

SONNET

User Guide



Welcome to SONNET! Look inside to learn how to protect your data, install special software, and access your SON desktop, software, and network drives from home!

Don't forget to visit www.son.washington.edu/sonnet for updated information and news...

Contents

Logging On	1
Data Management	2
Software Management	3
Installing Software	3
Standard Software	5
Mobility	7
NURS-KIT	7
Security	13
Clean Slate Computing	13
Anti-Virus & Anti-Hacking Systems	13
Hardware Failures	13
Maintenance	13

Left Mouse Button

In this tutorial, whenever we indicate that you need to click a mouse button, it will mean to click the left mouse button – unless we specifically indicate that you should click the right mouse button. So, always move the cursor over the “place” we indicate and “click left” unless we tell you otherwise.

Logging On

SONNET will retrieve your user account settings and profile and load them on the computer you are logging on to. This is called a “*roaming profile*,” because your profile follows you to any SONNET computer you use, giving you extra mobility. For more information on this and more (such as logging on from a location other than the School of Nursing), see the **Mobility** section on page 8.

1. Enter your user name (it is the same as your **UW Net ID**).
2. Enter your password (it is the same as your **UW password**).
 - a. You shouldn't need to worry about the other options, but if you want to make sure you are logging on to the right domain, it should be set to **u.washington.edu**. Click **Options** to see or hide the domain drop down list.
3. Press **OK** and wait for a few minutes. SONNET takes more time to long you on and off than what you may be used to, because it is backing up your data.



Data Management

SONNET has a unique system for storing your files, because of the enhanced security features of this network system. See the **Security** section on page 9 for more details.

The **most important thing** to remember is that you shouldn't save files to your **C drive**. If you do, you will lose them when you restart your computer. Saving files to your My Documents folder is ok, because it actually lives on your V drive.






1. Store files on **network drives** (K, O, V) whenever possible. You get about 1000 MB (or 1 GB) of storage space on each network drive. Network drives are backed up every few hours so data is safe from hardware failure.

- The **K drive** is for storage of group files (restricted access).
- The **O drive** is for storage of shared files (open access to School of Nursing staff/faculty).
- The **V drive** is your own personal network folder (private access). Your My Documents folder is here.

Tip!

You can retrieve previous versions of files if you accidentally delete them or overwrite them. Open the folder where your file is, then go to **File > Properties > Previous Versions**.

2. If you have really large collections of files, or if you have data that must be stored locally, you can save these files to your **D drive** if you wish.

Hard Disk Drives		
 DATA (D:)	Local Disk	39.5 GB
Devices with Removable Storage		
 3 1/2 Floppy (A:)	3 1/2-Inch Floppy Disk	
 DVD/CD-RW Drive (E:)	CD Drive	
Network Drives		
 (K:) Group on 'sonnet.washington.edu\Data'	Network Drive	273 GB
 (O:) Shared on 'sonnet.washington.edu\Data'	Network Drive	683 GB
 (V:) Personal on 'sonnet.washington.edu\Data\Personal'	Network Drive	683 GB

Software Management

SONNET has a unique way of managing software, because of the enhanced security features of this network system. See the **Security** section on page 9 for more details.

