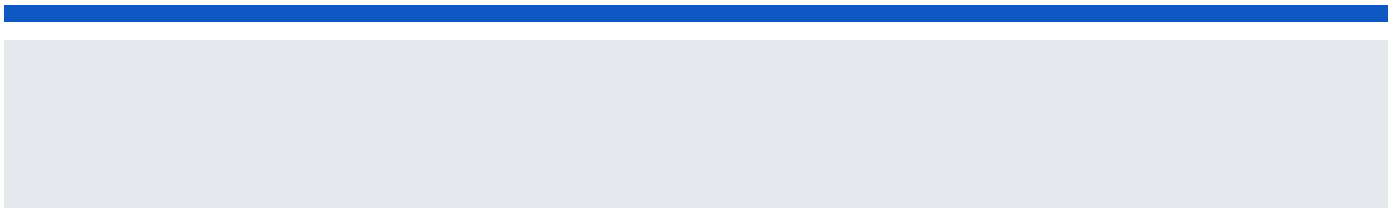




| Process Definition Document



# Gulf Drug Process



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## Contact Details:

Rohinkumar P  
**RPA Developer**  
**Cell phone**  
+91 9943077761  
**Email**  
[rohinkumar@atominosconsulting.com](mailto:rohinkumar@atominosconsulting.com)

Gowtham G  
**RPA Developer**  
**Cell phone**  
+91 7339225934  
**Email**  
[gowthamsurya@atominosconsulting.com](mailto:gowthamsurya@atominosconsulting.com)

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# I. Introduction

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## 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:

1. Reduce processing time per item by 80%
2. 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
Business Analyst	Jeeva S	jeeva@atominosconsulting.com	
Developer	Rohinkumar P	rohinkumar@atominosconsulting.com	
Developer	Gowtham G	gowthamsurya@atominosconsulting.com	
Solution Architect	Rohinkumar P	rohinkumar@atominosconsulting.com	

## I.4 Minimum Pre-requisites for automation

1. Access for <https://ednz-test.fa.em2.oraclecloud.com/> site with login credentials.
2. Access for <https://sftp22.sapsf.com/> site with login credentials

## I.5 Process Overview

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

#	Item	Description
1	Process full name	Gulf Drug Process
2	Process Area	<a href="https://ednz-test.fa.em2.oraclecloud.com/">https://ednz-test.fa.em2.oraclecloud.com/</a>
3	Department	To be filled by customer side
4	Process short description (operation, activity, outcome)	Add a pending workers details in oracle system
5	Role(s) required for performing the process	To be filled by customer side
6	Process schedule and frequency	To be filled by customer side
7	# of items processed /reference period	To be filled by customer side
8	Process execution time	Maximum two minutes for one line item
9	Peak period (s)	To be filled by customer side
10	Transaction Volume During Peak period	To be filled by customer side
11	Total # of FTEs supporting this activity	Based on input data and internet access
12	Expected increase of volume in the next reference period	To be filled by customer side
13	Level of exception rate	Moderate
14	Input data	Pending workers list in excel format
15	Output data	Sending success or error mail with screenshots based on the result and upload the success and/or error sheet in respective SFTP folders.

