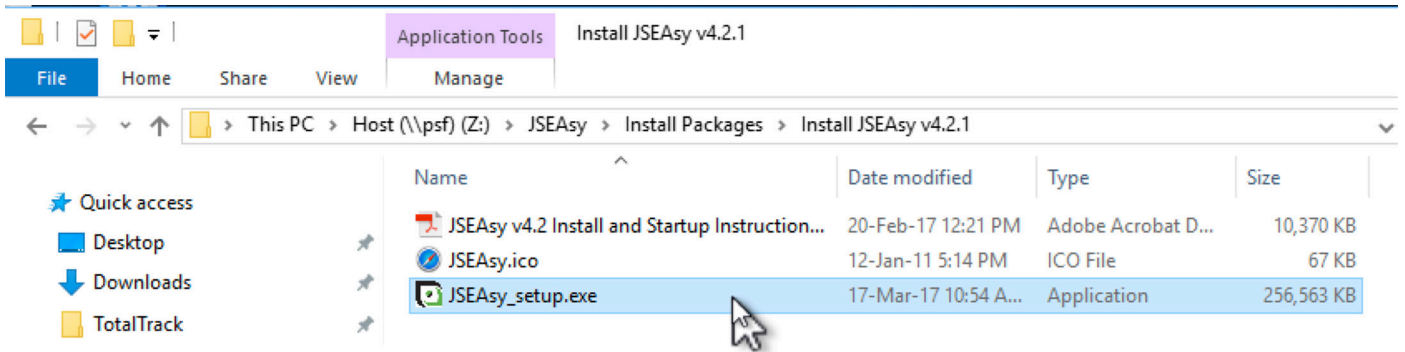


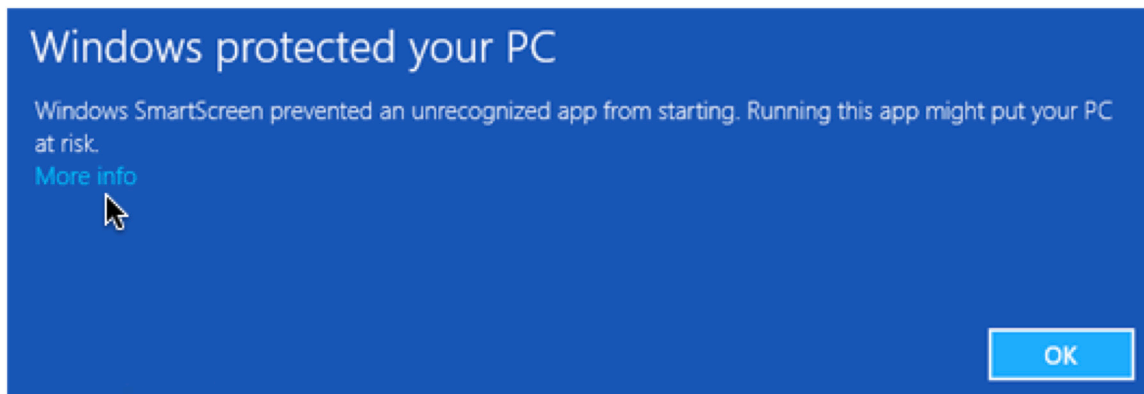
Instructions for Installing JSEAsy v4.3 plus Installing Microsoft Access 2016 Runtime

It is highly recommended that you be logged-in with an admin account, otherwise you will be asked for an admin account name and password.

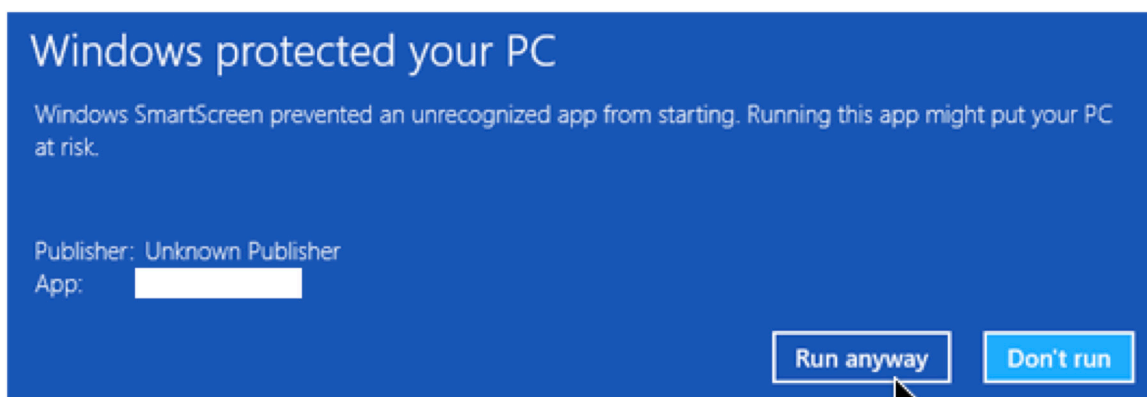
Downloaded Installation: Open the folder and double-click on “JSEAsy_setup.exe” (note that .exe might not be visible on your system). Note that the following installation is for a Windows 10 installation. If you are using a different version of Windows, the installation steps will be very similar, but may not appear as shown.

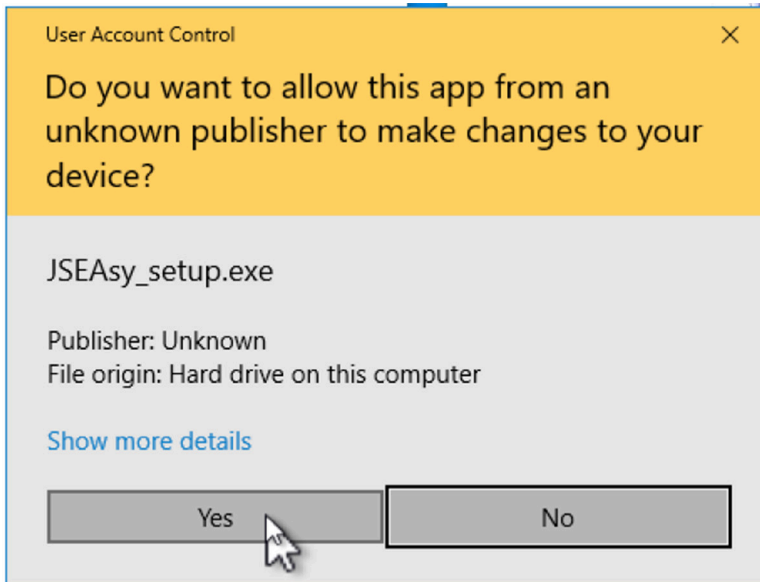


If the following message appears, click on “More Info”

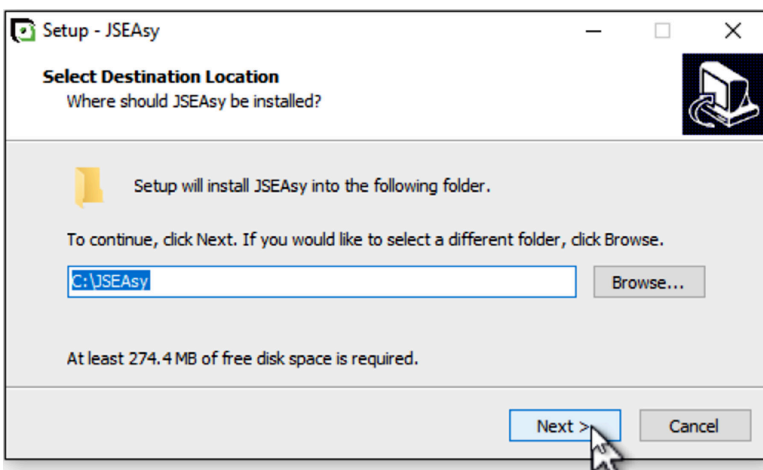
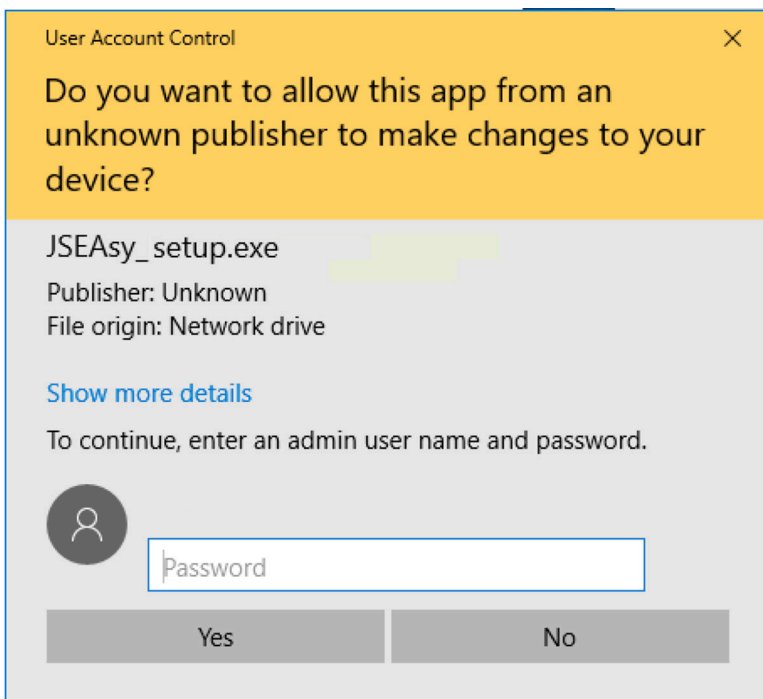


