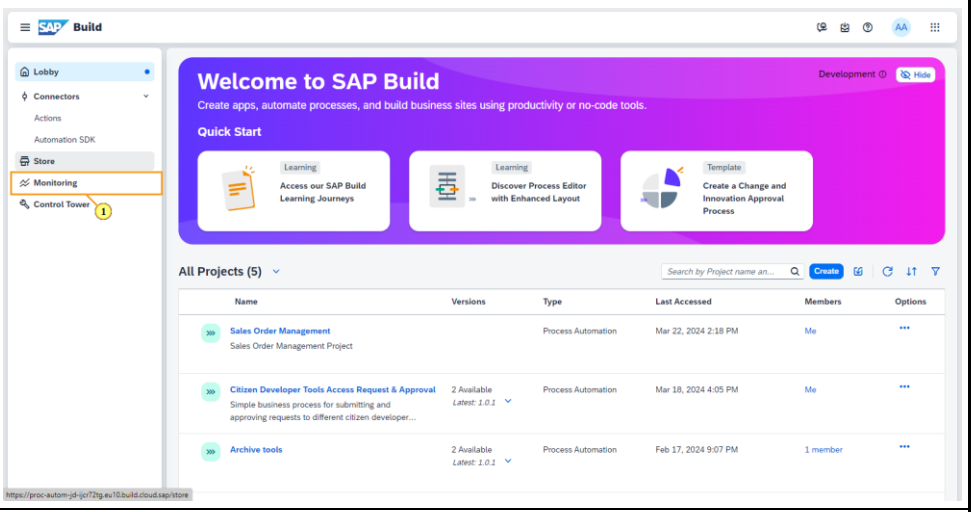
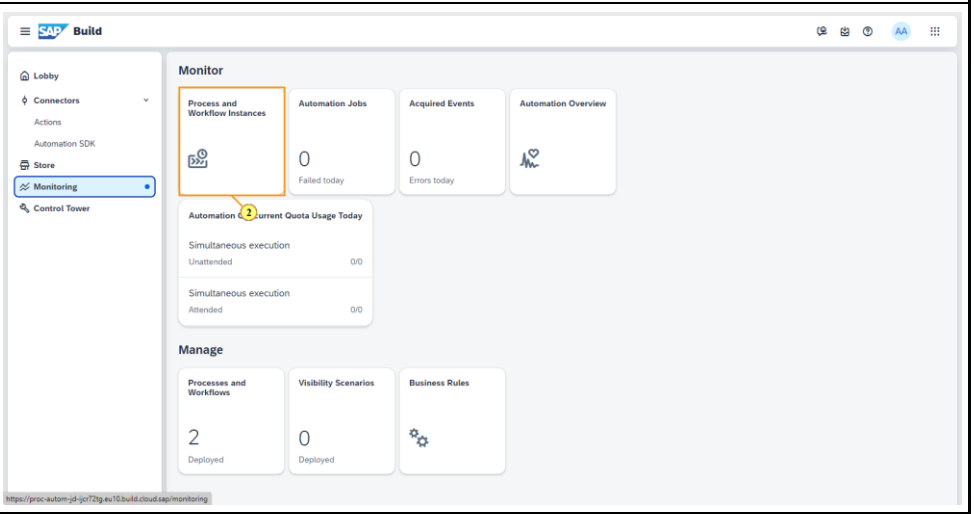
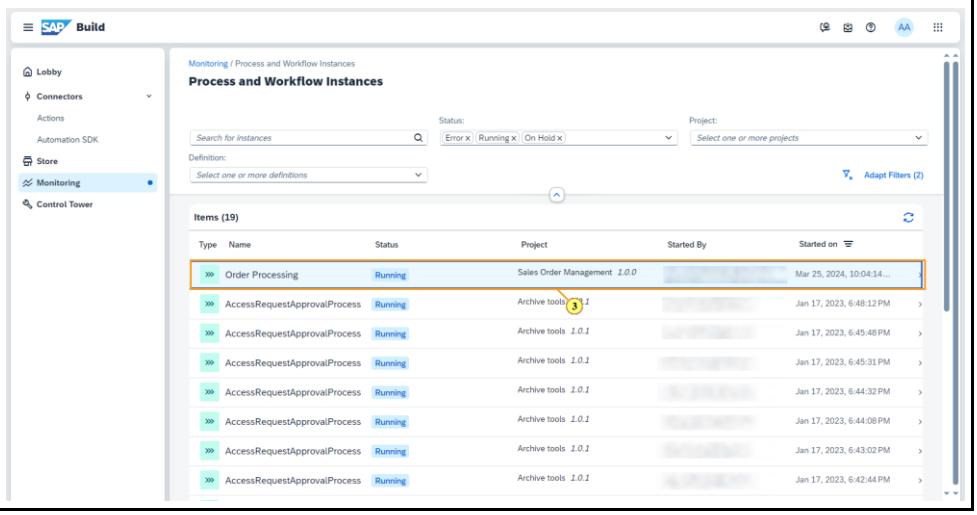
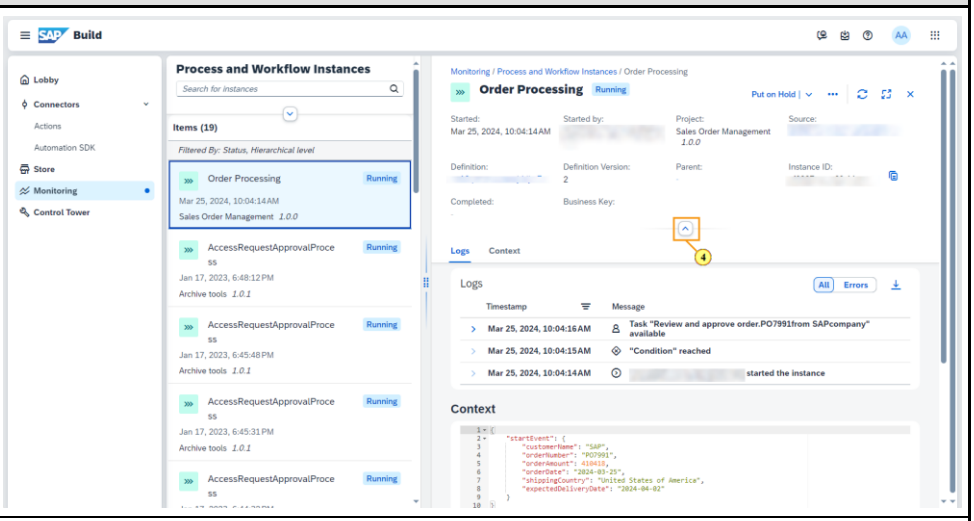
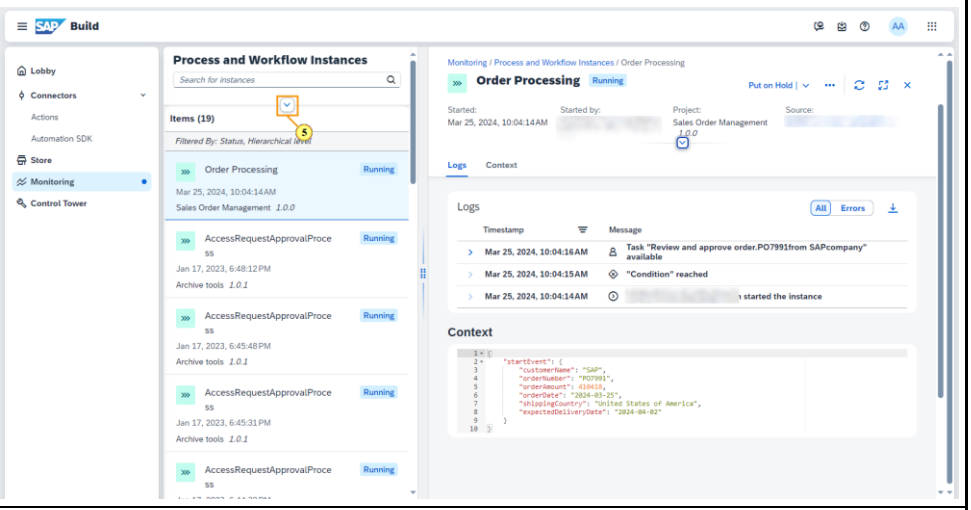
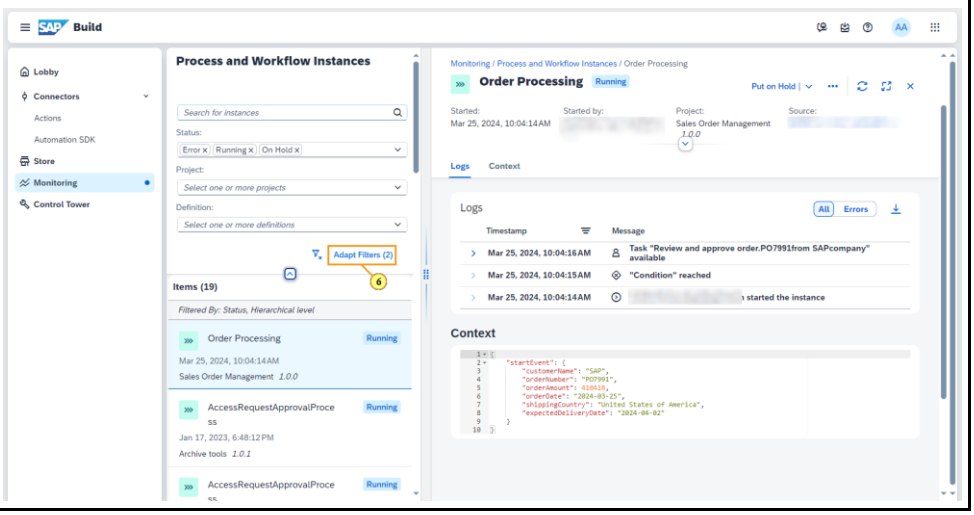
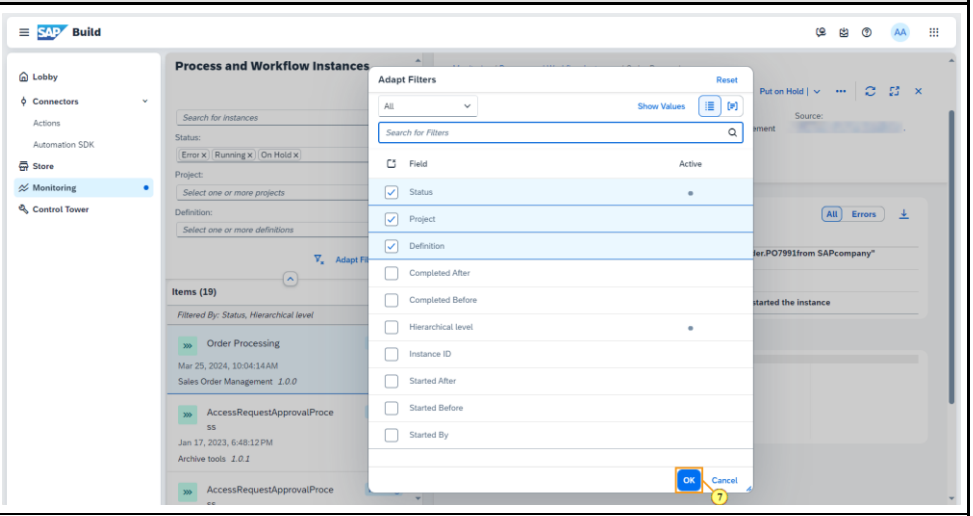
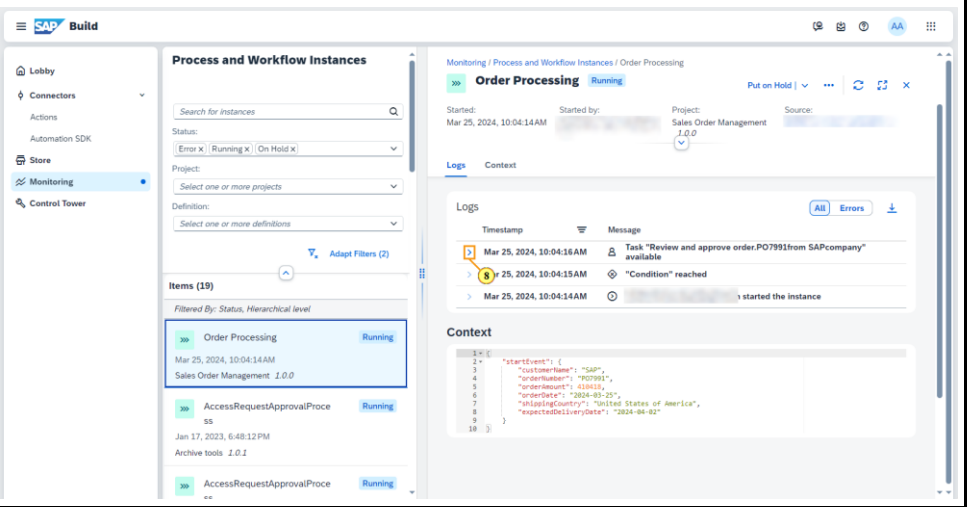
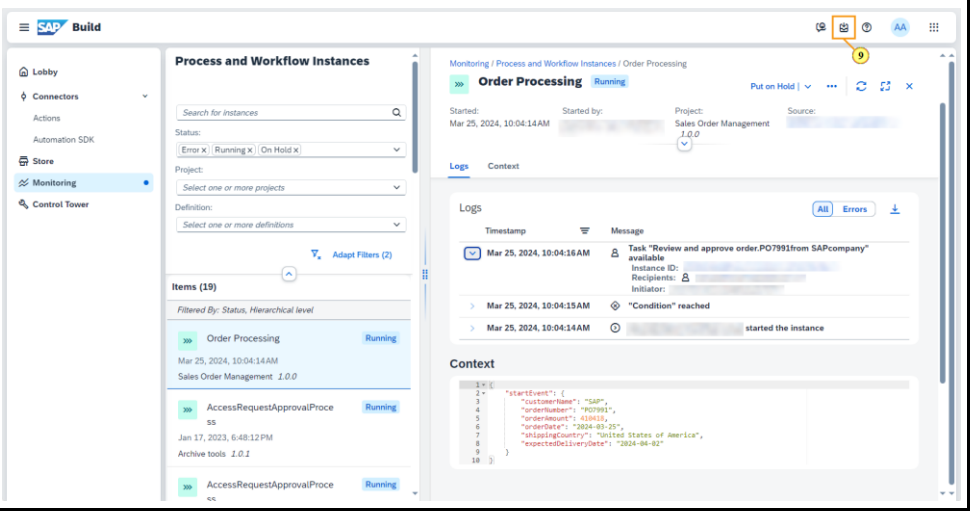
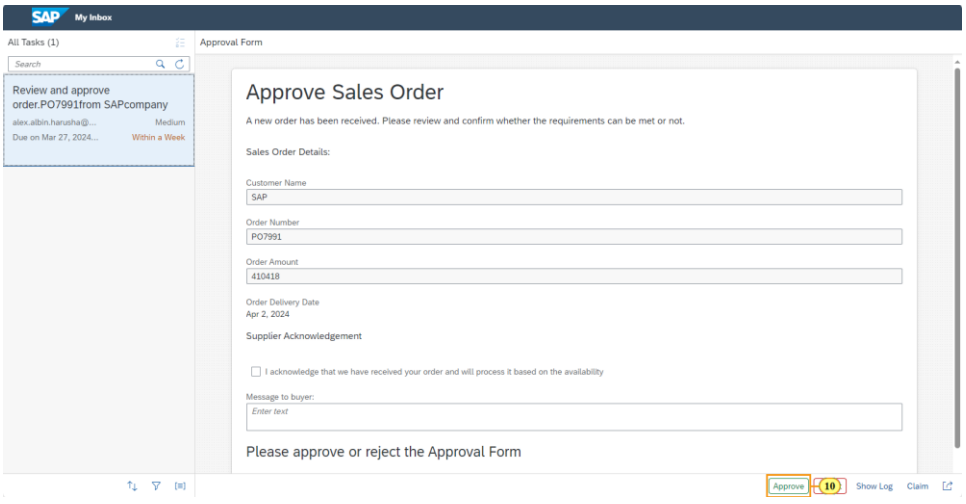
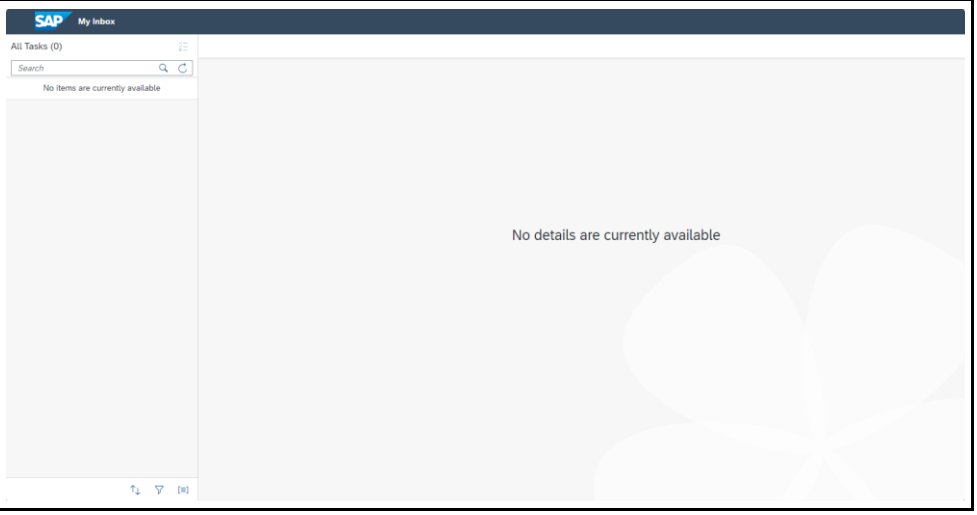
Monitor the new Process and Access its Tasks

Explanation	Screenshot
ⓘ In this exercise, you will monitor the new process and access its tasks. 1. Choose *Monitoring.*	
2. Choose *Process and Workflow Instances.*	
3. Choose *Order Processing.*	

Explanation	Screenshot
4. Choose *Close.*	
5. Choose *Close.*	
6. Choose *Adapt Filters (2).*	

Explanation	Screenshot
7. Choose *OK.*	
8. To expand the *Mar 25, 2024* pane, choose the arrow.	
9. Choose *Inbox.*	

Explanation	Screenshot
10. Choose *Approve.*	
ⓘ You have now successfully monitored the new process and access its tasks.