

Safety and Health Grant Program Database Remote Access Installation Guide



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Contents

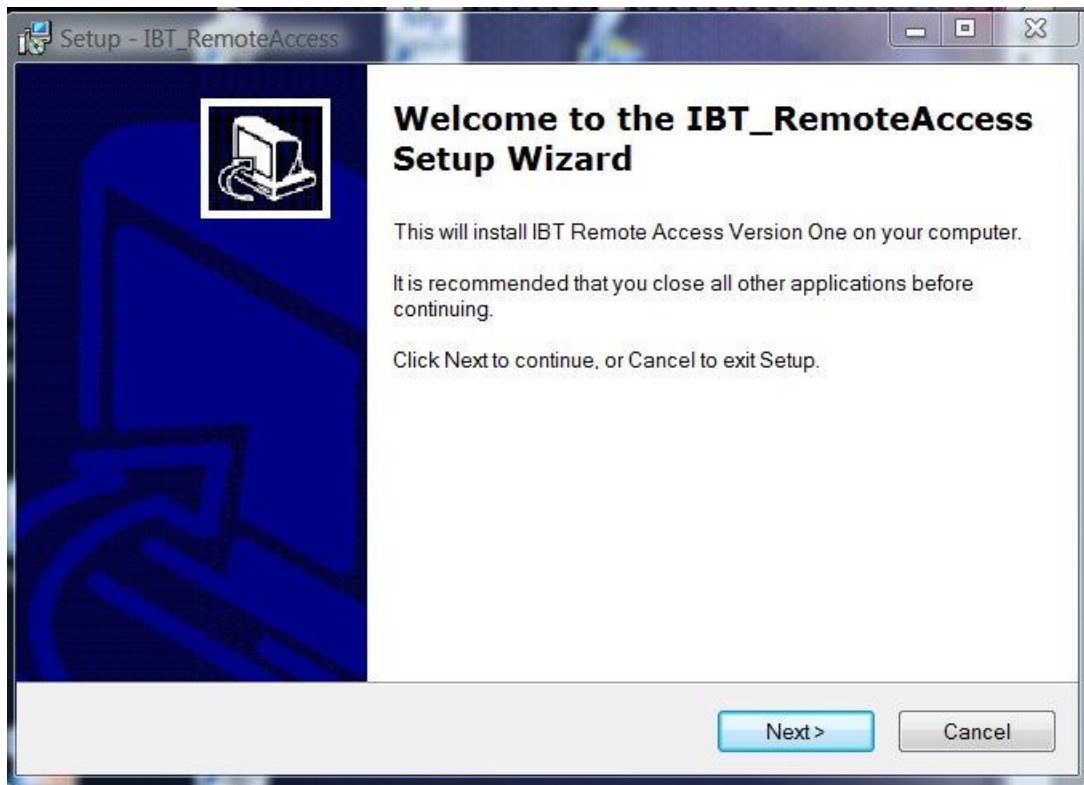
Download Installation Files	3
Installation.....	3
Starting the IBT Remote Access program	9
Exiting the Program	15
<i>Closing the Grant Administration Application.....</i>	<i>15</i>
<i>Closing the Remote Desktop program.....</i>	<i>16</i>
<i>Closing the VPN Connection.....</i>	<i>16</i>

