1. **Fisa de proces**
   1. **Departament/ Subdepartament**- HR
   2. **Denumirea procesului:**

Inregistrare salariati in aplicatia Revisal

* 1. **Necesitatea automatizarii prin RPA**  
     Volum mare de date care necesita munca manuala repetitiva.

1. **Input**  
   2.1 Inputul va fi un fisier de tip excel („.xlsx”), care va trebui sa fie pus in folderul cu denumirea „INPUT”  
     
   Background pattern

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   Interiorul folderului INPUT:  
     
   Graphical user interface, application, Word

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   Template fisier input:  
     
     
   Urmatoarele coloane din fiserul de input, trebuie completate conform datelor existente in Revisal:   
     
   - Cetatenie  
   - Tip act identitate  
   - Judet  
   - Localitate  
   - Tip contract  
   - Durata contract  
   - Tip norma  
   - Durata timp munca  
   - Repartizare timp munca  
   - Functie  
     
   Datele din restul coloanelor pot fi introduse random.  
     
   **Mentiuni:**  
     
   Este necesar un „CNP” valid (link generare cnp: https://isj.educv.ro/cnp/);  
   Valoare pentru „Numar contract”, trebuie sa fie unica;  
   Data incheierii contractului nu poate fi ulterioara datei la produce efecte.
2. **Output**  
   3.1 Outputul va fi acelasi fisier („.xlsx”), cu o coloana de „Status” in plus. Pe coloana „Status” va fi trecut statusul fiecarei inregistari (Succes/ Failed+ mesajul exceptiei).  
     
   Interiorul folderului OUTPUT:  
     
   Graphical user interface, application

   Description automatically generated

**4. Flow proces**  
4.1 **Initializare aplicatie Revisal**  
  
Graphical user interface

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4.2 **Navigare catre pagina ‚Inregistrare salariati’**  
  
 - Click tab ‚Salariati’  
Graphical user interface, application, Word

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 - Click tab ‚Inregistrare salariat’  
Graphical user interface, application, Word

Description automatically generated  
4.3 **Introducere date salariat**   
  
Mentiune: Denumirea coloanelor din fisierul de input, coincide cu denumirea campurilor din Revisal.  
  
 - Introducere date in ecranul ‚Date Salariat’ + click ‚Continuare’  
  
Graphical user interface, application

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 - Introducere date in ecranul ‚Date generale’ + click ‚Continuare’  
  
Graphical user interface, application

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- Click ‚Salveaza’ in ecranul ‚Sumar’  
  
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- Introducere date in ecranul ‚Tip contract’ + click ‚Continuare’  
  
Graphical user interface, application

Description automatically generated  
  
- Introducere date in ecranul ‚Detalii contract’ + click ‚Continuare’  
  
Graphical user interface, text, application, email

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- Introducere data in ecranul ‚Salariu, sporuri...’ + click ‚Continuare’  
  
Graphical user interface, text, application, Word

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- Introducere date in ecranul ‚Sumar’ + click ‚Salveaza’  
  
Graphical user interface, application

Description automatically generated  
  
5**. Best practice list to be respected**  
  
Save all posible constants in the Config file ex: a path to a folder, a credential, the name of a file;

* In arguments should have the prefix ‚in\_’;
* Out arguments should have the prefix ‚out\_’;
* In/Out arguments should have the prefix ‚io\_’;
* Variables should use the camelCase format ex: myInt, myValueExists;
* Your workflows should start with „Start” + WorkflowName;
* Don’t let commented code.

6. **Tips**

* To create a new Workflow you can press Ctrl + N;
* To create a new variable while inside a variable field of any activity press Ctrl + K;
* To create a new In Argument while inside a variable field of any activity press Ctrl + M;
* To create a new Out Argument while inside a variable field of any activity press Ctrl + Shift + M;
* To comment a sequence or activity press Ctrl + D while its selected;
* To uncomment a sequnce or activity press Ctrl + E while selecting the comment window;
* If you have an activity with an output, if you create a variable using the shortcut inside that field, the variable will have been created with the correct type necessary for the activity output field.