ISTITUTO ITALIANO DI TECNOLOGIA

Archiflow Update

Contents

ICT User Guide

Archiflow Update 9.8

This guide will help users updating **Archiflow** as we planned for **January 2021** to the **9.8** version.

- If you do not use **Zebra printers** or **Scanbatch** you won't need to follow the instructions of chapter **1. Client Updating**;
- Should you experience **visualization problems of the Activities you're in charge of**, **jump to this section of the guide**;
- To learn about problems with the **Digital Signature** in Archiflow, **jump to this section**.

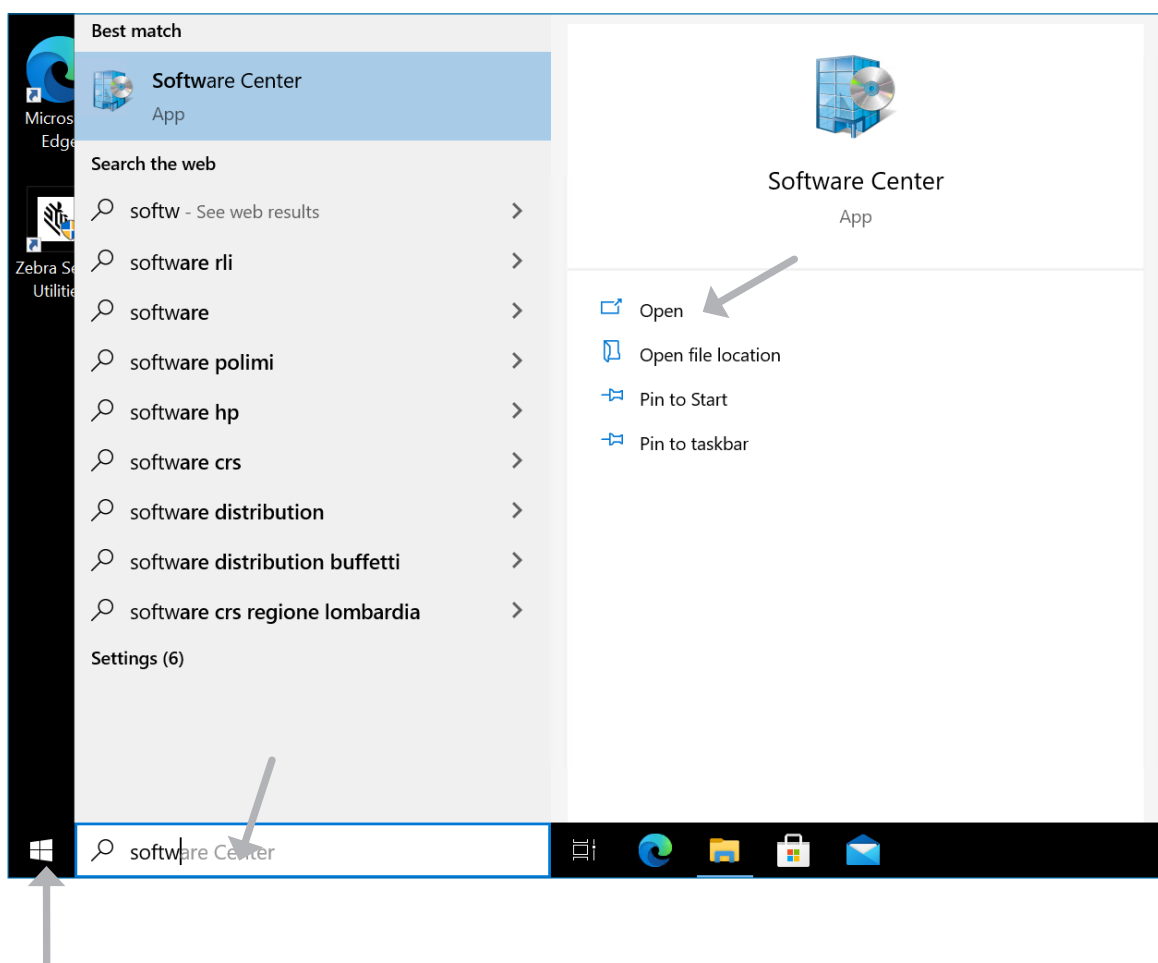**IMPORTANT:** you need to be connected to **VPN Global Protect**.
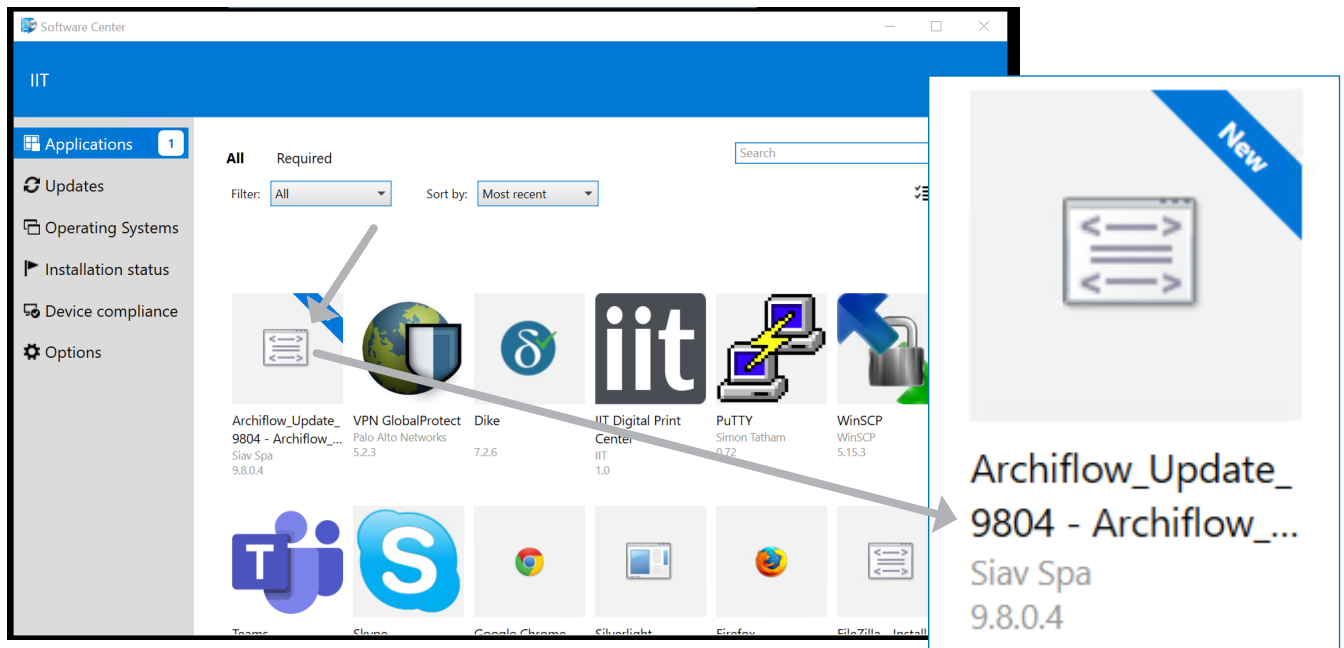
1. Client Updating

You don't need to follow these steps if you **do not use Zebras or Scanbatch**!

Archiflow will be updated via **Software Center**, which is already installed in all the PCs provided by **ICT**.
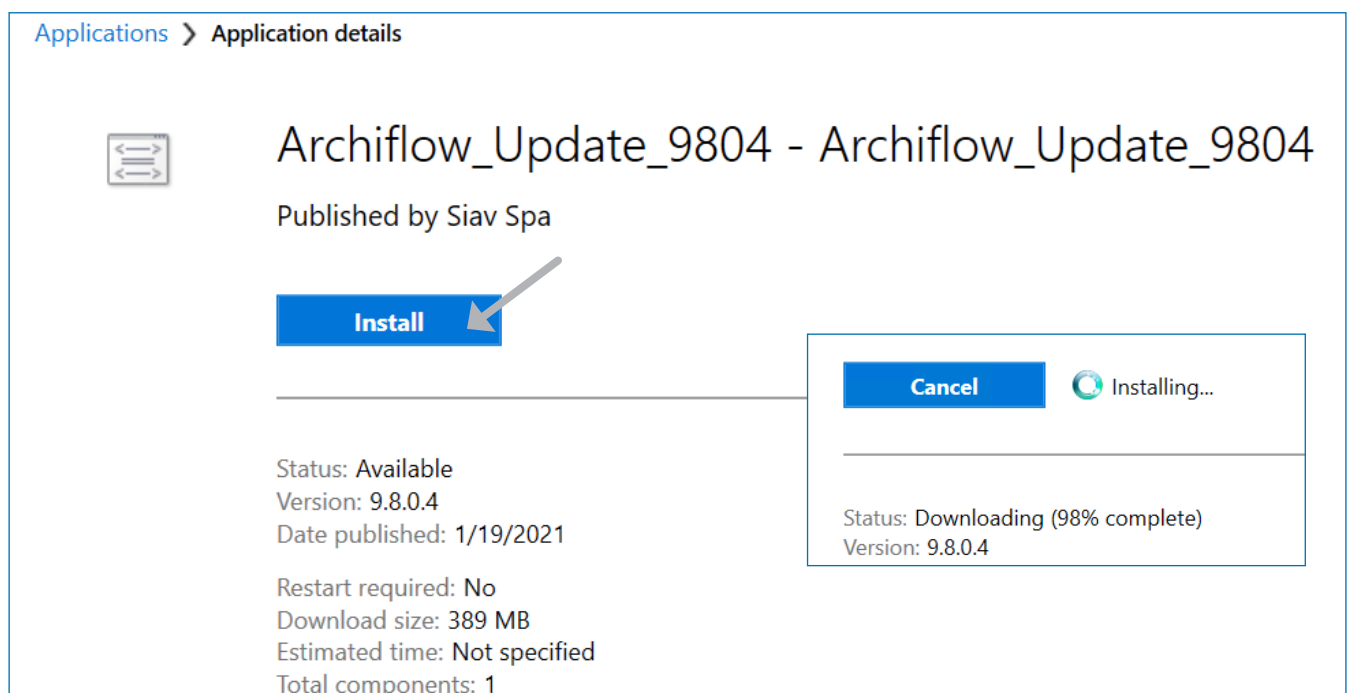
To launch **Software Center** click on the "**Start**" button and start typing "**Software Center**" as shown; then click "**Open**".
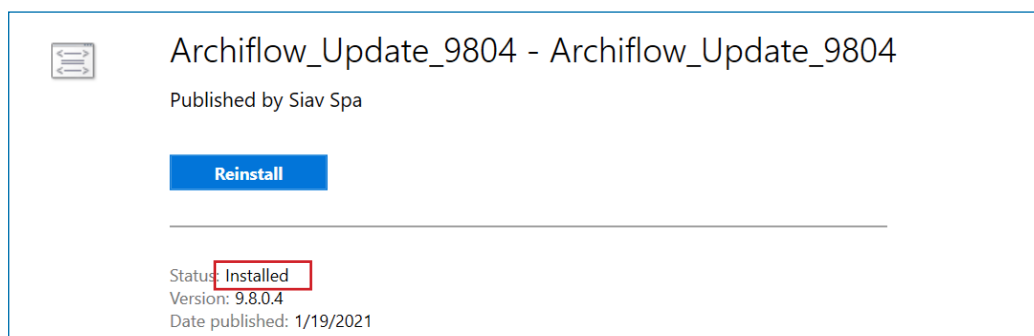
As soon as **Software Center** launches, a **popup window** will show you automatically the available soft-wares: please select the first icon which has a "**New**" blue stripe on it, called "**Archiflow_Update_9804**".

Click "**Install**" to start downloading; this will automatically begin updating **Archiflow**.
The required for the download varies depending on the speed of your internet connection.

