Using the Informatics Database

The Informatics Database is the source for all staff, visitor and student records used in the School for account generation, official web pages, telephone lists etc. It is important that the information is correct and up to date. Student information is maintained by the ITO and the Graduate School.
This document primarily deals with the database records for staff and visitors.

New Entry in Database.

When someone is employed, the person doing the Authority to Recruit Process or ATR (an oracle-based process that is University-wide) will get an automatically generated message once HR have generated the contract, which gives the staff number, amongst other information. This is used to look up the UUN through IDMS. Instructions for using IDMS are detailed separately.

Visitors are registered on the Visitor Registration System. Please check to see if the visitor already exists on the system as a new registration generates a new UUN.

Instructions for using the VRS are detailed separately. The UUN appears on this system.

Once the UUN has been obtained and the details entered in the database, a request should be submitted to Support for an account. The request should include the UUN and for visitors, a contact email address should also be given. Visitors are not normally given a staffmail account so all mail will be forwarded to this address.

Visitors

The term visitor covers anyone who is not staff or a student of this University. They may be physically here or an associate who is collaborating with a member of staff and who is never here. At all times their registration on the VRS should be kept up to date as it can cause problems accessing University services if this lapses.

If a member of staff or matriculated student of this University requires a DICE account , they already have a UUN and do **not** need to be registered on the VRS. e.g. students of SLI.

The School Database entry should also be kept up to date as accounts whose end date are passed, are liable for deletion.

Visitors who do not require a DICE account ie those who require access to the internet and the ability to read external mail only.

Short term visitors who will be using their own laptop and wish to use the University Wireless do not need a UUN but can be provided with a wireless account generated at:- https://vpnreg.ucs.ed.ac.uk/ease/staffguestreg.cgi This account lasts for a maximum of 7 days. These visitors do not need a database entry.

If a visitor is going to be here longer but still only requires access to wireless, a UUN should be obtained from the VRS. The visitor is then able to register with EASE and use the wireless service. Their database entry requires name, uun, external e-mail, dates of visit and sponsor details.

Visitors who require a DICE account ie those who require access to any of our computing resources.

For these visitors, we require name, uun, dates of visit, external mail address and sponsor details. You will need to obtain a UUN for these visitors (from the VRS) and then request a user account. This will mean that an e-mail alias of the form uun@inf will be created for them which will be forwarded to an external email address provided by the visitor.

In both cases it is important that the dates of the visit are correct otherwise local mail could end up being sent to the visitor long after they have left.

Updating an Entry.

When staff leave, the end date should be entered in the Contracts table on the Staff Form. This ensures that they are no longer automatically put on staff web pages or staff mailing lists. It also ensures that their account has the correct status.

When staff on a fixed term contract have it extended or renewed, if nothing else about the contract has changed, then the end date should be changed. If the person has a new contract that is different ie they have changed grade or job title, then a new contract should be entered, having first put an end date on the old contract.

Similarly for visitors, if a visit is extended, edit the end date. If a visitor returns at a later date, a new visit should be recorded. Remember that the database and the VRS must show the same dates.

Staff responsible for HR regularly receive email listing staff and visitors whose contract/visit is coming to and end.

Change of Status.

Each person in the database should only have one record. If they have a change of role eg student to staff their record should be added to, **not** a new one created.

When staff become visitors they must be registered on the VRS. In order to retain their staff UUN the staff and visitor UUN should be reconciled on the IDMS. It is important that this registration is kept current, as without it, they will lose their access to University services such as EASE and the wireless service. This also works for visitors who become staff but normally they don't wish to keep their visitor UUN. Students who become staff or visitors (and vice versa) must change their UUN. When submitting a Support request for a UUN change, tell Support the new UUN but don't change it in the database. Support will do this when they create the new account.

Students who become staff during their studies should continue to use their student UUN unless their employment will continue beyond graduation and the grace period of approx. 6 months.

Requesting Accounts.

