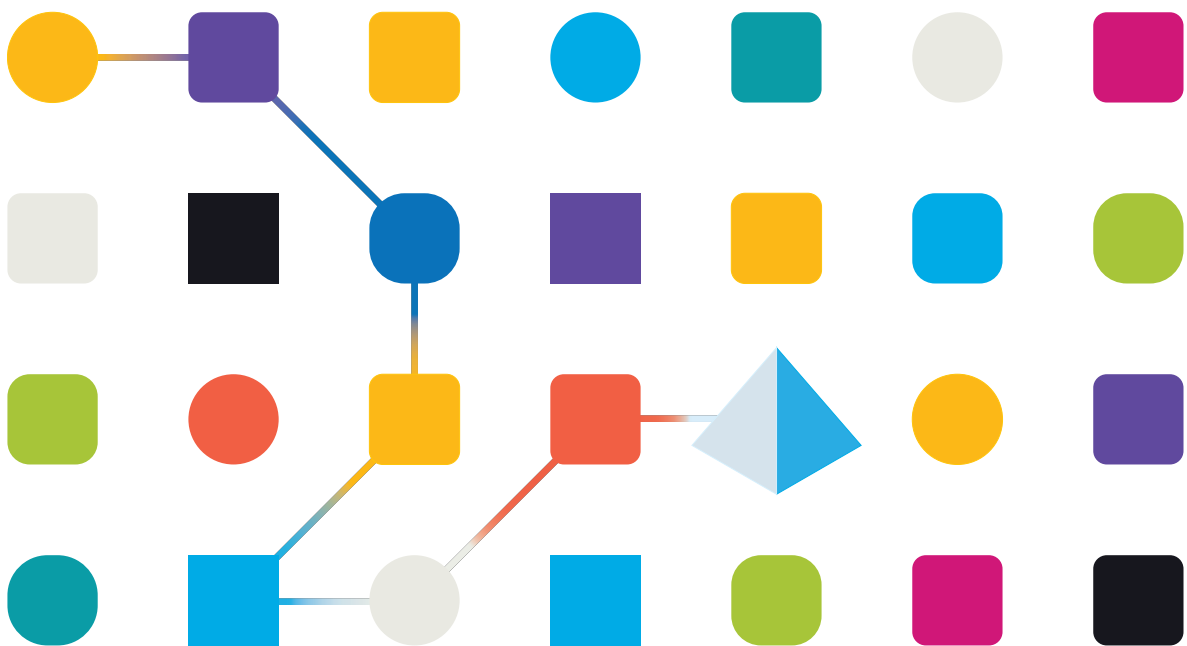




# Blue Prism Hub Control Room 5.0

## User Guide

Document Revision: 1.0



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## Control Room

The Control Room plugin is a freely available plugin within SS&C | Blue Prism® Hub that lets you view and manage Blue Prism activity for all your environments – view schedules, monitor work queues, oversee session activity, and more.

The Control Room plugin components utilize well-established Blue Prism functionality:

- [Work Queues](#) – Monitor the status of work queue items and track queue activity.
- [Sessions](#) – View, filter, and organize session activity in each environment.
- [Schedule Activity](#) – Monitor the status of schedule runs for each environment, filter data and create user-defined views.
- [Schedule Manager](#) – Control, create, and modify schedules – manage their activity with the help of user-defined views.
- [Digital Worker Health](#) – View and monitor the Digital Workers in each environment.

The Control Room plugin also provides a number of [dashboard widgets](#), which you can apply and customize to monitor your Blue Prism environment at a glance. These are:

- **Monthly utilization diary** – Enables you to view the utilization of your digital workforce for each day of a month.
- **Utilization chart** – Enables you to view the utilization efficiency of your digital workforce.
- **Utilization heatmap** – Enables you to view patterns, peaks and troughs of activity for the digital workforce.
- **Work queue compositions** – Enables you to view the composition of work queue items across your work queues.

## Dependencies

The Control Room plugin requires access to the following components:

- **Blue Prism Hub**
- **Blue Prism**
- **Blue Prism API**

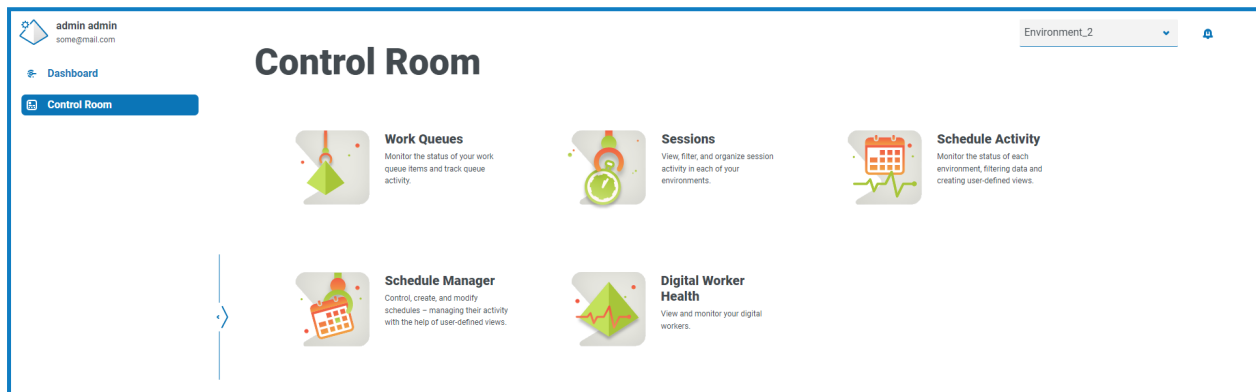
For information on version dependencies, see [Blue Prism product compatibility](#).

# Open the plugin

To use the Control Room plugin, a SS&C | Blue Prism® Hub administrator needs to provide you with access.

## Open Control Room

After the Hub administrator has provided you access, click **Control Room** from the navigation menu.



The following tiles are available:

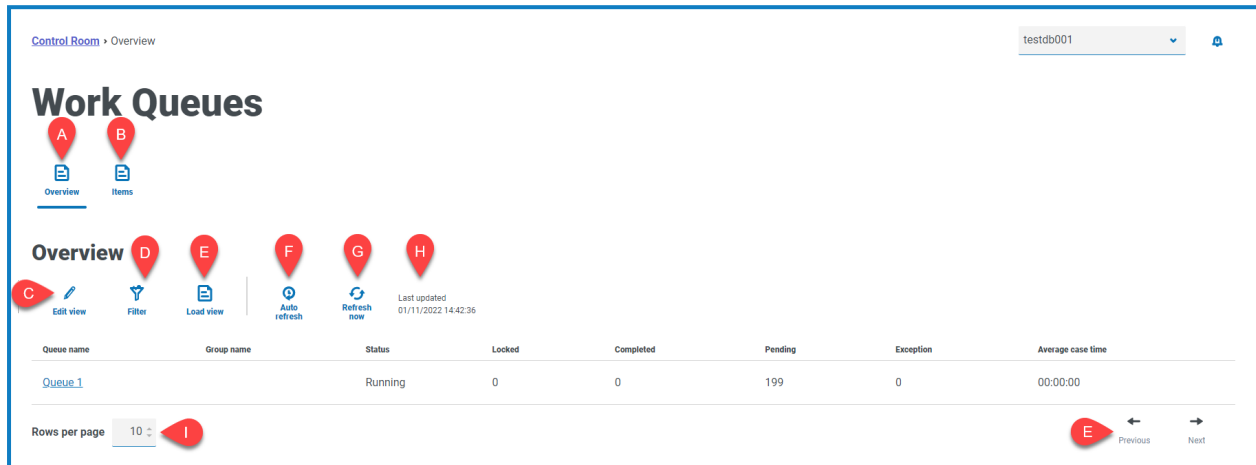
- [Work Queues](#) – Monitor the status of work queue items and track queue activity.
- [Sessions](#) – View, filter, and organize session activity in each environment.
- [Schedule Activity](#) – Monitor the status of schedule runs for each environment, filter data and create user-defined views.
- [Schedule Manager](#) – Control, create, and modify schedules – manage their activity with the help of user-defined views.
- [Digital Worker Health](#) – View and monitor the Digital Workers in each environment.

## Select the environment

You can use the drop-down list in the top left of all Control Room pages to change the Blue Prism environment that you are viewing. Environments in the list must be pre-configured and are setup in Hub's [Environment Manager](#).

