![UiPath logo] | Process Definition Document
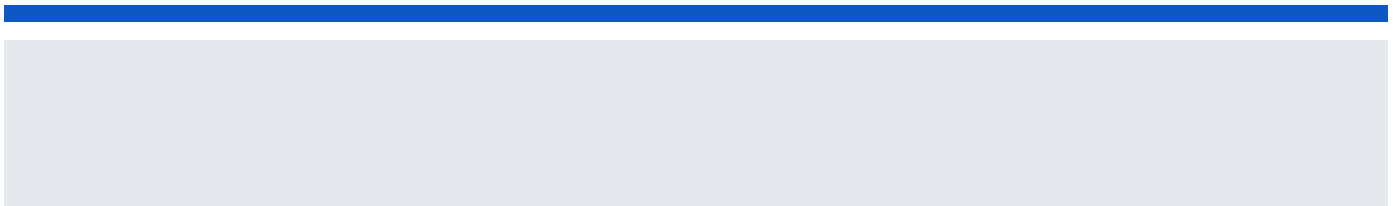
RPA Training, Acelerypme Process

This process was designed for RPA Training Purposes

Table of Contents

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
	https://www.acelerapyme.gob.es/en/	Website	NA	NA	
	https://yopmail.com/	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.
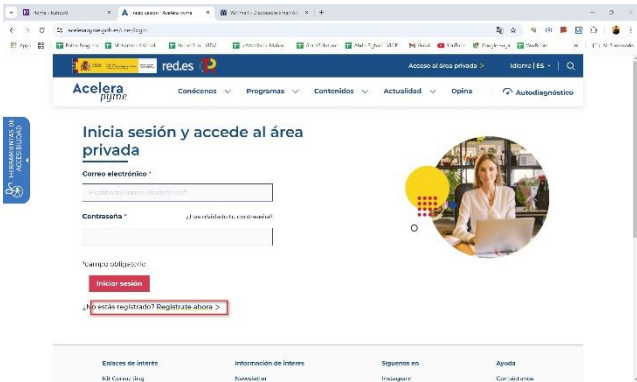
1.1 Prompt User to input Data Text

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 Registrate

Launch acelerapyme.gob.es/user/login	Est. time: 3.0 sec.
	Action: Click

1.4 Register Page 1

From Local Text File, Seprate 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

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

1.8 Page 2 Filling Form

Start Filling Each Field with the corresponding data from text file. Nombre NIF/NIE	**Est. time: 3.7 sec.**
	Action: Click

1.9 Comunidad Filling

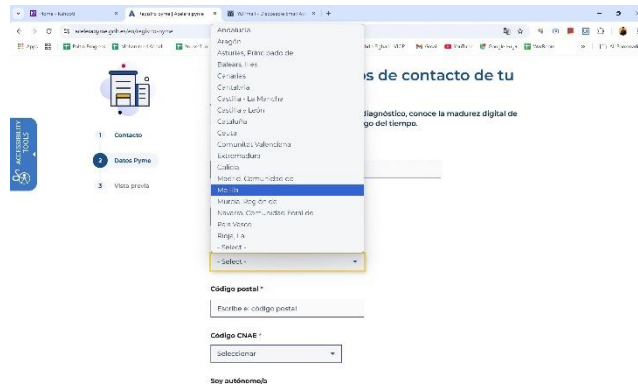|	
Once you select Comunidad, you have to wait for a couple of seconds for the selection of Provincia to appear, same goes for localidad	**Est. time: 0.7 sec.**
	Action: Click

1.10	
	Est. time: 2.4 sec.
	Action: Keyboard Input

1.11 Localidad workaround

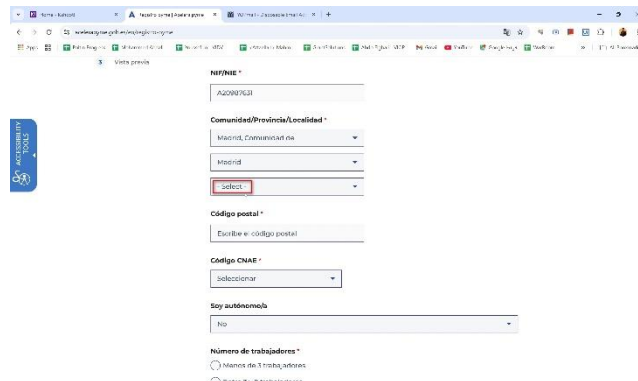|	
if the user mentioned localidad is not found in the list, you can select first localidad that appears by default	**Est. time: 2.1 sec.**
	Action: Click

1.12 Codigo Postal

Get Codigo Postal from txt and fill it	**Est. time: 0.7 sec.**
	Action: Click

1.13 Codigo CNAE

select Codigo Group that the user has in text file, if the user group is invalid select GROUPO D by default	**Est. time: 0.9 sec.**
	Action: Click

