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### Master Your Workday Now!

## Proven Strategies to Control Chaos, Create Outcomes, and Connect Your Work to Who You Really Are

New Academy Pub An efficiency expert offers a time management system that will create a greater sense of accomplishment at the end of every workday.

### Deep Work

## Rules for Focused Success in a Distracted World

Hachette UK One of the most valuable skills in our economy is becoming increasingly rare. If you master this skill, you'll achieve extraordinary results. Deep Work is an indispensable guide to anyone seeking focused success in a distracted world. 'Cal Newport is exceptional in the realm of self-help authors' New York Times 'Deep work' is the ability to focus without distraction on a cognitively demanding task. Coined by author and professor Cal Newport on his popular blog Study Hacks, deep work will make you better at what you do, let you achieve more in less time and provide the sense of true fulfilment that comes from the mastery of a skill. In short, deep work is like a superpower in our increasingly competitive economy. And yet most people, whether knowledge workers in noisy open-plan offices or creatives struggling to sharpen their vision, have lost the ability to go deep - spending their days instead in a frantic blur of email and social media, not even realising there's a better way. A mix of cultural criticism and actionable advice, DEEP WORK takes the reader on a journey through memorable stories -- from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air -- and surprising suggestions, such as the claim that most serious professionals should quit social media and that you should practice being bored. Put simply: developing and cultivating a deep work practice is one of the best decisions you can make in an increasingly distracted world and this book will point the way.

### Microsoft Exchange Server 2013

## Design, Deploy and Deliver an Enterprise Messaging Solution

John Wiley & Sons Get the knowledge you need to deploy a top-quality Exchange service The latest release of Microsoft's messaging system allows for easier access to e-mail, voicemail, and calendars from a variety of devices and any location while also giving users more control and freeing up administrators to perform more critical tasks. This innovative new field guide starts with key concepts of Microsoft Exchange Server 2013 and then moves through the recommended practices and processes that are necessary to deploy a top-quality Exchange service. Focuses on the Exchange ecosystem rather than just the features and functions of the Exchange product Focuses on scenarios facing real customers and explains how problems can be solved and requirements met Zooms in on both on-premises deployments as well as Exchange Online cloud deployments with Office 365 Helps you thoroughly master the new version with step-by-step instruction on how to install, configure, and manage this multifaceted collaboration system Whether you're upgrading from Exchange Server 2010 or earlier, installing for the first time, or migrating from another system, this step-by-step guide provides the hands-on instruction, practical application, and real-world advice you need.

### Total Workday Control Using Microsoft Outlook

New Academy Pub In this new Edition 3, Linenberger updates his longtime #1 bestselling Outlook book to include Microsoft's new version 2010 release. This seminal guide presents the author's best practices of time, task, and e-mail management, drawing from time management theories and applying these best practices in Microsoft Outlook. Anyone who finds they are overburdened by e-mail or working too late each day will benefit from this book.

### Document Drafting Handbook

### Giving Effective Feedback

## Check in Regularly, Handle Tough Conversations, Bring Out the Best

Harvard Business Press Whether you're dealing with a problem employee or praising the good work of a colleague, you need to communicate in a way that promotes positive change in others. Giving Effective Feedback quickly walks you through the basics of delivering feedback that gets results, including: ? Choosing the right time to talk ? Engaging in productive dialogue ? Helping both star and struggling performers ? Developing a plan for effective follow-up About HBR's 20-Minute Manager Series: Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives?from the most trusted source in business. Also available as an ebook.

### IBM z15 (8561) Technical Guide

IBM Redbooks This IBM® Redbooks® publication describes the features and functions the latest member of the IBM Z® platform, the IBM z15™ (machine type 8561). It includes information about the IBM z15 processor design, I/O innovations, security features, and supported operating systems. The z15 is a state-of-the-art data and transaction system that delivers advanced capabilities, which are vital to any digital transformation. The z15 is designed for enhanced modularity, which is in an industry standard footprint. This system excels at the following tasks: Making use of multicloud integration services Securing data with pervasive encryption Accelerating digital transformation with agile service delivery Transforming a transactional platform into a data powerhouse Getting more out of the platform with IT Operational Analytics Accelerating digital transformation with agile service delivery Revolutionizing business processes Blending open source and Z technologies This book explains how this system uses new innovations and traditional Z strengths to satisfy growing demand for cloud, analytics, and open source technologies. With the z15 as the base, applications can run in a trusted, reliable, and secure environment that improves operations and lessens business risk.

