Benchmarks Online

Volume 3 - Number 3 * March 2000

Feature Articles

Campus Computing News

This month, Dr. Leatherbury provides news of a substantial expansion of the Information Sciences Building and a new Web publishing policy that is in the works.

Remedy: Take the Cure

This is an extensive revision of last month's article on Remedy. UNT's automated trouble call tracking system..

GroupWise Document Management: Storing Documents

This is the second in a series of articles on the topic of GroupWise Document Management.

Loads O'Links

Once in awhile we like to highlight UNT Web sites that are of interest to the campus community but may have escaped your detection. The last time we printed such a list was in June of 1999, so we've been overdue . . .

Don't forget to check out our monthly columns. This month's topics:

- **RSS Matters** -- "Resampling Based Statistics in S-Plus"

Online

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The Network Connection **--** "Mailing Lists: Alive and Well"

- **List of the Month** **--** "The Frugal Life"

- **WWW@UNT.EDU** -- "ApacheCon"

- **Short Courses** -- Update on the various courses offered this semester and other training opportunities on campus.

- **IRC News** -- Minutes of the December, 1999 and the February, 2000 meeting.

- **Staff Activities** -- New employees, employees that have resigned, staff professional presentations and more are included in this article.

RSS Matters

Resampling Based Statistics in S-Plus

By Rich Herrington, Research and Statistical Support Services

This month we take a look at the bootstrap resampling capabilities of S-Plus. S-Plus has general bootstrapping functionality available so that nearly all statistical functions and expressions can be bootstrapped. S-Plus provides both parametric and nonparametric bootstrap confidence intervals.

From the main menu bar, we access the resampling menu from: **Statistics - Resample - Bootstrap**.
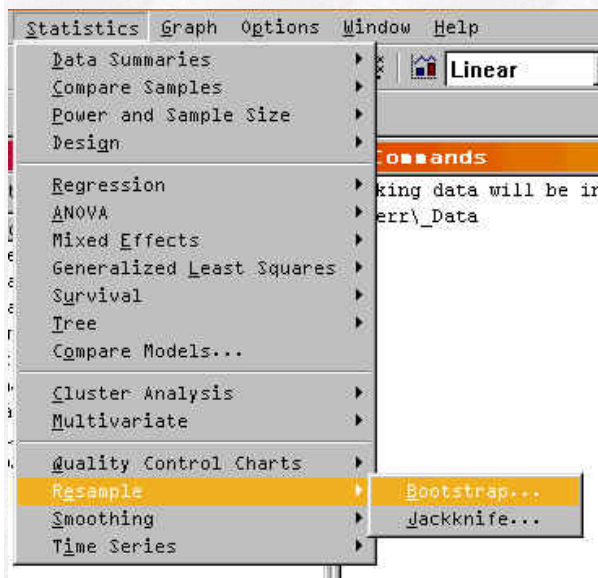
The menu for the Bootstrap facilities has five entry areas for initializing the Bootstrap analysis: **Model, Options, Results, Plot,** and **Jack After Boot**. Each of these option tabs are initialized with default values. However, the critical entry field which does not have a default entry is the **Expression** entry field. Entering an expression to bootstrap can be tricky as this assumes that the user has some knowledge of the syntax of the S-Plus language.
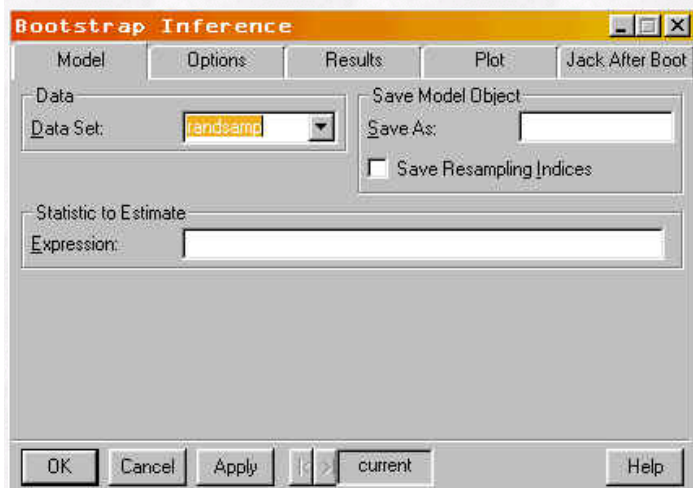
One way of avoiding having detailed knowledge of the syntax used to generate a particular analysis, is to generate the analysis before hand from the drop down menu system. Once this analysis has been run, the syntax used to generate the analysis is displayed. Essentially, the drop down menu system generates the syntax as entry fields are filled in. After an analysis is run from the menu system, this syntax can be saved, cut and pasted back into the **Expression** entry field. In the following example we will perform a four-group MANOVA with four dependent measures.

Example

The data set we will use for our analysis will have four groups: a control group and three experimental groups (c1, e1, e2, e3). We see a screen capture of the object browser and the data worksheet:
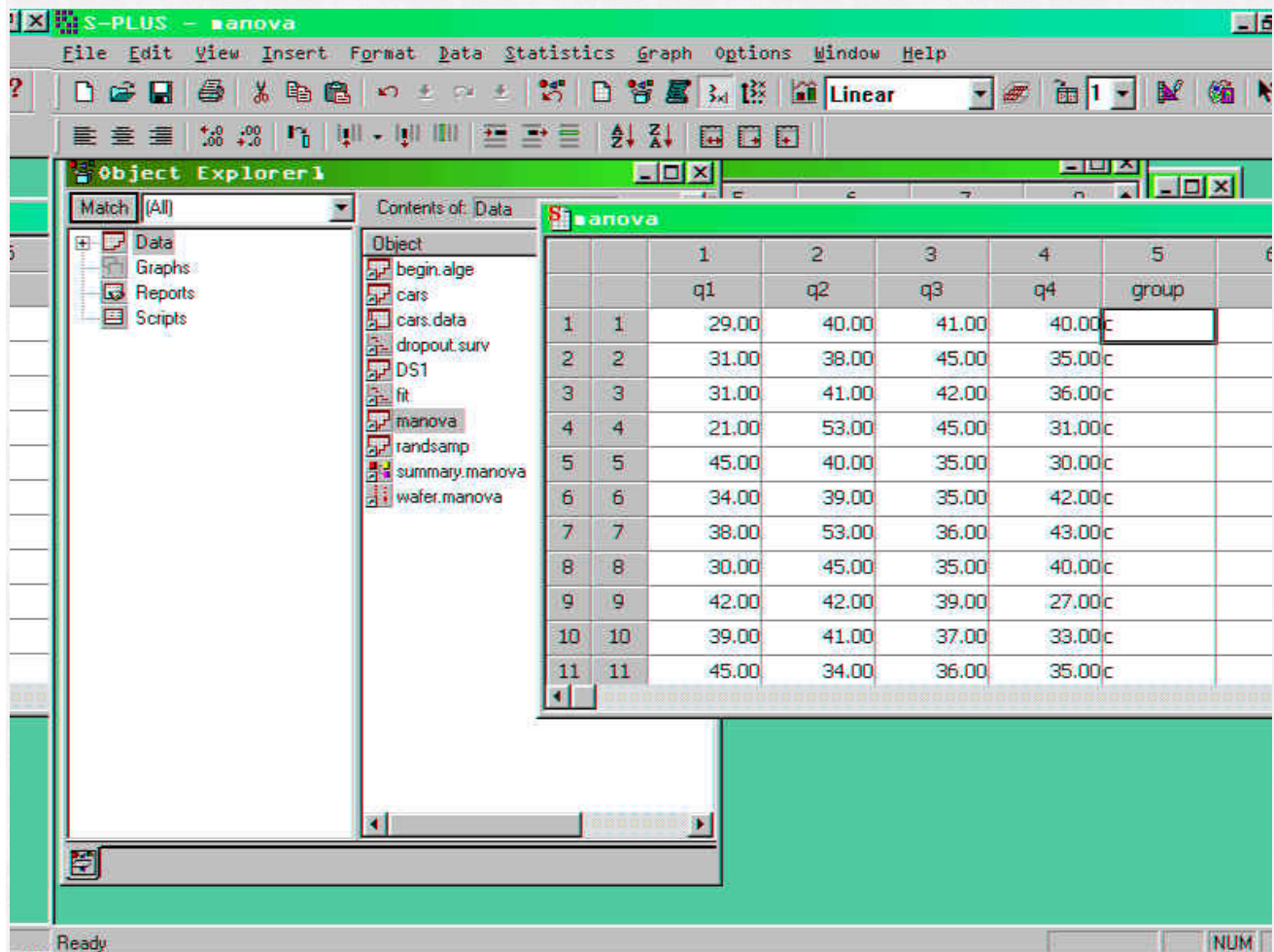
From the main menu bar select: **Statistics - Multivariate - MANOVA**. Select the **Create Formula** tab. Fill out the create formula tab with the following specifics. First select q1 through q4 and click **Add Response**. Then select group and click **Add Main Effect**:
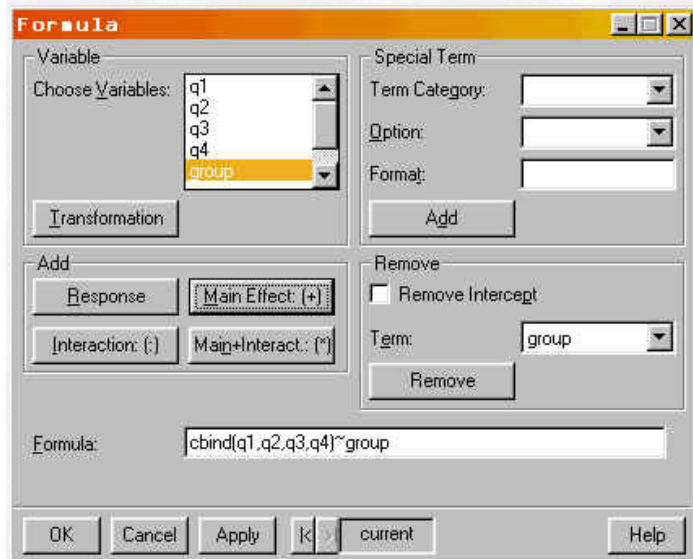
Select **OK** to return to the previous menu. Select **OK** once more to actually run the analysis. In the report window we see the following:

```
*** Multivariate Analysis of Variance Model ***

Short Output:
Call:
    manova(formula = cbind(q1, q2, q3, q4) ~
        group, data = manova, na.action =
        na.exclude)

Terms:
                group Residuals
Deg. of Freedom     3       123

Estimated effects may be unbalanced

Analysis of Variance Table:
          Df Pillai Trace approx. F
    group 3    0.0775        0.8089
Residuals 123
          num df    den df    P-value
    group     12       366     0.6413
Residuals
```

The calling function is listed under **Call**. Copy the **manova(formula.....)** and paste this into your **Commands window**. Use the **summary** function to summarize the call to the manova function. Assign this summary to an object, **man.out**, for example:

```
> man.out<-summary(manova(formula = cbind(q1, q2, q3, q4) ~
+       group, data = manova, na.action =
+       na.exclude))
> man.out
          Df Pillai Trace approx. F num df    den df    P-value
    group 3    0.0775        0.8089     12       366     0.6413
Residuals 123
> names(man.out)
[1] "row.names"    "SS"          "Df"          "Eigen.values" "Stats"        "test"
>
```

Typing **man.out** by itself displays the contents of this object.**names** displays the components of this list. We have six components to this list. To extract the fifth element **"Stats"**. We have to index the list in the following fashion:

```
> man.out[[5]]

, , Statistic
        pillai wilks lambda hotelling-lawley roy largest
group 0.07751211    0.9240134       0.08059128  0.05130897

, , approx. F
        pillai wilks lambda hotelling-lawley roy largest
group 0.8089407    0.8029447       0.7969582    1.564923

, , num df
      pillai wilks lambda hotelling-lawley roy largest
group     12         12              12              4

, , den df
      pillai wilks lambda hotelling-lawley roy largest
group   366      317.7817           356           122

, , P-value
        pillai wilks lambda hotelling-lawley roy largest
group 0.6412999    0.6474587       0.6537033   0.1879375
> man.out[[5]][2]
[1] 0.9240134
> man.out[[5]][3]
[1] 0.08059128
> man.out[[5]][4]
[1] 0.05130897
> man.out[[5]][5]
[1] 0.8089407
> man.out[[5]][12]
[1] 4
>
```

We see that wilks lambda (.9240) is the second index for the fifth element of the list, **man.out**. So the complete calling

function to the bootstrap function will be:

```
> summary(manova(formula = cbind(q1, q2, q3, q4) ~
+       group, data = manova, na.action =
+       na.exclude))[[5]][2]
[1] 0.9240134
>
```

