

Instance Report

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

The screenshot shows the 'Instance Reports' dialog box. It has a green header bar with the title 'Instance Reports' and a close button. Below the header, there are several settings:

- Format:** A dropdown menu set to 'PDF'.
- Language:** A dropdown menu set to 'English'.
- Show Activities:** Checked.
- Show Activities Notes:** Checked.
- Show Instance Notes:** Checked.
- Show Process Variables:** Checked.
- Show Process Graphic (PDF only):** Checked.
- Show Users Realname:** Unchecked (radio button).
- Show Users Systemname:** Unchecked (radio button).
- Create Report:** A button at the bottom right.

The following information about a process instance can be viewed in this report:

- name of the process instance
- completed activities
- open activities
- status
- description of the process instance
- smartform

TIM Report - Stand: 25.11.2014 - 12:16 Uhr



Process Instance : 8D Problem Solving#Instance from 8D Problem Solving#

finished Activities : 19/20
open Activities : 1
Status : läuft
CPM-Status :

Start : 24.11.2014 - 17:35 PM
End :
FEZ : 02.07.2013 - 12:11
SEZ : 05.07.2013 - 07:18

Description

n/a

Information about activities:

- start date and start time
- finish date and finish time

- EST / LST / EFT / LFT

Information about tasks:

- name of the task
- person responsible
- description of the task
- start (date / time)
- finish (date / time)
- assignment history (date / time, assigned by, assigned to)

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