### The Definitive Guide to DAX

## Business intelligence with Microsoft Excel, SQL Server Analysis Services, and Power BI

Microsoft Press This comprehensive and authoritative guide will teach you the DAX language for business intelligence, data modeling, and analytics. Leading Microsoft BI consultants Marco Russo and Alberto Ferrari help you master everything from table functions through advanced code and model optimization. You'll learn exactly what happens under the hood when you run a DAX expression, how DAX behaves differently from other languages, and how to use this knowledge to write fast, robust code. If you want to leverage all of DAX's remarkable power and flexibility, this no-compromise "deep dive" is exactly what you need. Perform powerful data analysis with DAX for Microsoft SQL Server Analysis Services, Excel, and Power BI Master core DAX concepts, including calculated columns, measures, and error handling Understand evaluation contexts and the CALCULATE and CALCULATETABLE functions Perform time-based calculations: YTD, MTD, previous year, working days, and more Work with expanded tables, complex functions, and elaborate DAX expressions Perform calculations over hierarchies, including parent/child hierarchies Use DAX to express diverse and unusual relationships Measure DAX query performance

with SQL Server Profiler and DAX Studio

## Guide for the Care and Use of Laboratory Animals

### Eighth Edition

National Academies Press A respected resource for decades, the *Guide for the Care and Use of Laboratory Animals* has been updated by a committee of experts, taking into consideration input from the scientific and laboratory animal communities and the public at large. The Guide incorporates new scientific information on common laboratory animals, including aquatic species, and includes extensive references. It is organized around major components of animal use: Key concepts of animal care and use. The Guide sets the framework for the humane care and use of laboratory animals. Animal care and use program. The Guide discusses the concept of a broad Program of Animal Care and Use, including roles and responsibilities of the Institutional Official, Attending Veterinarian and the Institutional Animal Care and Use Committee. Animal environment, husbandry, and management. A chapter on this topic is now divided into sections on terrestrial and aquatic animals and provides recommendations for housing and environment, husbandry, behavioral and population management, and more. Veterinary care. The Guide discusses veterinary care and the responsibilities of the Attending Veterinarian. It includes recommendations on animal procurement and transportation, preventive medicine (including animal biosecurity), and clinical care and management. The Guide addresses distress and pain recognition and relief, and issues surrounding euthanasia. Physical plant. The Guide identifies design issues, providing construction guidelines for functional areas; considerations such as drainage, vibration and noise control, and environmental monitoring; and specialized facilities for animal housing and research needs. The *Guide for the Care and Use of Laboratory Animals* provides a framework for the judgments required in the management of animal facilities. This updated and expanded resource of proven value will be important to scientists and researchers, veterinarians, animal care personnel, facilities managers, institutional administrators, policy makers involved in research issues, and animal welfare advocates.

### Personnel Classification

## Configuring SAP ERP Sales and Distribution

John Wiley and Sons The first and only book to offer detailed explanations of SAP ERP sales and distribution As the only book to provide in-depth configuration of the Sales and Distribution (SD) module in the latest version of SAP ERP, this valuable resource presents you with step-by-step instruction, conceptual explanations, and plenty of examples. If you're an SD consultant or are in charge of managing an SAP implementation in your enterprise, you'll want this valuable resource at your side SAP is one of the leading Enterprise Resource Planning (ERP) software products on the market, with over 40,000 implementations Covers the latest version of SAP ERP-ECC 6.0 Covers common through advanced configurations, so it's helpful no matter what your level of experience with SAP Explains the conceptual framework behind the configuration process If your company uses the SD module, keep this indispensable guide on hand.

