Microsoft

Robotic Process Automation in a Day

Lab prerequisites 1.3 – Install required software

30 mins

December 2020

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Pre-requisite task 1.3: Install required software on your computer (required)

This lab will guide you through the steps of installation required software on your computer. That is:

1. Power Automate Desktop and required extensions
2. On-premises data gateway
3. Contoso Invoice App

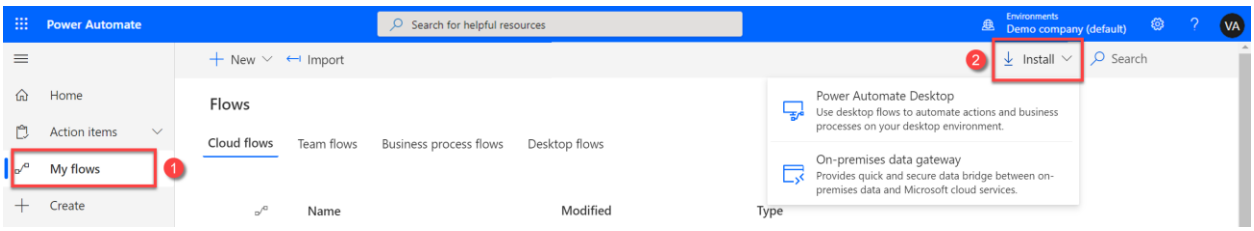
Note: follow the steps below if you haven't previously installed the above software. If you have Power Automate Desktop app and on-premises data gateway already installed, check that you are **running the latest version available**. If not, it is recommended to update to the latest, by following the installation instructions below.

Note: If you have previously installed Desktop Flows or Softomotive RPA software, it is recommended to **uninstall/remove** all browser extensions from Chrome, Edge, Firefox etc.

Note 2 machine requirements: to continue be sure you log into the machine using an account with permission to install software, preferably an account with local administrator rights. The machine should have Win10 Pro OS (or Win server 2019/2016 OS), Net 4.7.2 and Edge (chromium) or Chrome installed. The machine can be a physical machine or a Virtual Machine, however we do see performance issues on slow VMs so recommend choosing a high performance VM.

Install Power Automate Desktop application

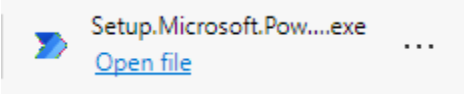
1. Navigate to https://flow.microsoft.com/ and sign in with the account you are using for the labs (created in labs 1.1):



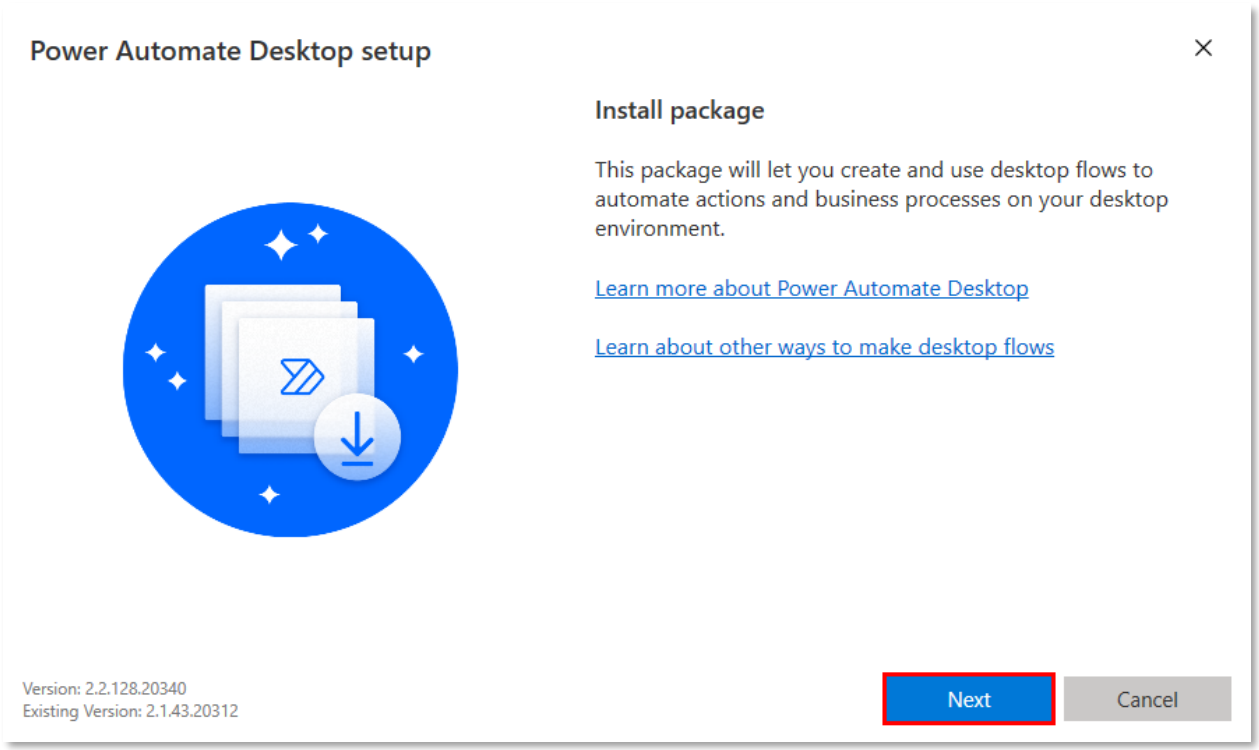
2. Click "My flows" (1).
3. Click "Install" (2) and select "Power Automate Desktop".

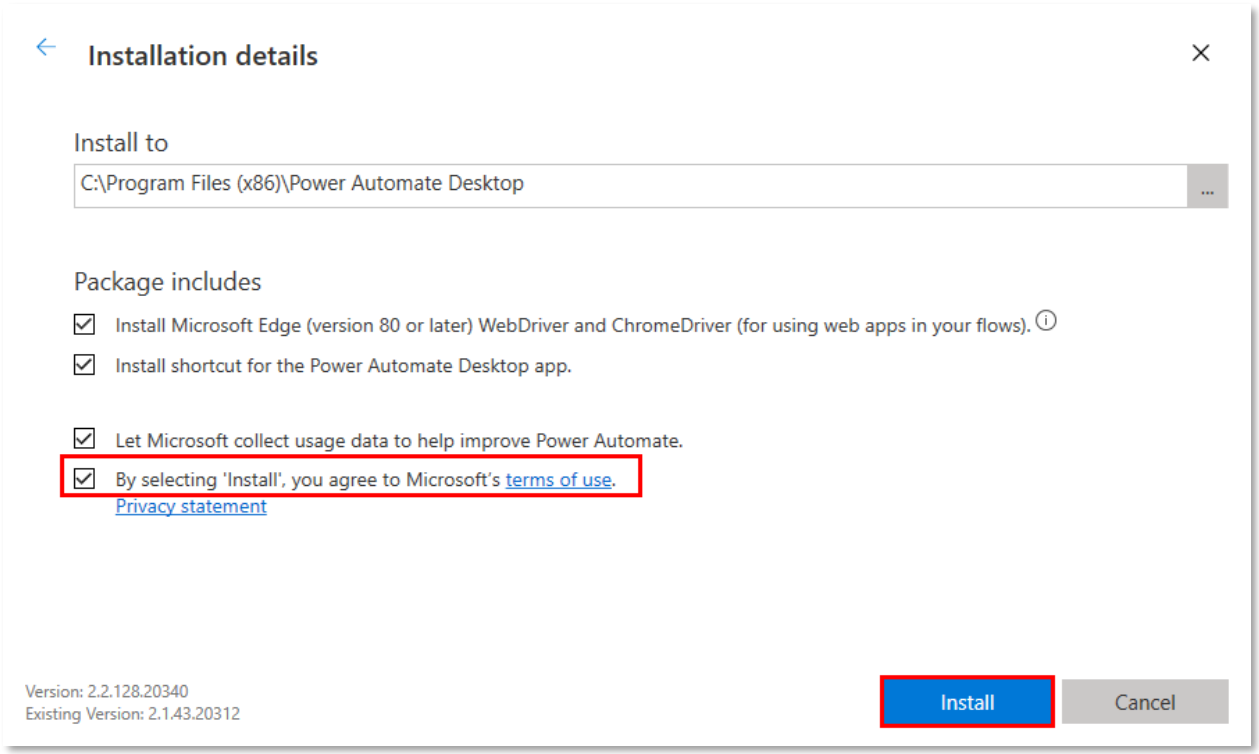
Note: Pay attention to the bar at the bottom of your browser where shows the downloading progress.

