iGrafx® 2015

Process Automation Process Manager Guide

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Contents

Logging In

The Process Automation Login dialog box (see Figure 1 below) requires three values that you must specify:

- **Login** – There are three ways to enter the login credentials; see Types of Registration on the next page.
- **Password** – Your assigned password.
- **Client** – Specifies which of the various clients you wish to log in to. The set of clients available to you depends on your specific user permissions.

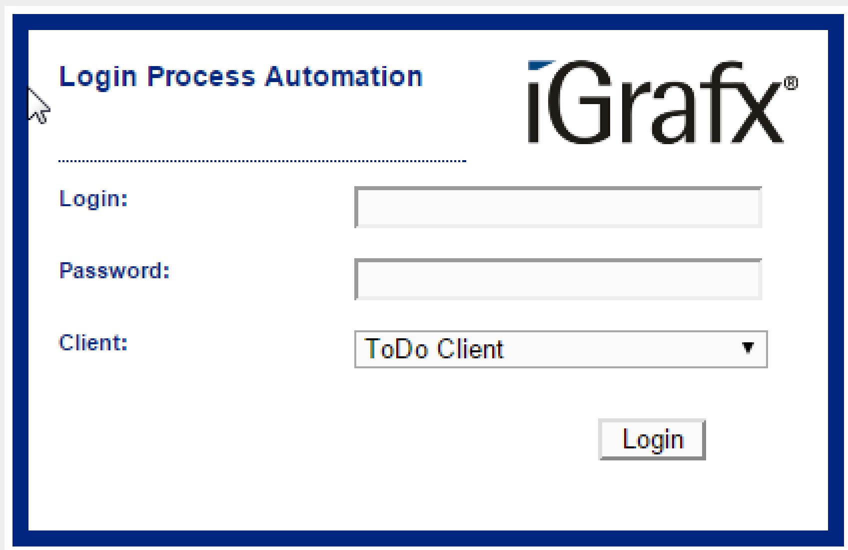


Figure 1. iGrafx Process Automation Login dialog box

Options available in the Client drop-down list include the following:

- ToDo Client
- ToDo Client 1G
- Process Manager Client
- Process Manager Client 4G
- Process Monitoring Client
- Administration

Types of Registration

There are three ways to log in to iGrafx Process Automation. Not all may be supported by your organization's implementation.

When you have supplied the required values, click the **Login** button. The Process Automation dashboard, at the URL http://*your_internal_server/* opens in your browser.

Log in with client and user name

You can also log in with your iGrafx Process Automation username and a client prefix. This way, iGrafx Process Automation knows which client you want to log in to. The client and username must be specified as follows:

client/name

The *name* value must be the one specified in your client profile by your organization's iGrafx Process Automation administrator.

Log in with username

If you log in using just your username and password, you'll be logged in to the iGrafx Process Automation client that is specified as the default client in the tim.properties file in the JBoss directory.

Log in with your email address

Each user can be registered with the email address in their user profile when the associated password is correct.

Note: The email address specified for you in iGrafx Process Automation must be your system-wide email address.

Process Manager Clients

iGrafx Process Automation includes five different web clients that you can log in to:

- ToDo Client
- ToDo Client 1G
- Process Manager Client 4G
- Process Manager Client (2G)
- Process Monitoring Client
- Administration

Note: The ToDo clients are described in the *iGrafx® 2015 Process Automation User Guide*.

The Administration client is described in the *iGrafx® 2015 Process Automation Administrator Guide*

Your permissions settings determine your access to the individual clients.

To log in to the Process Manager client, a user must have the appropriate permissions for a process manager.

The Process Manager clients enable the process manager to control and monitor processes. To manage these tasks, this client provides special functions which are not available in the ToDo clients.

Process Manager Client 4G

The Process Manager client 4G is the full-featured Process Management client.

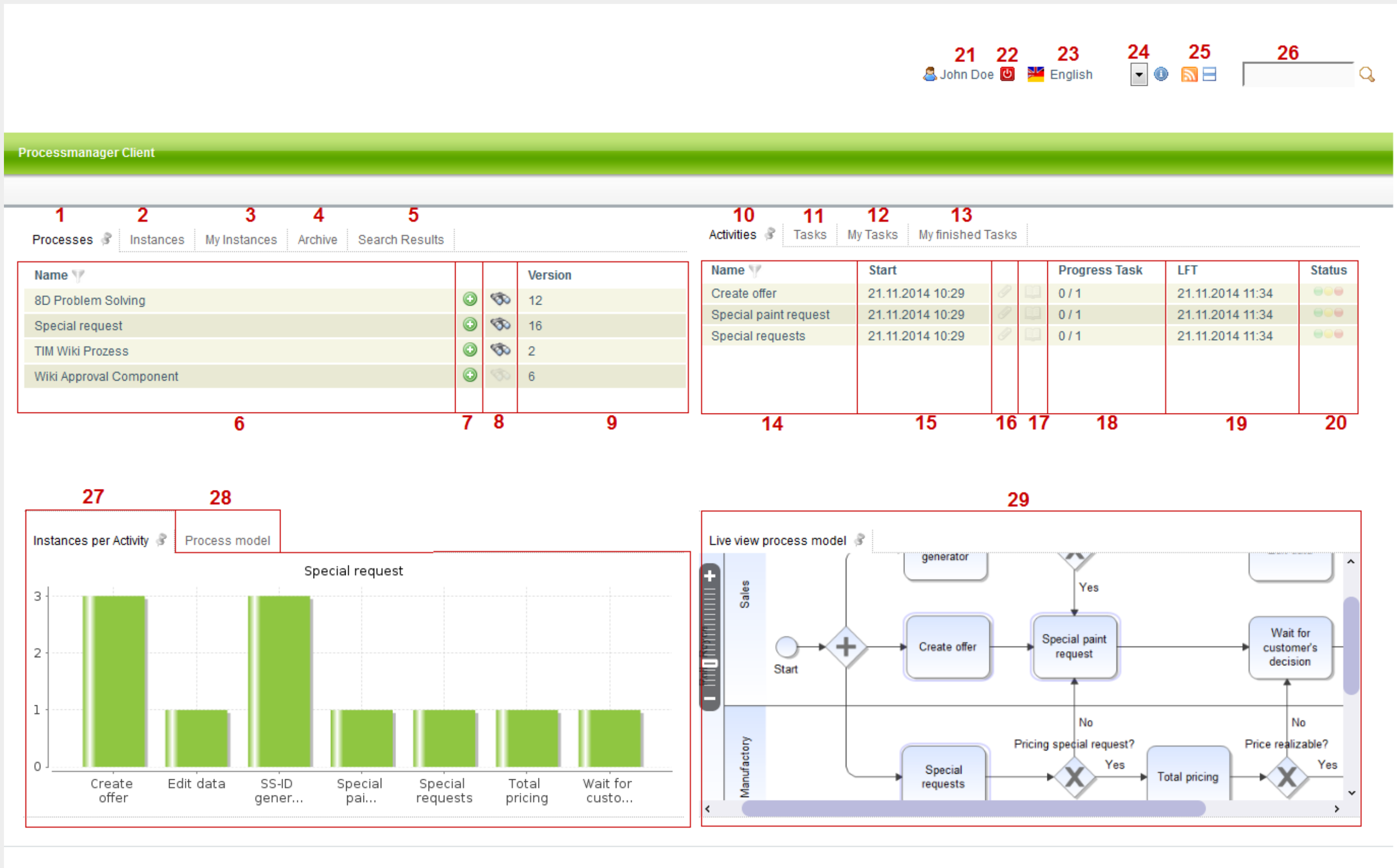


Figure 2. Process Manager 4G client

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 Instances tab.
3	If a process definition is chosen in the first tab, currently active instances of that definition that were initiated by the current user will appear in the My Instances tab .
4	The Archive tab displays all instances of a chosen definition that have been completed and archived.
5	This tab displays the instances in which have corresponding process variables.
6	The name of the process definition.
7	Click this plus-sign icon to initiate a new instance of the associated process definition.
8	Click one of these icons to search via the smartform. The search will be conducted for process variables containing the specified search terms. The results are displayed in the slot dedicated to search result.
9	Here, the version of the currently deployed process definitions will be displayed. If a process definition is newly deployed, the versioning is incremented by 1.
10	If a process definition with a currently-active instance is chosen, an overview of the status of current activities assigned to the instance will be displayed here.
11	All tasks related to the selected activity appear in the Tasks tab.
12	For the selected activity, all tasks for which you are listed as the instigator are displayed in the My Tasks tab.
13	All tasks that you have completed, but are not yet archived, are listed here.
14	The name of active activities.
15	The date and time when an activity was started or when the process has reached the activity.
16	Click this icon to view uploaded documents or upload additional documents.
17	Click this icon to view or add notes.
18	The number of tasks available in the selected activity, and how many of them have already been completed.
19	The latest possible ending time for this activity.
20	This traffic light symbol tells you if an activity is on schedule.

Element	Description
21	Click here to change the settings in your user profile.
22	Log out here.
23	Select your preferred language here.
24	Shows the current version and revision of the software. This information is crucial for handling support issues.
25	Click this icon to switch between the Process Manager Client 4G and the Process Manager Client 2G.
26	Search for strings in all processes (in all process definitions and their related process instances). Searchable values data include definition names, instance names, and process variables. Results are displayed in the search results field.
27	A graphical display of currently-active activities.
28	This tab displays the entire process model and its component activities.
29	The Live view process model tab shows the process model and indicates the current status of the process.

Instances Tab

In the Instances tab, you can see instance status information.

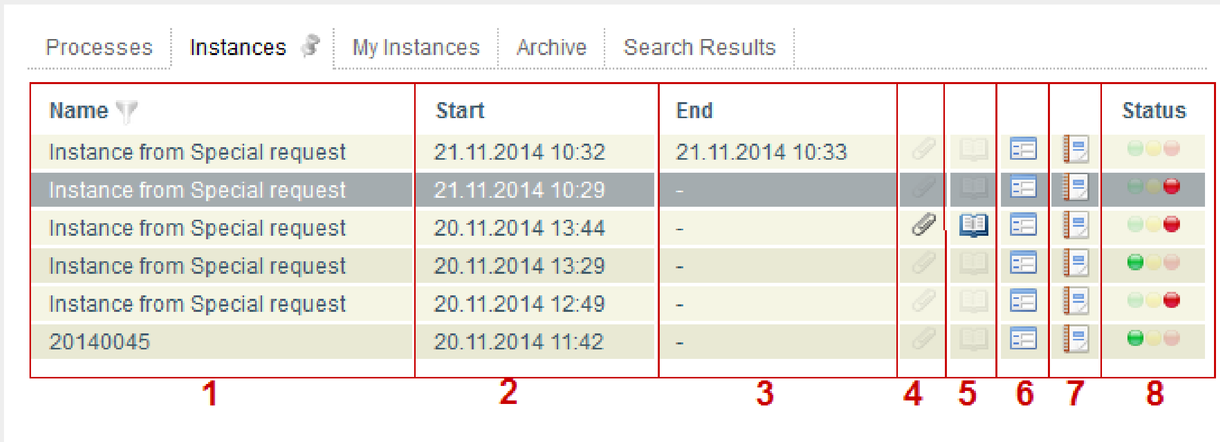


Figure 3. List of instances

Element	Description
1	The instance name.
2	The date and time that the instance started.
3	The date and time that the instance ended.
4	Click this icon to access any documents uploaded to this instance.
5	Click this icon to access any notes that have been attached to this instance.
6	Click this icon to open the smartform for the associated process in a separate window.
7	Click this icon to open any reports related to this instance in a separate window.
8	The traffic light symbol tells you if the process is currently on schedule.

Process Manager Client 2G

The Process Manager Client 2G is a smaller version of the Process Manager Client 4G. Available functions correspond with those of the Process Manager Client 4G, except for

- Overview of instances per activity
- Process model
- Live View Process model

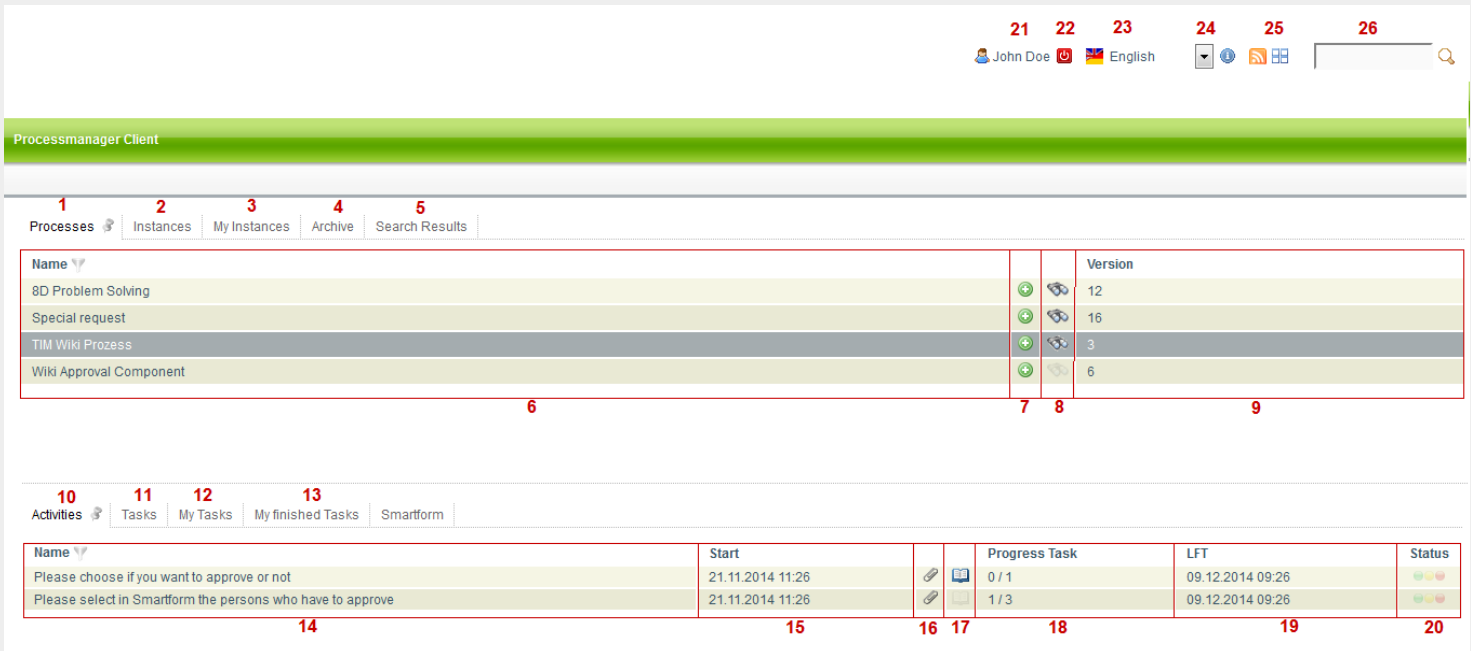


Figure 4. Process Manager 2G client

Process Instance

An instance is a single pass through a process. You can have many instances of a process. The sequence of an instance depends on the underlying definition.

