

Archivum How to Guide

Archivum Definitions

News: Stream of business events generated by processes and user.

Tasks: Assigned work. This is where you will find all your assigned tasks.

Records: Important business data. Records show information about users, requests, etc. Actions can be taken on records.

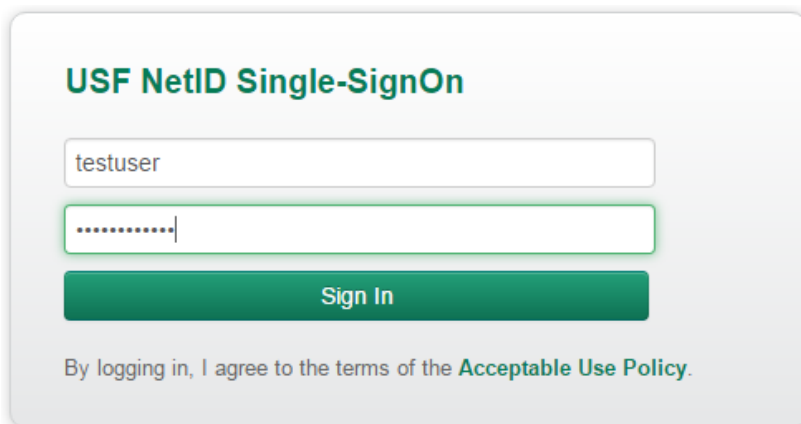
Reports: Cumulative view of data

Actions: Processes that generate tasks

Related Actions: Actions that are attached to a record and can generate a task

How to Access Archivum

- Go to the main USF Archivum page: <https://usf.appiancloud.com/>
- Log in using USF NetID via Single-Sign On



The image shows a login form titled "USF NetID Single-SignOn". It features two input fields: the first contains the text "testuser", and the second contains a series of dots representing a password. Below the fields is a green "Sign In" button. At the bottom of the form, there is a line of text: "By logging in, I agree to the terms of the [Acceptable Use Policy](#)."

- You'll be automatically taken to the USF Appian home page upon successful login

How to Access Archivum Mobil App

Apple iOS

- Open your iTunes mobile store
- Search for the Archivum app
- Download the Archivum app
- Access the application
- Add account in the application
 - Server Address: <https://usf.appiancloud.com>
- Log in using USF NetID via Single-Sign On

- You'll be automatically taken to the USF Archivum home page upon successful login

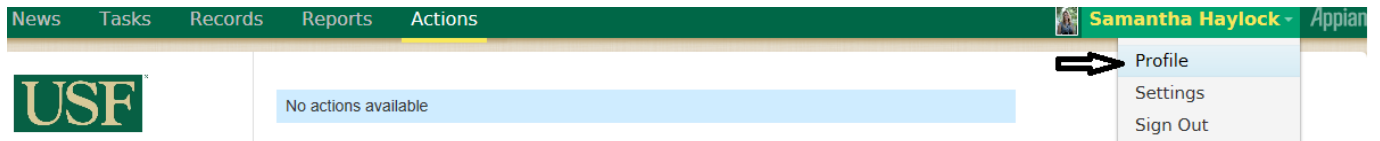
Android

- Open your Google Play mobile store
- Search for the Archivum app
- Download the Archivum app
- Access the application
- Add account in the application
 - Server Address: <https://usf.appiancloud.com>
- Log in using USF NetID via Single-Sign On

- You'll be automatically taken to the USF Archivum home page upon successful login

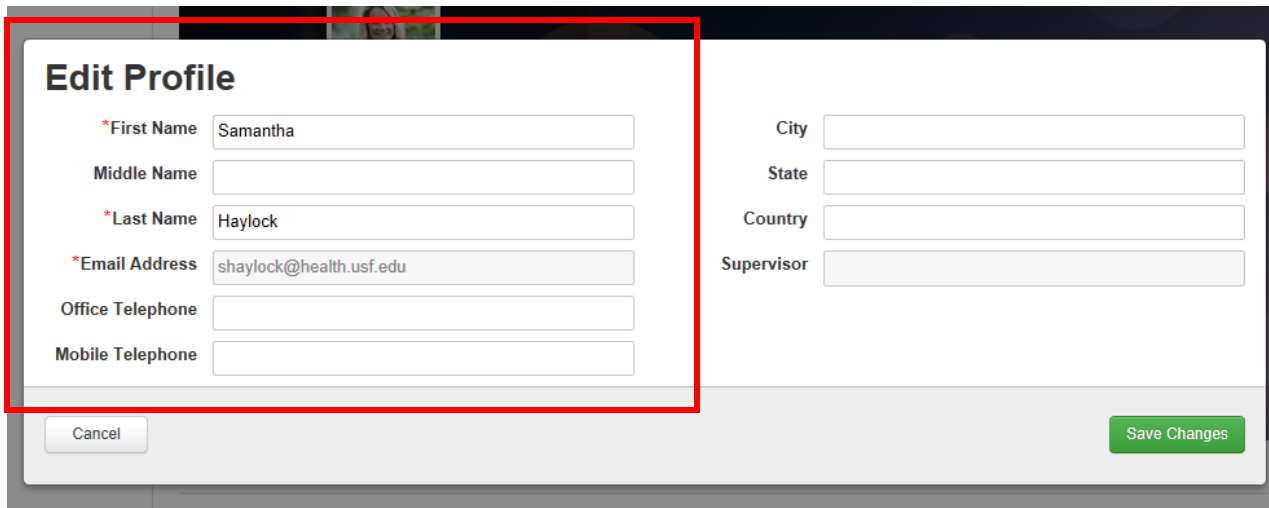
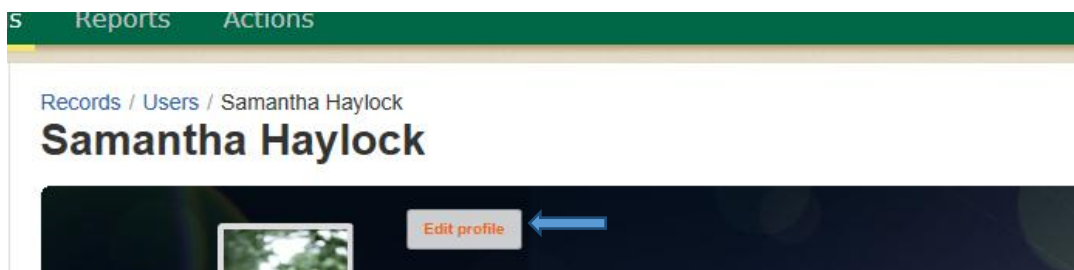
How to locate your Profile Page

Click on your name in the upper right corner and select "Profile".



How to change your display name

On your profile page click "Edit Profile".

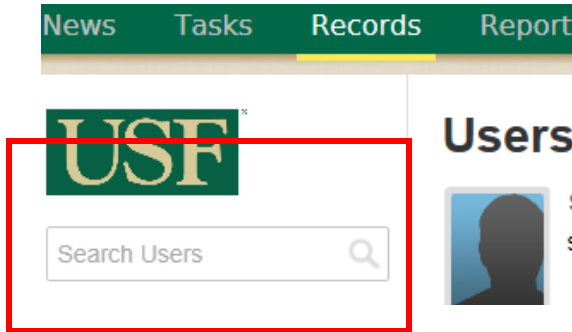
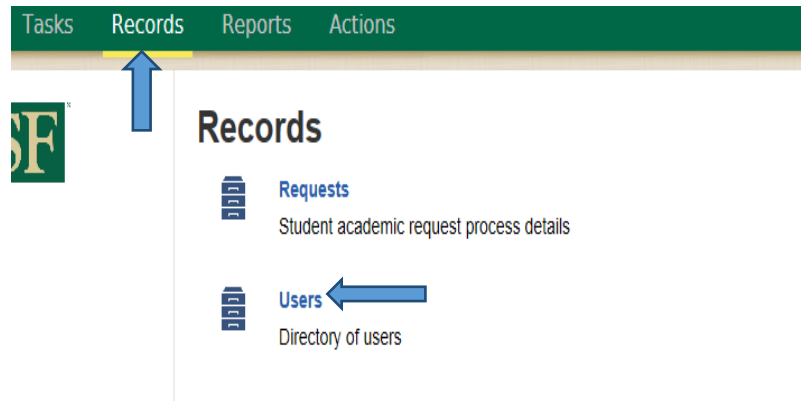


The screenshot shows the "Edit Profile" form. The form is divided into two columns. The left column contains fields for First Name, Middle Name, Last Name, Email Address, Office Telephone, and Mobile Telephone. The right column contains fields for City, State, Country, and Supervisor. A red box highlights the First Name, Middle Name, Last Name, and Email Address fields. The "First Name" field contains "Samantha", the "Last Name" field contains "Haylock", and the "Email Address" field contains "shaylock@health.usf.edu". At the bottom of the form, there are "Cancel" and "Save Changes" buttons.

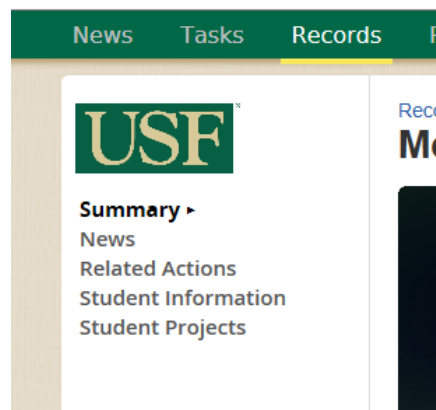
Edit Profile	
*First Name	<input type="text" value="Samantha"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text" value="Haylock"/>
*Email Address	<input type="text" value="shaylock@health.usf.edu"/>
Office Telephone	<input type="text"/>
Mobile Telephone	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Country	<input type="text"/>
Supervisor	<input type="text"/>

How to locate Student Records

A student can be located by going to “Records”, “Users”. Search for the student by first or last name.



Click on students name to access “Student Information” and “Student Projects”.



How to locate My Advisee List

From your profile page your “My Advisee” list can be found on the right menu.