4. Once download completes, click on the file to open and run the installer: Setup.Microsoft.PowerAutomateDesktop.exe

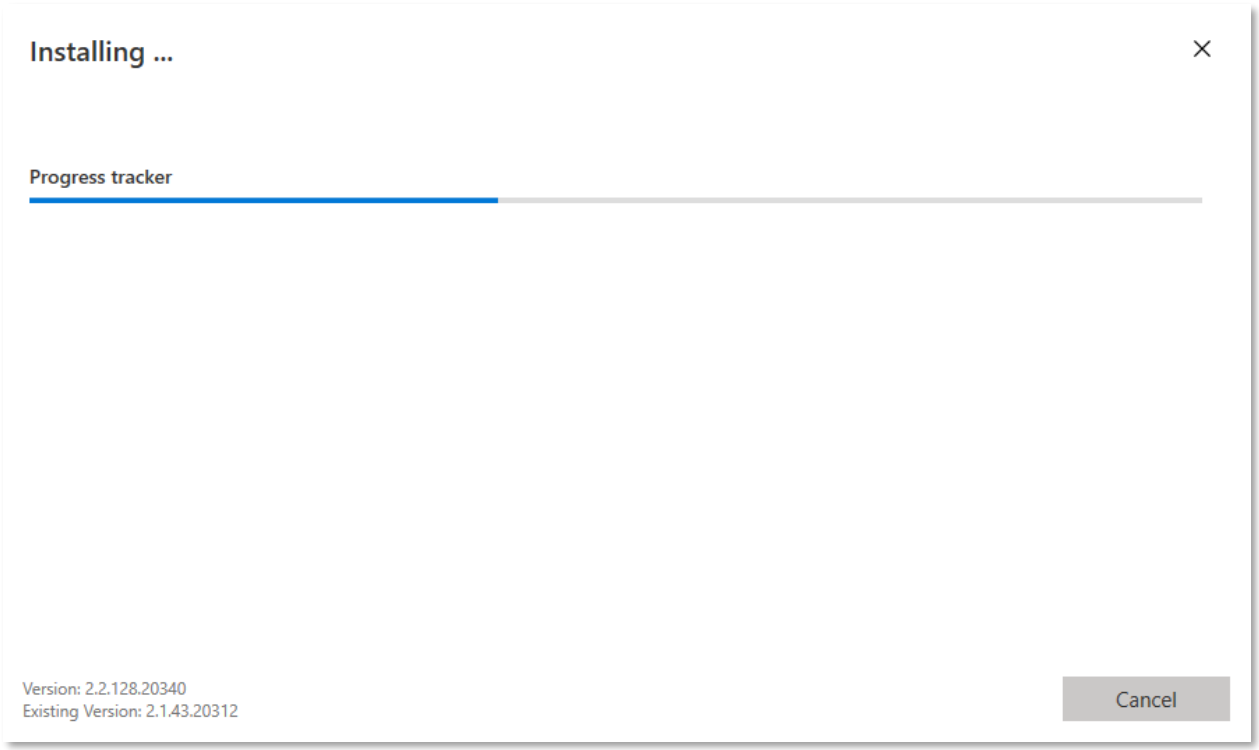


5. Select the following options as illustrated and click the Install button.

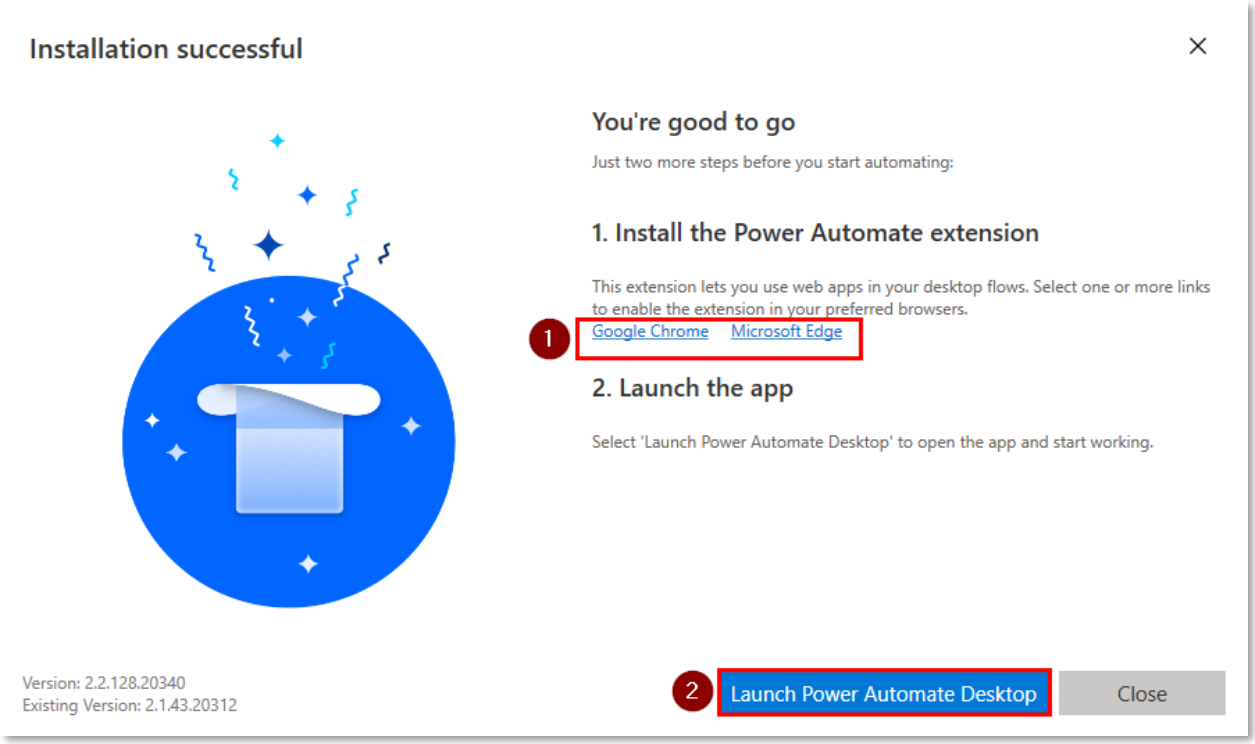


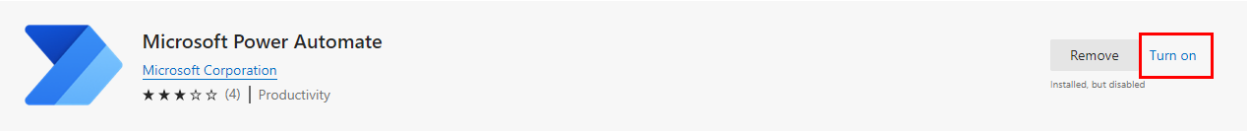


6. Installer will install on your computer:
    a. Power Automate Desktop app
    b. Power Automate Desktop browser extension for Edge Chromium and Google Chrome