## Work Queues

The Work Queues page provides you with a summary of all the work queues that are currently running or paused for your connected Blue Prism environments. These are all the Blue Prism work queues in your environment, including active queues. When you open the Work Queues page, the Overview page is shown by default:



The Work Queues – Overview page provides you with the following information and functions:

- A. **Overview** – Displays the [Work Queues Overview](#) page. This shows the work queues that are running or paused in your Blue Prism environment. This is the default view.
- B. **Items** – Displays the [Work Queues Items](#) page. This shows the items within a work queue.
- C. **Edit view** – Define the columns that are displayed. You can then show or hide the columns using the toggle switches. You can also change the grid to display in a compact format, change the numbers of rows displayed, and sort by a table column. You can apply any changes and save them for the current view, or as a new view. For more information, see [Customized table views](#).
- D. **Filter** – Filter the information that is displayed. You can turn on the [required filters](#) and enter or select the appropriate information for display, for example, you could turn on the **Status** filter and select **Paused**.
- E. **Load view** – Load a saved view, or a preset view. For more information, see [Customized table views](#).
- F. **Auto refresh** – Define how often the table contents will automatically refresh. By default it is disabled, but can be set to every minute, five minutes, 10 minutes, or 30 minutes.
- G. **Refresh now** – Refresh the table contents. If operating with auto refresh configured, using this option will reset the timer.
- H. **Last updated** – The date and time the table data was last refreshed.
- I. **Rows per page** – Enter a number, or use the up and down arrows, to change the number of rows seen on a page.
- J. **Previous and Next** – Click **Previous** or **Next** to move through the pages of work queues.

## View your work queues

The Work Queues – Overview page provides you with a summary of all the work queues that are currently running or paused across your Blue Prism environments. By default, the columns display the number of completed, locked, and pending queue items, and any that have resulted in an exception.

To view the details of a queue, perform one of the following actions:

- Click the name of the queue in the **Queue name** column.

The **Items** page displays for the selected queue.

- Click **Items**.

The **Items** page displays with the most recently accessed queue. This will be the first queue in the queue list if it is the first time you opened this page since you logged in.

## Use the filters on the Work Queues – Overview page


The filters enable you to easily find work queues based on the selected criteria.

1. On the Work Queues – Overview page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the work queue. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Queue name</b>	Enter the full or partial name of the Blue Prism work queue.
<b>Status</b>	Select the status of the work queue from the following options: <ul style="list-style-type: none"> <li>• <b>Running</b> – Displays all the work queues that are currently running.</li> <li>• <b>Paused</b> – Displays all the work queues that are paused and not actively running.</li> </ul>
<b>Locked</b>	Enter a numerical range to filter against the number of items in the work queue that are locked. You can enter a minimum item count, a maximum item count, or both to search between values.
<b>Completed</b>	Enter a numerical range to filter against the number of items in the work queue that have been completed. You can enter a minimum item count, a maximum item count, or both to search between values.
<b>Pending</b>	Enter a numerical range to filter against the number of items in the work queue that are still pending. You can enter a minimum item count, a maximum item count, or both to search between values.
<b>Exception</b>	Enter a numerical range to filter against the number of items that have raised exceptions in the work queue. You can enter a minimum item count, a maximum item count, or both to search between values.

The information on the Work Queues – Overview page is immediately filtered displaying any matches that contain the text you have entered.

 If you have set the filters but want to view the unfiltered information again, either click **Reset filters** in the panel, or turn off the required filters, or remove any settings within the filter so that it is blank.

3. Click **Close drawer** to close the filter panel.

## View your work queue items

The Work Queues – Items page provides you with information about the status of your queue items. The page displays the items for the work queue that you have selected on the [Overview](#) page, but you can change the queue using the **Queue** drop-down list.

## Use the filters on the Work Queues – Items page

The filters enable you to easily find work queues based on the selected criteria.

1. On the Work Queues – Items page, click **Filter** to open the Filter panel.
2. Use the toggles to turn on the required filters, and complete the information to view the work queues. You can apply multiple filters at the same time.


The available filters are:

Filter	Description
<b>Item key</b>	Enter the full or partial item key.
<b>Priority</b>	Enter a numerical range to filter against the item's priority. You can enter a minimum priority, a maximum priority, or both to search between values.
<b>Status</b>	Enter the full or partial work queue item status.
<b>Attempt</b>	Enter a numerical range to filter against number of attempts made to retry the work queue item. You can enter a minimum attempt count, a maximum attempt count, or both to search between values.
<b>Created</b>	Select the required time period that the work queue creation time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.



Filter	Description
<b>Last updated</b>	Select the required time period that the work queue last updated time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>Next review</b>	Select the required time period that the next review time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>Completed</b>	Select the required time period that the completed time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>Total work time</b>	Enter a numerical range to filter against the item's total work time. You can enter a minimum total work time, a maximum total work time, or both to search between values.
<b>Exception date</b>	Select the required time period that the exception date falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>Exception reason</b>	Enter the full or partial work queue item exception reason.
<b>SLA</b>	Enter the time of the SLA (service level agreement) to filter by. You can define a minimum SLA, a maximum SLA, or both.
<b>SLA deadline</b>	Select the required time period that the SLA deadline falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>Within SLA</b>	Select to only show work queue items that are within the SLA.
<b>Process name</b>	Enter the full or partial process name used by Director. For more information, see the <a href="#">Director user guide</a> .
<b>Director suggested</b>	Select to only show the work queue item that Director has recommended as the next best item to process.

The information on the Work Queues – Items page is immediately filtered, displaying any matches that contain the text and criteria configured in the filters.

 If you have set the filters but want to view the unfiltered information again, either click **Reset filters** in the panel, or turn off the required filters, or remove any settings within the filter so that it is blank.

3. Click **Close drawer** to close the filter panel.

## Schedule Activity

The Schedule Activity page provides you with a summary of all past schedule runs in your connected environment. This is the same information that you see in the Blue Prism interactive client when running scheduler reports (SS&C | Blue Prism interactive client > Control Room > Scheduler > Reports), and shows the times a schedule has been run.

Control Room > Schedule Activity

Environment\_2

### Schedule Activity

A Edit view
B Filter
C Load view
D Auto refresh
E Refresh now
F Last updated: 01/11/2022 16:04:48

Status	Schedule name	Server name	Start time	End time
✓ Completed	<a href="#">Order Processing</a>	v7stage1-bps:9898	08/02/2022 13:33:09	08/02/2022 13:33:09
✓ Completed	<a href="#">New: Data migration - 5 Digital Workers</a>	v7stage1-bps:9898	08/02/2022 13:33:09	08/02/2022 13:33:09
✗ Terminated	<a href="#">IT: Data migration - 5 Digital Workers</a>	v7stage1-bps:9898	08/02/2022 13:33:09	08/02/2022 13:33:09
✓ Completed	<a href="#">IT: Data migration</a>	v7stage1-bps:9898	08/02/2022 13:33:09	08/02/2022 13:33:09
✓ Completed	<a href="#">Order Processing</a>	v7stage1-bps:9898	08/02/2022 13:32:09	08/02/2022 13:32:09
✓ Completed	<a href="#">New: Data migration - 5 Digital Workers</a>	v7stage1-bps:9898	08/02/2022 13:32:09	08/02/2022 13:32:09
✗ Terminated	<a href="#">IT: Data migration - 5 Digital Workers</a>	v7stage1-bps:9898	08/02/2022 13:32:09	08/02/2022 13:32:09
✓ Completed	<a href="#">IT: Data migration</a>	v7stage1-bps:9898	08/02/2022 13:32:09	08/02/2022 13:32:09
✓ Completed	<a href="#">Order Processing</a>	v7stage1-bps:9898	08/02/2022 13:31:09	08/02/2022 13:31:09
✓ Completed	<a href="#">New: Data migration - 5 Digital Workers</a>	v7stage1-bps:9898	08/02/2022 13:31:09	08/02/2022 13:31:09

Rows per page: 10

Previous Next


The Schedules Activity page provides you with the following information and functions:

- Edit view** – Define the columns that are displayed. You can then show or hide the columns using the toggle switches. You can also change the grid to display in a compact format, change the numbers of rows displayed, and sort by a table column. You can apply any changes and save them for the current view, or as a new view. For more information, see [Customized table views](#).
- Filter** – Filter the information that is displayed. You can turn on the [required filters](#) and enter or select the appropriate information for display, for example, you could turn on the **Status** filter and select **Completed**.
- Load view** – Load a saved view, or a preset view. For more information, see [Customized table views](#).
- Auto refresh** – Define how often the table contents will automatically refresh. By default it is disabled, but can be set to every minute, five minutes, 10 minutes, or 30 minutes.
- Refresh now** – Refresh the table contents. If operating with auto refresh configured, using this option will reset the timer.
- Last updated** – The date and time the table data was last refreshed.
- Schedule name** – Click on the name of a schedule to view in [Schedule Manager](#).
- Rows per page** – Enter a number, or use the up and down arrows, to change the number of rows seen on a page.
- Previous and Next** – Click **Previous** or **Next** to move through the pages of schedules.