## I.6 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.

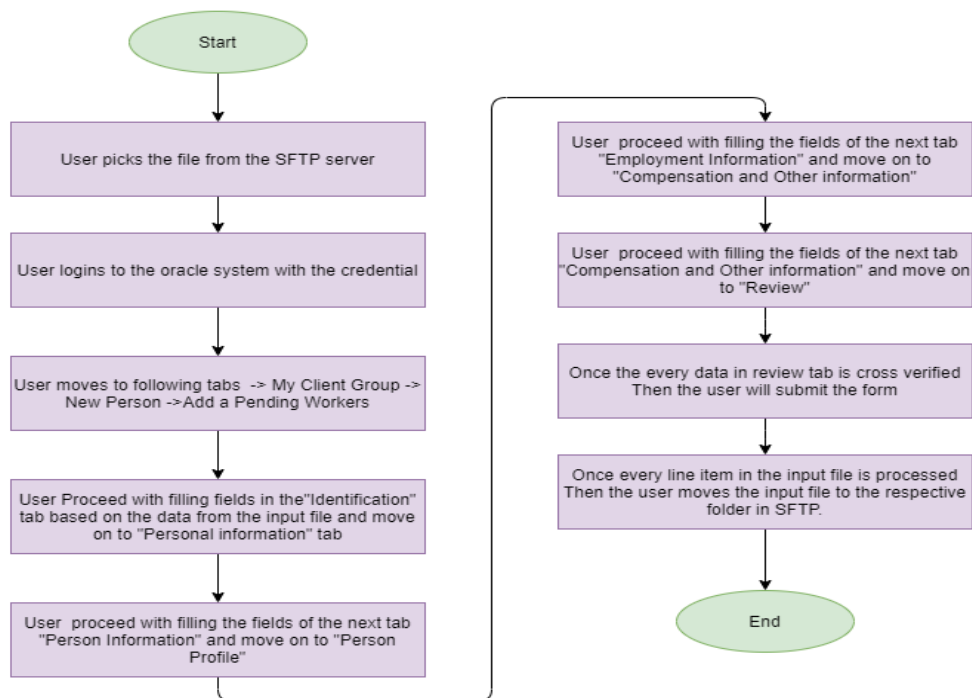
#	Application name & version	System Language	Thin/Thick Client	Environment/ Access method	Comments
1	Chrome browser	English	Thin	Internet	UiPath Extension must be Enable in this browser.

## II. As-Is process map

### II.1 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.2 Detailed As-Is process description

**Step 1** => User picks the file from the SFTP server

**Step 2** => User logs in to the oracle system with the credential

**Step 3** => User moves to following tabs -> My Client Group -> New Person -> Add a Pending Workers

**Step 4** => User Proceed with filling fields in the "Identification" tab based on the data from the input file and move on to "Personal information" tab

**Step 5** => User proceed with filling the fields of the next tab "Person Information" and move on to "Person Profile"

**Step 6** => User proceed with filling the fields of the next tab "Employment Information" and move on to "Compensation and Other information"

**Step 7** => User proceed with filling the fields of the next tab "Compensation and Other information" and move on to "Review"

**Step 8** => Once every data in review tab is cross verified, Then the user will submit the form

**Step 9** => once every line item in the input file is processed, Then the user moves the input file to the respective folder in SFTP.

## II.3 Process statistics

### High level statistics

Processes	Windows	Actions	Mouse clicks	Keys pressed	Text entries	Hotkeys used	Time
1	1	20	56	0	47	0	120 sec.

