



Tips and tricks for a better IT experience

Unisa Library Technology Showcase, 17
September 2013, Muckleneuk Campus-
Library Reception Area, Level 5

Francois Keyser and Johan Muller
UNISA LIBRARY

Overview

1. WebPac: E-mail alerts
2. Library record news feed
3. Reading history
4. Clearing browser history
5. Information Security
6. Password setting changes
7. Windows XP upgrade to Windows 7

1. WebPac: E-mail alerts

Use to get an e-mailed list of new acquisitions by subject, author or title:

- First do a search
- Then click Save As Preferred Search

University of South Africa / All Locations - Windows Internet Explorer provided by UNISA

http://oasis.unisa.ac.za/search~S1/?searchtype=X&searcharg=psychoanalysis+children&searchscope=1&sortdropdown=-&SORT=D&extended=0&SUBMIT=Search

File Edit View Favorites Tools Help

Google Search MyFunCards Smiley Central Webfetti Daily Recipe Facebook

University of South Africa / All Locations

UNISA university of south africa LIBRARY

Library Home New Search Print Help Log Out Return To Your Record

(Search History)

Search Options My Library Library Links Use the AirPAC Library Training

You are logged into staff mode at University of South Africa / All Locations as Keyser, Mr F

Modify Search Another Search

KEYWORD psychoanalysis children View Entire Collection Search Save as preferred search

Limit search to available items

148 results found. Sorted by Relevance | Date | Title

Result Page 1 2 3 4 5 6 7 8 9 10 11 ... 13 Next

Add All On Page [Select a list] Add Marked to My Lists

KEYWORDS (1-12 of 148)

Very relevant titles entries 1-1

1 Psychoanalytic study of the child.
Imago, 1945. 1945

Book

Items

Relevant titles entries 2-2

2 Narcissus and Oedipus : the children of psychoanalysis
Hamilton, Victoria.
Boston : Routledge & Kegan Paul, 1982. 1982

Book

Items

LOCATION	SHELF NO	STATUS
Pretoria Open Collection	150.195 HAM	AVAILABLE

Other relevant titles entries 3-148

3 Towards a contextual psychology of disablism

Resources

Other Resources

Find psychoanalysis children at Google Scholar

Trusted sites 100%

1. WebPac: E-mail alerts (cont.)

- Log into your patron record details (myLibrary/Renewals/Login) then click Preferred Searches

University of South Africa /All Locations - Windows Internet Explorer provided by UNISA

https://oasis.unisa.ac.za/patroninfo/~51/2411017/items

File Edit View Favorites Tools Help

Google Search Share More >> Sign In

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Search Options My Library Library Links Use the AirPAC Library Training

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Keyser, Mr F
Library Services
Samuel Pauw
02-002
+27124296076
Expiry date:31-12-2020

0 requests (holds).

- Modify Personal Information
- Modify PIN
- Preferred Searches**
- Reading History
- My Lists
- Events Calendar
- My Record Feeds

Sort by Due Date Renew All Renew Marked

3 ITEMS CHECKED OUT

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	Social research methods : qualitative and quantitative approaches / W. Lawrence Neuman.	0002240423	DUE 30-09-13	301.072 NEUM
<input type="checkbox"/>	Practical research : planning and design / Paul D. Leedy, Jeanna Ellis.	0002245502	DUE 30-	001.4

Done Trusted sites 100%

1. WebPac: E-mail alerts (cont.)

➤ Tick Mark for Email box

University of South Africa / All Locations - Windows Internet Explorer provided by UNISA

https://oasis.unisa.ac.za/patroninfo/~51/2411017/getpsearches

File Edit View Favorites Tools Help

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3 Items currently checked out

Modify Personal Information

Modify PIN

Reading History

My Lists

Events Calendar

My Record Feeds

Delete All Searches Update List

Preferred searches (1)

Mark to Remove	Mark for Email	TITLE	Search
----------------	----------------	-------	--------

KEYWORDS

<input type="checkbox"/>	<input checked="" type="checkbox"/>	psychoanalysis children	Search
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Delete All Searches Update List

Trusted sites 100%

2. Library record news feed

Use to receive alerts regarding books that are about to be due

- Log into your patron record details (myLibrary/Renewals/Login) then click My Record Feeds

