

HR Mini Assistant Bot



Cool Cyborgs

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About This Document

The Process Design Document describes in detail

The document describes the sequence of steps performed as part of the process, and the conditions, rules, and exceptions of the process prior to and after automation. This design document serves as base documentation under the details required for robotic automation of the same business process.

Document Revision History

This section records the history of significant changes to this document. Only the most significant changes are described here. Where significant changes are made to this document, the version number will be incremented by 1.0. Minor changes made for clarity and reading purposes, where no change is made to the meaning or intention of this document, will be indicated by a 0.1 increase in the version number.

1 Overview

This HR Mini Assistant Bot comes under the theme of Open Innovation (Environmental and Sustainability). And also it includes the theme Diversity and Inclusion. This HR Mini Assistant helps to reduce the Carbon Footprints released through HR(s) processes.

HR Mini Assistant Bot is to assist and help HR with their daily and repetitive tasks. It has multi-language support and a voice assistant for a better user experience. It is more secure and safer to use because it has two-step verification (password and OTP). It can do 7 tasks and work faster than a human can work. With help of this HR Mini Assistant, HR can do their task faster, safer, and more efficiently.

HR Mini Assistant can perform:

- ❖ Tasks / Events gathering and adding (Automating Google calendar).
- ❖ Creating meetings for both personal and interviews through Google Meet, Zoom, Webex, and MS Teams.
- ❖ Generate Appointment letter.
- ❖ Generate Relieving letters.
- ❖ Collecting data from resumes.
- ❖ Send bulk messages through WhatsApp.
- ❖ Work on Google drive (create folder, Upload folder/file, Share file with the link).

➤ Objectives

To reduce manual work, and increase the efficiency of the work. And useful for all language users.

End-User	HR (Human resources)
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User Department	HR Department
Industries	HR in all types of industries, This bot is developed in order to help HR in all industries.
UiPath Products Used	<ol style="list-style-type: none"> 1. UiPath Intelligent OCR 2. Speech 3. UiPath Form 4. Document understanding ML 5. OmniPage 6. Web API 7. Language Translator
Other – Integrations / APIs / Technologies Used	<ol style="list-style-type: none"> 1. Google Cloud Platform 2. Document Understanding, 3. WhatsApp API Key

1.2 Tools Used

1. UiPath
2. Document Understanding

Application:

1. Google Meet
2. Zoom
3. Cisco WebEx
4. MS Teams
5. Web WhatsApp

1.3 Packages used

1. UiPath Intelligent OCR
2. Speech
3. UiPath Form
4. Document understanding ML
5. OmniPage
6. Web API
7. Language Translator

2 To Be Business Process Flow

2.1. Scope

We used UiPath and other free platforms that make our project cost-efficient. And in this documentation, the automation workflow/sequence with the explanation is listed.

2.1.1 Activities in scope

Process Name	Activities
Sign In	Ask the user/HR, to sign in by using their userID and password.
Log file creation	Collects every activity and interaction between the HR and bot during the runtime.
Language Selection	HR can select the language to communicate /interact with the bot.
View tasks/events	HR can access the google calendar through the bot to view their tasks and events.
Create meetings	The bot creates meetings in either one of the 4 platforms based on the HR's needs.
Collect Resume Data	The vital key. data are collected from the resumes provided by the HR
Generate Appointment Letter	The bot generates appointment letters based on the inputs provided by HR.
Generate Relieving letter	The bot generates relieving letters based on the inputs provided by HR.
Send Messages on WhatsApp	The bot sends bulk messages based on the input phone numbers provided by HR.
Work on Google drive	The bot uploads and shares files with the candidates based on the HR's requests.
Google Cloud Platform	Here the bot stores the Log file, Appointment Letters, and Relieving letters that are generated.

2.2 Exception scenarios handling

#	Exception Description	Stage
1	When the user misclicks the close option of the window(s) platform during the runtime it returns to the previous stage and continues to work.	Stage 1
2	Even after the Stage 1 exception, if the error occurs again, then the bot provides the user with a set of operations to verify and validate for a smooth run.	Stage 2

3 Workflows

Sign In:

The Sign-In process is a 2-step verification method.

First, the HR needs to enter the password and if the password is valid an OTP will be generated and will be sent to the HR's email id.

