



# Process Definition Document



# HR Offer Letter Automation - PDD

*This document describes a process for automating the HR Offer Letter distribution following campus recruitment. The automation involves reading candidate data from an Excel file, filtering out hired candidates, validating email formats, generating personalized offer letters using a Word template, and sending these letters via email. The solution is implemented using UiPath Robotic Process Automation (RPA) to eliminate repetitive manual effort, reduce human errors, and streamline the onboarding communication process.*

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# I. INTRODUCTION

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## 1.1 Purpose

The Process Definition Document outlines the business process chosen for automation. The document describes the sequence of actions performed as part of the business process, the conditions and rules of the process prior to automation (**AS IS**) as well as the new sequence of actions that the process will follow as a result of preparation for automation (**TO BE**).

**The PDD is a communication document between:**

- The RPA Business Analyst and the SME/Process Owner. The goal is to ensure that the RPA Business Analyst has the correct understanding of the process and has represented it accurately.
- The RPA Business Analyst and the Development team (represented by the Solution Architect and RPA Development Lead). The goal is to ensure that the process is documented appropriately and to a sufficient level of detail so that the Solution Architect can then create the solution based on the PDD content.

## 1.2 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.

## 1.3 Key Contacts

Add here any stakeholders that need to be informed or to approve changes to the process:

| Role          | Name         | Contact Details (email, phone number) | Notes |
|---------------|--------------|---------------------------------------|-------|
| Process Owner | Wan Chee Tin | kwct.1997@outlook.com                 |       |

## 1.4 Minimum Pre-requisites for the Automation

- a) Filled in Process Definition Document
- b) Test Data to support development
- c) User access and user accounts creations (licenses, permissions, restrictions to create accounts for robots)
- d) Credentials (user ID and password) required to logon to machines and applications

# II.AS IS PROCESS DESCRIPTION

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In this section the Business Analyst will document the process. This section will serve as the starting point for the re-engineering and automation effort.

## 2.1 Process Overview

Section contains general information about the process before automation.

| Item   | Description/Answer   |
|--|--|
| <b>Process Full Name</b>                                       | HR Offer Letter Automation   |
| <b>Process Area</b>  | Human Resources (Recruitment)  |
| <b>Department</b>  | Talent Acquisition   |
| <b>Short Description (operation, activity, outcome)</b>        | After campus interviews, HR manually filters hired candidates from an Excel file, creates personalized offer letters using a Word template, and emails each candidate individually with their offer letter. This is a personal RPA project built using UiPath to demonstrate hands-on automation capabilities. |
| <b>Role(s) required in applications to perform the process</b> | HR Recruiter   |
| <b>Process schedule and frequency</b>                          | Ad-hoc — typically triggered after a recruitment event or end of an interview batch  |

|   |   |
|---|---|
| <b>Number of times the process is ran by selected frequency</b> | Once for each hiring cycle (e.g., after a campus drive or bulk recruitment event)   |
| <b>Process execution time</b>                                   | ~30–45 minutes per batch (depending on candidate count)   |
| <b>Process Restrictions</b>                                     | Applications can only be used during normal working hours (e.g., 8 AM – 6 PM weekdays). Process is manual and depends on staff availability. Not usually performed over weekends. |
| <b>Peak Period (s)</b>  | End of semester months: May, August, December (aligned with campus recruitment seasons)   |
| <b>Peak Volume Approximate increase</b>                         | Up to 200–400 candidates during peak drives   |
| <b>Number of persons performing the process</b>                 | 1–2 HR personnel (manually handling Excel, Word, and email)   |
| <b>Expected Volume increase during next periods</b>             | Anticipated increase of 10–20% due to higher intake targets   |
| <b>Percentage Un-handled exceptions</b>                         | ~15% (manual errors such as incorrect data, email typos, or missed candidates)  |
| <b>Input data description</b>                                   | Excel file manually updated with candidate information: names, status (Hired/Rejected), emails, addresses, job titles, etc.   |
| <b>Output Data description</b>                                  | Manually generated Word/PDF offer letters and individual email communications sent to hired candidates  |

*\*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.*

## 2.2 Applications Used

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   | Application Language | Thin/Thick Client | Environment/ Access method | Comments   |
|------------------|---|----------------------|-------------------|----------------------------|--|
| MS Excel         | Version 2503<br>Build<br>16.0.18623.20208<br>(32-bit) | English              | Thick             | Local installation         | Used to read the candidate data from the Excel spreadsheet. Must |

|                     |  |         |                       |   |  |
|---------------------|--|---------|-----------------------|---|--|
|                     |  |         |                       |   | support reading .xlsx files.   |
| MS Word             | Version 2505<br>Build 16.0.18827.20102<br>(32-bit) | English | Thick                 | Local installation                      | Used to load and customize the offer letter template using bookmarks or placeholders.  |
| MS Outlook (Web)    | Outlook Online (Office 365)                        | English | Thin                  | Accessed via browser                    | Used to send offer letters via email using the Send SMTP Mail Message activity or Outlook 365 Integration. Requires authentication setup (App registration or secure credentials). |
| UiPath Studio       | 2025.0.167-cloud.20201 (Community License)         | English | N/A (Automation Tool) | Local development environment           | Used to build the RPA process for Dispatcher and Performer. Integration with Orchestrator Queue.   |
| UiPath Orchestrator | Cloud (Community Orchestrator)                     | English | Web                   | Browser-based access via cloud platform | Used for queue management and execution of performer processes.  |

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

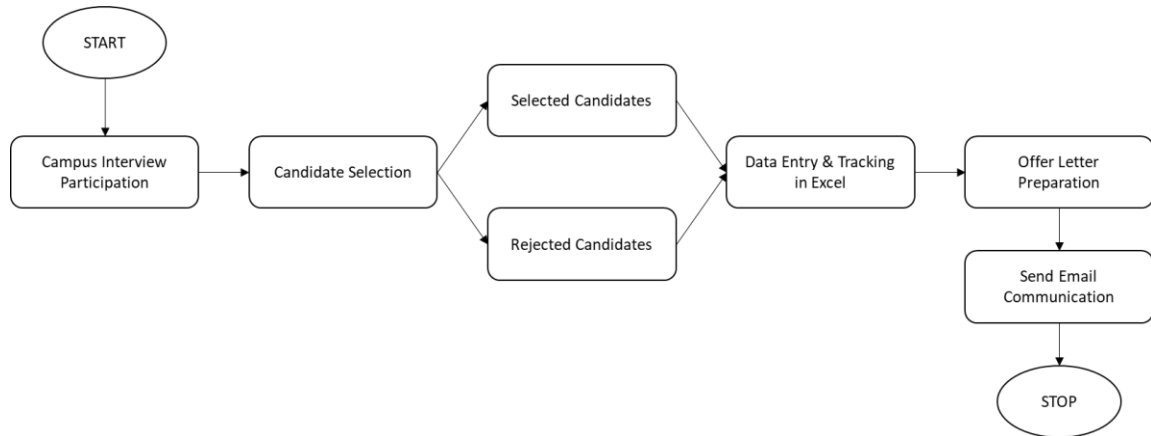
## 2.3 AS IS Process Map

This section contains various process maps contributing to a better understanding of how the process is performed pre-automation.

### 2.3.1 High Level Process Map

This section is useful for the Business Analyst in presentations and discussions with management to underline areas of weakness, inefficiency or to demonstrate which actions could be in scope for automation.





### 2.3.2 Detailed Level Process Map

This section describes the process at key-stroke level and is an essential part for the communication with the developers.

1. Campus Interview Participation  
HR representatives attend campus recruitment drives to conduct interviews and evaluate candidates.
- I. Candidate Selection Logging
  - a. HR opens the Excel tracking file.
  - b. Candidate details are entered, including name, contact, and status (Hired / Rejected).
  - c. The file is saved and closed for record-keeping.
- II. Hired Candidates
  - a. For each hired candidate, HR prepares a personalized offer letter using a Word template and saves it as a PDF in a designated folder.
  - b. An email is composed and sent via Outlook Web with the offer letter attached.
- III. Rejected Candidates  
Candidate status remains recorded in the Excel file. No further action is taken.

## 2.4 Process Statistics

High Level statistics

| Processes | Windows | Actions | Mouse clicks | Keys pressed | Text entries | Hotkeys used | Time      |
|-----------|---------|---------|--------------|--------------|--------------|--------------|-----------|
| 4         | 6       | 28      | 26           | 5            | 1            | 0            | 52.8 sec. |

## Detailed statistics

| Window name                                | Mouse clicks | Text entries | Key pressed |
|--|--------------|--------------|-------------|
| HR Offer Letter Automation - File Explorer | 2            | 0            | 0           |
| CandidateInfo.xlsx - Excel                 | 8            | 0            | 0           |
| OfferLetterTemplate.docx - Word            | 13           | 1            | 5           |
| Save As                                    | 2            | 0            | 0           |
| MS Outlook                                 | 1            | 0            | 0           |

## 2.5 Detailed As Is Process Actions

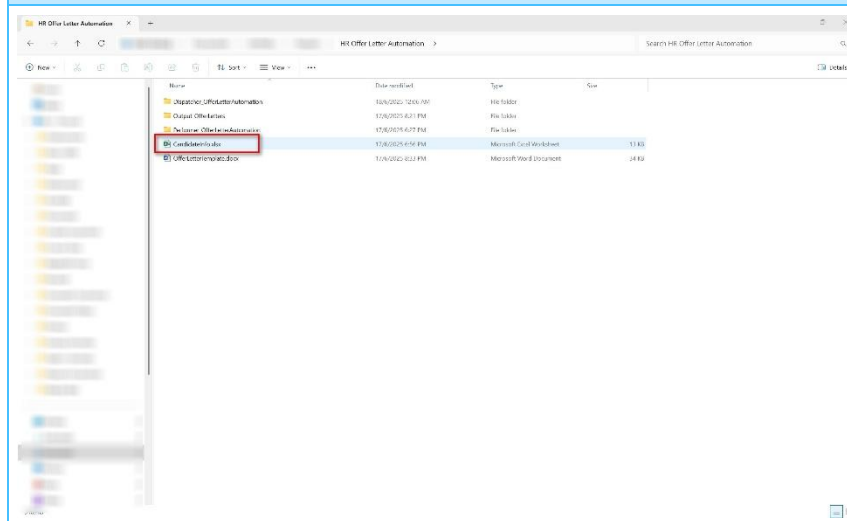
### 1 HR Offer Letter Automation - File Explorer

Est. time: 9.7 sec.

#### 1.1 Launch CandidateInfo.xlsx

Est. time: 2.4 sec.

Action: Double Click



## 1.2 Content of CandidateInfo.xlsx

Est. time: 7.3 sec.

