

# RPA Top 5

## What you should know

Business users spend far too much time on mundane, repetitive, error-prone tasks. Why not save robotic tasks for robots and liberate human brainpower?

**Robotic process automation (RPA)** uses software robots that mimic UI-based human actions to automate everyday tasks.



## 01. Know what to automate

### Look at tasks that are:

- Mundane
- Repetitive
- Error-prone
- Time-consuming
- Standard and rules-based

### And use:

- Structured data
- Legacy apps

### Activities typically include:



Logging in and out of apps



Moving files and folders



Cutting and pasting data



Preparing and manipulating data



Filling out forms



Merging data from multiple sources



Opening email and attachments

## 02. Know why you need an RPA solution



You want to automate tasks with minimal changes to existing systems and apps



You don't have a way to easily automate and integrate legacy apps



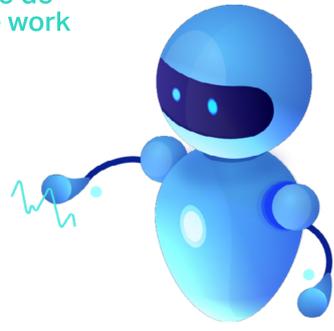
You want to automate quickly

## 03. Understand the benefits

It makes sense to let robots perform your mundane tasks because they:

- Reduce Costs
- Work quickly and around the clock
- Work accurately

And free up human employees to do higher-value work



## 04. Know how to plan a successful RPA Project



### Streamline

Allow RPA to streamline the process—look for opportunities to reduce and standardize steps



### Collaborate

Create a joint team of business process and IT automation experts to design the automation



### Measure

Set realistic ROI expectations, but choose a process with rapid ROI



### Launch

Launch a small proof of concept (POC)

## 05. Choose the right solution

When considering an RPA solution, look for these capabilities:



### Easy-to-use design studio

Record screen actions and design automation flows in one interface



### Resilient robots

Automatically detect UI changes to keep processing flowing



### Centralized robot orchestration

Combine UI and API automation steps and coordinate the work of multiple robots



### Scalable robots

Scale up or down as workloads change



### Enterprise-level security

Run processes with secure robots and watch their actions in real time