

# IBM Cloud Pak for Business Automation Demos and Labs 2023

## End to End Demo for Cloud Pak for Business Automation Using Client Onboarding Scenario

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# 1 Introduction

This lab is based on the use case of a simplified version of a **Client Onboarding solution** as part of **Focus Corp.'s service business**. Although intended to be realistic, it is fictitious, simplified and is meant to showcase key aspects of the Cloud Pak for Business Automation in an easy and quick way. This scenario highlights selected business functions and technical integration points across the Cloud Pak for Business Automation. It showcases how combining these platform capabilities can be used to build an end-to-end business solution that helps to digitize all aspects of business operations. This lab focuses on the business user experience executing a client onboarding from start to finish, not developing the solution itself.

## 1.1 Cloud Pak for Business Automation

IBM Cloud Pak for Business Automation is a set of integrated market-leading software, running on top of Red Hat OpenShift and therefore built for any hybrid cloud, and designed to help you solve your toughest operational challenges.

With AI-generated recommendations, analytics to measure impact, and business-friendly low-code tooling, IBM Cloud Pak for Business Automation helps customers to significantly reduce the amount of time spent on manual processes. Specialized business automation capabilities — for content, decisions, RPA, workflows, and document processing — are built on top of powerful automation services from the Automation foundation. The Automation foundation provided common services are also used by the two other IBM Automation Cloud Paks: Cloud Pak for Integration and Cloud Pak for AIOps. Using the process mining and operational intelligence capability, you can get insights into how your processes run, visualize issues, pinpoint fixes, and prioritize actions.

A single business automation capability may contain multiple products. For example, Document processing encompasses IBM Datacap and IBM Automation Document Processing. IBM Robotic Process Automation is part of the Automation Foundation and directly featured in the Cloud Pak for Business Automation. While the server part of IBM Robotic Process Automation has recently been containerized, and can therefore run on OpenShift, it is one of the few capabilities that requires Windows. Both for the authoring environment and for executing the bots.

The products are integrated in many ways. Automation Services and an Automation Service catalog are the latest additions to the existing features of APIs and reusable UI libraries. Currently Workflow and Automation Decision Services from the Decision capability can publish automation services while Automation Application Designer and Workflow can consume automation services. Automation services allow discovery and usage of services within the Cloud Pak without the need to consider technical aspects like offering product, protocols, authentication/authorization etc. This makes them especially suitable to no-code consumption through business users.

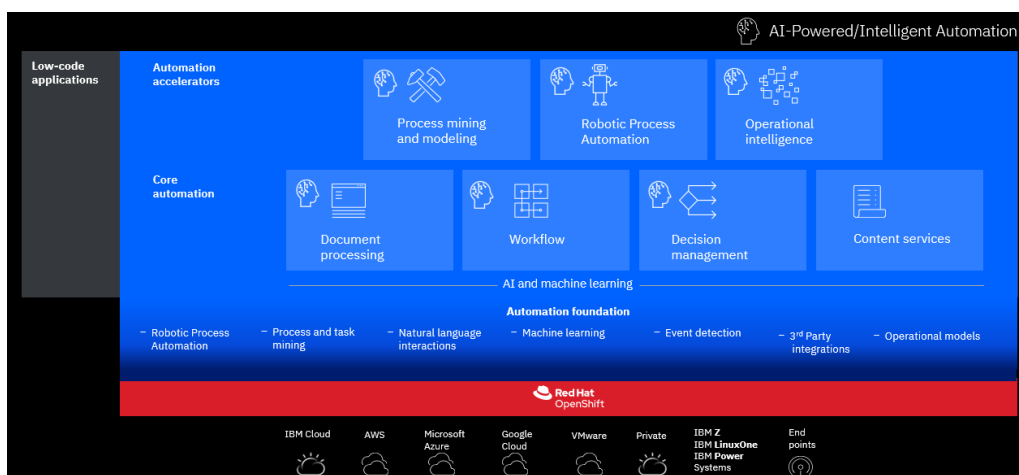


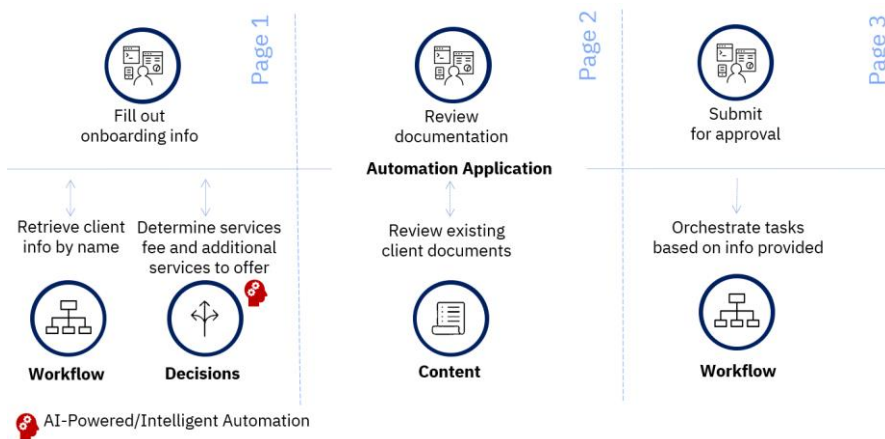
Figure 1: Marchitecture of the IBM Cloud Pak for Business Automation

## 1.2 Business Scenario

The overall Client Onboarding solution consists of a multi-page front-office intake app and a workflow that orchestrates all back-office activities (both automatic and system ones) to either onboard the client or reject their onboarding request.

The client representative initially works with the Client Onboarding app. This app has been created by the business using the low-code IBM Automation Application Designer. It leverages services created by IT in the other capabilities of the platform.

When a client calls, the client representative collects all required information about the client and the services the client wants to subscribe to before they submit the onboarding request to the back-office part of the solution. While the app can be used by multiple client representatives at the same time, each of them completes their own onboarding request independently.

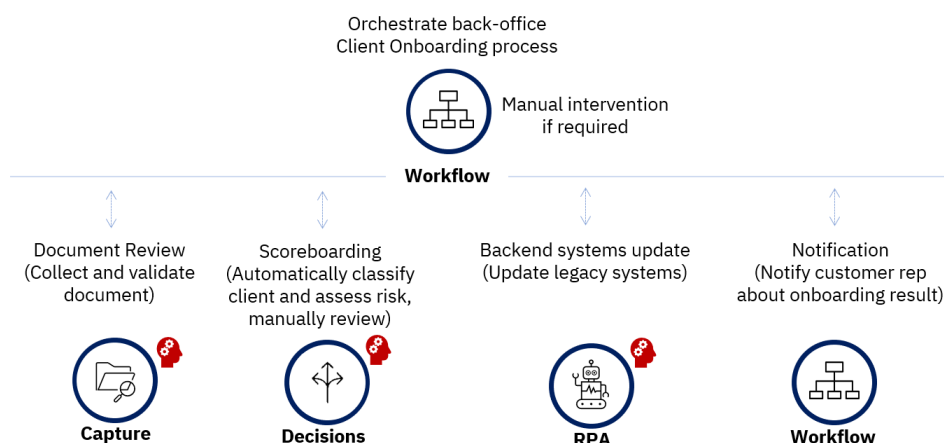


**Figure 2: High-Level Client Onboarding Application Architecture**

Figure 2 in the upper half gives a high-level overview of the three pages of the intake app designed using IBM Automation Application Designer and the purpose of the pages. The lower half depicts how the pages interact with other capabilities of the Cloud Pak for Business Automation to fulfil their purposes.

1. On the first page, the client representative can manually enter all client onboarding information or lookup the information for a known client. For the lookup the Automation Application calls out to Workflow. Additionally, once services to be onboarded have been selected, the fee for these services and potential upsell services are determined by calling out to Decisions. The red icon indicates that this place utilizes AI-Powered/Intelligent Automation with prescriptive rules and potentially predictive ML models that may be hosted on an external machine learning server.
2. On the second page, the client representative can review the documents that are already available for the client and change the status for those required for the onboarding request. For this the app uses Content capabilities.
3. On the third page, a message is displayed that confirms the successful submission of the onboarding request and includes a reference ID that is associated to that request. The submission of the onboarding request triggers the back-office workflow in Workflow.

Depending on various factors the back-office workflow using the Workflow capability may involve the client, an account manager, and/or the client representative.



**Figure 3: High-Level Client Onboarding Back-Office Solution Architecture**

Figure 3 depicts that Workflow orchestrates various activities, both human-driven knowledge work and system activities, to perform the actual client onboarding in the back-office. The Case capability in Workflow is specifically suited as it supports semi-structured use-cases. The red icon symbolizes again where AI-Powered/Intelligent Automation capabilities are applied. These are built into the respective capability or can be provided by a potentially externally hosted machine model. Depending on the circumstances of the onboarding request one or multiple of the activities are executed or skipped. These activities are grouped into four stages:

1. The activities performed in the **Document Review** stage depend on the availability or non-availability of documents required for the onboarding request. If all documents are available and they have all been verified by the client representative, no activity is required, and the stage is automatically completed. If documents are missing the client receives an email with information about what documents are missing including a link to a web page to upload them. Once a document is received the Capture capability is triggered to determine the type of document and to extract the required data. IBM Automation Document Processing with its advanced AI-infused features is used for this purpose. If the extracted data is as expected the Workflow proceeds to the next stage. If not, the client receives another email with the details giving them the opportunity to upload additional documents.
2. The first activity in the **Scoreboarding** stage uses rules and machine learning models from Decisions to categorize the client into a segment 1 or segment 2 client (using prescriptive rules), determines if the onboarding request is a low or high-risk request, and computes an assessment confidence (both based on using a predictive model). If the confidence is equal or higher than 80%, the decision to accept (low risk) or reject (high risk) the client onboarding request is performed automatically. When the scoreboarding confidence is lower than 80%, a second activity is assigned to an account manager who must manually assess the onboarding request through a task in Workflow.
3. The third stage **Backend Systems Update** consists of an activity to update two legacy system of records of Focus Corp. As these systems don't have APIs available, an IBM Robotic Process Automation (RPA) bot is utilized.
4. In the fourth and final stage, **Notification**, the client representative is informed of the onboarding result for the onboarding request they have initiated using a task in Workflow which completes the onboarding request.

Throughout the stages of the workflow the client is notified about status changes and activities needed to be performed by them through email.

## 1.3 Lab Setup Instructions

1. Access the document that lists the available systems and URLs along with login instructions. For this lab, you will need to access the **Client Onboarding Desktop** and the **Business Performance Center**.
2. Download the files **Old Utility Bill - Legacy Consulting.pdf** and **Current Utility Bill - Legacy Consulting.pdf** from the **Lab Data** folder of the lab onto your computer. The files will later be uploaded as part of the first exercise which is to onboard Legacy Consulting.

## 2 Exercise: Onboarding a Client with Low Confidence Level (Manual Intervention)

### 2.1 Introduction

In this exercise, Legacy Consulting wants to subscribe to two services from Focus Corp.'s healthcare services.

You will first take the role of the client representative, a Focus Corp. employee, who is on the phone with Legacy Consulting for this request. Initially, you collect all the required information. As part of that you will notice that a utility bill is not on file for Legacy Consulting. It is required to validate the client address. You will submit the onboarding request after letting the client know that they will receive an email with upload instructions for the pending document.

Because of the missing utility bill, you will switch into the role of the client to upload it. You will experience that uploading a utility bill with an outdated address will fail the validation resulting in an additional email letting you know that fact. Uploading a more recent utility bill will pass the validation and progress the internal processing of your onboarding request.

