

# IS&T

News about Information Services and Technology throughout MIT

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**Thalia Does More Than Muse About Managing Images**

• Robyn Fizz

**W**inning a 2007 InfoWorld 100 Award is icing on the cake for the team in Information Services and Technology (IS&T) developing Thalia, a Web 2.0 application for managing images and other digital media. The eight-person Thalia Team, led by Catherine Iannuzzo, is devoted to working with its customers to build a collaborative image tool with a highly visual, intuitive interface. Thalia is designed to support departmental publishing, as well as individual and academic use.



Following the Athena naming convention favored by IS&T – think Kerberos and Moira –

Thalia is named after one of the classic Greek muses. As project coordinator Arnis Kletnieks wryly notes, “Since there were no muses for digital media, we chose Thalia because she was the happy one... and she’s got a name that you can pronounce.”

**What Can Thalia Do?**

Let’s say you or your department has a growing set of images – it could be images from research, photos of events, or historical or art images. You may intend to use these images on your web site or in print publications, for display

on plasma screens or for presentations. Whatever the use, you want to be able to manage and find the images easily.

Thalia can help with all of these tasks. The application lets you store, manage, and share your digital media files with ease. You can

- Organize and tag your files
- Present your images in slideshows
- Find files using Thalia’s powerful search capabilities

Thalia offers the benefits of a drag-and-drop desktop application with the advantages of a web application, including secure storage, regular backups, and painless upgrades. Best of all, you can customize Thalia for your department’s needs – for example, adding your own branding to the interface.

When you upload images, Thalia automatically generates thumbnails and intermediate versions in web-readable format (JPEG). The application also supports multi-layered images such as Photoshop files, generating single-layer images for browsing. Master images are always kept in the original format, and you can control access to them separately.

**Libraries, Albums, Slideshows**

In Thalia, you store images in searchable libraries. You can drag and drop images from search results into albums, which are images grouped for a particular purpose. Images can belong to more than one album and can have unique captions in each one. You can

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present your images in slideshows, with customized layouts and transitions between pages. You can download and display slideshows offline – so you don't need to worry about losing a network connection in the middle of a talk.

### Partners

Thalia, in development for about 18 months, has partnered with two key customers during its pilot phase: MIT's School of Architecture and Planning (SA+P) and Harvard-MIT Health Sciences and Technology (HST). The Thalia Team met frequently with both clients to gather requirements and find out about their work processes. The team then designed an optimal data model – one that would address their partners' needs and be flexible enough to adapt for new users.

SA+P uses Thalia to store images for the *PLAN* newsletter, the Plazma digital gallery, the School's web site, and various fundraising efforts. When Judith Daniels and Jamie Fabianski, communications staff in SA+P, first heard about Thalia, they decided to volunteer for the pilot for several reasons.

- Thalia was being offered, at no cost, with the support of a committed IS&T team.
- The SA+P staff wanted to move the images off of their desktop computers onto a server, to regain hard drive space and ensure the stability of their digital assets.
- They liked the fact that Thalia let them see full-scale images instead of just thumbnails.
- They felt a pressing need to find images quickly, as communications efforts continued to ramp up.

Daniels and Fabianski give the Thalia Team high marks for customer service. They needed to store files in TIFF format and wanted a custom contact sheet, and the Thalia Team added those options. The SA+P staff are also fans of Thalia's batch uploading feature, and rely on Thalia's permissions metadata to make sure copyrighted materials are used appropriately.

HST is also using Thalia to store and organize images for publications.

When the Thalia Team released its pilot in August, more MIT customers signed on. The Publishing Services Bureau, Edgerton Center, and various IS&T groups are using Thalia for course materials, customer support, and print and electronic publications.

### Next Release and Beyond

IS&T plans to release a new version of Thalia by February 2008. It will offer an updated user interface, along with improved models for tagging, meta-data, and access control.

Farther down the road, the team will integrate Thalia with Stellar, MIT's course management system. The team also plans to offer a shared public domain for individuals or groups who don't want to configure their own Thalia domain, and to make the Thalia code base publicly available as an open source application.

