**3.4.2 ONE single flow chart to depict a high level overview of ALL Automation**

Automation 2

Automation 1

SAMPLE

Automation 4

Automation 3

Check …..

Email …..

Whatsapp ABC

Extract XYZ

## **3.4.3**

Documentation of each automation

* set-up necessary to run

• Inputs and outputs (if applicable), with relevant screenshots.

* Summarised functional flow in words

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**A) Set-up necessary to run:**

1) All the invoice pdf files are saved in XYZ folder

2) Install required PDF packages via Manage Packages (can list what package names you need to install)

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**B) Inputs and output**

-quite self explanatory, here you describe the input and output(if applicable) and include relevant screenshots of the input and output(if applicable)

**C) Summarised Functional Flow**

SAMPLE Summarised Functional Flow (using Ex 10.1)

## **Automation 1**

The For Each activity in the first level allows the system to process each of the invoices stored in the “XYZ” folder. For each invoice pdf, the below steps are executed:

**1) Read the PDF invoice**

Read PDF Text activity is used to read the PDF invoice and assign it to a string variable named “All\_Text”.

**2) Load into Array.**

The split function is used to split the “All\_Text” into lines and to load into array “All\_Lines”.

**3) Extracting the Invoice Ref**

* 1. The “Keyword” variable is assigned to the text “INVOICE #” which is the text that we are searching for.
  2. Perform a substring to extract text based on starting position of text and its length
  3. Load the result in 3 ii) to “All\_Line\_starting\_from\_keyword” Array
  4. Invoice Ref is obtained from first item of “All\_Line\_Starting\_from\_Keyword” Array.

**……..**

**<Continue for all other automation>**