DICE user accounts cannot be created until contract details and a uun (Unique User Name) have been entered in the database.

http://www.inf.ed.ac.uk/systems/support/form/new_staff_or_move_form.html

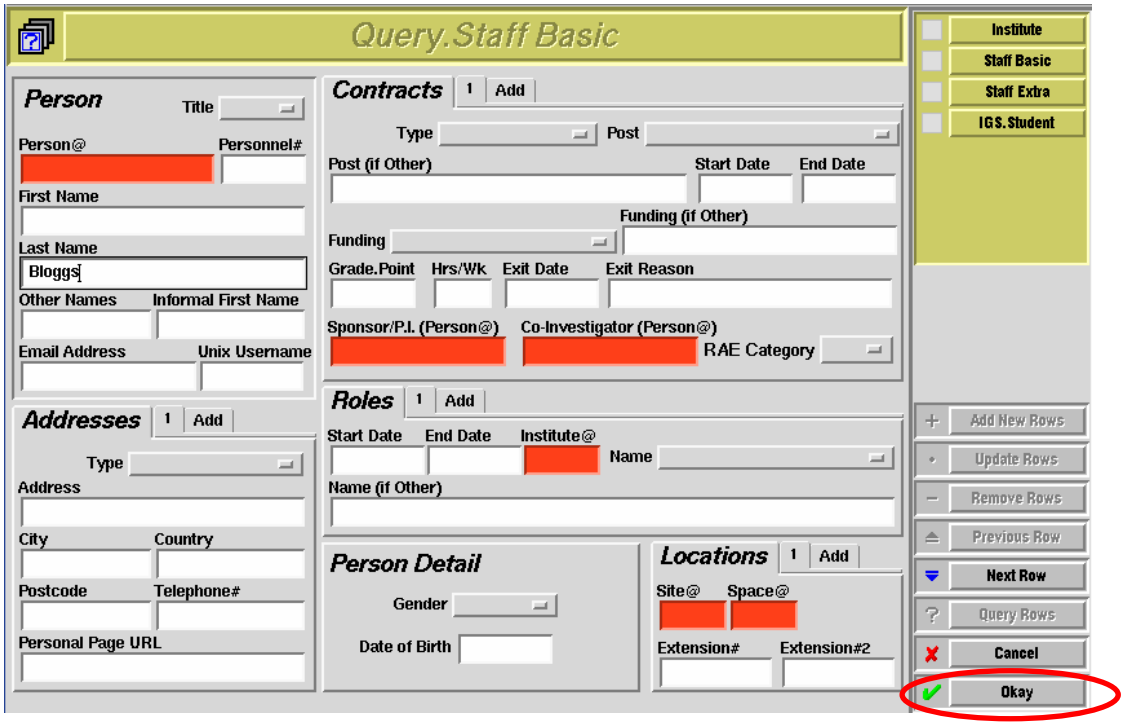
The advantage of doing this is that the request will be e-mailed to the support group who will allocate it to the appropriate CO/CSO. It can also be tracked and you will receive an acknowledgement of your request and an e-mail confirming that the account has been created.

How to enter data.

Open a Unix window and type in your unix password. At the next prompt type in "infdb". This will start up the database signing in box. Some people have an icon on their machine that takes them immediately to this. (Ask Support to do this if you don't have a shortcut.) Type in your username and database password.

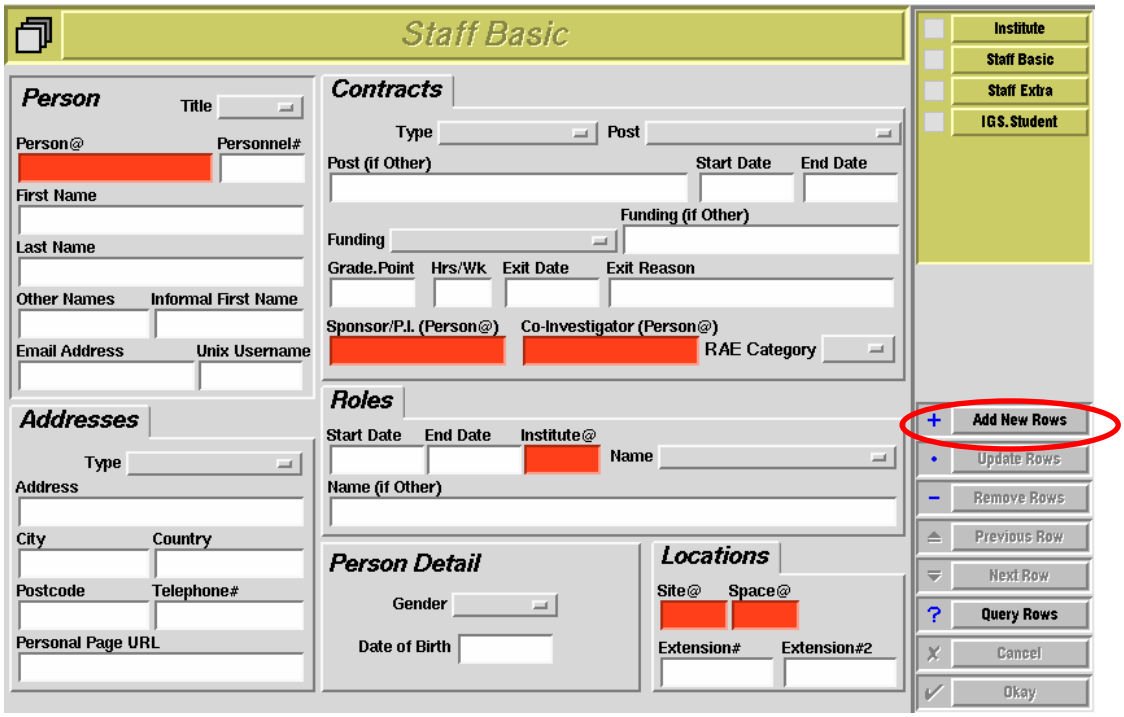
From the "New.1004" window select Display and select Open from the drop-down list and select the "Staff Basic" database.

