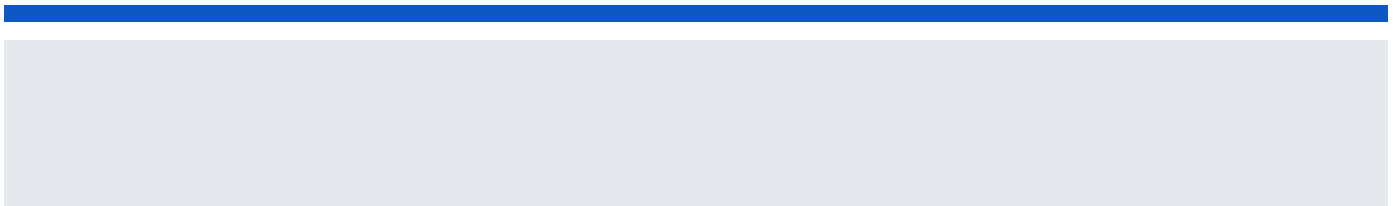




| Process Definition Document

# RPA Training, Acelerypme Process

This process was designed for RPA Training Purposes



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# I. Introduction

---

## I.1 Purpose of the document

The Process Definition Document outlines the business process chosen for automation using UiPath Robotic Process Automation (RPA) technology.

The document describes the sequence of actions 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 with the details required for applying robotic process 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:

- Reduce processing time per item by 80%
- Better Monitoring of the overall activity by using the logs provided by the robots.

## I.3 Process key contact

The 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 actions, context, impact and a set of process exceptions. The details are to be included in the table below.

Role	Name	Contact details (email, phone number)	Notes
	Hamdy Elasawy	Hamdy.elasawy@gmail.com	

## I.4 Minimum Pre-requisites for automation

1. A filled in Process Definition Document
2. Test Data to support development
3. User access and creation of user accounts (licenses, permissions, restrictions to create accounts for robots)

## II. As-Is process description

---

### II.1 Process Overview

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

#	Item	Description
1	Process full name	RPA Training, Acelerypme Process
2	Process Area	Finance
3	Department	Sales
4	Process short description (operation, activity, outcome)	This process was designed for RPA Training Purposes
5	Role(s) required for performing the process	NA
6	Process schedule and frequency	Daily
7	# of items processed /reference period	300
8	Process execution time	8 min. 10 sec.
9	Peak period (s)	Non
10	Transaction Volume During Peak period	NA
11	Total # of FTEs supporting this activity	2
12	Expected increase of volume in the next reference period	NA
13	Level of exception rate	Rare
14	Input data	Mentioned in the Attached Text File
15	Output data	The Diagnostic and the Rate

\*Add more rows to the table to include relevant data for the automation process. No fields should be left empty. Use "n/a" for the items that don't apply to the selected business process.

## II.2. Applications used in the process

The table includes a comprehensive list of all the applications that are used as part of the process to be automated to perform the given actions in the flow.

#	Application name & version	System Language	Thin/Thick Client	Environment/ Access method	Comments
	<a href="https://www.acelerapyme.gob.es/en/">https://www.acelerapyme.gob.es/en/</a>	Website	NA	NA	
	<a href="https://yopmail.com/">https://yopmail.com/</a>	Website	NA	NA	

\*Add more rows to the table to include the complete list of applications.

## II.3 As-Is Process map

### High Level As-Is Process Map:

This chapter depicts the As-Is business process at a High Level to enable developers to have a high-level understanding of the current process.

