# Instructions for Installing JSEAsy v4.3 Premium 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_Premium_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.
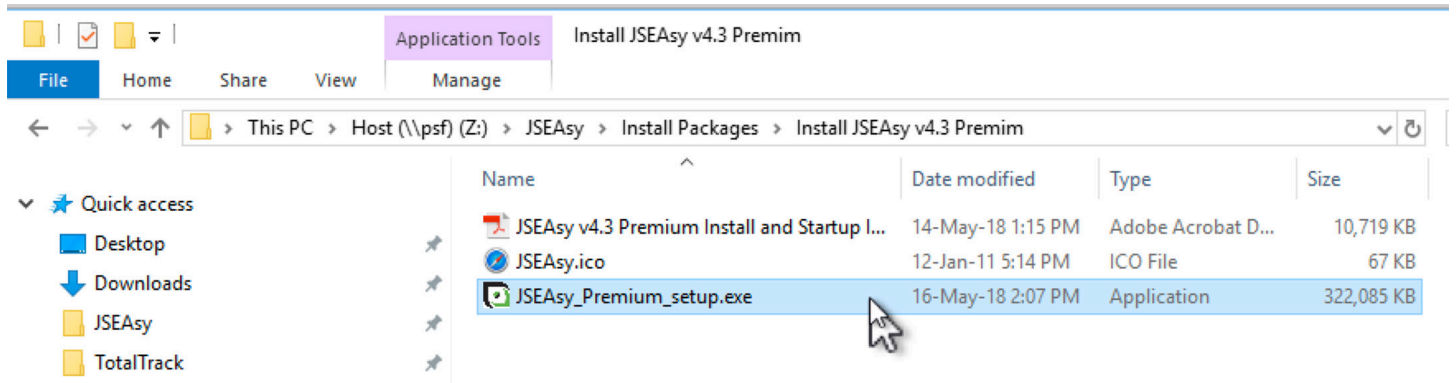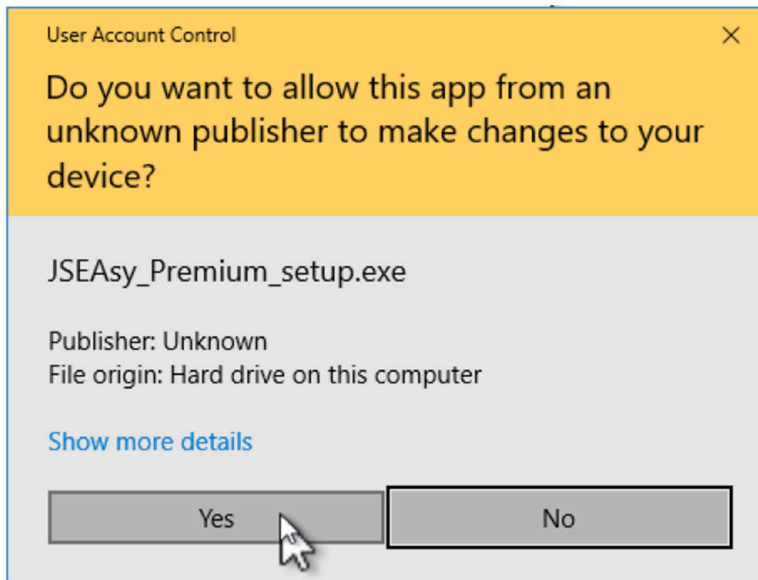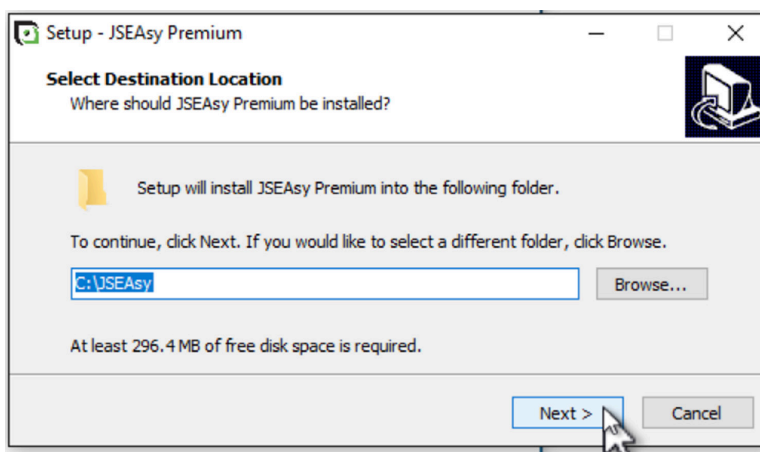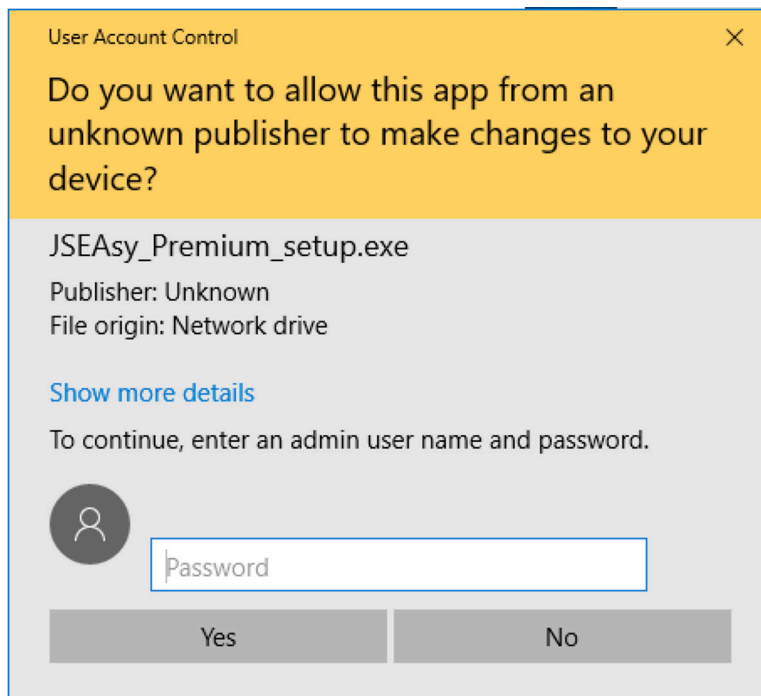

