

Show available reports

In TIM, instance reports can be displayed and downloaded as PDF- or XLS-documents. This can be done using the context menu, which opens by right-clicking the particular instance.

There are two different types of reports for selection:

- **Process Instance-Report** : A general overview of the instance is given in the process instance report. The report contains a description about the instance, the process model and an overview of the activities and their respective tasks.

- **Effort-Report**: This gives a general overview of all the efforts connected to the instance. Efforts can be provided for a task.

Prozessinstanz	Typ	Format	Link
8D Problem Solving	Aufwände	XLS	Download

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Last update: **2021/07/01 09:52**