Click Query Rows, and search to see whether the person is already in the database by completing some of the fields, e.g. First Name and Last Name, then click Okay to begin the search.



Always check whether a record exists for the person you are about to enter!

If the person is not in the database then click Add New Rows.

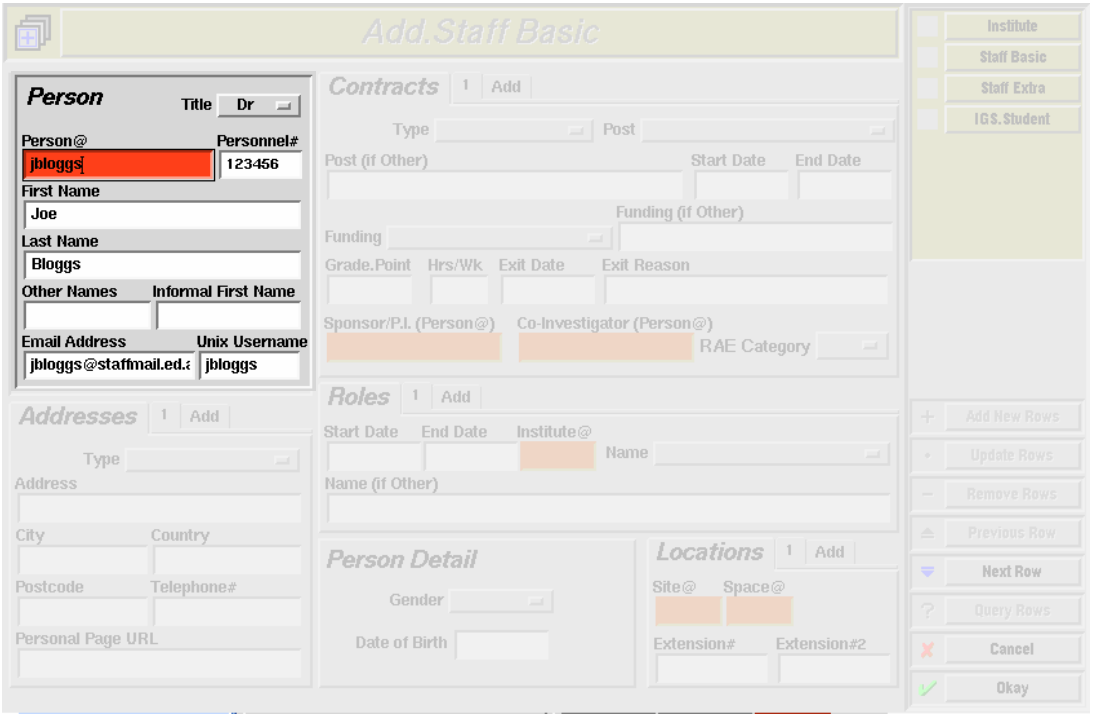


Do not enter new staff details until you have all the information, including the uun unless you really have to.

Never enter just a name and address!