## View the schedule activity

The Schedules Activity page provides you with a summary of all the times a schedule has run in your environment. By default, the columns display the status of the schedule, the name, the server, and the start and end time (if the schedule has finished).

Click a name in the **Schedule name** column to open the [Schedule Manager](#) page, where you see the current schedule definition.

 When navigating from the Schedule Activity page, the Schedule Manager page will be automatically filtered by the relevant schedule. To see all schedules, clear the **Filter by schedule name** field.

## Use the filters on the Schedule Activity page

The filters enable you to easily view schedules based on the selected criteria. Alternatively, click a column to sort in ascending or descending order based on the column value.

1. On the Schedules Activity page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the schedule. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Status</b>	<p>Select the status of the schedule from the following options:</p> <ul style="list-style-type: none"> <li>• <b>Completed</b> – Displays schedules that have run successfully and completed.</li> <li>• <b>Terminated</b> – Displays schedules that have terminated and not completed.</li> <li>• <b>Part exceptioned</b> – Displays schedules where some tasks have resulted in exceptions.</li> <li>• <b>Running</b> – Displays schedules that are currently running.</li> <li>• <b>Pending</b> – Displays schedules that are due to run.</li> </ul> <p>You can filter on more than one status at the same time.</p>
<b>Schedule name</b>	Enter the full or partial name of the schedule.
<b>Server name</b>	Enter the full or partial name of the application server on which the schedule was run.
<b>Start time</b>	Select the required time period that the start time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>End time</b>	Select the required time period that the end time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>Duration</b>	Enter the required schedule duration time period in the <b>Duration from</b> and <b>Duration to</b> fields.

The information on the Schedules Activity page is immediately filtered, displaying any matches that contain the text and criteria configured in the filters.



If you have set the filters but want to view the unfiltered information again, either click **Reset filters** in the panel, or turn off the required filters, or remove any settings within the filter so that it is blank.

3. Click **Close drawer** to close the filter panel.

## Schedule Manager

The Schedule Manager page lets you control, create, and modify all the schedules for your connected environment. These are the same schedules that you see in the Blue Prism interactive client Control Room.

The screenshot displays the 'Schedule Manager' interface. At the top, there's a breadcrumb 'Control Room > Schedule Manager' and a dropdown menu set to 'Env1-Automate'. The main heading is 'Schedule Manager'. Below it, the 'Schedules' section features a search filter 'Filter by schedule name' (A), a checkbox 'Include retired schedules' (B), and a list of schedule cards. One card, '11 A Simple Process 2', is expanded to show a table of terminated sessions. The table has columns: Status, Server name, Start time, End time, Duration, and Schedule log ID. The sessions listed are all 'Terminated' with various server names and timestamps. Below the table, there's a 'Rows per page' selector set to 10 (P) and navigation arrows (Q). The expanded card shows a play icon (D), a refresh icon (E), an ellipsis menu (F), and a line icon (I). The card itself has a number '11' (H) and a play icon (D).

The Schedule Manager page consists of a schedule list, schedule actions, and schedule activity for the selected schedule. Schedules are shown as a nested list, you can view the associated tasks and sessions by expanding a schedule. It provides you with the following information and functions:

### Schedule list

- A. **Filter by schedule name** – Search for [specific schedules](#). Filters are retained when you navigate away from the page, refresh the browser window, or log out.
- B. **Include retired schedules** – Display retired schedules in the schedule list.
- C. **Clear field (cross icon)** – Clear the **Filter by schedule name** field.

### Schedule actions

- D. **Run (play icon)** – [Run](#) the selected schedule.
- E. **Refresh (refresh icon)** – Refresh the activity for the currently selected schedule. This icon replaces the schedule activity icon when a schedule is selected.
- F. **Additional actions (ellipsis icon)** – Perform [additional actions](#) on the schedule, such as, editing, deleting, cloning, and retiring.
- G. **Expand (arrow icon)** – Expand the schedule list to display the schedule's tasks, which can be further expanded to view associated sessions.
- H. **Number of child items** – Indicates how many child items the card has. For schedules, this shows the number of tasks. For tasks, this shows the number of sessions.
- I. **Schedule activity (line icon)** – View the [schedule activity](#) for the selected schedule in the pane to the right.

## Schedule activity


- J. **Edit view** – Define the columns that are displayed. You can then show or hide the columns using the toggle switches. You can also change the grid to display in a compact format, change the numbers of rows displayed, and sort by a table column. You can apply any changes and save them for the current view, or as a new view. For more information, see [Customized table views](#).
- K. **Filter** – Filter the information that is displayed. You can turn on the [required filters](#) and enter or select the appropriate information for display, for example, you could turn on the **Status** filter and select **Completed**.
- L. **Load view** – Load a saved view, or a preset view. For more information, see [Customized table views](#).
- M. **Auto refresh** – Define how often the table contents will automatically refresh. By default it is disabled, but can be set to every minute, five minutes, 10 minutes, or 30 minutes.
- N. **Refresh now** – Refresh the table contents. If operating with auto refresh configured, using this option will reset the timer.
- O. **Last updated** – The date and time the table data was last refreshed.
- P. **Rows per page** – Enter a number, or use the up and down arrows, to change the number of rows seen on a page.
- Q. **Previous and Next** – Click **Previous** or **Next** to move through the pages of schedules.


## Find a specific schedule

1. On the Schedules page, start typing in the **Filter by schedule name** field.  
The list of schedules reduces to only those that match the text entered in the field.
2. To view all the schedules again, clear the text in the **Filter by schedule name** field.

## Run a schedule



You can manually run a schedule rather than wait for it to be triggered at the scheduled time. Manually running the schedule does not impact the schedule that has been configured, it will still be triggered to run at the scheduled time.

 If a schedule is already running, another run cannot be manually triggered.

1. On the Schedules page, click the run icon  for the required schedule.  
A message displays asking you to confirm that you want to run the schedule now.
2. Click **Run** to run the schedule.  
A message displays confirming the schedule is set to run.

## View schedule activity

To view the activity for a specific schedule:

1. Click the schedule activity icon  for the required schedule.  
The schedule activity is shown in the pane and the icon changes to a refresh icon.
2. If required, click the refresh icon  to update the schedule activity.

## Additional actions

You can perform additional tasks to manage your schedules by clicking the ellipsis icon (...) on a schedule and selecting from the following actions:

- [View details](#)
- [Add task](#)
- [Edit](#)
- [Clone](#)
- [Stop](#)
- [Retire](#)
- [Delete](#)

The additional options are available by clicking the ellipsis icon (...) on tasks and sessions:

- [View task](#)
- [Add session](#)
- [View session](#)



The above actions will only display if you have the correct user permissions assigned to your account. For more details, see [User permissions](#).

## View details

To view schedule details:

1. Click the ellipsis icon (...) on the relevant schedule, and select **View details**.  
The Details page displays in the right-hand pane, containing the schedule's configuration details. You can also access the [Edit schedule](#) page by selecting the **Edit** button.
2. To return to the Schedule Manager page, select another schedule.

## Add task

To add a task:

1. Click the ellipsis icon (...) on the relevant schedule, and select **Add task**.  
The Add task page displays in the right-hand pane, where you can configure the relevant task details.
2. Click **Create**. The task is created and you are returned to Schedule Manager.

For more details on configuring tasks and sessions, see [Tasks and sessions on page 22](#).

## Edit

To edit a schedule:

1. Click the ellipsis icon (...) on the relevant schedule, and select **Edit**.  
The Edit schedule page displays in the right-hand pane.
2. Configure any details as required.
3. Click **Save**.

For more details on configuring schedules, see [Update schedule configuration on page 19](#).

## Clone

To clone a schedule:

1. Click the ellipsis icon (...) on the relevant schedule, and select **Clone**.  
The Clone schedule page displays in the right-hand pane, and is automatically populated with all details of the existing schedule.
2. Configure the details as required. As part of the cloning process, you can choose to retire the existing schedule by selecting the **Would you like to retire <schedule name>?** check box.
3. Click **Save**.  
The Schedule Manager page displays, filtered by the cloned schedule name.

## Stop

To stop a currently running schedule:

1. Click the ellipsis icon (...) on the relevant schedule, and select **Stop**.  
A message displays containing the name of the schedule and asks you to confirm the action.
2. Click **Yes, stop now**.

## Retire


To retire a schedule:

1. Click the ellipsis icon (...) on the relevant schedule, and select **Retire**.  
A message displays containing the name of the schedule and asks you to confirm the action. Retired schedules can be restored, whereas deleted schedules are unrecoverable.
2. Click **Retire**.  
The schedule is marked as retired on the schedule card, and will only display in the Schedules list if the **Include retired schedules** check box is enabled. To restore a schedule, click the ellipsis icon on the relevant schedule, and select **Unretire**.

