Reports on process definitions

Reports on process definitions can be viewed and downloaded in T!M as a PDF file. To do this you have to open the [context menu](#) by right-clicking on the desired process definition (Please refer to the depiction on the right-hand side!).

Documentation of the process

The following information about a process definition is availalbe in the report:

- name
- version
- date and time of creation
- total number of Swimlanes
- total number of activities
- total number of tasks
- manager responsible for the process
- deployer
- starter
- description
- diagram of the process

Information on the Swimlanes:

- name of the Swimlanes
- assignment of the Swimlanes

Information on activities:

- time for processing particular activities

- description of activities

Information on tasks:

- name of the task
- assigned executive manager
- Description

Overview of instances

The following information on all unfinished process instances are available in this report:

- description
- total number
- number of instances per status

Information on instances:

- starting time (date / time)
- enumeration of distinct activities (including name, starting time, number of finished tasks, total number of tasks)

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