Download Installation Files

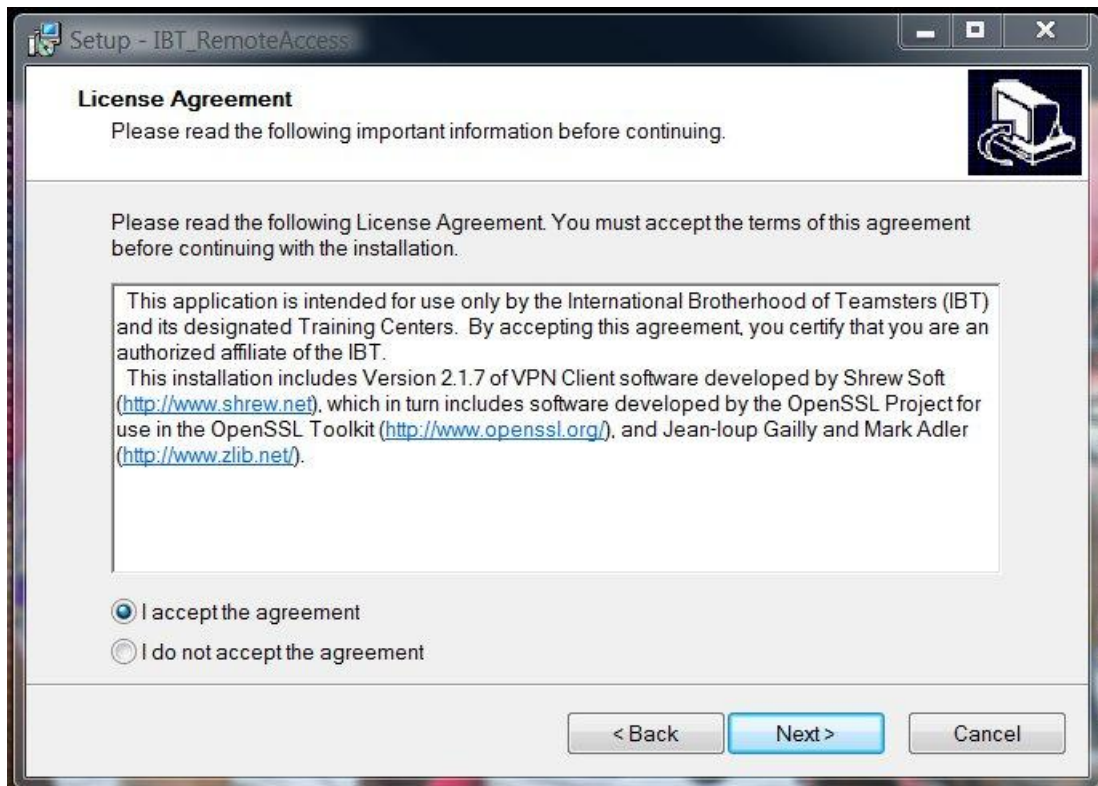
Please go to the Teamsters Safety and Health Department website <http://www.teamsterworkertrainingprogram.org> to download the latest Remote Access Installation