



AUTOMATION ANYWHERE

T EDITOR . ACTIONS . VARIABLE
CONTROL ROOM . CREDENTIAL
BOT . DOCUMENT AI . DEPLOY

DURATION	LEVEL	MODULES	MODE
40 Hours	Beginner to Intermediate	8	Classroom · Online · Hybrid

01 COURSE OVERVIEW

An Automation Anywhere course covering bot development, Control Room operations and document automation. The course covers the Automation 360 environment: task bots, reusable actions, variables and error handling, then Control Room deployment, credential vaults, queues and analytics, with document processing for unstructured input.

Learners build and deploy a bot with document extraction and exception routing.

WHO IT IS FOR

RPA developers

Operations and finance process teams

BPO and shared services staff

IT automation engineers

PREREQUISITES

Basic computer proficiency and process documentation skills.

02 LEARNING OUTCOMES

01 Assess processes for automation suitability.

03 Automate Excel, email, web and desktop applications.

05 Manage credentials in the vault.

07 Extract data from semi-structured documents.

02 Build task bots with variables and reusable logic.

04 Handle errors and route exceptions to humans.

06 Deploy and schedule bots in the Control Room.

08 Report bot performance and savings.

03 MODULE STRUCTURE

8 MODULES

01 PLATFORM OVERVIEW

Automation 360 architecture

Bot types

Roles and permissions

Cloud vs on-premises

Licensing

02 BOT DEVELOPMENT

Bot editor

Variables

Debugging

Actions

Loops and conditions

Comments and structure

LAB

FIRST TASK BOT

03 APPLICATION AUTOMATION

Recorder

Web automation

Email

Object cloning

Excel and CSV

PDF and file operations

LAB

DATA ENTRY BOT

04 ERROR HANDLING

Try-catch

Screenshots

Notifications

Error handling patterns

Logging

Recovery steps

05 REUSABILITY

Sub-tasks

Variable scope

Version control

Metabots and packages

Naming standards

06 CONTROL ROOM

Bot deployment

Schedules and triggers

Queues

Devices and device pools

Credential vault

Audit log

LAB

SCHEDULED DEPLOYMENT

07 DOCUMENT AUTOMATION

IQ Bot and Document Automation

Field extraction

Accuracy tuning

Learning instances

Validation queues

LAB

INVOICE EXTRACTION

08 ANALYTICS AND GOVERNANCE

Bot Insight

Savings calculation

Support handover

Utilisation reporting

Change management

PROJECT

DEPLOYED BOT WITH DOCUMENT PROCESSING

04 ASSESSMENT & CERTIFICATION

Module assignments and labs	25%
Mini projects	20%
Internal assessments	15%
Final project and review	40%

CERTIFICATION

Learners who complete all modules, submit the final project and clear the review receive a course completion certificate from Kaizen Infinities Private Limited. Project work is documented for the learner's portfolio, and interview preparation is included in the closing sessions.

05 CAREER OUTCOMES

ROLES THIS PROGRAMME PREPARES FOR

RPA DEVELOPER

AUTOMATION ENGINEER

PROCESS ANALYST

OPERATIONS SPECIALIST

RPA ADMINISTRATOR

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