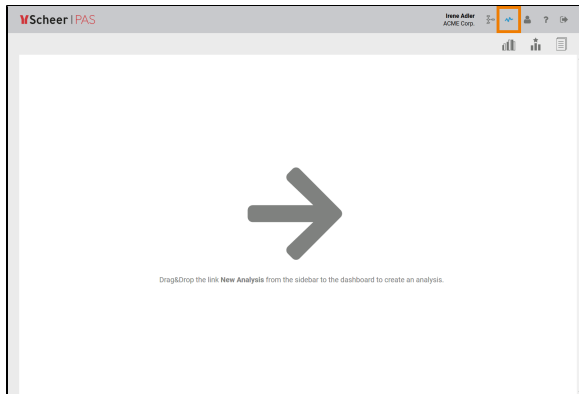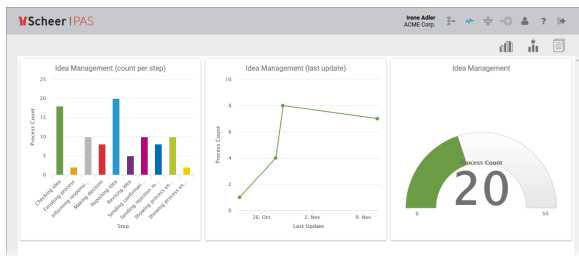# The Process Analyzer

The Process Analyzer is an active dialog window in which process analyses are created and managed. If you open Process Mining for the first time, the Process Analyzer is initially empty:

As soon as analyses have been created, the corresponding charts are displayed in the Process Analyzer:

> ⓘ A Process Mining user is authorized to create analyses for all processes that are saved in their profiles. If a user's authorization for a profile is revoked, they can no longer analyze the processes from this profile. If they have already created analyses prior to the loss of authorization, the analysis in the content area is shown with the message **No authorization to analyse this process**.
>
> **Note for administrators:** The allocation of authorizations and profiles is explained in detail in the Administration Guide.

Managing Your Analyses

You can customize the presentation of the charts according to your wishes and requirements:

- Choose between a one, two and three column view.
- Add headings to your analyses.
- Change the position of analyses you have created via a simple move function.
- Reload new instances with one click.
- Show captions for small, or all data points in the analysis.
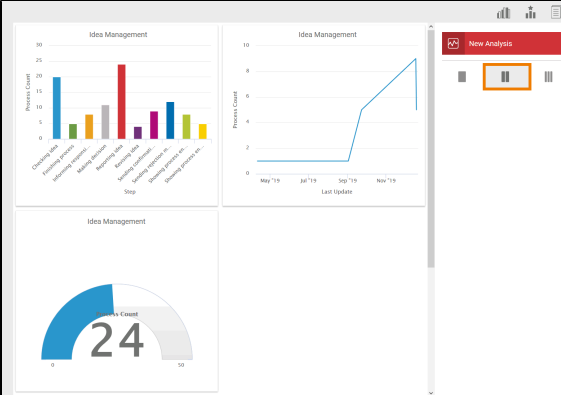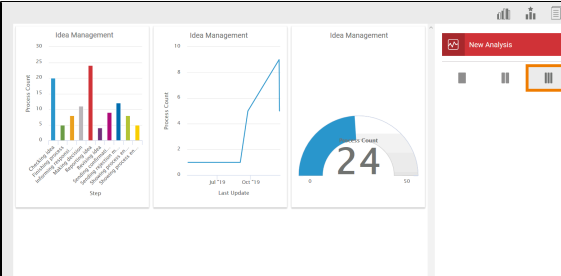 This function is not available for **tachometer**, **pie** and **network charts**.
- Delete analyses that no longer required.
- Enable individual instances of an analysis to be listed.
- Use an already analysis already as a template.

