ADEPTIA

Adeptia Suite 6.0 Business User Guide

Version 1.0
Release Date March 1, 2013

Adeptia Inc.
443 North Clark Ave,
Suite 350
Chicago, IL 60610, USA
Phone: (312) 229-1727

DOCUMENT INFORMATION

Adeptia Suite

Business User Guide

Adeptia Suite Version 6.0

Printed December 2013

Printed in USA

Adeptia Support Information

For support queries, please contact us at *support@adeptia.com*.
Access the Adeptia Web site at the following URL:

www.adeptia.com

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TABLE OF CONTENTS

1

PREFACE

This document covers a detailed description of all features of Adeptia Suite that are available to a business user. It acts as a guideline to use these features seamlessly and perform them in a business environment using Adeptia Suite.

> These features are available to all users of Adeptia Suite.

Target Audience

Even though all these features are available to all users, they are primarily performed by a business user. Thus, this document is intended for business users. They can use these details to seamlessly perform all functions of Adeptia Suite.

Other resource materials

The following other resource materials are available.

Title	Description
Installation Guide	This document provides guidelines for installing Adeptia Suite on Microsoft Windows and Linux/Solaris operating systems.
Developer Guide	This document covers a detailed description of all activities and services of Adeptia Suite that are available to a developer. It acts as a guideline to use these services seamlessly and use them in a design environment using Adeptia Suite.
Business User Guide	This document covers a detailed description of all features of Adeptia Suite that are available to a business user. It acts as a guideline to use these features seamlessly and perform them in a business environment using Adeptia Suite.
Modeler and Simulation Guide	This document provides an overview of Process Modeler and Simulation features of Adeptia Suite and covers the description and usage of these tools. It guides you to seamlessly use these tools to analyze, optimize and enhance a business process.
Admin Guide	This document provides a detailed description of the Administrative features of Adeptia Suite. It guides you to seamlessly manage the functioning, design and integration of business processes using these

administrative features.

HOW IS THIS GUIDE ORGANIZED?

This guide is organized into the following sections:

Section	Description
Preface	Introduction to this document
Document Manager	Hardware and Operating System requirements, Database requirements, Software requirements for Server and Client
Document Manager	Downloading and installing files
Using My Solutions	Installing in GUI mode or in Console mode
Monitoring	License Wizard
Monitoring User Performance	As a service or from the Start Menu/Desktop
Monitoring Events	Changing property
Viewing Usage Report	Disable the Check for Updated Automatically checkbox
Executing Custom Report	Check the error message and then proceed

CONVENTIONS

The following tables list the various conventions used in Adeptia documentation. We follow these conventions to help you quickly and easily identify particular elements, processes, and names that occur frequently in documents.

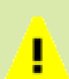
Typographical conventions

This guide uses the following typographical conventions:

Convention	Description
Bold text	Indicates one of the following: • Screen element • New terminology • A file or folder name • A control in an application's user interface • A registry key • Important information
Italic text	Indicates a reference or the title of a publication.
`Monospaced text`	Indicates code examples or system messages.
`Monospaced bold text`	Indicates system commands that you enter.
Hyperlink	Indicates an Internet link to target material.

Graphical conventions

This guide uses the following graphical conventions:

Convention	Description
	Indicates additional information that may be of interest to the reader.
	Indicates cautions that, if ignored, can result in damage to software or hardware.

CONTACTS/REPORTING PROBLEMS

These sections present contact information for a variety of situations.

Sales

In case of any sales queries, please contact us at *sales@adeptia.com*.

Support

For support queries, please contact us at *support@adeptia.com*.

Latest updates and information

For the latest updates and information, please visit us at *www.adeptia.com*.

Adeptia Web site

Access the Adeptia Web site at the following URL:

www.adeptia.com

2

TASK MANAGER

This section describes how you can view and manage all tasks assigned to you. If you are a manager then you can also view and manage all tasks assigned to your staff (all users for whom you are the manager).

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

This chapter covers the following topics:

OPENING TASK MANAGER

By default, Task Manager is displayed as a tabbed layout. It has two tabs:

- Task Manager
- Staffs Task Manager

It is displayed with the **Task Manager** tab as selected.

Steps to open Task Manager

1. Click the **Monitor** tab and then click **My Tasks** menu. All the options of the **My Tasks** menu are displayed (see Figure 1).

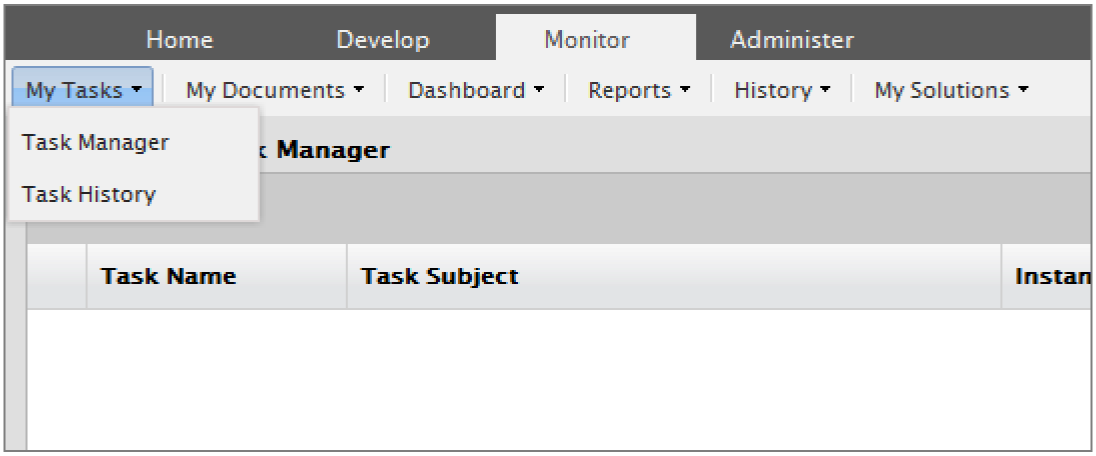


Figure 1: Setup Menu's options

2. Select the option **Task Manager**. The manage *Task Manager* screen is displayed (Figure 2).

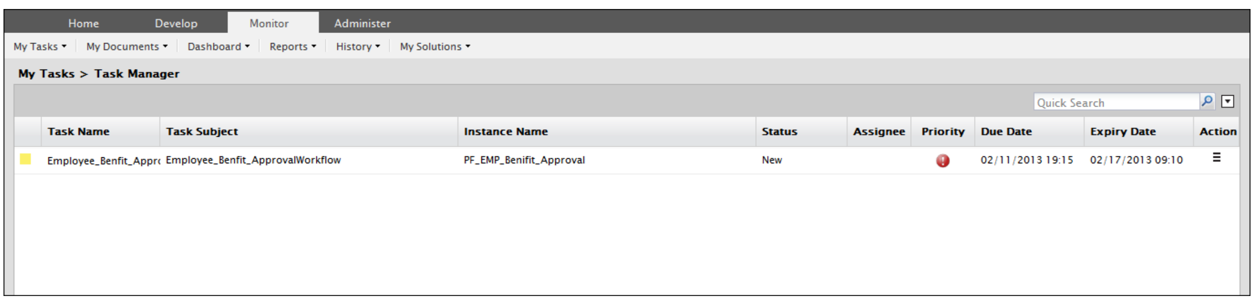


Figure 2: Task Manager

This screen displays tasks as organized based on the date when they are due. The information includes the task name, task subject, instance name, status, assignee, , priority, due/expiry date and action.

Staffs Task Manager

Staff Task Manager displays the task, which is assigned to its staffs. Manager can view task assigned to its staff and the calendar of the staffs for its availability.

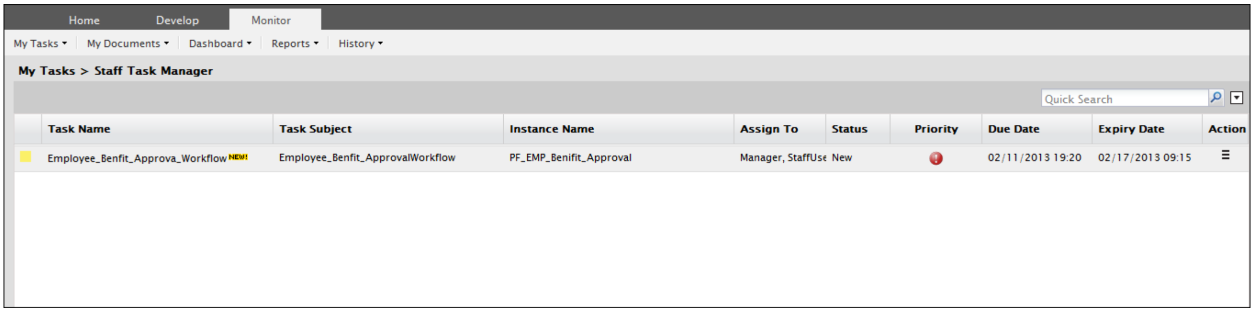


Figure 1: Staff Task Manager

The Manager can change the *Assign To, Priority, Due Date, Expiry Date* and *comments* of the tasks assigned to its staff. Manager can re-assign the task to any other user or users from the staff. After changing tasks properties, click the **Update** button to save the changes. Manager can enter/update comments by clicking the **Comments** icon.

When a manager reassigns the task from one user to another, an email is sent to existing user that the task has been removed from his/her task manager. Similarly an email is send to the new user that a task is added to his/her task manager.

OPENING A TASK

Steps to open a Task

1. On the Task Manager screen, click the *Action* button and select *Open Task* option. The *Task* screen is displayed (see Figure 2).

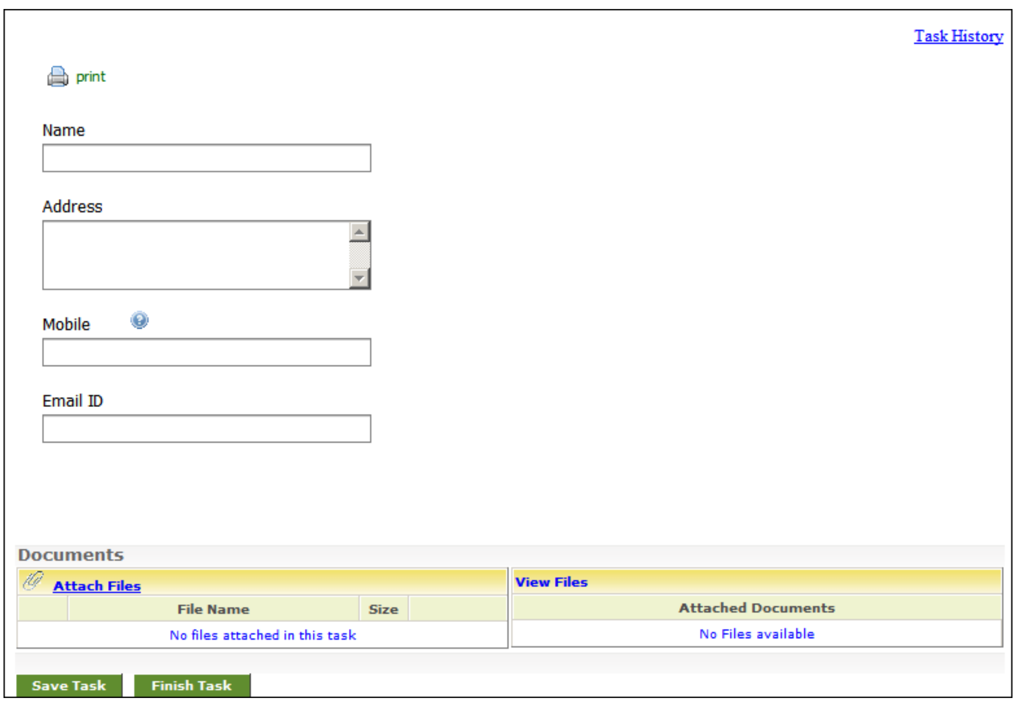


Figure 2: Task

This screen displays the activities associated with the selected task. Enter the details as required. You can attach files to the task, view the files attached, save the changes to the task and view Task History from this screen.

Once you open a task, and another user opens the same task, it is displayed with a message that the task is already opened by another user.

ATTACHING FILES TO A TASK

Steps to attach files to a Task

1. Click **Attach Files** link in the Documents section in the **Task** screen. This displays the **File Upload** screen (see Figure 3: File Upload).

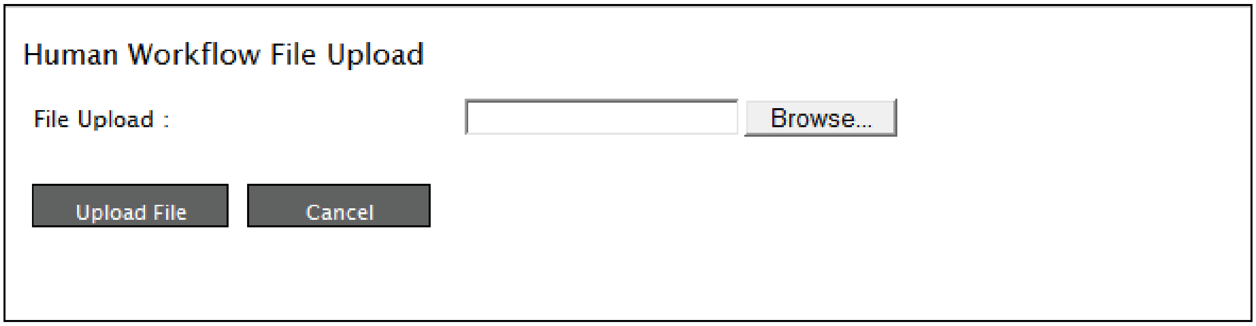


Figure 3: File Upload

2. Click **Browse** to select the file to be uploaded.
3. Click **Upload File**. This uploads the file and displays the file in the **Attach Files** section on the **Task** screen (see Figure 4).

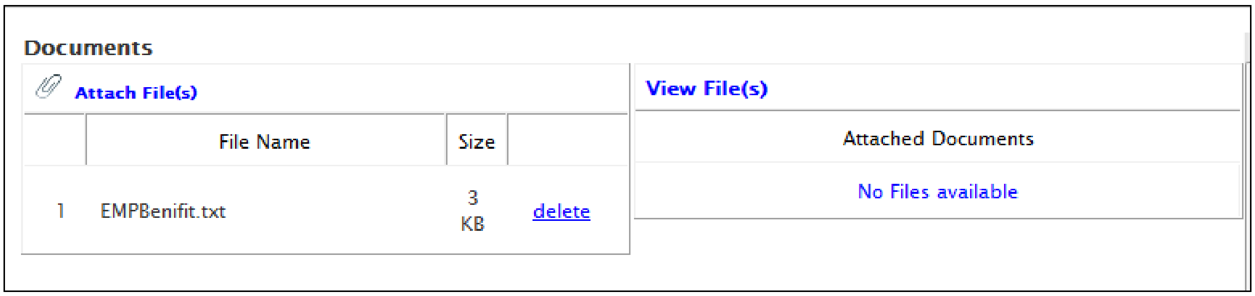


Figure 4: File Uploaded

4. Click **Save Task** to save the task. When you save a task, you can open it anytime. Click **Finish Task** to complete the task.

You can remove an attached file by clicking the **Delete** link.

VIEWING FILES ATTACHED TO A TASK

Steps to view files attached to a Task

1. Once you attach files to a task and save the task, then on opening the task again, displays the attached files in the **View Files** section in the **Task** screen (see Figure 5).

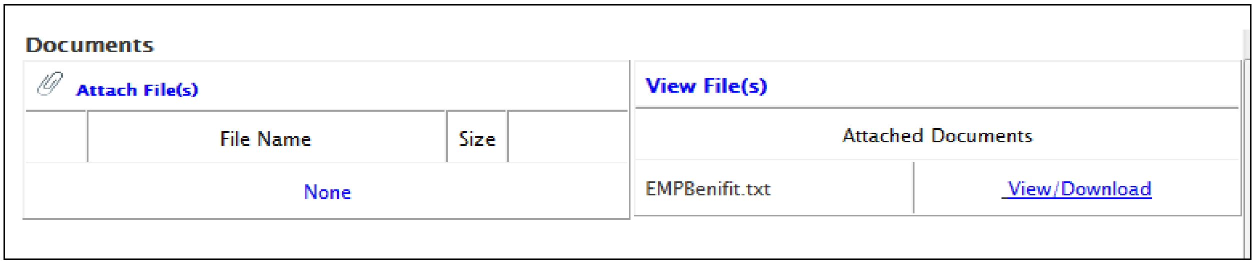


Figure 5: View Attached Files

2. Click **View/Download** to open or save the file.

> You can view the history of the task by clicking **Task History** link. For details on task history, refer to the Task History section.

RE-ASSIGNING TASK

You can re-assign a task to other user(s) within your group.

This section explains:

- Re-assigning your own Task
- Re-assigning staff's Task

Re-assigning your own Task

To re-assign the task which is assigned to you, you need to use Reassign link from the Task Manager.

> It is not necessary, that you will be able to re-assign any of your tasks. *Reassign* feature of a task may or may not be enabled. It depends on the way the workflow task is created. To know how to enable, the *Re-assign* feature of a task, refer to section *Creating WorkFlow* Task section of the *Developer Guide*.

Steps to Re-assign the your own task

1. In the Task Manager, click *Reassign* link of the task that you want to re-assign.

The **Reassign** task page is displayed (see Figure 6).

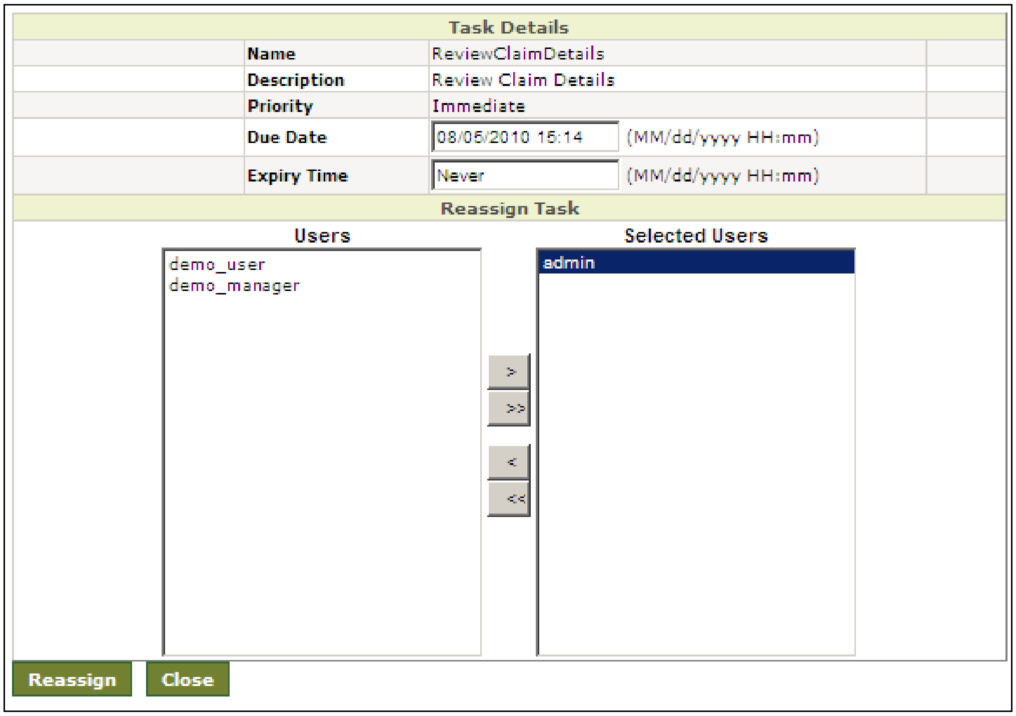


Figure 6: Re-assign Task

In the above screen, the **Selected Users** column lists the users to whom this task is currently assigned and the **Users** column lists the users to whom you can re-assign the task.

2. Select the user, two whom you want to e-assign the task, from the **Users** column and click arrow  to move it to **Selected Users** column.
3. Similarly to remove the task from any user, select the user from the **Selected Users** column and click arrow  to move it to *Users* list.
4. Click **Reassign**. The task is reassigned to selected user and removed from the current user.

