



USER MANUAL

SPL Automation Web Portal
Powered-Uipath

Introduction

As part of our ongoing digital transformation journey, we have successfully implemented an automation platform designed to streamline manual and recurring processes. This strategic initiative significantly enhances efficiency, accuracy, and overall productivity across the organization.

By automating repetitive tasks, we achieve the following benefits:

- Faster Turnaround Times: Automation significantly reduces processing time, enabling quicker task completion.
- Optimized Resource Utilization: Minimizing manual effort allows employees to focus on higher-value activities.
- Improved Accuracy and Consistency: Automation ensures reliable results with reduced dependency on manual intervention.
- Process Standardization: Uniform workflows lead to consistent and predictable outcomes across departments.

Web Form Application

A key component of this transformation is the Web Form Application, which serves as a centralized, user-friendly platform for task submission and management. Designed with simplicity and usability in mind, it enables employees to interact with automated processes efficiently and transparently.

Key Features:

- SSO Integration: Employees can seamlessly log in using their company credentials, ensuring secure and convenient access.
- Department-Specific Navigation: Interactive tiles guide users to department-relevant automation workflows for optimal use.
- Resource Hub: The home page features demo automation videos to help users easily understand and make the most of the platform's capabilities..
- Feedback and Suggestions: Employees can submit requests for new automations, fostering continuous improvement and innovation.

The screenshot shows the SPL BOT website homepage. At the top, there is a navigation bar with the Shriram Properties logo, Home, Departments, and Contact links. The main header reads "Welcome to SPL BOT!" followed by the tagline "Automating Possibilities, Anywhere, Anytime!". Below this, a paragraph states: "We specialize in automating processes across departments, saving time and boosting efficiency. Whether it's streamlining tasks, integrating systems, or enhancing workflows — we're here to help." Two buttons are present: "Unlock the future of automation with SPL BOT today!" and "Sample Automation Videos". To the right, there is a graphic illustrating automation concepts with icons for AI Computer Vision, Document Processing, Conversational Intelligence, Custom Skills, System Skills, and AI Center, all connected to a central AI brain icon. A small number "1" is located at the bottom right corner of the page.

Accessing the Portal

To access the portal, click the link : [SPL UiPath Automation Web Portal Link](#).

Access and Permissions

Some forms have restricted access, available only to authorized personnel. To request access:

1. Contact your manager and justify the need for access.
2. Your manager will liaise with the IT department for access permissions.

The screenshot shows a web application interface for 'Leads - Data assignment for Presales'. At the top, there's a header with the Shriram Properties logo and navigation links for Home, Departments, and Contact. Below the header, the main title 'Leads - Data assignment for Presales' is displayed. The page contains several input fields: 'Assignment Type' (dropdown), 'Region' (dropdown), 'Owners Email ID' (text input), and 'Project Name' (text input). A red-bordered 'Information' modal box is overlaid on the page, containing the message: 'Dear Hariharan Subramanian, this form is only accessible to authorized users. Please reach out if you need assistance!'. On the left side of the page, there's a section titled 'Instruction' with a list of bullet points providing guidance on how to use the form.

- Assignment Type Selection: Choose either CPPS or VDNB assignment type based on your project requirements.
- Region Configuration: Select the appropriate region from the available options.
- Project Selection: Based on the selected region, only the projects belonging to that region will be automatically populated in the dropdown list. You can then select one or more project names, or use the search functionality to quickly locate specific projects.
- Email Notification Setup: Select one or more email addresses of the individuals to whom the data needs to be assigned. The corresponding Owner ID will be displayed in the Owner ID field for verification.

Form Filling and Submission

To utilize the forms available on the website, please follow these steps:

1. Navigate to the relevant department and select the desired automation process.
2. Fill in the required fields on the form diligently.
3. Submit the form once all fields are completed.
4. Thereafter, reload the form to fill out a second entry if necessary.

