

Showing the Instance List

When a process instance has been created (see [Creating a Process Instance](#) for details), it appears in the instance list. You can access a process instance via the instance list as long as it is still running and you have the [necessary rights](#).

Scheer PAS

Idea_management

en

June Marple

ACME Corp

5 All

acme_employee

5 acme_manager

Instances

Current Task	Reporter	Personnel No.	Instance ID
Show_instructions_for_realization	Meredith Mitchell	11113	000005947a33dc0c02000046c2f4990700a405e63b
Show_instructions_for_realization	Jerry Cotton	11115	0000005ba33db303000046c2f5191700a51b446b
Show_instructions_for_realization	Jerry Cotton	11115	0000018bbe9e8b400000274a2209a7009b4f72ae
Show_instructions_for_realization	David Stringer	11114	000001b5bea055a40000274a21899700a24e983e
Show_instructions_for_realization	David Stringer	11114	000019ebc2f67d21000060787e3a270092d8c966

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You can specify how to content of the instance list should look like. Refer to [Configuring the Instance List](#)

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 - [Deploying a Service](#)
 - [Creating a Process Instance](#)
- [Configuring the Instance List](#)

Instances 🔍 + ▼			
Current Task	Reporter	Personnel No.	Instance Id
Enter_instructions_for_realization	Eliza Doolittle	12124	00000033a33c5576000046c2f5191700a27554c8
Check_idea	Henry Higgins	11120	000000065a33c5f15b0000046c2f4990700a60e0b1e
Enter_instructions_for_realization	Meredith Mitchell	11113	0000016be9d44a0000274a21899700d6543027
Check_idea	Jerry Cotton	11115	000001d3bea3e9c2000274a2209a700a4911c1b
Check_idea	Eliza Doolittle	12124	000001f6bea30e0a000274a2209a700a490d77f
Enter_instructions_for_realization	John Watson	12122	0000024abae521f6000274a21899700b50ca9e1
Check_idea	David Stringer	11114	00000303bea2d8ba000274a2209a700d45f44de
Check_idea	Meredith Mitchell	11113	00000356ab01274000274a2209a700dffa9a0b
Check_idea	David Stringer	11114	0000189f177965da0003cf23ff700f235da3c

The instance list shows all running instances that have not yet been processed to the last service step. Open an instance by clicking on it.

Check Idea

Please check if you think this idea is worth implementing.
This idea has been posted by:

Name

David Stringer

Personnel number

11114

My Idea

To motivate the employees, we should plan another
team event.

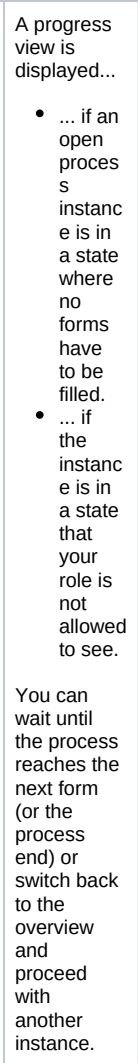


Reject

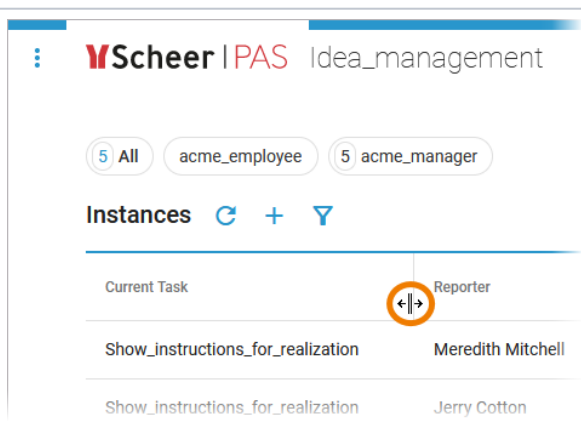
Approve



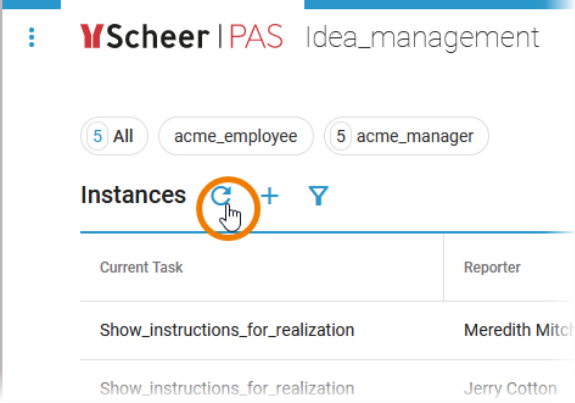
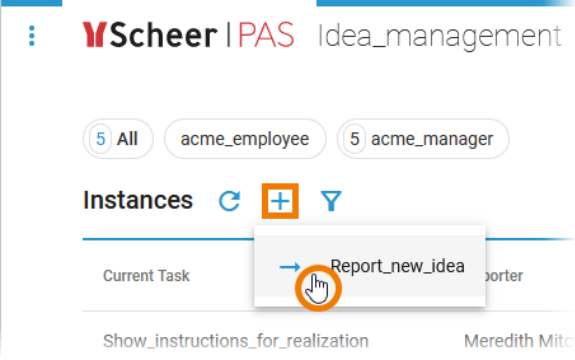
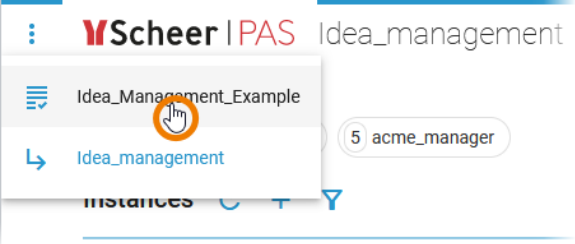
The instance will open in the relevant form so that you can continue to process the instance.



