The **Get Going Guide** for Automation Hub Administrators

Congrats for taking the next step of your RPA journey with Automation Hub!

Automation Hub is the best way for you to discover, prioritize, and track automation ideas in one place.

To scale your automation program with Automation Hub, follow these steps!

If you don't have an Automation Hub account, sign up for a free trial at uipath.com/automationhub

1. Learn the basics

1. Watch this 15-minute video
2. Submit your first idea
3. Understand how to manage the automation lifecycle

2. Make Automation Hub your own

1. Set up your automation categories
2. Create your application inventory
3. Pick your documentation templates (or bring your own)
4. Add custom questions for the detailed assessment
5. Set up your cost catalogue

3. Prepare for rollout

1. Understand the user roles and permissions applicable to your organization
2. Invite colleagues from the COE and other departments to join your Automation Hub. Great experiences are built together!
3. Learn how to fill in the detailed assessment and perform a cost-benefit analysis to generate key indicators that will help with the decision making

> **Consider working with your IT team to**
> - Create an easy to remember "vanity URL" such as automate._____(company name).com
> - Make a QR code to display in your office
> - Add an Automation Hub link to your intranet

4. Generate ideas!

1. Use the employee-driven and/or COE-driven approach to create your automation idea pipeline
2. Add more information to automation ideas
3. Manage your automation pipeline
4. Encourage RPA developers to upload reusable components and build a components repository
5. Manage your component library

5. Report your success

1. Tell key stakeholders about your automation success with these built-in dashboards

Still want more?

1. The User Guide can answer additional questions, and our recommended learning path has more best practices
2. Our Technical Support team is also here to help, do not hesitate to reach us!

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