

Order Robots Process Design Document

ABC Inc.

14 October, 2023

Versioning

You should set up your process definition document so that it is easy to update and to archive. If you are not using a versioning system, we recommend at last to add the version in the file name and adding a table inside the document to show the current and previous versions.

| Date | Version | Author |
|------------|---------|----------|
| 2023-10-10 | 1 | John Doe |

Signed Off By

| Name | Function | Responsibility |
|----------|---------------|----------------------------------|
| John Doe | RPA Developer | Develop and maintain automations |

Contributors

| Name | Function | Responsibility |
|----------|---------------|----------------------------------|
| John Doe | RPA Developer | Develop and maintain automations |
| Jane Doe | HR | N/A |

Current Process Analysis

Description

To execute this process the user:

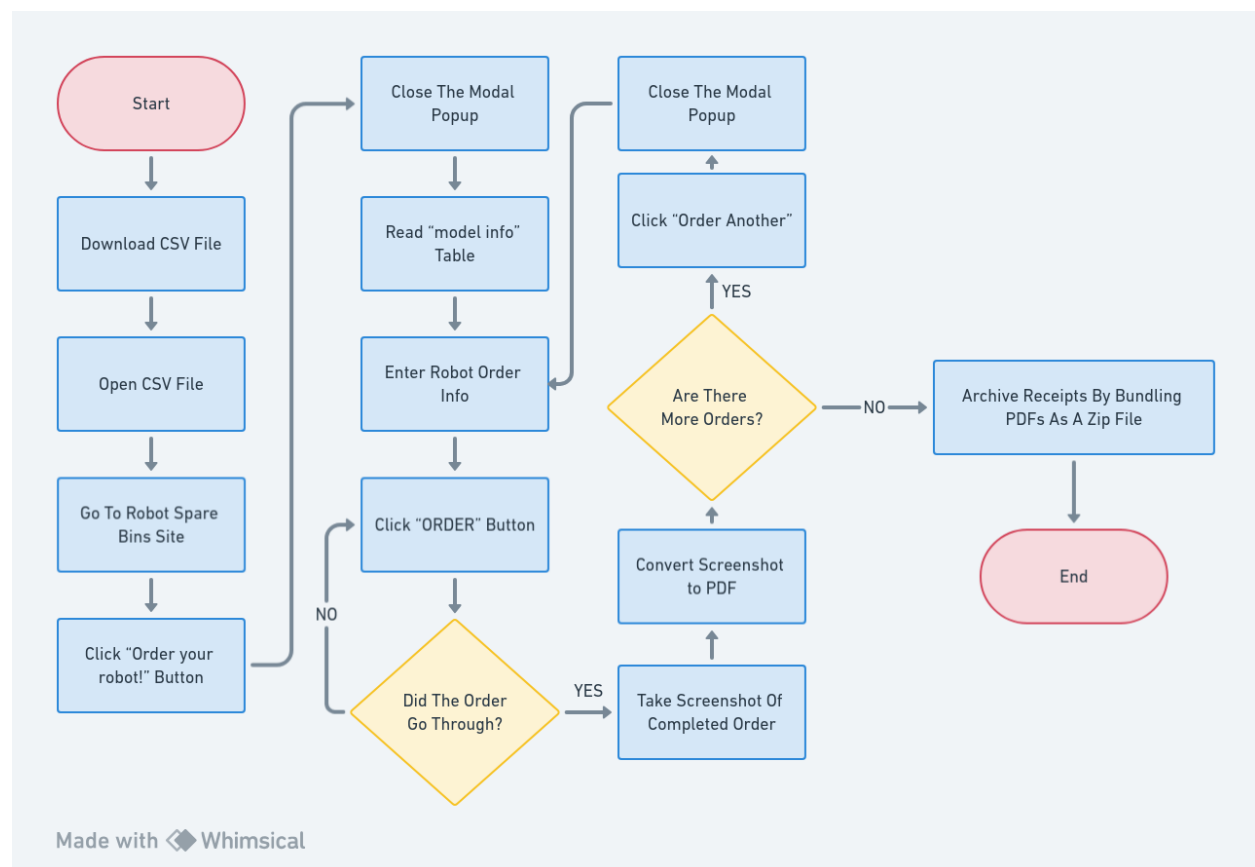
- Orders robots from RobotSpareBin Industries Inc.
- Saves the order HTML receipt as a PDF file.
- Saves the screenshot of the ordered robot.
- Embeds the screenshot of the robot to the PDF receipt.
- Creates a ZIP archive of the receipts and the images.

Systems Involved

| System | Used For | User Role Needed |
|---|--------------------------------------|---|
| Microsoft Excel | Getting the data to order the robots | The employee must download it from the site |
| Website (https://robotsparebinindustries.com/#/) | Site to place the orders | N/A |

Process Flow

One of the best ways to show the steps of a process is via a flowchart, a widely used convention when describing procedures and algorithms. There is a variety of software to easily create flow charts: good options for example are Diagrams.net (free) or Lucidchart (free with paid option), or Microsoft Visio (paid).



Steps

Orders robots from RobotSpareBin Industries Inc.

Saves the order HTML receipt as a PDF file

Saves the screenshot of the ordered robot

Embeds the screenshot of the robot to the PDF receipt

Creates a ZIP archive of the receipts and the images

Possible Exceptions

Logic Exceptions

There are none.

System Exceptions

The order submission can fail at random but that is accounted for in the automation implementation.