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Reports on process instances



Reports on instances can be viewed or downloaded in TIM either as PDFs or XLS files. This function can be accessed via opening the [context menu](#) by right-clicking on the desired process instance (please refer to the depiction on the right-hand side!).



The following information about this particular process instance is available in this report:

- name
- finished activities
- unfinished activities
- status
- description
- Smartform

Information on the activities:

- date and time of starting
- date and time of ending
- FAZ / SAZ / FEZ / SEZ

Information on tasks:

- name
- editor
- description
- start (date / time)
- end (date / time)

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- history of the assignment (date / time, assigned by, assigned to whom)

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