



JOINT INDUSTRY BOARD
FOR THE ELECTRICAL CONTRACTING INDUSTRY
KINGSWOOD HOUSE, 47/51 SIDCUP HILL
SIDCUP, KENT DA14 6HP.

Tel: 020 8302 0031
Fax 020 8309 1103
Web: <http://www.jib.org.uk>
E-mail: administration@jib.org.uk

Established in 1968 by the Constituent Parties
The ELECTRICAL CONTRACTORS' ASSOCIATION and AMICUS

INDUSTRIAL INFORMATION SERVICE

SINGLE USER DONGLE SETUP INSTRUCTIONS

Important:

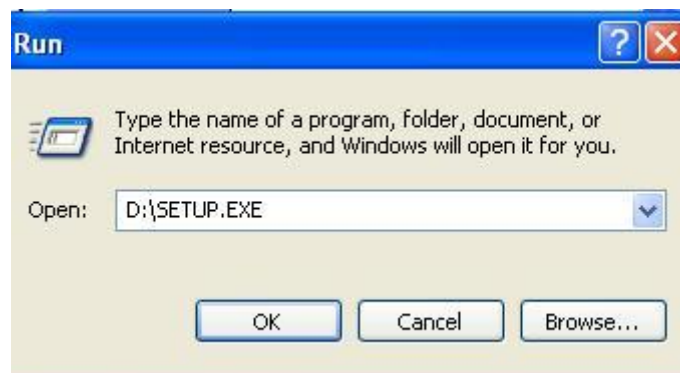
- Please complete the software installation before plugging the USB Dongle into a USB Port on your PC.
- The PC that is being used to access the JIB Industrial Information Service web site must have Java Runtime installed for the login and security check to work successfully. If your PC does not have this installed, it can be downloaded free of charge at: www.java.com
- Please keep your JIB UserName and password secure. These details will have been e-mailed to the address indicated on the application form.

1. Click on  then Run. Type the following path into the Run box:

D:\SETUP.EXE

(Where **D** is your CD/DVD drive, check this in My Computer if you are unsure of the drive letter.)

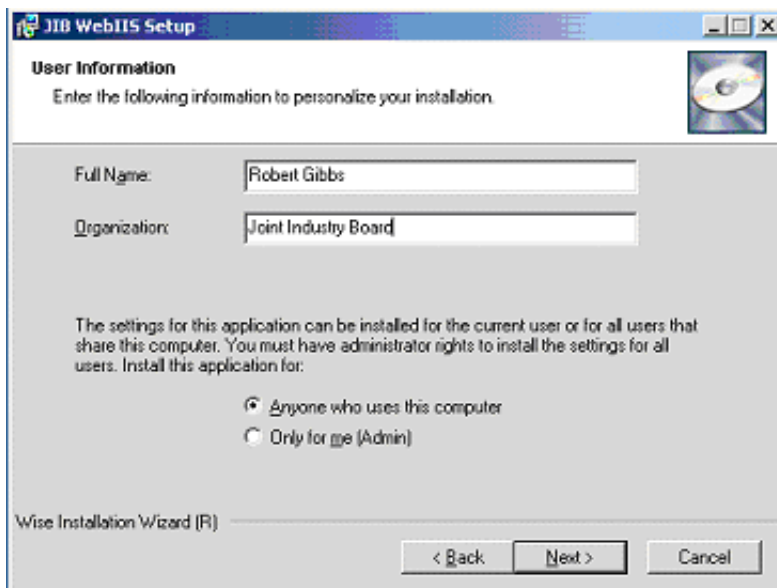
Then click OK as below:




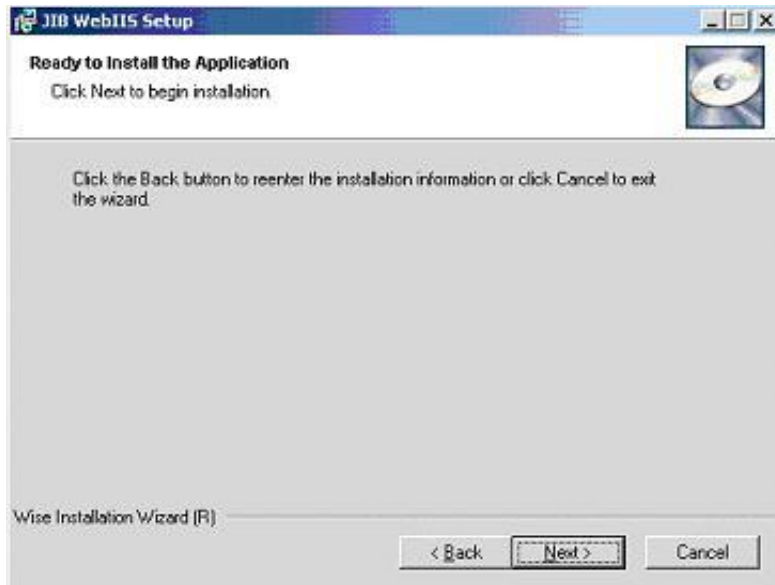
2. When the Welcome screen is displayed, click .



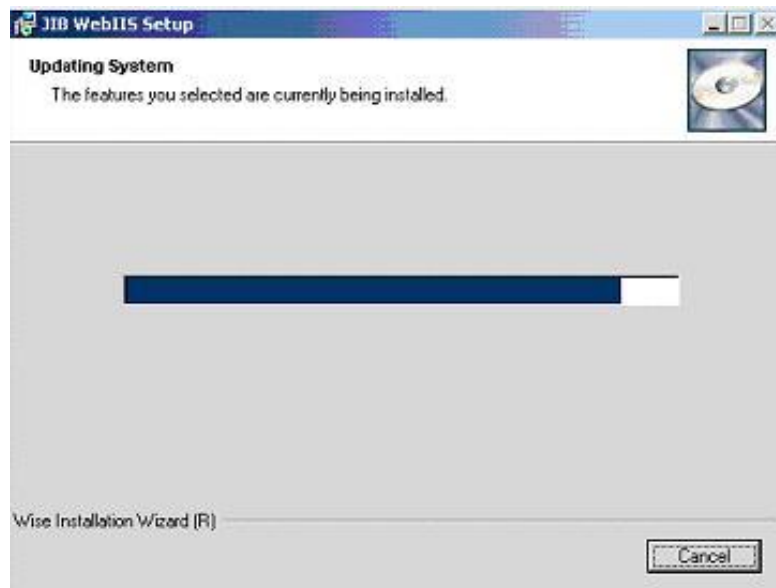
3. Enter User Information and choose the settings for users of the PC.



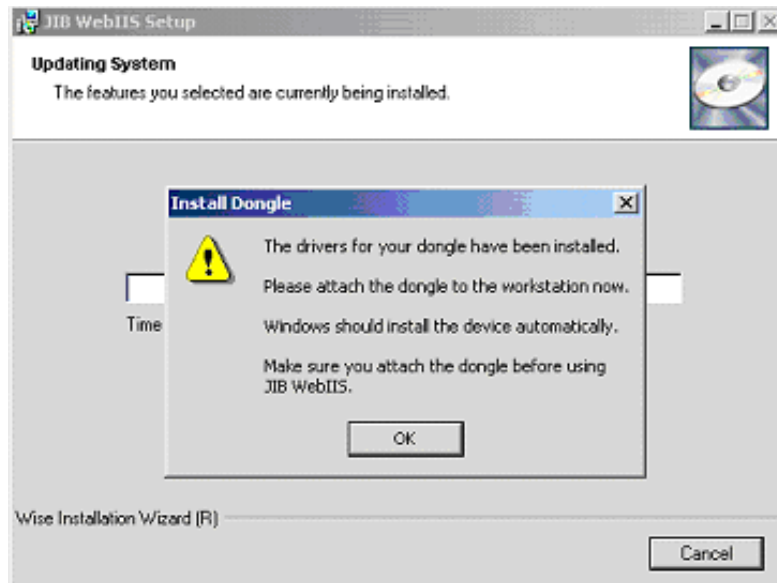
4. You are now ready to install the application, click  to begin the file transfer operation.



