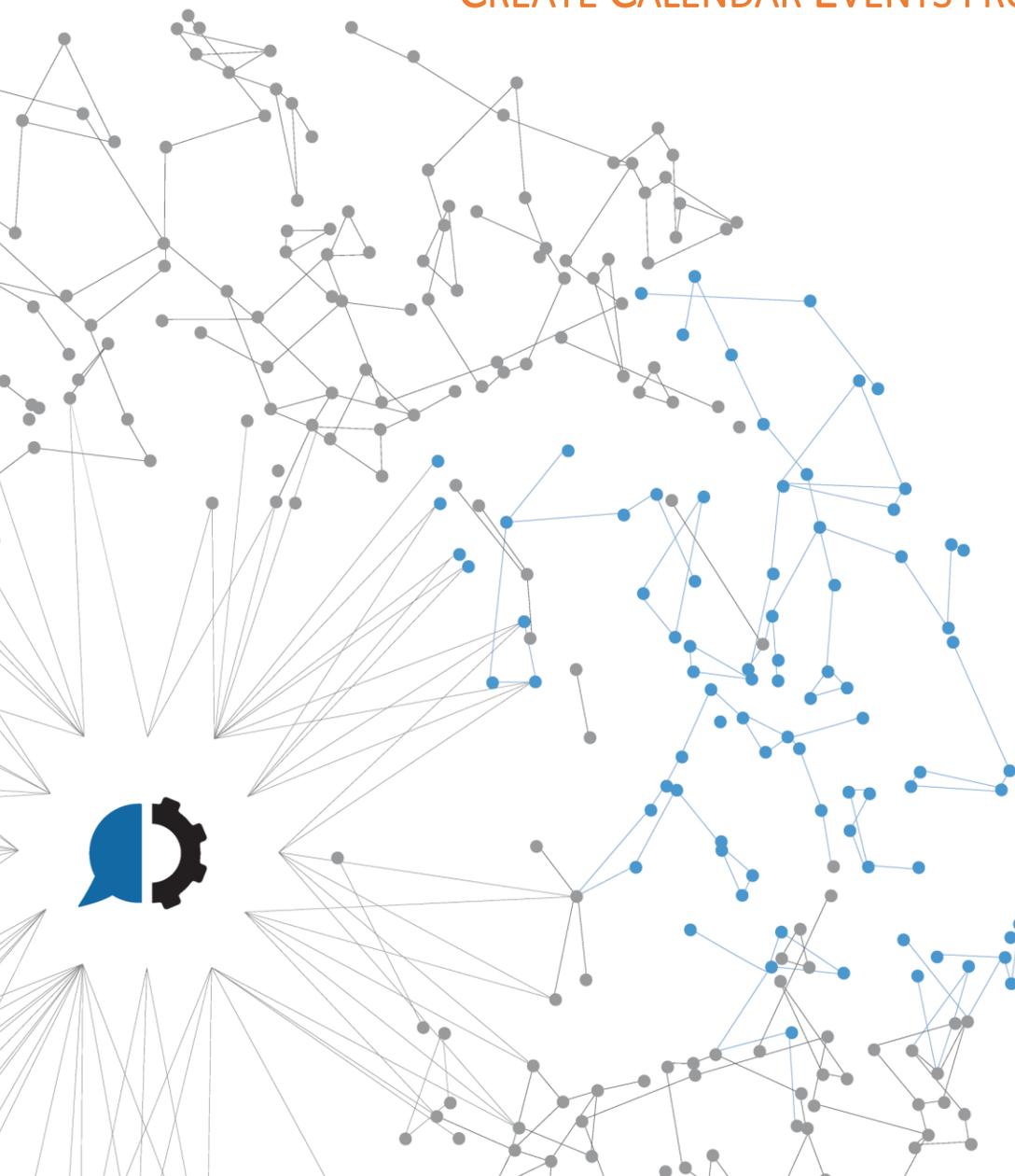




# MICROSOFT BOT

## CREATE CALENDAR EVENTS FROM EXCEL INPUT





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## OVERVIEW

This how to guide introduces the *Microsoft Bot - Create Calendar Events from Excel INPUT*. Instead of spending precious time and resources on repetitive, manual tasks, let Automate go to work and streamline your IT and business processes with robotic process automation. With the help of Automate, we can take over manual steps which greatly reduces repetitive activities and improves the quality and consistency of the work. The top processes being automated are report generation, file movement, data import and export, and scheduling batch processing.