### Detailed statistics

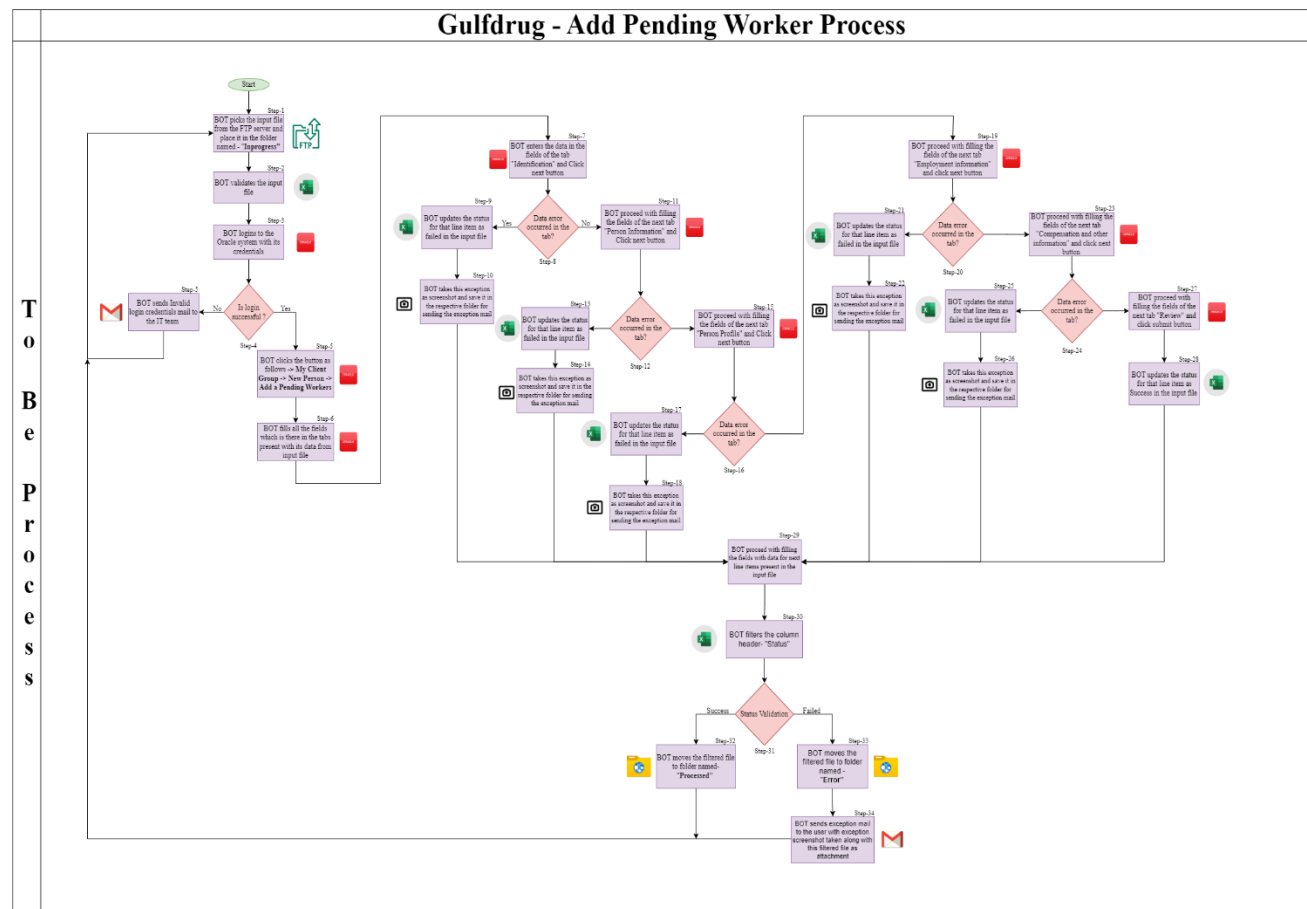
Window name	Mouse clicks	Text entries	Keys pressed
Google chrome – Oracle cloud system	56	47	0

# III. To-Be Process Map

## III.1 To-Be Process Map

### High Level To-Be Process Map:

This chapter depicts the To-Be business process at a high level to enable developers to have a high level understanding of the current process.





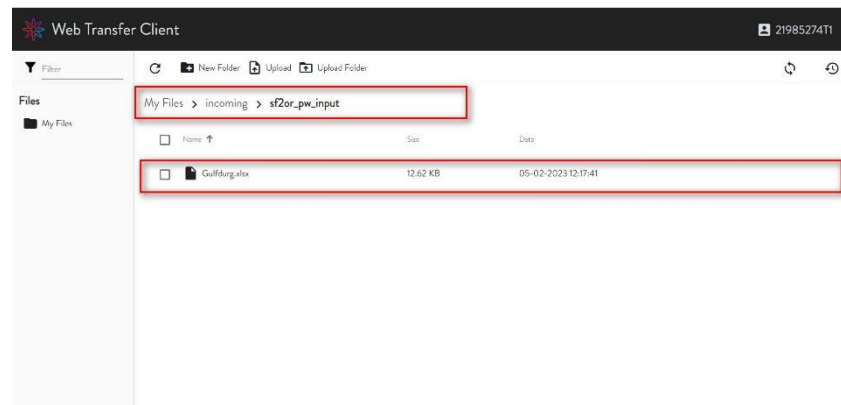
## III.2 Detailed To-Be Process Actions

### 1. BOT picks the Input file

BOT picks the input file from the FTP server.