5. The necessary files will be copied to your PC.



- When instructed, please attach the USB Dongle to a USB Port on your PC.




- Once the USB Dongle has been attached, Windows should recognise it automatically and display the following message in the System Tray (bottom right of the screen).



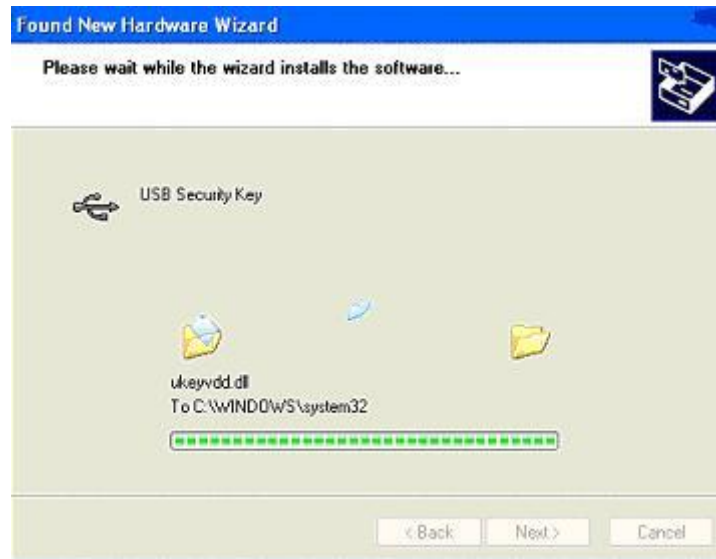
- The Found New Hardware Wizard will start up. It will search the CD for the drivers required. Click **Next >**.



9. Choose Install the software automatically and click .



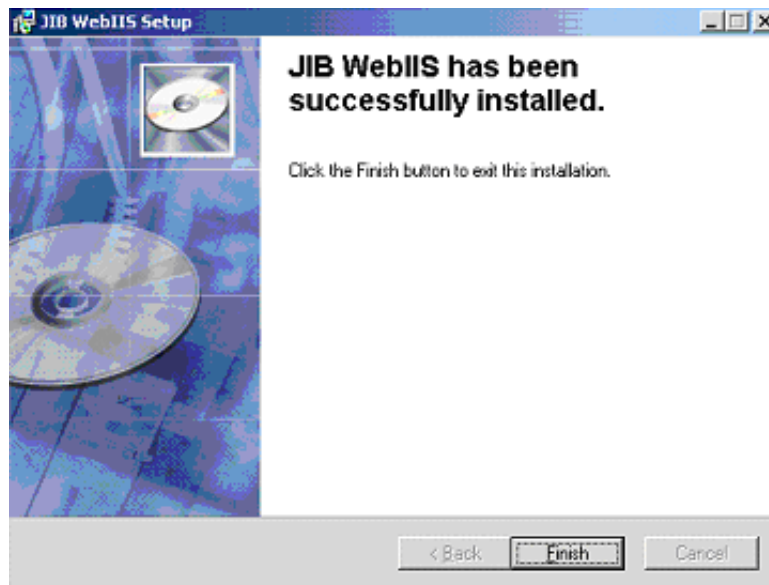
10. The Wizard will search and install the drivers from the CD.



