

Running Activity Instance

Monitor Apps

Running Processes

Completed Processes

Audit Trail

Tomcat Logs

System Logs

Governance Health Check

Performance

Re-evaluate

Re-evaluate Assignment(s) For User

Reassign User

Complete

Process Instance	101_expenseclaim_process1
Activity ID	104_101_expenseclaim_process1_approve_claim
Activity Definition ID	approve_claim
Activity Name	HOD Approve
State	open.not_running.not_started
Service Level Monitor	-
List of Pending	admin
Create time	05/07/2022, 23:08:25
Date limit	
Due date	
Delay	
Finish time	
Time From Date Created	

Figure 1: Viewing a Running Activity Instance

In this view, one can see the state and statistical data of a particular activity instance. One can also inspect and set workflow variable values for the activity instance.

Actions that the administrator can perform on the process instance:

- **Re-evaluate**
Re-evaluate the participant mapping for the current activity instance.
- **Re-evaluate assignment(s) for user**
Re-evaluate all assignments of a particular user.
- **Reassign user**
Reassign one of the assignee(s) of this activity instance to another user.
- **Complete**
Complete the activity instance as the current logged in user.

Activity State

When a new activity instance is created, the state will be set to **open.not_running.not_started**. In natural progression, the state will end with the state of **closed.completed**.

If the activity has a deadline triggered, the state will change to **closed.terminated**. If the process instance is aborted, then, the activity instance's state will change to **closed.aborted**.