



blueprism®

Foundation Training

Setup Guide

Version LMS-6.2.1



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1. Pre-Requisites

- Blue Prism installed locally (version 6.2 or greater)
- Valid Blue Prism license
- Access to the Blue Prism Learning Management System, via your Blue Prism Portal login
- New Blue Prism database. This can be a local SQL Express database, SQL Server database or SQL Database installed by the Blue Prism Learning Edition. It must not be a shared database, and access must be for the trainee only.
- Blue Prism access credentials for the trainee. The trainee must have full privileges within Blue Prism. The default admin ID can be used

2. Blue Prism Portal Registration

Supporting material for Foundation training is only available via the Blue Prism Learning Management System, and can be found in the course file repository area - **Foundation Training – Self Setup.zip**

If you are a registered user of the Blue Prism Portal, you can log in using the link below, and then select the University > LMS menu option. Otherwise, register your details and your application will be reviewed and an email notification sent when it has been approved.

Blue Prism Portal - <https://portal.blueprism.com>

3. Training Application

Blue Prism Foundation training uses a single Windows desktop training application (**Centrix Data Solutions**).

The application is available in the **Foundation Training – Self Setup.zip**.

- Extract the contents of the **Foundation Training – Self Setup.zip** compressed file.
- Copy the **CentrixDataSolutions.exe** file to **C:\BluePrism\Training\Applications\Windows**

On first run of the **CentrixDataSolutions.exe**, your company virus software may scan the application before allowing you to continue.

4. Case File

The case file used throughout the Foundation training is available in the [Foundation Training – Self Setup.zip](#).

- Extract the contents of the [Foundation Training – Self Setup.zip](#) compressed file.
- Copy the [Orders.csv](#) file to `C:\BluePrism\Training\Applications\Windows\`

5. Default Processes, Business Objects and Work Queues

5.1. Foundation Training Release Import

The Foundation Training course relies on a series of pre-existing Processes, Business Objects and Work Queues. These items need to be imported into your Blue Prism training environment.

Perform the steps below to import these items;

- Open your Blue Prism training environment
- Sign in to Blue Prism

Default sign in details are;

Username: admin
Password: admin

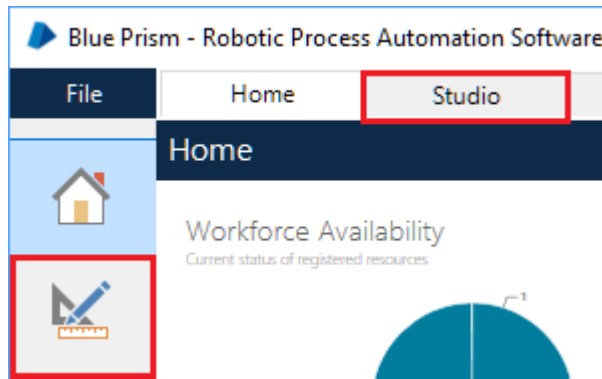
- Select File > Import
- Click Browse and the select [Foundation Training Setup.bprelease](#) file which is available in the [Foundation Training – Self Setup.zip](#).
- Click Next
- Click Finish

5.2. Load Work Queue Data

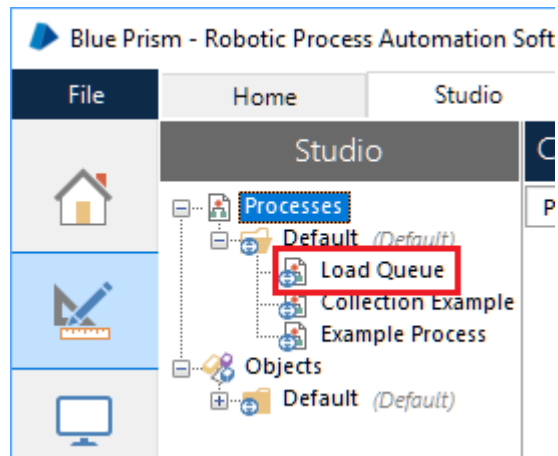
In preparation for Chapter 9 of Foundation Training, the Work Queue created as part of the Release import in section 5.1 requires training data to be loaded to the Work Queue.

Perform the steps below to load this data;

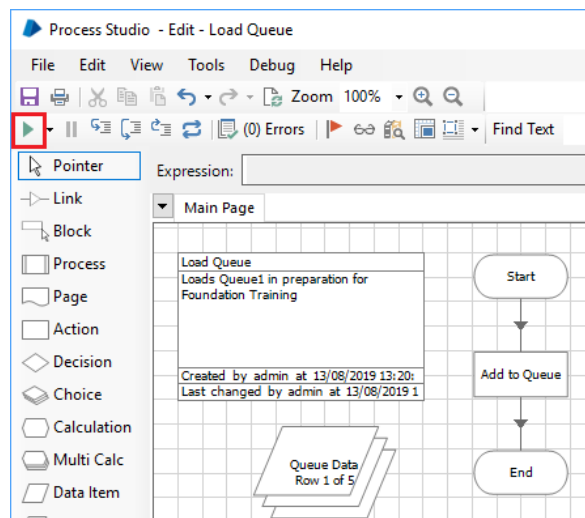
- Click on Studio or the Studio icon



- Double click on the **Load Queue** process



- Run the process by pressing the **Play** button on the toolbar



- Close the process to complete the setup of your Blue Prism training environment.

You are now ready to begin Foundation Training.