This calling function returns a value of .9240 for wilks lambda for this particular data set. We need to copy this function call: **summary(manova.......))[[5]][2]**, into the **Expression** window on the bootstrap menu.
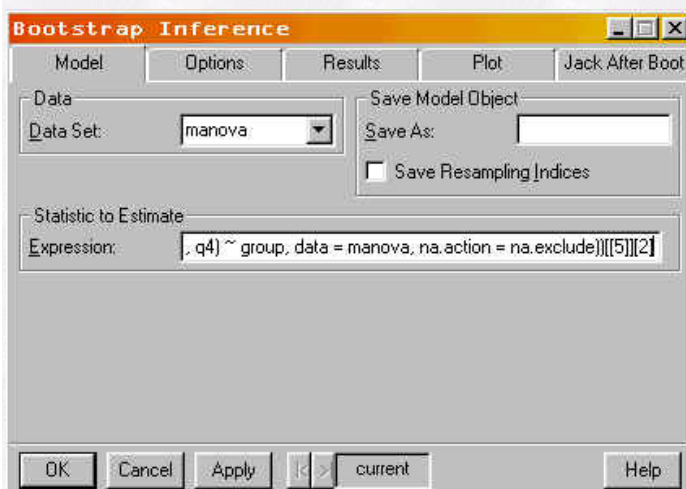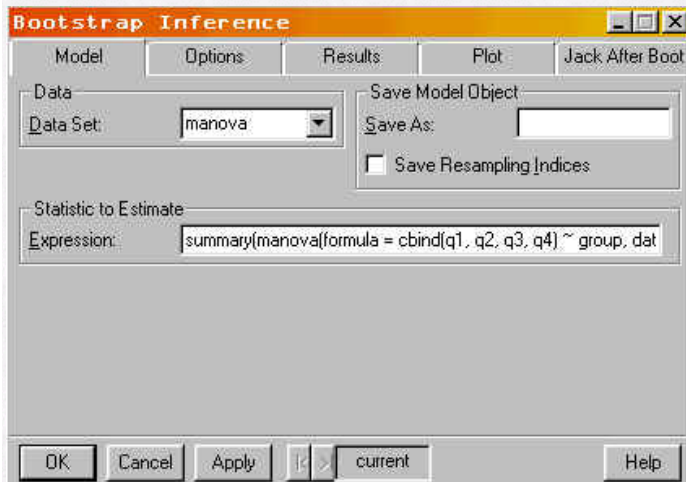
For the **Options** tab we need to select the grouping variable and how many bootstrap iterations we need:
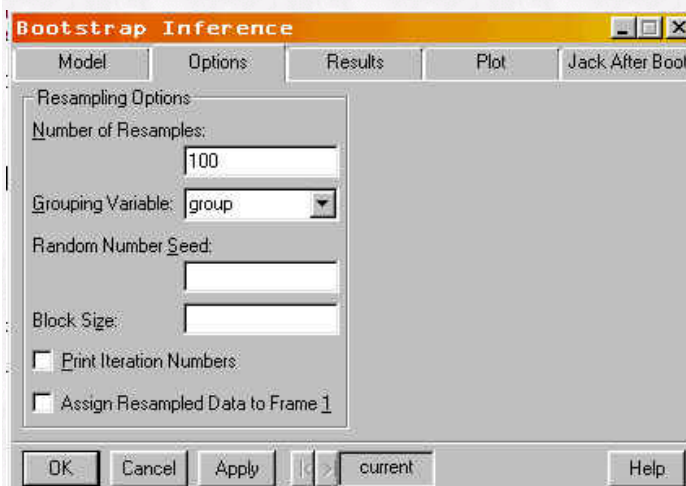
For the **Results** tab we select **empirical percentiles**:

```
Bootstrap Inference                          _ □ ×
   Model        Options       Results       Plot      Jack After Boot
 ┌Printed Results──────────────┐ ┌Percentile Options───────────┐
 │ ☑ Summary Statistics        │ │ Percentile Levels:  c(0.025,0.05,0.95, │
 │                             │ │                             │
 │ ☑ Empirical Percentiles     │ │                             │
 │                             │ └─────────────────────────────┘
 │ ☑ BCa Percentiles           │
 │                             │
 │ ☐ Correlation Matrix of Estimates │
 └─────────────────────────────┘

  OK    Cancel   Apply   |< >|  current                    Help
```

For the **Plot** tab we select **Normal Quantile-Quantile** to see how well the sampling distribution matches with "normal distribution" theory.

```
Bootstrap Inference                          _ □ ×
   Model        Options       Results       Plot      Jack After Boot
 ┌Plots────────────────────────┐
 │ ☑ Distribution of Replicates │
 │                             │
 │ ☑ Normal Quantile-Quantile   │
 │                             │
 │                             │
 └─────────────────────────────┘

  OK    Cancel   Apply   |< >|  current                    Help
```

Selecting **OK** generates the following report window:

```
        *** Bootstrap Results ***
Call:
bootstrap(data = manova, statistic = summary(manova(formula = cbind(q1, q2, q3, q4) ~ group, data
        = manova, na.action = na.exclude))[[5]][2], B = 100, group = group, trace = F,
        assign.frame1 = F, save.indices = F)

Number of Replications: 100

Summary Statistics:
      Observed    Bias   Mean      SE
Param    0.924 -0.08357 0.8404 0.05491

Empirical Percentiles:
           2.5%        5%        95%       97.5%
Param 0.7348601 0.7518553 0.9250432 0.9352212

BCa Percentiles:
           2.5%        5%        95%       97.5%
Param 0.9100873 0.9213088 0.9448852 0.9448857
```
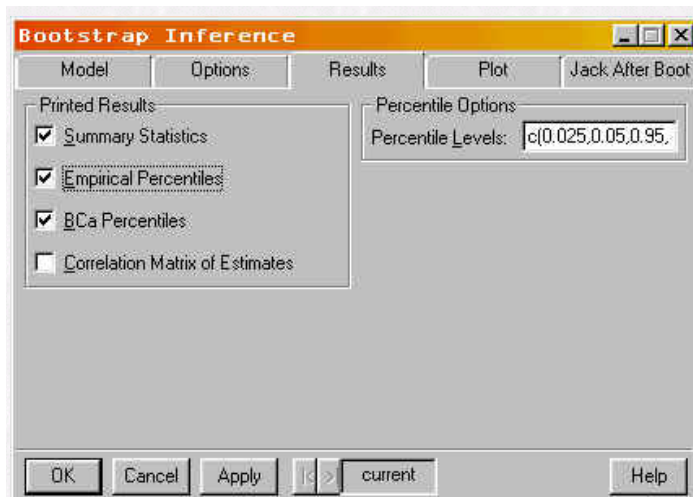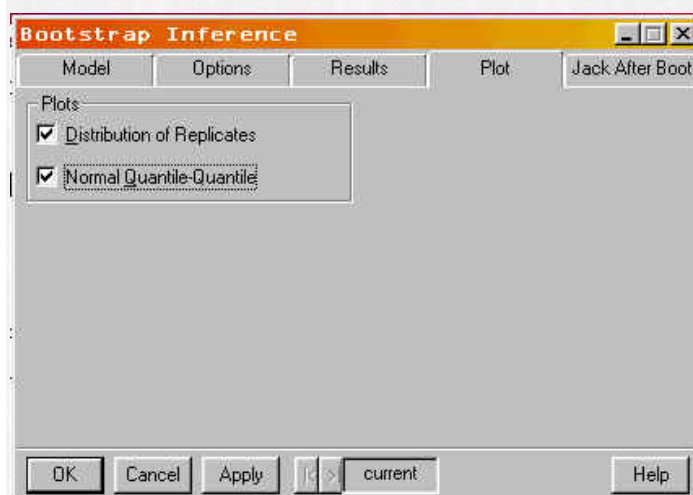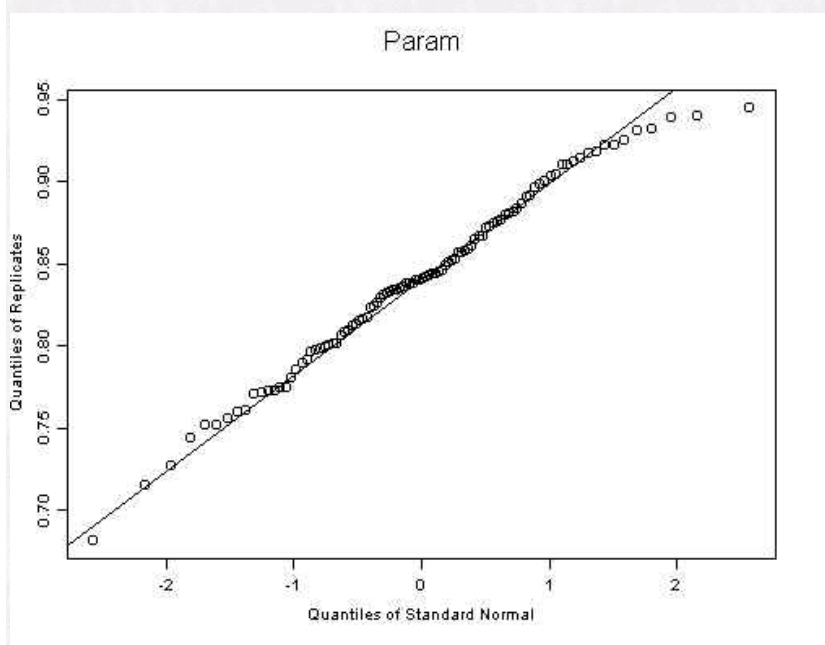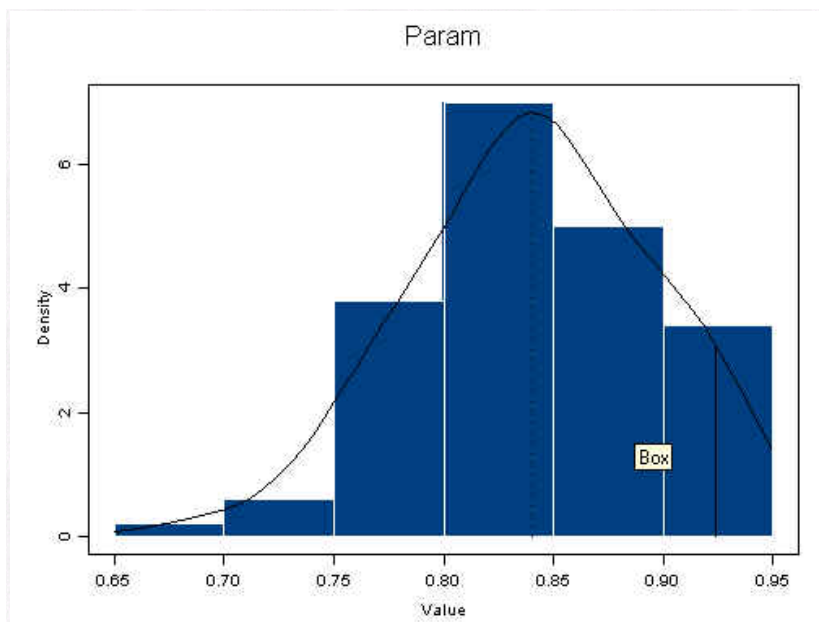
And the following plots:

Param

Param

We see that the empirically resampled sampling distribution for wilks lambda follows normal theory fairly closely except for the right tail region. We see that the upper and lower cut-offs for the 2.5/97.5th and 5/95th percentiles both contain the observed value of wilks lambda. We take this as a failure to reject the null hypothesis for wilks lambda. In general the BCa percentiles will be more accurate than the empirical percentiles.

Further Reading

Davison, A.C. and Hinkley, D.V. (1997). *Bootstrap Methods and Their Application*. Cambridge University Press.

Efron, B. and Tibshirani, R. J. (1993). *An Introduction to the Bootstrap*. San Francisco: Chapman & Hall.

Network Connection

By **Dr. Philip Baczewski**, **Associate Director of Academic Computing**

Mailing Lists: Alive and Well

The Internet has seen many changes in its relatively short lifetime. It has only been 5 years that the Internet has seen widespread popular use and only 5 years or so before that saw the Internet widely used in education. E-mail has remained an Internet staple, but the World Wide Web has subsumed many of the innovative information services under development 10 years ago. Maybe because E-mail has remained such a popular service electronic mailing lists have also maintained their popularity and continued their proliferation. New mailing lists are still created daily and the topics they cover continue to be more varied.

Shades of the past

The electronic mailing list predates the Internet as we know it today. It's progenitors were the BITNET LISTSERV mailing lists that popped up in the late 1980s. BITNET is long gone, but LISTSERV, in a more contemporary version, remains a primary software tool for mailing list services. The basics of the mailing list have not changed either. The idea is to send one message to a central source to be redistributed to a group of E-mail addresses. This one-to-many architecture maximizes efficiency of E-mail communication within a group. As much as technology has changed, this idea remains still powerful and useful.

Electronic mailing lists are used in two ways. One is as a discussion list, providing the ability for the exchange of information within a group. The other use is as an information distribution channel. In the latter case, the information is generated from one source and sent to the group, such as an e-magazine or item-of-the-day service. As a discussion list, there is not much which does a better job of allowing people to communicate in an "out of-time" fashion. There are many ways to distribute e-magazines and such, but E-mail remains an efficient and easy way to do so. As long as we have E-mail, mailing lists will continue to be popular.

Name your topic

The variety of topics for mailing lists continue to be varied. Consider the following recently announced offerings:

"A free bi-monthly e-zine offering free help to creative writers."

"MEDIA PROFESSIONAL newsletter features the best of the Web for those in publishing, marketing, advertising and new media."

"...an unmoderated discussion list where anything goes ... for the daring, for those who would like to sample and live the uncensored way of the Internet, as it once was."

"...a list for fans of the humor columnist Dave Barry."

"The Enigma list was formed to encourage prof. Mentalists and those with a genuine interest in the art to discuss exchange ideas etc."

"A moderated mutual assistance support group, self-help forum, and wide ranging idea exchange. Subscribers brainstorm ethical business procedures, interpersonal relationships, time management, and client relationships - all from a Jewish perspective."

"This weekly electronic newsletter is formed in a 'briefs' format to get you the information you need to stay politically informed."

"Palimpsest is a free, quarterly Internet magazine devoted to short stories of all genres...."

"Current Surgical News and Medical Information for Surgeons and Healthcare Professionals from a wide range of sources, delivered daily in text or html format."

" Published daily, the GlobalMecca.com "Daily Vibe" is focused on minority history, culture, and Net resources."

"Our free monthly Newsletter contains a lot of information, links and tips about how-to-lose Weight and keeping it off. "

"Get useful ideas and practical advice on how to make your [web] site friendlier and easier to use, and therefore do what it's supposed to do! "

"Starfish is a daily message of encouragement or enlightenment intended to brighten your day and to promote random acts of kindness."

...you get the idea.

Finding your List

The above is just a sampling of the mailing lists that are being announced on a daily basis. One way to find out what's new is to subscribe to the NEW-LIST mailing list. This is part of the Internet Scout project (http://scout.cs.wisc.edu/), an information service partially funded by a grant from the National Science Foundation, number NCR-9712163. If you want to subscribe to NEW-LIST you can visit http://scout.cs.wisc.edu/misc/subscribe2.html. If you'd rather search for a list on a particular topic, you can visit http://scout.cs.wisc.edu/caservices/new-list/search.html and see what you can find in the NEW-LIST archives. You can also visit the L-Soft site (the source for the LISTSERV software) and search for LISTSERV mailing list on any number of topics: http://www.lsoft.com/lists/list_q.html. Lastly, every month *Benchmarks Online* has a "List of the Month" feature that you might find useful.

