# Process Description

<Breif about the process>

# SME Details

|  |  |
| --- | --- |
| **Name** | **Email** |
|  |  |

# Schedule Details

|  |  |
| --- | --- |
| **Schedule Name** |  |
| **Time Of Schedule** |  |
| **SLA** |  |

# Queue Details

**QueeuName:**

**Queue Contents:**

# Input Files

|  |  |
| --- | --- |
| **FileName** | **Location** |
|  |  |
|  |  |

# Retry Mechanism

<Details about queue retry in the event of failure /re-run>

# Exceptions

<Business and System Exception Details>

|  |  |
| --- | --- |
| **Exception** | **Steps to Recover** |
|  |  |
|  |  |
|  |  |

# Frequently encountered Issues

<Any issues encountered during BOT run in Development or During production>