The ***Microsoft Bot - Create Calendar Events from Excel INPUT*** is based in the Microsoft Graph REST API. It creates Microsoft Calendar Events by executing the “*me/events*” HTTP Graph API method with the data provided in the INPUT Excel file and updates it with the result of the execution. This bot uses the Basic API Token authentication method to avoid using username and password. The token is associated to the user account to which the events will be created, so you will have a bot for each calendar account. It also supports the definition of a Calendar ID that can be used to create events in a shared Calendar. Carefully check the [PREREQUISITES](#) and the [HOW TO GENERATE THE INPUT FILE](#) sections to get detailed information.

There is also a [MICROSOFT BOT - GENERATE AND REFRESH TOKEN](#) available that will provide you an easy way for first creating and refreshing of the Token for this bot to work.



## PREREQUISITES

- **Automate:** The Microsoft Graph Bot depends on Automate software in order to work. The minimum supported versions are:
  - [Automate Ultimate 11.2](#)
  - [Automate Plus 11.2](#)
  - [Automate Desktop 11.2](#)
- **Automate Markup Language file (.AML):** The primary file type used in Automate which contains the steps of our Microsoft Graph Bot task
- **Microsoft Graph:** Our minimal requirements are
  - **Registered application with the Microsoft identity platform:** You will need to register an application with the Microsoft identity platform to be able to configure the proper scope and request of the token. You can find more information on how to register with [Microsoft](#).
  - **Configure your application to get access to the Microsoft Graph API without a user to get the Token:** Once you register your applications you will need to configure it to get access without a user. This way you will be able to get a Token. In this step you will give permission to the Microsoft Graph API that is used by this bot. You will find the step-by-step on how to do this [here](#).

It is important to give the Microsoft Graph the proper scope for this bot to work. In this case it will be ***Calendars.ReadWrite***. As shown in the next picture:

The screenshot shows the 'API permissions' section in the Microsoft Graph Admin Center. The left sidebar contains navigation options: Overview, Quickstart, Integration assistant (preview), Manage, Branding, Authentication, Certificates & secrets, Token configuration, and API permissions (selected). The main content area is titled 'Configured permissions' and includes a note: 'Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)'. There are two buttons: '+ Add a permission' and 'Grant admin consent for HelpSystems'. Below is a table of configured permissions:

API / Permissions name	Type	Description	Admin consent req...	Status
▼ Microsoft Graph (2)				
<b>Calendars.ReadWrite</b>	Delegated	Have full access to user calendars	-	
User.Read	Delegated	Sign in and read user profile	-	



- **Microsoft Graph Token:** The token generated to the Microsoft Graph connection. There are multiple types of workflows token generation, so you can choose the one that's better for you. However, you can check the *MICROSOFT BOT - GENERATE AND REFRESH TOKEN* to get more information on how to generate the Token. This bot is based in the Authorization Code and refresh token workflow.
- **Microsoft Graph API Version:** This bot was created using the Microsoft Graph API v1.0.
- **Automate constants to be created to set the Microsoft Graph connection values:**
  - **const\_MicrosoftGraphURL:** The Microsoft Graph URL for your domain. Example: *https://graph.microsoft.com*
  - **const\_MicrosoftGraphToken:** Microsoft Graph Token to execute the connection/request with. It can be set to the token value itself or the path in which the .txt file with the token inside is located. Example: *C:\Automate\MicrosoftGraphToken.txt*

In the case of using a .txt file, the token must have the next format/structure:

***access\_token:TokenString***

Example:

 \*MicrosoftGraphToken.txt - Notepad

File Edit Format View Help

```
access_token:eyJ0eXAiOiJKV1QiLCJub25jZSI6I1RCTmF4d3o0NXJxR1Y0cmd3d1Bwbnmt  
refresh_token:OAQABAAAAAAAm-06b1BE1TpVMi18KPQ41K3Uz21ceZ28yXAzAEFSdFyI7s|
```

