PSI Tools for the management of scientific information

Lib4RI Course “Searching & Managing Scientific Information”
Information Security starts with you

- If you observe anything strange (Email, Software Behavior): [http://i.psi.ch/i3x3](http://i.psi.ch/i3x3)
- In General: remain sceptical
  - Do not send Passwords over insecure channels
  - Treat Email like a Postcard – it’s not safe!
- Make sure to use only properly licensed Software

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Information security guidance

**Passwords**
- Easy to remember, hard to guess
- Derive from a sentence (e.g. `ITw@P.S.I.`)
- Do not reuse PSI passwords for external services
- Use separate passwords for user and administrative accounts
- Store passwords safely (using e.g. Keepass from SW-Kiosk)

**Data protection**
- Avoid to expose personal or PSI data
- Choose a secure storage location for your data (Network Drives, DMS, SwitchDrive)
- Lock your monitor even on short absences
- Shutdown your machine at the end of the day
- Use Standard-Systems if possible

**E-Mail**
- Be cautious, especially if the mail contains threats, bills or seems to offer a prize
- Do not open attachments from unknown senders
- Take extra care with these file types: `.zip`, `.exe`, `.com`, `.pdf`, `.scr`
- Never answer to spam

**In case of an information security incident**
- If unsure, disconnect from network (unplug cable/disable wireless)
- Immediately call IT servicedesk (`4800`)
- Outside office hours: [http://css.psi.ch](http://css.psi.ch)
- Never pay ransom for your data!

**Surfing**
- Properly logout from online services
- Enter passwords on secure (HTTPS://) connections only

**Where do I find more information?**
- [http://i.psi.ch/isec](http://i.psi.ch/isec)
- Follow the IT regulations (AW-95-06-01)

**Software**
- Only install software from the website of the software publisher
- Install available updates regularly
- Obtain valid licenses for your software products
On-Campus WLAN Access

PSI Users must use “corp” Network
(http://i.psi.ch/VdmV)

Non-PSI users: please use Eduroam or “guest” with their own VPN
From closed to open knowledge: Collaboration
Use the intranet Wiki for collaboration

“my own”
Lab-Book

• PSI uses a Wiki to manage Intranet & Internet Content
  – https://intranet.psi.ch
• You already know the concept from Wikipedia
• Manual: http://i.psi.ch/7pyD
• Applications:
  – Electronic Lab-Book (full-text searchable, history function)
  – Lab & Group Documentation
  – Meeting Minutes
  – Simple Event Management (Beyond that: indico.psi.ch)

“our own”
Wiki
The DMS lets you organize your documents. Documents are the essence of digital work.

• However: collaboration is often messy
• DMS allows a way out of Email Ping-Pong
• Another strength is finding documents (full-text!)
• Access it: https://ecm.psi.ch
• Manual: http://i.psi.ch/wQHs
• Applications:
  • PSI-Internal collaboration on documents (non-concurrent)
  • PSI-Internal dissemination of documents
  • Example: https://ecm.psi.ch/share/page/site/phd-students/dashboard
Look & Feel

Welcome to your dashboard, Daniel Oderbolz.
The personal dashboard shows you what's going on in the sites you belong to.
Let's get you started...

- **Learning**: See what you can do with Alfresco by watching a video tutorial.
- **Sharing**: Create a site to share content with other site members.
- **Create a site**:
- **Personalizing**: Update your personal and business information so others can get to know you.
- **Edit your profile**:

*My Sites*
- **Cloud Computing**
  - Everything related to Cloud Computing
  - Favorite
- **TechnologieTransfer**
  - Site for TechnologieTransfer (A. Foglia)
  - Favorite

*My Tasks*
- **Active Tasks**
  - Review the tasks assigned to you
  - Different types of tasks can appear in this task list and you need to address each one. This could involve reviewing a document or simply accepting an invitation to a site.

*My Activities*
- **Everyone's activities**
  - All items
  - in the last 3 days
  - Follow what's going on in your sites
  - The activities in this list let you follow the changes in the sites you belong to. You'll see things such as content updates and likes. You can also see who is joining and leaving your sites.

*My Documents*
- **I've Recently Modified**
  - Keep track of your own content
  - This dashboard lists all of the content that's important to you, no matter which site it is in. Use the filters to easily find what you're looking for.
• Consider AW-11-14-03 (http://i.psi.ch/lhm9).
  – As a rule of thumb, share only unclassified files

• Recommended System: Switch Drive (http://i.psi.ch/bWJH)
  – Data can also be shared with non-academic partners

• Also possible: Datatrans (http://i.psi.ch/ZtG9) for personal data exchange
  FTPtrans (https://ftptrans.psi.ch/) for project data exchange with external contacts

• To just send data once, use File Sender (http://i.psi.ch/uEN8)
Use central storage if possible

- Generally: **DO NOT STORE DATA ONLY LOCALLY** (no automatic backup)
- Use either Windows or AFS Drives
  
  Can be ordered here [http://i.psi.ch/gLMS](http://i.psi.ch/gLMS)
Restore data on a Windows Share

- Restoring is easy (2 snapshots per day)

1.

2.

3.
Installing Software on a Windows system

- With Windows 7, the SW Kiosk was introduced
- > 100 Packets available
- No admin permissions required!
Software Usage at PSI

**Goal:** Legal use of software licenses

The rules must be observed

Compliant and legal use

Most PSI licenses are for non-commercial purposes

Deployment: Each installation must be licensed and recognized

1 license = 1 installation

Usage in projects with external involvement (industry etc.) can be problematic

If unsure: Ask IT Servicedesk
VPN to connect PSI network from outside

- VPN Access can only be granted via an application process, which must also be approved by a line manager. The required SecurID-Token will be available via the Consumer Self Service Tool → css.psi.ch, under Request Fulfillment / IT Service Catalog.
- Access to the ETH Web mail is still possible without VPN. VPN is required if you want to do E.g. Home Office and access the group or project drives or you want to take influence from home or on the road to systems at PSI.
- For Home Office, we recommend the use of so-called soft tokens, they are easier to handle and less expensive. An app is running on your smartphone which generates the token (part of the password). The soft token app on your Smartphone works offline and need no network connection.
Contact IT Servicedesk

- Report incidents -> css.psi.ch
- Order IT Services -> css.psi.ch

How to choose Urgency:

- **High**
  - Damage increases rapidly over time
  - Blocked work is very time critical
  - Always (also) report by phone 4800

- **Medium**
  - Damage increases steadily over time
  - Time critical work can only be completed partially

- **Low**
  - Damage increases only marginally over time
  - Blocked work not time critical

Handling like any Webshop:

1. Choose articles
2. Configure Options
3. “Order now”
Thank you for your attention!