Steps for Form Filling :

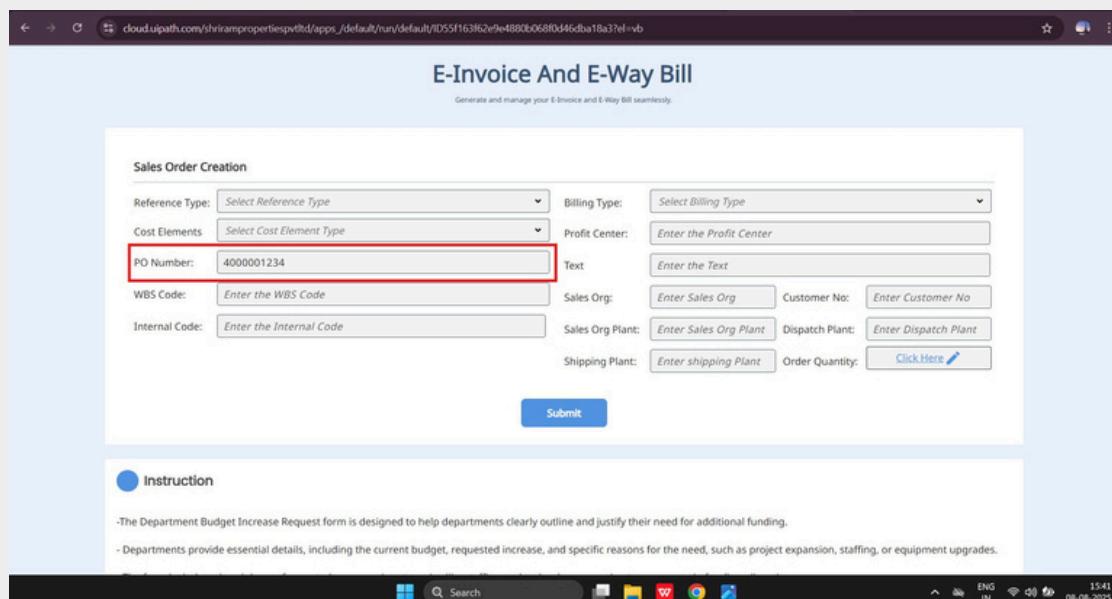
This section provides a step-by-step guide for filling out and submitting forms in the Web Form Application.

Step 1: Open the Respective Process

Navigate to the relevant page or process within the application where the form is located.

Step 2: Enter the Required Data (If Applicable)

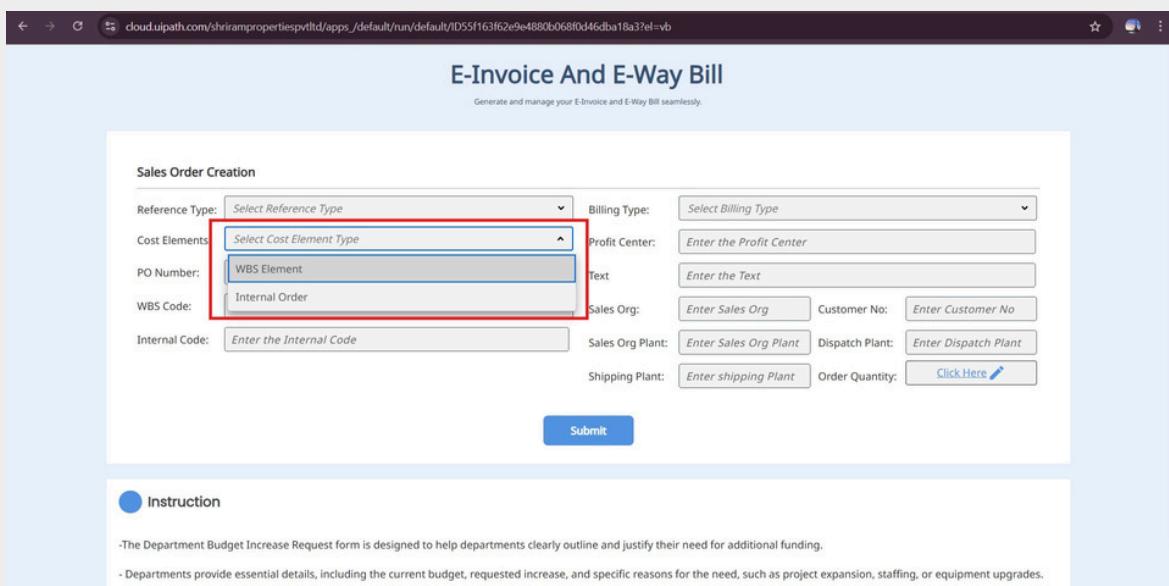
Fill in all mandatory fields with accurate and valid information as per the process requirements