 If the view of the instance list is associated with a [role-based authorization concept](#), only users with appropriate permissions can access it via option that is displayed next to the corresponding process name.



You can resize the width of the columns of the instance list with your mouse by drag and drop.

	Use option Refresh to update the instance list.
	If the instance list is already open, you can also create a new process instance by clicking the icon +. Select the process start you want to trigger from the drop-down menu.
	If you want to access another process, use Service Overview menu to switch back to the service overview. All available processes of this service are then displayed.

The screenshot shows the top navigation bar with the YScheer | PAS logo and the text 'Idea_management'. Below the navigation bar, there is a section with three buttons: '5 All', 'acme_employee', and '5 acme_manager'. The '5 All' and '5 acme_manager' buttons are highlighted with an orange border. Below the buttons, there is a section titled 'Instances' with a refresh icon, a plus icon, and a filter icon.

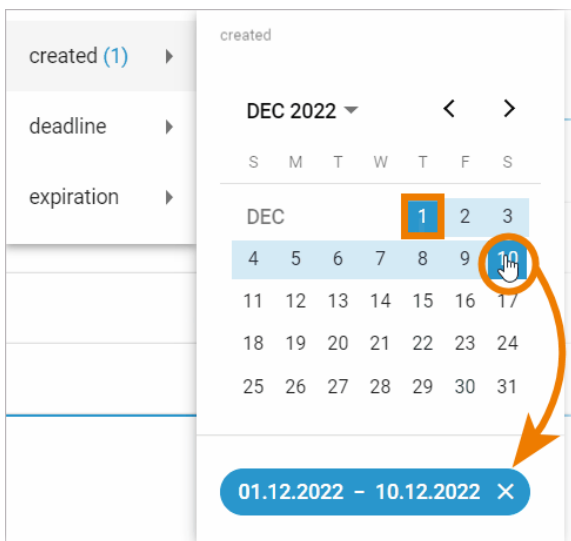
Filtering the Instance List

The screenshot shows the Wscheer IPAS Idea_management interface. At the top, there are filters for 'All', 'acme_employee', and 'acme_manager'. Below the filters, there is a section titled 'Instances' with a refresh icon and a filter icon. A dropdown menu is open for the 'Reporter' column, showing 'Jerry Cotton' selected. The table below has columns for 'Current Task', 'Personnel No.', 'Instance Id', and 'Current Task'. The 'Reporter' column is highlighted in the dropdown.

Current Task	Reporter	Personnel No.	Instance Id	Current Task
Show_Instructions_for_realization	Jerry Cotton	11113	000	
Show_Instructions_for_realization	Jerry Cotton	11115	000	
Show_Instructions_for_realization	Jerry Cotton	11115	000	
Show_Instructions_for_realization	David Strinner	11114	000	

- The percentage sign (%) represents zero, one, or multiple characters.
- The underscore score sign (_) represents one, single character.

To search for a substring, use the percent sign % as a wildcard for any character and underscores _ for a single arbitrary character.



If you want to filter the content of a date field, a calendar opens. Now, you have multiple filter options:

1. The first click in the calendar selects a day. The selected day is displayed in a date label below.
2. Click on a second day to create a range between the first and second day. The selected range is highlighted in the calendar and displayed in a date label below.
3. The third click in the calendar cancels the date range and selects only the clicked day.



Time is passively included in the filter:

- When filtering by a single day, the focus of the time is set from 0:00 a.m. to 1:59 p.m. (2:59).

- When filtering by a date range, the focus of time is set from 0:00 a.m. . of the start day to 11:59:59 p.m. . (23:59:59) of the end day.

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Scheer

IPAS

idea_management

en

Jane Marple

ACME CORP

5 All

acme_employee

5 acme_manager

Instances

Personnel

Jerry Cotton

Meredith Mitchell

11115

11119

Current Task	Reporter	Personnel No.	Instance Id
Show_instructions_for_realization	Meredith Mitchell	11113	000002346a352bfe000054e7f6fd70d0fb3da0e
Show_instructions_for_realization	Jerry Cotton	11115	000002696a3687db000054e7f6fd70d0e502aee0
Show_instructions_for_realization	Jerry Cotton	11115	000002c66a5581d7000054e7f777f7e7005e0330bf

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The currently selected filter settings are displayed above the instance list. The number of hits is displayed in the footer.

You can delete individual filters by clicking the X in the respective filter name. Click icon  to delete all current filter settings.

Instances

Personnel

Eliza

Current Task	Reporter	Personnel No.	Instance Id
Enter_instructions_for_realization	Eliza Doolittle	12124	00000033a33c0576000046c2f5191700a27554c6
Check_idea	Eliza Doolittle	12124	000001f6bea20e0a0000274a2209a700a906d77f

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Use the search field to apply a full-text search to the content of the instance list. The number of hits is displayed in the footer.

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Search Expressions

- The percentage sign (%) represents zero, one, or multiple characters.
- The underscore score sign (_) represents one, single character.

To search for a substring, use the percent sign % as a wildcard for any character and underscore _ for a single arbitrary character.