GULFDRUG
MAKING LIFE BETTER

Gulf Drug Process

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Disclaimer

I. Introduction

I.1 Purpose of the document

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

The document describes the sequence of actions performed as part of the business process, the conditions and rules of the process prior to automation and how they are envisioned to work after automating it, partly or entirely. This specifications document serves as a base for developers, providing them with the details required for applying robotic process automation to the selected business process.

I.2 Objectives

The business objectives and benefits expected by the Business Process Owner after automation of the selected business process are:

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**	https://ednz-test.fa.em2.oraclecloud.com
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.
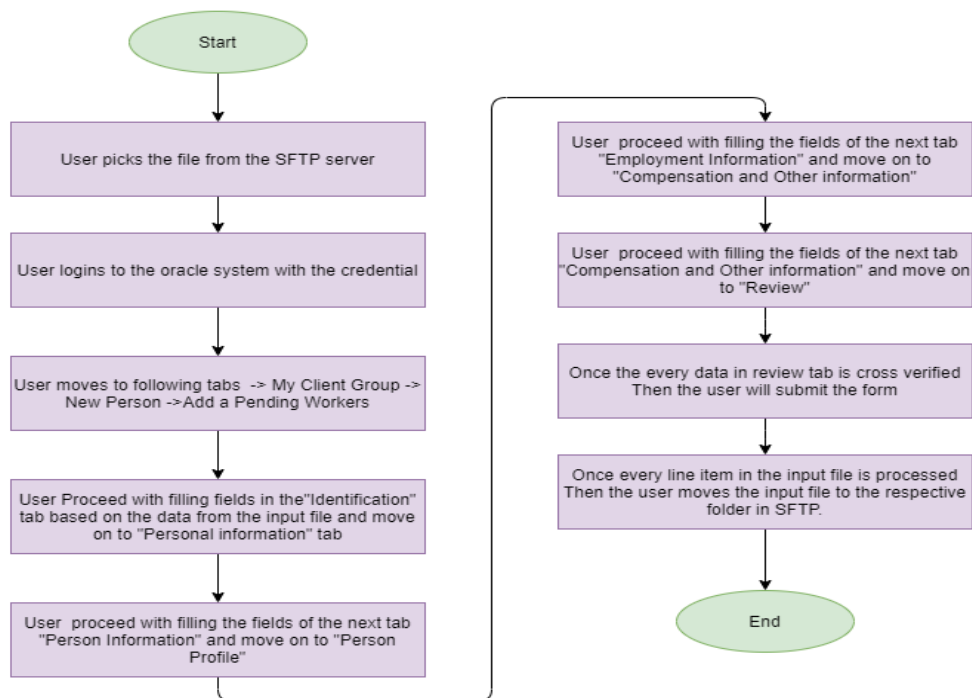
II.2 Detailed As-Is process description

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

Step 2 => User logins 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.
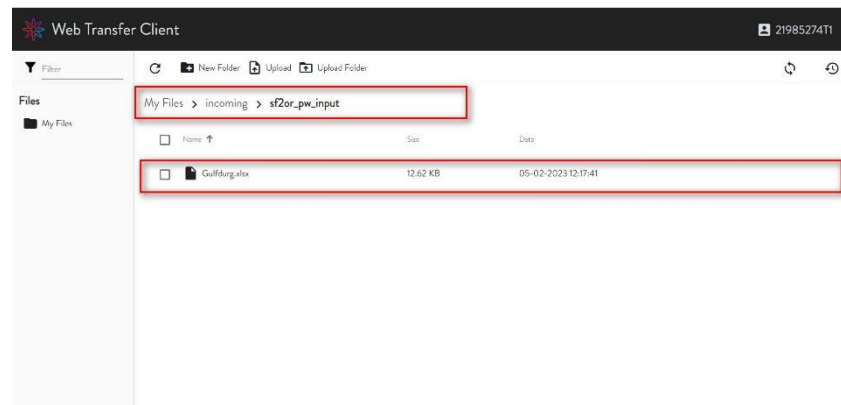

Gulfdrug - Add Pending Worker Process
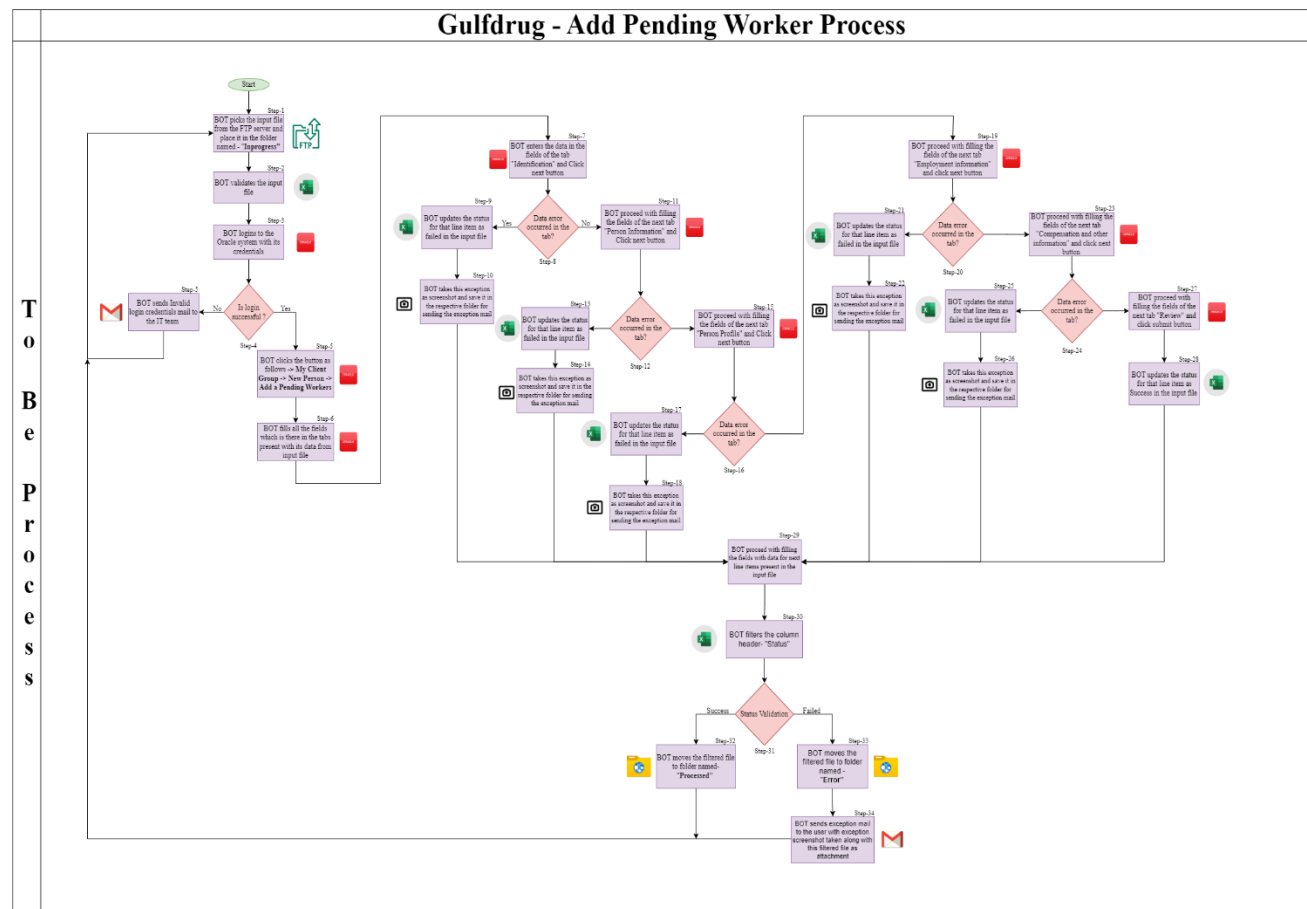
III.2 Detailed To-Be Process Actions

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
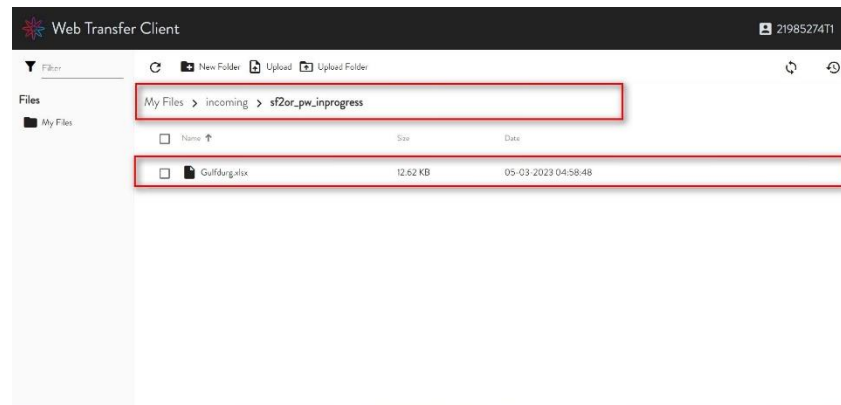
BOT moves Input file to the InProgress folder	
	Action: Background

4. BOT logins Oracle

BOT logins to the Oracle system with its credentials	

4.1 Oracle Login
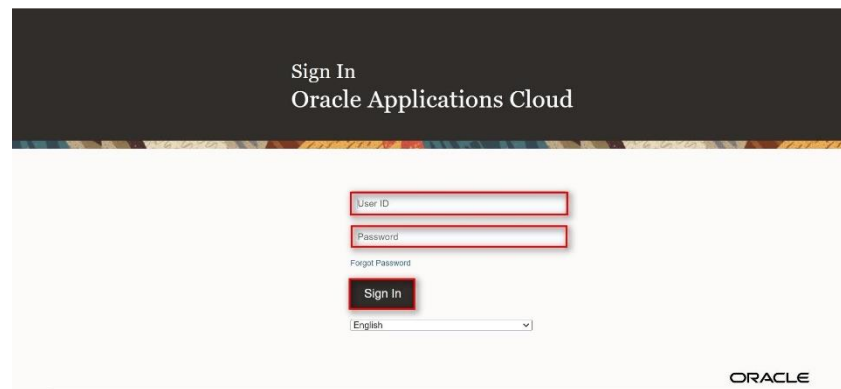
BOT logins to the Oracle system with its credentials	
	Action: Type

5. If login successful?

If 'YES' then go to '6. BOT Selects Require Fields'
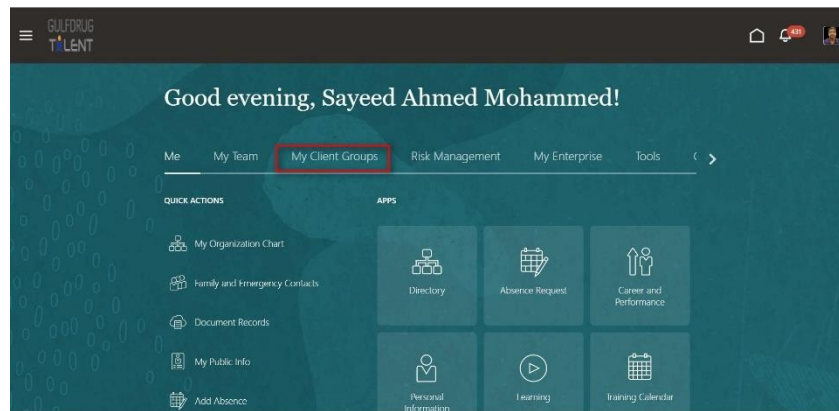
If 'NO' then go to '28. BOT sends Invalid Login credential mail'

Is login successful?

6. BOT Selects Require Fields

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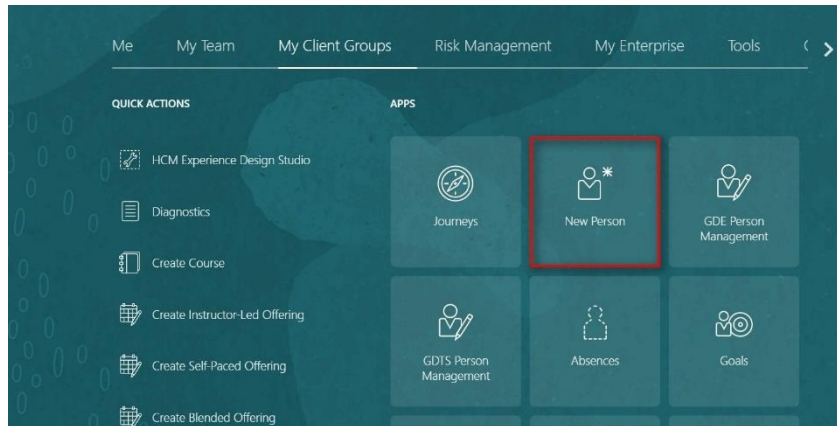
6.1 My Client Groups

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	
	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"	
	Action: Type