Then click on “Run anyway”

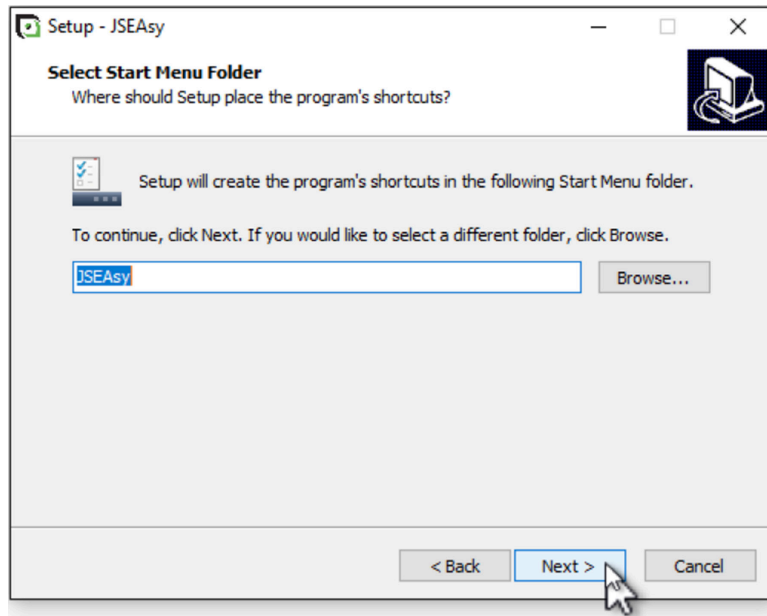




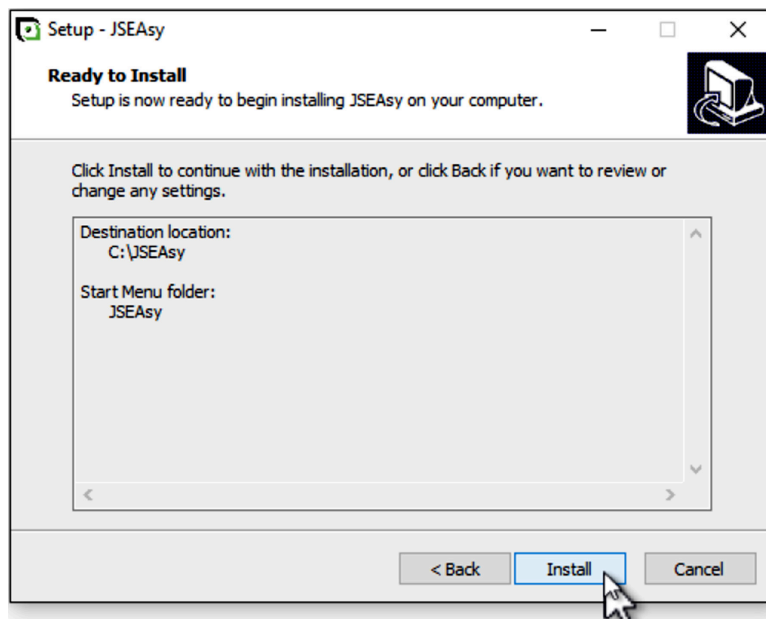
If the above window appears, click on "Yes". Note that if you are not logged-in with an admin account, the window below will appear and then you must enter an admin user name and password.



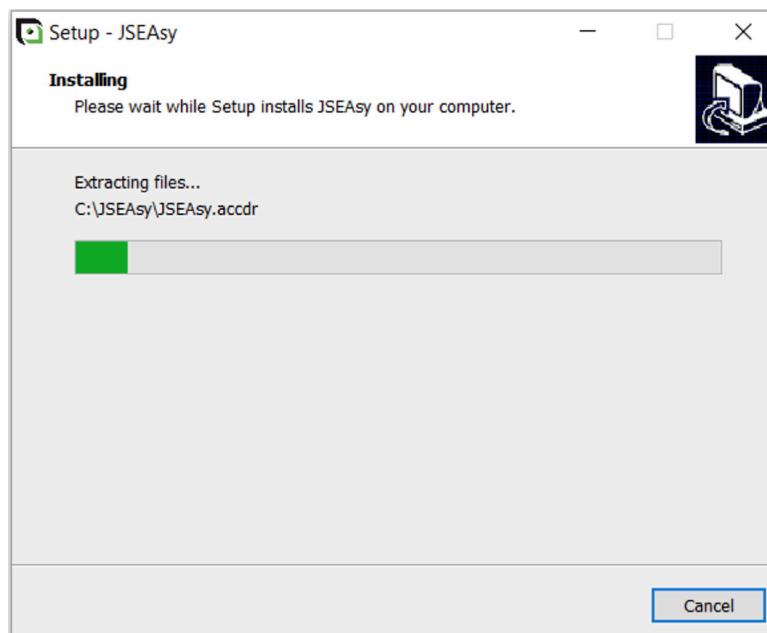
Click on "Next". **Important - Do Not change this location.**



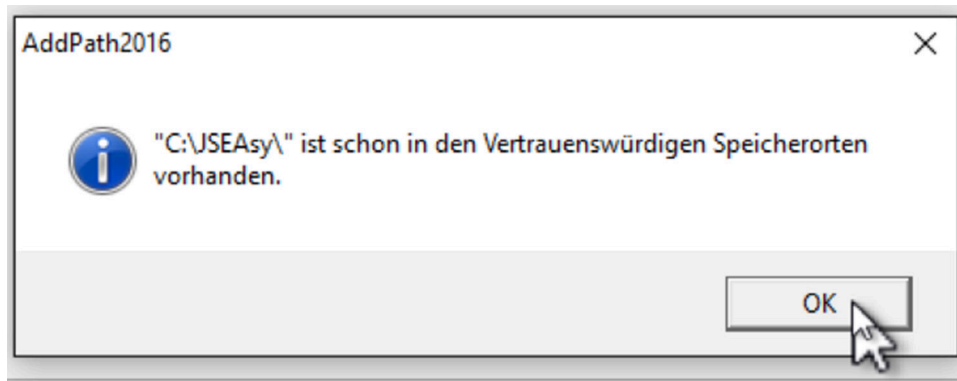
Click on "Next"



Click on "Install"



This location (C:\JSEasy) will be set as a trusted location for Access 2016. This eliminates the Microsoft Security Warning when running JSEasy with Access 2016. When the following appears, click on "OK".



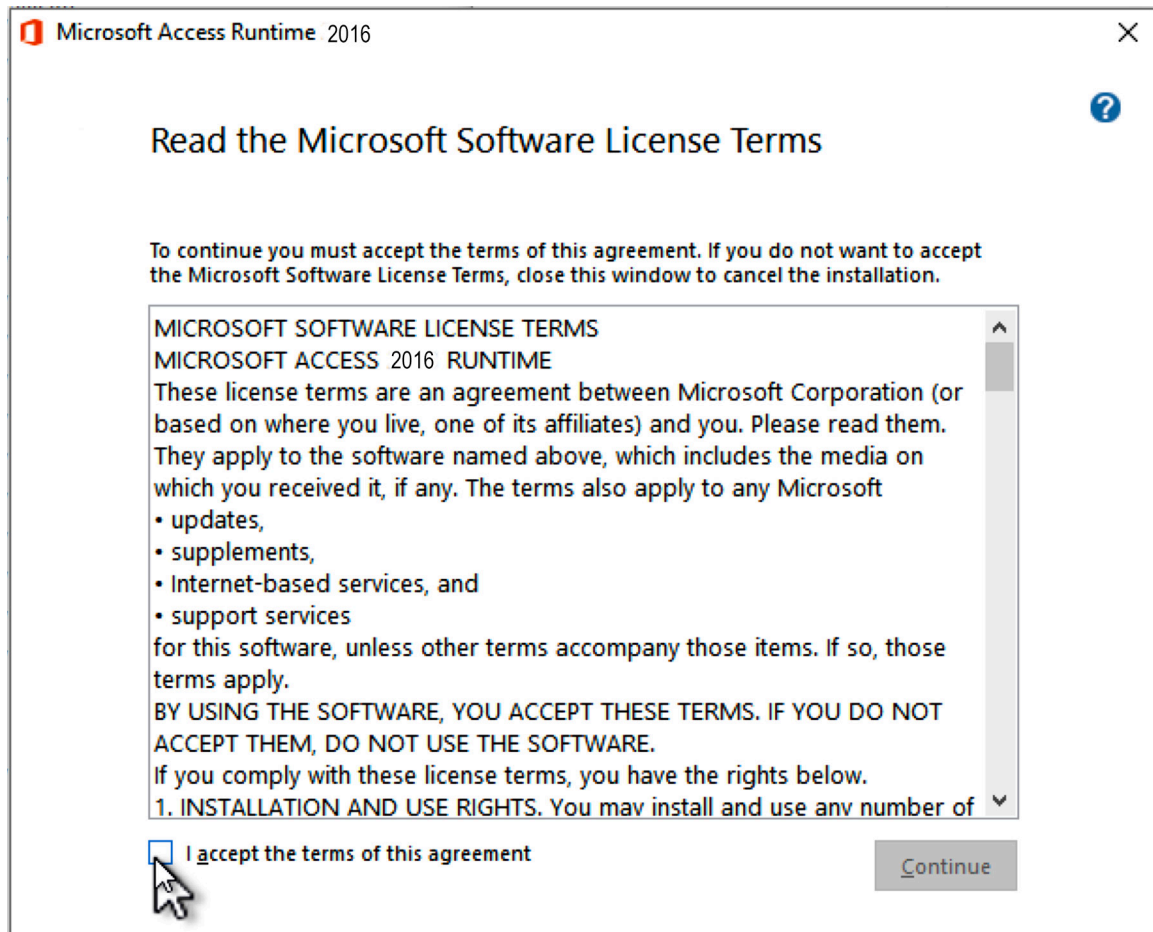
After installation of JSEasy is completed, Microsoft Access Runtime 2016 will be installed.

