Lab Guide

IBM RPA Scheduling

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Hands-on Lab

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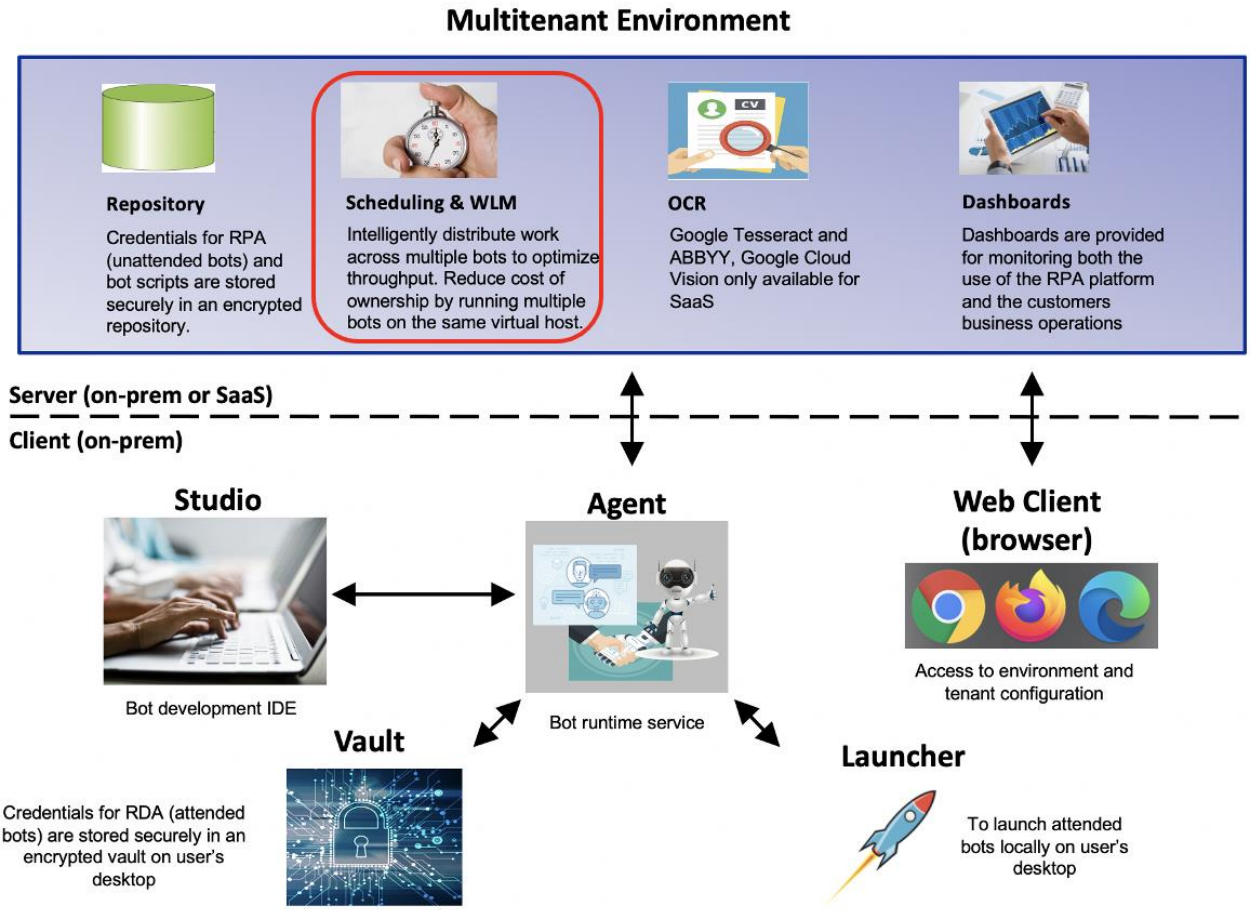
Table of Contents

1 Introduction 4
1.1 Use Case 4
1.2 Prerequisites 4
2 Upload your script 5
3 Create a schedule 7

1 Introduction

In this lab you will learn the basics of scheduling bots with IBM RPA. We will cover the things you need to do in order to schedule a bot and how to create the actual schedule.



