

Telecommuting

In these unprecedented times, the University of Tennessee, like most organizations, have responded to mandated social-distancing measures by having their employees work remotely where possible. The IRIS Customer Support Team is committed to helping you adjust and adapt to the new working environment with continued support and training for the IRIS system. We have assembled this list of resources for our IRIS end users to help you effectively use IRIS while working remotely, and to provide you with information regarding online safety, staying connected, and professional development.

Working with IRIS

Connecting to IRIS remotely is a simple process, and all of the normal functionality is available to you remotely as well. Check out some of these help documents below regarding accessing IRIS from home, installing the newest version of IRIS, accessing IRIS using Apps@UT, and updating your IRIS theme:

Accessing IRIS from Home

<https://irishelp.tennessee.edu/gm/folder-1.11.9403?originalContext=1.11.1909>

Installing the IRIS Windows Desktop Gui

<https://irishelp.tennessee.edu/gm/folder-1.11.9209?originalContext=1.11.1909>

Apps@UT Information

<https://irishelp.tennessee.edu/gm/folder-1.11.5813?mode=EU&primaryCSH=apps%40ut>

How to Change the IRIS Theme

<https://irishelp.tennessee.edu/gm/folder-1.11.9203?originalContext=1.11.1909>

Printing at Home

The easiest way to print to a device from home is to use the print functionality in IRIS that will render your output into a PDF document. From there, you can print the document to your home device. When the print window appears in IRIS, change the output device from “Local” to “PDFE” (for PDF_EMAIL). This will email you the output in PDF format. When the **Print ALV List** window pops up – type PDFE in the **Output device** field and click **Enter**. It will email to your NetID. You only need to enter an email address if you wish for the report to go to someone other than yourself.

Scanning from Home on an iPhone

Do you need to scan documents while working from home? iPhone users can go to **Notes** and open a **New Note**. From there select the **Camera** button from the bottom of the screen. It will ask if you want to scan a document. Lay out the pages you want to scan and it will save them all as a PDF file.

Online Safety

Ensuring your laptop is protected from attackers is even more important these days, as home networks are not as secure as campus networks. Keep yourself safe with tips from the UTSA IT Security group, and learn how to connect to the Virtual Private Network (VPN) for each campus:

UTSA IT Security Telecommuting Site Link

<https://security.tennessee.edu/telecommuting-safely/>

VPN Information

<https://iris.tennessee.edu/getting-started/vpn-off-campus-access/>

Staying Connected

Maintaining contact with your team is more important than ever – especially while social distancing! There are several ways to stay-in-touch with your coworkers digitally, including the video-conferencing app Zoom, and the Microsoft Office-integrated Teams app. Our friends in the Office of Information Technology at the Knoxville campus have put together excellent resources on both tools:

Zoom Information or Link to OIT site

<https://oit.utk.edu/teachingtools/liveonline/best-practices-for-participants/>

Microsoft Teams document

<https://oit.utk.edu/office365/office365-support/teams/>

Campus Specific IT Sites

We know each campus and institute across our state may have information and instructions that are critical to the specific needs of their employees. To see information for your campus or institute, please choose one of the links below:

UT Chattanooga

<https://www.utc.edu/information-technology/working-remotely.php>

UT Health Science Center

<https://www.uthsc.edu/its/remote-work/index.php>

UT Knoxville *(Includes the Knoxville area)*

<https://oit.utk.edu/remote-it/work-remotely/>

UT Martin

<http://www.utm.edu/departments/its/>

Professional Development

There are more opportunities than ever to learn, discover, and train remotely. View the many offerings that can be found in the Knowledge and Training Excellence (K@TE) website, and enhance your IRIS knowledge with one of our E-learning courses. Remember, you will earn HR128 credit for the trainings you complete:

K@TE Website

<https://kate.tennessee.edu/>

(Suggestions for some training you may want to take include the following courses: “Time Management: Working from Home”, “Working Remotely”, “Contributing as a Virtual Team Member”, and “Learning Zoom”)

IRIS E-learning Courses

<https://irishelp.tennessee.edu/gm/folder-1.11.1985>

Resources and Contact Info

Check out these resources from the IRIS Customer Support team. Remember for any IRIS questions, please feel free to contact us at irishelpdesk@tennessee.edu. Thank you!

IRIS Administrative Support Website

<https://iris.tennessee.edu/>

IRIS Help Website

<https://irishelp.tennessee.edu/gm/cabinet-1.25.201>

IRISWeb Portal

<https://irisweb.tennessee.edu/irj/portal>