### Find Out More

Janet Bowker Riley, one of Thalia's developers, will give a demo of the application on January 24. The session will be held in W20-306 starting at 12:30 pm.

You can also get better acquainted with Thalia by visiting

[thalia.mit.edu](http://thalia.mit.edu)

By February 2008, this web site will link to a screencast of Thalia in action. Meanwhile, as long as you have an MIT certificate, you can register for a demo account by sending mail to <[thalia-request@mit.edu](mailto:thalia-request@mit.edu)>.

If you have questions or would like a copy of the technical white paper on Thalia, send mail to <[thalia-support@mit.edu](mailto:thalia-support@mit.edu)>.

## The Spin on IS&T's New Tricycle

Jerry Grochow, Vice President for Information Services and Technology (IS&T), took a celebratory lap on October 17 around Building N42 using the department's new Haley urban cargo tricycle. While the trike may bring back visions of ice cream vendors cycling through neighborhoods, IS&T will use it to deliver laptops and other equipment around campus.

Grochow said that as a full participant in MIT's Walk the Talk Energy Task Force, IS&T wants to increase its energy efficiency and lessen its impact on the environment. The tricycle will help toward those aims.

"Staff in IS&T deliver computers, carry large tools to repair phone and network cables, and perform other tasks that require a vehicle," Grochow said. "Last year we purchased a hybrid van and this year we decided to invest in a human-powered vehicle."

The new tricycle lends itself well to MIT's campus, which is compact and urban, with lots of pavement and relatively short distances between buildings. The weatherproof trike has special alloy wheels so that it can be ridden in the rain. The attention-getting cargo box, painted apple green, is lined with extra padding.

IS&T's Ryan Flanagan, a consultant with the Departmental IT Resource Team, has been using the trike to deliver laptops for the student Laptop Loaner program. Others in IS&T are already planning ways to boost three-wheeled deliveries on campus. The tricycle's use will be limited to authorized staff, in accordance with guidelines from MIT's Environment, Health, and Safety Office.

In support of the IT Energy@MIT initiative, many IS&T staff put in time making the trike a reality – from those who worked on the custom order with Haley Tricycle Company to those who assembled it on its arrival.



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*A slightly different version of this article appeared in MIT Tech Talk on October 23, 2007.*



## FileMaker Connects with Its New Round of Database Software

• Lee Ridgway

**F**ileMaker, Inc. is known for its user-friendly database software for Macintosh and Windows. With its latest round of releases, including FileMaker Pro 9 and FileMaker Server Advanced 9, the company delivers solid features and one home run – the ability to create a live, persistent connection to an external SQL data source (ESS).

All FileMaker 9 software is compatible with IS&T-supported operating systems. It is also compatible with the recently released Mac OS X 10.5 (Leopard) and Windows Vista. Compatibility with Mac OS X 10.5 requires the FileMaker 9.0v3 patch, available at [www.filemaker.com/support/downloads](http://www.filemaker.com/support/downloads)

**Note:** IS&T recommends that members of the community wait to upgrade to Leopard and Vista on production machines.

### FileMaker Pro 9 Basics

FileMaker Pro 9 users will discover several features with everyday utility.

- The Quick Start Screen, which displays when you launch FileMaker Pro 9, provides an easy avenue for creating a new database, opening an existing one, learning more about FileMaker Pro, or interacting with the FileMaker community.
- With Conditional Formatting, you can set the way data in a field displays, depending on conditions you specify (e.g., overdue invoices).
- Auto-Resize automatically adjusts and aligns layout objects based on your settings.
- FileMaker Pro 9 includes field-level spell checking and multiple undos and redos for editing text in a field.

### FileMaker Server and Server Advanced 9

IS&T recommends version 9 for those who are running or wish to implement a FileMaker Pro client/server configuration. The server installation DVD distributed by IS&T includes both FileMaker Server and Server Advanced 9. While the MIT license key installs Server Advanced 9 by default, IS&T support for this application is limited to installation and basic configuration, and to select features. These include



- Securing files using SSL encryption and access privileges
- Creating automatic backup schedules
- Remote management through the Admin Console
- Publishing databases to users with the Upload Database Assistant

### External SQL Sources (ESS)

FileMaker Pro 9 provides tools to create a live, secure connection to external SQL data sources, such as the MIT Data Warehouse. You can interact with SQL data as you would with FileMaker data, allowing you to create reports.

