

# Lab 3: Overview of Automation Anywhere Control Room

In this lab, we go greater into detail about the **Control Room** interface. Each section is explored, giving you hands-on experience with the interface. You will learn about the dashboard, monitoring bot activity, setting application credentials, device management, and user management.

As part of the cloud-based infrastructure, all actions are now done via the **Control Room** interface. We will look at this in more detail. It is key that you can confidently navigate through the **Control Room** interface. This interface is your single platform to design, build, and manage your RPA solution. We will cover the following sections of **Control Room** in this lab:

- Exploring the home screen
- Understanding the dashboard
- Viewing RPA activity
- Managing bots
- Managing **My Devices**
- Managing user administration

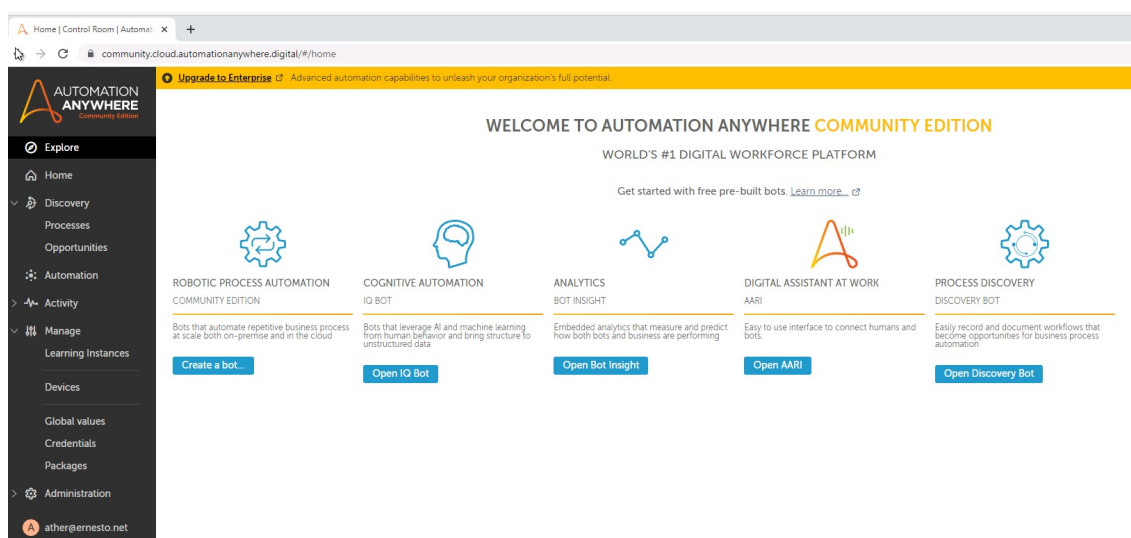
## Technical requirements

The following requirements are necessary:

- Google Chrome
- Logged on successfully to Automation Anywhere Community Edition
- A successfully registered local device

## Exploring the Explore screen

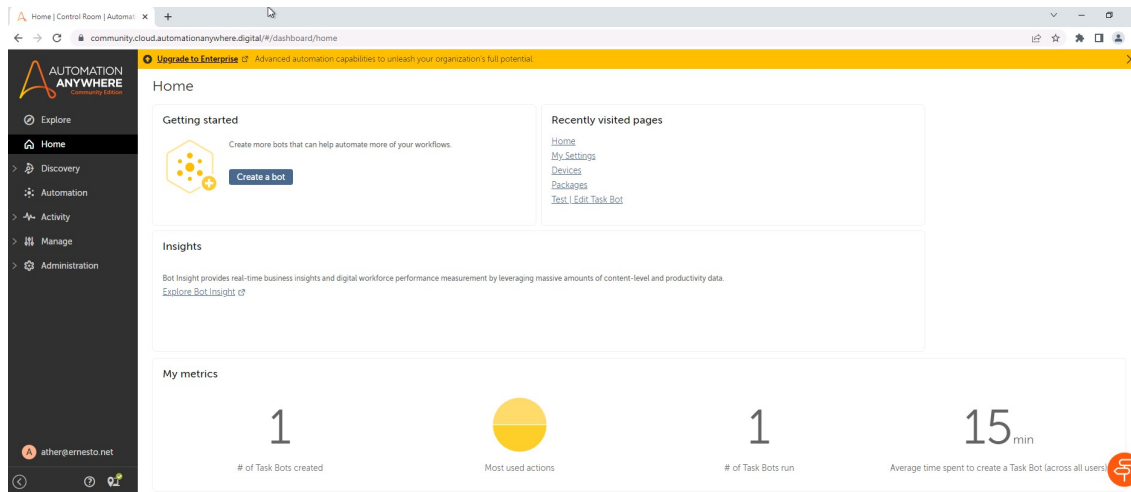
The explore screen is the first interface presented to you when you initially log on to **Control Room**. You will notice shortcuts to some of the exciting features available for you to explore:



Getting familiar with the **Control Room** interface is important so that you have a clearer understanding of how to best utilize all its features. We will explore all sections of **Control Room**. The next section is the dashboard, which shows more information on the status of your activity and bots.

## Understanding the Homepage

The dashboard acts as the information and metrics section. It is split into two main sections: the top section contains a few shortcuts, while the bottom section shows bot metric data, as shown in the following screenshot:



The available shortcuts on the dashboard are as follows:

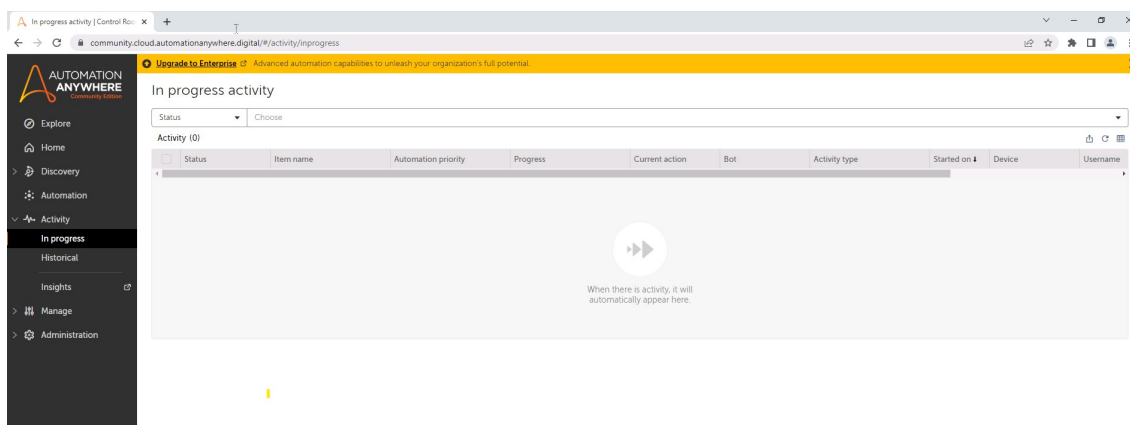
- Creating a new bot
- Launching bot insights
- Your recently visited pages

The metrics will display the number of bots you have created, data on the success and failures of these bots, as well as performance-related data. Other metric data is also available through bot insights, including return on investment analysis, transactions processed in terms of volumes and speed, and the efficiency of bots, to name a few. As we have not built any bots yet, the metrics data will be sparse.

The dashboard displays aggregated data for a period of time. We can view the activity of individual bots in the next section. The **Activity** section goes into a more granular level of detail about the metrics.