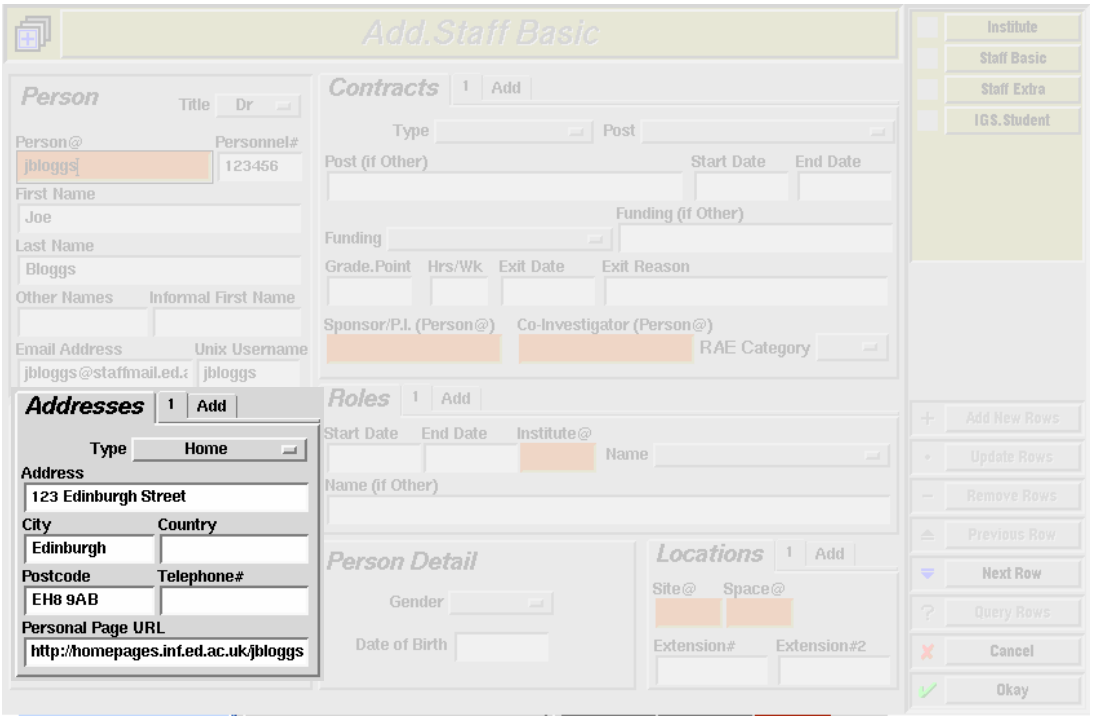
Person Information

Title, first name, last name, other names and informal first name are all straightforward. They can be amended at any time. The person@ field should be the UUN. The email address field should be left blank as this will be filled in by the account creation process.