Conditions for Starting an Instance

Not every user is allowed to start a new instance. Some users can only participate in a process, but do not have the role to actively start an instance. To authorize a user for performing instance startup, the following conditions must be met:

- The user must be registered as an instance starter, or be part of a group that is registered as an instance starter.
- The user must have the permission set to start instances.

Starting an Instance

iGrafx Process Automation offers several ways to start a process instance. This can be done directly, from a client, or by web form, timer, or action handler.

- By the Action Handler StartProcessInstanceActionHandler
- By the Action Handler, using an XML file in the file system
- By a webform
- By a timer, using a CSV file or other file in the file system

Starting a Process Instance

You can start a process instance from either the Process Manager client or the ToDo client.

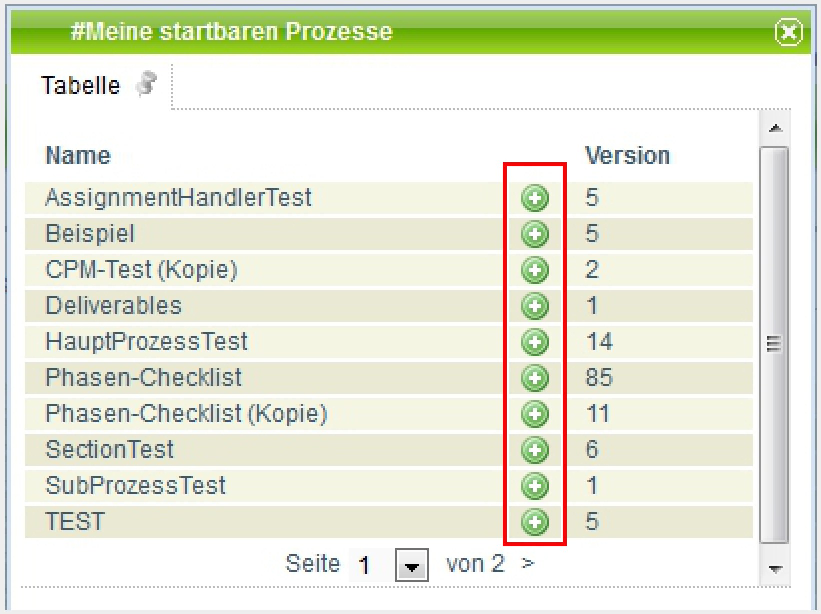


Figure 5. Starting a process instance

When a new instance starts, it opens the Process Instance window.

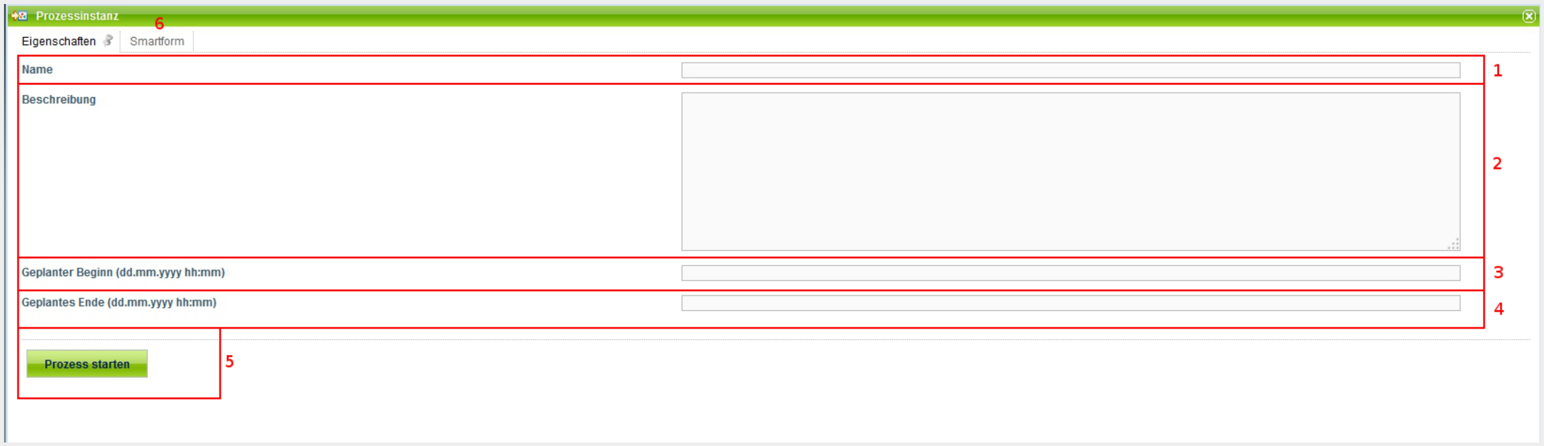


Figure 6. Process instance window

Element	Description
1	The instance name.
2	An additional description of the instance, describing its purpose or other information.
3	Start time of the instance.
4	Planned end time of the instance.
5	If the required information is present, the instance can be started with this button.
6	Opens the smartform for the process.

Process Instance Features

The Process Instance window's features are listed below.

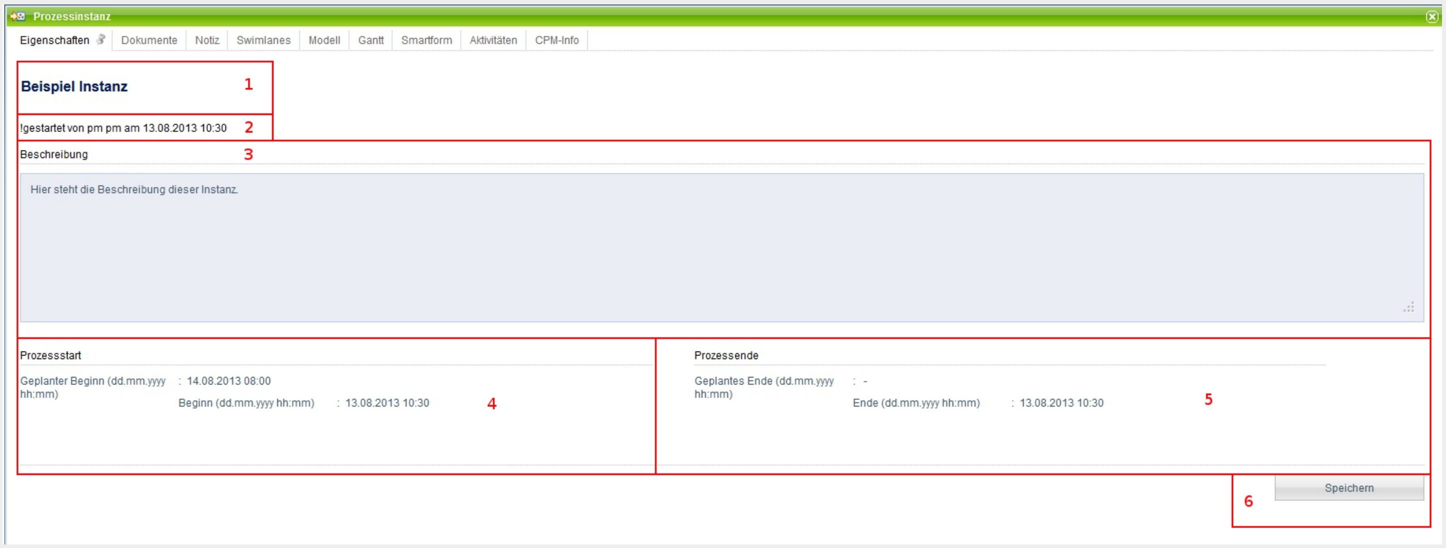


Figure 7. Process instance window features

Element	Description
1	Name of the instance.
2	Specifies which user has started the instance, and at what time.
3	A description of the instance, that can be edited.
4	Information about the process appears in this field. Shows the scheduled start time and the actual start time.
5	Information about the end of the process appears in this field. Shows the scheduled end time and the actual end time.
6	Saves any changes you make to the description.

Documents

On this tab, any documents associated with the instance can be uploaded or downloaded.

Note

Notes associated with this process can be saved and viewed here.

Swimlanes

On this tab, you will find an overview of all swimlanes, their assigned groups, and arranger.

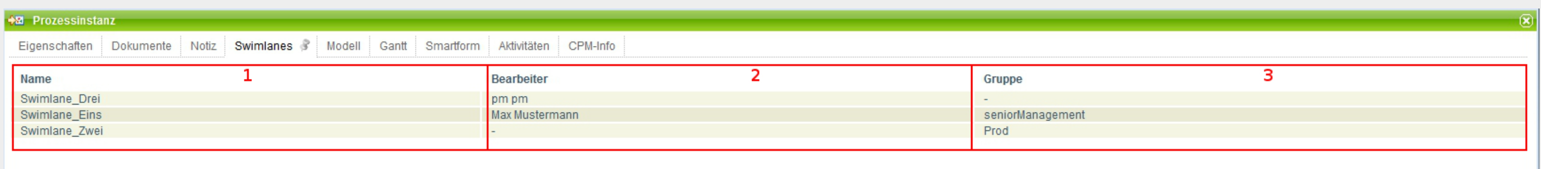


Figure 8. Process instance swimlanes tab

Element	Description
1	The name of the swimlane.
2	The current editor of the swimlane is displayed here, if present.
3	The current edit group is displayed, if available.

If no agent is available, one can be selected in this window. The same applies for the groups. If a user or group is selected for a swimlane, all tasks are assigned to the user directly.

By right-clicking on a swimlane, you can see in either Properties or Allocation History for that swimlane.

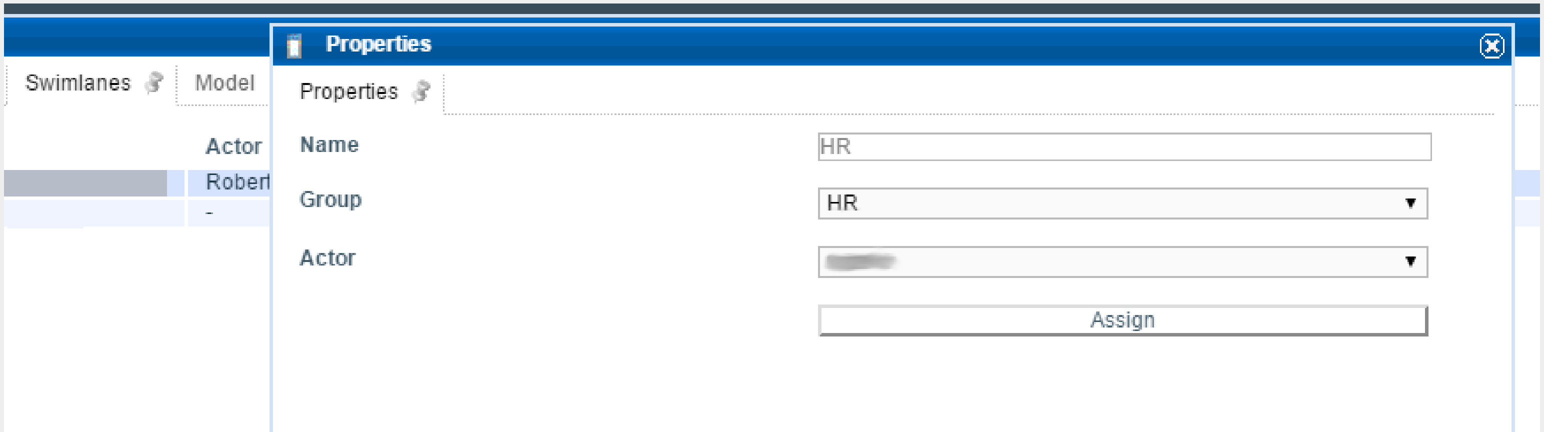


Figure 9. Swimlane Properties window

The two drop-down menus in the Swimlane Properties window lets you specify the group and actor assigned to the swimlane.

If a user was assigned as a resource to the swimlane in iGrafx, only groups that have that user as a member can be assigned here. The actor, however, can be chosen arbitrarily.

If a group was assigned as a resource to the swimlane in iGrafx, another group can be assigned here. The actor, however, must be a member of the selected group.

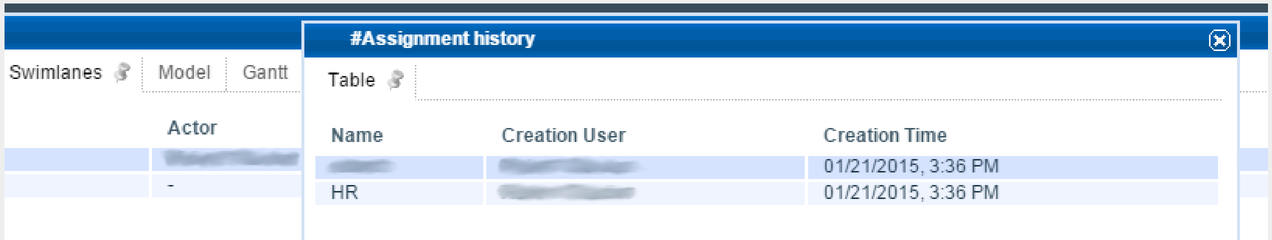


Figure 10. Process instance assignment history

Model

The Model tab displays a model of the current process. Any current tasks in progress are displayed with a blue-colored frame.

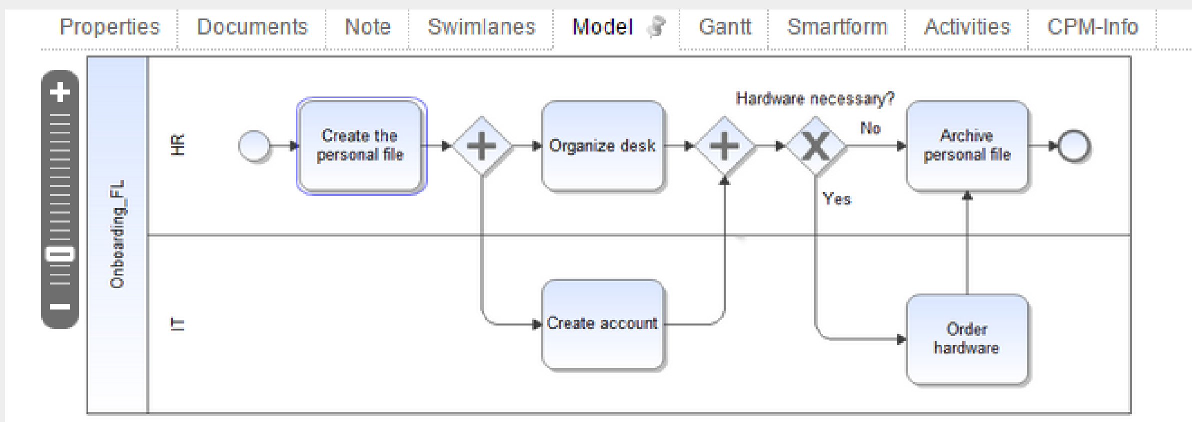


Figure 11. Process instance model

Gantt Chart

The Gantt chart provides an overview of the processing times of each activity. The green bar represents the fastest processing time, from the earliest start time to the earliest end time. The blue bar represents the longest processing time from the earliest start time to the latest end time.