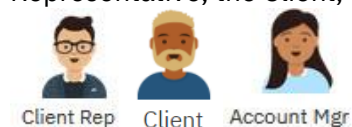
With all documents being present and having been validated, a scoreboarding activity will classify Legacy Consulting as a Segment 2 client with a high-risk profile and an assessment confidence of less than 80%. Under these circumstances, the request cannot be handled automatically and will require manual handling by an account manager. The client is notified about this via email.

You will take over the role of the account manager to manually review the request. As the default risk is too high, you will reject the onboarding request. The client will be informed via email as will be the client representative via a notification task as they initiated the onboarded request.

This path through the onboarding scenario exemplifies that often for complex, high value, high risk decisions or those where a machine generated decision has low confidence, knowledge workers need to get involved and need to make the final decision. The decision made by a human can then be used to further train the machine learning model so for future cases even more automation is possible.

### 2.2 Exercise Instructions

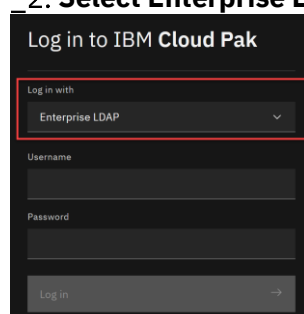
You will use the same user to perform all tasks even when assuming the different roles of Client Representative, Client, and Account Manager. To remind you which role you currently perform, most screens show an icon and label in the top right corner. In this flow the ones for the Client Representative, the Client, and the Account Manager.



#### 2.2.1 Taking the call from Legacy Consulting and collecting base information

\_1. Navigate to the **Client Onboarding Desktop** using the link provided

2. **Select Enterprise LDAP** from the dropdown on the Log in to IBM Cloud Pak page





\_3. **Login** with the username and password that has been assigned to you

\_4. As the **Client Representative** (see icon in the top right corner) **explore** the first page of the Client Onboarding app

It provides means to search for an existing client by name, enter various information about the client, a selector for the industry for which Focus Corp. offers services, a list of services the client can sign up for, and the ability to calculate the services fee and upsell recommendations based on the selection.

The screenshot shows the desktop version of the 'Client Onboarding' app. The header is dark with a hamburger menu, the text 'Client Onboarding', and icons for help, user profile, and settings. The user profile icon is labeled 'Client Rep'. The main content area features the 'Focus Corp' logo and a search section on the left with a text input and a 'Search' button. The right section is titled 'Client Information' and contains a form for 'Primary Contact Details' with fields for First Name, Last Name, Email, and Phone Number.

When you resize the browser window you will observe that the page is responsive. That means that a single app can be designed that it can easily be used on a large screen like a desktop/laptop, on a tablet, or even mobile phones.

The screenshot shows the mobile version of the 'Client Onboarding' app. The layout is adapted for a smaller screen, with the search bar and 'Client Information' section stacked vertically. The 'Primary Contact Details' form fields are also stacked, and the 'Client Rep' user icon is positioned in the top right corner of the header.

\_5. **Type Leg** in the **Client Name** field in the left panel to search for **Legacy Consulting** which is an existing client of Focus Corp

Focus Corp

Client Rep

Look for existing client information using the auto-complete and click on the Search button to get their information.

Client Name

Leg

Legacy Consulting

Search

Client Information

Enter the information of the client being onboarded.

Primary Contact Details

First Name

Last Name

Email

Phone Number

\_6. **Click on Legacy Consulting** once the type-ahead feature offers it

\_7. **Click on Search** to load the details for the client. It retrieves the client details using integration with the Workflow capability. Observe that the Search button becomes active once you entered something in the text field and leave it or select the proposed entry from the pop-up window.

Look for existing client information using the auto-complete and click on the Search button to get their information.

Client Name

Legacy Consulting

Search

Client Information

Enter the information of the client being onboarded.

Primary Contact Details

First Name

Last Name

Email

Phone Number

Main Business Address

Street

Unit

City

Postal / Zip Code

State

Country

Additional Information

Company Age

Number of Employees

Annual Revenue

Payment History

12 years

30

\$ 2,500,000.00

Defaulted Payment

\_8. **Optionally, replace** the **Email** focuscorpdemo@gmail.com with an email address of your choice that you can use to receive client emails associated with the scenario

In case an email server and browser-based email client have been co-deployed in your environment, the email address will be pre-populated with the internal email address of the user you logged in with (**<username>@example.org**).

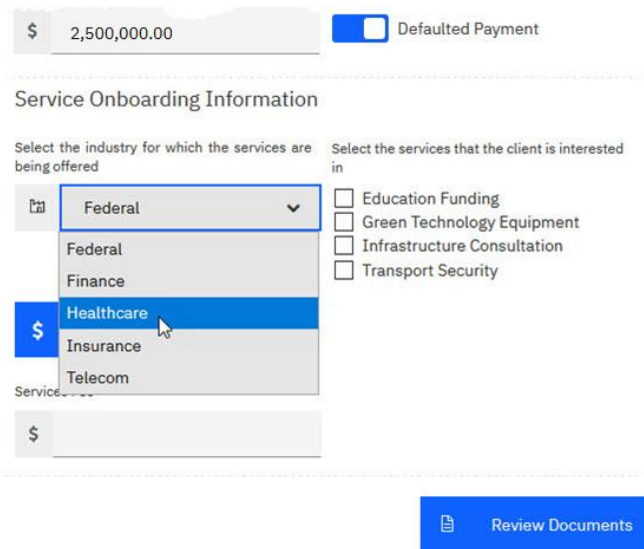
In that case, keep that email address and use the browser-based mail client. Emails can only be sent to email addresses in the local '@example.org' domain but not arbitrary email addresses!

Email

@ user1@example.org

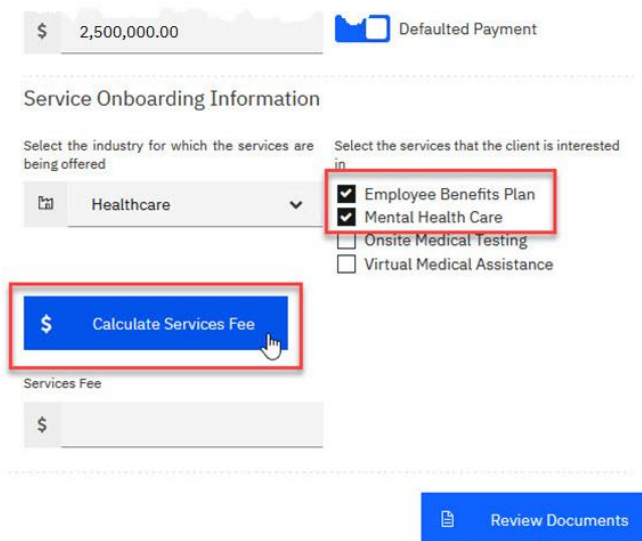
\_9. **Select Healthcare** in the **Industry** drop-down list as Legacy Consulting requests to onboard to two services in that domain

Selecting an entry from the drop-down dynamically changes the options in the services to onboard.



The screenshot shows a form titled "Service Onboarding Information". At the top, there is a field for a dollar amount set to "2,500,000.00" and a checkbox labeled "Defaulted Payment" which is currently unchecked. Below this, the form is divided into two columns. The left column is labeled "Select the industry for which the services are being offered" and contains a dropdown menu. The dropdown is open, showing options: "Federal", "Finance", "Healthcare" (highlighted in blue), "Insurance", and "Telecom". The right column is labeled "Select the services that the client is interested in" and contains four checkboxes: "Education Funding", "Green Technology Equipment", "Infrastructure Consultation", and "Transport Security", all of which are currently unchecked. At the bottom right of the form is a blue button labeled "Review Documents".

\_10. **Check Employee Benefits Plan** and **Mental Health Care** as the services that Legacy Consulting wants to onboard to



This screenshot shows the same "Service Onboarding Information" form as the previous one, but with different selections. The industry dropdown is now set to "Healthcare". In the services list, the checkboxes for "Employee Benefits Plan" and "Mental Health Care" are now checked, and this section is highlighted with a red rectangle. The "Calculate Services Fee" button, located below the services list, is also highlighted with a red rectangle and has a mouse cursor over it. The "Defaulted Payment" checkbox remains unchecked. The "Review Documents" button is still present at the bottom right.

\_11. **Click Calculate Services Fee** to calculate the fees and get upsell recommendations

\$ 2,500,000.00 Defaulted Payment

Service Onboarding Information

Select the industry for which the services are being offered

Healthcare

Select the services that the client is interested in

☒ Employee Benefits Plan

☒ Mental Health Care

☐ Onsite Medical Testing

☐ Virtual Medical Assistance

Calculate Services Fee

Services Fee \$ 35,000.00

Additional services the client may be interested in

Onsite Medical Testing

Review Documents

The fees are calculated by an external service pricing engine build using prescriptive rules. The additional services that the client representative could offer as upsell opportunity to the client are currently also based on prescriptive rules but could also be generated based on a machine learning model.

\_12. **Click Review Documents** to navigate to the next page



## 2.2.2 Verifying required documents and submitting the onboarding request

### \_13. Explore the second page of the Client Onboarding app

The left pane lists all information provided on the previous page. In the right pane, all documents that may be relevant to this onboarding request are listed with their individual status of either Pending (Default), Verified, or Not Required. At the bottom a list of all potentially relevant documents Focus Corp. already has for Legacy Consulting is shown.

**Focus Corp** Client Rep

**Legacy Consulting**

**Primary Contact Details**  
John Doe  
424-888-1234  
jdoe@example.com

**Main Business Address**  
410-172 S Topanga Canyon Blvd  
Topanga, CA - 90290  
USA

**Additional Information**  
Company Age 12 years  
Number of Employees 30  
Annual Revenue \$2,500,000  
Defaulted Payment Yes

**Service Onboarding Information**  
Services Fee \$35,000  
Services Requested  
Employee Benefits Plan  
Mental Health Care

**Review Documents**  
Review existing documents and mark them as pending if they need to be (re)uploaded.

Document Name	Document Status
Banking Information	Pending
Utility Bill	Pending

Select the documents that you want to associate with this request

Legacy Consulting

<input type="checkbox"/>	Name
<input type="checkbox"/>	Legacy Consulting - Banking Information
<input type="checkbox"/>	Legacy Consulting - Certificate of Incorporation

Items per page: 20 1-2 of 2 items

Back Submit Onboarding Request

\_14. View the **Legacy Consulting – Banking Information** document by **clicking the three dots** at the right end of the row that appear when you hover over the line and **selecting View**. This opens the document in the integrated viewer. Afterwards **close the viewer window** again.

Select the documents that you want to associate with this request

Legacy Consulting

<input type="checkbox"/>	Name
<input type="checkbox"/>	Legacy Consulting - Banking Information
<input type="checkbox"/>	Legacy Consulting - Certificate of Incorporation

Items per page: 20 1-2 of 2 items

View  
Download  
Properties

**Focus Corp**

**Banking Information**

This banking information provided here will be used by Focus Corp to withdraw the monthly service fee.

Client Name  
Legacy Consulting

Bank Name  
XYZ Bank

Bank Phone Number  
+1-213-111-7890

Bank Address  
887 Cypress Rd, Garden Grove, CA 92840

Routing Number  
32043559

\_15. **Select Verified** for **Banking Information**

\_16. Keep **Pending** for **Utility Bill** as we have no utility bill on file

Focus Corp. recently made the change to require a utility bill to verify the client address. As we don't have one for Legacy Consulting, Legacy Consulting will need to upload one after the client representative has completed their onboarding request.

