Process Search

Overview

Active and completed processes can be searched using various criteria. The Process Search page allows users to specify certain information that will return a list of matching process instances. If any matching processes are found, they will be listed with some information describing each process instance. The process designer defines the information that is displayed.

Process Type

If the user wishes to search only one specific type of process, they should specify the process type in this field. If not specified, every process type will be searched.

Process Data

The search will try to match any data entered in this field with data specified in the process instance's data fields. Only text, numeric, memo, and log fields can be searched.

Completion Status

A user can specify completed, non-completed, or recently completed processes using this field.

Initiated By

If a user wishes to search only processes initiated by themselves or a specific person, they should specify that person in this field.