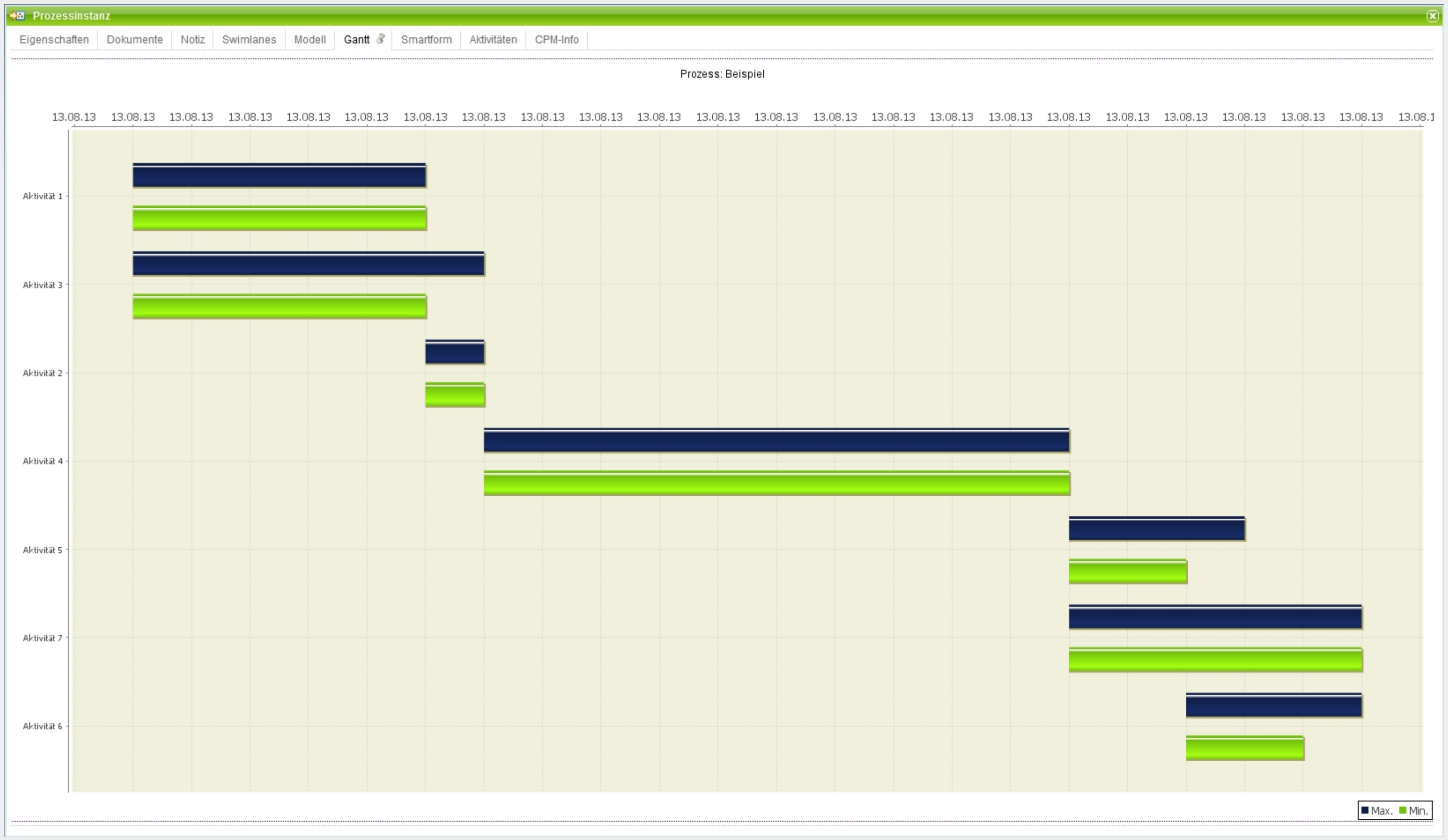


Figure 12. Process instance Gantt chart

Smartform

This tab displays the smartform for the current process.

Show Available Reports

Instance Reports can be viewed or downloaded as a PDF or XLS file. This is done via the context menu that is opened by right-clicking on the process instance. There are two different report types to choose from:

- **Process Instance Report:** This report gives a general overview of the instance. The report contains general information about the instance, the stored description of the instance, process model graphics, and an overview and description of all activities.
- **Efforts (Expense) report:** Provides an overview of all expenses associated with this instance.

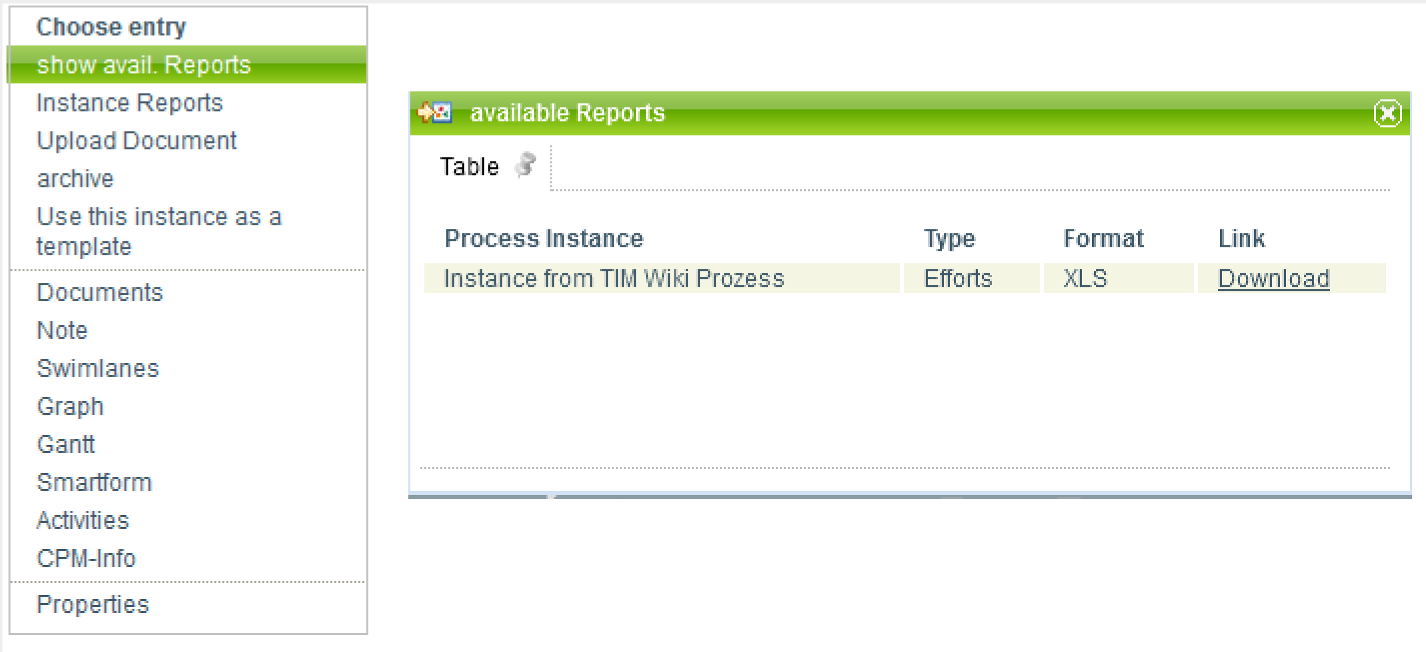


Figure 13. Expense report menu item and dialog box

Instance Reports

Instance Reports can be viewed or downloaded as a PDF document. This is done via the context menu that is opened by right-clicking on the particular process instance.

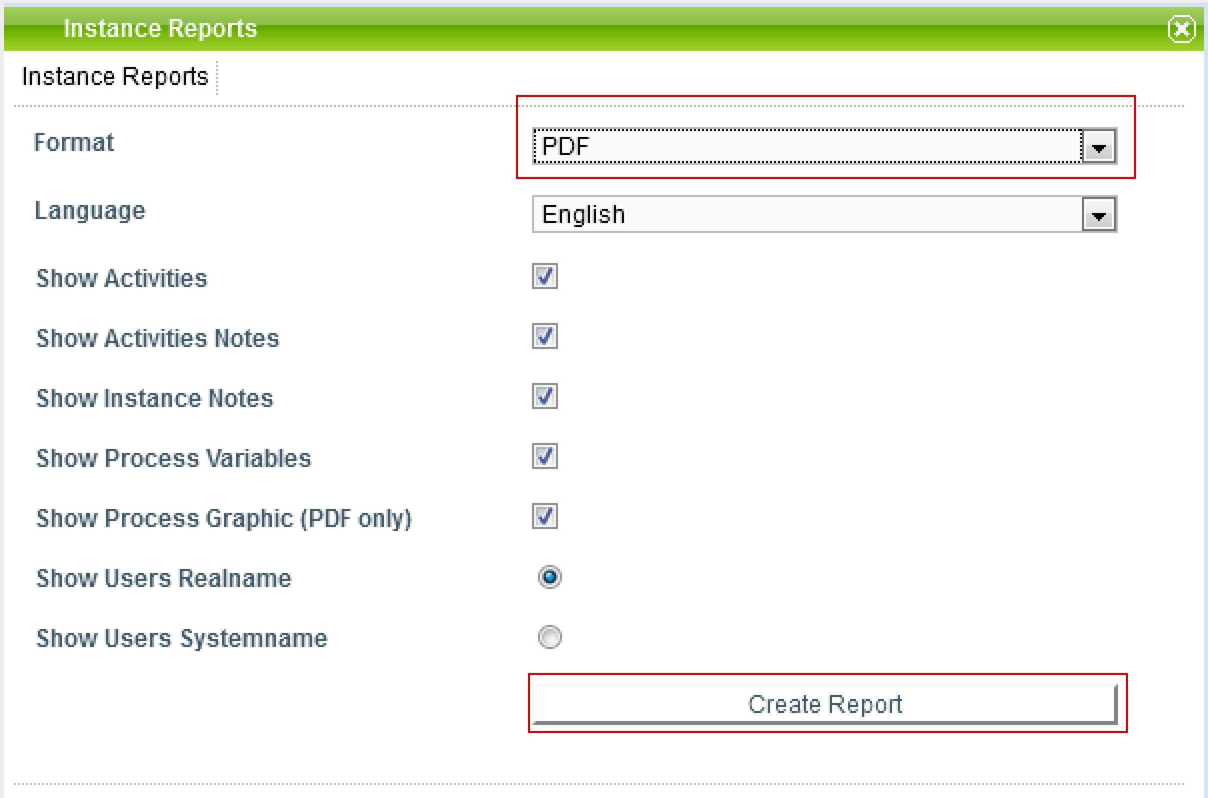


Figure 14. Instance report dialog box

This report provides the following information on the current process instance:

- Name of the process instance
- Completed activities
- Open activities
- Status
- Description of the process instance
- Smartform

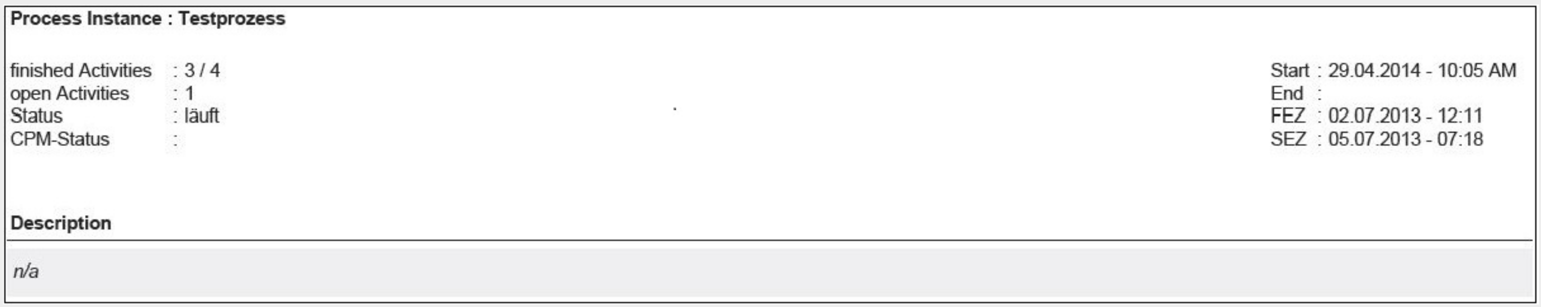


Figure 15. Instance report

Information about activities:

- Start date and time
- End date and end time
- FAZ / SAC / EPZ / SEZ

Information about tasks:

- Name of the task
- Arranger
- Description of the object
- Start (date / time)
- End (date / time)
- Assignment history (date / time, assigned by, assigned to)

Efforts (Expense) Reports

Expense reports can be viewed or downloaded as XLS files. This is done via the context menu that is opened by right-clicking on the process instance.

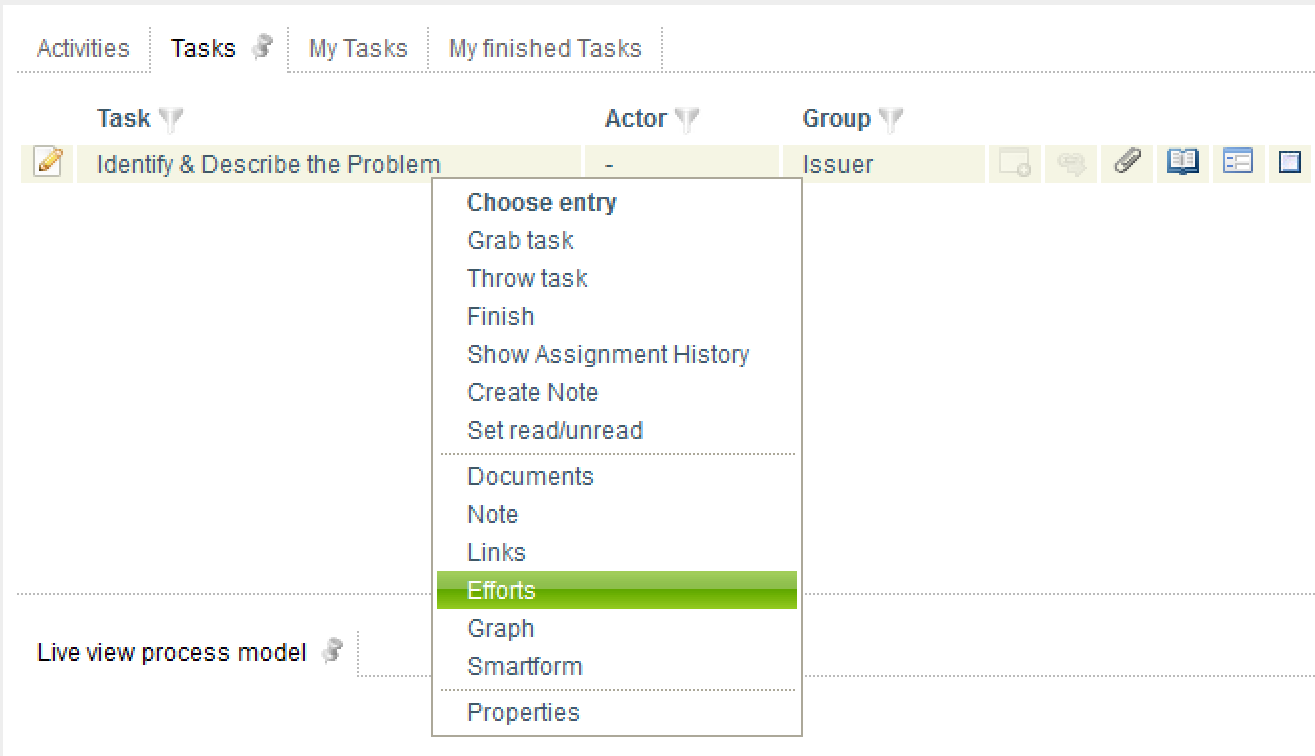


Figure 16. Expense report context menu item

For tasks, the costs of the effort can be saved. These expenses can either have the unit cost or time.