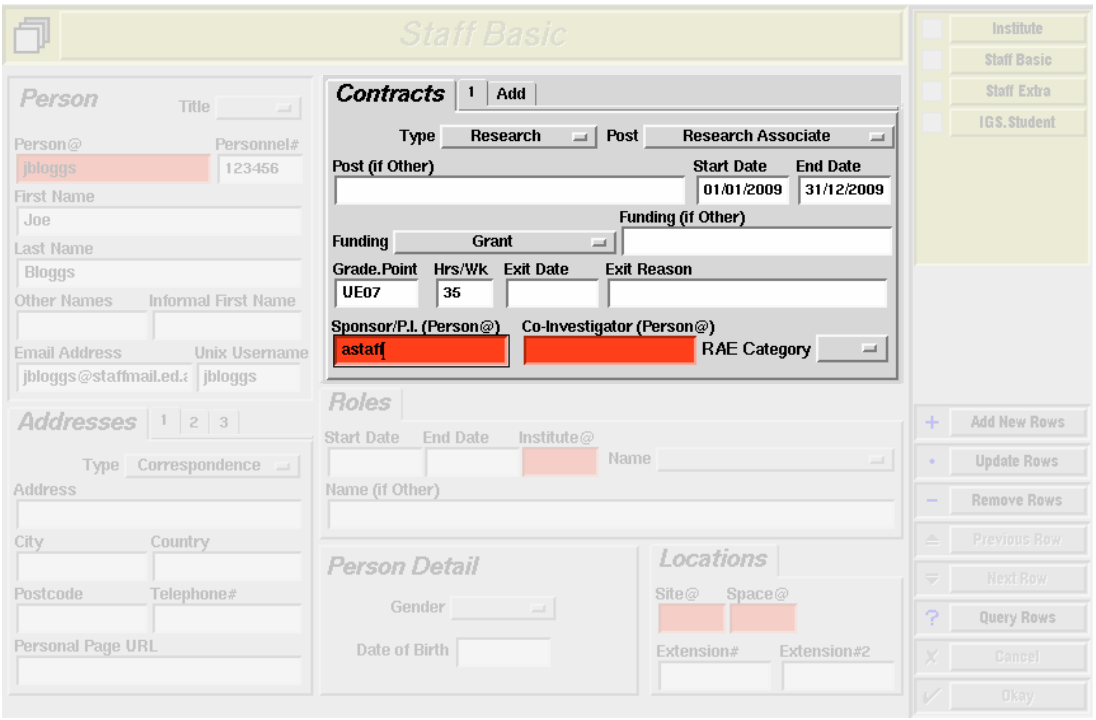
Address Information

You can add a staff record without having address details. However, it is useful to record this if it's available. It's also possible to record multiple addresses but this is unlikely to be necessary for staff. For students, it can be helpful to record both home and term-time addresses. If multiple addresses are entered, the Personal Page URL should only be completed in one of them.



Contract Information

All members of staff should have a contract. It is very important to record the details correctly as the creation of their DICE account depends on this. Many of the web pages and mailing lists are generated automatically from information held in the database so it is important that all information is accurate. The record above shows a Research Associate who has a fixed term contract (there is an end date).



Enter details in the Contracts section including selecting the Type and Post, for example, Research and Research Associate, Academic and Lecturer or Visitor and Visiting Worker (do NOT use the Visiting Student option). If the visitor is a student of this university, they should use their student UUN and should be dealt with by the Graduate School. If they are a student at another university then they are a Visiting Worker and should be registered on the VRS.

If this entry is for somebody external to Informatics who requires a DICE Account, then select Other and Other then enter “Affiliate” or “Tutor” or some other job description into the Post (if Other) box.

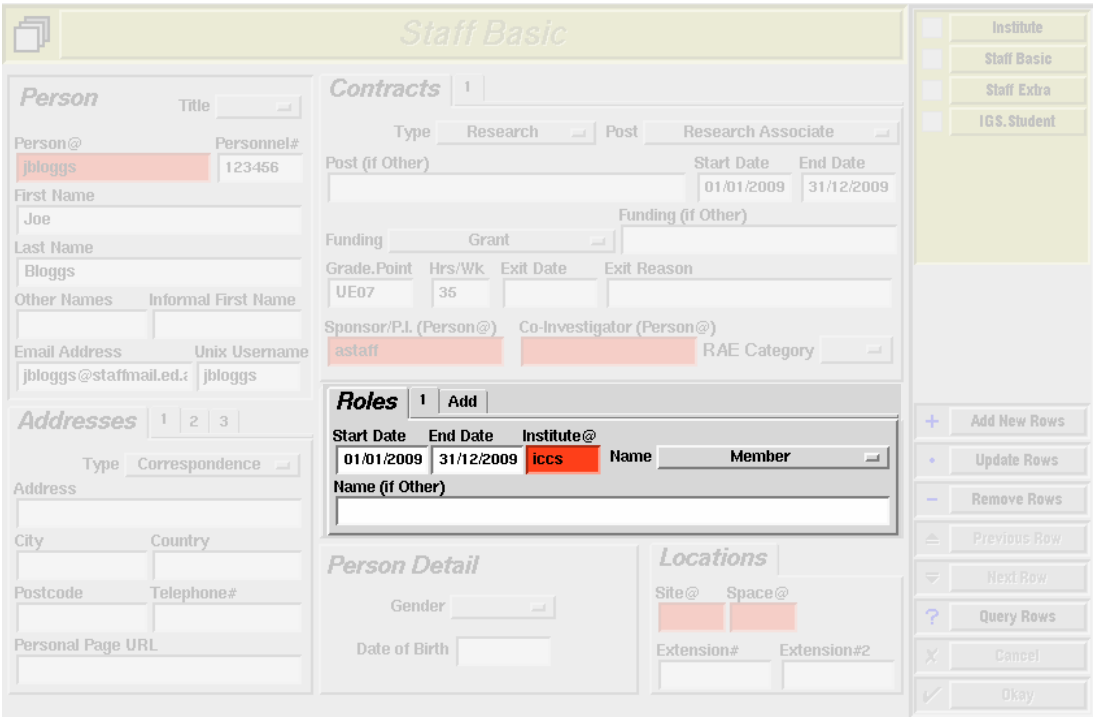
Also include both the Start and End Date (if known), type of funding, grade and point, number of hours they work per week and the UUN for the Informatics member of staff who is sponsoring them if they are a visitor / external to Informatics. The sponsor/PI is important so that other people can trace who is responsible for the person.