If you get an error message during the installation of Access Runtime, just continue with the installation.

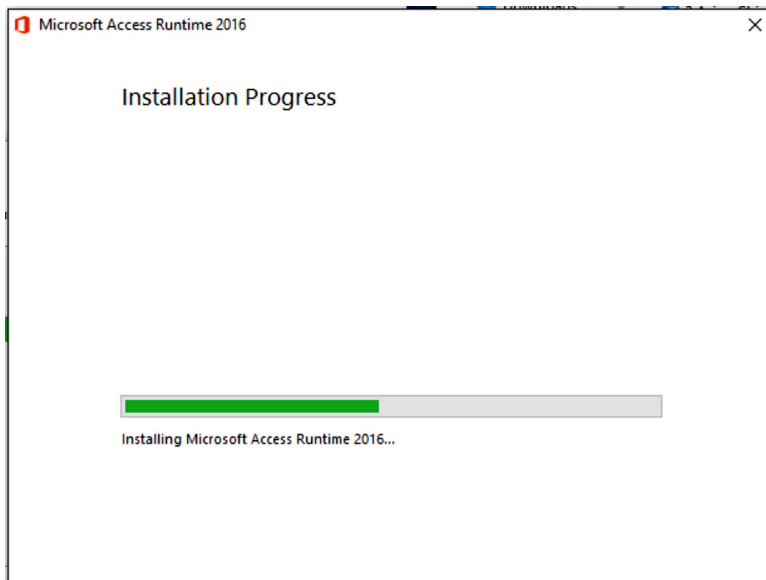
When the installation is finished, try clicking the JSEasy desktop shortcut and see if it runs.

If not there are 2 known issues with Microsoft Office incompatibility that we can give you details or a work-around. Contact JSEasy (TotalTrack Pty Ltd) for support.

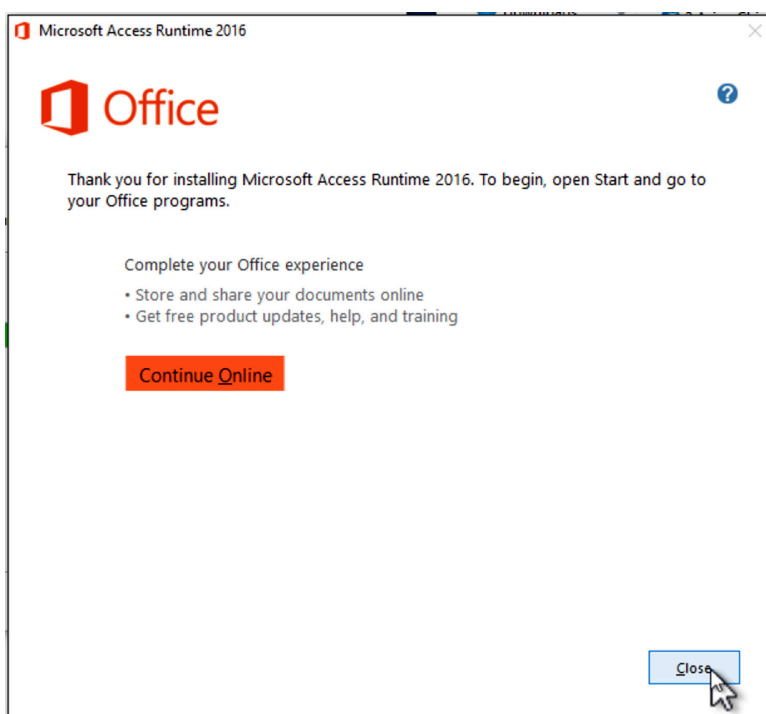
If the following window appears, first click on the "I accept the terms of this agreement", then click on "Continue", Note that this may appear at any time, including the first time you run JSEasy after installation of Access Runtime 2016.



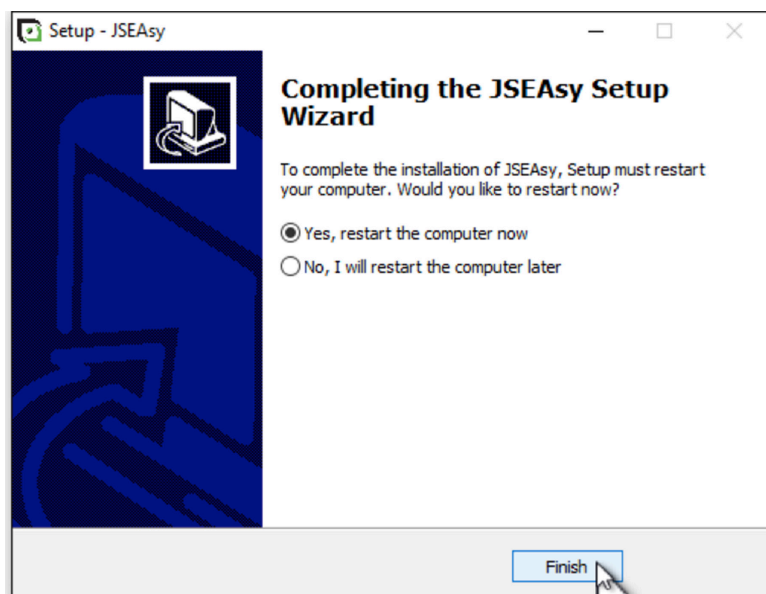
The following window will appear, showing progress of the installation



When installation of Access Runtime 2016 is complete, the following window will appear.



Click on "Close"



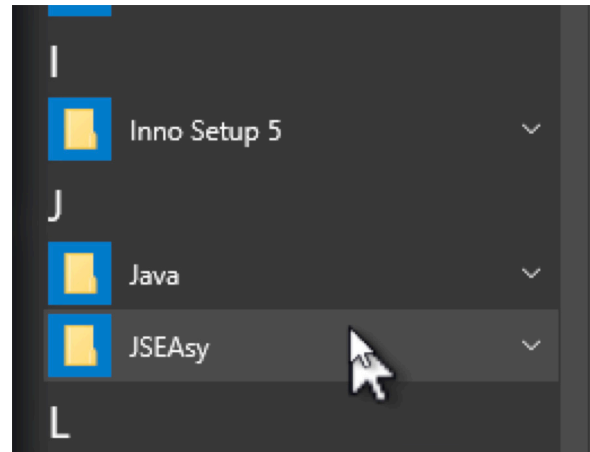
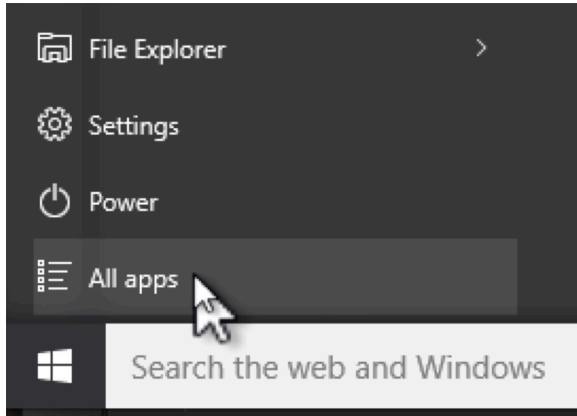
Click on "Finish" and your computer will be restarted.

Note that if you previously had Microsoft Access 2016 installed on this computer, then a restart will not be required.

