

Submit Personal Data Into Online Form Process Design Document

ABC Inc.

11 October, 2023

Versioning

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

The process enters data for Company Name, Address, Email, Phone Number, Role In Company, First Name, and Last Name for several people into an online form one by one. The source of this data is on the same site as the form.

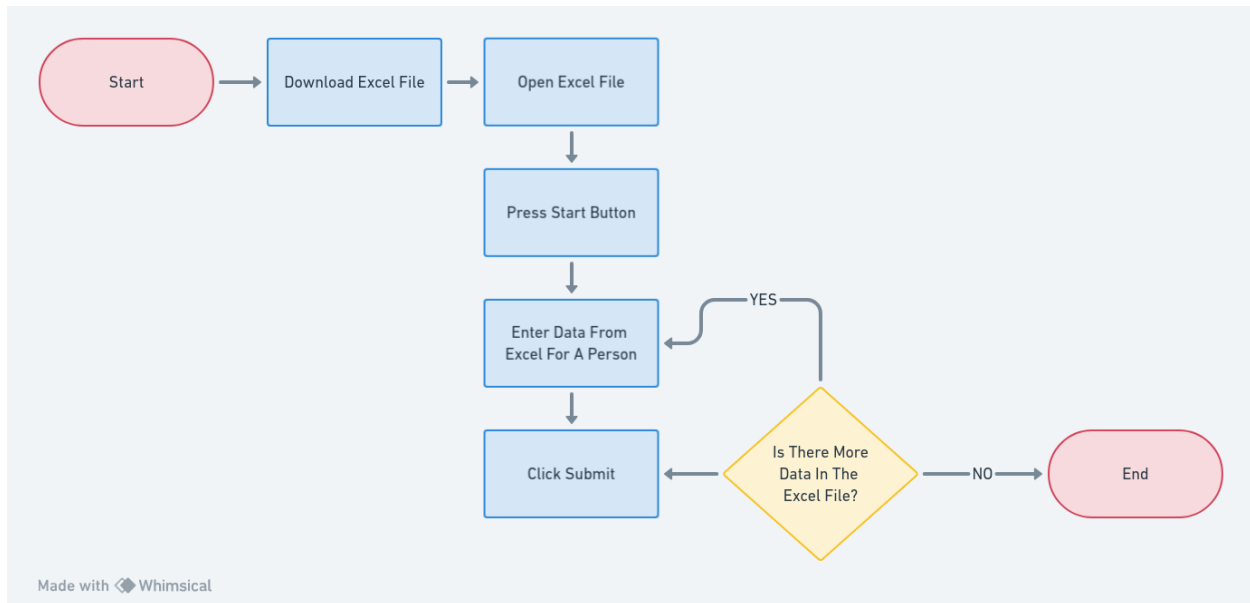
In the process' manual state the user:

- Downloads an excel file from <https://rpachallenge.com/>
- Opens the excel file
- Presses the start button on the same site
- Enters the aforementioned information into the form for each person, clicking the Submit button after filling out each form.

Systems Involved

System	Used For	User Role Needed
Microsoft Excel	Getting the data to enter into the form	The employee must download it from the site
Website (https://rpachallenge.com/)	Place to download the data, and location of the form to enter the data in	N/A

Process Flow



Detailed Steps

User Downloads Excel File

The file is located at from <https://rpachallenge.com> and can be downloaded by pressing the button circled in the photo below.

RPA Challenge

Input Forms
Shortest Path
Movie Search
Invoice Extraction
RPA Stock Market

Instructions
EN

1. The goal of this challenge is to create a workflow that will input data from a spreadsheet into the form fields on the screen.

2. Beware! The fields will change position on the screen after every submission throughout 10 rounds thus the workflow must correctly identify where each spreadsheet record must be typed every time.

3. The actual countdown of the challenge will begin once you click the Start button until then you may submit the form as many times as you wish without receiving penalties.

Good luck!

DOWNLOAD EXCEL

START

Phone Number
First Name

Role in Company
Address

Email
Last Name

Company Name

SUBMIT

User Opens The File

Once downloaded the file looks like this:

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Company Name	Role in Company	Address	Email	Phone Number				
2	John	Smith	IT Solutions	Analyst	98 North Road	jsmith@itsolutions.co.uk	40716543298				
3	Jane	Dorsey	MediCare	Medical Engineer	11 Crown Street	jdorsey@mc.com	40791345621				
4	Albert	Kipling	Waterfront	Accountant	22 Guild Street	kipling@waterfront.com	40735416854				
5	Michael	Robertson	MediCare	IT Specialist	17 Farburn Terrace	mrobertson@mc.com	40733652145				
6	Doug	Derrick	Timepath Inc.	Analyst	99 Shire Oak Road	dderrick@timepath.co.uk	40799885412				
7	Jessie	Marlowe	Aperture Inc.	Scientist	27 Cheshire Street	jmarlowe@aperture.us	40733154268				
8	Stan	Hamm	Sugarwell	Advisor	10 Dam Road	shamm@sugarwell.org	40712462257				
9	Michelle	Norton	Aperture Inc.	Scientist	13 White Rabbit Street	mnorton@aperture.us	40731254562				
10	Stacy	Shelby	TechDev	HR Manager	19 Pineapple Boulevard	sshelby@techdev.com	40741785214				
11	Lara	Palmer	Timepath Inc.	Programmer	87 Orange Street	lpalmer@timepath.co.uk	40731653845				
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User Presses Start Button

Back at <https://rpachallenge.com> the user presses the Start button indicated below to begin entering the information from the spreadsheet.

RPA Challenge

[Input Forms](#)
[Shortest Path](#)
[Movie Search](#)
[Invoice Extraction](#)
[RPA Stock Market](#)

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[DOWNLOAD EXCEL](#)

START

Phone Number
First Name

Role in Company
Address

Email
Last Name

Company Name

SUBMIT

User Enters Data Into Form

The user enters the data from the spreadsheet row by row into the form, pressing submit after each row's data has been entered.

RPA Challenge

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Good luck!

[DOWNLOAD EXCEL](#)

ROUND 1

Last Name
Email

Smith
jsmith@itsolutions.co.uk

Address
First Name

98 North Road
John

Company Name
Phone Number

IT Solutions
40716543298

Role in Company

Analyst

SUBMIT

Note that the input fields are not static and will move around after each press of the Submit button.

Possible Exceptions

Logic Exceptions

There are none.

System Exceptions

There are none.