

# Using Meta Information

Additional information about instances can be helpful in overviews, for example if you want to know when an instance was created or last changed - and by which user. Each instance contains a set of meta information, corresponding fields are automatically provided in the container.

You can use the instance's meta information, for example to display additional information in an overview or to preset form fields.

## Meta Information of an Instance

An instance contains the following meta information:



Meta information are not changeable. If you would like to display meta information in a form field you always need to activate **read-only** characteristic for the relevant fields. If the field remains editable and changes are made to the meta information, those entries will **not be saved!**

Key	Information
<b>meta.createdBy</b>	User who created the instance (login name is displayed).
<b>meta.changedBy</b>	User who last saved the instance (login name is displayed).
<b>meta.createdAt</b>	Date on which the instance was created (timestamp).
<b>meta.changedAt</b>	Date on which the instance was last saved (timestamp).
<b>meta.currentStep. processStepName</b>	Process step in which the instance is currently located (name of the Function element is displayed).
<b>meta. parallelBranches. currentStep. processStepName</b>	Process steps in which the instance is currently located during parallel execution (name of the Function elements is displayed. For more information see chapter <a href="#">AND Branching</a> ).

In the instance table of an overview, meta information can be configured as follows:

- Use **meta.createdBy** as Field Name in Container, select column type **text**.
- Use **meta.changedBy** as Field Name in Container, select column type **text**.
- use **meta.createdAt** as Field Name in Container, select column type **date**. In addition, the output format can be adjusted under **Options for Column Type**.
- Use **meta.changedAt** as Field Name in Container, select column type **date**. In addition, the output format can be adjusted under **Options for Column Type**.
- To display the current step, it is not necessary to specify a Field Name in Container. Only select the column type **step**.

Columns	Column Name	Field Name in Container	Alignment	Hide	Column Sorting	Width	Column Type	Options for Column Type
<input type="checkbox"/>	Created By	meta.createdBy	left	false			text	
<input type="checkbox"/>	Changed By	meta.changedBy	left	false			text	
<input type="checkbox"/>	Created At	meta.createdAt	left	false			date	(newformat: "M d, yy")
<input type="checkbox"/>	Changed At	meta.changedAt	left	false			date	(newformat: "M d, yy")
<input type="checkbox"/>	Current Process Step	Current Process Step	left	false			step	

Output during execution of the overview:

- **meta.createdBy** is filled with the login name of the instance's creator.
- **meta.changedBy** is filled with the login name of the user who last saved the instance.
- **meta.createdAt** is filled with the date on which the instance was created.
- **meta.changedAt** is filled with the date on which the instance was last saved.
- The column **Current Process Step** with the column type **step** is filled with the name of the process step in which the instance is currently located. These can be several (parallel) steps in an app with parallel execution.

	Created By	Changed By	Created At	Changed At	Current Process Step
<input type="checkbox"/>	irene.adler	irene.adler	Apr 26, 2019	Oct 23, 2019	Configuring key
<input type="checkbox"/>	irene.adler	jane.marple	Aug 27, 2019	Oct 23, 2019	Creating email address/ Determining room number/ Configuring laptop/ Co
<input type="checkbox"/>	raymond.west	raymond.west	Oct 23, 2019	Oct 23, 2019	Creating initial training plan/ Creating email address/ Determining room nu

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### Related Pages:

- [Searching for Instances](#)
- [Creating Forms](#)
  - [Configuring Tables](#)
- [Service](#)
  - [Procurement Process](#)

### Related Documentation:

- [MOBILE](#) (German)
  - [Die Scheer PAS Mobile App](#)
  - [Mobile Formulare ausführen](#)
- [BPaaS Entwicklerhandbuch](#) (German)
  - [Felder vorbelegen](#)

## Meta Information in **Scheer PAS Mobile App**

Meta information can also be used in [Mobile Forms](#). Meta information are only created once the data has been saved in the database. They are therefore only available in [Scheer PAS Mobile App](#) after the instance synchronization!



Prozesse, in denen der AND-Konnektor verwendet wird, können in de [Scheer PAS Mobile App](#) **nicht** ausgeführt werden.

### Example: Inserting Creator and Creation Date

Two input fields are added to the Customer Address form:

- The Created by field is to display the meta information meta.createdBy.

Customer

Customer Data Sheet

Company

Contact Person

First Name

Last Name

Position

Notes

Fields marked with \* are mandatory.

Created by

Created at

SAVE

CANCEL

NEXT

Date Picker

Name

Created at

Field Name in Container

meta.createdAt

Current Value

Date Format

dd. M.yy

Display current date by default

Show time

Mandatory

Read Only

A date in the past is accepted

Today's date is accepted

A date in the future is accepted

Autosize Date Field

Additional CSS Classes

- The meta information meta.createdAt is to be used in the Created at field. As the user should see the date in a readable format, the element DatePicker is used.

Instance Table						
	Column Name	Field Name in Container	Hide	Column Type	Width	Options for Column Type
+ - *	Company	custDataCompany	<input type="checkbox"/>	text	1	
+ - *	First Name	custDataFirstName	<input type="checkbox"/>	text	1/2	
+ - *	Last Name	custDataLastName	<input type="checkbox"/>	text	1/2	
+ - *	Position	custDataPosition	<input type="checkbox"/>	text	1/2	
+ - *	Email	custDataEmail	<input type="checkbox"/>	text	1	
+ - *	Phone	custDataPhone	<input type="checkbox"/>	text	1	
+ - *	Mobile	custDataMobile	<input type="checkbox"/>	text	1	
+ - *	Created by	meta.createdBy	<input type="checkbox"/>	text	1	
+ - *	Created at	meta.createdAt	<input type="checkbox"/>	datetime	1	
<div><div>SAVE</div><div>CANCEL</div></div>						

The two fields containing meta information are also added to the configuration of the corresponding overview.

<div data-bbox="162 138 263 210"></div> <div data-bbox="311 226 456 262"> Customer</div> <h2 data-bbox="180 302 630 352">Customer Data Sheet</h2> <div data-bbox="180 363 638 445"><p>Company</p><p>Sample Corp.</p></div> <h3 data-bbox="180 457 415 495">Contact Person</h3> <div data-bbox="180 504 638 588"><p>First Name</p><p>Erin</p></div> <div data-bbox="180 598 638 680"><p>Last Name</p><p>Example</p></div> <div data-bbox="180 690 638 772"><p>Position</p><p>CTO</p></div> <div data-bbox="180 783 638 936"><p>Notes</p><p>0</p></div> <p data-bbox="180 947 578 978">Fields marked with * are mandatory.</p> <div data-bbox="172 978 643 1169"><div data-bbox="180 989 634 1071"><p>Created by</p></div><div data-bbox="180 1081 634 1163"><p>Created at</p></div></div> <div data-bbox="185 1190 633 1236"><div data-bbox="185 1190 328 1236">SAVE</div><div data-bbox="337 1190 480 1236">CANCEL</div><div data-bbox="490 1190 633 1236">NEXT</div></div>		<p>If the user opens the form on his mobile device, the fields Created by and Created at are empty, because the metadata is not available at this time.</p>
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Company  
Sample Corp.


First Name	Last Name
Erin	Example
Position	Email
CTO	-
Phone	
-	
Mobile	
-	

Created by  
irene.adler

Created at  
2019-10-24 07 : 53

Company  
Spring Corp.

First Name	Last Name
Rose	Bloom
Position	Email
CIO	rose@spring.com
Phone	
+1 415 777 10 812	
Mobile	
+1 415 777 12 889	
Created by	



After the instance has been synchronized, the meta information can be displayed in the overview.  
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## Customer Data Sheet

Company

Sample Corp.

### Contact Person

First Name

Erin

Last Name

Example

Position

CTO

Notes

0

Fields marked with \* are mandatory.

Created by

irene.adler

Created at

24. Oct. 2019

SAVE

CANCEL

NEXT

... as well  
as in the  
mobile  
form  
when the  
user  
opens it  
again.