# II.5 Detailed As-Is Process Actions

## 1. Inicio sesión | Acelera pyme - Google Chrome + Registro pyme | Acelera pyme - Google Chrome...

	Est. time: 1 min. 56 sec.
--	---------------------------

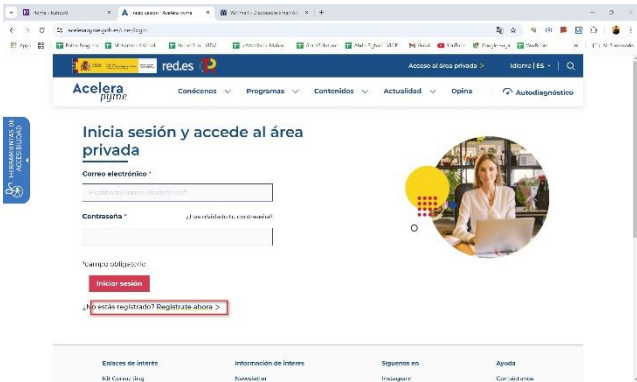
### 1.1 Prompt User to input Data Text

Prompt user to input Data text as a .txt File Path	Est. time: 0.0 sec.
	Action:

### 1.2 Read Txt File and Separate the Required Information

After Reading .txt File, you would find that all data you need is in the text file, you would have to do string manipulation in order to cleanse each data needed	Est. time: 0.0 sec.
	Action:

### 1.3 Open AceleraPyme and start User Registrare

Launch acelera <span>pyme</span> .gov.es/user/login	Est. time: 3.0 sec.
	Action: Click

## 1.4 Register Page 1

From Local Text File, Separate the data needed and start filling the data, note that email must be all in lower cases

**Est. time: 1.6 sec.**

Action: Click

## 1.5 Register Page 1

in Cargo Filed always select Otros

**Est. time: 2.5 sec.**

Action: Click

## 1.6 Submit Page 1

After you fill the data , click Continuar

Est. time: 1.2 sec.

Action: Click

tu negocio y observa su evolución a lo largo del tiempo.

1 Contacto

2 Datos Pyme

3 Vista previa

Tratamiento \*

☐ Señora ☒ Señor ☐ No deseo contestar

Nombre y apellidos \*

Hernando Alvarez

Correo electrónico \*

hernando@vodafone.com

Teléfono móvil \*

201000045

Carga (opcional)

Otras

Campos Obligatorios (\*)

Continuar

## 1.7

if there are any sort of error mark this Run as BE, Mentioning failed to register basic information for user + the message error that appeared

Est. time: 1.8 sec.

Action: Keyboard Input

El formato del correo no es correcto o está usando un correo no válido. El correo@vodafone.com

¿Cuáles son los datos de contacto de tu pyme?

Accede a nuestras herramientas de autodiagnóstico, conoce la madurez digital de tu negocio y observa su evolución a lo largo del tiempo.

1 Contacto

2 Datos Pyme

3 Vista previa

Tratamiento \*

☐ Señora ☒ Señor ☐ No deseo contestar

Nombre y apellidos \*

Hernando Alvarez

Correo electrónico \*

hernando@vodafone.com

Teléfono móvil \*

201000045

Carga (opcional)

Otras



## 1.8 Page 2 Filling Form

Start Filling Each Field with the corresponding data from text file.

**Est. time: 3.7 sec.**

Nombre

NIF/NIE

The screenshot shows a web browser window with the 'Acelera pyme' website. The page title is '¿Cuáles son los datos de contacto de tu pyme?'. Below the title, there is a sub-header 'Nombre o razón social de la empresa' and a text input field with the placeholder 'Escribe o nombre social de la empresa'. Below this, there is a label 'NIF/NIE \*' and a text input field with the placeholder 'Escribe o NIF/NIE'. Below that, there is a label 'Comunidad/Provincia/Localidad \*' and a dropdown menu with the placeholder '- Seleccionar -'. Below that, there is a label 'Código postal \*' and a text input field with the placeholder 'Escribe o código postal'. On the left side of the page, there is a sidebar with a vertical list of steps: 1. Contacto, 2. Datos Pyme (highlighted), and 3. Vista previa. The 'Datos Pyme' step is highlighted with a blue circle and a checkmark.