files. The files will be found in the Program Files section after the Instructor Login page.

Installation

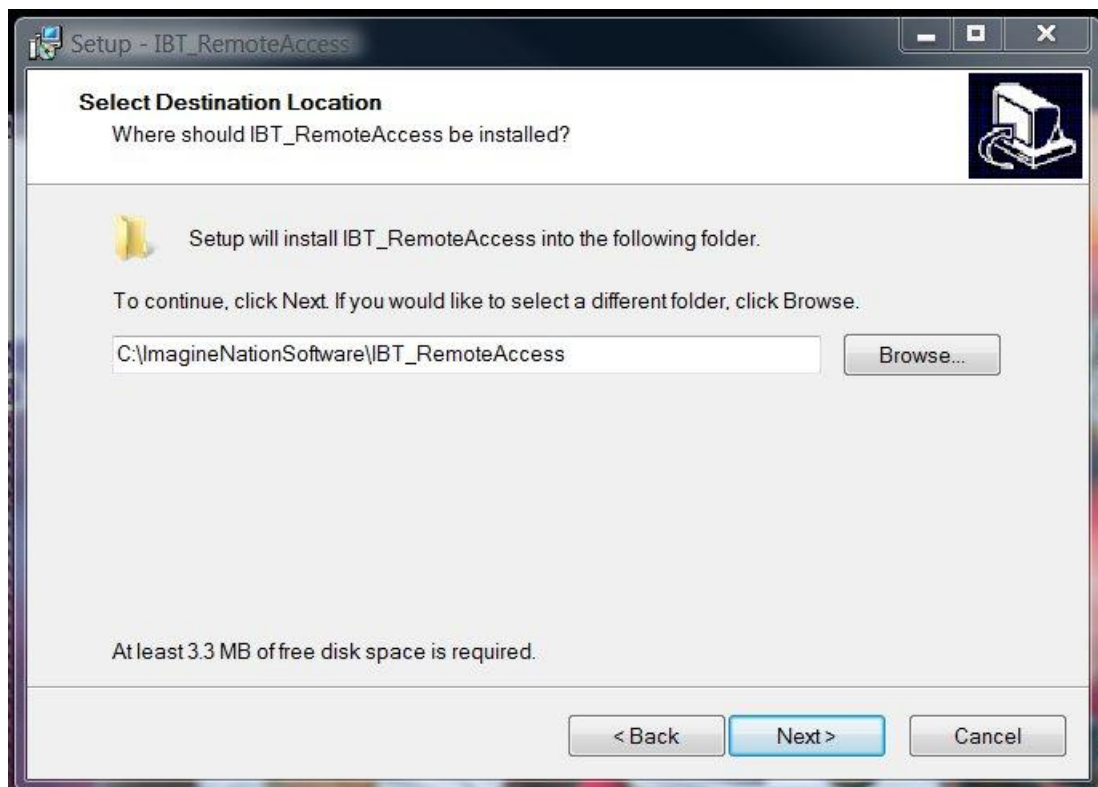
Start the Setup_IBT_RemoteAccess.exe file. You will see the following page.



