

## **Asset Management Digitalization | Schneider Digital**

- Automate whole end to end process for asset (laptop) management, from issuing/returning laptop at Tech Stop to sending a pdf digital form to the user
  - Using UiPath, Excel and VBA programming
- Process outline as follows:
  1. Laptop is issued by or returned to the Tech Stop
  2. Laptop user's details is updated at the Remedy site
  3. Digital form is filled up (with the laptop and user's details)
  4. Asset masterlist is updated
  5. For all situations except returning of laptops, a pdf version of the form is emailed to the user
- RPA Bot will be deployed to a dedicated desktop
- Entry error and chances for data inconsistency is minimized through automation
- Frees up more time for the Tech Partners to attend to other operational needs

## **Savings Report Automation | Purchasing Procurement Project**

- Automate the whole process of recording the current month's savings from all purchases using UiPath
- Reduces time taken to complete the process from ~3hrs (manually) to around 18-20mins through automation
- Currently deployed to 2 end users' laptops

## **Procurement Process Automation - Harun & Chengxuan**

- Automate up to 70% of procurement process
- Free up human resources (Project Administrators)
- Standardisation of procedures, resulting in a more efficient and streamlined process

## **IT Control Tower Project (Backend) | Schneider Digital**

- Command centre to manage the onboarding of new hires - ensure that both hardware and software are ready for new hires on their first day
- Operators/Tech Partners can monitor the statuses of all incoming new hires' equipment and accounts through a dashboard
- Fully automated backend which optimizes the onboarding process by enabling Tech Partners to keep track of uncompleted tasks readily and easily
- Improves employee's experience
- Frontend consists of a dashboard using Tableau
- Backend consists of a Microsoft Access Database with VBA programming
- Automation is done using UiPath

### **Schneider Electric Kallang Employee Count**

- Used MS SQL to check with calculations made by the Tableau
- Provide accurate count of employees currently within the Schneider Electric Kallang Building and ensure that it fulfils MOM's requirement in light of COVID-19
- In event that the number of employees in the building exceeds the available capacity, it is able to bring attention to the floors that are over-populated and drive action to manage employee count in building
- This project is also able to highlight staff who are currently not at their own designated floors (based on department)

### **Tech Partners 2.0**

- Upskilling of Tech Partners to be equipped with Tableau, UiPath and Excel VBA skills
  - Handled UiPath content
- Content:
  - Module 1: Basic Web Scrapping
  - Module 2: Excel Data analysis and Data tables
  - Module 3: Dynamic Bots and Email Automation
- Programme reached out not only to Tech Partners but more than 20 employees from various business functions and received positive feedback
- With the adoption of these skills that are extremely valuable to any organization, employees are able to innovate more readily and improve efficiency in their work
- Training for each software/program is broken down into 3 modules, each with increasing exposure to different features of the software/program
- Focus on breadth more than depth so that participants are exposed to many different functions and are more aware of what each software/program is capable of accomplishing

### **Reverse Mentoring – Ways to increase Cyber Security Awareness in Schneider**

- Conducted survey on around 50 staff on basic cyber security concepts
- Proposed ways to increase awareness
  - E.g. introduced enhanced phishing E-mail exercise
  - Improved the content of current compulsory cyber security course