Action: Click

| ID  | First Name | Last Name | Date       | Address                                   | Status | Email                        | Job Position         | Salary Per Month | Payment Method |
|-----|------------|-----------|------------|---|--------|------------------------------|----------------------|------------------|----------------|
| 1   | John       | Doe       | 10/10/2018 | 1234 Main St, New York, NY 10001          | Active | john.doe@company.com         | Software Engineer    | \$1200           | Bank Transfer  |
| 2   | Jane       | Smith     | 11/11/2018 | 5678 Elm St, Los Angeles, CA 90001        | Active | jane.smith@company.com       | Marketing Specialist | \$900            | Bank Transfer  |
| 3   | Michael    | Johnson   | 12/12/2018 | 9101 Oak St, Chicago, IL 60601            | Active | michael.johnson@company.com  | Product Manager      | \$1500           | Bank Transfer  |
| 4   | Emily      | Williams  | 01/01/2019 | 2345 Pine St, Houston, TX 77001           | Active | emily.williams@company.com   | Business Analyst     | \$1100           | Bank Transfer  |
| 5   | David      | Brown     | 02/02/2019 | 6789 Cedar St, Phoenix, AZ 85001          | Active | david.brown@company.com      | Operations Manager   | \$1300           | Bank Transfer  |
| 6   | Sarah      | Miller    | 03/03/2019 | 1011 Birch St, San Antonio, TX 78201      | Active | sarah.miller@company.com     | HR Assistant         | \$800            | Bank Transfer  |
| 7   | James      | Wilson    | 04/04/2019 | 4321 Maple St, San Diego, CA 92101        | Active | james.wilson@company.com     | Quality Assurance    | \$1000           | Bank Transfer  |
| 8   | Olivia     | Moore     | 05/05/2019 | 8765 Spruce St, Dallas, TX 75201          | Active | olivia.moore@company.com     | Finance Analyst      | \$1200           | Bank Transfer  |
| 9   | Benjamin   | Taylor    | 06/06/2019 | 3210 Willow St, San Jose, CA 95101        | Active | benjamin.taylor@company.com  | Software Engineer    | \$1400           | Bank Transfer  |
| 10  | Mia        | Anderson  | 07/07/2019 | 6543 Ash St, Austin, TX 78701             | Active | mia.anderson@company.com     | Marketing Specialist | \$900            | Bank Transfer  |
| 11  | Ethan      | Kim       | 08/08/2019 | 9876 Hickory St, Fort Worth, TX 76101     | Active | ethan.kim@company.com        | Product Manager      | \$1500           | Bank Transfer  |
| 12  | Ava        | Clark     | 09/09/2019 | 1357 Poplar St, San Francisco, CA 94101   | Active | ava.clark@company.com        | Business Analyst     | \$1100           | Bank Transfer  |
| 13  | Noah       | Lewis     | 10/10/2019 | 2468 Sycamore St, New Orleans, LA 70112   | Active | noah.lewis@company.com       | Operations Manager   | \$1300           | Bank Transfer  |
| 14  | Charlotte  | Walker    | 11/11/2019 | 3579 Magnolia St, Portland, OR 97201      | Active | charlotte.walker@company.com | HR Assistant         | \$800            | Bank Transfer  |
| 15  | Liam       | Hall      | 12/12/2019 | 4680 Dogwood St, San Jose, CA 95101       | Active | liam.hall@company.com        | Quality Assurance    | \$1000           | Bank Transfer  |
| 16  | Amelia     | Young     | 01/01/2020 | 5791 Redwood St, Dallas, TX 75201         | Active | amelia.young@company.com     | Finance Analyst      | \$1200           | Bank Transfer  |
| 17  | Lucas      | Allen     | 02/02/2020 | 6802 Cypress St, San Antonio, TX 78201    | Active | lucas.allen@company.com      | Software Engineer    | \$1400           | Bank Transfer  |
| 18  | Sophia     | King      | 03/03/2020 | 7913 Juniper St, San Diego, CA 92101      | Active | sophia.king@company.com      | Marketing Specialist | \$900            | Bank Transfer  |
| 19  | Isabella   | Wright    | 04/04/2020 | 8024 Fir St, Austin, TX 78701             | Active | isabella.wright@company.com  | Product Manager      | \$1500           | Bank Transfer  |
| 20  | Henry      | Scott     | 05/05/2020 | 9135 Palm St, Fort Worth, TX 76101        | Active | henry.scott@company.com      | Business Analyst     | \$1100           | Bank Transfer  |
| 21  | Abigail    | Green     | 06/06/2020 | 1246 Cedar St, New Orleans, LA 70112      | Active | abigail.green@company.com    | Operations Manager   | \$1300           | Bank Transfer  |
| 22  | Sebastian  | Baker     | 07/07/2020 | 2357 Elm St, San Francisco, CA 94101      | Active | sebastian.baker@company.com  | HR Assistant         | \$800            | Bank Transfer  |
| 23  | Madison    | Nelson    | 08/08/2020 | 3468 Maple St, San Jose, CA 95101         | Active | madison.nelson@company.com   | Quality Assurance    | \$1000           | Bank Transfer  |
| 24  | Joseph     | Phillips  | 09/09/2020 | 4579 Spruce St, Dallas, TX 75201          | Active | joseph.phillips@company.com  | Finance Analyst      | \$1200           | Bank Transfer  |
| 25  | Grace      | Carter    | 10/10/2020 | 5680 Willow St, San Antonio, TX 78201     | Active | grace.carter@company.com     | Software Engineer    | \$1400           | Bank Transfer  |
| 26  | Levi       | Mitchell  | 11/11/2020 | 6791 Ash St, San Diego, CA 92101          | Active | levi.mitchell@company.com    | Marketing Specialist | \$900            | Bank Transfer  |
| 27  | Chloe      | Perez     | 12/12/2020 | 7802 Hickory St, Austin, TX 78701         | Active | chloe.perez@company.com      | Product Manager      | \$1500           | Bank Transfer  |
| 28  | Matthew    | Roberts   | 01/01/2021 | 8913 Sycamore St, Fort Worth, TX 76101    | Active | matthew.roberts@company.com  | Business Analyst     | \$1100           | Bank Transfer  |
| 29  | Evelyn     | Turner    | 02/02/2021 | 9024 Dogwood St, New Orleans, LA 70112    | Active | evelyn.turner@company.com    | Operations Manager   | \$1300           | Bank Transfer  |
| 30  | Samuel     | Phillips  | 03/03/2021 | 1015 Magnolia St, San Francisco, CA 94101 | Active | samuel.phillips@company.com  | HR Assistant         | \$800            | Bank Transfer  |
| 31  | Avery      | Evans     | 04/04/2021 | 2126 Poplar St, San Jose, CA 95101        | Active | avery.evans@company.com      | Quality Assurance    | \$1000           | Bank Transfer  |
| 32  | Isaac      | Reed      | 05/05/2021 | 3237 Birch St, Dallas, TX 75201           | Active | isaac.reed@company.com       | Finance Analyst      | \$1200           | Bank Transfer  |
| 33  | Scarlett   | Cook      | 06/06/2021 | 4348 Cedar St, San Antonio, TX 78201      | Active | scarlett.cook@company.com    | Software Engineer    | \$1400           | Bank Transfer  |
| 34  | Wyatt      | Morgan    | 07/07/2021 | 5459 Elm St, San Diego, CA 92101          | Active | wyatt.morgan@company.com     | Marketing Specialist | \$900            | Bank Transfer  |
| 35  | Lillian    | Bell      | 08/08/2021 | 6560 Maple St, Austin, TX 78701           | Active | lillian.bell@company.com     | Product Manager      | \$1500           | Bank Transfer  |
| 36  | Robert     | Murphy    | 09/09/2021 | 7671 Spruce St, Fort Worth, TX 76101      | Active | robert.murphy@company.com    | Business Analyst     | \$1100           | Bank Transfer  |
| 37  | Victoria   | Hayes     | 10/10/2021 | 8782 Willow St, New Orleans, LA 70112     | Active | victoria.hayes@company.com   | Operations Manager   | \$1300           | Bank Transfer  |
| 38  | Jack       | Ward      | 11/11/2021 | 9893 Ash St, San Francisco, CA 94101      | Active | jack.ward@company.com        | HR Assistant         | \$800            | Bank Transfer  |
| 39  | Isabella   | Long      | 12/12/2021 | 1004 Hickory St, San Jose, CA 95101       | Active | isabella.long@company.com    | Quality Assurance    | \$1000           | Bank Transfer  |
| 40  | Benjamin   | Scott     | 01/01/2022 | 2115 Sycamore St, Dallas, TX 75201        | Active | benjamin.scott@company.com   | Finance Analyst      | \$1200           | Bank Transfer  |
| 41  | Chloe      | Green     | 02/02/2022 | 3226 Dogwood St, San Antonio, TX 78201    | Active | chloe.green@company.com      | Software Engineer    | \$1400           | Bank Transfer  |
| 42  | Matthew    | Baker     | 03/03/2022 | 4337 Magnolia St, San Diego, CA 92101     | Active | matthew.baker@company.com    | Marketing Specialist | \$900            | Bank Transfer  |
| 43  | Evelyn     | Evans     | 04/04/2022 | 5448 Poplar St, Austin, TX 78701          | Active | evelyn.evans@company.com     | Product Manager      | \$1500           | Bank Transfer  |
| 44  | Samuel     | Reed      | 05/05/2022 | 6559 Birch St, Fort Worth, TX 76101       | Active | samuel.reed@company.com      | Business Analyst     | \$1100           | Bank Transfer  |
| 45  | Avery      | Cook      | 06/06/2022 | 7670 Willow St, New Orleans, LA 70112     | Active | avery.cook@company.com       | Operations Manager   | \$1300           | Bank Transfer  |
| 46  | Isaac      | Morgan    | 07/07/2022 | 8781 Ash St, San Francisco, CA 94101      | Active | isaac.morgan@company.com     | HR Assistant         | \$800            | Bank Transfer  |
| 47  | Scarlett   | Bell      | 08/08/2022 | 9892 Hickory St, San Jose, CA 95101       | Active | scarlett.bell@company.com    | Quality Assurance    | \$1000           | Bank Transfer  |
| 48  | Wyatt      | Scott     | 09/09/2022 | 1003 Sycamore St, Dallas, TX 75201        | Active | wyatt.scott@company.com      | Finance Analyst      | \$1200           | Bank Transfer  |
| 49  | Lillian    | Green     | 10/10/2022 | 2114 Dogwood St, San Antonio, TX 78201    | Active | lillian.green@company.com    | Software Engineer    | \$1400           | Bank Transfer  |
| 50  | Robert     | Baker     | 11/11/2022 | 3225 Magnolia St, San Diego, CA 92101     | Active | robert.baker@company.com     | Marketing Specialist | \$900            | Bank Transfer  |
| 51  | Victoria   | Evans     | 12/12/2022 | 4336 Poplar St, Austin, TX 78701          | Active | victoria.evans@company.com   | Product Manager      | \$1500           | Bank Transfer  |
| 52  | Jack       | Reed      | 01/01/2023 | 5447 Birch St, Fort Worth, TX 76101       | Active | jack.reed@company.com        | Business Analyst     | \$1100           | Bank Transfer  |
| 53  | Isabella   | Cook      | 02/02/2023 | 6558 Willow St, New Orleans, LA 70112     | Active | isabella.cook@company.com    | Operations Manager   | \$1300           | Bank Transfer  |
| 54  | Benjamin   | Morgan    | 03/03/2023 | 7669 Ash St, San Francisco, CA 94101      | Active | benjamin.morgan@company.com  | HR Assistant         | \$800            | Bank Transfer  |
| 55  | Chloe      | Bell      | 04/04/2023 | 8780 Hickory St, San Jose, CA 95101       | Active | chloe.bell@company.com       | Quality Assurance    | \$1000           | Bank Transfer  |
| 56  | Matthew    | Scott     | 05/05/2023 | 9891 Sycamore St, Dallas, TX 75201        | Active | matthew.scott@company.com    | Finance Analyst      | \$1200           | Bank Transfer  |
| 57  | Evelyn     | Green     | 06/06/2023 | 1002 Dogwood St, San Antonio, TX 78201    | Active | evelyn.green@company.com     | Software Engineer    | \$1400           | Bank Transfer  |
| 58  | Samuel     | Baker     | 07/07/2023 | 2113 Magnolia St, San Diego, CA 92101     | Active | samuel.baker@company.com     | Marketing Specialist | \$900            | Bank Transfer  |
| 59  | Avery      | Evans     | 08/08/2023 | 3224 Poplar St, Austin, TX 78701          | Active | avery.evans@company.com      | Product Manager      | \$1500           | Bank Transfer  |
| 60  | Isaac      | Reed      | 09/09/2023 | 4335 Birch St, Fort Worth, TX 76101       | Active | isaac.reed@company.com       | Business Analyst     | \$1100           | Bank Transfer  |
| 61  | Scarlett   | Cook      | 10/10/2023 | 5446 Willow St, New Orleans, LA 70112     | Active | scarlett.cook@company.com    | Operations Manager   | \$1300           | Bank Transfer  |
| 62  | Wyatt      | Morgan    | 11/11/2023 | 6557 Ash St, San Francisco, CA 94101      | Active | wyatt.morgan@company.com     | HR Assistant         | \$800            | Bank Transfer  |
| 63  | Lillian    | Bell      | 12/12/2023 | 7668 Hickory St, San Jose, CA 95101       | Active | lillian.bell@company.com     | Quality Assurance    | \$1000           | Bank Transfer  |
| 64  | Robert     | Scott     | 01/01/2024 | 8779 Sycamore St, Dallas, TX 75201        | Active | robert.scott@company.com     | Finance Analyst      | \$1200           | Bank Transfer  |
| 65  | Victoria   | Green     | 02/02/2024 | 9890 Dogwood St, San Antonio, TX 78201    | Active | victoria.green@company.com   | Software Engineer    | \$1400           | Bank Transfer  |
| 66  | Jack       | Baker     | 03/03/2024 | 1001 Magnolia St, San Diego, CA 92101     | Active | jack.baker@company.com       | Marketing Specialist | \$900            | Bank Transfer  |
| 67  | Isabella   | Evans     | 04/04/2024 | 2112 Poplar St, Austin, TX 78701          | Active | isabella.evans@company.com   | Product Manager      | \$1500           | Bank Transfer  |
| 68  | Benjamin   | Reed      | 05/05/2024 | 3223 Birch St, Fort Worth, TX 76101       | Active | benjamin.reed@company.com    | Business Analyst     | \$1100           | Bank Transfer  |
| 69  | Chloe      | Cook      | 06/06/2024 | 4334 Willow St, New Orleans, LA 70112     | Active | chloe.cook@company.com       | Operations Manager   | \$1300           | Bank Transfer  |
| 70  | Matthew    | Morgan    | 07/07/2024 | 5445 Ash St, San Francisco, CA 94101      | Active | matthew.morgan@company.com   | HR Assistant         | \$800            | Bank Transfer  |
| 71  | Evelyn     | Bell      | 08/08/2024 | 6556 Hickory St, San Jose, CA 95101       | Active | evelyn.bell@company.com      | Quality Assurance    | \$1000           | Bank Transfer  |
| 72  | Samuel     | Scott     | 09/09/2024 | 7667 Sycamore St, Dallas, TX 75201        | Active | samuel.scott@company.com     | Finance Analyst      | \$1200           | Bank Transfer  |
| 73  | Avery      | Green     | 10/10/2024 | 8778 Dogwood St, San Antonio, TX 78201    | Active | avery.green@company.com      | Software Engineer    | \$1400           | Bank Transfer  |
| 74  | Isaac      | Baker     | 11/11/2024 | 9889 Magnolia St, San Diego, CA 92101     | Active | isaac.baker@company.com      | Marketing Specialist | \$900            | Bank Transfer  |
| 75  | Scarlett   | Evans     | 12/12/2024 | 1000 Poplar St, Austin, TX 78701          | Active | scarlett.evans@company.com   | Product Manager      | \$1500           | Bank Transfer  |
| 76  | Wyatt      | Reed      | 01/01/2025 | 2111 Birch St, Fort Worth, TX 76101       | Active | wyatt.reed@company.com       | Business Analyst     | \$1100           | Bank Transfer  |
| 77  | Lillian    | Cook      | 02/02/2025 | 3222 Willow St, New Orleans, LA 70112     | Active | lillian.cook@company.com     | Operations Manager   | \$1300           | Bank Transfer  |
| 78  | Robert     | Morgan    | 03/03/2025 | 4333 Ash St, San Francisco, CA 94101      | Active | robert.morgan@company.com    | HR Assistant         | \$800            | Bank Transfer  |
| 79  | Victoria   | Bell      | 04/04/2025 | 5444 Hickory St, San Jose, CA 95101       | Active | victoria.bell@company.com    | Quality Assurance    | \$1000           | Bank Transfer  |
| 80  | Jack       | Scott     | 05/05/2025 | 6555 Sycamore St, Dallas, TX 75201        | Active | jack.scott@company.com       | Finance Analyst      | \$1200           | Bank Transfer  |
| 81  | Isabella   | Green     | 06/06/2025 | 7666 Dogwood St, San Antonio, TX 78201    | Active | isabella.green@company.com   | Software Engineer    | \$1400           | Bank Transfer  |
| 82  | Benjamin   | Baker     | 07/07/2025 | 8777 Magnolia St, San Diego, CA 92101     | Active | benjamin.baker@company.com   | Marketing Specialist | \$900            | Bank Transfer  |
| 83  | Chloe      | Evans     | 08/08/2025 | 9888 Poplar St, Austin, TX 78701          | Active | chloe.evans@company.com      | Product Manager      | \$1500           | Bank Transfer  |
| 84  | Matthew    | Reed      | 09/09/2025 | 1009 Birch St, Fort Worth, TX 76101       | Active | matthew.reed@company.com     | Business Analyst     | \$1100           | Bank Transfer  |
| 85  | Evelyn     | Cook      | 10/10/2025 | 2110 Willow St, New Orleans, LA 70112     | Active | evelyn.cook@company.com      | Operations Manager   | \$1300           | Bank Transfer  |
| 86  | Samuel     | Morgan    | 11/11/2025 | 3221 Ash St, San Francisco, CA 94101      | Active | samuel.morgan@company.com    | HR Assistant         | \$800            | Bank Transfer  |
| 87  | Avery      | Bell      | 12/12/2025 | 4332 Hickory St, San Jose, CA 95101       | Active | avery.bell@company.com       | Quality Assurance    | \$1000           | Bank Transfer  |
| 88  | Isaac      | Scott     | 01/01/2026 | 5443 Sycamore St, Dallas, TX 75201        | Active | isaac.scott@company.com      | Finance Analyst      | \$1200           | Bank Transfer  |
| 89  | Scarlett   | Green     | 02/02/2026 | 6554 Dogwood St, San Antonio, TX 78201    | Active | scarlett.green@company.com   | Software Engineer    | \$1400           | Bank Transfer  |
| 90  | Wyatt      | Baker     | 03/03/2026 | 7665 Magnolia St, San Diego, CA 92101     | Active | wyatt.baker@company.com      | Marketing Specialist | \$900            | Bank Transfer  |
| 91  | Lillian    | Evans     | 04/04/2026 | 8776 Poplar St, Austin, TX 78701          | Active | lillian.evans@company.com    | Product Manager      | \$1500           | Bank Transfer  |
| 92  | Robert     | Reed      | 05/05/2026 | 9887 Birch St, Fort Worth, TX 76101       | Active | robert.reed@company.com      | Business Analyst     | \$1100           | Bank Transfer  |
| 93  | Victoria   | Cook      | 06/06/2026 | 1008 Willow St, New Orleans, LA 70112     | Active | victoria.cook@company.com    | Operations Manager   | \$1300           | Bank Transfer  |
| 94  | Jack       | Morgan    | 07/07/2026 | 2109 Ash St, San Francisco, CA 94101      | Active | jack.morgan@company.com      | HR Assistant         | \$800            | Bank Transfer  |
| 95  | Isabella   | Bell      | 08/08/2026 | 3220 Hickory St, San Jose, CA 95101       | Active | isabella.bell@company.com    | Quality Assurance    | \$1000           | Bank Transfer  |
| 96  | Benjamin   | Scott     | 09/09/2026 | 4331 Sycamore St, Dallas, TX 75201        | Active | benjamin.scott@company.com   | Finance Analyst      | \$1200           | Bank Transfer  |
| 97  | Chloe      | Green     | 10/10/2026 | 5442 Dogwood St, San Antonio, TX 78201    | Active | chloe.green@company.com      | Software Engineer    | \$1400           | Bank Transfer  |
| 98  | Matthew    | Baker     | 11/11/2026 | 6553 Magnolia St, San Diego, CA 92101     | Active | matthew.baker@company.com    | Marketing Specialist | \$900            | Bank Transfer  |
| 99  | Evelyn     | Evans     | 12/12/2026 | 7664 Poplar St, Austin, TX 78701          | Active | evelyn.evans@company.com     | Product Manager      | \$1500           | Bank Transfer  |
| 100 | Samuel     | Reed      | 01/01/2027 | 8775 Birch St, Fort Worth, TX 76101       | Active | samuel.reed@company.com      | Business Analyst     | \$1100           | Bank Transfer  |