In previous versions of FileMaker, importing data from external sources provided only a static snapshot of the data and increased the risk of data integrity and privacy problems. With ESS, tables stored in Microsoft SQL Server, Oracle, and MySQL can be added to the FileMaker Relationship Graph as shadow tables and accessed within FileMaker. The data in the shadow tables stay current with the external source, but are not stored in FileMaker.

ESS makes it possible to integrate live data from the MIT Data Warehouse into a FileMaker 9 database. This ability to view Warehouse data is limited, however, by both the user's Data Warehouse access and the user's account permissions in the FileMaker database.

### Security Guidelines

The ability to use ESS to connect a FileMaker database to MIT's Data Warehouse brings with it the responsibility to ensure the continued security of the Warehouse and its data.

- Do not store Data Warehouse usernames and passwords in FileMaker databases. Each FileMaker user should be prompted to enter his or her Warehouse login information when connecting from FileMaker to the Warehouse.
- Do not share your Warehouse password with anyone.

- Do not import Warehouse data into the FileMaker database.

### Getting the Software

MIT faculty, staff, and students may request FileMaker licenses and media under MIT's volume license agreement with FileMaker, Inc.

- Students, including graduate students, may obtain FileMaker Pro 9 only, free of charge, for use on personally owned computers.
- Faculty and staff should check with their departmental software coordinator or IT Partner before individually requesting FileMaker Pro 9 or FM Server Advanced 9 from IS&T.

For details and online request forms, go to

[web.mit.edu/ist/products/vs1s/mitfmp90](http://web.mit.edu/ist/products/vs1s/mitfmp90)

### Support

FileMaker users and developers at MIT can tap IS&T for support with FileMaker Pro 9 and select features of FileMaker Server Advanced 9.

- *Documentation.* For guidance on installing and using the software, start at the FileMaker Pro at MIT page at [itinfo.mit.edu/product.php?id=48](http://itinfo.mit.edu/product.php?id=48)

For guidelines on implementing FileMaker databases in the MIT environment, go to

[web.mit.edu/ist/db/fm](http://web.mit.edu/ist/db/fm)

- *Training.* IS&T offers several hands-on FileMaker classes for a nominal fee. For information, browse the online Training Catalog at

[web.mit.edu/sapwebss/PS1/training\\_home.shtml](http://web.mit.edu/sapwebss/PS1/training_home.shtml)

- *FileMaker User Group.* Meetings are held the first Friday of every month in the N42 Demo Center. For details, see the group's page at

[web.mit.edu/ist/help/filemaker/fmug](http://web.mit.edu/ist/help/filemaker/fmug)

- *Database development.* For help with database development, contact IS&T's Departmental Consulting and Application Development (DCAD) Team at [db-consult@mit.edu](mailto:db-consult@mit.edu).

- *End-user help.* If you need help with tasks like installing FileMaker, sharing databases, importing and exporting data, or printing, contact the Computing Help Desk at 253-1101 or [computing-help@mit.edu](mailto:computing-help@mit.edu).



## Pass It On: It's Important to Choose Passwords with Care

• Monique Yeaton

**P**asswords are an important part of computer security and are the keys to many things: your computer, your email, a server on a network. Your password helps to prove you are who you say you are, and ensures your privacy.

Stolen passwords are the means by which most unauthorized (and unscrupulous) people gain access to a system. Someone logging on under your name has access not only to your computer files, but to most of the facilities of the computer system. Tampering can have far-reaching, serious consequences, including the exposure of financial, medical, and other personal information.

IS&T recommends that you change your password at regular intervals, depending on what the password provides access to. Password strength should be commensurate with risk.

*YOU* are assumed to be responsible for anything done using your password and for taking the appropriate steps, as outlined below, to select and secure your passwords.

### Password Confidentiality

Never tell anyone your password – not even your system administrator, account manager, friends, or staff from IS&T and Athena. And don't write it down.

