

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 has ended.
6	If the description was edited it 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](#).

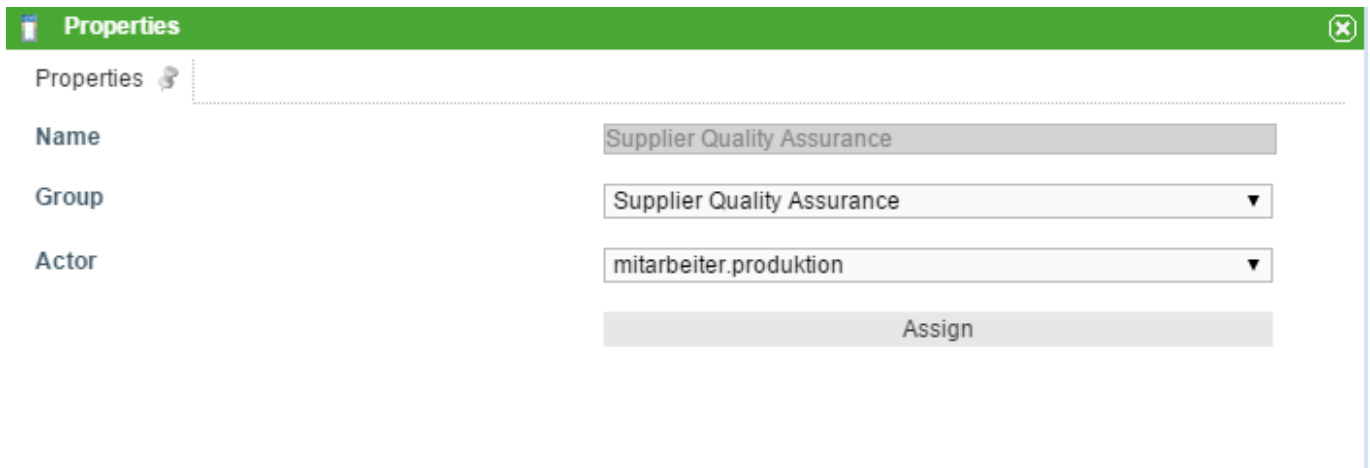
Swimlanes

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

Name	Actor	Group
Supplier Quality Assurance	Sepp Blatter	Supplier Quality Assurance

Element	Description
1	The name / identification of the swimlane as it appears in the process model 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 by making a right click. The same applies for groups. All activities are assigned directly to the user, if a user and a group is selected for a swimlane.



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Name: Supplier Quality Assurance

Group: Supplier Quality Assurance

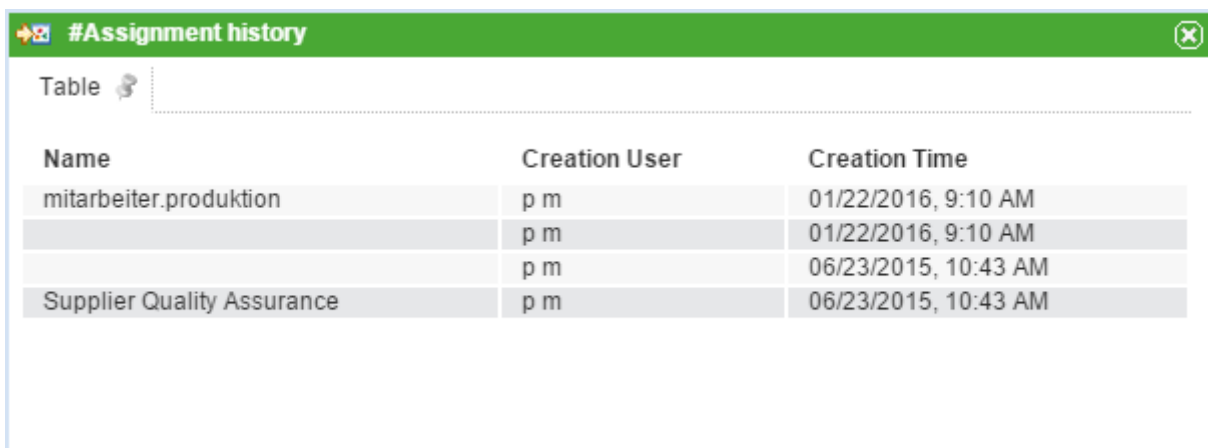
Actor: mitarbeiter.produktion

Assign

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 the process model, only those groups in which the user is a member can be selected. But the user can be chosen optional.

If a group was set in the process model, the group can be chosen optionally, 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.



