

Show available reports

In TIM, instance reports can be displayed and downloaded as PDF- or XLS-document. This can be done via the context menu which opens by right-clicking the particular instance.

There are two different types of reports for selection:

- **Process Instance-Report** : A general overview of the instance is given in the process instance. The report contains general information about the instance, the stored description of the instance, the process graphics and an overview about all activities with their tasks and description.
- **Effort-Report**: A general overview of all efforts is given, which were started by this instance. Efforts can be stored for a task. These efforts can either have the unit cost or time.



The image shows a context menu on the left and a report window on the right. The context menu is titled 'Choose entry' and lists various options: 'show avail. Reports' (highlighted), 'Instance Reports (BETA)', 'Upload Document', 'Archive', 'Use this instance as a template', 'Documents', 'Note', 'Swimlanes', 'Graph', 'Gantt', 'Smartform', 'Activities', 'CPM-Info', and 'Properties'. The report window is titled 'available Reports' and contains a table with the following data:

Process Instance	Type	Format	Link
Instance from Testprozess	Processinstance	PDF	Download
Instance from Testprozess	Efforts	XLS	Download

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