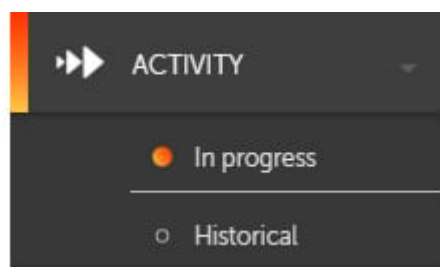
## Viewing RPA activity

The **Activity** section shows the current and historic status of your bots and devices. This is in the form of a list. By clicking on the **ACTIVITY** option from the menu pane, you will see the following interface:



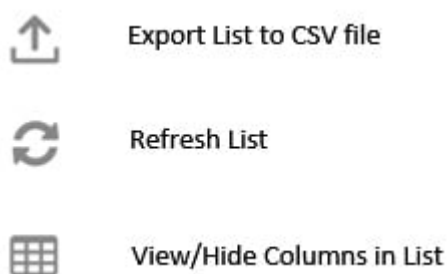
You can quickly identify which bot is running on which device. A device is the desktop that bots are deployed to. In *Lab 2, Installing Automation Anywhere*, we went through how to add, register, and connect your local device.

There are two sub-sections to the **Activity** page, showing **In progress** and **Historical**:



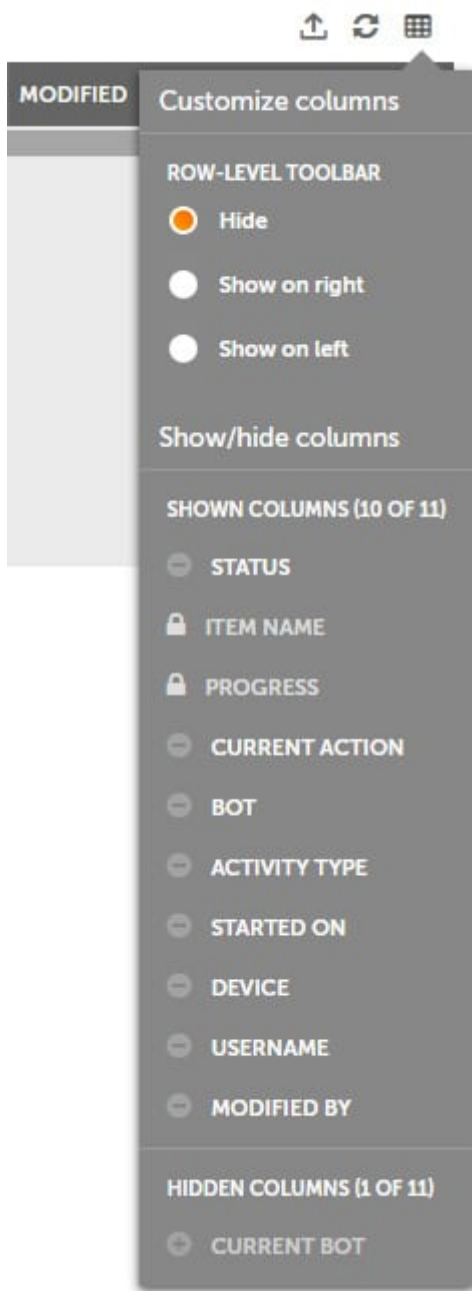
Both of these sub-sections display a list of your bots or devices. The **In progress** list shows the bots that are currently active, and the **Historical** screen lists bots with a completed status. It displays all bots and all devices that are managed within **Control Room**.

A number of options are available through the icons on the right, just above the activity list:



This list can be configured to show/hide different columns. A number of columns are available, including **STATUS**, **CURRENT ACTION**, **BOT**, **ACTIVITY TYPE**, **START TIME**, **USERNAME**, and **DEVICE**, to name a few.

For the purpose of routine management reporting or further analysis, the list can be exported as a CSV file. You can modify the columns you wish to view or export. Here, you can see all the columns that are available. Each one can be set to be visible or hidden:



You can also search and apply a filter to the list of bots or devices. The search and filter functions are available in the top part of each sub-section, as shown in the following screenshot:

## In progress activity

Status	Choose
Status	
Current action	
Current bot	
Bot	
Activity type	
Device	

NAME	CURRENT ACTION	PROGRESS

So far, all the sections we've seen really come into force once you have built and deployed some bots. They help monitor and manage your bots and deployment.

The next section we will look at is **BOTS**. This section concentrates more on bot development.

## Managing bots

Bot management and deployment are performed in this section. The **BOTS** section is one of the key sections when it comes to building and managing bots.