Action: Click

## 1.9 Comunidad Filling

Once you select Comunidad, you have to wait for a couple of seconds for the selection of Provincia to appear, same goes for localidad

**Est. time: 0.7 sec.**

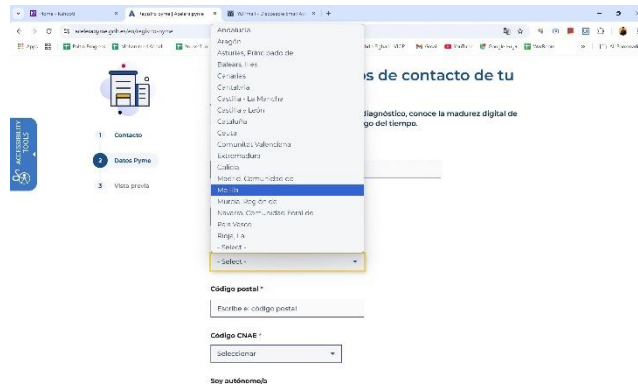
The screenshot shows the same web browser window as in the previous block, but with the 'Comunidad/Provincia/Localidad \*' dropdown menu open. The dropdown menu shows a list of options, with 'A2098763' selected and highlighted in yellow. Below the dropdown menu, there is a label 'Código postal \*' and a text input field with the placeholder 'Escribe o código postal'. Below that, there is a label 'Código CHAE \*' and a dropdown menu with the placeholder 'Seleccionar'. At the bottom of the page, there is a link 'Soy autónome/a'.

Action: Click

## 1.10

Est. time: 2.4 sec.

Action: Keyboard Input

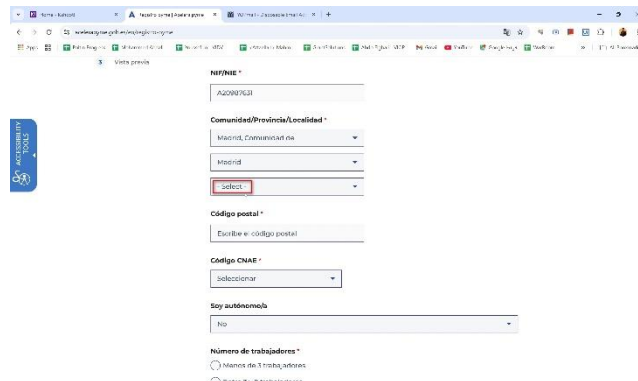


## 1.11 Localidad workaround

if the user mentioned localidad is not found in the list, you can select first localidad that appears by default

Est. time: 2.1 sec.

Action: Click



## 1.12Codigo Postal

Get Codigo Postal from txt and fill it

**Est. time: 0.7 sec.**

Action: Click

A screenshot of a web browser displaying a form. The form has several fields: 'Madrid' and 'Moria' in dropdown menus, 'Código postal \*' with a text input field containing 'Escribir el código postal', 'Código CNAE \*' with a dropdown menu showing 'Seleccionar', 'Soy autónomo/a' with a dropdown menu showing 'No', and 'Número de trabajadores \*' with radio button options: 'Menos de 3 trabajadores', 'Entre 3 y 9 trabajadores', 'Entre 10 y 49 trabajadores', 'Entre 50 y 249 trabajadores', and '250 o más trabajadores'. At the bottom is 'Inicio de la actividad' with a date input field. A red box highlights the 'Código postal \*' input field.

## 1.13Codigo CNAE

select Codigo Group that the user has in text file, if the user group is invalid  
select GRUPO D by default

**Est. time: 0.9 sec.**

Action: Click

A screenshot of the same web form as in the previous block. The 'Código postal \*' field now contains the number '12558' and is highlighted with a yellow box. The 'Código CNAE \*' dropdown menu is open, showing 'Seleccionar' and a red 'X' icon. The other fields remain the same as in the previous block.

## 1.14

Est. time: 3.0 sec.

