


# Creating a Process Instance

Once a service that contains forms has been started, you can access the application UI and use it to create process instances.

## Starting a Service

-  With PAS 23.1, you have two options to execute your service. You can run your applications:
- **in the test service without deployment:** This option enables developers to easily test applied changes. Deployment is not necessary any more to execute the test service. Refer to [Working with the Test Environment](#) for details.
  - **in the deployed service:** Developers only need to deploy a service...
    - if they want to give other team members the opportunity to test dedicated features or versions of the service
    - if they want to run regression tests against the test server.
    - Refer to [Deploying a Service](#) for details.

Deployment is also required when your service goes live and is transferred from your test to your productive system. Refer to [Going Live with a Designer Service](#) in [PAS Academy > Designer Best Practices](#) for further explanation.

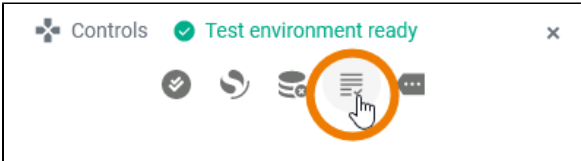
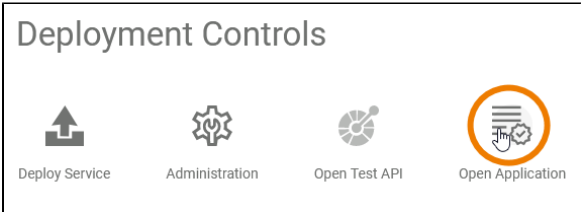
### On this Page:

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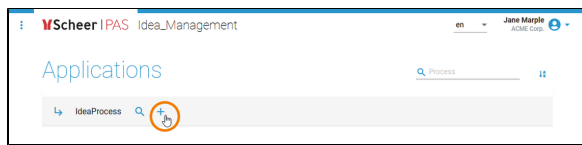
### Related Pages:

- [Running Designer Applications](#)
  - [Deploying a Service](#)
  - [Showing the Instance List](#)
- [Configuring the Instance List](#)
- [Modeling Forms](#)


Test and deployed service are both fully functional. The handling of an application is the same for both service types. The only difference is the way how to access the applications start page:



Test Service	Deployed Service
<p>Open the application via the <a href="#">Controls Panel</a> :</p> <div></div>	<p>Open the application via the <a href="#">Deployment Controls</a> on the service details page:</p> <div></div> <p>Of course, to open the deployed service, you must first deploy it. Refer to <a href="#">Deploying Service</a> for more information.</p>

## Creating a New Instance



The process overview opens in a new tab. A list of all available processes of this service is displayed.

Select the process for which you want to create a new instance by clicking the corresponding  option.

 If the  icon is not displayed, you do not have the necessary rights to create new process instances.

## Applications

IdeaProcess

Report\_new\_idea

Select the process start you want to trigger from the drop-down menu.



Some processes may have multiple start events. If this is the case, all start events are listed. Select one of them.

Scheer IPAS IdeaProcess en Irene Adler ACME Corp

My Idea

Name  
Jane Mai

Personnel number

My Idea

Submit

When the first form is displayed, you can start to fill it.



All mandatory fields must be filled.

Personnel number

11112

My Idea

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

Submit



If you have finished your input, confirm by clicking a button in the form.

The button click closes the form and triggers further process execution.

MScheer | PAS idea\_management

on

David Stringer  
ACME Corp

Processing...

Task CheckIdea is currently being processed.





[Back to Overview](#)

A progress view is displayed...

- ... if an open process instance is in a state where no forms have to be filled.
- ... if the instance is in a state that your role is not allowed to see.

You can wait until the process reaches the next form (or the process end) or switch back to the overview and proceed with another instance.

The **Back to Overview** button brings you back to the instance list.

 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.

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IPAS

Idea Management

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Jane 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	00000047a33dc02000046c2f4990700a405e63b
Show_instructions_for_realization	Jerry Cotton	11115	0000000ba33cb303000046c2f0191700a51b446b
Show_instructions_for_realization	Jerry Cotton	11115	0000018bbe9e8b40000274a2209a7009b4ff2ae
Show_instructions_for_realization	David Stringer	11114	000001bfbea050a40000274a21899700a24e883e
Show_instructions_for_realization	David Stringer	11114	000019ebc2f67021000060787a3a2700928b0966

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The instance list shows all running instances that have not yet been processed to the last service step.

Go to page 5 showing the Instance List for details.