

Process Definition Document: Employee's Update



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1 INTRODUCTION

1.1 DOCUMENT PURPOSE

The Process Definition Document is used for summarizing the employee's update process. It describes the sequence of executed actions, conditions, and process rules before automation. It aims to clarify how it is performed manually by the user on a click-by-click level, as well as how to handle the possible business exceptions that may occur.

1.2 OBJECTIVE

Automate the process to create, update, and delete employees from the IT system.

The above aims to:

- Reduce the time spent on the creation and deletion of employees joining and leaving the company.
- Keep the number of operations (create, update, and delete) performed with an error rate below 5%.

1.3 AUTOMATION PRE-REQUISITES

To automate the invoice-creation process, the digital worker must have:

- A created account in the RPA Showcase web application.
- Credentials to access the email inbox account where the employee's information is received.

2 PROCESS DESCRIPTION (As Is)

Every time a new employee joins the company, a current one changes its role, or, unfortunately, decides to leave it, the IT team makes the appropriate operations in the RPA Showcase system.

To keep the process stable, the IT manager collects the information to be updated on an Excel sheet for two weeks and sends it to the rest of the team on the first and fifteenth day of the month (or the next closest business day).

The IT team is open to suggestions to **enhance and optimize** the process before its automation.

2.1 PROCESS SUMMARY

Element	Description
Department	IT
Description	Create, update, and delete operations performed for the employees enrolled in the system
Execution schedule	On the first and fifteenth day of the month (or the next closest business day)

Input data	The Excel sheet provided by the IT manager
Output data	An Excel sheet with the status of each requested record

2.2 APPLICATIONS USED

The following table includes a complete list of all the applications used during the execution of the automated process.

Application name	Version	Access methods	Comments
RPA Showcase	N/A	User and password provided by the IT team.	Obtain it by creating an account on the RPA Showcase page
Excel	N/A	N/A	

2.3 PROCESS MAP

To improve the understanding of the process prior to its automation, this section includes a set of diagrams to provide a high-level and detailed explanation of the steps the billing team follows to perform it.

2.3.1 High-level process map

You can find the diagram containing an overview of the process attached in the folder downloaded from the RPA Showcase page or [here](#)

2.3.2 Detailed level process map

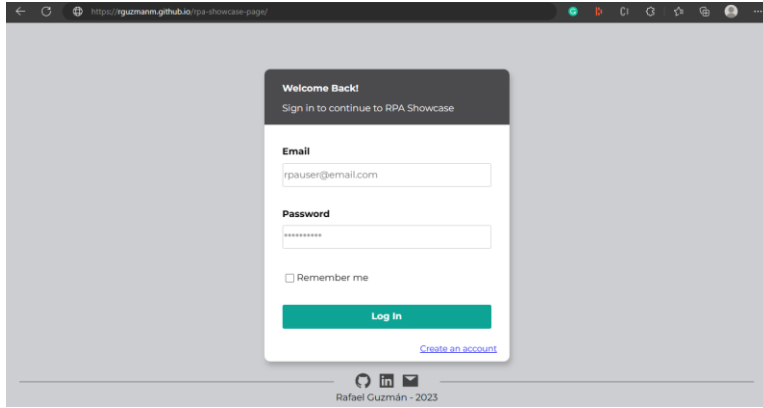
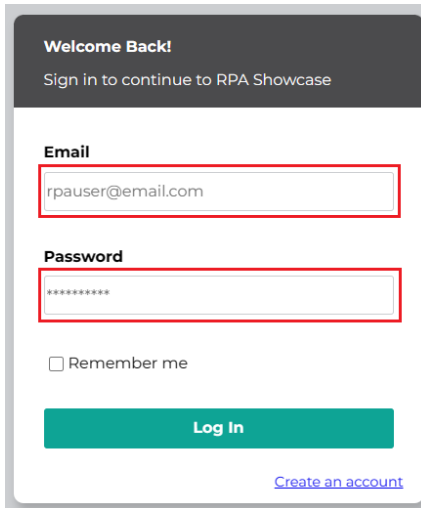
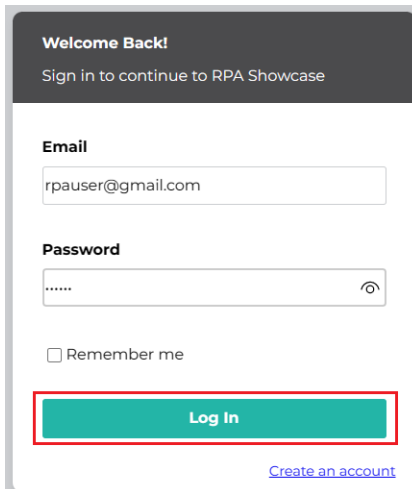
You can find the diagram containing the detailed steps to perform the process in the folder downloaded from the RPA Showcase page or [here](#).

