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Topic Break Down

Topic	No. of Questions
Topic 1, Process Discovery	35
Topic 2, Process Analysis	54
Topic 3, Process Design	24
Topic 4, Automation Implementation	54
Topic 5, Automation Business Analysis Best Practices	17
Total	184

QUESTION NO: 1

What is the purpose of prioritization criteria in the business analysis phase?

- A. Prioritization criteria are used to determine, evaluate, and prioritize different business processes or requirements.
- B. Prioritization criteria are used to decide the best sequence for rolling out various automation features.
- C. Prioritization criteria are used to identify suitably skilled candidates for the development team.
- D. Prioritization criteria are used to establish the most effective algorithms for diverse tasks within the automation.

ANSWER: A

Explanation:

Prioritization criteria are used to determine, evaluate, and prioritize different business processes or requirements. During business analysis, organizations usually identify more potential automation opportunities than can be delivered at once. Defined, measurable criteria provide a consistent way to compare those opportunities and establish an implementation order that supports business objectives. Typical considerations include expected business benefit, process volume and frequency, implementation effort, process stability, risk, compliance impact, and the quality or availability of input data.

In UiPath, an automation opportunity can be assessed through structured information captured during the idea-assessment process. This enables stakeholders to evaluate both an opportunity's value and its feasibility, rather than selecting work solely based on individual preference. The resulting prioritization helps the automation program focus capacity on opportunities that have the strongest expected impact and are practical to automate. It also makes prioritization decisions transparent and easier to communicate among process owners, business analysts, and the automation delivery team.

UiPath's Automation Hub documentation describes how idea assessments collect and evaluate automation-opportunity information: [UiPath Automation Hub — Idea Assessment](#). For the broader role of Automation Hub in managing automation opportunities, see [UiPath Automation Hub — Overview](#).

QUESTION NO: 2

According to best practices, what is the approach a Business Analyst should take when encountering low-quality process documentation?

- A. Make sure the scope of the project is clearly defined and documented
- B. Start documenting the process at a high level and then go into details
- C. Communicate the impact to the stakeholders and get their approval to move forward
- D. Fill in the gaps and recommend a version of the process to the stakeholders

ANSWER: B

Explanation:

Start documenting the process at a high level and then go into details is the appropriate approach because it creates a reliable shared understanding before attempting to capture exceptions, decision rules, systems, inputs, and handoffs. When existing documentation is incomplete or inconsistent, beginning with an end-to-end, high-level process view lets the Business Analyst validate the process boundaries, main activities, participants, and expected outcome with subject-matter experts. That validated overview becomes the structure for progressively eliciting and recording detailed steps, including variations and business rules, without prematurely making assumptions about missing information.

This top-down approach also supports effective stakeholder review: people can more easily confirm the overall flow first and then focus on the portions where deeper clarification is needed. In UiPath automation discovery, clear process understanding is essential for documenting an automation candidate and assessing its suitability. UiPath's guidance for [documenting an idea](#) emphasizes capturing process information, while [Task Capture workflow diagrams](#) support progressively documenting the sequence of activities. A high-level-to-detailed analysis therefore provides an organized, evidence-based foundation for accurate process documentation and later automation design.

QUESTION NO: 3

A process owner states that a monthly report is suitable for automation because it requires three hours of manual effort. During discovery, the Business Analyst learns that the report is produced only once per month, the input files arrive in several inconsistent formats, and the report layout changes frequently. What should the Business Analyst do next?

- A. Document the benefits and feasibility constraints, then assess the idea before prioritizing it.
- B. Prioritize the process immediately because any task requiring three hours of effort has a high return on investment.
- C. Exclude the process immediately because processes performed monthly cannot be automated.
- D. Ask the development team to automate the current report layout before documenting the input variations.

ANSWER: A

Explanation:

The Business Analyst should document the process characteristics and assess the opportunity using both business benefit and feasibility criteria. The three hours of manual effort indicate potential value, but low frequency, inconsistent inputs, and frequent layout changes increase implementation and maintenance effort. These factors must be evaluated before the process is prioritized for automation.

