

Archivum Travel

USF Travel Community:

On Tuesday, November 28, at 6:00 PM ET, Information Technology is rolling out a new Archivum homesite experience to all users. Please note that during this time, access to Archivum will be temporarily unavailable from 6:00 PM to 8:00 PM ET. Below are some of the enhancements you can expect to find with the new Archivum experience:

Redesigned Homepage: Archivum homepage has been redesigned to prominently showcase all its features, eliminating the need for separate portals.

Easy Access to Tasks & Actions: “My Tasks” & “My Actions” are displayed conveniently on the redesigned homepage and provide easy access to users. A new “See All” tasks feature is also available, which will allow users to quickly view and access all assigned tasks in their queue.

Redesigned Inner Pages: The updated menu remains accessible on inner pages to assist with navigation, and headers and margins have been minimized in order to maximize the content display area.

Please note that the user interfaces displayed while submitting travel, retrieving/reviewing submitted transactions, and reviewing/approving assigned tasks will not be changed. The status of travel transactions and tasks already in Archivum Travel will also not be impacted by this update.

If you have questions about the redesigned Archivum homesite, or experience any issues with Archivum Travel, please contact the Travel Help Desk at travelhelp@usf.edu.