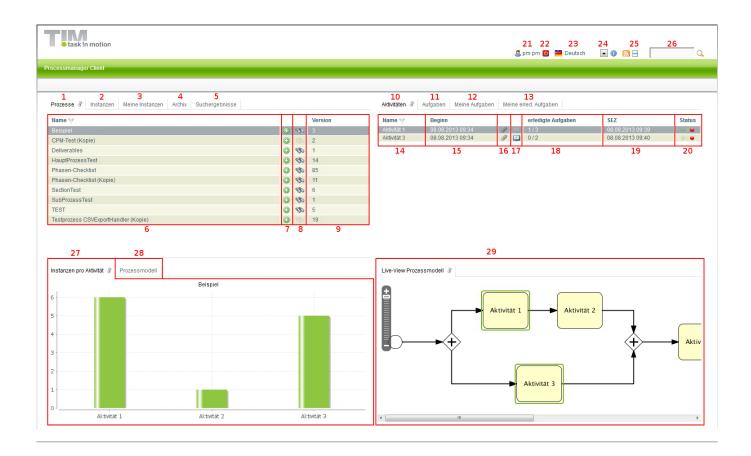🔧**Fix Me!** **This page is not fully translated, yet. Please help completing the translation.**
(remove this paragraph once the translation is finished)

Processmanager-Client 4G

The Processmanager Client serves the process manager to control and monitor his processes. In order to manage those tasks, this client provides special functions which are not available at the ToDo clients.
For a successful login to the Processmanager Client, the user needs the right **process manager**.

Overview Processmanager Client 4G-Client

Overview elements

element	description
1	This tab shows the process manager all the process definitions which he can access to.
2	If a process definition is chosen in the first tab, currently activated instances of this definition are displayed in the tab **"instances"**. See instances list
3	If a process definition is chosen in the first tab, currently activated instances of this definition, which have been initiated by the current user, will be displayed in the tab **"my instances"**
4	The tab **"archive"** displays all instances of a chosen definition which have been completed and archived.
5	This tab displays the instances in which the search (see element 8 and element 26) has found corresponding process variables.

element	description
6	In this slot the name of the process definition is displayed.
7	It is possible to initiate a new instance for this process definition via the plus symbol.
8	In this slot you can, via the smartform, search for process variables with the necessary search terms, corresponding to certain process definitions. The results are displayed in the slot search result. See search » Beware! This does not work with the ToDo-Client 1G
9	Here, the version of the currently deployed process definitions is displayed. If a process definition is newly deployed, the versioning is increased by 1.
10	If a process definition and a corresponding currently acvtivated instance is chosen, an overview of the status of current activities within the instance will be displayed in this slot.
11	If an activity from the list of activities (element 10) is chosen, a list of the tasks which are located in the chosen activity will appear in the tab **"tasks"**.
12	If an activity has been chosen, all activities for which the current user is listed as the arranger and the task, which has been assigned to a group of his, will be displayed under **"My activities"**.
13	In this column, all tasks which have been completed by the current user and not yet archived, can be looked into.» From version v.3.4.7 on, archived tasks will be displayed, too. In the Clientprofile it is possible to configurate whether or not completed tasks of my group shall be displayed.
14	In this column, the name of active activities is displayed.
15	Here, the date and time when an activity has begun or when the process has reached the activity, is displayed.
16	Via this symbol you get to the menu in which documents can be uploaded or already uploaded documents can be looked into. If the symbol is highlighted with colour, uplaoded documents are available.
17	Via this symbol you get to the menu in which notes can be added or already added notes can be looked into. If the symbol is highlighted with colour, notes are deposited.
18	Here, the number of tasks available in a chosen activity and how many of them have already been completed, is displayed.
19	Here, the latest possible end time for this activity, is displayed. See CPM
20	Here, the traffic light symbol tells you if an activity is on schedule. See CPM
21	Via a click on the user you get to the user settings in which the own user profile can be adapted. See Userprofile
22	Here, the current user can be signed out.
23	Here, the wanted language can be chosen via a dropdown.
24	Here, the current T!M version and revision can be looked into. The latter is crucial for the support if an error has occured.
25	Via this symbol you can switch between the Processmanager Client 4G and the Processmanager 2G.
26	Here, you can search for texts/numbers in all processes (in all process definitions and their process instances). Relevant data are the definition name, instance name and the process variables. Fitting results are displayed in the search results.
27	In this area a graphic is displayed in which information of currently active activities is given.
28	Under the tab **"Process model"** a small graphic is displayed which shows the entire process and its activities.
29	The Live View process model shows the entire process model and additionally marks the current status of the process.

Instanzen Liste

Element	Beschreibung
1	Hier wird der Name der jeweiligen Instanz angezeigt.
2	Hier wird das Datum und die Uhrzeit angegeben zu welcher die Instanz gestartet wurde.
3	Hier wird das Datum und die Uhrzeit angegeben zu welcher die Instanz beendet wurde.
4	Über dieses Symbol erreicht man direkt das Menü in welchem man Dokumente hochladen kann, bzw. bereits hochgeladene Dokumente betrachten kann.
5	Über dieses Symbol erreicht man direkt das Menü in welchem man Notizen hinzufügen kann, bzw. bereits hinzugefügte Notizen betrachten kann.
6	Über dieses Symbol wird direkt die Smartform des zugehörigen Prozesses in einem eigenständigen Fenster geöffnet.
7	Über dieses Symbol öffnet sich ein Fenster über das man diverse Reports herunterladen kann die Informationen über die jeweilige Instanz bereitstellen.
8	Hier wird über das Ampelsymbol Auskunft darüber gegeben wie der Prozess im Zeitplan liegt. Siehe CPM