1.14

	Est. time: 3.0 sec.
	Action: Click

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

1.16 Numero de Trabajadores
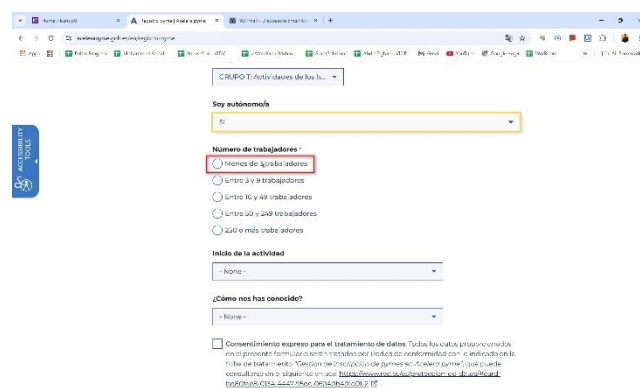
This is the Number of employes in the company category.	**Est. time: 1.6 sec.**
Menos de 3 Trabajadores means less that 3 Employess.	
Entre 3 y 9 Trabajadores, means that it is from 3 to 9 Employess.	
Same goes for the reset of the selections	

	Action: Click

1.17 Inicio de la actividad
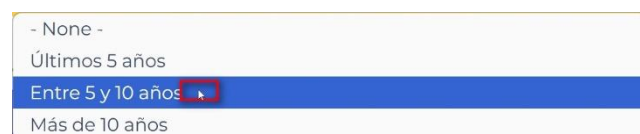
this is how many years the company has been established **Ultimos 5 anos -- less than 5 years** **Entre 5 y 10 Anos – between 5 and 10 years** **Mas de 10 anos – More than 10 years**	**Est. time: 2.3 sec.**
	Action: Click

1.18 Como nos has conocido

always select Eventos	Est. time: 0.7 sec.
	Action: Click

1.19 Consentimiento expreso

Always check this filed to be true.	Est. time: 1.0 sec.
	Action: Click

1.20 Move to next Page

click Continuar to next page	**Est. time: 1.10 sec.**
	Action: Click
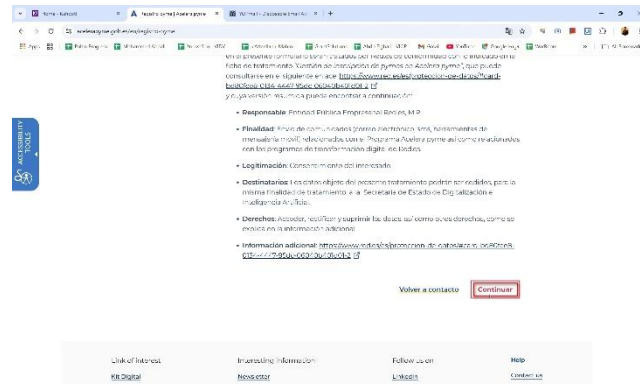
1.21 Finalaize registro

Click Finalizar registro	**Est. time: 3.2 sec.**
	Action: Click
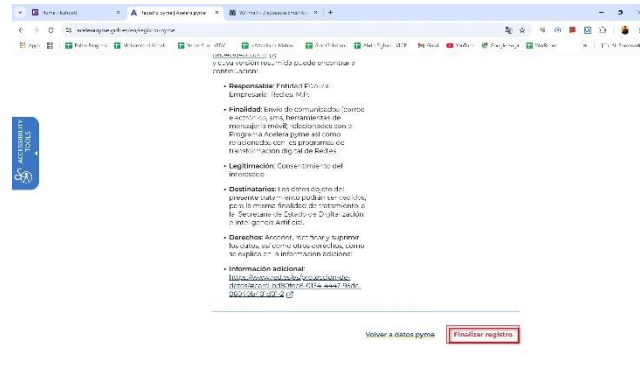
1.22 Launch and open YOPMAIL

Open YOPmail.com	**Est. time: 1.10 sec.**
	Action: Click

1.23 Yopmail 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
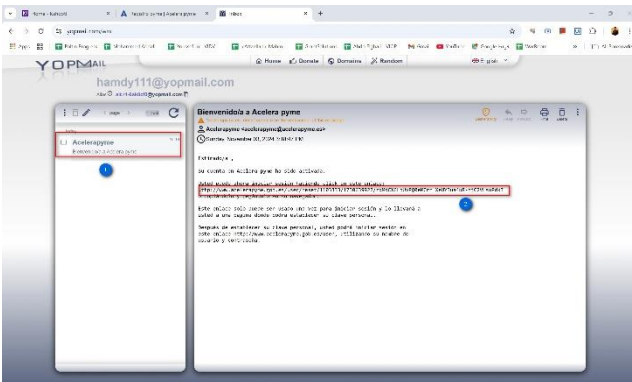
1.25 Complete user Registration