The screenshot shows a web browser window with the title "E-Invoice And E-Way Bill". The main content area is titled "Sales Order Creation". It contains several input fields: "Reference Type", "Billing Type", "Cost Elements" (which is highlighted with a red box), "Profit Center", "PO Number" (which is also highlighted with a red box and contains the value "4000001234"), "Text", "WBS Code", "Sales Org", "Customer No", "Internal Code", "Sales Org Plant", "Dispatch Plant", "Shipping Plant", and "Order Quantity". A "Submit" button is at the bottom. Below the form is an "Instruction" section with two bullet points about budget increase requests. The browser's address bar shows the URL "cloud.uipath.com/shrirampropertiesvtltd/apps_/default/run/default/ID55f163f62e9e4880b068fd46dba18a3?el=vb". The status bar at the bottom right shows the time as 15:41 and the date as 08-08-2025.

Step 3: Select from Dropdowns (If Applicable)

For any dropdown fields, choose the appropriate value from the list prov



The screenshot shows the same "E-Invoice And E-Way Bill" form as the previous one, but with different dropdowns highlighted. The "Cost Elements" dropdown (highlighted with a red box) and the "WBS Code" dropdown (also highlighted with a red box) both show the value "WBS Element". The other fields and sections are identical to the first screenshot. The browser's address bar and status bar are also present.

Step 4: Upload Files (If Applicable)

Attach the necessary files, ensuring they meet the allowed file size and format criteria.

The screenshot shows a web browser window with the URL cloud.uipath.com/shrirampropertiespltd/apps/default/run/production/73a09aaa-4d01-46d9-a17a-eb88ae77cf8a/15d878d7-9fa1-48e0-acff-7d4aa06c67be/ID9671f21b996b43a89828c8b95ecbda2c?e.... The page title is "MIR7". A sub-header says "Pork Vendor Invoices for Review and Verification." On the left, there's a "Region" dropdown menu and a "File Uploader" section containing a red box around the file "actions-data.zip" and a blue "Upload" button. On the right, a blue box titled "Instruction" contains a bulleted list about budget increase requests:

- The Department Budget Increase Request form is designed to help departments clearly outline and justify their need for additional funding.
- Departments provide essential details, including the current budget, requested increase, and specific reasons for the need, such as project expansion, staffing, or equipment upgrades.
- The form includes a breakdown of expected expenses in categories like staffing and technology, ensuring transparency in funding allocation.
- Departments describe anticipated outcomes, emphasizing the value and impact of the requested funds on achieving organizational goals.

Step 5: Ensure Correct Input Format

Follow the specified format for each field, including digit length, character limits, and required data formats.

Step 6: Review the Details

Carefully verify all entered information to ensure accuracy before submission.

Step 7: Submit the Form

Click on the Submit button to send the form for processing.

Step 8: Wait for Confirmation

After submission, wait for the success message confirming that the form has been submitted successfully.

The screenshot shows a web browser window with the Shriram Properties logo at the top. The main content area has a black header bar with a green checkmark icon and the word "Submitted". Below it, a message says "Your Form has been successfully submitted". The page is divided into two sections: "GL Account" and "Company Code" on the left, and "Instruction" on the right. The "GL Account" section has "From" and "To" fields both containing "29999999". The "Company Code" section has "From" and "To" fields both containing "1600". The "Period" section has "From" and "To" fields both containing "9/10/2025" and "9/17/2025". At the bottom is a blue "Submit" button. The "Instruction" section contains a bulleted list:

- Please enter the GL Account, ensuring it contains exactly 8 numeric digits.
- Please enter the Company Code, ensuring it contains exactly 4 numeric digits.
- If you encounter any errors or if the page becomes unresponsive, please refresh the page.
- Once you click Submit, the bot will start automatically and begin generating the Day Book report.
- The processing time will vary depending on the number of rows extracted from SAP.