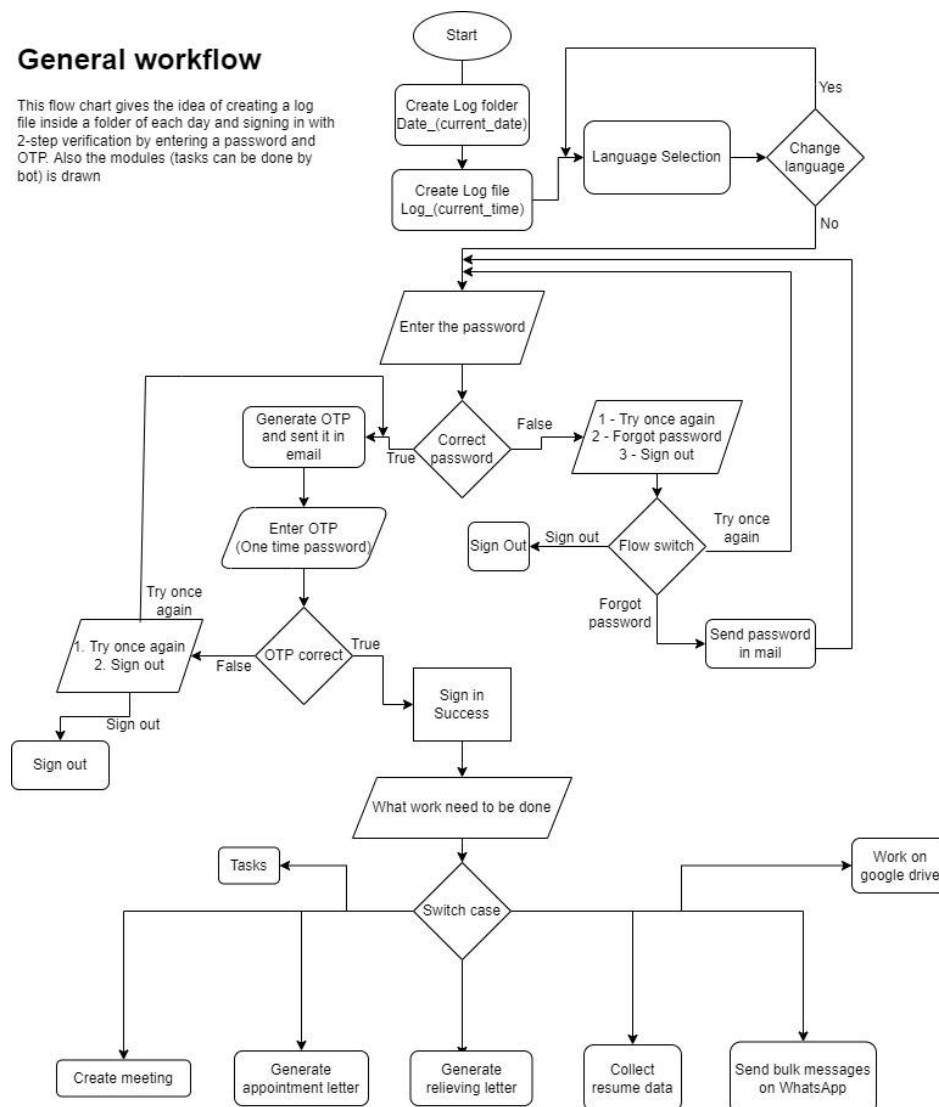
Log File creation:

Folder name: Date_(current_date), File name: Log_(hr & min).

In this log file, every action taken by both HR and the bot will be noted with time. In the future, anything HR needs to view back, or any occurrence in the workflow can be viewed in this log file and by this, we can find and clear the error easily. This Log file will be stored in the **Google Cloud Platform (GCP)**.

