

# Distinguishing Between Clients

In the [To-Do Clients](#), the tasks of a particular employee stand in the foreground. As evident by the name, the [Process Manager Client](#) is focused on the tasks of the process manager.

## Additional features of the process-manager clients compared to the ToDo-clients (provided that the user has owner-rights for the affected processes.)

- Overview of [process definitions](#)
- Access to [process-definitions reports](#)
- Process definitions can be [archived](#)
- Display of all open tasks of a process definition
- Overview of all [instances](#) and their current [status](#)
- All open tasks can be finished (including external)
- All open tasks can be assigned
- Access to the instance pop-up, modify the instance name and description
- [instances](#) can be archived
- Access to [instance-reports](#)
- [properties](#) of an instance
- [swimlane-assignments](#), for instance, can be displayed
- Gantt-chart visualization of an instance
- Activities-tab of the instance, with the possibility of changing the start date and the process time of activities
- CPM-information for de-/activation of CPM
- Graphical overview of "instances per activity"
- Access to archived instances in the archive
- Access to the assignment history of tasks

## Differences between the ToDo Client and the the ToDo-client Vertical

There is no difference between the [ToDo-Client Vertical](#) and the normal ToDo-client, when it comes to functionality. The division of the tow areas is not horizontal here, but vertical, which can be helpful, if used on a widescreen monitor.

## Differences between the ToDo-client and the ToDo-client 1G

The [ToDo-client 1G](#) is displayed in one widget only. Here, the tabs 'tasks', 'tasks of my groups', 'My instances', 'completed tasks', 'search', 'search results' can be seen. In the ToDo-client, two widgets are displayed. The one on top is designed exactly like the widget of the ToDo-client 1G. The bottom one additionally offers an (adapted) preview of the smartform and a live-view of the process model. In the ToDo-client, the user can additionally see an (adapted) preview of the corresponding [smartform](#) and a live-view of the process model in the below widget. The user can choose between these two previews via tab-choice.

## Differences between the process-manager client and the process-manager client 4G

In the process-manager-client, only two widgets are displayed by default: Processes/instances as well as their activities and tasks. Whereas in the process-manager-client 4G four widgets are displayed by default. Here, the graphical analysis “instances per activity” and the “live-view process model” are additionally displayed by default. These widgets can be displayed in the process-manager-client by right-clicking on a definition → “instances per activity” or right-clicking on one instance → “model”.

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