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# Bits & Bytes



Volume 7 Number 7

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## Dates to remember:

### ICTS scheduled maintenance slot

The final ICTS maintenance slot for 2016 will take place **Sunday, 04 December 2016** from 09:00 – 17:00. There will be limited or no ICT services available during this time.

ICTS has completed discussions with the various stakeholders on campus and has

## Get ready to go on leave

With just a few weeks left before we bid 2016 farewell, we are sure that you cannot wait to take a well-deserved break and rest before it all starts again in 2017. Before you go though, there are a few things that you need to remember to do before your downtime begins.

Ensure that you have set up an *Out of office* greeting on your mailbox indicating when you will be back. You can also set up a forwarding rule to send your mail to a colleague. Just remember to



deactivate the rule once you're back. Alternatively, if you prefer to keep on top of your emails yourself, you can access your mailbox via [Outlook Web App](#) or on your [mobile device](#).

While you're soaking up the sun, you don't want to have to worry about whether your data is secure. All information saved on the F: and G: drives is secure and backed up. You may, however, want to be extra cautious and back up information that is saved on your C: drive. Everything that you need to know about backups and how to do them, is explained in the [Data backup at UCT](#) web article.

One last thing - make sure that your [alternate contact details are up to date](#) on Password Self-Service. This will come in handy in the event that you need to change your password once you get back.

Be safe, rest easy and know that we look forward to being of service to you in 2017.

## White Pages super user gives the system a thumbs up

Anastacia Haddon uses the UCT Whites every day to contact UCT staff across campus. In her role as an Administrative Officer in the Department of Construction Economics and Management, she also frequently has to help courier companies to find someone on campus. "They often come here with a name and an incorrect address, then I use White Pages to direct them to the correct address" says Haddon.

agreed on dates for 2017. Please check the [provisional 2017 calendar](#) before setting up any courses, meetings, tests or exams, etc., that would require ICT services over the scheduled maintenance period.

## Training

With things slowly winding down as we reach the end of the year, we would like to thank all those who booked on our courses, information sessions and workshops. We trust that you found these courses beneficial. We look forward to fulfilling your ICT training requirements in 2017.

We are currently reviewing our existing courses and training materials to see how they can be adapted to be more effective for you. We're also looking at introducing new courses and information sessions to help you to stay on top of your game.

Even though our training for the year has come to an end, that doesn't mean that you have to stop your learning journey. You can still access our range of [online training resources](#) to either improve your existing skills or learn a few new ones.

You can also have a look at our [training offerings](#) that will take place during the first quarter of 2017. These courses are [open for bookings](#) in case you want to get a head start in your planning for 2017. Courses for the remainder of the year will be added to the 2017 calendar in the next few weeks.

Remember that you can also contact the [ICTS Training Co-Ordinator](#) to set up a customised training session for your department. This can be done for any

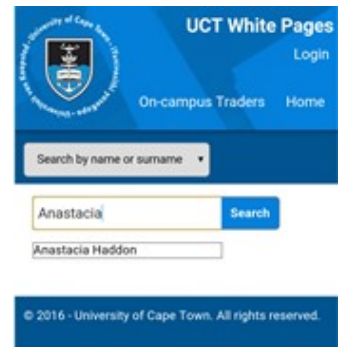
The [UCT White Pages](#) online staff contact information directory allows you to search for people by department, faculty, first name or surname. It also lists on-campus traders.

The site now has a new look and feel and has responsive styling for mobile devices. Once you authenticate via Single Sign On, you can update your location and contact details and choose to either show or hide your mobile number and photograph. Directory Managers can also update contact details for staff members in their department.

One of Haddon's favourite features is being able to see who she is talking to by looking at their photographs. She hopes that not too many people will opt to hide their photograph now that they have the option to do so. She does, however, have a few other favourites too.

"The fact that outsiders can email us directly from the White Pages site or ask us to call them," she says is very beneficial to her. She is also impressed by the fact that you can download the UCT White Pages directory in a PDF format.

