Process

Definition

Document

好學卷file processing

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XXII.INTRODUCTION

0.1 Purpose

詳細介紹本專案如何利用UiPath幫助資拓宏宇公司縮短製作員工訓練表的時間,完成半自動化已達到更好的效率與減少人為疏失。

0.2 Objectives

- 縮短 95%的好學卷表製造的時間
- 降低人員工作量
- 減少人為疏失發生的機會

0.3 Key Contacts

Role	Name	Contact Details (email, phone number)	Notes
資拓宏宇專案負責人	Eric	利用line聯繫	

0.4 Minimum Pre-requisites for the Automation

- 完整的資料
- 完成PDD

II. AS IS PROCESS DESCRIPTION

0.5 Process Overview

Item	Description/Answer
Process Full Name	好學卷 file processing
Process Area	Human resources
Department	HR人力資源數據分析與自動化課程
Short Description (operation, activity, outcome)	自動化計算員工的好學卷數並發送email通知它們
Role(s) required in applications to perform the process	有參與好學卷計畫的所有員工
Process schedule and frequency	三個月一次
Number of times the process is ran by selected frequency	一次
Process execution time	四分13秒
Process Restrictions	匯入資料的格式都得一樣
Number of persons performing the process	1 person
Percentage Un-handled exceptions	3%
Input data description	員工資料與修過的課程紀錄
Output Data description	1.活動獎項設定檔 2.任務記錄檔 3.mail檔案

0.6 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.
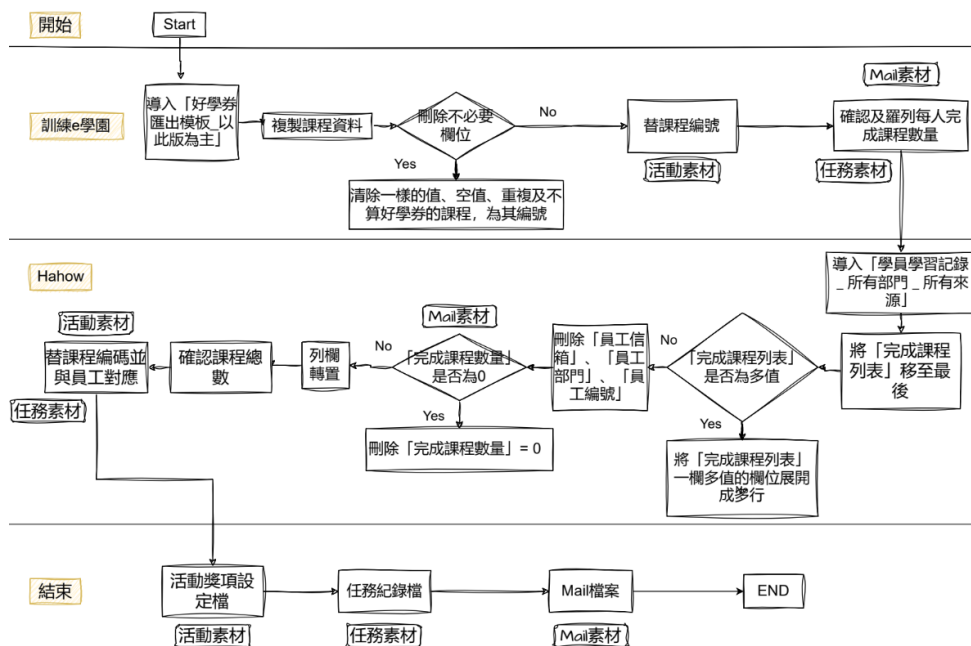
Application Name	Version	Application Language	Thin/Think Client	Environment/ Access method	Comments
Excel	Microsoft Office專業增強版 2019	英文、丹麥文、德文、西班牙文、法文、義大利文、日文、韓文、荷蘭文、巴西葡萄牙文、俄文、瑞典文、土耳其	all	Windows and Mac	