General workflow

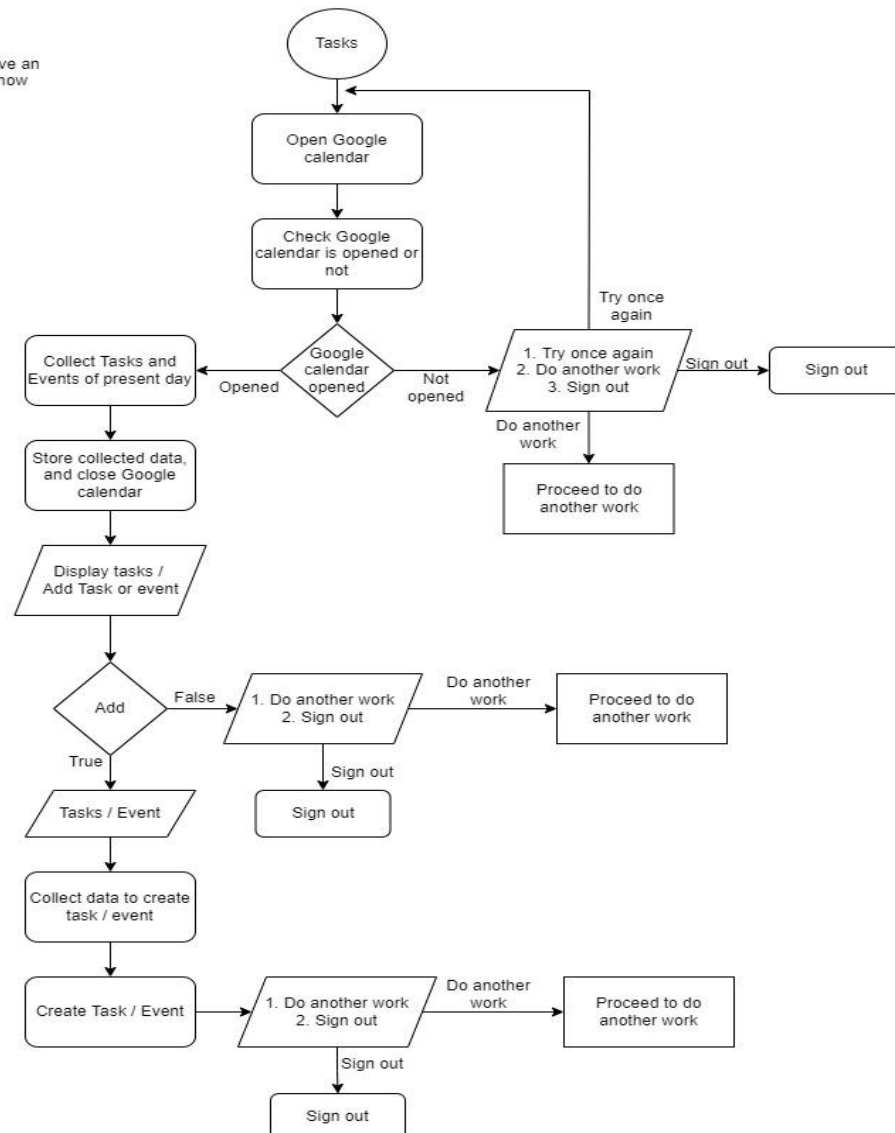
This flow chart gives the idea of creating a log file inside a folder of each day and signing in with 2-step verification by entering a password and OTP. Also the modules (tasks can be done by bot) is drawn



3.1. View Tasks on Google Calendar

Tasks:

This tasks flow chart will give an idea on tasks module and how does it works.



HR can View Tasks on Google Calendar & also he/she can

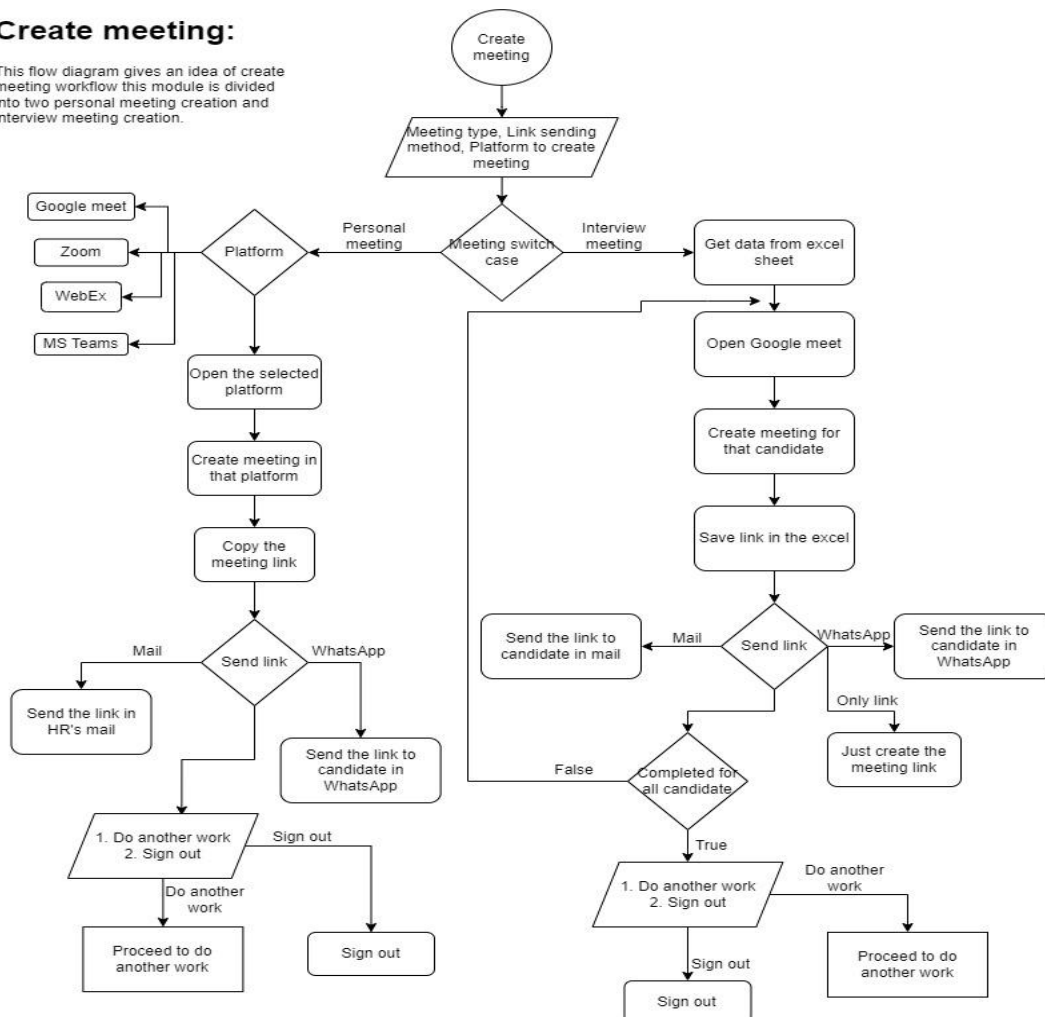
- Extract tasks from Google calendar and display them.
- Add Event to Google calendar (Like setting remainder)
- Add Task to Google calendar (Like making checklist / do list)