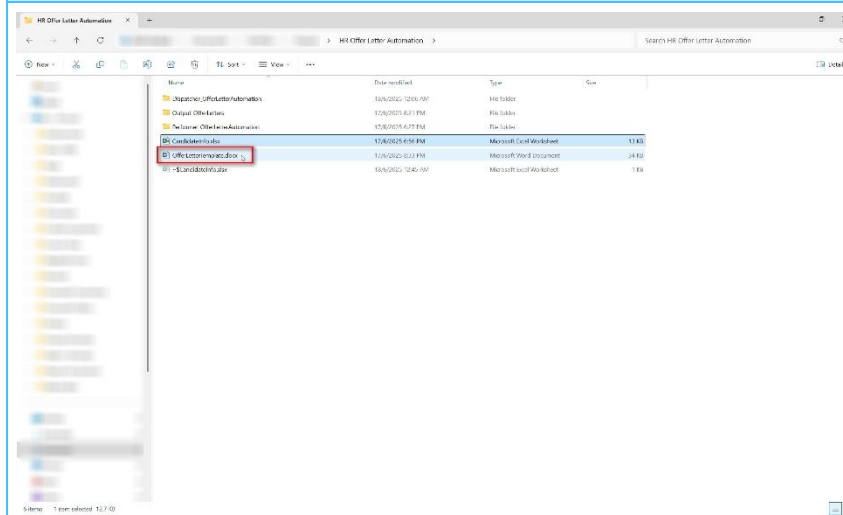
## 2 HR Offer Letter Automation - File Explorer

Est. time: 4.6 sec.

### 2.1 Launch OfferLetterTemplate.docx

Est. time: 1.2 sec.