University of South Africa / All Locations - Windows Internet Explorer provided by UNISA

https://oasis.unisa.ac.za/patroninfo~51/2411017/items

File Edit View Favorites Tools Help

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Trusted sites 100%

2. Library record news feed (cont.)

- Click on Subscribe to this feed

13 Sep 13 - Your Library Record News - Windows Internet Explorer provided by UNISA

https://oasis.unisa.ac.za/feeds~51/pat/7d858607858d6076.xml

File Edit View Favorites Tools Help

Google Search Share More >>

MyFunCards Smiley Central Webfetti Daily Recipe Facebook

13 Sep 13 - Your Library Record News

13 Sep 13 - Your Library Record News

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

[Subscribe to this feed](#)

Displaying 0 / 0

Sort by:

▼ Date

Title

start 6 Microso... 2 Windo... Branch Libr... 2 Interne... millennium... Logins2013... liirunner.exe 2 Java(T... Microsoft P... EN 14:58

2. Library record news feed (cont.)

- Click on Subscribe button



2. Library record news feed (cont.)

- To view the feed, click View my feeds
- Can be viewed in future via Favorites

13 Sep 13 - Your Library Record News - Windows Internet Explorer provided by UNISA

https://oasis.unisa.ac.za/feeds~51/pat/7d858607858d6076..xml

File Edit View Favorites Tools Help

Google Search MyFunCards Smiley Central Webfetti Daily Recipe Facebook

13 Sep 13 - Your Library Record News

You've successfully subscribed to this feed!
Updated content can be viewed in Internet Explorer and other programs that use the Common Feed List.

[View my feeds](#)

13 Sep 13 - Your Library Record News
13 September 2013, 15:12:24

Displaying 0 / 0

All 0

Sort by:

▼ Date
Title

[View feed properties...](#)

3. Reading history

Use to get a list of all the items you have previously borrowed

- Log into your patron record details (myLibrary/Renewals/Login) then click Reading History

University of South Africa / All Locations - Windows Internet Explorer provided by UNISA

https://oasis.unisa.ac.za/patroninfo~51/2411017/items

File Edit View Favorites Tools Help

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Trusted sites 100%

3. Reading history (cont.)

- Click the Opt In button
- A list of items previously borrowed will be displayed for items borrowed after Opt In

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https://oasis.unisa.ac.za/patroninfo/~51/2411017/readinghistory

File Edit View Favorites Tools Help

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0 requests (holds).
3 Items currently checked out
Modify Personal Information
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My Record Feeds