\_17. **Check the box for the banking information document** (Legacy Consulting – Banking Information) in the document list at the bottom to make this document part of the request when you submit the onboarding request

**Focus Corp**

**Legacy Consulting**

**Primary Contact Details**  
John Doe  
424-888-1234  
jdoe@example.com

**Main Business Address**  
410-172 S Topanga Canyon Blvd  
Topanga, CA - 90290  
USA

**Additional Information**  
Company Age: 12 years  
Number of Employees: 30  
Annual Revenue: \$2,500,000  
Defaulted Payment: Yes

**Service Onboarding Information**  
Services Fee: \$35,000  
Services Requested  
Employee Benefits Plan  
Mental Health Care

**Review Documents**  
Review existing documents and mark them as pending if they need to be (re)uploaded.

Document Name	Document Status
Banking Information	Verified
Utility Bill	Pending

Select the documents that you want to associate with this request

Legacy Consulting

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Legacy Consulting - Banking Information
<input type="checkbox"/>	Legacy Consulting - Certificate of Incorporation

Items per page: 20 1-2 of 2 items

[Back](#) [Submit Onboarding Request](#)

\_18. **Click Submit Onboarding Request** to complete Legacy Consulting's request and navigate to the final confirmation page

The submission may take a few seconds during which you might notice a little spinner icon next to the Client Rep icon. Please wait until you are taken to the third page.



## 2.2.3 Onboarding request confirmation page

### \_19. Explore the third page of the Client Onboarding app

The left pane again lists all information provided on the first page. The right-hand side provides a reference ID for the request that the client representative can share with the client and a comment that an email was sent to the client about their request.

The screenshot shows the 'Confirmation' page of the Client Onboarding app. On the left, there is a sidebar with the 'Legacy Consulting' logo and contact details for John Doe. The main content area on the right shows a confirmation message: 'The onboarding application has been submitted successfully.' Below this, a red box highlights the reference ID '90LBW3XI'. A button labeled 'Start a New Request' is visible at the bottom right.

**Legacy Consulting**

**Primary Contact Details**

John Doe  
424-888-1234  
jdoe@example.com

**Main Business Address**

410-172 S Topanga Canyon Blvd  
Topanga, CA - 90290  
United States of America

**Additional Information**

Company Age	12 years
Number of Employees	30
Annual Revenue	\$2,500,000
Defaulted Payment	Yes

**Service Onboarding Information**

Services Fee	\$35,000
Services Requested	
Employee Benefits Plan	
Mental Health Care	

**Confirmation**

The onboarding application has been submitted successfully.

The reference ID for the request is: **90LBW3XI**

Please ask the client to monitor their email for further updates.

[Start a New Request](#)

### \_20. Note down the Reference ID for future reference

### \_21. Click on **Start a New Request** to get back to the first page so you will be able to onboard the next client in the next exercise

## 2.2.4 Checking the automatic email to Legacy Consulting & Uploading Utility Bill

### \_22. Open or bring to the front your email client in case you have provided an email address on the first page that you can access. If not, please follow the alternative instructions to upload the utility bill.

In case an email server and browser-based email client have been co-deployed in your environment open the email client in a browser using the URL provided to you.

### \_23. Check your inbox for an email from **focuscorpdemo** (or **cp4admin** for the internal mail server)

Request for pending documents [Reference ID: 90LBW3XI]

focuscorpdemo@gmail.com

to jdoe@example.com

Hello John,

This is with reference to your request with reference ID: **90LBW3XI**

We need additional documents to process your request:

**Utility Bill**

Please [upload the documents on the following page.](#)

Regards,  
Focus Corp

The email contains the reference ID as displayed on the final page of the Client Onboarding app. It lets you know that the Utility Bill is required to further process your onboarding request. It contains a link for you to get to a web page to upload the document. The link takes you to an application built using Business Automation Application and this application requires no authentication as public access is enabled for it.

\_24. **Click** on the **link** in the email to open the upload page.

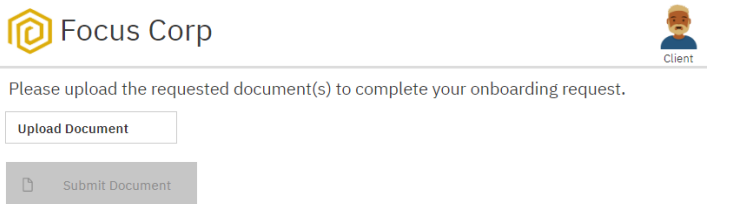
If you have not previously provided an email address proceed as follows:

- Copy the URL of the front-office intake app (should end with desktop=ClientOnboarding)
- Open a new tab in the browser you are using
- Paste the previously copied URL and replace “/icn/navigator/?desktop=ClientOnboarding” with “/ae-workspace/public-app/Client%20Onboarding%20Document%20Upload(CODU)?ReferenceID=<Your Reference ID>” where <Your Reference ID> is the reference id shown on the last page of the front-office intake app that you noted down.
- Save the URL for future use.

\_25. **Explore** Focus Corp.’s Client Document Upload page

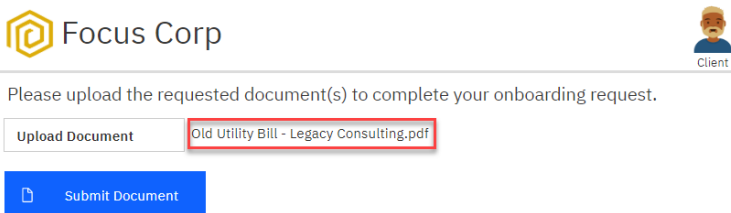
The icon in the top right shows that you are still in the role of the client. The page is simple to use, providing only a control to select a file to upload and a submit button that becomes active once a document is selected.

You don’t have to provide your reference id manually as it is included in the URL and will be automatically sent to the server.



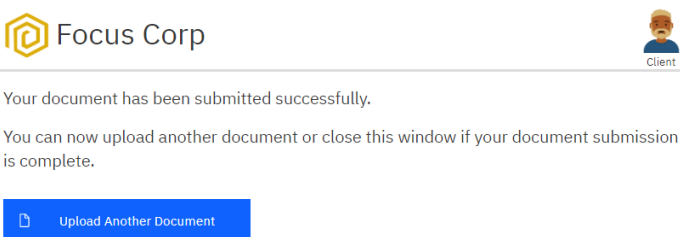
\_26. **Click** on the **Upload Document** control and select **Old Utility Bill - Legacy Consulting.pdf** from the location where you downloaded the documents to before

This utility bill contains an old address of Legacy Consulting which does not match the address the client representative captured in the onboarding request.



\_27. **Click** the **Submit Document** button to upload the document to the server

\_28. After a short moment you will see a confirmation page that lets you know that the file was successfully uploaded



\_29. **Close** the Client Document Upload browser tab



## 2.2.5 Checking the automatic email to Legacy Consulting & Uploading a second Utility Bill

\_30. **Open or bring to the front** your **email client** in case you have provided an email address on the first page that you can access. If not, please again follow the alternative instructions to upload a different utility bill.

In case an email server and browser-based email client have been co-deployed in your environment open the email client in a browser using the URL provided to you.

\_31. **Check** your inbox for an email from **focuscorpdemo** (or **cp4admin** for the internal mail server)

If it did not arrive yet give it a moment as the uploaded document may still be processed.

Request for pending documents [Reference ID: 90LBW3XI]

focuscorpdemo@gmail.com

to jdoe@example.com ▾

Hello John,

This is with reference to your request with reference ID: 90LBW3XI

The address provided in the utility bill you provided does not match the address in your request.

The address in your request is: 172 S Topanga Canyon Blvd, CA, Topanga 90290

The address in the utility bill is: 2381 Augusta Park Marlinton, WV 24954

Please re-upload a utility bill with the right address [on the following page](#).

Regards,  
Focus Corp

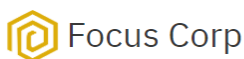
The email again contains the reference ID as displayed on the final page of the Client Onboarding app. It lets you know that the address in the Utility Bill that you have uploaded does not match the address as stored in the onboarding request. It contains a link for you to get back to the Client Document Upload web page to re-upload a utility bill with the correct address on it.

\_32. **Click** on the **link** in the email to open the upload page again

If you have not previously provided an email address, use the URL you have previously constructed and saved.

\_33. **Click** on the **Upload Document** control and this time select **Current Utility Bill - Legacy Consulting.pdf** from the location where you downloaded the documents to before

This utility bill contains the address of Legacy Consulting which matches the address the client representative captured.



Client

Please upload the requested document(s) to complete your onboarding request.

Upload Document

Current Utility Bill - Legacy Consulting.pdf

Submit Document

\_34. **Click** the **Submit Document** button to upload the document to the server

\_35. You will again see a confirmation page that lets you know that the file was successfully uploaded

\_36. **Close** the Client Document Upload browser tab again

### 2.2.1 Checking the automatic email to Legacy Consulting about manual handling

\_37. **Open or bring to the front** your **email client** in case you have provided an email address on the first page that you can access

In case an email server and browser-based email client have been co-deployed in your environment open the email client in a browser using the URL provided to you.

\_38. **Check** your inbox for an email from **focuscorpdemo** (or **cp4admin** for the internal mail server)

If it did not arrive yet give it a moment as the uploaded document may still be processed or proceed to the next chapter as this is informational only.

Your request is under review [Reference ID: 90LBW3XI]

focuscorpdemo@gmail.com

to jdoe@example.com ▾

Hello John,

This is with reference to your request with reference ID: 90LBW3XI

Your request is being manually reviewed by one of our account managers. We will reach out to you in 2 to 3 business days. Thank you for your patience.

Regards,

Focus Corp

\_39. The email again contains the reference ID as displayed on the final page of the Client Onboarding app. It lets you know that your onboarding request is being handled manually by an account manager and that you can expect a result within 2-3 business days.

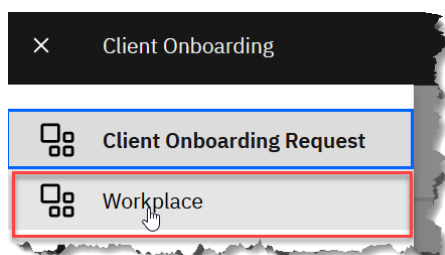
### 2.2.2 Checking the Review Client Onboarding Request task for the Account Mgr

Having completed the upload of the missing utility bill as the client and being notified about the manual review, you are now taking the role of a Focus Corp. account manager.

\_40. **Open or bring back in focus** the browser tab of the **Client Onboarding front-office intake app**

\_41. **Click** on the **hamburger menu icon** in the top left corner and **select Workplace** to switch from the Client Onboarding app to your general workplace. After a short moment it shows the tasks available to you.

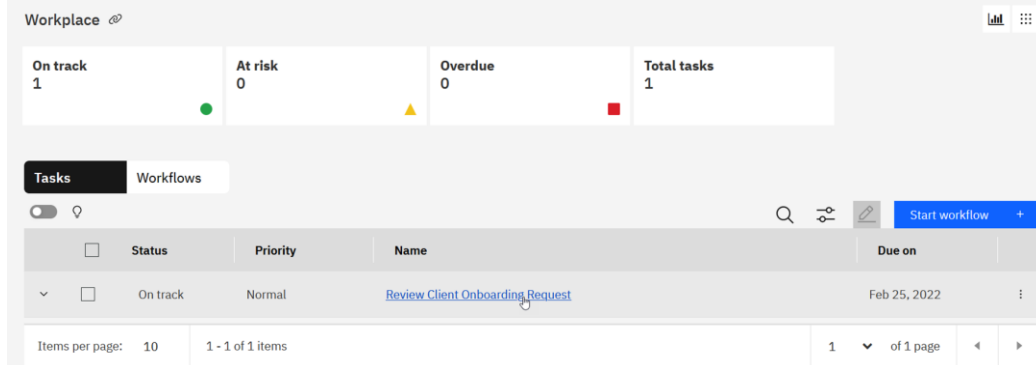
Workplace is the next generation end-user client that complements the existing Process Portal and Case Client. It allows launching processes and cases and unifies access to all kinds of tasks. Its Task prioritization feature is another example of AI built into the product. When enabled it uses AI and historic runtime data to automatically order the tasks in the task list in terms of skill and impact, leading to workforce efficiency improvements.