2.4 DETAILED PROCESS ACTIONS

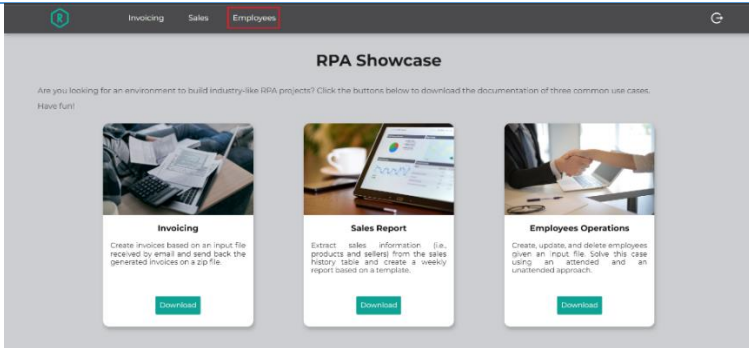
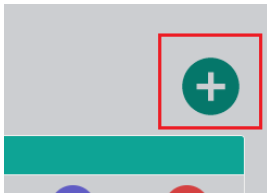
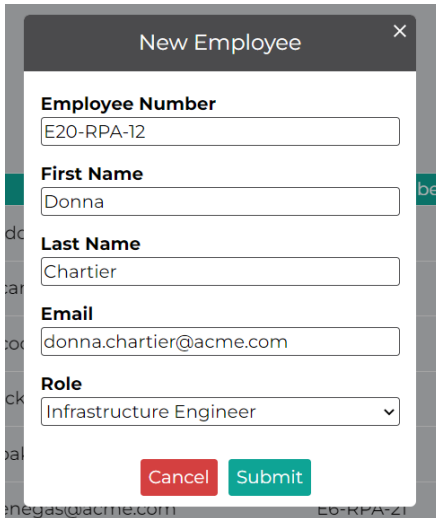
The following table contains the click-by-click process documentation.