1.1 Use Case

No real business use case. Just a technical run-through of the steps to schedule a bot.

1.2 Prerequisites

None. You have everything you need in your lab environment. Let's get started!

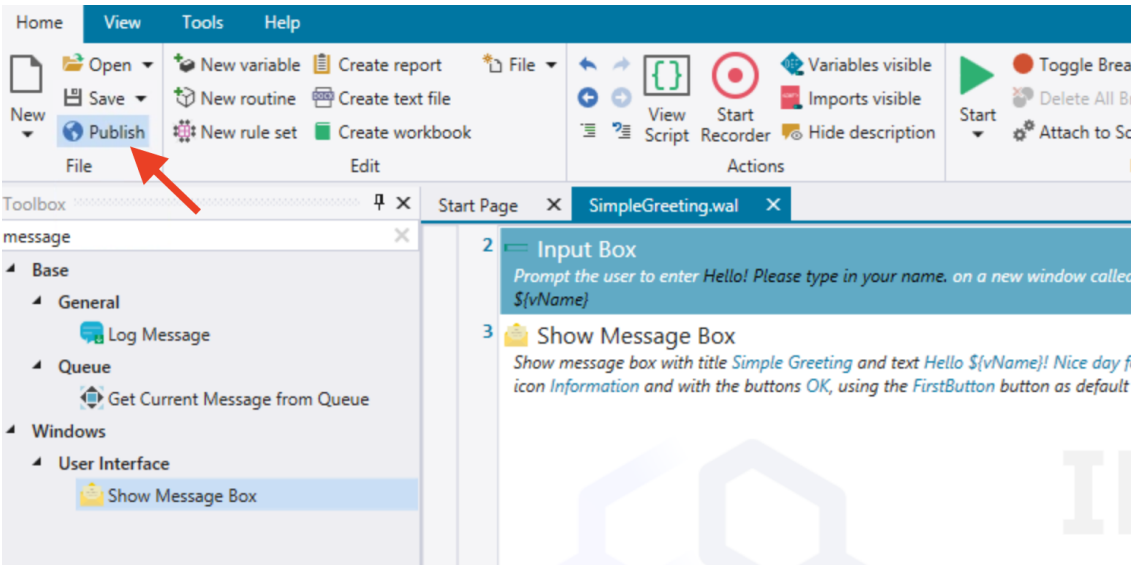
2 Upload your script

In order to schedule your script, you first need to upload it to your RPA server / tenant.

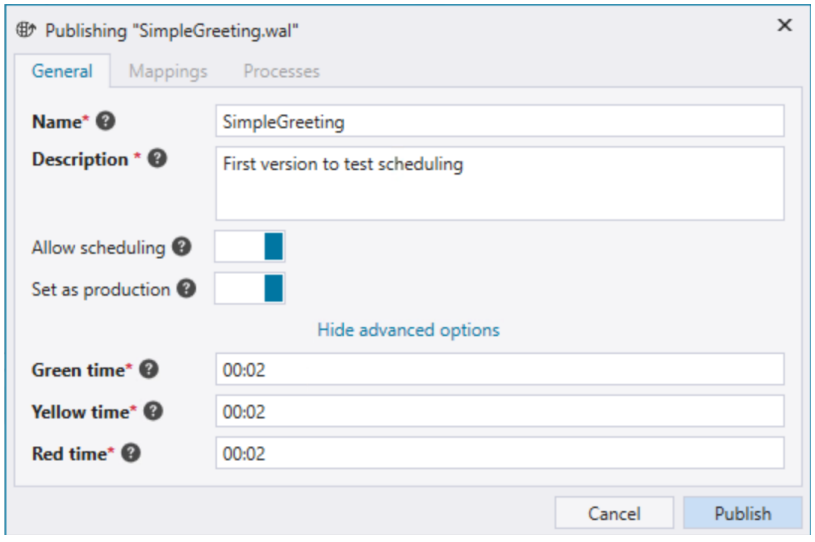
1. In IBM RPA Studio, open script **SimpleGreeting.wal** from inside the zip in this lab folder

   This is just a simple script that first asks you to type in your name and then displays a message box with a greeting with your name. If You want, you can test it by running it in the Studio. Just hit the Start icon in the top toolbar.