Installing Software

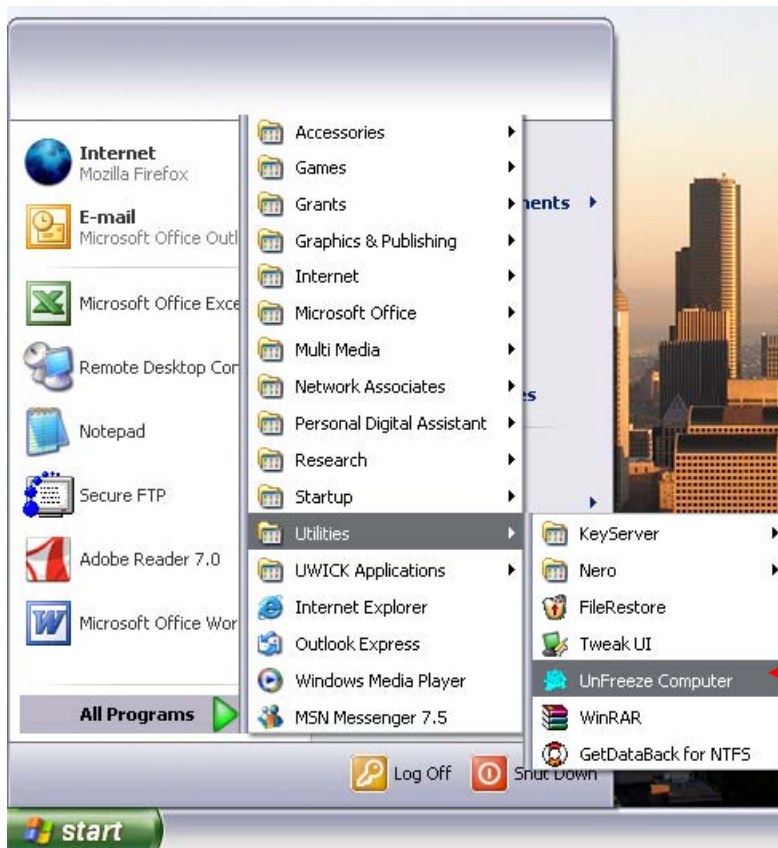
SONNET uses the “*Clean Slate Computing*” concept to greatly reduce security threats. This essentially makes it impossible for anything to be installed on your computer without your explicit permission and intention. Every time you restart your computer, it reverts to an established “clean slate,” and anything that was installed or saved to the C drive is erased.

Tip!

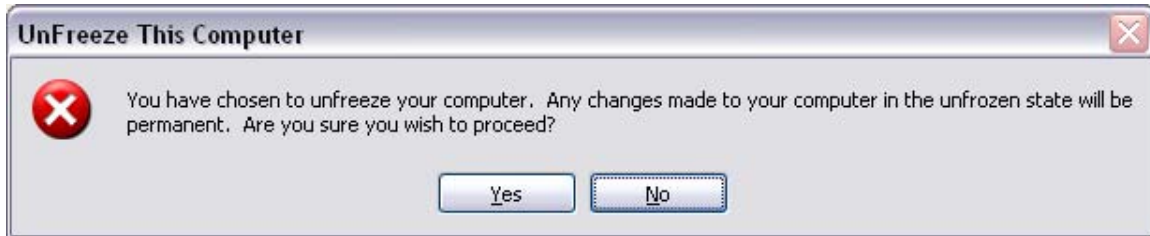
Most people won't need to install software themselves, but if you need to, please contact nshelp@u.washington.edu to have these features turned on for your account.

In order to install software and keep it, you must “*unfreeze*” your computer, restart, install and configure the software, and then restart to “*freeze*” it again.

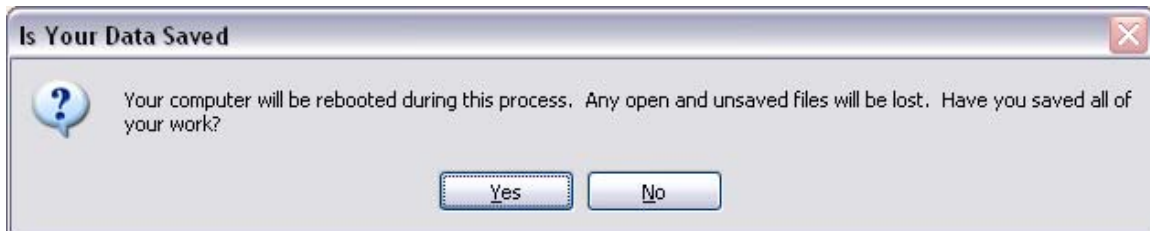
1. Go to **Start > All Programs > Utilities > UnFreeze Computer**.



2. Click **Yes** on the warning box that appears.



3. Make sure you save your work before clicking **Yes** to continue restarting.



4. When you are ready to restart, click **OK**.



5. After your computer restarts, you must log back in. The following message will reappear every few minutes to remind you that your computer is unfrozen. When you are done installing software or making changes to your system, you may click the "**Freeze and Reboot My Computer Now**" button, or you can simply **restart** your computer again.

This Message Disappears in 15 seconds.

