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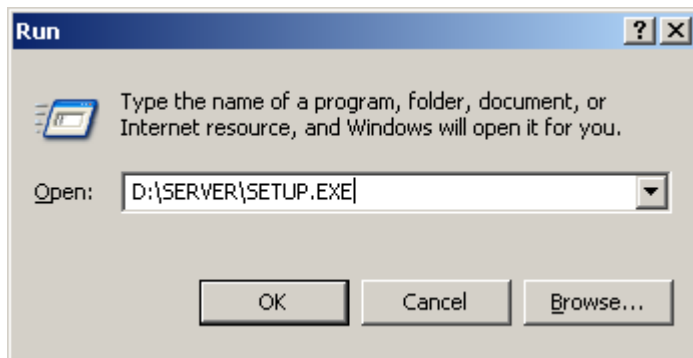
Established in 1968 by the Constituent Parties  
The ELECTRICAL CONTRACTORS' ASSOCIATION and AMICUS

## Web Industrial Information Service Network User Instructions

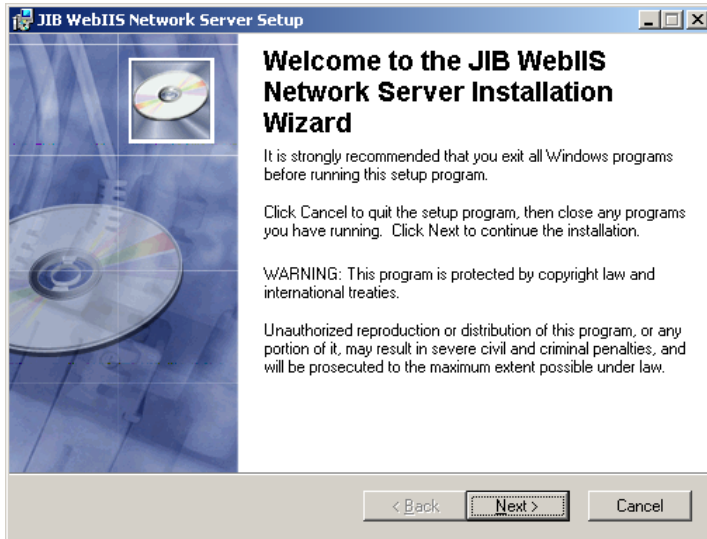
### Important:

- Please do not attach the USB Dongle to the workstation that will act as your JIB WebIIS Server until the Setup program asks you to.
- All workstations that need to access the JIB WebIIS site must have Java Runtime installed for the login and security check to work successfully. If any of your workstations do not have the Java Runtime installed, it can be downloaded free of charge at: [www.java.com](http://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.
- All users will need access to a shared network folder. Please create and share the folder before following the instructions below.
- All users will login using the same UserName and password.
- The Network Dongle Server Setup only need be completed on the workstation/server you designate as the JIB WebIIS Server.
- The Network Client Setup needs to be completed on all workstations that will access the JIB WebIIS web site.