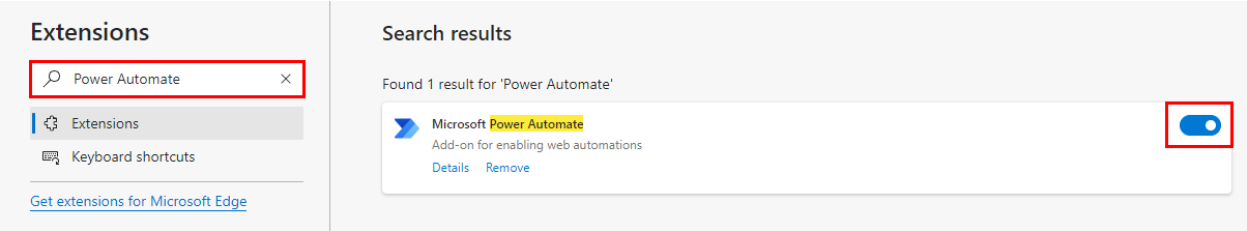
7. After installation is finished click the hyperlinks to navigate to a chosen browser(s) to enable Power Automate Desktop extensions (1). After your extensions have been configured, you can launch the app (2).



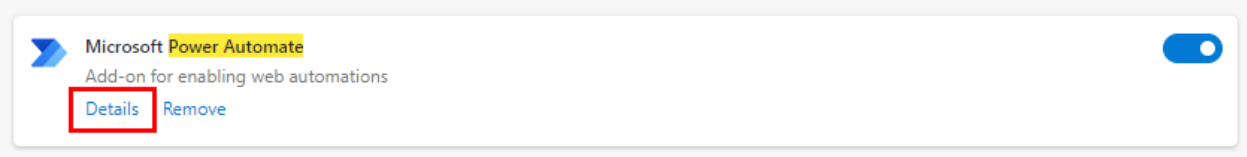


8. If you don't see this prompt, you can still manually enable the extension. Depending on what browser you are using, please follow the steps below to confirm the extension is enabled:

   a. **Enable in Microsoft Edge (Chromium)**
      i. Open edge://extensions URL in the browser
      ii. Find "Microsoft Power Automate" extension.
      iii. Toggle button to enable extension.

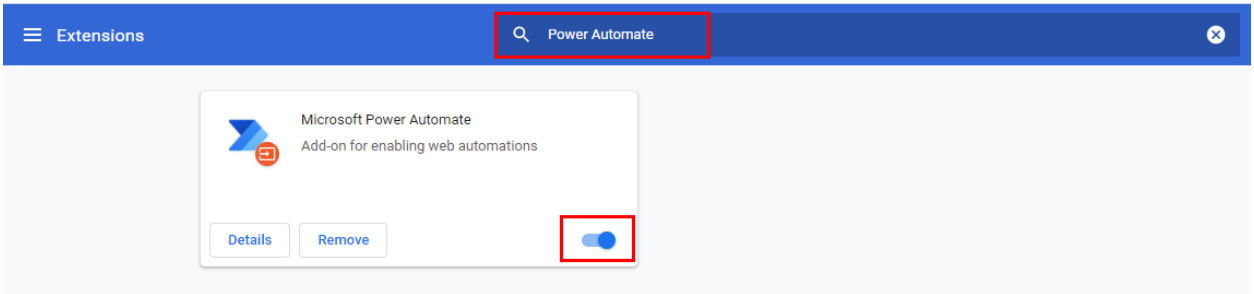


      iv. Click **Details**.

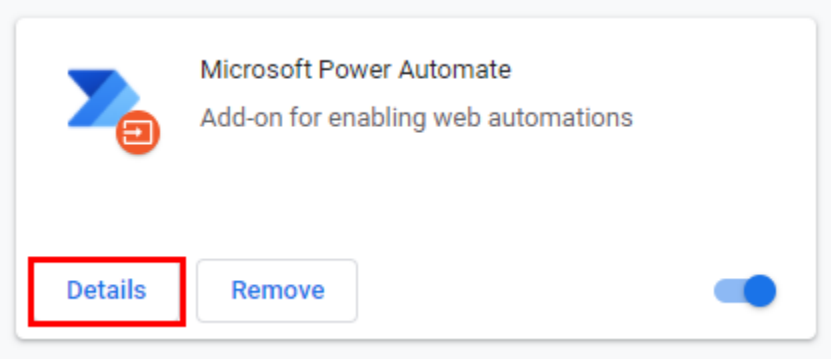


b. Enable in Google Chrome

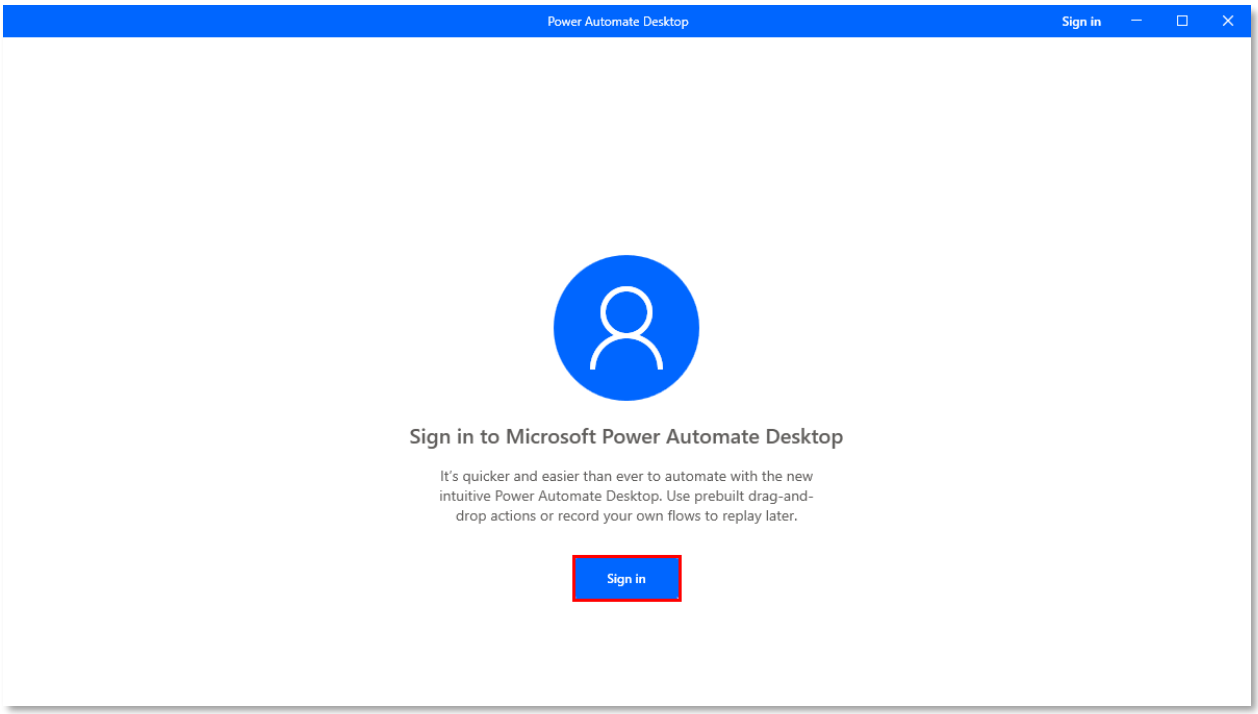
i. Open chrome://extensions URL in the browser.
ii. Find "Microsoft Power Automate" extension.
iii. Toggle button to enable extension.



iv. Click Details.