When you complete a task, the task may still be shown for some seconds in the task list. It will disappear when the task list auto-refreshes itself.

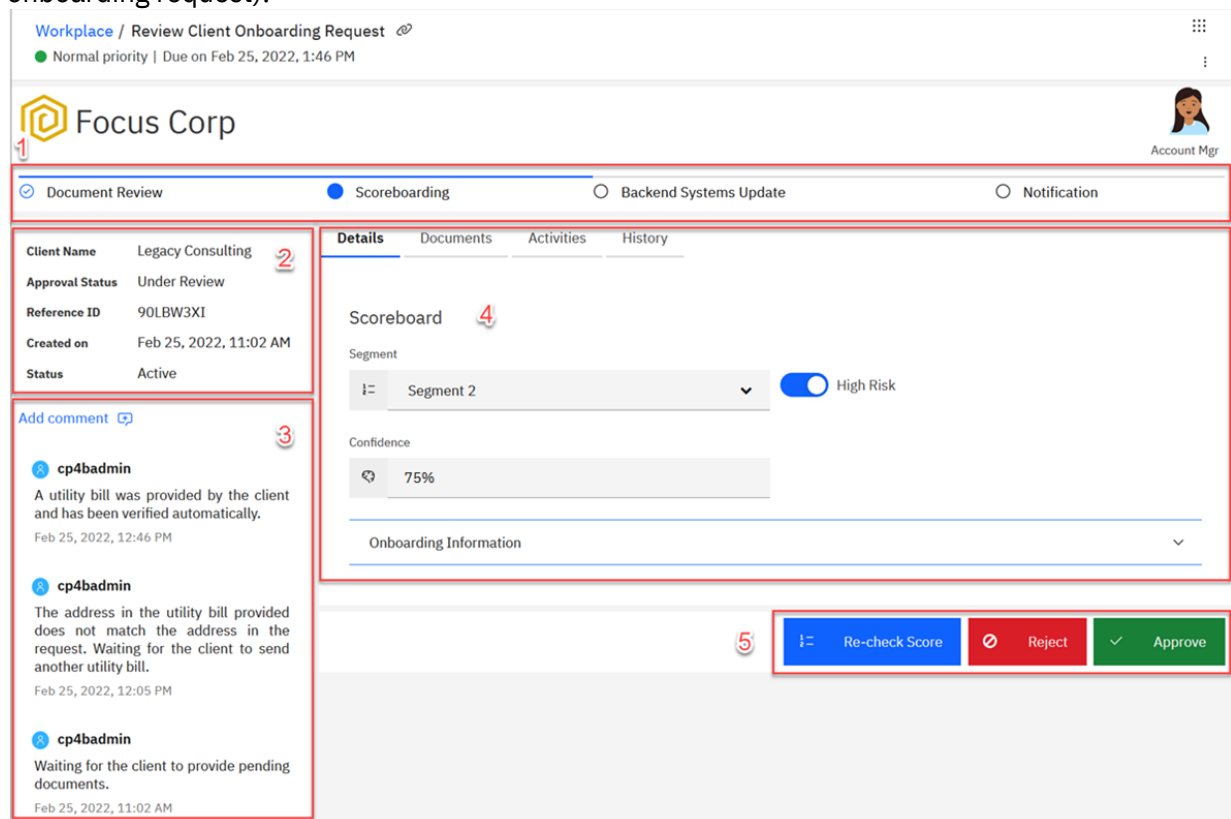
**\_42. Open the task that is available to you by clicking on it**

If the task is not showing up after some time, please check for any emails with document upload instructions. In case stuck please reach out to one of the instructors for help.  
Depending on the network latency it may take a moment until the task page is loaded.



**\_43. Explore the task page**

The icon in the top right signifies that you are performing this task as an Account Manager. At the top (1) the four stages of the request processing are shown. This task is part of the scoreboarding stage where you as the account manager have to manually assess those onboarding requests that have a confidence below 80%. The first panel on the left (2) provides a summary of the request, mainly the Client Name, Reference ID and the Approval Status. The panel below (3) contains comments related to the request, for example that all required documents have been verified. The main panel on the right (4) has four tabs. On the Details tab the scoreboard is shown that contains the segmentation, Legacy Consulting belonging to the Segment 2 clients, the risk assessment, here High Risk, and the Confidence for the risk assessment, here with 75% being below the threshold to take an automatic decision based on the risk (the actual values may differ slightly in your onboarding request).



#### \_44. Explore the **Documents** tab


The **Documents** tab shows the document (Legacy Consulting - Banking Information) that you had previously selected on the Review Documents page of the Client Onboarding app. It has been made part of the actual onboarding request. In addition, the utility bill uploaded by the client that passed the validation is also part of the onboarding request.


Details	Documents	Activities	History
Client Documents			
+  			
	 Legacy Consulting - Banking Information	cp4badmin	2022/02/25 11:02
	 Utility Bill - Legacy Consulting	cp4badmin	2022/02/25 12:46


\_45. For the **utility bill** click on the downwards **arrow** and **select Properties** to bring up the properties of this document.


The properties shown reflect those values that got extracted when the document was uploaded. These values were also used to compare the address stored in the client onboarding request to the one in the utility bill.

Client Documents



 Legacy Consulting - Banking Information



 Utility Bill - Legacy Consulting

View

Download

Properties

Update File Properties

Document Type

Utility Bill

Document Title

Utility Bill - Legacy Consulting

Client Name

Legacy Consulting

Reference ID

90LBW3XI

Service Address

172 S Topanga Canyon Blvd, CA,Topanga 90290

Name

Utility Bill - Legacy Consulting

If the properties don't show in a similar way as shown on the right-hand side, please close the properties view and re-open it.

#### \_46. Explore the **Activities** tab

The **Activities** tab shows the status and type of all activities of the client onboarding request. Since this is a case in the Workflow system, you can have a mix of required, optional, and discretionary activities defined in the case.

The optional Create New Proposal activity is ready to be started by the account manager. For example, if they plan to reject this specific client onboarding request, they may still decide to make a different onboarding proposal (e.g. for a higher fee) to the client.

The second optional activity, Follow Up with Client, is not yet enabled. The customer representative will be able to start it in the final Notification stage to initiate any follow up work with client.

Details	Documents	Activities	History
Name		Status	Type
▼	Notification	⌚ Waiting...	Required
▼	Update Backend Systems	⌚ Waiting...	Required
▼	Perform Scoreboarding	▲ Started on Feb 25, 2022, 12:46 PM	Required
▼	Review Documents	✓ Completed on Feb 25, 2022, 12:46 PM	Required
▼	Follow Up with Client	⌚ Waiting...   <a href="#">Disable</a>	Optional
▼	Create New Proposal	● Ready   <a href="#">Start</a>   <a href="#">Disable</a>	Optional

#### \_47. Explore the **History** tab

The **History** tab shows information about different types of events that happened for the client onboarding request.

Details

Documents

Activities

History

Event	Details	User	Last modified on
Review Documents	Activity Completed	cp4badmin	Feb 25, 2022, 12:46 PM
Perform Scoreboarding	Activity Started	cp4badmin	Feb 25, 2022, 12:46 PM
Scoreboarding	Stage Started	cp4badmin	Feb 25, 2022, 12:46 PM
Document Review	Stage Completed	cp4badmin	Feb 25, 2022, 12:46 PM

\_48. **Go back** to the **Details** tab and **Expand** the **Onboarding Information** section by clicking on the section header

Confidence  
75%

Onboarding Information

\_49. **Modify** the **Annual Revenue** to be **\$45,000,000** instead of \$2,500,000

State: CA Country: United States of America

Additional Information

Company Age: 12 years Number of Employees: 30

Annual Revenue: \$ 45,000,000

Defaulted Payment: ☒

Re-check Score Reject Approve

\_50. **Click Re-check Score** (5) to reevaluate the scoreboard and **observe** that the **risk** changed to low, and the **confidence** was computed to be 80%

Workplace / Review Client Onboarding Request

Normal priority | Due on Feb 25, 2022, 1:46 PM

Focus Corp

Account Mgr

Document Review Scoreboarding Backend Systems Update Notification

Client Name: Legacy Consulting

Approval Status: Under Review

Reference ID: 90LBW3XI

Created on: Feb 25, 2022, 11:02 AM

Status: Active

Add comment

cp4badmin

A utility bill was provided by the client

Details Documents Activities History

Scoreboard

Segment: Segment 2

Low Risk

Confidence: 80%

\_51. Optionally, change the Annual Revenue back to \$2,500,000 and perform the scoreboarding a final time by clicking Re-check Score

\_52. **Click Reject** (5) to reject the onboarding request by Legacy Consulting as you the account manager consider the risk to be too high

This will trigger an email to be sent to the client with the final onboarding decision.

### 2.2.3 Checking the automatic email to Legacy Consulting about onboarding rejection

\_53. **Open or bring to the front** your **email client** in case you have provided an email address on the first page that you can access

In case an email server and browser-based email client have been co-deployed in your environment open the email client in a browser using the URL provided to you.

\_54. **Check** your inbox for an email from **focuscorpdemo** (or **cp4admin** for the internal mail server)

Your request has been rejected [Reference ID: 90LBW3XI]

focuscorpdemo@gmail.com

to jdoe@example.com ▾

Hello John,

This is with reference to your onboarding application with reference ID: 90LBW3XI

Your onboarding request has been rejected. For any questions, please use our live chat.

Regards,

Focus Corp

\_55. **Check** the **email** that contains the reference ID as displayed on the final page of the Client Onboarding app. It lets you know that your onboarding request has been rejected.

### 2.2.4 Checking the Client Rep notification about rejected onboarding

\_56. **Switch** back from the email client to the **browser** window containing the **Client Onboarding app**

\_57. **Open** the **task** that is available to you as client representative by **clicking on it**

The screenshot shows the 'Workplace' interface of the Client Onboarding app. At the top, there are four status boxes: 'On track' (0, green dot), 'At risk' (1, yellow triangle), 'Overdue' (0, red square), and 'Total tasks' (1). Below these is a 'Tasks' tab with a search bar and a 'Start workflow' button. A table lists tasks with columns for checkbox, status, priority, name, and due date. One task is listed: 'Notification: Review Request Completed' with a status of 'At risk' (yellow triangle) and a due date of 'Feb 25, 2022'. The bottom of the interface shows 'Items per page: 10' and '1 - 1 of 1 items'.

	Status	Priority	Name	Due on
<input type="checkbox"/>	At risk	Normal	<a href="#">Notification: Review Request Completed</a>	Feb 25, 2022

\_58. **Observe** the **Approval Status** task page that shows that the client onboarding request was **rejected**

Client Onboarding

Workplace / Notification: Review Request Completed   
▲ Normal priority | Due on Feb 25, 2022, 3:00 PM

Focus Corp Client Rep

Document Review Scoreboarding Backend Systems Update Notification

Client Name Legacy Consulting

Approval Status **Rejected**

Reference ID 90LBW3XI

Created on Feb 25, 2022, 11:02 AM

Status Active

Add comment

cp4admin  
The review for the onboarding request is now complete and the client has been notified of the approval status.  
Feb 25, 2022, 2:00 PM

cp4admin  
A utility bill was provided by the client and has been verified automatically.  
Feb 25, 2022, 12:46 PM

cp4admin  
The address in the utility bill provided does not match the address in the request. Waiting for the client to send another utility bill.  
Feb 25, 2022, 12:05 PM

cp4admin  
Waiting for the client to provide pending documents.  
Feb 25, 2022, 11:02 AM

Scoreboard

Segment 1- Segment 2

Confidence

Onboarding Information

\_59. **Checking** the **Activities** tab

All required activities except the one you are in are completed now.