Don't talk about a password in front of others or hint at the format of the password (e.g., "my family name"). No one should demand a password from you, but if someone needs access to shared files, refer him or her to the Help Desk's User Accounts group at 253-1325 or <accounts@mit.edu>.

Always log out of a password-protected system when you are done using the system or are stepping away, especially in a public area.

The next section offers tips for choosing a password. For a comprehensive list of tips, and instructions for changing your Kerberos password, see the Guidelines for Choosing a Password page at

[web.mit.edu/ist/topics/network/passwords.html](http://web.mit.edu/ist/topics/network/passwords.html)

### Do Choose...

- Something easy for you to remember with at least six characters (spaces can't be used). There's no limit to length; the longer the password, the stronger it becomes.
- Something obscure; a deliberately misspelled term or an odd character in an otherwise familiar term, such as phnybon instead of funnybone. Or use a combination of two or more unrelated words.
- A mix of alphabetical, numeric, and symbolic characters.
- A mixture of upper- and lowercase; passwords are case sensitive.
- A phrase like "many colors" using only the consonants (e.g., mnYc0l0rz or a misspelled phrase (e.g., 2HotPeetzas).
- An acronym for your favorite saying or song (e.g., GykoR-66 for "Get Your Kicks on Route 66").



### Do Not Choose...

- Your name in any form – first, middle, last, maiden, nickname, initials, or spelled backwards
- Your userid or your userid spelled backwards
- Part of your userid or name
- The name of a close relative, friend, or pet
- Names from popular culture (e.g., Spock, Sleepy)
- Your phone or office number, address, birthday, or anniversary
- A previously used password or a password used for more than one account.
- Acronyms, geographical or product names, or technical terms

### Concerned?

If you suspect that an account or password has been compromised, report the incident to the Security Support Team at <security@mit.edu>. ☎



*This column presents announcements about IS&T-supported software. For more information about recent releases, see [web.mit.edu/swrt](http://web.mit.edu/swrt)*

### Don't Leap to Leopard

IS&T strongly recommends that Macintosh users wait to upgrade to Apple's newest operating system, Mac OS X 10.5 (Leopard).

With any new operating system, there are going to be incompatibilities and bugs. IS&T has not yet certified the new versions of TSM and SAPgui for use with Leopard, and both of these applications are important to productive and safe computing at MIT.

IS&T's Computing Help Desk offers limited support on basic configuration issues for new machines arriving with Leopard installed. As critical application issues are resolved, IS&T will offer more in-depth support.

For details, see the Mac OS X 10.5 Release Notebook at

[web.mit.edu/swrt/releases/macosx](http://web.mit.edu/swrt/releases/macosx)

Send your questions about Leopard to the Mac OS X Release Team at <macosx-release@mit.edu>.

### Migrating to Red Hat Linux 5 (RHEL 5)

IS&T recommends that Red Hat Linux users at MIT begin planning to migrate from RHEL 4 to RHEL 5. On May 15, 2008, Red Hat will downgrade from full support of RHEL 4 to deployment support (i.e., bug fixes and security updates), and will stop offering new hardware support for RHEL 4.

Migrating to RHEL 5 will enable Red Hat users to get support for new features. These include

- Integration of Xen virtualization into client and server configurations
- Updates to applications, services, and hardware device drivers
- Security updates

For a complete list of new features, see the RHEL Release Notes at

[web.mit.edu/rhel-doc/5/RHEL-5-manual](http://web.mit.edu/rhel-doc/5/RHEL-5-manual)

The Red Hat at MIT page at

[itinfo.mit.edu/product?vid=753](http://itinfo.mit.edu/product?vid=753)

includes instructions for getting, installing, and using the software. If you need assistance with RHEL 5, contact the Help Desk at <computing-help@mit.edu> or 253-1101. ☎



## Massachusetts Passes Data Security Breach Notification Law

• Jay Wilcoxson and Tim McGovern

On October 31, 2007, new legislation went into effect in Massachusetts requiring covered entities to provide notification in the event of certain data security breaches. MIT is among those entities, since it “owns or licenses data that includes personal information about residents of the commonwealth.”