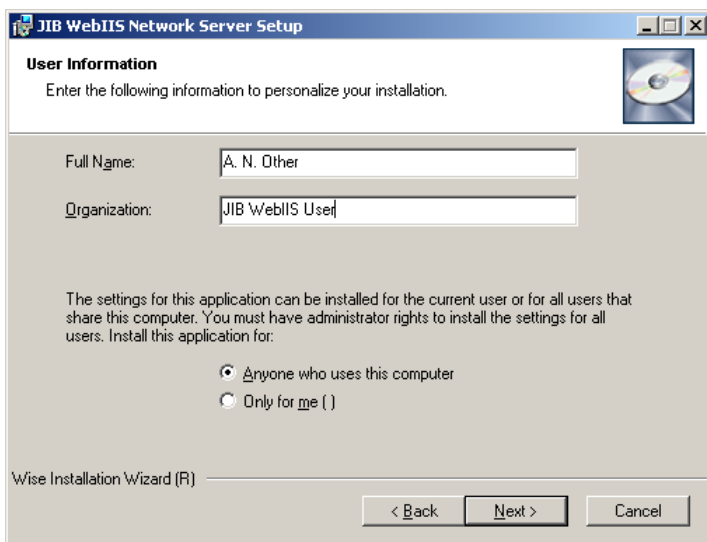
### Network Dongle Server Setup



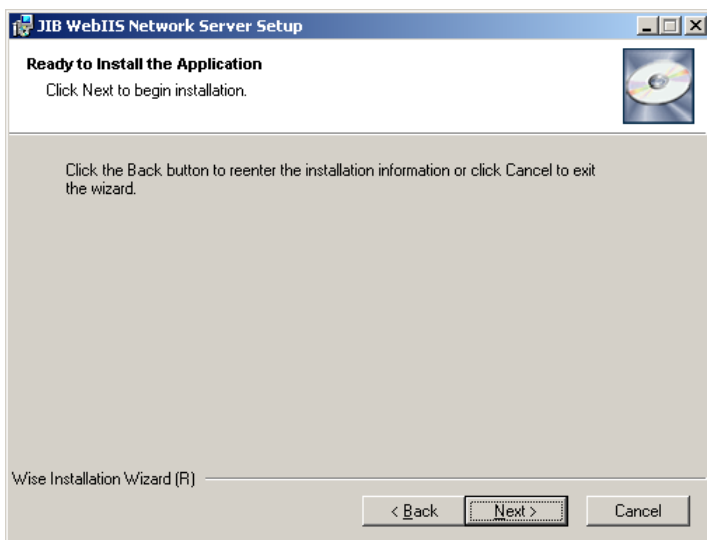
**Click on “Start/Run” and type D:\server\setup.exe (where D: represents your CD drive letter) into the box. Press return or click OK to start the setup program.**



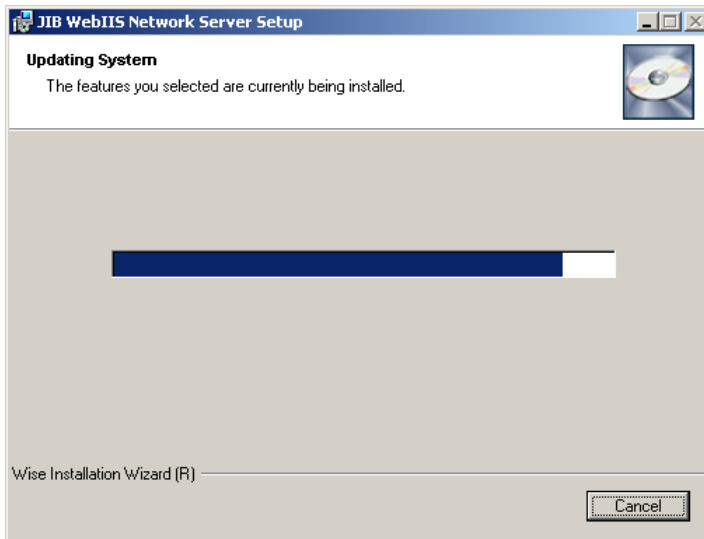
**The first screen displayed will be the Welcome screen. Click “Next” to continue.**



**Complete the User Information details and then click “Next”.**



**Click “Next” to install the server software.**



**A dialog box similar to this one will be displayed while the server software is installed.**



**When you see this dialog, attach the dongle to a USB port on the workstation. If this is the first time you have attached the dongle Windows will automatically start the found new hardware wizard. Do not click OK until the dongle is installed.**