However you find it, there is likely a list out there for you. Mailing lists have been an effective part of the Internet because they build communities of people with similar interests. Your community is awaiting. All you need to do is find it.

Comments, Questions? Send them to Philip Baczewski.

List of the Month

Each month we highlight one Internet, USENET Special Interest Group (SIG), or similar mailing list or Website.

The Frugal Life

According to their Website (http://www.thefrugallife.com/), "The Frugal Life is a free e-mailed newsletter delivered on Thursday of each week. Our newsletter is written primarily by Sarah Kennington and other web authors. The purpose of this newsletter is to encourage families to learn how to do more with their current assets. We are a family oriented newsletter and all information is written appropriately. No e-mail addresses will ever be sold to anyone for spamming purposes."

To give you an idea about topics covered, here is a selection from their Website:

- Banking
- Budgets
- Coupons
- Credit Cards
- Debt
- Decorating
- Debt Free Living
- Family Issues
- Financial Issues
- Frugal Tips
- Frugal Lifestyle Changes
- Garage Sales
- Gardening
- Gift Giving Ideas
- Home Based Business
- Home Decorating
- Home Made Products
- Insurance
- Investing
- The Frugal Mind
- Vacations
- The Herbal Medicine Chest
- Lawnmowers
- Living The Frugal Life
- Miserly Moms
- Not Just Beans
- Personal Mortgage Insurance
- Rebates
- Recipes
- Savings Club
- Single Income
- Stay At Home Parent

To subscribe visit http://www.thefrugallife.com/ or send an E-mail to frugallife-subscribe@topica.com.

WWW@UNT.EDU

By Mark Wilcox, Campus Web Administrator

ApacheCon

During the second week of March, I attended this year's ApacheCon (www.apachecon.com) where I also presented a paper on Apache and LDAP. For those who don't know, Apache is a free open-sourced Web server and according to most surveys of Web server usage, Apache is used by more Web sites than any other. It was also the only Web server to see market growth last year.

The conference was a great success. They had double the number of people show up at the door as they did who registered beforehand. Even with this increase of attendees, the conference was still small enough that one didn't feel overwhelmed or lost in the crowd.

One of the truly neat things about the conference (and perhaps because of the nature of open source*) was that I was able to meet the people who have played an active role in making Apache a success. The first night, after hours, I was at the hotel lounge hanging out with the CEOs of Covalent (who specialize in supporting Apache and now pay the salaries of the majority of the Apache 2.0 team so they can concentrate on Apache) and ActiveState (who specialize in Perl and Python development/support) as well as Doug McEarn (the author of mod_perl which enables you to integrate Perl with Apache) and Greg Stein (the author of mod_dav, which turns Apache into a WebDAV server which makes Web publishing much easier). This was a bit like being at a bar in the early 80s and finding out you were sitting in on a conversation with Bill Gates and Steve Jobs before they became too big for us common folk to know them.

I can proudly say that I now count most of these guys (sorry there were not that many women there) as friends. I learned a lot about what makes Apache go, where it's headed into the future and more importantly that the notion of a meritocracy (where your status is based on what you contribute, not how much money, color, etc) can really work. Because I know so much about LDAP and the friendly bunch that they were, I was able to help get my ideas about LDAP into the future versions of Apache. I've even signed on as a member of the new-httpd mailing list to help out with future version of Apache (you can do this as well, just by visiting www.apache.org). I don't think you could ever go anywhere and really have a chance of either meeting most of the developers of any other major piece of software like this and you definitely wouldn't have a voice in future development unless you were a really big company.

I can proudly say that the conference was a success for myself professionally (my presentation was standing room only and many people told me how much they liked it) and personally (the number of people I met). I can't wait until next year ;).

Until next time.

Mark

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*See "Doing it in the Open" for more information about the Open Source software

movement.

Short Courses

By Claudia Lynch, *Benchmarks Online* **Editor**

There are a few ACS Short Courses available this semester. There is still time to register for and attend courses in New Technologies for Survey Research and S-Plus. Please consult the Short Courses page if you would like to find out more about these courses. We will offer a similar schedule of courses this summer.

Customized Short Courses

Faculty members can request customized short courses from ACS, geared to their class needs. Other groups can request special courses also. Contact ACS for more information (ISB 119, 565-4068, lynch@unt.edu).

Especially for Faculty and Staff Members

In addition to the ACS Short Courses, which are available to students, faculty and staff, staff and faculty members can take courses offered through the Human Resources Department, the Center for Distributed Learning, and the UNT Libraries' Multimedia Development Lab.

Center for Distributed Learning

The Center for Distributed Learning offers courses especially for Faculty Members. Topics include those listed in the box below. Additional instruction is available from the Multimedia Development Center on such topics as Web Course Management, Videoconferencing, Graphics Production, Audio Capture, Video Capture, Course Authoring Software, and various aspects of WWW Programming as HTML, JavaScript, Java, Shockwave, QuickTime VR, and Streaming Media.

The center also offers a "Brown Bag" series which meets for lunch the first Thursday of each month at Noon in ISB 204. The purpose of this group is to bring faculty members together to share their experiences with distributed learning. One demonstration will be made at each meeting by a faculty member with experience in distributed learning. Each meeting is followed, for those interested in using WebCT®, by a one hour orientation for beginners in ISB 203. More information on these activities can be found at the Center for Distributed Learning Web site.

The Center for Distributed Learning has one workshop left this semester:

Distributed Learning Strategic Planning Workshops:

- **Session 3 - March 28 (9:00 - 4:45) and April 6 (1:00 - 5:00)**

Distributed Learning Training - May & August 2000 Schedule

Attend this four day workshop to become familiar with many aspects of distributed learning, including how to plan for it, course conversion, presentation skills, videoconferencing, and WebCT web course management software. The workshops will be offered between long semesters and summer.

Workshop 1: May 16 - 19

Workshop 2: August 14 - 17

Check out "Training and Events" at www.unt.edu/cdl for more information or to register online.

UNT Libraries'

The UNT Libraries' Multimedia Development Lab has also offered free training to all University of North Texas faculty and staff in the basics of FrontPage 98 and information architecture in the past. For more information visit the Multimedia Development Lab's home page at http://www.library.unt.edu/mmdl .

Technical Training

Technical Training for campus network managers is available through the Campus-Wide Networks division of the Computing Center. Some of the seminars, such as one on disaster recovery/business continuity planning techniques, may be of interest to others on campus as well.

UNT Mini-Courses

These are a variety of courses offered, for a fee, to UNT faculty, staff and students. It was recently announced that all faculty, staff and students are being offered a five dollar discount on any UNT minicourse. According to the announcement:

UNT Minicourses are informal, test-free courses for adults interested in learning new skills, enriching leisure time, managing personal finances, creating healthy and active lifestyles, and developing marketable professional skills.

The Spring 2000 line-up offers a total of 80 courses in 16 different categories, including 14 all new courses for 2000. In Spring 2000 you'll find new ideas and fresh approaches in classes about building wealth, home computing, recreation, wellness, career building as well as the region's largest selection of special interest courses in art, language, history, music and dance.

Celebrate the new millennium and prepare for the opportunities ahead by learning something new through a UNT Minicourse.

For a free brochure or additional information, call (940) 565-3482 or surf over to http://www.unt.edu/ccecm for a complete on-line brochure.

Alternate Forms of Training

The Training Web site has all sorts of information about alternate forms of training. Training tapes, Computer Based Training (CBT) and Web-based training are some of the alternatives offered.There are also handouts for computer training (Microsoft Office 97 and Windows 95) on the following topics:

- GroupWise 5.2 -- Handout for Win95/NT
- FAQ for GroupWise 5.2
- Info on GroupWise for Win3.1
- Computers - Back to the Basics
- Introduction to Windows 95
- Introduction to Word 97
- Advanced Word 97 - MailMerge It Together
- Introduction to Excel 97
- Introduction to PowerPoint 97
- Introduction to Remedy (THE Call-Tracking Program)
- Using Netscape Communicator and the UNT Home Page

December 1999's "List of the Month" offers links to free Microsoft Word and Excel information also.

IRC News

Minutes provided by Sue Ellen Richey, Recording Secretary

IRC Regular Voting Members: Judith Adkison, College of Education; Ginny Anderson, Fiscal Affairs; Donna Asher, Administrative Affairs; Sue Byron, Faculty Senate; Carolyn Cunningham, Student Affairs; Jim Curry, Academic Administration; David Griffiths, Student Association, Don Grose, Libraries; Jenny Jopling, Instruction Program Group; Joneel Harris, Administrative Program Group; Elizabeth Hinkle-Turner, Standards and Cooperation Program Group; Allen Livingston,Graduate Student Council; Dan Mauldin, University Planning Council; Ramu Muthiah, School of Community Services, GALMAC; Jon Nelson, College of Music; Robert Nimocks, Director, Information Technology,UNTHSC; Steve Oeffner, UNT Health Science Center; Russ Pensyl , School of Visual Arts; Patrick Pluscht, Distributed Learning Team; Mark Rorvig, Research Program Group; Paul Schlieve, Communications Program Group; Kathleen Swigger, College of Arts and Sciences; Philip Turner, Associate Vice President of Academic Affairs for Distance Education and Dean of the School of Library and Information Resources (Chair, IRC);; Virginia Wheeless, Chancellor; John Windsor, College of Business. IRC Ex-officio Nonvoting Members: Leslie Bowden, Telecommunications; Jim Curry, Microcomputer Maintenance Shop; Michael Forster, UNT Health Science Center; Richard Harris, Computing Center; Coy Hoggard, Computing Center; Maurice Leatherbury, Computing Center; Sue Ellen Richey, Computing Center (Recording Secretary). [As of 9/99]

The January 18, 2000 minutes were published in "IRC News" last month.

December 14, 1999

VOTING MEMBERS PRESENT: PHILIP TURNER, CHAIR, JON NELSON, DON GROSE, SUE BYRON, RAMU MUTHIAH, LOU ANN BRADLEY, JONEEL HARRIS, ROBERT NIMOCKS, JUDITH ADKISON, PATRICK PLUSCHT, ALLEN LIVINGSTON, GINI ANDERSON, MARK RORVIG, RUSS PENSYL, KATHLEEN SWIGGER

NON-VOTING MEMBERS PRESENT: MAURICE LEATHERBURY, COY HOGGARD, RICHARD HARRIS, LESLIE BOWDEN, CHARLOTTE RUSSELL (for SUE ELLEN RICHEY, Recording Secretary)

MEMBERS ABSENT: CAROLYN CUNNINGHAM, JOHN WINDSOR, JENNY JOPLING, STEVE OEFFNER, BILL BUNTAIN, ELIZABETH HINKLE-TURNER, JIM CURRY, DONNA ASHER, VIRGINIA WHEELESS, MIKE FORSTER, DAVID GRIFFITHS

Printer Maintenance

Dr. Leatherbury reported that the Distributed Computer Support Management Team is still looking at the Hewlett Packard printer maintenance question.

Instruction Program Group

Dr. Leatherbury reported for the Instruction Program Group that at their last meeting they discussed CBT Software (now called SmartForce software) and possible ways to better utilize that software. A presentation was made by SmartForce where they explained how the software is being utilized and funded at other campuses. The result of the meeting was a plan for Maurice to meet with a small task force in mid-January to work on publicizing the software.

Communications Program Group

Lou Ann Bradley will serve as Chair of the Communications Program Group for the Spring semester, replacing Paul Schlieve. At their last meeting, the program group discussed problems associated with identification of authorized users, especially as that relates to international students who sometimes have more than one social security number assigned to them. The group suggests that a policy and/or procedure be written addressing this issue.

Administration Program Group

Joneel Harris reported for the Administration Program Group that the committee would meet with two consultants from University of Texas at Austin on Friday, December 17, 1999, to hear about their strategies for Web enabling/Web development. UT Austin has developed a document that deals with ID authentication. Joneel also stated that an Educational Technology Coordinating Council has been created to facilitate collaboration and coordination among state agencies and institutions in order to enhance opportunities for Texas students and educators. Joneel has attended two meetings of this council. The Council was established out of a concern by the State about the large amount of money being spent on technological resources in the state, with an eye toward an improvement in the leveraging of those resources. There are three more meetings scheduled for the remainder of this academic year. The URL for the Educational Technology Coordinating Council is www.edb.utexas.edu/etcc, for those interested in reading more about it. The APG is still trying to schedule a meeting with SCT for a demonstration.

Research Program Group

Mark Rorvig reported for the Research Program Group that he is requesting permission to seek new membership for the group. Mark distributed copies of a letter addressed to the IRC Chair.

WebCT Conference and Various Policy Recommendations

Patrick Pluscht reported that the WebCT conference has been postponed to Fall 2000. Patrick stated that the Intellectual Property policy was considered and approved by the Faculty Senate. The policy will now be re-considered by the Deans.

Maurice Leatherbury presented a new draft, as well as a concise version of that draft, of the Student E-mail Policy incorporating suggested revisions, which has been posted on the Faculty Senate Web site. Dr. Pohl asked that IRC approval be obtained for one of these versions. Comments should be sent by E-mail to Dr. Leatherbury prior to the January IRC meeting, at which time a vote will be taken on this policy.

Kathleen Swigger asked for a reiteration of the policy for upgrading faculty/staff computers. The Chair stated that the policy provides that computer upgrades should take place every three years, but funding must come from departmental HEAF budgets. There was some discussion about the ability of departmental budgets to cover the cost of such upgrades. The

Chair asked the Standards and Cooperation to gather data from departments on the fulfillment of this upgrade policy. Dr. Swigger suggested that at least the administration be reminded of this policy.

There being no further business, the meeting was adjourned at 3:00 p.m.