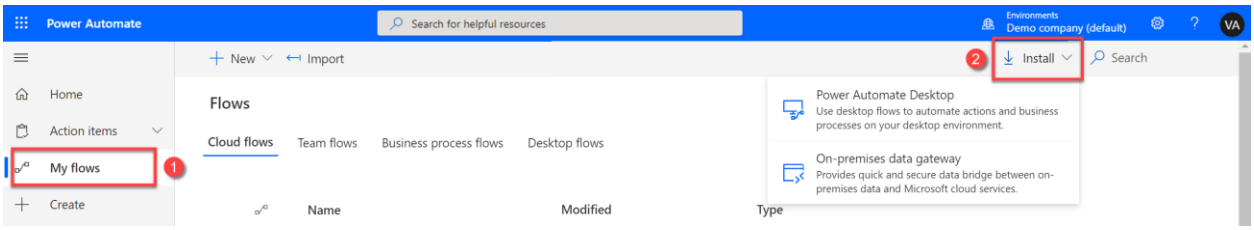


9. Next Launch Power Automate Desktop. In the opened window, click "Sign in" and use account that you created in Lab 1.1:

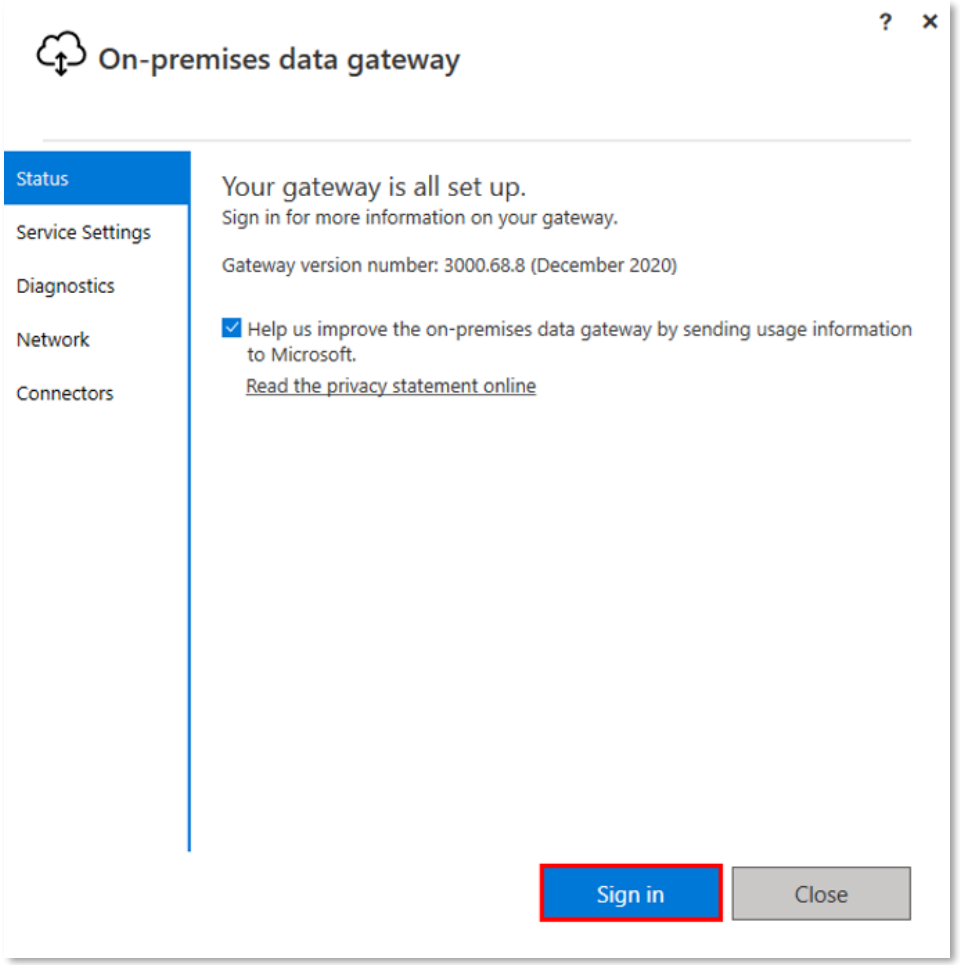


Install On-premises data gateway

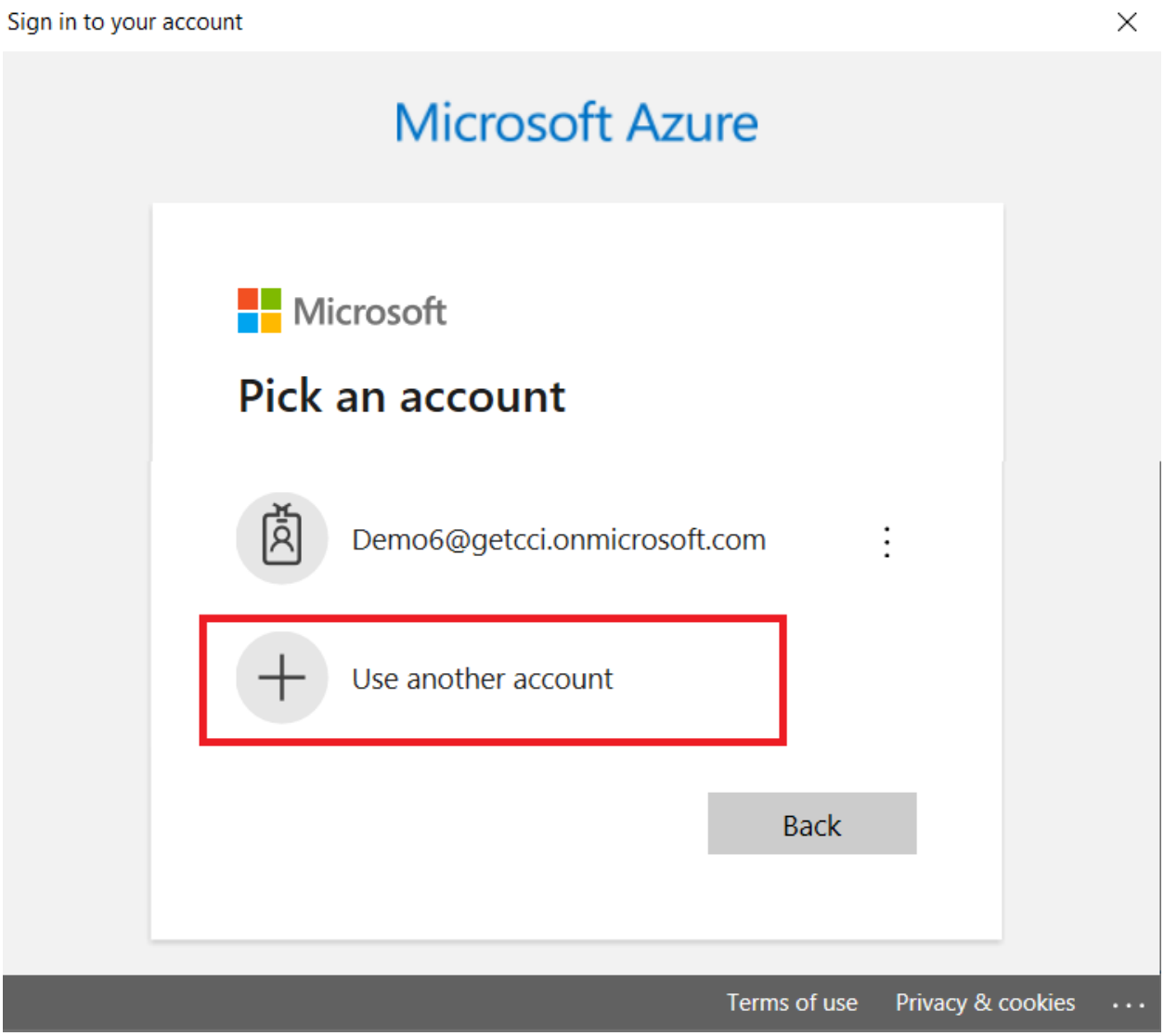
1. Navigate to https://flow.microsoft.com/ and sign in with the account you are using for the labs (created in labs 1.1):