Opt In

No Reading History Available

Trusted sites 100%

4. Clearing browser history

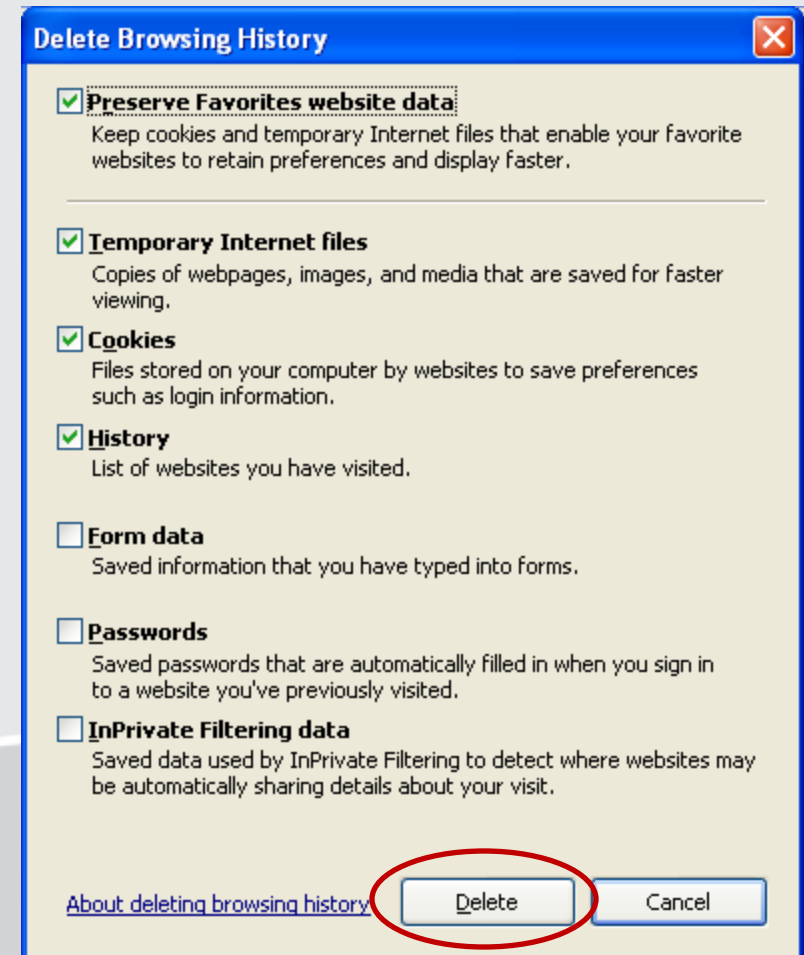
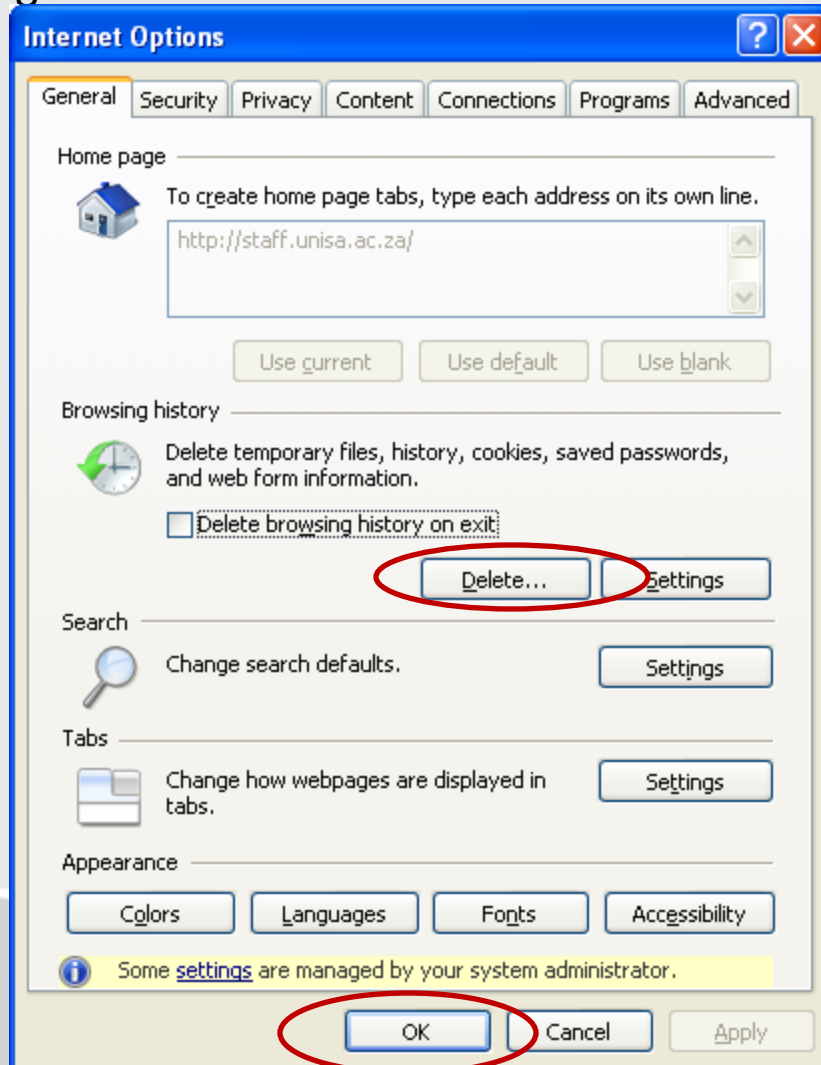
Use when PDFs (articles) do not want to open

- Open your browser eg. Internet Explorer
- Click Tools and then Internet Options:

The screenshot shows an Internet Explorer browser window displaying the UNISA Online Library website. The address bar shows the URL <http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=17>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Tools menu is open, showing options like Reopen Last Browsing Session, Pop-up Blocker, Manage Add-ons, Work Offline, Compatibility View, Full Screen, Toolbars, Explorer Bars, Developer Tools, Suggested Sites, Windows Messenger, Diagnose Connection Problems..., Send to OneNote, and Internet Options (which is highlighted). The website header features the UNISA logo and navigation links: About, Study, Colleges, Research, Alumni, Library, and News & media. The main content area has a purple banner for the Library section, followed by a circular image of a student using a laptop. To the right of the image is a section titled "Africa's largest academy" with text about the library's collection and a "Read more" link. Below the banner, there are three main sections: "Library services" with links to Lending services, Training, Request a Literature search, Research support, and Archival collections; "Search the Library" with a search bar and links to Search the catalogue, Find e-resources, Find e-reserves & Recommended books, Find e-journals, and Unisa Institutional Repository; and a sidebar with buttons for Login to MyLibrary, Branch locator, Membership, FAQs, and Ask a Librarian. The bottom of the browser window shows the Windows taskbar with various open applications and the system clock at 08:49.

4. Clearing browser history (cont.)

- Under Browsing History click the Delete button
- On the Delete Browsing History screen click the Delete button
- Click OK until back in the normal browser window, close the browser and open again



Information Security



Information Security Awareness March 2013

The ICT department shows its commitment by developing and verifying implementation of good internal controls as well as ensuring the promotion and awareness of ICT requirements and plans throughout the university.

The computing resources at Unisa support both the academic and administrative activities of the university and the use of these resources is a privilege that is extended to members of the university community.

Below are basic Information Security guidelines:

Password Security	Desktop Security	Email Security
Do not share your password with anyone	Do not disable Unisa supported anti-virus software	Do not open unknown or unexpected email attachments
Do not use the same password for more than one account	Always lock your workstation before leaving your desk i.e. Ctrl-Alt-Delete	Use caution when sending confidential information via email
Do not write your password down	Do not download files from unknown sources	Do not reply to unsolicited email messages
Do not check “remember my password” boxes	Backup important files on a regular basis	Do not send large files through email
Always logoff before leaving the office	Ensure that your workstations receives patches and updates on a regular basis	Do not use email for chatting
Change your password whenever you suspect it may have been compromised	Ensure that the Unisa laptop is always locked with a physical cable	Do not respond to chain letters
Ensure that your password is complex but you can remember it	Do not submit personal information on websites that are not secure. Check for https in the web address and a padlock	Do not provide your personal information to suspicious emails

Password setting changes

On Tuesday 26 February 2013, Unisa ICT will be applying the password settings as per the Information Security Policy.

This is in line with the provisions of the approved Information Security Policy, which can be found on e-connect. The Unisa ICT is committed to ensuring adherence to policies and best practices. Below are the following password settings that will change:

- Password must change at least every 30 days.
- User account lockout duration is 30 minutes.
- User account threshold is three attempts.

The following can cause your Unisa logon account to be locked:

- After failing to correctly enter your password three times, your account will be locked out for 30 minutes.
- Attempting to access more than three workstations (laptops and desktops) simultaneously.
- If your password has not been changed on all your devices that access a Unisa service (ie tablets, smart phones).
- If your password has not been changed on any program or application that stores your password (ie Dropbox, Smart Phone Synchronisation software).

The operating system on all Unisa computers will be upgraded to Windows 7

ICT Desktop is currently upgrading the Windows XP operating system on all Unisa computers to the Windows 7 operating system. This upgrade is being done because Microsoft will no longer support Windows XP as from April 2014.

An ICT technician will contact you for an appointment. Please ensure that all your data is backed up and also notify the technician of any specialised/important data.

The Windows 8 operating system is the latest operating system available. An upgrade to Windows 8 cannot currently be done, because some business applications are not ready to run on a Windows 8 platform. This is being investigated and a plan to upgrade to Windows 8 will be communicated once it has been finalised.

For any enquiries, please send an e-mail to vniekja@unisa.ac.za or singhm@unisa.ac.za.

7. Questions

