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Logging In
Note: Those initiating the forms do not need to log in. Only those who approve tasks are required to sign in to Frevvo.

Logging in Instructions:
When you select the hyperlink to access the form, you will be taken to the Boise State single sign on screen (SSO). Enter your Boise State login credentials on the screen provided and Log In.

To access Frevvo directly after logging into My Boise State
https://app.frevvo.com/frevvo/web/tn/boisestate.edu/login

Please enter your Boise State username and password.

Username:

Password:

Log In

Reset/Create Password
For assistance, contact the Help Desk at The Zone
(208) 426-4357 | helpdesk@boisestate.edu
Printing in Frevvo

1. Simple Right-Click Functionality
In any of the graduate college forms produced using Frevvo, you can “right-click” anywhere in the form to choose “print” from the menu that opens. You then will be able to sue your printer dialogue as you normally do.

2. Printing to PDF document
In the top right hand corner of the form there is a blue box labeled “print form”. When clicking this button your form is automatically downloaded into a PDF document.
Saving Tasks in Frevvo
If you are working on a task and need to complete it at another time, simply click the “Save” icon at the bottom of the form.

See the Frevvo User Guide – in particular, the section on searching Frevvo – for information regarding how to find your saved tasks. Saving a task will not send it to the next user. To send the task to the next user in the workflow, you must click the “submit” instead of “Save”.

Searches, Recent Tasks and Saved Tasks

Part I: Searching in Frevvo

Step 1 (Mandatory): Clicking the Magnifying Glass Icon
After you’ve logged into Frevvo, click on the icon that looks like a magnifying glass on the upper left-hand side of the home page near your “My Tasks.”

This will open the search form.
Step 2 (Mandatory): Choose the correct form name
In the “Form/Flow” drop down box, choose the workflow in which you want to search. For example if you want to find documents related to Academic Adjustments, you should click the “Request for Approval of Academic Adjustment.”

Step 3 (Mandatory): Click Submit
Click the “Submit” button at the bottom of the search form. Unless you provide additional search criteria (as described below), the search will take some time to run and will return all submissions for your program that have occurred in the particular Form/Flow.

Step 4 (Mandatory): Click the Audit Trail Icon to View the Status
Find the submissions (or documents) you want to view. For example, in the Application for Admission to Candidacy workflow, you will be able to see the name of the student who submitted the form below the audit trail icon.
To view the status of a particular submission you’re seeking, click the Audit Trail icon on the right side of the submission results under the date. It looks like a rectangle with two arrows.

The first column of the Audit Trail (from left to right) will identify the “status” of the particular result you’re seeking. Please see the Frevvo User Guide for submission status definitions.

The second column of the Audit Trail (from left to right) will identify the user who assigned the task to the

Step 5 (Optional): Choose a Start Date for Your Search
To better refine your search and limit the number of possible search results, enter a “Start Date” in the search form. The search will only return results submitted on or after this date.

Step 6 (Optional): Choose an End Date for Your Search
To better refine your search and limit the number of possible search results, enter an “End Date” in the search form. The search will only return results submitted on or before this date.

Step 7 (Optional): Choose the Submission Status
To better refine your search and limit the number of possible search results, choose a status in the “Submission Status” drop down box. The search will only return results with the particular submission status.
Please see the Frevvo User Guide for submission status definitions.

**Step 8 (Optional): Choose to Search for Errors Only**
If you only want to search for results with errors in the system, click the check box next to the word “Yes” in the search form.

### Part II: Recent Submissions & Tasks

**Step 1 (Mandatory): Clicking the Clock Icon**
After you’ve logged into Frevvo, simply click the icon that looks like a “clock” on the upper left-hand side of the home page near your “My Tasks.” The “clock” icon is between an icon that looks like an envelope and an icon that looks like a 3.5” floppy disk.