### My bots

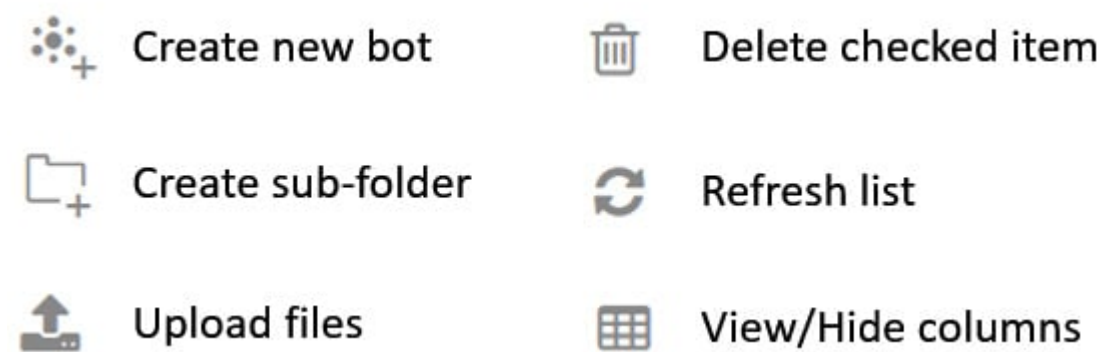
All your bots are visible here. They are presented via folders and files related to your bots. Automation Anywhere uses a pre-defined file structure, the root folder being `Bots`. This folder structure is an exclusive storage area for your account. Within the root folder, you can create new folders, the standard practice being to create a folder for each individual bot or a bot category.

Click on `Automation` from the left menu. As you can see, the folder structure is displayed on the left pane and the contents on the right:

The screenshot shows the Automation Anywhere web interface. On the left is a sidebar with navigation options: Explore, Home, Discovery, Processes, Opportunities, and Automation (selected). The main area is titled 'Automation' and shows a 'Folders' pane on the left with a tree view containing 'Bots'. The right pane displays 'Files and folders (3)' in a table format:

	Type #1	Name #2	Status	Size	Last modified
<input type="checkbox"/>	Folder	Document Workspace Processes	N/A	N/A	1 day ago
<input type="checkbox"/>	Folder	Sample bots	N/A	N/A	1 day ago

There are a few options available for each file and folder within this interface, as shown in the following screenshot:

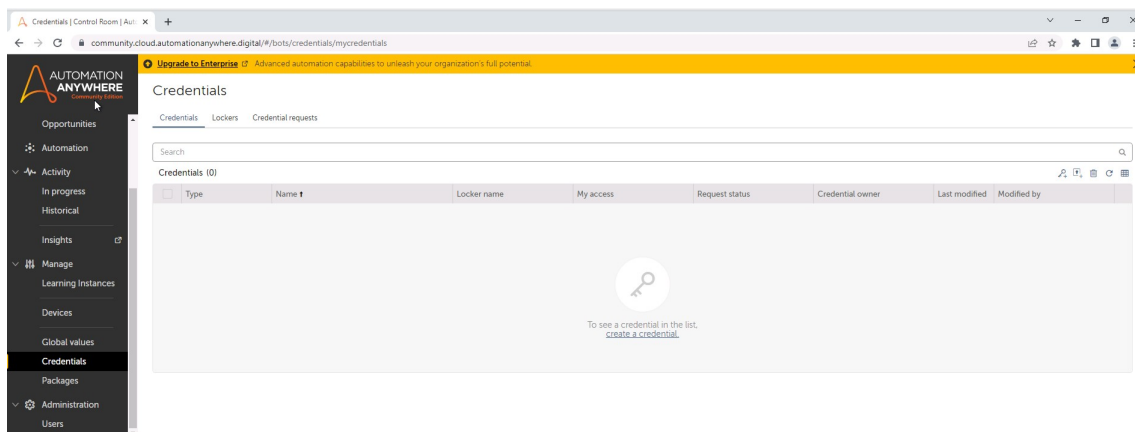


There is also a search facility available to help find your bot files more easily.