Re-assigning Staff's Task

If you are a Manager, you can reassign the task, which is already assigned to any staff, to another staff.

Steps to Re-assign staff's task

1. In the Staff Task Manager, click the *Task* link of the user, whose task you want to re-assign. All the tasks assigned to the user are displayed.

2. Select the user, to whom you want to re-assign the task from the *Assign To* dropdown list (see Figure 7).

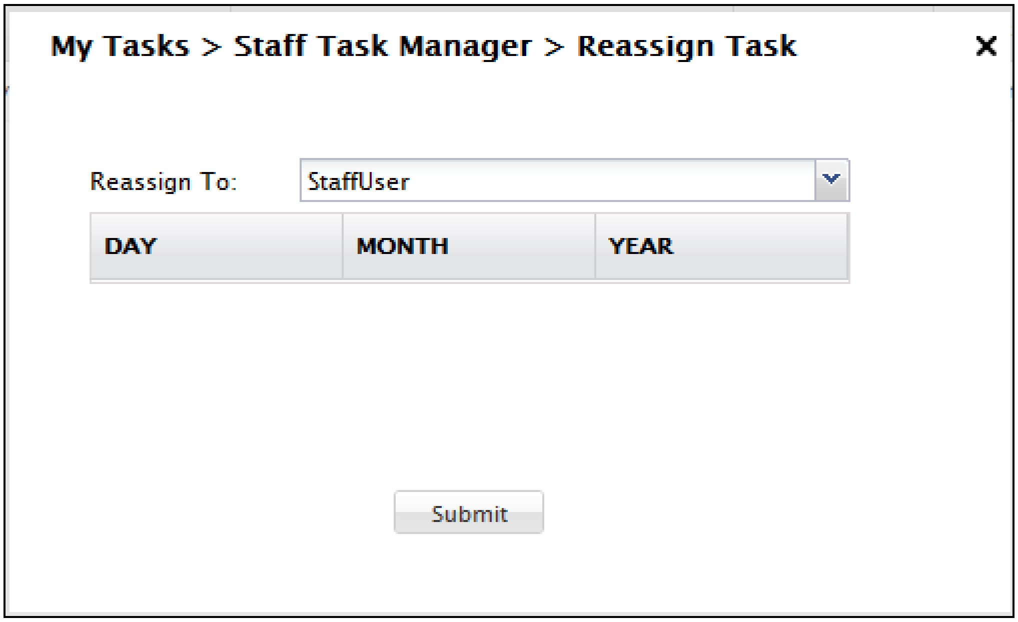


Figure 7: Re-assign Staff'sTask

3. Click **Submit.**

ENTERING COMMENTS FOR A TASK

Steps to enter comments for a Task

1. On the Task Manager screen, select the task for which you want to add the comment.
2. Click the **More Actions** menu and select the option **Open Task** under the **Action** column. The *Task* screen is displayed (see Figure 2).
3. Click the **Comments** icon ( ) against the task for which you want to enter comments, in the Task Manager screen. This displays the **Comments** screen (see Figure 8).

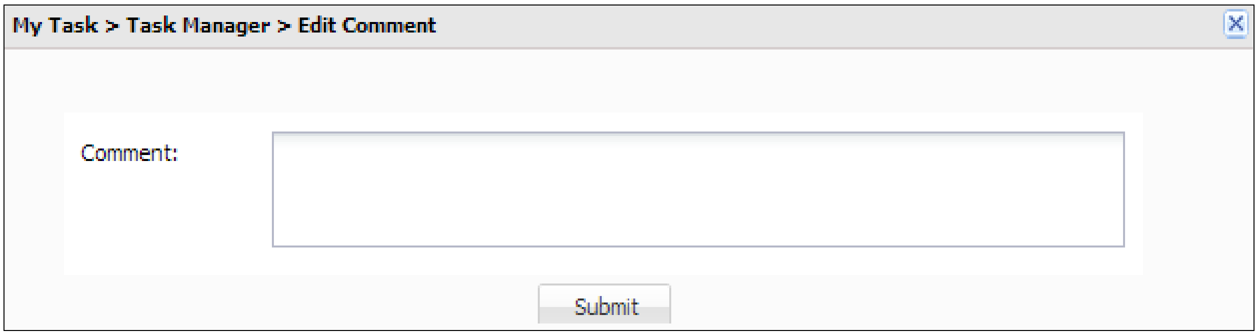


Figure 8: Comments screen

. Enter the comments for the task in the **Comments** field.

4. Click **Save Comments**. This saves the entered comments and closes the screen.

TASK HISTORY

The **Task History** tab displays history of tasks of a process flow instance or task instance based on the entered search criteria. It displays the detailed information of each action taken on the task either by user or by the Adeptia Suite application.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

Steps to view Task history

1. Click **[+] My Tasks** to expand the tree. All the items in the **My Tasks** category are displayed.
2. Click **Task History**. The **Task History** screen is displayed (see Figure 9). Alternately, you can click the **Task History** tab on the Adeptia Homepage to view the **Task History** screen.

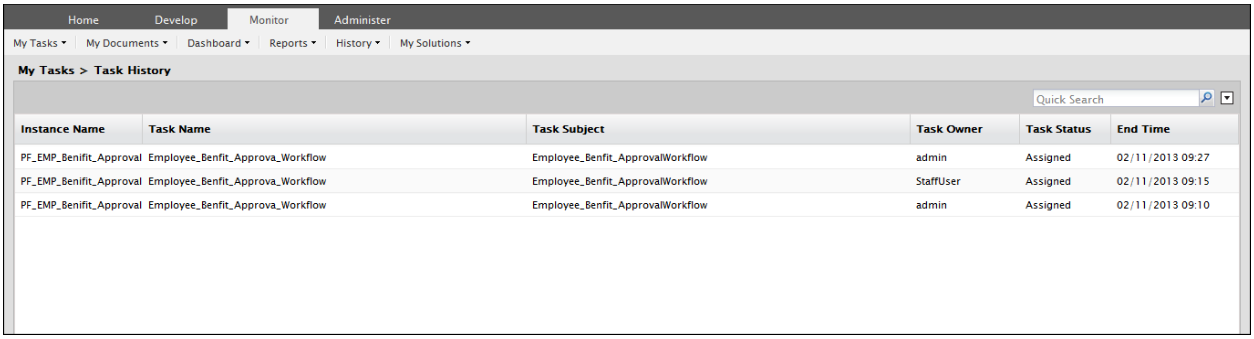


Figure 9: Select Search Criteria

By default *Today's* task history is displayed.

3. You can also view above information within a specific date and time range. Click ( ) icon in the upper right corner of the screen. This displays the date and time range fields (see Figure 10).

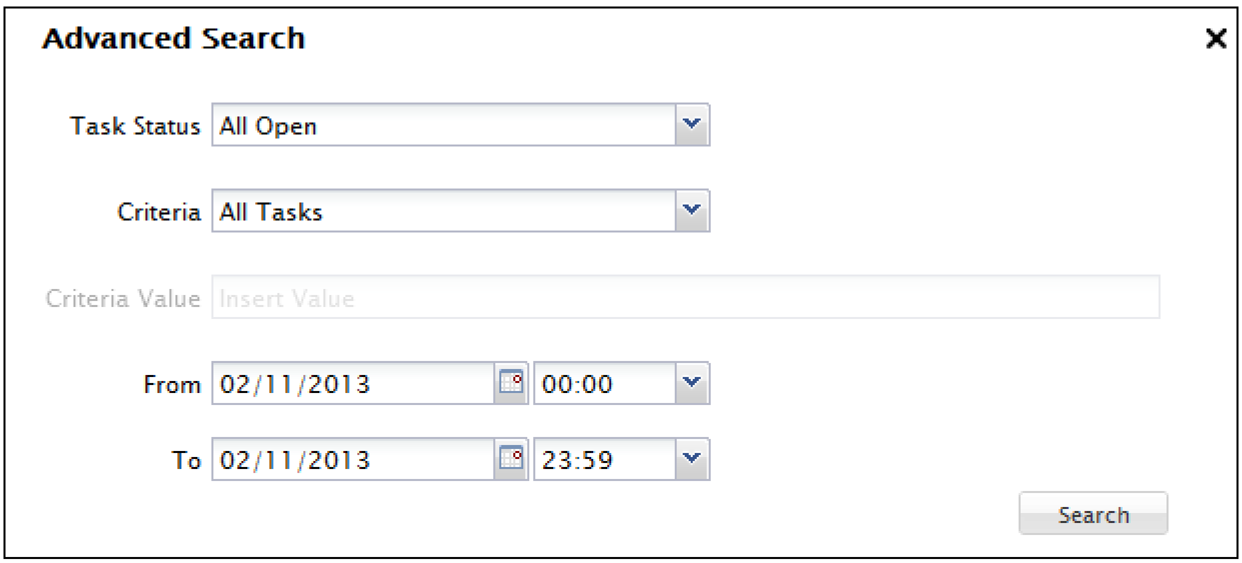


Figure 10: Date and Time Range

4. Click **Calendar** icon ( ) to enter the date range and also enter the time range in the respective fields.
5. Enter the end date and end time in the End Date and End Time fields respectively. Once done, click **Apply** button.

> Click **Calendar** icon to select the *Start Date* and *End Date* from calendar.
> This date range implies that the system will search the **Task History** for tasks that have been modified (including a task being saved or reassigned) within the entered date and time range.

6. Select the status from the **Status** dropdown list. Table.1 list the types of status and their description.

Table.1: Task History Search options and their descriptions

Search Options	Description

All Open	It includes all the tasks which are in *assigned* or *Overdue* state.
All Completed	It includes all the tasks which are in *Completed* or *Expired* state.
Assigned	It includes all the tasks which are in *assigned* state.
Completed	It includes all the tasks which are completed.
Over Due	It includes all the tasks which are in or *Overdue* state.
Expired	It includes all the expired tasks.

7. Click **Details** button. History of all task, with within specified time interval is displayed (see figure below).

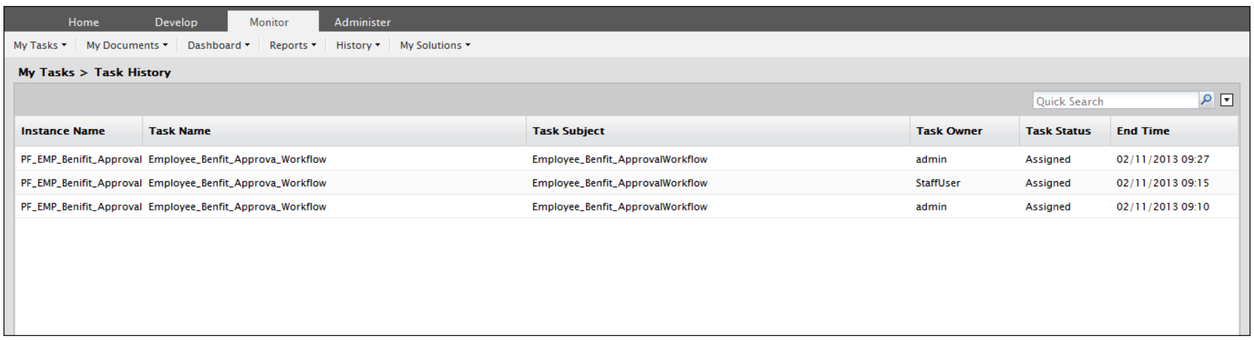


Figure 11: Task History

This screen displays the following information:

- **Instance Name**: This is the process flow description. If this description is dynamically overridden, the latest description is displayed.
- **Task Name**: This is the name of the Workflow task.
- **Task Subject**: This is the task description that has been dynamically set or else defined. The latest description is displayed.
- **Task Owner**: This is the name of the user to whom the task is assigned.
- **Task Status**: This is the status of task as *Assigned, Overdue, Expired* or *Completed*. The latest task status within the specified time range is displayed.
- **Task End Time**: This is time, when task is completed by the user or expired.

8. You can also filter the search by entering one of following options from the **Search** dropdown list and entering the search text in the adjoining text box (See Table 2).

Table 2: Task History Search options and their descriptions

Search Options	Description
All Tasks	It displays history of all the tasks within the specified time interval. By default this option is selected and you need not to enter any search text in

	text box.
Task Name	Select this option if you want to search task history based on name of the task.
Task Subject	Select this option if you want to search task history based on description of the task.
Owner	Select this option if you want to search task history based on Owner (to whom the task is assigned) of the task.
Instance Name	Select this option if you want to search task history based of process flow instance name (run time description of Process flow).

In case you select *All Tasks* in search dropdown list, you need not to enter search text in text box. For all other options, you need to enter search text in the text box. You can also use asterisk and wildcard in the search text.

3

DOCUMENT MANAGER

You can view and download documents associated with a process flow or tasks associated with a process flow or WebDAV folders using the **Document Manager** feature. A Document Manager is an applet, which allows you to manage documents in a Process Flow Repository or WebDAV repository.

Web-based Distributed Authoring and Versioning (WebDAV) is a set of extensions to the HTTP protocol that enables users to collaboratively edit and manage documents (files) on remote web servers.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

This chapter describes the following tasks:

- Opening Document Manager
- Viewing a Document
- Downloading a Document
- Searching a Folder or Document

OPENING DOCUMENT MANAGER

Steps to open Document Manager

1. Click **Monitor** tab and then click **My Document** menu. All the options of the **My Document** menu are displayed.
2. Click **Document Manager**. The Document Manager applet is displayed (see Figure 12).

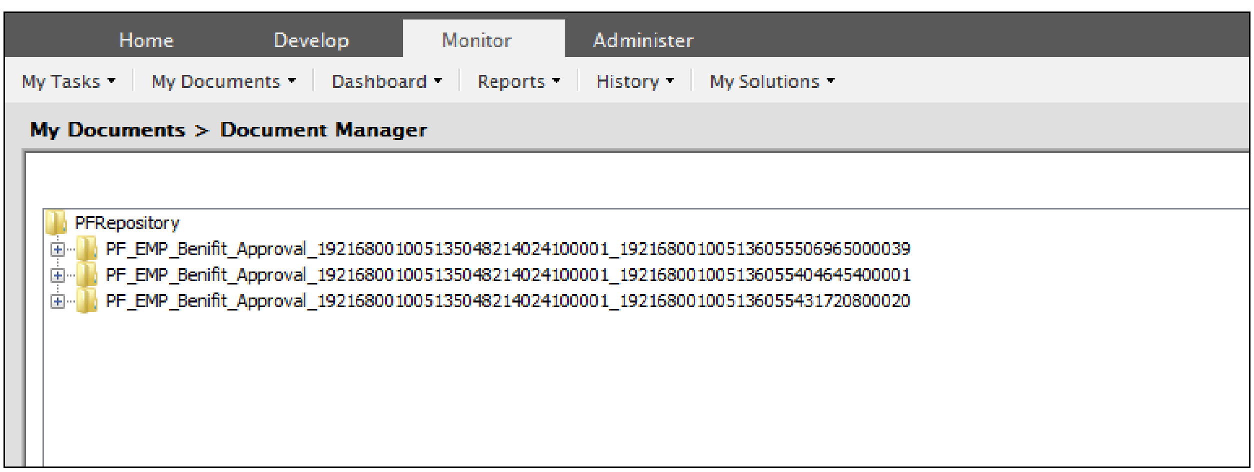


Figure 12: Document Repository

By default, this screen displays the Process Flow Repository of the group of the logged-in user. If the Administrator is logged in, then this a will display the *Process Flow Repository* of the *Administrators* group. The process flow repository includes folders that are created each time an instance of the process flow is executed.

It is created in the format:

Process Flow Name_Process Flow Object ID_Process Flow Instance ID

For example,

EvalXform_ProcessFlow_192168001166112203049331200004_192168001203124625665226500036

The folder comprises of all intermediate files associated with that process flow (see Figure 13).

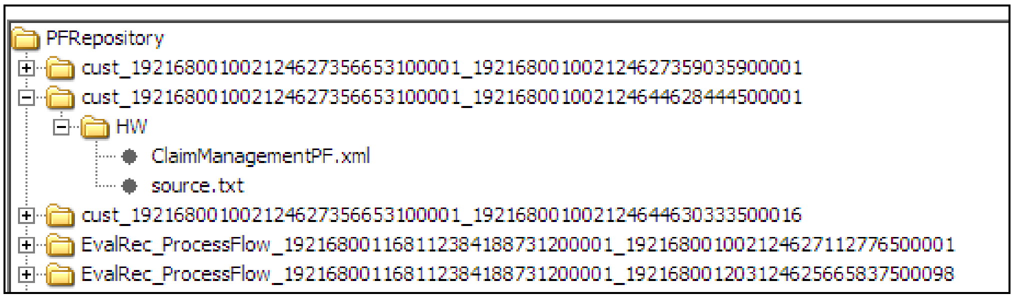


Figure 13: Intermediate Process Flow Files

If no process flow is executed for 14 days, then clicking the applet will display the message "No Repository" in the **Process Flow Repository** screen.

You can also view the WebDAV Repository in the **Document Manager** screen, by changing the *abpm.hi.repository.type* property under *Services -> Human Workflow* properties. The value of this property is set to default, which displays the Process Flow Repository. You can change this value to *WebDAV* to view the WebDAV Repository.

VIEWING A DOCUMENT

You can view a document in the Document Manager.

Steps to view a document

1. Click the **Process Flow** folder whose associated document you want to view. Navigate to the document (see Figure 14).

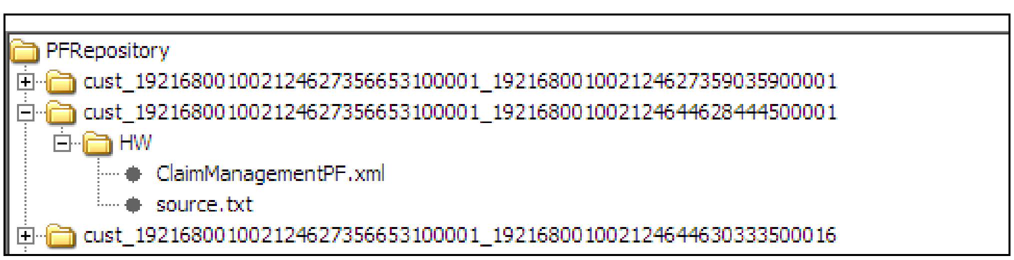


Figure 14: Select Document

2. Right-click the document and select **View** from the right dropdown menu (see Figure 15).

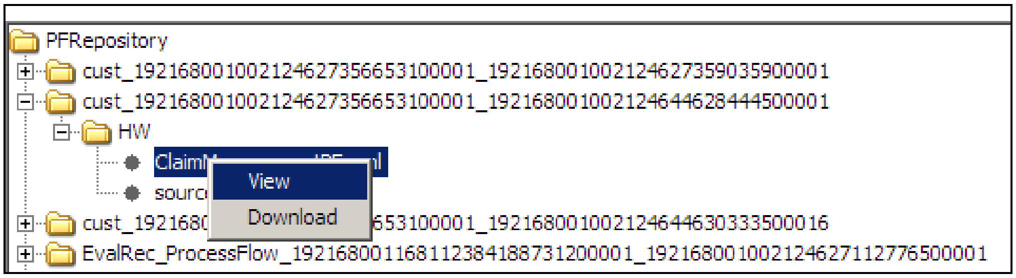


Figure 15: Select View

3. This displays the selected document in a new screen (see Figure 16).

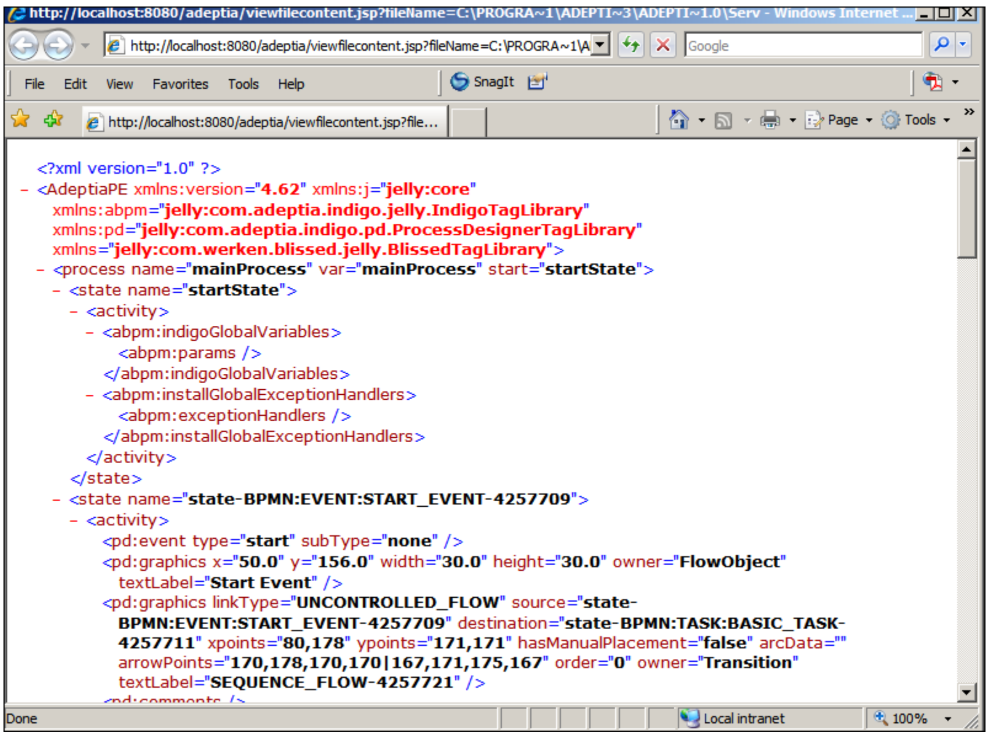


Figure 16: View Document

DOWNLOADING A DOCUMENT

Steps to download a document

1. Click the **Process Flow** folder whose associated document you want to download. Navigate to the document (refer to Figure 14).