## Delete

To delete a schedule:

1. Click the ellipsis icon (...) on the relevant schedule, and select **Delete**.  
A message displays containing the name of the schedule and asks you to confirm the action.

 Once deleted, schedules cannot be restored.

2. Click **Delete schedule**.

## View task

To view a task:

1. Click the ellipsis icon (...) on the relevant task, and select **View task**.  
The Details page displays in the right-hand pane, containing the task's configuration details. You can also access the **Edit task** page by clicking the **Edit** button.
2. To return to the Schedule Manager page, select another schedule.



## Add session

To add a session:

1. Click the ellipsis icon (...) on the relevant task, and select **Add session**.  
The Add session page displays in the right-hand pane, where you configure the relevant session details.
2. Click **Save**. The session is created and you are returned to Schedule Manager.

For more details on configuring tasks and sessions, see [Tasks and sessions on page 22](#).

## View session

To view a session:

1. Click the ellipsis icon (...) on the relevant session, and select **View session**.  
The Details page displays in the right-hand pane, containing the session's configuration details. You can also access the [Edit session](#) page by clicking the **Edit** button.
2. To return to the Schedule Manager page, select another schedule.

## Use the filters on the Schedule Manager page

The filters enable you to easily find schedule activity based on the selected criteria. Alternatively, click a column to sort in ascending or descending order based on the column value.

1. On the Schedules Manager page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the schedule. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Status</b>	<p>Select the status of the schedule from the following options:</p> <ul style="list-style-type: none"> <li>• <b>Completed</b> – Displays schedules that have run successfully and completed.</li> <li>• <b>Terminated</b> – Displays schedules that have terminated and not completed.</li> <li>• <b>Part exceptioned</b> – Displays schedules where some tasks have resulted in exceptions.</li> <li>• <b>Running</b> – Displays schedules that are currently running.</li> <li>• <b>Pending</b> – Displays schedules that are due to run.</li> </ul> <p>You can filter on more than one status at the same time.</p>
<b>Server name</b>	Enter the full or partial name for the schedule server.
<b>Start time</b>	Select the required time period that the start time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.

Filter	Description
<b>End time</b>	Select the required time period that the end time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>Duration</b>	Enter the required schedule duration time period in the <b>Duration from</b> and <b>Duration to</b> fields.

The information on the Schedules Manager page is immediately filtered, displaying any matches that contain the text and criteria configured in the filters.



If you have set the filters but want to view the unfiltered information again, either click **Reset filters** in the panel, or turn off the required filters, or remove any settings within the filter so that it is blank.


3. Click **Close drawer** to close the filter panel.

## Update schedule configuration

The Schedule Manager allows you to update all schedule configuration detail, including creating and editing tasks and sessions.

### Schedules

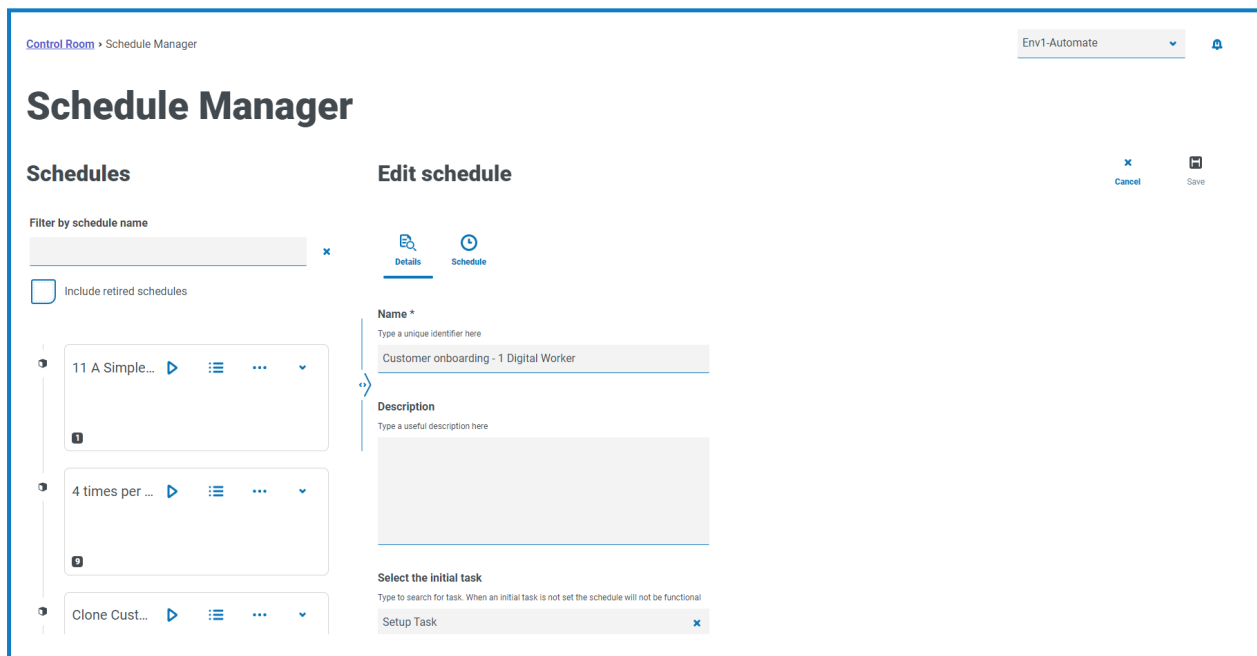
The Edit schedule page allows you to update all schedule configuration details. This page is accessed from the Schedule Manager page by clicking the ellipsis icon (...) on the relevant schedule and selecting **Edit**. It can also be opened by using the **Edit** icon in the Details page.

 The edit options only display for users with the relevant scheduler permission enabled on their account.

The Edit schedule page consists of two tabs: **Details** and **Schedule**.

### Details

On the Details tab, you have the following fields:

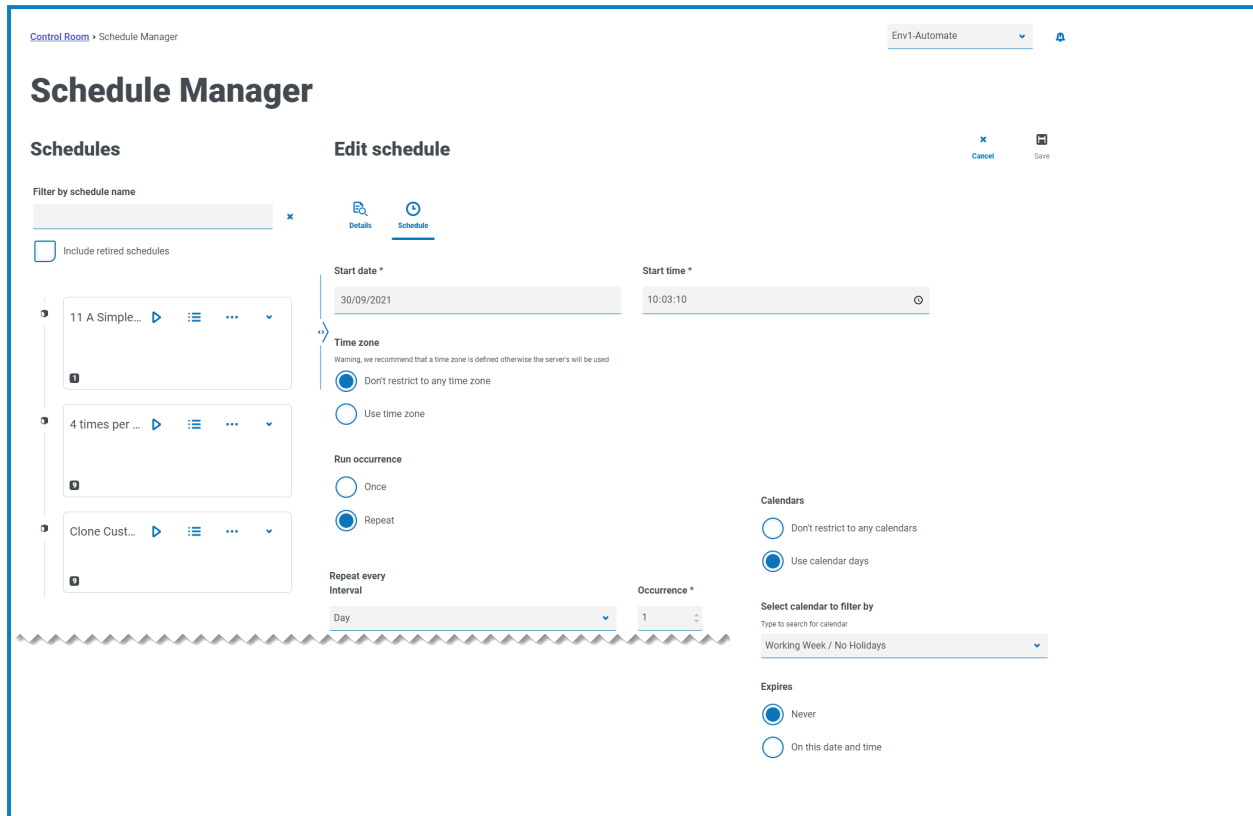


Field	Description
<b>Name</b>	The schedule name.
<b>Description</b>	The schedule description.
<b>Select the initial task</b>	The first <b>task</b> that will be executed when the schedule is activated.