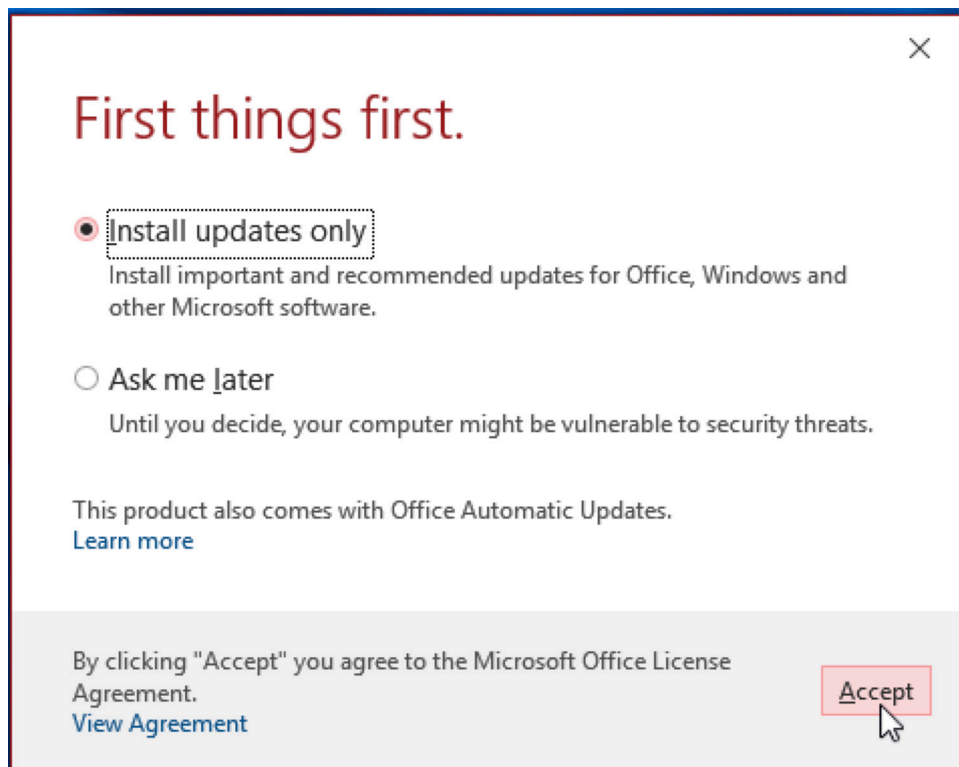
You may now run JSEasy by clicking (or double-clicking, depending on your system configuration) on the shortcut on your desktop.



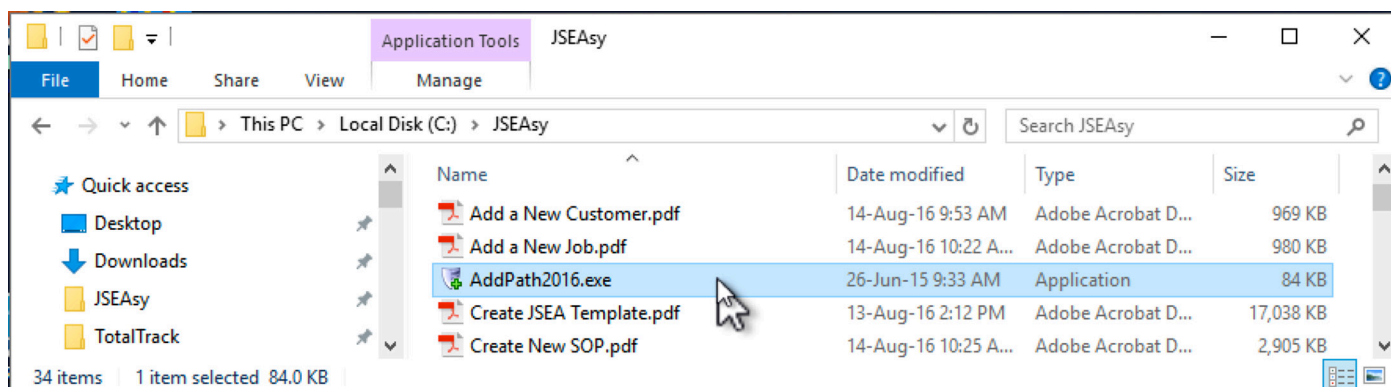
You may also run JSEasy by clicking on the "Start" button (usually bottom left on screen), then click on "All Apps", then click on "JSEasy".



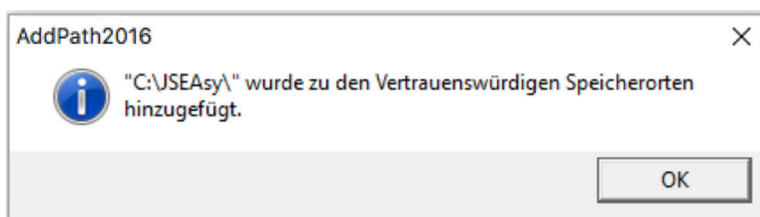
If the window below appears, then first click on the "Install updates only" button then click on "Accept".



If the Access Security Notice (below) appears, then you can run the AddPath2016 utility again. Double-click on “AddPath2016.exe” in C:\JSEasy (as shown below). This location (C:\JSEasy) will be set as a trusted location for Access 2016. This should eliminate the Microsoft Security Warning when running JSEasy with Access 2016. When the following appears, click on “OK”.



When this dialogue box appears, click on “OK”

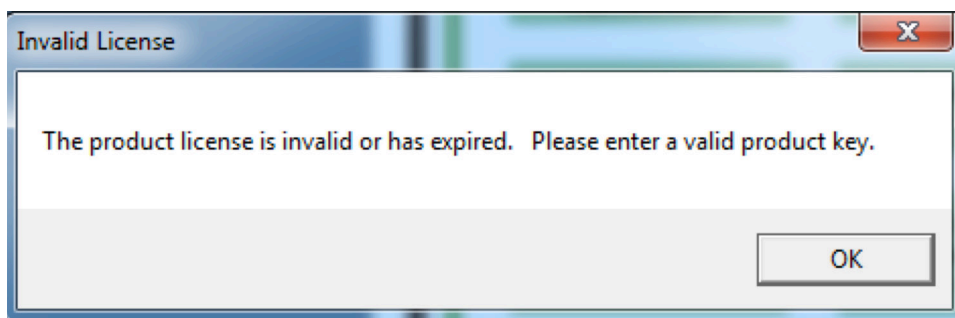


Operational Procedures are included, located in C:\JSEasy. See “JSEasy Startup Steps” first.

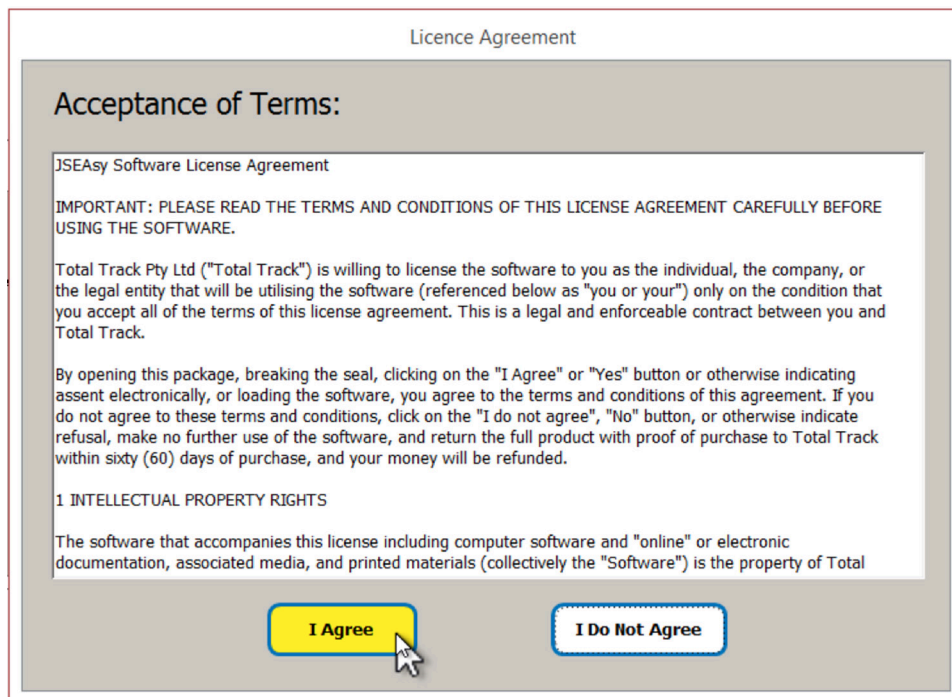
The default passwords for JSEasy are “totaltrack”. You should change all passwords as soon as possible. See the JSEasy User’s Guide for “First Things First”, like entering your employees and customers. You may access the “JSEasy Users Guide” by clicking on “Help”, then “JSEasy Users Guide” on the JSEasy Main Options menu.