As soon as the package has been installed, its status will become "**Installed**", as shown below.
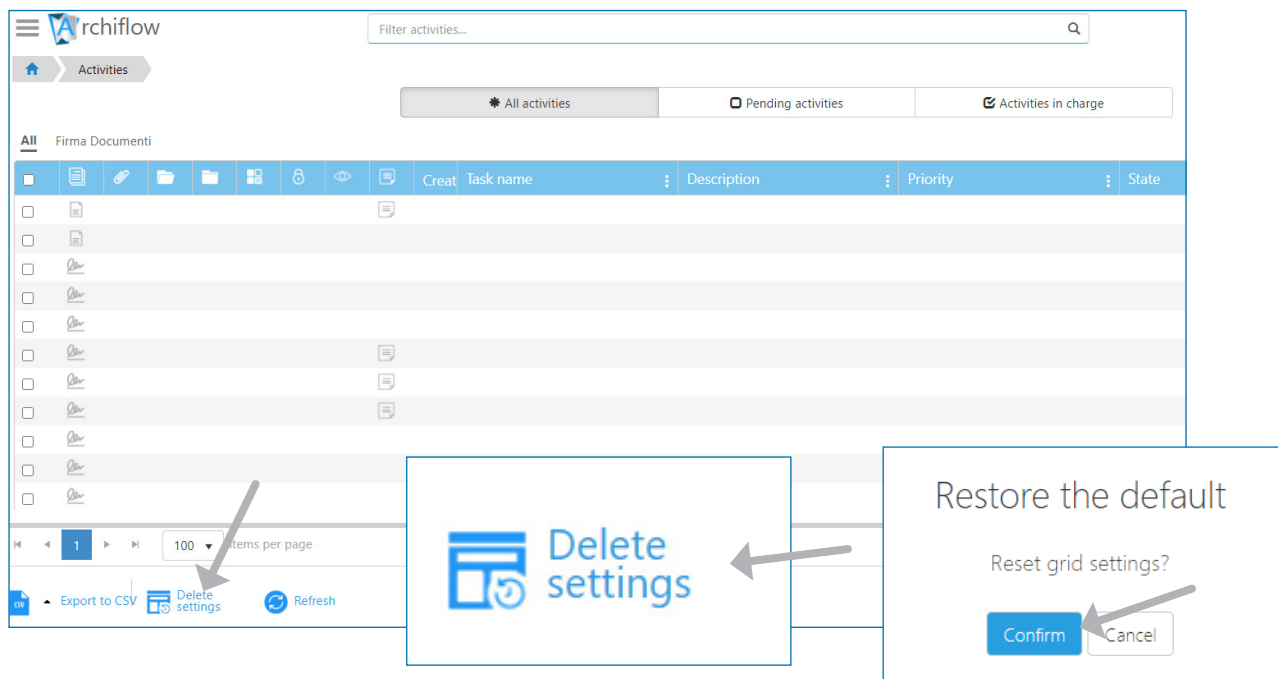

Please note that, after the installation, in order to use Zebra Printers or Kodak Scanners you have to restart the computer.

2. Activities in charge – Wrong visualization

Following the update, the visualization mode for the **Activities in charge** might have changed; you should restore the previous one in order for it to work properly.
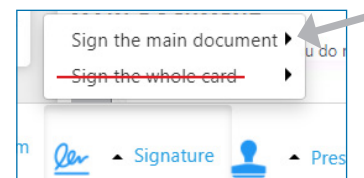
To do so, log in Archiflow following the usual link (**https://archiflow.iit.local/InteractiveDashboard/**) and then open your **Activities**.

Click on the "**Delete Settings**" button as shown and confirm what is requested.

3. Digital Signature

Always select **"Sign the Main Document"** instead of **"Sign the whole card"**

Following the update, the "**Automatic Signature**" option **might have been automatically selected**.
In order to sign you need to deselect the "**Automatic Signature**" option, and then proceed as usual.
You will have to do so just once.