### Q&A

The following questions and answers address some of the key components of the new law.

**Q:** What data are covered?

**A:** The statute applies to both electronic and hard copy records that contain personal information. “Personal information” refers to a person’s first name or initial and last name in combination with one or more of the following:

- Social Security number
- Driver’s license number or state identification card number

- Financial account number or credit card number, regardless of whether it is accompanied by a security code, PIN, or password

**Q:** Under what circumstances must MIT provide notification?

**A:** MIT must provide notification when it “knows or has reason to know” of a breach of security or that personal information “was acquired or used by an unauthorized person or used for an unauthorized purpose.” The term breach of security means the unauthorized acquisition or use of data that creates a substantial risk of identity theft or fraud against a resident of the commonwealth.

**Q:** To whom must MIT send notification?

**A:** MIT must notify the attorney general, the director of consumer affairs and business regulation, and the residents whose personal information was acquired or used.

**Q:** What content must the notification contain?

**A:** The notification to the agencies must include a description of the nature of the incident, the number of af-

ected residents, and the steps being taken relating to the incident. The notification to residents must describe their right to obtain a police report and how to request a security freeze on their credit report. The notification to residents should not describe the nature of the incident or the number of affected residents.

**Q:** When must notification be sent?

**A:** Allowing time for an initial investigation, MIT should provide notification “as soon as practicable and without unreasonable delay.” Notification can be delayed if law enforcement determines that notification may impede a criminal investigation.

### Support on Campus

MIT has established a response team in the event a data security breach occurs at the Institute. If you believe a breach has taken place, immediately contact Tim McGovern at <infoprotect@mit.edu>.

If you have questions about this new law, contact Jay Wilcoxson in MIT’s Office of the General Counsel at <jaren@mit.edu>.

## IS&T to Offer New Service Levels for TSM Backup

• Dave Kalenderian and Esther Yanow

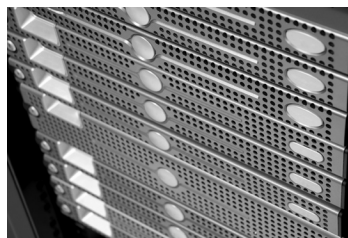
IS&T has been evaluating its customers’ use of the Tivoli Storage Manager (TSM) backup service over the past year. Based on its findings, IS&T is set to introduce two new levels of backup service – Basic and Enterprise – to round out its TSM offerings.

### Three Service Levels

The **Basic** service will be available starting in January 2008. Intended for desktops and laptops, Basic service will let users back up up to 15 gigabytes (GB) of data in selected directories and folders. This service will be offered at no cost to new TSM users and existing subscribers who switch to this service level.

Under the **Standard** offering, which has been in place at MIT for over twelve years, users can back up up to 300GB of data. The fee for this service level will be \$15 per month, an increase of \$7.50 per month.

Later in the first quarter of 2008, IS&T will offer the **Enterprise** service, designed for server-class machines. Departments, labs, and centers (DLCs) that sign up for the Enterprise service can back up up to 10 terabytes (TB) of data for a monthly fee of \$65.



Key features of the Enterprise service level include

- Backup of data to a secure, redundant environment, with an option to send data offsite
- Dedicated hardware for increased performance when backing up and restoring data

### Enhancements

Along with the rollout of new service levels, IS&T is providing its TSM

customers with added features. You can check how much data you’re storing on the TSM server by going to

<https://backup-w.mit.edu/cgi-bin/nodeinfo.cgi>

You’ll also be able to switch your TSM service level, more easily subscribe to backup reports for your department, and perform other TSM functions, such as deleting obsolete backups.

These enhancements will enable IS&T to better serve the diverse backup needs of the MIT community and improve the overall performance of the TSM backup service.

### Working with DLCs

IS&T is actively working with DLCs to understand their requirements and to transition their backup accounts to the appropriate service level.

To learn more about the upcoming changes, go to

[itinfo.mit.edu/article.php?id=8641](http://itinfo.mit.edu/article.php?id=8641)

If you have questions about the TSM service offerings, send mail to the TSM Team at <tsm-systems@mit.edu>.