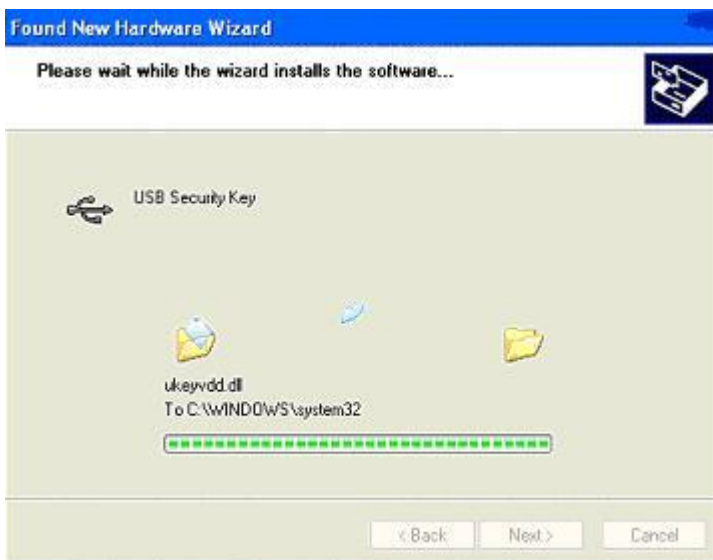
Once the USB Dongle has been attached, Windows should recognise it automatically and display the following message in the System Tray (bottom right of the screen).



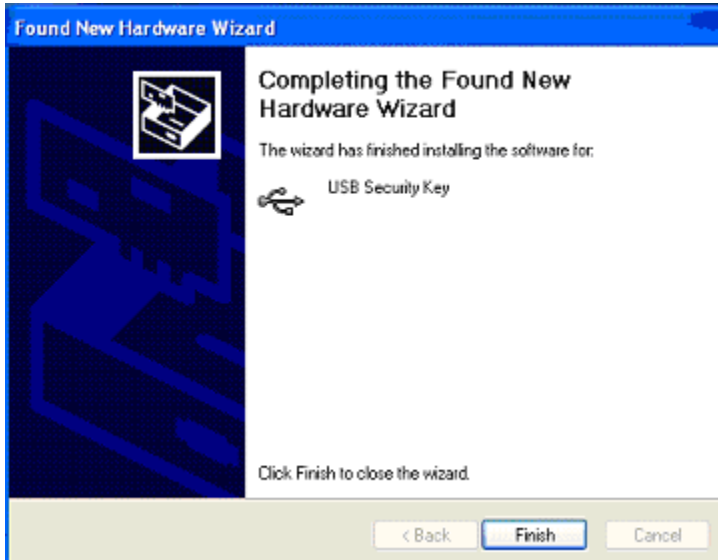
The Found New Hardware Wizard will start up. It will search the CD for the drivers required. Click "Next" to continue.



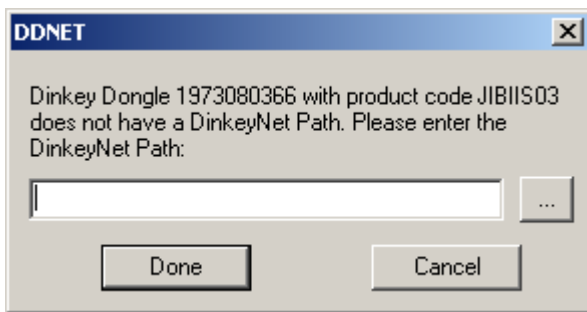
Choose to install the software automatically and click "Next" to continue.



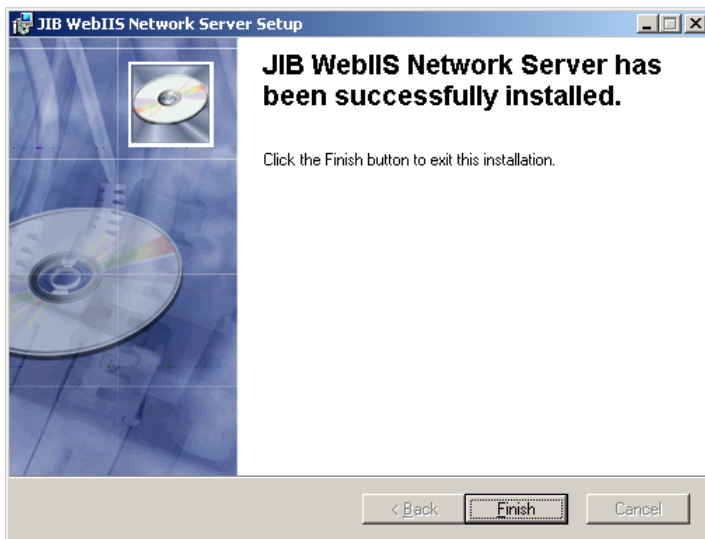
The Wizard will search and install the drivers from the CD.