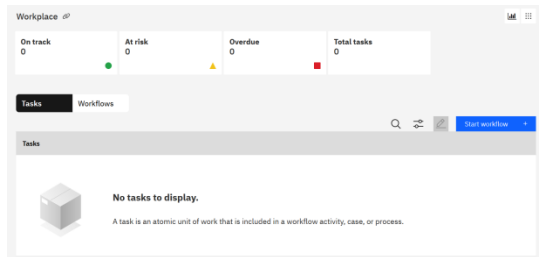
In addition to the optional activity **Create New Proposal** that has been ready before, now the optional activity **Follow Up with Client** is also ready. The client representative may decide to connect with the client as their onboarding request was rejected to discuss how they could still be onboarded or explain the decision. Alternatively, the client representative may decide to create a new proposal for Legacy Consulting to still allow them to onboard to services from Focus Corp. but for example with different subscriptions fees.

Yet these activities are optional, as the customer representative may choose not to perform any of them but just complete the notification.

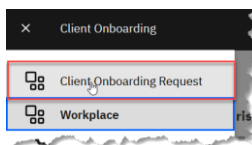
Details	Documents	Activities	History
Name	Status	Type	
▼ Notification	▲ Started on Feb 25, 2022, 2:00 PM	Required	
▼ Perform Scoreboarding	✓ Completed on Feb 25, 2022, 2:00 PM	Required	
▼ Review Documents	✓ Completed on Feb 25, 2022, 12:46 PM	Required	
▼ Update Backend Systems	✓ Completed on Feb 25, 2022, 2:00 PM	Required	
▼ Create New Proposal	● Ready   <a href="#">Start</a>   <a href="#">Disable</a>	Optional	
▼ Follow Up with Client	● Ready   <a href="#">Start</a>   <a href="#">Disable</a>	Optional	



\_60. Click **Complete Onboarding Request** to complete the task. This closes the task and brings you back to the now empty work list for the client representative



\_61. Click on the **hamburger menu icon** in the top left corner and **select Client Onboarding Request** to switch back to the Client Onboarding app



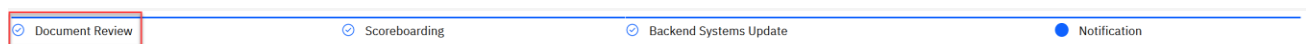
This completes the part of the exercise where you actively perform steps.

## 2.2.5 Review of Stages Performed Automatically

This section provides information on how different aspects that happen automatically as part of the Client Onboarding are performed. You will not actively need to perform any steps, just read about them. In chapter 3 you will again work directly with the Client Onboarding solution.

As part of the above client onboarding workflow, you worked on the second (Scoreboarding) and fourth (Notification) stage of the request processing. The first (Document Review) and the third (Backend Systems Update) stages were automatically completed, and no manual activities needed to be performed.

### 2.2.5.1 Document Review

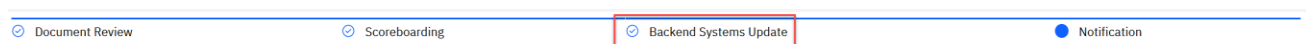


The first stage during processing the onboarding request is the **Document Review** stage. For the above request you have specified in the front-office intake app that only one of the two required documents are verified while the second (utility bill) was pending.

This caused the client to receive an email about the utility bill document they need to upload. While the onboarding request was started and the Document Review stage became active, it only contains an automatic activity that waits for a utility bill being added to the case.

With the client uploading a valid utility bill that is attached to the request, the automatic activity gets started, performs some processing, and completes. This makes the Document Review stage complete as well. The verification of the utility bill is done by matching the extracted address from it with the address stored in the onboarding request. Only if both match the utility bill is accepted otherwise as seen another email is sent to upload a utility bill with the correct address.

### 2.2.5.2 Backend Systems Update



As part of the **Backend Systems Update** stage, Focus Corp. needs to update some of its legacy systems of record:

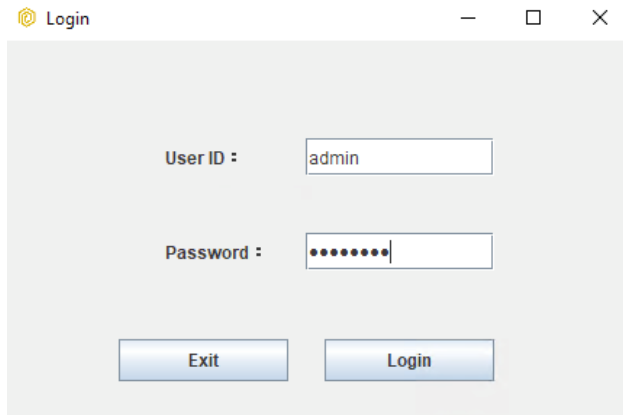
- The first is the Client Management System. It offers a Java rich client to add or update data.
- The second is the Service Management System. It offers a web interface to interact with it.

As Focus Corp. strives for a high level of automation, they want to update the legacy systems automatically without involving a user. This also helps to remove the risk of potential human errors when copying and pasting information from one system to another. Therefore, they apply IBM Robotic Process Automation (RPA).

The execution of the RPA bot happens automatically in the background. To get an impression how the bot operates the following screenshots explain the steps performed.

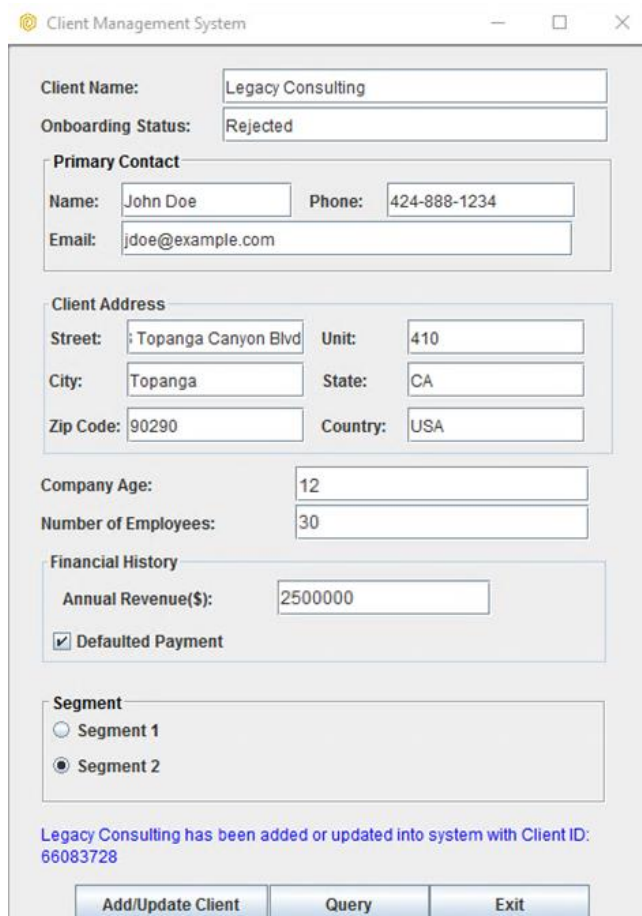
The first step is to create a client record or update an existing client record in the Client Management System and to retrieve the Client ID for the client:

- The bot **starts** the **Client Management System** (with a Java UI) and **logs into it**



The screenshot shows a Java window titled "Login". It contains two text input fields: "User ID :" with the value "admin" and "Password :" with masked characters "••••••••". Below the fields are two buttons: "Exit" and "Login".

- The bot enters all values from the Client Onboarding solution into the respective fields and clicks on the **Add/Update Client** button and retrieves the **Client ID** from the output text



The screenshot shows the main window of the "Client Management System". It contains several sections with form fields:

- Client Name:** Legacy Consulting
- Onboarding Status:** Rejected
- Primary Contact:**
  - Name:** John Doe
  - Phone:** 424-888-1234
  - Email:** jdoe@example.com
- Client Address:**
  - Street:** Topanga Canyon Blvd
  - Unit:** 410
  - City:** Topanga
  - State:** CA
  - Zip Code:** 90290
  - Country:** USA
- Company Age:** 12
- Number of Employees:** 30
- Financial History:**
  - Annual Revenue(\$):** 2500000
  - ☒ Defaulted Payment
- Segment:**
  - ☐ Segment 1
  - ☒ Segment 2

At the bottom, a status message reads: "Legacy Consulting has been added or updated into system with Client ID: 66083728". Below this message are three buttons: "Add/Update Client", "Query", and "Exit".

- Finally, it **closes** the Client Management System by **clicking** on **Exit**

As we rejected the onboarding request in the Scoreboarding stage, the bot does not need to record the services the client wants to onboard to in the Service Management System.

These two System of Records in our scenario are just mockups of potential real client systems. They represent systems that don't offer APIs at all to programmatically interact with them or where parts like updates are just exposed through the native UI and not an API. Such systems can easily be automated using the RPA capability.

## 3 Exercise: Onboarding a Client with High Confidence Level (Fully Automated)

### 3.1 Introduction

In this exercise, Automation Elite Inc. wants to subscribe to one service from Focus Corp.'s financial services.

You will again take over the role of the client representative, a Focus Corp. employee, who is on the phone with Automation Elite Inc. for this request. Initially, you collect all the required information before you submit the request.

Based on the information contained in the submission, the scoreboarding activity will classify Automation Elite Inc. as a Segment 1 client with a low risk profile and an assessment confidence equal or greater than 80%. Therefore, this onboarding request will be handled automatically without a manual review required by the account manager. The client will be informed about the decision via email while you, as the client representative, will get a notification task as you initiated the onboarding request.

This path through the onboarding scenario exemplifies one of the main goals when embarking on an automation journey, which is to automate business transactions as much as possible reducing the number of involved employees and therefore reducing cost, time required and manual errors.

### 3.2 Exercise Instructions

You will use the user assigned to you to perform all tasks as the client representative.

To remind you which role you currently perform, most screens show a Client Rep icon and label in the top right corner.

For this exercise, you will only assume the role of the Client Rep.



#### 3.2.1 Taking the call from Automation Elite Inc. and collecting base information

\_62. If not already shown **navigate** back to the **Client Onboarding Desktop**

\_63. As the **Client Representative type Auto** in the **Client Name** text field in the left panel to search for **Automation Elite Inc.** which is also an existing client of Focus Corp.

A screenshot of the Focus Corp. Client Onboarding Desktop interface. The top left shows the Focus Corp. logo. The top right shows a "Client Rep" icon and label. The main area is divided into two panels. The left panel has a "Client Name" section with a text input field containing "Auto" and a "Search" button. Below the input field, a dropdown menu shows "Automation Elite Inc." with a mouse cursor hovering over it. The right panel has a "Client Information" section with a heading "Enter the information of the client being onboarded." and a "Primary Contact Details" section with fields for "First Name", "Last Name", "Email", and "Phone Number".

\_64. **Click on Automation Elite Inc.** once the type-ahead feature offers it

\_65. Click on **Search** that got enabled when selecting Automation Elite Inc. to load the details for the client into the panel on the right. It retrieves the client details using integration with the Workflow capability.