2. When the script is open and selected in the Studio, click **Publish** in the Studio toolbar.



3. This will open the Publishing configuration window.



   If you want, you can set a description. Notice that there are two options you can enable: **Allow scheduling** and **Set as production**. Obviously, when we want to schedule our bot, we need to enable the first one. The second one is not necessary for scheduling, but when

you're uploading a first version for your bot, it's recommended to set it as a production version. **So, you should enable both of the options**.

Click **Show Advanced Options**. These additional values can be set, but are optional. Green time represents the optimal execution time for the bot. Yellow time the expected average execution time and the Red time the maximum expected execution time.

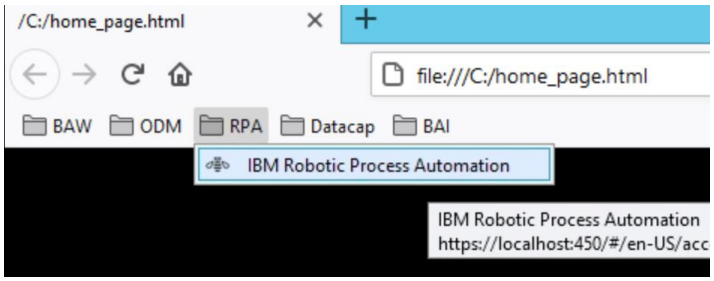
For scheduling the **Red time** is important because it is used to identify "hanging" bots and to clean them up automatically. *If the scheduled bot exceeds its Red time, it will be automatically stopped*.

For our test script here, we can leave the advanced options as they are. Click **Publish** to publish the script to your server.

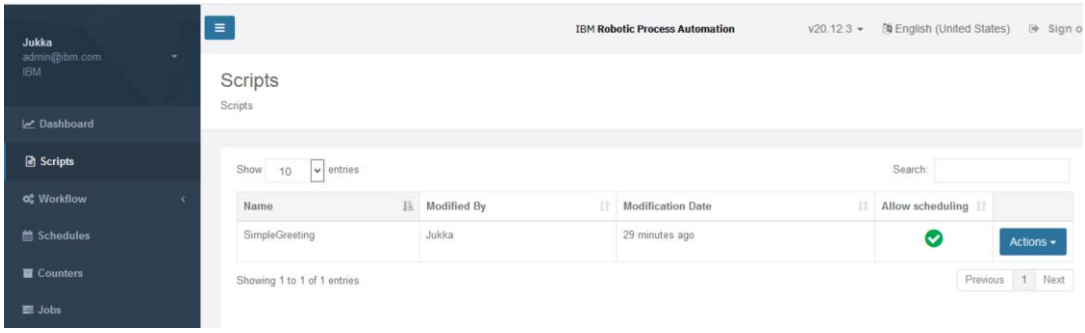
3 Create a schedule

Schedules are created and managed using the IBM RPA web console.

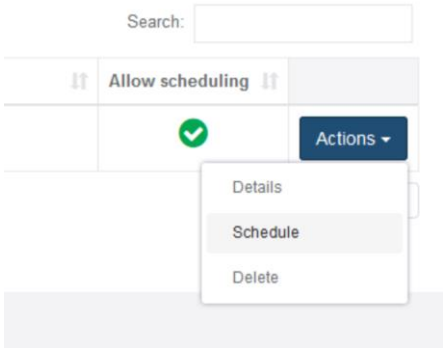
1. Open Firefox browser (icon in the Windows task bar) and navigate to your RPA server's web console using the bookmarks menu **RPA → IBM Robotic Process Automation**.