Action: Click

The screenshot shows a web browser window with a form titled 'Soy Autónomo'. The form includes fields for 'Ciudad' (Madrid), 'País' (España), 'Código postal' (12555), and 'Código CNAE'. The 'Código CNAE' dropdown menu is open, showing a list of options. The first option is 'SELECCIONAR'. Below it, there are several options starting with 'GRUPO', including 'GRUPO 1: Actividades de comercio al por menor', 'GRUPO 2: Actividades de comercio al por mayor', 'GRUPO 3: Actividades de construcción', 'GRUPO 4: Actividades de transporte y almacenamiento', 'GRUPO 5: Actividades de información y comunicación', 'GRUPO 6: Actividades de servicios financieros y de seguros', 'GRUPO 7: Actividades de servicios profesionales, científicos, técnicos y de informática', 'GRUPO 8: Actividades de servicios de salud', 'GRUPO 9: Actividades de servicios de alojamiento y alimentación', 'GRUPO 10: Actividades de servicios de ocio, cultura y recreo', 'GRUPO 11: Actividades de servicios de gestión de residuos', 'GRUPO 12: Actividades de servicios de gestión de residuos', 'GRUPO 13: Actividades de servicios de gestión de residuos', 'GRUPO 14: Actividades de servicios de gestión de residuos', 'GRUPO 15: Actividades de servicios de gestión de residuos', 'GRUPO 16: Actividades de servicios de gestión de residuos', 'GRUPO 17: Actividades de servicios de gestión de residuos', 'GRUPO 18: Actividades de servicios de gestión de residuos', 'GRUPO 19: Actividades de servicios de gestión de residuos', 'GRUPO 20: Actividades de servicios de gestión de residuos'. Below the dropdown, there are radio buttons for 'Entre 10 y 249 trabajadores' and '250 o más trabajadores'. At the bottom, there is a field for 'Inicio de la actividad'.

## 1.15 Soy Autonomoa

for Soy Autonomoa, if company is more than employee in the company  
select Si, if not select No

Est. time: 1.3 sec.

Action: Click

The screenshot shows a web browser window with a form titled 'Soy Autonomoa'. The form includes fields for 'País' (España), 'Código postal' (12555), and 'Código CNAE' (GRUPO 1: Actividades de comercio al por menor). The 'Soy autónomo' dropdown menu is set to 'No'. Below this, there are radio buttons for 'Número de trabajadores': 'Menos de 2 trabajadores', 'Entre 2 y 9 trabajadores', 'Entre 10 y 249 trabajadores', 'Entre 250 y 249 trabajadores', and '250 o más trabajadores'. At the bottom, there is a field for 'Inicio de la actividad' and a question '¿Cómo nos has conocido?'.

## 1.16 Numero de Trabajadores

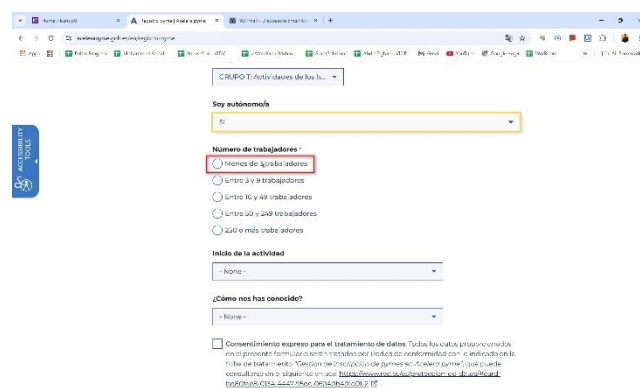
This is the Number of employees in the company category.

Est. time: 1.6 sec.

Menos de 3 Trabajadores means less that 3 Employess.

Entre 3 y 9 Trabajadores, means that it is from 3 to 9 Employess.

Same goes for the reset of the selections



Action: Click

## 1.17 Inicio de la actividad

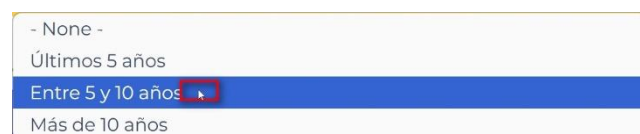
this is how many years the company has been established

Est. time: 2.3 sec.