Make any edits as required, and save your changes using the **Save** icon in the top right of the pane.

## Schedule

On the Schedule tab, you have the following fields:



Field	Description
Start date	The schedule start date.
Start time	The schedule start time.
Time zone	Define if a time zone is used. Defaults to <b>Use time zone</b> . If <b>Don't restrict to any time zone</b> is selected, the schedule will use the time zone of the application server on which Hub Control Room is operating.
Select time zone	The time zone to be applied when the schedule is run.
Adjust for daylight saving	Determine if you want the schedule to automatically update to reflect daylight savings changes in the selected time zone.
Run occurrence	Determine if the schedule is repeated. Defaults to <b>Repeat</b> .
Repeat every – Interval	How often the schedule is executed, and can be set to <b>Minute</b> , <b>Hour</b> , <b>Day</b> , <b>Week</b> , <b>Month</b> , or <b>Year</b> .
Repeat every – Occurrence	Used with Interval to determine how often a schedule will run.
Calendars	Determine if the schedule is only run on specific days specified in a calendar. It defaults to <b>Don't restrict to any calendars</b> , but if <b>Use calendar days</b> is selected, you can choose a calendar from the drop-down list to apply to the schedule.
Expires	Define an expiry date and time which will cause the schedule to stop being executed on or after the specified date/time. Defaults to <b>Never</b> .

### Running minutely

To configure schedules to run minutely:

1. Select **Minute** from the **Repeat every – Interval** field.
2. In the **Occurrence** field, define the number of minutes. You can configure the schedule to run every minute, every 2 minutes, and so on, up to a maximum of 999 minutes.
3. Enter a **Start time** and **End time**. By default, the schedule will run each interval it is due to run, but this can be further constrained by setting the times between which the schedule should be executed.
4. Optionally, select **Use calendar days** to configure the schedule to run minutely on work days as configured in a predefined calendar. Select the required calendar from the drop-down list.
5. Save your changes using the **Save** icon in the top right of the pane.

### Running hourly

To configure schedules to run hourly:

1. Select **Hour** from the **Repeat every – Interval** field.
2. In the **Occurrence** field, define the number of hours. You can configure the schedule to run every hour, every 2 hours, and so on, up to a maximum of 999 hours.
3. Enter a **Start time** and **End time**. By default, the schedule will run each interval it is due to run, but this can be further constrained by setting the times between which the schedule should be executed.
4. Optionally, select **Use calendar days** to configure the schedule to run hourly on work days as configured in a predefined calendar. Select the required calendar from the drop-down list.
5. Save your changes using the **Save** icon in the top right of the pane.

### Running daily

To configure schedules to run daily:

1. Select **Day** from the **Repeat every – Interval** field.
2. In the **Occurrence** field, define the number of days. You can configure the schedule to run every day, every 2 days, and so on, up to a maximum of 999 days.
3. Optionally, select **Use calendar days** to configure the schedule to only run on work days as configured in a predefined calendar. Select the required calendar from the drop-down list.
4. Save your changes using the **Save** icon in the top right of the pane.

### Running weekly

To configure schedules to run weekly:

1. Select **Week** from the **Repeat every – Interval** field.
2. In the **Occurrence** field, define the number of weeks. You can configure the schedule to run every week, every 2 weeks, and so on, up to a maximum of 999 weeks.
3. Select the required option from the **Repeat** field. By default, the schedule will run every week on the same day as the **Start date**. This can be modified by selecting either of the options **First working day of the calendar** or **Last working day of the calendar**, and choosing a predefined calendar from the drop-down list.
4. Save your changes using the **Save** icon in the top right of the pane.

## Running monthly

To configure schedules to run monthly:

1. Select **Month** from the **Repeat every – Interval** field.
2. In the **Occurrence** field, define the number of months. You can configure the schedule to run every month, every 2 months, and so on, up to a maximum of 999 months.
3. Select the required option from the **Repeat** field. By default, the schedule will run every month on the same date as the **Start date**, skipping any months in which the date doesn't exist. Instead of skipping, the schedule can be configured to run on the last day of the month, or the first day of the following month if the configured date doesn't exist for a particular month. This can be set by selecting the appropriate value from the **If day 30 does not exist** drop-down list.

Alternatively, the schedule can be configured to run every month on a counted occurrence of a weekday within the month, for example, first Friday, last Wednesday, and so on. This is activated by selecting the **Day of the month** option, and configuring the relevant **Week** and **Day of week**.

The schedule can also be configured to run every month on the first or last working day of the month, according to a specified calendar. This is activated by selecting the **Day of the calendar** option, and configuring the relevant **Day** and calendar from the drop-down list.

4. Save your changes using the **Save** icon in the top right of the pane.

## Running yearly

To configure schedules to run yearly:

1. Select **Year** from the **Repeat every – Interval** field.
2. In the **Occurrence** field, define the number of years. You can configure the schedule to run every year, every 2 years, and so on, up to a maximum of 999 years.
3. Save your changes using the **Save** icon in the top right of the pane.

## Tasks and sessions

Tasks and sessions are nested under their parent schedule, and can be viewed by expanding the schedule list, clicking the ellipsis icon (...) on the relevant task or session, and selecting **View task** or **View session**.

### Tasks

A task represents a component of a schedule. It defines a set of sessions which are to be executed concurrently and it provides a combined status outcome of those sessions so that the scheduler can determine which task to execute next.

### Sessions

A Blue Prism session represents a single instance of a process (or object) which is assigned to a resource. The session maintains a state (for example, pending, running, completed) and is used to hold supplementary information such as which user initiated the session, the start time, end times, and a detailed session log. Each task can contain an arbitrary number of sessions. When the task is triggered, each session is first created and, once they are all registered and pending on their host resources, they are run.

Control Room > Schedule Manager

# Schedule Manager

## Schedules

Filter by schedule name

Include retired schedules

- Customer o...   
8
- Setup Task
- Initial Run   
1
- Initial Run   
v7stage1-bps
- Process...

From the schedule list in Schedule Manager, you have the following information and functions.

1. **Number of tasks** – Displays how many tasks the schedule has configured.
2. **Edit task (edit icon)** – Opens the Edit task page, where you can update the task details.
3. **Delete task (delete icon)** – Deletes the task.
4. **Additional actions (ellipsis icon)** – Opens a menu where you can **View task** or **Add session**.
5. **Expand (arrow icon)** – Expands the list to display the task's sessions.
6. **Number of sessions** – Displays how many scheduled sessions (individual process runs) the task has configured.

7. **Edit session (edit icon)** – Opens the Edit session page, where you can update the session details.
8. **Delete session (delete icon)** – Deletes the session.
9. **Additional actions (ellipsis icon)** – Opens a menu where you can **View session**.

## Add tasks

The Add task page lets you configure all required detail for the task.

The screenshot shows the 'Add task' form with the following fields and options:

- Name \***: Text input field containing 'First Task'.
- Description**: Text area for task description.
- On success**: Radio buttons for 'Stop' (selected) and 'Go to task'.
- On failure**: Radio buttons for 'Abort' (selected) and 'Go to task'.
- Post completion delay \***: Spinner box set to '0' with 'Seconds' below it.
- Fail fast on any errors**: Checked checkbox.