### Indistractable

## How to Control Your Attention and Choose Your Life

Bloomsbury Publishing 'A must-read' Mark Manson We are living through a crisis of distraction. Plans get sidetracked, friends are ignored, work never seems to get done. Why does it feel like we're distracting our lives away? In *Indistractable*, behavioural designer Nir Eyal reveals the hidden psychology driving you to distraction. Empowering and optimistic, this is the book that will help you design your time, realise your ambitions, and live the life you really want. 'If you value your time, your focus or your relationships, this book is essential reading' Jonathan Haidt, author of *The Righteous Mind* 'A guide to staying focused in an age of constant distraction' Guardian 'Exactly what most of us need in order to focus on what is important, rather than the dazzling, illuminated, unsatisfying distractions of modern life' Matt Haig 'Does exactly as it promises. Amazing' Chris Evans 'The best guide I've read for reclaiming our attention, our focus and our lives' Arianna Huffington

## Microsoft Outlook 2013 Step by Step

Pearson Education Experience learning made easy—and quickly teach yourself how to stay organized and stay connected using Outlook 2013. With *Step by Step*, you set the pace—building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. Set up your email and social media accounts Send, search, filter, and organize messages Manage one or more calendars, and share your schedule Help protect your inbox and outbox Create and track tasks, to-do lists, and appointments

## AWS Certified SysOps Administrator Study Guide

### Associate SOA-C01 Exam

John Wiley & Sons Your #1 all-in-one reference and exam Study Guide for the UPDATED AWS SysOps Administrator certification! This comprehensive book guides readers through the role of a SysOps Administrator and helps prepare candidates to take the updated AWS Certified SysOps Administrator—Associate (SOA-C01) Exam. The AWS Certified SysOps Administrator—Associate certification validates technical expertise in deployment, management, and operations on the AWS platform. This Study Guide not only prepares readers for the AWS exam, but it makes sure the reader is ready to perform the duties expected of SysOps Administrators. The book focuses on the skill-set required of AWS professionals by filling in the gap between test preparation and real-world preparedness. Concepts covered include: Monitoring and Reporting High Availability Deployment and Provisioning Storage and Data Management Security and Compliance Networking Automation and Optimization And More Readers will also have one year of free access to the Sybex interactive online learning environment and test bank, providing a suite of robust study tools including an assessment test, chapter tests, bonus practice exam, electronic flashcards, and a glossary of key terms.

### The One-Minute To-Do List

## Quickly Get Your Chaos Completely Under Control

New Academy Pub Presents a simple and quick guide to mastering a chaotic schedule including how to track responsibilities, keep focused, use a smartphone to keep sight of to-dos while on the run, and more.

### Base SAS 9.3 Procedures Guide

SAS Institute Contains the complete reference for all Base SAS procedures. Provides information about what each procedure does and, if relevant, the kind of output that it produces. This title is also available online. SAS Products and Releases: Base SAS: 9.3\_M2. Operating Systems: All

### The One Minute To-Do List

New Academy Publishing Readers overwhelmed by their work and life will find relief in this updated second edition of Michael Linenberger's successful title. We've all created to-do lists before, and we've all found them lacking--things just sit on them for weeks, months, even years. This book presents a simple and foolproof way to solve that problem and to create the perfect to-do list. You'll be focused on the right things, and you'll get them done.

## The Restoration of Engravings, Drawings, Books, and Other Works on Paper

Getty Publications Ever since its original publication in Germany in 1938, Max Schweidler's *Die Instandsetzung von Kupferstichen, Zeichnungen, Buchern usw.* has been recognized as a seminal modern text on the conservation and restoration of works on paper. This volume, based on the authoritative revised German edition of 1950, makes Schweidler's work available in English for the first time, in a meticulously edited and annotated scholarly edition. An extensively illustrated appendix presents case studies of eleven Old Master prints that were treated using the techniques Schweidler discusses.