February 15, 2000

VOTING MEMBERS PRESENT: PHILLIP TURNER, CHAIR, JON NELSON, SUE BYRON, RAMU MUTHIAH, JONEEL HARRIS, ROBERT NIMOCKS, JOHN YOUNG (for JUDITH ADKISON), GINNY ANDERSON, MARK RORVIG, CRAIG BERRY (for RUSS PENSYL), JIM CURRY, KATHLEEN SWIGGER, PATRICK PLUSCHT, PAM HIGHT (for DON GROSE), JOHN WINDSOR

NON-VOTING MEMBERS PRESENT: BRYAN GALLOWAY (for LESLIE BOWDEN), MAURICE LEATHERBURY, BILL BUNTAIN, COY HOGGARD, RICHARD HARRIS, SUE ELLEN RICHEY

MEMBERS ABSENT: DONNA ASHER, ELIZABETH HINKLE-TURNER, JENNY JOPLING, LOU ANN BRADLEY (for PAUL SCHLIEVE), ALLEN LIVINGSTON, CAROLYN CUNNINGHAM, STEVE OEFFNER, VIRGINIA WHEELESS, MIKE FORSTER

GUESTS: JENNIFER JOHNSON

E-mail Policy

The Chair announced that at the last meeting of the IR Steering Committee, the E-mail policy was discussed at length and approved, with some concern being expressed over the implementation of the policy. Maurice Leatherbury proposed that a differentiation be made between "official" and "informational" E-mail. The policy was an item at the Board of Regents meeting and was passed there, as well.

Maurice explained that the basic structure of the student bulk E-mail system is that UNT has software written that extracts mail addresses out of UNT's address database and puts mail into each student's mailbox. That mail can be forwarded to any address the student gives. All mail issued as "official UNT E-mail" will go into a special folder marked specifically for that mail. Because there is a need to limit the number of mail messages being sent to students, it was proposed that another folder be created in the E-mail system that would be titled UNT announcements and events (or something similar) where informational messages can be posted. Messages in this folder would not be forwarded to students at alternate addresses; nor can this type of informational message be sent to specific groups of students. Maurice was directed by Dr. Pohl to proceed with this type of E-mail system organization and procedure. Maurice noted that the bulk E-mail system should be ready for campus-wide use very soon.

DCSMT

Maurice Leatherbury reported that DCSMT has completed gathering data about student position wages in the computer support area. The committee continues to investigate the possibility of a campus-wide maintenance agreement with an outside vendor, for the maintenance of Hewlett-Packard printers. One vendor's bid was for $250 to $400 per year, per printer. Eventually an official request for bid will be issued for pricing on several different maintenance options, from full, on-site coverage, to a "time and materials" arrangement. Microcomputer Maintenance Shop currently supports Apple printers, and since they would like to get out of the printer maintenance business, the final RFB will include Apple printers, as well. The DCSMT is also investigating personal digital assistant devices,

such as Palm Pilot's, REX PROs, etc., with a goal of informing the campus about which devices integrate with GroupWise's calendar, notes and E-mail, and which devices can be supported by the various computing support units on campus. It is hoped that a campus-wide purchasing arrangement can be set up also.

Instruction Program Group

Maurice Leatherbury reported for the Instruction Program Group that the committee has not met. The Teaching with Technology Grant applications have been received, and a preliminary count indicates there are 41 applications.

Administrative Program Group

Joneel Harris reported for the Administrative Program Group that there has been a discussion with Coy Hoggard regarding long-range planning for additional resources. In addition, contact has been made with a couple of other providers of student systems software packages. A recent report published by the Gartner Group rating providers of higher education software, in which Datatel and SCT are rated the two highest providers of software for higher education, in terms of quality and the ability to do what they advertise they can do. There has been some difficulty scheduling presentations by these software providers. There was some discussion on the subject of Web-based integrated student systems regarding why UNT should consider changing its mainframe based system to a Web-based system. Dr. Turner assured the group that this change is important for UNT to consider in order to continue to be competitive as an institution of higher education. Joneel explained that SCT, one of the best providers, is in the process of re-vamping their student system architecture, which promises a four to five year migration path. Although there is no extreme urgency to change over UNT's current system, the Administrative Program Group has been charged to look into possible alternatives to the current system.

Research Program Group

Mark Rorvig distributed a draft of a letter he proposes to send to Deans and department chairs requesting the appointment of faculty or staff to the Research Program Group, and changing the focus of the Research Program Group to that of constructing an NSF funding proposal. Following a discussion regarding the change in program group focus, the Chair instructed Mark to go forward with his proposal. It was suggested that a broader base of representation be included on the program group's membership.

Communications Program Group

Bill Buntain reported for the Communications Program Group that at a recent meeting they discussed policy-based routing, which is a function that is going to be an increasing requirement as UNT moves toward integrated services on its network. Policy-based routing has to do with establishing priorities or different types of traffic on the network. Bill distributed a document concerning Windows 2000 and Active Directory, for which the committee would like the IRC's endorsement. Besides the program group, this proposal has been considered by the Network Managers group. He explained that Windows 2000 is close to being released and one major feature will be its active directory services. As people move into Windows 2000, it will be possible to integrate server-based platforms. A hierarchical model has to be established, similar to what was established prior to moving into Novell 4.x and Novell Directory Services. The implications of not proceeding with the Active Directory are: 1) that there will be difficulty traversing to other servers that are not on the routed portion of the network; and more significantly, 2) that if a server is set up and then later

brought into the integrated environment, it would have to be totally rebuilt. This is an attempt to plan ahead by establishing a framework for Windows 2000 and Active Directory Services. The proposal states that the campus-wide network computing team, which supports Novell Directory Services, would be given the responsibility to establish a high level portion of a directory tree, a framework that subsequently Windows servers could be added to. This will establish an integrated framework for those people who want to have an integrated environment. Bill said that the committee would like an endorsement from the IRC that this is a strategy that should be pursued. Following a discussion, John Windsor moved to endorse the plan; Mark Rorvig seconded and the motion passed.

Standards and Cooperation Program Group

Maurice Leatherbury reported for the Standards and Cooperation Program Group that they last met to deal with inventory of desktop computers by college and department in order to ascertain whether or not there is a disparity in the level of technology among departments. They also are trying to develop a draft of the computer services access policy. Joneel Harris asked to work with the committee on the development of this policy.

Distributed Learning

Patrick Pluscht reported for Distributed Learning that the Intellectual Property Policy has been adopted by the Board of Regents and is now a formal policy. The policy can be found on the Legal Affairs Web site. Related to that, Dr. Turner, Jenny Jopling and he made a presentation on intellectual property policy at a distance education conference in Austin at the end of January. He noted that About.com had published an article about their presentation (see http://distancelearn.about.com/.

At a recent Distributed Learning Steering Committee meeting, three programs were recommended for approval as distance education programs:

1. A video conference-based Master's program in SLIS
2. CECS Web-based program
3. A Web-based Master's program in Hospitality Management

All three were a result of the Distributed Learning Strategic Planning workshops. Patrick also mentioned that there is an opportunity to apply for a FIPSE (Fund for the Improvement of Postsecondary Education) -sponsored grant this year, known as the Anytime Anywhere Learning Partnerships grant program; however, they are not prepared to write a proposal in the short time allowed. Therefore, a number of persons decided to meet to determine needs and begin to plan for ways to meet those needs in advance of a future opportunity to apply for a grant. This ad hoc committee, which will be named the Virtual University Group, welcomes input from any IRC members. The IRC Recording Secretary was asked to send out information concerning this group to all IRC members.

The Chair stated that one issue Distributed Learning is dealing with is that the Commissioner of Education for the State of Texas interpreted recent legislation very conservatively, saying that electronically-delivered courses taken by students who are not at UNT, who are out-of-state students, even if they are common-market students, will not earn semester credit hours and therefore will not be entitled to in-state tuition. This is a significant development since UNT currently has 8 or 9 programs in process to deliver on the Web where there is a lot of out-of-state potential. The interpretation of the legislation does say, however, that it is not required that institutions charge out-of-state tuition, but they can charge a fee equal to the cost of the instruction. So, the task at hand is to set the cost the courses that UNT wants to

put out on the Web.

Board of Regents

Richard Harris announced that the Board of Regents approved the addition/renovation of the Information Science Building, per the attached Board Agenda Item, which Mr. Harris read to the Council. The target date for occupancy is June of 2002.

IRC Meeting Schedule

The IRC generally meets on the third Tuesday of each month, from 2-4 p.m., in the Administration Building Board Room. Planned exceptions to this schedule are that December meeting was moved to Dec. 14; that the May meeting will be be moved to May 9 and the August will meeting be moved to August 8.

All meetings of the IRC, its program groups, and other committees, are open to all faculty, staff, and students.

Staff Activities

Transitions

We welcome the following new employees:

- **Dr. Elizabeth Hinkel-Turner**, ACS General Access Lab manager. Dr. Hinkle-Turner joins us from the College of Music where she was Computer Operations Manager for Music Technology and Manager of the Computer-assisted Instruction Lab there. She continues her association with the College of Music in other areas. We look forward to benefiting from her expertise.

- **Robert Allen Holland**, CPU Operator (part-time).

- **Terry Donaldson**, Datacom Technician (part-time).

- **Susan Ming-Ping Tsang**, I/O Operator (part-time).

- **Helena Brashear**, new full-time Programmer on Voice and Web Strategic Applications Team.

- **Joshua Kunkel**, Report Distribution Assistant (part-time).

- **Jamie Young**, CPU Operator (part-time).

- **Christopher Langford**, Data Communications Assistant (part-time).

- **John Kulmacz**, Data Communications Assistant (part-time).

The following people no longer work in the Computing Center:

- **Dianna Mullett** -- Much to the chagrin of her co-workers, Diana Mullet, Lead UNIX Systems Administrator, resigned last month to take a position on the messaging team of gte.net.

- **Denny Fisher**, Communications Systems Technician (part-time).

- **Stacy Hartoon**, Tape Librarian.

- **Hong Chen**, I/O Consultant (part-time).

- **Yvonne Condron**, I/O Consultant (part-time).

Other Changes

- The Voice Response Applications Team has changed its name to Voice and Web Strategic Applications Team.

Awards, Recognition

- **Rebecca Padia**, Planning and Administration Administrative Assistant, was recognized in the February 2000 *Human Resources Newsletter* for her suggestion to the TIPS program.

Publications, Presentations

- **Dr. Karl Ho**, Research and Statistical Support Services Manager, had a paper delivered at the 41st Annual International Studies Association Convention, Los Angeles, CA, 14-18, March 2000. The paper is titled "Bound Competition, Tolerance and Human Rights in Domestic Contentious Politics," and co-authored with John King of American University.

- **Mark Wilcox**, Campus Web Administrator, presented a paper on Apache and LDAP at ApacheCon this month. For further details see "WWW@UNT.EDU" in this issue.

Campus Computing News

By **Dr. Maurice Leatherbury**, Senior Director of Academic Computing

New Building for Computing Center and Others

Everyone in the Computing Center is excited and grateful about plans to build an expansion to the Information Sciences Building to house many of our operations. Approved by the Board of Regents in February, the expansion and resulting additional space is planned to be shared between the Computing Center, the Microcomputer Maintenance Shop, and Classroom Support Services. The Computing Center will vacate the offices it has on the second floor of the ISB (to be filled by the School of Library and Information Sciences), all of its second-floor offices in Marquis Hall, and the offices its telecommunications department currently has in the Health Center. In addition, the ISB 110 general access computer lab will be turned over to the Science and Technology Library (the lab will be relocated, either within the ISB or in the new addition).

The additional space is badly needed to house CC staff (most of whom share offices designed for one person) and to provide adequate space for the growing number of computers and data communications devices that are currently on the first floor of the ISB. Planning for the building has begun, with anticipated move-in some time in late 2002.

Team Web to Start Drafting New UNT Web Publishing Policy

New State of Texas rules for state Web sites have been adopted (see http://www.state.tx.us/Standards/S201-12.htm for the new standard) and UNT's Web policy needs to be revised to conform to the State's mandate. Team Web, the group on campus that is charged with recommending Web policy, will meet during the week of March 27th to revise the current UNT policy (http://www.unt.edu/irc/policy/webpubr.htm) for adoption by the IRC and the Board.

There are significant new requirements in the State standards that will affect Web design on campus. Principal among those new rules are:

1. Accessibility guidelines have to be followed to insure that persons with visual impairments can use Web pages. This rule in general prohibits the use of frames because screen reader software doesn't handle frames very well now.
2. We have to have a privacy policy that answers questions about the use of information our Web site collects about visitors to our site(s), such as the server logs by which we measure traffic on our site, or information we collect from potential students, for example.
3. Any new or changed Web page that meets the definition of "state publication" (which most UNT Web pages do) will have to have four "metatags" assigned to them after July 1. Those metatags are intended to

provide better searching capabilities and consist of (1) a title of the page, (2) a brief description of the subjects covered on the page, (3) up to keywords covering the subjects of the page, and (4) the author of the page, which the rules say are the State of Texas and the agency name.

4. Our University home page and key entry points to UNT's Web site have to provide links to the State of Texas Web site and various other pages specified in the rules.

Anyone at UNT who develops Web pages should be on the lookout for the revised UNT policy and should start familiarizing themselves with the State regulations.

Remedy: Take the Cure

By Christopher Strauss, *Computing Systems Support Database Administrator*

What is Remedy, and what it is trying to tell me?

This is an extensive March 2000 revision of an article that was in the September 1998 issue of Benchmarks Online, and in the February 2000 Benchmarks Online.. More revisions may be made in the future and the latest version can always be found at the UNT Remedy Website HELP DESK CENTRAL.

My Remedy what!? has been resolved???

Wondering what the following e-mail message that you just received means? Are you curious about what Remedy is, and why it is sending you mail? Wondering what an EUID is, and why you have been assigned one? Then read on...

