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Tempo Interface

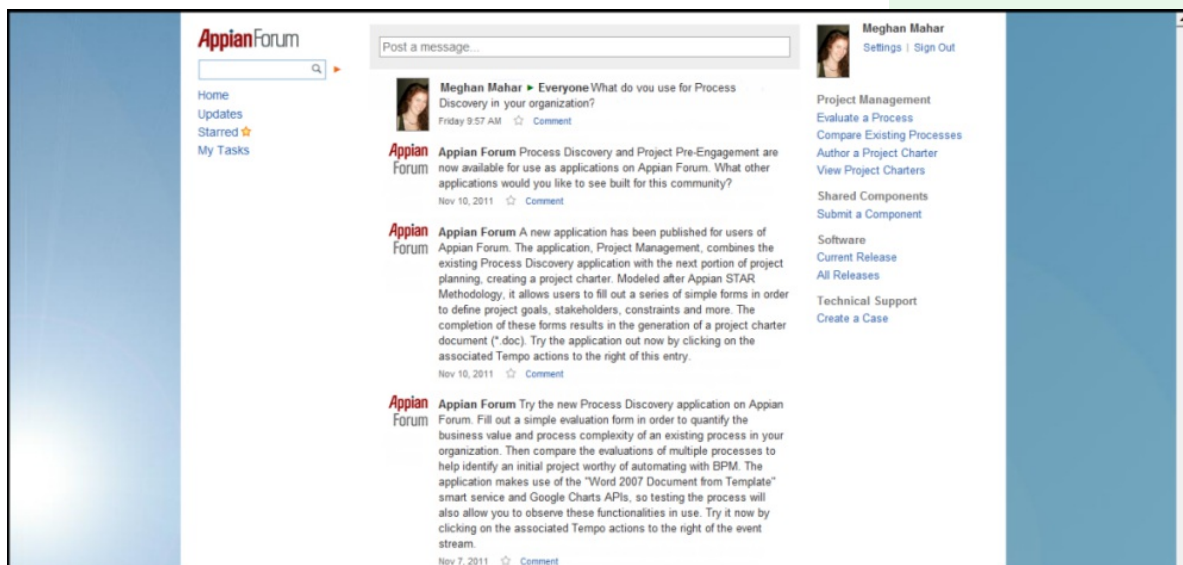
The Tempo web interface allows you to review feed events, comment, and post messages (if enabled). Some events may require actions on your part, which you can initiate using the actions listed in the right navigation, or by opening a case from a link on an event.

Some events may include a small report that includes additional details regarding the event. Click **More Info** to display this report.

If you post a message or a comment, you'll receive email notifications when other people reply. Emails are also sent if an application event is posted that lists you as the author.

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Accessing Tempo

To access Tempo, users with viewer rights to Tempo just need to enter the Appian root server address (e.g, <https://my.appian.com/suite>) from a web browser.

Feeds

Selecting Feeds from the Catalog

- In the **Tempo** select the **Settings** link in the right navigation.
 - The **Catalog** is displayed.
 - Available feeds for published events are listed, grouped by application.
 - A checkmark  appears next to feeds that are subscribed.
- Click **all** to resubscribe to all feeds. — or —
- Click **Personalized** to only resubscribe to feed events that are designated for groups you belong to.
 - Application designers must select a [personalizedFeedGroup](#) to enable the additional filtering to take place.
 - A person  appears next to feed subscriptions that you want to have personalized.

Unsubscribing to Feeds


- Rest your pointer on an event. The **Unsubscribe** button appears on the item.
 - Click the **Unsubscribe** button. — or —
- Click [Your settings](#) to unsubscribe from feeds and manage your subscriptions.
- (If message posting is enabled by your administrator) You cannot unsubscribe from messages.
- You cannot unsubscribe from tasks assigned to you or a group that you belong to.

Posting Messages

- This feature **must be enabled** by your administrator.
- Click the **Post a message field**. A larger text field is displayed.
- Type your message in the field provided.
 - You cannot add messages that are longer than 1000 characters.
- Select a **Message Audience** to use when targeting your message.

- If you target your message to a selected group, only members of that group are able to view the message.
- If your security settings change during the time it takes for you to compose a message, your message might not be sent to a selected group.
- Your administrator [is able to add groups](#) to use for targeting.
- System administrators can post messages to any group, and read messages posted to any group.
- Click **Post**.
- Take care when posting. Posted messages cannot be deleted.

Viewing Feed Events

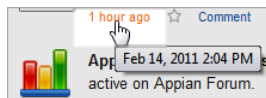
- When you view the Tempo, initially all public events, eligible secured events, comments, and messages are displayed (with the [Home](#) filter).
- Secured events are only displayed to you if you are a member of a targeted group.
 - A secured posting displays the  icon next to the timestamp.
 - Rest your pointer on the lock to display the group that is being targeted.
- You can filter the postings by the standard filters and application filters displayed in the left navigation.