**Click “Finish” to complete the Wizard.**

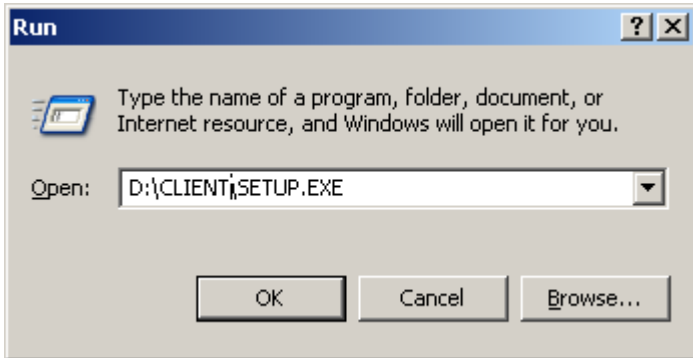


**Use the “Browse” button (...) to locate a shared network folder that all users of the JIB WebIIS can access. You can enter a UNC path directly into the dialog in the format “\\Server\Drive\Folder”.**

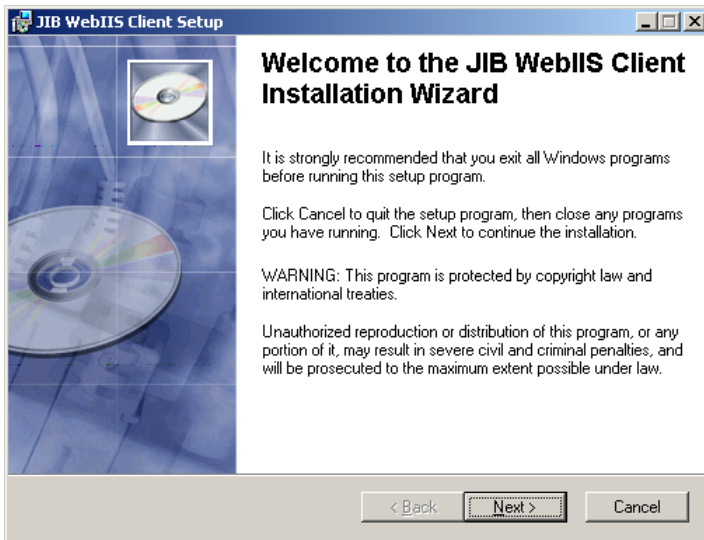


**Click the “Finish” button to complete the installation.**

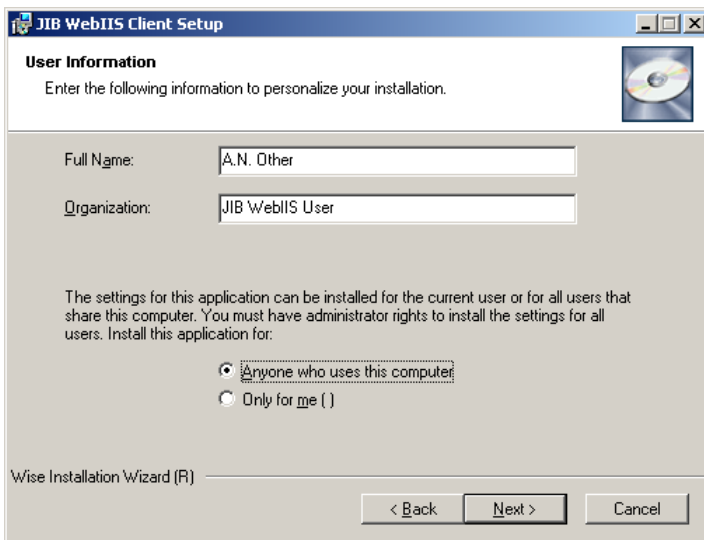
