Information and Communication Technology Services

Enabling people

Search

[Edit | Delete]

Admin ▶
About ICTS ▶
Core SLA ▶
Helpdesk ▶
Desktop Support ▶
Anti-Virus & Security ▶
Identity & Access Management ▶
Training ▶
Email & Newsgroups ▶
Phone & Fax ▶
Networking ▶
Admin Systems ▶
Academic Computing ▶
Classroom Support ▶
Research Computing ▶
Student Computing ▶
Web Publishing ▶
Technical Writing ▶
About This Site ▶
Contact Us ▶
Utilities ▶
Web-based services ▶
ICTS Staff only ▶

Bits & Bytes

Volume 5 Number 6

In this issue:

1. New software packages available
2. Student housing readmission system goes online
3. Use software not installed on your machine
4. International and local experts to present at eResearch Africa 2014

Twitter

Facebook

Dates to remember:

Scheduled maintenance slot

The next scheduled monthly maintenance slot will take place on **Sunday, 21 September 2014** from 09:00 - 17:00. There will be no ICT services, including IP telephony or copying and printing services via Campus Copy & Print.

Training

Have you just upgraded to Office 2013 and are not quite sure where to begin? Attend the What's new in Office

Two new software packages available for staff and students

ICTS has acquired site licences for two new software packages, namely Nvivo and EndNote.

Nvivo (for Windows and Mac) is aimed at assisting those who work with unstructured data. This software is a powerful qualitative data analysis tool, with features that provide functionality far beyond that of the average statistics package. It involves managing, shaping and making sense of seemingly random information, producing trends and enabling the construction and demonstration of hypotheses.

You can also install EndNote - one of the most comprehensive research data management tools currently available. This tool will simplify the research process by providing you with the necessary functionality to find, share, store and create your research and references.

Both applications are available to staff and students and can be installed via the Downloads section on the ICTS website. Alternatively, you can take your staff or student card together with R20 to the ICTS Front Office in the Computer Science Building on upper campus and borrow a CD copy.

Student housing readmission system goes online - saves six weeks' worth of processing

There are currently 6600 residence spaces available at UCT of which 4400 are reserved for returning students. The remaining spaces are allocated to students applying to UCT for the first time.

Up until last year, all students wanting to be readmitted to student housing in the following year had to complete paper-based forms to apply for student housing. This would then take the Student Housing department up to six weeks to capture before processing and sending out the offer letters to successful applications.

The downfall of having a paper-based system is that during the data capturing process information could be incorrectly entered or get lost. This year UCT purchased a new product from Residential Management Systems (RMS) called RMS Mercury. This software is easily configured to produce student self-service applications that support student housing processes. ICTS was tasked with implementing RMS Mercury to create a self-service application that

2013 course from **16-17 September 2014** (09:00-12:00) and our trainers will show you the new interface as well as the latest features available in Word, Excel and PowerPoint.

If you already have Adobe Acrobat installed or intend getting it, then the Acrobat for Rookies course is just for you. The course which takes place **18 September 2014** (09:00-12:00) looks at the Acrobat toolbars and navigation panes and shows you how to create a PDF, combine multiple files, add or remove pages, edit text, insert interactive objects (buttons, links and bookmarks) and create searchable text.

During the Access 2013 Intermediate course we will show you how to control data entries, join tables, create flexible queries, customise reports and share data across applications. The course takes place from **29 September 2014 – 03 October 2014** (13:30-16:30).

Lynda labs gives you the peace and quiet you need to learn

Finding time to learn a new skill or software package can be quite a challenge in today's busy working environment.

We therefore invite all staff and postgraduate students to use our lynda labs, which run from 14:00 - 16:00 at the ICTS training labs, Level one in the Kramer Law Building on middle campus. You can plan time in your diary to learn something new on lynda.com in a quiet and distraction-free environment. Trainers are

would allow returning students, who currently reside in a UCT residence, to submit online applications for readmission to a UCT residence in the following year.
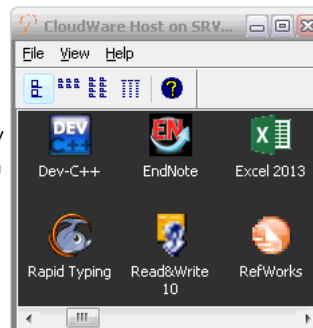
Once logged on to the student self-service application, students can select their first and second residence choices and meal plans. One of the big wins of this system is that students can electronically sign the terms and conditions which relate to their student housing applications before submitting the form - saving on time, printing and hassle. The system has been well received with 2191 students applying for first tier accommodation, 1969 senior undergraduate students for second tier accommodation and 233 students for third tier accommodation.

The Student Housing department is now busy reviewing each application. ICTS is currently undertaking the second phase of RMS Mercury implementation which will allow students to accept their student housing offers online. The aim is that from next year onwards, the student housing application process will also cater for off-campus accommodation, meal plan changes, room swaps and maintenance requests.

CloudWare or Remote Desktop Connection allows you to use software not installed on your machine

By installing the CloudWare or Remote Desktop Connection solutions on your computer or mobile device, you have access to a range of software without the fuss of having to install each application separately.

CloudWare is accessible anytime and anywhere. Once you have successfully installed it, you can start working on a document on your work PC and complete it on your mobile device at home. The same applies to Remote Desktop Connection, but the only difference with this option is that the software is stored on a special computer.

The software applications range from the Microsoft Office 2013 suite to referencing tools, statistics packages, storage options and multimedia players. There are differences in what software is available on each solution, but you may install both options so that you can easily access these applications when you need to use it.

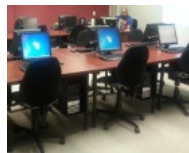### International and local experts to present at eResearch Africa 2014

eResearch support is top of mind across the world. In order to bring a local and international perspective, speakers from South Africa and abroad have been invited to present at this year's eResearch Africa conference taking place 23-27 November 2014.

The keynote address will be delivered by molecular biologist, Professor Barend Mons. He is a professor in Bio-Semantics at the Department of Human Genetics, Leiden University Medical Centre and is a Scientific Director of the Netherlands Bioinformatics Center (NBIC).

Professor Mons' talk will focus on the need for eScience approaches to 'in silico' knowledge discovery. He will look at the role of semantic technologies, (under)standards and the nano-publication ecosystem in particular.

also standby should you require assistance.

Check the calendar for a suitable date and secure your seat by sending an email to icts-training@uct.ac.za.

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Dr Steven Manos who manages Research Services within Information Technology Services at the University of Melbourne will showcase their research cloud infrastructure. He will also touch on the National eResearch Collaboration Tools and Resources (NeCTAR) project which aims to enhance research collaboration and research outcomes by providing ICT infrastructure in Australia.

On a local front, ICT staff from the University of Cape Town, University of the Western Cape and the University of Free State will each highlight the role that their departments play in supporting eResearch at their respective institutions. In return, researchers from universities across South Africa will demonstrate what they are using to process their research data.

If you are interested in presenting at eResearch Africa, please go to www.eresearch.ac.za | Participate to submit an abstract. You can also register, by completing the online registration form at www.eresearch.ac.za | Registration. Should you have any questions, please send an email to conference@eresearch.ac.za.

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