**To: <your email address here>
 From: arsystem [arstrap@unt.edu]
 Subject: Case HD0000000017022 has been resolved.**

 Please open http://arsweb.unt.edu/cgi-bin/expandhd.pl? case=HD0000000017022 on the web. Click on the "Modify" link, select Close Case or Reopen Case in the Confirm Resolution field, then Save Changes. Description: <whatever the support staff used to describe your problem>

Initial Development and Implementation

The answer lies in a project that the University's computer support staff embarked upon in 1997. The Distributed Computer Support Management Team (DCSMT) of the University of North Texas, a subcommittee of the Information Resources Council (IRC), resolved in 1996 to select and deploy a campus-wide trouble call tracking system for computer support problems. We selected and purchased the Remedy Action Request System in the fall of 1997, then spent the 1997-1998 school year installing, configuring, and customizing it. Interface re-design was actually facilitated by a graduate team project in CECS 5310, *Human-Computer Interaction*. During the summer of 1998, we implemented the system in most of the campus computer support groups and part of the central Computing Center.

Recent Upgrades and Expanded Access

In December 1999 we upgraded to a new version of the system (Help Desk 4.0) that featured a consolidated Service Console interface and tabbed forms, as well as significant improvements in User control over notifications. By switching to the new Enterprise-Wide User-Id (EUID) system for login names, we were also able to make authenticated access possible for all of our University customers via the web (ARWeb). We were also able to add capabilities to enter new

trouble tickets by email, and to provide supplemental pager notifications. As we begin the year 2000, all of the academic units and most of the administrative units have been trained and are in production, using Remedy as their automated trouble call tracking system.

Additional areas (TeleComm) and processes (wiring requests, premium remote access subscriptions) are being moved to Remedy this spring semester. As the use of this system increases on our campus, the likelihood that **YOU** will receive a message from arsystem [arstrap@unt.edu] increases as well. You may find it useful to have a little bit of background information about our system, and about the messages it sends. The following articles provide background, explanation, and illustrated instructions.

Background:

What the Remedy Action Request System does for the University of North Texas

EUID - What is it, why do I have one, and (for Faculty and Staff) why isn't it the same as my network login?

How-To:

Interpreting Remedy E-mail Notifications

Reporting a NEW problem using Remedy ARWeb (caution - many large screen shots)

Modifying your Resolved Trouble Ticket (Case) using Remedy ARWeb

Completing a Customer Satisfaction Survey for a Closed Case using Remedy ARWeb

Using Remedy Web - the Java Client (basic instructions, and HUGE SCREEN SHOTS - just like the real client)

Notes:

As of December 1999, the email notifications will appear to come from arsystem@antidote.acs.unt.edu instead of arsystem@remedy.acs.unt.edu, and will show a Reply To: address of arstrap@antidote.acs.unt.edu ; These are both automated mailing addresses, and do NOT route to the technician handling your trouble ticket.

Direct questions regarding this article to the Computer Systems Support Database Administrator (Christopher Strauss). Additional information on the Remedy Implementation Steering Committee web is also available. The Remedy Steering Committee is a sub-committee of the Distributed Computer Support

Management team (DCSMT).

# GroupWise Document Management: Storing Documents

This is the second in a series of articles on the topic of GroupWise Document Management. This article does not deal specifically with the GroupWise Macintosh Client, which will be covered at a later date.

By **Andrew McGregor**, Messaging Support Specialist

Storing Documents by Using the "Create New Document" Tool Bar Button

Basically, there are three different ways to deposit a document into the DMS library. The first is to use the "Create New Document" dialog from within the client. The second is to use the import function, and third is to merely drag and drop the document into a folder of choice. Let's first look at using the "Create New Document" dialog. This is done by clicking on the "Create New Document" button on the tool bar in the client as demonstrated below.

(**Note**: In the picture below, the Mailbox is highlighted. When the document reference is created for the document that is being added to the library, it will be placed in the Mailbox. The document reference will be placed in the current active GroupWise folder. So, make sure that you highlight the folder you want the document reference to be put into prior to clicking on the "Create New Document" button.)
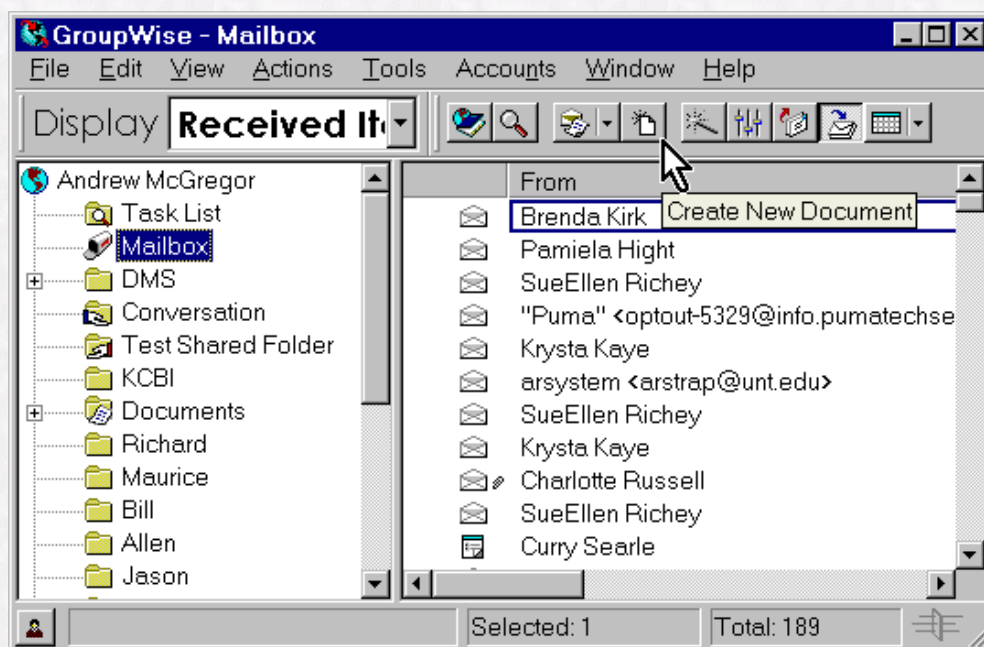

After clicking on the "Create New Document" button, the following dialog box will appear. At this point you have the options "Select an Application", "Select a GroupWise template", or "Select a file". In this case, you will choose "Select a file". After choosing "Select a file", the "Enter filename:" window will appear so you can type in the path to the file you want to add, or use the browse button to the right. At the bottom of the window, you'll notice another window where you can specify which library you want to deposit the document into, the default is shown. The default library can be set to which ever library you choose. When you have entered the file path and chosen the correct library, click OK.   Next.....
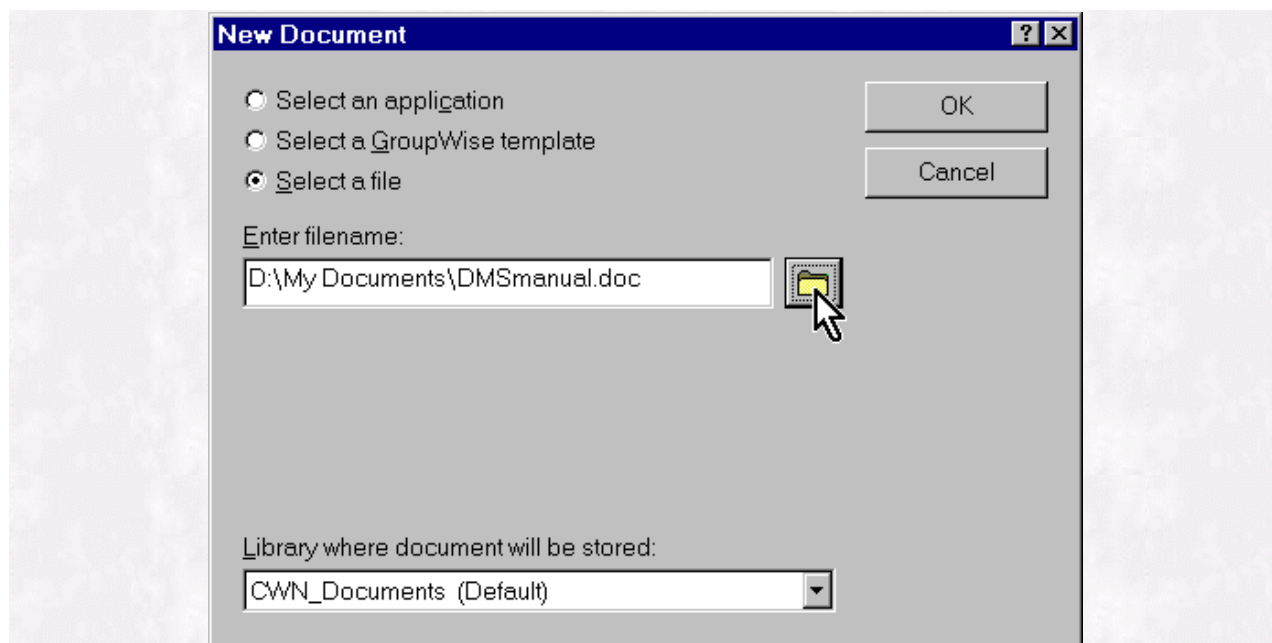
The next dialog box to appear requires that you enter a document subject for your document. This subject needs to be something short but descriptive, so you can recognize it. The document will still get deposited in the library if you don't put in a subject, but by default the only information you will see displayed will be the creator's name, which will be yours. It's best to use a good subject name. As you can see, you have the option to open the document now if you want to make some changes or read it now, but for demonstration purposes I'm leaving it blank. With all documents, there are access rights to be set, so click on the "Properties" button at the bottom right. Next.....
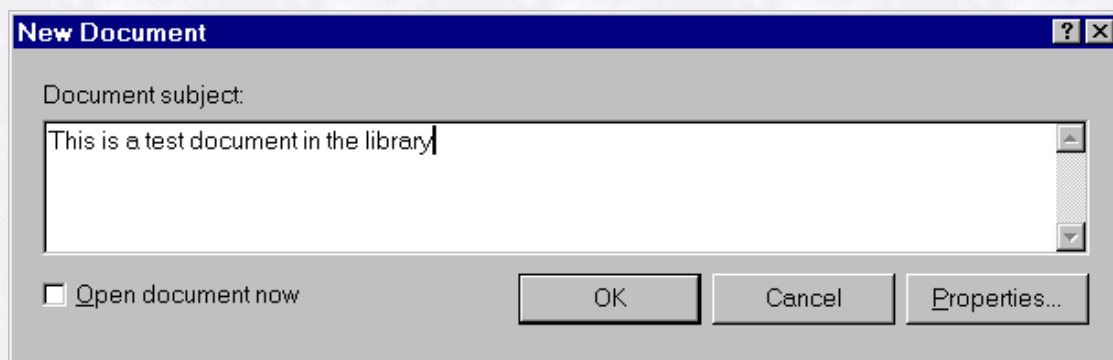
In the document properties window, click on the "Sharing" tab and then select "Shared with". In the "Name" window, enter the name of the GroupWise user who you want to have rights to this document. As you can see in the "Share list:", if you don't add anyone else to the list, the only user that will be able to view the document will be you. Other users will be able to see the document reference in their client, but they will not be able to open the document or even view it in the GroupWise viewer. After entering the users and assigning the rights you want them to have, click on "OK".
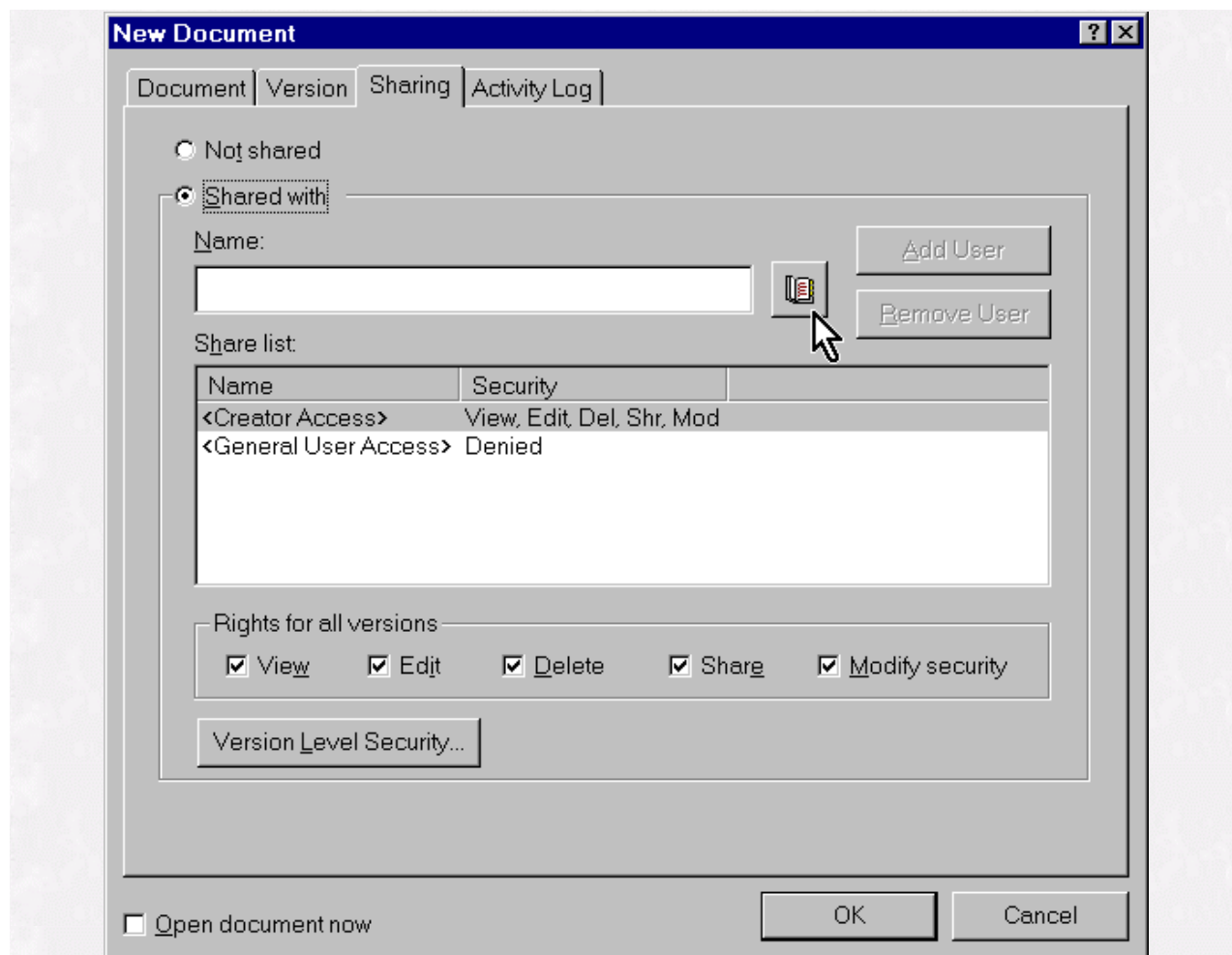
After you have clicked on "OK", the document will be deposited into the library and a document reference will be placed in the currently active GroupWise folder. (See note at the beginning of this section)