Proceeding directly to development would ignore key feasibility risks. Rejecting the idea solely because it is monthly would also be premature, since the process may still be justified by compliance, risk reduction, or other business benefits. A consistent assessment provides the evidence needed for a defensible prioritization decision.

QUESTION NO: 4

What is end-to-end automation with human in the loop in UiPath?

- A. A type of automation that requires a human being involved only in monitoring the process
- B. A type of automation that requires a human being involved only in decision-making steps of the process
- C. A type of automation that requires a human being involved in every step of the process
- D. A type of automation that requires a human being involved only at the beginning and end of the process

ANSWER: B

Explanation:

A type of automation that requires a human being involved only in decision-making steps of the process is correct because human-in-the-loop automation combines robot execution with targeted human participation when judgment, validation, approval, or business expertise is needed. The automation can complete the repeatable, rules-based work autonomously, then pause at an appropriate point and create an action for a person to review information and make the required decision. After the person submits the action, the workflow receives the outcome and continues automatically. This enables an end-to-end process while reserving human effort for the exceptions or decisions that cannot, should not, or do not need to be fully automated. In UiPath, long-running workflows and Action Center support this pattern by allowing workflows to suspend while waiting for human input rather than requiring a person to oversee each automated step. UiPath describes Action Center as a way to handle business actions and provide human input to workflows, making it suitable for approval and decision points within automated processes. See the [UiPath Action Center introduction](#) and the [UiPath documentation on long-running workflows](#).

QUESTION NO: 5

What is an Asset in UiPath?

- A. A way to store shared variables or credentials that can be used in different automation projects.

- B. A way to store and organize reusable automation components within the platform.
- C. A way to store and manage the source code for custom activities.
- D. A way to store and organize project-related files and folders.

ANSWER: A

Explanation:

An Asset is a centrally managed value in UiPath Orchestrator that automations can retrieve and use at runtime. Therefore, "A way to store shared variables or credentials that can be used in different automation projects." is correct. Assets support several value types, including text, boolean, integer, credential, and per-robot values. A credential asset stores a username and password securely, while other asset types hold configuration values such as URLs, file paths, settings, or business parameters. Centralizing these values means an organization can update a value in Orchestrator rather than editing, republishing, and redeploying every automation that uses it. Processes access assets through UiPath activities such as Get Asset or Get Credential, subject to the permissions assigned to the relevant folders and accounts. This supports secure credential handling, consistent configuration, and reuse across multiple automations and environments. UiPath's Orchestrator documentation defines assets as variables or credentials that can be used across automation projects and describes their available types and management behavior. See [UiPath Orchestrator: About Assets](#) and [UiPath Activities: Get Credential](#).

QUESTION NO: 6

How many samples are recommended to train a custom ML model that has one custom extra field?

- A. 5-10 document samples
- B. 5-20 document samples
- C. 20-50 document samples
- D. 50-90 document samples

ANSWER: C

Explanation:

20-50 document samples is the recommended range for training a custom Document Understanding ML model with one custom extra field. A custom field requires representative labeled examples so that the model can identify both the field's location and its expected value patterns across the natural variations found in real documents. This range gives the training process enough examples to establish a useful initial model while keeping the labeling effort proportionate for a model with only one additional field. The sample set should reflect the document layouts, suppliers or senders, formats, and value variations that the automation will encounter in production. Quality matters as much as quantity: documents need accurate classification and field labeling, because those labels are the learning signal used during training. After training, the model should be evaluated against a separate, representative set of documents and then improved iteratively by adding and labeling examples where extraction confidence or accuracy needs improvement. UiPath's Document Understanding documentation describes the model-training workflow and the importance of using labeled training data: [Train an ML model](#). For the broader custom-model lifecycle, including evaluation and improvement, see [Custom models](#).

QUESTION NO: 7

How can a Business Analyst measure the success of an automation implementation using UiPath?