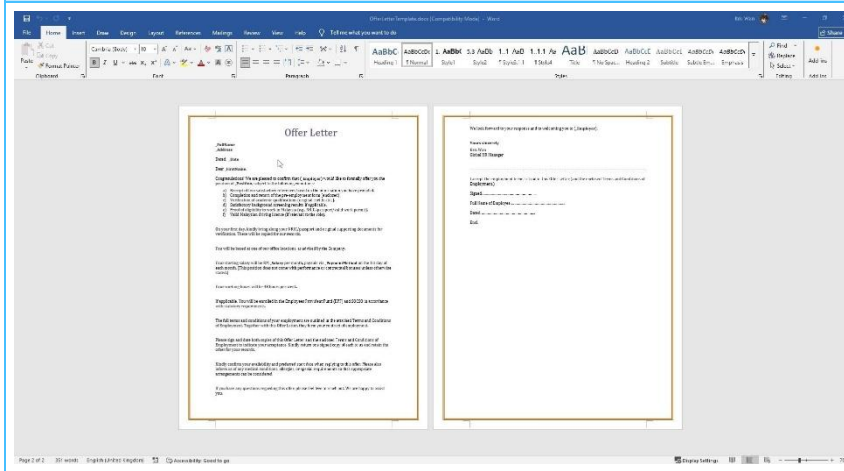
Action: Double Click



## 2.2 Content of OfferLetterTemplate.docx

Est. time: 3.4 sec.

Action: Click



## 3 CandidateInfo.xlsx - Excel

Est. time: 3.9 sec.

### 3.1 Copy the Full Name (First Name + Last Name)

Est. time: 3.9 sec.

Action: Click

|    | A          | B         | C        | D  | E        | F                   | G                          | H                | I              | J | K | L | M | N | O |
|----|------------|-----------|----------|--|----------|---------------------|----------------------------|------------------|----------------|---|---|---|---|---|---|
|    | First Name | Last Name | Date     | Address  | Status   | Email               | Job Position               | Salary Per Month | Payment Method |   |   |   |   |   |   |
| 1  | Almar      | Zulfahri  | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | Junior Data Analyst        | 3,200            | Maybank        |   |   |   |   |   |   |
| 2  | Hafiz      | Rahman    | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | HR Assistant Intern        | 1,100            | CMB            |   |   |   |   |   |   |
| 3  | Hafiz      | Rahman    | 12/12/21 | 2587 Jalan Metro Perdana, 52100 Kepong, KL                   | Hired    | wt_1200@hotmail.com | Software Developer Intern  | 1,200            | RHB            |   |   |   |   |   |   |
| 4  | Asyraf     | Jamil     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | Finance Analyst Intern     | 1,200            | Public Bank    |   |   |   |   |   |   |
| 5  | Deenul     | Wong      | 12/12/21 | 2488 Jalan Sate, Petaling Jaya 41017, Selangor, Kuala Lumpur | Hired    | wt_1200@hotmail.com | Business Analyst Intern    | 1,300            | Bank Islam     |   |   |   |   |   |   |
| 6  | Faisal     | Nasir     | 12/12/21 | 2554 Jalan Tun Samudra, 20070 KL                             | Rejected | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |
| 7  | Farah      | Lina      | 12/12/21 | 1008 Jalan Lintang, 50100 Kuala Lumpur                       | Hired    | wt_1200@hotmail.com | Marketing Assistant Intern | 1,100            | Maybank        |   |   |   |   |   |   |
| 8  | Farah      | Mohamed   | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | QA Tester Intern           | 1,200            | CMB            |   |   |   |   |   |   |
| 9  | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | QA Tester Intern           | 1,200            | RHB            |   |   |   |   |   |   |
| 10 | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Rejected | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |
| 11 | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Rejected | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |
| 12 | Faz        | Kamil     | 12/12/21 | 2575 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | Junior IT Support          | 2,800            | Public Bank    |   |   |   |   |   |   |
| 13 | Faz        | Kamil     | 12/12/21 | 2575 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | Operations Intern          | 1,100            | Bank Islam     |   |   |   |   |   |   |
| 14 | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |
| 15 | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |
| 16 | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |
| 17 | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |
| 18 | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |
| 19 | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |
| 20 | Amir       | Rizki     | 12/12/21 | 1562 No. 23, Jalan Duta, 43000 Kajang, Selangor              | Hired    | wt_1200@hotmail.com | N/A                        | N/A              |                |   |   |   |   |   |   |

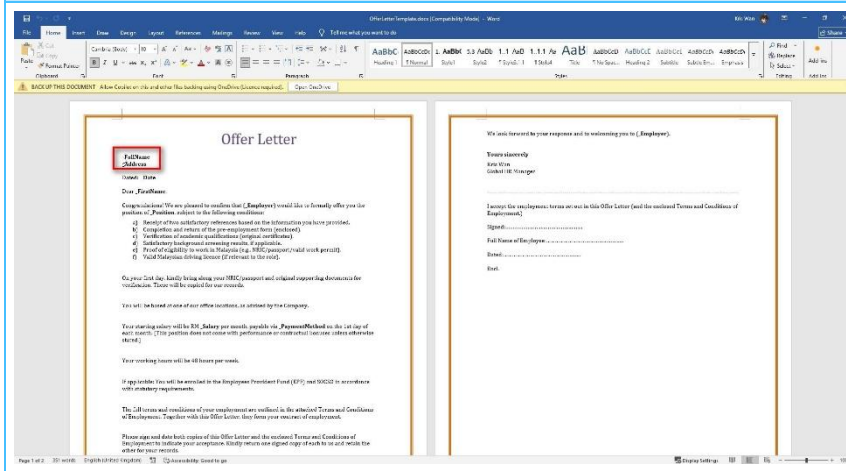
## 4 OfferLetterTemplate.docx - Word

Est. time: 0.8 sec.

## 4.1 Replace \_FullName with the Full Name

Est. time: 0.8 sec.

Action: Click



## 5 CandidateInfo.xlsx - Excel

Est. time: 2.9 sec.

### 5.1 Copy the Address

Est. time: 2.9 sec.

Action: Click

| ID | First Name | Last Name  | Date     | Address  | Status   | Email              | Job Position               | Salary Per Month | Payment Method |
|----|------------|------------|----------|--|----------|--------------------|----------------------------|------------------|----------------|
| 1  | Almad      | Zulfahri   | 10/10/21 | No. 23, Jalan Damar, 40000 Tegal, Semarang                               | Hired    | wt_100@outlook.com | Junior Data Analyst        | 8,200            | Maybank        |
| 2  | Nurul      | Hafid      | 10/10/21 | 115, Jalan Damar, 40000 Tegal, Semarang                                  | Hired    | wt_100@outlook.com | HR Assistant Intern        | 1,100            | CMB            |
| 3  | Hafid      | Rachman    | 10/10/21 | 2587 Jln. Jalan Metro Perdana, 24200 Grogol, KL                          | Hired    | wt_100@outlook.com | Software Developer Intern  | 1,200            | R-B            |
| 4  | Asyiah     | Jamal      | 10/10/21 | 8480 45, Jalan Sari Impian 1, 81000 Masjid, Johor                        | Hired    | wt_100@outlook.com | Finance Analyst Intern     | 1,200            | Public Bank    |
| 5  | Dianah     | Wong       | 10/10/21 | 2488 R, Jalan Seta, Perdana 10, 10175, Seta Alam, Kuala Lumpur, Selangor | Hired    | wt_100@outlook.com | Business Analyst Intern    | 1,300            | Bank Islam     |
| 6  | Faisal     | Nasir      | 10/10/21 | 2554 33, Jalan Tun Samudra, 20470 KL                                     | Rejected | wt_100@outlook.com | N/A                        | N/A              | N/A            |
| 7  | Sarah      | Lina       | 10/10/21 | 1008 22, Lembang, 13200 Petaling   | Hired    | wt_100@outlook.com | Marketing Assistant Intern | 1,100            | Maybank        |
| 8  | Farah      | Mohamed    | 10/10/21 | 2456 16, Jalan Kowat 3, Bandar Tasek, Selangor                           | Hired    | wt_100@outlook.com | QA Tester Intern           | 1,300            | CMB            |
| 9  | Anis       | Rozlan     | 10/10/21 | 6548 16, Jalan Kowat 3, Bandar Tasek, Selangor                           | Hired    | wt_100@outlook.com | QA Tester Intern           | 1,200            | R-B            |
| 10 | Heri       | Yusuf      | 10/10/21 | 6480 16, Jalan Kowat 3, Bandar Tasek, Selangor                           | Rejected | wt_100@outlook.com | N/A                        | N/A              | N/A            |
| 11 | Zulfahri   | Iskandar   | 10/10/21 | 1200 17, Jalan Ranga Raya, 76000 Melaka                                  | Rejected | wt_100@outlook.com | N/A                        | N/A              | N/A            |
| 12 | Faz        | Kamal      | 10/10/21 | 2575 31, Jalan Selat, 11000 Butterworth, Penang                          | Rejected | wt_100@outlook.com | N/A                        | N/A              | N/A            |
| 13 | Hafid      | Abdul Aziz | 10/10/21 | 8256 16, Jalan Duta, 11000 Kuala Lumpur, Selangor                        | Hired    | wt_100@outlook.com | Junior IT Support          | 2,800            | Public Bank    |
| 14 | Heri       | Rafael     | 10/10/21 | 2887 11, Jalan Ampang, 50100 Kuala Lumpur                                | Hired    | wt_100@outlook.com | Operations Intern          | 1,100            | Bank Islam     |
| 15 | Almad      | Sulail     | 10/10/21 | 1305 34, Jalan Aras, 20000 Kemaman, Terengganu                           | Rejected | wt_100@outlook.com | N/A                        | N/A              | N/A            |
| 16 | Zulfahri   | Musa       | 10/10/21 | 1466 77, Jalan Mera Indah, 41550 Klang, Selangor                         | Hired    | wt_100@outlook.com | Data Entry Clerk           | 1,800            | Maybank        |
| 17 | Alia       | Hafid      | 10/10/21 | 8179 18, Jalan Tunjika, 10000 Kajang, Selangor                           | Hired    | wt_100@outlook.com | Legal Admin Intern         | 1,200            | CMB            |
| 18 | Mahdi      | Alif       | 10/10/21 | 6807 30, Jalan Impian, 11000 Butterworth, Penang                         | Rejected | wt_100@outlook.com | N/A                        | N/A              | N/A            |
| 19 | Faz        | Mahdi      | 10/10/21 | 8554 32, Jalan Tembaku, 11000 Kajang, Selangor                           | Rejected | wt_100@outlook.com | N/A                        | N/A              | N/A            |

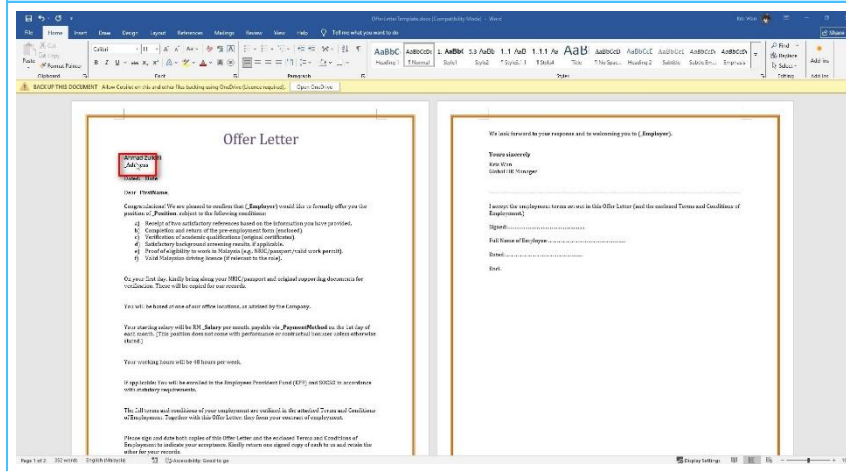
## 6 OfferLetterTemplate.docx - Word

Est. time: 1.2 sec.

