

# 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.

Processes Instances My Instances Archive Search results

Name ▼	Start	End	Status
8D Problem Solving	06/11/2015, 9:14 AM	-	
8D Problem Solving	-	-	
8D Problem Solving	-	-	
8D Problem Solving Robert Baratheon	-	-	
8D Problem Solving Theon Greyjoy	-	-	
8D Problem Solving Robert Baratheon	06/11/2015, 9:14 AM	-	
8D Problem Solving	-	-	
8D Problem Solving Robert Baratheon	06/18/2015, 5:33 PM	-	
8D Problem Solving	-	-	
8D Problem Solving	-	-	

Choose entry  
show avail. reports  
**Instance reports**  
Upload document  
archive  
Use this instance as a template

---

Documents  
Note  
Swimlanes  
Model  
Gantt  
Smartform

of 2 >

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

Instance reports

Format

Excel

Language

English

Show activities

☒

Show activities notes

☒

Show instance notes

☒

Show process variables

☒

Show process diagram(PDF only)

☒

Show full name of user

☐

Show system name of user

☐

Create report

The following informationen are shown for an instance:

Process Instance : Testprozess	
finished Activities : 3 / 4	Start : 29.04.2014 - 10:05 AM
open Activities : 1	End :
Status : lauft	FEZ : 02.07.2013 - 12:11
CPM-Status :	SEZ : 05.07.2013 - 07:18
Description	
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)

From:

<https://wiki.tim-solutions.de/> - **TIM Wiki** / [NEW TIM 6 Documentation](#)

Permanent link:

[https://wiki.tim-solutions.de/doku.php?id=en:software:tim:instance\\_report](https://wiki.tim-solutions.de/doku.php?id=en:software:tim:instance_report)

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

