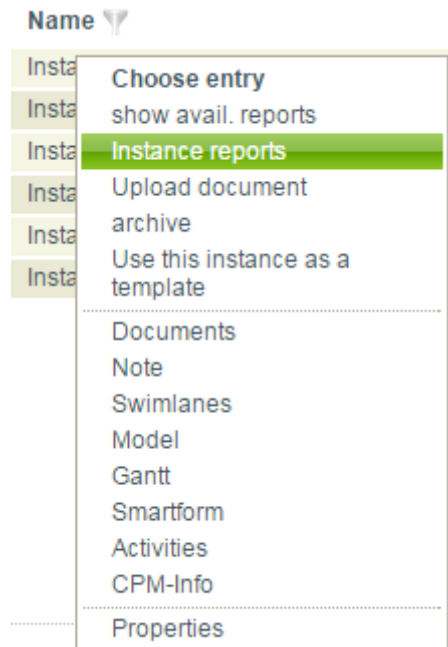


## Prozessinstanz-Reports

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

**Instance reports** ✕

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Instance reports

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Format	Excel ▼
Language	English ▼
Show activities	<input type="checkbox"/>
Show activities notes	<input checked="" type="checkbox"/>
Show instance notes	<input checked="" type="checkbox"/>
Show process variables	<input checked="" type="checkbox"/>
Show process diagram(PDF only)	<input checked="" type="checkbox"/>
Show full name of user	<input type="radio"/>
Show system name of user	<input type="radio"/>

**The following informationen are shown for an instance:**

<b>Process Instance : Testprozess</b>	
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	

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

**Information about acitivities:**

- 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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