In this HR can view the tasks and events. The bots collect the tasks and events from the google calendar and display the collected data to HR. Once the data is displayed, HR can add a task / add an event to the google calendar. Or else continue with the other workflow or Sign out.

3.2 Create online meetings

Create meeting:

This flow diagram gives an idea of create meeting workflow this module is divided into two personal meeting creation and interview meeting creation.



Create meeting has two types, Personal meeting and Interview meeting

1. Personal meeting:

In personal meetings, HR can create meetings on 4 platforms namely Google Meet, Zoom, Cisco WebEx, and MS Teams. The bot creates the meeting in the respective platform and copies the meeting link and sends the link to the HR's mail or WhatsApp.

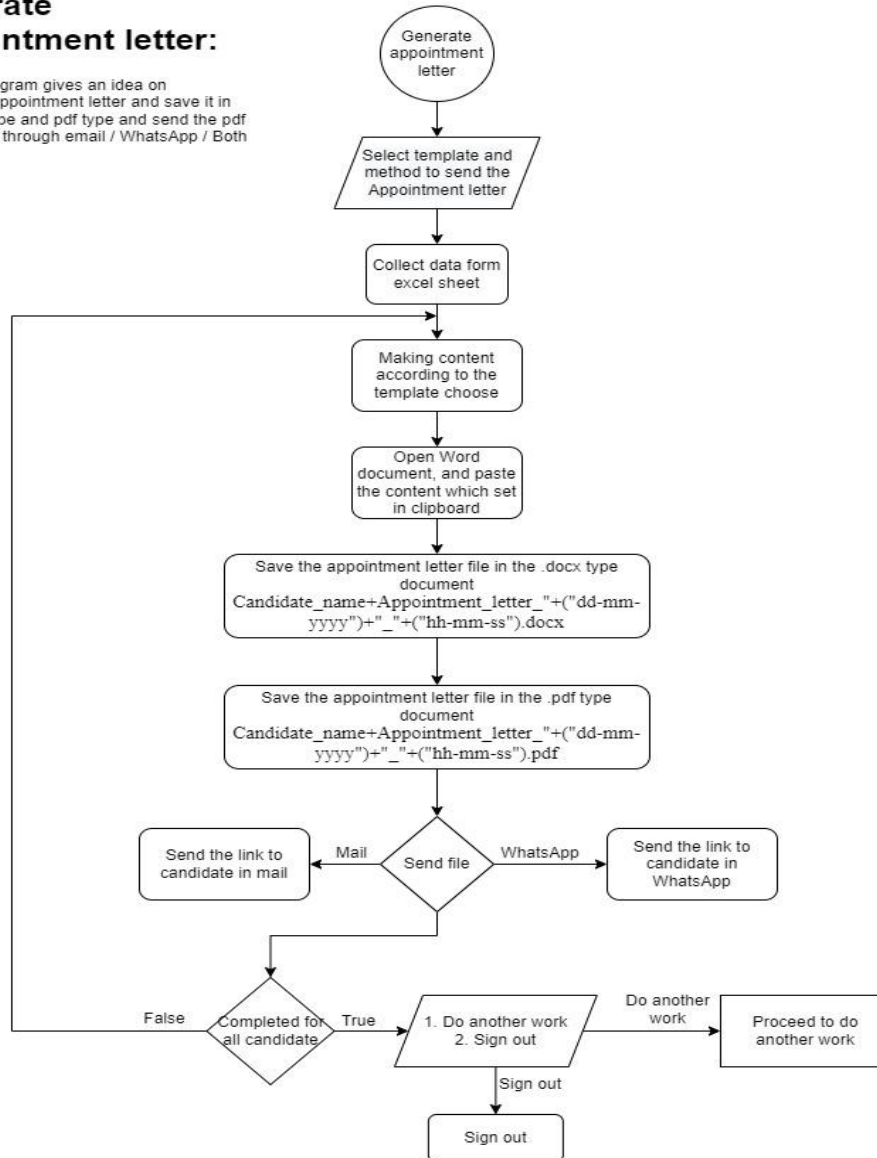
2. Interview meeting:

The bot creates a meeting for individual candidates in excel sheet 1 and saves the link in excel sheet 2 and sends the meeting link to the candidate's email / WhatsApp / both mail and WhatsApp / or just creates a meeting link.

3.3 Generate Appointment letters

Generate Appointment letter:

This flow diagram gives an idea on generating appointment letter and save it in both docx type and pdf type and send the pdf to candidate through email / WhatsApp / Both



In this module the bot generates the appointment letter for the candidate in excel. Firstly the bot gets the data from excel and creates the appointment letter then saves the appointment letter in .docx type and also saves it in pdf type.

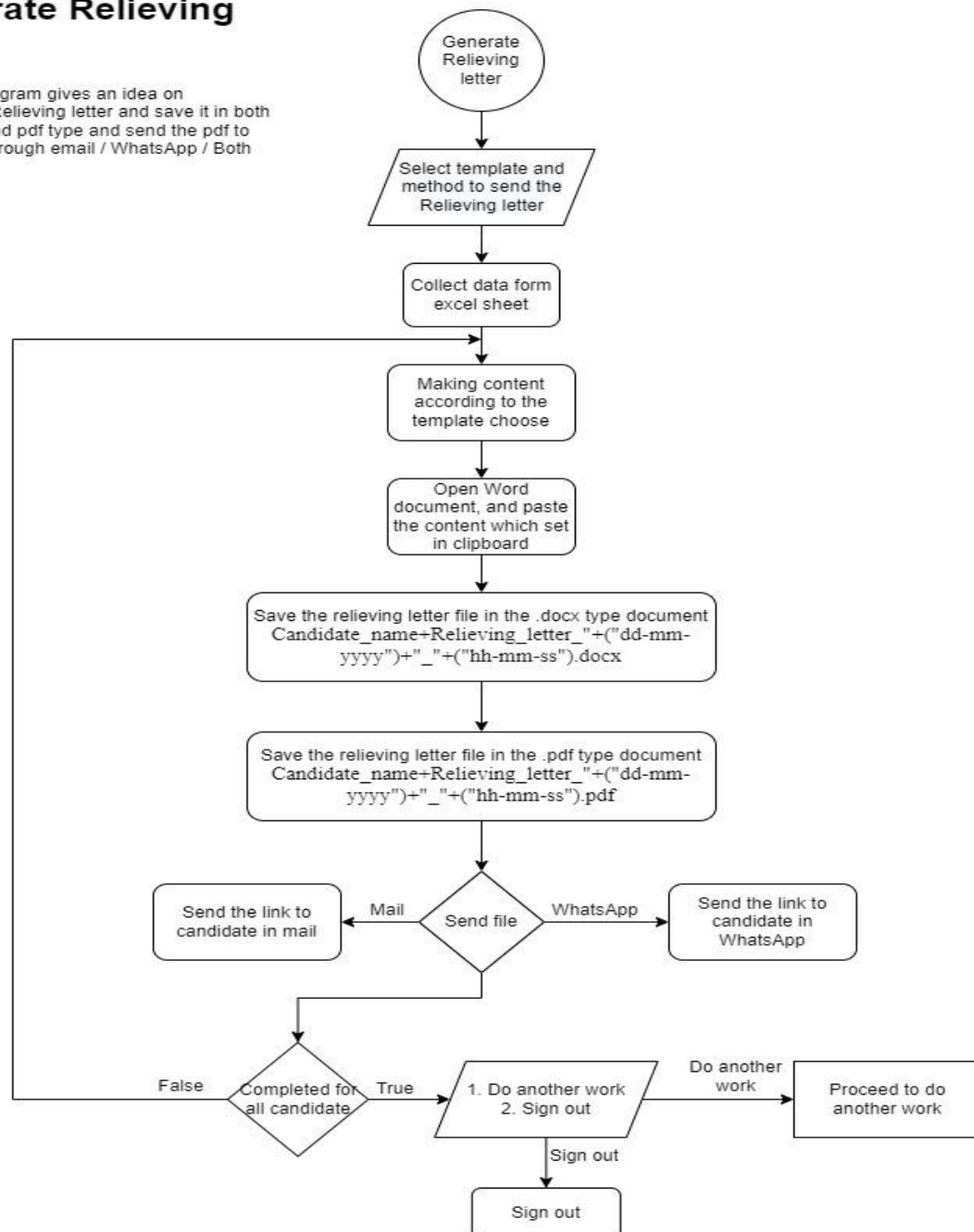
File Name : Employee_name+"_Appintment_letter_"+("dd-mm-yyyy")+"_"+("hh-mm-ss")