#### 1.1 Input File Download

BOT picks the input file from the FTP server



Action: Background

### 2. BOT validate Input file

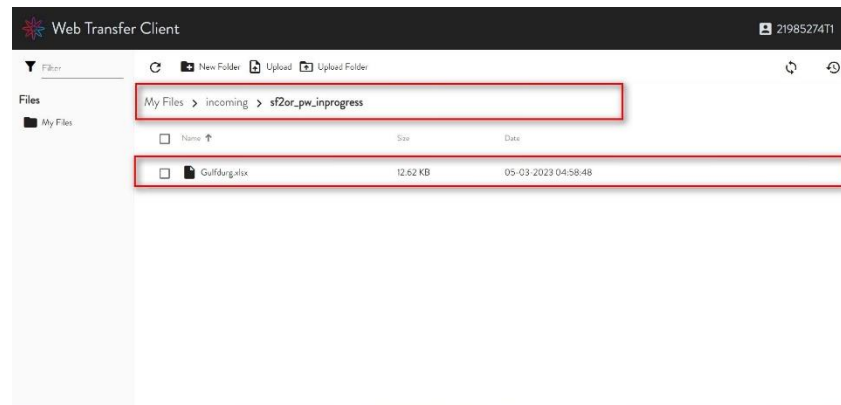
BOT validates the input file

### 3. BOT Moves Input File to InProgress folder

BOT moves Input file to the InProgress folder

### 3.1 InProgress Folder

BOT moves Input file to the InProgress folder



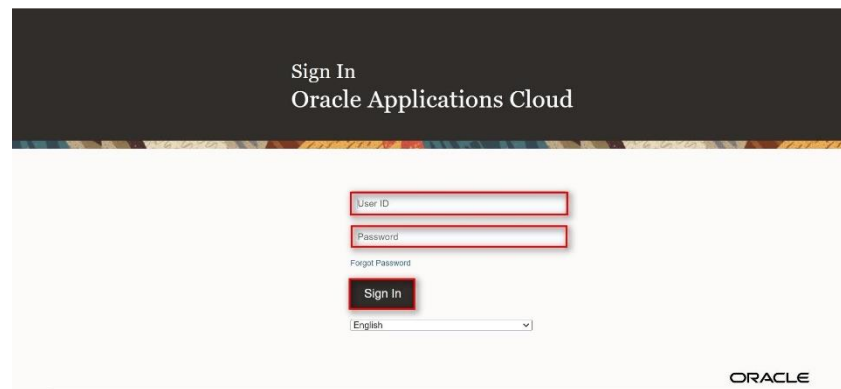
Action: Background

## 4. BOT logins Oracle

BOT logins to the Oracle system with its credentials

### 4.1 Oracle Login

BOT logins to the Oracle system with its credentials



Action: Type

## 5. If login successful?

If 'YES' then go to '6. BOT Selects Require Fields'

If 'NO' then go to '28. BOT sends Invalid Login credential mail'

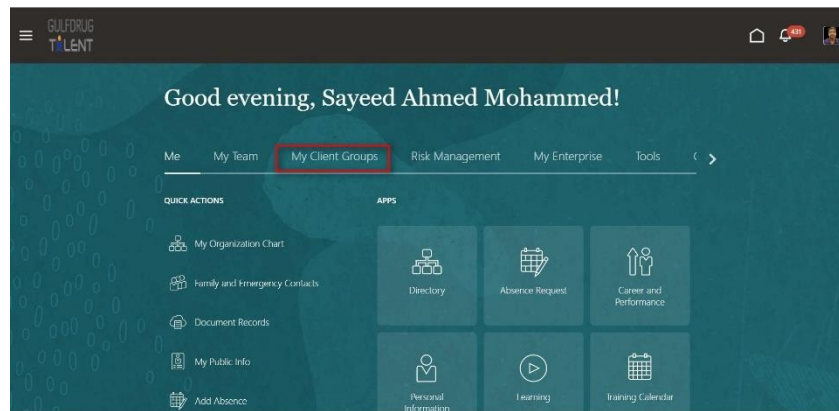
Is login successful?