## 6.1 Replace \_Address with the Address

Est. time: 1.2 sec.

Action: Click



## 7 CandidateInfo.xlsx - Excel

Est. time: 0.4 sec.

### 7.1 Copy the Date

Est. time: 0.4 sec.

Action: Click

| No | First Name | Last Name  | Date of Birth | Address   | Status   | Email               | Job Position               | Salary Per Month | Payment Method |
|----|------------|------------|---------------|---|----------|---------------------|----------------------------|------------------|----------------|
| 1  | Almad      | Zulfahri   | 1971/07/11    | 607 No. 75, Jalan Eksana, 43000 Kajang, Selangor                    | Hired    | wt_1006@hotmail.com | Junior Data Analyst        | 9,200            | Maybank        |
| 2  | Nazul      | Husnain    | 1997/12/12    | 17, Jalan Mawar 7, Taman Mawar, 81200 Pontian, Johor                | Hired    | wt_1006@hotmail.com | HR Assistant Intern        | 1,100            | CMB            |
| 3  | Hafiz      | Rahman     | 1971/01/21    | 287 J2A, Jalan Metro Perdana, 52100 Gopeng, KL                      | Hired    | wt_1006@hotmail.com | Software Developer Intern  | 1,200            | R-B            |
| 4  | Asyiqah    | Jamilah    | 1971/07/21    | 8480 45, Jalan Seri Impian 1, 81000 Masjid Johor                    | Hired    | wt_1006@hotmail.com | Finance Analyst Intern     | 1,200            | Public Bank    |
| 5  | Deenah     | Wong       | 1970/07/21    | 2488 R, Jalan Seta, Perdana 11, 117, Seta Alam, Shah Alam, Selangor | Hired    | wt_1006@hotmail.com | Business Analyst Intern    | 1,300            | Bank Islam     |
| 6  | Faisal     | Nazir      | 1970/07/21    | 2554 33, Jalan Tun Sambathun, 20070 KL                              | Rejected | wt_1006@hotmail.com | N/A                        | N/A              | N/A            |
| 7  | Sarah      | Lina       | 1971/07/21    | 1008 22, Lorong Sembah 2, Taman Mawar, 11020 Petaling               | Hired    | wt_1006@hotmail.com | Marketing Assistant Intern | 1,100            | Maybank        |
| 8  | Farah      | Mohamed    | 1971/07/21    | 2456 16, Jalan Kowat 3, Bandar Tasek Jaya, Selangor                 | Hired    | wt_1006@hotmail.com | QA Tester Intern           | 1,200            | CMB            |
| 9  | Anis       | Rozlan     | 1971/07/21    | 6548 16, Jalan SS 1/6A, 47500 Subang Jaya, Selangor                 | Hired    | wt_1006@hotmail.com | QA Tester Intern           | 1,200            | R-B            |
| 10 | Ben        | Yusuf      | 1971/07/21    | 6486 16, Jalan Compas, 41000 Subang                                 | Rejected | wt_1006@hotmail.com | N/A                        | N/A              | N/A            |
| 11 | Zulfahri   | Iskandar   | 1971/07/21    | 1700 17, Jalan Runga Raya, 75000 Melaka                             | Rejected | wt_1006@hotmail.com | N/A                        | N/A              | N/A            |
| 12 | Faz        | Kamil      | 1971/07/21    | 2575 10, Jalan Selat, 11000 Butterworth, Penang                     | Rejected | wt_1006@hotmail.com | N/A                        | N/A              | N/A            |
| 13 | Hafiz      | Abdul Aziz | 1971/07/21    | 8256 16, Jalan Dera Permai 5, 14000 Bukit Mertajam, Penang          | Hired    | wt_1006@hotmail.com | Junior IT Support          | 2,800            | Public Bank    |
| 14 | Isran      | Rafiah     | 1971/07/21    | 2887 11, Jalan Ampang Putra, 55100 Kuala Lumpur                     | Hired    | wt_1006@hotmail.com | Operations Intern          | 1,100            | Bank Islam     |
| 15 | Alman      | Sulail     | 1971/07/21    | 1305 34, Jalan Aras, 30000 Kuantan, Terengganu                      | Rejected | wt_1006@hotmail.com | N/A                        | N/A              | N/A            |
| 16 | Zulfahri   | Musa       | 1971/07/21    | 1546 77, Jalan Mera Indah, 41550 Klang, Selangor                    | Hired    | wt_1006@hotmail.com | Data Entry Clerk           | 1,100            | Maybank        |
| 17 | Alia       | Hanisah    | 1971/07/21    | 8179 18, Jalan Tunas Jodoh Rahman, 13000 Kajang, Selangor           | Hired    | wt_1006@hotmail.com | Legal Admin Intern         | 1,200            | CMB            |
| 18 | Makia      | Ikhsan     | 1971/07/21    | 6807 9, Jalan Impian Pura 5, Taman Impian Pura, JB                  | Rejected | wt_1006@hotmail.com | N/A                        | N/A              | N/A            |
| 19 | Faziah     | Maharaj    | 1971/07/21    | 9554 32, Jalan Tempa Amanah Rahmah, Klang, Selangor                 | Rejected | wt_1006@hotmail.com | N/A                        | N/A              | N/A            |

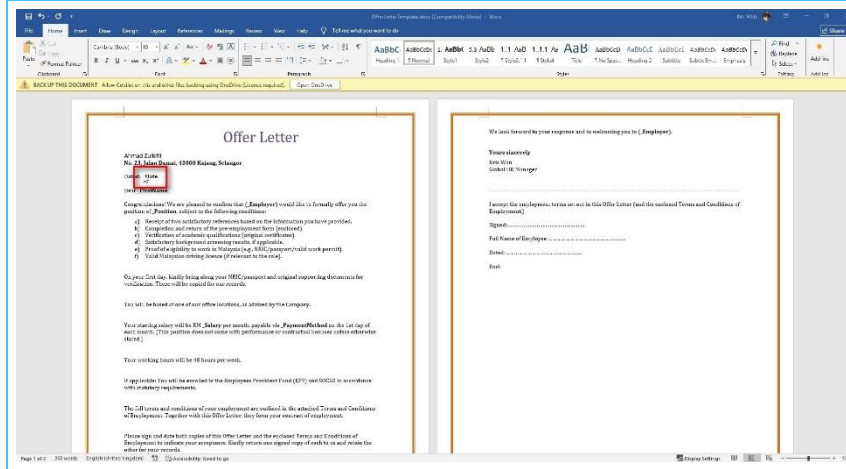
## 8 OfferLetterTemplate.docx - Word

Est. time: 0.8 sec.

## 8.1 Replace \_Date with the Date

Est. time: 0.8 sec.

Action: Click



## 9 CandidateInfo.xlsx - Excel

Est. time: 0.4 sec.

### 9.1 Copy the First Name

Est. time: 0.4 sec.

Action: Click

|    | A     | B         | C        | D   | E        | F                    | G                          | H                | I              | J  | K  | L  | M  | N  | O  |
|----|-------|-----------|----------|---|----------|----------------------|----------------------------|------------------|----------------|----|----|----|----|----|----|
|    | 1     | 2         | 3        | 4   | 5        | 6                    | 7                          | 8                | 9              | 10 | 11 | 12 | 13 | 14 | 15 |
|    | Name  | Last Name | Date     | Address   | Status   | Email                | Job Position               | Salary Per Month | Payment Method |    |    |    |    |    |    |
| 1  | Alvin | Zulfahri  | 10/15/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Hired    | win_1000@hotmail.com | Junior Data Analyst        | 8,200            | Maybank        |    |    |    |    |    |    |
| 2  | Hafiz | Bohman    | 10/17/21 | 2897 12A, Jalan Metro Perdana, 52100 Kepong, KL   | Hired    | win_1000@hotmail.com | HR Assistant Intern        | 1,100            | CMB            |    |    |    |    |    |    |
| 3  | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Hired    | win_1000@hotmail.com | Software Developer Intern  | 1,200            | RHB            |    |    |    |    |    |    |
| 4  | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Hired    | win_1000@hotmail.com | Finance Analyst Intern     | 1,200            | Public Bank    |    |    |    |    |    |    |
| 5  | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Hired    | win_1000@hotmail.com | Business Analyst Intern    | 1,300            | Bank Islam     |    |    |    |    |    |    |
| 6  | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 7  | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Hired    | win_1000@hotmail.com | Marketing Assistant Intern | 1,300            | Maybank        |    |    |    |    |    |    |
| 8  | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Hired    | win_1000@hotmail.com | QA Tester Intern           | 1,300            | CMB            |    |    |    |    |    |    |
| 9  | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 10 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 11 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 12 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 13 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 14 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 15 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 16 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 17 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 18 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |
| 19 | Alvin | Zulfahri  | 10/17/21 | 1562 No. 25, Jalan Dharma, 43000 Kajang, Selangor | Rejected | win_1000@hotmail.com | N/A                        | N/A              | N/A            |    |    |    |    |    |    |

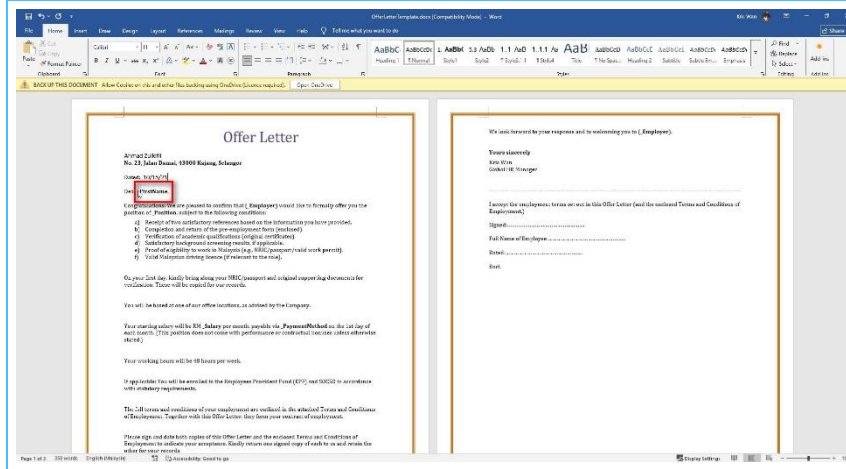
## 10 OfferLetterTemplate.docx - Word

Est. time: 0.6 sec.

## 10.1 Replace \_FirstName with the First Name

Est. time: 0.5 sec.

