

Prozessinstanz-Reports

It is possible to download instance reports as PDF oder Excel File. This can be done via the context menu, which can be opened over a right click in an instance.



Now a popup opens where several settings can be done in order to customize the content of the reports. The following options are available:

Element	Description
Format	The format can defined here. (PDF or Excel)
Language	With this selection, the language of the exported document can be defined.
Show activities	When selecting this point, all acitivties (started, not started and ended) are shown in the report.
Show activities notes	This point shows all notes that are attached to activities.
Show instance notes	This point shows all notes that are attached to instances.
Show process variables	With this option it is possible to insert a list of all processvariables into the document.
Show process diagram(PDF only)	Add the process diagramm to the report.
Show full name of user /Show system name of user	Here is a decision wether the complete name of a user should be shown oder only the username.



The following informationen are shown for an instance:

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
Description	
n/a	

- Name
- done activities
- open acitivties
- Status
- description
- Smartform

Information about acitivties:

- Creation date and time
- End date and time
- FAZ / SAZ / FEZ / SEZ

Information about tasks:

- Name
- Assignee
- Description
- Begin(date / time)
- End (date / time)
- Assignee history (date/ time, assigned by, assigned to)

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