- A. By tracking the number of errors and exceptions that occur during the execution of the automation process
- B. By tracking the level of customer satisfaction and business value generated by the automation process
- C. By tracking the accuracy and completeness of the automation process compared to manual execution
- D. By tracking the total amount of time the automation process has been executed

ANSWER: B

Explanation:

By tracking the level of customer satisfaction and business value generated by the automation process is correct because automation success should be assessed against the business outcomes that justified the initiative, rather than solely against technical runtime statistics. A Business Analyst establishes measurable success criteria during discovery and uses them after deployment to demonstrate whether the automated process delivers its intended value. Relevant measures can include improved service experience, reduced customer wait times, stronger compliance, avoided operational cost, capacity released for higher-value work, and better achievement of process-level KPIs. Customer satisfaction indicates whether the changed process creates a meaningful improvement for the people receiving or relying on the service, while business value connects the automation to organizational objectives and return on investment. UiPath's automation lifecycle emphasizes identifying process value and documenting benefits as part of automation ideas and business cases, so these measures provide a clear basis for comparing expected and realized outcomes. This approach also supports ongoing optimization: the Business Analyst can review results with stakeholders, validate that benefits are sustained, and prioritize future improvements based on demonstrated impact. See UiPath's [Automation Hub documentation](#) and its guidance on the [ROI of RPA](#).

QUESTION NO: 8

A process owner requests automation of a daily reconciliation activity. The Business Analyst finds that employees first correct source-data errors manually and then perform the reconciliation steps. What is the most appropriate action during the assessment?

- A. Automate the reconciliation exactly as it is currently performed, including all data corrections.
- B. Exclude every case with a source-data error from the automation scope.
- C. Separate the source-data correction work from the reconciliation activity and assess both parts of the process.
- D. Use the total time spent by employees as the expected automation savings.

ANSWER: C

Explanation:

Separate the source-data correction work from the reconciliation activity and assess both parts of the process. is correct because correcting poor-quality input data may be a distinct upstream issue rather than an inherent reconciliation step. The Business Analyst should understand the volume, causes, rules, and ownership of the corrections before estimating the feasible automation rate and expected benefits.

Automating the current process without this analysis could reproduce data-quality problems and create a high exception rate. Excluding all corrected cases immediately would also be premature because some corrections may be standardized and automatable. The assessment should distinguish stable, rule-based reconciliation work from manual remediation that requires process improvement or human judgment.

QUESTION NO: 9

UiPath Process Mining offers the feature of simulating automation potential. Which of the following three elements you can find in the Automation Potential dashboard?

- A. Automation Rate, Manual Processing Time, FTE
- B. Automation Rate, Manual Processing Time, Number of cases
- C. Automation Rate, Avg number of events, FTE
- D. Automation Rate, Total case value, FTE

ANSWER: A

Explanation:

Automation Rate, Manual Processing Time, and FTE are the core elements presented in the Automation Potential dashboard because they quantify both the feasible level of automation and its expected operational impact. Automation Rate represents the proportion of process work that can potentially be automated under the selected assumptions. Manual Processing Time measures the effort currently spent on activities performed manually, providing the time baseline from which potential savings can be assessed. FTE, meaning full-time equivalent, translates the modeled time impact into an understandable workforce-capacity measure. Together, these measures allow stakeholders to simulate automation scenarios, estimate the reduction in manual effort, and prioritize opportunities according to their potential business impact. The dashboard is intended to support informed automation planning by connecting process behavior discovered in Process Mining with estimates of automation opportunity and capacity savings. UiPath Process Mining documentation describes Automation Potential as a capability for assessing the potential impact of automating process activities; see the [Automation Potential dashboard documentation](#) and the [UiPath Process Mining documentation](#).

QUESTION NO: 10

Which of the following types of Assets are available in UiPath Orchestrator?