## Learn Azure in a Month of Lunches, Second Edition

Manning Publications Learn Azure in a Month of Lunches, Second Edition, is a tutorial on writing, deploying, and running applications in Azure. In it, you'll work through 21 short lessons that give you real-world experience. Each lesson includes a hands-on lab so you can try out and lock in your new skills. Summary You can be incredibly productive with Azure without mastering every feature, function, and service. Learn Azure in a Month of Lunches, Second Edition gets you up and running quickly, teaching you the most important concepts and tasks in 21 practical bite-sized lessons. As you explore the examples, exercises, and labs, you'll pick up valuable skills immediately and take your first steps to Azure mastery! This fully revised new edition covers core changes to the Azure UI, new Azure features, Azure containers, and the upgraded Azure Kubernetes Service. Purchase of the print book includes a free eBook in PDF, Kindle, and ePub formats from Manning Publications. About the technology Microsoft Azure is vast and powerful, offering virtual servers, application templates, and prebuilt services for everything from data storage to AI. To navigate it all, you need a trustworthy guide. In this book, Microsoft engineer and Azure trainer Iain Foulds focuses on core skills for creating cloud-based applications. About the book Learn Azure in a Month of Lunches, Second Edition, is a tutorial on writing, deploying, and running applications in Azure. In it, you'll work through 21 short lessons that give you real-world experience. Each lesson includes a hands-on lab so you can try out and lock in your new skills. What's inside Understanding Azure beyond point-and-click Securing applications and data Automating your environment Azure services for machine learning, containers, and more About the reader This book is for readers who can write and deploy simple web or client/server applications. About the author Iain Foulds is an engineer and senior content developer with Microsoft. Table of Contents PART 1 - AZURE CORE SERVICES 1 Before you begin 2 Creating a virtual machine 3 Azure Web Apps 4 Introduction to Azure Storage 5 Azure Networking basics PART 2 - HIGH AVAILABILITY AND SCALE 6 Azure Resource Manager 7 High availability and redundancy 8 Load-balancing applications 9 Applications that scale 10 Global databases with Cosmos DB 11 Managing network traffic and routing 12 Monitoring and troubleshooting PART 3 - SECURE BY DEFAULT 13 Backup, recovery, and replication 14 Data encryption 15 Securing information with Azure Key Vault 16 Azure Security Center and updates PART 4 - THE COOL STUFF 17 Machine learning and artificial intelligence 18 Azure Automation 19 Azure containers 20 Azure and the Internet of Things 21 Serverless computing

## Microsoft Identity Manager 2016 Handbook

Packt Publishing Ltd A complete handbook on Microsoft Identity Manager 2016 - from design considerations to operational best practices About This Book Get to grips with the basics of identity management and get acquainted with the MIM components and functionalities Discover the newly-introduced product features and how they can help your organization A step-by-step guide to enhance your foundational skills in using Microsoft Identity Manager from those who have taught and supported large and small enterprise customers Who This Book Is For If you are an architect or a developer who wants to deploy, manage, and operate Microsoft Identity Manager 2016, then this book is for you. This book will also help the technical decision makers who want to improve their knowledge of Microsoft Identity Manager 2016. A basic understanding of Microsoft-based infrastructure using Active Directory is expected. Identity management beginners and experts alike will be able to apply the examples and scenarios to solve real-world customer problems. What You Will Learn Install MIM components Find out about the MIM synchronization, its configuration settings, and advantages Get to grips with the MIM service capabilities and develop custom activities Use the MIM Portal to provision and manage an account Mitigate access escalation and lateral movement risks using privileged access management Configure client certificate management and its detailed permission model Troubleshoot MIM components by enabling logging and reviewing logs Back up and restore the MIM 2015 configuration Discover more about periodic purging and the coding best practices In Detail Microsoft Identity Manager 2016 is Microsoft's solution to identity management. When fully installed, the product utilizes SQL, SharePoint, IIS, web services, the .NET Framework, and SCSM to name a few, allowing it to be customized to meet nearly every business requirement. The book is divided into 15 chapters and begins with an overview of the product, what it does, and what it does not do. To better understand the concepts in MIM, we introduce a fictitious company and their problems and goals, then build an identity solutions to fit those goals. Over the course of this book, we cover topics such as MIM installation and configuration, user and group management options, self-service solutions, role-based access control, reducing security threats, and finally operational troubleshooting and best practices. By the end of this book, you will have gained the necessary skills to deploy, manage and operate Microsoft Identity Manager 2016 to meet your business requirements and solve real-world customer problems. Style and approach The concepts in the book are explained and illustrated with the help of screenshots as much as possible. We strive for readability and provide you with step-by-step instructions on the installation, configuration, and operation of the product. Throughout the book, you will be provided on-the-field knowledge that you won't get from whitepapers and help files.

