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# SAP Intelligent RPA Store User Guide

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# Content

# 1 Store User Guide

The SAP Intelligent Robotic Process Automation Store (the 'SAP Intelligent RPA Store') is available worldwide and can be accessed directly from the SAP Intelligent Robotic Process Automation Factory by all registered tenants. A search feature, various filters, and content descriptions make it easy to find what you're looking for.

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SAP is free to retire business content at any time from the SAP Intelligent RPA Store. All business content is versioned and only the latest version is available for download.

> ⓘ Note
>
> Starting from September 18, all IRPA store content, created with Desktop Studio (IRPA version 1), is being retired. As a result, this content will no longer be available in the IRPA store. See Transition Guide.

Learn how to use the SAP Intelligent RPA Store as the Guide takes you through each of the following activity step by step.

- Explore the Store [page 3]
- Get a Store Package [page 6]
- Deploy a Store Package Immediately for Testing [page 7]
- Reuse a Store Package in the Desktop Studio [page 7]

## 1.1 Explore the Store

Find automation packages relevant to your needs in the *Store* .

### Prerequisites

To access the Store, simply launch the SAP Intelligent Robotic Process Automation Factory.

### Procedure

1. Click *Store* in the top menu bar.

   The Store window opens, showing each available package as a tile.

2. **Optional:** Use the filters and/or the search field to limit the packages displayed to ones that are relevant to your needs:

- Select the Catalog filters on the left to filter Store packages by *Business Content*, *Intelligent RPA SDK* and/or *Learning*.

  > ⓘ Note
  >
  > The learning catalog offers learning packages to get started with the SAP Intelligent RPA tool. These packages allow you to learn best practices by reusing the most common flows to design your first projects.

- Select a lifecycle status filter on the left to filter Store packages by *Hidden* or *Deprecated*.

  > ⓘ Note
  >
  > Select *My Contributions* to filter all the packages you submitted to the Store.

- Select the Design Tool filters on the left to filter Store packages containing artifacts from the V1 release (*Desktop Studio*) and/or artifacts from the V2 release (*Cloud Studio*).
- Select one or more filters on the left to filter the available Store packages by Application (for example SAP S/4 HANA Cloud), Category (for example Development or Legal Services ), Line of Business, or Industry.
- Enter suitable search terms in the search field and press `Enter`.
  With the completion feature, the filters suggested in the search field match the filters listed on the left. Click on a suggested search term to add the matching filters to your search.

> ⓘ Note
>
> The number next to each filter tells you how many corresponding Store packages are currently available.
>
> You can clear filters by clicking ✕ on a tag or *Remove all filters* under the search field.

Each item shown represents one Store package.

You can sort the results by *Last Updated* or by *Name* (ascending or desending).

3. Click a package to open the overview page of a package and the contents.

| Sections | Content |
|---|---|
| **Header** | <ul><li>Name of the package.</li><li>Publisher of the package.</li><li>Design tool of the package.</li><li>Summary of the automated task.</li><li>Tags that characterize the package.</li></ul> |
| **Body** | <ul><li>Description that explains the purpose and prerequisites of the package. This description can include the key process steps covered.</li><li>Media section to view additional material such as images.</li><li>Lines of business and industries corresponding to the package.</li><li>Associated documentation.</li></ul> |

| Sections | Content |
|---|---|
| | **ⓘ Note**<br><br>The associated documentation can include links to documents containing files that you uploaded to the Store. |
| **Package Details** | • Version of the package.<br>Click *Show All Versions* to see all the different versions of the package.<br><br>**ⓘ Note**<br><br>The package versionning is a combination of:<br>    • a first number corresponding to the number of the major version<br>    • a second number corresponding to the number of the minor version<br>    • a third number corresponding to the patch version<br><br>• Reference of the package.<br>The reference is a code to help you identify and search for your package in the Store.<br>• Date of publication of the package.<br>• Associated applications.<br>• What's New section.<br>• Artifacts contained in the package such as:<br>    • Processes<br>    • Scenarios<br>    • Automations<br>    • Applications<br>    • User Tasks<br>    • Data Types<br>    • Desktop Packages (each with a description)<br>    • Files (such as documentation and test scripts)<br>    • Dependencies |

4. **Optional:** Click on the *View in SAP Store* link to see the package overview page in the Store.
5. **Optional:** Click *Explore* to return to the *Browse Store* window.

## Related Information

## 1.2    Get a Store Package

All SAP Intelligent Robotic Process Automation Factory users can easily acquire pre-built automation from the Store.

### Prerequisites

You have browsed the Store, chosen a Store package, and clicked its tile to view details of its content in the *Details* window.