8.2 BOT fills highlighted fields

BOT fills highlighted fields identification tab	
	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
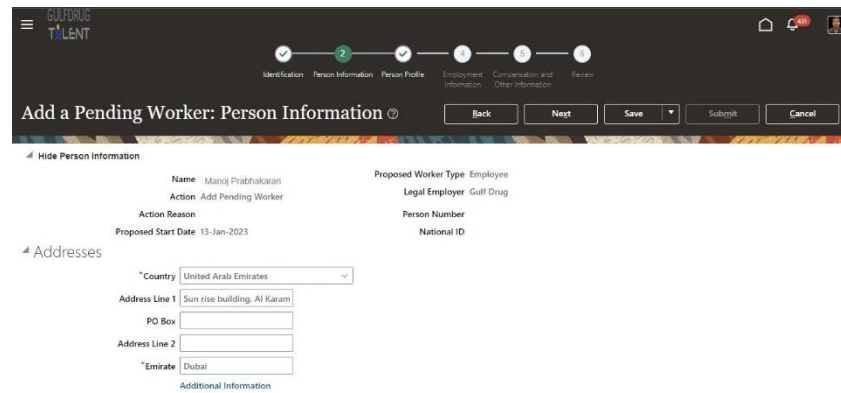
BOT moves to next line item in input sheet	
	Action: NONE

12. BOT fills in the field Person Information

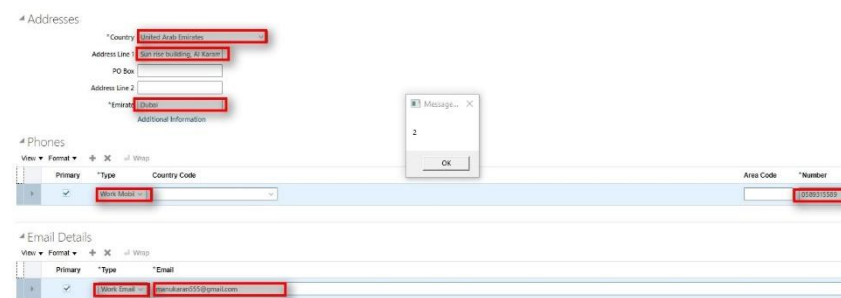|	
BOT proceed with filling the fields of the next tab "Person Information" and Clicks next button	

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	
	Action: Type

16.4 BOT fills the highlighted fields

BOT fills the highlighted fields in Employment Information	
	Action: Type

16.5 BOT fills the highlighted fields

BOT fills the highlighted fields in Employment Information	
	Action: Type

16.6   Next Button

BOT clicks next button	
	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"	
	Action: NA

18.2   Next Button

	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"	
	Action: NA

20.2 Submit

BOT clicks submit button	
	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'
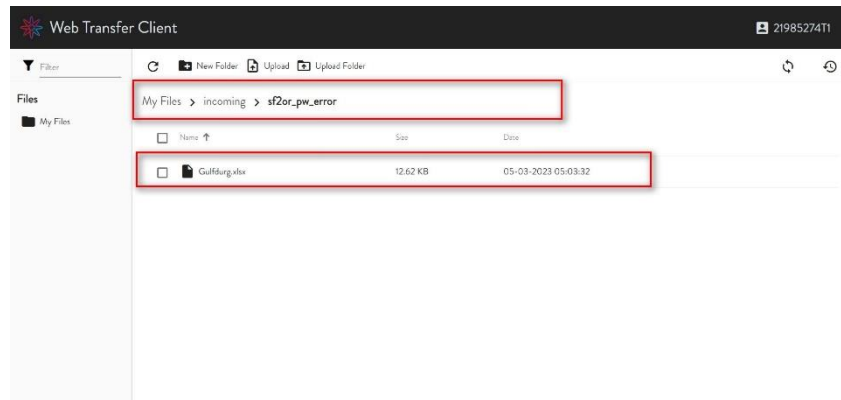
Action: Background

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

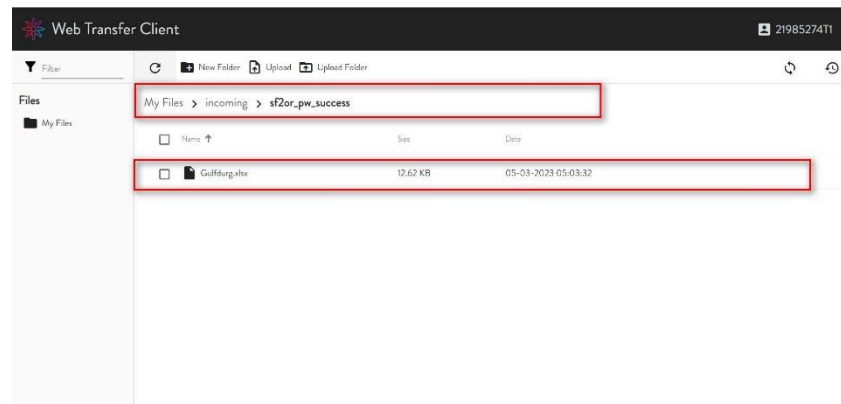|	
Go To step-1	
	Action: NONE

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