## 6. BOT Selects Require Fields

BOT clicks the button as follows -> My Client Group -> New Person ->Add a Pending Workers

### 6.1 My Client Groups

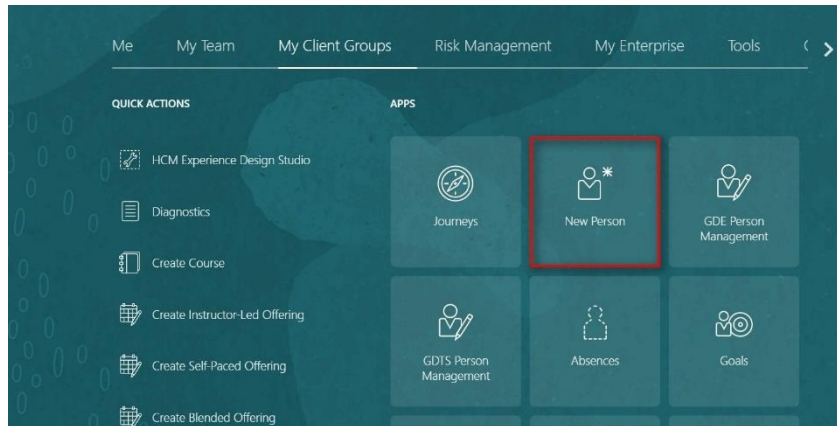
BOT clicks the My Client Group



Action: Click

## 6.2 New Person

BOT clicks the New Person



Action: Click

## 6.3 Add a Pending worker

BOT clicks the Add a Pending Workers

What do you want to do or manage?

Search for tasks

New Person Dashboard

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

Pending Workers

Action: Click

## 7. BOT fills the fields

BOT fills all the fields which is there in the tabs present with its data from input file

## 8. BOT fills in the field Identification

BOT enters the data in the fields of the tab "Identification" and clicks next button

### 8.1 Identification

BOT enters the data in the fields of the tab "Identification"

**Add a Pending Worker: Identification**

Back Next Save Submit Cancel

**Basic Details**

\*Proposed Start Date: 13-Jan-2023

\*Action: Add Pending Work

Action Reason

\*Legal Employer: Gulf Drug

\*Proposed Worker Type: Employee

**Personal Details**

Person Number: Generated automatically

Global-Name Language: American English

\*Title: Mr.

\*First Name: Manoj

Action: Type

### 8.2 BOT fills highlighted fields

BOT fills highlighted fields identification tab

**Add a Pending Worker: Identification**

Back Next Save Submit Cancel

**Basic Details**

\*Proposed Start Date: 13-Jan-2023

\*Action: Add Pending Work

Action Reason

\*Legal Employer: Gulf Drug

\*Proposed Worker Type: Employee

**Personal Details**

Person Number: Generated automatically

Global-Name Language: American English

\*Last Name: Mohanakumar

\*First Name: Manoj

\*Title: Mr.

Middle Name

Enter local name

\*Gender: M

Date of Birth: 01-Jun-1985

Message... OK

Action: Type

### 8.3 Next Button

BOT clicks next button

Action: Click

## 9. If any invalid data Occurred?

If 'YES' then go to '10. BOT Updates the Status as failed '

If 'NO' then go to '12. BOT Fills in the Field Person Information'

Data error occurred in the tab?

## 10. BOT updates the failed status

BOT updates the status for that line item as failed in the input file

## 11. BOT takes Exception as Screenshot

BOT takes this exception as screenshot and save it in the respective folder for sending the exception mail

### 11.1 Go to: BOT Proceed with next line items

BOT moves to next line item in input sheet

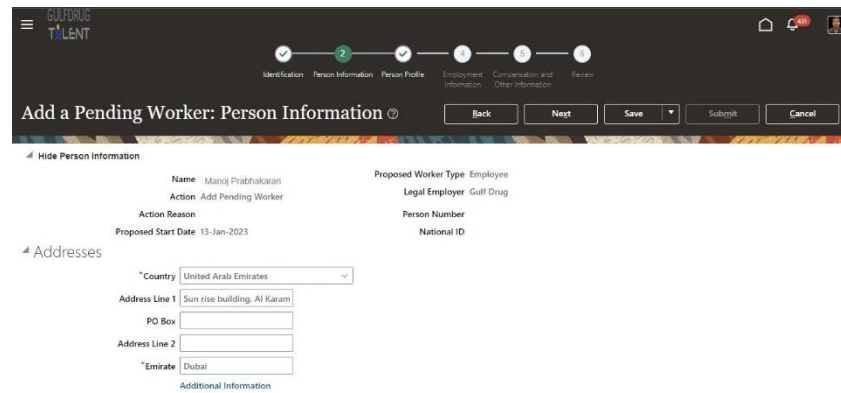
Action: NONE

## 12. BOT fills in the field Person Information

BOT proceed with filling the fields of the next tab "Person Information" and Clicks next button

