

**Process Definition Document**

LinkedIn Jobs Finder

**Version: approval for development**

**Document History**

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| --- | --- | --- | --- | --- |
| Date | Version | Name | Organization (Dept.) | Comments |
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**Document Approval Flow**

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| Version | Flow | Role | Name | Organization (Dept.) | Date |
| Ver. 1 | Prepared by | Developers | Eduard Haponov | SOA | 29-01-2024 |
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# 1. Introduction

## **I.1 Purpose of the document**

## The Process Design Document outlines the sequence of steps for searching job vacancies on the website using keywords and manually saving them to an Excel file by an employee, and after automation, the automatic activation of a bot check for available vacancies and the automatic saving of the report in an Excel file in a table with the current date.

## The document describes the sequence of steps performed as part of the business process, the conditions, and rules of the process prior to automation and how they are envisioned to work after automating it, partly or entirely. This specifications document serves as a base for developers, providing them the details required for applying robotic automation to the selected business process.

## **I.2 Objectives**

The business objectives and benefits expected by the Business Process Owner after automation of the selected business process are:

|  |  |
| --- | --- |
| Objectives | Benefits |
| Reduce manual and repetitive tasks | Reduce employee load |
| Reduce backlog | Faster response |
| Process standardization | Increase accuracy |

## **I.3 Process key contact**

This specifications document includes concise and complete requirements of the business process and it is built based on the inputs provided by the process Subject Matter Expert (SME)/ Process Owner.

The Process Owner is expected to review it and provide signoff for accuracy and completion of the steps, context, impact, and complete set of process exceptions. The names must be included in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Contact details  (email, phone number) | Notes |
| Process Developer | Eduard Hapanov | [eduard.haponov@schoolofautomation.tech](mailto:eduard.haponov@schoolofautomation.tech) | Point of contact for questions related to process details & exceptions |
| Process SME | Sophia Connolly | [sophia.connolly@schoolofautomation.tech](mailto:sophia.connolly@schoolofautomation.tech) | Point of contact for questions related to process details and exceptions |
| Process Owner/ Approver for production | Waseem Butt | [waseem.butt@schoolofautomation.tech](mailto:waseem.butt@schoolofautomation.tech) | Escalations, Delays, etc |

## **I.4 Minimum Pre-requisites for automation**

* Completed in Process Definition Document, with ‘As-Is’ and ‘To-Be’ solution signed off by all relevant parties involved
* <Remaining Automation>

# 2. AS IS process description

## **II.1 Process Overview**

General information about the process selected for RPA prior to automation.

Open the browser, we log in to linkedin.com. In the search bar, we enter our keywords for job hunting and specify the search country. After that, we press enter button. If there are search results, we copy the job listing into a newly created Excel file with the current date and save the Excel file, and send it via email.

|  |  |  |
| --- | --- | --- |
| # | Item | Description |
| 1 | **Process full name** | *LinkedIn Jobs Finder Bot* |
| 2 | **Process Area** | *Search Jobs* |
| 3 | **Department** | *Jobs website* |
| 4 | **Process short description**  (operation, activity, outcome) | *Logging in to LinkedIn, entering keywords into the job search, saving job search results to CSV, and sending the CSV file via email* |
| 5 | **Role(s) required for performing the process** | *N/A* |
| 6 | **Process schedule and frequency** | *N/A* |
| 7 | **# of items processes /reference period** | *N/A* |
| 8 | **Average handling time per item** | *40 seconds* |
| 9 | **Peak period (s)** | *N/A* |
| 10 | **Transaction Volume During Peak period** | *N/A* |
| 11 | **Total # of FTEs supporting this activity** | *N/A* |
| 12 | **Expected increase of volume in the next reference period** | *N/A* |
| 13 | **Level of exception rate** | *Less than 50%* |
| 14 | **Input data** | *Key words for searching, Folder with Excel file, Email. Credentials for LinkedIn, URL.* |
| 15 | **Output data** | *Excel Report* |

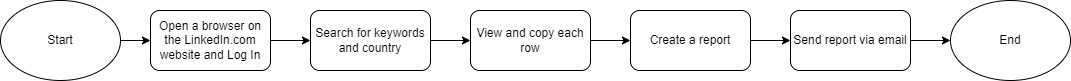
## **II.2. Applications used in the process**

The table includes a comprehensive list all the applications that are used as part of the process automated, at various steps in the flow.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Application name & version | System  Language | Thin/Thick Client | Environment/  Access method | Comments |
| 1 | Chrome Browser | English | Thick | Desktop Application |  |
| 2 | Microsoft Excel | English | Thick | Desktop Application |  |
| 3 | Microsoft Outlook | English | Thick | Desktop Application |  |