## Snort For Dummies

John Wiley & Sons Snort is the world's most widely deployed open source intrusion-detection system, with more than 500,000 downloads-a package that can perform protocol analysis, handle content searching and matching, and detect a variety of attacks and probes Drawing on years of security experience and multiple Snort implementations, the authors guide readers through installation, configuration, and management of Snort in a busy operations environment No experience with intrusion detection systems (IDS) required Shows network administrators how to plan an IDS implementation, identify how Snort fits into a security management environment, deploy Snort on Linux and Windows systems, understand and create Snort detection rules, generate reports with ACID and other tools, and discover the nature and source of attacks in real time CD-ROM includes Snort, ACID, and a variety of management tools

## NetSuite For Dummies

John Wiley & Sons NetSuite is an easy-to-use, customizable enterprise software for running your business. Part I explains NetSuite basics everyone should know. Part II focuses on tracking money (accounting, AR, AP, and managing inventory). Parts III, IV, and V explain how to sell and market your products, take care of customers, and sell goods online with NetSuite. Part VI describes how to gauge your progress using dashboards and analytics. Bonus chapters provide information about scripting, customization, and setting up your Web site (see the Downloads tab). Table of contents: Part I: NetSuite Basics Part II: Using NetSuite's Various Components Part III: How to use NetSuite for your specific business Part IV: Configuring NetSuite Part V: Getting organized with NetSuite. Bringing it all together Part VI: Advanced stuff Part VII: The Part of Tens

## A Guide to Infection Control in the Hospital

PMPH-USA Infections, especially those occurring postoperatively, remain a major problem in hospitals. This handy pocket-sized manual provides guidelines and protocols for preventing infections, and managing them if they occur. It covers various types of infection, and is suitable for members of infection control teams.

## The CERT Guide to Insider Threats

## How to Prevent, Detect, and Respond to Information Technology Crimes (Theft, Sabotage, Fraud)

Addison-Wesley Since 2001, the CERT® Insider Threat Center at Carnegie Mellon University's Software Engineering Institute (SEI) has collected and analyzed information about more than seven hundred insider cyber crimes, ranging from national security espionage to theft of trade secrets. The CERT® Guide to Insider Threats describes CERT's findings in practical terms, offering specific guidance and countermeasures that can be immediately applied by executives, managers, security officers, and operational staff within any private, government, or military organization. The authors systematically address attacks by all types of malicious insiders, including current and former employees, contractors, business partners, outsourcers, and even cloud-computing vendors. They cover all major types of insider cyber crime: IT sabotage, intellectual property theft, and fraud. For each, they present a crime profile describing how the crime tends to evolve over time, as well as motivations, attack methods, organizational issues, and precursor warnings that could have helped the organization prevent the incident or detect it earlier. Beyond identifying crucial patterns of suspicious behavior, the authors present concrete defensive measures for protecting both systems and data. This book also conveys the big picture of the insider threat problem over time: the complex interactions and unintended consequences of existing policies, practices, technology, insider mindsets, and organizational culture. Most important, it offers actionable recommendations for the entire organization, from executive management and board members to IT, data owners, HR, and legal departments. With this book, you will find out how to Identify hidden signs of insider IT sabotage, theft of sensitive information, and fraud Recognize insider threats throughout the software development life cycle Use advanced threat controls to resist attacks by both technical and nontechnical insiders Increase the effectiveness of existing technical security tools by enhancing rules, configurations, and associated business processes Prepare for unusual insider attacks, including attacks linked to organized crime or the Internet underground By implementing this book's security practices, you will be incorporating protection mechanisms designed to resist the vast majority of malicious insider attacks.

## AWS Certified SysOps Administrator Study Guide with Online Labs

## Associate SOA-C01

John Wiley & Sons Virtual, hands-on learning labs allow you to apply your technical skills in realistic environments. So Sybex has bundled AWS labs from XtremeLabs with our popular AWS Certified SysOps Administrator Study Guide to give you the same experience working in these labs as you prepare for the Certified SysOps Administrator Exam that you would face in a real-life application. These labs in addition to the book are a proven way to prepare for the certification and for work as an AWS SysOps Administrator. This

comprehensive book guides readers through the role of a SysOps Administrator and helps prepare candidates to take the updated AWS Certified SysOps Administrator—Associate (SOA-C01) Exam. The AWS Certified SysOps Administrator—Associate certification validates technical expertise in deployment, management, and operations on the AWS platform. This Study Guide not only prepares readers for the AWS exam, but it makes sure the reader is ready to perform the duties expected of SysOps Administrators. The book focuses on the skill-set required of AWS professionals by filling in the gap between test preparation and real-world preparedness. Concepts covered include: Monitoring and Reporting High Availability Deployment and Provisioning Storage and Data Management Security and Compliance Networking Automation and Optimization And More Readers will also have one year of free access to the Sybex interactive online learning environment and test bank, providing a suite of robust study tools including an assessment test, chapter tests, bonus practice exam, electronic flashcards, and a glossary of key terms. And included with this version of the book, XtremeLabs virtual labs that run from your browser. The registration code is included with the book and gives you 6 months unlimited access to XtremeLabs AWS Certified SysOps Administrator Labs with 6 unique lab modules based on the book.