2. Right-click the document and select **Download** from the right dropdown menu (see Figure 17).

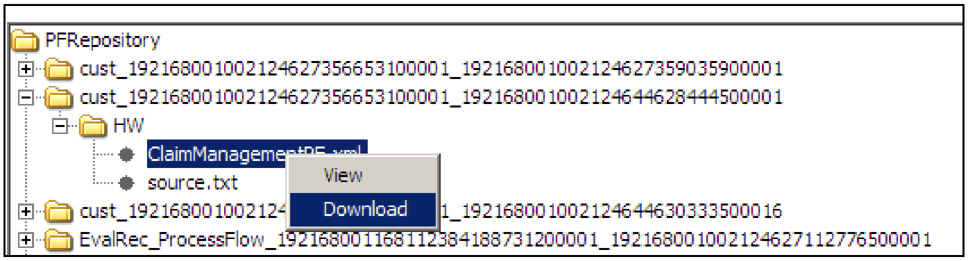


Figure 17: Select Download

3. This displays the **Download File** screen (see Figure 18).

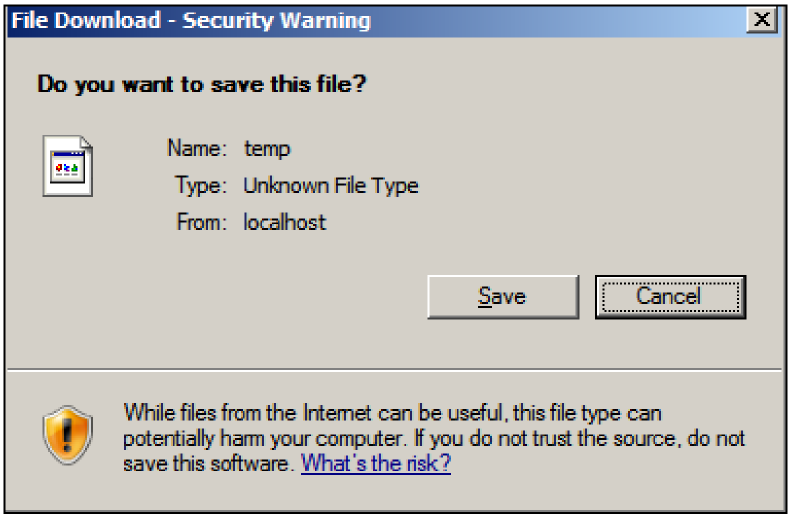


Figure 18: Download File

4. Click **Save**. This displays the **Save As** screen (see Figure 19).

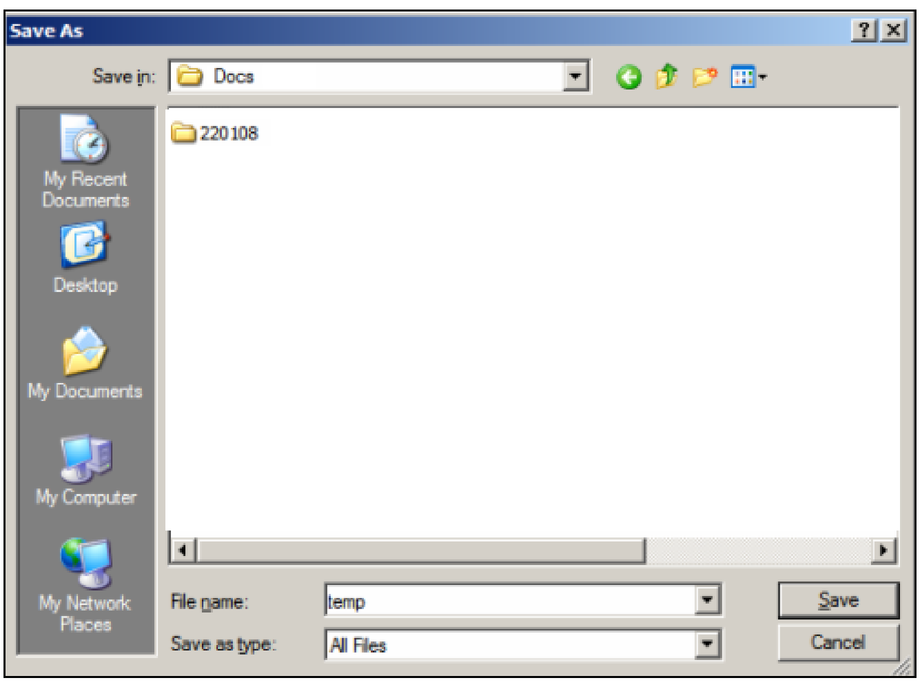


Figure 19: Save As

5. Click **Save**. This saves the file in the specified location.

SEARCHING A FOLDER OR DOCUMENT

If the repository is too long, then you can search for a particular folder or even a document.

Steps to search for a folder or document

1. Right-click the Repository (see Figure 20).

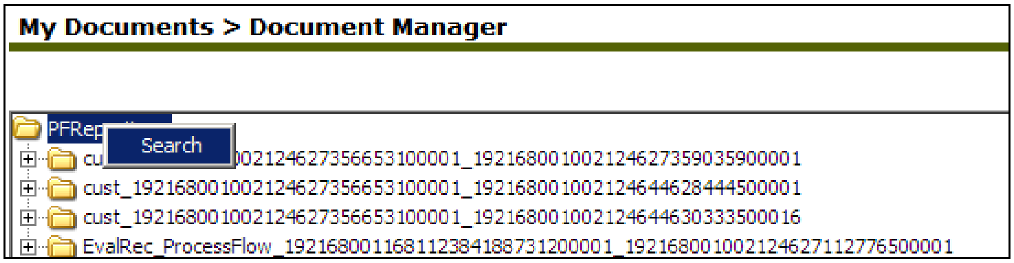


Figure 20: Select Search

2. Click **Search** from the right dropdown menu. This displays the **Input** screen (see Figure 21).

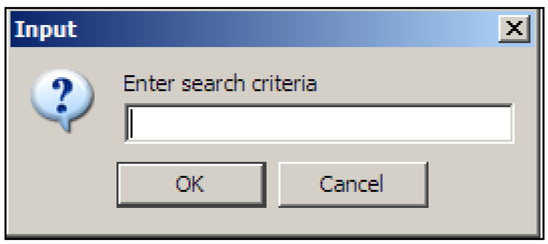


Figure 21: Input

3. Enter the name of the folder or document that you want to search for in the **Enter search criteria** field.

> You can also enter wildcard characters in your search criteria.

4. If you enter *Cust** in the **Search Criteria** field, then all process flow folders and documents starting with *Cust* are selected (see Figure 22). If you enter *Eval** in the **Search Criteria** field, then all process flow folders and documents starting with Eval are selected (see Figure 23).

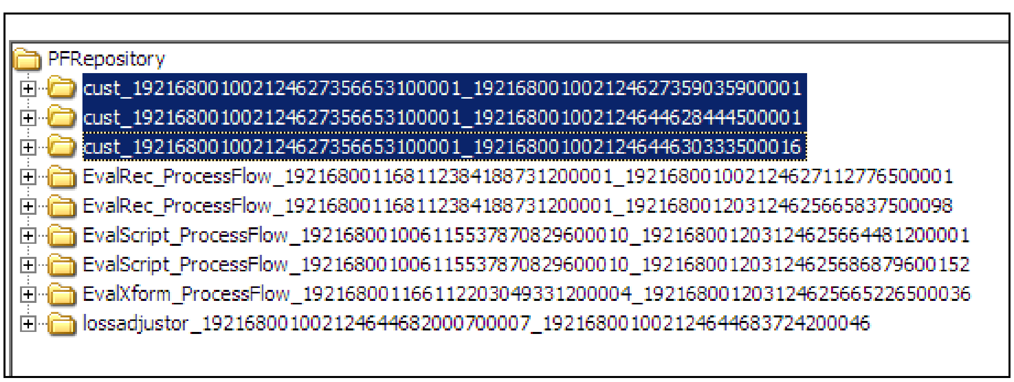


Figure 22: Selected Folders

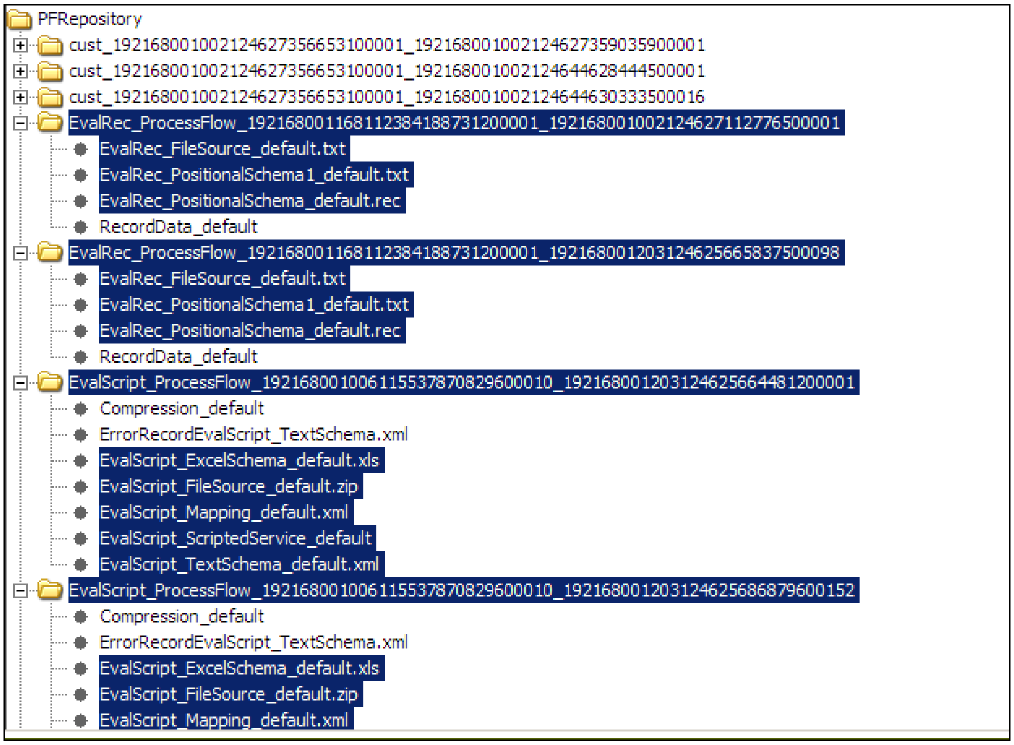


Figure 23: Selected Folders and Documents

4

USING MY SOLUTIONS

My Solutions are form-based applications created using web forms. These forms are created by a developer and are available under **My Solutions** category in the Workspace Menu.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

EXECUTING A SOLUTION

All forms that are created with links and are activated by a developer will get listed in the *My Solutions* menu.

Steps to execute a solution

1. Click **Monitor** tab and then click **My Solution** menu. All the options of the **My Solution** menu are displayed.
2. Click **[+] <Category Name>** to expand the tree. The *Solution(s)* is displayed (see Figure 24).

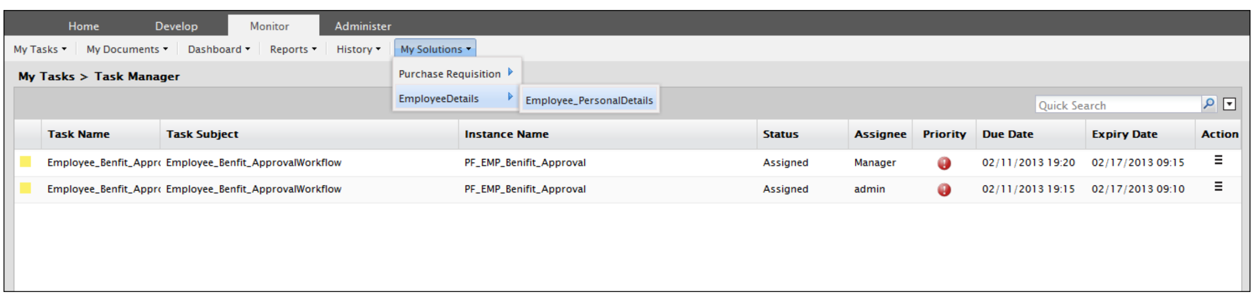


Figure 24: Major and Minor Level Category Names in My Solutions Menu

3. Click the Solution to display the application (see Figure 25).

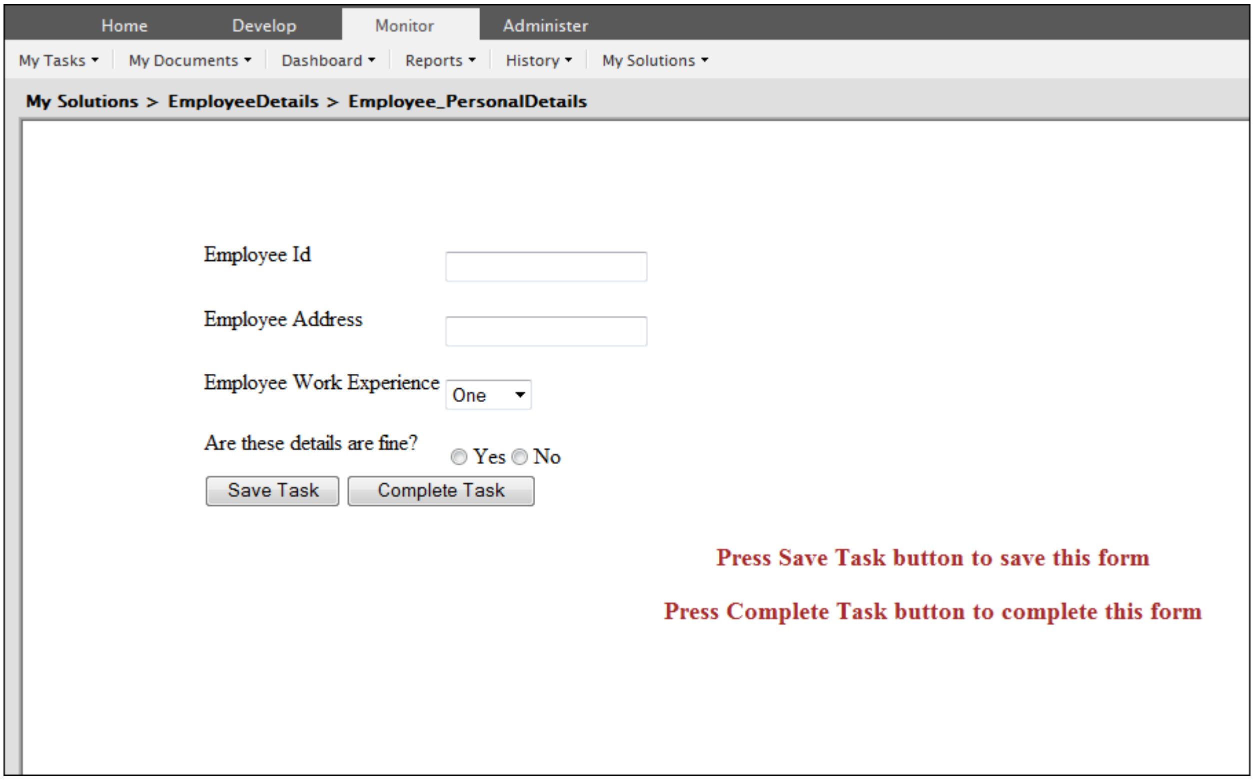


Figure 25: My Solution

4. Enter details as required.

5. Once you have entered all details, click appropriate button to submit the application. It performs the action specified while creating the application (either triggering a process flow or starting another application).

5

MONITORING PROCESS FLOW DASHBOARD

In this section of Adeptia Suite, all process flows (which are not started from another process flow) are referred to as Solutions.

Adeptia Suite allows you to view, execute and monitor instances of all process flows. It provides details of all instances of process flows within a specified date range. Additionally, it also displays details of all tasks associated with a selected process flow.

The child process flows are not displayed separately. However, the information related to their tasks is included in their parent process flows.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

Steps to monitor solutions

1. Click the **Monitor** tab and then click **Dashboard** menu. All the options of the **Dashboard** menu are displayed. (see Figure 1).

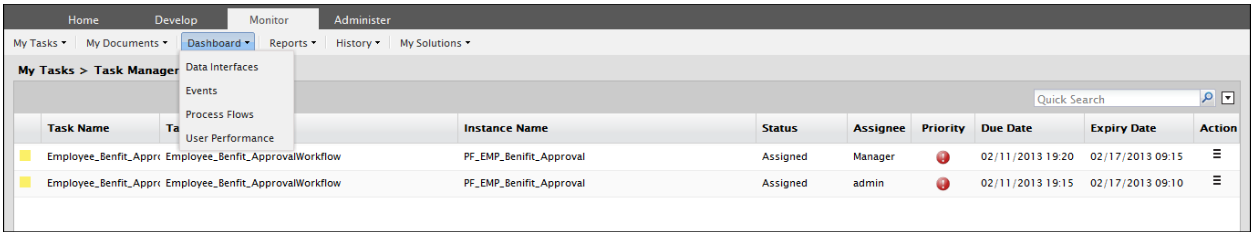


Figure 26: Dashboard Options

2. Select the **Process Flows** option to. The *Process Flow Dashboard* screen is displayed. (see Figure 27).

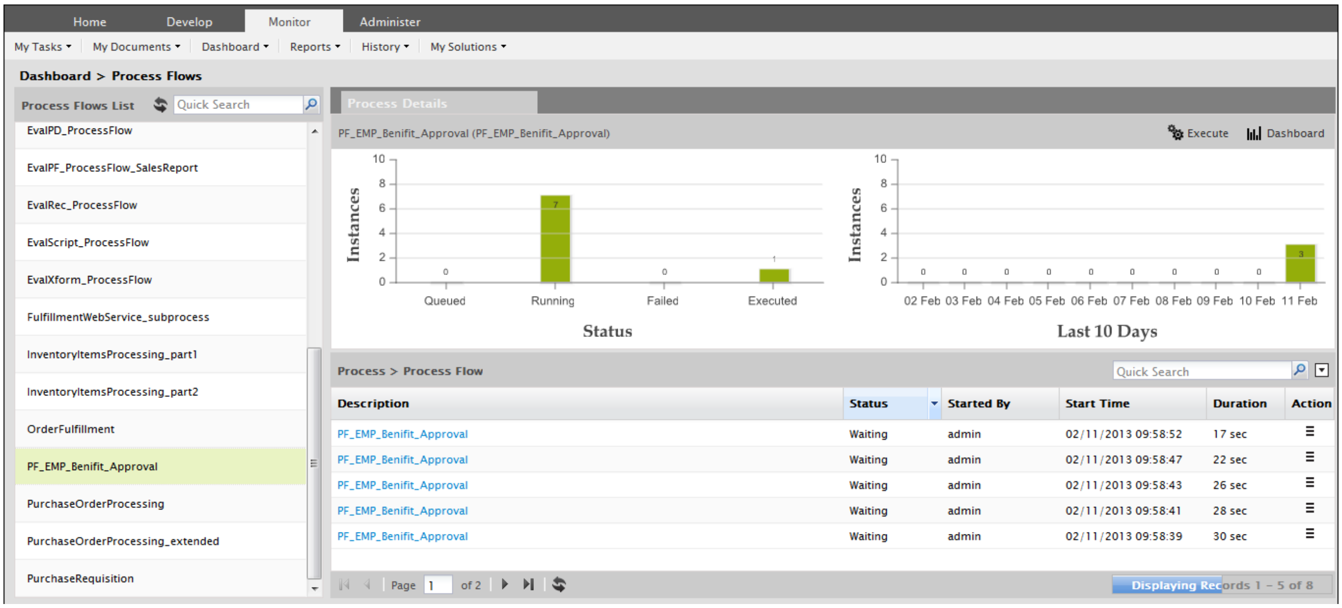


Figure 27: Solution Monitor

This screen displays execution information of various solutions and their details as on the current date.