**Últimos 5 años -- less than 5 years**

**Entre 5 y 10 Anos – between 5 and 10 years**

**Mas de 10 anos – More than 10 years**



Action: Click

## 1.18 Como nos has conocido

always select Eventos

Est. time: 0.7 sec.

Action: Click

¿Cómo nos has conocido?

Inicio de la actividad

Entre 5 y 10 años

Consentimiento expreso para el tratamiento de datos. Todos los datos proporcionados en el presente formulario serán incluidos en el Registro de Actividades de la Academia Pymes. La información incluida en el presente formulario será utilizada por la Academia Pymes para el desarrollo de sus actividades y para la gestión de su relación con usted. La información que usted proporciona será utilizada para el desarrollo de sus actividades y para la gestión de su relación con usted. La información que usted proporciona será utilizada para el desarrollo de sus actividades y para la gestión de su relación con usted.

Responsable: Instituto Público Empresarial de Madrid, I.P.E.M.

Finalidad: Análisis de comunicación, gestión de actividades, gestión de actividades de la Academia Pymes.

## 1.19 Consentimiento expreso

Always check this filed to be true.

Est. time: 1.0 sec.

Action: Click

¿Cómo nos has conocido?

Eventos

Consentimiento expreso para el tratamiento de datos. Todos los datos proporcionados en el presente formulario serán incluidos en el Registro de Actividades de la Academia Pymes. La información incluida en el presente formulario será utilizada por la Academia Pymes para el desarrollo de sus actividades y para la gestión de su relación con usted. La información que usted proporciona será utilizada para el desarrollo de sus actividades y para la gestión de su relación con usted. La información que usted proporciona será utilizada para el desarrollo de sus actividades y para la gestión de su relación con usted.

Responsable: Instituto Público Empresarial de Madrid, I.P.E.M.

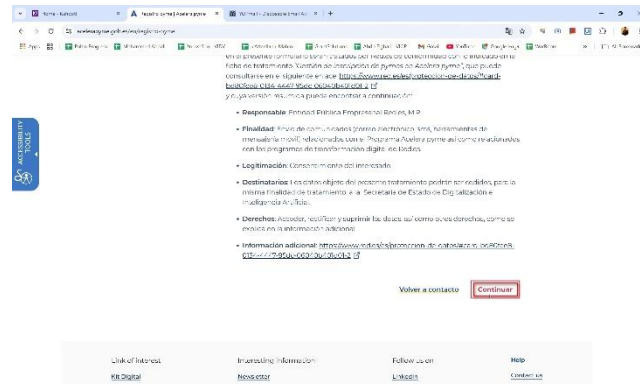
Finalidad: Análisis de comunicación, gestión de actividades, gestión de actividades de la Academia Pymes.

## 1.20 Move to next Page

click Continuar to next page

Est. time: 1.10 sec.

Action: Click

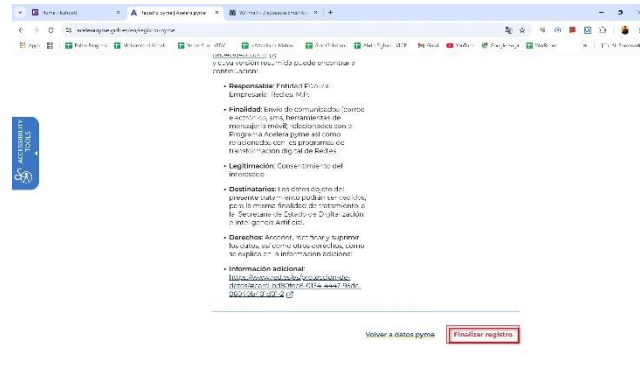


## 1.21 Finalize registro

Click Finalizar registro

Est. time: 3.2 sec.

