

## UiPath Mock Assessment Document – Batch 8

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### Design Requirement

#### Flowchart

Prepare a flowchart for the process described below on a PowerPoint slide or paper.

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### Requirement

#### Dispatcher

##### 1. Email Processing

- Read emails from the **Inbox** and **Waitlisted** folders.
- Process emails with the subject containing:
  - **"Booking Confirmed"** → Booking Type: **Confirmation**
  - **"Booking Cancelled"** → Booking Type: **Cancellation**
  - **"Booking Amendment"** → Booking Type: **Amendment**

##### 2. Data Extraction

- Extract the following details from the **attachments (.pdf)** or **email body**:
  - Guest Email ID
  - Guest Name
  - Property Name
  - Arrival Date
  - Departure Date
  - Booking Reference
  - Number of Adults
  - Room Rate
  - Room Type
  - Booking Type
  - Price (calculate from mapping)

### 3. Queue Creation

- Create a queue and add the extracted data along with:
  - Mail Message ID
  - Rate Code (calculated based on Room Type)

### 4. Rate Code Mapping

- Assign the **Rate Code** based on **Room Type**:

Room Type	Rate Code
Deluxe Double Room	DDB
Standard Double Room	SDB
Standard Twin Room	STB
Executive Double Room	DEB
Deluxe Twin Room	DTB
Classic Double Room	DCB
Single Room	SSB
Executive Twin Room	ETB

5. **Allocating Room Type in Hotel Reservation File:** First character in rate code decides the room type, if 'S' then Standard, 'D' for Double and 'E' for Executive.
6. First letter of Room Numbers is used to identify floors in hotel. 1<sup>st</sup> floor contains Standard rooms, 2<sup>nd</sup> is for Double, and 3<sup>rd</sup> is for Executives.
7. Get price of each booking from Price list mapping based on the room booked.

### 8. Error Handling

- If any data is missing during extraction:
  - Mark it as a **business exception**.
  - Move the email to the **Failure** folder.
  - Update the **log file** with the failure reason.

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**Performer**

## 1. Processing Queue Items

- Retrieve each queue item and process accordingly.

## 2. Logging and Room Allocation

- Update the **log file** with booking details.
- Allocate a **room** for the stay duration.
- If no rooms are available, move the request to the **Waitlisted** folder.

## 3. Microsoft Form Entry

- Enter the retrieved details into the **Microsoft Form**:
  - [Form Link](#)

## 4. Error Handling & Folder Management

- **On Failure:** Move the email to the **Failed** folder.
- **On Success:** Move the email to the **Processed** folder.

## 5. Cancellation Handling

- If a **cancellation request** is received for an existing booking:
  - Use the **Hotel Reference** and **Date** to delete the record.
  - Update the **log file** with the status: **Cancelled**.

## 6. Past Check-in Date Handling

- If the check-in date is **in the past**, move the email to the **Failed** folder with the status: **Check-in Date in Past**.

## 7. Guest Notification

- Send a response email to the guest with their booking status:

### Email Format:

Hi [GuestName],

Your booking for [Check-in Date] is [Confirmed/Cancelled/Amended].

Your unique reference number is [Unique Reference Number] for all future communications.

Thanks,

[Hotel Name]

## 8. **Logging Standards**

- Proper **log messages** with levels.
- Use **business rule exceptions** with user-friendly messages.
- Maintain **proper naming conventions**.

## 9. **Log File Management**

- Maintain **one log file** for the entire project.
- Avoid creating a **new log file** for each run.