### 12.1 Person Information

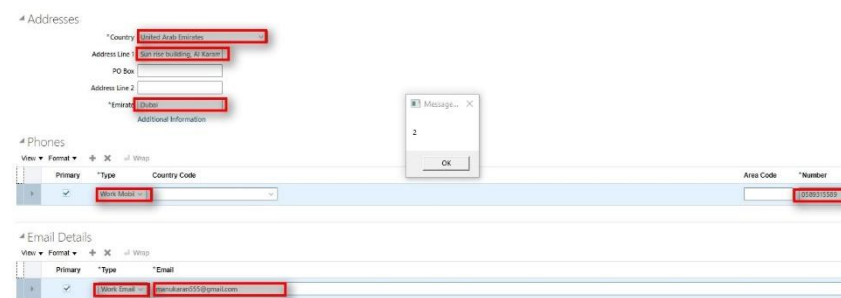
BOT proceed with filling the fields of the next tab "Person Information"



Action: Type

### 12.2 BOT fills highlighted fields

BOT fills highlighted fields in Person Information tab



Action: Type

## 12.3 Next Button

	Action: Click
--	---------------

## 13. If any invalid data Occurred?

If 'Yes' then go to '10. BOT Updates the Failed Status'

If 'NO' then go to '14. BOT moves to Person Profile'

Data error occurred in the tab?

## 14. BOT fills in the field Person Profile

BOT proceed with the next tab "Person Profile" and Clicks next button



## 14.1 Person Profile

BOT proceed with the next tab "Person Profile"

Action: NA

## 14.2 Next Button

BOT clicks next button

Action: Click

## 15. If any error occurred?

If 'YES' then go to '10. BOT Updates the Failed Status'

If 'NO' then go to '16. BOT fills in the fields "Employment Information"'

Data error occurred in the tab?

## 16. BOT fills in the fields "Employment Information"

BOT proceed with filling the fields of the next tab "Employment information" and clicks next button

### 16.1 Employment Information

BOT proceed with filling the fields of the next tab "Employment information"

Action: Type

### 16.2 BOT fills the highlighted fields

BOT fills the highlighted fields in Employment Information

Action: Type

### 16.3 BOT fills the highlighted fields

BOT fills the highlighted fields in Employment Information

A screenshot of a web form titled 'Employment Information'. The form contains various dropdown menus and text input fields. Several fields are highlighted with red rectangles, indicating they are filled by the BOT. These highlighted fields include: 'Mobile Allowance Plan/SIM Cap Amount', 'Working Days Per Week', 'Working Hours Per Day', 'Payroll Org', 'Medical Insurance Category', 'Medical Insurance Eligibility', 'Company Accommodation', 'Visa Sponsor/Labor Card Provider', and 'Migrate Work Location'.

Action: Type

### 16.4 BOT fills the highlighted fields

BOT fills the highlighted fields in Employment Information

A screenshot of a web form titled 'Employment Information'. The form contains various dropdown menus and text input fields. Several fields are highlighted with red rectangles, indicating they are filled by the BOT. These highlighted fields include: 'Mobile Device', 'Company Laptop / Computer', 'Salary Basis as per Labor Contract', and 'Attendance Status'.

Action: Type

### 16.5 BOT fills the highlighted fields

BOT fills the highlighted fields in Employment Information

A screenshot of a web form titled 'Employment Information'. The form contains various dropdown menus and text input fields. Several fields are highlighted with red rectangles, indicating they are filled by the BOT. These highlighted fields include: 'Name', 'Type', 'Probation Period', and 'Notice Period'.

