Accurately reproduces workflows—from simple form processing to sophisticated tasks —to streamline work.

Robotic Process Automation (RPA) Tool

Office Robot

Think there's no choice but to keep doing computer input for business systems manually?

If so, you're wasting valuable time and human resources.

Various repetitive computer input tasks can be automated by recording them and creating scenarios, including database entry/revision, order taking, and other input tasks, as well as data conversion. Developed by NTT-AT, Office Robot is a groundbreaking business efficiency solution that automates these repetitive input tasks to save time and reduce input errors.

POINT 1
Records and rapidly repeats work done by expert workers.

Simply record expert workers as they complete a computer task, then execute the process again as needed. Office Robot accurately reproduces their work. And getting high volumes of work done in less time streamlines production dramatically.

POINT 2
Convenient— simply choose a scenario.

Office Robot is compatible with a wide range of data formats. Just create a scenario for your data, then select your scenario as needed. Scenarios are easy to revise—no special programming knowledge needed.
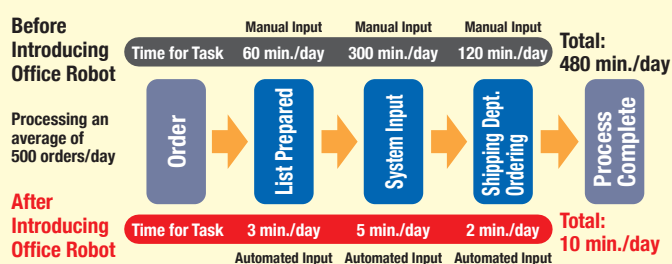
POINT 3
Reduces errors commonly encountered in repetitive work period.

Office Robot lets you automate the selection of data destinations and the data entered based on source data information, readily adapting to a wide range of data entry work while avoiding the input errors unavoidable with manual input.

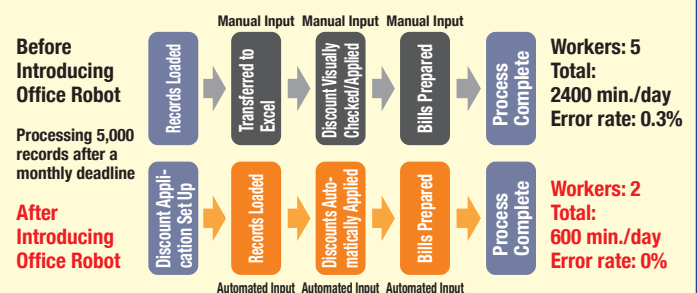### Case 1: Automating order-taking data entry

Instead of taking product orders, entering them in a customer database, and asking another department to handle a task in a paper-based process, this work was automated. Now it's done in less than 1/50th the time.

Before Introducing Office Robot

Processing an average of 500 orders/day

	Manual Input	Manual Input	Manual Input	
Time for Task	60 min./day	300 min./day	120 min./day	**Total: 480 min./day**

Order → List Prepared → System Input → Shipping Dept. Ordering → Process Complete

After Introducing Office Robot

	Automated Input	Automated Input	Automated Input	
Time for Task	3 min./day	5 min./day	2 min./day	**Total: 10 min./day**

* Time for tasks varies depending on the original system configuration and number of steps.

Case 2: Billing with customer-specific discounts

Automating a billing system that applies different discounts depending on frequency and total amount of purchases reduced the risk of mistaken billing while accelerating the process and eliminating manual input errors.

Before Introducing Office Robot

Processing 5,000 records after a monthly deadline

Records Loaded	Manual Input	Manual Input	Manual Input		
	Transferred to Excel	Discount Visually Checked/Applied	Bills Prepared	Process Complete	**Workers: 5 Total: 2400 min./day Error rate: 0.3%**

After Introducing Office Robot

Discount Application Set Up	Automated Input	Automated Input	Automated Input		
	Records Loaded	Discounts Automatically Applied	Bills Prepared	Process Complete	**Workers: 2 Total: 600 min./day Error rate: 0%**

* Time for tasks varies depending on the original system configuration and number of steps.

Office Robot is flexible and customizable, yet remains easy-to-use and requires no special knowledge of programming. From job orders in construction work to auto generation of customer direct mail, it's useful in many applications.
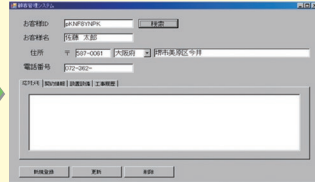
● Automatic generation of air conditioner installation job orders

After loading desired installation dates from a customer list, Office Robot automatically transfers information found in a CRM database, such as addresses and telephone numbers. Using maps available online, Office Robot can even load maps of the neighborhood and paste them into job orders automatically.

Automatically loads desired installation dates from a customer list in Excel.

Automatically transfers addresses and telephone numbers from customer IDs in a CRM system.

Using the addresses, automatically obtains public maps online and saves a screenshot of a neighborhood map.

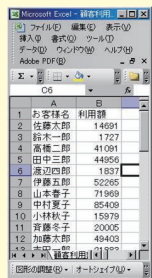**Completes job orders by pasting map images.**

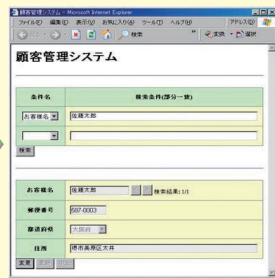### ● Automatic addressing of direct mail (including filtering by purchase history)

Used with addressing software, Office Robot automates drafting of direct mail to notify customers of sales or promotional campaigns.*
Enables fast, fine-grained CRM even with large customer databases, because recipients can be restricted to customers (for example) who've spent a certain amount in their purchase history. Naturally, Office Robot also dramatically streamlines other computer tasks, such as generating estimates and invoices.
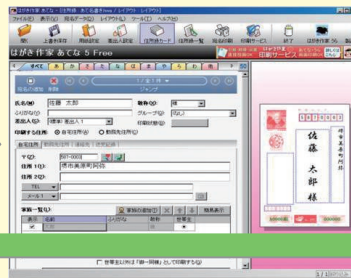
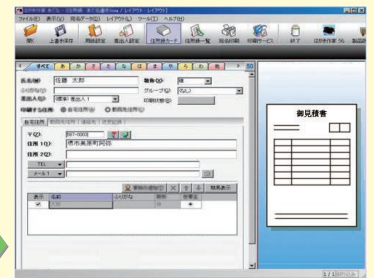**Loads the purchase amount from a customer list.**

Automatically obtains data from a customer database for customers who have spent at least a certain amount.

Automatically transfers recipient data to addressing software* to prepare direct mail.

Also streamlines work by simplifying and automating other data entry tasks, such as generating estimates, invoices, and delivery slips.

* This example uses a freeware application (Hagaki Sakka, by RootPro Co., Ltd.).

Support Options

Evaluation support Demo・Trial・Tool customization consultation

Deployment support Tool help desk・Creation of automation scenarios (optional)

Operation support Tool maintenance・Support for automation scenarios (optional)

Specifications

OS	Windows 7 SP1, Windows 8.1, Windows 10	**Recommended CPU**	Intel Pentium 4, 2.5 GHz or higher
Compatible software	Microsoft Office 2007, 2010, 2013 (when linked with Office)	**Storage**	500 MB of free space or more
Compatible browsers	Internet Explorer 8, 9, 10, 11 (when using template generation)	**Memory**	2 GB or more
Compatible development environments	.net Framework 3.5, 4.0, 4.5	**Monitor**	1024×768 or higher resolution

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* This information is subject to change without notice. * Information valid as of August 2017.

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