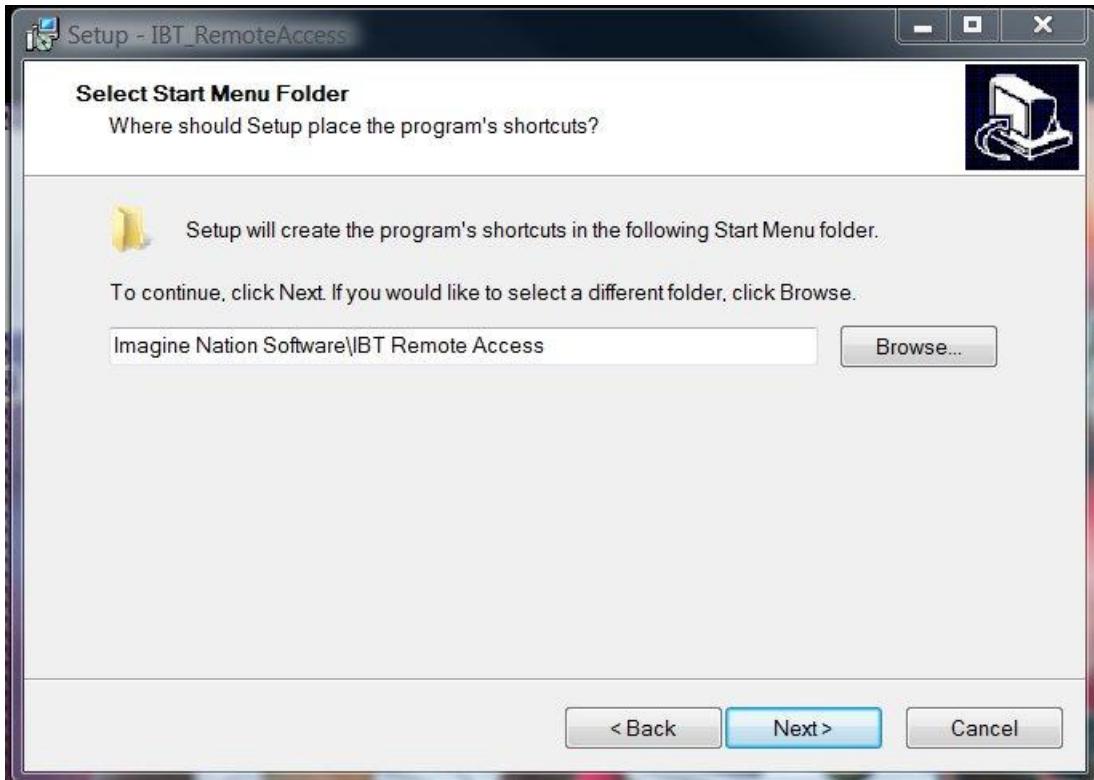
Click the Next button



Select the "I accept the agreement" option and select the Next button



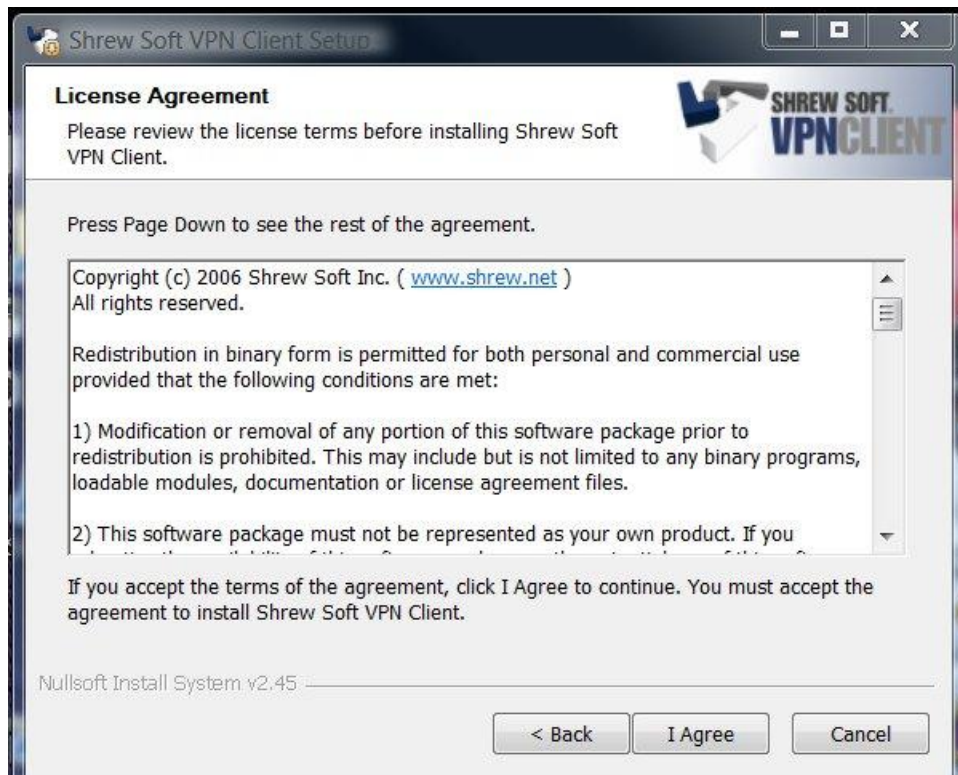
Do not change the default folder. Select the next button.