She would however like the White Pages to be made more prominent on the UCT and ICTS website so that staff and the public can easily access this useful resource.



## Google Apps for education now called G suite

Google recently changed the name of its productivity suite, Google Apps for Education to the short and sweet, [G suite](#). The suite consists of a [range of applications](#) aimed at breaking down silos and allowing people to share and collaborate on one document - in real-time - no matter where they are.

G suite, which has similar offerings to the Microsoft Office suite, is available to all UCT staff and students. Navigate to [Google](#), click Sign in and log on with your UCT email address and password to access the suite. Applications include

Google Docs, Sheets, Slides, Forms, Drive and Hangouts. You can either work alone on a document or collaborate with others. Academics can use the Classroom feature where a folder is made available on Google Drive for students to submit their assignments.

If you're not quite sure how an application works, don't worry. Online training videos are available on [lynda.com](#) or [Synergys training](#) to help you get to know the ins and outs of these applications.



application or software available at UCT. A flat rate of R600.00 per hour is charged (regardless of the size of the group) and excludes the cost of the manuals.

## Farewell to fellow ICTS colleagues

At the end of year, ICTS will bid a sad farewell to a number of colleagues who will be retiring or who have opted to take the university's voluntary separation package.

These staff members have made a huge contribution to the department, to the university and have helped ICTS provide top class service to UCT staff and students. Some have spent tireless hours ensuring that the UCT network, ICT services and internet are always in a good working condition while others have been on standby to provide customer support and assist with any issues that may have arisen. Some have assisted you with creating new platforms, websites and services and others have ensured that campus is always up to date on what is happening in the ICT field.

While it is never easy to say goodbye, we wish each of you well with your future endeavours and publicly acknowledge the amazing role that you have played in this department. We are proud to have called you our colleagues.

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## UCT collaborates with other universities to encourage the use of REDCap

A number of South African researchers use the REDCap (Research Electronic Data Capture) web application to manage their research data. So much so that the University of Witwatersrand (Wits) invited the REDCap creator, Professor Paul Harris, to South Africa to share his insights.

Many Cape-based researchers also wanted to hear Professor Harris speak, but didn't have the resources to travel upcountry. So Stellenbosch University and the University of Cape Town successfully engaged with Wits through the efforts of Professor



David Tabb to have Professor Harris

present his talk entitled "What's old?, What's new?" and "What's next regarding REDCap?" at Stellenbosch University's Tygerberg campus.

The event proved to be fruitful and beneficial to those in attendance; with representatives from Stellenbosch University and the University of Cape Town sharing their experiences in using this application.

Professor Gian van der Spuy from Stellenbosch University's Division of Molecular Biology and Human Genetics said: "Having used REDCap for a number of years, we were very excited when the opportunity arose to host its creator, Paul Harris. The event certainly lived up to our expectations and it was great to hear first-hand how and why the program was developed as well as some of his vision for the future.

"Overall, the feedback I have received from our local attendees was very positive and has certainly raised the profile of REDCap at Stellenbosch and opened the eyes of both staff and students as to how they could benefit from using it in their research. Thank you to all who participated to make this event the resounding success it was."

Data Analyst at the UCT Clinical Research Centre, Annemie Stewart, who was also one of the organisers, said: "The REDCap Cape Town event created the opportunity for researchers to hear what the future of REDCap looks like. Paul Harris shared the story of how REDCap was developed and discussed some exciting new features that researchers can expect. Stellenbosch University and University of Cape Town shared how we have been using REDCap at our institutions, which was a real eye-opener to the endless possibilities that exist! The event left us eager to keep exploring and invent data solutions based on REDCap."

Professor Harris, a Professor of Biomedical Informatics in the School of Medicine and a Professor of Biomedical Engineering in the School of Engineering at Vanderbilt University in the USA, indicated that he was grateful for the opportunity to host a workshop in South Africa and was keen to come back in 2017 for a follow-up session.

"I believe there is a strong interest in another REDCap Africa event in 2017, so I'm crossing my fingers that our paths will cross again in the not so distant future."

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