### Procedure

1. Acquire your chosen package by clicking the *Get* button to get your package.

   > ⓘ Note
   >
   > If you already have this package, click the *Update* button to update your package to its latest version.
   >
   > If you already have the latest version of your package, the text *Acquired* is shown. You still have the possibility to acquire another version of the package by clicking *Show All Versions*.

   The *Acquisitions* window is displayed and your package is shown at the top of your Acquisitions list. The status changes from Ongoing to Success on completion of acquisition.

   > → Tip
   >
   > Click the *Refresh* button to update the acquisition status.

2. Click *Packages* in the menu bar to switch to the *Packages* window.
3. Locate your new Store package in the list, and click on it.

   > → Tip
   >
   > You can sort the list using the ☰ icon.

   You are now ready to deploy the Store package for testing or to download and adapt its contents to your needs.

### Related Information

Explore the Store [page 3]
Deploy a Store Package Immediately for Testing [page 7]

## 1.3    Deploy a Store Package Immediately for Testing

Packages retrieved from the Store can be deployed immediately for testing. All or most packages contain documentation explaining how to test, configure and deploy the content.

### Prerequisites

A hierarchy and an environment must exist before you can deploy a package in SAP Intelligent Robotic Process Automation Factory. For details, see Define and Edit Environments.

### Procedure

1. Click *Packages* in the menu bar to switch to the *Packages* window.
2. Locate the Store package you want to deploy.
3. Click the ⧉ icon to deploy the package.
4. Check and if necessary, change the Deployment name and/or Environment entries in the *Deploy* dialog.
5. Click *Deploy*.

   The newly created deployment is shown at the top of the list in the *Deployments* window. The status changes from Deploying to Deployed when the operation is completed.

6. **Optional:** Click the ⯮₊ icon to add triggers.

### Related Information

Explore the Store [page 3]
Get a Store Package [page 6]

## 1.4    Reuse a Store Package in the Desktop Studio

### Context

Note that when you create a project using a template, you become the code owner and as such, you are responsible for any updates or fixes that must be performed for it.

Importing a package from the Store and saving it as a new project creates a copy, including all its content (automations, application, workflows, etc.), in your *Projects* section available for you to edit.

This new project will have no link with the original store package. If you generate a package of the new project, the version updates of your package are only possible from your tenant and not from the Store.

## Procedure

1. Launch Cloud Factory and on the *Packages* tab, click the package you want to download and modify.
2. Under *Package* in the *Browse* area, click the ⌄ icon next to *Files* to view the files that the package contains.
3. Click the archive (ZIP) file you want to download, then click *Download*.
4. Extract the contents of the archive file.
5. Launch Desktop Studio and click ▶ *File* ❯ *Open Project* ❯ in the menu bar to open a project (.pspc) file that was extracted in the previous step.
6. When you've completed modifications and tests, click ▶ *File* ❯ *Export Project* ❯ in the menu bar.

   A new export output folder is generated in the export subfolder.In addition, a raw ZIP file is created in the root export folder. Its name is: `<project name>_<project version>`.zip.

## Next Steps

You now need to decide whether to deploy the project in the Cloud Factory immediately, or open it in the Cloud Studio so that you can reuse scenarios when building a process. If you choose the first option, follow the instructions here: Import a Desktop Package.

# 1.5    Reuse a Package from the Store in the Cloud Studio

This feature allows you to reuse a package from the Store.

## Reusing a Package

You can find reusable packages available to import in the Store. Reusable packages will have the option "Save as new project" displayed on the overview page.

Importing a package from the Store and saving it as a new project creates a copy, including all its content (automations, application, workflows, etc.), in your *Projects* section available for you to edit.

> ⓘ Note
>
> This new project has no link with the original store package. If you generate a package of the new project, the version updates of your package are only possible from your tenant and not from the Store.

> ⓘ Note
>
> When you create a project using a template, you become the code owner and as such, you are responsible for any updates or fixes that must be performed for it.

**Procedure**

Follow the below procedure to get a reusable package from the Store.

1. In the SAP Intelligent RPA Factory, click the *Store* tab.
2. Select a package to open its overview page. Under the section *Save As New Project*, you can find the package status as "**Reuse the original design for building your own project**.
3. Click the *Get* button to acquire the package.

   > ⓘ Note
   >
   > If you already have this package, click the *Update* button to update your package to its latest version.
   >
   > If you already have the latest version of your package, the text *Acquired* is shown. You still have the possibility to acquire another version of the package by clicking *Show All Versions*.