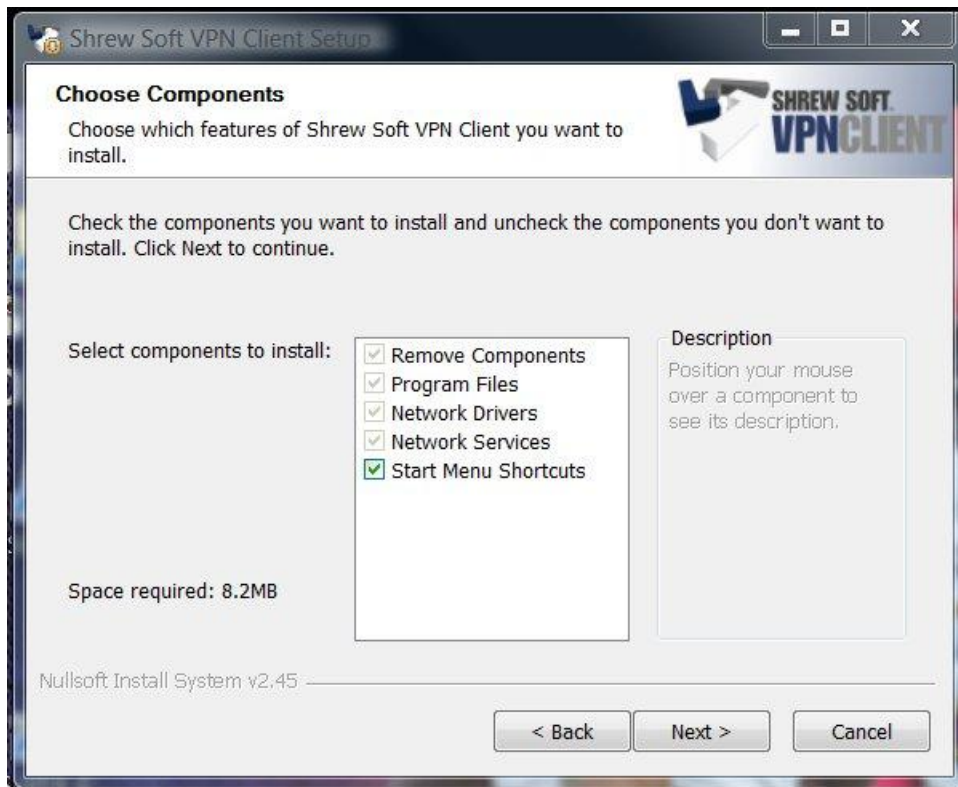
The Installation Program will create a Start Menu Folder. Select the Next button.



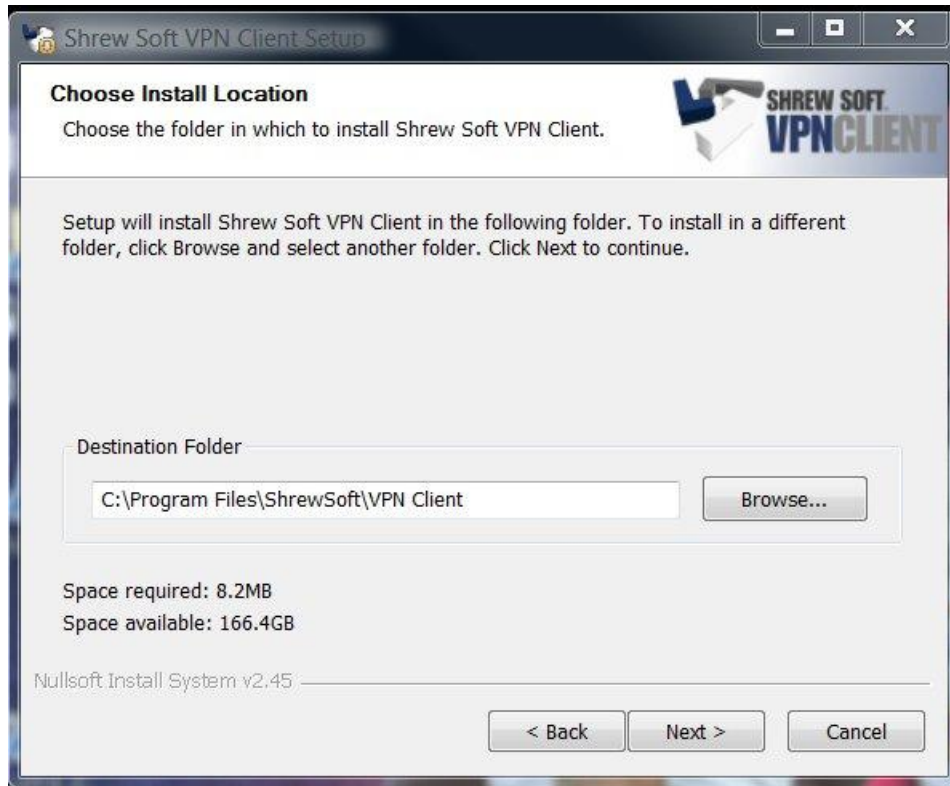
Select the Next button to start the installation of the VPN module of the application.



