Faysal Aziz

TASKt Bespoke

1-day customized outline

FA-0434 · 1-day

Automation, RPA & Power Platform

Introduction

This course on TASKt, an open-source automation tool, is designed to equip you with the skills to harness the power of process automation and OCR. TASKt provides a user-friendly platform to automate a variety of tasks without requiring extensive programming knowledge. By integrating OCR capabilities, TASKt allows you to automate data extraction from documents, significantly enhancing productivity and accuracy.

In this course, you will learn how to utilize TASKt for automating everyday processes and incorporating OCR to handle document-based data. Whether you are a business professional looking to improve workflow efficiency or a tech enthusiast eager to explore automation technologies, this course offers practical insights and hands-on experience to get you started on your automation journey.

Learning outcomes

By the end of this course, participants will be able to:

- Understand the fundamentals of process automation and its benefits.
- Navigate and utilize TASKt for automating various tasks.
- Implement OCR technology within TASKt to extract and manipulate data from documents.
- Design and deploy automation workflows to improve efficiency.
- Troubleshoot and optimize automation processes using TASKt.
- Apply best practices in automation and data extraction for maximum effectiveness.

Prerequisites

Before attending this course, participants should have:

- Basic understanding of computer operations and software usage.

- Familiarity with Microsoft Office applications, particularly Excel and Word.
- Basic knowledge of data handling and manipulation.
- Access to a computer with TASKt installed and an internet connection.
- Enthusiasm for learning automation technologies and improving workflow efficiency.

Training outline

1. Introduction to Process Automation

- Definition and importance of process automation
- Key benefits of automation in the workplace
- Overview of popular automation tools

2. Getting Started with TASKt

- Introduction to TASKt: Features and capabilities
- Installation and setup of TASKt on your computer
- Navigating the TASKt interface
- Overview of TASKt components: Bots, Tasks, and Scripts

3. Basic Automation Concepts

- Understanding automation workflows
- Creating and managing tasks in TASKt
- Recording and editing simple automation scripts
- Running and monitoring automation tasks

4. Introduction to OCR Technology

- Definition and importance of OCR
- Applications of OCR in various industries
- Overview of OCR tools and technologies

5. Integrating OCR with TASKt

- Setting up OCR capabilities in TASKt
- Using OCR to read text from images and documents

- Automating data extraction with OCR
- Practical examples of OCR in automation workflows

6. Designing Automation Workflows

- Identifying repetitive tasks suitable for automation
- Planning and designing efficient workflows
- Using TASKt to automate data entry and document processing
- Incorporating conditional logic and loops in automation scripts

7. Advanced Automation Techniques

- Handling exceptions and errors in automation workflows
- Scheduling and triggering automated tasks
- Using variables and arguments for dynamic automation
- Integrating TASKt with other applications and services

8. Practical Automation Projects

- Automating data extraction from scanned invoices
- Creating an automated report generation workflow
- Developing a document archiving system using OCR and TASKt
- Automating email processing and response generation

9. Troubleshooting and Optimization

- Common issues in automation and how to resolve them
- Best practices for optimizing automation scripts
- Monitoring and maintaining automated workflows
- Ensuring data security and compliance in automation

10. Course Review and Q&A

- Recap of key concepts and techniques
- Addressing participant questions and challenges
- Discussion on advanced topics and further learning resources
- Hands-on practice and project feedback

By the end of this intensive, hands-on course, participants will have a solid understanding of how to leverage TASKt for process automation and OCR, enabling them to significantly enhance efficiency and productivity in their workflows.

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