If the following message appears, click on "More Info"
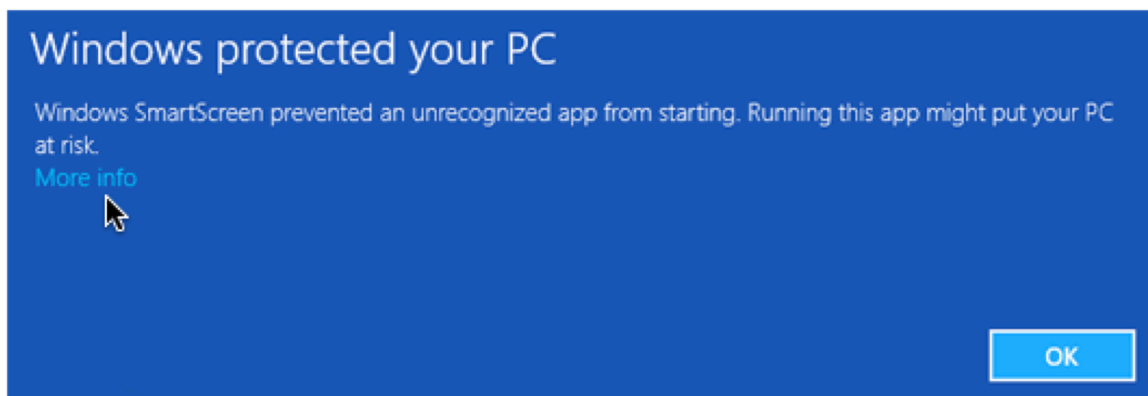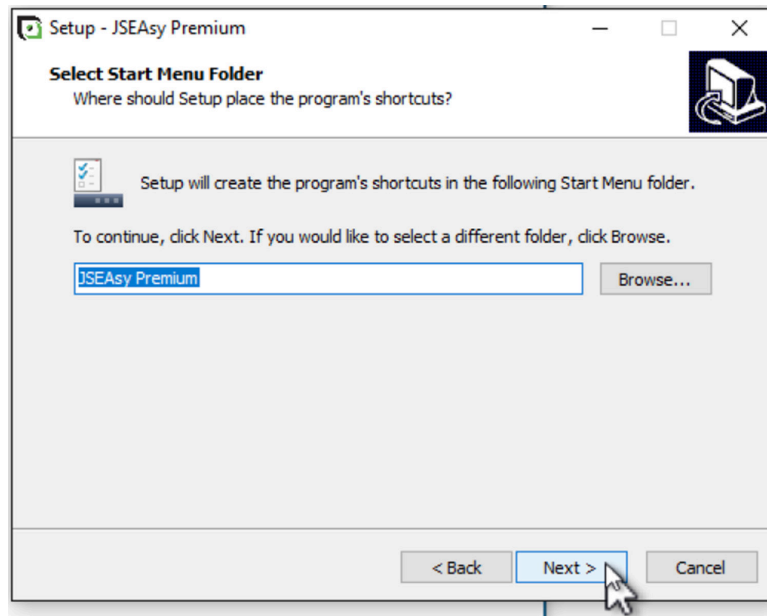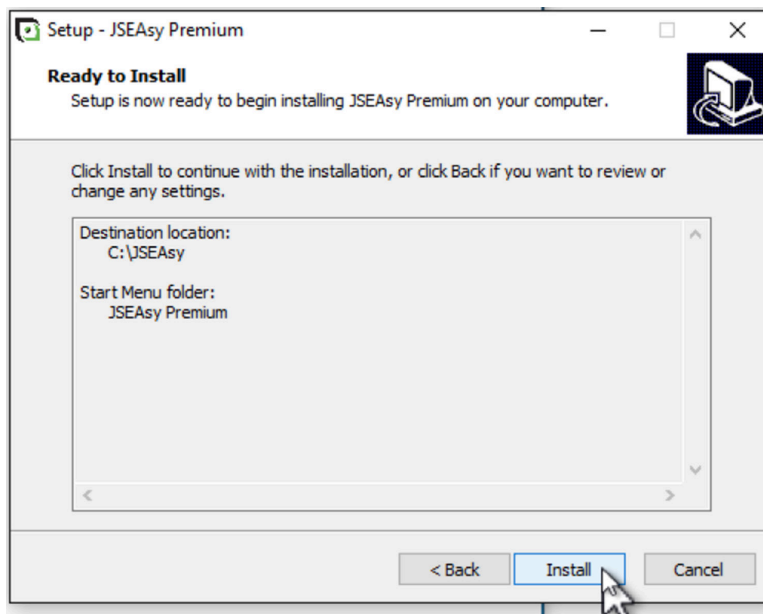

Then click on "Run anyway"
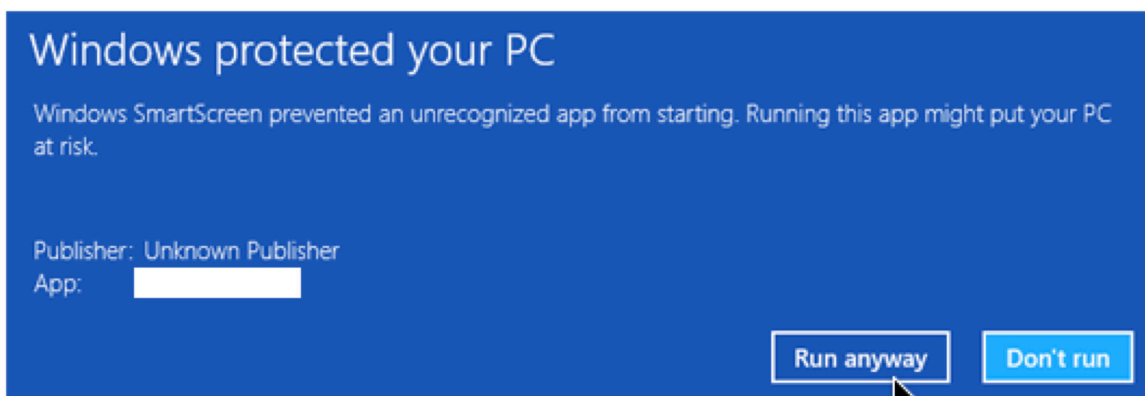
If the above window appears, click on "Yes". Note that is you are not logged-in with an admin account, the window below will appear and then you must enter an admin user name and password.
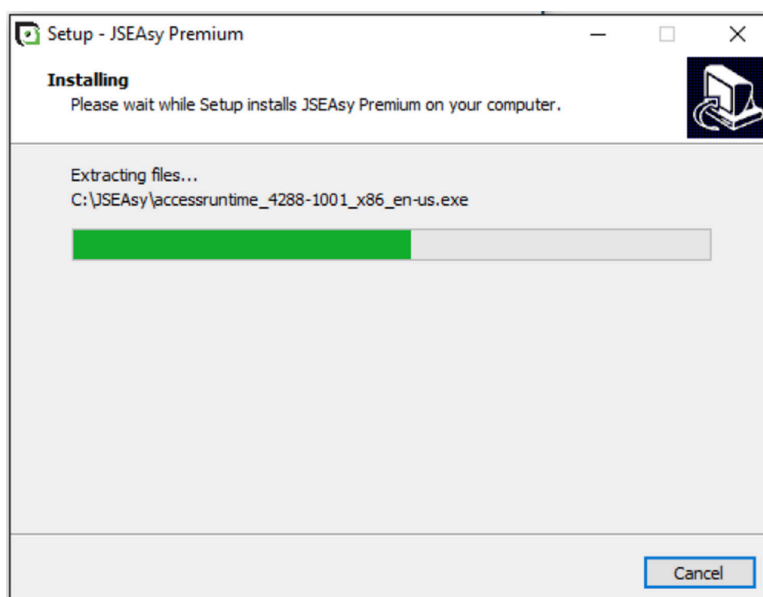

Click on "Next". **Important - Do Not change this location.**
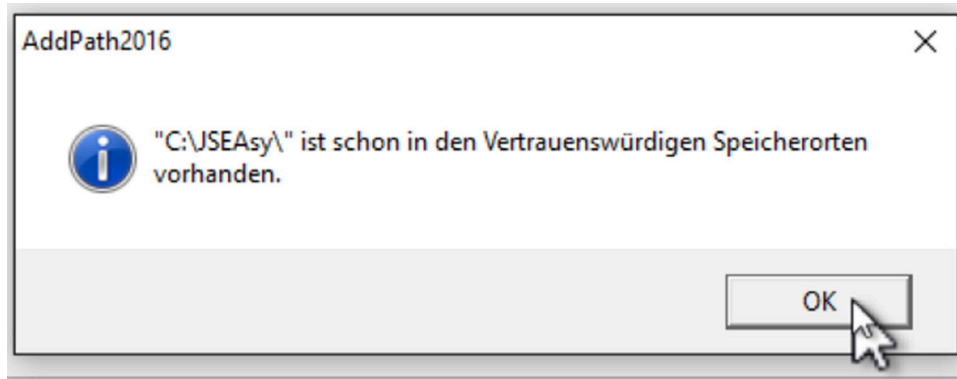
Click on "Next"