Steps for starting a new installation of JSEAsy

The first time you run JSEAsy after installation, if a license has not been previously entered then the following dialogue box will appear.

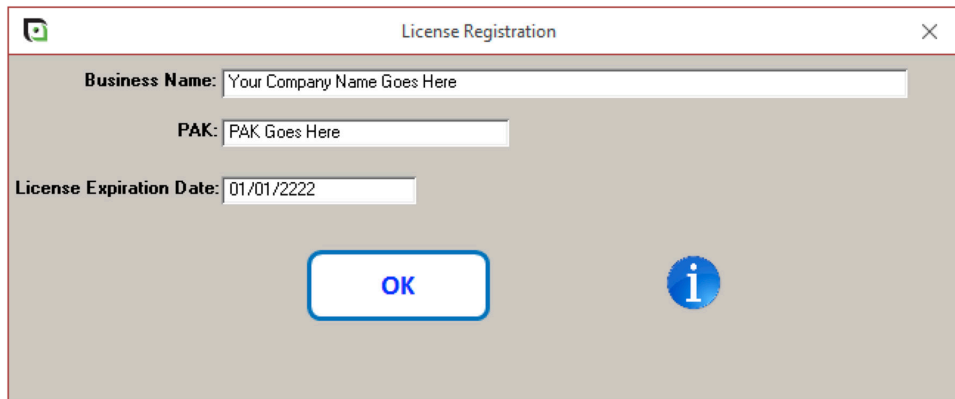


Click on "OK" and the License Agreement will appear as shown below.



Click anywhere in the license text area and a scroll bar will appear on the right. You may then scroll down to read the entire License Agreement. JSEAsy will execute after clicking on the "I Agree" button.

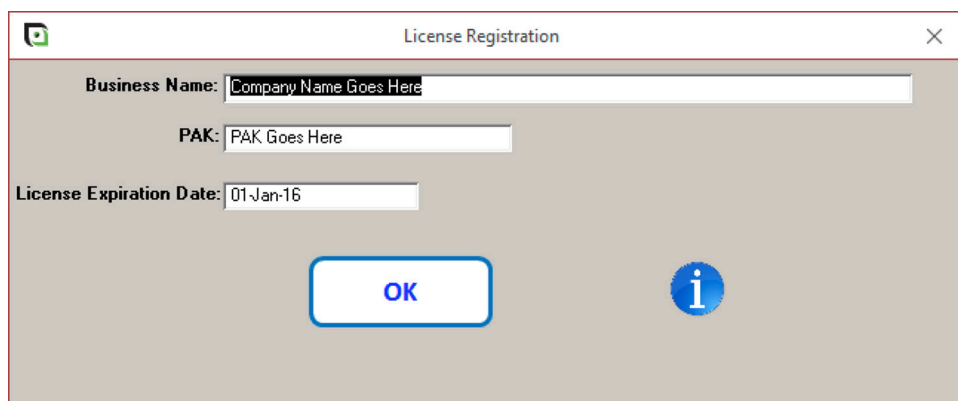
If a valid License PAK (Product Authorisation Key) has not been previously entered or the license has expired, or this is a new licence, the following dialogue box will appear:



1. Enter your company name in the space next to “Business Name”. **Note: It is important to enter your company name exactly as you entered it on the JSEasy Web Site to obtain your License PAK. This “Business Name” is also used by TotalTrack Pty. Ltd. to issue your License PAK and it will appear on reports produced by JSEasy.**
2. Enter a License Expiration Date. For a purchased license, enter 1/1/2222
3. If you downloaded the JSEasy installation, then enter the PAK number obtained from the JSEasy Web Site, including dashes (hyphens). Otherwise, obtain a PAK number from the JSEasy company and enter it in the space next to “PAK”.

Note that you must replace existing text in the fields

You will need to enter the details for all three fields exactly as shown in the confirmation email to register/ unlock the software. It’s a good idea to copy (Ctrl+c), select the entire field (like the Business Name field - shown below), then Paste (Ctrl+v) the details.



When completed, click on “OK”

The first time you run JSEAsy, the following “Defaults Update” window will appear. You must fill-in the fields at this time so JSEAsy may use them for automated features.

Some fields have a drop-down selection list that allows you to choose an entry. Those fields are signified by a “v” in a square on the right edge of the field. Click on that square to view the drop-down list and select an entry by clicking on it.

Note that this form may also be opened at any time to change entries by clicking on “Update Defaults...” on the JSEAsy Main Options form.

Defaults Update

Select Industry Type and Industry Specific for defaults to be used by JSEAsy
Select by clicking on symbol v (right side of field) then click on item in list v

Industry Type:

Industry Specific:

Select (or enter) default Country and State or Province
(where most of your business is conducted)

Country:

State or Province:

Done

When you enter or select a Country, addition options will pop-up as shown below.

This defines the JSEA report title and acronym to be used. The one displayed when you select “Country” is the one that is normally used for that country. However, you may select another option, or enter your own.

When you have completed all entries, click on “Done”

Defaults Update

Select Industry Type and Industry Specific for defaults to be used by JSEAsy
Select by clicking on symbol v (right side of field) then click on item in list v

Industry Type: Construction

Industry Specific: General Building

Select (or enter) default Country and State or Province
(where most of your business is conducted)

Country: Australia

State or Province: NSW

Job Safety and Environmental Analysis (JSEA)
is used as a title on Job Safety Reports.
An additional title and acronym is also used (below)
Initially selected by JSEAsy based on Country.
You may select a different one or enter your own

Report Title: Safe Work Method Statement

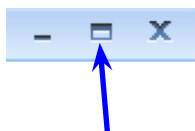
Acronym: SWMS

Done

The main options form will appear when JSEasy starts. Any of the main options may be selected by clicking (once) on the button with the label for the option.



When JSEasy is running, check the upper right corner of the window to ensure that the display is using the full screen. If the full screen is not being utilised, the windows control box will appear as follows:



To use the full screen display, click on the square in the windows control box. JSEasy is using the full screen display if the windows control box appears as follows:



Note: If you do not have a high resolution screen, it is highly recommended that you use the “Auto Hide” option for the Windows Task Bar at the bottom of the screen to allow more screen area for display of forms and reports. To accomplish this right-click on the task bar then click on “Properties”. Then under the “Taskbar” tab, make sure the “Auto hide” box is ticked. The Task Bar will appear when you move the cursor to the bottom of the screen (if your Task Bar is located at the bottom).

With JSEAsy up and running, it is important to do the following steps because the automated features of JSEAsy require these settings and selections.

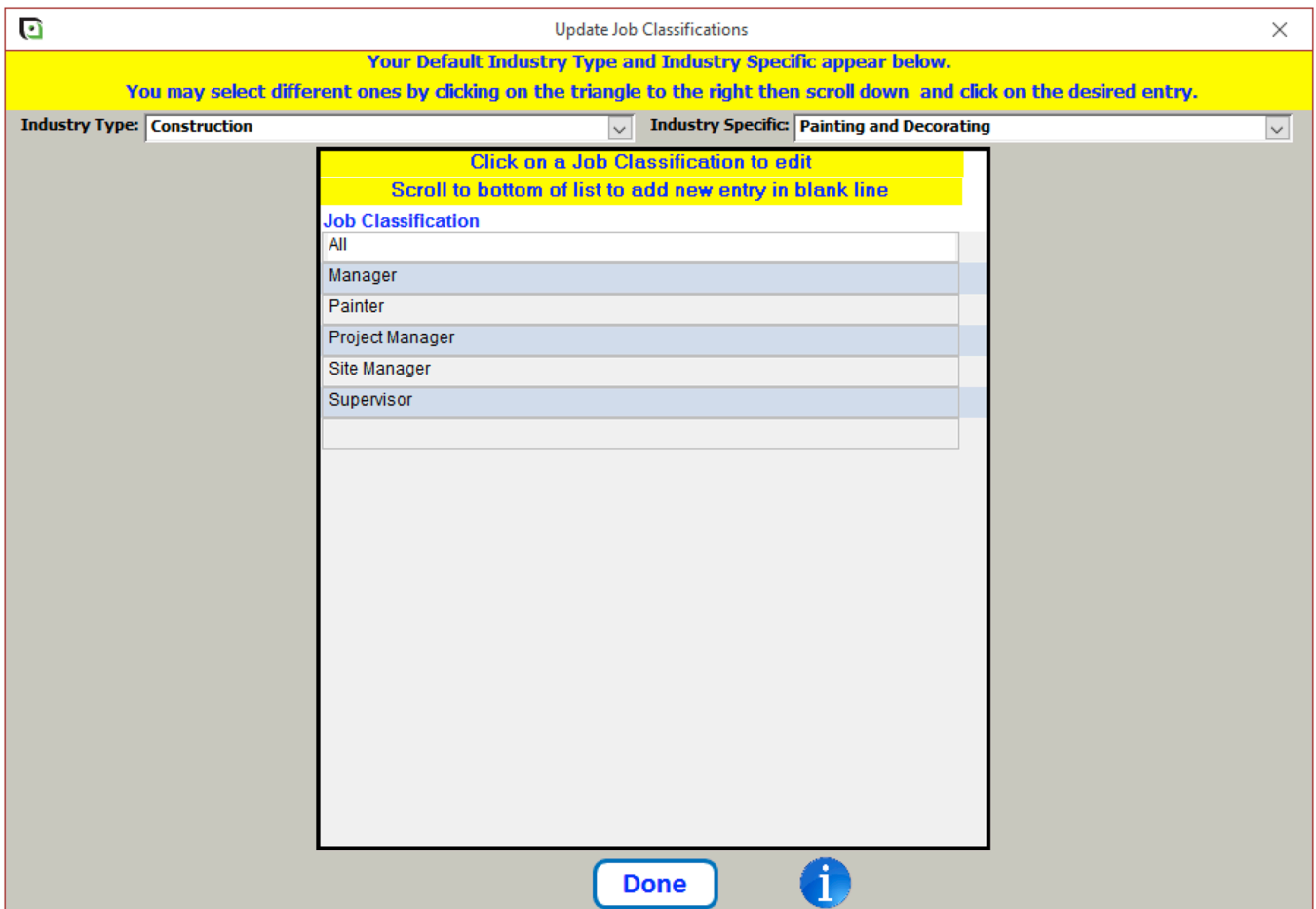
1. Verify / Add Job Classifications.