Selecting the Number of Columns

You can adjust the column layout of the Process Analyzer.
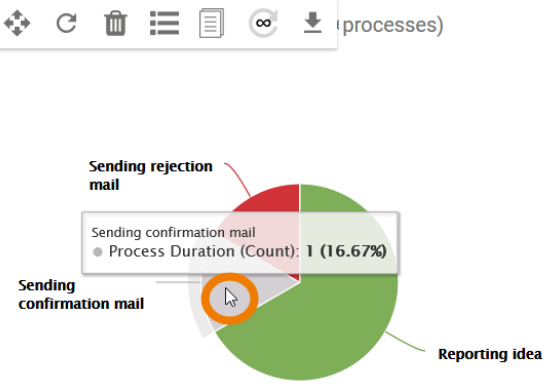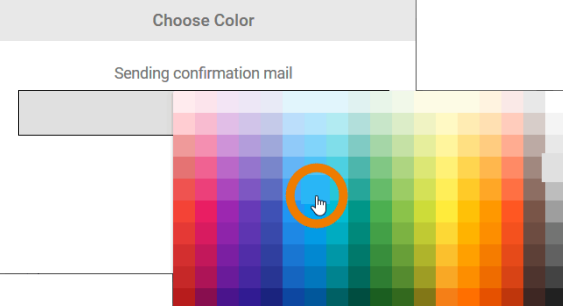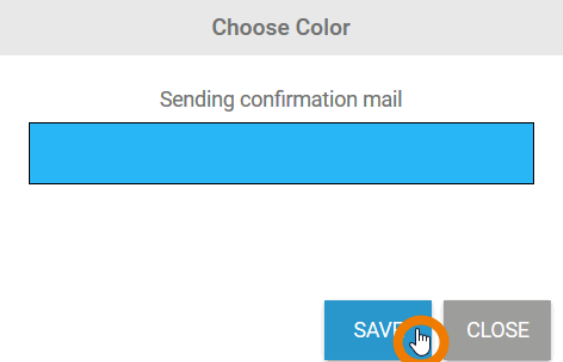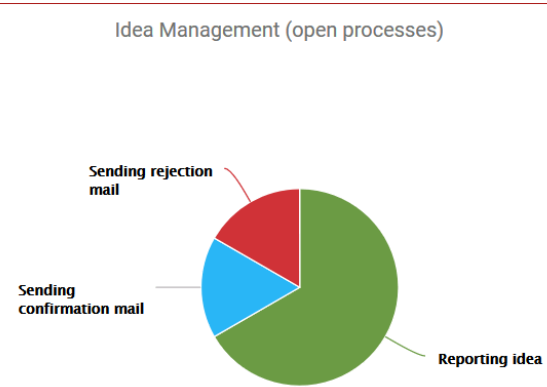
		Open the [Analysis Sidebar](#) to amend the layout. Use one of the three options in the sidebar.
		Use option for a single column view.
		Use option for a two-column view.
		Use option for a three-column view.

Changing the Title of an Analysis

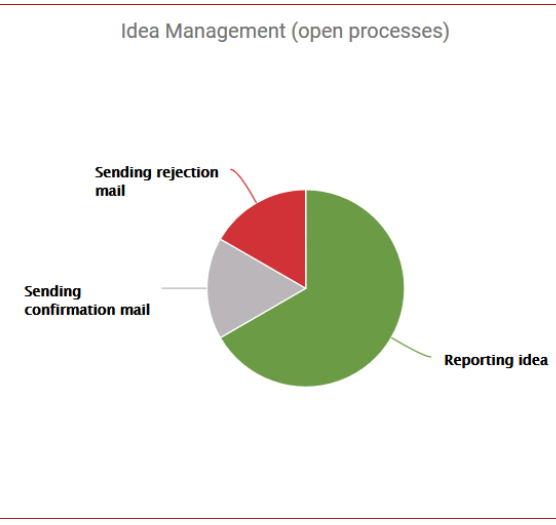|	
	When creating a new analysis, the process name is displayed automatically as title. You can change the title of the analysis at any time.
	Clicking on the title bar. A blue line and a cursor appear. You can now edit the text of the analysis header. The title of an analysis can also be edited via the Analyses Sidebar.

Changing the Analysis Display Colors

	The colors within a chart are assigned automatically when an analysis is created.

	You can change the assigned colors: Double-click the element whose color you wish to change.
	An editor will open. Click on the current color to open the color selection. Select the color you want to apply.
	The selected color is displayed. Click **Save** to apply your change.
	The element is shown in the new color.