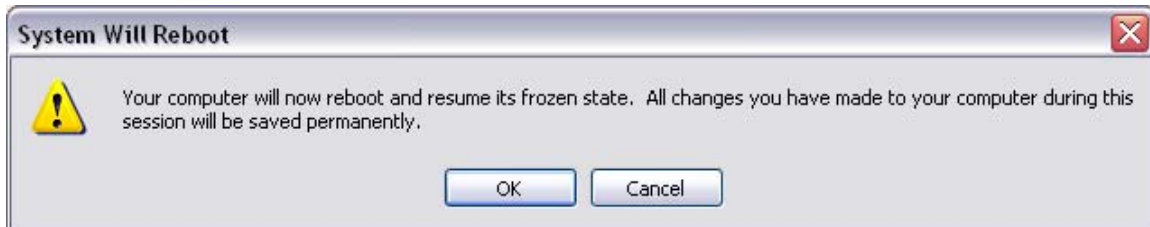
*** Warning: Your computer is unfrozen! ***

Any changes you make will be permanent :: Use Caution!

Freeze And Reboot My Computer Now



If you click the button on the blue box, the following warning message will appear. Click **OK** to proceed with restarting your computer when you are ready to freeze it.



6. After you restart your computer, when you log back in you will see that the software you installed or changes you made are permanent. Your system will now always revert back to this state when restarting.

Standard Software

There are certain software programs that are broadly used across the School of Nursing, and are included as standard software on a SONNET computer. This list will be continuously updated and refined as needed. Each time a computer connected to the School of Nursing restarts, it will install any needed software updates.

Some software packages that are included on a SONNET computer have only a limited number of user licenses available, which means that there may be times when you might have to “wait in line” to use it. Usage is monitored and controlled with a networked “keyserver” application, so if we notice there is more demand than supply, additional licenses can be purchased. Software is still run locally however, so applications such as SPSS and Endnote will actually perform faster and better.

Tip!

Laptops should be physically plugged in to the School of Nursing with a network cable and restarted at least once a quarter in order to receive software and security updates.

SONNET

User Guide

The following table lists some of the standard software included on SONNET computers.

Grants	PureEdge ICS Viewer		
Graphics & Publishing	Adobe Acrobat 9.0 Pro Adobe ImageReady CS Adobe Pagemaker 6.5 Adobe Photoshop CS Adobe Reader 9.0 Ghost Tools Macromedia Contribute 3 OmniPage Pro 12.0 Paint Picasa2 Scanner Wizard Micromedia Dreamweaver 8	Multi Media	Intervideo WinDVD RealPlayer Windows Media Player Audacity AVIcodec Volume Control Window Movie Maker
Internet	Google Desktop Search Internet Explorer NetMeeting Sharp Reader Remote Desktop Connection	Network Associates	Virus Scanning software
Microsoft Office (2007)	Access (version 97 available on request) Excel FrontPage Infopath Outlook PowerPoint Project Publisher Visio Word Groove OneNote	Personal Digital Assistant	Microsoft ActiveSync
		Research	AtlasTI Endnote 12 EQS 6.1 Lisrel MatLab2006a NUDIST ONR Intranet Reference Manager SPSS 15 SPSS Data Entry Builder WHLM
		Utilities	Nero File Restore UnFreeze Computer
		UWICK Applications	Standard UWICK package

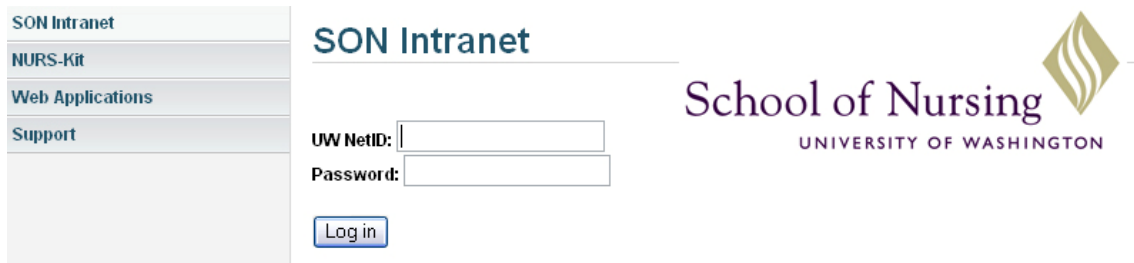
Mobility

SONNET uses a “*roaming profile*,” which means your user settings and files follow you to any SONNET computer you use. This also helps when you get a new computer or when an older computer breaks down, because your settings and data seamlessly go with you to a different computer.

