

# 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.

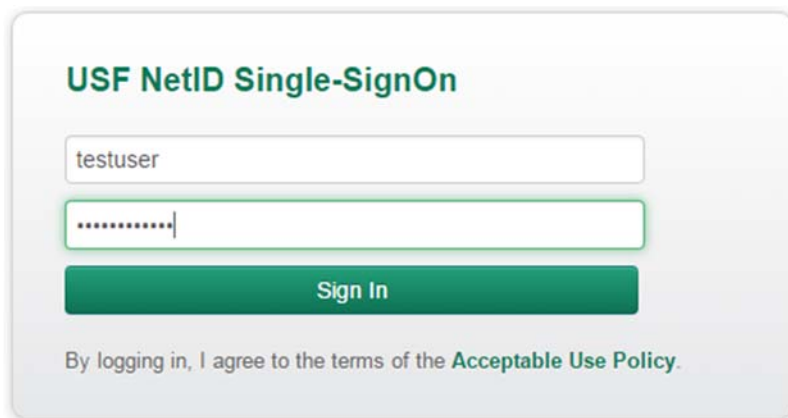
**Reports:** Cumulative view of data

**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 Mobile App (<https://security.usf.edu/downloads/appian/>)

### Apple iOS

1. Click the [download link here](#)
2. Agree to install Archivum file (Tap here to install)
3. Change settings to Privacy
4. Go to Settings -> General -> Profiles -> "Click" the University of South Florida Profile -> "Click" Trust button
5. Set up my account
6. Add account
7. Give server address: usf.appiancloud.com
8. Accept Appian end user license agreement
9. Single sign on authorization
10. Now signed in on Archivum

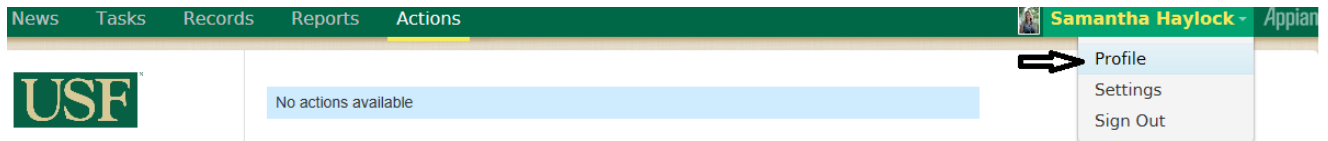
### Android

1. Click the [download link here](#)
2. Agree to install Archivum APK file
3. Open the APK file
4. Use Android Package installer on the Archivum APK
5. Install Archivum
6. Open the Archivum app
7. Click "Set up my account"
8. Click "Add account"
9. Give server address: usf.appiancloud.com
10. Single sign on authorization
11. Accept Appian end user license agreement
12. Now signed in on Archivum

**For best results, view this page on a mobile phone or tablet**

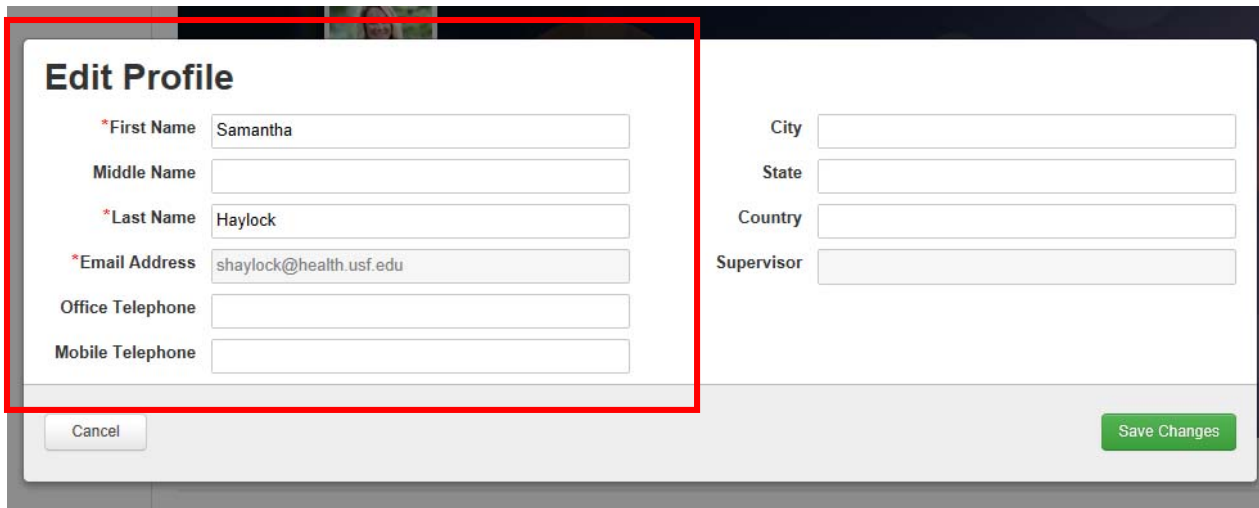
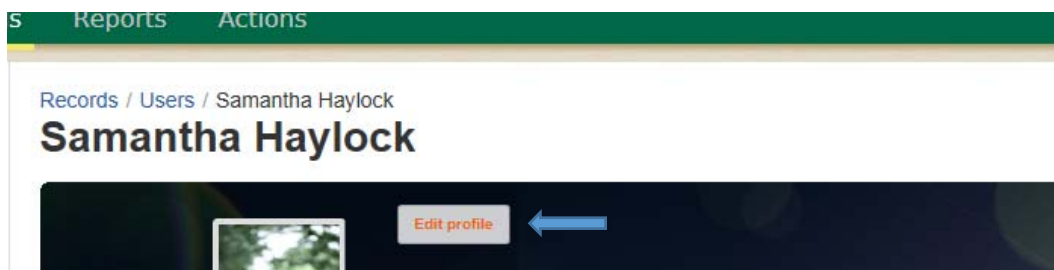
## How to locate your Profile Page

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".



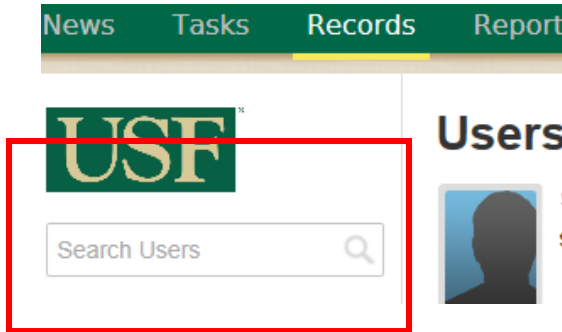
The screenshot shows the "Edit Profile" form. A red box highlights the fields for First Name, Middle Name, Last Name, and Email Address. The form includes the following fields:

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

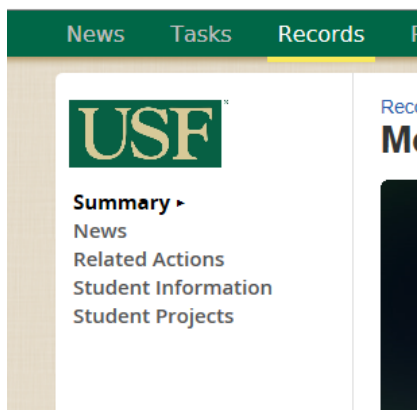
At the bottom of the form, there are "Cancel" and "Save Changes" buttons.

## 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.