To ensure that analyses can be compared, the same color is always used for the same key figure in the same aggregation:
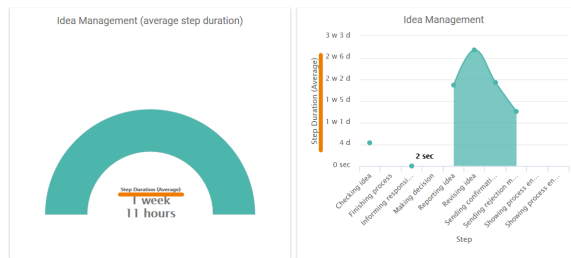
⚠ Please note that changing colors can have an effect on other analyses.

Detail Display and Zoom

The charts managed in the Process Analyzer are interactive and offer a number of additional functions.

	Showing Details Move the mouse cursor over the chart content to display individual key figures.
	Enlarging Sections A zoom function is available within a chart. Use the mouse to create a selection rectangle in order to enlarge a section.

The content of the chart is enlarged and the scale of the axes adjusted accordingly. In addition, option **Reset Zoom Range** appears: Use this option to restore the chart to its original size.

Showing and Hiding Units

If more than one item is shown on one of the two axes, these can be hidden and revealed as desired. With a mouse click in the chart key, the parameter selected in the chart is either removed or added back in.

Process count and step duration are shown:

Step duration is hidden:

The Analysis Menu

The view of an analysis is managed via the analysis menu. The currently active analysis is indicated by a colored frame.

Click on an analysis to activate it. The chart is marked with a colored frame.

The analysis menu is shown when you hover over an analysis.

The following functions can be used via the buttons in the menu:

Icon	Function
	Positioning Analyses
	Reloading an Analysis
	Displaying Data Labels
	Deleting an Analysis
	Displaying the Instance List
	Creating a Template
	Setting Automatic Reloading
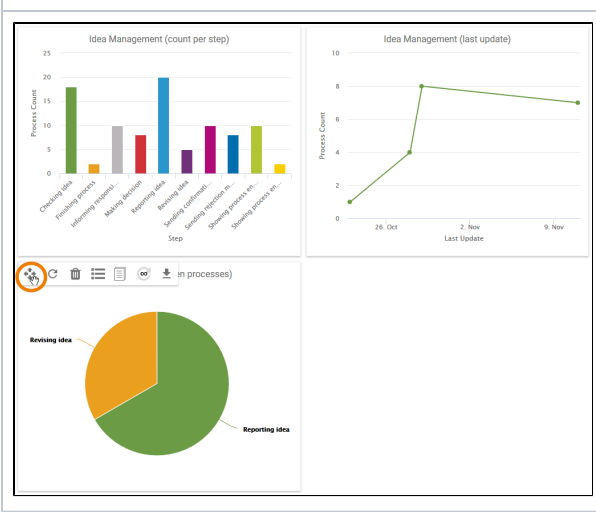
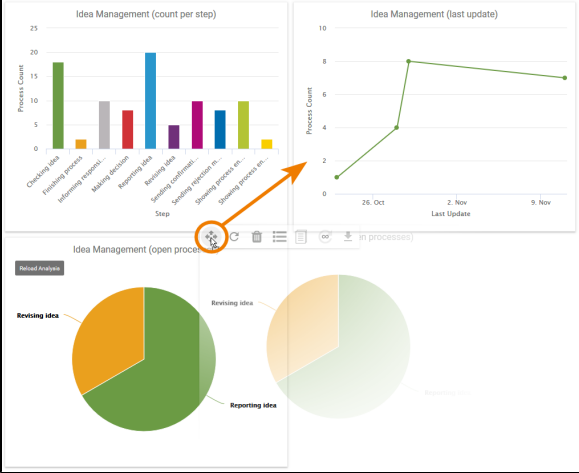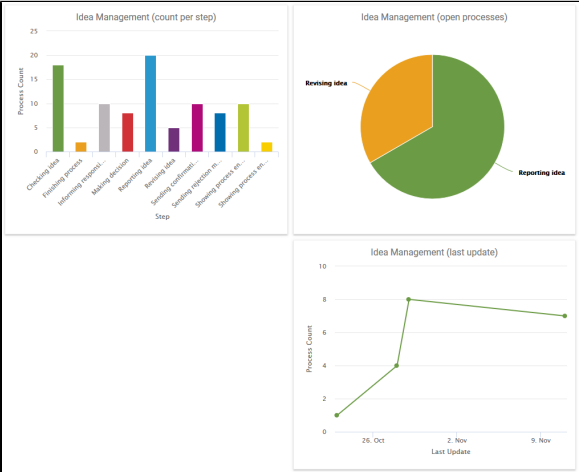|	
⬇	Saving Analysis as PNG
⊶	Displaying the Process Diagram
	ⓘ This menu item is only available for integration component (Bridge) processes.

