Robotic Process Automation (RPA) – Bot Process Scheduling and Orchestration Standard Of Operation

RPA Platform/Tool: Automation Anywhere A360

# Purpose

This document describes the standard operating procedures for robotic process automation (RPA ) bot scheduling and orchestrating within Automation Anywhere A360 (AA) control room. AA developers and admins shall reference this document to ensure standards practices are applied in every automation process.

# Scope

These processes will ensure the automation is within the boundaries of UCOP security and infrastructure polices and procedures.

# Prerequisites

List technical and business requirements before starting the automation build:

- Software/tools needed  
- Access credentials  
- Sample input data  
- Required training or tutorials completed  
- IT approvals

# Process Overview

Provide a simple description of the workflow.  
Example:  
1. Bot checks email inbox for new invoices.  
2. Downloads PDF attachments to a local folder.  
3. Extracts invoice number, date, and total amount.  
4. Logs into ERP system.  
5. Enters extracted data into the “Invoice Entry” screen.  
6. Updates a tracker spreadsheet.

# Solution overview

Provide details and examples of how the solution was built

1. What actions were taken to perform a desired outcome, output?
2. What alternative options are available?
3. ??

# Best Practices

Document best practices you applied during the build:  
- Reused existing reusable components  
- Used clear variable names  
- Added comments  
- Included error handling  
- Tested in a development environment

Challenges Faced & Lessons Learned

Document challenges and how they were resolved.  
Example: Learned that some invoices had extra spaces in the total amount field — solved by trimming the text before entry.

# Testing Summary

Summarize testing done:  
- Test cases run  
- Pass/Fail results  
- Bugs found and fixed

# Future Improvements

List potential next steps or upgrades.  
Example: Add OCR capability for scanned image invoices.

# References

List platform documentation links, API references, or internal process manuals.

# Revision History

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| --- | --- | --- | --- |
| Version | Date | Change Description | Author |
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