If you do not want somebody to appear on the Informatics Web telephone/email list then just make sure you give their contract type as “visiting” and post as “temporary visitor”.

Remember to enter the sponsor when adding a visitor.

Role Information

Roles which are directly related to specific institutes or school duties are recorded. The person below is a member of ICCS. It is quite common for a person to have more than one role. They are added in the same way as contracts.

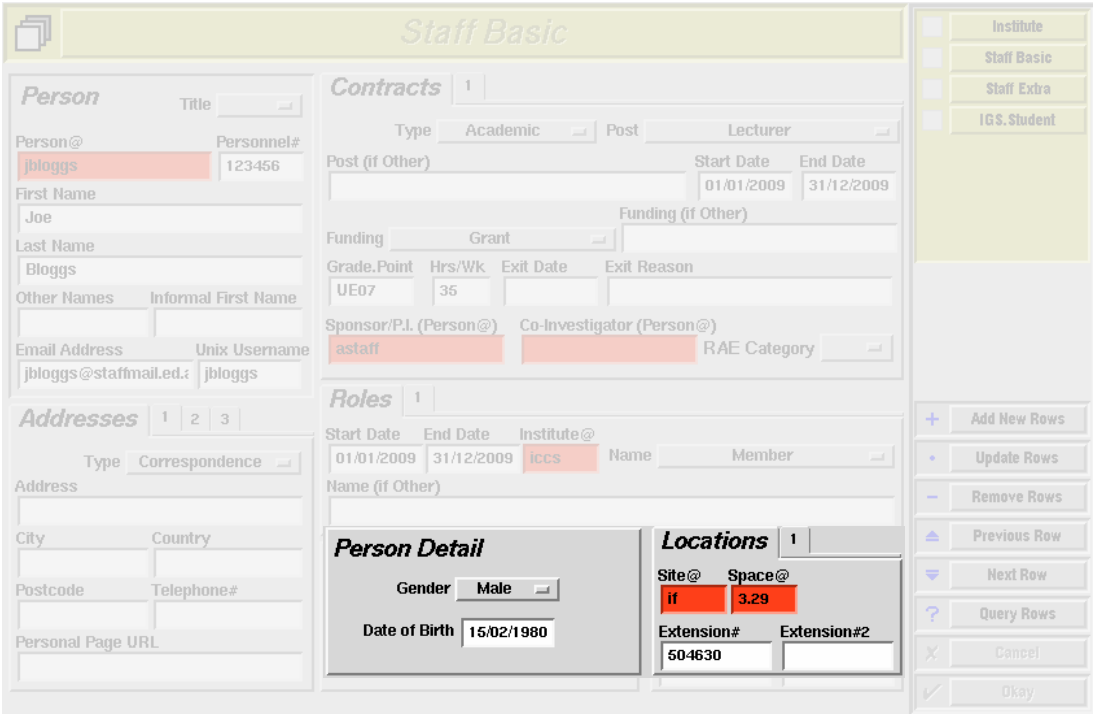


Enter/Update the details of the institute that the person is associated with in the Roles section. This is important as it ensures that they are on the correct websites / email lists for the institute.

Location Information

It is important that this information is correct. If a member of staff moves office, then the existing location should be updated. A new location should not be entered as this would suggest that the member of staff had 2 current locations.

Enter/Update details of the Site@ (if for Informatics forum and at for Appleton Tower), Space@ (room number – note that computer support have set up a specific list of rooms so make sure you have the correct format for the room or it won't be recognised - you will have to contact computer support if it is a new room) and the Extension number. These details are important as they will appear on the website and will ensure that the person gets added to the correct email lists,
e.g. if-people@inf.ed.ac.uk



