Things every group member should know

10/2/2007

10/02/07 Info for new group members Peter Elliott
Jenny

- Very nice, extremely helpful faculty assistant.
- Usually can help with any problems that may arise.
- Travel reimbursements.

10/2/2007
Photocopying

- Need to setup account with Jeff
  - 1st floor of FRH.
  - He requires that you're 'prepped'.
  - Ask Jenny to authorize you to use our account.
  - Can use photocopier in mail room.

10/2/2007
Google Calendar

- Setup a Gmail account
- Share calendar with everyone
Computers

- All home directories on server
  - dft.ps.uci.edu
- Server is backed up continuously in case you delete an important file or hardware failure.
- Group account called pbe, everyone knows password:
  - more about pbe on website.

10/2/2007
Group money for snacks, etc

- Each undergrad. student pays their year, e.g. 2nd year = $2
- Each grad. student pays $5
- Each Kieron pays $25 or matches grad. student contribution if under $25

10/2/2007
Poster printing

- Usually use Imageworks in NSI

Scanning notes

- Often need to scan notes in to send to Kieron or other group members.
- We now have a scanner.
Keys

● Each grad. student should have a key to their office and the NSII building (this also works for NSI).

● Get room key from Dept.

● Get building from PS stores in basement of FRH.

● Key for closet in 2107, in case server needs to be restarted.

10/2/2007

10/02/07 Info for new group members Peter Elliott
Printers

● B/W printer in 1202
● Color printer in 2107

SNAP

● http://snap.uci.edu
● Useful info for chores.

10/2/2007
Welcome to our group website

Click here to visit the umbrella website of the UCI Electronic Structure Group.

Kieron is now recruiting postdocs!
Chores

- Group meeting organizer
- Computer person
- Website admin
- Office Supplies
- Librarian
- Journal Club

One off Jobs / Trial chores

- Refers.txt -> Bibtex
- PBE admin
- Seminar Aggregator
Purchasing

- Anyone whose chore involves purchasing needs to be authorized by Kieron with UCI group accountant Donna Gilbertson.

- Ordering things go through PS purchasing in Rowland hall
  - fill out PO form (available on PS website under research facilities for some reason)
  - talk to Dan or Jeff or anyone else there if you need help.

10/2/2007
Group meeting organizer

- Book a conference room
  - for regular meeting.
  - for special meetings, e.g. visitor talks.
- Send out email prior to meeting
  - contains agenda
- Whatever ridiculous rules Kieron has come up with now

10/2/2007
Group meeting organizer and minute taker

- Take minutes of each meetings and email to everyone.
  - May also put in directory on pbe.
- Remind Kieron to make coffee.
- Cookie accountant.
  - handle group moneys.
  - reimburse cookie purchasers.
Computer person

- Interface with PSCSG
  - they administer our server
  - setup accounts and computers
    - usually email chad
    - ALWAYS cc pscsg
    - usually requires follow up phone call
  - Deal with issues with server, e.g. backups.

- Interface with Nate
Computer person

- Any hardware problems
  - all macs under APP 3yr warranty, under apple id kieronburke.
  - all certificates in bag somewhere.
  - usually go to UCI computerstore help.
- Person Kieron bugs with his computer problems/whims.
Computer person

- Purchase new computers + hardware.
  - currently we have 5 iMacs, 2 Macbook Pros, 1 30” cinema display, 1 mac mini, 1 macbook, 4 printers, 1 switch and many many ethernet cables.
  - also new IBM thinkpad tablet ordered.
  - 5/10 computers/displays owned by Kieron.
Computer person

- Purchase new computers + hardware.
  - Most purchased from UCI computerstore.
  - KST Data Inc. is UCI preferred vendor, offer 'sweetspot' deals on common configs.
  - can use different vendor if needed.

