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## Instance report

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



Process Instance	Type	Format	Link
Instance from Testprozess	Processinstance	PDF	<a href="#">Download</a>
Instance from Testprozess	Efforts	XLS	<a href="#">Download</a>

**The following information of 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

Process Instance : Testprozess	
finished Activities : 3 / 4	Start : 29.04.2014 - 10:05 AM
open Activities : 1	End :
Status : läuft	FEZ : 02.07.2013 - 12:11
CPM-Status :	SEZ : 05.07.2013 - 07:18
<b>Description</b>	
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
- responsible
- description of the task
- start (date / time)
- finish (date / time)
- assignment history (date / time, assigned by, assigned to)

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