Positioning Analyses

If several analyses have been created, you can change their order in the Process Analyzer. Use option

✥ to move and re-position the analysis.

	Move the mouse cursor over the analysis to display the menu.
	Select option ✥ to move and re-position the diagram.

	Drag the analysis to the desired position.
	The chart is placed in the new position. The position of the other charts is adjusted accordingly.

Reloading an Analysis

Use option **Reload analysis** ↻ to refresh the instance data of the underlying process. This is helpful if Process Mining has been open for a while and the user wants to account for new instance data that has since been generated in the analysis.

The instance data for **a single** analysis will be reloaded ...

- ...when an analysis filter is changed.
- ...when the axis allocation of an analysis is changed.
- ...when option **Reload** ↻ is used.
- ...when automatic reloading is activated.

The instance data for **all** analyses in the Process Analyzer will be reloaded ...

- ...when the user logs into process mining.
- ...when you press the **F5** key on the your keyboard whilst the user interface is open.

Displaying Data Labels
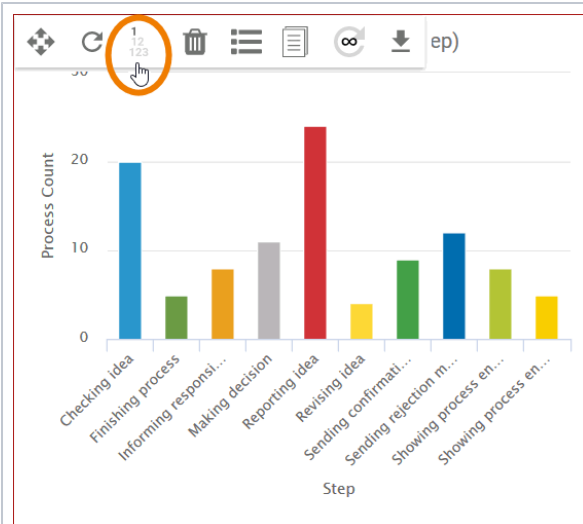
If you want to show data belonging to individual data points in an analysis, use option **Show/Hide data labels** [1 12 123] .

ⓘ **Data captions are not available for attachometer**, **network** and **pie charts**.

The option - and thereby also the setting in the analysis - can show three versions of the analysis:

Button	Analysis Display	Description

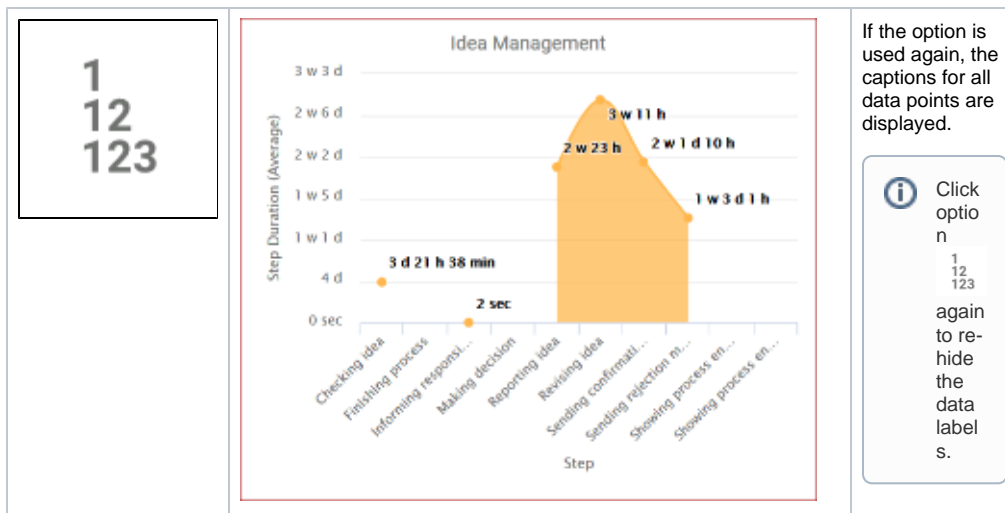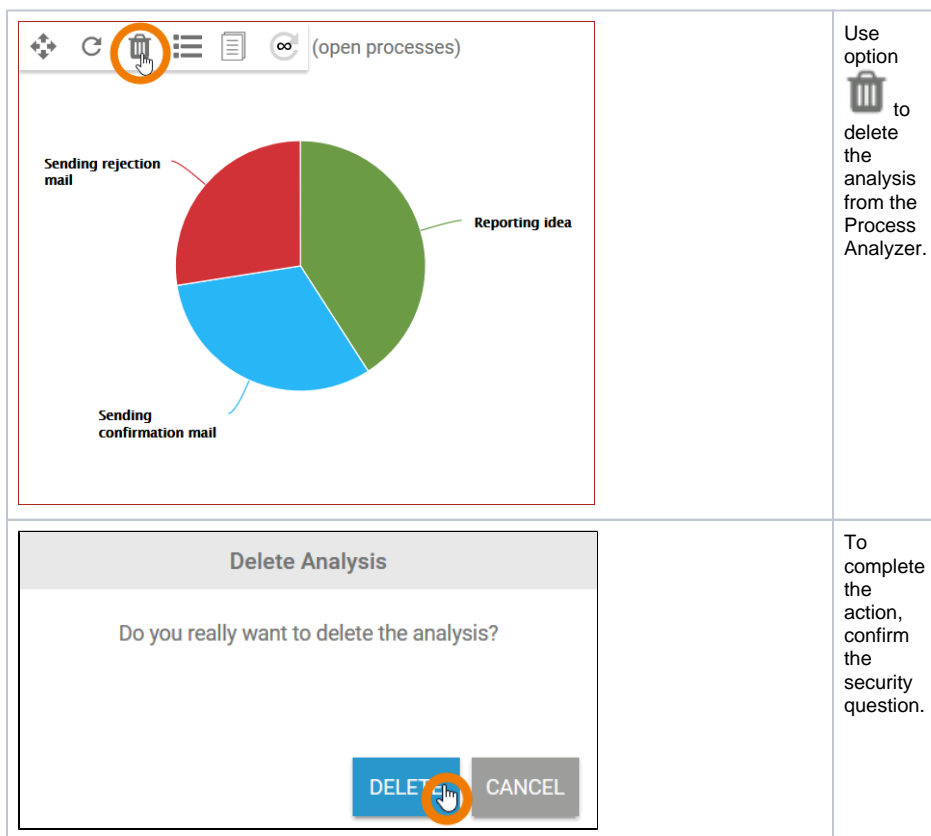|		
1 12 123		In the standard setting, no captions are shown in the analysis.
1 12 123		After the first click, only the captions for "low" values are displayed. In this way, users can also make those values visible whose visual representation is not discernible at first glance. ⓘ Values less than or equal to 1% of the value range are considered "low".

| | | If the option is used again, the captions for all data points are displayed.

ⓘ Click option
1
12
123
again to re-hide the data labels. |

Deleting an Analysis

| | | Use option 🗑 to delete the analysis from the Process Analyzer. |

Delete Analysis

Do you really want to delete the analysis?

DELETE   CANCEL

| | | To complete the action, confirm the security question. |

Displaying the Instance List

Use option ☰ to display the list of all instances belonging to the underlying process. The list of instances enables a closer look at the raw data of the process. You can configure the instance list according to your needs. It is also possible to filter instance list data independently of the analysis.

✓ Refer to Examining Instances to know more about how the instance list can be configured and individual instances can be viewed.

Creating a Template

Use option ![icon] if you want to create a template from the current analysis.

> ✅ Refer to [Creating a Template](#) for a step-by-step explanation on how to create templates.

Setting Automatic Reloading

Use option ![infinity reload icon] if you want to reload analysis data at a specified interval automatically.