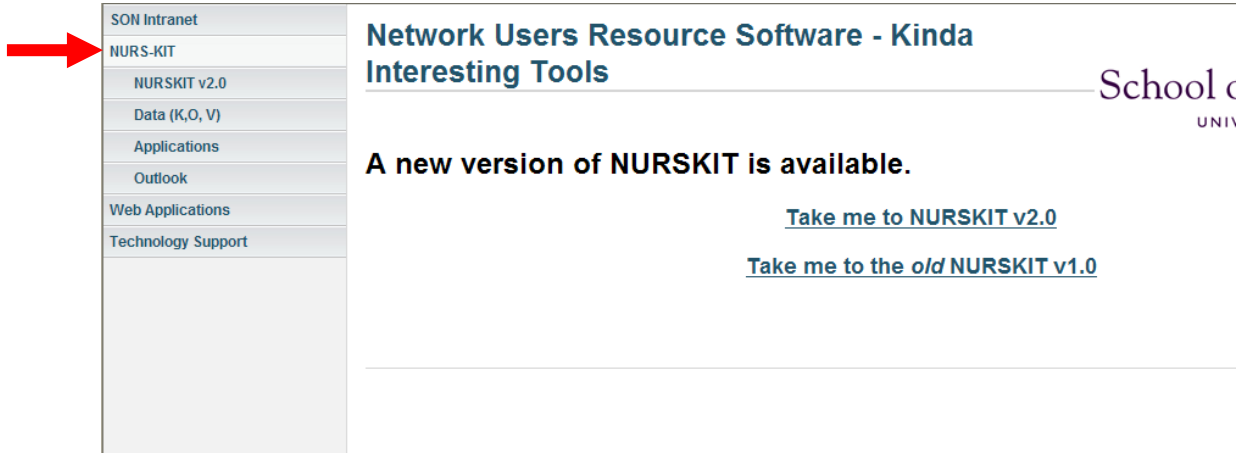
NURS-KIT

There are extra online tools you can use from any online location outside the School of Nursing (including from home). You can access the School of Nursing’s customized tool kit (NURS-KIT) by going to <https://intranet.son.washington.edu/> with **Internet Explorer**. Other browsers may or may not allow for all the features of this site to work properly, so we recommend you use the latest version of Internet Explorer.

You will then see the following, and should log in with your UW ID and password.