Importing Documents With Quick Import

The second way to deposit documents into the library is to use the Import feature. There are two versions of this feature currently in use at the University of North Texas. The 5.2.4 and 5.5.2.1 clients have different versions of the Import feature. The 5.2.4 version can only import individual files, whereas the 5.5.2.1 version has the ability to import entire folders and all of their contents. (To learn what version of the client you are using, from the main GroupWise window, click on "Help" and select "About GroupWise" and look under the picture to see the version.) For our purposes we will look at the 5.5.2.1 version of the client. The 5.2.4 version works the same way it's just limited to importing individual files. The first step is to click on "File" and choose "Import Documents".
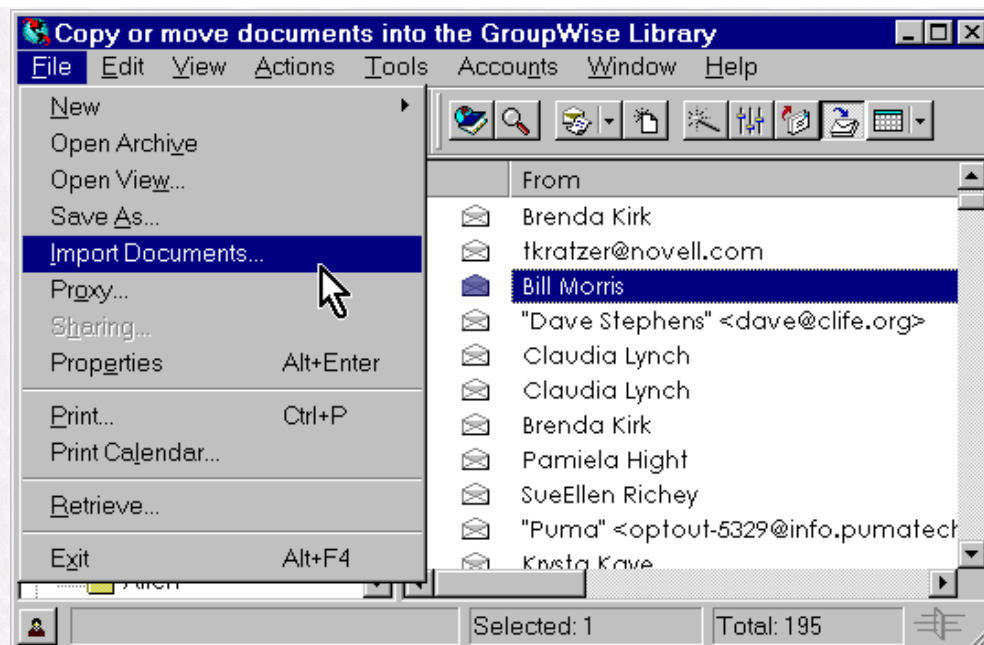
When you click on "Import Documents", the "Select Files to Import" dialog box appears. As you can see, you have the option of choosing individual files or whole directories. (**Note:** In the 5.2.4 client, you would only have the option of choosing individual files) Click on the "Add Individual Files" button and find the file you want to add and click "OK", and the file path will appear in the "Files to import" window. By default, the "Quick import" box is checked, and is normally what you would want to use. The "Quick import" will put the document into your default library and put a document reference in the currently active GroupWise folder. By default, the subject for the document will be the file name. For instance, in the picture, the subject would be "DMSmanual.doc". If you choose to use "Quick import", the next step is to click on the "Next" button.
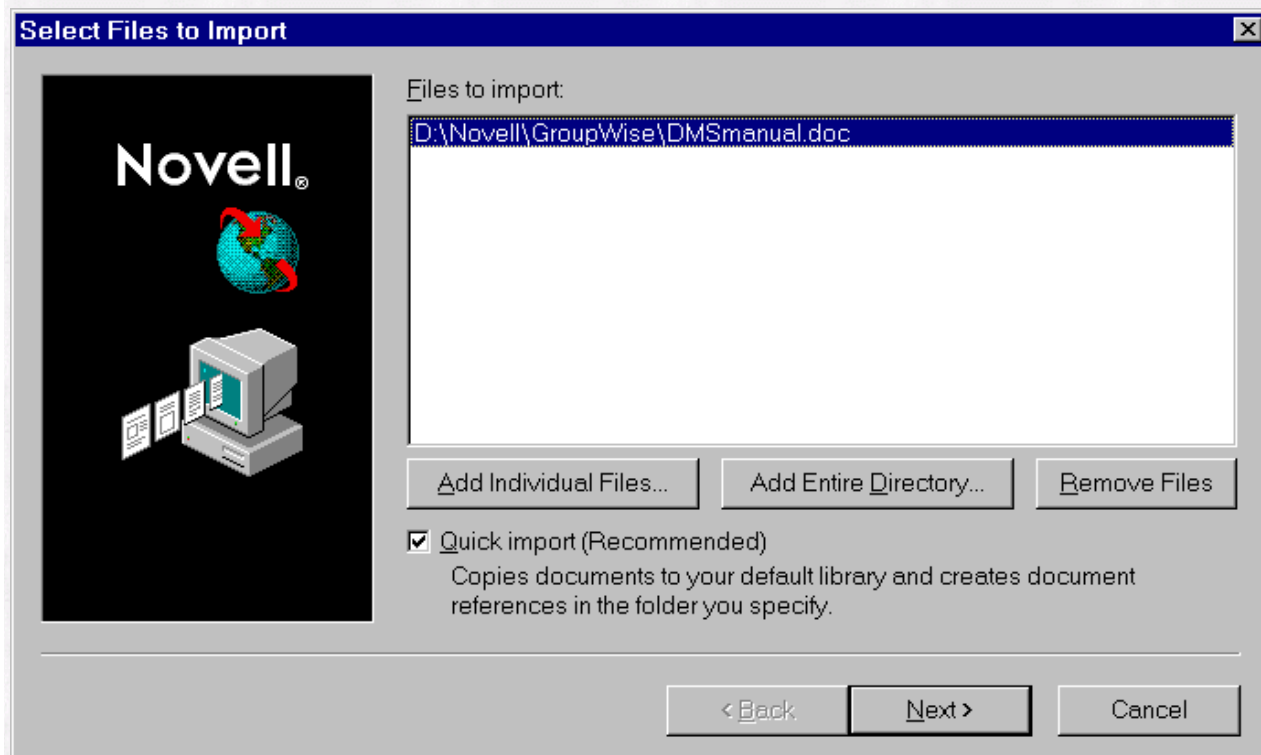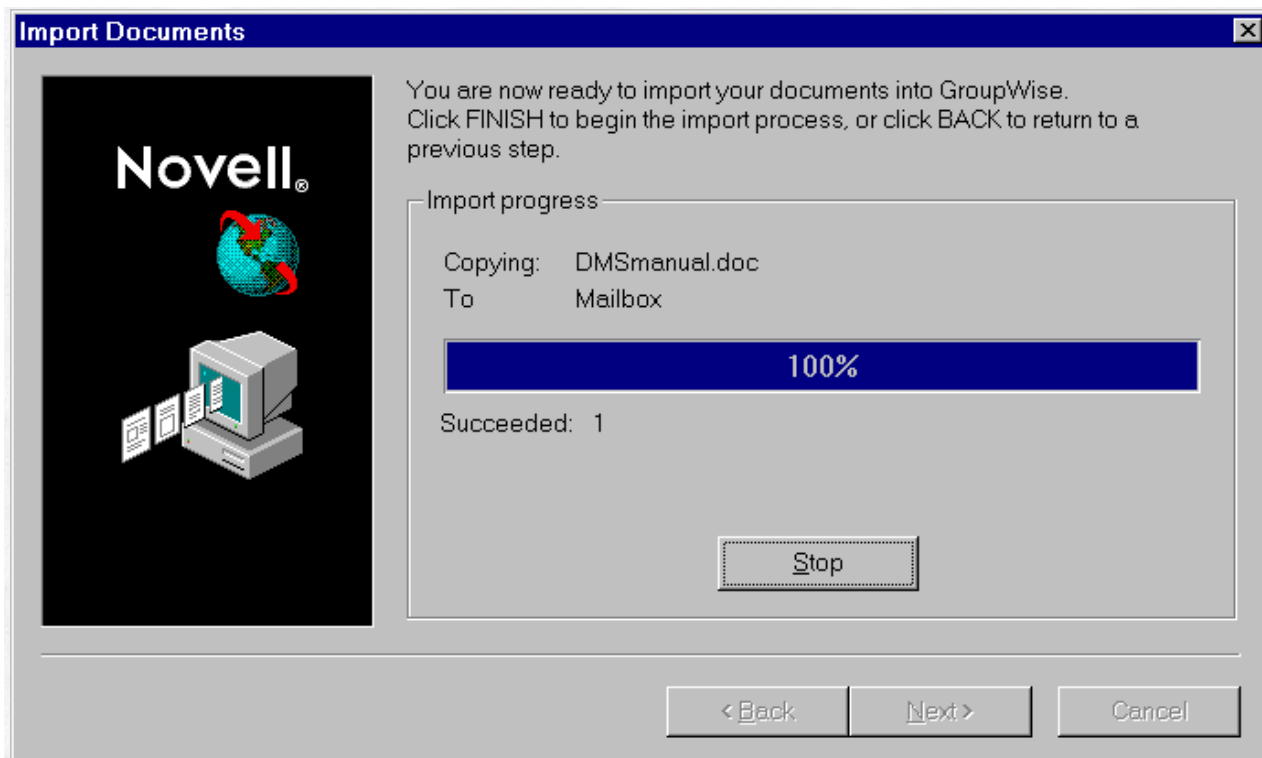

The "Create Document References" dialog box allows you to choose what folder you want the document reference to be placed in, or to not have a document reference placed in any folder. The default is to create a document reference and is a good idea, since without one you will have to do a search to find the document and then manually create a reference.

By default, the "Cabinet" is selected, so in this case I chose "Mailbox" as where I want the document reference to be placed. You can only choose one location when you're importing files, but later, if you need to, you can place document references for the same document in multiple folders. (Using multiple document references for a single document can be confusing, so I wouldn't recommend doing that until you have a firm understanding of what document references are in relation to the actual document.) After choosing the folder you want, click on the "Next" button to continue.
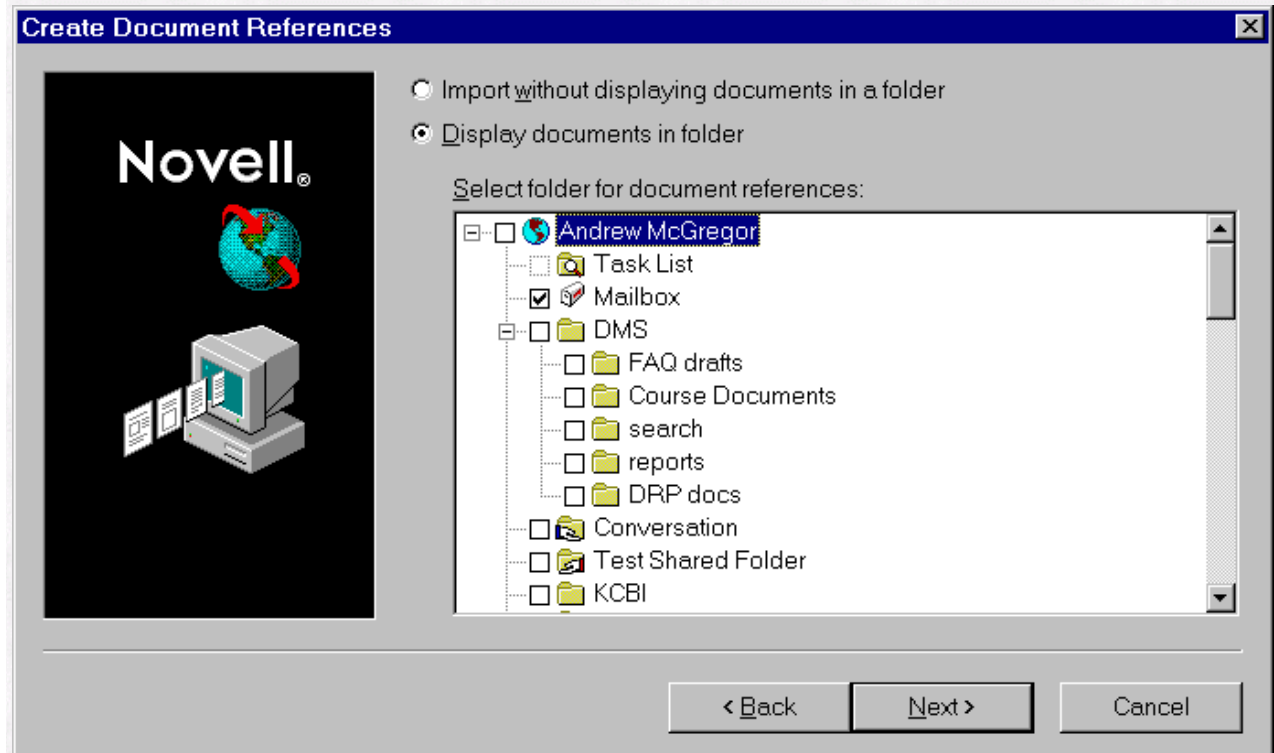
If you are satisfied with the choices you made in the previous dialog boxes, go ahead and click on the "Finish" button and the document will begin importing. In the picture below, I have already chosen to finish, and the "Import progress" bar is showing the progress of the import. When the progress bar reaches 100% as it is in the picture, the dialog box will disappear and you will be back at the GroupWise client main window. There will be a document reference of the imported document in the folder you chose.

