Properties

Element	Description
1	Name of the instance.
2	Information about the user who started the instance and at which time.
3	The description of the instance will be displayed here. It can be edited.
4	Information about the process start will be given in this array. The scheduled start and the actual start is displayed. The actual start is the time at which the instance was started.
5	Information about the end of the process are given in this array. The scheduled end and the actual end is displayed. The actual end is the time at which the instance was ended.
6	If the description were processed they can be saved by pressing the button.

Documents

This tab shows the same content that can be reached via the context menu.

Note

The notes associated with this process instance can be viewed here. See notes.

Swimlanes

This tab shows an overview of all swimlanes and their assigned groups and actors.

Element	Description
1	The name / identification of the swimlane as it appears in Signavio is displayed here.
2	The current actor of the swimlane is displayed here, if existent.
3	The current actor group is displayed here, if existent.

If no actor is present, one can be selected in this window. The same applies for groups. All tasks are assigned directly to the user, if a user and a group is selected for a swimlane.

With the two drop-downs, a group and a user can be determined, who are assigned to the swimlane. If a user is already assigned to the swimlane in Signavio, only those groups in which the user is a member can be selected. But the user can be chosen optional.

If a group was deposited in Signavio, the group can be chosen optional, but the user has to be a member of the group.

The allocation history, which shows when and what change has been made, can be viewed by right-clicking the swimlane.
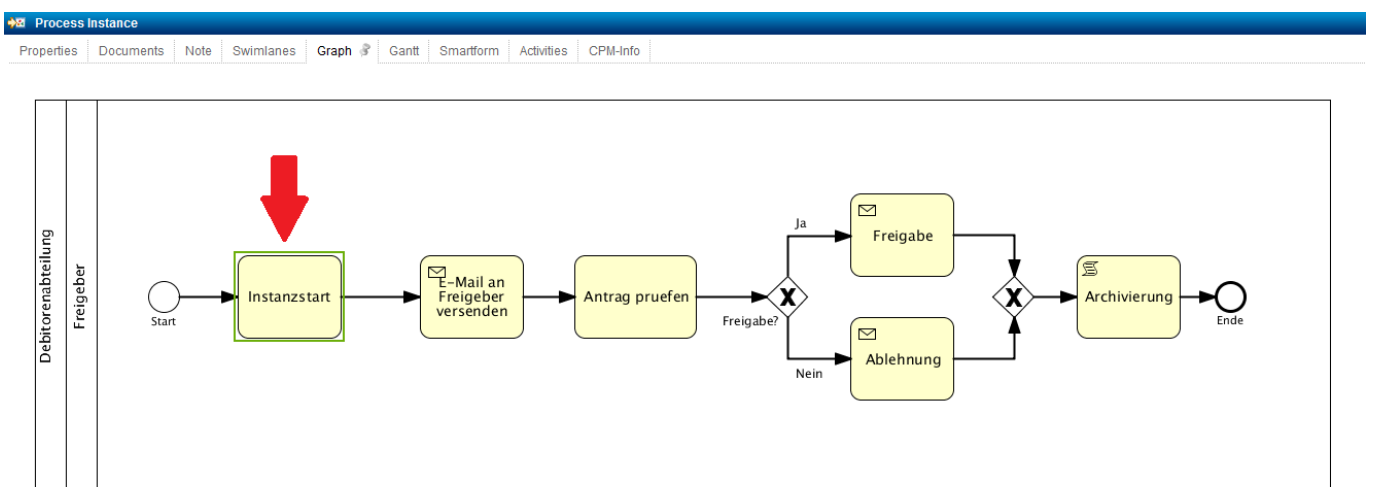

Model

The tab **Model** shows a process model and shows also at which point the instance is right now by using a colored frame around the respective instance.

Gantt chart

The Gantt chart provides an overview about the processing times of each activity. The green bar represents the fastest processing time from the earliest start time to the earliest finish time . The blue bar corresponds to the longest processing time from the earliest start time to the latest finish time .

Smartform

In this tab is the Smartform, which shows information and represents it for editing.

Activities + CPM Info

See CPM.