






Activities

A process consists of a range of activities which are executed in a specific order. A process only continues to run if an activity is completed. An activity consists of one or more tasks that must all be completed before the activity can be considered as completed. See [Structure of a process](#).

An activity can contain multiple tasks and is activated as soon as the process flow reaches the activity.

All activities are displayed in a list in the [Processmanager Client](#) as soon as an instance is selected.

Activities 						
Activities		Tasks	My Tasks	My finished Tasks		
Name 	Start			Progress Task	LFT	Status
Identify & Describe the Problem	24.11.2014 17:35			0 / 1	31.12.2015 09:00	
1	2	3	4	5	6	7

Information which shall be displayed in this list can be [configured](#) arbitrarily.

Element	Description
1	Name of the activity
2	Time at which the activity has started
3	With this symbol you can get to the menu directly, where documents can be uploaded or already uploaded documents can be viewed. Uploaded documents are available, if the symbol is filled with color.
4	With this symbol you can get to the menu directly, in which notes can be added or already added notes can be viewed. Notes are stored, if the symbol is filled with color.
5	How many tasks in the selected activity exist and how many of them are already done will be shown here.
6	The latest finish time (LFT) for this activity will be shown here. See CPM .
7	The traffic-light symbol here shows, if the activity is on schedule. CPM .

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