11. Click once the Wizard has completed.



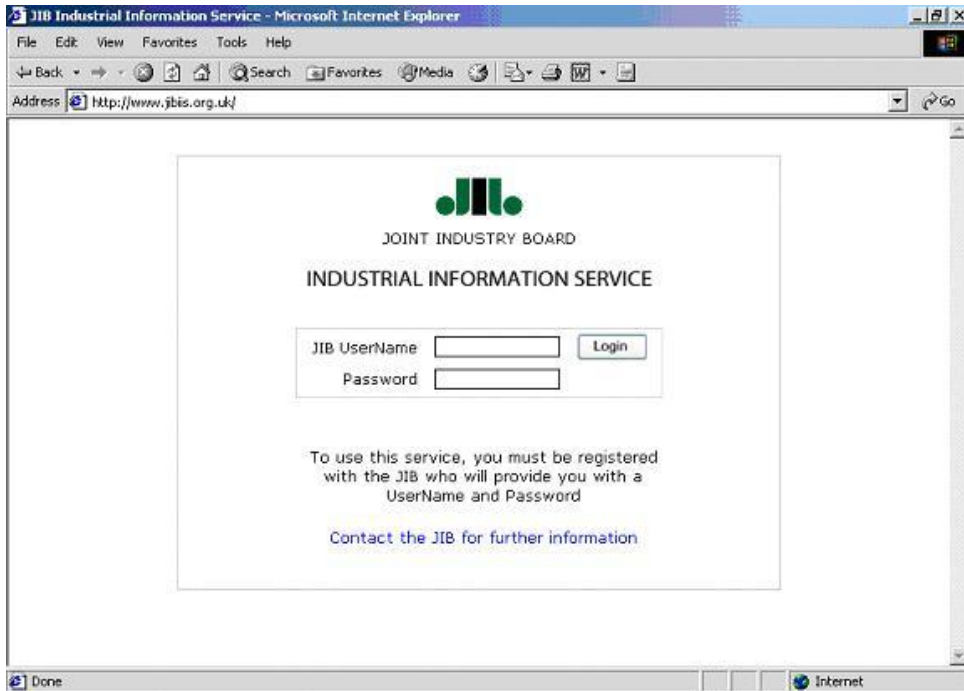
12. Click to exit the SETUP program.