Action: Type

## 16.6 Next Button

BOT clicks next button

ADD A PENDING WORKER: EMPLOYMENT INFORMATION

Back Next Save Submit Cancel

Hide Person Information

Name: Manoj Prabhakaran  
Action: Add Pending Worker  
Action Reason: Proposed Start Date: 13-Jan-2023

Proposed Worker Type: Employee  
Legal Employer: Gulf Drug  
Person Number: National ID

Contract Info

Type:   
Initial Start Date: 13-Jan-2023  
Initial Duration:   
Description:

Assignment

Projected End Date: dd-mm-yyyy  
Context Value: United Arab Emirates  
Employment Status:

Action: Click

## 17. If any invalid data occurred?

If 'YES' then go to '10. BOT Updates the Failed Status'

If 'NO' then go to '18. BOT proceed with next tab "Compensation"'

Data error occurred in the tab?

## 18. BOT proceed with next tab "Compensation"

BOT proceed with the next tab "Compensation and other information" and clicks next button

## 18.1 Compensation and Other Information

BOT proceed with the next tab "Compensation and other information"

**Add a Pending Worker: Compensation and Oth...**

Hide Person Information

Name: Manoj Prabhakaran  
Action: Add Pending Worker  
Action Reason:  
Proposed Start Date: 13-Jan-2023

Proposed Worker Type: Employee  
Legal Employer: Gulf Drug  
Person Number:  
National ID:

**Assignment**

Role Requests

Role Name	Status	From Date	Provisioning Method
GD Employee New	Add Requested	13-Jan-2023	Automatic

Action: NA

## 18.2 Next Button

**Add a Pending Worker: Compensation and Oth...**

Hide Person Information

Name: Manoj Prabhakaran  
Action: Add Pending Worker  
Action Reason:  
Proposed Start Date: 13-Jan-2023

Proposed Worker Type: Employee  
Legal Employer: Gulf Drug  
Person Number:  
National ID:

**Assignment**

Role Requests

Role Name	Status	From Date	Provisioning Method
GD Employee New	Add Requested	13-Jan-2023	Automatic

Action: Click

## 19. If any error occurred?

If 'YES' then go to '10. BOT Updates the Failed Status'

If 'NO' then go to '20. BOT proceed with next tab "Review"'

Data error occurred in the tab?

## 20. BOT proceed with next tab "Review"

BOT proceed with next tab "Review" and clicks submit button

### 20.1 Review

BOT proceed with next tab "Review"

**Add a Pending Worker: Review**

Printable Page Back Next Save Submit Cancel

**Hide Person Information**

Name: Manoj Prabhakaran  
Action: Add Pending Worker  
Action Reason:  
Proposed Start Date: 13-Jan-2023

Proposed Worker Type: Employee  
Legal Employer: Gulf Drug  
Person Number:  
National ID:

**Basic Information**

**Personal Details**

Person Number: Generated automatically  
Title: Mr.  
First Name: Manoj  
Middle Name:  
Family Name: Prabhakaran  
Father's Name:

Action: NA

### 20.2 Submit

BOT clicks submit button

**Add a Pending Worker: Review**

Printable Page Back Next Save Submit Cancel

**Hide Person Information**

Name: Manoj Prabhakaran  
Action: Add Pending Worker  
Action Reason:  
Proposed Start Date: 13-Jan-2023

Proposed Worker Type: Employee  
Legal Employer: Gulf Drug  
Person Number:  
National ID:

**Basic Information**

**Personal Details**

Person Number: Generated automatically  
Title: Mr.  
First Name: Manoj  
Middle Name:  
Family Name: Prabhakaran  
Father's Name:

Action: Click

## 21. BOT updates the Success status

BOT updates the status for that line item as Success in the input file

## 22. BOT proceed with next line items

BOT proceed with filling the fields with data for next line items present in the input file

## 23. BOT filters updated sheet

BOT filters the input sheet into two based on the column header- "Status"  
"success" and "failed"

## 24. Status Validation

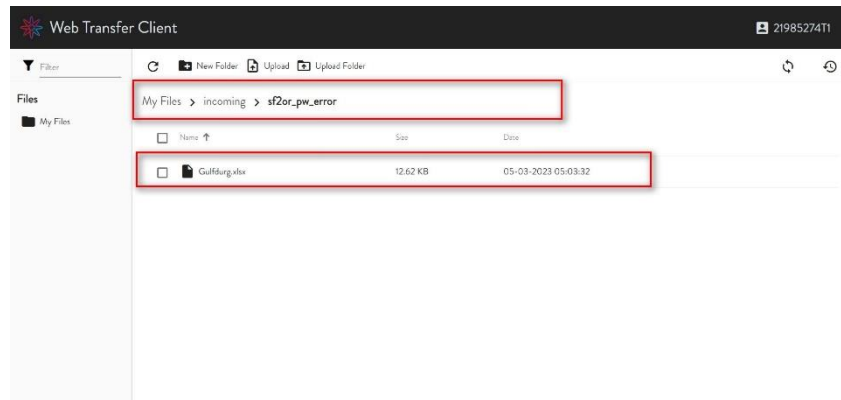
If 'Failed' status exist then go to '25. BOT uploads the failed sheet to Error folder in SFTP'  
If 'Success' status exist then go to '27. BOT uploads the Success sheet to Success folder in SFTP'  
Status Validation

## 25. BOT uploads the failed sheet to Error Folder in SFTP

BOT uploads the failed sheet to Error Folder in SFTP

### 25.1 Error Folder

BOT uploads the failed sheet to Error Folder in SFTP'



Action: Background

## 26. BOT sends the Exception Mail

BOT sends exception mail to the user with exception screenshot taken along with this filtered file as attachment

### 26.1 Go to: BOT picks the Input File

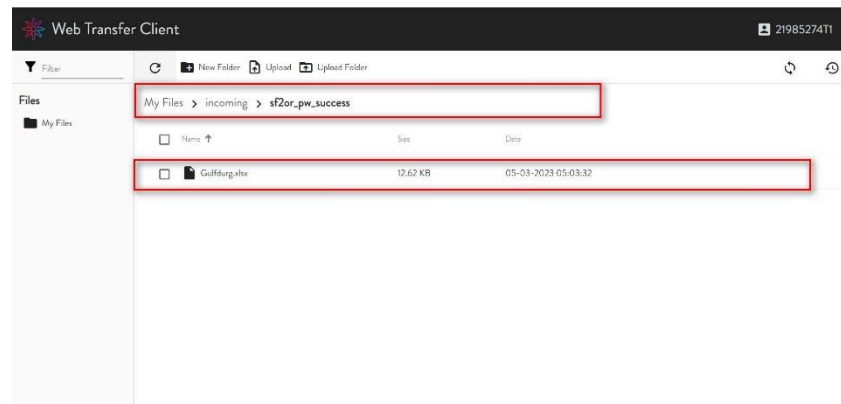
Go To step-1

Action: NONE

## 27. BOT uploads the Success sheet to Success Folder in SFTP

BOT uploads the success sheet to success Folder in SFTP

### 27.1 Success Folder



Action: Background

## 28. BOT sends Invalid login credential mail

BOT sends Invalid login credentials mail to the IT team



### III.3 In Scope of RPA

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

1. *Actions 1-34*

### 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
NA	NA	NA	NA	NA

### 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 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.

#	Exception name	Action	Parameters	Action to be taken
1.	Failed status exists	If failed line items exist in processed sheet, BOT sends mail to the IT team with attachment of error screenshots		The failed line items exist in the attachment should be updated with correct data and upload it to the input folder in SFTP.

## 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:

### 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 in Oracle and SFTP server	BOT sends a mail to IT team with appropriate reason	Error mail	Identify the scope of issue based on the reason mentioned in a mail and necessary action should be taken according to it.

## III.7 Reporting

#	Report type	Update frequency	Details	Monitoring Tool to visualise the data
1	Process logs	Each Iteration	How many Gulf drug process runs a day and its average run duration	Notepad on local desktop
2	Exception logs	Each Iteration	This exception log is generated automatically by BOT if exception occurs in the process.	CSV file will be sends to the user through Mail
3	Mail	Each Iteration	BOT sends exception mail with appropriate reason	Mail