Job classifications are used for Employees and are automatically used when selecting an employee for a JSEA sign-off as well as duties and responsibilities. Therefore you should verify that all your job classifications are listed and add them if they are not.

Click on the “Update Job Classifications” command button on the Main Options form.



The example shown on the next page for Industry Type = Construction and Industry Specific = Painting and Decorating does not have any Job Classifications listed. Therefore, you might want to add “Painter” as a classification or “Decorator” as a classification.



2. Add Employees and Subcontractors to JSEAsy, one at a time, along with personal details for each employee or subcontractor.

This is done by clicking on the “Add New Employee or Subcontractor” button on the Main Options form.



This is important because Employee/Subcontractor data are used for selecting the name of the person who originated a JSEA, the supervisor and manager to review the JSEA.

Be sure to select the Job Classification for the employee/Subcontractor and Authorised for Supervisor Review and Management Review as this is used for automatic selection in JSEAsy.

3. Add Customers to JSEAsy, one at a time.



This is done by clicking on the “Add New Customer” button on the Main Options form. Use this to add existing customers that you may do more business with in the future. Also add the customer contacts at this time. Later you may add new customers as they are established.

When a new job is created, you can select a customer from the list of customers in JSEAsy. If the new job is for a customer that is not already in JSEAsy, then the new customer may be added along with the new job.

4. Passwords

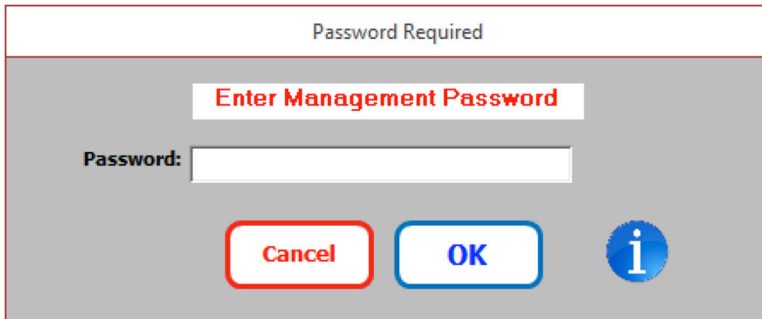
Access and modification of sensitive data are protected by passwords. The protected data are grouped into three types, management data, personnel data and admin data, which require different passwords. Give the individual passwords only to trusted employees that you will give the authority to perform the specific functions.

When you first install JSEAsy, all passwords are set to “TotalTrack” by default. **It is important that you change the default passwords as soon as possible after installation by clicking on the “Update Passwords or License PAK” button on the Main Options form.**



Click on the triangle to the right of “Password Type” then select a password type. Enter the current password “totaltrack” (not case sensitive), then enter new password and enter it again in “Verify New Password”. Repeat this process for all three password types

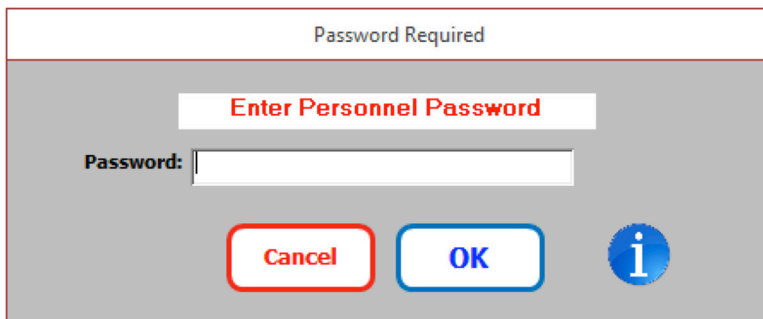
Samples are shown below for the three different password types when a password is required. Simply enter the password and click on “OK”.



The screenshot shows a dialog box titled "Password Required". At the top, there is a white bar with the text "Enter Management Password" in red. Below this, the label "Password:" is followed by a white text input field. At the bottom, there are three elements: a red "Cancel" button, a blue "OK" button, and a blue circular information icon with a white lowercase 'i'.

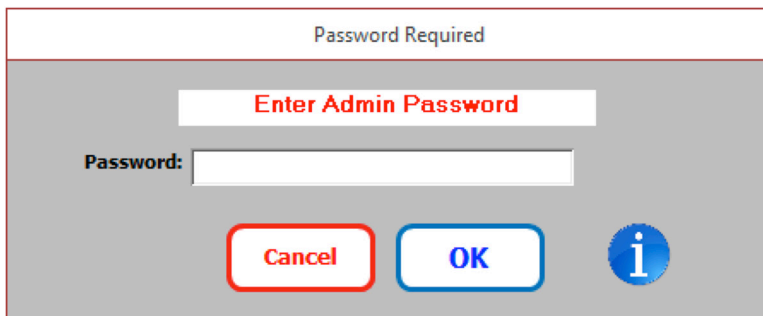
Management data includes JSEA Templates. Thus you should only divulge the Management password to staff members that are allowed to modify Management data, like JSEA Templates.

Note that the Management Password is also considered the “Master” password and it may be entered for any of the other passwords. It may also be entered as the current password for any of the other passwords when updating passwords.



The screenshot shows a dialog box titled "Password Required". At the top, there is a white bar with the text "Enter Personnel Password" in red. Below this, the label "Password:" is followed by a white text input field. At the bottom, there are three elements: a red "Cancel" button, a blue "OK" button, and a blue circular information icon with a white lowercase 'i'.

Personnel data (employees and sub-contractors) may be viewed or a new employee/subcontractor entered without the use of a password. However the Personnel Password must be used to modify or enter data for an existing employee/subcontractor. This password is also required to update Licenses, Insurance and Qualifications lists for Employees.



The screenshot shows a dialog box titled "Password Required". At the top, there is a white bar with the text "Enter Admin Password" in red. Below this, the label "Password:" is followed by a white text input field. At the bottom, there are three elements: a red "Cancel" button, a blue "OK" button, and a blue circular information icon with a white lowercase 'i'.

The Admin password is required to update the list of Potential Hazards and Hazard Control Measures, update of JSEA Qualifications, Duties, PPE, etc.

Reset Passwords

If you forget one or more of your passwords, contact us at JSEAsy (TotalTrack Pty. Ltd.) and we can give you the sequence of steps that will reset all your passwords.

5. Letterhead Printing.

A letterhead is used as a header in many JSEAsy printed reports, including the JSEAsy (site specific) report. A sample letterhead is provided as shown below:



Your Letterhead can replace this one with a file named Letterhead.jpg.

You may create it yourself or JSEAsy Support can do it for you.

It may be any style or layout but may not exceed 47mm h x 192mm w.

Smaller letterheads will be expanded and larger ones reduced to fit this size.

JSEAsy	Replace Letterhead.jpg in c:\JSEAsy	Phone: 08 5555 5555
Your Street Address, SA 5000	with your file named Letterhead.jpg.	FAX: 08 5555 5556
E-Mail: JSEAsy@yourISP.com.au		

You may provide your own letterhead by replacing the file c:\JSEAsy\Letterhead.jpg

Follow the guidelines as shown in the sample letterhead. You may also contract JSEAsy (TotalTrack Pty Ltd) to design and provide a letterhead for you.

6. Logo

A Logo is used mostly as a footer in some JSEAsy printed reports and is used in printed SOP reports. A sample logo is provided (shown below) and you may replace it with your own Logo.jpg in C:\JSEAsy. The max size displayed is 5.7 cm wide x 2.2 cm high at 300 dpi; however if your logo is larger or smaller, then it will be reduced or expanded to fit.