- A. Text, Number, Integer, Credential
- B. Text, Bool, Integer, Credential
- C. Text, Bool, Number, Credential
- D. Text, Bool, Integer Number

ANSWER: B

Explanation:

Text, Bool, Integer, Credential is correct because these are the standard asset types supported by UiPath Orchestrator. Assets centrally store reusable values that automations retrieve at runtime, allowing teams to avoid embedding environment-specific or sensitive values directly in workflow files. Text assets hold string values, Bool assets hold true/false values, and Integer assets hold whole-number values. Credential assets securely store a username and password, with the password protected by Orchestrator rather than exposed as ordinary text. This makes Credential assets especially appropriate for application sign-in details used by unattended or attended automations. Asset values can be scoped and managed in Orchestrator, while processes use activities such as Get Asset and Get Credential to consume them during execution. UiPath documents these four types in its Orchestrator asset-management guidance: [Managing Assets](#). For the workflow-side retrieval behavior and appropriate activities, see UiPath's [Get Asset activity documentation](#).

QUESTION NO: 11

What is the order of steps in the Document Understanding processing flow for a generic document?

- A. Digitize, data extraction, classify, data export
- B. Classify, data export, data extraction
- C. Classify, data extraction, data export
- D. Digitize, classify, data extraction, data export
- E. Digitize, classify, data extraction, validate, data export

ANSWER: E

Explanation:

The correct processing order is **Digitize, classify, data extraction, validate, data export**. UiPath Document Understanding first digitizes the input file, converting documents such as PDFs or images into a machine-readable representation that downstream activities can process. The digitized content is then classified, allowing the automation to identify the document

type and apply the appropriate extraction configuration. Next, extraction retrieves the configured fields and tables from the selected document type. Validation follows extraction so that a user can review, correct, or confirm extracted values when confidence is insufficient or business rules require human verification. Finally, the validated extraction results are exported into a format that can be consumed by the rest of the automation or stored in a business system. This sequence establishes the necessary dependency between each stage: classification works with digitized content, extraction relies on the classification result, validation reviews extraction output, and export publishes the finalized data. UiPath describes these stages in its Document Understanding process overview and provides the activities used to implement them in workflows. See [UiPath Document Understanding Process Overview](#) and [UiPath Document Understanding activities documentation](#).

QUESTION NO: 12

Which of the following needs to be filled in the Process Assessment Tool?

- A. The volume of input data
- B. The frequency of the process
- C. The average robot handling time
- D. The number of application screens

ANSWER: A

Explanation:

The volume of input data is correct because it is a core process characteristic captured during assessment. An automation assessment must establish how many items, transactions, documents, records, or requests enter the process during a defined period. This volume provides the baseline for estimating the scale of the work and its potential business impact. In particular, it supports calculations and decisions around expected effort savings, potential return on investment, robot capacity requirements, and the appropriate automation design. A process with a substantial and measurable input volume can be assessed consistently because the expected workload can be projected from the data provided by the business. The Process Assessment Tool is used before implementation to collect process information from subject-matter experts and stakeholders, allowing the organization to compare opportunities using consistent operational and value-related inputs. Capturing input volume also helps ensure that the assessment reflects the real demand placed on the process, rather than an assumption based only on an individual case. UiPath's automation assessment approach similarly emphasizes gathering process and business information to evaluate and prioritize automation opportunities. See the [UiPath Automation Hub documentation on automation profiles](#) and UiPath's [Process Assessment Tool resource](#) for further context.

QUESTION NO: 13

As a Business Analyst, what is a recommended action to take once the team has a comprehensive view of the tasks and work towards process automation in an Assisted Task Mining project?

- A. Perform the task to be recorded again.
- B. Record and upload all the traces.
- C. Request users to record a trace.
- D. Review the merged trace and fill in beneficial details for the larger group.

ANSWER: D

Explanation:

Review the merged trace and fill in beneficial details for the larger group. Once recordings have provided a sufficiently comprehensive understanding of how users perform a task, the Business Analyst should validate and enrich the consolidated process view rather than continue collecting recordings. A merged trace brings together the relevant actions from captured traces into a representative task flow. Reviewing it helps ensure that the flow accurately reflects the business process that is intended for broader analysis and automation.