*Note that there is a refresh\_token value, this is managed by the Microsoft Bot – Generate and Refresh Token*

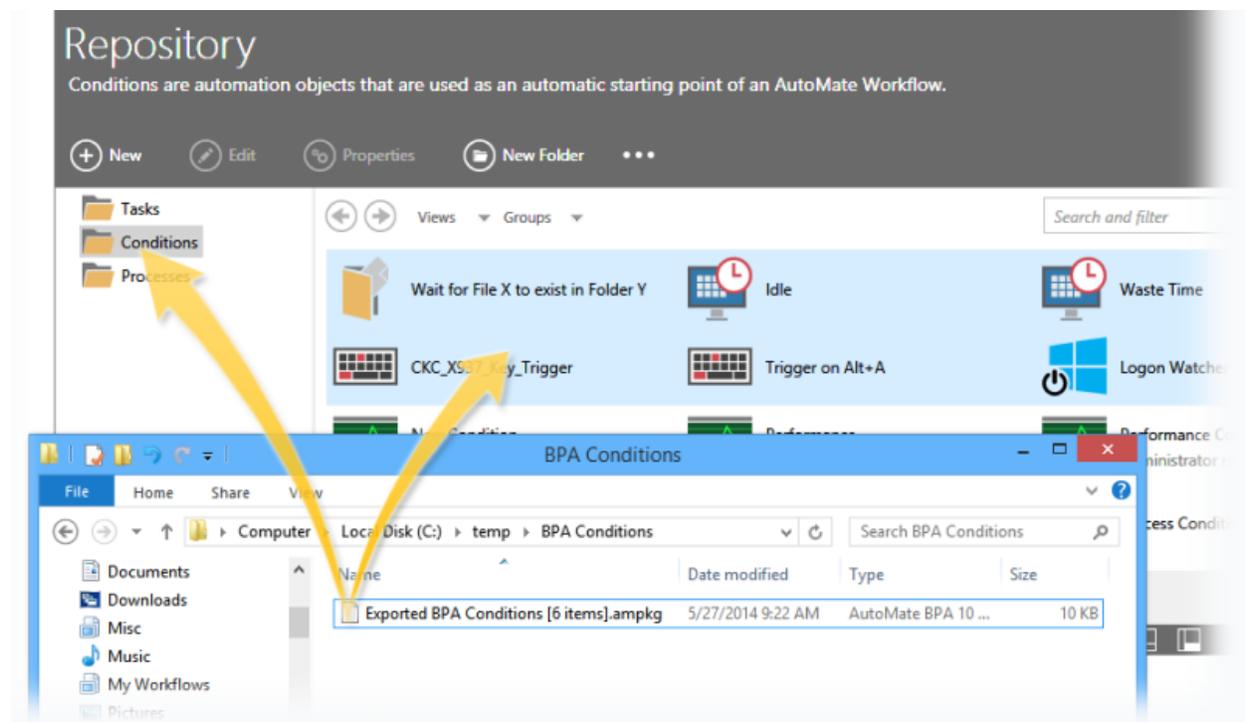


## HOW TO IMPORT AN AUTOMATE TASK

Compatible file types can be imported to the repository via drag-and-drop

From the [Server Management Console](#), navigate to the Repository section

Drag the desired file(s) from its original location and drop them into the folder in the [SMC](#). Files can be dropped into the folder icon or the main panel (as shown below). Imported object(s) are automatically placed into their corresponding repository location.





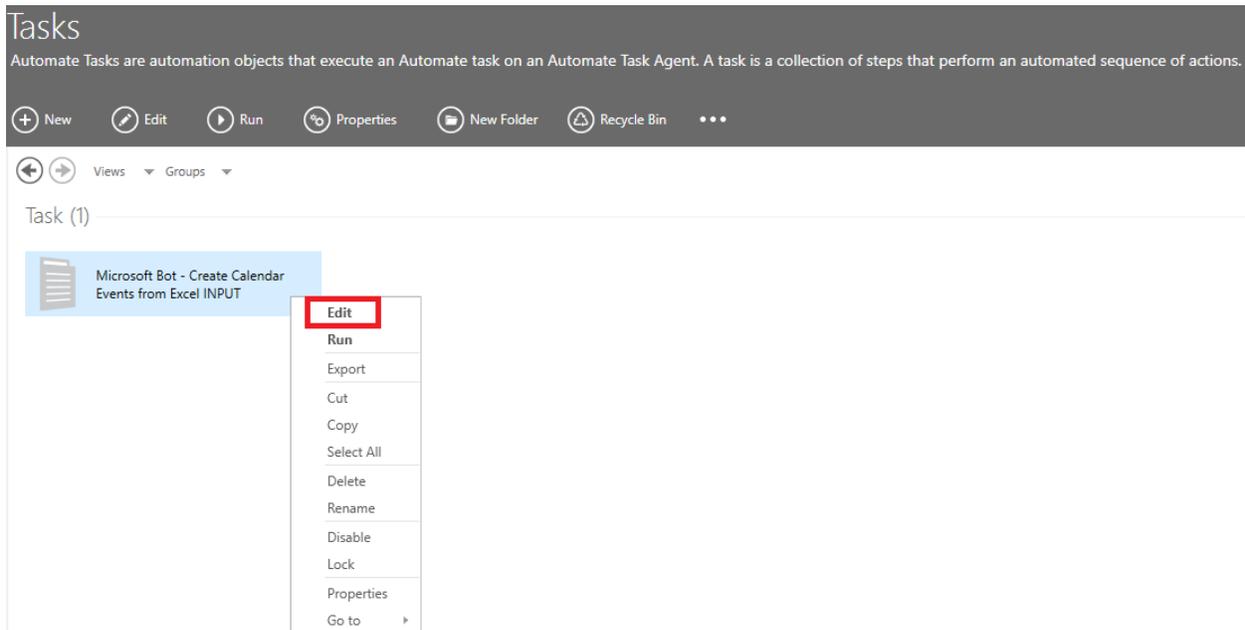


## HOW TO EXECUTE THE MICROSOFT BOT - CREATE CALENDAR EVENTS FROM EXCEL INPUT

If this is the first time running this task, we will need to set some parameters

Open the [Server Management Console](#) and locate the imported task

Edit the imported task by right clicking on the task and selecting [edit](#)



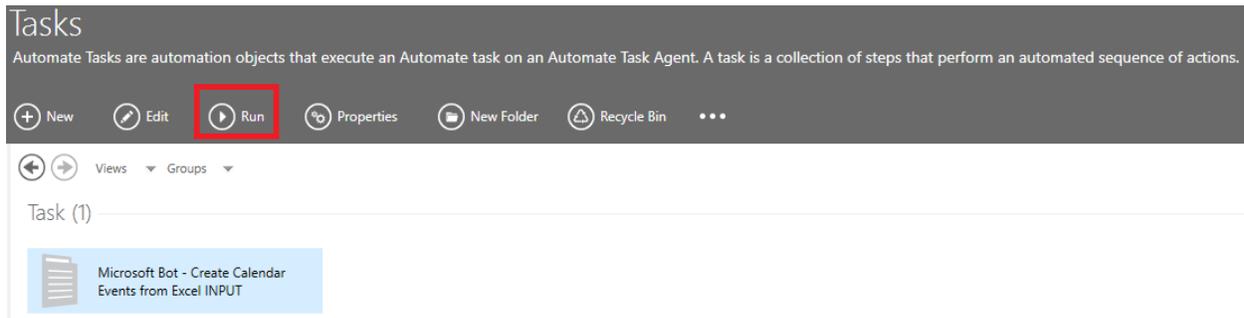
From [step 2](#), edit the next variables according to you desired output:

- **var\_ExcelInputFile:** Set the location path and name of the MS Calendar Events Create Events INPUT file for event(s) creation.
- **var\_CalendarTimeZone:** Set the proper Time Zone. Example: UTC, E. South America Standard Time. You can check the supported Time Zones in the column "Timezone" of the table presented in: <https://docs.microsoft.com/en-us/windows-hardware/manufacture/desktop/default-time-zones>
- **var\_CalendarID:** Set the Calendar ID if needed. Otherwise leave it blank and it will set the principal calendar of the user connected.

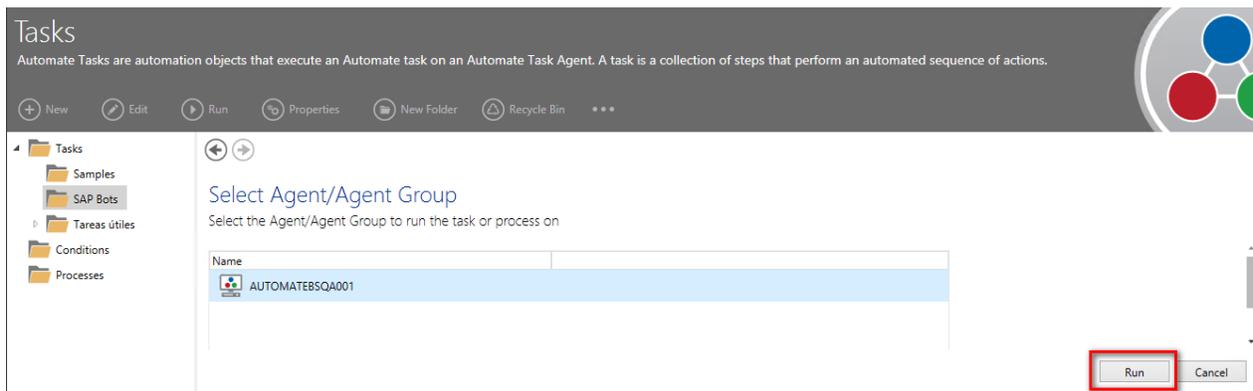
[Save and close](#) the task



Select the task and click on [Run](#)



Select your [Agent](#) and click on [Run](#) again





## APPENDIX A – EXCEL INPUT WITH RESULTS AND CALENDAR EVENTS VIEW EXAMPLES

Excel INPUT file with results:

MS Calendar Event Fields								
Subject	AllDay (X or Blank)	Is Reminder On (X or Blank)	Location	Importance	StartDateTime dd/mm/YYYYTH:mm:ss Example: 15/05/2020T11:00:00	EndDateTime dd-mm-YYYYTHH:mm:ss Example: 15/05/2020T11:00:00	Body Text or HTML format	Attendees Format: Attendee1 <Attendee1@domain.com>;Attendee2 <Attendee2@domain.com>
Automate Event 1		X	Meeting Room 1	Normal	10/06/2020T11:00:00	10/06/2020T12:00:00	Automate Event 1	
Automate Event 2	X		GotoMeeting	Normal	10/06/2020T00:00:00		Automate Event 2	
Automate Event 3		X	Webex	Normal	10/06/2020T13:00:00	10/06/2020T14:00:00	Automate Event 3	Attendee1 <Attendee1@domain.com>;Attendee2 <Attendee2@domain.com>

Created?	Details	
Yes/No	Date	Event ID / Result Message
YES	11/06/2020 9:46:15 AM	.hOWZILTA1MzkxMWNhMDg3MgBGAAAAAAX6J72EP1KTYpRVHMMspetBwAS93tdQCLnQLoUISghaSP8AADF
YES	11/06/2020 9:46:17 AM	.hOWZILTA1MzkxMWNhMDg3MgBGAAAAAAX6J72EP1KTYpRVHMMspetBwAS93tdQCLnQLoUISghaSP8AADF
YES	11/06/2020 9:46:20 AM	.hOWZILTA1MzkxMWNhMDg3MgBGAAAAAAX6J72EP1KTYpRVHMMspetBwAS93tdQCLnQLoUISghaSP8AADR

**Note** that the execution result is written from column J to L. Column L will have the Calendar Event ID created.

Calendar Events view result:





## APPENDIX B - TROUBLESHOOTING

- Logs: Each iteration of our bot creates a log file for troubleshooting. You can locate the log file under C:\Automate\Tasks\<<TASK NAME>>. By Default, the task name is *Microsoft Bot - Create Calendar Events from Excel INPUT*.



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