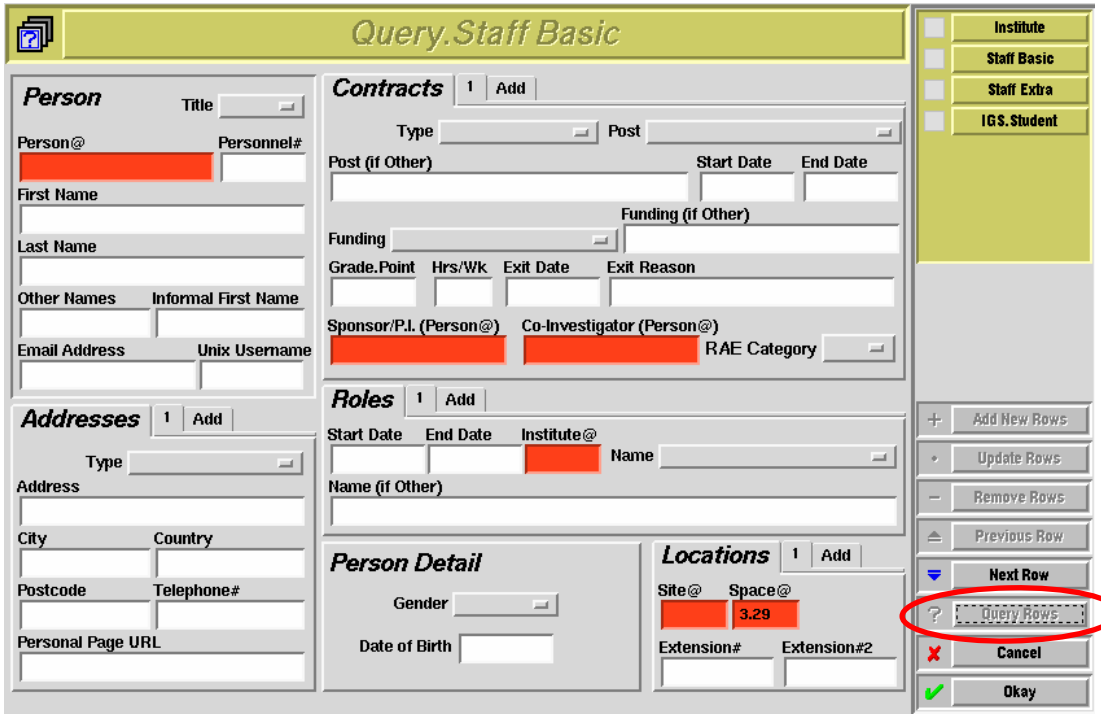
Person Detail Information

This is optional but can be very helpful to distinguish between users with the same name.

Once you have completed the data entry, or even as you complete each of the stages above, remember to press the Okay button so that your changes are saved. If you get an error message on hitting the Okay button, carefully read it and correct your mistake.