3. You can also view solutions within a specific date and time range. Click ( ) icon. This displays the date and time range fields (see Figure 28).

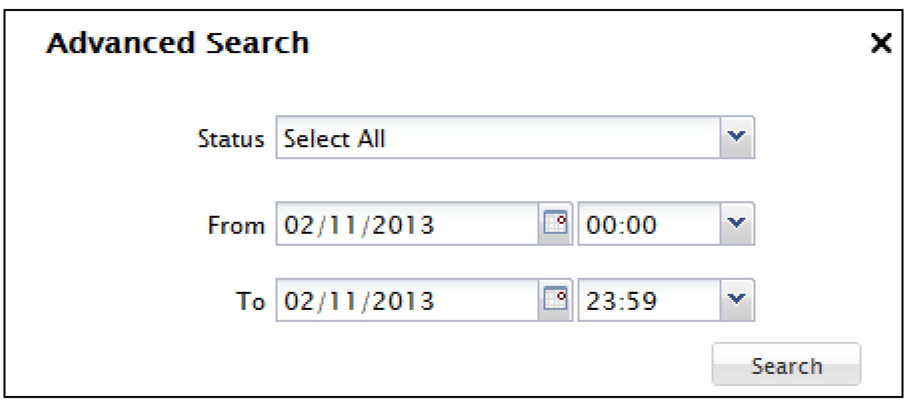


Figure 28: Date and Time Range

4. Click the **Calendar** icon ( ) to enter the date range and enter the time in the respective fields. Once done, click **Apply** button. This displays the process flows and their details conforming to the specified time range.

   The **Solutions** screen is divided into three panes:

Solutions

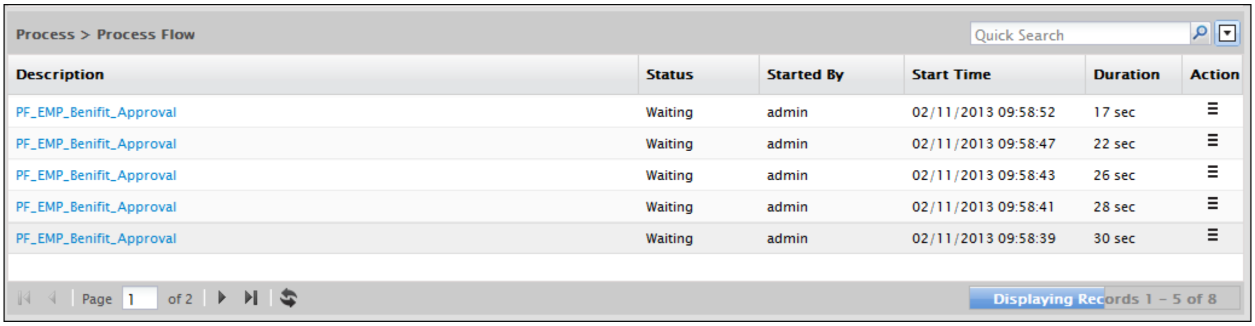


Figure 29: Solutions

This pane displays information of all active process flows conforming to the specified date and time range (if specified). However, it does not display information of any child or sub process flows of a parent process flow.

All details of the process flow are displayed. In addition to the name and description of the process flow, it also displays the count of instances of the process flow. It displays the count for the following solutions:

- Completed and executed successfully
- Currently running, or are in progress
- In waiting or queued state, and
- Failed or were aborted

By default, process flows are displayed as sorted on the current date and the first process flow is displayed as selected. If you select any process flow and click **Refresh ( )** icon in the upper right-corner of the screen, all the sections will be refreshed with latest information.

A total of 5 solutions are displayed at a time. However, if there are more than 5 solutions, then you can click the **<Next>** or **<Previous>** links to navigate the solutions list. At the top right corner of the Solutions section, the total number of pages of the solutions list is displayed.

Solution Dashboard

You can track process variables defined for a process flow using the *Process Variable Tracker* feature defined in the Solution Dashboard. This enables you to search for a particular process variable at any time. However, these variables will appear in the Solution Dashboard and can be tracked only when the developer selects the *Track Variables* and *Retain Variable XML* options in the Process Designer, while designing the process flow. For details, refer to the *Creating Process Flow* section in the *Developer Guide*.

When you execute a process flow, the Process Variable Tracker checks process flow variables defined for the process flow and inserts their values in the Process Tracker tables. You can view this data in the Solution Dashboard.

VIEWING SOLUTION DASHBOARD

Steps to view Solution Dashboard

1. Select the Process flow and click **Solution Dashboard** (Dashboard) icon against the process flow whose dashboard you want to view, in the Solutions screen. This displays the *Solution Dashboard* screen (see Figure 30).

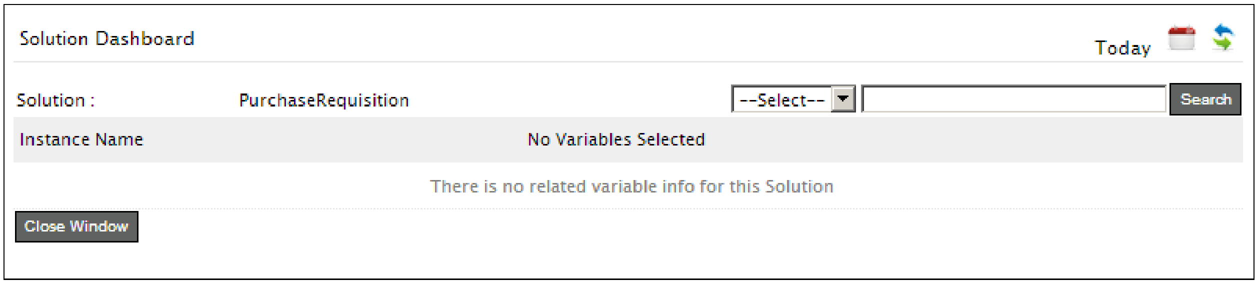


Figure 30: Solution Dashboard

2. This screen displays all process variables defined (for all parent and child process flows) for all instances of the selected process flow. It displays the instance name of the parent flow (or overridden description, if it is overridden by the developer at design time). This screen is divided into two parts:
   - Search Criteria
   - Process Variable Data

3. You can search for process flows and their variables, based on the date and time range by clicking ( ) icon in the upper right corner of the screen. This displays the date and time range fields (refer to Figure 28). Enter the date range and enter the time in the respective fields. Once done, click **Apply** button. This displays the process flows and their process variable details conforming to the specified time range.

4. Alternately, you can search for process flows and their variables, based on the Process Variable search criteria. Select the process variable name that you want to search, from the *Select* dropdown menu. Then, enter some search criteria (such as name of variable) in the text field, and click **Search** button. This displays the process flow(s) with the specified process variable (see Figure 31).

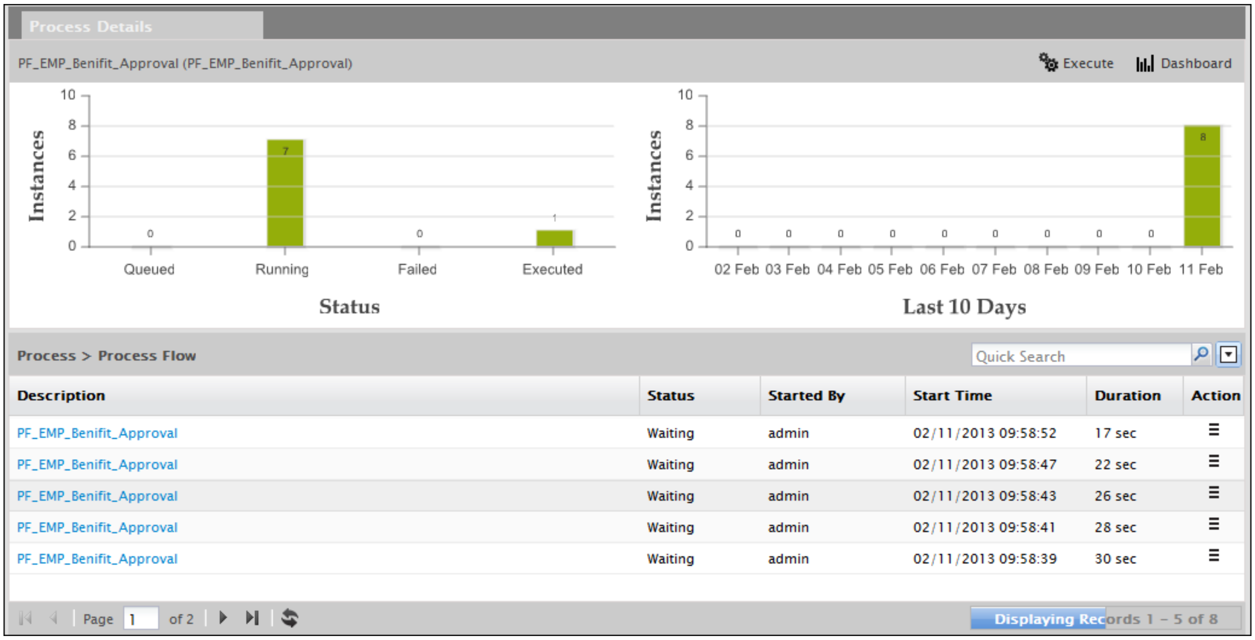
   You can enter wildcards in the search criteria text field.

Figure 31: Searched Solutions based on Process Variable Search

   This screen will show the last updated value of the process flow variable.

5. You can click the *Instance Name* link to view the instance details in the of **Process Flow History** screen (refer to **Error! Reference source not found.**).

PROCESS DETAILS



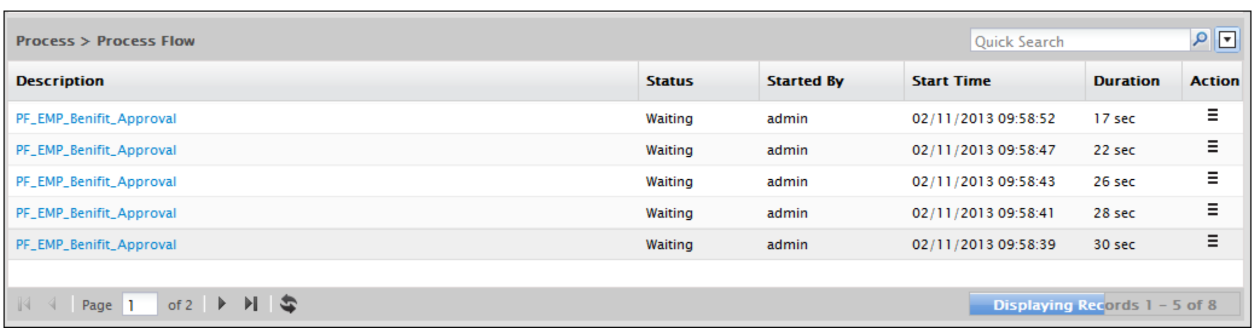
Description	Status	Started By	Start Time	Duration	Action
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:52	17 sec	
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:47	22 sec	
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:43	26 sec	
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:41	28 sec	
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:39	30 sec	

Figure 32: Graphical Display of Selected Solution

This section displays the graphical display of all instances and tasks associated with the selected process flow. It displays four types of graphs:

- Last 10 days status
- Todays status

PROCESS INSTANCES



Description	Status	Started By	Start Time	Duration	Action
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:52	17 sec	
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:47	22 sec	
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:43	26 sec	
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:41	28 sec	
PF_EMP_Benifit_Approval	Waiting	admin	02/11/2013 09:58:39	30 sec	

Figure 33: Solution Instances of Selected Solution

This section displays information of all instances of the selected process flow conforming to the specified date and time range (if specified). It displays a dynamic description of the instance, clicking on which will display a history of all tasks associated with this instance. Additionally, this section also displays the current status of the selected process flow instance, the name of the person who executed this instance, the start time of the instance and its total execution time.

> The instances which are queued but not yet executed are not displayed in this section. However, they are included in the count of *In-Progress* column, in the *Existing Solutions* section.

At any time, you can terminate a process flow. To terminate the process flow, click the *Action* ☰. Two options are displayed to terminate the process flows (see Figure 34).

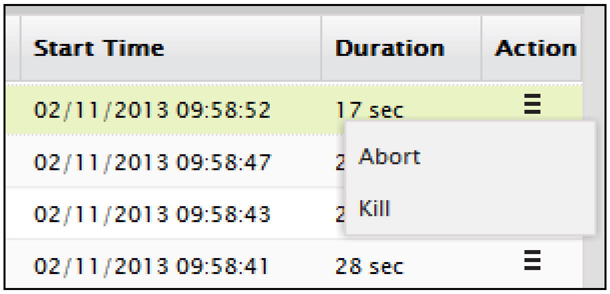


Figure 34: Terminate Process flow

You can terminate the running flow using one of the following options:

Abort : Terminate the process flow gracefully.

Kill : Terminate the process flow forcefully.

When you terminate the process flow, using any of the above options, a dialog box is displayed confirming that your request has been submitted. (see Figure 35).

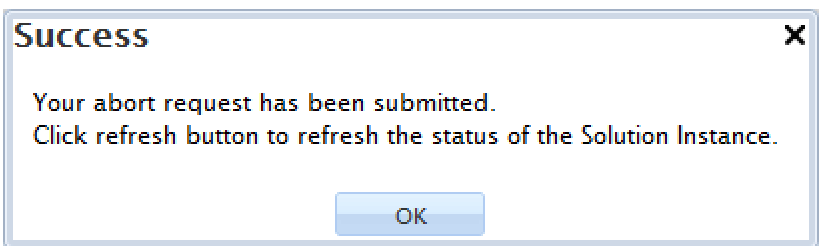


Figure 35: Terminate Solution

6

MONITORING USER PERFORMANCE

Adeptia Suite allows you to view and monitor the performance of users. It provides details of all instances of tasks assigned to a user or business role. Additionally, it also displays the task history of process flows associated with the tasks, within a specified date range.

Task details are displayed for only those users who are members of the group of the logged-in user.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√		

Steps to monitor user performance

1. Click the **Monitor** tab and then click **Dashboard** menu. All the options of the **Dashboard** menu are displayed (see Figure 1).

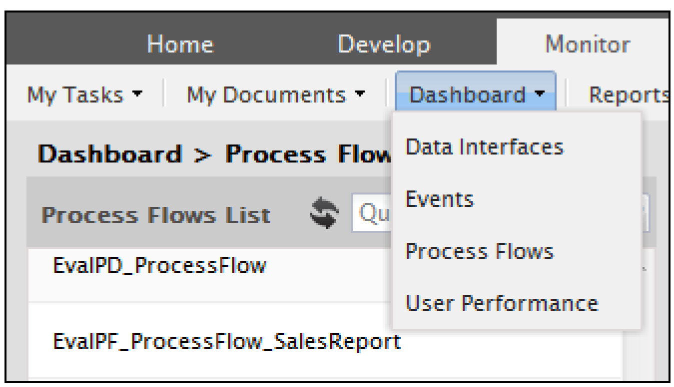


Figure 1: Setup Menu's options

2. Select the option **User Performance**. The *User Performance* screen is displayed (Figure 2).

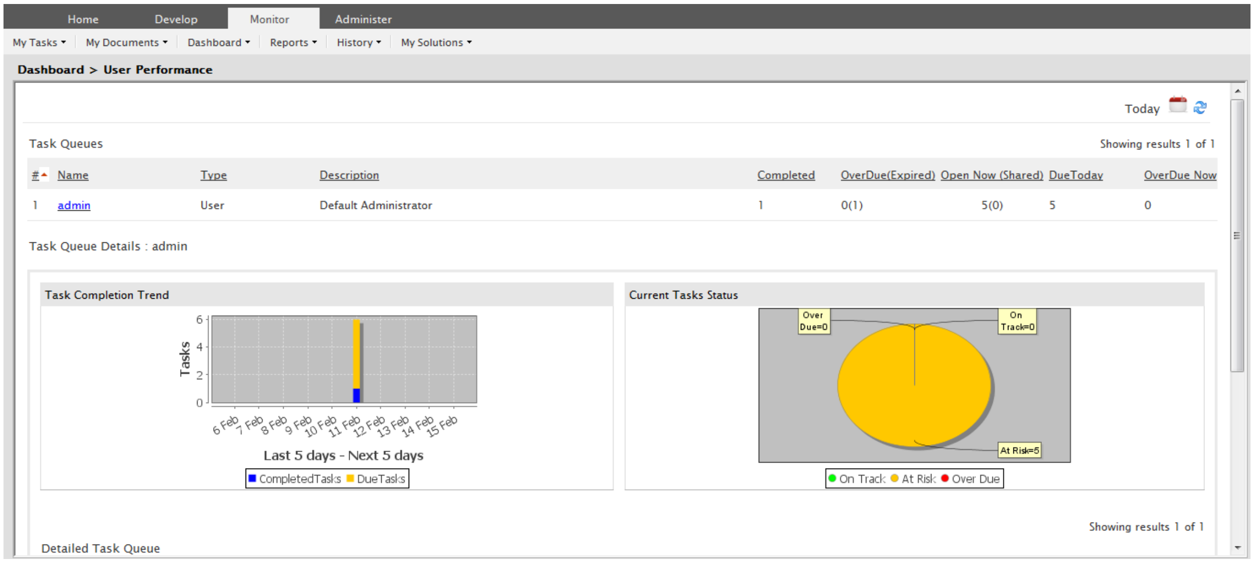


Figure 36: User Performance Monitor

This screen displays execution information of various tasks assigned to users and their details as on the current date.

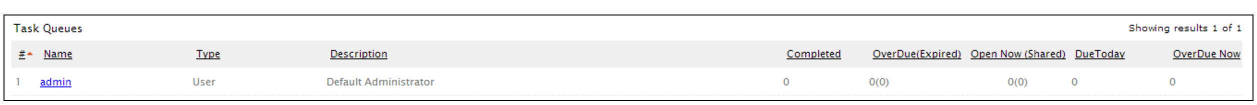
3. You can also view users' performance within a specific date and time range. Click ( ) icon in the upper right corner of the screen. This displays the date and time range fields (refer to Figure 28).

4. Click the **Calendar** icon ( ) to enter the date range and enter the time in the respective fields. Once done, click **Apply** button. This displays the users and their task details conforming to the specified time range.

