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## Process definition

A process definition is the predetermined procedure belonging to a process. The process definition provides the framework for all following [process instances](#) which will be initiated. The process definition entails any relevant piece of information which is required to execute the process in TIM. This point also subsumes [Smartforms](#), [ActionHandler](#), assignments and the diagram of the process itself.

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## Process instance

A process instance is a single run determined by a [process definition](#). Additional information can be added to every run. This information may be provided regularly by a [Smartform](#) and then included in the process run.

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## Smartform

Smartforms are forms which can be generated by setting up a [process definition](#). These forms may be used either as containers for data or be used for process-related decision making, for example, if the SmartformDecisionHandler has been used during the modeling stage.

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## Process variable

A process variable is being implemented during the course of a process (or, alternatively, a [process instance](#)) and attends to the process from the beginning to the end. A process variable can be changed as often as desired. A process variable can be created and changed by using a [Smartform](#) or an [ActionHandler](#). Process variables can be used to manage the course of processes or to compile several pages of information. Please refer to [this page](#) for further information.

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## BusinessCalendar

The BusinessCalendar calculates the time based on working hours and public holidays. The calendar can be adapted to any client. Please refer to [this page](#) to get access to a very good introduction about this functionality.

## Node / activity

A node is a compilation of tasks. Often, a node will be called an activity in TIM which then only entails one task. A node should always be located within a [Swimlane](#) to be allotted to an [Assignee](#).

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## Script node

Script nodes do not require any further manipulation by the user. If there is no [ActionHandler](#) allotted to the script node then the element will be skipped without initiating any action. Normally, script nodes will be employed to execute an [ActionHandler](#) and to provide a clearly arranged overview of the process.

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## Tasks

Tasks have to be processed by [executive managers](#) within the company and marked as finished before the next step of the process may begin.

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## Swimlane

A (Swim)lane represents a group of users or individual users. A Swimlane contains almost always at least one [node](#). Its role lies in the proper assignment of a [task](#) to an [assignee / executive manager](#). If an user has finished a task within a [Swimlane](#) he will receive every following task in this specific Swimlane.

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## Assignee / executive manager

Assignees or executive managers are people to whom [tasks](#) have been assigned to.

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## CBA (Configuration Based Application)

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