Once the letter generated is stored in **GCP** in both docx and pdf format, then it is mailed/sent in WhatsApp / or in both mail and WhatsApp.

3.4 Generate Relieving letters

Generate Relieving letter:

This flow diagram gives an idea on generating Relieving letter and save it in both docx type and pdf type and send the pdf to candidate through email / WhatsApp / Both



In this module the bot generates the relieving letter for the candidate in excel.

Firstly the bot gets the data from excel and creates the relieving letter then, it saves the Relieving letter in .docx type and also saves it in .pdf type.

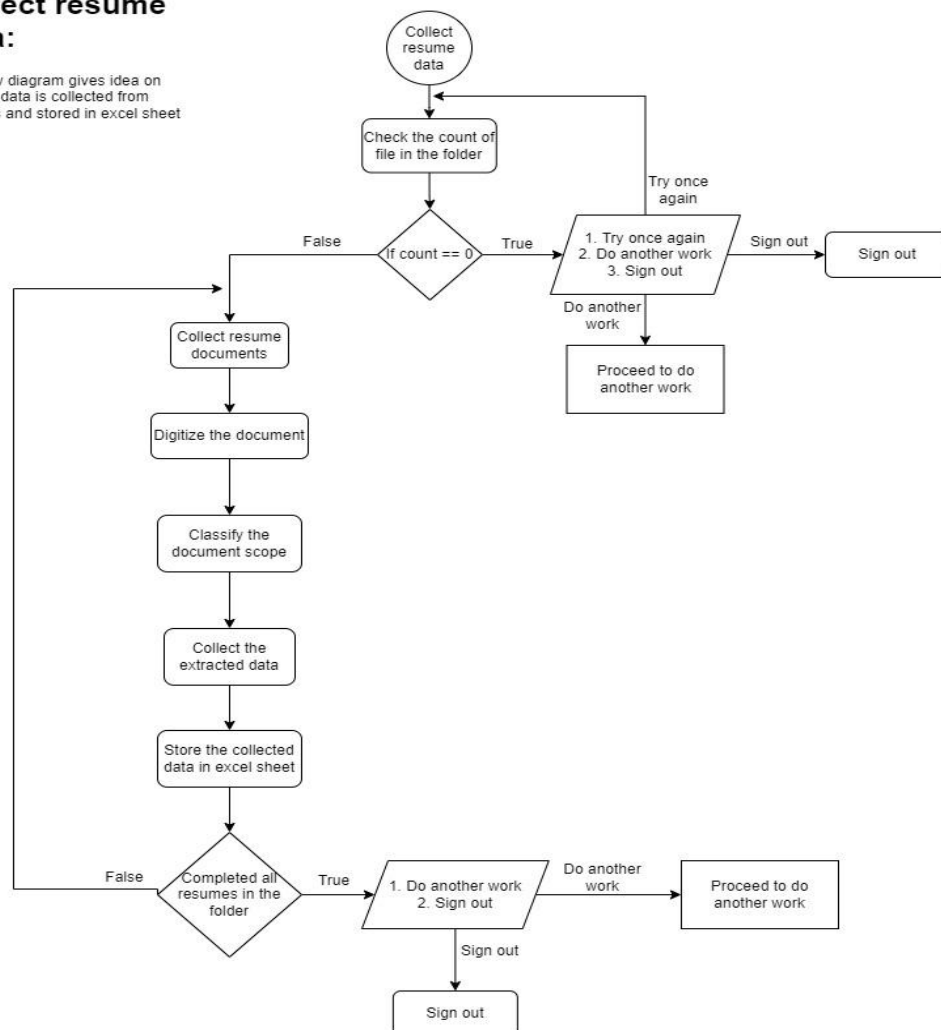
File Name : Employee_name+"Relieving_letter_"+"dd-mm-yyyy"+"_"+"hh-mm-ss")

Once the letter generated is stored in **GCP** in both docx and pdf format, then it is mailed/sent in WhatsApp / or in both mail and WhatsApp.