**Step 2 (Mandatory): Click on the Audit Trail Icon**
See Part I, Step 4 above for details regarding how to use the Audit Trail to find the status of recent submissions and tasks.
Part III: Saved Tasks

Step 1 (Mandatory): Finding Your Saved Tasks
After you’ve logged into Frevvo, you have two methods for finding your “Saved Tasks.” Saved Tasks are those tasks where you previously “saved” your work in a workflow to finish at another time. For more information about saving your tasks, see the Frevvo User Guide.

Your first option is to simply look at your “My Tasks” on the home screen when you log into Frevvo.

Your second option is to click on the icon that looks like a 3.5” floppy disk on the home screen. It is located near your “My Tasks” between the icon that looks like a clock and an icon that looks like a magnifying glass.

Step 2 (Optional): Completing Your Tasks
Review the list of your “My Tasks” to identify which task you’re seeking. Once you have identified it, click the ► icon under the date and above the task indicated by the students name and form to re-enter and complete the task.

Step 3 (Optional): Click the Audit Trail Icon
Review the list of your “My Tasks” to identify which task you’re seeking.
Accessing and Modifying Workflows

Step 1: Search for a Task

Step 2: Click the Pencil Icon
Click the “pencil icon” within the task you are seeking to modify (i.e., below the date on the right-hand side). Only some personnel have authority to modify tasks, so you will likely need to speak with Graduate Admissions for assistance.

Step 3: Revise as Appropriate
Using the checkbox at the top or three drop down boxes, you can: (i) abort this task; (ii) assign the task to a different user; (iii) assign the task to a different role (unlikely); or (iv) reset the task to a different step in the workflow. Always provide a rationale in the “reason” box and then click “Submit.”
Frevvo Status Definitions
The following statuses are used throughout Frevvo, but in particular, search results. The following definitions will help you understand the significance of what you are viewing:

1. **Saved/Pending:** All tasks that are “Saved” or “Pending.” This provides all open tasks for a particular form/flow.
2. **Saved:** Only those tasks which were created when users clicked the “Save” button on the form/flow to save their partially filled forms.
3. **Pending:** All tasks which are pending – meaning someone else put these tasks in the users’ task list.
4. **Submitted:** All tasks which are completed, i.e. the form/flow for which this task was created has been submitted.
5. **Aborted:** All tasks that were deleted/aborted, so the form/flow was never submitted.
6. **Waiting:** All tasks that have an Email activity (as shown below).

![Frevvo Status Definitions](image)

Help Desk and Contact Information

1. If you have technical difficulties using the Graduate College forms, please contact the OIT Help Desk at 6-HELP (6-4357) or helpdesk@boisestate.edu.
2. If you have non-technical questions about your form submissions please contact the Graduate Admissions Office at (6-3903) or gradcoll@boisestate.edu.
3. If you need to update the contact information for your programs Graduate Program Coordinator please contact Graduate Admissions at (63903) or gradcoll@boisestate.edu.
Process Flow for Graduate College Forms

**Part 1: Student initiates Graduate College Form**
Students will initiate the Graduate College Frevvo forms by clicking on a link provided on the Graduate College forms website. Student will complete the form and click the submit button.

**Part 2: Graduate Program Coordinator Review and Approval**
Forms will be routed to the Graduate Program Coordinator for the program which the student entered on the form. Graduate Program Coordinators will approve or deny the request. If a form is denied the Graduate Program Coordinator may work with the student to update the form or ask the student to submit a new form.

**Part 3: Graduate Admissions Review and Approval**
Once Graduate Admissions receives an approved form it will be moved into a queue for processing. If you would like to check the status of these forms you may contact your graduate admissions representative.

College of Arts and Sciences – Briana Hobbs, 63914, brianahobbs@boisestate.edu

College of Business and Economics – Linda Platt, 61074, lplatt@boisestate.edu

College of Education – Greg Gaskill, 61337, ggaskill@boisestate.edu

College of Engineering – Greg Gaskill, 61337, ggaskill@boisestate.edu

College of Health Sciences – Linda Platt, 61074, lplatt@boisestate.edu

School of Public Service – Briana Hobbs, 63914, brianahobbs@boisestate.edu