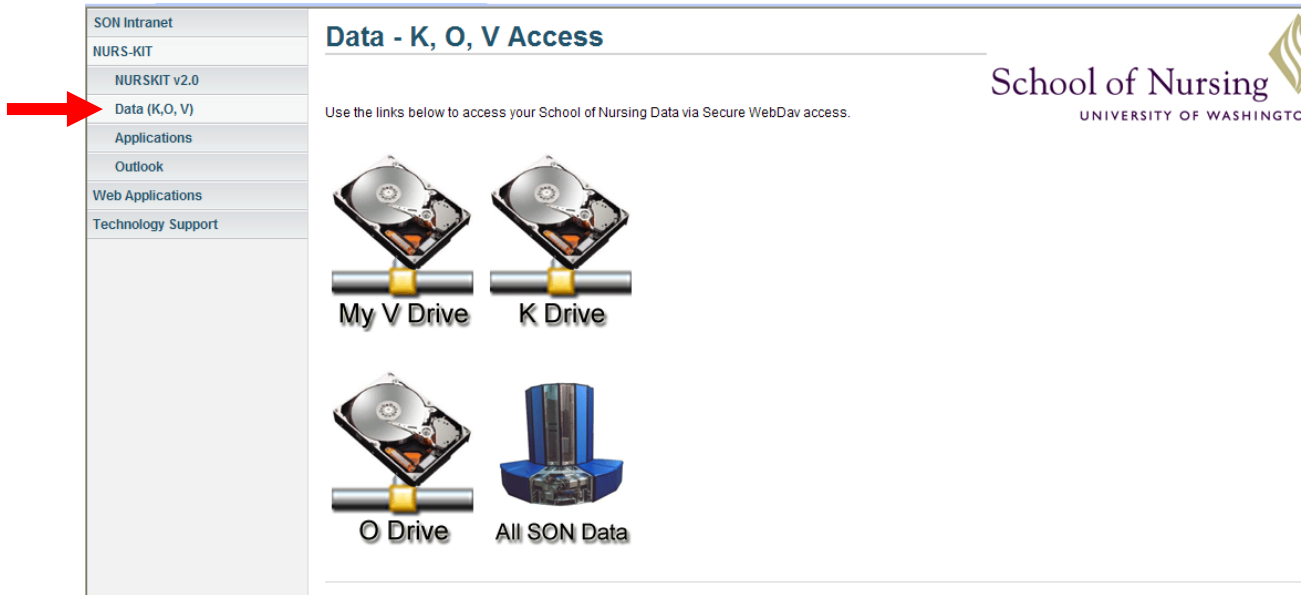


You can then click on the NURS-Kit button on the left to access **Nurskit v2.0**, **Data**, **Applications**, and **Outlook** resources.

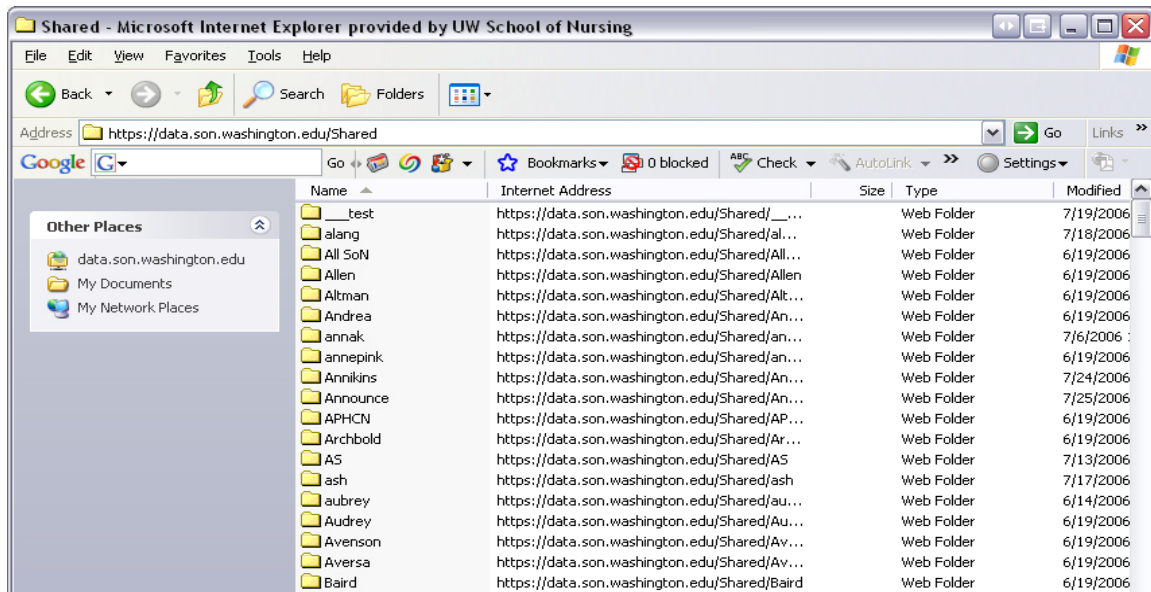


DATA

The **Data** button is where you can access your network drives (K, O, V, W). The page looks like the image below:



When you click on a drive, it will prompt you for a UW username and password first and then open a window with your folders and files. For example, the O drive will look similar to the following: (best with IE)



APPLICATIONS

The **Applications** button allows you to easily remotely connect to the last SONNET computer you logged in to at the School of Nursing. This tool allows you to use all the software applications on your SONNET computer, including standard installs and any specialized software you may have added.