To add a task:

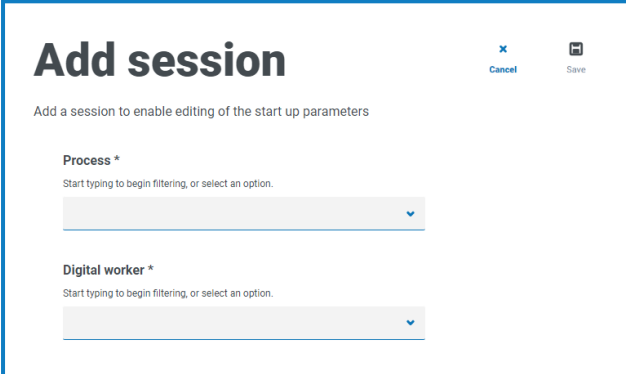
1. Enter a **Name**.
2. If required, enter a **Description**.
3. In the **On success** field, choose what will happen when the task succeeds. It defaults to **Stop**, but can be configured to automatically trigger another task.
4. In the **On failure** field, choose what will happen when the task fails. It defaults to **Abort**, but can be configured to automatically trigger another task.
5. If required, amend the **Post completion delay** value. It defaults to **0**. If a value is entered in this field, a delay of up to 1500 seconds is added to the end of a scheduled task before allowing the next task in the schedule to commence.



6. If required, clear the **Fail fast on any errors** check box. By default, a task is configured to fail fast on any errors, that is to immediately terminate the task if any sessions fail to start or terminate due to an exception.
  - If a task is set to fail fast, all sessions and the task will be terminated when any errors in any of the sessions occur, for example, if a digital worker couldn't be contacted or was too busy to create a session, or if a session raised an exception and terminated abnormally. This means that a task is marked as terminated if any sessions fail.
  - If a task is set not to fail fast, a task is only terminated if an error occurs in all of its sessions – and that task termination only takes place when the last running session is detected to have failed. Any individual session executions which cause an error are logged, but any other running sessions continue. If not failing fast, a task is marked as terminated only if all of its sessions fail.

### Add sessions

The Add session page lets you configure all detail required for the session.



**Add session** Cancel Save

Add a session to enable editing of the start up parameters

**Process \***  
Start typing to begin filtering, or select an option.

**Digital worker \***  
Start typing to begin filtering, or select an option.

To add a session:

1. Enter a **Process**, or select one from the drop-down list.
2. Enter a **Digital worker**, or select one from the drop-down list.

- Click **Add session**. The button is only enabled when a valid process and digital worker combination has been entered.

The Edit session page displays.

Once the session is added, it is automatically assigned a Session number. The Session number, Process, and Digital worker cannot be edited.

- Define any start-up parameters as required. Parameters are shown with the name and parameter type. When adding image start-up parameters, the following file formats are accepted: PNG, BMP, JPG, JPEG, GIF, ICO, and TIFF.

If uploading more than one image file when configuring a session's start-up parameters, the collective size of all images must be under 3 MB. If this limit is exceeded, form validation errors display when attempting to save changes.

- Click **Save**.

## Sessions

The Sessions page provides you with a summary of all the [sessions](#) for your connected environments. This provides you with an alternative view of the sessions that you can view in the Blue Prism interactive client Control Room.

Control Room > Sessions Environment\_2

### Sessions

Last updated 01/11/2022 14:42:36

Session number	Process name	Digital worker	User	Status	Start time	End time	Latest stage	Stage started	Exception
20766	<a href="#">Chris Loop</a>	v7stage1-bps	[Scheduler]	Stopped	04/02/2022 11:39:10	04/02/2022 16:51:30	Stop Requested?	04/02/2022 16:51:25	
20765	Test Process 1 (Maria)	v7stage1-bps	[Scheduler]	Pending	03/02/2022 20:03:14				
20764	Test Process 1 (Maria)	v7stage1-bps	[Scheduler]	Pending	03/02/2022 20:03:13				
20763	Claims	v7stage1-bps	[Scheduler]	Pending	03/02/2022 20:03:13				
20762	Test Process 1 (Maria)	v7stage1-bps	[Scheduler]	Pending	03/02/2022 20:03:12				
20761	Test Process 1 (Maria)	v7stage1-bps	[Scheduler]	Pending	03/02/2022 20:03:12				
20760	Claims	v7stage1-bps	[Scheduler]	Pending	03/02/2022 20:03:11				
20759	Test Process 1 (Maria)	v7stage1-bps	[Scheduler]	Pending	03/02/2022 20:03:11				
20758	Test Process 1 (Maria)	v7stage1-bps	[Scheduler]	Pending	03/02/2022 20:03:11				
20757	<a href="#">Claims</a>	v7stage1-bps	[Scheduler]	Terminated	03/02/2022 20:03:41	03/02/2022 20:03:50	Utility - General::Sleep	03/02/2022 20:03:41	Internal

Rows per page 10

Previous Next

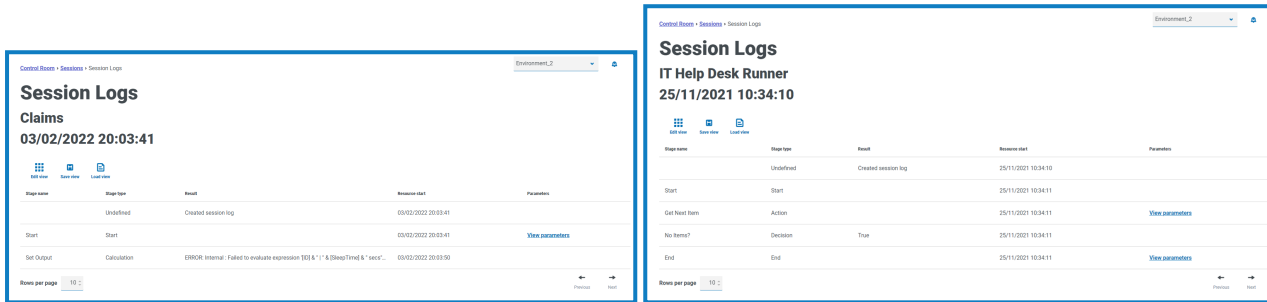
The Sessions page provides you with the following information and functions:

- Edit view** – Define the columns that are displayed. You can then show or hide the columns using the toggle switches. You can also change the grid to display in a compact format, change the numbers of rows displayed, and sort by a table column. You can apply any changes and save them for the current view, or as a new view. For more information, see [Customized table views](#).
- Filter** – Filter the information that is displayed. You can turn on the [required filters](#) and enter or select the appropriate information for display, for example, you could turn on the **Status** filter and select **Terminated**.
- Load view** – Load a saved view, or a preset view. For more information, see [Customized table views](#).
- Auto refresh** – Define how often the table contents will automatically refresh. By default it is disabled, but can be set to every minute, five minutes, 10 minutes, or 30 minutes.
- Refresh now** – Refresh the table contents. If operating with auto refresh configured, using this option will reset the timer.
- Last updated** – The date and time the table data was last refreshed.
- Process name** – For completed schedules, click on the name of a process to [view the log](#) for that session.
- Rows per page** – Enter a number, or use the up and down arrows, to change the number of rows seen on a page.
- Previous and Next** – Click **Previous** or **Next** to move through the pages of sessions.

## View the session logs

1. On the Sessions page, click the name of the required process.  
The Session Logs page displays with a history of the processes that have been run.
2. If available in the **Parameters** column, you can click **View Parameters** to see the information about the parameters in the process.

As an example, the images below show a log for a terminated session and for a completed session:



## Use the filters on the Sessions page

The filters enable you to easily find sessions based on the selected criteria.

1. On the Sessions page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the session. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Session number</b>	Enter the full or partial number for the session.
<b>Process name</b>	Enter the full or partial name of the process.
<b>Digital worker</b>	Enter the full or partial name of the digital worker.
<b>User</b>	Enter the user's username, or part of their username.
<b>Status</b>	<p>Select the status of the session from the following options:</p> <ul style="list-style-type: none"> <li>• <b>Pending</b> – Displays sessions that are due to run.</li> <li>• <b>Running</b> – Displays sessions that are currently running.</li> <li>• <b>Terminated</b> – Displays sessions that have terminated and not completed.</li> <li>• <b>Stopped</b> – Displays sessions that have been stopped and are no longer running, but are not completed.</li> <li>• <b>Completed</b> – Displays sessions that have run successfully and completed.</li> <li>• <b>Stopping</b> – Displays sessions that are in the process of stopping.</li> <li>• <b>Warning</b> – Displays sessions that have warnings.</li> </ul> <p>You can filter on more than one status at the same time.</p>

Filter	Description
<b>Start time</b>	Select the required time period that the start time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>End time</b>	Select the required time period that the end time falls within from the drop-down list. If you select <b>A given range</b> , enter the date range and times in the fields provided.
<b>Latest stage</b>	Enter the full or partial stage name.
<b>Stage started</b>	Select the required time period that the stage started within, for example, select <b>Over 2 hours</b> to filter against start times more than two hours ago.

The information on the Sessions page is immediately filtered, displaying any matches that contain the text and criteria configured in the filters.



If you have set the filters but want to view the unfiltered information again, either click **Reset filters** in the panel, or turn off the required filters, or remove any settings within the filter so that it is blank.

