

**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 these tasks, this client provides special functions which are not available for ToDo-Clients. For a successful login to the Processmanager-Client, the user needs the **rights** of a **process manager**.

## Overview Processmanager-Client 4G-Client

The screenshot displays the Processmanager-Client interface with the following components:

- Header:** TIM logo (task in motion), user profile (John Doe), language (English), and search bar (26).
- Navigation:** Processmanager Client title bar and tabs for Processes (1), Instances (2), My Instances (3), Archive (4), Search Results (5), Activities (10), Tasks (11), My Tasks (12), and My finished Tasks (13).
- Table 1 (Processes):**

| Name                    | Version |
|-------------------------|---------|
| 8D Problem Solving      | 12      |
| Special request         | 16      |
| TIM Wiki Prozess        | 2       |
| Wiki Approval Component | 6       |
- Table 2 (Activities):**

| Name                  | Start            | Progress Task | LFT              | Status |
|-----------------------|------------------|---------------|------------------|--------|
| Create offer          | 21.11.2014 10:29 | 0 / 1         | 21.11.2014 11:34 | 🟢🟡🔴    |
| Special paint request | 21.11.2014 10:29 | 0 / 1         | 21.11.2014 11:34 | 🟢🟡🔴    |
| Special requests      | 21.11.2014 10:29 | 0 / 1         | 21.11.2014 11:34 | 🟢🟡🔴    |
- Figure 27 (Instances per Activity):** Bar chart showing instance counts for activities like Create offer, Edit data, SS-ID gener..., Special pai..., Special requests, Total pricing, and Wait for custo....
- Figure 29 (Live view process model):** BPMN diagram showing process flow between Sales and Manufacturing departments, including tasks like Create offer, Special paint request, Special requests, Total pricing, and Wait for customer's decision.


## Overview of elements





































| element | description  |
|---------|--|
| 1       | This tab shows the process manager all the process definitions to which he has access.   |
| 2       | If a process definition is chosen in the first tab, currently activated instances of this definition will then be displayed in the tab <b>"instances"</b> . See <a href="#">instances list</a>               |
| 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 then be displayed in the tab <b>"my instances"</b> |
| 4       | The tab <b>"archive"</b> displays all instances of a chosen definition which have been completed and archived.   |

| element | description   |
|---------|---|
| 5       | This tab displays the instances in which the <a href="#">search</a> (see also Element 8 and Element 26 respectively!) has found corresponding process variables.  |
| 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 clicking on the plus symbol.  |
| 8       | In this slot you can search via the smartform. The search will be conducted for process variables containing required search terms which in turn correspond to certain process definitions. The results are then displayed in the slot dedicated to search result. See <a href="#">search</a> » Attention! This does not work with the ToDo-Client 1G |
| 9       | Here, the version of the currently deployed process definitions will be displayed. If a process definition is newly deployed, the versioning is increased by the digit 1.   |
| 10      | If a process definition and correspondingly a currently activated instance is chosen, an overview of the status of current activities assigned to the instance will be displayed in this slot.  |
| 11      | If an activity from the list of activities (please refer to Element 10!) is chosen, a list of the tasks which are assigned to the chosen activity will appear in the tab <b>“tasks”</b> .   |
| 12      | If an activity has been chosen, all activities for which the current user is listed as the instigator and the task itself, which has been assigned to one of his groups, will be displayed under <b>“My activities”</b> .   |
| 13      | In this column, all tasks which have been completed by the current user and are not yet archived, can be viewed here.» From version v.3.4.7 onwards, archived tasks will be displayed too. In the <a href="#">client profile</a> it is possible to configure whether or not completed tasks of a group shall be displayed.                            |
| 14      | The name of active activities will be displayed in this column.   |
| 15      | The date and time when an activity was started or when the process has reached the activity, will be displayed here.  |
| 16      | Via this symbol you can get access to the menu by which documents can be uploaded or already uploaded documents can be opened. If the symbol is highlighted by colour, uploaded 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      | The number of tasks available in a chosen activity and how many of them have already been completed will be displayed here.   |
| 19      | The latest possible ending time for this activity will be displayed here. Please refer to <a href="#">CPM</a> for further information.  |
| 20      | This traffic light symbol tells you if an activity is on schedule. Please refer to <a href="#">CPM</a> for further details.   |
| 21      | Via a click on the user you get to the user settings in which your own personal user profile can be adapted. Please the entry <a href="#">User profile</a> for further details.   |
| 22      | The current user can sign out here.   |
| 23      | Here, the wanted language can be chosen via a dropdown.   |
| 24      | Here, the current TIM version and revision can be looked into. The latter is crucial for the support if an error has occurred.  |
| 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.  |

| element | description  |
|---------|--|
| 27      | In this area a graphic is displayed in which information of currently active activities is given.                    |
| 28      | Under the tab <b>“Process model”</b> 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. |

## List of instances

Processes | Instances  | My Instances | Archive | Search Results

| Name  | Start            | End              |  |  |  |  | Status  |
|--|------------------|------------------|---|---|---|---|--|
| Instance from Special request  | 21.11.2014 10:32 | 21.11.2014 10:33 |  |  |  |  |         |
| Instance from Special request  | 21.11.2014 10:29 | -                |  |  |  |  |         |
| Instance from Special request  | 20.11.2014 13:44 | -                |  |  |  |  |         |
| Instance from Special request  | 20.11.2014 13:29 | -                |  |  |  |  |         |
| Instance from Special request  | 20.11.2014 12:49 | -                |  |  |  |  |         |
| 20140045   | 20.11.2014 11:42 | -                |  |  |  |  |         |

1
2
3
4
5
6
7
8

| element | description  |
|---------|--|
| 1       | Here, the name of a particular instance is displayed.  |
| 2       | Here, the date and time of an instance's start time is displayed.  |
| 3       | Here, the date and time of an instance's end time is displayed.  |
| 4       | Via this symbol you get directly to the menu which documents can be uploaded to or already uploaded documents can be looked in to.   |
| 5       | Via this symbol you get directly to the menu to which notes can be added or already added notes can be looked in to.                 |
| 6       | Via this symbol the smart form of the respective process is opened directly in a separate window.                                    |
| 7       | Via this symbol you open a window in which diverse reports, which provide information of the respective instance, can be downloaded. |
| 8       | Here, the traffic light symbol tells you if the process is on schedule. See <a href="#">CPM</a>                                      |

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