Select the I Agree button



Select the Next button.



Do not change the Destination Folder. Select the Next button.



The VPN section of the remote access installation has been successfully installed. Select the Finish button.



The setup will create a folder on your desktop for you to start the Remote Access programs. Make sure the “Create a desktop icon” option is selected.



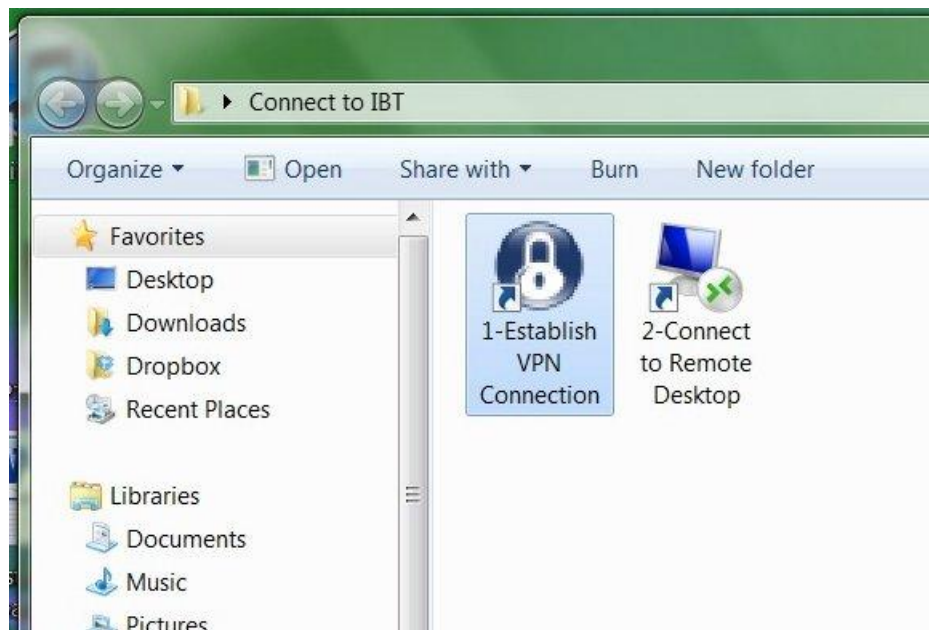
The installation is now complete. You should restart the computer before using the IBT Access program.

Starting the IBT Remote Access program

On your desktop you will find a folder labeled “Connect to IBT”.



Open the folder and you will find two icons.



Connecting to the IBT Safety and Health Department server must be done in 2 steps.

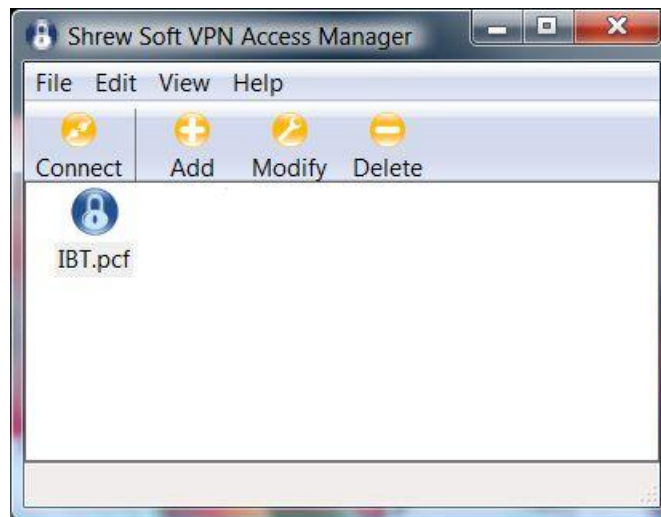
- **Step 1**

You must connect to the IBT server through a Virtual Private Network or VPN. VPNs require remote users of the network to be authenticated. Data is secured with encryption technologies to prevent disclosure of private information to unauthorized parties.