## Smaart V8 User Guide

From Rational Acoustics, the owners & developers Smaart, comes the official Smaart v8 User Guide. The Smaart v8 User Guide is a comprehensive guide to working with the latest version of professional audio's most widely used system analysis & optimization software. All of Smaart v8's measurement capabilities are covered in detail, along with helpful illustrations and application examples. It also includes sections on fundamental audio concepts, navigating the user interface, capturing & managing data as well as an extensive set of appendices covering measurement rig setup, licensing & installation, applicable standards and suggested further reading. Written in Rational Acoustics' approachable easy-to-read style, with just the right amount of geeky humor, the Smaart v8 User Guide is more than just a software manual, it is a fantastic all-in-one reference that Smaart users will find themselves returning to again and again.

## Optimization and Decision Support Design Guide: Using IBM ILOG Optimization Decision Manager

IBM Redbooks Today many organizations face challenges when developing a realistic plan or schedule that provides the best possible balance between customer service and revenue goals. Optimization technology has long been used to find the best solutions to complex planning and scheduling problems. A decision-support environment that enables the flexible exploration of all the trade-offs and sensitivities needs to provide the following capabilities: Flexibility to develop and compare realistic planning and scheduling scenarios Quality sensitivity analysis and explanations Collaborative planning and scenario sharing Decision recommendations This IBM® Redbooks® publication introduces you to the IBM ILOG® Optimization Decision Manager (ODM) Enterprise. This decision-support application provides the capabilities you need to take full advantage of optimization technology. Applications built with IBM ILOG ODM Enterprise can help users create, compare, and understand planning or scheduling scenarios. They can also adjust any of the model inputs or goals, and fully understanding the binding constraints, trade-offs, sensitivities, and business options. This book enables business analysts, architects, and administrators to design and use their own operational decision management solution.

## Mastering Microsoft Exchange Server 2013

John Wiley & Sons The bestselling guide to Exchange Server, fully updated for the newest version Microsoft Exchange Server 2013 is touted as a solution for lowering the total cost of ownership, whether deployed on-premise or in the cloud. Like the earlier editions, this comprehensive guide covers every aspect of installing, configuring, and managing this multifaceted collaboration system. It offers Windows systems administrators and consultants a complete tutorial and reference, ideal for anyone installing Exchange Server for the first time or those migrating from an earlier Exchange Server version. Microsoft Exchange Server 2013 is a messaging system that allows for access to e-mail, voicemail, and calendars from a variety of devices and any location, making it ideal for the enterprise. With more than 21,000 copies of earlier editions sold, this comprehensive guide offers systems administrators and consultants both a tutorial and a reference guide for installing and managing Exchange Server 2013. A team of Microsoft Certified Masters walks you step by step through planning and design, installation, administration and management, maintenance, and more. Mastering Microsoft Exchange Server 2013 is the complete reference for planning, installing, and maintaining the most popular e-mail server product available.

## SharePoint 2016 User's Guide

## Learning Microsoft's Business Collaboration Platform

Apress Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management, collaboration, and business process management needs. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as search, workflow, and social) that make up these environments. In the fifth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to get the best out of them. What You Will Learn Create and use common SharePoint resources like lists, libraries, sites, pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention, management, and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all, have used previous versions, have just started using the basic features, or have been using it for a long of time, this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides.