Look for existing client information using the auto-complete and click on the Search button to get their information.

Client Name  
Automation Elite Inc.

**Search**

---

**Client Information**  
Enter the information of the client being onboarded.

**Primary Contact Details**

First Name: June Marie  
Last Name: Sample  
Email: jmarie@example.com  
Phone Number: (517) 555-0000

**Main Business Address**

Street: 3974 Carson St  
Unit: 1A  
City: Lansing  
Postal / Zip Code: 48911  
State: MI  
Country: United States of America

**Additional Information**

Company Age: 30 years  
Number of Employees: 75  
Annual Revenue: \$ 50,000,000.00  
Payment History: ☐ No Defaulted Payments

\_66. **Optionally, replace** the **email address** focuscorpdemo@gmail.com with an email address of your choice that you can use to receive emails for the client as you execute the scenario

In case an email server and browser-based email client have been co-deployed in your environment, the email address will be pre-populated with the internal email address of the user you logged in with (**<username>@example.org**).

In that case, keep that email address and use the browser-based mail client. Emails can only be sent to email addresses in the local '@example.org' domain but not arbitrary email addresses!

Email

@ user1@example.org

\_67. **Select Finance** in the **Industry** drop-down list as Automation Elite Inc. requests to onboard to one service in that domain

Selecting an entry from the drop-down dynamically changes the options in the services to onboard.

\$ 50,000,000.00 ☐ No Defaulted Payments

**Service Onboarding Information**

Select the industry for which the services are being offered

Federal  
Federal  
**Finance**  
Healthcare  
Insurance  
Telecom

Select the services that the client is interested in

☐ Education Funding  
☐ Green Technology Equipment  
☐ Infrastructure Consultation  
☐ Transport Security

Service  
\$ 0.00

**Review Documents**

\_68. **Check Corporate Credit Card** as the service that Automation Elite Inc. wants to onboard to

\_69. Click **Calculate Services Fee** to calculate the fees and get potential upsell recommendations

The screenshot shows a form titled "Service Onboarding Information". At the top, there is a field for a dollar amount set to "50,000,000.00" and a checkbox labeled "No Defaulted Payments" which is checked. Below this, the form asks to "Select the industry for which the services are being offered" with a dropdown menu showing "Finance". To the right, it asks to "Select the services that the client is interested in" with a list of checkboxes: "Corporate Credit Card" (checked), "External Audit", "Tax Consultation", and "Fraud Protection". A blue button labeled "Calculate Services Fee" with a dollar sign icon is highlighted with a red box and a mouse cursor. Below the button, the "Services Fee" is displayed as "\$ 0.00". At the bottom right, there is a blue button labeled "Review Documents" with a document icon.

The fees are calculated by an external service pricing engine build using prescriptive rules. The additional services that the client representative could offer as upsell opportunity to the client are currently also based on prescriptive rules but could also be generated based on a machine learning model.

This screenshot shows the same form as above, but with updated results. The "Calculate Services Fee" button is still highlighted. Below it, the "Services Fee" is now "\$ 13,500.00". To the right of the fee, a section titled "Additional services the client may be interested in" is highlighted with a red box, listing "External Audit" and "Fraud Protection" with checkboxes. The "Review Documents" button remains at the bottom right.


\_70. Click **Review Documents** to navigate to the next page


A close-up of the blue "Review Documents" button, which includes a document icon and a mouse cursor pointing at it.

### 3.2.2 Verifying required documents and submitting the onboarding request

#### \_71. Explore the **second page** of the Client Onboarding app

The left pane lists all information provided on the previous page. On the right pane all documents that may be relevant to this onboarding request are listed with their individual status of either Pending (Default), Verified, or Not Required. At the bottom a list of all potentially relevant documents Focus Corp. already has for Automation Elite Inc. is shown.

 Focus Corp

  
Client Rep





**Automation Elite Inc.**  
**Primary Contact Details**  
June Marie Sample  
517-555-0000  
jmarie@example.com  
**Main Business Address**  
1A-3974 Carson St  
Lansing, MI - 48911  
USA  
**Additional Information**  
Company Age 30 years  
Number of Employees 75  
Annual Revenue \$50,000,000  
Defaulted Payment No  
**Service Onboarding Information**  
Services Fee \$13,500  
Services Requested  
Corporate Credit Card

**Review Documents**  
Review existing documents and mark them as pending if they need to be (re)uploaded.

Document Name	Document Status
Banking Information	Pending
Utility Bill	Pending

  
Select the documents that you want to associate with this request

Automation Elite Inc.

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Banking Information - Automation Elite Inc
<input type="checkbox"/>	 Certificate of Incorporation - Automation Elite Inc
<input type="checkbox"/>	 Utility Bill - Automation Elite Inc
<input type="checkbox"/>	 June Marie - Driver's License

Items per page: 20 1-4 of 4 items

[← Back](#) [Submit Onboarding Request](#)

\_72. **View** the **Banking Information – Automation Elite Inc.pdf** document by **clicking** the **three dots** at the right end of the row that appear when you hover over the line and **selecting View**. This opens the document in the integrated viewer. Afterwards **close** the viewer **window** again.

Select the documents that you want to associate with this request

Automation Elite Inc.

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Banking Information - Automation Elite Inc
<input type="checkbox"/>	 Certificate of Incorporation - Automation Elite Inc
<input type="checkbox"/>	 Utility Bill - Automation Elite Inc
<input type="checkbox"/>	 June Marie - Driver's License

Items per page: 20 1-4 of 4 items

[View](#)  
[Download](#)  
[Properties](#)

**\_73. Select Verified for Banking Information and Utility Bill**

 Focus CorpCP4BA Demos and Labs 2023



\_74. Check the boxes for the two documents **Banking Information - Automation Elite Inc.pdf** and **Utility Bill – Automation lite Inc.** in the document list at the bottom to make these two documents part of the request when you submit the onboarding request



**Automation Elite Inc.**  
**Primary Contact Details**  
June Marie Sample  
517-555-0000  
jmarie@example.com  
**Main Business Address**  
1A-3974 Carson St  
Lansing, MI - 48911  
USA  
**Additional Information**  
Company Age 30 years  
Number of Employees 75  
Annual Revenue \$50,000,000  
Defaulted Payment No  
**Service Onboarding Information**  
Services Fee \$13,500  
Services Requested  
Corporate Credit Card

**Review Documents**  
Review existing documents and mark them as pending if they need to be (re)uploaded.

Document Name	Document Status
Banking Information	Verified
Utility Bill	Verified

Select the documents that you want to associate with this request  

Automation Elite Inc.

☐ **Name**  
☒ Banking Information - Automation Elite Inc  
☐ Certificate of Incorporation - Automation Elite Inc  
☒ Utility Bill - Automation Elite Inc  
☐ June Marie - Driver's License

Items per page: 20 1-4 of 4 items

← Back

Submit Onboarding Request

\_75. Click **Submit Onboarding Request** to complete Automation Elite Inc.'s request and navigate to the final confirmation page

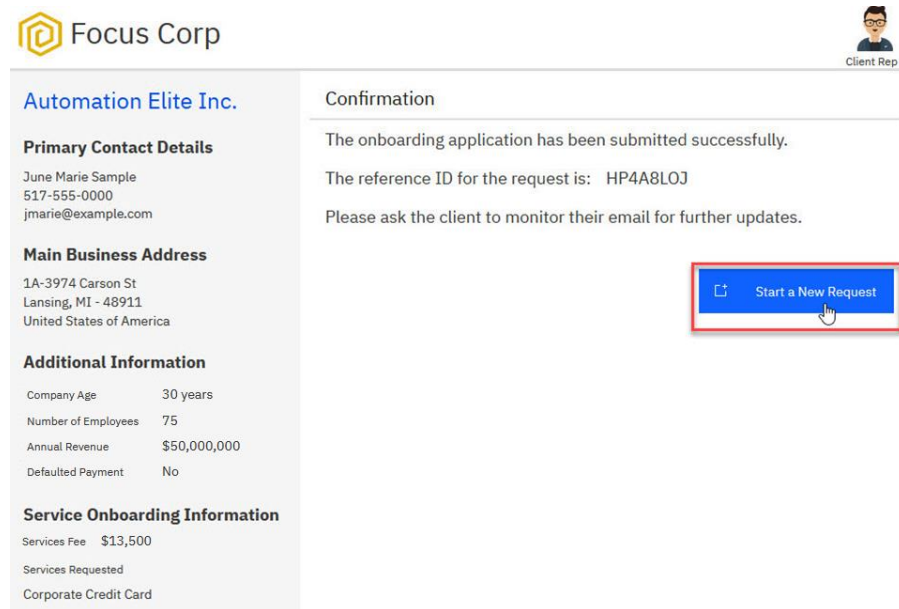
The submission may take a few seconds during which you might notice a little spinner icon next to the Client Rep icon. Please wait until you are taken to the third page.



### 3.2.3 Onboarding request confirmation page

\_76. **Explore** the **third page** of the Client Onboarding app

The left pane again lists all information provided on the first page. The right-hand side provides a reference ID for the request that the client rep can share with the client and a comment that an email was sent to the client about their request.



The screenshot shows the 'Confirmation' page of the Client Onboarding app. On the left, under 'Automation Elite Inc.', there are sections for 'Primary Contact Details' (June Marie Sample, 517-555-0000, jmarie@example.com), 'Main Business Address' (1A-3974 Carson St, Lansing, MI - 48911, United States of America), and 'Additional Information' (Company Age: 30 years, Number of Employees: 75, Annual Revenue: \$50,000,000, Defaulted Payment: No). Below this is 'Service Onboarding Information' (Services Fee: \$13,500, Services Requested: Corporate Credit Card). On the right, the 'Confirmation' section states: 'The onboarding application has been submitted successfully.', 'The reference ID for the request is: HP4A8LOJ', and 'Please ask the client to monitor their email for further updates.' A blue button labeled 'Start a New Request' is highlighted with a red box and a cursor icon.

\_77. **Click** on **Start a New Request** to get back to the first page to be able to continue onboarding more clients to Focus Corp.'s services

### 3.2.4 Checking the automatic email to Automation Elite Inc.

\_78. **Open** your **email client** in case you have provided an email address on the first page that you can access

In case an email server and browser-based email client have been co-deployed in your environment open the email client in a browser using the URL provided to you.

\_79. **Check** your inbox for an email from **focuscorpdemo** (or **cp4admin** for the internal mail server)

Your request has been approved [Reference ID: HP4A8LOJ]

**focuscorpdemo@gmail.com**

to jmarie@example.com ▼

Hello June Marie,

This is with reference to your onboarding application with reference ID: HP4A8LOJ

Your onboarding request has been approved. For any questions, please use our live chat.

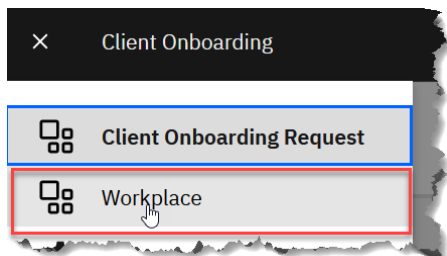
Regards,  
Focus Corp

The email contains the reference ID as displayed on the final page of the Client Onboarding app. It lets you know that your onboarding request has been approved.

### 3.2.5 Checking the Client Rep notification about automated onboarding

\_80. **Switch** back from the email client to the browser window containing the **Client Onboarding app**

\_81. **Click** on the **hamburger menu icon** in the top left corner and **select Workplace** to switch from the Client Onboarding app to your general workplace. After a short moment it shows the tasks available to you.