The **User Performance** screen is divided into three panes:

- Task Queues
- Task Queue Details
- Detailed Task Queue

TASK QUEUES



Task Queues — Showing results 1 of 1

#	Name	Type	Description	Completed	OverDue(Expired)	Open Now (Shared)	DueToday	OverDue Now
1	admin	User	Default Administrator	0	0(0)	0(0)	0	0

Figure 37: Task Queues

This pane displays information of all tasks assigned to active users belonging to the group of the logged-in user and conforming to the specified date and time range (if specified).

All details of the tasks assigned to users are displayed. In addition to the name and type of users and their description, it also displays the count and status of tasks assigned to the users. It displays the count for the following tasks:

- Completed and executed successfully
- Overdue or expired
- Open currently and shared
- Due Today
- Overdue Now

If a task that is assigned to a user which was overdue and has expired, it is displayed in *Overdue (Expired)* format. For example, if 2 tasks were overdue, of which one has now expired then it is displayed as *2 (1)*.
A task that is assigned to more than one user is referred to as a shared task. If a task is open and is a shared task, it is displayed in Open (Shared) format. For example, if 2 tasks are open for a user, of which one is individually assigned and the other is a shared task, then it is displayed as *2 (1)*.

By default, tasks are displayed as sorted on the current date and the first user is displayed as selected. You can sort the tasks in ascending or descending order. Additionally, if you select any user and click Refresh ( ) icon in the upper right-corner of the screen, all the sections will be refreshed with latest information.

A total of 5 users are displayed at a time. However, if there are more than 5 users, then you can click the <Next> or <Previous> links to navigate the users list. At the top right corner of the Task Queues section, the total number of pages of the users list is displayed.

TASK QUEUE DETAILS

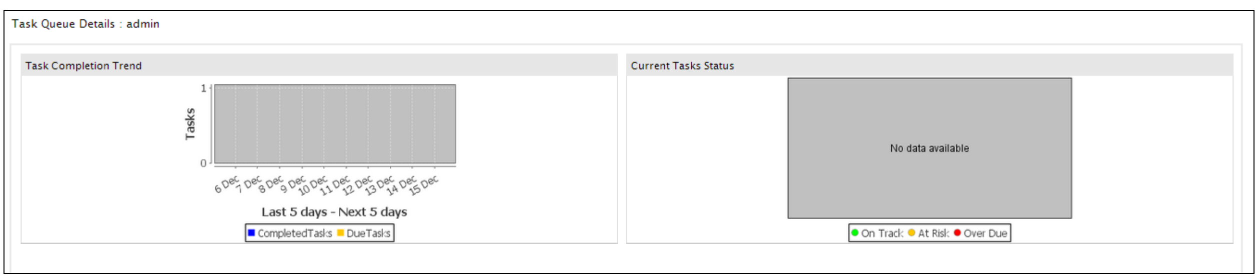


Figure 38: Graphical Display of Selected User

This section displays the graphical display of all tasks assigned to the selected user. It displays two types of graphs:

- Task Completion Trend
- Current Tasks Status

Task Completion Trend

This graph displays a representation of tasks assigned to the selected user, which were completed in the last 5 days and those which are due in the next 5 days related to the current date or specified date range. The completed tasks are depicted in blue and the due tasks are depicted in orange (which includes tasks due for today).

This information helps in analyzing the recent trend of tasks.

Current Tasks Status

This graph displays a representation of status of the running tasks of the selected user, as on the current day. Tasks that are running but are not due for completion today are referred to have an On Track status and are depicted in green color. Tasks that are running and are due for completion today are referred to have an At Risk status and are depicted in orange color. Tasks that are running and are already overdue are referred to have an Over Due status and are depicted in red color. This information helps analyze the performance rate of the selected user and compare the number of tasks that are on track and try to reduce the number of tasks that are overdue.

DETAILED TASK QUEUE

Detailed Task Queue

#	Process Name	Description	Task Name	Priority	Due Date	Duration	Task Status
			There is no data for user				

Figure 39: Detailed Task Queue of Selected User

This section displays information of all tasks assigned to the selected user, conforming to the specified date and time range (if specified). It displays a dynamic description of the process flow instance associated with tasks of the selected user. Clicking the process flow will display a history of all tasks associated with this instance. For details, refer to Task History of Process Flow section. Additionally, this section also displays the description of the process flow, name of task associated with the process flow, priority of the task, due date and time for the task, duration of task and task status.

7

MONITORING DATA INTERFACE

This section describes the Data Interface Monitoring feature, which enables you to monitor:

- The Data Interface activities which are used to process any particular file.
- Source files, which are being processed and their corresponding target files.
- Errors in the source files.
- Errors in the target files.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√		√	√

Steps to view the Data Interface log

1. Click the **Monitor** tab and then click **Dashboard** menu. All the options of the **Dashboard** menu are displayed (see Figure 40.

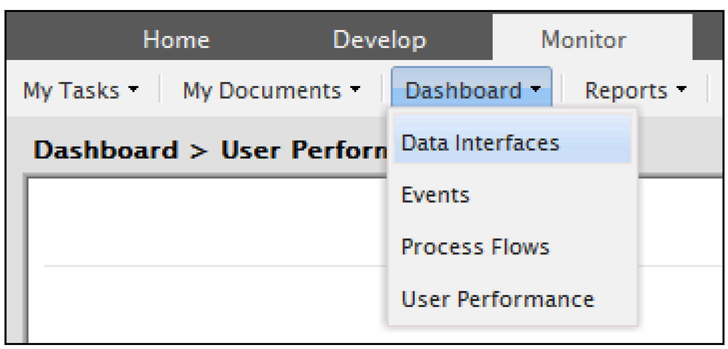
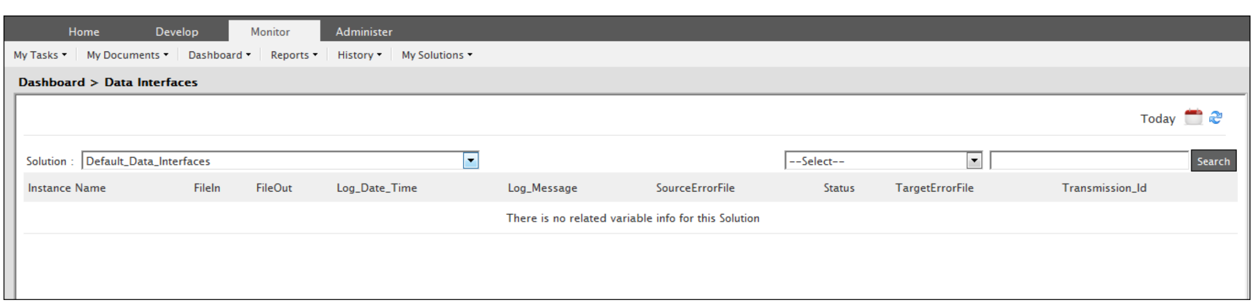


Figure 40: Dashboard Menu options

2. Select the option **Data Interfaces**. The *Monitor Data Interfaces* screen is displayed.



3. Select Data Interface solution from the dropdown list **Solution**. For example, select the option **Default_Data_Interfaces**, which is the default Data Interface solution.
4. Enter the field value to search in the textbox corresponding to the **Solution** dropdown list.
5. Click **Search**. The Data interface activities for the selected solution are displayed (See Figure 41).

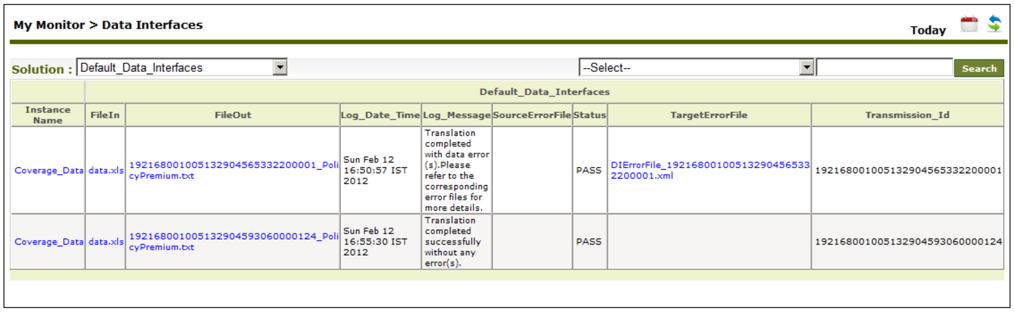


Figure 41: The Monitor Data Interfaces screen

6. The **Monitor Data Interface** screen has the following fields:

Terms	Definition
Instance Name	Name of the Data Interface activity. This is displayed as a link. Click on this link to view the process flow log.
FileIn	Name of the source file. This is displayed as a link. Click on this link to view the file.
FileOut	Name of the target file. This is displayed as a link. Click on this file to view the file.
Log_Date_Time	Displays the date and time when the file was processed.
Log_Message	Displays the log message whether the processing is successful or not.
SourceErrorFile	Displays the name of the source error file, if any. This file contains the error records if any in the source file. This is displayed as a link. Click on this link to view the errors in the source file.
Status	Displays the status of the file being processed. The status of the file can be PASS or FAIL.
Target Error File	Displays the name of the target error file, if any. This file contains the error records if any in the target file. This is displayed as a link. Click on this link to view the errors in the target file.
TransmissionID	Displays the PID of the process flow instance which has processed the file.

You can also search the logs based on any of the following search criteria:

- FileIn
- FileOut
- Log_Date_Time
- Log_Message
- SourceErrorFile
- Status
- TargetErrorFile
- Transmission_ID

7. To view the process flow log, click on the name of any instance name. A new screen **Solution History** is opened (See Figure 42).

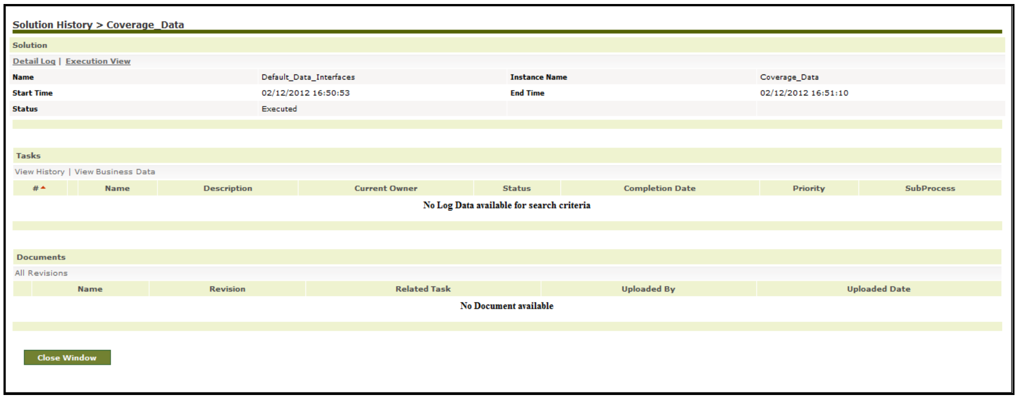


Figure 42: The Solution History screen

8. To view details of the process flow log, click the *Detailed Log* link. A new screen, **Process Flow Log Details**, is opened (See Figure 43).

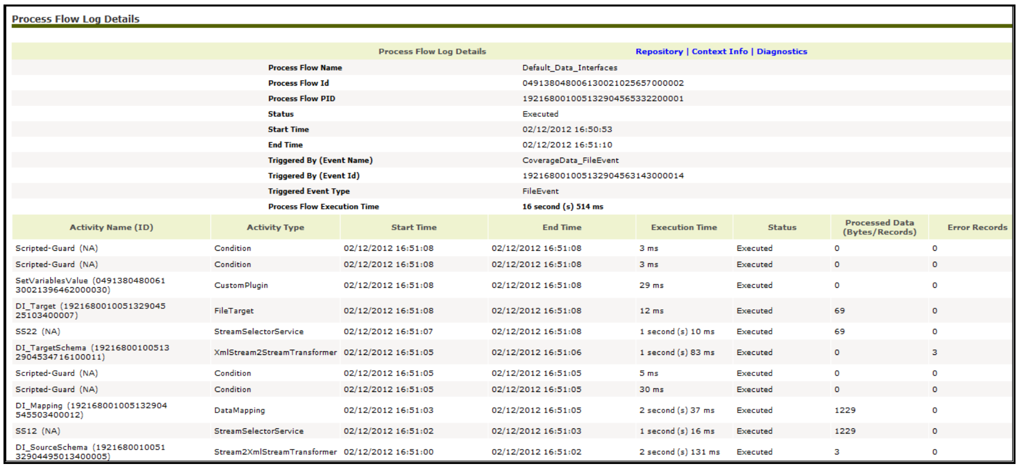


Figure 43: The Process Flow Log Details screen

> At times, the list of Data Interface log is very long. In such a case, you can search for Data Interfaces to be loaded, on the basis of the Data Interfaces *name* or *type* by selecting the appropriate search criteria from the dropdown list and entering the search criteria in the text box. Clicking **Search** button will display only those Data Interfaces that conform to the entered criteria.
>
> You can also search the Data Interfaces on the basis of date.

9. The **Data Interface Monitor Page** displays the logs, as on the current date.

10. You can also view data interface logs within a specific date and time range. Click ( ) icon in the upper right corner of the screen.

This displays the date and time range fields (see Figure 44).

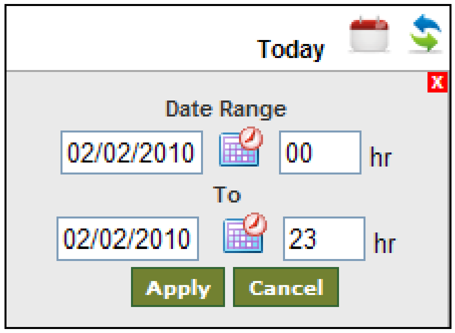


Figure 44: Date and Time Range

11. Click the **Calendar** icon ( ) to enter the date range and also enter the time range in the respective fields. Once done, click **Apply** button. This displays the Data Interface log conforming to the specified time range (refer Figure 41Figure 46).

> If you click on the **Refresh ( )** icon, present in the upper right-corner of the screen, all the panes of the **Data Interface** screen are refreshed with latest information.

8

MONITORING EVENTS

This section describes the Events Monitoring feature, using which you can monitor:

- Events and the process flows triggered by these events.
- List of Scheduled Events and the process flows registered with these events.
- Firing Trend of the Events.
- Recent errors in the process flow execution.
- Recent errors in the events.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

Steps to monitor events

1. Click the **Monitor** tab and then click **Dashboard** menu. All the options of the **Dashboard** menu are displayed (see Figure 40.

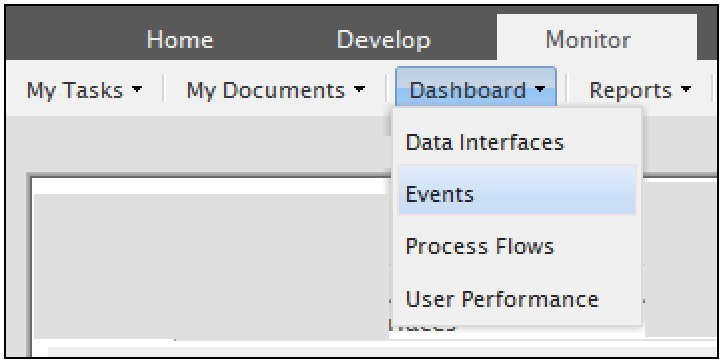
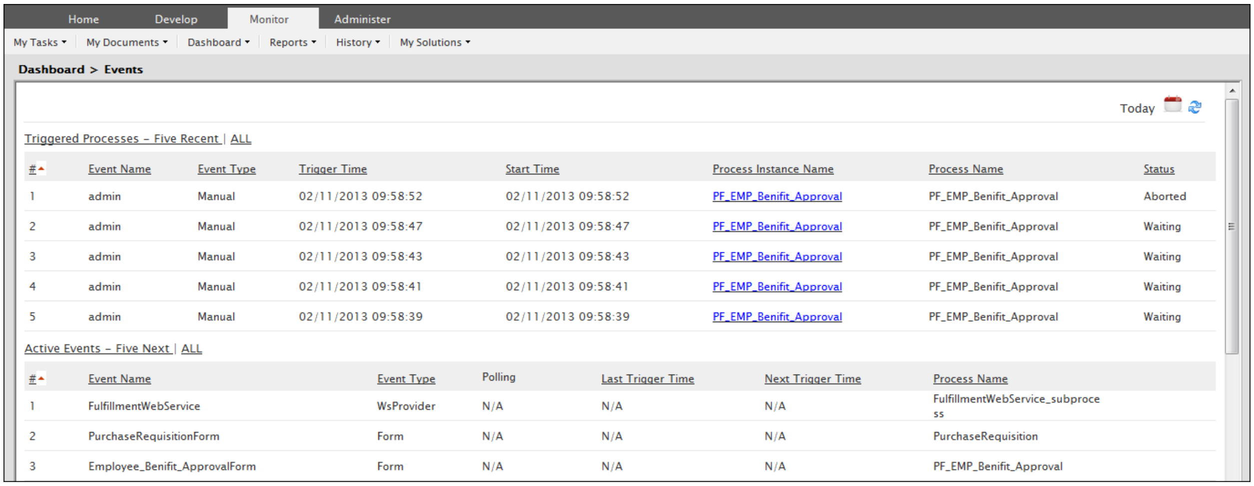


Figure 45: Dashboard Menu options

2. Select the option **Events**. The *Monitor Events* screen is displayed (see Figure 46).



#	Event Name	Event Type	Trigger Time	Start Time	Process Instance Name	Process Name	Status
1	admin	Manual	02/11/2013 09:58:52	02/11/2013 09:58:52	PF_EMP_Benifit_Approval	PF_EMP_Benifit_Approval	Aborted
2	admin	Manual	02/11/2013 09:58:47	02/11/2013 09:58:47	PF_EMP_Benifit_Approval	PF_EMP_Benifit_Approval	Waiting
3	admin	Manual	02/11/2013 09:58:43	02/11/2013 09:58:43	PF_EMP_Benifit_Approval	PF_EMP_Benifit_Approval	Waiting
4	admin	Manual	02/11/2013 09:58:41	02/11/2013 09:58:41	PF_EMP_Benifit_Approval	PF_EMP_Benifit_Approval	Waiting
5	admin	Manual	02/11/2013 09:58:39	02/11/2013 09:58:39	PF_EMP_Benifit_Approval	PF_EMP_Benifit_Approval	Waiting

#	Event Name	Event Type	Polling	Last Trigger Time	Next Trigger Time	Process Name
1	FulfillmentWebService	WsProvider	N/A	N/A	N/A	FulfillmentWebService_subprocess
2	PurchaseRequisitionForm	Form	N/A	N/A	N/A	PurchaseRequisition
3	Employee_Benifit_ApprovalForm	Form	N/A	N/A	N/A	PF_EMP_Benifit_Approval

Figure 46: Events Monitoring Screen

This screen displays the detailed information about various events and the process flows registered with them, as on the current date.

3. You can also view above information within a specific date and time range. Click ( ) icon in the upper right corner of the screen. This displays the date and time range fields (see Figure 47).

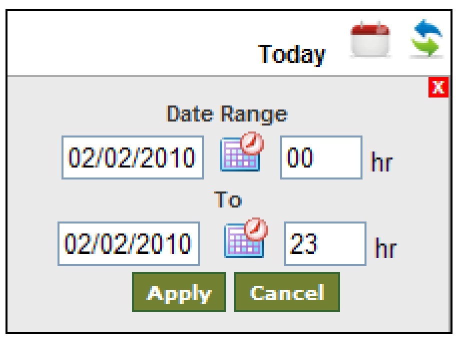


Figure 47: Date and Time Range

4. Click the **Calendar** icon ( ) to enter the date range and also enter the time range in the respective fields. Once done, click **Apply** button. This displays the events, the process flows and their details conforming to the specified time range (refer Figure 46).

If you click on the **Refresh ( )** icon, present in the upper right-corner of the screen, all the panes of the **Events Monitoring** screen are refreshed with latest information.

- By default, the information displayed in any of the panes is sorted in the descending order based on the Trigger Time. It means that the most recent information is displayed at the top.
- You can sort the information on the basis of any displayed field. To sort the information according to a particular field, click on the respective field name. When you first click on the field name, the information gets sorted in ascending order.

