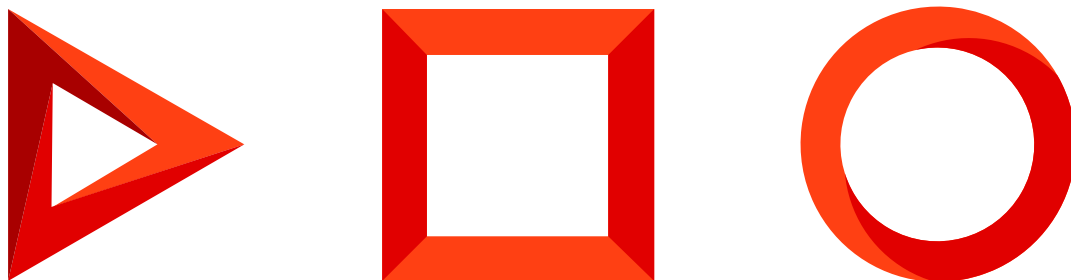


# Process execution

View process execution data

Version 7.18



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# View process execution data

PRODUCTS: ALL CREATIO PRODUCTS

Regular process monitoring allows you to analyze employee productivity and to track “bottlenecks” in diagrams for optimization.

All history of business processes is kept in the [ *Process log* ] section. The section is designed for managing the business processes that have been initiated (process instances).

A business process can be started several times by different users at different times. A new “process instance” is created on each launch of the process. Each instance of the process corresponds to a record in the [ *Process log* ] section. Records appear in the section automatically, each time a business process starts. Information about each instance displays as a separate log record. The process log records cannot be edited.

**Note.** To access the [ *Process log* ], a user requires permission for the following system operation: “Access to “Process log” section” (“CanManageProcessLogSection” code). Learn more about using system operations: in a separate article: [System operation permissions](#).

## View process history

Once a business process is initiated, information about the process instance is saved in the [ *Process log* ] section. The log record page contains the name of the employee who initiated the process, the status of the process instance (“Running” or “Completed”), and a list of the activated process steps.

To view process history:


1. Click  to open the System Designer.
2. Click [ *Process log* ] under [ *Processes* ].
3. Select a business process and click [ *Open* ] (Fig. 1).

Fig. 1 Select a process

Process log

ACTIONS ▾

<Start date> till <Due date> X
 Administrator X
 Filter ▾

Title	Owner	Process status
Add order based on opportunity	John Smith	Completed
Analyze case satisfaction level	John Smith	Completed
Awaiting sale	John Smith	Completed
Contract approval	John Smith	Completed
Contract signing	John Smith	Completed

[OPEN](#) PROCESS DIAGRAM

As a result, Creatio will open the process log page that contains the process execution history (Fig. 2).

Fig. 2 Process execution history

< GENERAL INFORMATION

Title Add order based on opportunity

Process status Running Owner John Best

Start date 12/7/2015 4:39 PM End date

Trace data available

[Process elements](#)
[Run item](#)
[Show Trace Data](#)
⋮

Caption	Status	Start date	End date
New order	Completed	12/7/2015 4:39 PM	12/7/2015 4:39 PM
Verify the entered data and save the order.	Running	12/7/2015 4:39 PM	

If this is a sub-process, you can run the [ *Parent process* ] action to open the parent process page quickly (Fig. 3).

Fig. 3 Opening the parent process page

The screenshot displays the Creatio interface for a process titled "Lead generation. Start sending notifications". The process status is "Completed" and the owner is "John Best". The start and end dates are both "7/8/2021 11:40 AM". The process elements table is as follows:

Process elements	Process status	Start date	End date
Sending notifications (multi-instance)	Completed	7/8/2021 11:40 AM	7/8/2021 11:40 AM
Read sys settings	Completed	7/8/2021 11:40 AM	7/8/2021 11:40 AM
Read user	Completed	7/8/2021 11:40 AM	7/8/2021 11:40 AM
TerminateEvent1	Completed	7/8/2021 11:40 AM	7/8/2021 11:40 AM
Read sys settings value	Completed	7/8/2021 11:40 AM	7/8/2021 11:40 AM

## Archive the process log records

To speed up the process log, Creatio automatically archives completed and canceled processes that remain in the [ *Process log* ] section list for more than a set period. The default archiving period is 30 days.