Your Logo will replace this one.
Simply replace c:\JSEAsy\Logo.jpg with your Logo.jpg

Backups

Doing daily backups (backup copy) of your JSEAsy data is extremely important. The value of daily backups cannot be stressed enough. You may do backups for months or even years and never need them, but one small glitch can corrupt (damage) your JSEAsy data and render it unusable. A computer crash or hang, power fluctuation, network error, etc. are a few causes of JSEAsy data corruption. Once JSEAsy is corrupted you may not be able to access your data or enter new data. The JSEAsy program file (JSEAsy.accdr) may be restored from the JSEAsy installation Package, but your data file must be restored from your backups. Thus it is extremely important to backup file JSEAsy_be.accdb which is in folder "C:\JSEAsy".

It is recommended that you do NOT perform the daily backups to the same media, i.e. the same disk, CD, DVD, Blu-ray, tape, Portable Disk Drive, flash drive etc. You should have a different media for each day, i.e. if you are using flash drives for your backups, you should have one drive for Monday, one for Tuesday...etc. This is to prevent overwriting a good backup with a corrupted backup. For example, perhaps one aspect of your data was corrupted by a power fluctuation on Tuesday, but you didn't realize that the corruption had occurred until Thursday. If you had used the same media for daily backups, then when you attempted to restore the data file from backups on Thursday, you would get the backup file from Wednesday, which is corrupted. With separate media for each night, you could then restore the data file from each of the preceding nights until you obtained a non-corrupted copy.

It is also recommended that you archive you data periodically, perhaps once a week, then once a month. An archive is simply a backup that you keep for a longer period of time.

You can minimise the chances of data corruption by using an uninterruptible power supply (UPS). A "Smart" UPS is recommended since it will maintain proper voltage and therefore reduce the chances of data corruption from power fluctuations.

After these steps are completed, JSEAsy is ready for operational use. Refer to JSEAsy Operational Procedures for steps to produce JSEA/SWMS/JHA. You may access these procedures via the "Help" command button on the JSEAsy Main Options form.

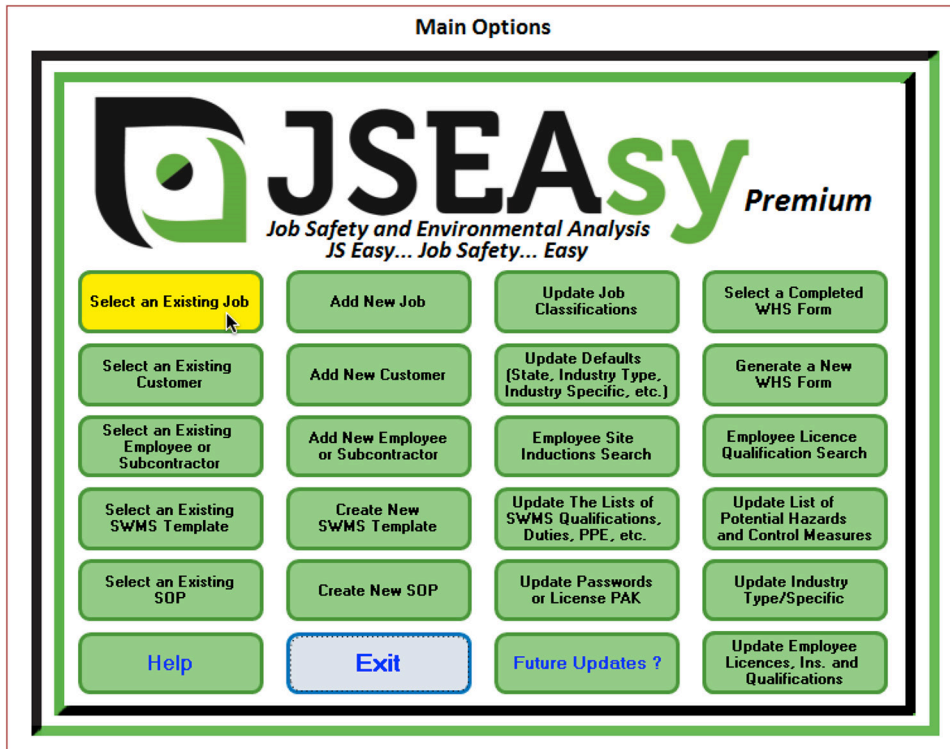
Possible Issues

Our testing has revealed that certain issues can cause some images, like the JSEasy logo, your Letterhead or Logo, the Risk Matrix, etc. to not be displayed.

We have traced these problems to be either Windows Registry corruption or Microsoft Access 2016 update issues.

Please perform the follow steps to determine if any of these issues exist on you computer.

With JSEasy up and running, click on “Select an Existing Job” on the Main Options form.



When the Jobs List is displayed as shown below, click on “The Sample University” line to open the Job.

Jobs List

To Review a Job, Click on the line containing the Job desired

Or - Enter Job Number Here: Then Press "Enter"

Or - Enter Customer name Here: Then Press "Enter"

To find an Alternate Job ID

Enter Alternate Job ID Here: Then Press "Enter"

Job ID	Alt ID	Date	Customer Name	Site Address
3	A100	05-Oct-13	TotalTrack Pty Ltd	The Sample University

Search for Job Description Keyword

Done

i

When the Job form is displayed, click on “Construction of new entrance” on the SWMS / JSA / JHA subform as shown below.

Job

Job ID: 3 Job Creation Date: 05-Oct-13 Alternate Job ID: A100 Industry Type: Construction
 Description: Construction of new Entrance and Canopy Industry Specific: General Building

Customer: TotalTrack Pty Ltd
 Billing Name: TotalTrack Pty Ltd
 E-Mail Address: admin@totaltrack.com.au
 Delivery Address: The Sample University
 Delivery Address 2: 99 Example Way
 Delivery City: Adelaide
 Delivery State: SA Post Code: 5000

Click on WHS Form Entry to View or Edit

WHS Form Title	Date Prepared

Create New WHS Form

Click on a SWMS Entry to View or Edit Site Specific SWMS

SWMS No.	Work Description
1	Construction of new entrance

Create New Site Specific SWMS

Job Notes

In here you can write any notes

Job Contacts

Name	Title	Phone	Mobile	Fax	Email
Scott LeBlanc	Director	08 8351 1540	0408 831 550	08 8261 9977	scott@totaltrack.com.au

Delete This Job Done Preview / Print Job Notes

When the SWMS / JSA / JHA form is displayed, click on “Preview / Print SWMS Report”. Note that depending on your location, it may show JSA or JHA in place of SWMS.

SWMS

Site Specific SWMS Job ID: 3 SWMS Number: 1 Revision: 1 Revision Date: 18-Oct-15 Work Description: Construction of new entrance
 Site: The Sample University, 99 Example Way Adelaide SA 5000

SWMS Initiated By: Ben Workin Work Area: All Industry Type: Construction
 Supervisor Review: Will Bwatches Management Review: Sample Guy Industry Specific: General Building

SWMS Sign Off List

New Sign Off names may be added by typing in the blank line at the bottom of the list. Existing Entries may be editing by clicking in the field.
 Delete an entry by clicking on the Delete button to the left of the Name
 You may select a different Industry Type and Industry Specific in order to change the list of Classifications to choose from.

Industry Type: Construction Industry Specific: General Building

No.	Name	Classification	Employed By	Sign-Off Date
Delete	1 Sample Guy	Carpenter	JSEAsy Demo	18-Oct-15
Delete	2 Ben Workin	Labourer	JSEAsy Demo	18-Oct-15
Delete	3 Bringit Down	Demolition Worker	Now you see it now you don't	18-Oct-15
Delete	4 Jean-Claude Van Man	Driver	We Deliver	18-Oct-15
Delete	5 Steele Recton	Rigger	JSEAsy Demo	
Delete	6 Scott Mebuggered	Ceiling fixer	Scott's Ceilings	
Delete	7 Scott Mebuggereto	Ceiling fixer	Scott's Ceilings	
Delete	8 Phil McCrevice	Flusher	Scott's Ceilings	
Delete	9 Slap Dabber	Painter	Slap's Painting	
Delete	10 Bonnie Tiler	Tiler	We Layum	
Delete	11 Surelock Homes	Window and Door installer	Fitum and Lockum	

Tick (Click) here to append Employee licences and qualifications to the SWMS

Delete This SWMS Update List of Potential Hazards and Control Measures Select PPE Select / Edit Duties, Qualifications, etc. View / Edit Process Steps Preview / Print SWMS Report Done

References: Legislation Codes Of Practice
 Project WHS Manufacturer Or Supp Recommendations
 Site WHS

With the JSEA report displayed, if the Letterhead is not shown (either our sample or your own letterhead) as indicated below by the red outline, then the issue exists.