When you again click on the same field name, information gets sorted in descending order.

- At any time, you can see ( ) or ( ) icon displayed adjacent to a particular field name. This conveys that the information in the pane is sorted on the basis of this field in ascending or descending order respectively.

The **Events Monitoring** screen is divided into five panes:

- Five Recently Triggered Process | ALL
- Events Scheduled
- Events Firing Trend
- Five Recently Process Errors | ALL
- Five Recently Event Errors | ALL

FIVE RECENTLY TRIGGERED PROCESS | ALL

Triggered Processes – Five Recent | ALL

#	Event Name	Event Type	Trigger Time	Start Time	Process Instance Name	Process Name	Status
1	admin	Manual	12/11/2012 10:27:22	12/11/2012 10:27:22	purchase requisition approval workflow	PurchaseRequisition	Aborted
2	admin	Manual	12/11/2012 10:04:57	12/11/2012 10:04:58	purchase requisition approval workflow	PurchaseRequisition	Aborted

Figure 48: Five recently Triggered Process

By default, this pane displays the information about five recent process flows triggered by events. To view all the process flows triggered by events within the specified date and time range, click *All* link.

This pane displays the following information:

- **Event Name** displays the name of the event, with which the recently executed process flow is registered.
- **Trigger time** displays the last date and time when the respective process flow is executed by the event.
- **Process Instance Name** provides you with the run time description of the process flow.
- **Process Name** displays the name of the process flow, triggered by the event given in the **Event Name**. If you click on any of the process flow, corresponding Process Flow Log Details is displayed.
- **Status** displays whether the process flow is successfully executed or not.

EVENTS SCHEDULED

Events Scheduled

#	Event Name	Event Type	Polling	Last Trigger Time	Next Trigger Time	Process Name
1	FileEventInbound	FileEvent	35 Second	N/A	02/02/2010 03:06:00	EDIInboundProcessor
2	FileEventOutbound	FileEvent	30 Second	N/A	02/02/2010 07:20:00	EDIOutboundProcessor
3	EvalPF_MailEvent_Format1	MailEvent	2 Minute	02/02/2010 12:23:28	02/02/2010 12:25:28	EvalPF_ProcessFlow_SalesReport

Figure 49: Events Scheduled

This pane displays information about the activated events conforming to the specified date and time range (if specified). Information is displayed about all events, which are activated irrespective of whether they are triggered, or not.

This pane displays the following information:

- **Event Name** displays the name of the event.
- **Event Type** displays the type of the event.
- **Polling** displays the time interval at which the event will keep on triggering until de-activated.
- **Last Trigger Time** displays the last date and time when the respective event is triggered.
- **Next Trigger Time** displays the next date and time when the respective event will be triggered.
- **Process Name** displays the name of the corresponding process flow that executes when the event is triggered.

EVENTS FIRING TREND

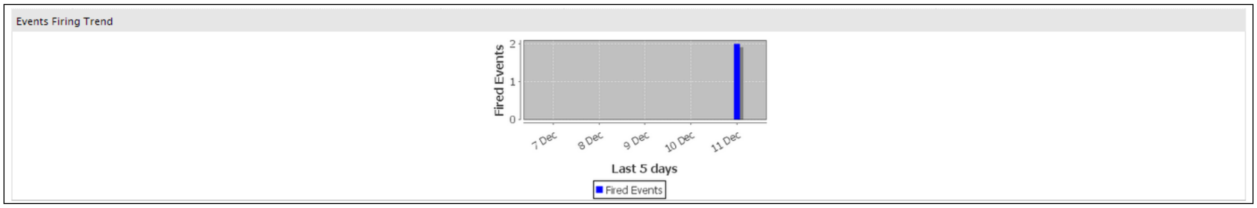


Figure 50: Graphical Display of Events Firing Trend

This section provides you with the graphical display of all the triggered (fired) events for the last 5 days (including today). The fired events are depicted in blue in the chart. This information helps in analyzing about the work load and hence the work done on a specific day.

FIVE RECENTLY PROCESS ERRORS |ALL

Process Errors - Five Recent | ALL

#	Trigger Time	Process Name	Process Instance Name	Error Message
1	12/11/2012 10:27:22	PurchaseRequisition	purchase requisition approval workflow	Error in execution for activity HumanInteraction:ReviewPRTask:192168001002124976475265400141[Human workflow aborted]
2	12/11/2012 10:04:58	PurchaseRequisition	purchase requisition approval workflow	Error in execution for activity HumanInteraction:ReviewPRTask:192168001002124976475265400141[Human workflow aborted]

Figure 51: Five Recently Process Errors

This pane displays information about the process flow errors and their details due to which the process flow is aborted. The process flows listed here also include the process flows that are manually executed.

This pane displays the following information:

- **Trigger Time** displays the date and time when the process flow execution starts.
- **Process Name** displays the name of the process flow that is aborted. If you click on any of the process flow, corresponding Process Flow Log Details is displayed.
- **Process Instance Name** provides you with the run time description of the aborted process flow.
- **Error Message** displays the error due to which the process flow is aborted.

FIVE RECENTLY EVENT ERRORS |ALL

Event Errors - Five Recent | ALL

#	Trigger Time	Event Name	Error Message
		There is no data in the database	

Figure 52: Five Recently Event Errors

This pane displays the information about the events and the errors encountered while triggering of those events.

This pane displays the following information:

- **Trigger Time** displays the date and time when the event is triggered but the error is encountered.
- **Event Name** displays the name of the event.
- **Error Message** displays the error encountered while triggering of the event

.

9

VIEWING USAGE REPORT

Adeptia Suite allows you to view the performance report of a user group. It provides details of performance for current repository, process execution and data integration execution for the current month or within a specified date range.

Performance report is displayed for the whole group of which the logged- in user is a member.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

Steps to monitor usage report

1. Click the **Monitor** tab and then click **Reports** menu. All the options of the **Reports** menu are displayed .

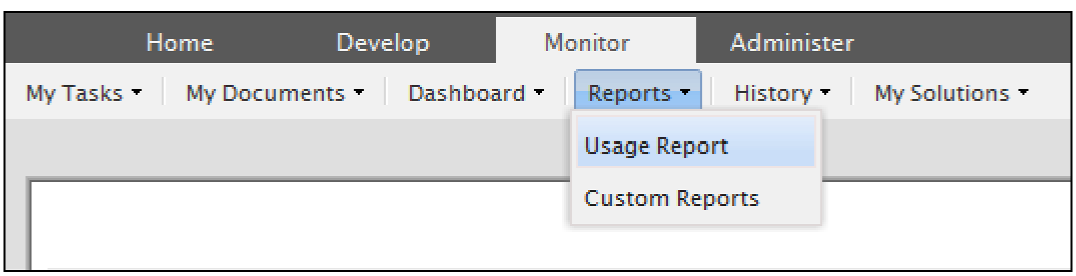


Figure 53: Reports Menu options

2. Select the option **Usage Report**. The *Usage Report* screen is displayed (see Figure 46).

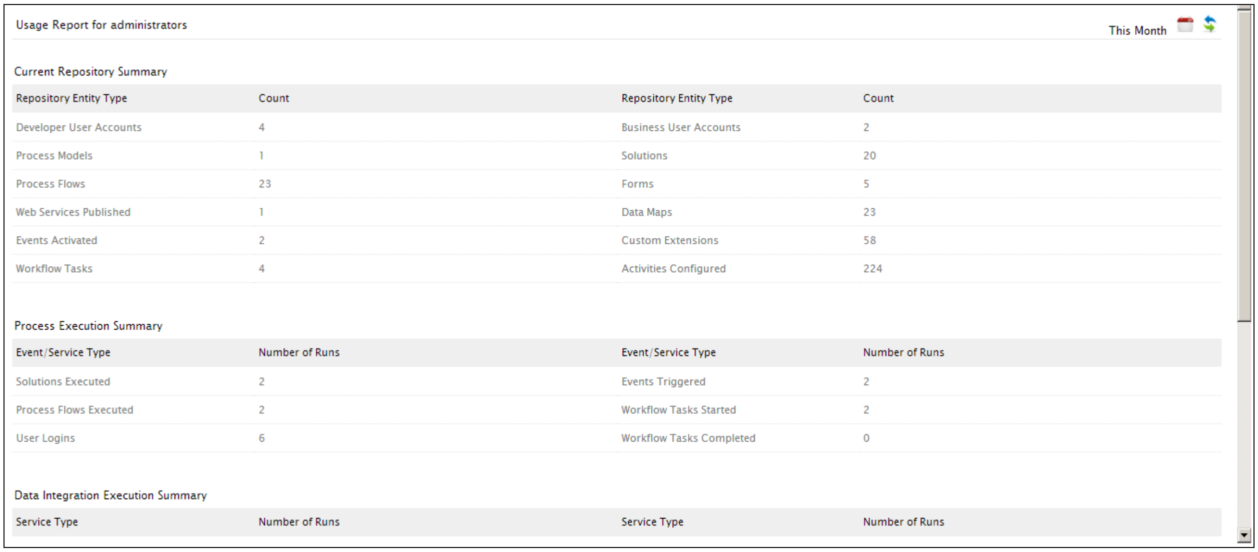


Figure 54: Usage Report

3. This screen displays a usage summary of the selected group till the current date in the current month.

4. You can also view the report within a specific date and time range. Click ( ) icon in the upper right corner of the screen. This displays the date and time range fields (refer to Figure 28).

5. Click **Calendar** icon ( ) to enter the date range and enter the time in the respective fields. Once done, click **Apply** button. This displays the usage report conforming to the specified time range.

The **Usage Report** screen is divided into three panes:

- Current Repository Summary
- Process Execution Summary
- Data Integration Execution Summary

CURRENT REPOSITORY SUMMARY

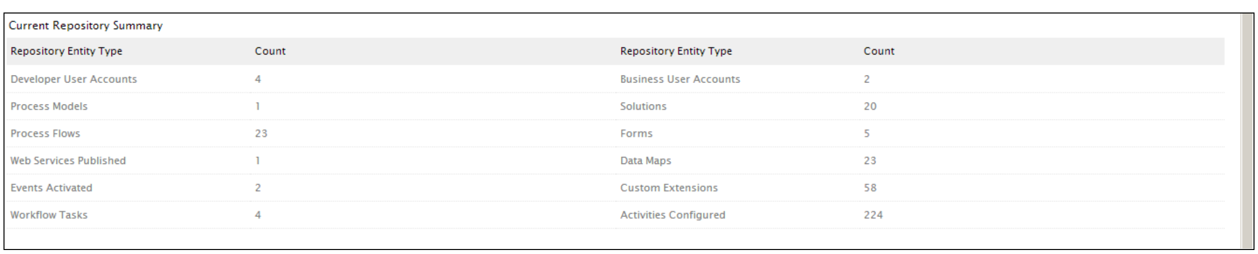


Figure 55: Current Repository Summary

This pane displays total counts of objects created by the current user and member of its group. It displays the total number of Process Models created by the selected group. Additionally, it also displays the total number of Solutions (Parent Process Flows), and number of Process Flows (which includes Parent and Child Process Flows) created by the group. Further, it displays the total number of forms (which includes the custom application activities) and total count of users created by the group.

PROCESS EXECUTION SUMMARY

Process Execution Summary

Event/Service Type	Number of Runs	Event/Service Type	Number of Runs
Solutions Executed	2	Events Triggered	2
Process Flows Executed	2	Workflow Tasks Started	2
User Logins	6	Workflow Tasks Completed	0

Figure 56: Process Execution Summary

This pane displays total counts of execution performance details of current user and members of its group. It displays the total number of solution instances that have been executed (Executed, Aborted and Failed) for the selected group. It also displays the total number of process flow instances (Parent and Child Process Flows) that have been executed for the group. Additionally, it also displays the total count of events that have been triggered in the group. Further, it displays the total number of workflow tasks started in the selected group and the number of times users of this group have logged into Adeptia Suite.

All activities that are used in process flow execution are counted, irrespective of the activity being successful or unsuccessful.

DATA INTEGRATION EXECUTION SUMMARY

Data Integration Execution Summary

Service Type	Number of Runs	Service Type	Number of Runs
Sources Accessed	0	Targets Accessed	0
Data Mappings Executed	0	Web Services Called	0
Number of Files Processed	0	Data Volume Processed	0 Bytes

Figure 57: Data Integration Execution Summary

This pane displays total counts of execution performance details for current user and members of its group, in different areas of data integration. It displays the total number of Source activities created and target activities accessed by the selected group. Additionally, it also displays the total number of data mapping activities and web service activities used by the group. Further, it displays the total number of source file (File, Mail, FTP and LAN File) activities created for the selected group. It also displays the total amount of data (in Bytes) that is processed by all sources and web service activities that is used for the selected group.

All activities that are used in process flow execution are counted, irrespective of the activity being successful or unsuccessful.

INTERFACES ACCESSED

Figure 58: Interfaces Accessed

This pane displays the counts of different interfaces accessed through Adeptia Suite by current user and member of its group.

> You can refresh by clicking **Refresh ()** icon in the upper right-corner of the screen. All the sections will be refreshed with latest information.

10

EXECUTING CUSTOM REPORT

Adeptia Suite allows you to view a customized process flow report.
In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

Steps to view process flow report

1. Click the **Monitor** tab and then click **Reports** menu. All the options of the **Reports** menu are displayed .

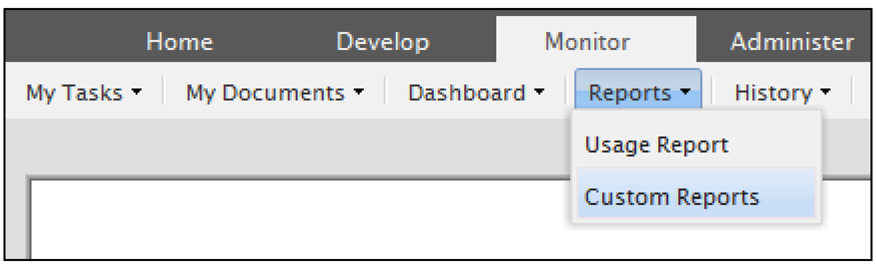


Figure 59: Reports Menu options

2. Select the option **Custom Report**. The *Usage Report* screen is displayed (see Figure 46).

3. Click the **Execute**  button against the report (e.g. StandardProcessFlowreport)that you want to generate. This displays the Standard Process Flow Report screen (see Figure 60).

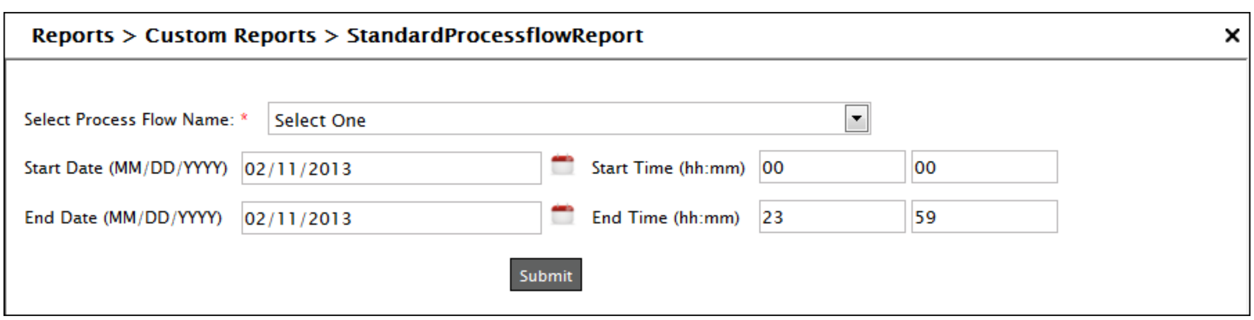
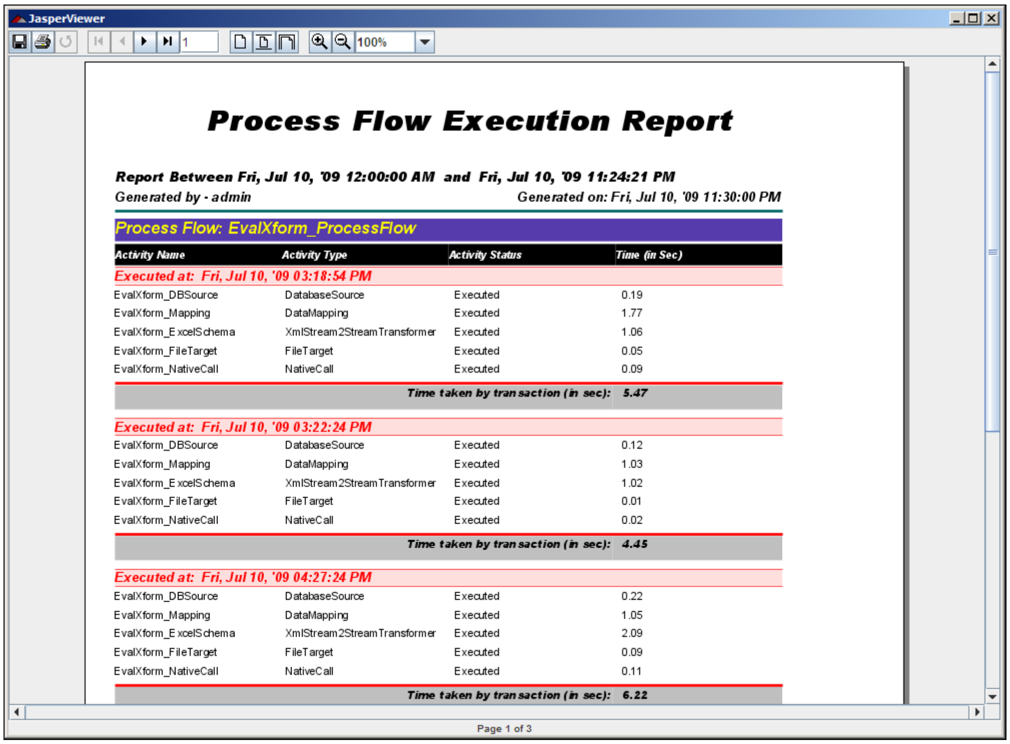


Figure 60: Standard Process Flow Report

4. Select the process flow name from the drop-down list.

5. Enter the Start Date, End Date, Start time and End time in their respective fields. Click Calendar icon ( ) to enter the date range and enter the time in the respective fields.

6. Click Submit. This displays the Process Flow report in the Jasper Viewer (see Figure 61).



Process Flow Execution Report

Report Between Fri, Jul 10, '09 12:00:00 AM and Fri, Jul 10, '09 11:24:21 PM

Generated by - admin — Generated on: Fri, Jul 10, '09 11:30:00 PM

Process Flow: EvalXform_ProcessFlow

Activity Name	Activity Type	Activity Status	Time (in Sec)
Executed at: Fri, Jul 10, '09 03:18:54 PM			
EvalXform_DBSource	DatabaseSource	Executed	0.19
EvalXform_Mapping	DataMapping	Executed	1.77
EvalXform_ExcelSchema	XmlStream2StreamTransformer	Executed	1.06
EvalXform_FileTarget	FileTarget	Executed	0.05
EvalXform_NativeCall	NativeCall	Executed	0.09
		Time taken by transaction (in sec):	5.47
Executed at: Fri, Jul 10, '09 03:22:24 PM			
EvalXform_DBSource	DatabaseSource	Executed	0.12
EvalXform_Mapping	DataMapping	Executed	1.03
EvalXform_ExcelSchema	XmlStream2StreamTransformer	Executed	1.02
EvalXform_FileTarget	FileTarget	Executed	0.01
EvalXform_NativeCall	NativeCall	Executed	0.02
		Time taken by transaction (in sec):	4.45
Executed at: Fri, Jul 10, '09 04:27:24 PM			
EvalXform_DBSource	DatabaseSource	Executed	0.22
EvalXform_Mapping	DataMapping	Executed	1.05
EvalXform_ExcelSchema	XmlStream2StreamTransformer	Executed	2.09
EvalXform_FileTarget	FileTarget	Executed	0.09
EvalXform_NativeCall	NativeCall	Executed	0.11
		Time taken by transaction (in sec):	6.22

Figure 61: Process Flow Report in Jasper Viewer

11

VIEWING LOGS

The information about the process flows and the activities is stored in the Logs. There are three levels of logging:

- **ERROR:** This is the minimal setting. This is default log level selected during the process flow creation. It mean, in Process flow log, by default messages of ERROR level are logged. The following message types are logged:
  - **SEVERE** errors are the ones that cause premature termination.
  - **ERROR** and **FATAL** type messages deal with other runtime errors or unexpected conditions.
- **INFO:** This is the typical setting. By default, logs of INFO level are logged in the log database. The following message types are logged:
  - All messages as defined in the **ERROR** category.
  - Warning (**WARN**) messages such as runtime situations that are undesirable or unexpected, but not necessarily "wrong" will be logged.
  - All Process flow **Start** and **End** messages.
  - Detailed information about each Process flow and activity details (**INFO**) will be logged such as start and end time for each activity/module/node, number of records processed etc.
- **DEBUG:** This is the most detailed setting. It is expected that the user will want this level of detail for tracing errors, and troubleshooting. The following message types are logged:
  - All messages as defined in the **ERROR** category.
  - All messages as defined in the **INFO** category.
  - Detailed messages for each module, activity or node as it is executed including trace messages and flow information.
  - Display of Process flow global variables after end of every activity.
  - Any other information that may be helpful in debugging.

The logs are classified into four categories:

- Audit Trail Log
- Event Log
- System Log
- Process Flow Log

Access Control to Logs

Log information that is displayed in the logs is not filtered as per the user's permissions. Every user with the minimal read permissions can view the logs. Only the logs specific to the Users group are displayed to them. A user cannot view log information for other Groups.

VIEWING AUDIT TRAIL LOG

Audit Trail log maintains a log of all changes made to all the activities. These changes include creating, editing, deleting and saving of activities. Additionally, it also includes comments, change of password and login/logout details.

You can view the Audit Trail log for a specific period by entering search criteria.

Only *Admin* and *SysAdmin* are authorized to view the Audit Trail log.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

Steps to view Audit Trail Logs

1. Click the **Monitor** tab and then click **History** menu. All the options of the **History** menu are displayed .

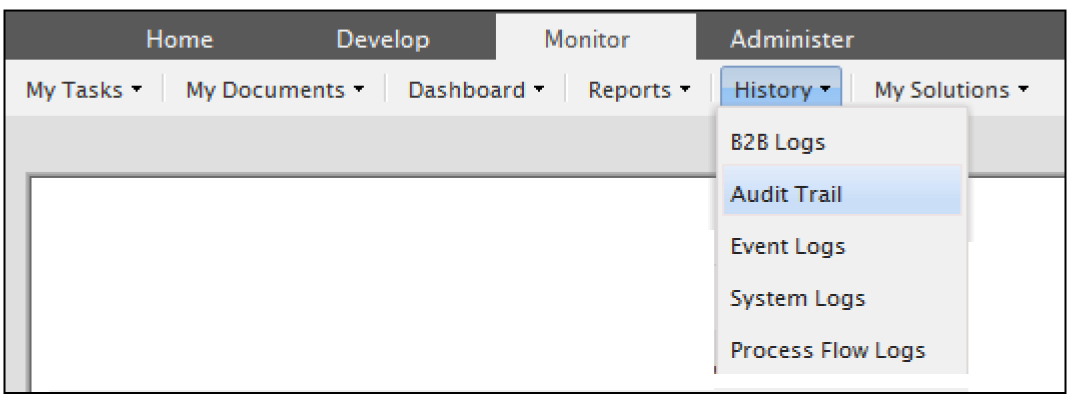


Figure 62: Reports Menu options

2. Click the option **Audit Trail**. The *Audit Trail Log* screen is displayed (see Figure 46).

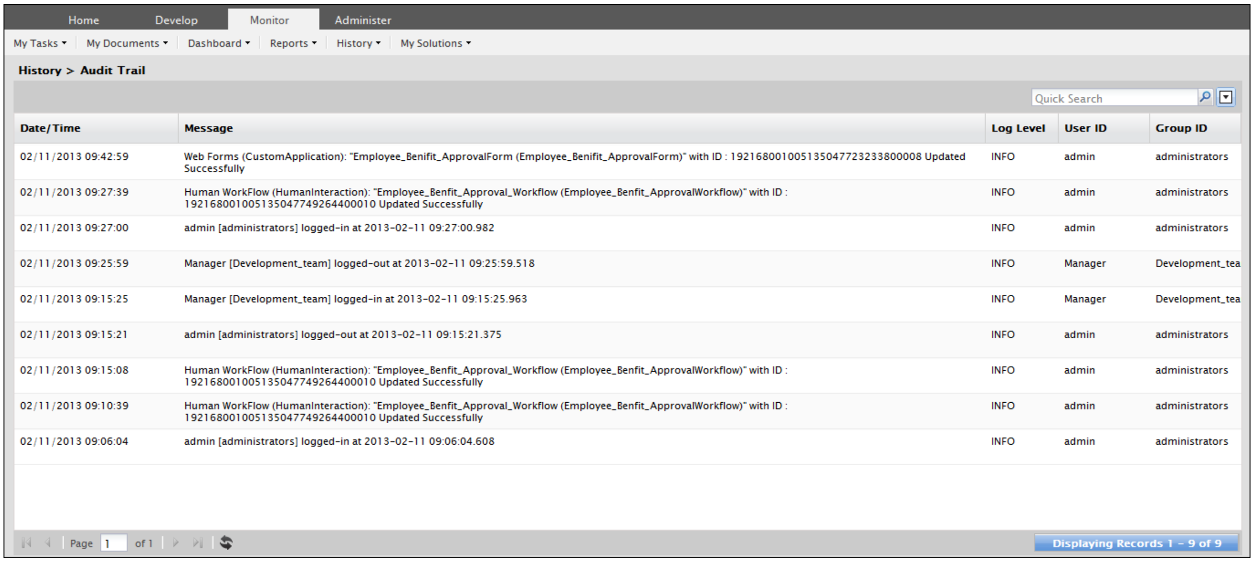
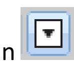


Figure 63: Audit Trail Log (Search Criteria)

3. By default today's logs are displayed.

4. To select the time interval for which you want to view the logs, click the **Calendar** icon  and select Start Date/Time and End Date/Time.

5. Select the user group and the user whose audit trail you want to view, from the **Group Name** and **User Name** dropdown lists respectively.

6. Select the audit type that you want to view, from the **Audit** dropdown list. You can view the audit trail log for either objects or Login/Logout details or both audit types. The Objects audit type displays all changes made to the Adeptia Suite activities, whereas the Login/Logout audit type displays only login/logout details. By default, both audit type details are displayed.

7. To view the audit log for the entered criteria, click **Submit** button. The audit log information for the selected criteria is displayed (see Figure 64).

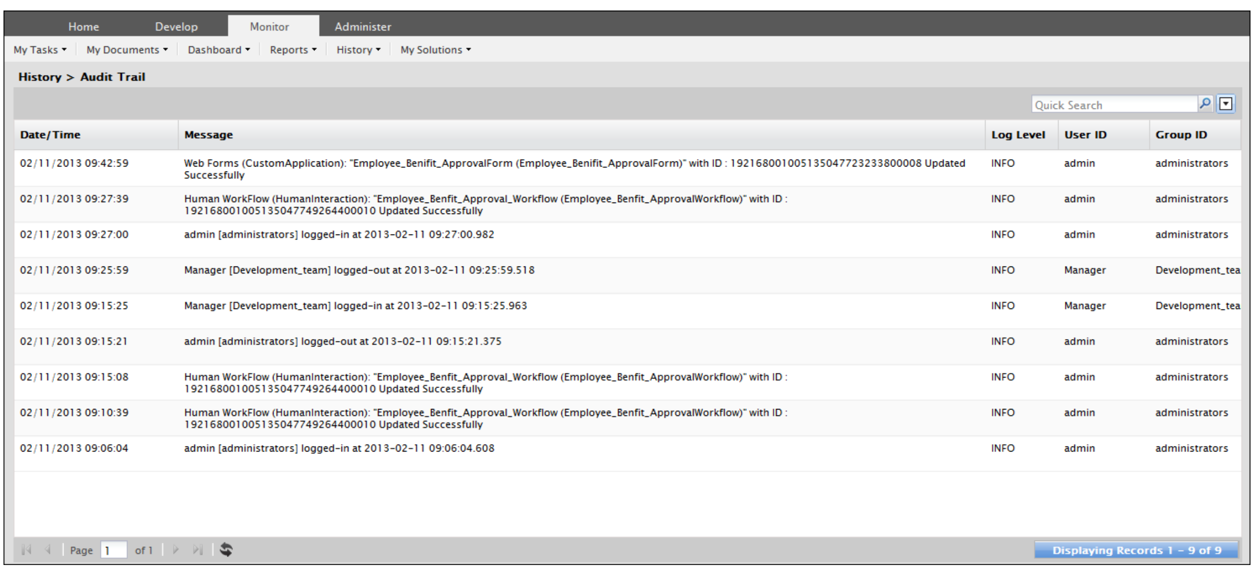


Figure 64: View Audit Trail Log

VIEWING EVENT LOG

Event log displays only those messages, which are related to the Triggers and Events.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

Steps to view Event Logs

1. Click the **Monitor** tab and then click **History** menu. All the options of the **History** menu are displayed .

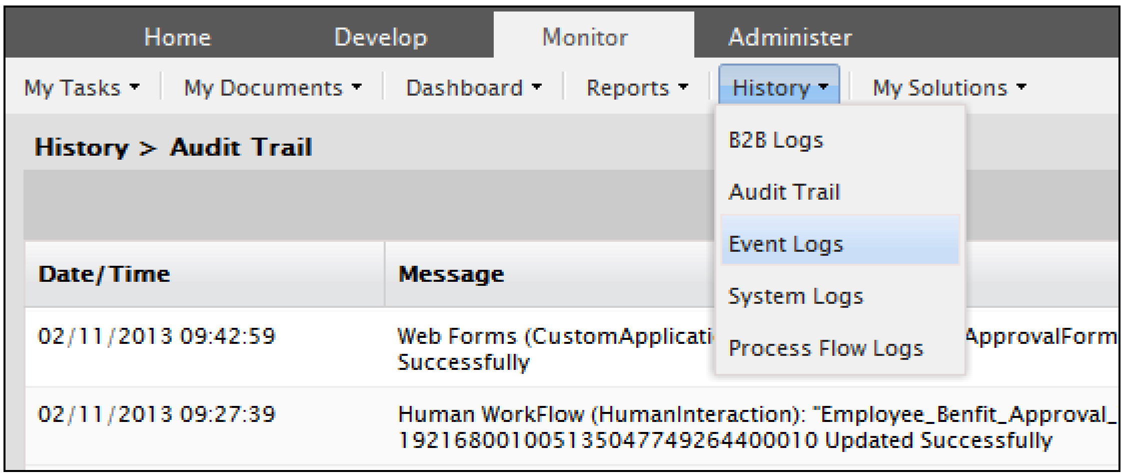


Figure 65: Reports Menu options

2. Click the option **Event Logs**. The *Audit Trail Log* screen is displayed (see Figure 46).

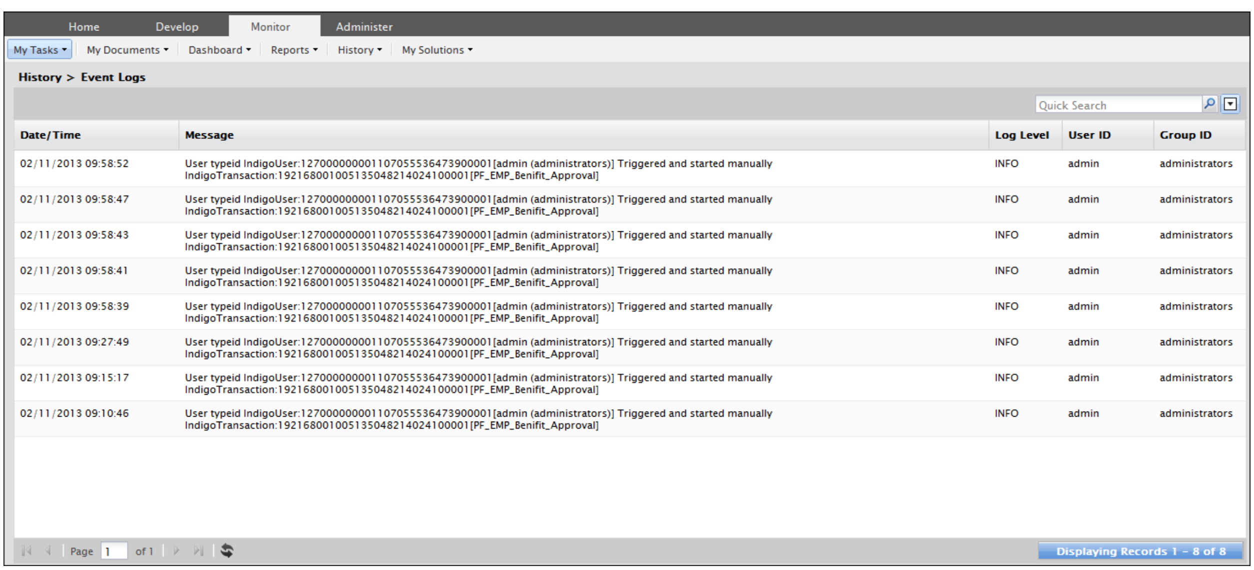


Figure 66: Event Log (Search Criteria)

3. To select the time interval for which you want to view the logs, click calendar icon  and select Start Date/Time and End Date/Time.
4. Select the logging level from the **Select Level** options.
5. To view the logs for the time interval defined above, click **Submit** button. The log information for the selected time interval is displayed (see Figure 67).

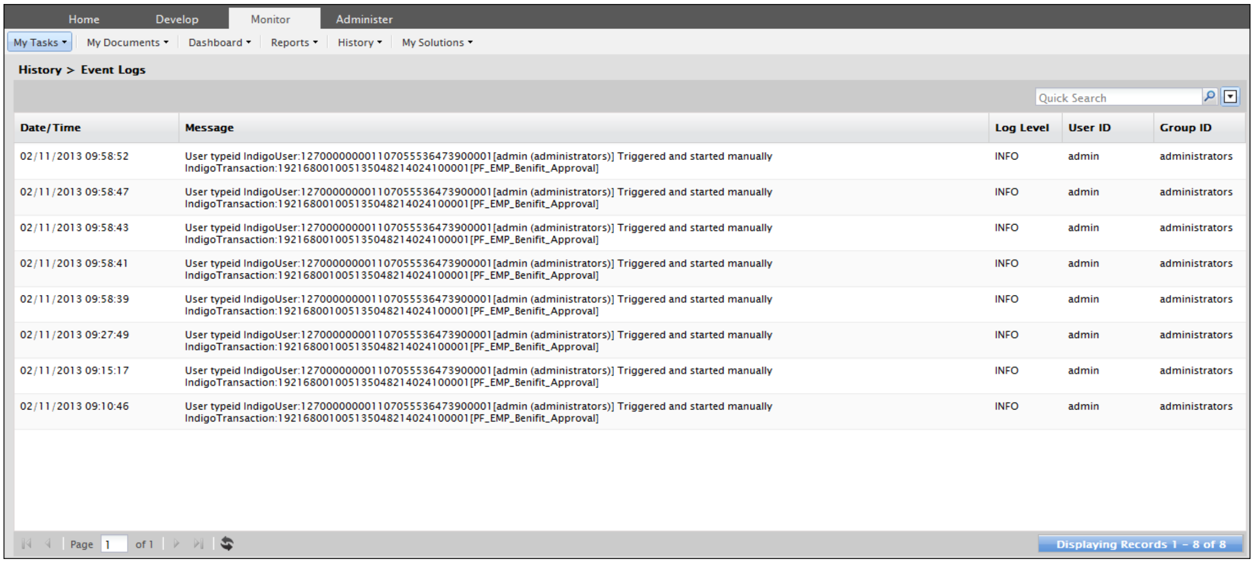


Figure 67: View Event Log

VIEWING SYSTEM LOG

System log displays messages related to the system. It includes change of password and login/logout details.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

Steps to view System Logs

1. Click the **Monitor** tab and then click **History** menu. All the options of the **History** menu are displayed .

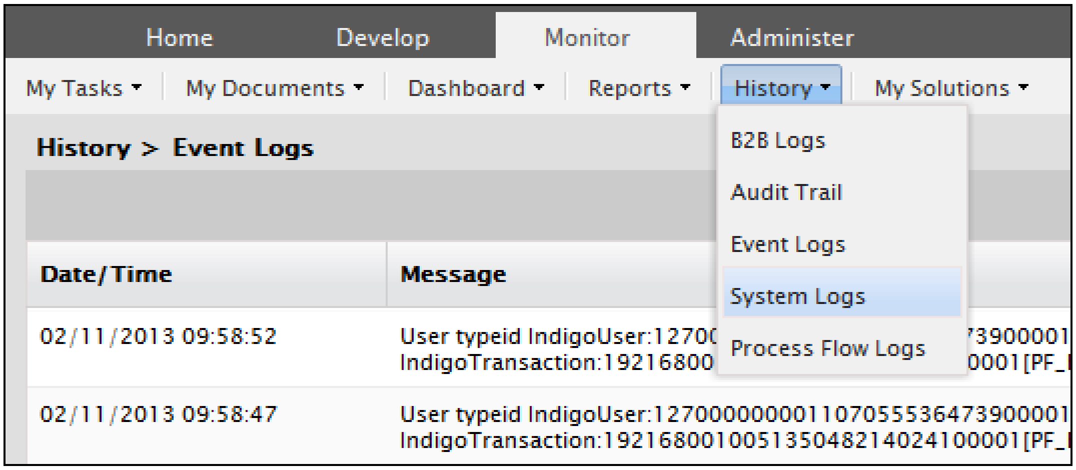


Figure 68: Reports Menu options

2. Select the option **System Logs**. The *System Log* screen is displayed (see Figure 46).

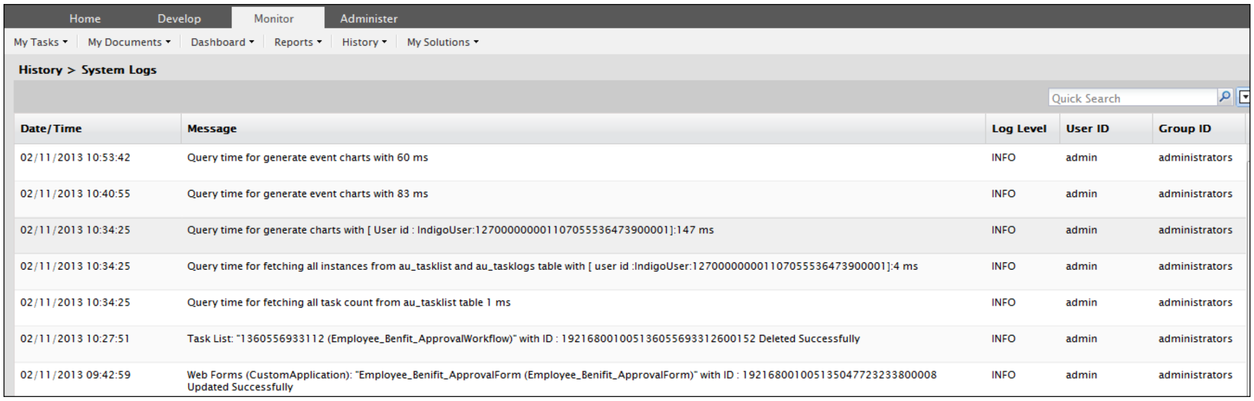
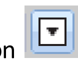


Figure 69: System Log (Search Criteria)

3. By default today's logs are displayed.

4. To select the time interval for which you want to view the logs, click calendar icon  and select Start Date/Time and End Date/Time.

5. Select the logging level from the **Select Level** options. By default INFO level is selected.

6. To view the logs for the time interval defined above, click **Submit** button. The log information for the selected time interval is displayed (see Figure 70).

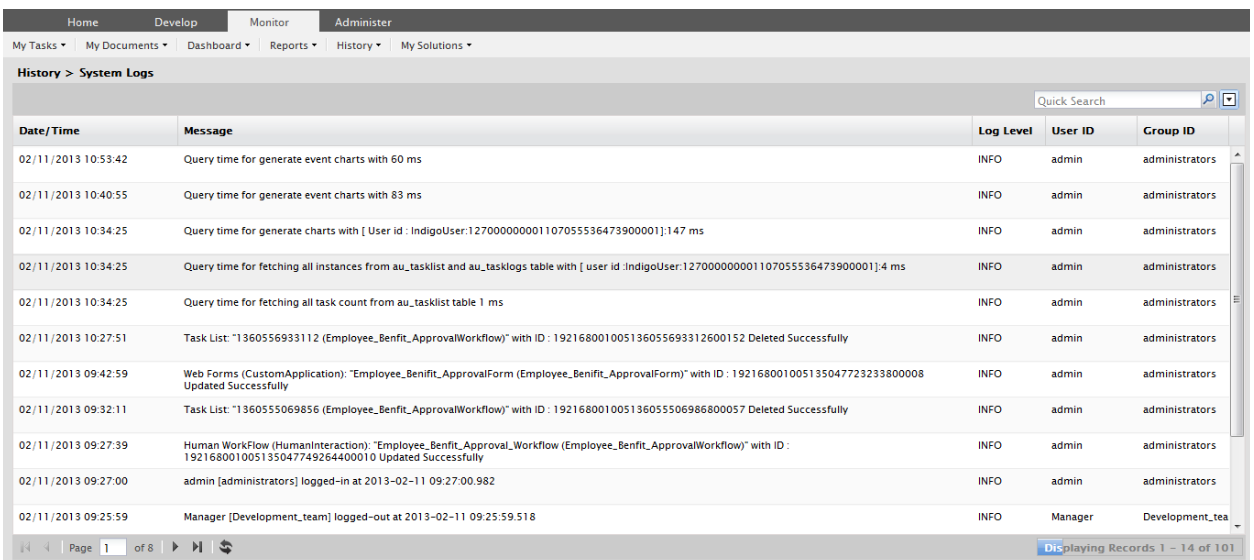


Figure 70: View System Log

7. To view log of ERROR level, you can click **ERROR** link to view the details of the error.

VIEWING PROCESS FLOW LOG

The Process Flow log displays all the details about the process flow execution and its associated activities. It also displays the status of the associated (Parent or Child) Process Flow.

In the Adeptia Suite this feature is available in:

EBIM Suite	BPM Suite	ESB Suite	ETL Suite
√	√	√	√

Steps to view Process Flow log

1. Click the **Monitor** tab and then click **History** menu. All the options of the **History** menu are displayed .

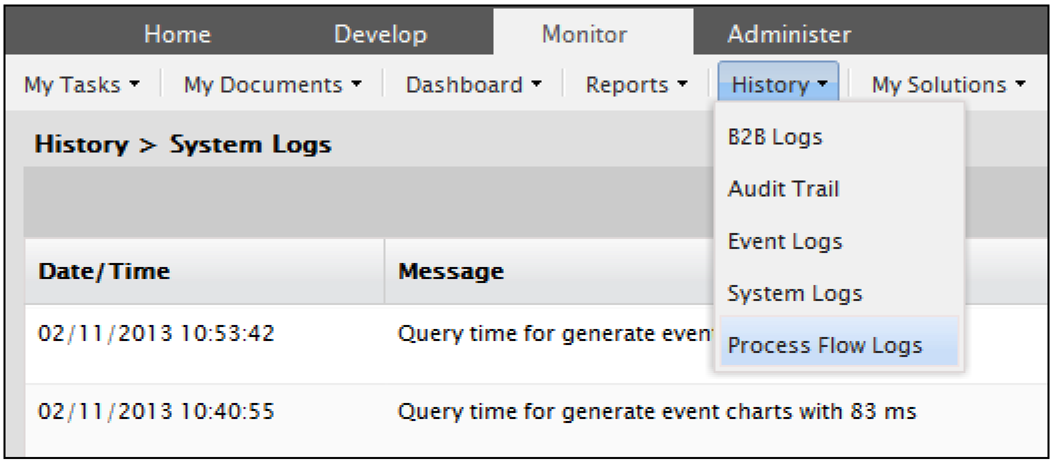


Figure 71: Reports Menu options

2. Select the option **Process Flow Logs**. The *Process Flow Log* screen is displayed (see Figure 46).

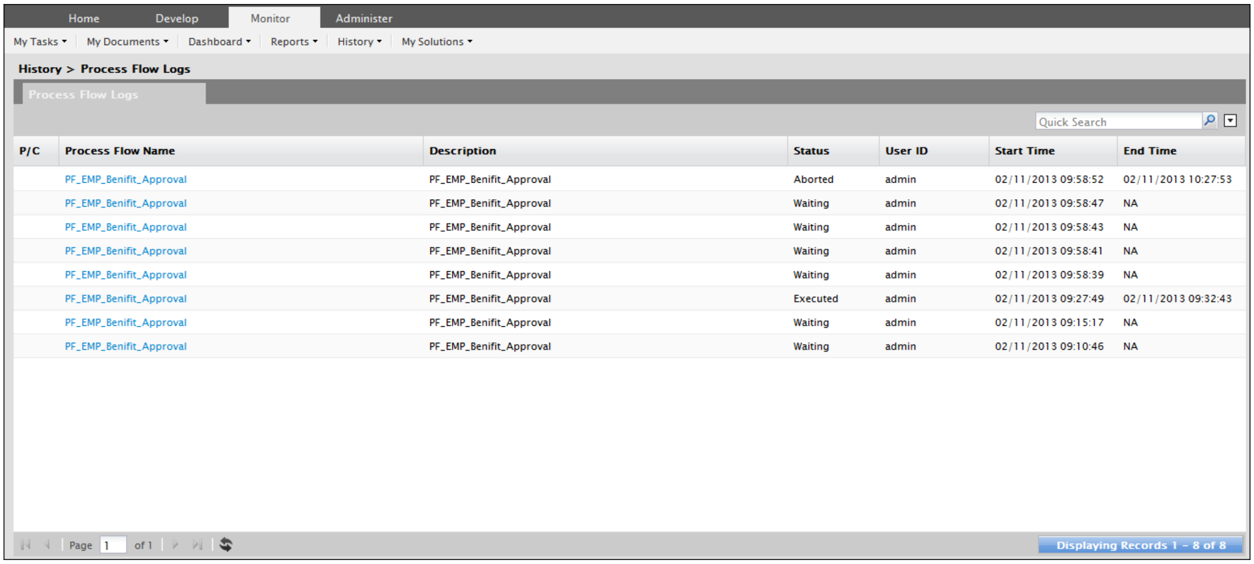


Figure 72: Process Flow Log (Search Criteria)

3. By default today's logs are displayed.

4. To select the time interval for which you want to view the logs, click the **Calendar** icon and select Start Date/Time and End Date/Time.

> To search the logs, which are already archived, select the *View Archive* checkbox and then perform the steps given below.

5. Click the Process flow from the list.

> In the **Process Flow Name** list, process flows are listed based on their time of execution. The process flow, which is executed recently is listed first.

6. Select the process flow status whether Executed, Aborted, Successful, Running or Waiting from the **Status** dropdown list.

7. To search log based on process flow PID, enter the PID in the **Process Flow PID** filed.

> PID is 30 digit number, which is generated when you execute a process flow.

8. To view the logs for the time interval defined above, click **Details** button. The log information for the selected time interval is displayed with the following information (see Figure 73):

   - Parent/Child (whether the Process Flow is a Parent, Child, both or none)
   - Process Flow Name

- Description
- Status
- User ID
- Start Time
- End Time
- Action

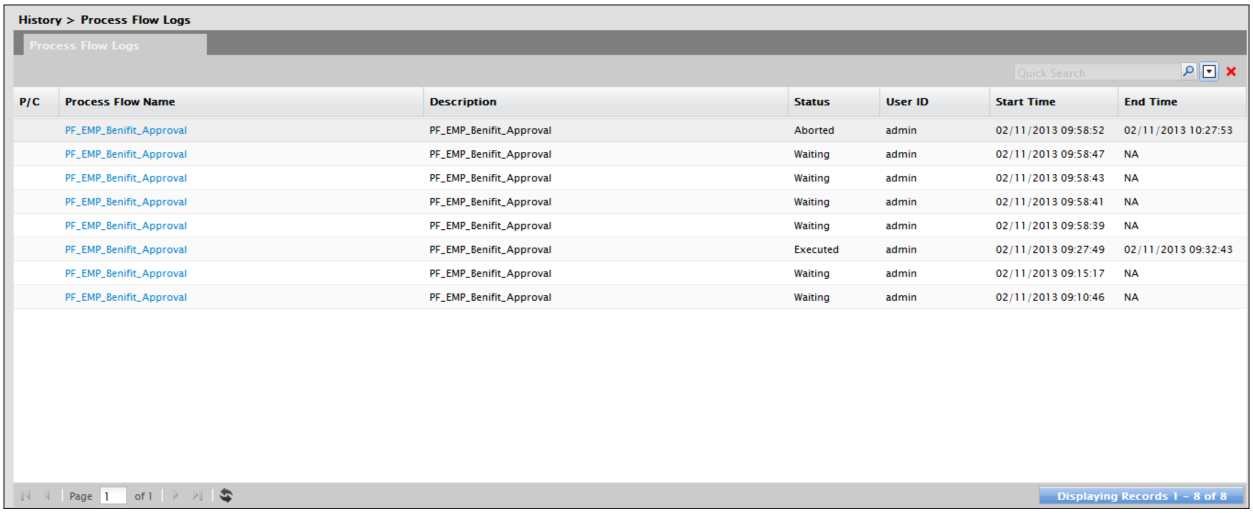


Figure 73: Process Flow Log (Search Result)

9. To view execution details of the process flow and each activity of the process flow, click the on Process Name in Figure 73. The **Process Flow Log Detail** screen is displayed (see Figure 74).

   This screen is divided into two parts:

   - **Process Flow Status** which displays the details of the selected process flow and its activities.
   - **Parent/Child Process Flow Log Details** which displays the list of Parent or Child Process flow of the selected process flow. Following details are shown in **Process Flow Details** screen:
     - Process Flow Name
     - Process Flow Id
     - Process Flow PID
     - Status
     - Start Time
     - End Time
     - Process Flow Execution Time
     - Activity Name (ID)
     - Activity Type
     - Start Time
     - End Time
     - Execution Time
     - Status
     - Processed Data
     - Error Records

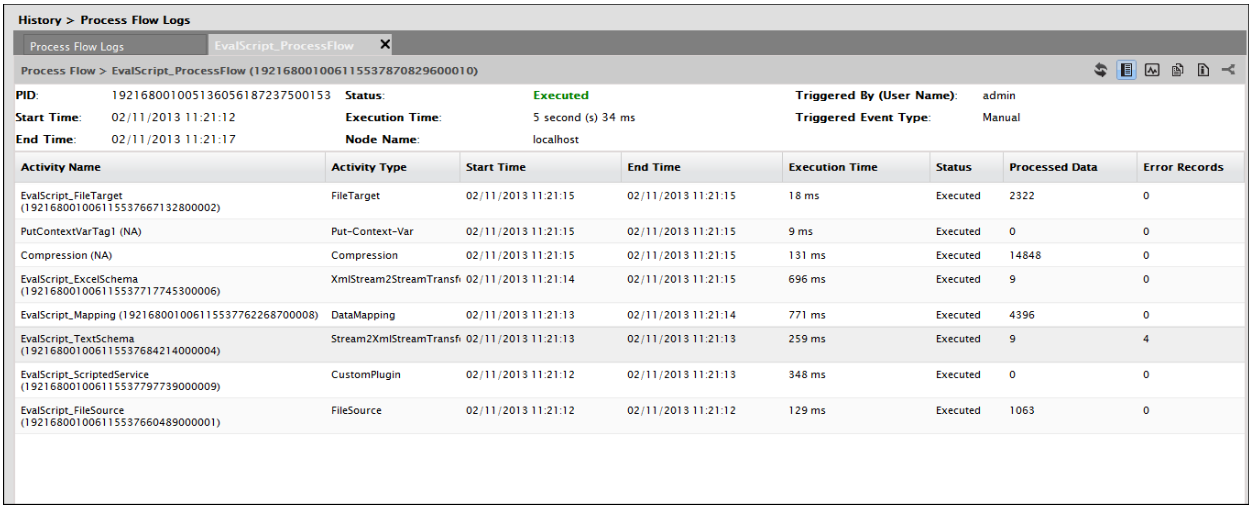


Figure 74: View Process Flow Detail Log Details

To view the log information of the Parent/Child Process Flow, click the Parent Child Info button  link.

10. To view intermediate repository files of the process flow, click **Repository** icon in Figure 74. A screen is displayed with list of repository files, created during execution of the Process Flow (see Figure 75).

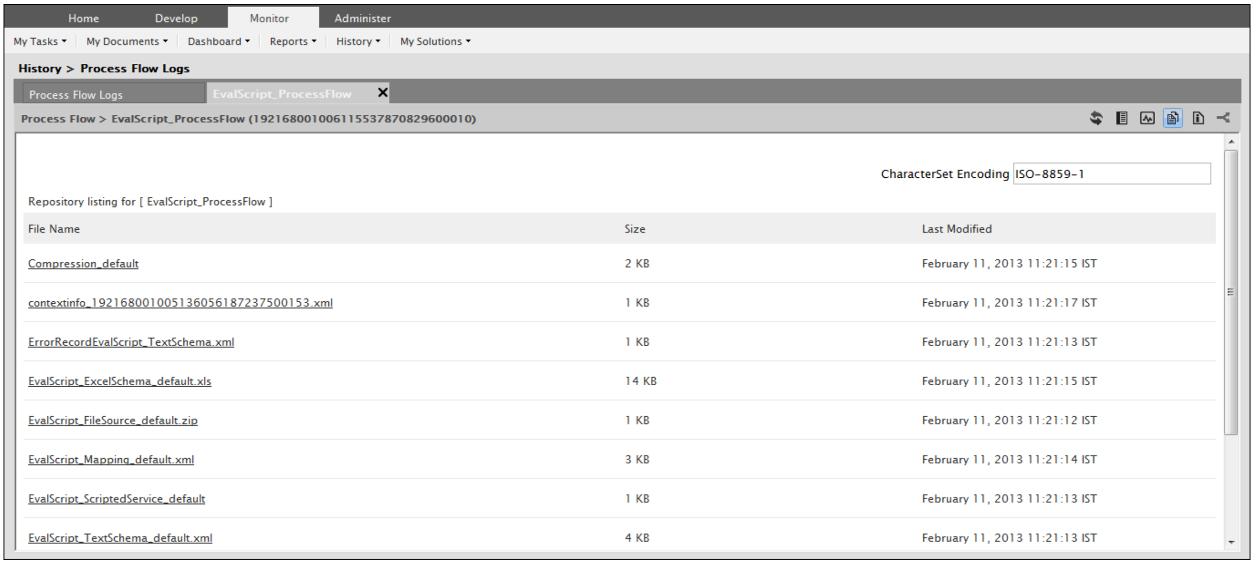


Figure 75: Repository screen

11. To open any file from the list, click on the name of the file.

12. In case you want that all the respective intermediate repository files of the process flow when opened should support a particular character set encoding, then you can define the required character set encoding code in the new textbox **Character Set Encoding**. All the repository files will then support the defined character set encoding (see Figure 75).

13. In case you have selected log level of the process flow other than *Error,* then you can view its detailed log by clicking on *Diagnostic* icon in Figure 74. Defending on the level of log, detailed log of this process flow is displayed (see Figure 76).

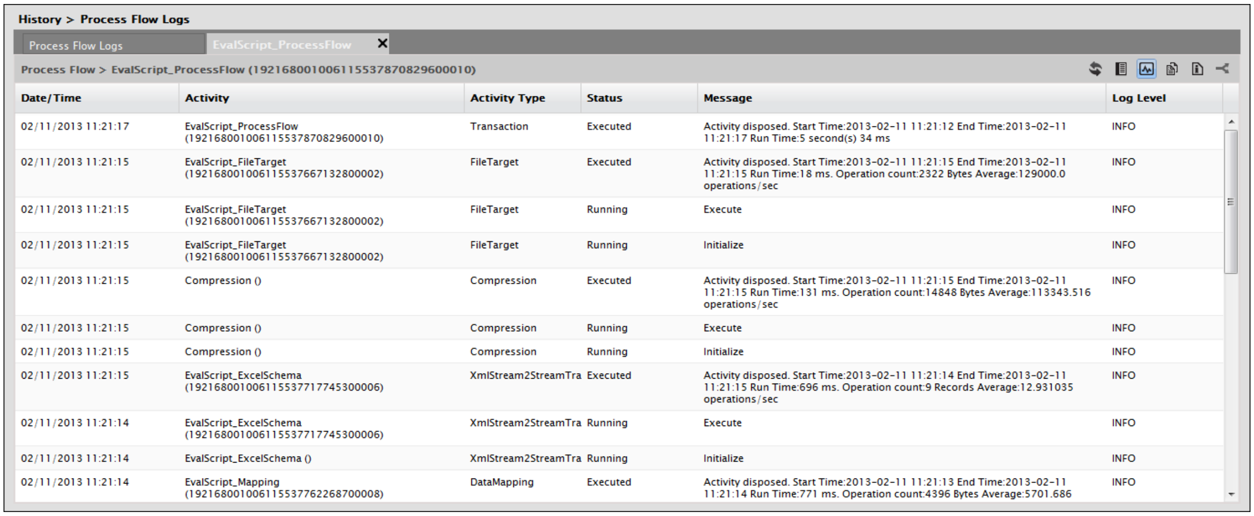


Figure 76: Process Flow Status

If you have selected **Error** in the log level of the process flow, then clicking on diagnostic link doesn’t display any information.

14. Clicking **Error** link in Figure 76 displays the details of all errors due to which the process flow is aborted. Error link is only displayed in the **View Process Flow Log** screen, in case, the Process Flow is aborted. If Process Flow executes successfully, **Error** link is not displayed.

15. Click **Close Window** button to close this screen.

16. Clicking **Context Info**  iconin Figure 74 displays the **Process Flow Context Information** screen (see Figure 77).

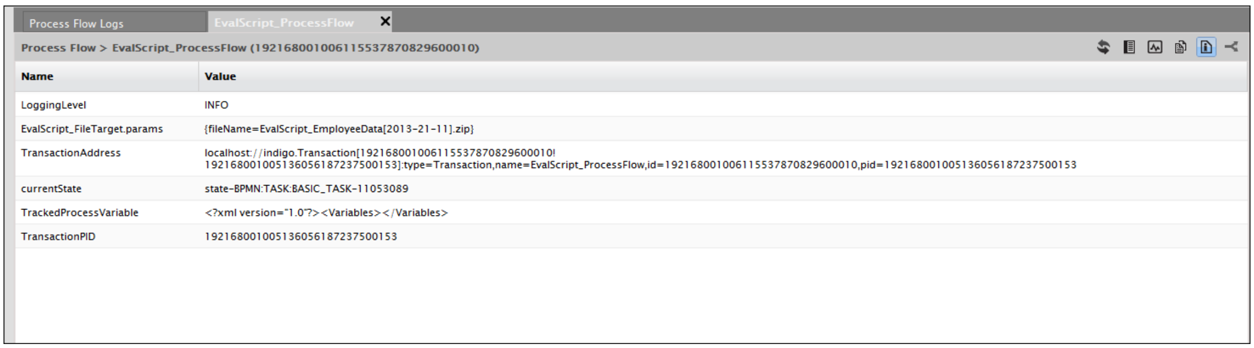


Figure 77: Process Flow Context Information

17. The **Process Flow Context Information** screen displays the value of the context variables used in the process flow.

TABLE OF FIGURES

INDEX