

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



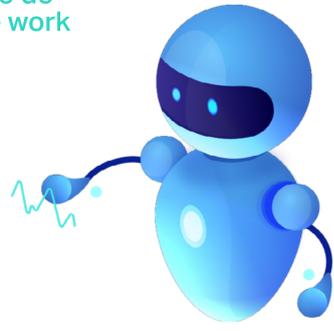
You want to automate quickly

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