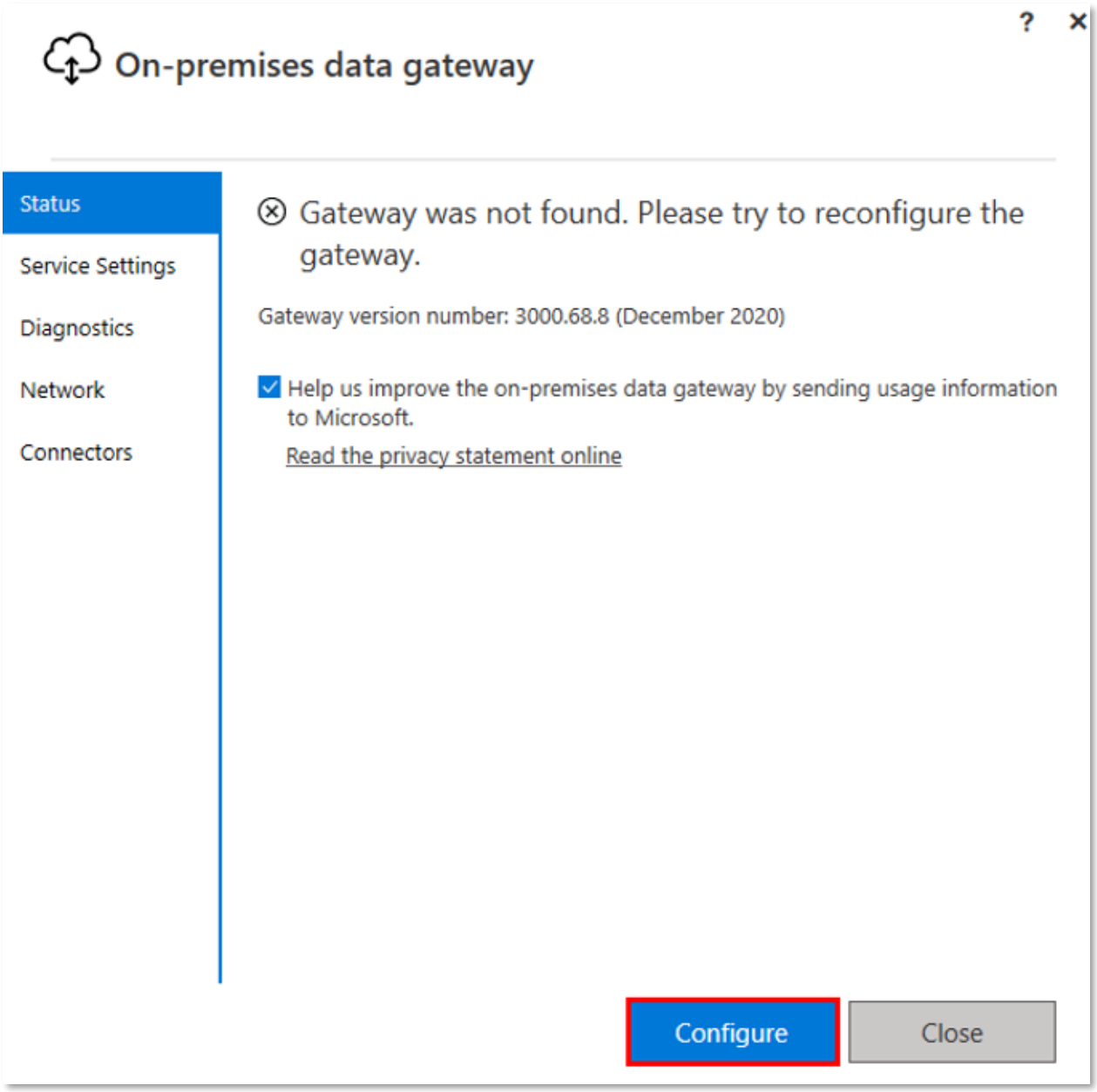
2. Click "My flows" (1).
3. Click "Install" (2) and select "On-premises data gateway".
4. Run downloaded file: GatewayInstall.exe.
5. Once installation completes, sign in using the lab Azure AD account that you created in pre-requisite 1.1 (or using the account your instructor asked you to use):



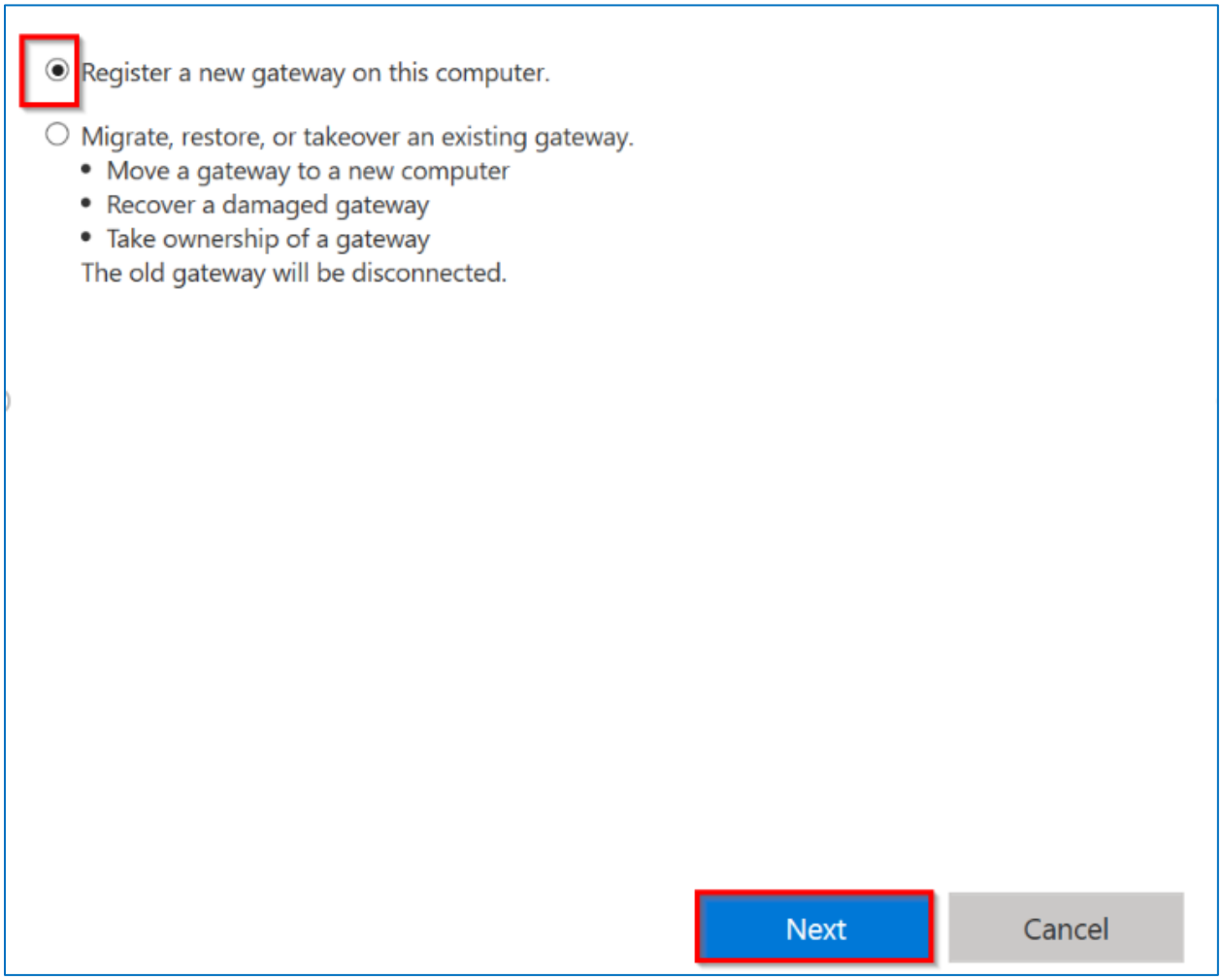
Note, be sure to select the correct lab account to signing in when prompt to:



6. Click **Configure**.

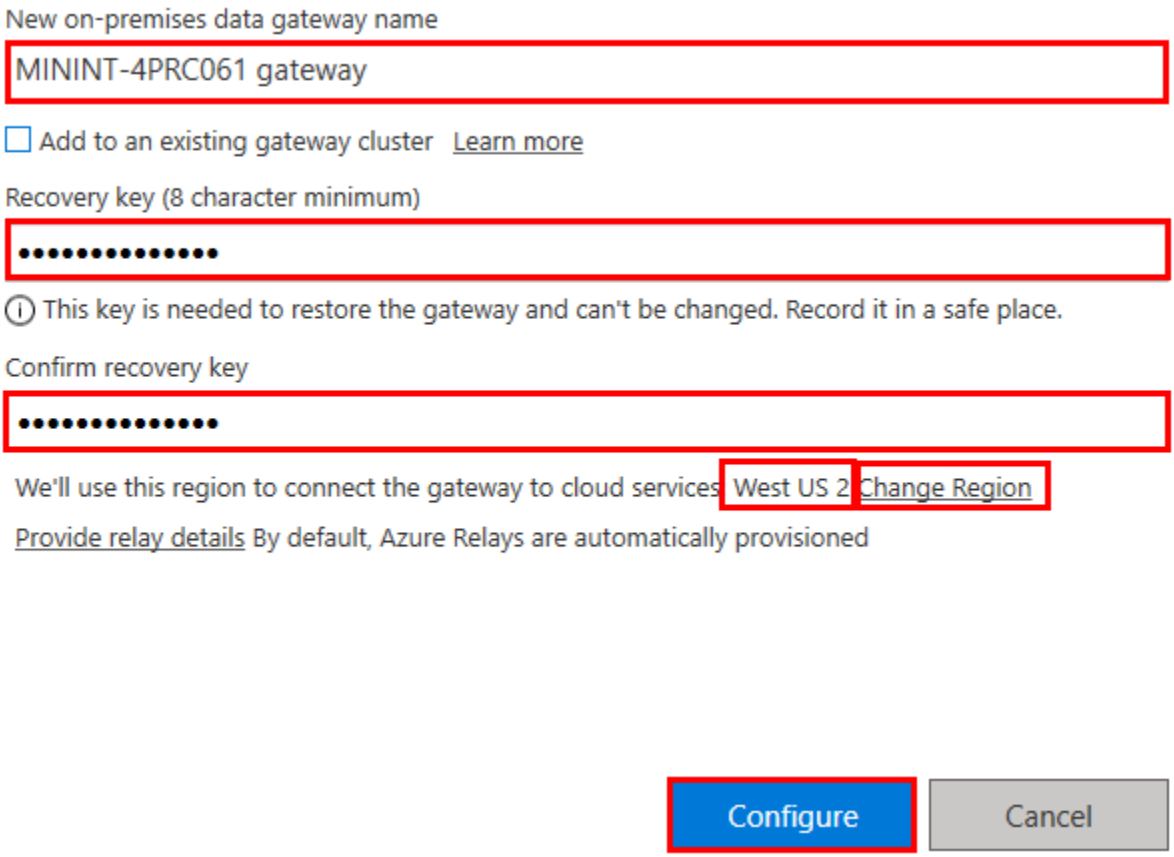


7. Select **Register a new gateway on this computer**, then click **Next.**

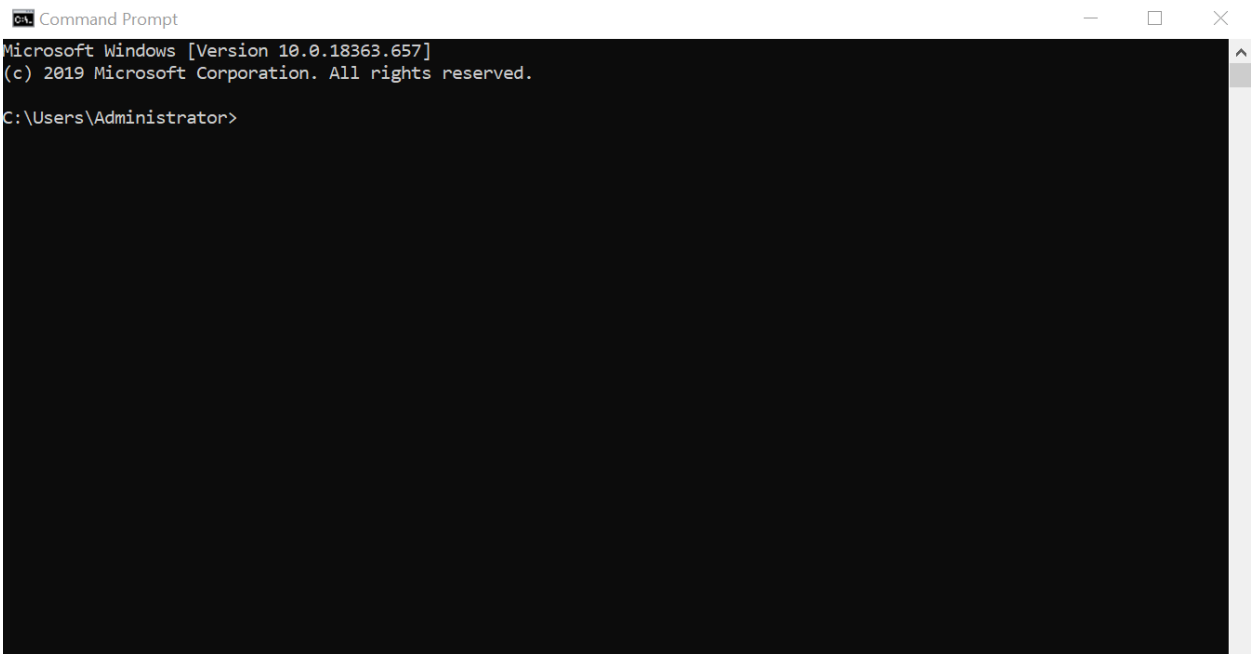


8. It is recommended to name your gateway as "**Your computer name**" **gateway**. Create a **recovery key**, then click **Configure**.