Import Documents

You are now ready to import your documents into GroupWise.
Click FINISH to begin the import process, or click BACK to return to a
previous step.

Import progress

Copying: DMSmanual.doc
To   Mailbox

100%

Succeeded: 1

Stop

< Back   Next >   Cancel

## Import Without Using Quick Import

The other route is to uncheck the "Quick Import" option. This option is used to customize the document properties on an individual document basis or on a mass basis. If you are adding documents that will need greatly differing property values, you would need to use this method. As in the first example, you'll need to choose the document path using the "Add Individual Files" button, and then click on the "Next" button.

Select Files to Import

Files to import:

D:\Novell\GroupWise\DMSmanual.doc

Add Individual Files...   Add Entire Directory...   Remove Files

☐ Quick import (Recommended)
   Copies documents to your default library and creates document
   references in the folder you specify.

< Back   Next >   Cancel
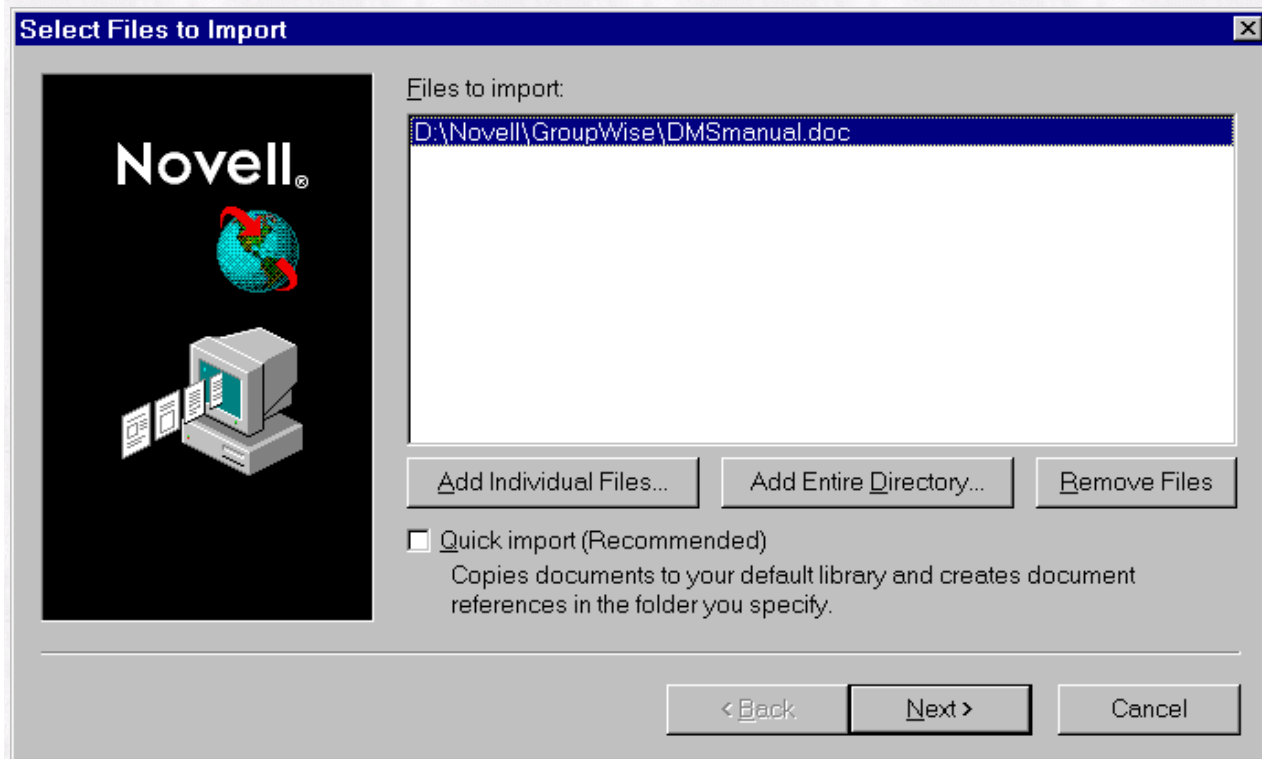
In the "Import Method" dialog box, you are given the choice of merely copying the files or moving them. If you copy the file, a duplicate will be created and added to the library leaving the original where it is. If you move the file, you will be changing the location of the original file. In other words, no duplicate will be made. Also, if you want to have GroupWise generate a log file detailing all of the operations that are about
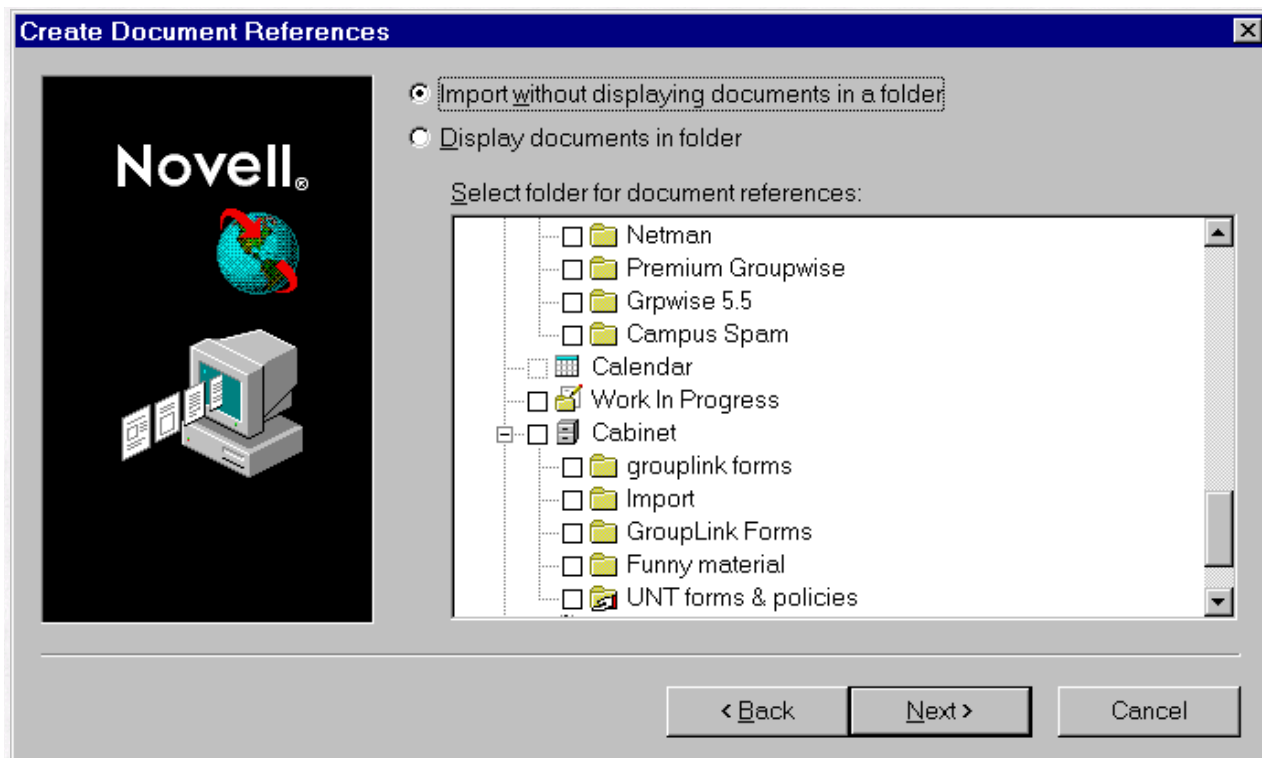
to take place, you can put a check in the check box and point to the directory you want the file to reside in. Click "Next" to continue.
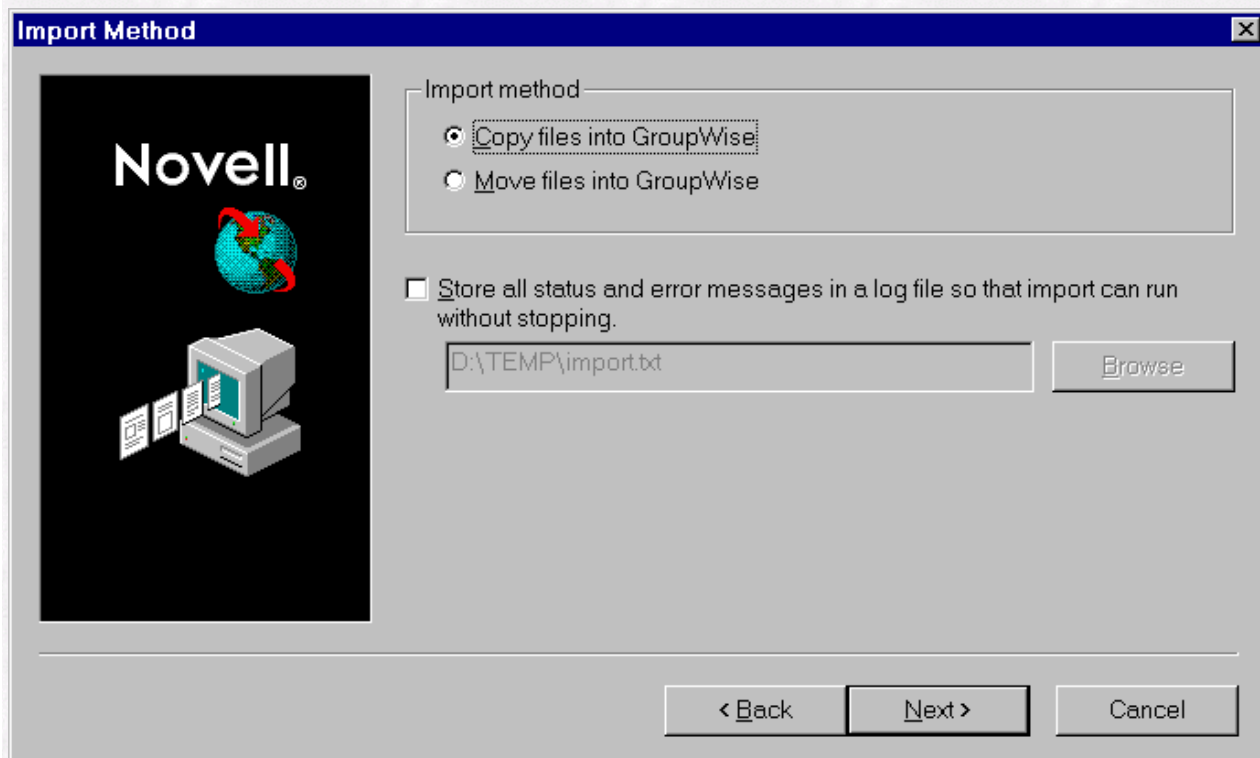
In the next window, you need to choose which library you want the document to go in. As a reminder, you will only be able to add documents to libraries in which you have add rights. Click "Next" to continue.
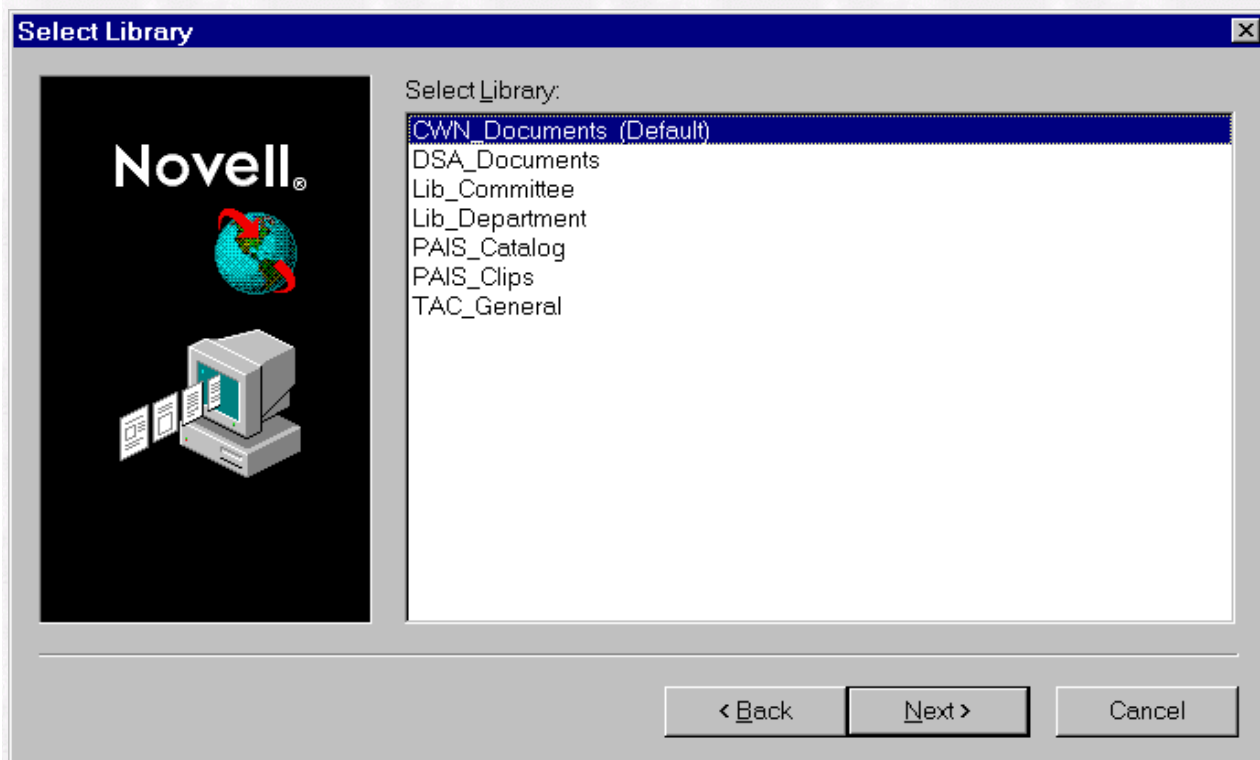
The next window should look familiar since it is the same as the one used when using the "Quick Import". This time, however, the option to import without displaying the documents in a folder is the default, so remember to change it if you want a document reference to be in your client. Click "Next" to continue.