# Network Client Setup



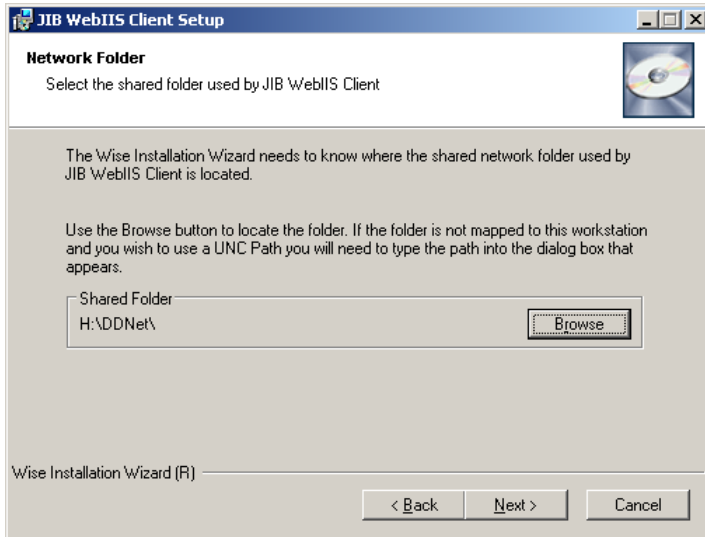
**Click on “Start/Run” and type D:\client\setup.exe (where D: represents your CD drive letter) into the box. Press return or click OK to start the setup program.**



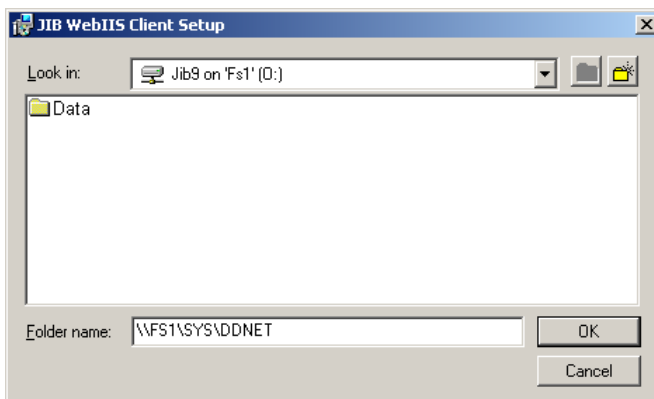
**The first screen displayed will be the Welcome screen. Click “Next” to continue.**



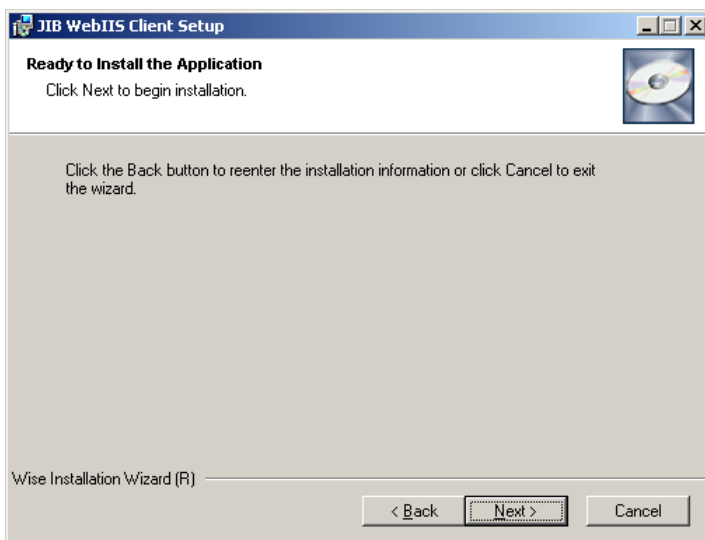
**Complete the User Information details and then click “Next”.**



