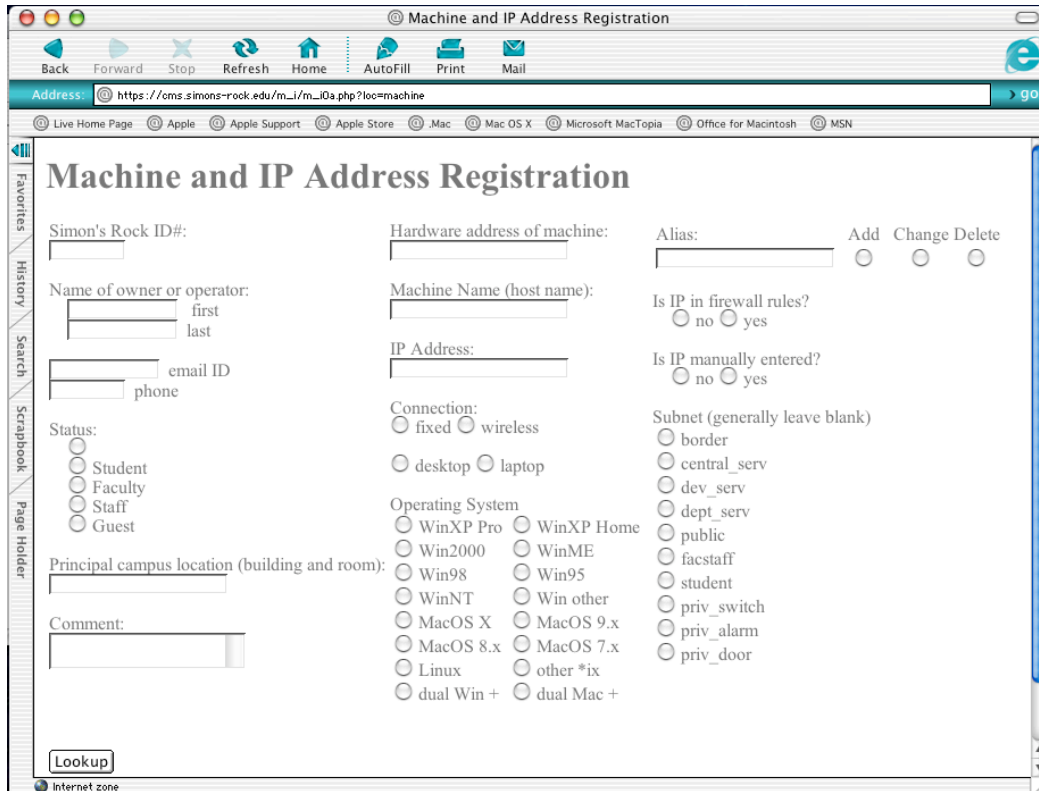


HOW TO USE M_I

To get to M_I, go to the CMS web page (<http://cms.simons-rock.edu>), click on “For C.A.s,” and then click on “m_i.” This will bring you to a log-in page where you must enter your username and password. If you enter them correctly, you will be brought to a page with five links. The only two links you will need are the first two. The “Logout” link should be self-explanatory; “Machine” takes you to the main M_I page. The other three aren’t functional and probably won’t be anytime soon.

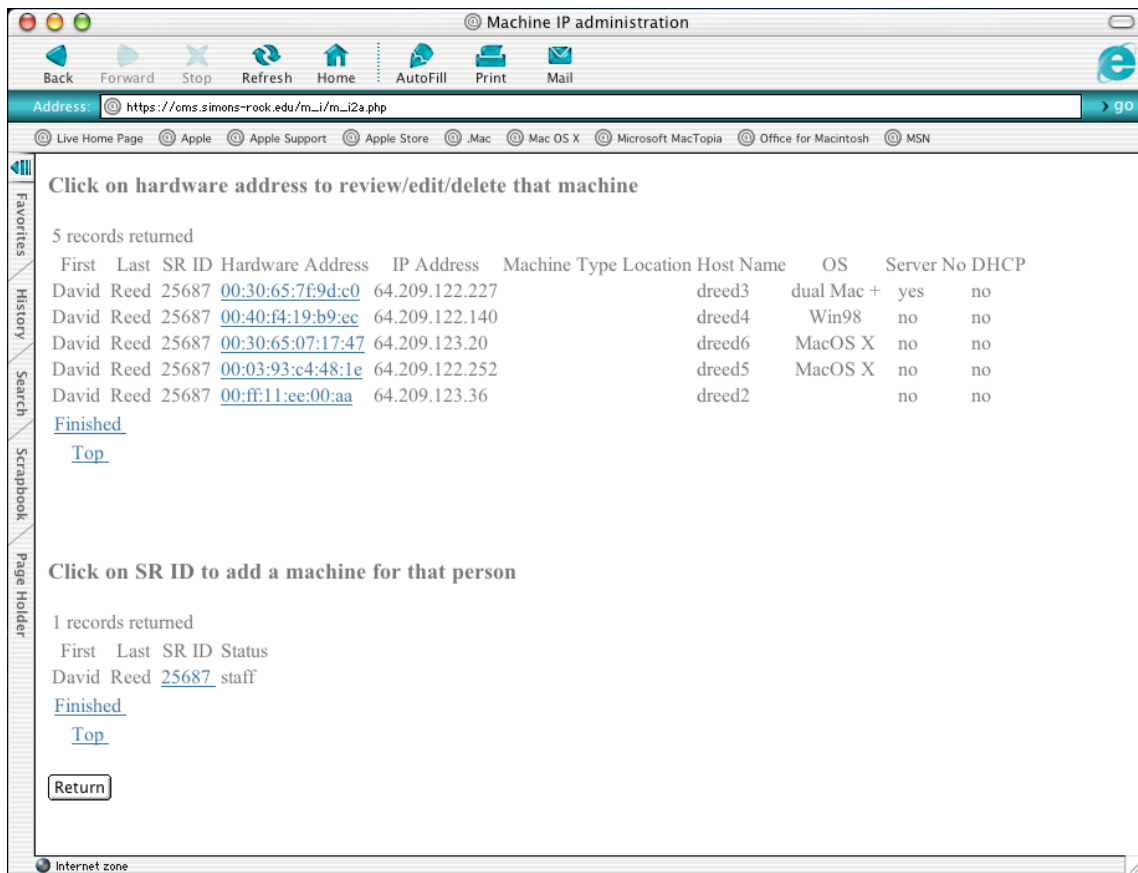
The main page of M_I looks like this:



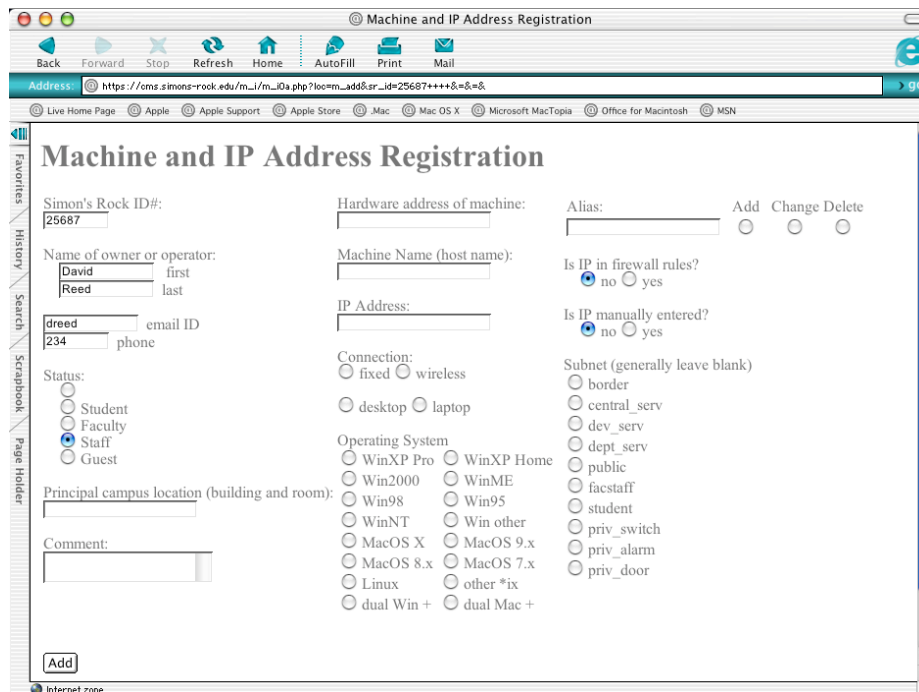
The screenshot shows a web browser window titled "Machine and IP Address Registration". The address bar shows the URL: https://cms.simons-rock.edu/m_i/m_i0a.php?loc=machine. The page content includes the following fields and options:

- Simon's Rock ID#:** [Text input field]
- Hardware address of machine:** [Text input field]
- Alias:** [Text input field] with buttons: Add, Change, Delete
- Name of owner or operator:** [Text input field] with sub-fields for first and last.
- Machine Name (host name):** [Text input field]
- Is IP in firewall rules?** Radio buttons: no, yes
- IP Address:** [Text input field]
- Is IP manually entered?** Radio buttons: no, yes
- email ID:** [Text input field]
- phone:** [Text input field]
- Connection:** Radio buttons: fixed, wireless
- Status:** Radio buttons: Student, Faculty, Staff, Guest
- desktop / laptop:** Radio buttons: desktop, laptop
- Operating System:** Radio buttons: WinXP Pro, WinXP Home, Win2000, WinME, Win98, Win95, WinNT, Win other, MacOS X, MacOS 9.x, MacOS 8.x, MacOS 7.x, Linux, other *ix, dual Win +, dual Mac +
- Subnet (generally leave blank):** Radio buttons: border, central_serv, dev_serv, dept_serv, public, facstaff, student, priv_switch, priv_alarm, priv_door
- Principal campus location (building and room):** [Text input field]
- Comment:** [Text input field]
- Lookup:** [Button]

Because you haven’t selected a user yet, the button at the bottom says “Lookup.” The next thing to do is to enter some information about the user to search for them in the database. Usually you will want to use the last name, but occasionally you will want to search by ID number, first name, or something else. In any case, enter something in one of the fields and then click on “Lookup.” You will get something like this:



At the top, this page lists all of the computers already registered which match the search criteria you entered. At the bottom are all of the users who match the search criteria. If you want to edit an already registered machine, click on its hardware address in the list on the top. If you want to register a new computer, click on the ID number of the user in the bottom list. Either way, you will get a screen like this:



This screen is the same as the lookup screen, except that the button at the bottom says “Add” (or, if you are editing an existing machine, there are a few buttons allowing you to change the machine information, change the owner, or delete it from the database). Generally the only fields you need to worry about are the following:

- Simon’s Rock ID number
- User’s first and last name
- Status
- Hardware address
- Connection type
- Desktop/laptop
- Operating system

If you are adding a new machine to the database, fill in these fields and click “Add.” Otherwise, change whatever needs to be changed and click “Edit Machine Info” (or “Change Owner” if you’re changing the user).

When you are done, return to the M_I menu (you can usually get back from any page by clicking on “Return”) and click “Logout.”