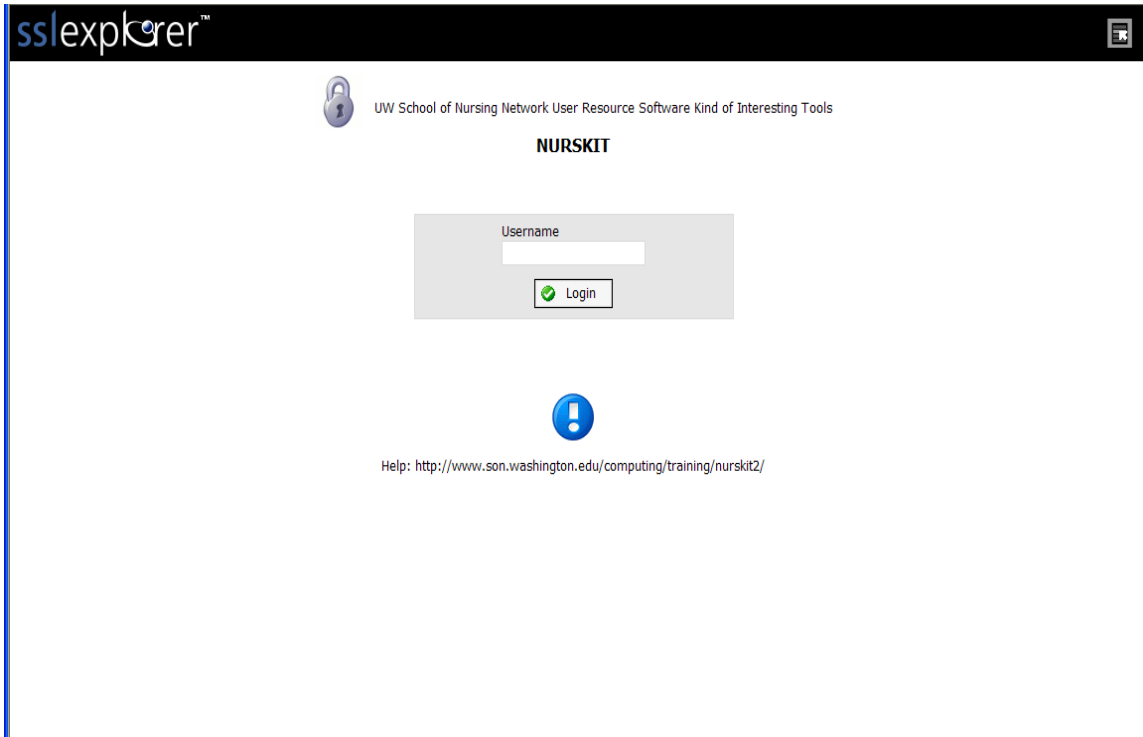
You should be aware that running software and working with large files over this kind of connection will have much slower performance than what you normally have in person.

The page as shown below allows you to choose to connect or use the training link. After choosing your connection method and clicking the connect button, you will be prompted to enter your user name (UWNetID) and password.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes items like 'SON Intranet', 'NURS-KIT', 'NURSKIT v2.0', 'Data (K,O, V)', 'Applications', 'Outlook', 'Web Applications', and 'Technology Support'. A red arrow points to the 'Applications' menu item. The main content area is titled 'NURSKIT version 2.0' and features the School of Nursing logo. Below the title, there are three links: 'Take me there...', 'How do I use NURSKIT2?', and 'Visit the NURSKIT2 training site.'. A red arrow points to the 'Take me there...' link, and another red arrow points to the URL 'https://nurskit.son.washington.edu/' in the text 'Point your web browser to: https://nurskit.son.washington.edu/'.

SONNET

User Guide



ssexplorer™

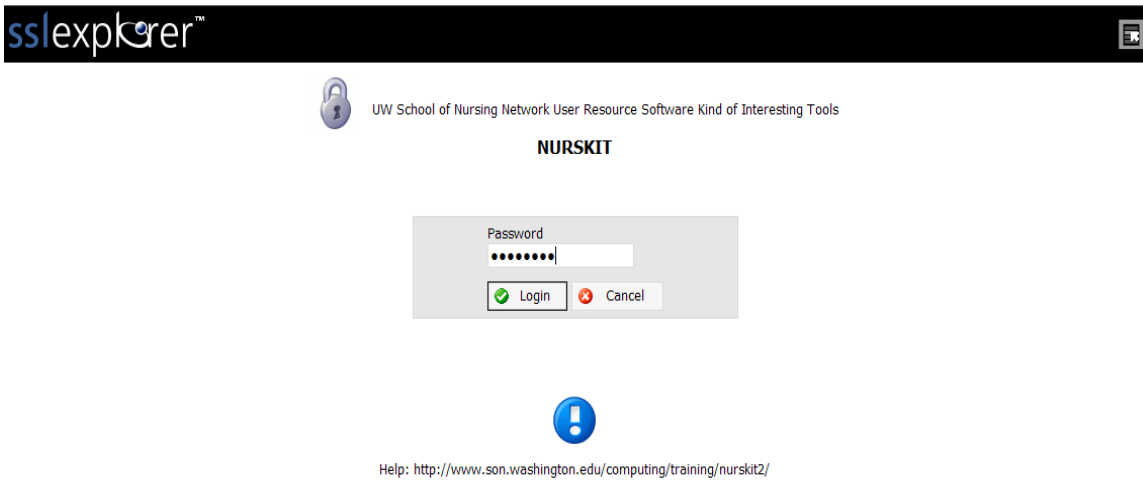
UW School of Nursing Network User Resource Software Kind of Interesting Tools