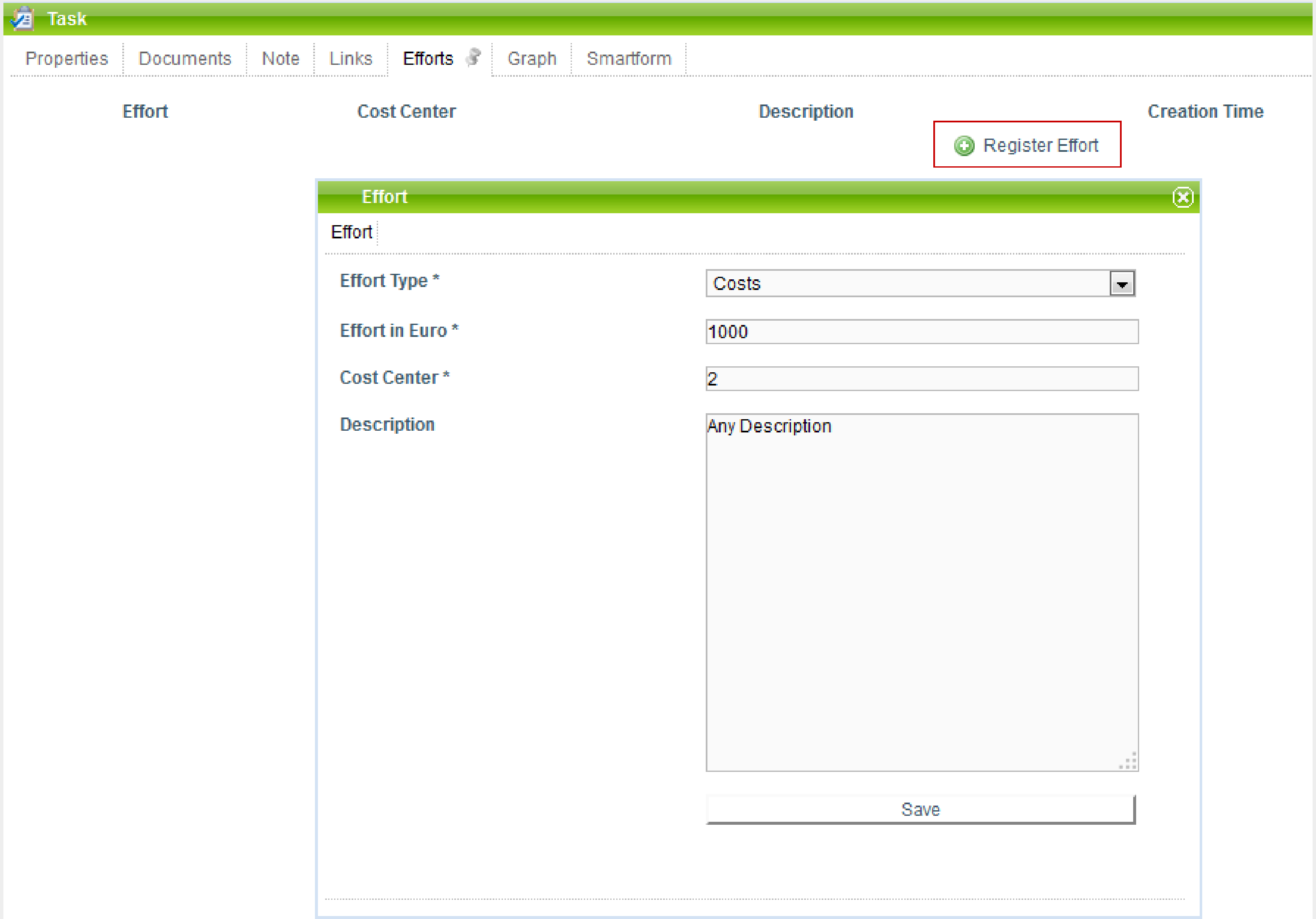


Figure 17. Task effort

Field	Description
Type	Lets you specify whether this effort is valued in cost or time.
Expense	Lets you specify a value for effort (cost = currency, time = minutes)
Cost center	Lets you specify the relevant cost center.
Description	Lets you specify a description or additional expense detail.

Documents

You can attach documents to a process instance that include process-relevant information. These documents can be uploaded or downloaded by the parties involved. Most document types, including PDFs, Word documents, images or text files can be uploaded. The documents can also be deleted.

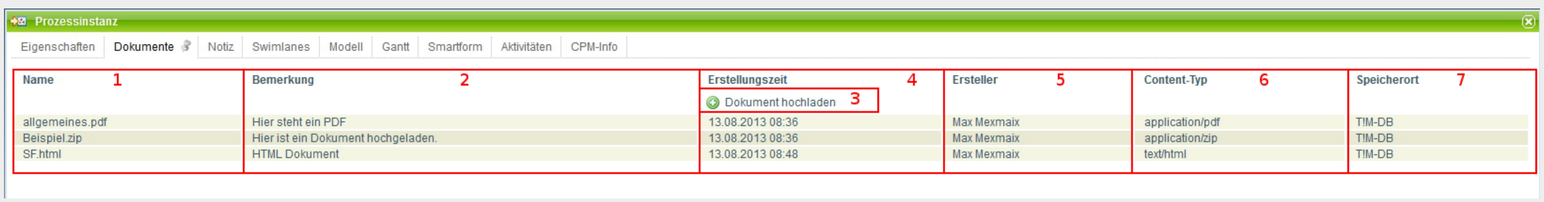


Figure 18. Instance documents

Element	Description
1	The name of the uploaded file.
2	Any details provided about the uploaded document.
3	Opens the window where you can upload a document.

Element	Description
4	The time at which the document was uploaded.
5	The user who uploaded the document.
6	The document format/type.
7	The location of the document file.

Upload

You can upload documents from the Documents tab of the Process Instance window by clicking the Upload document icon.

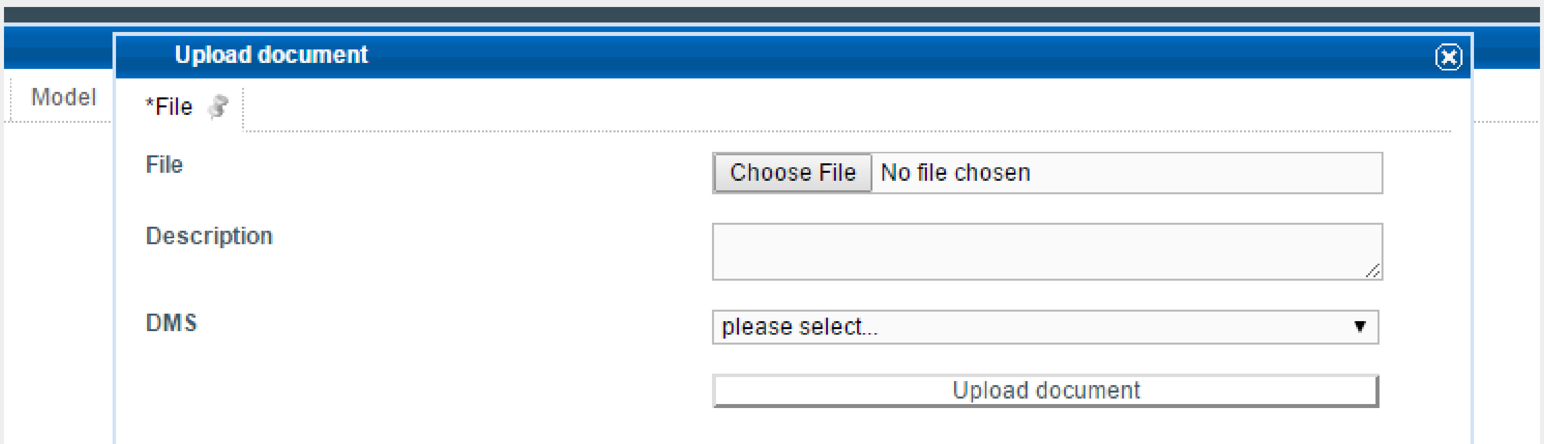


Figure 19. Upload document dialog box

Field	Description
File	Click the Browse button to locate the file to upload.
Description	A description of the document.
DMS	The document management system to be used to store the document.
Schema	Necessary only if an external storage system will be used. In that case, the schema must be selected in which the document is to be stored.

Archiving Process Instances

You can archive a process instance. When an instance is archived, it is no longer active and no longer appears in the list of instances. Completed instances can be archived to ensure an overview of the current instance. The duties related to an archived instance are discontinued and are no longer under the lists of task costs. An archived instance is removed from active use.

In the Process Manager Client, there is a list of all archived instances.

Archived instances can be used as templates for new instances.

Creating a Template Instance (Copy)

A finished or archived instance can serve as a template for a new instance. To do so, select Instance as a Template from the context menu.

The values in the template are transferred to the new instance. The resulting instance starts normally, from the beginning, but the smartform is pre-filled with all process variables/values of the smartform template.

Ignoring Process Variables

Tip: If certain process variables are not needed, they can be excluded.

To avoid transmitting process variables during the analysis, the following function can be used (custom.js):

```
gadget.functions ["prepareEntityForCopyOfPROCESS DEFINITION NAME WITH BLANK"] = function (entity)
{Delete entity ["date"];
       delete entity.modified ["date"];
       delete entity ["name"];
       delete entity.modified ["name"];
       return entity;
}
```

Processes in iGrafx Process Automation

This section describes processes in iGrafx Process Automation.

Process Structure

A process generally consists of several activities that need to be processed in a particular order, and all must be done before the process can be completed:

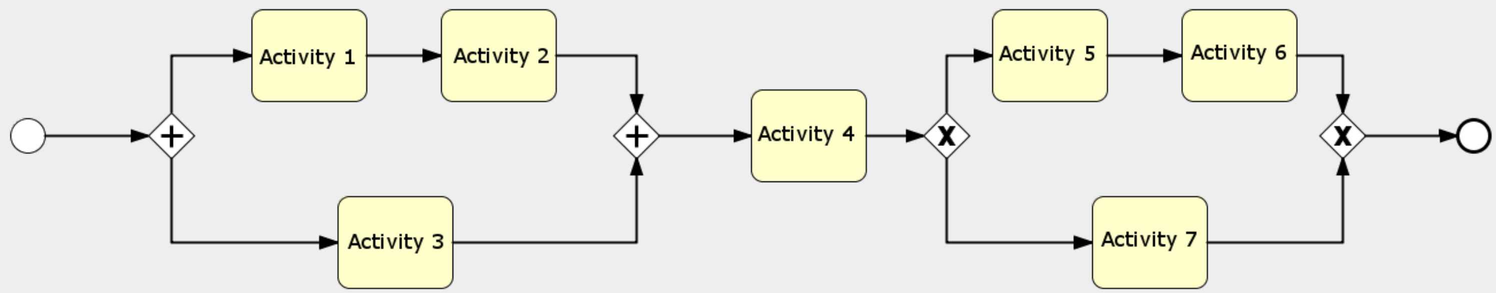


Figure 20. Process structure

The individual activities are, in turn, composed of a plurality of tasks that must all be done. If all tasks are completed, then the activity is completed. If all activities are concluded in turn, then the process is completed.

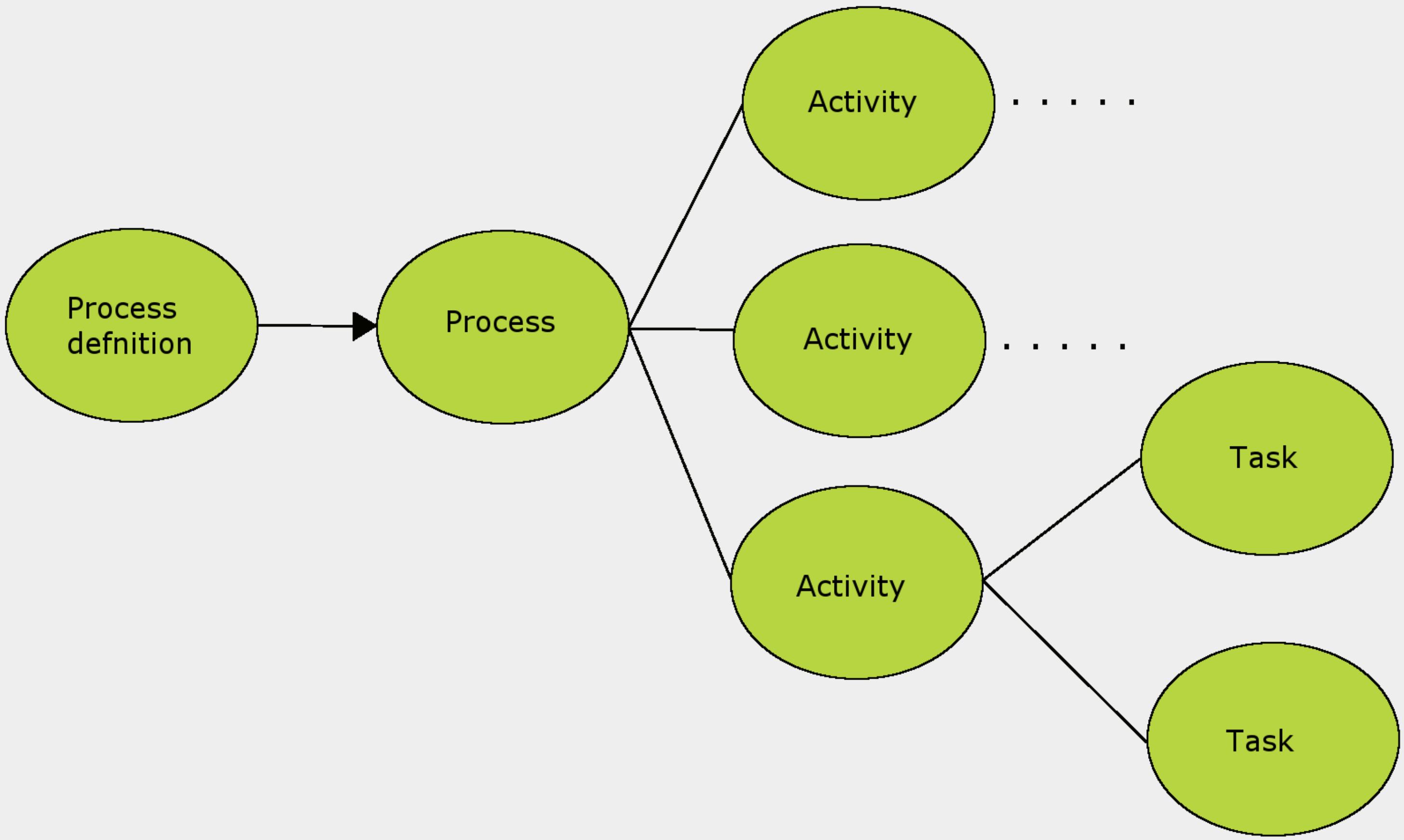


Figure 21. Process activities

Groups

A group is a set of several users. A group can, for example, represent one or more departments of a company.

