Order Robots Process Design Document

ABC Inc.

11 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:

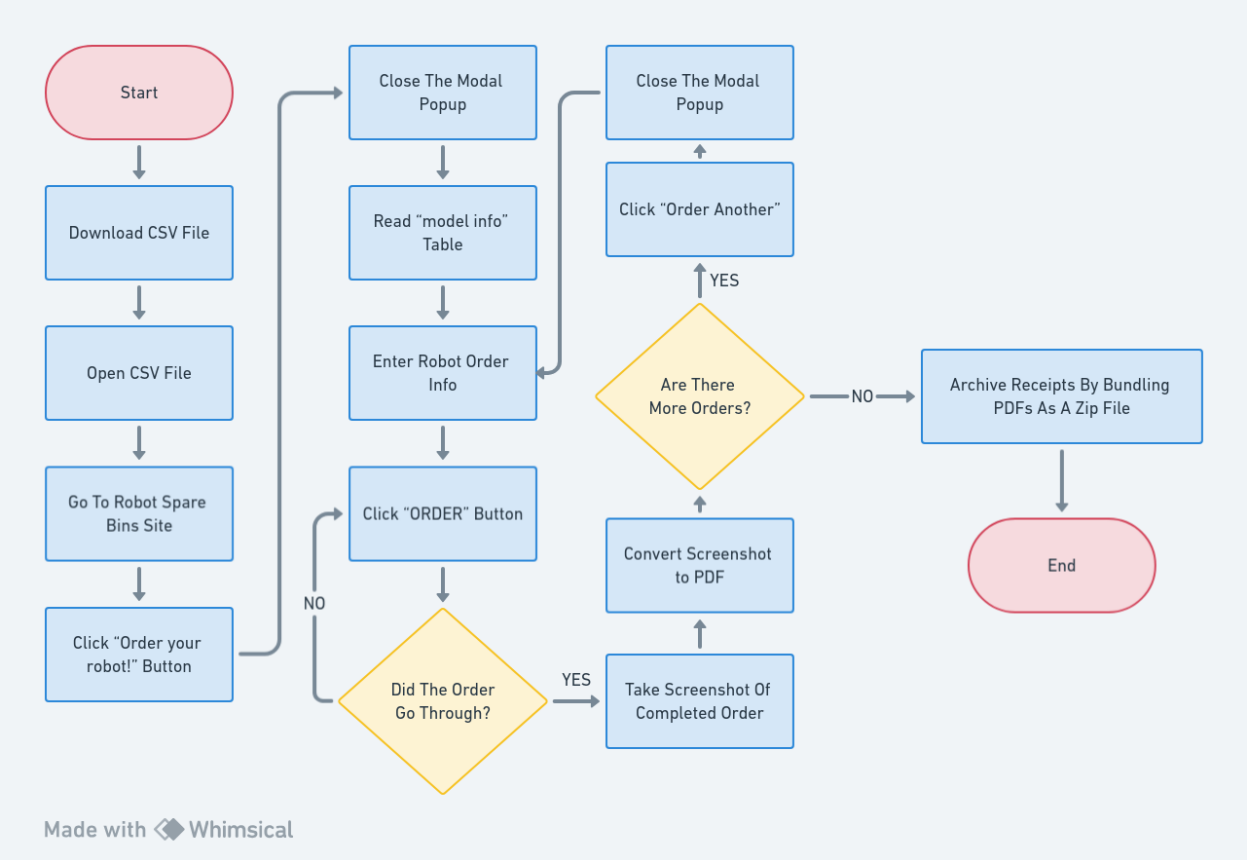
- Orders robots from RobotSpareBin Industries Inc.
- Saves the order HTML receipt as a PDF file.
- Saves the screenshot of the ordered robot.
- Embeds the screenshot of the robot to the PDF receipt.
- Creates a ZIP archive of the receipts and the images.

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).



Detailed Steps

This section of the process definition document is the crucial one: here, you will break down the process into all its steps, and for each one, you will provide all the information needed.

Try to imagine that you are explaining this to someone that knows nothing about the process: after they have read your instructions, they should be able to complete the process on their own.

In the description of each step, you are free to add anything that you think will help explain it better: for example, screenshots of the user interface, the schema of the data involved, etc.

A good name for a step for example is in the format operator-action-object of the action. For example: “Employee adds product to shopping cart”.

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.

User Opens The File

Once downloaded the file looks like this:

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.

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.

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

Possible Exceptions

Logic Exceptions

Logic exceptions happen when something is wrong with the information that is being processed. For example, if an order has incomplete data, the operation has to stop. Or maybe the business requires certain rules that the operator knows about: “do not sell more than ten pieces a day for that product”. These need to be written down carefully because the robot will have to follow the same rules.

There are none.

System Exceptions

Software can have bugs, network connections can fail, passwords can no longer be valid: in all these cases, we say that a system exception has happened. Write down all these possible cases, explain what the operator sees, and if there are ways to get around them.

There are none.