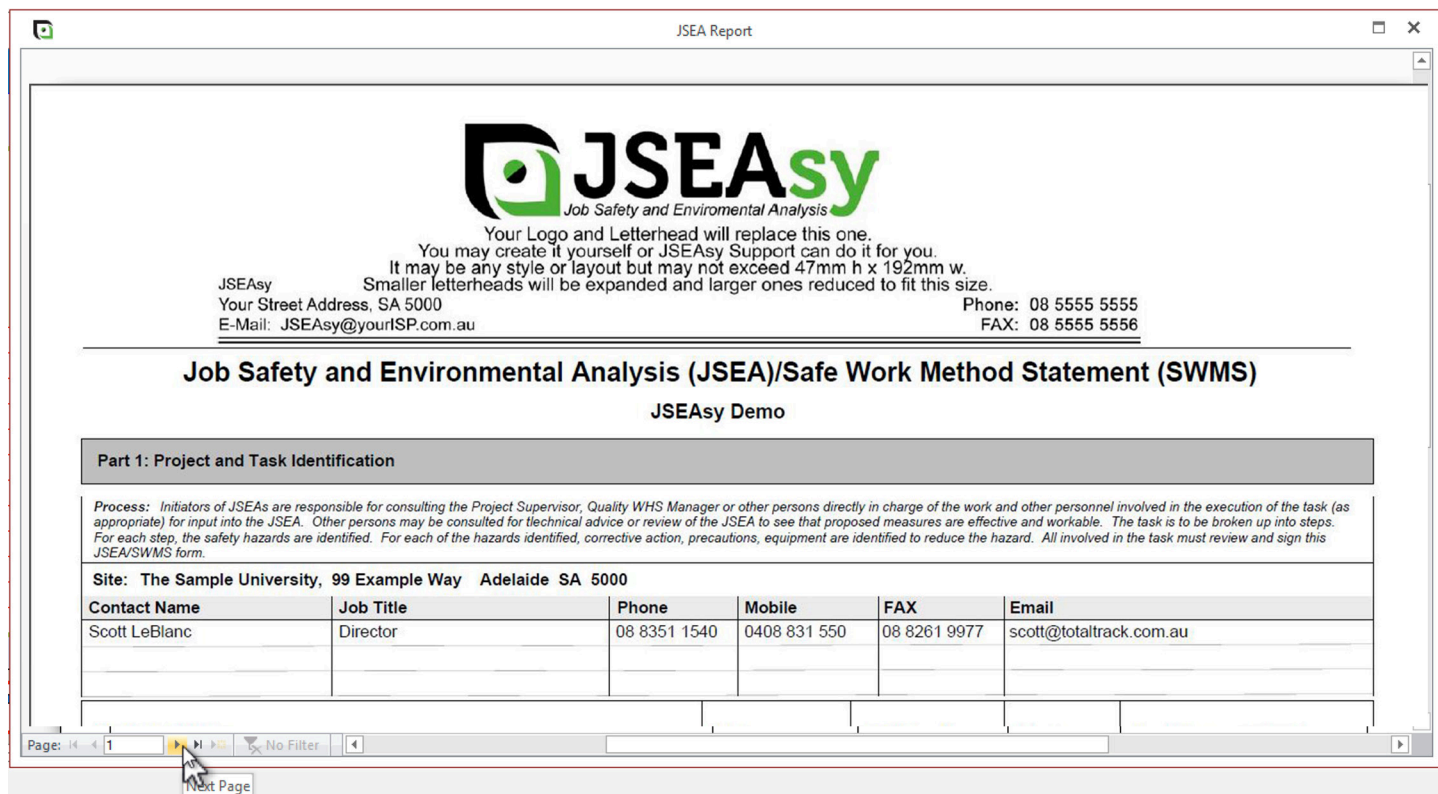


Job Safety and Environmental Analysis (JSEA)/Safe Work Method Statement (SWMS)

JSEAsy Demo

Part 1: Project and Task Identification					
<p><i>Process: Initiators of JSEAs are responsible for consulting the Project Supervisor, Quality WHS Manager or other persons directly in charge of the work and other personnel involved in the execution of the task (as appropriate) for input into the JSEA. Other persons may be consulted for technical advice or review of the JSEA to see that proposed measures are effective and workable. The task is to be broken up into steps. For each step, the safety hazards are identified. For each of the hazards identified, corrective action, precautions, equipment are identified to reduce the hazard. All involved in the task must review and sign this JSEA/SWMS form.</i></p>					
<p>Site: The Sample University, 99 Example Way Adelaide SA 5000</p>					
Contact Name	Job Title	Phone	Mobile	FAX	Email
Scott LeBlanc	Director	08 8351 1540	0408 831 550	08 8261 9977	scott@totaltrack.com.au
<p>JSEA Initiated By <u>Ben Workin</u></p>		<p>Date:</p>	<p>JSEA No 1</p>	<p>Rev: 0</p>	<p>Rev. Date: 18/08/2015</p>
<p>Supervisor Review</p>		<p>Work Locations/Areas: All</p>			

Next, click on the Next Page indicator at the lower left of the report, as shown below.



If the large triangle around the Hierarchy of Controls is not shown (as indicated below), then the issue exists.

JSEA Report

First, identify and assess the risks, then decide the best way to control them by applying the Hierarchy of Control as follows:

LEVEL	CONTROL	DEFINITION
Level 1	Elimination	Controlling the Hazard at source
Level 2	Substitution	Replacing one substance or Activity with a less hazardous one
	Isolation	Separating the hazard from the person
	Engineering	Installing Guards on machinery
Level 3	Administration	Implementing policies and procedures for safe work practices
	Personal Protective Equipment	Use of safety glasses, hardhats, protective clothing, etc.


Hierarchy of Controls

Thursday, February 16, 2017 CSM Steel Ply Ltd JSEAsy Page 2 of 23

Page: 14 | 2 | No Filter

One more thing to check, so click on the Last Page indicator at the bottom left of the report as shown below.

JSEA Report



JSEAsy
Job Safety and Environmental Analysis

Your Logo and Letterhead will replace this one.
You may create it yourself or JSEAsy Support can do it for you.
It may be any style or layout but may not exceed 47mm h x 192mm w.
Smaller letterheads will be expanded and larger ones reduced to fit this size.

JSEAsy Your Street Address, SA 5000 Phone: 08 5555 5555
E-Mail: JSEAsy@yourISP.com.au FAX: 08 5555 5556

Job Safety and Environmental Analysis (JSEA)/Safe Work Method Statement (SWMS)

JSEAsy Demo

Part 1: Project and Task Identification

Process: Initiators of JSEAs are responsible for consulting the Project Supervisor, Quality WHS Manager or other persons directly in charge of the work and other personnel involved in the execution of the task (as appropriate) for input into the JSEA. Other persons may be consulted for technical advice or review of the JSEA to see that proposed measures are effective and workable. The task is to be broken up into steps. For each step, the safety hazards are identified. For each of the hazards identified, corrective action, precautions, equipment are identified to reduce the hazard. All involved in the task must review and sign this JSEA/SWMS form.

Site: The Sample University, 99 Example Way Adelaide SA 5000

Contact Name	Job Title	Phone	Mobile	FAX	Email
Scott LeBlanc	Director	08 8351 1540	0408 831 550	08 8261 9977	scott@totaltrack.com.au

Page: 14 | 1 | No Filter

Last Page

If the colorful Risk Matrix (as shown below) is not displayed, then the issue exists.

PPE Requirements for Task: CSM Steel Pty Ltd

- Dust Mask
- Eye and Hearing Protection
- Gloves
- Hi Visibility Vests
- Safety Boots

ELECTRICAL TAGGING COLOURS:
RED - December to February **GREEN** - March to May
BLUE - June to August **YELLOW** - September to November

FREQUENCY	RISK MATRIX				
	1	2	3	4	5
Almost certain (daily or less)	MODERATE 11	HIGH 16	EXTREME 20	EXTREME 23	EXTREME 25
Likely (weekly not >4 times per month)	MODERATE 7	HIGH 12	HIGH 17	EXTREME 21	EXTREME 24
Occasionally (monthly)	LOW 4	MODERATE 8	HIGH 13	HIGH 18	EXTREME 22
Unlikely (annually)	LOW 2	LOW 5	MODERATE 9	HIGH 14	HIGH 19
Rare (once in five years)	LOW 1	LOW 3	LOW 6	MODERATE 10	HIGH 15

	1	2	3	4	5
Safety	Minor	Medical	LTI	PTD	Fatality
Environmental	Inconsequential	Negligible	Marginal	Critical	Catastrophe

CONSEQUENCE
Low 1 - 6 **Moderate 7 - 11** **High 12 - 19** **Extreme 20 - 25**

Corrective action if the issue exists.

First do a Windows Update, including other Microsoft products (to also update Microsoft Access.) Then restart your computer after doing a Windows update.

Repeat the tests to determine if the issue has been fixed.

If it has not been fixed, then you should run a Windows Registry repair utility. We use the purchased version of Registry First Aid, as the free version is not sufficient.

This should fix these issues and the images should now be displayed.