This column presents tips about computing. For more information technology Q&As, check the IS&T Stock Answers database at [itinfo.mit.edu/answer](http://itinfo.mit.edu/answer)

**Q** I've heard FileMaker Pro 9 will notify me when updates are available. Is this true?

**A** Yes, assuming you have an Internet connection. The update notification will indicate the version of FileMaker you're running and the version number of the update, along with a link to FileMaker's page of recent software updates. Also, you can check for updates in FileMaker 9 by going to the **Help** menu and selecting **Downloads and Updates**. FileMaker's update page at

[www.filemaker.com/support/downloads](http://www.filemaker.com/support/downloads)

includes links to documentation, webinars, and technical resources.

**Q** I told FileMaker not to show the Quick Start Screen again, but I changed my mind. How do I get it back?

**A** You can re-enable it by going to **Edit>Preferences** (Windows) or **FileMaker Pro>Preferences** (Macintosh) and checking the box for "Show FileMaker Quick Start Screen."

**Q** How do I add a database to my favorite files list in the Quick Start Screen?

**A** Launch FileMaker Pro 9 to access the Quick Start Screen. Click **Open Database** and select **Recent Files**. (The Quick Start Screen may automatically open to that section.) Select the file from the list of recent files in the right-hand pane and click the **Add to Favorites** button. (**Note:** If you haven't opened the database file before or in the recent past, you'll need to open it, then quit and restart FileMaker Pro before it will appear in the list.)

**Q** How do I encrypt traffic between FileMaker Server and FileMaker Pro?

**A** To enable SSL encryption, you must stop the database server software and restart it, preferably at a time when no users are connected. Here's how.

1. Open the FileMaker Server Admin Console.
2. Go to **Configuration>Database Server>Security**.
3. Check the box for "Secure connections to FileMaker Server."
4. Stop the database server software by selecting **Server>Stop Database Server** (or by clicking the Stop icon). Set a desired delay time, and click **OK**.
5. After the delay time has elapsed, restart the database server software by choosing **Server>Start Database Server** (or clicking the Start icon).



## Publishing Pointers

### IS&T Launches Enterprise Wiki Service

• Carter Snowden

**C**ollaboration is at the heart of what MIT is about. To help facilitate shared efforts in teaching, research, and administration, IS&T recently launched an enterprise wiki service. It aims to bring collaboration online in a convenient, user-friendly, and secure way.

#### What's a Wiki?

From *Wikipedia* (where else?): "A wiki is a medium which can be edited by anyone with access to it, and provides an easy method for linking from one page to another. Wikis are typically collaborative websites."

Quick (wiki is a Hawaiian word for fast) and easy collaboration, simplified web page editing, and the ability to pull in content such as Google Maps are the hallmarks of today's wikis. Add security and easy-to-use access controls and you have a collaboration tool that will work in many contexts, across the Institute and beyond.

#### Who Needs a Wiki?

The MIT Wiki Service has already been used for a variety of purposes.

- Project groups in Course 5.92 – Energy, Environment and Society – used wiki spaces to assign work, share data, and create reports as they worked on real-world projects across MIT and Cambridge.
- The iLabs Project uses a wiki space to share documentation and tutorials and foster discussion among partners worldwide.
- The MIT Press documents projects and procedures in an extensive wiki space.
- Stellar, MIT's course management system, makes its help pages available through a wiki.

#### Why Use the Wiki Service?

The MIT Wiki Service offers

- Integration with MIT's enterprise methods for authentication (personal certificates) and authorization (the Moira group management system).
- Integration with Stellar class lists.

- A wide range of access options. You can, for example, allow your group to create pages and upload attachments, allow the MIT community to make comments, and allow the world to view the wiki. These permissions can be applied at the individual page level as well.
- Access to non-MIT users. If you're managing, say, a space for an inter-institutional research group, your non-MIT colleagues can register for an account and you can give them permissions in your space.
- Searching across all wiki spaces to which you have access.
- Ongoing service improvements, including integration with the upcoming MIT single sign-on service.