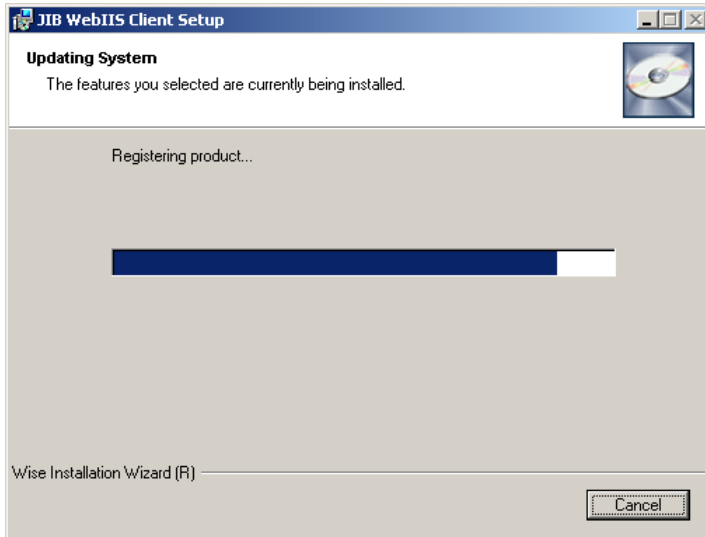
**Use the “Browse” button to locate a shared network folder that all users of the JIB WebIIS can access.**



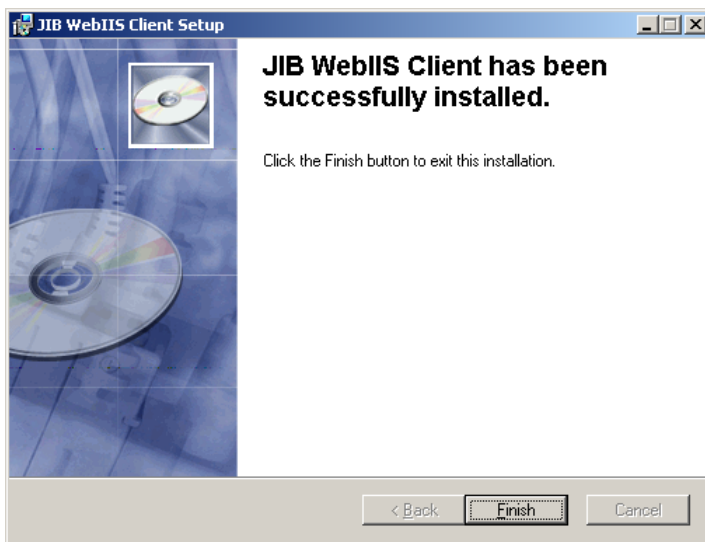
**You can enter a UNC path directly into the dialog in the format “\\Server\Drive\Folder\”.**