When you complete a task, the task may still be shown for some seconds in the task list. It will disappear when the task list auto-refreshes itself.

\_82. **Open** the **task** that is available to you as client rep by **clicking on it**

A screenshot of the 'Workplace' task list interface. At the top, there is a header bar with the text 'Workplace' and a refresh icon. Below this, there are four summary cards: 'On track 1' with a green dot, 'At risk 0' with a yellow triangle, 'Overdue 0' with a red square, and 'Total tasks 1'. Below the summary cards, there are two tabs: 'Tasks' (selected) and 'Workflows'. Below the tabs, there is a search bar, a filter icon, and a 'Start workflow' button. Below these, there is a table with the following columns: 'Status', 'Priority', 'Name', and 'Due on'. The table contains one row with the following data: 'On track', 'Normal', 'Notification: Review Request Completed', and 'Mar 1, 2022'. Below the table, there is a footer bar with the text 'Items per page: 10', '1 - 1 of 1 items', and '1 of 1 page'.

Depending on the network latency it may take a moment until the task page is loaded.

\_83. **Observe** the **Approval Status** task page that shows that the client onboarding request was **Approved**

Workplace / Notification: Review Request Completed @

Normal priority | Due on Mar 1, 2022, 2:23 PM

Focus Corp

Client Rep

Document Review Scoreboarding Backend Systems Update Notification

Client Name Automation Elite Inc.

Approval Status **Approved**

Reference ID T6XVB3DN

Created on Mar 1, 2022, 1:22 PM

Status Active

Add comment

cp4badmin

The review for the onboarding request is now complete and the client has been notified of the approval status.

Mar 1, 2022, 1:23 PM

Details Documents Activities History

Scoreboard

Segment

Segment 1

Low Risk

Confidence

100%

Onboarding Information

Complete Onboarding Request

\_84. **Explore** the Documents, Activities, and History tabs

The **Documents** tab shows all documents that you had previously selected on the Review Documents page of the Client Onboarding app. They have been made part of the actual onboarding request.

Details Documents Activities History

Client Documents

Banking Information - Automation Elite Inc

Utility Bill - Automation Elite Inc

cp4badmin

2022/03/01 13:22

The **Activities** tab shows the status and type of all activities of the request. Since this is a case in the Workflow system, any discretionary activities defined in the case would be available here so that they can be started by the client representative.

All required activities except the one you are in are completed now.

Two optional activities **Create New Proposal** and **Follow Up with Client** are ready. The client representative may decide to connect with the client as their onboarding request was approved to discuss the next steps to utilize the service. In addition, the client representative may also decide to create a new proposal for Automation Elite Inc. to upsell additional services.

Yet these activities are optional, as the customer representative may choose not to perform any of them but just complete the notification task.

Details

Documents

Activities

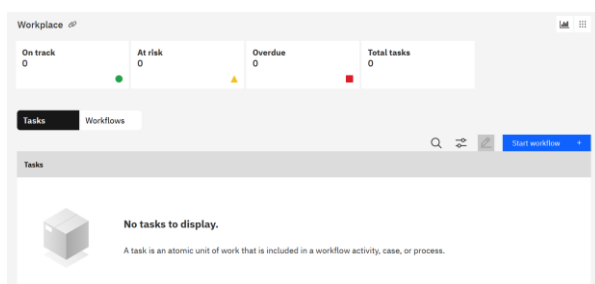
History

Name	Status	Type
<div> <div></div> <div>Notification</div> </div>	<div> <div></div> <div>Started on Mar 1, 2022, 1:23 PM</div> </div>	Required
<div> <div></div> <div>Perform Scoreboarding</div> </div>	<div> <div></div> <div>Completed on Mar 1, 2022, 1:23 PM</div> </div>	Required
<div> <div></div> <div>Review Documents</div> </div>	<div> <div></div> <div>Completed on Mar 1, 2022, 1:23 PM</div> </div>	Required
<div> <div></div> <div>Update Backend Systems</div> </div>	<div> <div></div> <div>Completed on Mar 1, 2022, 1:23 PM</div> </div>	Required
<div> <div></div> <div>Create New Proposal</div> </div>	<div> <div></div> <div>Ready   <a href="#">Start</a>   <a href="#">Disable</a></div> </div>	Optional
<div> <div></div> <div>Follow Up with Client</div> </div>	<div> <div></div> <div>Ready   <a href="#">Start</a>   <a href="#">Disable</a></div> </div>	Optional

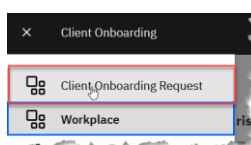
The **History** tab shows information about different types of events that happened for the request.

Details	Documents	Activities	History
Event	Details	User	Last modified on
The review for the onboarding request is now complete and the client has been notified of the approval status.	Comment added to case	cp4badmin	Mar 1, 2022, 1:23 PM
Update Backend Systems	Activity Completed	cp4badmin	Mar 1, 2022, 1:23 PM
Notification	Activity Started	cp4badmin	Mar 1, 2022, 1:23 PM
Notification	Stage Started	cp4badmin	Mar 1, 2022, 1:23 PM
Backend Systems Update	Stage Completed	cp4badmin	Mar 1, 2022, 1:23 PM

\_85. Click **Complete Onboarding Request** to complete the task. This closes the task, brings you back to the now empty work list for the client rep and completes the fully automated onboarding for a low risk, high confidence client like Automation Elite Inc.



\_86. Click on the **hamburger menu icon** in the top left corner and **select Client Onboarding Request** to switch back to the Client Onboarding app



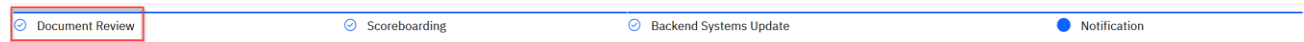
This completes the part of the exercise where you actively perform steps.

### 3.2.6 Review of Stages Performed Automatically

As part of the above fully automated client onboarding workflow you directly worked on the fourth stage (Notification) of the request processing. The three stages before that were already automatically completed and did not need manual activities.

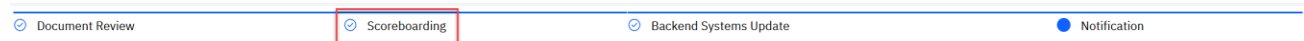
This section provides information on how different aspects that happen automatically as part of the Client Onboarding are performed. You will not actively need to perform any steps, just read through them. In chapter four you will again work directly with the Client Onboarding solution.

#### 3.2.6.1 Document Review



The first stage during processing the onboarding request is the Document Review stage. For the above request you have specified in the front-office intake app that the two required documents are already verified. Therefore, this stage completes automatically.

#### 3.2.6.2 Scoreboarding

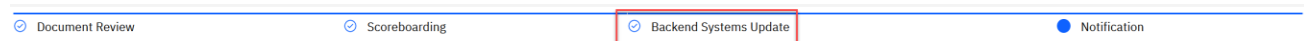


As described before, the Scoreboarding stage consists of two activities:

- The first activity automatically applies prescriptive rules and an AI model. It determines the segment this client belongs to, the risk associated with onboarding the client and the confidence of the assessment.
- The second activity is to manually review the onboarding request. However, in the request you created, the calculated confidence of the assessment is equal or above 80%. Therefore, the second activity to manually review the request by an account manager is skipped.

For your request the client has been automatically onboarded, and the Scoreboarding stage has been automatically completed.

#### 3.2.6.3 Backend Systems Update



As looked at before in the Backend Systems Update stage, Focus Corp. needs to update some of its legacy systems of record:

- The first is the Client Management System. It offers a Java rich client to add or update data.
- The second is the Service Management System. It offers a web interface to interact with it.

Striving for a high level of automation Focus Corp. wants to update the legacy systems automatically without involving a user. This also helps to remove the risk of potential human errors when copying and pasting information from one system to another. Therefore, they apply IBM Robotic Process Automation (RPA).

The execution of the RPA bot happens automatically in the background. To get an impression how the bot operates in this case where the client was onboarded the following screenshots explain the steps performed.

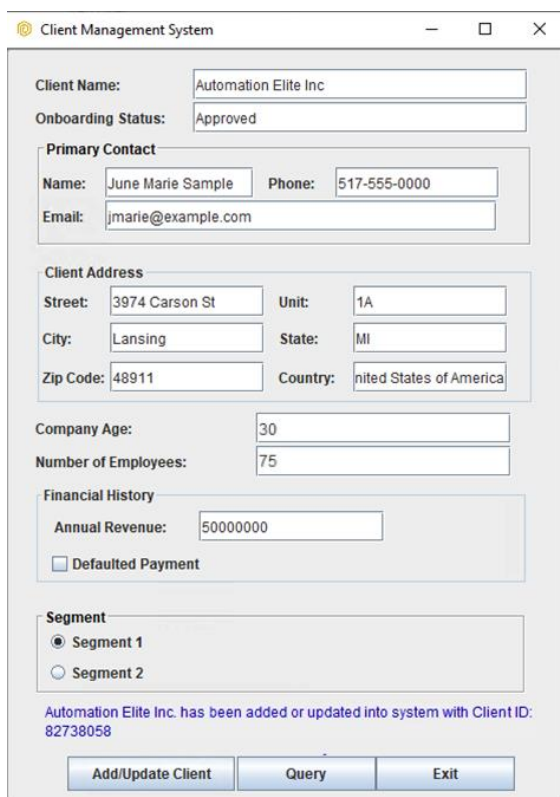
The first step is to create a client record or updating an existing client record in the Client Management System and to retrieve the Client ID for the client:

- The bot **starts** the **Client Management System** (with a Java UI) and **logs into it**.



The screenshot shows a 'Login' window with a title bar containing a yellow icon, the text 'Login', and standard window controls. The window has a light gray background. It contains two text input fields: 'User ID :' with the value 'admin' and 'Password :' with masked characters '.....'. Below these fields are two buttons: 'Exit' and 'Login'.

- The bot enters all values from the Client Onboarding solution into the respective fields and clicks on the **Add/Update Client** button and retrieves the **Client ID** from the output text.

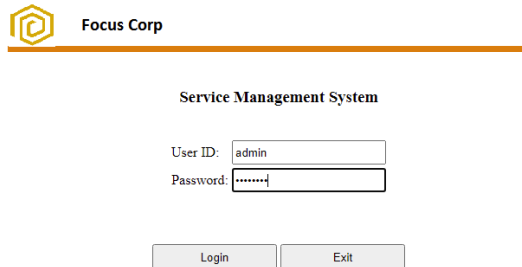


The screenshot shows the 'Client Management System' window. It has a title bar with a yellow icon, the text 'Client Management System', and standard window controls. The window contains several sections of form fields: 'Client Name:' (Automation Elite Inc), 'Onboarding Status:' (Approved), 'Primary Contact' (Name: June Marie Sample, Phone: 517-555-0000, Email: jmarie@example.com), 'Client Address' (Street: 3974 Carson St, Unit: 1A, City: Lansing, State: MI, Zip Code: 48911, Country: nited States of America), 'Company Age:' (30), 'Number of Employees:' (75), 'Financial History' (Annual Revenue: 50000000, Defaulted Payment checkbox), and 'Segment' (Segment 1 selected). At the bottom, there is a status message: 'Automation Elite Inc. has been added or updated into system with Client ID: 82738058'. Below the message are three buttons: 'Add/Update Client', 'Query', and 'Exit'.

- Finally, it **closes** the Client Management System by **clicking** on **Exit**.

The second step is to record the services the client wants to onboard to in the Service Management System. This only applies when the onboarding request has been accepted, as it has been for Automation Elite Inc. during the Scoreboarding stage.

- The bot **starts a browser**, **navigates** to the **home URL** for the **Service Management System**, and **logs into it**.