## Gradle Beyond the Basics

## Customizing Next-Generation Builds

"O'Reilly Media, Inc." If you're familiar with Gradle's basics elements—possibly through the author's previous O'Reilly book, *Building and Testing with Gradle*—this more advanced guide provides the recipes, techniques, and syntax to help you master this build automation tool. With clear, concise explanations and lots of ready-to-use code examples, you'll explore four discrete areas of Gradle functionality: file operations, custom Gradle plugins, build lifecycle hooks, and dependency management. Learn how to use Gradle's rich set of APIs and Groovy-based Domain Specific Language to customize build software that actually conforms to your product. By using the techniques in this book, you'll be able to write domain-specific builds that support every other line of code your team creates. Examine Gradle's file API, including copy tasks, pattern matching, content filtering, and the FileCollection interface Understand the process for building and packaging a custom Gradle plug-in Manage build complexity with hook methods and Gradle's rule feature Learn how Gradle handles dependency management natively and through customization Explore Gradle's core plug-ins as well as key examples from the Gradle community

## IBM z15 Configuration Setup

IBM Redbooks This IBM® Redbooks® publication helps you install, configure, and maintain the IBM z15™ (machine types 8561 and 8562) systems. The z15 systems offers new functions that require a comprehensive understanding of the available configuration options. This book presents configuration setup scenarios, and describes implementation examples in detail. This publication is intended for systems engineers, hardware planners, and anyone who needs to understand IBM Z® configuration and implementation. Readers should be familiar with IBM Z technology and terminology. For more information about the functions of the z15 systems, see IBM z15 Technical Introduction, SG24-8850, IBM z15 (8561) Technical Guide, SG24-8851 and IBM z15 (8562) Technical Guide, SG24-8852.

## IBM z14 (3906) Technical Guide

IBM Redbooks This IBM® Redbooks® publication describes the new member of the IBM Z® family, IBM z14™. IBM z14 is the trusted enterprise platform for pervasive encryption, integrating data, transactions, and insights into the data. A data-centric infrastructure must always be available with a 99.999% or better availability, have flawless data integrity, and be secured from misuse. It also must be an integrated infrastructure that can support new applications. Finally, it must have integrated capabilities that can provide new mobile capabilities with real-time analytics that are delivered by a secure cloud infrastructure. IBM z14 servers are designed with improved scalability, performance, security, resiliency, availability, and virtualization. The superscalar design allows z14 servers to deliver a record level of capacity over the prior IBM Z platforms. In its maximum configuration, z14 is powered by up to 170 client characterizable microprocessors (cores) running at 5.2 GHz. This configuration can run more than 146,000 million instructions per second (MIPS) and up to 32 TB of client memory. The IBM z14 Model M05 is estimated to provide up to 35% more total system capacity than the IBM z13® Model NE1. This Redbooks publication provides information about IBM z14 and its functions, features, and associated software support. More information is offered in areas that are relevant to technical planning. It is intended for systems engineers, consultants, planners, and anyone who wants to understand the IBM Z servers functions and plan for their usage. It is intended as an introduction to mainframes. Readers are expected to be generally familiar with existing IBM Z technology and terminology.

## Navigating the Digital Age

### The Definitive Cybersecurity Guide for Directors and Officers

Welcome to the all-new second edition of *Navigating the Digital Age*. This edition brings together more than 50 leaders and visionaries from business, science, technology, government, academia, cybersecurity, and law enforcement. Each has contributed an exclusive chapter designed to make us think in depth about the ramifications of this digital world we are creating. Our purpose is to shed light on the vast possibilities that digital technologies present for us, with an emphasis on solving the existential challenge of cybersecurity. An important focus of the book is centered on doing business in the Digital Age—particularly around the need to foster a mutual understanding between technical and non-technical executives when it comes to the existential issues surrounding cybersecurity. This book has come together in three parts. In Part 1, we focus on the future of threat and risks. Part 2 emphasizes lessons from today's world, and Part 3 is designed to help you ensure you are covered today. Each part has its own flavor and personality, reflective of its goals and purpose. Part 1 is a bit more futuristic, Part 2 a bit more experiential, and Part 3 a bit more practical. How we work together, learn from our mistakes, deliver a secure and safe digital future—those are the elements that make up the core thinking behind this book. We cannot afford to be complacent. Whether you are a leader in business, government, or education, you should be knowledgeable, diligent, and action-oriented. It is our sincerest hope that this book provides answers, ideas, and inspiration. If we fail on the cybersecurity front, we put all of our hopes and aspirations at risk. So we start this book with a simple proposition: When it comes to cybersecurity, we must succeed.