**Click “Next” to install the JIB WebIIS client software.**

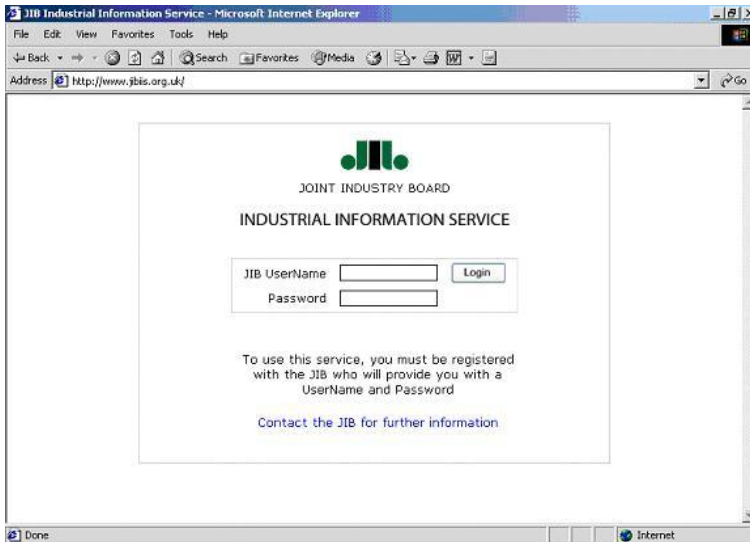


**A dialog box similar to this one will be displayed while the client software is installed**



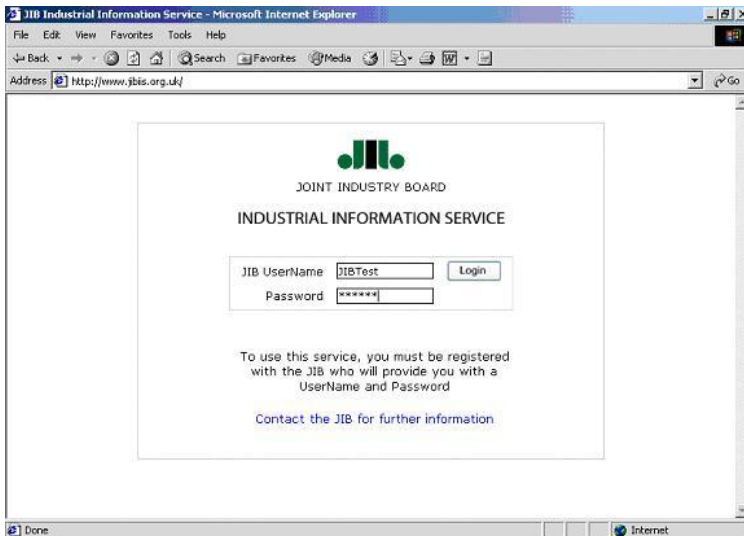
**Click the “Finish” button to complete the installation.**

# Login and Search Instructions

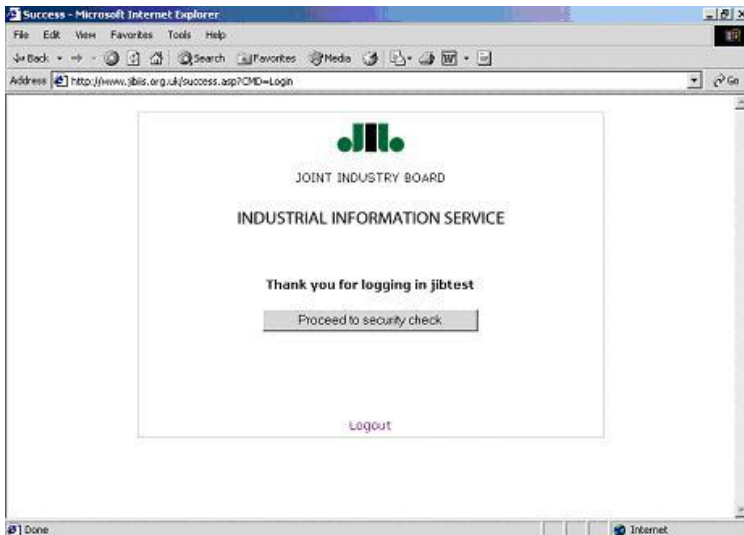


Open your Internet Browser and type in the following URL:

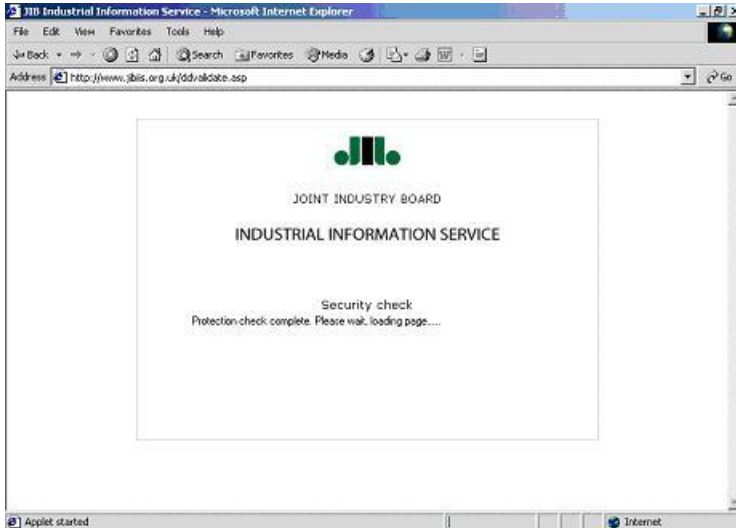
[www.jibiis.org.uk](http://www.jibiis.org.uk)



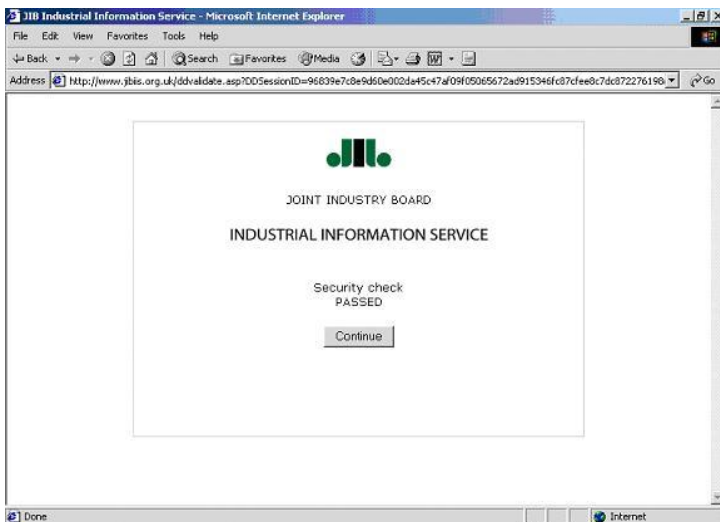
You will have been e-mailed your JIB UserName and Password. Please enter these in the appropriate boxes. Click "Login".



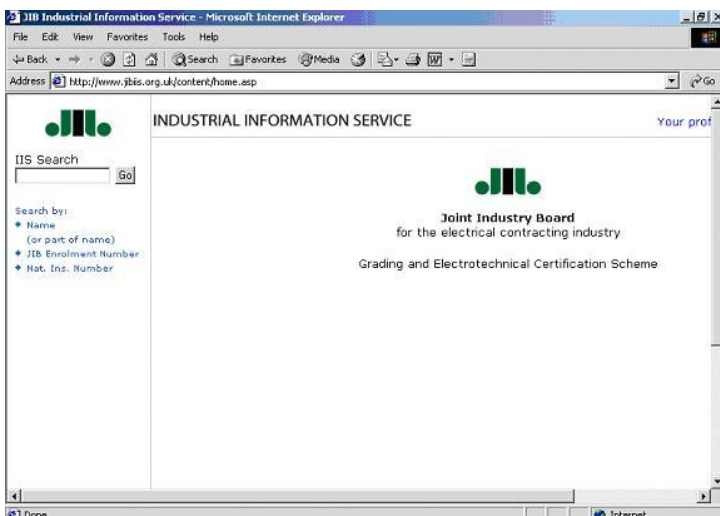
If you have logged in successfully a confirmation message will be displayed. Click "Proceed to Security Check".



Click “Yes” to download the JAVA Applet required to complete the security check.



When the security check has been passed click “Continue” to access the JIB WebIIS home page.



From here you can search for Operatives by typing their name, National Insurance Number or Enrolment Number in the search box provided. All results will be displayed in the right hand pane.