Focus Corp

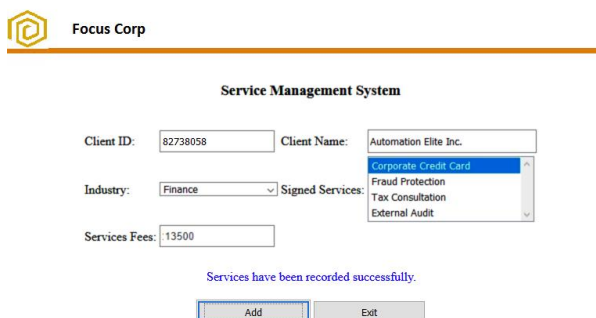
---

Service Management System

User ID:

Password:

- The bot **enters** the **Client ID** retrieved from the Client Management System as well as the **client name, industry, services** to be signed up to, and **services fees** from the Client Onboarding solution into the respective fields and clicks **Add**.



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---

Service Management System

Client ID:  Client Name:

Industry:  Signed Services:

Services Fees:

Services have been recorded successfully.

- Finally, the bot **clicks Exit** to **logout** from the Service Management System and **closes** the **browser window**.

These two System of Records in our scenario are just mockups of potential real client systems. They represent systems that don't offer APIs at all to programmatically interact with them or where parts like updates are just exposed through the native UI and not an API. Such systems can easily be automated using the RPA capability.



## 4 Exercise: Explore the Business Performance Center Dashboard

### 4.1 Introduction

In this final exercise you switch into the role of the business owner of the Client Onboarding business of Focus Corp. You need to understand how your business performs and what actions to take to expand your business or course correct if needed.

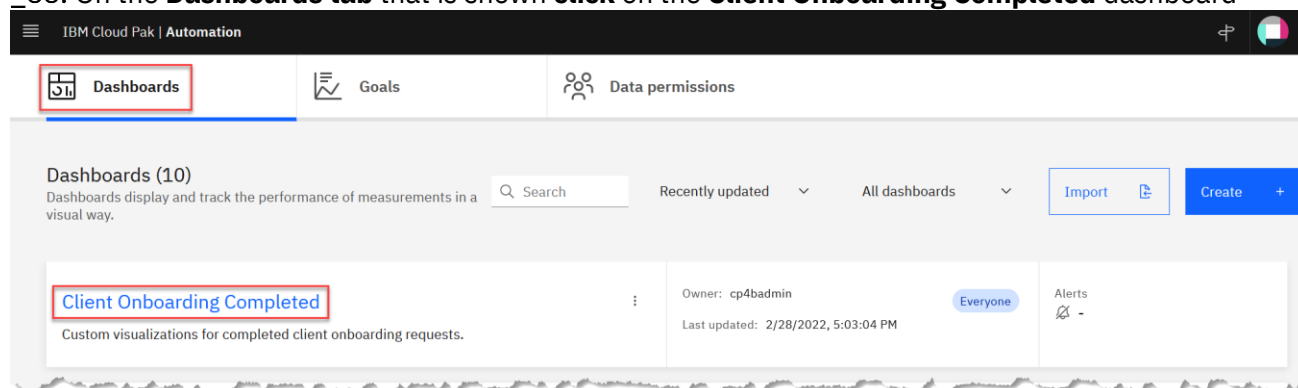
For this purpose, you will make use of **Business Performance Center** (BPC) as part of **IBM Business Automation Insights** (BAI). BPC provides easy to use and meaningful dashboards to visualize business relevant KPIs for lines of business to have a near real-time view on their business operations.

### 4.2 Exercise Instructions

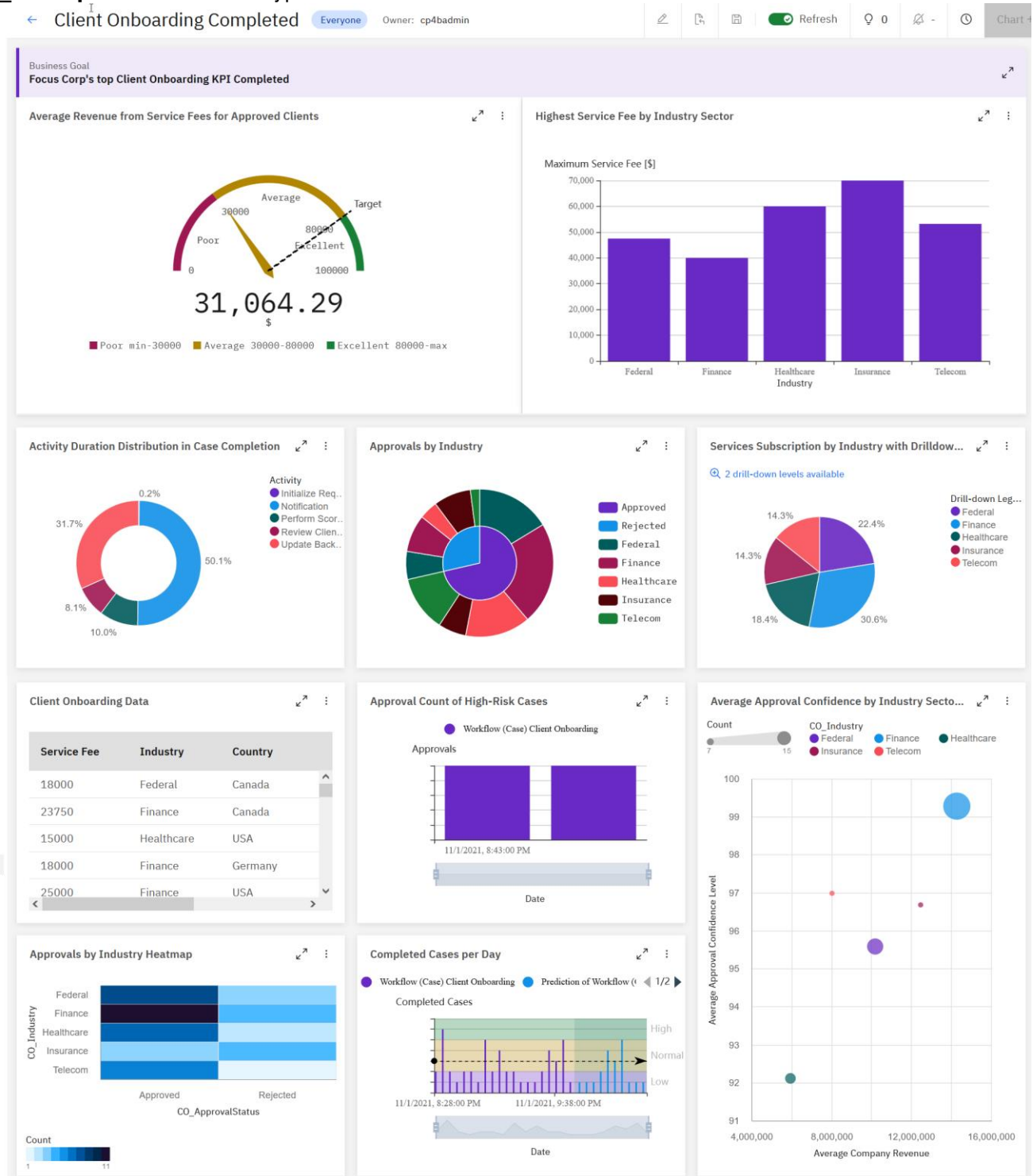
You continue to use the same user to access the BPC dashboard. You will see live data, so it may differ from the screenshot shown and may change over time as you and other participants perform onboarding requests.

\_87. **Open** the **Business Performance Center** (BPC) using the link for your environment

\_88. On the **Dashboards** tab that is shown **click** on the **Client Onboarding Completed** dashboard



## \_89. Explore the different types of charts and information in the dashboard



Some examples of how to use the data based on the screenshot above are:

- In the **Approvals by Industry** chart (second row, center) hover over the two segments in the inner circle to see which segment shows the approved and which the rejected onboarding requests and their respective percentage. You can then hover over the segment in the outer circle to see from which industries these are coming and their percentage. You might for example see that your business is weak in the insurance sector (brown color above) with a significantly high number of onboarding requests being rejected. This may lead you to investigate this issue more deeply and start an advertisement campaign.

- This is especially true looking at the **Highest Service Fee by Industry Sector** chart (first row, right) which indicates that in the Insurance industry you earn the highest service fees.
- In case the **Approval Count of High-Risk Cases** chart (second in the third row) shows a high and potentially increasing number of approvals for high-risk onboarding request, you might want to investigate the cause of this. One reason might be that the machine learning model needs to be retrained or the threshold for the confidence needs to change. Another reason could be that your account managers approve too many high-risk onboarding requests to not lose business which may have a negative effect on the risk profile of your business.
- The **Completed Cases per Day** chart (second in the third row) can help you to see the distribution of completed onboarding request per day over a period of time. It also provides you a forecast based on past activity. This can enable you to plan your budgets and capacity.

## 5 Outlook

The Client Onboarding scenario is ever evolving. While it is already very comprehensive some interesting aspects are not yet implemented:

- **Business Insights into how Client Onboarding is performing**

Focus Corp. would want to have operational dashboards available for their managers to get operational details on the execution of the solution components to understand metrics such as task distribution, time taken by services, number of decisions executed and so on.

- **Client Onboarding to Focus Corp's Services Online**

Currently the client must call Focus Corp. to place their onboarding request by talking to a customer representative. Focus Corp. may want to allow clients to request onboarding themselves by filling in a form. In addition to the ability to upload missing documents online, Focus Corp. may want to offer a self-service capability on their web site.

In a future version of the end-to-end scenario, we expect to incorporate a Chat bot capability provided via **IBM Robotic Process Automation (RPA)** or even Watson Assistant to facilitate such requirements.

- **Analyzing the Client Onboarding solution using IBM Process Mining**

Focus Corp. is always looking for improvement opportunities to streamline their business activities. **IBM Process Mining** provides various means of analyzing execution logs of performed business processes to generate insights on how to improve them.

One of the challenges is having access to execution data to derive meaningful insights from. IBM Process Mining provides built-in capabilities to extract these from the Workflow capability as a part of Cloud Pak for Business Automation.

- **Utilizing the capabilities of other IBM Cloud Paks**

Focus Corp. has multiple custom Systems of Records and packaged solutions that should be connected to the client onboarding solution. Similarly, as this is a very critical business application, Focus Corp. needs to ensure that it is constantly available, outages are avoided, or that it can at least be recovered instantly. As the solution accesses critical client data and internal information, it needs to be secured against any threats and attacks. Finally, as Focus Corp. is seeing the value of using machine learning they want to expand on it introducing proper governance etc.

In a future version of the end-to-end scenario, we expect to address these by integrating capabilities from the

- IBM Cloud Pak for Integration to address connecting various systems
- IBM Cloud Pak for Watson AIOps to automate IT operations and deliver actionable insights
- IBM Cloud Pak for Security to gain insights into threats and risks and respond faster
- IBM Cloud Pak for Data to scale AI-powered transformation easily by unifying data and tools in a single solution

This completes the lab to experience how IBM Cloud Pak for Business Automation can be used in a simplified version of a Client Onboarding solution as part of Focus Corp's service business.

**Congratulations on completing the lab!**

We love to hear your **feedback**.

Depending on the venue, please provide feedback via the Slack channel, during the Webex calls, by sending an email to the authors ([Olaf.Hahn@de.ibm.com](mailto:Olaf.Hahn@de.ibm.com) / [aswapnil@ca.ibm.com](mailto:aswapnil@ca.ibm.com)), and through the survey at the end of the event.