Create Document References

○ Import without displaying documents in a folder
○ Display documents in folder

Select folder for document references:

- ☐ 📁 Netman
- ☐ 📁 Premium Groupwise
- ☐ 📁 Grpwise 5.5
- ☐ 📁 Campus Spam
- ☐ 🗓 Calendar
- ☐ 📁 Work In Progress
- ☐ 📁 Cabinet
  - ☐ 📁 grouplink forms
  - ☐ 📁 Import
  - ☐ 📁 GroupLink Forms
  - ☐ 📁 Funny material
  - ☐ 📁 UNT forms & policies

< Back   Next >   Cancel

"Set Document Property Options" is what makes the non "Quick Import" importation of documents such a convenience. In the case where you may have 25 documents to import, but you need to assign different rights to each one, selecting "Prompt for properties of each document individually" is the best choice. Doing this will cause GroupWise to prompt you to modify document properties as the documents are being imported. If all of the documents you are importing will have uniform properties but you need to change them from the default, then you need to choose "Set properties using default values" and then click on the "Modify Default Values..." button to change the values to whatever you need them to be. The last check box is checked by default, and if you don't mind having the subject field of your document being the original file name, then you can leave it checked. Otherwise, take the check out and the subject field for each document will be blank unless you specified a default subject name in the "Modify Default Values" dialog box. Click the "Next" button to continue.

Set Document Property Options

○ Prompt for properties of each document individually
○ Set properties using default values

[Modify Default Values...]

☑ Use current filename as the document subject

< Back   Next >   Cancel
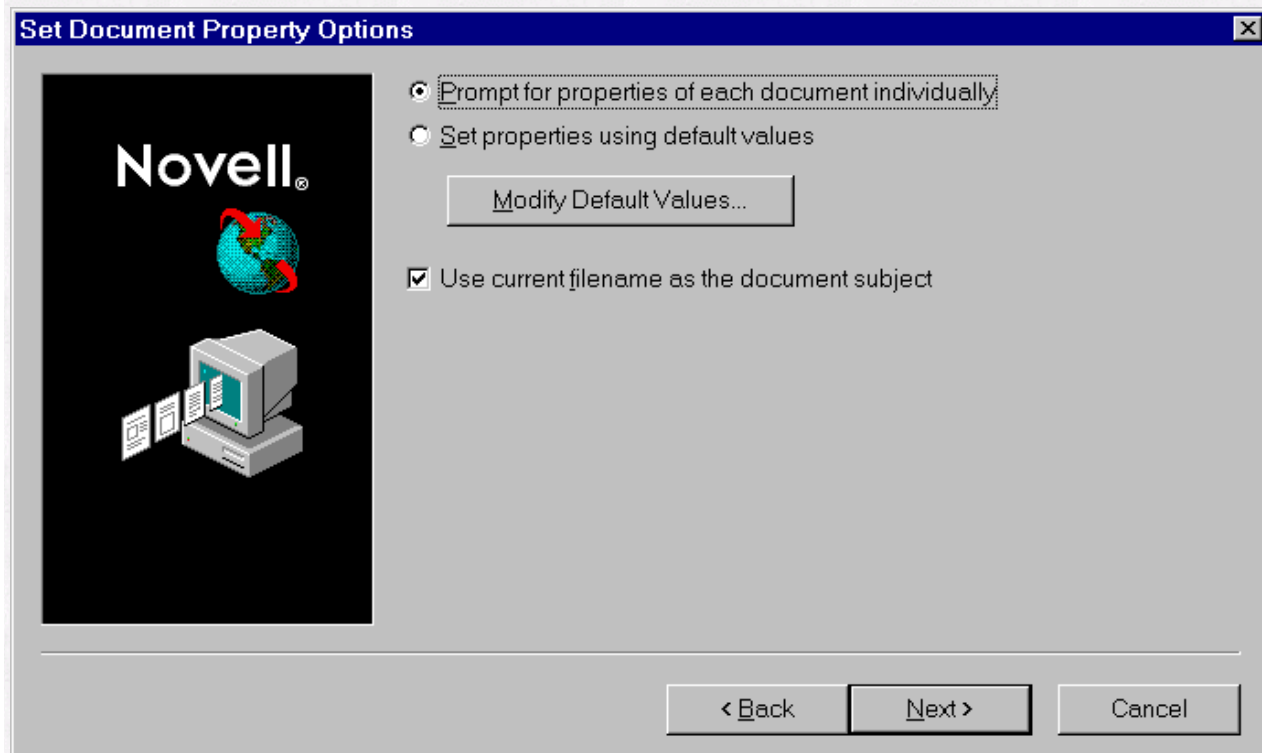
If you are satisfied with your choices, go ahead and click the "Finish" button to commence with the import. While the import is taking place, if you chose "Prompt for properties of each document individually", the "Document subject" box will pop up for you (see below) to edit each document's properties as they are being imported. When the import is finished, you will be back at the GroupWise client main window.
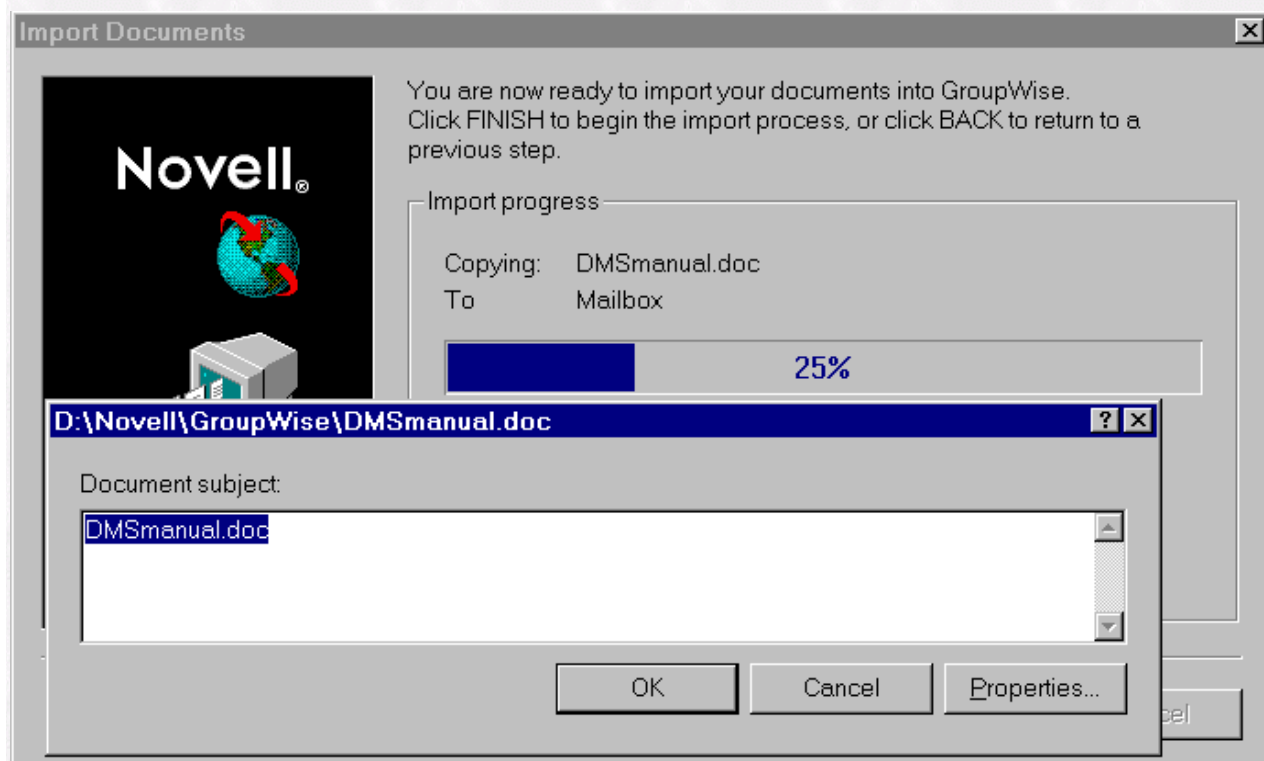
The Drag and Drop Method

The last method of depositing a document into a library is to drag and drop it into the desired folder. The way you do this is exactly how it sounds. Locate the file you want to add to the library and drag it to one of the GroupWise folders in the client and drop it in. An import progress window will come up and remain until the process is complete. Then, a document reference will be visible in the folder you dropped the document into, and you are done.

More Information

Stay tuned for more neat GroupWise Document Management features next time. If you want to do some reading in the meantime, check out the topic of "Document Management" in the Novell GroupWise Cool Solutions vault.

Loads O'Links

Compiled by Claudia Lynch, Benchmarks Online Editor

Once in awhile we like to highlight UNT Web sites that are of interest to the campus community but may have escaped your detection. The last time we printed such a list was in June of 1999, so we're overdue. Listed below are some sites/pages that you may have missed.

General Links

- UNT News and Events -- This is the UNT News Service page. Things posted here are frequently associated with sources of funding, big expenditures, large gifts etc. Also covered are events that will be of interest beyond the Denton campus.

- Events Calendar -- Dates for major Metroplex and university-wide events are listed here. The purpose of this site is to aid you in planning an event so that it won't be conflicting with other events on campus or the Metroplex. Metroplex events include miscellaneous events in Denton, Bass Performance Hall in Fort Worth, Meyerson Center in Dallas, Texas Motor Speedway and Majestic Theatre in Dallas.

- University of North Texas Press -- According to their Web page, the UNT Press has over 140 titles currently in print, with special emphasis in the areas of Texana, folklore, and multiculturalism. Various series are also published, including the Vassar Miller Prize in Poetry, and Publications of the Texas Folklore Society.

- Printing Services and Copy Centers -- Everything you need to know about the services available from these departments can be found from this page. Did you know that you can send things to be copied via GroupWise, the Internet, etc.? They also accept material on 3 1/2" disks and zip disks.

- Mail Services -- All sorts of information is available at this site for both intra- and inter-campus mail.

- The Eagle Student Services Center -- See details below.

- Campus Master Plan -- If you've ever wondered what the future holds for the UNT Denton campus, this site may be able to satisfy your curiosity.

- UNT System Center at Dallas -- the new center has a new homepage.

- Campus Chat Food Court -- Hungry? This could be the site for you. Hours of operation and daily specials are listed on the menu page.

- The Club at College Inn -- Yum! View the menu and reserve a table from this site.

Faculty/Staff Related Links

- Employment Bulletin -- Human Resources keeps this page up-to-date with the latest staff vacancies. There are currently quite a few computer-related positions:

    - PROGRAMMER ANALYST III (VP, Academic Affairs)
    - PROGRAMMER ANALYST III (Computing Center)
    - COMPUTER SUPPORT SPECIALIST IV (College of Arts and Sciences)
    - INSTRUCTIONAL DESIGNER (Academic Affairs - Center for Distributed Learning)
    - PROGRAMMER III (Computing Center)
    - COMPUTER SUPPORT SPECIALIST III (Libraries)
    - COMPUTER SUPPORT SPECIALIST II (School of Visual Art)
    - COMPUTER GRAPHICS SPECIALIST (Center for Media Production)
    - TELECOMMUNICATIONS SPECIALIST I (Telecommunications/Computing Center)

- Employees Retirement System of Texas -- Not exactly a UNT link but one that is definitely worth bookmarking if you are in ERS and/or use insurance supplied by UNT.

- Faculty Senate -- Home of the Faculty Handbook, among other things.

- Legal Affairs -- Officially called the "Office of the Vice Chancellor and General Counsel," this group states that the aim of their Website is "to provide useful legal information to those we serve and to provide a schedule of legal events offered. We encourage you to explore and use this information site, and to allow this office to be your legal link to the University, the Health Science Center at Fort Worth and our Systems Center in Dallas."

- Office of University Planning -- According to their Website, "The purpose of the Office of University Planning is to collect, analyze, maintain, and disseminate information about the university for purposes of planning, decision-making, and the overall successful operation of the institution as a whole, and to facilitate and coordinate the university strategic planning process." The newly released *1999-2000 Fact Book* is accessible from there.

Student Related Links

- Calendars, Schedules & Catalogs -- Pretty much what the name implies. The current Academic Calendar goes through 2001.

- Student Employment Services -- Student Employment Services (SES) provides part-time employment opportunities for currently enrolled students. They also host job fairs and help students get off-campus jobs.

- Student Health Center -- All kinds of important information is available at this site geared especially to students. There is even an online form for prescription refills.

- The Eagle Student Services Center -- This new Website was launched in February. All of the services located within the building have moved their Web presence to this site or can be reached through this site. That includes the following offices:

  Undergraduate Admissions
  Graduate School/Admissions
  Registrar's Office
  Student Financial Aid and Scholarships
  Student Accounting and University Cashiering Services
  Campus Operators

  A new feature has been added for students called "My Financial Aid." Also the online Centranet directory is now included on the Campus Operators page.

- Electronic Preparation and Filing of Theses and Dissertations -- The Toulouse School of Graduate Studies is now requiring that all theses and dissertations be in electronic form.

- External Funding for Graduate Students -- Although this isn't a UNT-based resource, it is a resource that is supported by The Office of Postgraduate Fellowships. There are over 300 opportunities (conveniently divided into disciplines and areas) available through the courtesy of Cornell University. The categories listed there include:

  General
  Biological Sciences
  Humanities
  International Students
  Minorities
  Physical Sciences
  Social Sciences
  Summer
  Women.

  Dr. James Duban, Director of the UNT Office of Postgraduate Fellowships, urges graduate students to consult that Web page, to secure application forms through the E-mail addresses listed there, and to contact him (jduban@unt.edu; Tel.: 940/565-2820) to set up a series of appointments to obtain feedback on application essays.