

Archive process instance

An instance can be archived with this item from the context menu. If an instance is archived, it is not active and it is no longer shown in the list of instances. Terminated instances can be archived in order to keep an overview of running instances. The tasks of an archived instance are also canceled and are no longer visible in the task lists. An archived instance is removed from active use.

A list with all archived instances can be found in the [Processmanager Client](#) (see element 4). All menu items of the [context menu](#) can be still used, except for the item **archive** because the instance is already archived.

Archived instances can be used as a [template](#) for a new instance.

Processes Instances My Instances Archive Search results					
Name ▼	Start	End	Status		
8D Problem Solving	06/23/2015, 10:43 AM	-			
8D Problem Solving		-			
8D Problem Solving		-			
8D Problem Solving Robert Baratheon		-			
8D Problem Solving Theon Greyjoy		-			
8D Problem Solving Robert Baratheon		06/11/2015, 9:14 AM			
8D Problem Solving		-			
8D Problem Solving Robert Baratheon		06/18/2015, 5:33 PM			
8D Problem Solving		-			
8D Problem Solving		-			

Choose entry
 show avail. reports
 Instance reports
 Upload document
archive
 Use this instance as a template
 Documents
 Note
 Swimlanes
 Model
 Gantt
 Smartform

out of 2 >

If you want to restore an archived instance, you have to click on the “Archive” tab. After that you have to look for the instance, that is to be restored, in the list, right click it and click on “Restore”.

Processes Instances My Instances Archive Search results					
Name ▼	Process definition ▼	Start	End	Creation user ▼	archived by ▼
KoGr: 1121	Versuchsfreigabe KoGr	13/03/2018, 10:18	13/03/2018, 10:18	Julian Le	Julian Le
KoGr: 1127	Versuchsfreigabe KoGr	13/03/2018		Julian Le	Julian Le
KoGr: 1124	Versuchsfreigabe KoGr	13/03/2018		Julian Le	Julian Le
KoGr: 1118	Versuchsfreigabe KoGr	13/03/2018		Julian Le	Julian Le
KoGr: 1121	Versuchsfreigabe KoGr	13/03/2018		Julian Le	Julian Le
KoGr: 1117	Versuchsfreigabe KoGr	13/03/2018		Julian Le	Julian Le
KoGr: 1117	Versuchsfreigabe KoGr	13/03/2018		Julian Le	Julian Le
KoGr: 1117	Versuchsfreigabe KoGr	13/03/2018		Julian Le	Julian Le
KoGr: 1127	Versuchsfreigabe KoGr	12/03/2018		Julian Le	Julian Le
KoGr: 1118	Versuchsfreigabe KoGr	12/03/2018		Julian Le	Julian Le

Choose entry
 show avail. reports
 Instance reports
 Use this instance as a template
Restore
 Documents
 Note
 Swimlanes
 Model
 Gantt
 Smartform
 Activities
 CPM-Info

From:

<https://wiki.tim-solutions.de/> - **TIM Wiki** / [NEW TIM 6 Documentation](#)

Permanent link:

https://wiki.tim-solutions.de/doku.php?id=en:software:tim:instance_context_archive&rev=1528798499

Last update: **2021/07/01 09:54**