Adding beneficial details makes the trace useful to stakeholders beyond the individual recorder. These details can clarify the purpose of steps, relevant business context, decisions, applications, data considerations, and any meaningful variations that must be understood before automation is designed. This work transforms raw captured activity into an understandable, shareable basis for process discovery and subsequent automation assessment. It also supports collaboration because the larger group can review a clear, documented representation of the task and identify improvements or automation opportunities from a common source of information. UiPath's Assisted Task Mining guidance describes reviewing merged traces and adding details as part of preparing captured task information for analysis. See [UiPath Assisted Task Mining documentation](#) and [UiPath merged traces documentation](#).

QUESTION NO: 14

UiPath Process Mining provides TemplateOne application that offers different generic dashboards containing information, KPIs, and analysis functionality focused on a specific process area What are the 3 standard KPIs part of the Automation Dashboard within the TemplateOne application?

- A. Automation Rate, Total Manual Processing time Supplier Avg. Time
- B. Automation Rate, Total Manual event cost. Intercompany case value
- C. Automation Rate, Total Manual Processing time. Total Manual event cost
- D. Automation Rate, Material Group Count. Avg. throughput time

ANSWER: C

Explanation:

The correct set of standard Automation Dashboard KPIs is **Automation Rate, Total Manual Processing time. Total Manual event cost**. The Automation Dashboard in the TemplateOne application is designed to identify automation potential and quantify the operational impact of manual work within a process. Automation Rate provides the proportion of process work that is automated, making it a direct indicator of the current level of automation. Total Manual Processing time aggregates the time spent carrying out manual process activities, helping an analyst identify the scale of effort that may be reduced through automation. Total Manual event cost expresses the cost associated with those manual events, allowing the organization to assess the financial opportunity alongside the time-saving opportunity. Together, these measures provide a balanced view of automation performance: the extent of automation already achieved, the remaining manual effort, and the cost of that effort. This supports prioritization of automation opportunities based on measurable business value rather than on volume alone. UiPath describes TemplateOne dashboards and their process-analysis purpose in its [TemplateOne documentation](#); the associated [Automation Dashboard documentation](#) details the dashboard's automation-focused analysis.

QUESTION NO: 15 - (DRAG DROP)

When deciding the priority of processes from a pipeline, what is the order in which the development should be done ' ?

Instructions: Drag and Drop the items on the left to the boxes on the right in a correct order

	Answer Area
Must-Do Improvements	1st
Long-Term Improvements	2nd
Quick Wins	3rd
Low-Hanging Fruit	4th

ANSWER:

Explanation:

Process-pipeline prioritization is intended to help an organization deliver automation value in a deliberate sequence while balancing business impact, implementation effort, urgency, and delivery time. Quick Wins come first because they are suitable for rapid implementation and can demonstrate measurable value early. Delivering these automations promptly helps validate the automation approach, builds stakeholder confidence, and creates momentum for the wider pipeline.

Must-Do Improvements follow because they represent necessary business improvements that should be completed once the first rapid-value automations are underway. These initiatives may demand more planning, analysis, coordination, or development effort than Quick Wins, but their importance to the business makes them a priority in the delivery roadmap. Low-Hanging Fruit is then addressed as a practical opportunity to add further value through comparatively straightforward work after the more urgent and essential items have been planned or delivered.

Long-Term Improvements are scheduled last because they normally require a broader time horizon, potentially involving larger change, dependencies, process redesign, or more extensive implementation planning. Keeping them in the pipeline is important, but treating them as later roadmap work allows the organization to realize earlier benefits without delaying the entire automation program. This sequence supports value-focused pipeline management and aligns with the role of Automation Hub in identifying, assessing, and managing automation ideas. UiPath provides an overview of this idea-management lifecycle in [Introduction to Automation Hub](#), and relevant business-analysis learning resources are available through [UiPath Academy](#).