Department-Wise Automations

Department Section

The Department menu contains two main divisions: IT and Finance. Each division hosts specific automation options:

- **IT Department:** Access automation processes related to IT and HR operations .
- **Finance Department:** Involves processes like Accounts Payable (AP), Accounts Receivable (AR), and Finalization term.

 Shriram Properties
Homes that live in you

Home Departments Contact

Department-Wise Automation Solutions

Select a department to explore how automation can improve productivity.

			
IT Improve ticket management and operations tailored for IT processes.	Finance Click to launch the Finance automation app hosted on UiPath Cloud.	Technical Advanced automation for document processing and backend work.	Sales & Marketing Automate lead management and campaigns smartly Sales & Marketing.

Contact: ithelpdesk@shriramproperties.com | Location: Bangalore, India
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Control	Function
Home Button	Click to return to the Home page from any section.
Department Button	Click to return to the Department page from any section.
Contact Button	Click to return to the Contact page from any section.
Back Button	Navigate back to the previous section within the Finance Department.

Unlock Your Automation:

If you have any automation ideas or need to automate repetitive, manual processes, please fill out the request form. Our team will review it, discuss your requirements in detail, and take it forward accordingly.

- You can automate tasks across platforms like SAP, web applications, Excel, Salesforce (SFDC) , and many more.
- Processes that involve repetitive steps, require significant manual effort, or follow predictable loops are ideal candidates for automation.

Process Automation Request

Transform your process with SPL BOT—fill in the form to begin your automation journey.

Hi Haritharan Subramanian,

Thank you for choosing to embrace automation!

- With the power of our automation bot, you can streamline and simplify long-term, repetitive, and time-consuming processes—whether they occur daily, monthly, or as part of your routine workflows.

- You can automate tasks across platforms like SAP, web applications, Excel, Salesforce (SFDC) , and many more.

- Processes that involve repetitive steps, require significant manual effort, or follow predictable loops are ideal candidates for automation.

Let's make your work smarter, faster, and more efficient!

Department Name *

Process Name *

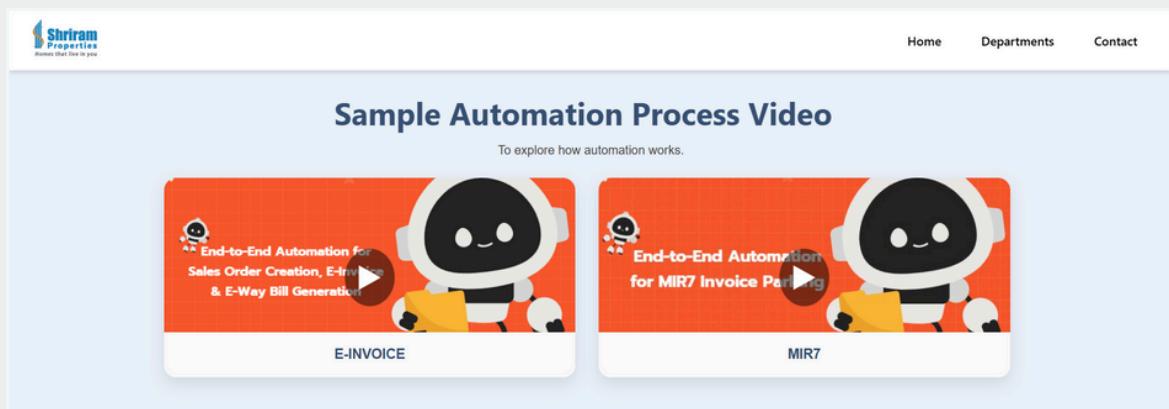
Process Description *

Purpose and Benefits of Automation *

Submit

Sample Automation Video:

These videos showcase how the bot functions, offering a clear and practical overview of the automation process. They provide an easy reference to help you quickly grasp and appreciate the workflow in action.



Conclusion

Thank you for using the Web Form Application. Should you encounter any difficulties or need further assistance, please refer to the Contact page for support options.