Process Runs

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. **Statuses**:

   - **Running**: Active process with steps still pending.

   - **Complete**: All steps are completed or skipped.

   - **Error**: A step or action encountered an issue.

   - **Not Started**: The run exists but hasn't executed any steps yet.

3. **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.

4. **Visual Indicators**:

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

5. **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.

6. **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

Process name	Run status	Run versi...	Launch date	↑ End date	Initiating person	Primary record type	Primary record	Run mode	
Employee Onboarding	Complete	1.0	03/07/2025 16:18	03/07/2025 ...	M.....	Request	Hiring for an IT Security role	🟢 Launch	⬈
Employee Onboarding	Complete	1.0	03/07/2025 07:42	03/07/2025 ...	N.....n	Request	Hiring HR Personnel	🟢 Launch	⬈
Employee Onboarding	Complete	1.0	30/06/2025 14:18	30/06/2025 ...	Administrator	Request	Procurement Manager Role	🟢 Launch	⬈
Employee Onboarding	Complete	1.0	30/06/2025 13:43	30/06/2025 ...	Administrator	Request	Supply Chain Analyst Recruitm...	🟢 Launch	⬈
Employee Onboarding	Complete	1.0	30/06/2025 13:02	30/06/2025 ...	Administrator	Request		🟢 Launch	⬈
Employee Onboarding	Complete	1.0	30/06/2025 09:36	30/06/2025 ...	Administrator	Request	New Cyber role	🟢 Launch	⬈
Employee Onboarding	Complete	1.0	30/06/2025 08:57	30/06/2025 ...	Administrator	Request	Data analyst position enrolment	🟡 Debug	⬈
Employee Onboarding	Running	2.0	09/07/2025 08:57		Administrator	Request		🟡 Debug	⬈
Employee Onboarding	Running	2.0	09/07/2025 08:57		Administrator			🟡 Debug	⬈
Employee Onboarding	Running	1.0	08/07/2025 16:46		Administrator			🟢 Launch	⬈
Employee Onboarding	Running	1.0	03/07/2025 13:58		M.....			🟢 Launch	⬈
Employee Onboarding	Error	1.0	02/07/2025 15:23		N.....			🟢 Launch	⬈
Employee Onboarding	Running	1.0	01/07/2025 09:01		N.....			🟢 Launch	⬈

1-13 of 15   1 2 >

Process Runs report