3.5 Collect data/details from Resumes

Collect resume data:

This flow diagram gives idea on how the data is collected from resumes and stored in excel sheet

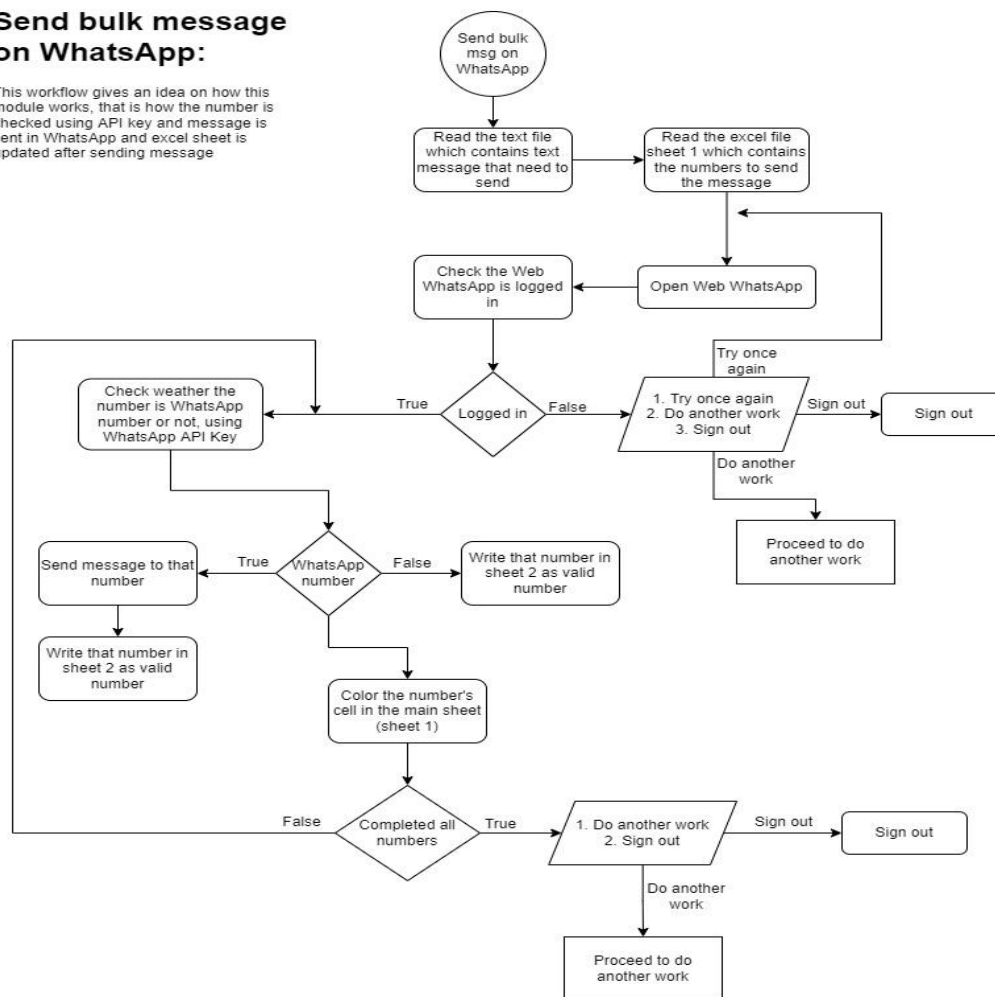


- Firstly the bot collects resume documents.
- Then it Digitizes the collected document.
- Then it Classifies the Document Scope.
- Then it Collects the extracted data.
- Then it stores the collected data in excel and saves it in **GCP**.

3.6 Send bulk messages on web WhatsApp

Send bulk message on WhatsApp:

This workflow gives an idea on how this module works, that is how the number is checked using API key and message is sent in WhatsApp and excel sheet is updated after sending message



