

Completed Process Instance

[View Graph](#) [Remove Instance](#)

Process ID	1_hr_expense_process1
Process Definition ID	hr_expense#1#process1
Process Version	1
Process name	Expense Approval Process
State	closed.completed
Service Level Monitor	-
Requester	admin
Start Time	17-08-2015 02:15 PM
Limit	
Due Date	
Delay	
Finish Time	17-08-2015 04:45 PM
Time From Date Started	2 hour(s) 29 minute(s) 51 second(s)

[Activity List](#)

Activity ID	Activity Name	State	Create time
5_1_hr_expense_process1	Notify Approver Rejection	closed.completed	17-08-2015 04:45 PM
4_1_hr_expense_process1	Route 1	closed.completed	17-08-2015 04:45 PM
3_1_hr_expense_process1	Approve Claim	closed.completed	17-08-2015 02:16 PM
2_1_hr_expense_process1	Update Record Status to S	closed.completed	17-08-2015 02:16 PM
1_1_hr_expense_process1	Edit Claim	closed.completed	17-08-2015 02:15 PM

Figure 1: Viewing a Completed Process Instance

In this view, one can see the state, statistical data and the activity list of a particular process instance. In the activity list, one can click on a specific item to view the activity instance's information. (See [Completed Activity Instance](#))

Actions that the administrator can perform on the process instance:

- **View Graph**
Displays the workflow diagram
- **Remove Instance**
Permanently deletes the process instance; process data will be removed as well