As you build your bots, you may need to access secure desktop or web applications that need log-in credentials. The next sub-section describes a feature used to manage these credentials.

## Credentials

The **Credentials** sub-section has three tabs. These are **MY CREDENTIALS**, **LOCKERS**, and **CREDENTIAL REQUESTS**. All credentials are created under the **CREDENTIALS** tab.



When we build a bot, it performs a series of actions. Automation Anywhere has hundreds of these actions available. They are all categorized into groups that are known as **packages**.

## Packages









A package is essentially a group of actions available to build the tasks you want to perform. This list can be customized to view or hide columns as needed. A **Search** facility is also available to help find the required package, as shown in the following screenshot:

## All packages

Name ▾

Search

Packages (76)

	STA...	NAME ↑	# OF ACTIONS	VERSION	
<input type="checkbox"/>		<a href="#">Analyze</a>	2	2.1.0-20200204-154550	<div></div>
<input type="checkbox"/>		<a href="#">Application</a>	1	2.0.0-20200131-085947	<div></div>
<input type="checkbox"/>		<a href="#">AWS Comprehend NLP (Beta)</a>	4	0.1.0-20191001-174008	<div></div>
<input type="checkbox"/>		<a href="#">AWS Comprehend NLP (Beta)</a>	4	0.2.0-20191107-111107	<div></div>
<input type="checkbox"/>		<a href="#">Boolean</a>	6	2.0.0-20200131-085949	<div></div>
<input type="checkbox"/>		<a href="#">Bot Migration</a>	1	1.1.0-20200208-020245	<div></div>
<input type="checkbox"/>		<a href="#">Browser</a>	3	2.0.0-20200127-180439	<div></div>
<input type="checkbox"/>		<a href="#">Clipboard</a>	3	2.0.0-20200131-085958	<div></div>

Each package may have several versions. These can be managed, allowing specific versions to be used for each bot. From the preceding package list, you can see how many actions each package consists of. You will see the following options for each package:

- **Versions available**
- **Actions available**
- **Iterators available**

As new actions are added or old ones are superseded, any version of a particular package can be used. The version is selected via the drop-down version selection menu in the top pane.

The following screenshot shows the **Email** package as an example. The package details show the package version at the top, followed by actions and iterators:

## Email

[< Back](#)

This page shows the package details of the selected version. You can also select a different package version and update the installed version.

Versions

2.0.0-20200206-135926 (Default) ▼

### PACKAGE DETAILS

Name	Description	Version	Status
Email	Provides actions to perform email operations.	2.0.0-20200206-135926	Default

### ACTIONS

### ITERATORS

### Actions (13)

- ✉ Change status ⌵
- ✉ Check if folder exists ⌵
- ✉ Delete all ⌵
- ✉ Delete ⌵
- ✉ Disconnect ⌵
- ✉ Connect ⌵
- ✉ Forward ⌵

You can see the list of actions that the bot can use when working with email automation. This is a comprehensive list, including actions such as **Change status**, **Delete**, **Forward**, **Reply**, **Send**, and so on.

In the following screenshot, we can see that an iterator is also available to help with our bot:

### ACTIONS

### ITERATORS

### Iterators (1)

- For each mail in mail box ⌵  
Iterator for each mail in mail box  
Name  
loop.iterators.email

This means a pre-defined function is available that will loop through a specified mailbox. As packages are updated and new ones available, this will be presented here in the **Packages** sub-section. This is all done automatically, as Automation Anywhere is a cloud-based application.