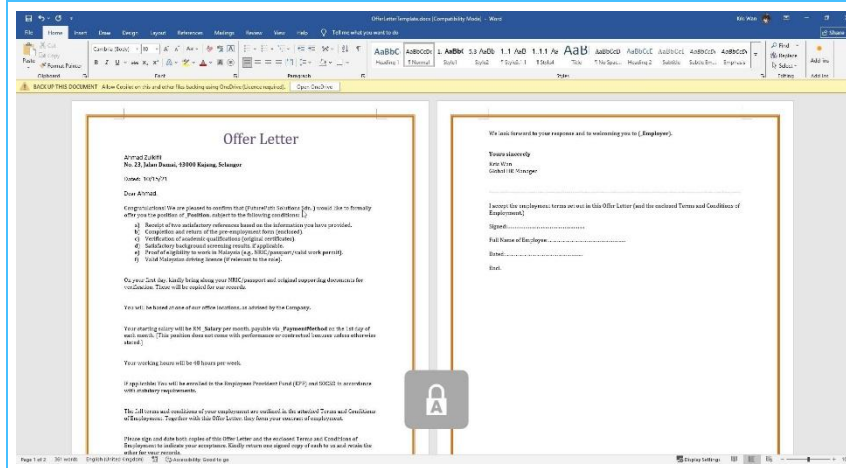
Action: Click



## 10.2 Replace \_Employer with 'FuturePath Solutions Sdn. Bhd.'

Est. time: 0.1 sec.

Action: Click



## 11 CandidateInfo.xlsx - Excel

Est. time: 0.5 sec.



## 11.1 Copy the Job Position

Est. time: 0.5 sec.

Action: Click

| No | First Name | Last Name   | Date     | Address   | Status   | Email                | Job Position                | Salary Per Month | Payment Method |
|----|------------|-------------|----------|---|----------|----------------------|-----------------------------|------------------|----------------|
| 1  | Umar       | Umar        | 15/12/21 | 1542 No. 25, Jalan Dharma, 43000 Kajang, Selangor                   | Hired    | umr_1205@hotmail.com | Junior Data Analyst         | 9,200            | Maybank        |
| 2  | Murali     | Hadhira     | 15/12/21 | 1582 17, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Hired    | umr_1205@hotmail.com | Software Development Intern | 1,100            | Public Bank    |
| 3  | Hafiz      | Bohman      | 15/12/21 | 2087 128, Jalan Merau Perdana, 32000 Seremban, Negeri Sembilan      | Hired    | umr_1205@hotmail.com | Finance Analyst Intern      | 1,200            | Public Bank    |
| 4  | Aisyah     | Jamal       | 15/12/21 | 2449 46, Jalan Seri Angkasa 3, 81000 Skudai, Johor                  | Hired    | umr_1205@hotmail.com | Business Analyst Intern     | 1,300            | Public Bank    |
| 5  | Dawid      | Wong        | 15/12/21 | 2468 8, Jalan Setia Perdana B1/177, Setia Alam, Shah Alam, Selangor | Hired    | umr_1205@hotmail.com | QA Tester Intern            | N/A              | N/A            |
| 6  | Faisal     | Razvi       | 15/12/21 | 2554 13, Jalan Tasek Seremban, 70300 Seremban, Negeri Sembilan      | Rejected | umr_1205@hotmail.com | Marketing Assistant Intern  | 1,100            | Maybank        |
| 7  | Jarrah     | Lim         | 15/12/21 | 3088 22, Lorong Jambak 2, Taman Mawar, 81700 Pasir Gudang, Johor    | Hired    | umr_1205@hotmail.com | IT Design Intern            | 1,300            | Public Bank    |
| 8  | Fahad      | Mohamed     | 15/12/21 | 3486 16, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Hired    | umr_1205@hotmail.com | QA Tester Intern            | 1,200            | Public Bank    |
| 9  | Amir       | Nordin      | 15/12/21 | 6548 15, Jalan SS 16/6A, 47500 Subang Jaya, Selangor                | Rejected | umr_1205@hotmail.com | N/A                         | N/A              | N/A            |
| 10 | Hani       | Yusuf       | 15/12/21 | 3486 16, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Rejected | umr_1205@hotmail.com | N/A                         | N/A              | N/A            |
| 11 | Zubair     | Iskandar    | 15/12/21 | 1288 17, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Rejected | umr_1205@hotmail.com | N/A                         | N/A              | N/A            |
| 12 | Faiyaz     | Iskandar    | 15/12/21 | 2570 21, Jalan Selat, 13600 Bukit Mertajam, Pulau Pinang            | Rejected | umr_1205@hotmail.com | N/A                         | N/A              | N/A            |
| 13 | Haziq      | Abdul Razak | 15/12/21 | 2256 16, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Hired    | umr_1205@hotmail.com | Junior IT Support           | 2,800            | Public Bank    |
| 14 | Iman       | Rahman      | 15/12/21 | 2587 13, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Hired    | umr_1205@hotmail.com | Operations Intern           | 1,100            | Public Bank    |
| 15 | Amir       | Said        | 15/12/21 | 3265 24, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Rejected | umr_1205@hotmail.com | N/A                         | N/A              | N/A            |
| 16 | Zubair     | Muhammad    | 15/12/21 | 1246 17, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Hired    | umr_1205@hotmail.com | QA Tester Intern            | 1,300            | Public Bank    |
| 17 | Alia       | Haniffah    | 15/12/21 | 3078 18, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Hired    | umr_1205@hotmail.com | Legal Admin Intern          | 1,200            | Public Bank    |
| 18 | Nadiah     | Muhammad    | 15/12/21 | 3078 18, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Rejected | umr_1205@hotmail.com | N/A                         | N/A              | N/A            |
| 19 | Fahad      | Muhammad    | 15/12/21 | 3078 18, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Rejected | umr_1205@hotmail.com | N/A                         | N/A              | N/A            |

## 12 OfferLetterTemplate.docx - Word

Est. time: 1.1 sec.

### 12.1 Replace \_Position with the Job Position

Est. time: 1.1 sec.

Action: Click

**Offer Letter**

Amir 2, 15/12/21  
No. 25, Jalan Dharma, 43000 Kajang, Selangor

Dear Amir,

Congratulations! We are pleased to inform you that you have been selected for the position of **Junior Data Analyst** based on the information you have provided.

Before we proceed with the next steps, please ensure you have provided the following documents:

- Benefit of free access to the company's internal system (if applicable).
- Completion of necessary qualifications (original certificates).
- Submission of necessary documents (original certificates).
- Proof of eligibility to work in Malaysia (e.g., NRIC, passport/valid work permit).
- Valid identification address (proof of residence) to be provided.

Once you have provided the necessary documents, we will proceed with the next steps.

You will be based at one of our office locations, as advised by the Company.

Your starting salary will be RM 9,200 per month, payable in 12 installments over the 12 months of your contract.

Your working hours will be 8 hours per week.

If applicable, you will be entitled to the Employee Provident Fund (EPF) and SOCSO in accordance with company requirements.

The offer and conditions of your employment are outlined in the attached Terms and Conditions of Employment. Together with this Offer Letter, please ensure you receive a copy of the Terms and Conditions of Employment.

Please sign and date both copies of this Offer Letter and the attached Terms and Conditions of Employment to acknowledge your acceptance. Kindly return one signed copy of each to us and retain the other for your records.

Yours faithfully,  
Name: \_\_\_\_\_  
Position: HR Manager

## 13 CandidateInfo.xlsx - Excel

Est. time: 3.8 sec.

### 13.1 Copy the Salary Per Month

Est. time: 3.8 sec.

Action: Click

| ID | First Name | Last Name   | Date     | Address  | Status   | Email                | Job Position               | Salary Per Month | Payment Method |
|----|------------|-------------|----------|--|----------|----------------------|----------------------------|------------------|----------------|
| 1  | Ahmad      | Zulfahri    | 15/12/21 | 1542 No. 23, Jalan Dataran, 43000 Kajang, Selangor                 | Hired    | wat_1205@ui-path.com | Junior Data Analyst        | 5,200            | Maybank        |
| 2  | Murali     | Hasbani     | 15/12/21 | 1582 17, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor     | Hired    | wat_1205@ui-path.com | HR Assistant Intern        | 1,800            | Maybank        |
| 3  | Hafiz      | Bohman      | 15/12/21 | 2087 128, Jalan Merau Perdana, 32000 Seremban, N/A                 | Hired    | wat_1205@ui-path.com | Software Developer Intern  | 2,200            | RHB            |
| 4  | Aisyah     | Jamali      | 15/12/21 | 2449 46, Jalan Seri Angin 3, 81000 Skudai, Johor                   | Hired    | wat_1205@ui-path.com | Finance Analyst Intern     | 1,200            | Public Bank    |
| 5  | Dawid      | Wong        | 15/12/21 | 2468 8, Jalan Setia Perdana 81/17, Setia Alam, Shah Alam, Selangor | Hired    | wat_1205@ui-path.com | Business Analyst Intern    | 1,300            | RHB            |
| 6  | Faisal     | Razvi       | 15/12/21 | 2524 13, Jalan Tia Sengkang, 20700, N/A                            | Rejected | wat_1205@ui-path.com | N/A                        | N/A              | N/A            |
| 7  | Jarrah     | Lim         | 15/12/21 | 3488 22, Lorong Jambak 2, Jalan Mawar, 11020 Penang                | Hired    | wat_1205@ui-path.com | Marketing Assistant Intern | 1,100            | Maybank        |
| 8  | Farah      | Mohamed     | 15/12/21 | 3488 8, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor      | Hired    | wat_1205@ui-path.com | QA Tester Intern           | 1,200            | RHB            |
| 9  | Amir       | Nordin      | 15/12/21 | 6548 15, Jalan 55 14/6A, 47500 Subang Jaya, Selangor               | Rejected | wat_1205@ui-path.com | N/A                        | N/A              | N/A            |
| 10 | Hani       | Yusef       | 15/12/21 | 3488 16, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor     | Rejected | wat_1205@ui-path.com | N/A                        | N/A              | N/A            |
| 11 | Zuhairi    | Iskandar    | 15/12/21 | 1288 17, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor     | Rejected | wat_1205@ui-path.com | N/A                        | N/A              | N/A            |
| 12 | Faiyaz     | Iskandar    | 15/12/21 | 2570 21, Jalan Selat, 13600 Butterworth, Penang                    | Rejected | wat_1205@ui-path.com | N/A                        | N/A              | N/A            |
| 13 | Haziq      | Abdul Razak | 15/12/21 | 2256 16, Jalan Duta Perdana 5, 46000 Bukit Mertajam, Penang        | Hired    | wat_1205@ui-path.com | Junior IT Support          | 2,800            | Public Bank    |
| 14 | Iman       | Rashid      | 15/12/21 | 2287 16, Jalan Duta Perdana 5, 46000 Bukit Mertajam, Penang        | Hired    | wat_1205@ui-path.com | Operations Intern          | 1,100            | RHB            |
| 15 | Aiman      | Saidi       | 15/12/21 | 3265 24, Jalan Aras, 26000 Kemaman, Terengganu                     | Rejected | wat_1205@ui-path.com | N/A                        | N/A              | N/A            |
| 16 | Zuhairi    | Muhammad    | 15/12/21 | 1240 70, Jalan Mawar 4, Taman Mawar, 81700 Pasir Gudang, Johor     | Hired    | wat_1205@ui-path.com | Data Entry Clerk           | 1,800            | Maybank        |
| 17 | Alia       | Hamsah      | 15/12/21 | 2678 18, Jalan Tunas Abadi Rahman, 83000 Kuching, Sarawak          | Hired    | adaf@ui-path.com     | Legal Admin Intern         | 1,200            | CMB            |
| 18 | Nadiah     | Khalid      | 15/12/21 | 8007 96, Jalan Impian Emas 3, Taman Impian Emas, JB                | Rejected | wat_1205@ui-path.com | N/A                        | N/A              | N/A            |
| 19 | Fahrah     | Mohamed     | 15/12/21 | 9554 42, Jalan Tembaku Jaya Raya Bahman, 81000 Johor Bahru, Johor  | Rejected | wat_1205@ui-path.com | N/A                        | N/A              | N/A            |

### 14 OfferLetterTemplate.docx - Word

Est. time: 2.5 sec.

