Task Automation Capabilities

Task automation focuses on eliminating repetitive, rules-based human work. The two main approaches are scripting and robotic process automation (RPA).

Scripting

- Records human actions on a computer for subsequent playback.
- Automates structured data tasks following predefined logic.
- Provided natively in many business applications.
- Lightweight and fast to implement but not very robust.

RPA

- Software "bots" interact with apps just as humans do.
- Logs in, navigates screens, reads/writes data.
- Mimics repetitive clerical tasks like copy/paste, data entry.
- Bots run on desktops or get embedded into apps.
- Creates audit trails, easy to track/analyze work.
- More robust than scripts.

Other Key Features:

- Scalability - Bots operate 24/7. Easily add more bots to increase capacity.
- Resilency - Bots perform consistently without dips in performance.
- Multi-App - Bots can work across multiple apps and systems.
- Audit Trails - Every action gets logged for compliance.

Benefits:

- Accelerates process cycle times.
- Reduces costs by minimizing labor.
- Frees staff from repetitive tasks.
- Boosts compliance with detailed audit trails.

In summary, task automation increases efficiency, speed and quality by eliminating repetitive human work. The power comes from automating end-to-end processes across multiple systems.