LOGGER BASICS

Checking Users Into The Lab

1. Get a valid ID from the user. Find out what type of machine the user wants. (Mac, Terminal/Unix, Utek, IBM, NeXT)
2. If they are using a Mac, **REMIND THEM TO DISINFECT THEIR DISKS!!**
3. Click once on a vacant machine icon:

Mac   Term   Utek   IBM   NeXT
[17]   [8]   [1]   [4]   [1]

4. Enter the users student/S.S. number.

User ID: 123-45-6789

5. Remember to click in the appropriate box if a disk or a manual is to be checked out.

Disk Man
☒ ☐ System
☐ ☒ Guided Tour
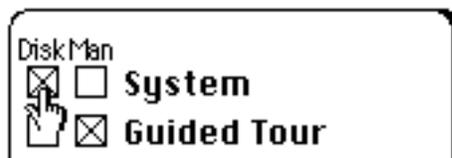
6. If the users data is found, tell them which Mac, or give them the proper tee-pee. (Clear for Term, Yellow for Utek, Blue for IBM, White for NeXT)
7. If the user is not in the database, ask them to <u>read</u>, <u>fill out</u>, and <u>sign</u> an "**OSU CS Department Lab Policy**" form. If time permits, add the user to the database immediately. If not, check in with "Use Anyway" and add the user to database when possible. Leave unentered policy forms in the tray in the middle drawer.

User ID #123-45-6789 is not in the database.

[Re-Enter ID]   [Use Anyway]
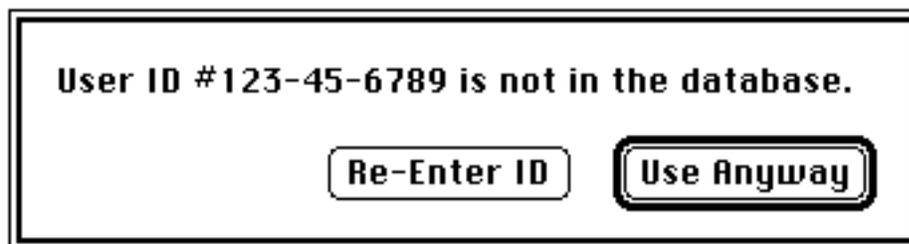
8. Put their ID in the appropriate area of the ID box.

Green	Macintosh
Red	Terminal
Yellow	Utek
Blue	IBM
Green (in back)	NeXT

Checking Users Out Of The Lab

1. Find out which machine they were logged in on. (Tee-Pee for terminals or Mac number)
2. <u>Double</u> click on the Icon.
3. If the user had any materials checked out, there will be a "beep" and a box will

LOGGER BASICS

appear listing the checked out items. Make sure all items are returned before returning the user's ID.

LOGGER BASICS

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Software checked out is:

System Disk
Hypercd ina Hurry Manual
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4.   Hit *enter* to check the user out and return to the logger.
5.   Return the user's ID. Check to be sure that you are returning the *correct* ID.
      Compare the picture with the person, or read the name out loud.

Adding A User To The Logger Database

Make sure the user is a valid student or faculty/staff member. Make sure the user has
legibly filled in and signed the "**OSU CS Department Lab Policy**" form.

1.   Enter the Logger database (click on the outline of a man).

2.   Click on "**New Card**".
3.   Enter the users information in the proper fields.
4.   If the person used the lab last quarter, then the needed information can be
      recovered from the Archive by clicking "OK" at the prompt.
5.   Put the date and sign your name at the bottom of the Lab Policy form.
6.   Put the form in the lower left drawer of the desk. Please put only the forms that
      have been entered in the database in the lower left drawer.

Connecting To The Unix Machines

1.   Click on the Telnet Icon.
2.   It might be necessary to open a window to the desired machine. Type a
      command-o "□ o" and enter the machine name (i.e. prism).
3.   Log in as usual. TERM type is "vt100".
4.   Read email and the news group "cs.consultants".
5.   To return to the Logger, click on the icon in the top right corner of the screen
      until the Logger appears.
6.   Remember to exit from the machine before leaving at the end of your shift.

Moving A User Between Machines

1.   Click on the moving van.

2.   Enter the number of the machine to move from.
3.   Enter the number of the machine to move to.
4.   Move the user's card to the appropriate slot.

The machine type can be abbreviated with the first letter. For example:
                                    Terminal 12 = t 12

LOGGER BASICS

Utek 3 = u 3

IBM 2 = i 2

Macintosh's can be abbreviated with the number alone (i.e. m 3 = 3).