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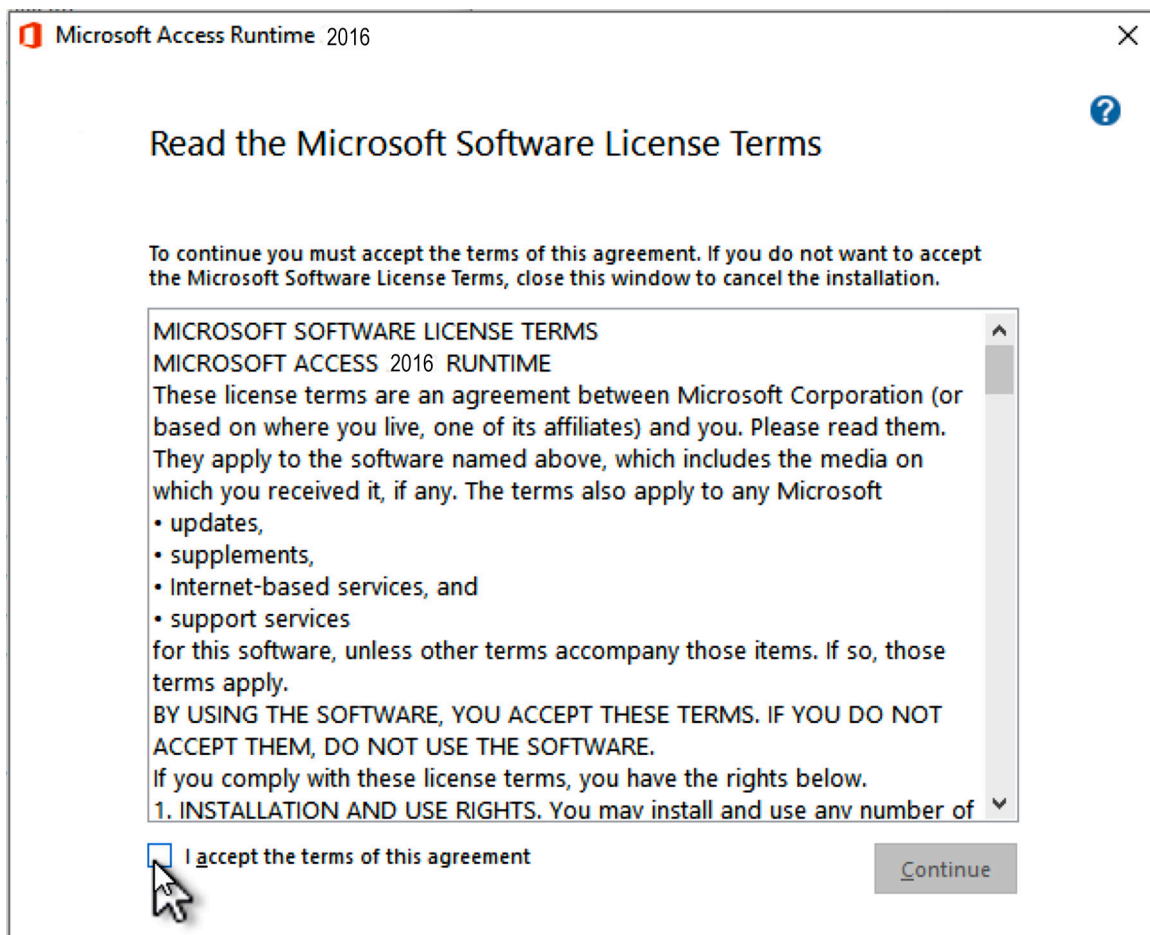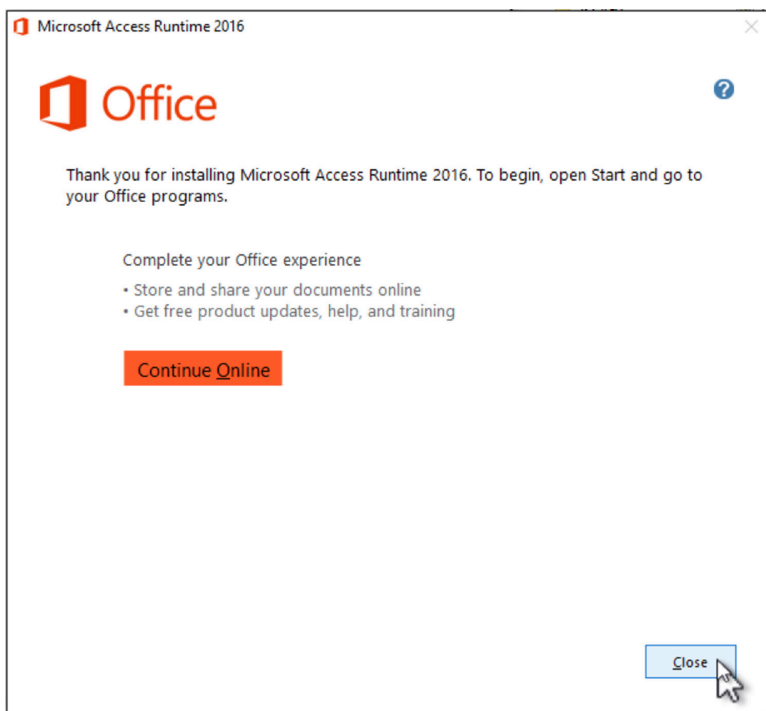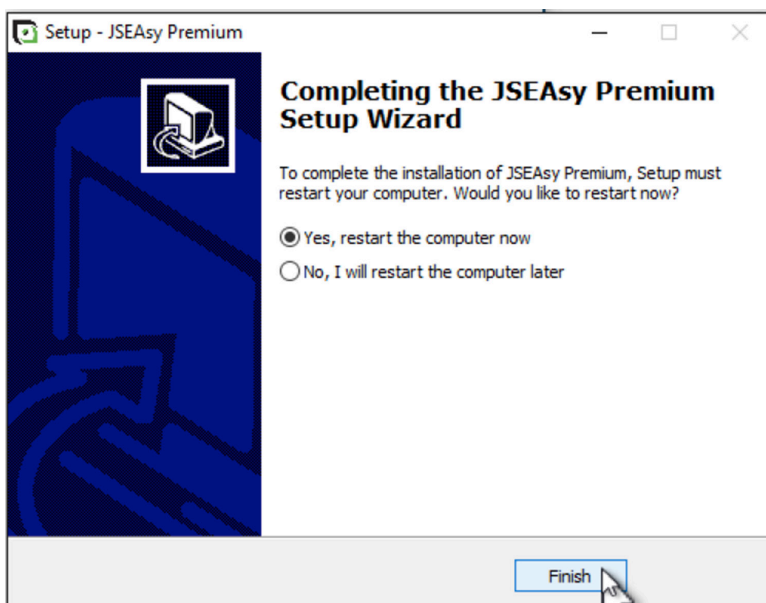
The following window will appear, showing progress of the installation
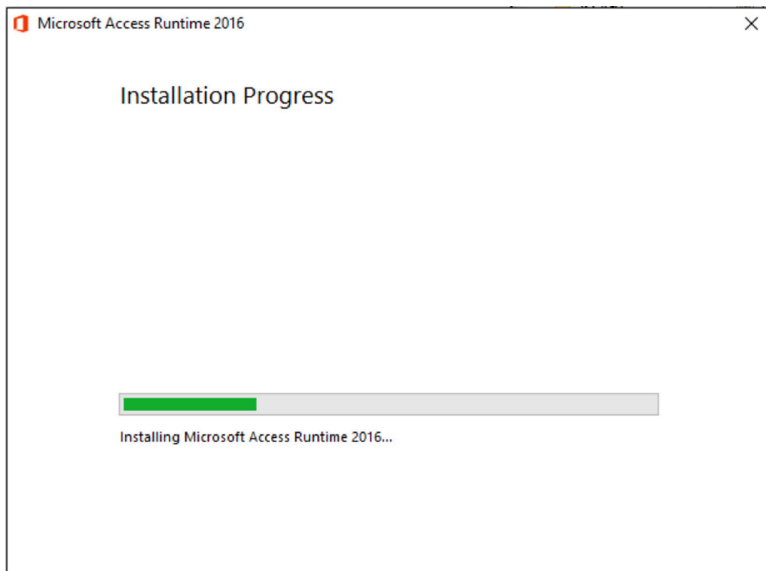
When installation of Access Runtime 2016 is complete, the following window will appear.