Groups are required if tasks are not to be assigned to a single person; they allow multiple users to edit a shared task.

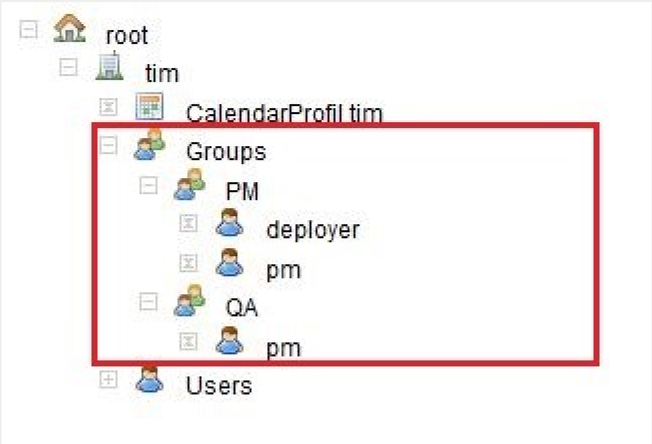


Figure 22. Groups

Swimlanes

A company can be divided into several smaller departments; these departments are shown in the modeling process as "swimlanes." In a swimlane, a particular user or group can be assigned as the editor.

All activities and tasks within a swimlane are allocated as specified in the Automation page of the swimlane's properties dialog box as shown in Figure 23 on the next page.

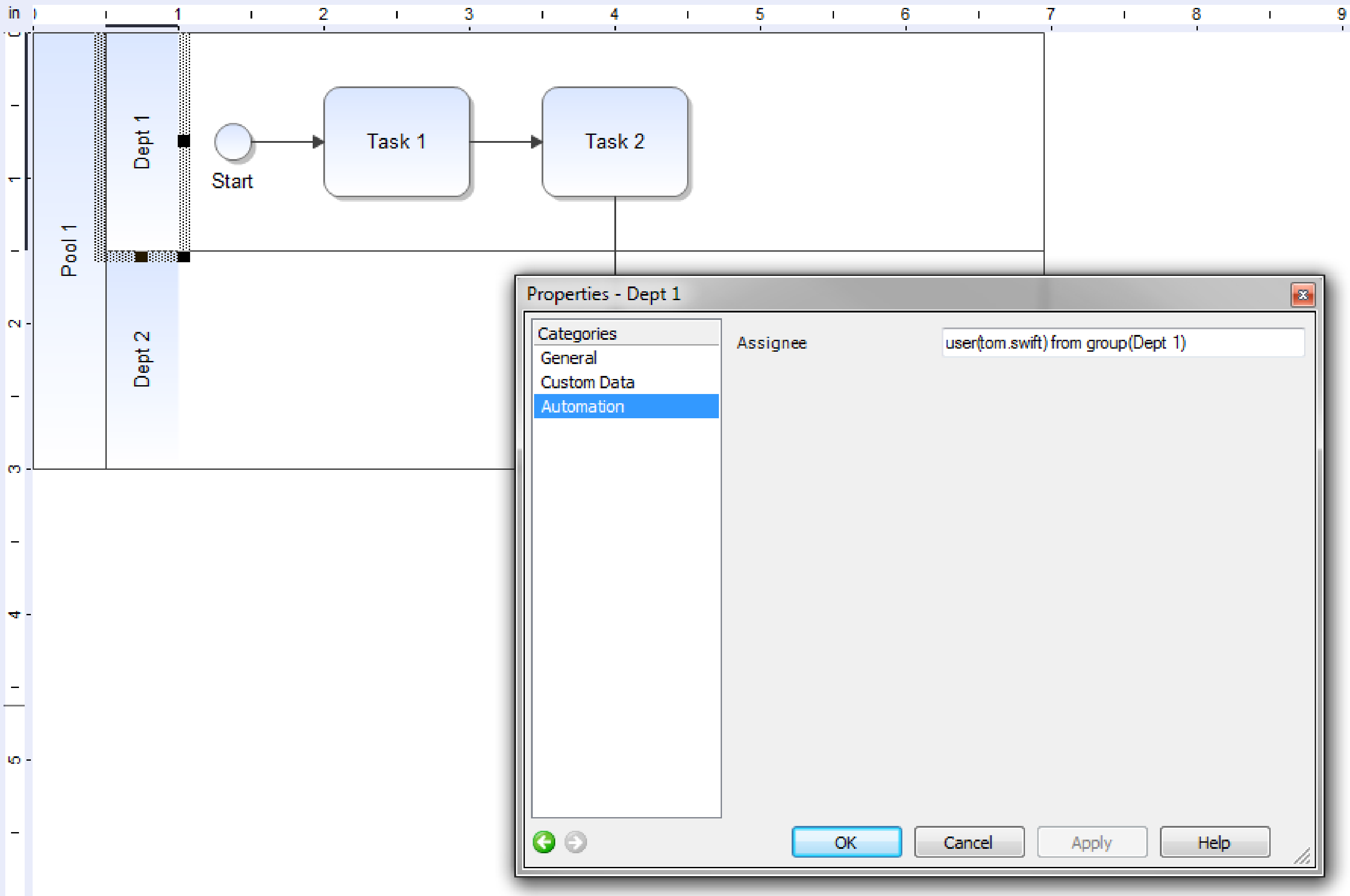


Figure 23. Swimlane Automation properties

Process Variables

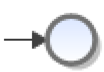
Process variables are the data values entered in a smart form and stored in iGrafx Process Automation. The name of the process variable is specified in its corresponding HTML "name=" setting.

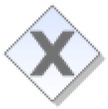
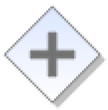
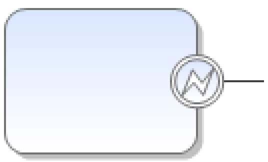
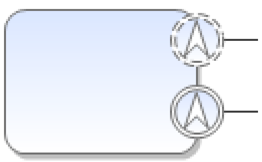
All text data in input fields are saved so that the next time you open the smartform, the text boxes are filled with the same information.

The states of option buttons, check boxes and drop-down lists are also saved and restored when the smart form is reopened.

Icon Reference

Icon	Name	Description
	Pool	A pool is a higher-level organizational unit, for example. a company.
	Swimlane	Swimlanes subdivide the pool into subordinate units.

Icon	Name	Description
	Activity	A step/activity in a process.
	Email/Send	Signifies an automatic sending of e-mails from the process.
	Embedded Subprocess	Icon for an embedded subprocess.
	Signal	Makes the process wait, at this point, until a specific event/signal occurs.
	Begin	Marks the start of a process.
	End	Exits the current branch of the process.
	Terminating Event	Ends the completed process.

Icon	Name	Description
	XOR Gateway	An exclusive branch at which one output is active.
	AND Gateway	A parallel branch at which all outputs are active.
	Boundary Exception	In the event of an error, this path is active.
	Boundary Escalation	In the event of an escalation, this path is active. The current activity is either closed (solid line) or continues (dashed line).

Activities

A process consists of a sequence of activities that are executed in a specific order. An activity consists of one or more tasks that must all be done before the activity can be considered as completed.

An activity can contain several tasks and is triggered when the process reaches the activity.

All activities in the Process Manager client appear in a list when an instance is selected.

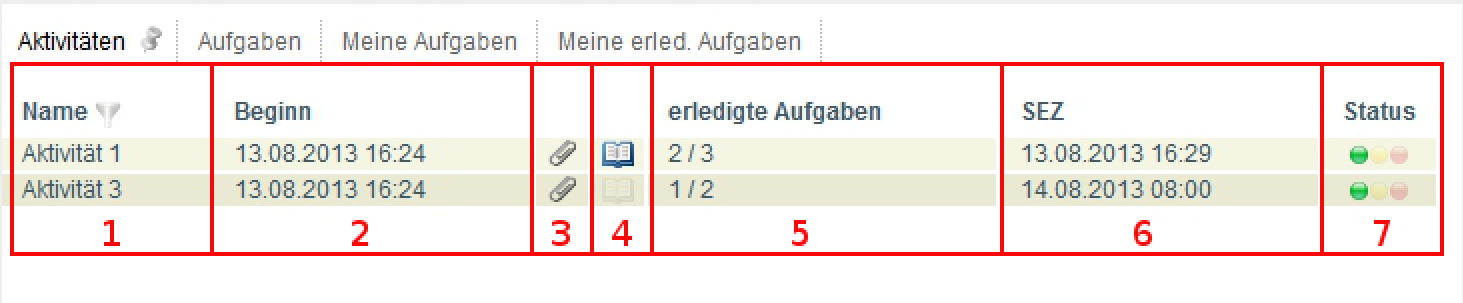


Figure 24. Activity list

The information displayed in this list is configurable.

Element	Description
1	Name of the activity.
2	The time the activity started.
3	Click this icon to access the documents uploaded for the activity.
4	Click this icon to access any notes added for the activity

Element	Description
5	The number of total versus completed tasks in the selected activity.
6	The end time for the activity.
7	A traffic light indicator of whether the activity is on schedule.

Status of an Activity

The status of an activity depends on the time planned for this task. A traffic light indicator indicates whether the activity is on schedule.

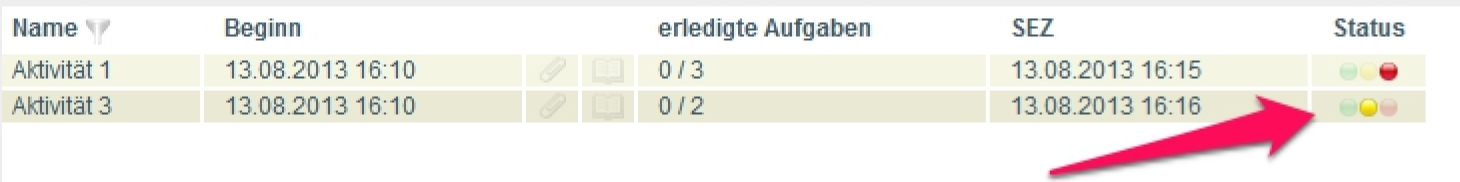


Figure 25. Activity status

Activity Window

The Activity window's features are described below.

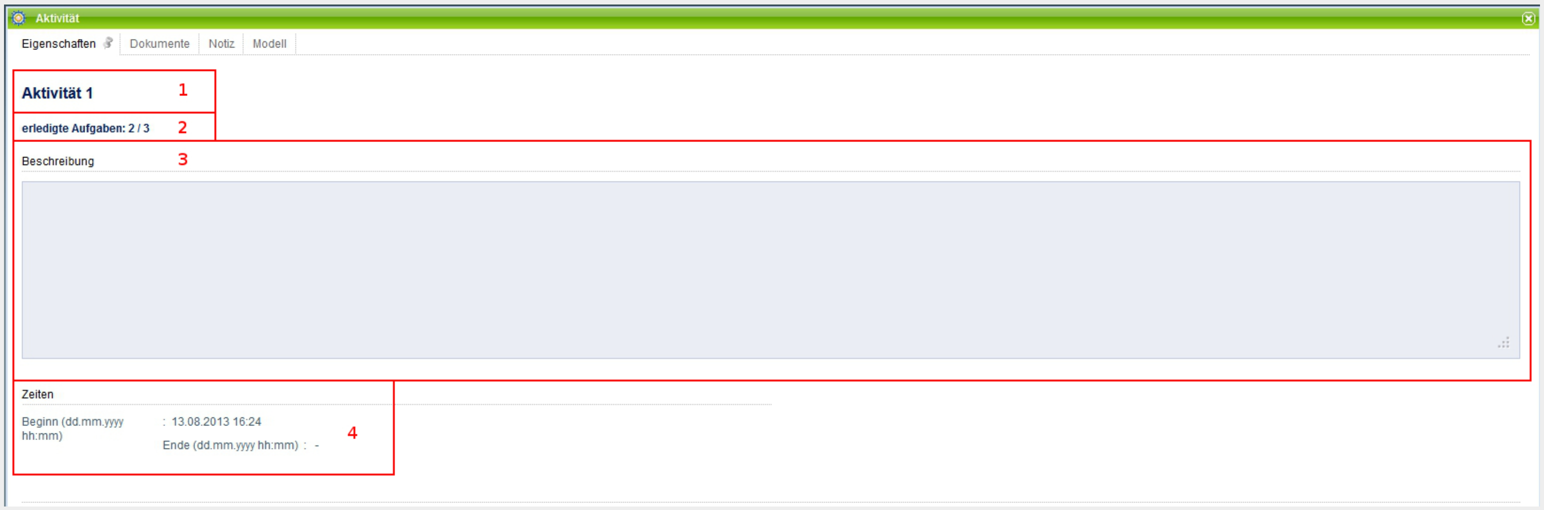


Figure 26. Activity Features tab

Element	Description
1	The name of the activity.
2	The number of total versus completed tasks in the selected activity.
3	A description of the activity.
4	Indicates when the task was started and, if it has ended, when it was completed.

Model Tab

On the Model tab, a process model is displayed, the active instances of which appear with a colored frame around them.