4. Click *Close* to exit the *Package Versions* pop-up.
5. Click the *Packages* tab to find your package.
6. On the acquired Store package, click *More options* ••• and select *Save As... New Project*. A *Save As New Project* pop-up window appears.
7. Update the **Project Name** and **Description** (optional).
8. Click *Save*. A new project opens in the Cloud Studio.
   **Results**
   The new project is now displayed on the *Projects* tab and you can modify its content and create new workflows.

# 1.6    Submit a Package to the Store

> ⓘ Note
>
> This feature is restricted to SAP Partners only. To learn more about the SAP Partner Program, see Become an SAP Partner🔗 and Partner Edge Portal🔗.

> ⚠ Caution
>
> Only users with **MANAGE** privileges can submit a package to the SAP Intelligent RPA Store. For more information on privileges, see IRPAProjectMember/Delegate and Privileges.

## Prerequisites

- You have generated a package of your project in the Factory. For more information, see Generate a Package.
- You have released your package. For more information, see Package Versioning and Lifecycle Management.

## Procedure

1. On the *Packages* tab, select your package to display its version and click ••• on the version you want to submit to the Store.
2. Select *Submit to Store*. A *Create a new Store Submission* window appears.
   Fill in the content of the multiple sections to submit your package to the Store.

### Description Step

1. Enter
   1. A name.
   2. A summary to briefly introduce the package
   3. A description of your package.

   > ⓘ Note
   >
   > A detailed description will help other users better understand the content and purpose of your package.

2. Select a Catalog.
3. Select a Category.
4. **Optional:** Select a Line of Business
5. **Optional:** Select one or more Industries.
6. **Optional:** Select one or more tags.
7. **Optional:** Save as a new project.

   > ⓘ Note
   >
   > Saving your package as a new project will generate a project based on the original design of your package. This new project will be accessible in the SAP Intelligent RPA Factory.

8. Click *Next* or *Save as a Draft* to submit your package at a later stage.

### SAP Store

1. **Optional:** Add a link to the SAP Store for the purchase of the package you are submitting.
2. Click *Next* or *Save as Draft* to submit your package at a later stage.

> ⓘ Note
>
> You can save your submission as a draft and add the SAP Store link later.

**Media Step**

1. **Optional:** Click ✛ to upload a picture to illustrate your package.
2. **Optional:** Click *Add Document* to attach documents to your package (supported formats: **.docx** ; **.txt** ; **.pptx** ; **.xlsx** ; **.pdf**).

> ⓘ Note
>
> The associated documentation can present indications on how to use the package.

3. **Optional:** Click *Add link* to attach links to your package.
4. Click *Next* or *Save as Draft* to submit your package at a later stage.

**Configuration Step**

1. **Optional:** Define a reference for your package.
2. **Optional:** Click *Add Application* to add applications and their version that can be associated with your package.
3. Click *Next* or *Save as Draft* to submit your package at a later stage.
   Once the package is submitted to the Store, the applications can be used to filter the content for your search.

**What's New Step**

1. **Optional:** Add information about what is new in this version of your package.
2. Click *Next* or *Save as Draft* to submit your package at a later stage.

**Review Step**

1. Review the content of your package before submitting it.
2. Click *Save and Submit*.

## Result

Once you have submitted your package, you can find it on the *Store* tab in the *Submission* section. Your package has been approved and published to the Store.
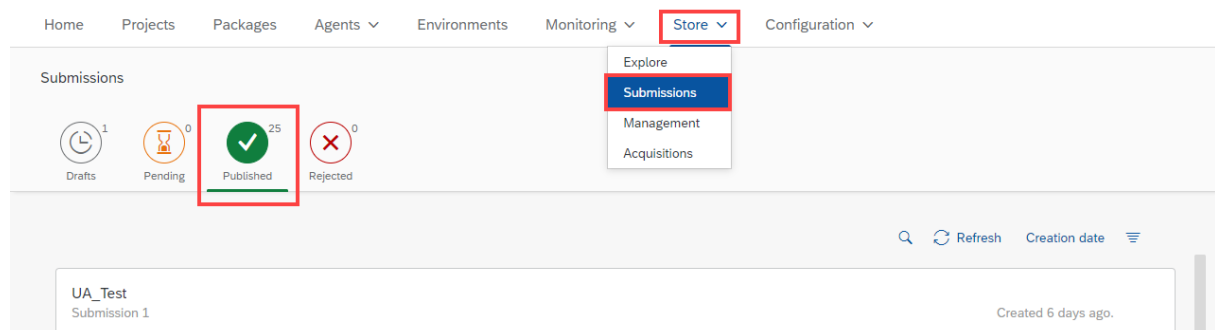


> ⓘ Note
>
> Submissions are approved by SAP Moderators. If your submission is pending, please contact the moderation team. .