### 14.1 Replace \_Salary with the Salary Per Month

Est. time: 2.5 sec.

Action: Click

**Offer Letter**

Atwood 2489  
No. 18, Jalan Dataran, 43000 Kajang, Selangor

Date: 15/12/21

Dear Ahmad,

Congratulations! We are pleased to confirm that (Person's Full Name, Sdn. Bhd.) has been selected to join our team as the position of (Job Title) subject to the following conditions:

- Completion and return of the employment form (attached).
- Verification of employee's qualifications (original certificates).
- Submission of background check results (original).
- Provision of ID card to (Person's Full Name, Sdn. Bhd.) upon arrival.
- Provision of ID card to (Person's Full Name, Sdn. Bhd.) upon arrival.

On your first day, kindly bring along your NRIC (passport and original supporting documents for verification). These will be required for our records.

You will be based at one of our office locations, as advised by the Company.

Your working hours will be (Salary) hours per week, via (Person's Full Name, Sdn. Bhd.) on the last day of your month. If the position is not confirmed, you must return the original documents to us.

Your working hours will be (Salary) hours per week.

If applicable, you will be entitled to the Employee Provident Fund (EPF) and SOCS in accordance with company requirements.

The full terms and conditions of your employment are outlined in the attached Terms and Conditions of Employment. Together with this Offer Letter, they form your contract of employment.

Please sign and date both copies of this Offer Letter and the attached Terms and Conditions of Employment to confirm your acceptance. Kindly return one signed copy of each to us and retain the other for your records.

We look forward to your acceptance and to welcoming you to (Person's Full Name, Sdn. Bhd.) as a member of our team.

Sincerely,  
Razvi  
Chief HR Manager

I accept the employment terms set out in this Offer Letter (and the attached Terms and Conditions of Employment):  
Signed: \_\_\_\_\_  
Full Name of Employee: \_\_\_\_\_  
Dated: \_\_\_\_\_  
Sd/-: \_\_\_\_\_

### 15 CandidateInfo.xlsx - Excel

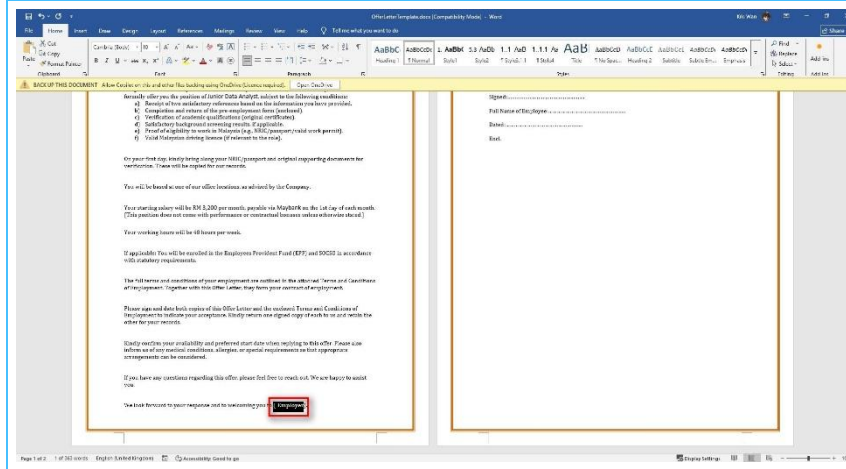
Est. time: 2.4 sec.



## 16.2 Replace \_Employer with 'FuturePath Solutions Sdn Bhd.'

Est. time: 0.2 sec.

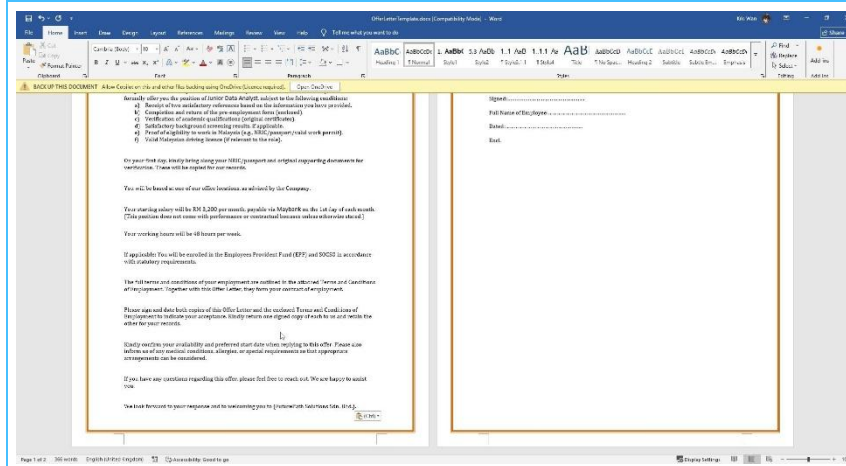
Action: Keyboard Input



## 16.3

Est. time: 0.9 sec.

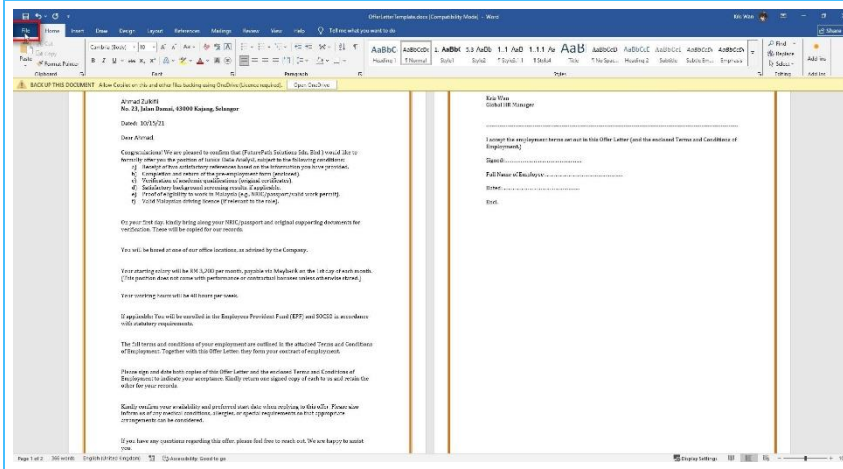
Action: Click



## 16.4 Click 'File'

Est. time: 2.3 sec.

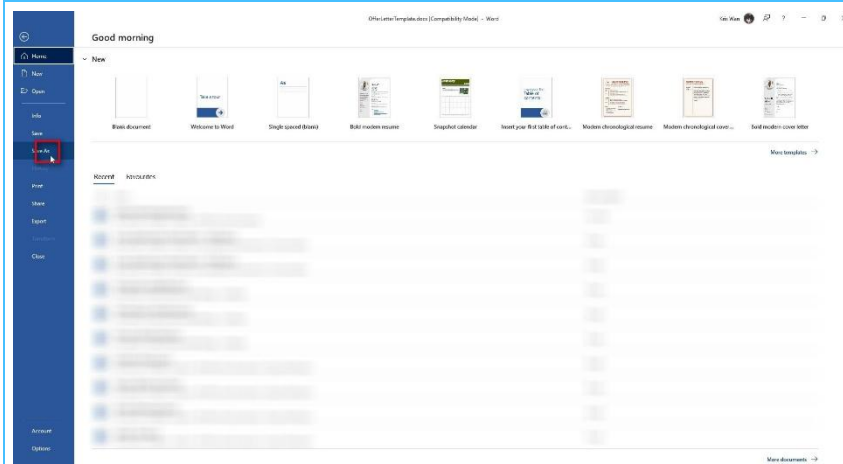
Action: Click



## 16.5 Click 'Save As'

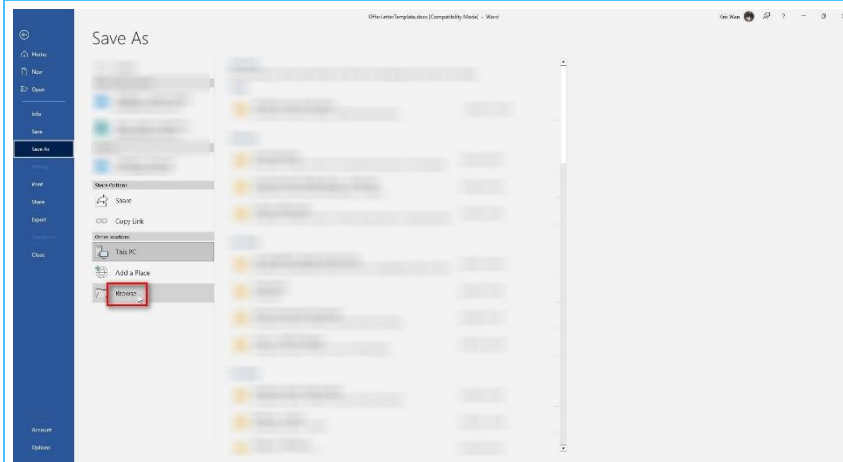
Est. time: 1.2 sec.

Action: Click



## 16.6 Click 'Browse'

Est. time: 1.9 sec.



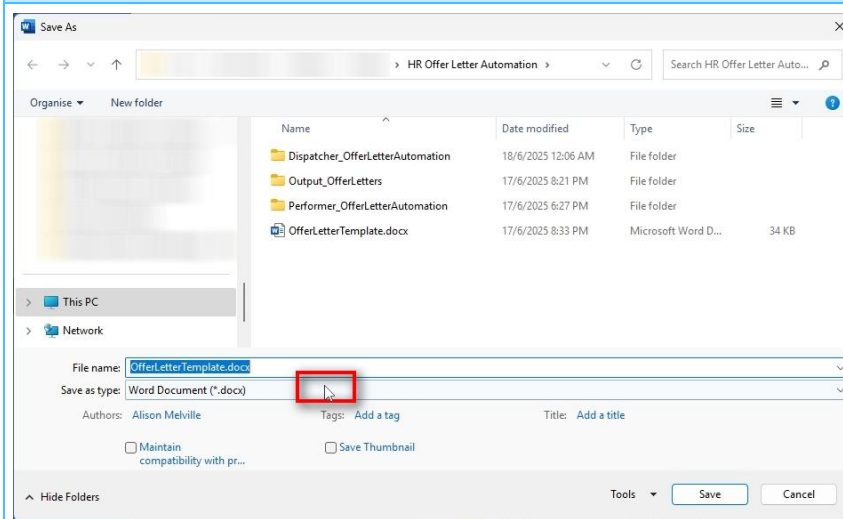
Action: Click

## 17 Save As - File Name

Est. time: 3.3 sec.

### 17.1 Insert File Name

Est. time: 3.3 sec.



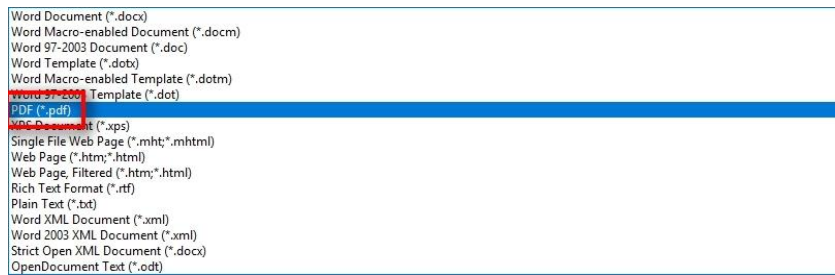
Action: Click

## 18 Save As - File Type

Est. time: 0.8 sec.