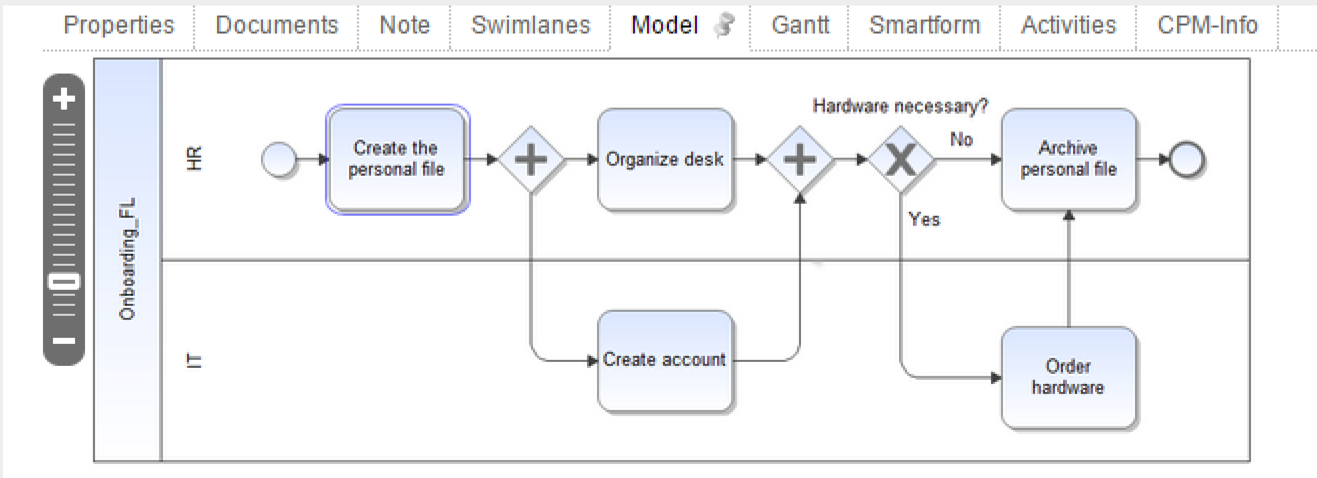


Figure 27. Process instance model

Uploading Documents

It is possible to attach to a process instance documents that include process-relevant information. These documents can be uploaded, downloaded, and viewed by those users involved in the activity. Most documents types, such as PDFs, Word documents, images, or text files can be uploaded.

The documents may also be deleted.

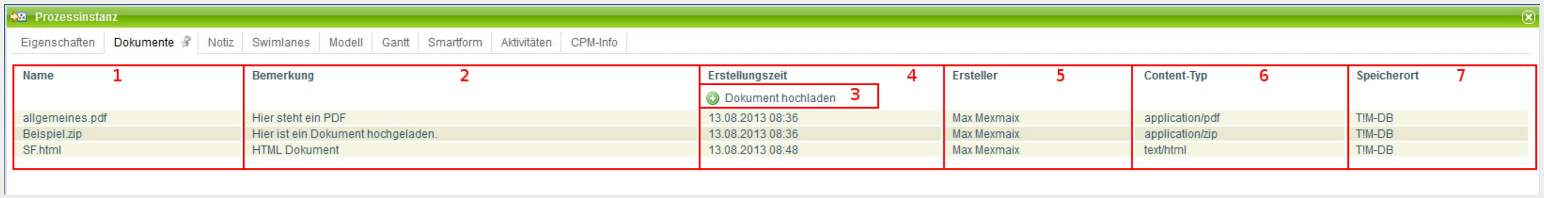


Figure 28. Instance documents

Element	Description
1	The name of the uploaded file.
2	Any description provided for document appears here.
3	Click this button to upload a file.
4	The time the document was uploaded.
5	The user that uploaded the document.
6	The document type.
7	The location of the document.

Upload Dialog Box

The Upload Dialog box lets you upload a document to the selected activity.

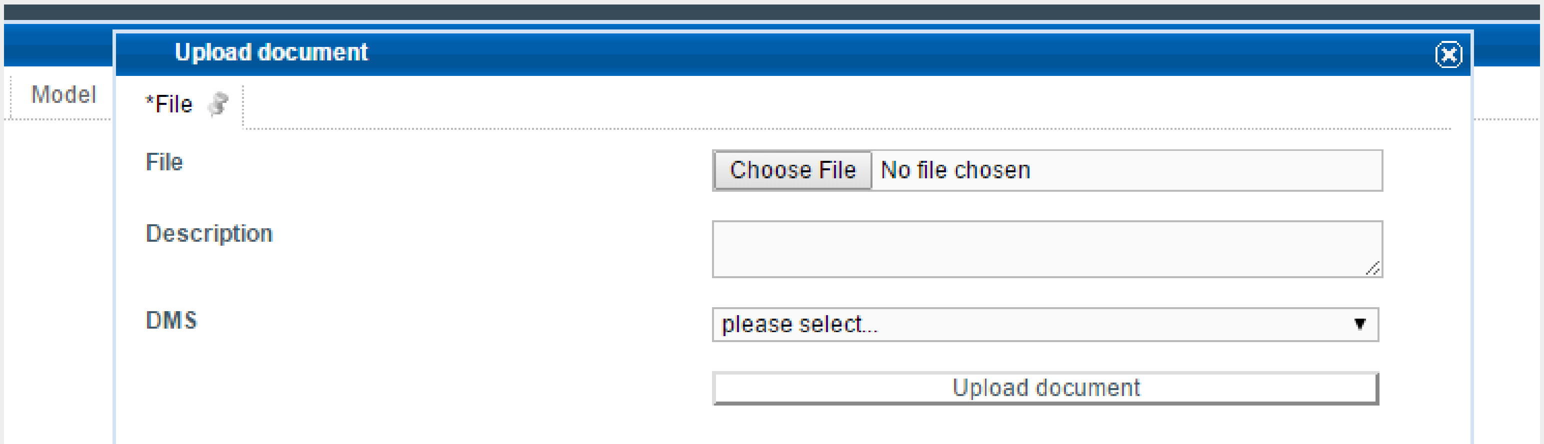


Figure 29. Document upload dialog box

Field	Description
File	Click the Browse button to locate the file to uplaod.
Description	A description of the document.
DMS	The document management system to be used to store the document.
Schema	Necessary only if an external storage system will be used. In that case, the schema must be selected in which the document is to be stored.

Tasks

A task is the subunit of an activity. Each activity consists of one or more tasks. An activity is not complete unless all of its component tasks are complete.

An object is a concrete step that must be performed by an employee before you can start the next process step.

Tasks have a name, a description, a direct allocation (if necessary), and can include links.

The task allocation determines which user will complete the task.

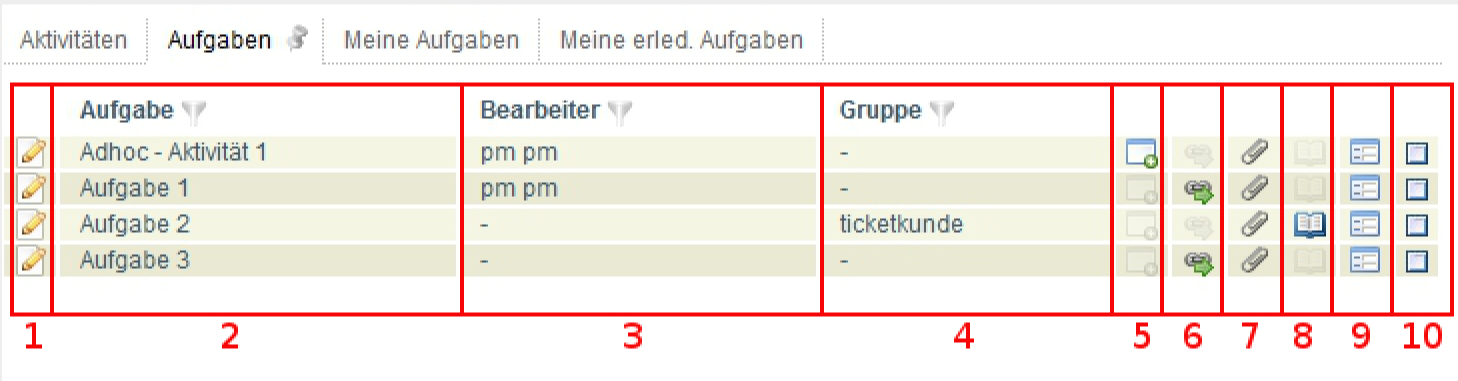


Figure 30. Task list

Element	Description
1	Click to open the task properties tab.
2	The task name.
3	The Actor, or person who will complete the task.
4	The group to which the task is assigned, if present.

5	Icons in this column indicate an AdHoc task.
6	Icons in this column access any links attached to the task.
7	Icons in this column access any documents attached to a task.
8	Icons in this column access any notes attached to a task.
9	Icons in this column open any smartform attached to the task.
10	Clicking the check boxes in this column marks the associated task as finished.

Setting Up Absences and Hand-overs

To make sure your process tasks are complete and accurate, be sure that absence scheduling and hand-over rules are in place for all users in the group.

Schedule All Absences

Every user needs to ensure that all planned absences are scheduled in their user profile.

To do this, click your username at the top of the ToDo client page. In the resulting User window, click the Absence tab, then the Create Absence button.

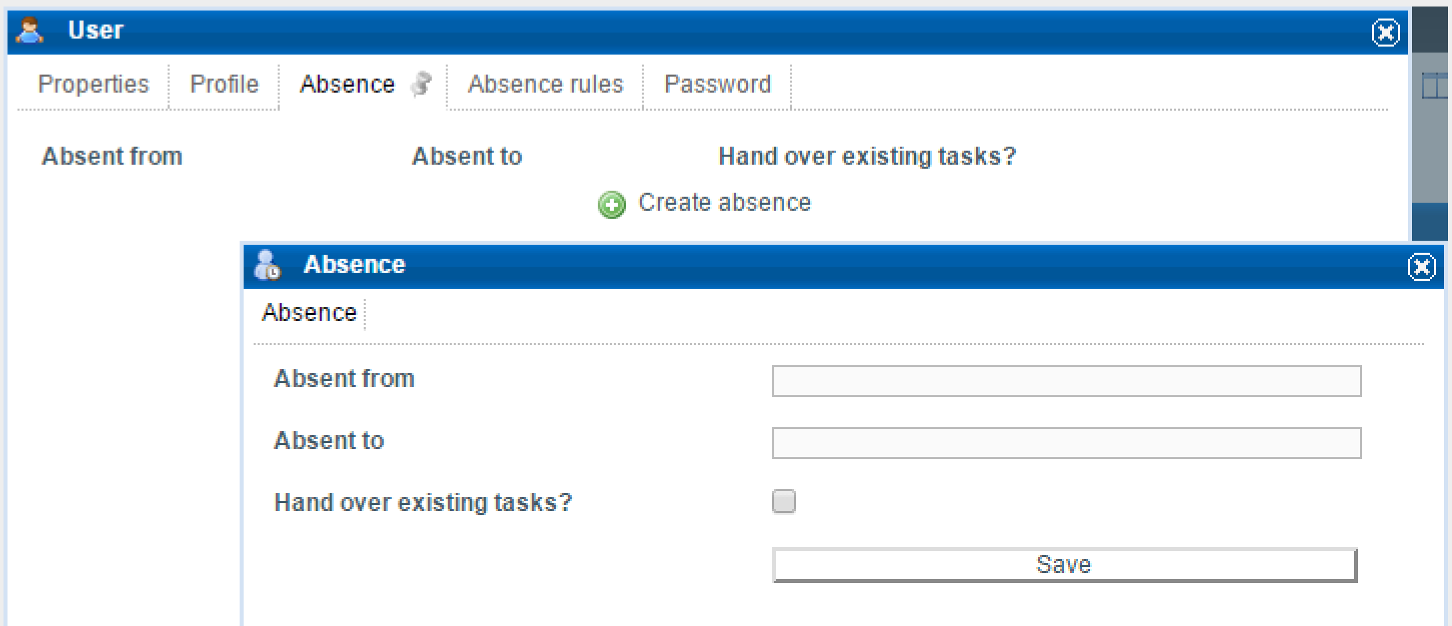


Figure 31. Absence dialog box

To keep the process moving smoothly, all users should make sure to schedule their planned absences, and if possible, hand over existing tasks to other group members.

Create Absence Rules

To specify other group members that can perform your tasks in your absence, set up an absence rule.

To do this, click your username at the top of the ToDo client page. In the resulting User window, click the Absence rules tab, then the Create absence rule button.

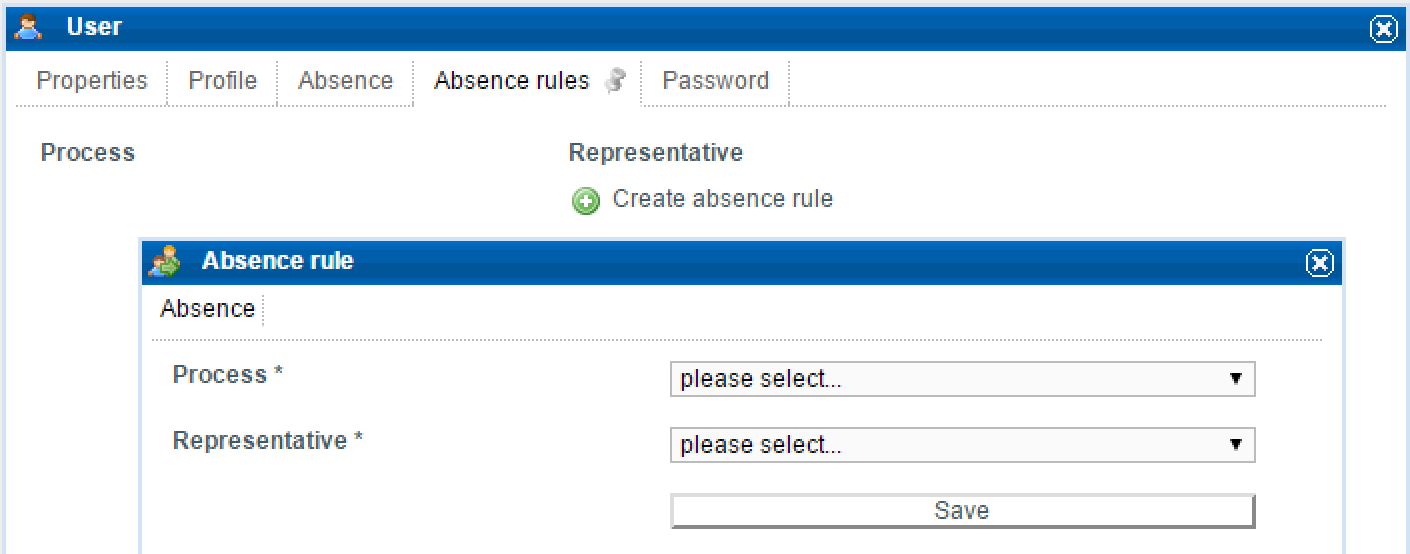


Figure 32. Absence rule dialog box

In this dialog box, you can specify another coworker as the "Representative" to whom Process Automation will hand over tasks in your absence for a specific process. You can only specify one representative per process.

Assigned Tasks

A task can be assigned directly to either a user or group. If a task is assigned to a user, that user must complete the assigned task.

If the task is assigned to a group, a member of this group must complete the task. A user can assign the group task to themselves in the Properties tab before starting to work on the task, to ensure that no task is done twice. If that user leaves work (has a scheduled absence) before he or she can complete the task, then the task is reassigned to the entire group.

Task assignments can be made explicitly, within activity shapes in the process diagram in the iGrafx client, or implicitly, to the resources defined in the pool/department/swimlane.