JSEAsy Setup will now complete. 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.
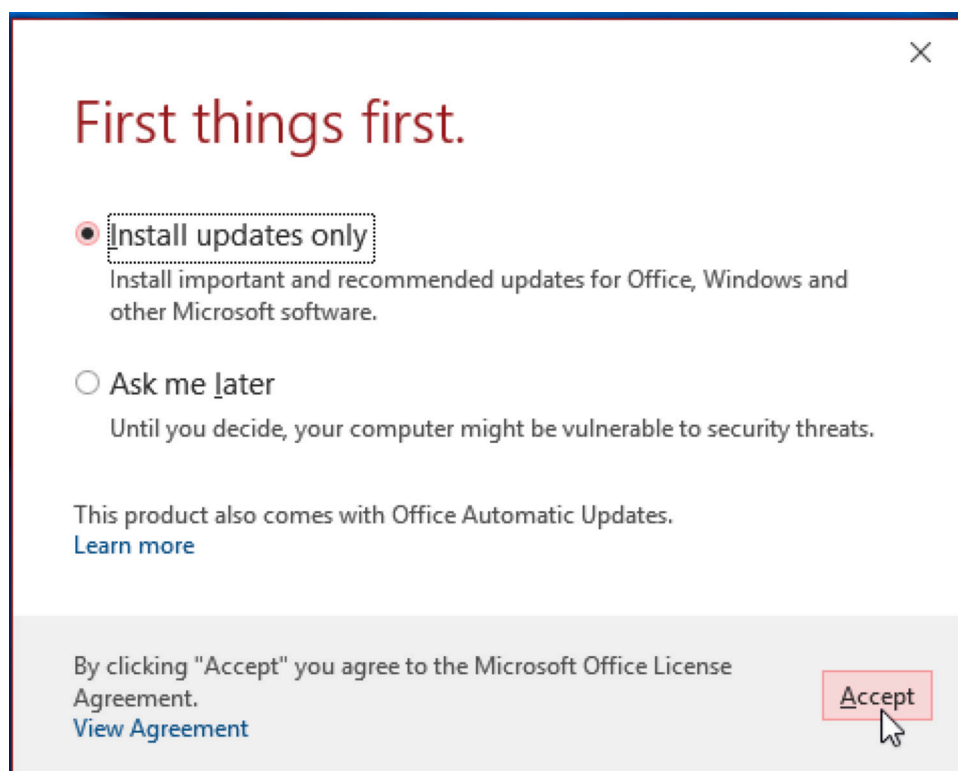
You may now run JSEASy by clicking (or double-clicking, depending on your system configuration) on the shortcut on your desktop.
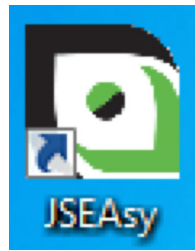
You may also run JSEASy by clicking on the "Start" button (usually bottom left on screen), then click on "All Apps", then click on "JSEASy". This is for Windows 10, other versions are similar.
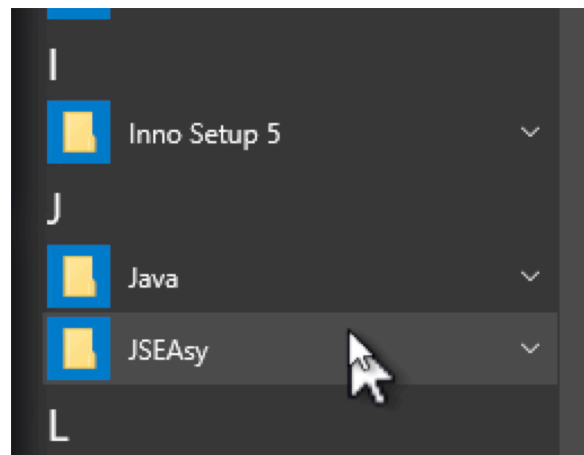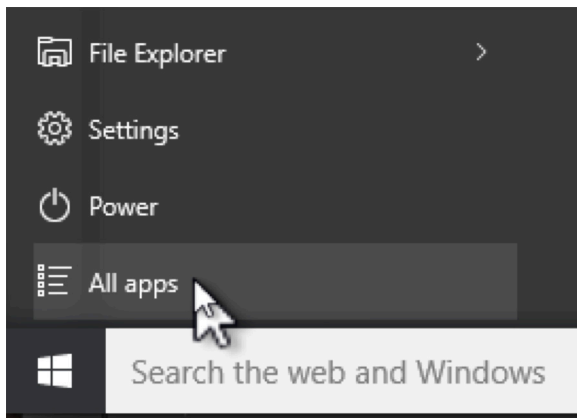
If the window below appears, then first click on the "Install updates only" button then click on "Accept".

First things first.

⦿ Install updates only
Install important and recommended updates for Office, Windows and other Microsoft software.

○ Ask me later
Until you decide, your computer might be vulnerable to security threats.

This product also comes with Office Automatic Updates.
Learn more

By clicking "Accept" you agree to the Microsoft Office License Agreement.
View Agreement

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".
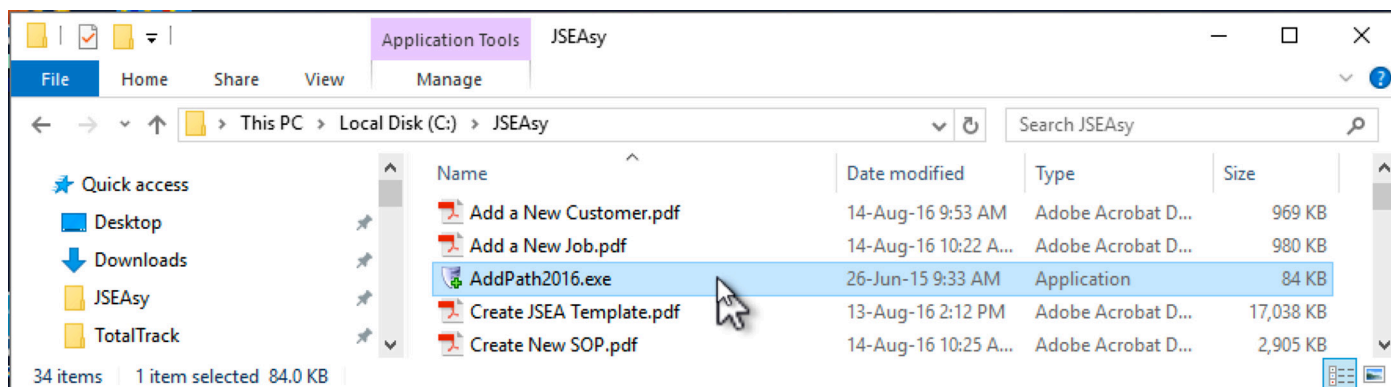

When this dialogue box appears, click on "OK"
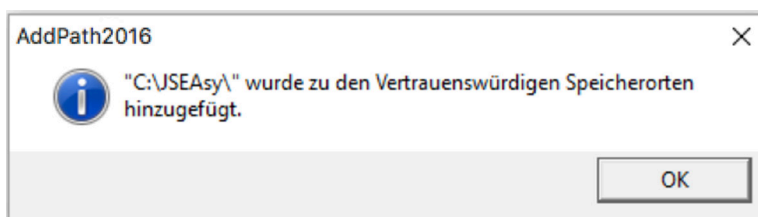
Operational Procedures are included, located in C:\JSEAsy. See "JSEAsy Startup Steps" first.

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.