10/2/2007
Computer person

- Setup new computers.
  - install all the programs the group uses.
    - list of these on pbe in arch folder.
  - contact PSCSG to setup mount

10/2/2007

10/02/07 Info for new group members Peter Elliott
Computer person

- Software.
  - can get some from NACS.
  - some from UCI preferred vendor CDWG.
  - some from UCI computerstore.

10/2/2007
Computer person

● IP addresses
  ○ can request some from NACS.
  ○ sometimes PSCSG does this.

● Wireless authorization for visitors
  ○ sometimes Kieron will do this.

● Idea: setup amin account on each computer, e.g. so you could install software on say Kieron's computer when he's away
Website admin

- Website
  - keep website up to date
    - group members contact info, etc
  - Papers
    - add published papers to publications
    - add to refers.txt
    - add pdf to lib/papers on pbe
  - Occasionally create new page
  - keep track of stats on statcounter.com

10/2/2007
Website admin

- Make sure that references are carefully done.
Office supplies

- Purchase office supplies
  - officemaxsolutions.com
    - username: ucicampus
    - password: catalog1
  - UCI bookstore
- Printer Ink and paper
  - always have 1 cartridge extra
  - buy officemax laser paper (96 brightness, 24lb). Cost is $0.00768 a sheet.

10/2/2007
Office supplies

- Notepads
  - each person usually has their own preference.
    - white/yellow/, narrow/legal/wide ruled,
      3 holes punched.
    - green or blue if you're a weirdo
- Pens / Pencils
- Manila folders / Hanging folders
- Folders / Paper Clips / Push Pins / Dividers / Staplers / Hole Punches / etc / etc

10/2/2007
Office supplies

- Furniture
  - UCI preferred vendor is Steelcase
  - we prefer Office Solutions
Office supplies

- Office supply person should email everyone once a month asking if they need anything.

- Keep an eye on printer supplies, always have extra cartridge.
Librarian

- Catalog the library
  - place on website under list of books
- Order new books
  - relevant to DFT, maybe requested
  - for Kieron's courses.
- Organize hard copies of papers moved here from Rutgers. Add any now in pdf to lib/papers on pbe.
- In principle, keep track of books. People should email if they are removing one for an extended period of time.
Journal club

- Scan literature for relevant papers
  - including citations of pbe
- Select most relevant of these ~10 per meeting
- Present/Discuss these at group meeting
  - use projector to display abstract
- For chosen papers:
  - write brief summary
    - email to group
    - keep in internal archive
  - add pdf to lib/papers on pbe
  - add to refers.txt

10/2/2007
10/02/07 Info for new group members Peter Elliott
Other jobs available this quarter

- Seminar aggregator
  - some members may not receive emails announcing talks
  - email group listing talks by Chem/Phys/ISIS on in coming week. Possibly on Friday.
  - Kieron can reply suggesting interesting ones.

- PBE admin
  - pbe is a mess at the moment.

- Bibtex
  - convert refers.txt into late 20th century.

10/2/2007

10/02/07 Info for new group members Peter Elliott
My opinion on the options

- **Group meeting person**
  - Reasonable amount of work
  - Must remember to send reminders and minutes.
  - Best if you have free time to quickly respond to Kieron's orders.

- **Computer Person / Website**
  - Not as much work as it sounds
  - Periods of nothing to do, interrupted by a heavy workload

10/2/2007

10/02/07 Info for new group members Peter Elliott
My opinion on the options

- **Office Supplies**
  - relatively easy
  - people will bug you about once a month
  - just need to make sure there is printer ink and paper.

- **Librarian**
  - probably the easiest
  - just a couple of things that need done sometime this quarter.
My opinion on the options

- **Journal Club**
  - probably the hardest.
  - needs lots of free time.
  - on a plus, you'll be the only one still awake at the end of group meetings.

- **Seminar Aggregator**
  - pretty simple, just need to remember to do it.

- **PBE admin**
  - should be familiar with the workings of the group

- **Bibtex**
  - The horror... the horror.

10/2/2007