From: Marshall, Jessica
To: Warner, Matthew
Cc: Meadows, Sandra; Freeman, Christina; Harrison, Jonathan; Wahlsmith, Alyssa; Boothman-Carpenter, Lani
Subject: Travel page requests revised
Date: Thursday, August 24, 2017 2:22:08 PM

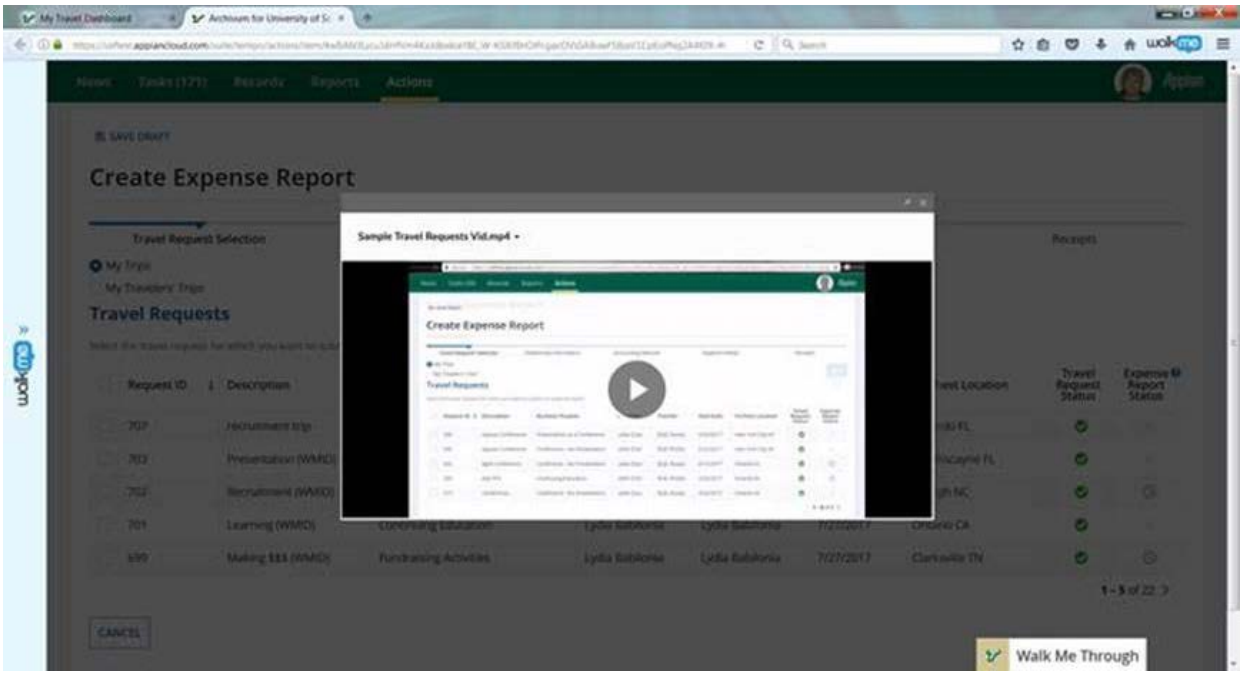
Hi Matt,

Here are the updated changes for user experience/best practices concerning the Archivum Travel page.

1. In order to avoid corruption issues and ensure universal access, we have converted the DocuSign Instructions to a PDF that is being housed in Box. Please have it open in a new window for users.

Archivum Travel DocuSign Instructions	https://usf.box.com/v/archivum-travel-docusign

2. So that a user can stay on the Travel Training page and still get the information that they need from the videos, please have all videos open in a lightbox like the one pictured below.



3. All the videos are now housed in Vimeo in order to provide the best viewing. Please update the links.

Archivum Travel: How to Create a Travel Request	<iframe src="https://player.vimeo.com/video/227415636" width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
Archivum Travel: Creating a Travel Expense Report	<iframe src="https://player.vimeo.com/video/225257356" width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
Archivum Travel: Creating a Post-Travel Authorization	<iframe src="https://player.vimeo.com/video/225267521" width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
Archivum Transaction Approval for HR Supervisors and Fiscal Approvers	<iframe src="https://player.vimeo.com/video/224910752"

	width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
DocuSign	<iframe src="https://player.vimeo.com/video/226320139" width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>

Thank you,
Jessica