Searching Feeds

- Type a word (or the first part of a word) into the search box and press Enter to find events and messages that contain the search term
- Enter multiple words to search for items that contain all specified terms
- The following are not searched:
 - Comments and hazards
 - Task titles
 - User names such as message author names
 - Event source system names
 - Event Data ("More Info")
- Select a filter to leave the search results view and resume browsing

Retrieving the Message's Intuitive URL

- Click the timestamp on a posting.



- The message post details view displays.
- The URL for the message post details view is the intuitive URL. You can send this to other users for quick access to the message post.

Filters

Home

This filter lists events from all feeds, except those that you elected to unsubscribe from.

- All messages targeted to you (or everyone) are listed.
- Messages and tasks are displayed.
 - You cannot unsubscribe from messages or tasks.
- The most recent postings are listed first.
- Older posts that were commented on recently are not promoted.

Updates

This filter lists subscribed feed events, sorted to show the most-recent activity (posting or comment) listed first.

- Older posts that were commented on recently are promoted.
- Messages and tasks are displayed.

Starred

This filter lists favorite feed items that you selected by clicking or tapping the star marker on a posted event or message.

My Tasks

This filter lists tasks assigned to you or to a group that you belong to. Clicking a task in the Tempo web interface displays it in the [Application Portal](#).

- Tasks that are assigned to you, or a group that you belong to are listed.
- Some tasks display an approval link. Click **Approve** to submit the task without displaying and completing the form.
- Events from feeds are not displayed.
- Messages are displayed.

Commenting

Add a comment to an event or message in the following manner.

- Select the **Comment** link on a posting or message.
- Type your message in the field provided.
 - You cannot add messages that are longer than 1000 characters.
- Click **Comment**.
- An email alert is sent when another user replies.
- Comments are not supported for task entries.
- If you can see a feed entry, you can see its comments.

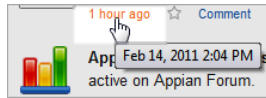
Viewing Comments

- When viewing the web interface, the two most recent comments are displayed on each entry.
- Click **Show all # comments** to expand the available comments.
 - Up to 50 comments are displayed in the feed when comments are expanded.
 - Expanded comments are hidden upon refresh.
 - Up to 1,000 of the most-recent comments to an entry can be displayed in the posting details view.

Retriving Direct URLs

You can view a posting and all its comments on a separate page in the web interface, in the following manner.

- Click the timestamp on a posting.



The posting details view is displayed.

Note: Each posting details view is assigned its own URL (or permalink). This URL is displayed in the Address Bar of your browser when viewing the posting details.

Copying the Link to the Posting Details View

- Right click the timestamp on a post.
- Select **Copy Shortcut** in Internet Explorer.
- or —
- Select **Copy Link Location** in Firefox.

Hazard Alerts

These comment messages are generated by the system to highlight process problems. They display an exclamation mark icon and appear with a shaded red background.

Taking Action

The links listed in the right navigation allow you to activate a task, or a sequence of tasks.

- Click the link to start completing the selected task(s), which may include tasks that are assigned to other users.
- Any tasks that are assigned to you by the application can be viewed by clicking the **My Tasks** filter in the left navigation.

Accessing the Application Portal

Since: 6.6.1 The actions available to users in the right navigation are categorized by application.

- Click the application name to open it in the Application Portal.

Open a Case

Some events may call for you to manage a problem, or an incident. Such events list an **Open a Case** link on the posting.

- Click the **Open a Case** link on a posting to launch a case-management application.
- (Optional) Add additional comments or details to the case in the field provided.
- Any details that you add to the case are listed in a comment that is posted as a reply to the event.

Your Settings

You can manage feed subscriptions and feeds targeted (personalized) to your group.

- Click **Settings** (below your name) in the right navigation. The **Settings** page is displayed, listing the **Catalog**.

Changing Your Alert Settings

The email notifications that you receive regarding your tempo messages and comments can be adjusted to be sent hourly, daily, weekly, or never.

- Open the **Application Portal**.
 - In the Address bar of your browser, type `/suite/apps` after your server's domain name, instead of `/suite/tempo`.
 - For example, type `https://forum.appian.com/suite/apps` in place of `https://forum.appian.com/suite/tempo`.
- Select **Alerts** in the header.
- Select **Feeds**.

Updating Your Picture

- Open the **Application Portal**.
 - In the Address bar of your browser, type `/suite/apps` after your server's domain name, instead of `/suite/tempo`.
- Select **Home** from the application list.
- Select the **My Profile** tab.
- Click the **Upload Picture** button on the toolbar.

Dates

- Non-Gregorian calendars (Islamic calendars) are not currently supported in the Tempo interface.
- If you have selected a non-Gregorian calendar in **your preferences**, you continue to see dates in formatted using the Gregorian calendar.

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