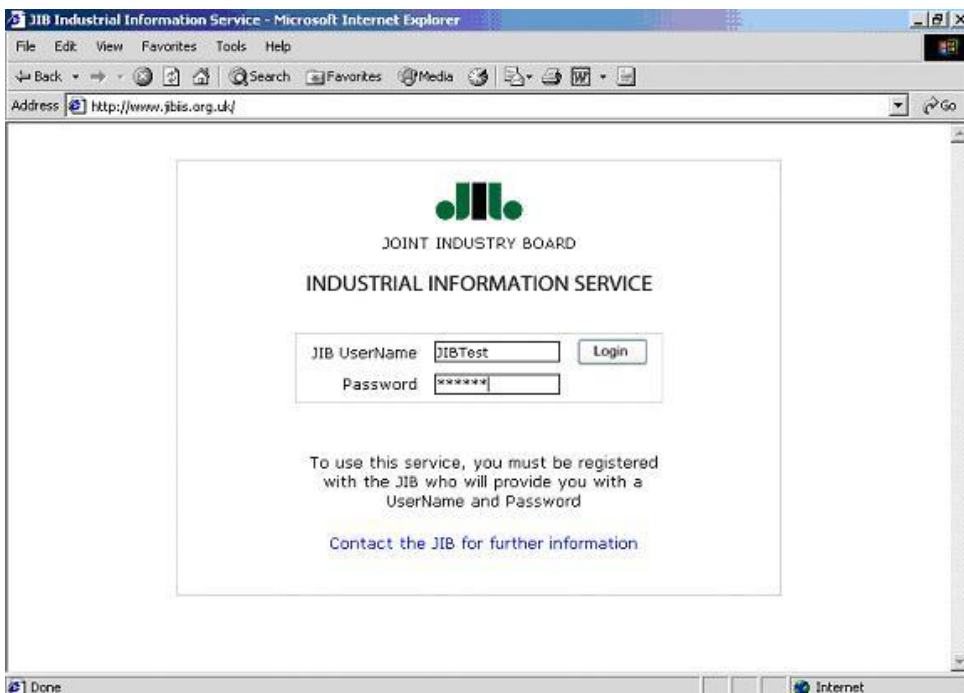
LOGIN INSTRUCTIONS

1. Open your Internet Browser and type in the following URL:

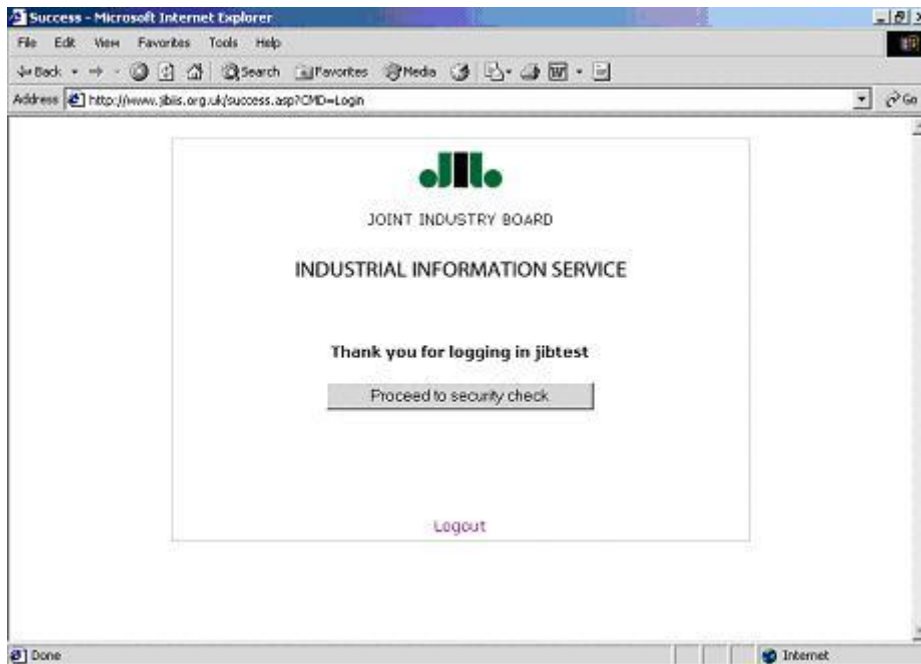
www.jibiis.org.uk



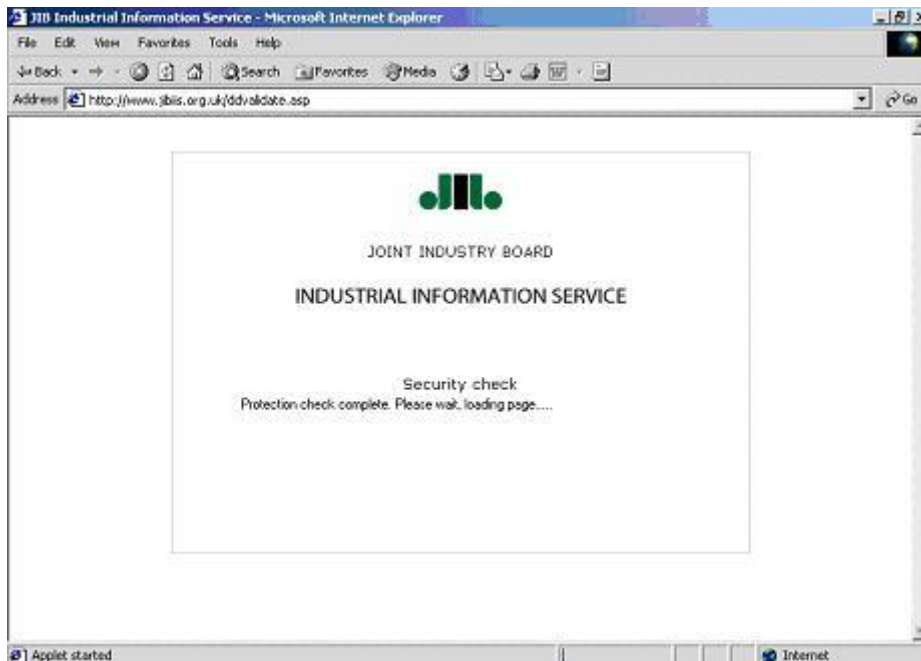
2. You will have been e-mailed your JIB UserName and Password. Please enter these in the appropriate boxes. Click .