**Note.** Use the “Process log archiving period (days)” (“ProcessLogArchivingPeriod” code) [system setting](#) to change the period for the process records to display in the [ *Process log* ] section before they are automatically archived.

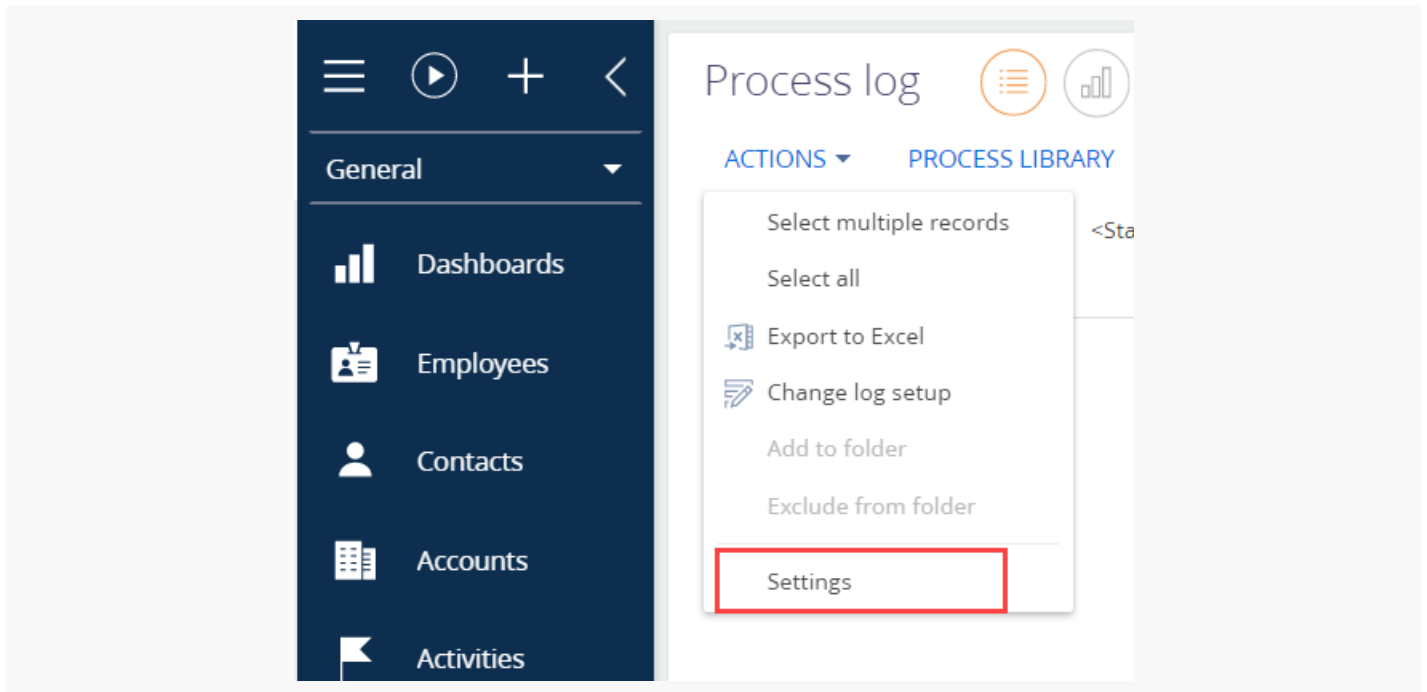
The data of the archived process instances remain available in the archive, including record history and connections to other system objects.

To view the data, select the “Archived” checkbox in the filter area of the [ *Process log* ] section.

To avoid increasing the amount of data in the database tables and overloading the system, Creatio automatically clears the archived records that users do not need anymore.

You can manage the archive operations using the [ *Settings* ] action (Fig. 4).

Fig. 4 [ *Settings* ] option in the [ *Process log* ] section



The [ *Settings* ] action opens the list of system settings that manage the process log maintenance (the settings located in the [ *Process log* ] folder of the [ *System settings* ] section). These system settings let you manage:

- How long the process instances in the “Error” state stay active in the process log.
- How often to archive the log records for completed and canceled processes.
- How long to store the archived records.

Learn more in a separate article: [Manage system settings](#).