#### Getting Started

For details about the service, go to

[web.mit.edu/ist/topics/webpublishing/wiki](http://web.mit.edu/ist/topics/webpublishing/wiki)

If you have questions about signing up for a wiki space or using the service, contact the Help Desk's User Accounts group at [<accounts@mit.edu>](mailto:accounts@mit.edu).



### Order Goods Online with eCAT<sup>3</sup>

• Denise Roche

**e**CAT<sup>3</sup> (pronounced “eCAT cubed”) provides MIT with an easy-to-use, web-based solution for ordering goods. Through eCAT<sup>3</sup>, members of the community have access to the catalogs of 12 suppliers – including Office Depot – with several more due to be added this winter. You can access eCAT<sup>3</sup> at [web.mit.edu/ecat](http://web.mit.edu/ecat)

The system is powered by SciQuest.

#### Getting Started

To use eCAT<sup>3</sup>, you need an MIT certificate, SAP authorizations and permissions, and a few minutes to set up your eCAT<sup>3</sup> profile. When creating your profile, set up at least one “Ship to” and “Bill to” location, complete with building, room, and email address. You can then search for products, place orders, and create “favorites” lists.

#### Shopping in eCAT<sup>3</sup>

In eCAT<sup>3</sup> you fill a shopping cart with the items you want to order from

an enabled supplier. When you submit your order, eCAT<sup>3</sup> brings you to the SAP requisition page, where you provide your GL account, cost object, and material group.



Completing the requisition starts the SAP workflow. Once the requisition receives the required approvals, a purchase order is generated and sent electronically to eCAT<sup>3</sup> for disbursement to the vendor. The vendor will ship your order and send an electronic invoice to SAP; SAP will reconcile your purchase order with the invoice.

eCAT<sup>3</sup> stores your order history for future reference. If you need to place a reorder, you can use an earlier order as a template.

**Hosted and Punch-out Catalogs**  
eCAT<sup>3</sup> offers suppliers’ catalogs in one of two formats: hosted or punch-out.

- *Hosted:* eCAT<sup>3</sup> hosts many supplier catalogs, meaning that you search for their products within eCAT<sup>3</sup>. Your search can look for matches across all hosted catalogs.
- *Punch-out:* When eCAT<sup>3</sup> takes you to a supplier’s web-based catalog, it’s referred to as a “punch-out” catalog. The Product Search window lists these suppliers in the Punch-out section. Once at the supplier’s site, you can search its catalog and place the products you want in your eCAT<sup>3</sup> shopping cart for processing. You cannot search simultaneously across multiple punch-out catalogs.

#### Support

For a list of eCAT<sup>3</sup> suppliers, go to [web.mit.edu/ecat/ecat3](http://web.mit.edu/ecat/ecat3)

This site also provides a quick reference guide and user manual. If you have questions about using eCAT<sup>3</sup>, send mail to [<ecat3@mit.edu>](mailto:ecat3@mit.edu).

### Increase Your Computing IQ During IAP 2008

• Robyn Fizz

**D**uring IAP 2008, IS&T is offering several events to help boost your computing IQ – from a presentation on ABAP, SAP’s programming language, to a behind-the-scenes view of MITnet. This article describes select IS&T events on popular IT topics. For a complete list of offerings, see

[student.mit.edu/iap/nsis.html](http://student.mit.edu/iap/nsis.html)

#### Introduction to the “Google Phone”

Jan 14, 1:00 pm–2:30 pm, 32-141

In November, Google announced a new major initiative – the Android software stack – and launched the Open Handset Alliance, a group of mobile technology companies aimed at developing applications for what is being welcomed as the first complete open mobile development platform. This class will provide an introduction to the Android platform and will cover potential applications and devices.

#### Securing Sensitive Data

Jan 15, 1:00 pm–2:00 pm, 32-155

Representatives from MIT’s Audit Division and IS&T will give an overview of what sensitive data is and why it needs to be secured. Learn tips for securing data and find out about current research in this area. Attendees are encouraged to discuss things they have done to identify and secure sensitive data that they process.