## 18.1 Change Document Type to PDF

Est. time: 0.8 sec.



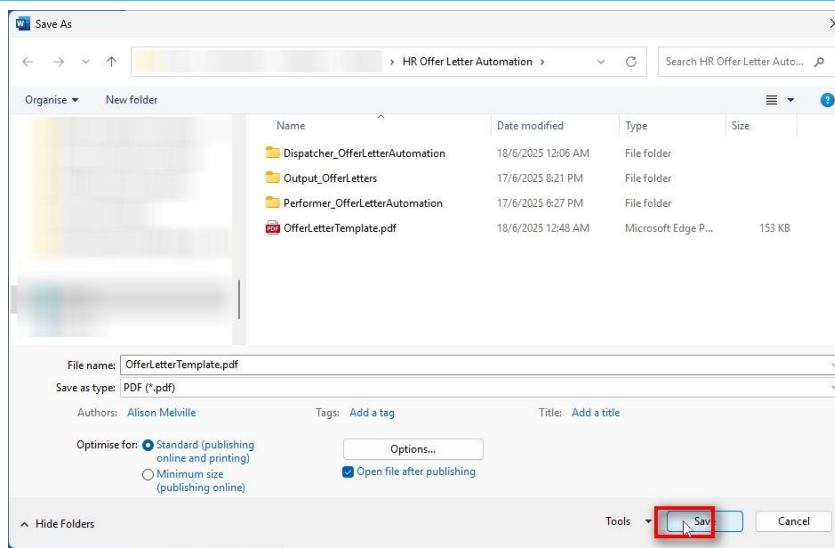
Action: Click

## 19 Save As - Save File

Est. time: 1.9 sec.

### 19.1 Click 'Save'

Est. time: 1.9 sec.



Action: Click

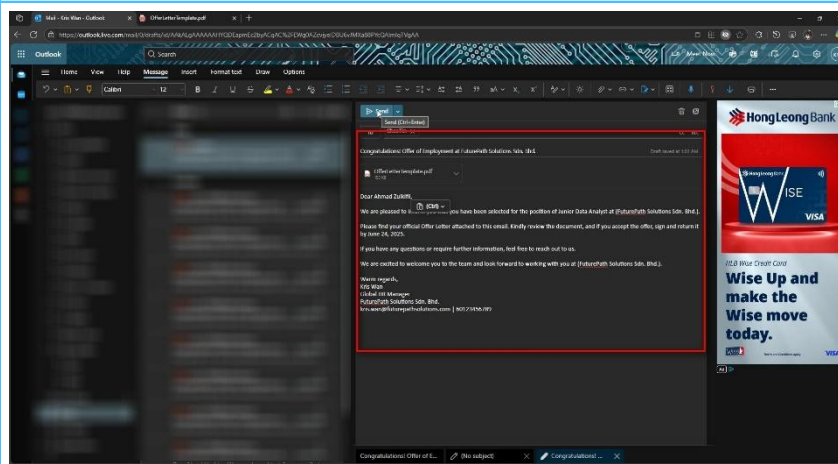
## 20 Email Communication - Outlook

Est. time: 3.8 sec.

## 20.1 Create and Send Emails with Offer Letter

Est. time: 3.8 sec.

Action: Click



## 2.6 Input Data Description

The following table should contain details regarding the inputs that every action of the process takes.

| #Action | Sample                   | Input Type | Location              | Are inputs Natively Digital*? | Are the Inputs Structured*? |
|---------|--------------------------|------------|-----------------------|-------------------------------|-----------------------------|
| 1       | CandidateInfo.xlsx       | MS Excel   | Shared folder/Desktop | Yes                           | Yes                         |
| 2       | OfferLetterTemplate.docx | MS Outlook | Shared folder/Desktop | Yes                           | Yes                         |

\* **Native Digital:** This is data that was originally created digitally e.g. excel, database or application reports etc. The non-native digital inputs are usually scanned images.

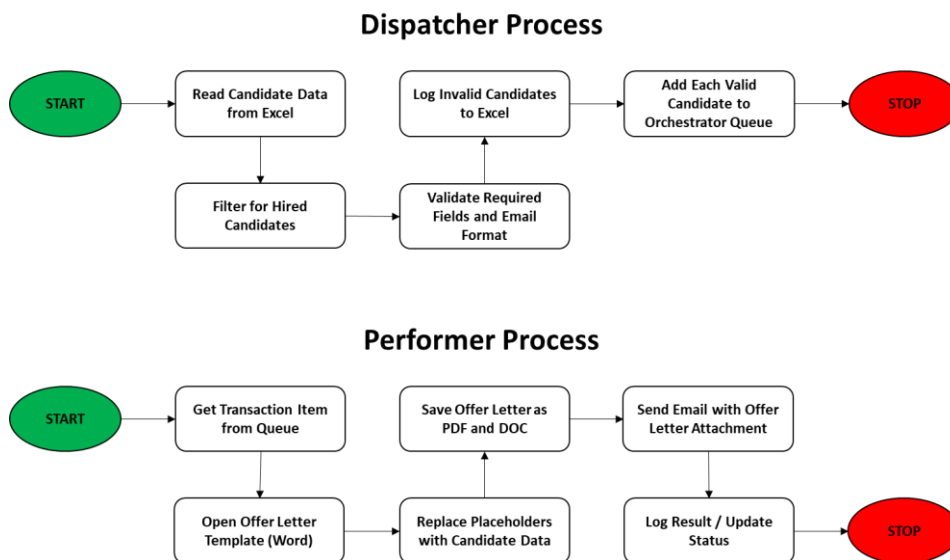
\* **Structured Data:** has a predictable format and exists in fixed fields (e.g. an excel cell or a field in a form) and is easily detectable via search algorithms.



# III.TO BE PROCESS DESCRIPTION

In this section the proposed improvements to the process, actions to the process will be outlined as well as the actions proposed for automation and the type of robot required. **This will be cross-checked by the Solution Architect.**

## 3.1. Detailed TO BE Process Map



## 3.2. Parallel Initiatives

The table below will capture the proposed Business, Process or Application changes to be made in the near future that would impact the process at hand (if any).

| Initiative Name | Process Action(s) where it is identified | Impact on current Automation Request | Expected Completion Date | Contact Person |
|-----------------|--|--------------------------------------|--------------------------|----------------|
| N/A             | N/A                                      | N/A                                  | N/A                      | N/A            |

### 3.3. In Scope For RPA

The following actions are in scope for RPA automation:

#### Dispatcher

- Open and read candidate data from Excel file.
- Filter candidates with Status = "Hired".
- Validate required fields (e.g., name, address, email, position, salary).
- Validate candidate email format using regex.
- Mark and log invalid candidates in a dedicated worksheet for recruiter review.
- Add only valid candidate records to the Orchestrator queue (HiredCandidatesQueue).

#### Performer

- Retrieve transaction items from the Orchestrator queue.
- Open the offer letter Word template.
- Populate candidate-specific information into the template.
- Save personalized offer letter as DOCX and PDF files.
- Compose and send email with the offer letter attached.
- Update transaction status in Orchestrator.

### 3.4. Out Of Scope for RPA

The actions **out of scope** for RPA should be listed in the table below together with the reasoning.

| Activity/Action*              | Reason for out of scope            | Impact on the TO BE                             | Possible measures to be taken into consideration for future automation |
|-------------------------------|------------------------------------|---|--|
| Candidate interviews          | Human interaction required         | Bot is triggered post-selection                 | None – this remains manual   |
| Candidate selection decision  | Requires hiring manager's judgment | Bot only processes candidates marked as "Hired" | None – remains a human decision step                                   |
| Rejected candidate processing | No follow-up action is taken       | Bot ignores rejected rows                       | Add email automation for rejections if needed                          |

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

## 3.5. Exceptions Handling

The Business Process Owner and Business Analysts are expected to document below all the business exceptions identified in the automation process. Exceptions are of 2 types and both need to be addressed:

**Known exceptions** = previously encountered. A scenario is defined with clear actions and workarounds for each case.

**Unknown** = New situation that was not encountered before. It cannot be predicted and in case it happens it needs to be flagged and communicated to an authorized person for evaluation.

### 3.5.1. Known Business Exceptions

Details regarding how the robot should handle the exceptions.

| Exception Name                | Action                 | Parameters                        | Action to be taken  |
|-------------------------------|------------------------|-----------------------------------|---|
| Missing Required Fields       | Validate Fields        | Candidate row (e.g., Name, Email) | Set "Validation" column value to "Not Valid". Skip adding to queue.                     |
| Invalid Email Format          | Validate Email Address | Email column                      | Set "Validation" column value to "Not Valid". Skip adding to queue.                     |
| Offer Letter Template Missing | Load Word Template     | File path                         | Throw Application Exception. Log and stop process or retry, depending on configuration. |

### 3.5.2 Unknown Business Exceptions

Any unexpected or unhandled errors (e.g., file corruption, system crashes, missing Excel headers) will be logged and handled by REFramework (Performer).

The bot will proceed based on configured retry rules or terminate if critical.

In the Dispatcher, critical errors (e.g., Excel not found) will stop the process and be surfaced through logs or manual inspection.

## 3.6. Applications Errors & Exceptions Handling

A comprehensive list of all errors, warnings or notifications should be consolidated here together with the action to be taken for each by the Robot. There are 2 types of exceptions/errors:

**Known** = Previously encountered and action plan or workaround available for it (e.g. SAP unresponsive during peak times)

**Unknown** = these are exceptions and errors that cannot be anticipated but for which the robot needs to have a rule so that the RPA solution is sustainable.

### 3.6.1. Known Applications Errors and Exceptions

Details regarding how the robot should handle the exceptions.

| Error/Exception Name              | Action           | Parameters               | Action to be taken                   |
|-----------------------------------|------------------|--------------------------|--------------------------------------|
| Excel file in use or inaccessible | Read/Write Excel | File path, error message | Log error and terminate process.     |
| Word template missing/corrupted   | Open Template    | File path                | Log error and terminate process.     |
| Email send failure (API error)    | Send Email       | Email address, message   | Log error and continue to next item. |

### 3.6.2. Unknown Applications Errors and Exceptions

An umbrella rule that includes a notification needs to be designed for all other exceptions that could happen and cannot be anticipated.

*e.g. robot should attempt to access the application 3 times then it should terminate thread.*

## 3.7. Reporting

In this section all the reporting requirements of the business should be detailed so that when the RPA solution is moved to production the administrators can track the performance of the solution.

| Report Type | Update frequency | Details | Monitoring Tool to visualize the data |
|-------------|------------------|---------|---------------------------------------|
| N/A         | N/A              | N/A     | N/A                                   |

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

# IV. OTHER

## 4.1. 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)  | N/A | N/A |
| Business Rules Library (Optional)          | N/A | N/A |
| Other documentation (Optional)             | N/A | N/A |
| Standard Operating Procedure(s) (Optional) | N/A | N/A |
| High Level Process Map (Optional)          | N/A | N/A |
| Detailed level process map (Optional)      | N/A | N/A |
| Work Instructions (Optional)               | N/A | N/A |
| Input Files (Optional)                     | N/A | N/A |
| Output Files (Optional)                    | N/A | N/A |

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