3. Click **Close drawer** to close the filter panel.

## Digital Worker Health

The Digital Worker Health page provides you with a summary of all the digital workers (also known as runtime resources) that are available for your connected environment.

Digital worker	Group name	Pool name	Status	Pending sessions	Active sessions
v7stage1-bps:8192	Default		Offline	0	0
v7stage1-bps:8191	Default		Offline	0	0
v7stage1-bps:8190	Default		Offline	0	0
v7stage1-bps:8189	Default		Offline	0	0
v7stage1-bps:8188	Default		Offline	0	0
v7stage1-bps:8187	Default		Offline	1	0
v7stage1-bps:8186	Default		Offline	3	0
v7stage1-bps:8185	Default		Offline	2	0
v7stage1-bps:8184	Default		Offline	0	0
v7stage1-bps:8183	Default		Offline	1	0

The Digital Worker Health page provides you with the following information and functions:

- A. **Edit view** – Define the columns that are displayed. You can then show or hide the columns using the toggle switches. You can also change the grid to display in a compact format, change the numbers of rows displayed, and sort by a table column. You can apply any changes and save them for the current view, or as a new view. For more information, see [Customized table views](#).
- B. **Filter** – Filter the information that is displayed. You can turn on the [required filters](#) and enter or select the appropriate information for display, for example, you could turn on the **Status** filter and select **Idle**. The filter is enabled by default to only show digital workers that are not retired.
- C. **Load view** – Load a saved view, or a preset view. For more information, see [Customized table views](#).
- D. **Auto refresh** – Define how often the table contents will automatically refresh. By default it is disabled, but can be set to every minute, five minutes, 10 minutes, or 30 minutes.
- E. **Refresh now** – Refresh the table contents. If operating with auto refresh configured, using this option will reset the timer.
- F. **Last updated** – The date and time the table data was last refreshed.
- G. **Rows per page** – Enter a number, or use the up and down arrows, to change the number of rows seen on a page.
- H. **Previous and Next** – Click **Previous** or **Next** to move through the pages of digital workers.

## Use the filters on the Digital Worker Health page

The filters enable you to easily find audit events based on the selected criteria.

1. On the Digital Worker Health page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the digital worker. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Digital worker</b>	Enter the full or partial name of the digital worker.
<b>Group name</b>	Enter the full or partial name of the group.
<b>Pool name</b>	Enter the full or partial name of the pool.
<b>Retirement status</b>	Select the status of the digital worker from the available options. The default configuration is to only display resources that are not retired.
<b>Status</b>	Select the status of the digital worker from the available options. You can select more than one status.
<b>Pending sessions</b>	Enter a numerical value for the minimum number of pending sessions that a digital worker has. Digital workers with this number of pending sessions or higher will display.
<b>Active sessions</b>	Enter a numerical value for the minimum number of active sessions that a digital worker has. Digital workers with this number of active sessions or higher will display.

The information on the Digital Worker Health page is immediately filtered, displaying any matches that contain the text and criteria configured in the filters.



If you have set the filters but want to view the unfiltered information again, either click **Reset filters** in the panel, or turn off the required filters, or remove any settings within the filter so that it is blank.

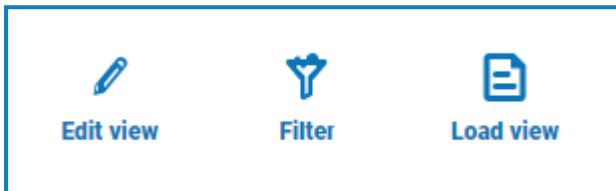
3. Click **Close drawer** to close the filter panel.

## Customized table views

You can customize the tables on each of the Control Room pages to configure and save specific data views, making it easier to manage and scale your automations. Each table comes with a preset view, but you can add more views as required.

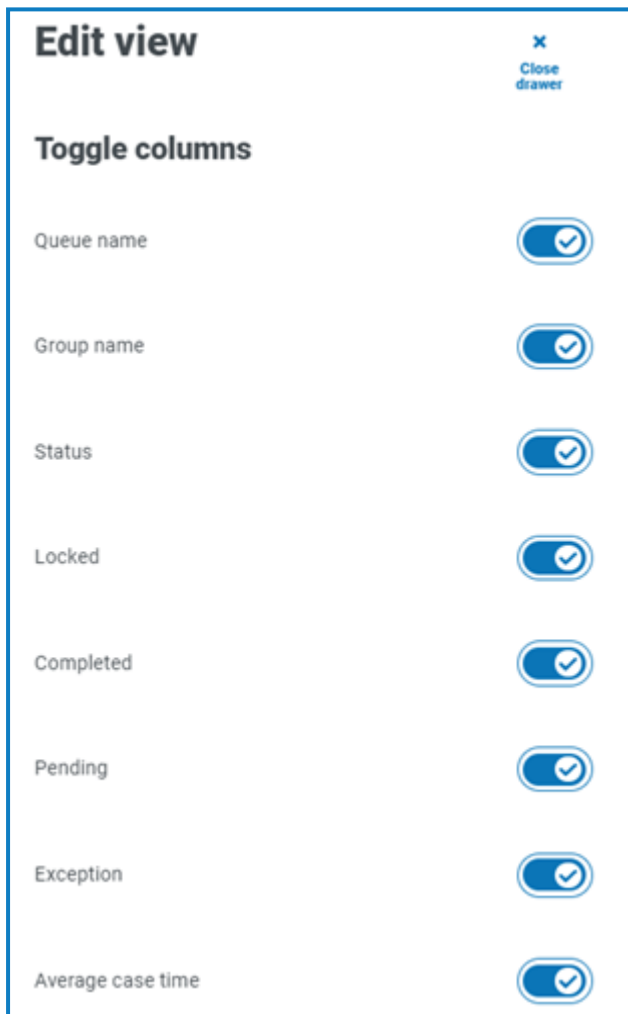
### Create, edit, and save view

1. Click **Edit view**.



The Edit view pane displays, where you can configure the table content and additional display options.

2. In the **Toggle columns** section, define the columns to be included in the view. For example, for the Work Queues page:





3. In the **View options** section, configure the following options as required:
  - **Compact table view** – If enabled, table rows are displayed with reduced line spacing so you can see more rows of data on the page.
  - **Rows per page** – The number of rows displayed per page.
  - **Sort by** – The column the table data is sorted by, in ascending or descending order.

**View options**

Compact table view

Rows per page 10

Sort by

Queue name Ascending

Save as new view

4. To create a new view, click **Save as new view**. Alternatively, if you are making changes to an existing custom table view, click **Save changes to view** to overwrite with the updated properties.
5. If you have saved a new view, enter the name for the view in the **View name** dialog.

**View name**

Name \*

Enter a name for this view.


Cancel Save

6. Click **Save** to return to the page.  
The table will automatically be loaded with the new view.

## Filters

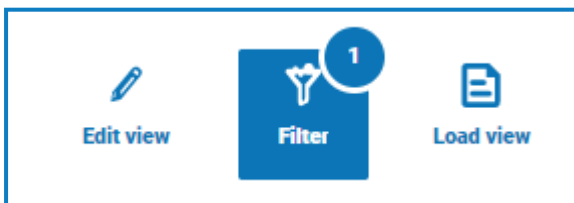
You can configure and save filters as part of a custom table view:


1. Click **Filter** to open the Filter pane and see the available filters for the table. For example, the following filters are available for the Work Queues page:

 As an example use case, you could filter the data to only show Exceptions, and save this as a new view called *Last 100 exceptions*.

2. Use the toggles to turn on the required filters and enter the relevant information.
3. Click **Save as new view** to set up a new view, or **Save changes to view** to update the currently loaded view.

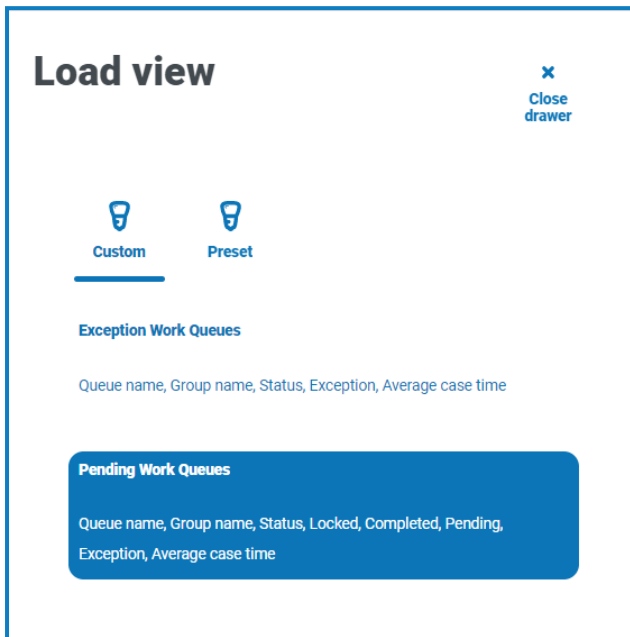
When enabled, the Filter button is highlighted with an icon to show how many filters are active.