#### The Greening of IT at MIT

Jan 24, noon–2:00 pm, 26-302

MIT has over 20,000 networked personal computers supporting education, research, and administrative activities on campus. In support of the MIT Energy Initiative for campus energy use, IS&T has developed near-term guidelines for energy-saving actions you can take with your desktops and laptops on campus and at home. Come to this session to learn how the MIT community can save 8 million kilowatt hours annually. The presenters will also discuss other IT energy-saving activities, such as data center design, and hope to hear fresh ideas from those who attend.

#### IT Overview with Data Center Tour

Jan 24, 1:00 pm–2:30 pm, W92-106 (Enrollment limited to 50)

IS&T staff will give an overview of MITnet services, server virtualization, and co-location services. This event also includes a tour of the renovated W91 and W92 Data Centers.



#### Adaptive Technology Open House

Jan 30, 1:00 pm–3:00 pm, 7-143

The IS&T ATIC Lab Open House showcases the latest adaptive technologies for persons with disabilities. (ATIC stands for Adaptive Technology for Information and Computing). This year, ATIC Lab staff plan to highlight magnification devices, braille embossing, accessibility features in the Mac OS, and alternative keyboard and pointing devices. To get an idea of the scope of technologies and services offered by the ATIC Lab, see

[web.mit.edu/ist/topics/adaptive](http://web.mit.edu/ist/topics/adaptive)

For specific questions, send mail to [<atic@mit.edu>](mailto:<atic@mit.edu>) or call 253-7808.



If you don't know where to get help for your computer, network, or telephone problems, dial one of the help lines listed to the right.

If you prefer to use email, you can send your questions to the corresponding email addresses on the far right. (When logged into Athena, you can also use the olc command to send questions to Athena's online consultants.)

You can also submit a question online via the Request Tracker link on the Getting Help page at

[web.mit.edu/ist/help](http://web.mit.edu/ist/help)

For help with...

General computing questions  
Macintosh, Windows, network/  
connectivity, business applications,  
computer buying advice, repairs

Athena computing environment

Disabilities and computing

Telephone support and repairs  
Traditional and MITvoip phones

Traditional phone moves/changes  
For use by AOs/DLC Administrators

Unix/Linux

Dial...

253-1101

253-4435

253-7808

253-4357

253-3670

253-1103

Or send a message to...

[computing-help@mit.edu](mailto:computing-help@mit.edu)

[olc@mit.edu](mailto:olc@mit.edu)

[atic@mit.edu](mailto:atic@mit.edu)

[telephone-help@mit.edu](mailto:telephone-help@mit.edu)

[telecom-csr@mit.edu](mailto:telecom-csr@mit.edu)

[unix-linux-help@mit.edu](mailto:unix-linux-help@mit.edu)



Surf Sites: Images Galore

IS&T's Thalia lets MIT departments manage their images and other digital media (see lead article). On a wider scale, as online photo sharing services like Flickr make clear, there's a world of photographs out there.

Image archives exist for all kinds of collections – from art to zoology. The list on the right includes just a few tantalizing samples, along with some directory sites with multiple links.

If you're looking for freely usable media files, you may want to check out Wikimedia Commons, using the Mayflower search engine at

[tools.wikimedia.de/~tangotango/mayflower](http://tools.wikimedia.de/~tangotango/mayflower)

80 Million Tiny Images

[people.csail.mit.edu/torralba/tinyimages](http://people.csail.mit.edu/torralba/tinyimages)

Center for Disease Control: Public Health Image Library

[phil.cdc.gov/Phil/home.asp](http://phil.cdc.gov/Phil/home.asp)

Library of Congress: Prints and Photographs Online Collection

[www.loc.gov/rr/print/catalog.html](http://www.loc.gov/rr/print/catalog.html)

Medical Images and Illustrations

[www.mic.ki.se/MEDIMAGES.html](http://www.mic.ki.se/MEDIMAGES.html)

National Biological Information Infrastructure (NBII) Digital Image Library

[images.nbii.gov](http://images.nbii.gov)

New York Public Library Digital Gallery

[digitalgallery.nypl.org/nypldigital](http://digitalgallery.nypl.org/nypldigital)

U.S. Government Photos and Graphics

[www.usa.gov/Topics/Graphics.shtml](http://www.usa.gov/Topics/Graphics.shtml)



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