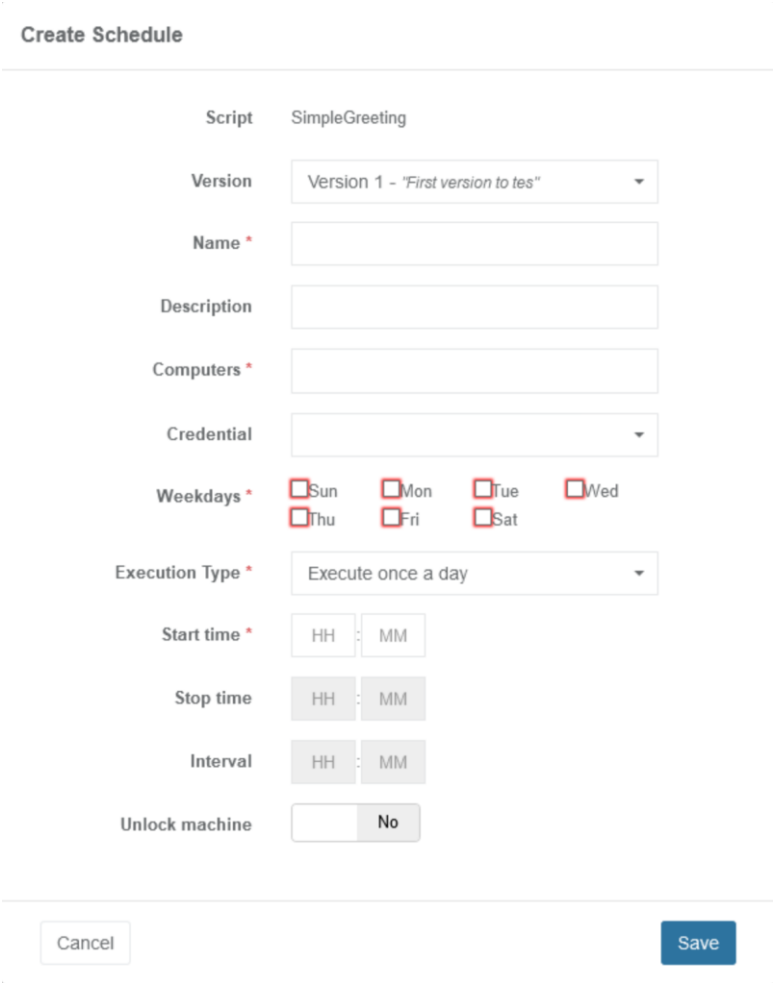
2. Login using your admin username and password. This will open the web console and you should see your uploaded script in the Scripts view.