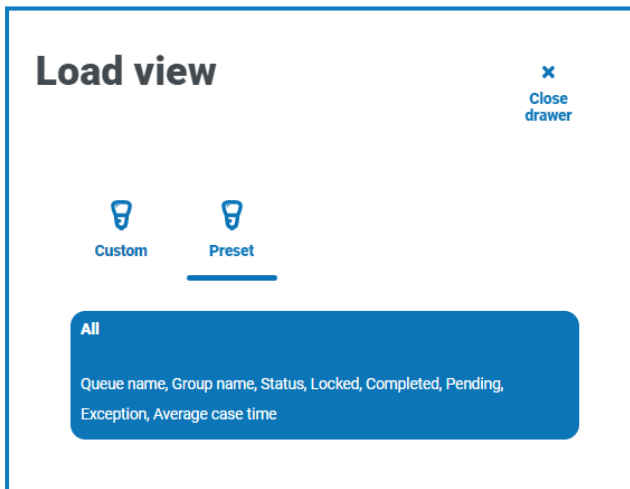
 If you have not saved your changes and you attempt to leave the page, a message displays prompting you to save or discard your changes.

## Load view

You can open a saved view by selecting **Load view** in the top bar. The **Custom** tab displays your saved views with a summary of the table columns. The highlighted row is the currently active view.



To return to the default table view, click the **Preset** tab, and select the view titled **All**.



## Dashboard widgets

The Control Room plugin also provides a number of [dashboard widgets](#), which you can apply and customize to monitor your Blue Prism environment at a glance.

To customize your widgets:

1. On the Dashboard, click **Edit widgets**.

The widgets that can be customized display an **Options** icon; all widgets display a **Remove** icon.

2. Click **Options** next to the required plugin.

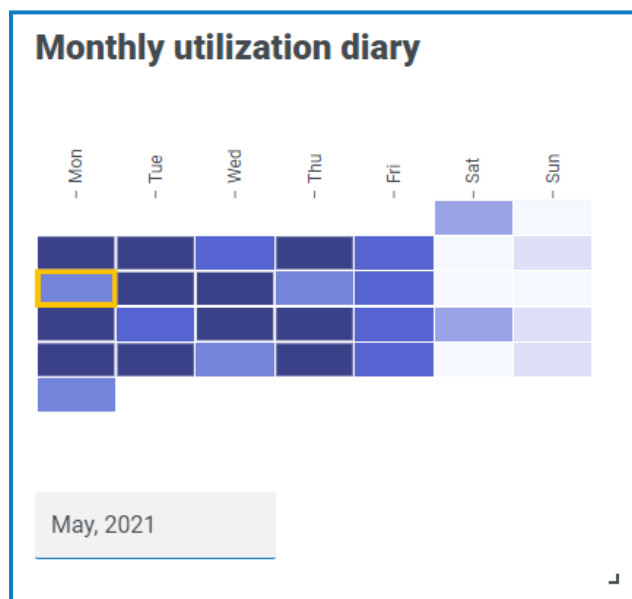
The Display options panel displays.


3. Set the options as required and click **Close drawer**.

The widgets update as soon as the options are selected and the Display options panel closes.

## Monthly utilization diary

This enables you to view the level of use of your digital workforce for each day of a month. You can hover over a block in this chart to view the utilization level. An example of the Monthly utilization diary widget is shown below:



 The darkest color indicates the highest level of use, the lightest color is the lowest level.

## Utilization chart

This displays a line graph showing how much the digital workers are used, against the hours, for a given date.

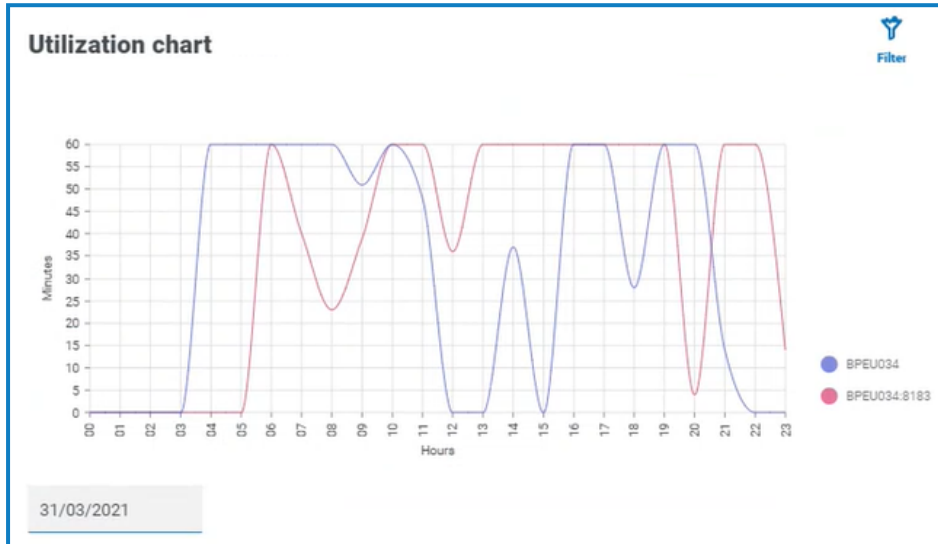
To configure the widget:

1. On the Utilization chart widget, click **Filter**.

The Filter panel displays.

2. Under the **Select digital workers** filter, enter the digital worker name or select one from the drop-down list. You can have more than one digital worker set for this widget.

For example (with the options set to activity and minutes):



3. Click **Close drawer** to close the Filter panel.
4. If you want to view the information for a different day, enter the date in the date field and press Enter.
5. If required, use the [options](#) to customize this display further.

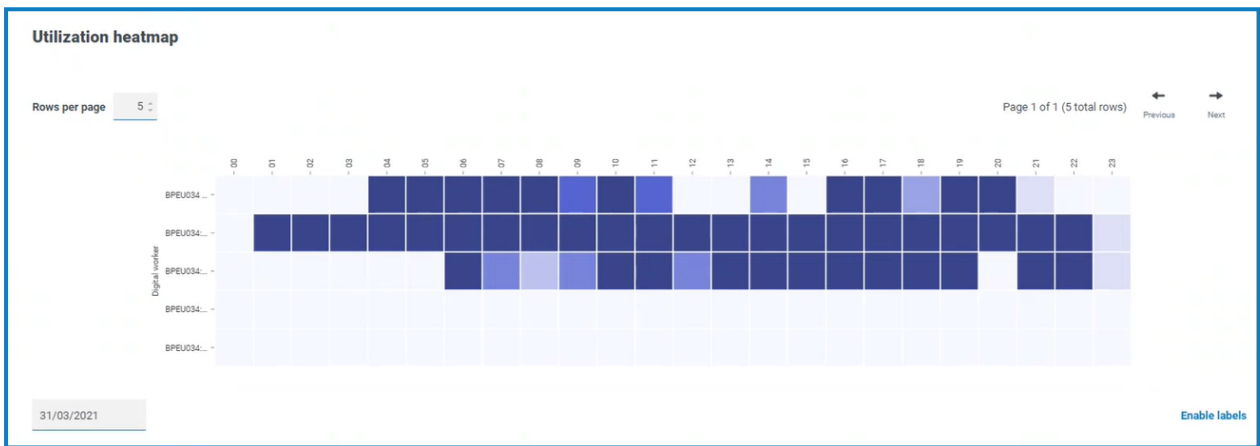
## Utilization heatmap


This displays a list of digital workers and the hours that they were utilized for a given date. By default, it will show you the data for the current date.

To configure the widget:

1. On the Utilization heatmap widget, click **Enable labels** to view a numerical value within each of the colored squares. You can click **Disable labels** to remove these values.
2. If you want to view the information for a different day, enter the date in the date field and press Enter.

The Utilization heatmap updates. For example (with the options set to activity and minutes):



 The darkest color indicates the highest level of use, the lightest color is the lowest level.

3. If required, use the [options](#) to customize this display further.

## Work queue compositions

This enables you to view the composition of work queue items across your work queues. When you add the widget, it will not display any data.

To configure the widget to point at a specific work queue:

1. On the Work queue compositions widget, click **Filter**.  
The Filter panel displays.
2. Under the **Select queue** filter, enter the queue name or select one from the drop-down list.
3. Click **Close drawer** to close the Filter panel.

The widget displays the information for the work queue that you want to monitor. For example:

