Process Overview Document

**Job research**

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# Introduction

## Purpose of the document

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

The document describes the sequence of steps 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 automation, be it partial or complete.

# As-Is Process Description

## Process volumetry

|  |  |  |
| --- | --- | --- |
| # | Item | Value |
| 1 | Average handling time | 1 hour |

## Applications used in the process

The table includes a comprehensive list of all the applications that are used as part of the automated process, at various steps in the flow.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Application name | Language | Environment / Access method |
| 1 | Microsoft Excel | EN | Desktop |
| 2 | Google Chrome | EN | Browser |
| 3 | UiPath | EN | Desktop |
| 4 | Email | EN | Desktop |

# Robot Process Description

## Process steps

|  |  |  |
| --- | --- | --- |
| # | Short description of key process steps | Step owner |
| 1 | Look for a job on several websites. | Process Owner |
| 2 | Start the robot | Process Owner |
| 3 | Ask the user for data about the job searched through message boxes on the screen (job field, experience level, location) | Robot |
| 4 | Checks if the Excel sheet prepared for the results is open. | Robot |
| 5 | Browse 2 job sites (BestJobs, eJobs). | Robot |
| 6 | Extract the results obtained in an Excel file with several columns for the job data found (Company name,type of employment,career experience,Contact address,the platform, and the URL of the page with that job). | Robot |
| 7 | After extracting the data, the robot requires the email address from the user and sends him an email with the attached Excel file. | Robot |
| 8 | The user investigates the email received and uses the data in the attached file to find the job he is looking for. | Process Owner |

## Exceptions handling

### Known exceptions

All business process exceptions captured during process evaluation and documentation are reflected below.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Exception name | Step | Action to be taken |
| 1 | Bad city name input | 3 | The robot requests the input city until is correct, by displaying a message. |
| 2 | Excel sheet needed for saving data is open | 4 | The robot displays the message that Excel is open until the user closes it. |
| 3 | Address of the company not found | 6 | The robot puts in the Excel file ‘not available’ in the Contact row |
| 4 | Bad email address | 7 | The robot requests the input email address until is correct, by displaying a message. |