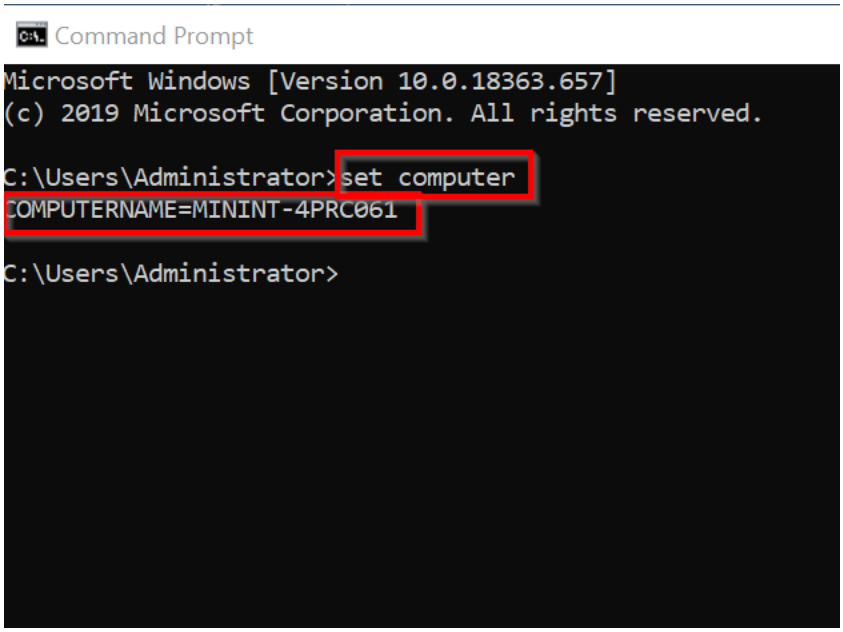
Note: the gateway region must match the region of the Power Automate environment that being used in this lab. (The environment that you created earlier, or the one your instructor asks you to use for this class. Check with your instructor if you are not sure which region the gateway should match to. By default, the gateway installer will automatically configure to use the same region as the default environment of the tenant you are using. If you must change the Gateway to a different region, click the fine text of "Change Region" as shown in the last line in the setup page below. Note, if you already finished install the gateway, but mistakenly installed to the wrong region, to switch to a different region, you have to uninstall the gateway from "Add and remove program" and reinstall the gateway.



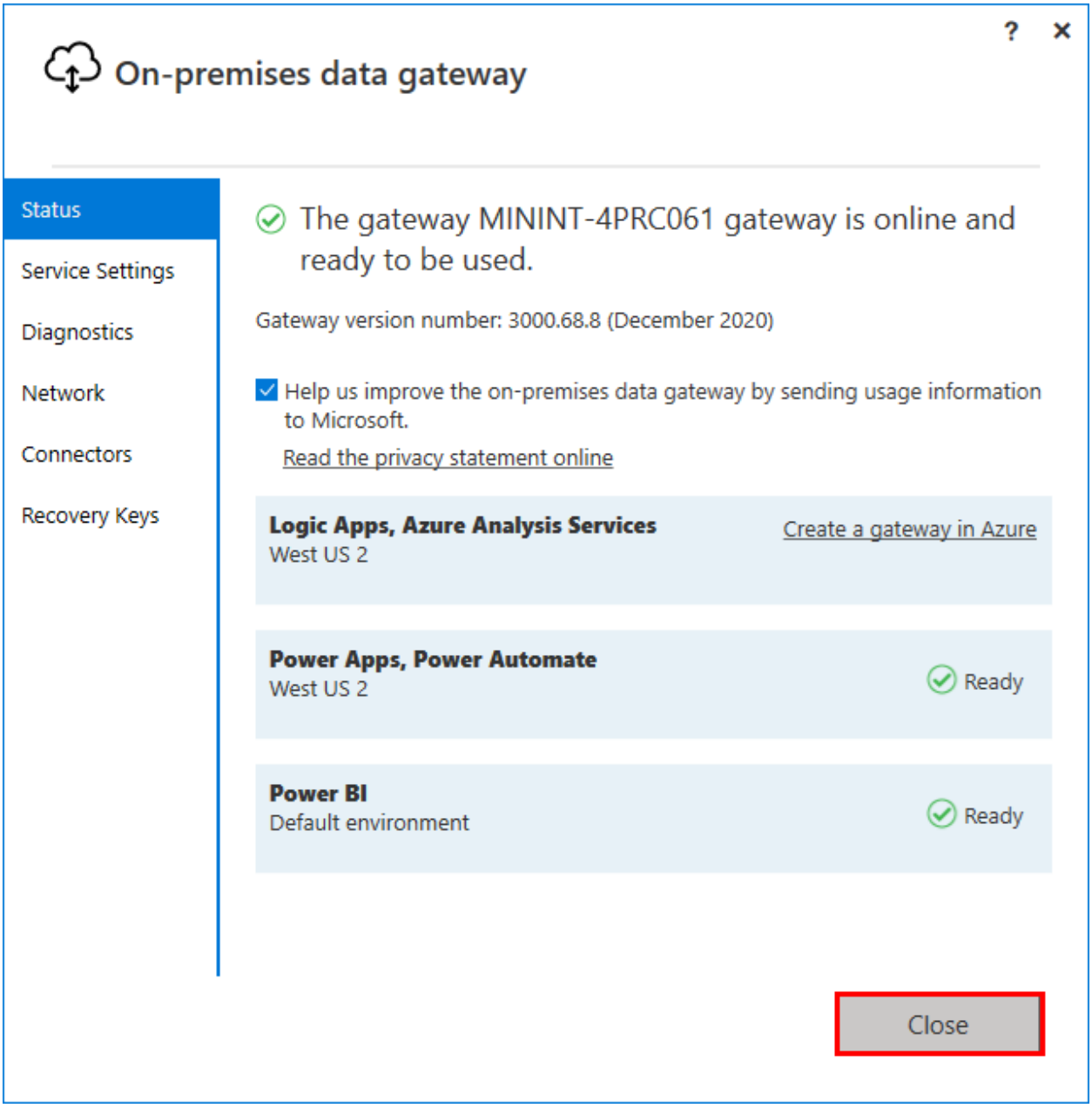
Note: You can find your Computer name on **Command Prompt**. Open **Command Prompt** on your computer.



Enter **set computer** on Command Prompt then hit enter. You will see your **Computer name**.



9. Now your gateway is ready to be used. Click **Close**.



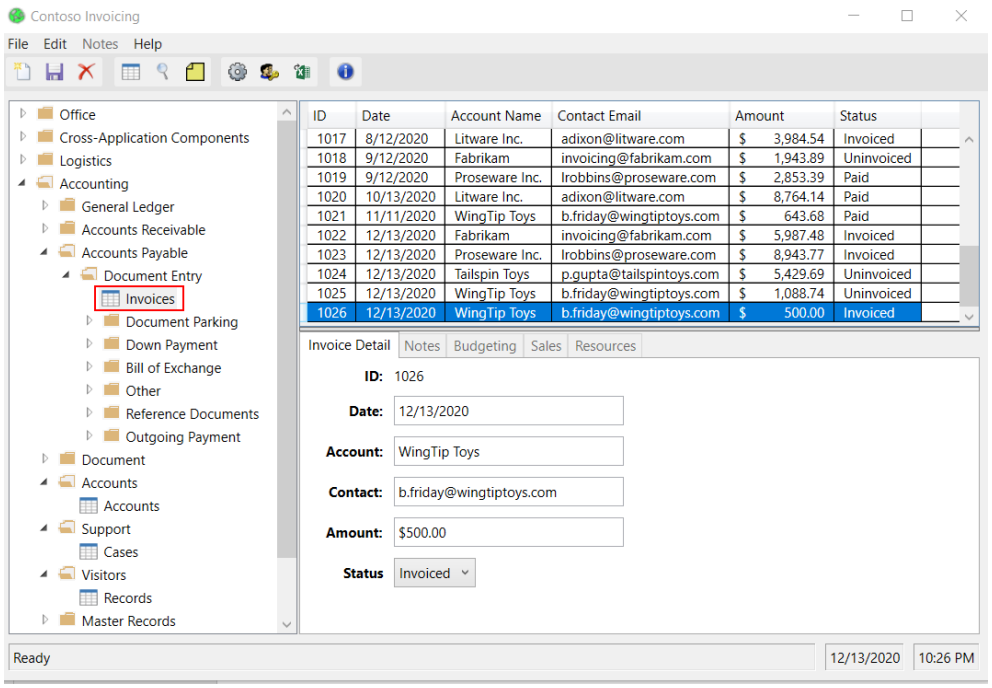
Install Contoso Invoice App (for labs to use)

1. Download and install the **ContosoInvoicingSetup** from the **lab data packages** folder.
2. Pin the app icon to the task bar for quick launch. We will use this app for both the Process advisor and Robotic Processing Automation recordings.