		文、繁體中文和中文複雜字集			

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

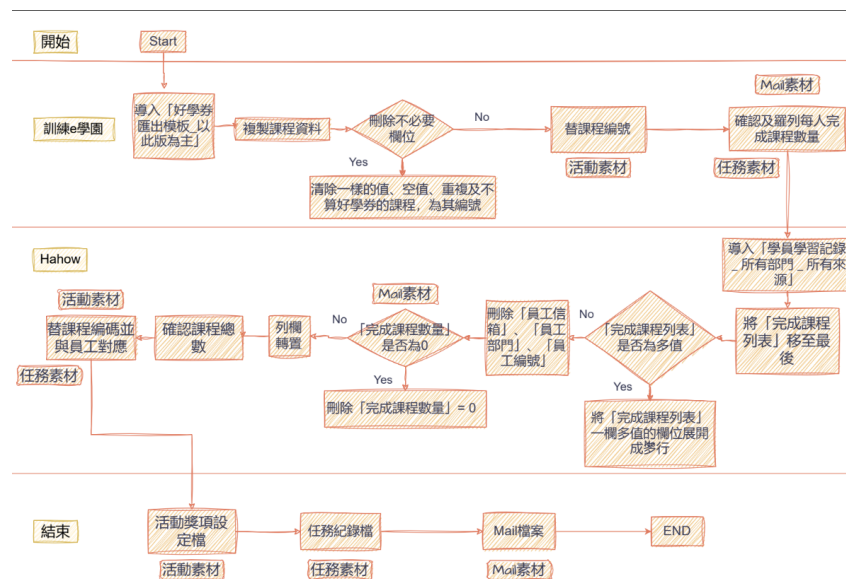# 0.7 AS IS Process Map

0.7.1 High Level Process Map

0.8 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*?
點選路徑導入 input data進 uipath	(政大)學元學習紀錄_所有部門_所有來源 (hahow)	data table	RPA專案 >HAHOW資料夾	是	是

III. TO BE Process description

III.1. Detailed TO BE Process Map

III.2. In Scope For RPA

The actions in scope for RPA should be listed below:

Activity/Action[*]
確認有哪些課 程需要編號
刪除不必要欄位(空白、No.、帳號 狀態、預設部門、課程類型、課程時數、必選修)
將課程名稱編號
確認每個人完成的課程數量(將課程名稱改為編號)
羅列每個人完成的課程總數
導入「學員學習紀錄_ 所有部門_所有來源」
將「完成課程數量」行往前移動一行
將「完成課程列 表」依據逗點分割成多個欄位

刪除「員工信箱」、「員工部門」、「員工使用狀態」
刪除「完成課程數量」= 0的資料
將每位員工之完成課程接獨立為一列
將每位員工完成的每一堂課程獨立為一列
做樞紐分析表列出所有課程列表
將員工完成課程列表加入編號

III.3.   Out Of Scope for RPA

Activity/Action[*]	Reason for out of scope	Impact on the TO BE	Possible measures to be taken into consideration for future automation
導入input data進 UIPATH時	data不是EXCEL檔型態	停止動作寄email通知	在一開始就先提醒使用者 excel型態的限制

III.4.   Exceptions Handling

III.4.1.   Known Business Exceptions

Details regarding how the robot should handle the exceptions.

Exception Name	Action	Parameters	Action to be taken
有些員工id不只有數字 還有英文	要將read range 後的 excel檔加進data table 時	員工編號	把data table的員工編號欄預 設值從int改成string

III.5.   Applications Errors & Exceptions Handling

III.5.1.   Known Applications Errors and Exceptions

Error/Exception Name	Action	Parameters	Action to be taken

Add data row error	試圖將資料加進 data table	Object reference not set to an instance of an object	發現自己只增加 datatable變數，沒 有建立datatable的 header，新增之後 就解決了

III.6. 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
Process logs	three month a time	三個月運行一次,一次運 行4分13秒	excel