Complete Registration by typing password for account twice. password should be "Aa123"+NIF code	**Est. time: 2.3 sec.**
	Action: Click
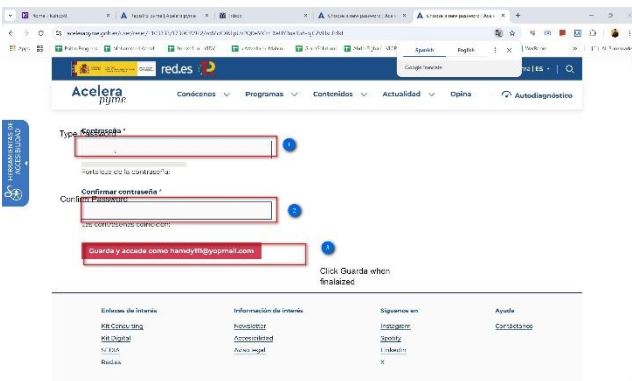
1.26 Open Test de autodiagnostico

Click to open Test de autodiagnostico	**Est. time: 1.8 sec.**
	Action: Click
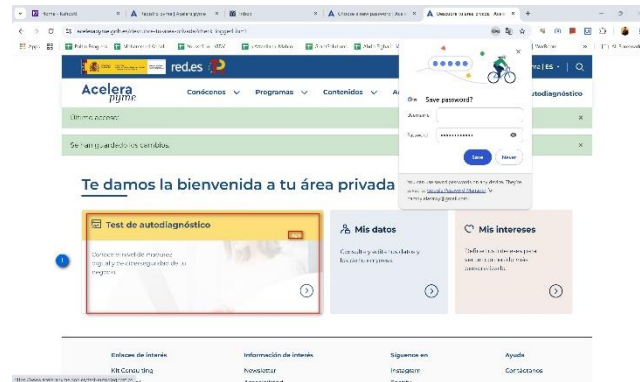
1.27 Continue to Test

click to open Test de diagnostico digital (basico)	**Est. time: 8.0 sec.**
	Action: Click
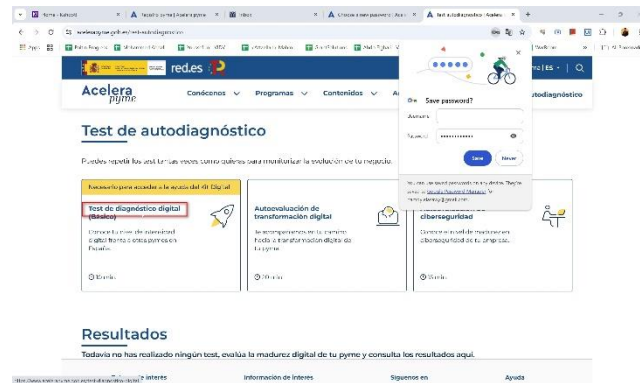
1.2813 Questions submition

through the text file you would find answers for 13 questions, use them to submit the form.	**Est. time: 0.9 sec.**
	Action: Click

1.29Finalaize 13 Questions

Once 13 Questions is done, click Siguiente	**Est. time: 0.7 sec.**
	Action: Click

1.30 Get User Diagnostico

Once Test is done Scrape the Intensidad digital.	**Est. time: 6.5 sec.**
	Action: Click
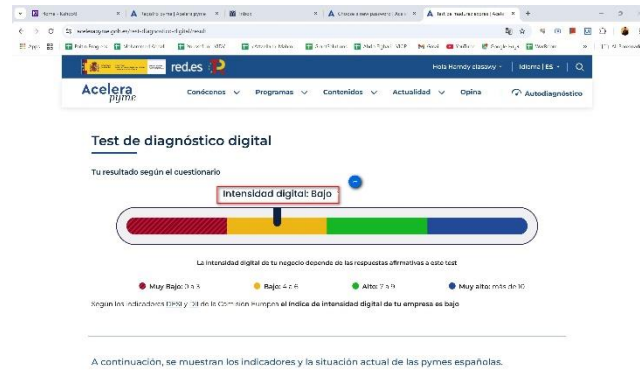
1.31 Get Rate based on Intensidad showen

	Est. time: 7.5 sec.
	Action: Click

1.32 Logout from application

as a final step in the UI, log out from the application.	**Est. time: 1.6 sec.**
	Action: Click
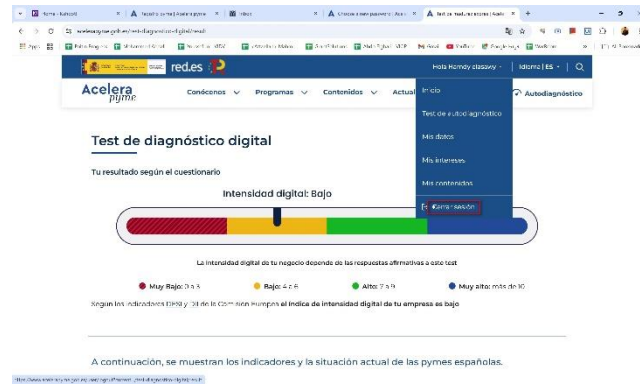
1.33 Diagnostic output to user

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
1	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 Acion(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.