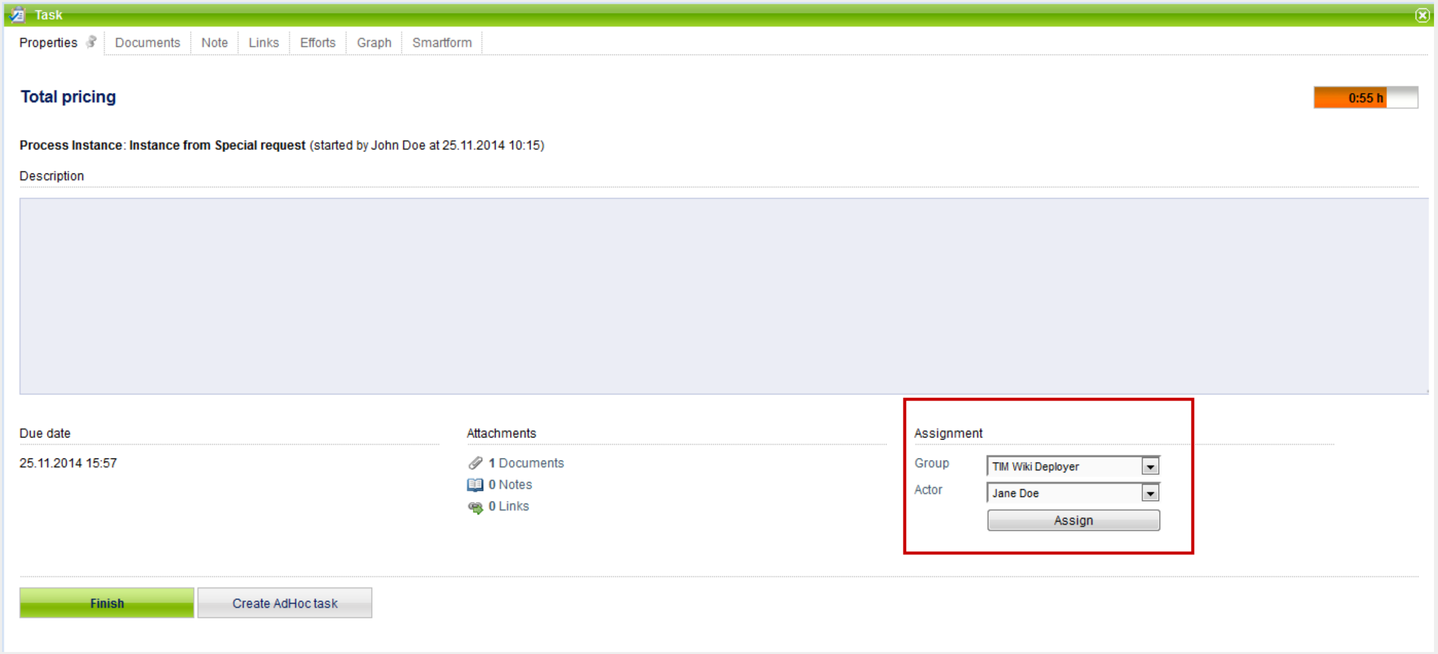


Figure 33. Task Assignment controls in the Task Properties tab

Ad-hoc Tasks

An ad-hoc task can be created dynamically whenever there is work to be done that is not associated with an existing task. Such a task could be needed if an employee finds while carrying out an existing task that more activity is required before the process can be considered compete.

You can create an ad-hoc task on the properties tab of an existing task, by clicking the Create AdHoc task button. When you do that, new fields appear in the Properties tab that let you specify a description of the task and assign it to a group and an individual,

Ad-hoc tasks are added to the task list with the other tasks, have "Adhoc" in their task names, and appear with a special Adhoc icon.

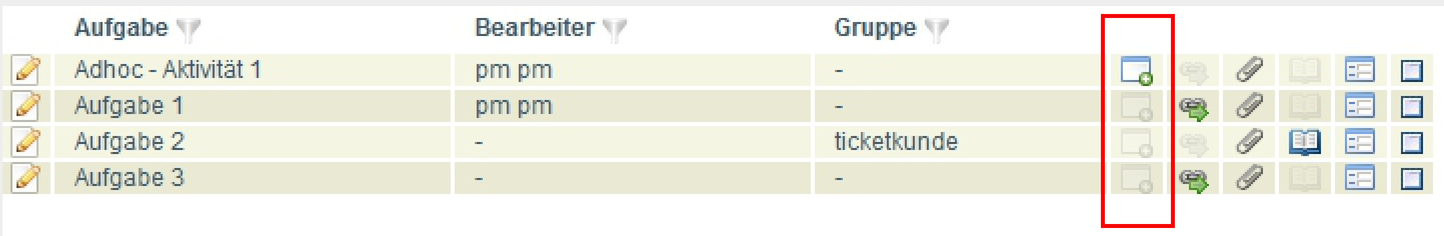


Figure 34. Ad-hoc task

Accepting Tasks

If a task is assigned to a group, a user in this group can accept the task. This ensures that the user is registered as the agent, or actor, of the task, and that it will not appear in the task lists of other users, preventing more than one user from working on the same task.

Adding Notes

In the Notes tab, you can provide notes that can be viewed by the other users in the group.

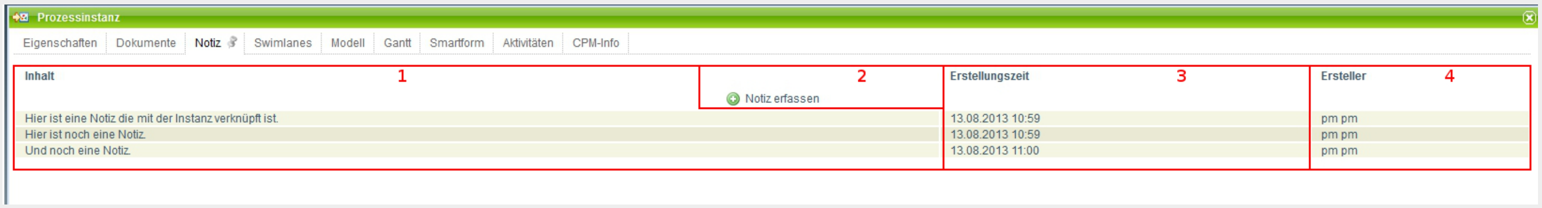


Figure 35. Process instance Notes tab

Element	Description
1	The note contents, visible at a glance.
2	Click this button to add a note.
3	The time the note was created.
4	The user that added the note.

New Note

You can attach new notes by clicking the Create note button in the Notes tab, and typing in the resulting Note dialog box

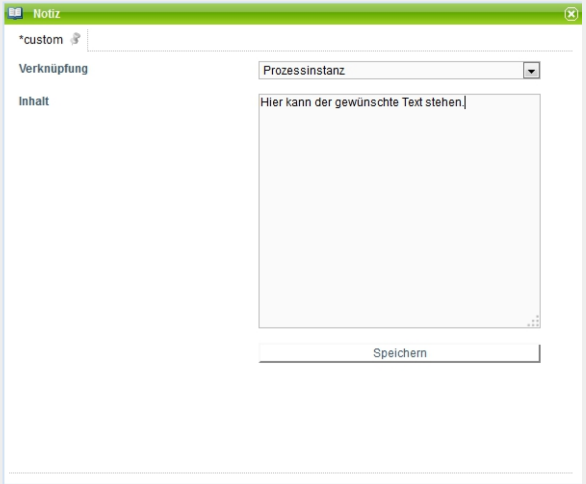


Figure 36. Note dialog box

Be sure to click the Save button to save the note.

Setting Tasks as Read/Unread

For tasks that are still unread, or never have been clicked, the task name appears in bold.

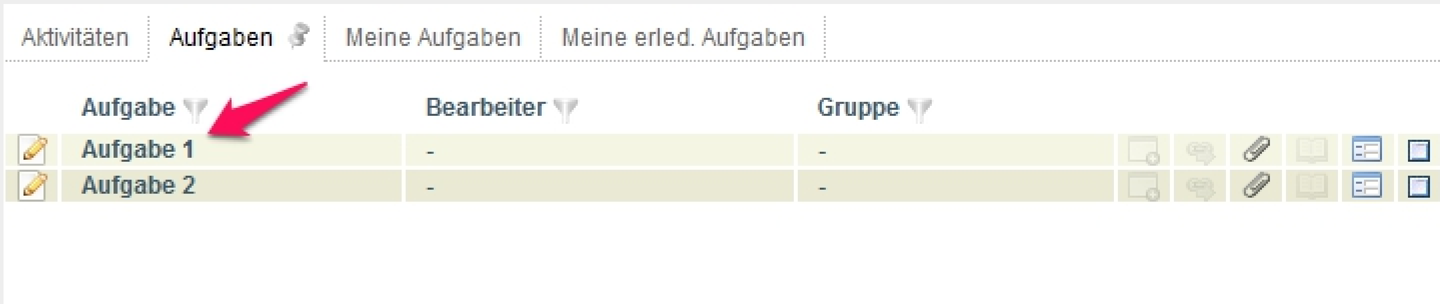


Figure 37. Unread tasks

Once a task is has been clicked on, it is considered to be read and the name appears in regular type.

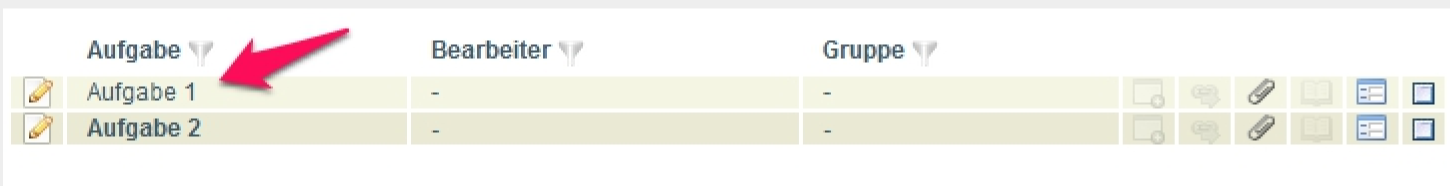


Figure 38. Read tasks

You can change the read/unread status of a task by right clicking on it and choosing Set read/unread from the resulting context menu.

Completing Tasks

Once you have finished working on, you must mark it as finished so that the process can continue. A task can be completed in the clients in four different ways.

In the Properties Tab

In properties of the task, click the Finish button to complete the task.

In the Smartform Tab

If the task involves putting information in the smartform, you can complete the task from the Smartform tab by clicking the Save form and finish task button.

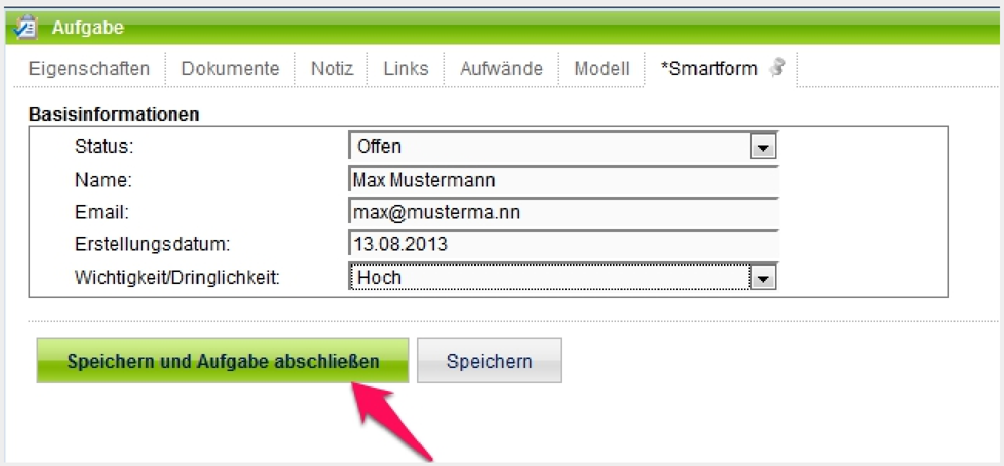


Figure 39. Closing a task in a smart form

In the Task List

You can mark one or more tasks as completed directly in the task list by checking the check box at the far left. Hold down the Ctrl key while clicking to complete multiple tasks.

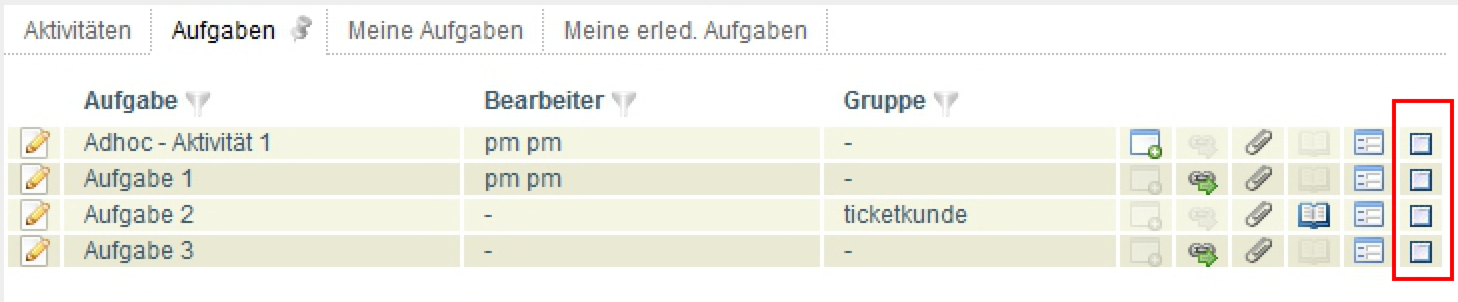


Figure 40. Closing a task in the task list

From a Context Menu

You can finish any task in the task list by right-clicking on it and selecting Finish from the resulting menu.

Confirming Task Completion

Before a task is marked as complete, a confirmation dialog appears. Click OK to confirm that the task is finished.

Smartform Tab

In this tab you will find the Smart Form, ready for editing as required by the task. Click the Save form and finish task button at the bottom of the tab if completing the form completes the task.

Properties Tab

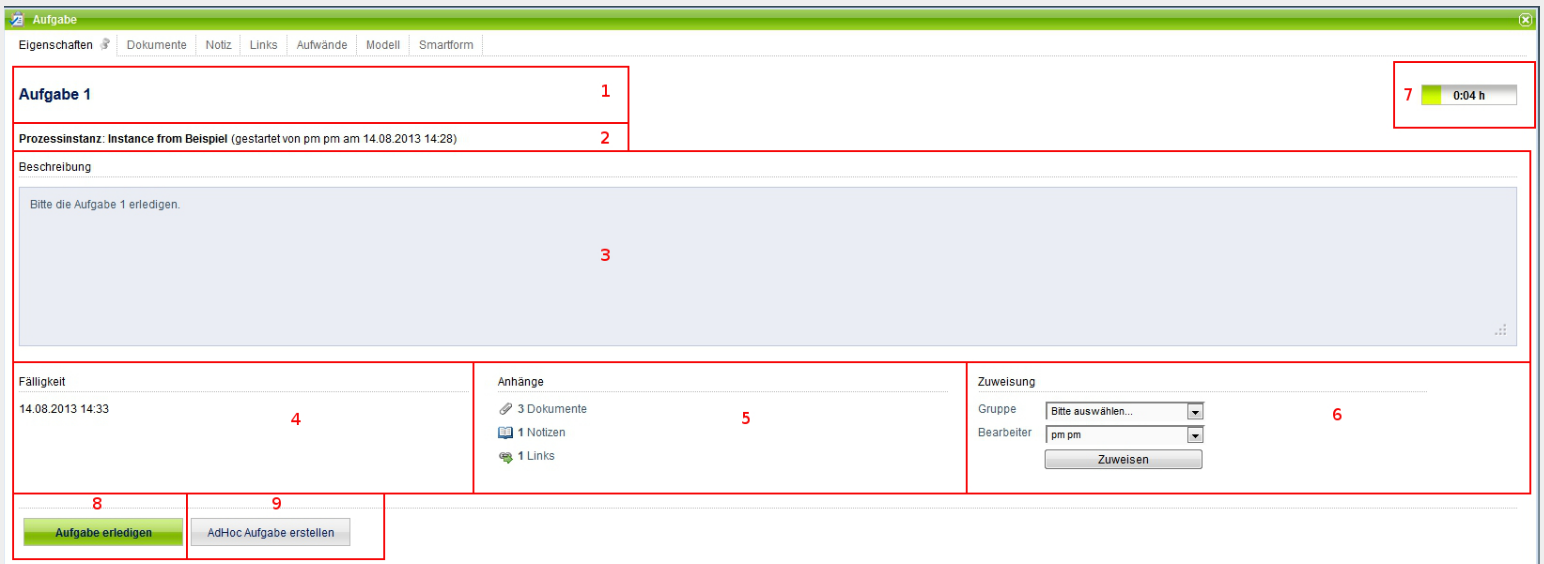


Figure 41. Task features

Element	Description
1	Name of the task.
2	The related process instance, including start time.