You can set the following time intervals:

- **15 minutes**
- **5 minutes**
- **1 minute**
- **15 seconds**

Click the option several times to switch between time intervals. The interval selected is displayed at the center: ![15m icon]

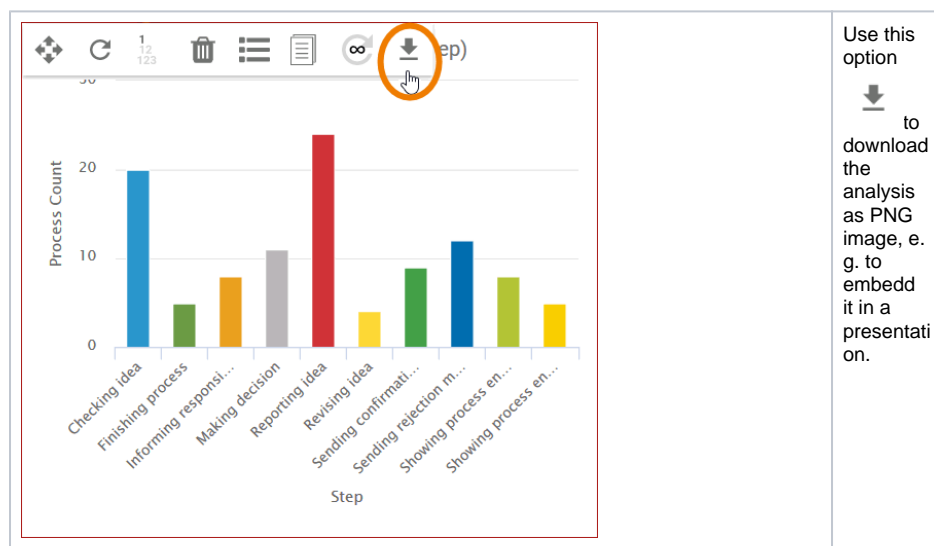Otherwise the data will only be updated as described in [Reloading an Analysis](#).

The instance data for **<u>a single</u>** analysis will be reloaded ...

- ...when an analysis filter is changed.
- ...when the axis allocation of an analysis is changed.

- ...when option **Reload** ![reload icon] is used.
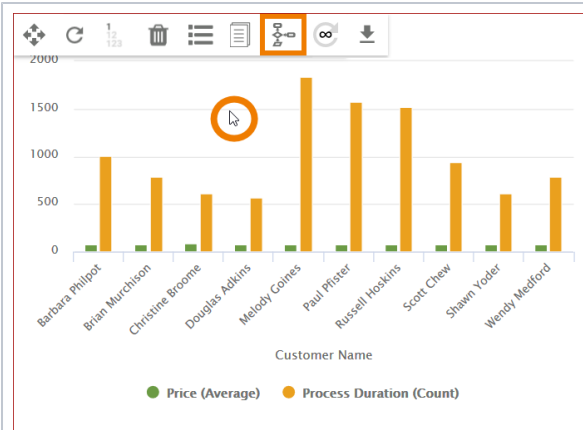- ...when automatic reloading is activated.

The instance data for **<u>all</u>** analyses in the Process Analyzer will be reloaded ...

- ...when the user logs into process mining.
- ...when you press the **F5** key on the your keyboard whilst the user interface is open.
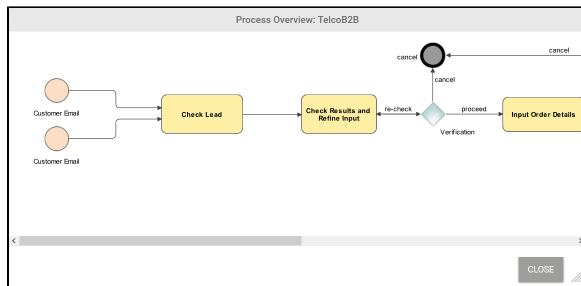
Saving Analysis as PNG

Use this option

![download icon] to download the analysis as PNG image, e. g. to embedd it in a presentation.

Displaying the Process Diagram

For users of the integration component (Bridge), the analysis menu contains an additional menu item:

.

This option opens an overview of the BPMN model belonging to the process.