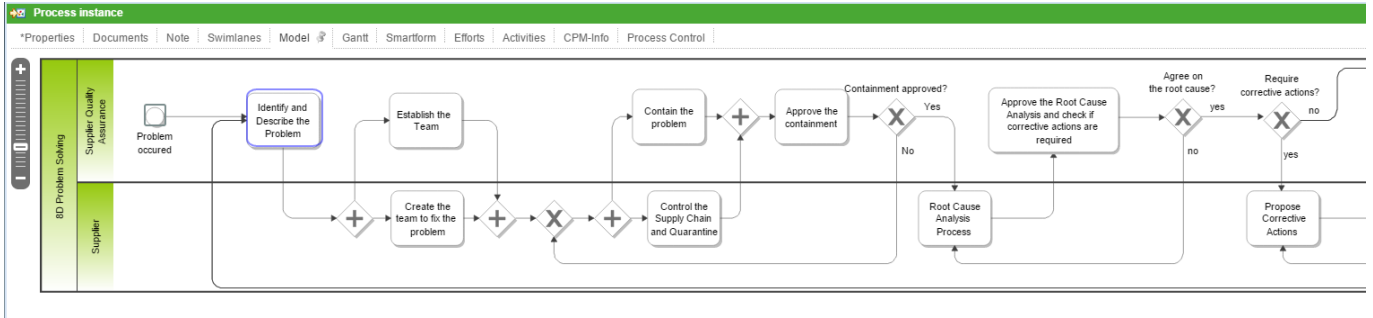
#Assignment history

Table

Name	Creation User	Creation Time
mitarbeiter.produktion	p m	01/22/2016, 9:10 AM
	p m	01/22/2016, 9:10 AM
	p m	06/23/2015, 10:43 AM
Supplier Quality Assurance	p m	06/23/2015, 10:43 AM

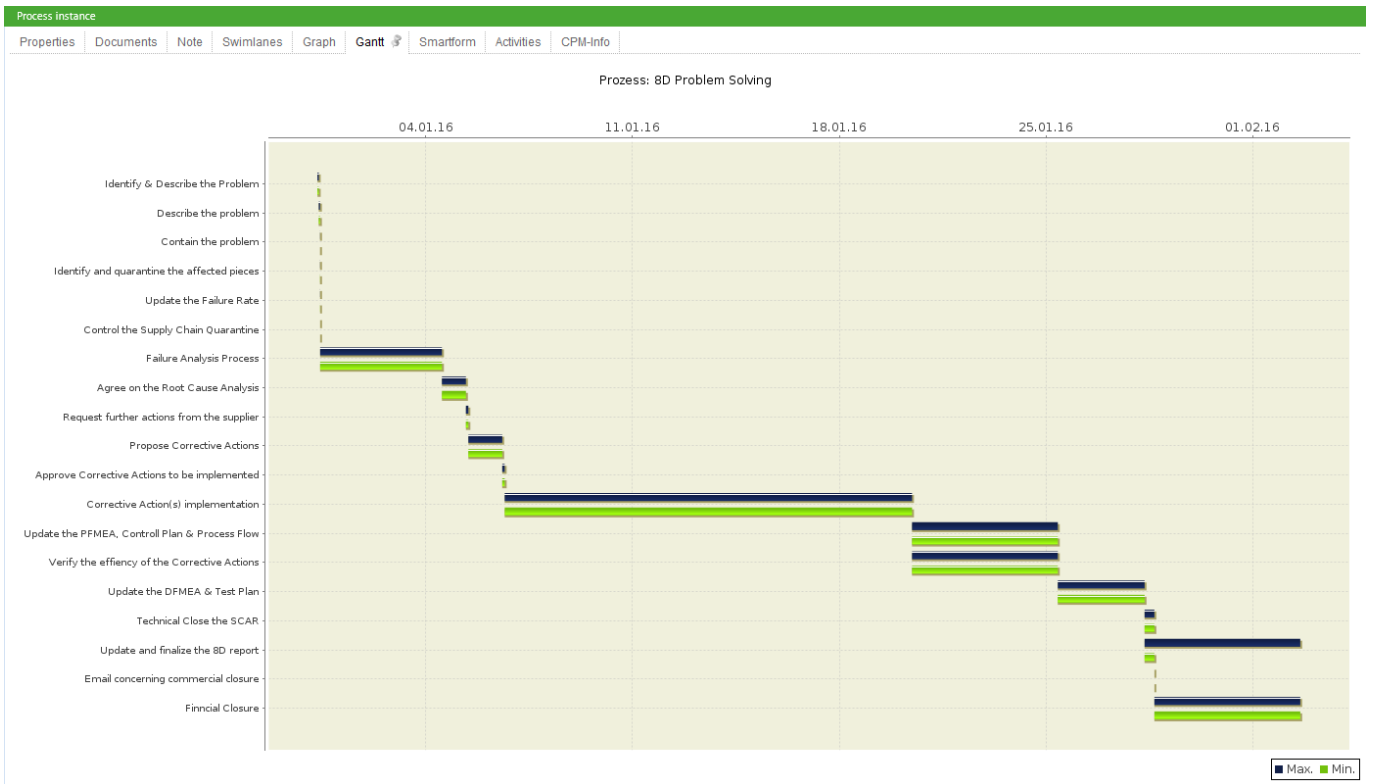
Graph

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



Gantt chart

The Gantt chart provides an overview about all 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 the Smartform is shown, which presents information about this specific process instance.

Activities + CPM Info

See CPM.

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