3	A description of the task, from the process model diagram created in the iGrafx client.
4	The due date for the task.
5	Overview of the information (documents, notes, links) attached to the task.
6	Controls for assigning or reassigning the task.
7	The elapsed time since the beginning of the task.
8	The Finish button.
9	The Create an AdHoc task button.

Documents Tab

On this tab you can upload documents or view already-attached ones.

Note Tab

You can view or add notes on the task on this tab.

Links Tab

In this tab you see any links that were attached to the task in the process model. A name and URL can be provided for each link.

Figure 42. Links tab

Efforts (Expenses) Tab

On this tab, you can record the cost or time required to complete the task.

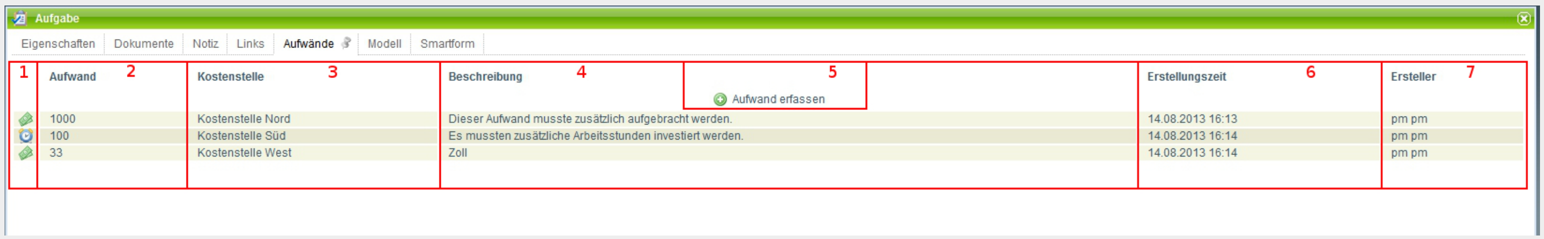


Figure 43. Expenses tab

Element	Description
1	Symbol that indicates whether the unit is cost or time.
2	How many units were estimated, in either currency or minutes.
3	Indicates the responsible cost center.
4	Displays a detailed description of the expense.
5	Click this button to add effort/expense data.
6	The time at which the costs were created.
7	The user who added the effort information.

Creating an Effort (Expense)

To add effort/expense details, click the Register effort button in the Efforts tab. The Efforts dialog box appears.

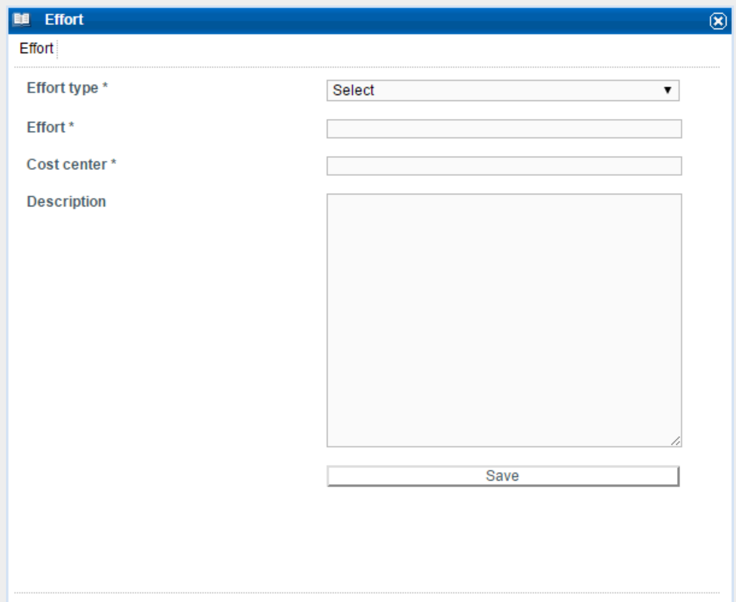


Figure 44. Efforts (expense) dialog box

Field	Description
Effort type	Specifies whether this effort is a cost or time.
Effort	Specifies the quantity of the effort (cost = currency, time = minutes).
Cost center	Specify the relevant cost center here.
Description	Enter a free-form description of the effort expense here.

Live Process View Model Tab

This tab displays a diagram of the process model. The activity currently in progress is highlighted.

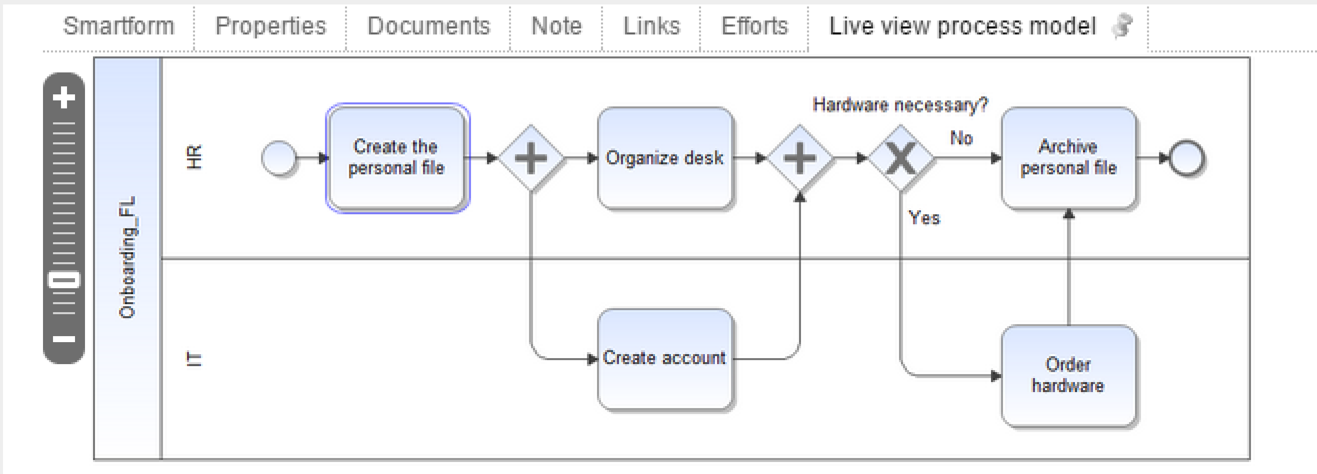


Figure 45. Process model with activity in progress highlighted

Process Monitoring Client

iGrafx Process Automation includes five different web clients that you can log in to:

- ToDo Client
- ToDo Client 1G
- Process Manager Client 4G
- Process Manager Client (2G)
- Process Monitoring Client
- Administration

Your permissions settings determine your access to the individual clients.

The Process Monitoring Client (PMC) serves as an overview of the lifecycles of active proceses. This client shows the timing of activities and tasks. It can be used only when processing times for activities have been established. Calculated processing times are displayed graphically, in color-coded timelines. You can see status detail information for each timeline by holding the mouse pointer over it.

Note: The *iGrafx® 2015 Process Automation User Guide* describes only the ToDo clients. The *iGrafx® 2015 Process Automation Manager Guide* describes the Process Manager and Process Monitoring clients. The *iGrafx® 2015 Process Automation Administrator Guide* describes the Administration client.

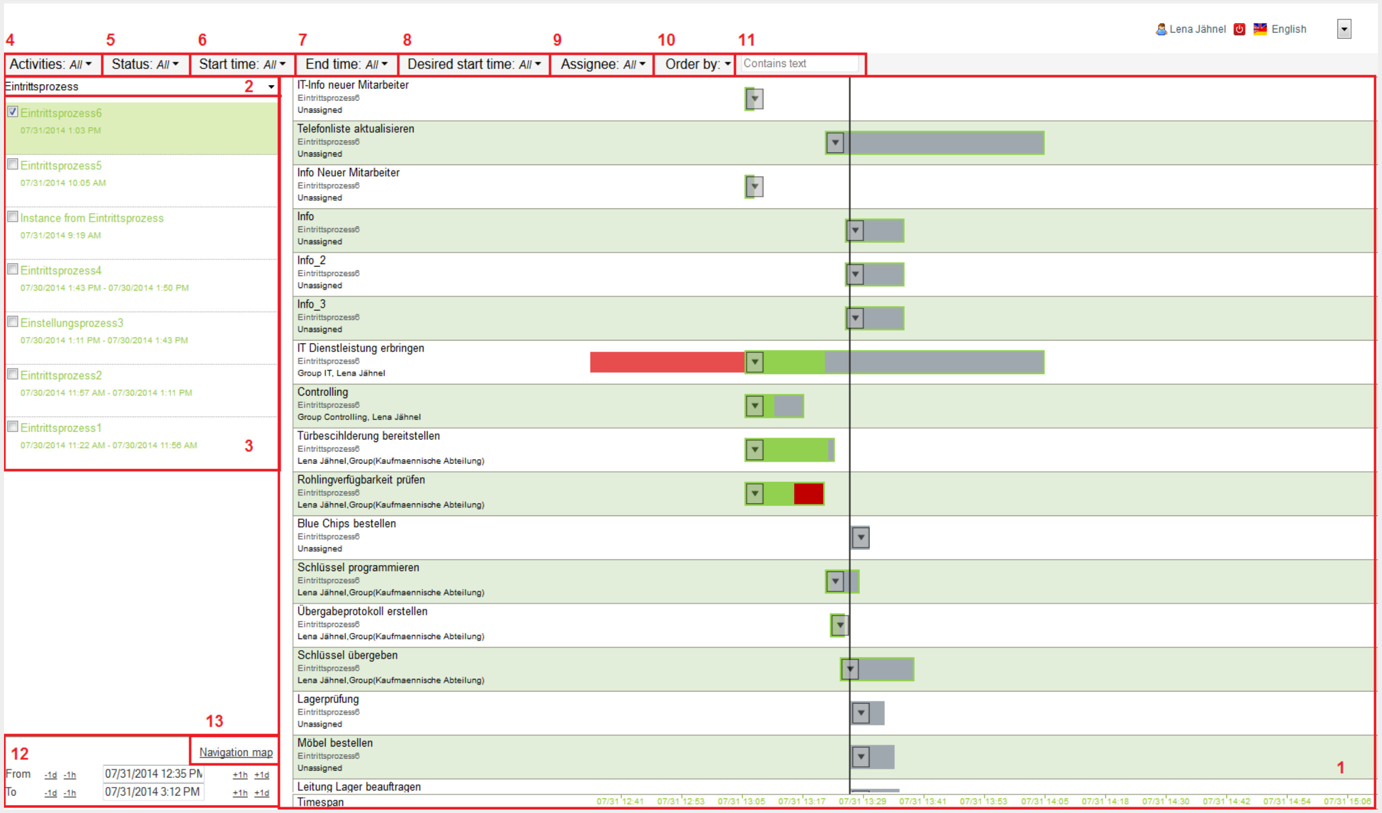


Figure 46. Process Monitoring Client features

Element	Description
1	Here, the temporal progress of a process are displayed graphically. The vertical black bar indicates the current time. The individual activities have timelines, the length of which correspond to their processing times. Time spent on an activity that is currently in progress is displayed in blue. Activities that are on time have an overall timeline color of green, which changes to red when the activity has exceeded its planned processing time. Timelines for tasks that have not yet started are gray.

Element	Description
2	In this drop-down menu, the desired process definition can be selected.
3	All process instances of the selected process definition are displayed individually and in series, the latest instance at the top.
4	This drop-down list of check boxes lets you select which activities to monitor.
5	This drop-down list of check boxes lets you filter displayed activities by their status.
6	Filter activities by a range of starting times.
7	Filter activities by a range of ending times.
8	Filter activities by a range of *scheduled* start times.
9	Filter activities by assignee
10	Sort by name, start date, or end date.
11	Filter activities by search string.
12	Sets the interval for which activities are displayed, in days (d) and hours (h) of the "Start date" and "End date".
13	Pops up the Navigation map, which lets you adjust the depth of the timeline displayed by dragging the purple bar.

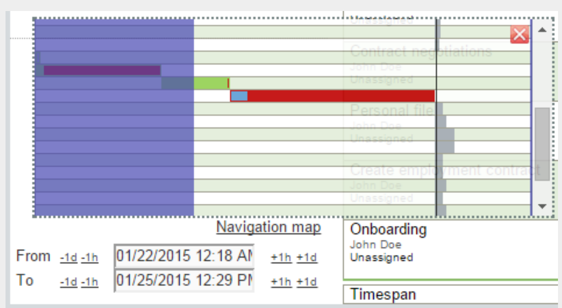


Figure 47. Process Monitoring Client Navigation map

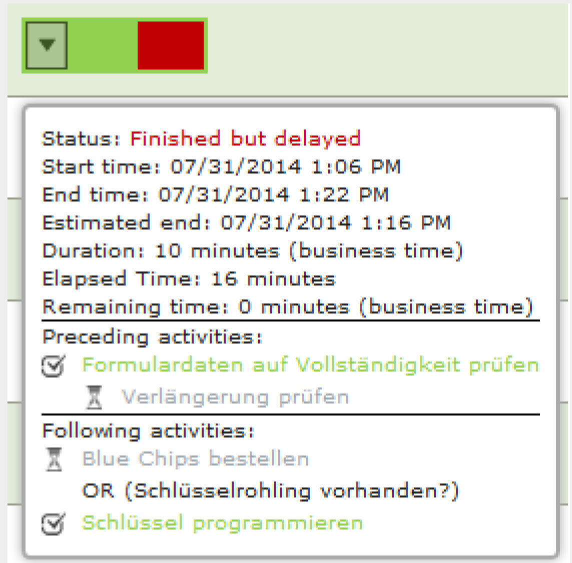


Figure 48. Mouseover timeline detail