3. Select **Actions** for your script and then click **Schedule**.

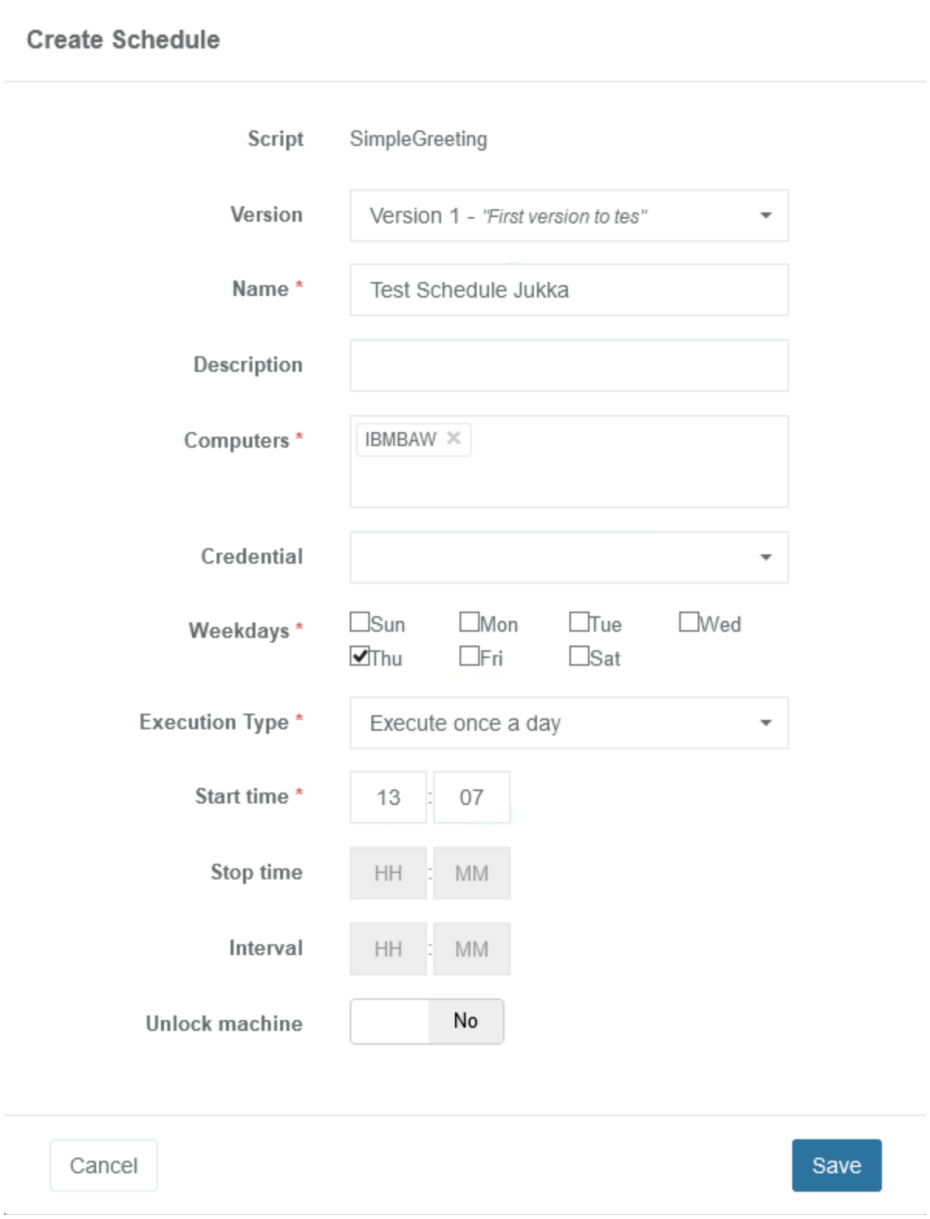


4. The schedule configuration window opens.



All the mandatory fields are marked with a * sign. These are: **Name**, **Computers**, **Weekdays**, **Execution Type** and **Start time**. If you change the Execution Type to "Execute more than once a day" then you need to set also the Stop time and the Interval.

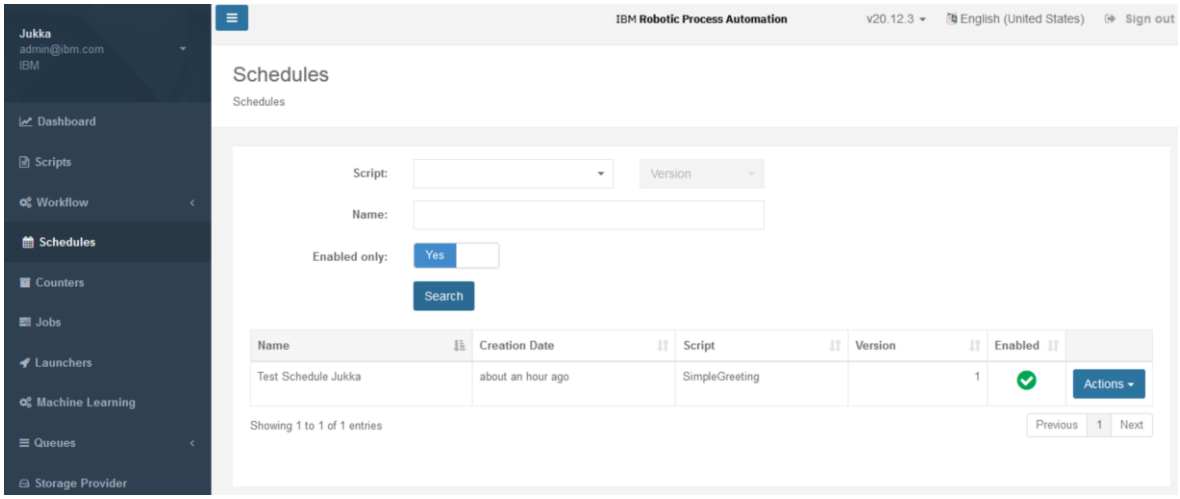
5. Select Execution Type "**Execute once a day**" and fill in the mandatory fields. For Weekdays select **the current weekday** and for Start time (24h clock), time that is **at least 2 minutes in the future**. We only have one computer / agent connected to our server (the computer that we're using here) and for computer you can only select **IBMBAW**.