JSEASy

Job Safety and Environmental Analysis

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.
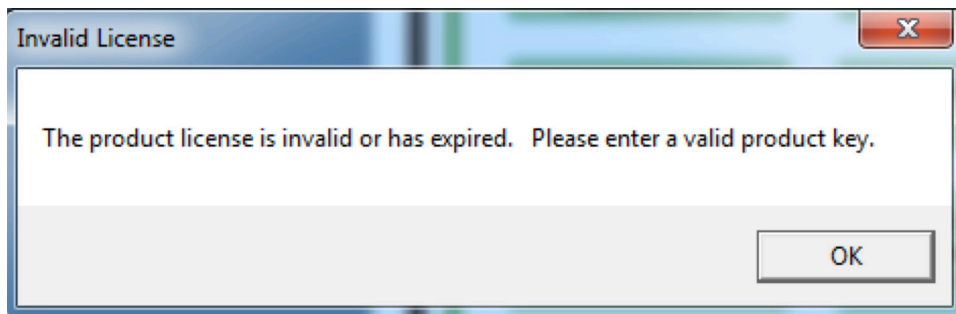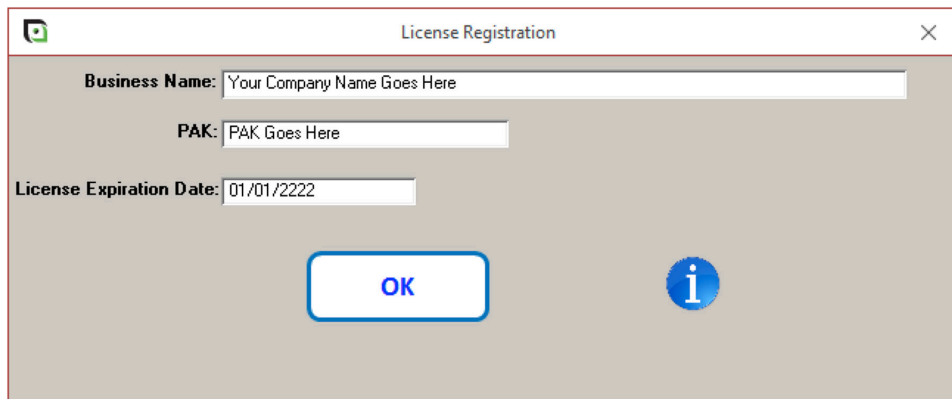

Click on "OK" and the License Agreement will appear as shown below.
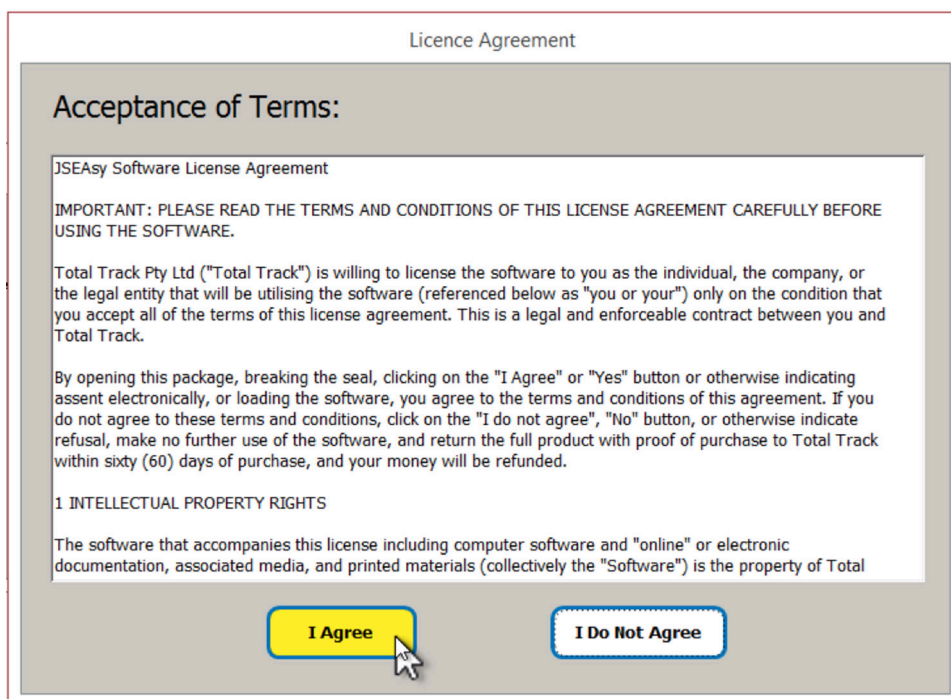
Click anywhere in the license text area and a scroll bar will appear on the right. You may then scroll down to read the entire License Agreement. JSEAsy will execute after clicking on the "I Agree" button.
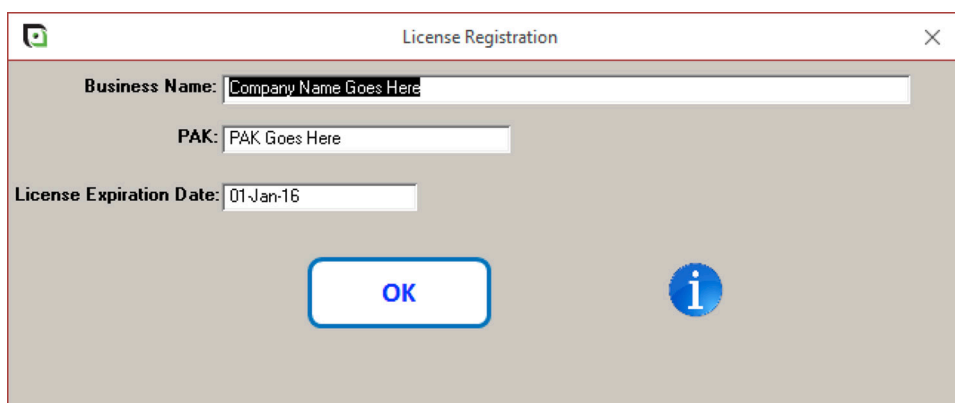
If a valid License PAK (Product Authorisation Key) has not been previously entered or the license has expired, or this is a new licence, the following dialogue box will appear:

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.
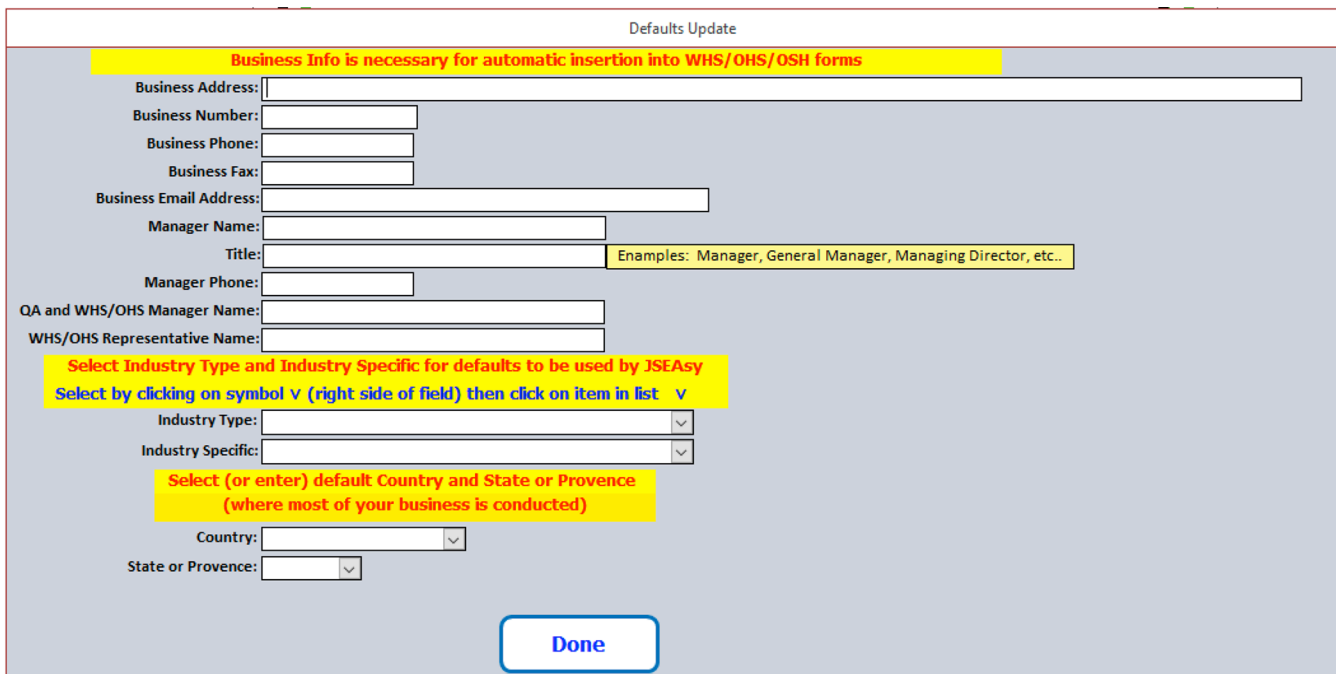