QUESTION NO: 16

Which is the most effective way for a Business Analyst to document business exception handling for an automation process?

- A. By recording the business users while handling the exceptions.
- B. By checking the application logs and creating an exception-handling scenario based on them.
- C. By creating a diagram showcasing the steps involved in handling each type of exception.
- D. By writing a detailed description of each business exception and the action that should be taken.

ANSWER: D

Explanation:

By writing a detailed description of each business exception and the action that should be taken is the most effective approach because it creates an explicit, testable business requirement for the automation team. A business exception occurs when the process encounters a condition that prevents it from continuing according to business rules, such as missing mandatory information, an invalid request, or a policy-based rejection. The Business Analyst should document the triggering condition, the information needed to identify it, the expected automation response, the required notification or escalation, the responsible person or team, and whether the transaction should be retried, deferred, or stopped. This level of detail gives developers clear rules to implement and enables stakeholders and testers to validate that the automation handles the scenario as intended. It also supports traceability between the process definition, test cases, and the automation's exception reporting. UiPath distinguishes business-rule exceptions from technical failures, reinforcing the need to define business conditions and their intended handling clearly in process documentation. See UiPath's [Exception Handling documentation](#) and its reference for the [BusinessRuleException activity](#).

QUESTION NO: 17

What are the environments that the UiPath Platform provides entitlements for deploying and licensing the product?

- A. Automation Suite. Orchestrator
- B. Document Understanding. Test Suite, AI Center
- C. Automation Cloud, Automation Suite, Individual Products
- D. Robots, Studio, Orchestrator

ANSWER: C

Explanation:

Automation Cloud, Automation Suite, Individual Products is correct because UiPath licensing is structured around the way an organization deploys and consumes the UiPath Platform. Automation Cloud is UiPath's cloud-hosted offering, where licensing entitlements are allocated and managed for cloud services. Automation Suite is the self-hosted platform offering, enabling organizations to deploy UiPath services in their own infrastructure while applying the appropriate license entitlements. Individual Products covers licensing for UiPath products that can be obtained and used outside a full Automation Cloud or Automation Suite platform deployment, according to the applicable product and licensing model. These deployment and consumption contexts are important during discovery and solution planning because they affect administration, infrastructure ownership, service availability, and how entitlements are assigned and monitored. UiPath's licensing documentation describes how licenses and entitlements are managed in Automation Cloud, while its platform documentation distinguishes the cloud and self-hosted deployment models. See the [UiPath Automation Cloud licensing overview](#) and the [UiPath Automation Suite licensing documentation](#).

QUESTION NO: 18

What is an example of a feasibility-based prioritization criterion?

- A. Each step in the business process has a different stakeholder
- B. All the inputs are standardized and digital
- C. There is a high number of qualified candidates for the development team
- D. There is a high number of stakeholders who are interested in the business process or requirement

ANSWER: B

Explanation:

All the inputs are standardized and digital is a feasibility-based prioritization criterion because feasibility measures how practical and technically suitable a process is for automation. When process inputs arrive in consistent, structured digital formats, the automation can reliably access, interpret, validate, and route the information using defined rules. This reduces the need for manual preparation, document conversion, exception handling, or technologies such as optical character recognition for paper-based or unstructured materials. Standardized inputs also make it easier for the business analyst and technical team to document requirements clearly, identify stable application interactions, and estimate development effort with greater confidence.

During automation opportunity assessment, UiPath considers implementation-related characteristics alongside business value so organizations can prioritize candidates that can be delivered reliably and efficiently. Input format and data quality directly affect implementation complexity, maintenance effort, and the likelihood that an automation will operate consistently in production. Therefore, having standardized and digital inputs is a clear indicator that the process is feasible for automation. UiPath's guidance on assessing automation ideas and their relevant scoring criteria is available in the [Automation Hub assessment algorithm documentation](#) and the [Automation Profile documentation](#).