RPA Design and Development

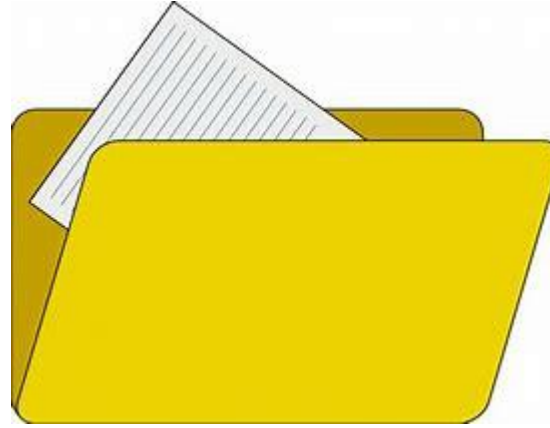v4.0

UiPath

Lesson 13   Files and Folders

Exam Topics – Files and Folders

1. Create, manage, and iterate through local files and folders

What is File and Folder Automation?

File and Folder Automation involves automating tasks you do with your files and folders on your computer, like creating, copying, or renaming them.

Studio offers a number of activities that help users automate tasks having to do with files and folders

What is File and Folder Automation?

Copy—copying a file or a folder from a specified location to another with the "Copy File" and "Copy Folder" activities.

Create—create an empty file in a specified location or a folder in a specified location with the "Create File" and "Create Folder" activities.

Delete—delete a file or folder with the "Delete File" and "Delete Folder" activities.

Move—the "Move File" and "Move Folder" activities allow you to move a file or a folder, giving you the option to overwrite duplicates.

Rename—with the "Rename File" and "Rename Folder" actions, you can rename either a file or folder, while being able to choose between keeping the extension or not, in the case of a file.

Browse for—the "Select File" action opens a dialog box during runtime which allows you to choose the file you want to work with. "Browse for Folders" works similarly, but of course for folders.

Check if an item exists—"File Exists" and "Folder Exists" are two activities that check whether a file or folder exists. We need to provide the file or folder path and the result can be saved in a Boolean variable. Later on, this variable can be used in other activities: e.g. as a condition in an If activity - if the file exists, then skip the current file.

Iterate through—"For Each File in Folder" iterates through all the files in a folder, while "For Each Folder in Folder" does that for all the folders in a folder.

Get info—with the "Get File Info" and "Get Folder Info" actions, we can obtain the information about a file or a folder and store it in a variable of type "FileInfo".

Work with archives—the "Compress/Zip Files" action enables us to add files or folders to a compressed file. The "Extract/Unzip Files" action helps extract all contents of a compressed file to a specified folder.

Learning Objectives

- Use file and folder activities in UiPath Studio to perform key tasks like selecting and creating files and folders.

- Work with archives.

- Use key VB.Net methods to work with files and folders.

Learning Objectives

- Iterate through folders and files to perform a set of actions.

UiPath™ Academy

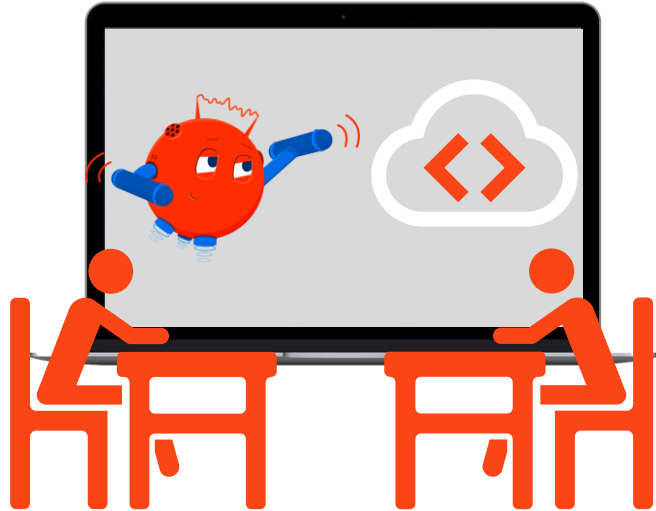**Chapter 8:**

Working with Files and Folders
in Studio

Working with Files and Folders Part 2

Practice Exercise – Files and Folders

The task is to iterate through the documents extracted from the .zip file and extend the functionality to sort not only the contracts but also the invoices into their respective folders. Broken down in steps, you should:

1.   Extract the contents of the .zip file.
2.   Rename the contract and invoice files by incorporating the corresponding folder (company) names.
3.   Save the renamed contract files in separate folders based on the company names.
4.   Create a specified folder for invoices.
5.   Rename all invoice files by appending the original invoice name with the respective company name (e.g., Invoice 001 01092022 Megatronic Incorporated.pdf).
6.   Move the renamed invoice files to the Invoices folder.
7.   Generate a Processed folder and transfer the original .zip file into it once all operations are complete.

Hints:
- Folder Exists
- Create Folder
- Else If
- Move File