**Store Submission History**

In the *Submissions* section, you can see the different actions performed on your store submission from the submission to the Store to the publication by a moderator. Select your submission and click on the *History* tab.



**Related Information**

Submit a Package to the Store

# 1.7     Manage the Lifecycle of a Store Package

> ⓘ Note
>
> This feature is restricted to SAP Partners only. To learn more about the SAP Partner Program, see Become an SAP Partner🖈 and Partner Edge Portal🖈.

Packages submitted to the Store are available and replicated in the Intelligent Robotic Process Automation landscapes. As a content submitter, you can hide and deprecate the packages you submitted to the Store. Once you have executed one of these operations, it changes the availability of your content for users in all landscapes.

Hide a Store Package [page 13]
Hiding a store package allows you to make it invisible in th Store. Once a package is hidden, other users cannot access the content of your package.
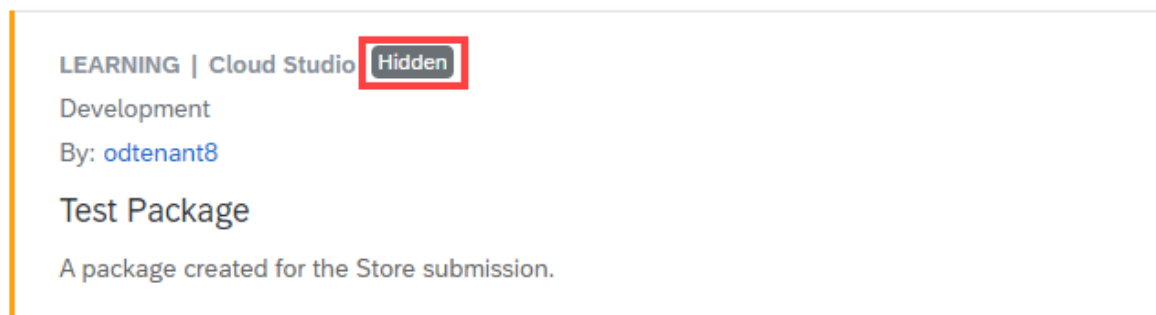
Deprecate a Store Package [page 14]
Deprecating a store package allows you to trigger the end-of-life process of a package.

# 1.7.1 Hide a Store Package

Hiding a store package allows you to make it invisible in th Store. Once a package is hidden, other users cannot access the content of your package.

## Context

> ⓘ Note
>
> A hidden package can still be accessed indirectly if the hidden content is used by another package as a dependency.

## Procedure

1. On the *Store* tab, find your package and select it to open the overview page of your package.

2. Click *Management options* ••• on the right and select *Hide*. A *Hide package* window appears.

3. Click *Ok*.
   A *Hidden* tag is displayed in the header on the right-hand side of the name of the package. The hidden package is displayed as follows in the Store catalog.

   LEARNING | Cloud Studio  Hidden
   Development
   By: odtenant8

   **Test Package**

   A package created for the Store submission.

   In the Store, you can hide a store package as well as a the multiple versions of your package.

   In the *Package Details* section, click *Show All Versions*. On the *Package Versions* window, find the version you want to hide and click *Hide*.

   Package Versions

   Version 1.0.0
   Published: April 7, 2021                                    Hide

   A *Hidden* tag is displayed on the package version.

## Results

The content of your package is no longer available for other users in the Store catalog.

## Next Steps

Once you have hidden your package in the Store, you can reverse this operation by clicking *Management options* and selecting *Show*.

# 1.7.2 Deprecate a Store Package

Deprecating a store package allows you to trigger the end-of-life process of a package.

## Context

A package referenced by minimum one SAP internal package cannot be deprecated.

## Procedure

1. On the *Store* tab, find your package and select it to open the overview page of your package.
2. Click *Management options* ••• on the right and select *Deprecate*.
   A *Deprecation Request* window appears.
3. Add a comment to explain the deprecation of your package and click *Next*.
4. Review the information of your deprecation and click *Submit*.
   Your store deprecation is validated by a store moderator and a *Deprecated* badge is displayed on the tile of your package.

## Results

Once a Store package is deprecated, the package is still visible for other users to retrieve in the Store catalog.

> ⚠ Caution
>
> A deprecated package can be retired from the Store by a store moderator. Retiring a package removes the package from the Store and as a result it is no longer accessible to other users. A deprecated package can only be retired after the end of the deprecation period.

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