Miscellaneous

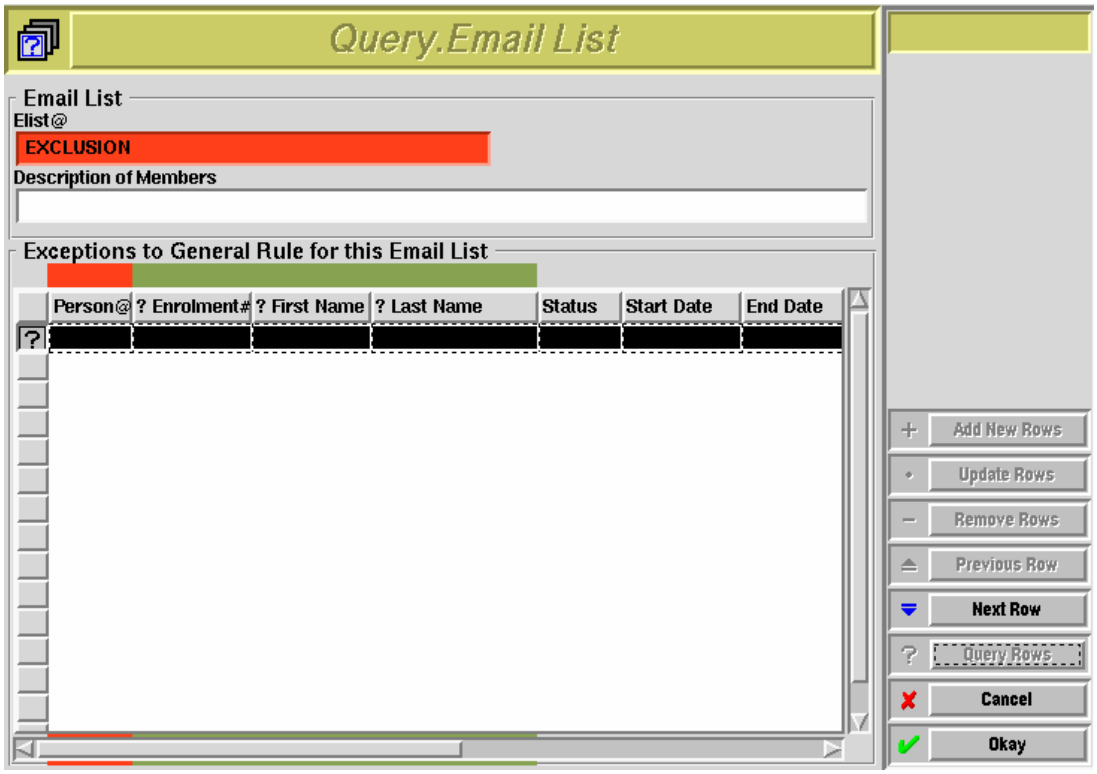
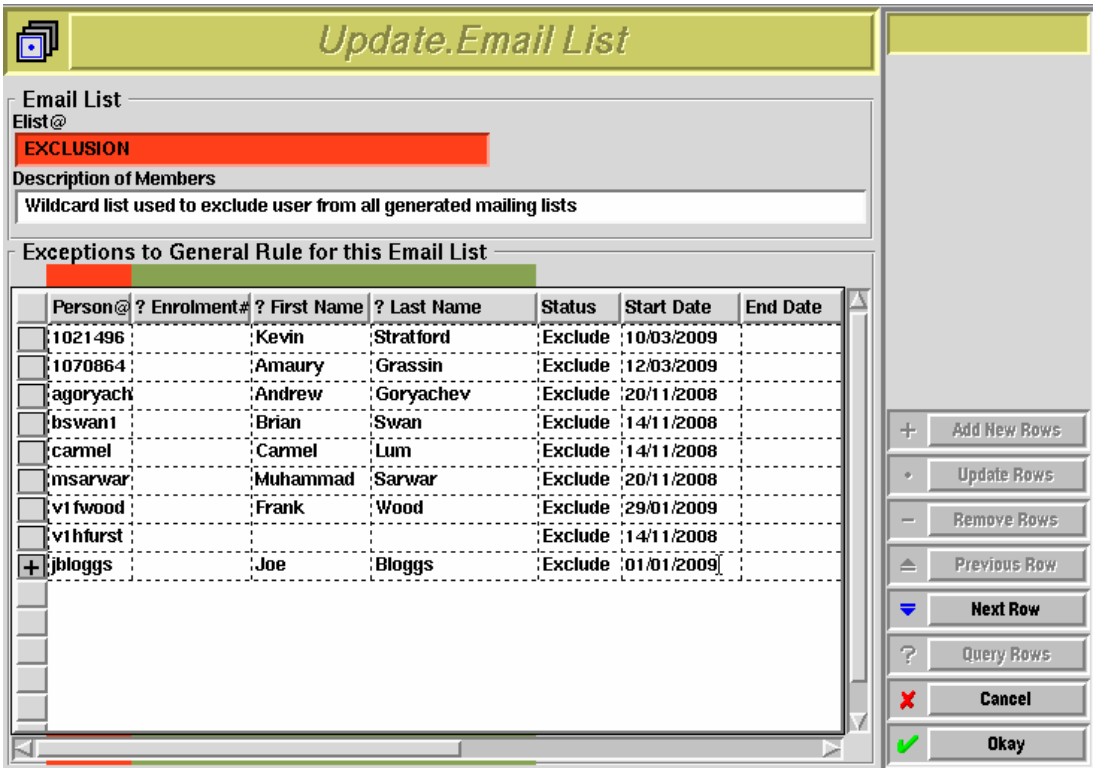
Remember that you can press the query row button and query any entry on the database, such as the room number (Space@) which can be used to look up the telephone number for that room assuming that there is already a db entry for that room.



Make sure that you use correct dates – the system won't accept a date that doesn't exist or not in the correct format.

Location details are also in a specified format. If a new space is created the details must be added to the database before they can be used. Contact Support for this.

If you do not want your person to be automatically added to any of the email lists, then you need to make an entry in the EXCLUSIONS email list. From the “New.1004” window select Display and select Open from the drop-down list and select the “Email List” database and click Okay. On Query mode, enter the Elist@ as EXCLUSION and press Okay



Click on one of the last of the entries in the list and then press the down arrow key on your keyboard to make a new line. Enter the details of the person who you want to be excluded from all Informatics email lists, then click on Okay.