## **II.3. AS IS Process map**

### High-level process map



### Low level process map

### [Check AS-IS Low Level Process map](https://ibb.co/qmrDKBJ)

## **II.4. Detailed AS IS process steps**

|  |  |  |
| --- | --- | --- |
| Step | Description | Details (Screenshot) |
| 1.1 | **Open browser** |  |
| 1.2 | **Type url adress** |  |
| 1.3 | **Log In** |  |
| 1.4 | **Click Jobs** |  |
| 1.5 | **Type key word** |  |
| 1.6 | **Type country and press Enter button** |  |
| 1.7 | **Copy results** |  |
| 2.1 | **Create Excel** |  |
| 2.2 | **Paste results to Excel then save and close** |  |
| 3 | **Send report via email** |  |

# 3. TO BE Process Description

This chapter highlights the expected design of the business process after automation.

The bot starts It opens a browser on the linkedin.com and log in page then checks for the presence of keywords for job search. In the job search bar, the bot enters the keywords, specifies the countries in the search country bar, and clicks the search button. If there are search results, the bot copies them and pastes them into an Excel spreadsheet with the current date. After the bot completes the search for all keywords, it saves the Excel file and closes the browser. Then bot sends the Excel file via email.

## **III.1 TO BE Detailed Process Map**

### High-level process overview

A diagram of a keyword

Description automatically generated

### Low Level process overview

[Check TO-BE process map](https://ibb.co/rZwydy2)

## **III.2 Parallel Initiatives/ Overlap (if case)**

This chapter captures the proposed Business, Process & System changes in near future and its impact.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Initiative Name | Process Step(s) where it is identified | Impact on current automation | Expected Completion Date | Contact person for more details |
| N/A | N/A | N/A | N/A | N/A | N/A |

## **III.3 In Scope for RPA**

The automated process will be developed as described in this document.

All steps of this process in Scope without exception.

## **III.4 Out of Scope for RPA**

The following will be considered out of scope for this automated process:

N/A

## **III.5 Business Exceptions Handling**

### Known Exceptions

The table below reflects all the business process exceptions captured during the process evaluation and documentation. These are known exceptions, met in practice before. For each of these exceptions, define a corresponding expected action that the robot should complete if it encounters the exception.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BE # | Exception name | Step | Parameters | Action to be taken |
| 1.1 | Credentials are empty | Get Credentials | Credentials | Stop the process |
| 1.2 | Credentials are wrong | Type Credentials | Credentials | Close Browser and Stop the process |
| 2. | Keywords are empty | Type Input | Keywords | Close Browser and Stop the process |
| 3. | No search results | Check App State Vacancies | Vacancies | Write to Excel report |
| 4. | No email | Sending report via Email | Email | Skip this process |

### Unknown Exceptions

For all the other **unanticipated or unknown business (process) exceptions**, the robot should:

Stop process until issue is resolved

## **III.6 Application Error and Exception Handling**

### Known Errors or Exceptions

The table below reflects all the errors identifiable in the process evaluation and documentation.

For each of these errors or exceptions, define a corresponding expected action that the robot should complete if it is encountered.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Error name | Step | Parameters | Action to be taken |
| 1. | Browser Crash | Any step | Error message | Stop process until issue is resolved |
| 2. | The machine is not turned on | First Step | N/A | Wait until the machine on which the bot is running is started and immediately start executing the program |
| 3. | Lack of internet connection | Any step | Error message | Wait until the Internet appears and immediately start executing the program |
| 4. | Excel Crash | Any step | Error message | Stop process until issue is resolved |
| 5. | Excel Path are not available | Get Credentials | Credentials | Stop process until issue is resolved |
| 6. | Keywords are not available | Get Credentials | Credentials | Stop process until issue is resolved |
| 7. | Outlook Crash | Sending report via Email | Error message | Stop process until issue is resolved |

## **III.7 Reporting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Report type | Update frequency | Details | Monitoring Tool |
| 1.1 | Excel File | daily | Average number of errors type per day | Excel |
| 1.2 | Excel File | daily | Saved search results in csv excel format | Excel |
| 1.3 | Dashboard | daily | Dashboard on Kibana with 3 visualizations | Kibana |

# 4.Other

## **IV.1 – Acronyms**

|  |  |
| --- | --- |
| Abbreviation | Long Form |
|  |  |

## **IV.2 – Glossary of RPA Terms**

|  |  |
| --- | --- |
| Term | Description |
| BluePrism | The Robotics Process Automation tool used to automate this process. |
|  |  |

## **IV.3 –** **Additional sources of process documentation**

|  |  |  |
| --- | --- | --- |
| Type | Link or Attachment | Comments |
| N/A | N/A | N/A |