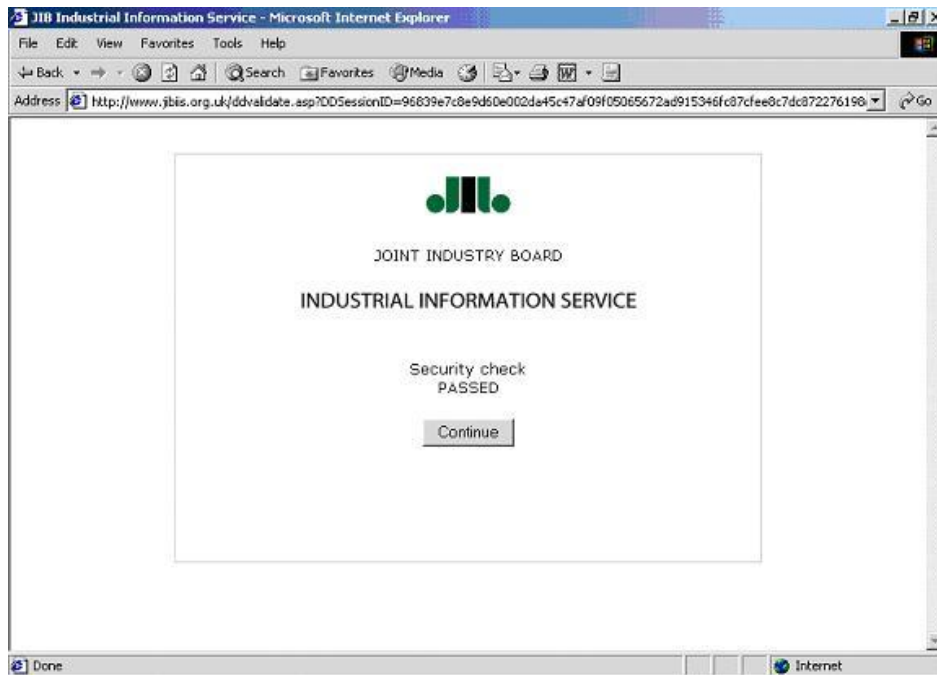
3. If you have logged in successfully a confirmation message will be displayed as below. Click .



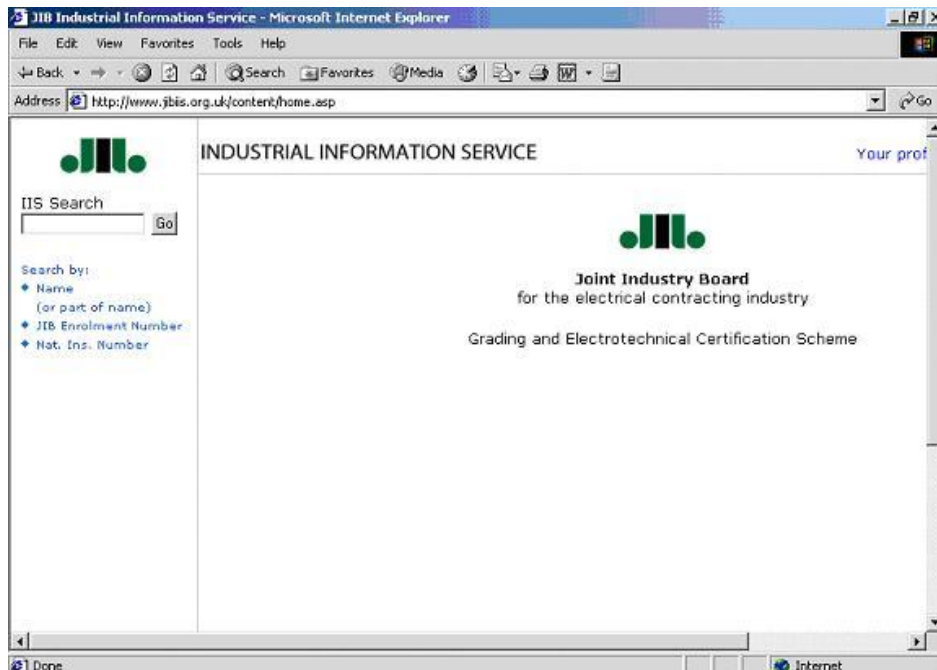
4. Click Yes to download the JAVA Applet required to complete this process.



5. Click **Continue** once the Security Check has been passed.



6. This will take you to the Home page. From here you can search for Operatives by typing their name or National Insurance Number in the search box provided. All results will be displayed in the right hand pane.



7. When you have completed your checks, please remember to Log Off by clicking the hyperlink in the right hand corner.