NURSKIT

Username

Login

Help: <http://www.son.washington.edu/computing/training/nurskit2/>



ssexplorer™

UW School of Nursing Network User Resource Software Kind of Interesting Tools

NURSKIT

Password

Login Cancel

Help: <http://www.son.washington.edu/computing/training/nurskit2/>

SONNET

User Guide



Launch SSL-Explorer Agent

Some features of the SSL-Explorer require the use of the SSL-Explorer Agent which should now launch.



User Console

My Account
My Favorites
Attributes

Resources
My Profiles
My Applications
My Network Places

Logged on as brbeard

SSL-Explorer® 1.0.1
Enterprise Edition
© 2007-2008 SSP Ltd

My Favorites

This is the favorites page for SSL-Explorer. You can add resources to this page for quick access using the extra options provided to you when viewing your resources in list view.

Filter Reset

Name	Actions
Computer-Custom (FromMac)	▶
Computer-Custom (FromWindows)	▶
Computer-Primary (FromMac)	▶
Computer-Primary (FromWindows)	▶
Data-Group	▶ More ..
Data-Personal	▶ More ..
Data-Shared	▶ More ..
Data-WebSites	▶ More ..

OUTLOOK

The **Outlook** button takes you to the Exchange login window. If you would like more information about how to use Outlook webmail and Exchange account, please refer to the Outlook User Guide (<https://www.son.washington.edu/sonnet/>).

Also, you may also use the Applications button to connect to your SON workstation, then use your Outlook from within that tool. However, you may experience much slower performance if you chose this method.

Technology Support

Finally, the **Technology Support** button takes you to the School of Nursing **Purchasing a Computer** page.

Security

Clean Slate Computing

SONNET uses the “*Clean Slate Computing*” concept to greatly reduce security threats. This essentially makes it impossible for anything to be installed on your computer without your explicit permission and intention. Every time you restart your computer, it reverts to an established “clean slate,” and anything that was installed or saved to the C drive is erased (including viruses or malicious software).

Tip!

Whenever your computer is not behaving properly, your first response should be to **restart** it. If it still has issues after that, contact tier@u.washington.edu.

Anti-Virus & Anti-Hacking Systems

Don’t worry about manually updating your software or virus definitions—SONNET takes care of that for you every night during maintenance. If a SONNET computer somehow becomes out of compliance in terms of network security, it will be quarantined from the network until such issues are resolved. Of course, before that happens, TIER will attempt to contact the computer’s owner to work with them to provide a temporary replacement during the updating process. Because of the enhanced security features, SONNET computers are much more protected against vulnerabilities that hackers might exploit.

Hardware Failures

In the event that your computer experiences a hardware failure, your roaming profile and network data will still be immediately available from another SONNET computer. If your computer needs to be replaced, transferring your settings and data is seamless. All SONNET network services will be redundant, so that if one piece of network hardware fails, another one will automatically take over that function. This will significantly decrease downtime during repair.

Maintenance

Patches and updates for software and virus definitions are installed every night on SONNET computers. Feel free to turn your computer off each night, but **leave power strips on**, so that your computer can automatically start up later on to receive maintenance. Additionally, SONNET computers need to receive weekly maintenance for more intensive updates. Every Saturday morning between 2 and 4 AM, SONNET computers will be unavailable.

Tip!

Laptops should be physically plugged in to the School of Nursing with a network cable and restarted at least once a quarter in order to receive software and security updates.