Sending bulk messages in the WhatsApp module,

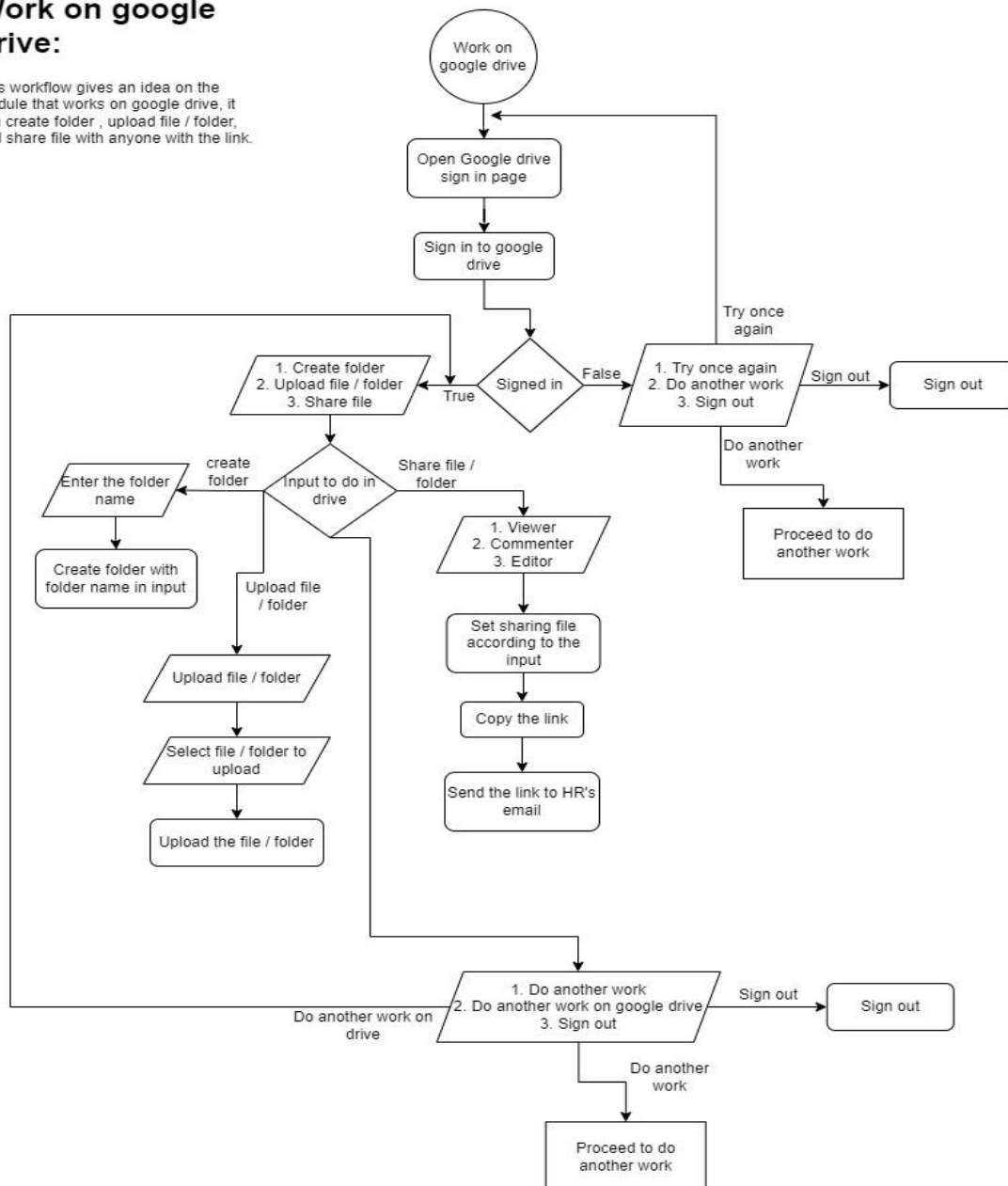
The bot gets the text message and stores it in the clipboard. Then the bot gets the number from the data excel sheet. And checks the number if it is a Whatsapp number or not using the Web WhatsApp API key. If it is a valid number it sends the message to the number and adds that number to sheet 2 known as the valid sheet, else if it is not a valid number then it adds that number to sheet 3 which is known to be the invalid sheet. Once this is done the bot colors the cell.

The advantage of this is HR has no need to save any number in his / her contact. And another pro is if the bot stops in the middle, the HR can find how many numbers have been completed by the bot using this cell coloring method.

3.7 Work on google drive

Work on google drive:

This workflow gives an idea on the module that works on google drive, it can create folder , upload file / folder, and share file with anyone with the link.



This bot works on google drive (i.e) google drive automation. Our bot can create a folder on google drive, can upload a file or folder on google drive, and check if the file/folder is uploaded successfully, also with this bot HR can share the file/folder with anyone with this link as a viewer/commenter/ editor.

4 Deployment Design

Robot will be packaged and deployed in HR's personal system to run the workflow. This robot should be triggered manually by the authorizer who has access to the bot.

5 Developer details

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Predicted Efficiency Calculation:

