

Process Runs

Last Modified on 28/05/2026 10:52 am AEST

In ReadiNow, a **Process Run** represents an active or completed instance of a Process execution. When a Process is launched—either manually or through automation—it creates a Process Run record that tracks the state and progress of that particular execution.

Key elements of a **Process Run** include:

1. Instance Tracking:

- Each run is a unique execution of the defined Process structure (stages, blocks, steps).
- It captures all user inputs, task completions, and transitions.

2. Launch and trigger details

- **Launch Source:** Manual or Triggered
- **Initiating Person:** The person who launched the Process
- **Launched Date:** The date the Process Launched
- **End Date:** The date the process completed its final step or was cancelled.

3. Statuses:

- **Running:** Active process with steps still pending.
- **Complete:** All steps are completed or skipped.
- **Error:** A step or action encountered an issue.
- **Cancelled:** Processes that have been cancelled mid-run
- **Not Started:** The run exists but hasn't executed any steps yet.

4. Components Within a Run:

- **Run Steps:** The specific steps executed during this run.
- **Run Actions:** The user actions taken during the step (e.g., submit, approve).
- **Run Status:** Derived from the most recent action or failure in the step sequence.

5. Visual Indicators:

- Users can see the progression through chevrons or step lists, with indicators like “In Progress,” “Done,” or “Error.”

6. User Experience:

- Users only see steps/tasks assigned to them.
- When their tasks are done, they see a “You’re All Done” or “You’re All Caught Up” message.

7. Debug and Admin Controls:

- Admins can launch runs in debug mode to test processes step-by-step without actual assignments.

These runs allow auditability, traceability, and user accountability throughout business workflows.

Process Runs Screen

The **Process Runs** screen shows a list of all Process Runs within the tenancy.

Process runs

Find a record

Process name	Run status	Run version	↑ Launch date	End date	Launch source	Initiating person	Primary record type	Primary record	Run mode	Source	
Slow Process	Running	5.0	17/04/2026 1:40 pm		Manual	Administrator			Launch	Manual	
Send Email Step	Complete	3.0	15/04/2026 4:11 pm	15/04/2026 4...	Process trigger	Administrator	Game Record		Launch	Triggerred	
Purchase Order Approval - Conditional	Complete	1.0	15/04/2026 11:18 am	15/04/2026 11...	Manual	Arthur Dent	Purchase Order	Hats for kids	Launch	Manual	
Purchase Order Approval	Running	13.0	09/04/2026 11:37 am		Manual	Marion Ravenwood	Purchase Order	Stuff for House	Launch	Manual	
Process for Jim Smith to be assigned	Running	2.0	08/04/2026 11:28 am		Manual	Administrator	Game Record		Launch	Manual	
Purchase Order Approval	Running	13.0	08/04/2026 11:21 am		Manual	Administrator	Purchase Order	Arthur Dent 3:58	Launch	Manual	
Purchase Order Approval	Error	13.0	07/04/2026 5:00 pm		Manual	Administrator	Purchase Order	Toys and cars	Launch	Manual	
Purchase Order Approval	Running	13.0	02/04/2026 4:33 pm		Manual	Administrator	Purchase Order	Things for HR	Launch	Manual	
8 Purchase Order Approval Test	Complete	1.0	31/03/2026 4:20 pm	31/03/2026 4...	Manual	Charlie Brown			Launch	Manual	
Primary Record plus status Process	Running	1.0	31/03/2026 4:15 pm		Manual	Charlie Brown			Launch	Manual	
New Purchase Claim	Running	1.0	31/03/2026 4:15 pm		Manual	Charlie Brown			Launch	Manual	
Purchase Order Approval	Cancelled	13.0	31/03/2026 4:15 pm	28/05/2026 10...	Manual	Charlie Brown			Launch	Manual	
Primary Record plus status Process	Complete	1.0	31/03/2026 4:09 pm	31/03/2026 4...	Manual	Arthur Dent	Purchase Order	More stuff	Launch	Manual	
New Purchase Claim	Complete	1.0	31/03/2026 4:06 pm	31/03/2026 4...	Manual	Arthur Dent			Launch	Manual	
Purchase Order Approval	Running	13.0	31/03/2026 4:02 pm		Process trigger	Administrator			Launch	Triggerred	
Purchase Order Approval	Running	13.0	31/03/2026 3:59 pm		Process trigger	Arthur Dent	Purchase Order	Arthur Dent 4pm	Launch	Triggerred	
Primary Record plus status Process	Complete	1.0	31/03/2026 3:59 pm	31/03/2026 3...	Manual	Arthur Dent	Purchase Order	Toys and cars	Launch	Manual	
Purchase Order Approval	Error	13.0	31/03/2026 3:59 pm		Process trigger	Arthur Dent	Purchase Order	Arthur Dent 3:58	Launch	Triggerred	

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Individual Process Runs can be viewed by selecting them from the list to view mode details

Stage 1
Stage 2
Finance Approval

← Back
Launch source
Initiating person
Launched date
End date
Cancel Proc...

Purchase Order Approval
Manual
Administrator
02/04/2026
-

Run mode
Process version
Run status
Primary record type
Primary record
Created by
Correlation code

Launch
<v13.0>
Running
Purchase Order
Things for HR
Administrator
2752486-021633

STAGE 1
Running

Sequential flow

Purchase Request

Start: 02/04/2026 04:33:58 pm End: --

Display Page Jack Admin