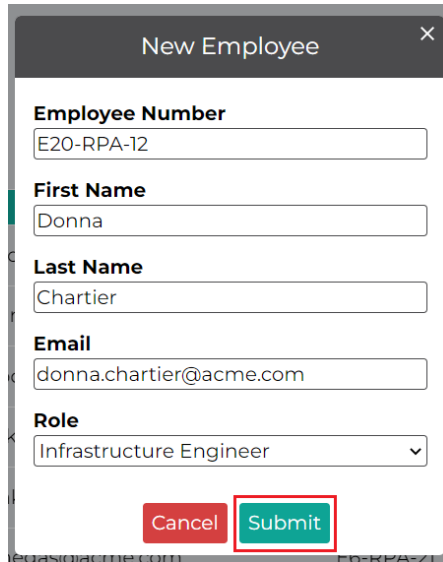
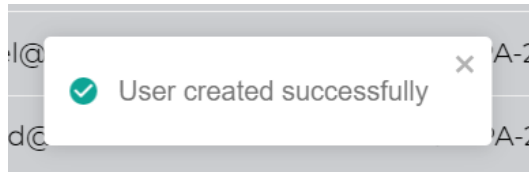
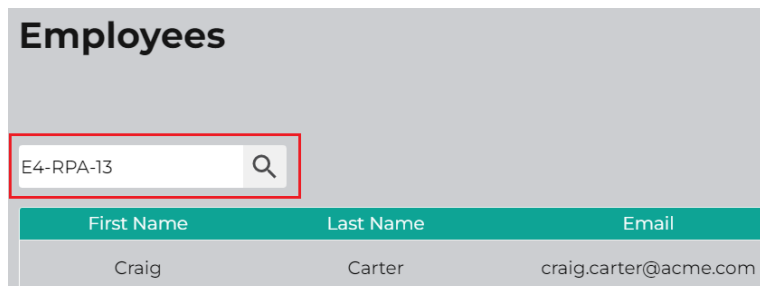
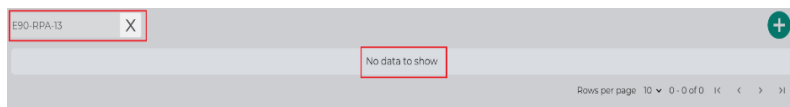
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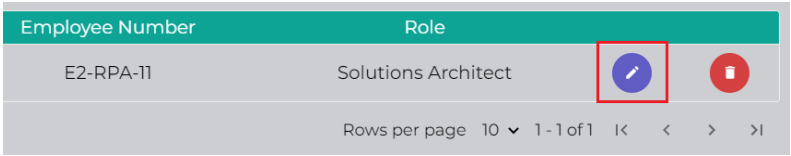
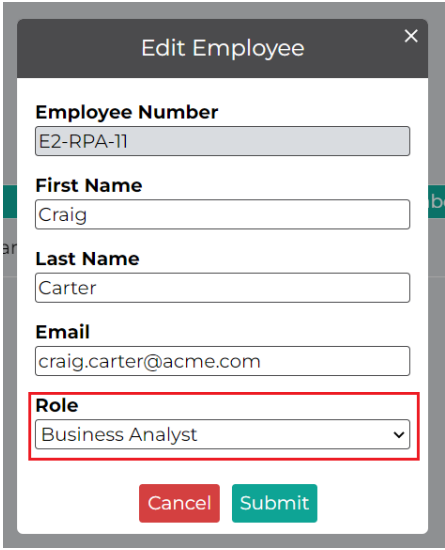
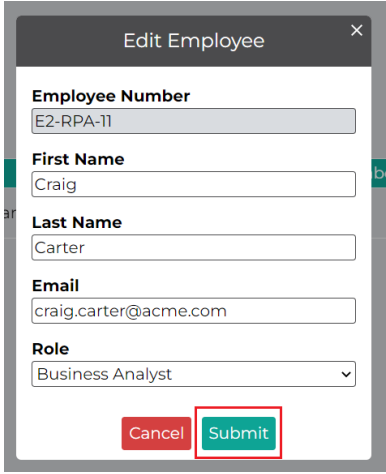
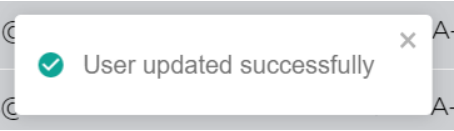
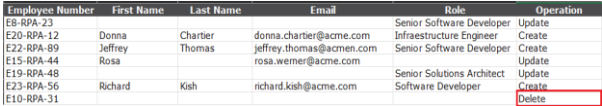


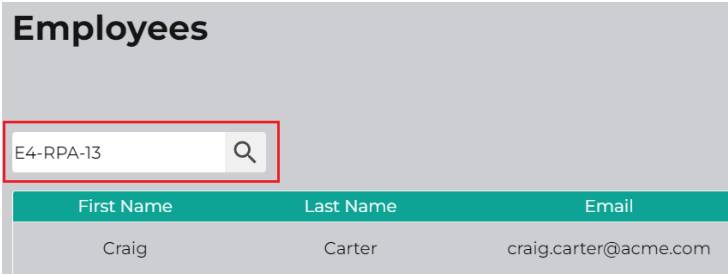


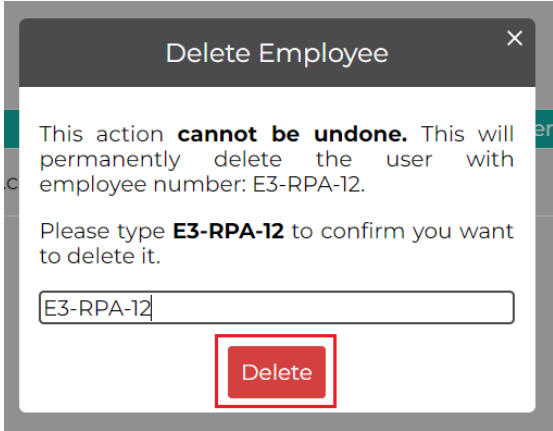
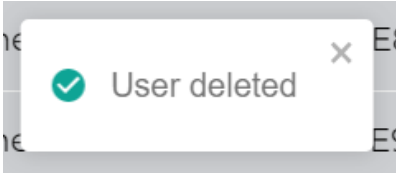
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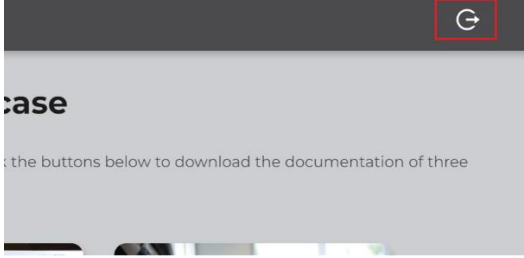
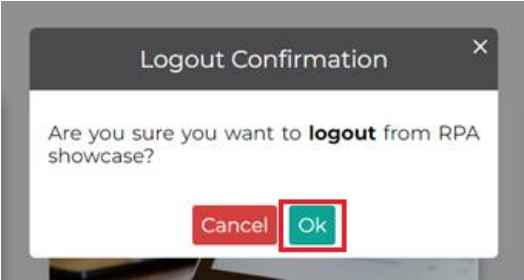


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E19-RPA-48				Senior Solutions Architect	Update																																																																																																																						
E23-RPA-56	Richard	Kish	richard.kish@acme.com	Software Developer	Create																																																																																																																						
E10-RPA-31					Delete																																																																																																																						
7.1	Click the "Create" button, located above the table																																																																																																																										
7.2	Fill in the "New Employee" form		All fields are required . For the "Employee Number", "Email" and "Role" fields make sure they meet the validation conditions described in the " Business Exceptions " section of this document																																																																																																																								

7.3	Click the "Submit" button																																																		
7.4	The "User created successfully" notification should appear		If a different notification appears, report it as "Failure"																																																
8	If the "Operation" column in the input file is "Update".	<table><thead><tr><th>Employee Number</th><th>First Name</th><th>Last Name</th><th>Email</th><th>Role</th><th>Operation</th></tr></thead><tbody><tr><td>E8-RPA-23</td><td></td><td></td><td></td><td>Senior Software Developer</td><td>Update</td></tr><tr><td>E20-RPA-12</td><td>Donna</td><td>Chartier</td><td>donna.chartier@acme.com</td><td>Infrastructure Engineer</td><td>Create</td></tr><tr><td>E22-RPA-89</td><td>Jeffrey</td><td>Thomas</td><td>jeffrey.thomas@acmen.com</td><td>Senior Software Developer</td><td>Create</td></tr><tr><td>E15-RPA-44</td><td>Rosa</td><td></td><td>rosa.werner@acme.com</td><td></td><td>Update</td></tr><tr><td>E19-RPA-48</td><td></td><td></td><td></td><td>Senior Solutions Architect</td><td>Update</td></tr><tr><td>E23-RPA-56</td><td>Richard</td><td>Kish</td><td>richard.kish@acme.com</td><td>Software Developer</td><td>Create</td></tr><tr><td>E10-RPA-31</td><td></td><td></td><td></td><td></td><td>Delete</td></tr></tbody></table>	Employee Number	First Name	Last Name	Email	Role	Operation	E8-RPA-23				Senior Software Developer	Update	E20-RPA-12	Donna	Chartier	donna.chartier@acme.com	Infrastructure Engineer	Create	E22-RPA-89	Jeffrey	Thomas	jeffrey.thomas@acmen.com	Senior Software Developer	Create	E15-RPA-44	Rosa		rosa.werner@acme.com		Update	E19-RPA-48				Senior Solutions Architect	Update	E23-RPA-56	Richard	Kish	richard.kish@acme.com	Software Developer	Create	E10-RPA-31					Delete	
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8.1	Search the employee to update using the Employee Number																																																		
8.2	If the employee does not exist, throw an exception as described in the "Business Exceptions" table																																																		

8.3	If the employee is found, click the "Update" button		
8.4	Update the specified fields in the "Edit Employee" form		
8.5	Click the "Submit" button		
8.6	The "User updated successfully" notification should appear		If a different notification appears, report it as "Failure"
9	If the "Operation" column in the input file is "Delete".		

9.1	Search the employee to delete using the Employee Number		
9.2	If the employee does not exist, throw an exception as described in the "Business Exceptions" table		
9.3	If the employee is found, click the "Delete" button		
9.4	When the confirmation pop-up appears, write down the employee number and click the "Delete" button		
9.5	The "User deleted" notification should appear		If a different notification appears, report it as "Failure"
10	Click the logout button from the RPA Showcase app		

			
10.1	Accept the logout pop up		
11	Manage the status report		For the unattended approach, send the updated status report by email to the IT manager. For the attended approach, move the status report to "Processed" directory

2.5 BUSINESS EXCEPTIONS

Exception name	Description	Action to be taken
Invalid employee number	The employee number does not follow the pattern E[1+ digits]-RPA-[1+ digits].	Stop processing the record, set the status to "Business Exception," and add the message: "Invalid employee number"
Employee does not exist	For the update and delete operations, the employee is not found using its employee number.	Stop processing the record, set the status to "Business Exception," and add the message: "Employee not found"

Email already exists	When creating a new employee, the email is already in use by another employee.	<p>Try to use a new email adding a period and the initial(s) of the employee's role. For example, if luis.gonzalez@acme.com is already in use and he is a Software Developer try with luis.gonzalez.sd@acme.com</p> <p>If the new email is not used by another employee, set the status to "Success", and continue with the next record. Otherwise, set the status to "Business Exception" and add the message: "Email already exists"</p>
Missing information	When creating a new employee, any of the fields are blank.	Set the status to "Business Exception" and add the message: "Missing information"
Role does not exist	When creating or updating an employee, the role field does not appear in the dropdown menu.	Set the status to "Business Exception" and add the message: "The role has not been created yet"
Invalid email domain	When, creating or updating an employee, the email has a domain different from "@acme.com"	Set the status to "Business Exception" and add the message: "Invalid email domain"

3 ADDITIONAL COMMENTS

- This process is not scalable (i.e., it cannot be performed by multiple bots simultaneously) since the employee's data is stored only in the current session.
- The search filter is a universal filter, which means you can look for employees using criteria other than the employee number.
- For testing purposes, in case you want to review the bot's performance, click the "Reset data" button in the right-upper corner to set the employees to its default value.

4 ADDITIONAL SOURCES OF DOCUMENTATION

Additional sources of documentation		
Process recordings	N/A	
High-level process map	High-level diagram	
Detailed level process map	Detailed diagram	
Input files	Input file	Example input file
Output files	Output file	Expected result's file