Action: Click



## 1.22Launch and open YOPMAIL

Open YOPmail.com

Est. time: 1.10 sec.

Action: Click



## 1.23Yopmail Open Mail

Type into mail and click on the arrow

Est. time: 0.8 sec.

Action: Click

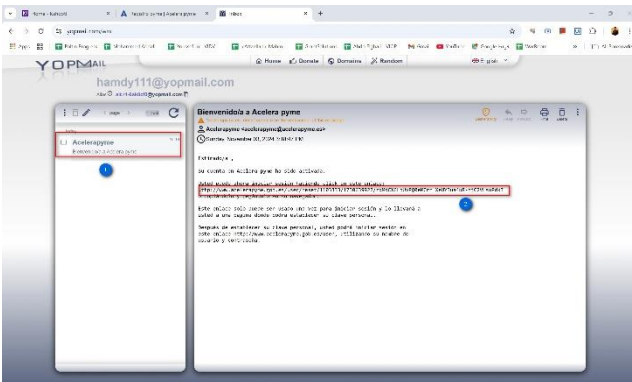




## 1.24 Open Mail from Acelerapyme

Open Mail from Acelerapyme, extract URL attached and open it.

**Est. time: 2.6 sec.**



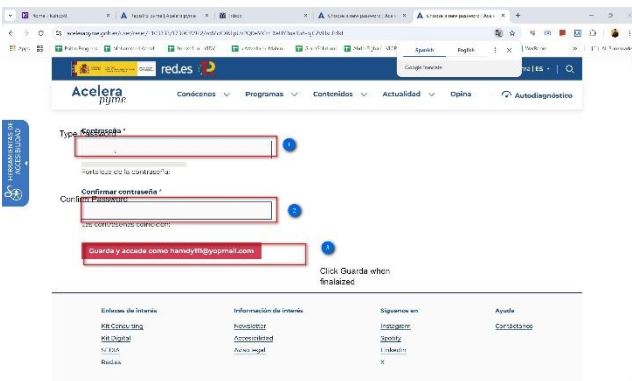
Action: Click

## 1.25 Complete user Registration

Complete Registration by typing password for account twice.

**Est. time: 2.3 sec.**

password should be "Aa123"+NIF code



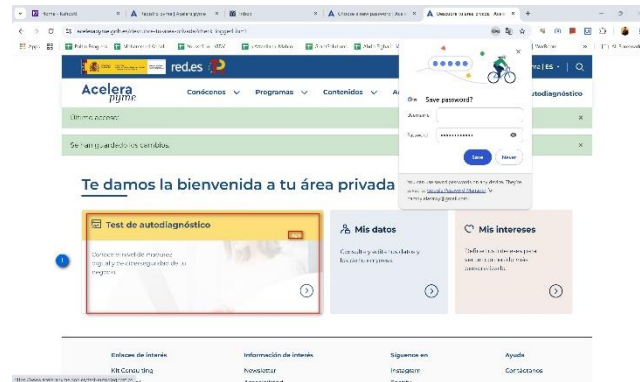
Action: Click

## 1.26 Open Test de autodiagnostico

Click to open Test de autodiagnostico

Est. time: 1.8 sec.

Action: Click

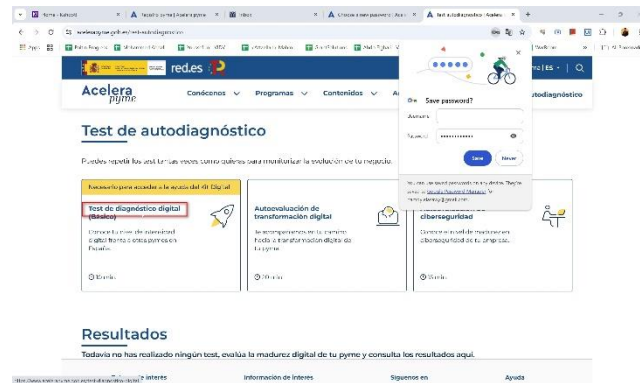


## 1.27 Continue to Test

click to open Test de diagnostico digital (basico)

Est. time: 8.0 sec.