When completed, click on "OK"

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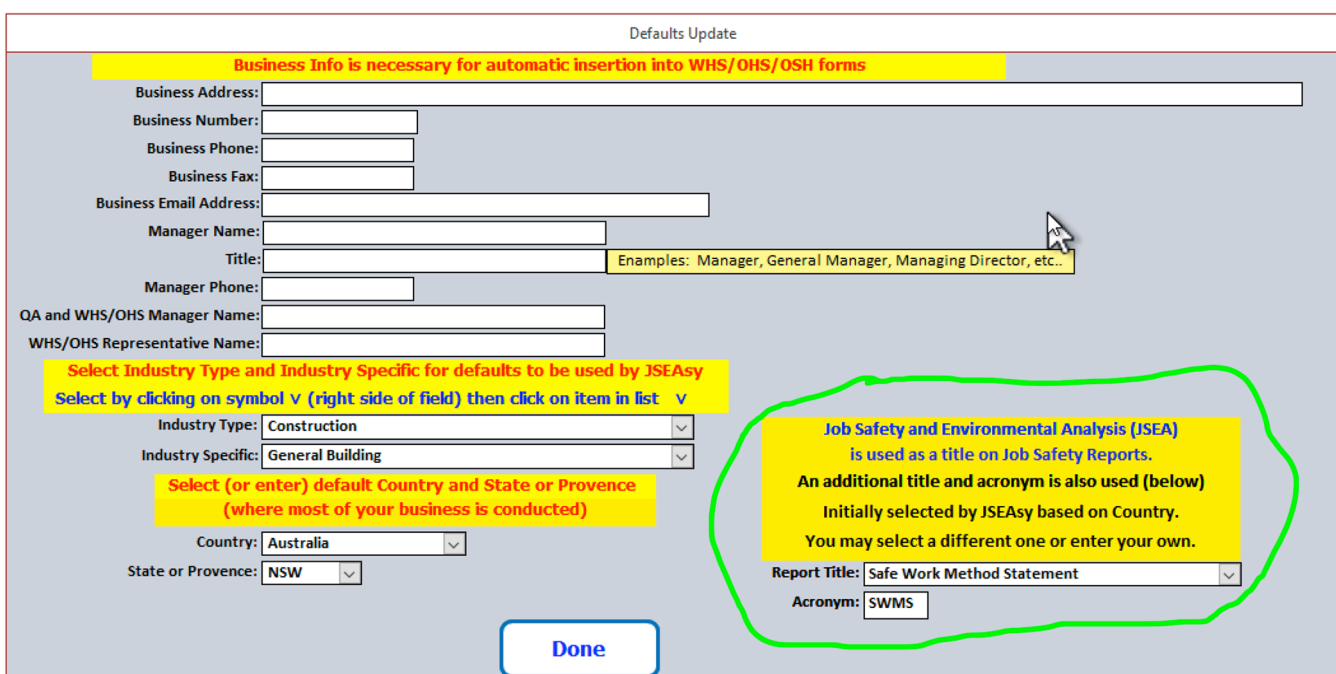
Note that this form may also be opened at any time to change entries by clicking on "Update Defaults..." on the JSEAsy Main Options form.


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"

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.
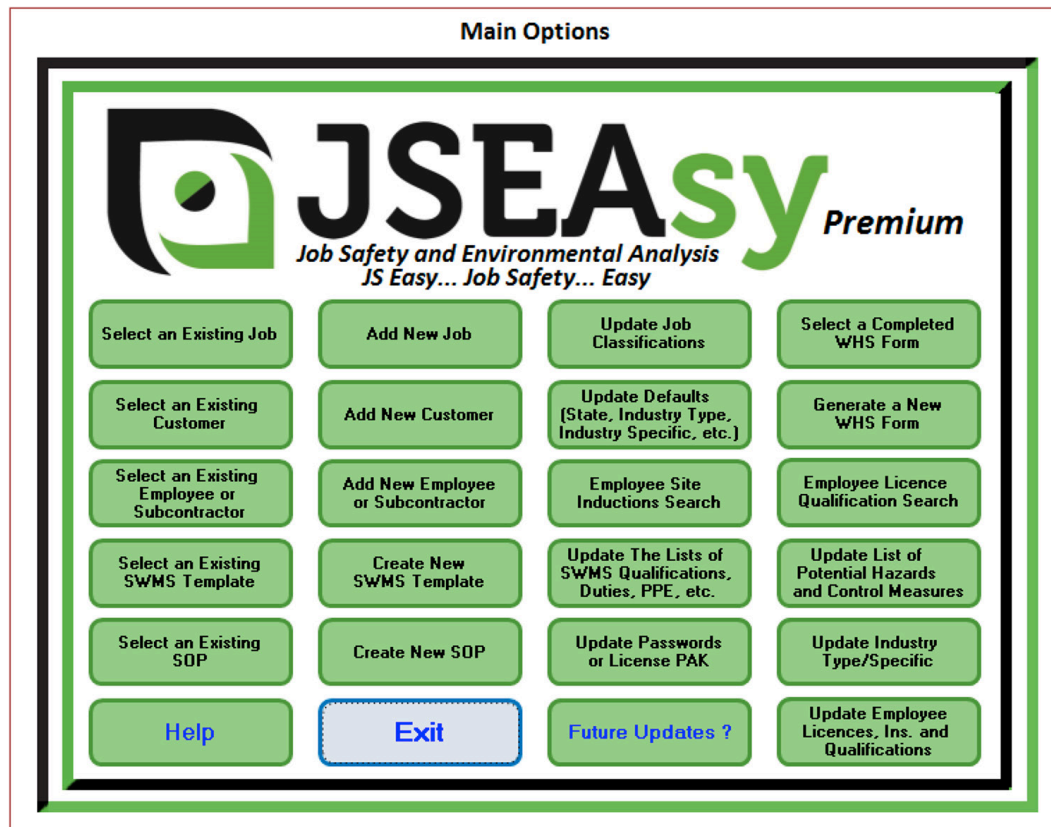
When JSEAsy is running, check the upper right corner of the window to ensure that the display is using the full screen. If the full screen is not being utilised, the windows control box will appear as follows:
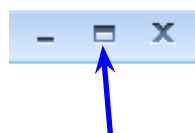
To use the full screen display, click on the square in the windows control box. JSEAsy is using the full screen display if the windows control box appears as follows:

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 an 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.

   > **Update Job Classifications**

   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.
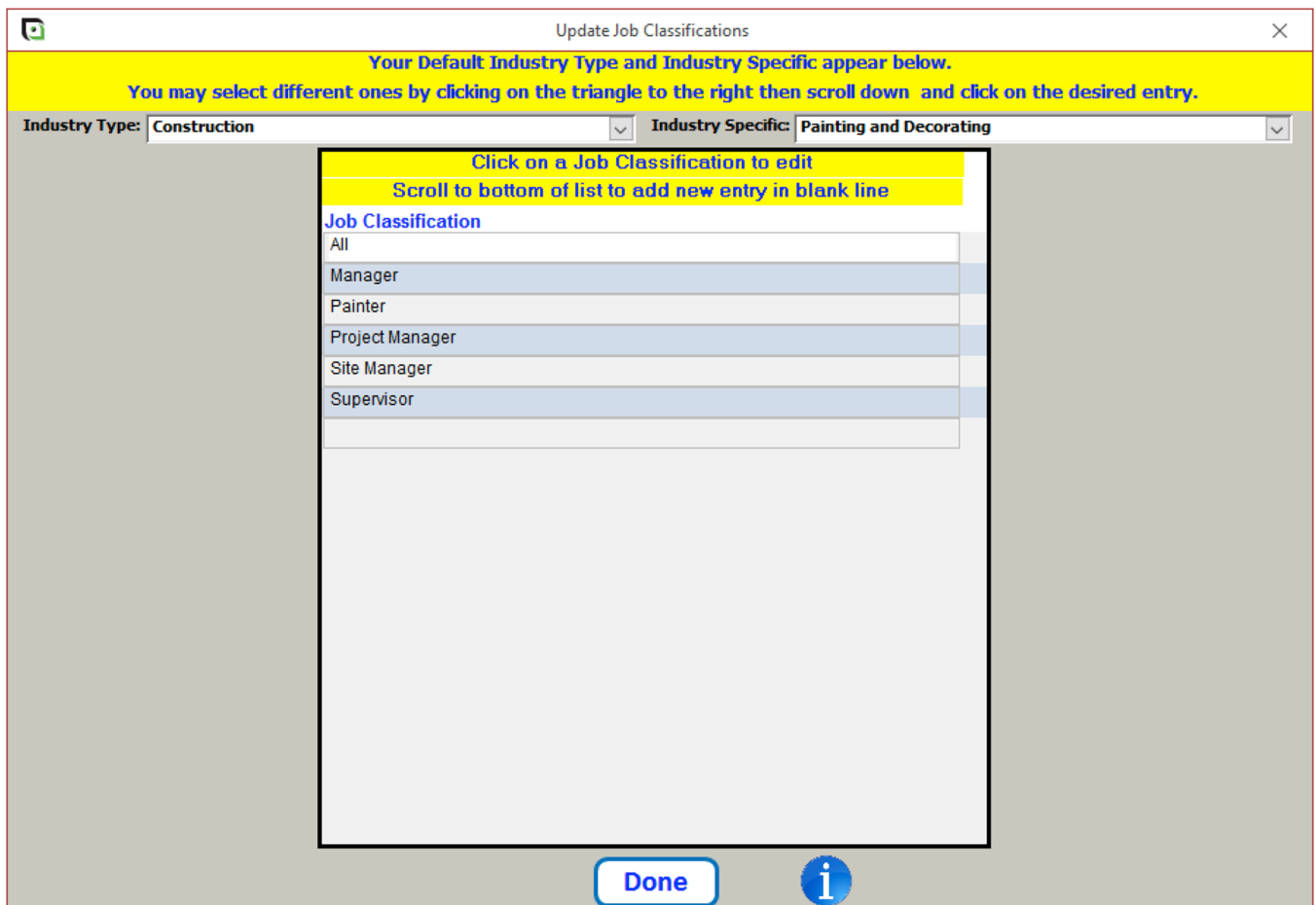
2. **Add Employees and Subcontractors** to JSEAsy, one at a time, along with personal details for each employee or subcontractor.
   This is done by clicking on the "Add New Employee or Subcontractor" button on the Main Options form.

   > **Add New Employee or Subcontractor**

   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.

<div style="float:right; border:1px solid green; border-radius:10px; padding:5px; background:#b6e3b6;">Add New Customer</div>

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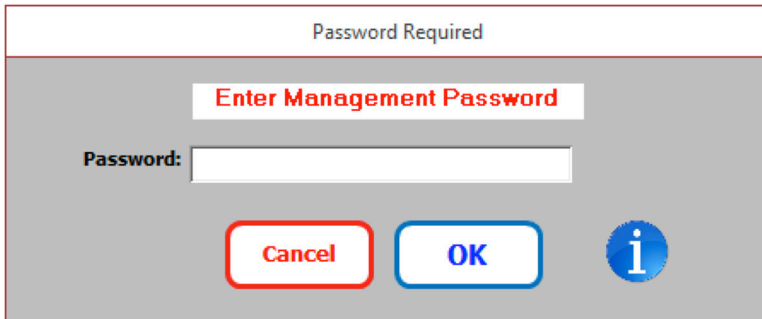
When you first install JSEAsy, all passwords are set to "TotalTrack" by default. It is important that you change the default passwords as soon as possible after installation by clicking on the "Update Passwords or License PAK" button on the Main Options form.

<div style="float:right; border:1px solid green; border-radius:10px; padding:5px; background:#b6e3b6;">Update Passwords
or License PAK</div>

Update Passwords

Password Type: [_____] [▼]
Current Password: [_____]

New Password: [_____]
Verify New Password: [_____]

[Update License PAK]   [Update Password]   [Exit]   ⓘ

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

Update Passwords

Password Type: [|_____] [▼]
Current Password: | Admin Password |
                  | Management Password |
                  | Personnel Password |

New Password: [_____]
Verify New Password: [_____]
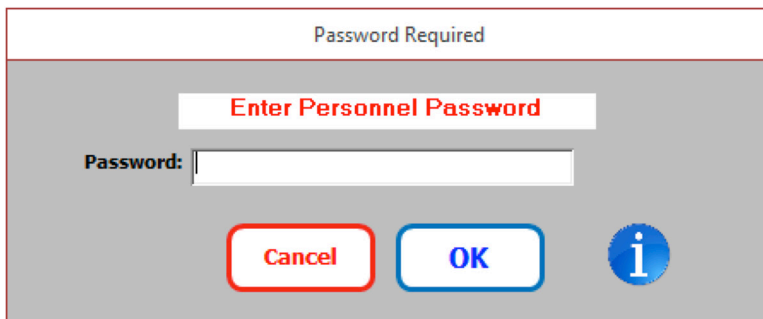
[Update License PAK]   [Update Password]   [Exit]

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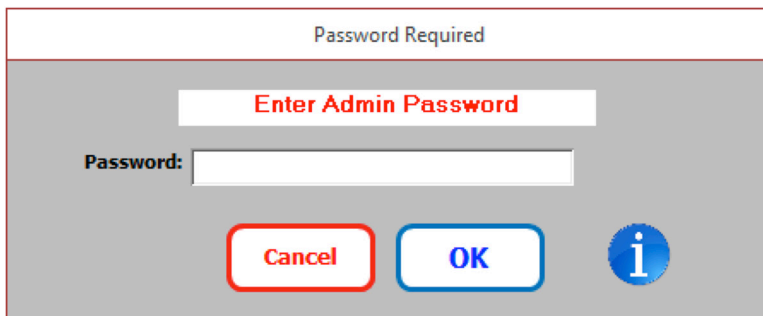

Management data includes JSEA Templates. Thus you should only divulge the Management password to staff members that are allowed to modify Management data, like JSEA Templates. **Note that the Management Password is also considered the "Master" password and it may be entered for any of the other passwords. It may also be entered as the current password for any of the other passwords when updating passwords.**

Personnel data (employees and subcontractors) 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 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		
Your Street Address, SA 5000	**Replace Letterhead.jpg in c:\JSEAsy**	Phone: 08 5555 5555
E-Mail: JSEAsy@yourISP.com.au	**with your file named Letterhead.jpg.**	FAX: 08 5555 5556

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 ppi; however it 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, tape, 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 JSEAs. 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.
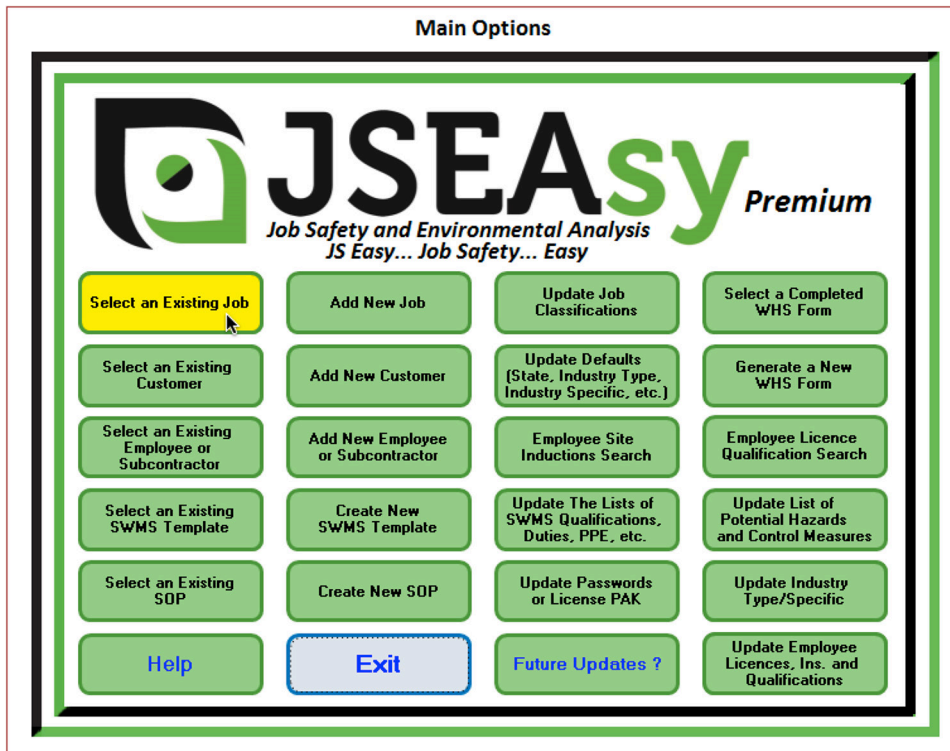
When the Jobs List is displayed as shown below, click on "The Sample University" line to open the Job.

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

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.

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.

Next, click on the Next Page indicator at the lower left of the report, as shown below.
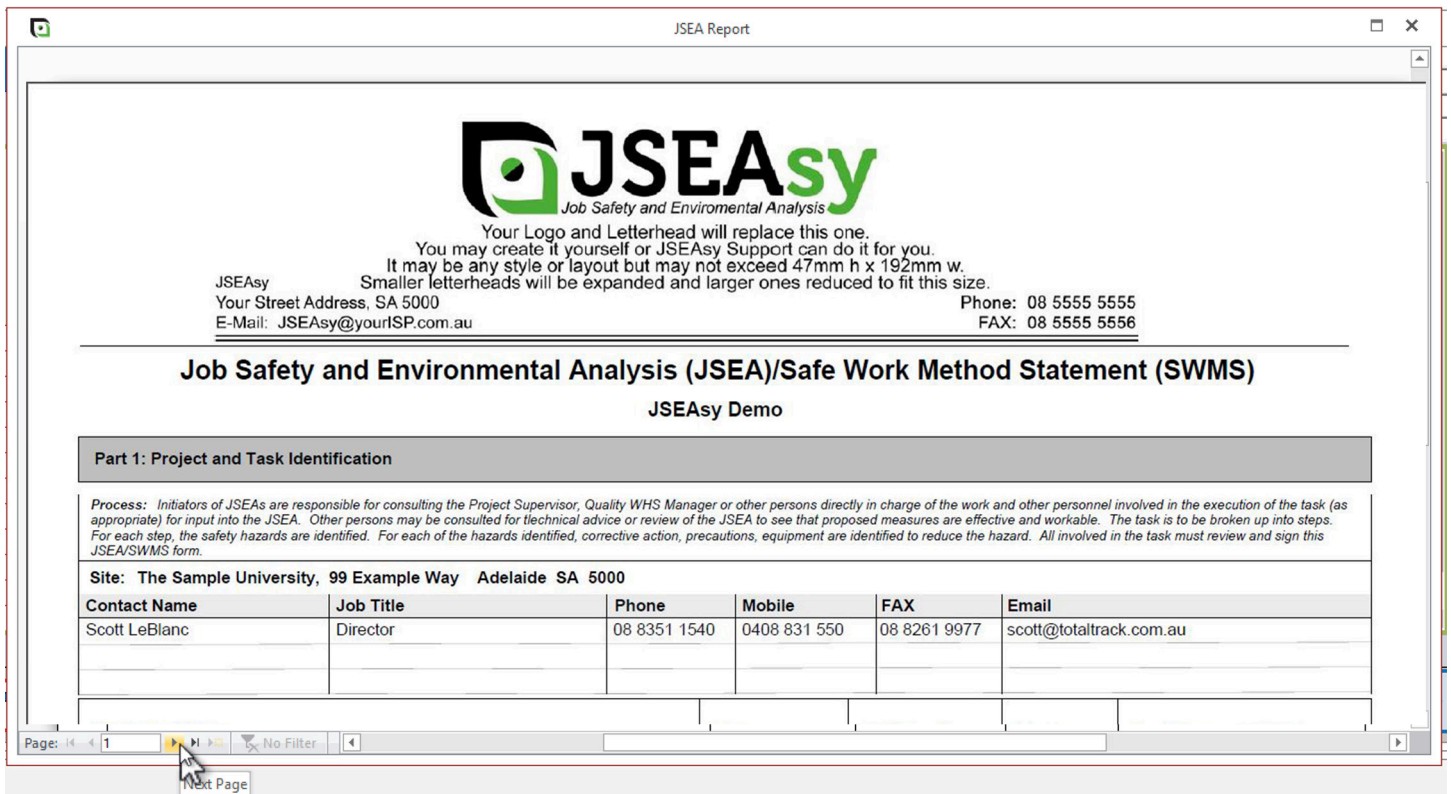
If the large triangle around the Hierarchy of Controls is not shown (as indicated below), then the issue exists.

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

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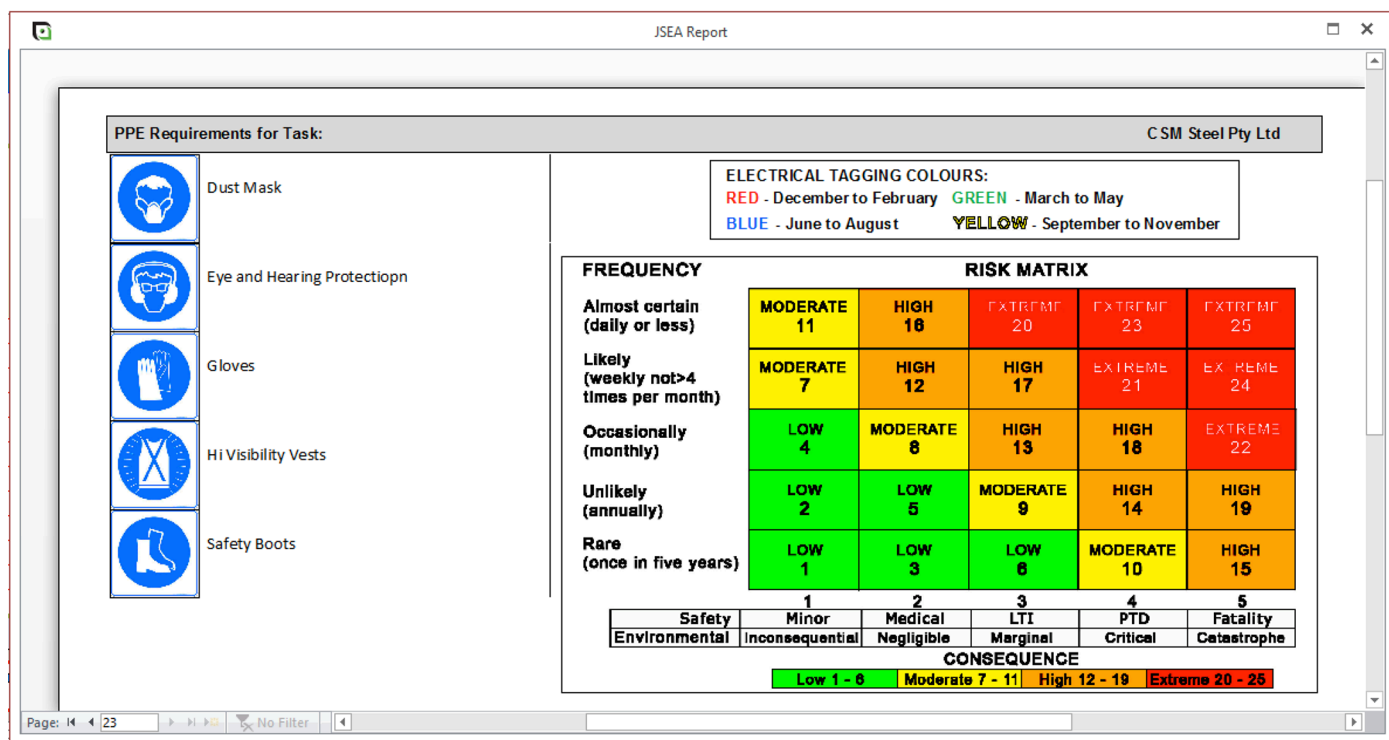
Corrective action if the issue exists.

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.