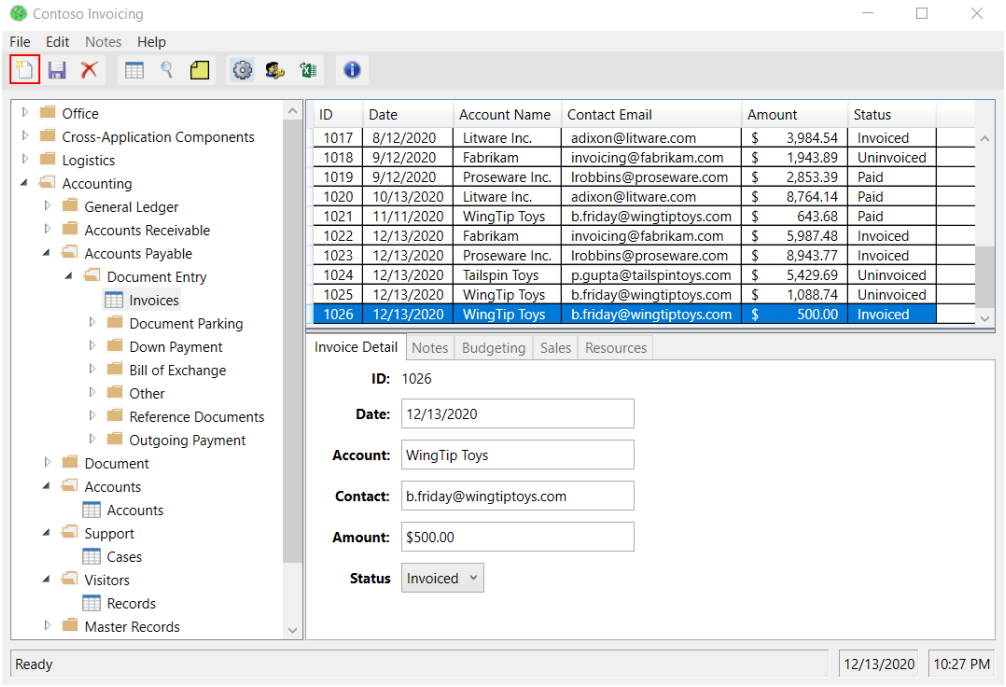
> **Note:** you will need to click "More Information" and "Run it anyway" during installation of the Contoso app if Windows Defender prompts you that the app is coming from untrusted source.

3. Now we can get familiar with Contoso Invoice App so we can better prepare for the following lab recording exercises

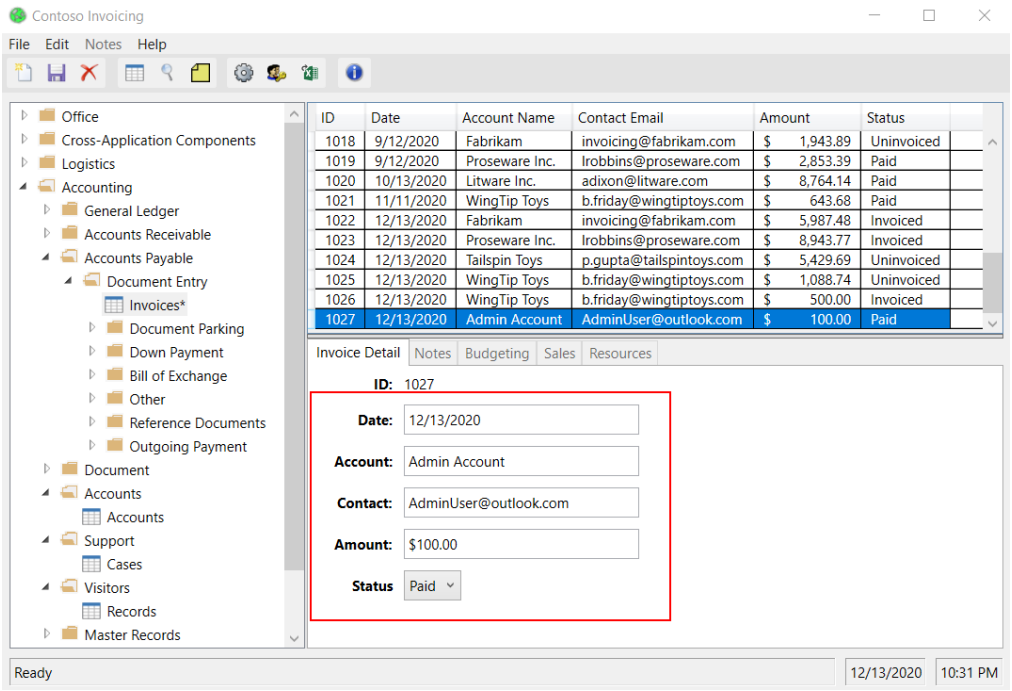
   i) Open Contoso Invoice App
   ii) Click **Invoices**



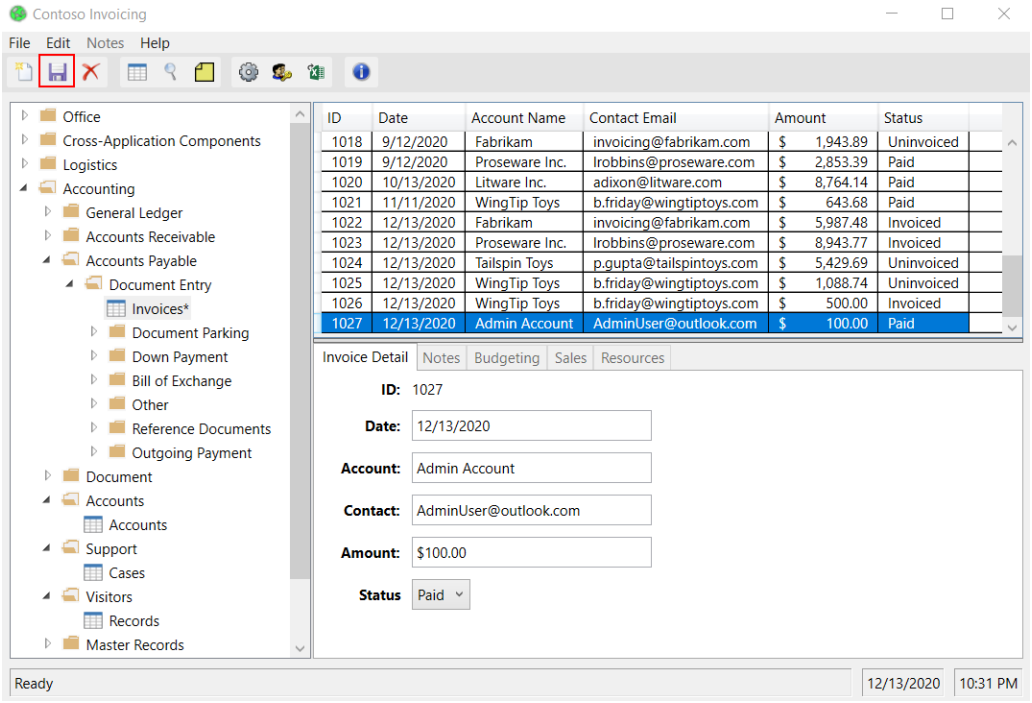
iii) Click **New record** button on the left to create a new invoice



iv) You can fill any information for the new invoice in the text boxes



v) Click **Save** button on the left to save your new invoice



That completes the pre-requisites. You are now ready for the labs.

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