Mohammed

# Contractor Requests

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| **Current State** | **Desired State** | **Benefits** | **Challenges** |
| The contractor will email invoice, or request for updates on details to company email. Workers will continuously check for emails sent. If subject is ‘UPDATE’ details will be updated. If subject ‘Invoice’ PDF will be saved locally. | The automation will search the outlook inbox at a specified time and determine the subject request. If the subject is ‘UPDATE’ it will be added into a queue to be updated. If the subject is ‘INVOICE’ the PDF will automatically be saved in a local folder and added to a queue. | This ensures that every email is worked on. Sometimes an email can be easily overlooked.  Prevent any human errors such as a mistype. | It will not be able to read anything which is not set in a particular format.  Won’t correct details made by the contractor. |

# PDF Information Gather

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| **Current State** | **Desired State** | **Benefits** | **Challenges** |
| Each PDF is run through manually with the relevant content copied and added into the database. | The automation will run through the PDF and automatically extract the relevant details and paste this into the database. This will run through each PDF File | This will save a considerable amount of time.  Also ensure information put into database correctly. | PDF Elements may be hard to locate, making it difficult to extract out relevant details. |

Premal

# Collating employee payroll details from Inbox

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| **Current State** | **Desired State** | **Benefits** | **Challenges** |
| Each email is manually looked at and either hours are added or employee details are changed to the employee payroll database. | Automation will remind the HR manager to send out an email asking for employees to fill out the hours they have worked and if they have and personal details to update. Then once fortnight an automation will search through all employee emails and add hours to the employee database and change employee details. | Will save the HR manager 5 minutes \* 40 employees = Approx 3 hours a fortnight.  Reduced human error  Quicker payroll turn around | Difficult to automate the approval process for changing certain employee details (hourly pay, department, expenses).  Employees may not send back hours worked on time so may need chasing up. |

Precious

# Title

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| **Current State** | **Desired State** | **Benefits** | **Challenges** |
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# Title

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| **Current State** | **Desired State** | **Benefits** | **Challenges** |
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