Action: Click



## 1.2813 Questions submission

through the text file you would find answers for 13 questions, use them to submit the form.

**Est. time: 0.9 sec.**

Action: Click

The screenshot shows a web browser window with the Acelera Pyme survey. The header includes the logo and navigation links: Conocenos, Programas, Contenidos, Actualidad, Opinión, and Autodiagnóstico. The main content area displays 'Pregunta 2 de 13' and the question: '¿Dispones en tu organización de medidas de seguridad para las TIC (tecnologías de la información y la comunicación)?'. There are two radio button options: 'Si' (selected) and 'No'. A red 'Siguiente' button is at the bottom right. Below the question, there are four columns of links: 'Enlaces de interés' (K8 Connect, K8 Digital, SERCA, Pyme.es), 'Información de interés' (Bases de datos, Accesibilidad, Ayuda legal), 'Siguenos en' (Instagram, Spotify, LinkedIn), and 'Ayuda' (Contactarnos).

## 1.29Finalize 13 Questions

Once 13 Questions is done, click Siguiente

**Est. time: 0.7 sec.**

Action: Click

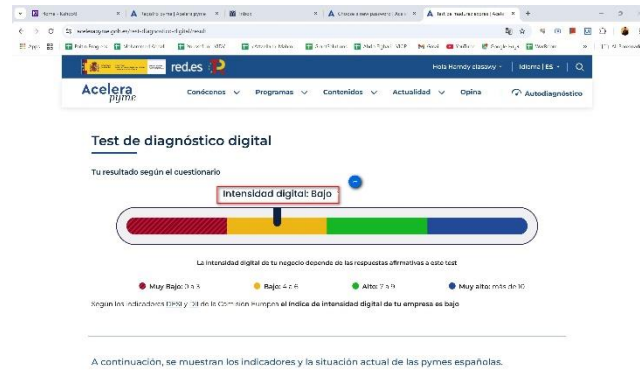
The screenshot shows the final question of the survey, 'Pregunta 13 de 13'. The question is: '¿Cuál es el volumen de negocio de tu comercio electrónico? Indica el porcentaje de volumen de negocio: \_\_\_\_%'. A text input field contains the value '70'. A red 'Siguiente' button with a blue circular icon is at the bottom right. The footer section with various links is identical to the previous screenshot.

## 1.30Get User Diagnostico

Once Test is done Scrape the Intensidad digital.

Est. time: 6.5 sec.

Action: Click



## 1.31Get Rate based on Intensidad shown

Est. time: 7.5 sec.

Action: Click

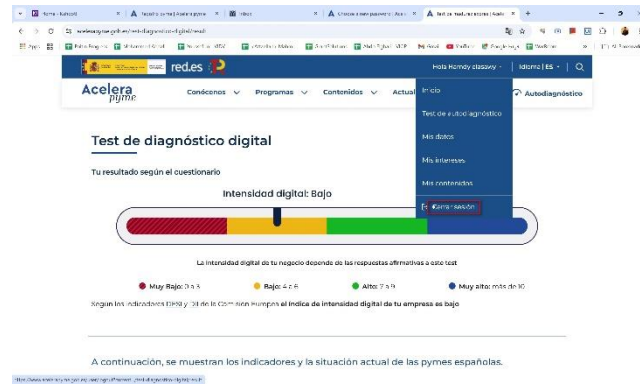


### 1.32Logout from application

as a final step in the UI, log out from the application.

**Est. time: 1.6 sec.**

Action: Click



### 1.33Diagnostic output to user

output the Diagnostic and Rate to user

**Est. time: 0.0 sec.**

Action:

## **II.6 Exceptions Handling**




## III. To-Be Process Description

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

### III.1 To-Be Detailed Process Map

Highlight Bot interventions/ To-Be automated actions with different legend/ icon (purple)

\*Mention below if process improvements were performed on the To-Be design and provide details.

Legend	Description
	Action number in the process. Referred to in details or Exceptions and Errors table
	This process action is proposed for automation
	This process action remains manual (to be performed by a human agent)

### III.2 Parallel Initiatives/ Overlap (if applicable)

This chapter covers the proposed Business, Process & System changes to be made in the near future and their impact.

S.No	Initiative Name	Process Action(s) where it is identified	Impact on current automation request? How?	Expected Completion Date	Contact person for more details
	n/a				

### III.3 In Scope of RPA

The activities **In scope of RPA**, are listed here:

#### *1. Actions 1-10*

## III.4 Out of Scope of RPA

The activities **Out of scope of RPA**, are listed here:

Sub-process (if applicable)	Activity (action)	Reasons for Out of scope*	Impact on the To-Be	Possible measures to be taken into consideration for future automation
1.1	1.1.1	Input: handwritten form	After processing action 1.1.2, an email is sent to the user to perform action 1.1.3 in a csv file  In order to go to action 1.1.4, the robot will read the csv file	Collect the form in an editable pdf format and electronically signed

\*Add more rows to the table to reflect the complete documentation provided to support the RPA process.

## III.5 Business Exceptions Handling

The Business Process Owner and Business Analysts are expected to document below all the business exceptions identified in the automation process. These can be classified as:

Known	Unknown
Previously encountered. A scenario is defined with clear actions and workarounds for each case.	New situation never encountered before. It can be caused by external factors. Cannot be predicted with precision, however if it occurs, it must be communicated to an authorized person for evaluation.

### Known Exceptions

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

BE #	Exception name	Action	Parameters	Action to be taken

### Unknown Exceptions



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

## III.6 Application Error and Exception Handling

A comprehensive list of all errors, warnings or notifications should be consolidated here with the description and action to be taken, for each, by the robot.

Errors identified in the automation process can be classified as:

Area	Known	Unknown
Technology/Applications	Experienced previously, an action plan or a workaround available.	Never encountered before, or may happen independently of the applications used in the process.

### Known Errors or Exceptions

The table below reflects all the errors identified 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	Action	Parameters	Action to be taken
1	Application Crash / Internal Server Error	Any action	Error message	Recover & retry for maximum 3 times. Close the applications and run the sequence again

### Unknown Errors and Exceptions

For all the other unanticipated or unknown application exceptions/errors, the robot should:

## III.7 Reporting

#	Report type	Update frequency	Details	Monitoring Tool to visualise the data
1	Process logs	Daily	How many times was this process run since the beginning of the month and what was the average run duration?	Kibana
2	Process logs	Monthly	How many robots worked on this process per each month?	Csv file posted daily on share drive
3	Transaction logs	Daily	How many transactions were run by this process since the beginning of the month and what was the average transaction duration?	Kibana
4	Error logs	Daily	Average number of errors by type per day	Kibana
5	Error logs	Daily	All errors per month grouped by type	Csv file posted daily on drive

\* For complex reporting requirements, include them into a separate document and attach it to the present documentation

## IV. Other Observations

---

Include below any other relevant observations you consider needed to be documented here.

Example: Specific Business monitoring requirements (audit and reporting) etc.

## V. Additional sources of process documentation

---

If there is additional material created to support the process automation please mention it here, along with the supported documentation provided.

Additional Process Documentation		
Video Recording of the process (Optional)	ACME-System1-Process-WI5-Manual-Walkthrough	Insert any relevant comments
Standard Operating Procedure (s) (Optional)		Insert any relevant comments
Business Rules Library (Optional)	Insert link to Business rules library	Insert any relevant comments
Other documentation (Optional)	Insert link to any other relevant process documentation (L4, L5 process description, fields mapping files etc.)	Insert any relevant comments

\*Add more rows to the table to reflect the complete documentation provided to support the RPA process.