### Siebel Field Service Guide

MOHAMMED AZIZUDDIN AAMER

### The Data Warehouse Toolkit

### The Complete Guide to Dimensional Modeling

John Wiley & Sons

### Telework in the 21st Century

### An Evolutionary Perspective

Edward Elgar Publishing Technological developments have enabled a dramatic expansion and also an evolution of telework, broadly defined as using ICTs to perform work from outside of an employer's premises. This volume offers a new conceptual framework explaining the evolution of telework over four decades. It reviews national experiences from Argentina, Brazil, India, Japan, the United States, and ten EU countries regarding the development of telework, its various forms and effects. It also analyses large-scale surveys and company case studies regarding the incidence of telework and its effects on working time, work-life balance, occupational health and well-being, and individual and organizational performance.

### Accelerating Modernization with Agile Integration

IBM Redbooks The organization pursuing digital transformation must embrace new ways to use and deploy integration technologies, so they can move quickly in a manner appropriate to the goals of multicloud, decentralization, and microservices. The integration layer must transform to allow organizations to move boldly in building new customer experiences, rather than forcing models for architecture and development that pull away from maximizing the organization's productivity. Many organizations have started embracing agile application techniques, such as microservice architecture, and are now seeing the benefits of that shift. This approach complements and accelerates an enterprise's API strategy. Businesses should also seek to use this approach to modernize their existing integration and messaging infrastructure to achieve more effective ways to manage and operate their integration services in their private or public cloud. This IBM® Redbooks® publication explores the merits of what we refer to as agile integration; a container-based, decentralized, and microservice-aligned approach for integration solutions that meets the demands of agility, scalability, and resilience required by digital transformation. It also discusses how the IBM Cloud Pak for Integration marks a significant leap forward in integration technology by embracing both a cloud-native approach and container technology to achieve the goals of agile integration. The target audiences for this book are cloud integration architects, IT specialists, and application developers.

### Commerce Business Daily

### Qualitative Research from Start to Finish, First Edition

Guilford Press This lively, practical text presents a fresh and comprehensive approach to doing qualitative research. The book offers a unique balance of theory and clear-cut choices for customizing every phase of a qualitative study. A scholarly mix of classic and contemporary studies from multiple disciplines provides compelling, field-based examples of the full range of qualitative approaches. Readers learn about adaptive ways of designing studies, collecting data, analyzing data, and reporting findings. Key aspects of the researcher's craft are addressed, such as fieldwork options, the five phases of data analysis (with and without using computer-based software), and how to incorporate the researcher's "declarative" and "reflective" selves into a final report. Ideal for graduate-level courses, the text includes: \* Discussions of ethnography, grounded theory, phenomenology, feminist research, and other approaches. \* Instructions for creating a study bank to get a new study started. \* End-of-chapter exercises and a semester-long, field-based project. \* Quick study boxes, research vignettes, sample studies, and a glossary. \* Previews for sections within chapters, and chapter recaps. \* Discussion of the place of qualitative research among other social science methods, including mixed methods research.

### Networking: A Beginner's Guide, Sixth Edition

McGraw Hill Professional Current, essential IT networking skills—made easy! Thoroughly revised to cover the latest technologies, this practical resource provides you with a solid foundation in networking fundamentals. *Networking: A Beginner's Guide, Sixth Edition* discusses wired and wireless network design, configuration, hardware, protocols, security, backup, recovery, and virtualization. You'll also get step-by-step instructions for installing, configuring, and managing Windows Server 2012, Exchange Server 2013, Oracle Linux, and Apache. This is the perfect book for anyone starting a networking career or in need of an easy-to-follow refresher. Understand network cabling, topologies, hardware, and the OSI seven-layer model. Connect LANs and WANs. Configure network protocols, such as TCP/IP, IPX/SPX, SMTP, DHCP, HTTP, WINS, and more. Explore directory services, such as Microsoft's Active Directory, X.400, and LDAP. Enable and support remote network access. Secure your network and handle backup and disaster recovery. Select, install, and manage reliable network servers, including Windows Server 2012, Exchange Server 2013, Oracle Linux, and Apache. Manage network workstation computers. Design a robust network from the ground up. Work with virtualization technologies, such as Hyper-V, VMWare, and Oracle VM VirtualBox.