Since we know that our computer is unlocked, we do not need to care about the **Credential** nor the **Unlock machine** options. These can be used to unlock the computer when the scheduled bot need to run.

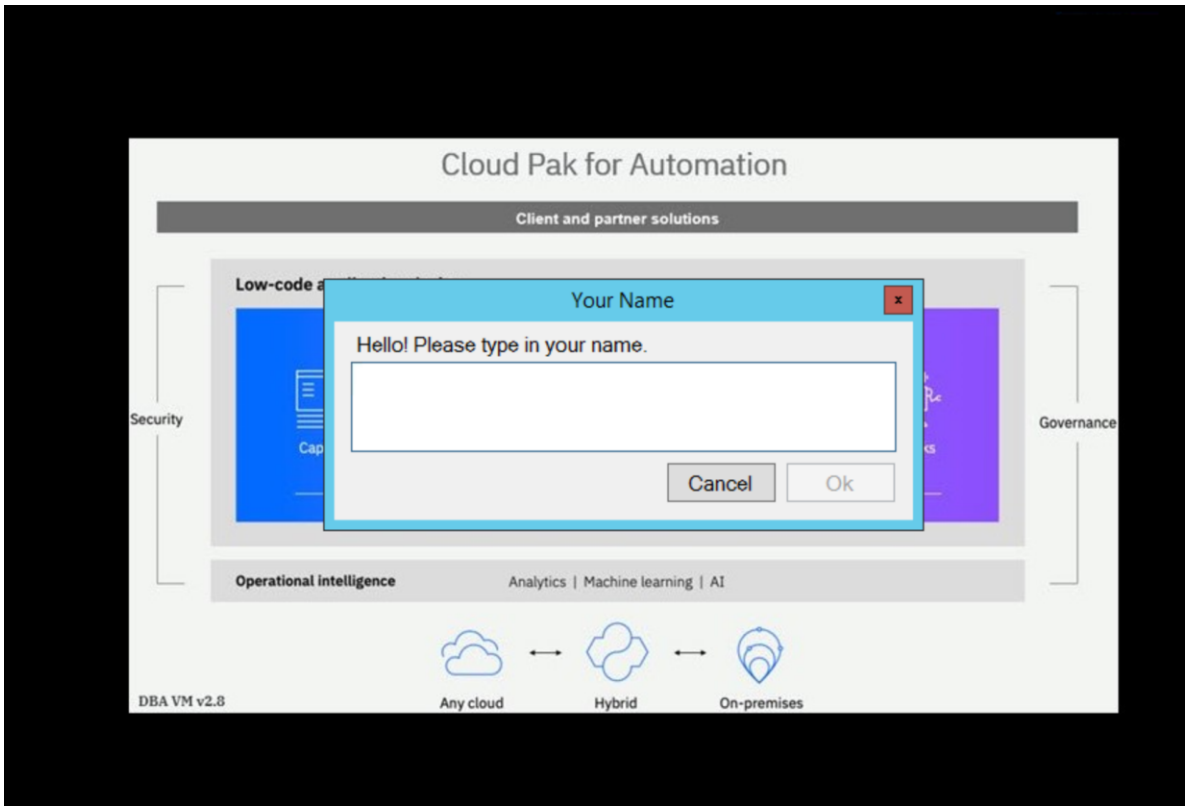
6. When done with the configuration, click **Save**. This will save the schedule configuration that will also be instantly sent to the computer. If the named computer is offline, it will get the schedules from the server when it's started again.

7. Move to Schedules view to verify that your schedule is visible within the active schedules.



Note that here you can edit or disable the schedule using the Actions menu at the end of the schedule row. Do not change anything for now.

8. Close or minimize the Browser and Studio windows and wait for our scheduled bot to run. At your defined time you should see the bot running when the input text box appears to your desktop.



Nicely done! This concludes the lab.