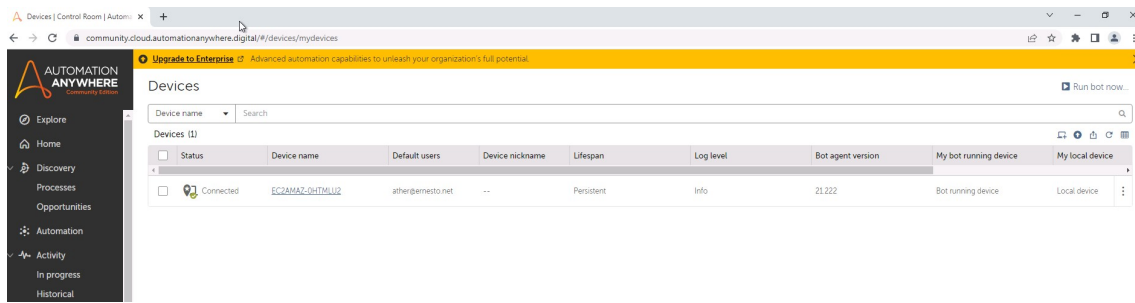
Once bots are built, they need to be deployed to a device. In the next section, we will look at **My devices**.

## Managing your devices

Building bots aside, we need to deploy them to desktops. These can come in the form of laptops, desktop machines, virtual machines, and so on. In this section, all your devices are listed. Every device that needs to be deployed should



be on this list. By selecting the **DEVICES** option from the menu pane, you will see the following interface:



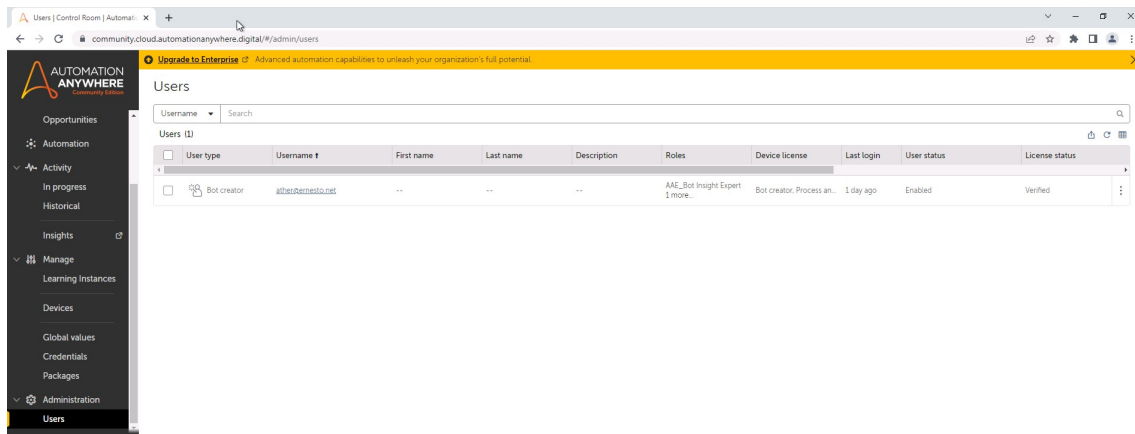
To set this up, a device needs to be installed with a Bot agent and registered and connected to the control room.

In the previous lab, we went through the process of setting a device up and connecting it to the **Control Room**. All your devices that are available on the network can be set up in the same way.

After your devices are set up, the users need to be set up and configured. User setup is done through the administration section.

## Managing user administration

This is the centralized location where all users are set up. You can set the type of user, as well as allocate the type of license for them. By selecting **Users** from the **ADMINISTRATION** option on the menu pane, you will see the following interface:



The easy-to-use intuitive interface of Automation Anywhere **Control Room** makes managing bots, devices, and users very easy.

## Summary

You should now be comfortable with Automation Anywhere's user interface, having a clearer understanding of all the configurations needed to design and support your bot. You will understand why features such as security, reusability, and a simple interface make Automation Anywhere an award-winning RPA tool and one of the industry leaders. You should now have an overview of the **Control Room** interface and its features.

In the next lab, we will look at the development interface. You will learn how to navigate the hundreds of actions available, as well as the different methods available to build a bot. Automation Anywhere provides a graphical interface to map out a process as well as a drag-and-drop-based option. These are the three methods for building and designing a bot: *Flow*, *List*, and *Dual*. You will also understand bot packages in more detail, as well as dependencies and properties.

All this will set you up to start building your first working bot using Automation Anywhere .