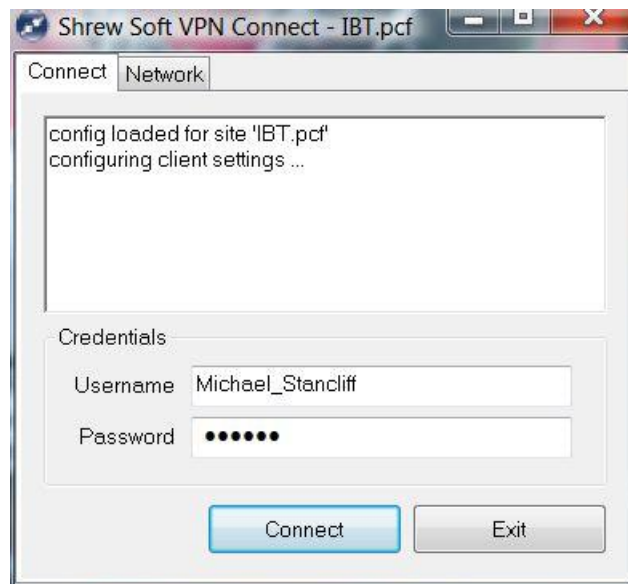
- **Step 2**

Once the VPN connection is established, you must start a Remote Desktop Protocol session (or RDP) on the server. RDP is a proprietary protocol developed by Microsoft, which provides a user with a graphical interface to another computer. Once the RDP session is started you will have access to the server's desktop and be able to run the Grant Administration program remotely.

Double click the Establish “1-VPN Connection” icon. The Shrew Soft VPN Access Manager program will appear.



Double click the IBT.pcf icon. The Shrew Soft VPN Connect program will appear.



Enter your Username and Password information. (This information will be provided by the Safety and Health Department. Select the Connect button.



Once connected, the Access Manager will display “tunnel enabled”.

Go back to the “Connect to IBT” folder on your desktop and select the “2-Connect to Remote Desktop” icon.



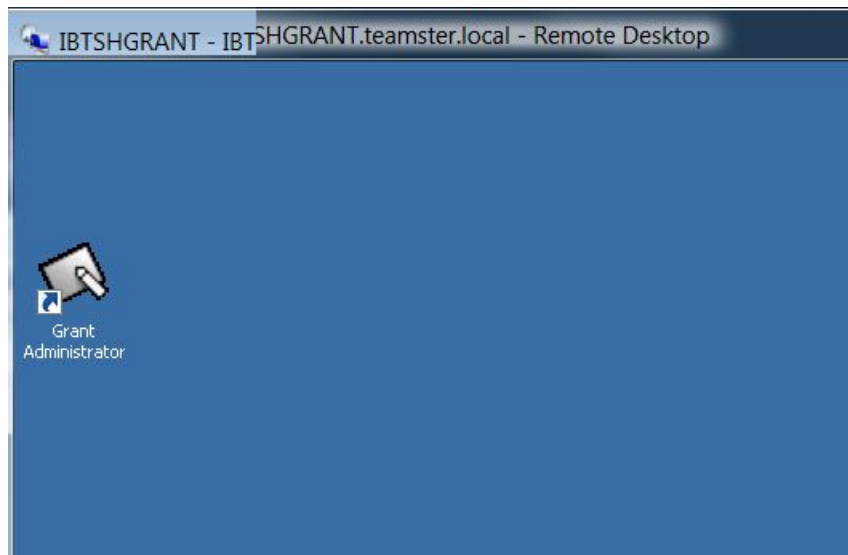
The RDP Security form will appear. If your IBT assigned user name does not appear (1st time users) select the “Use another account” option and select the “Remember my credentials” option.



Enter your Username and Password information. This information will be provided by the Safety and Health Department. Select the OK button.



You will now view the IBT Safety and Health Department server.



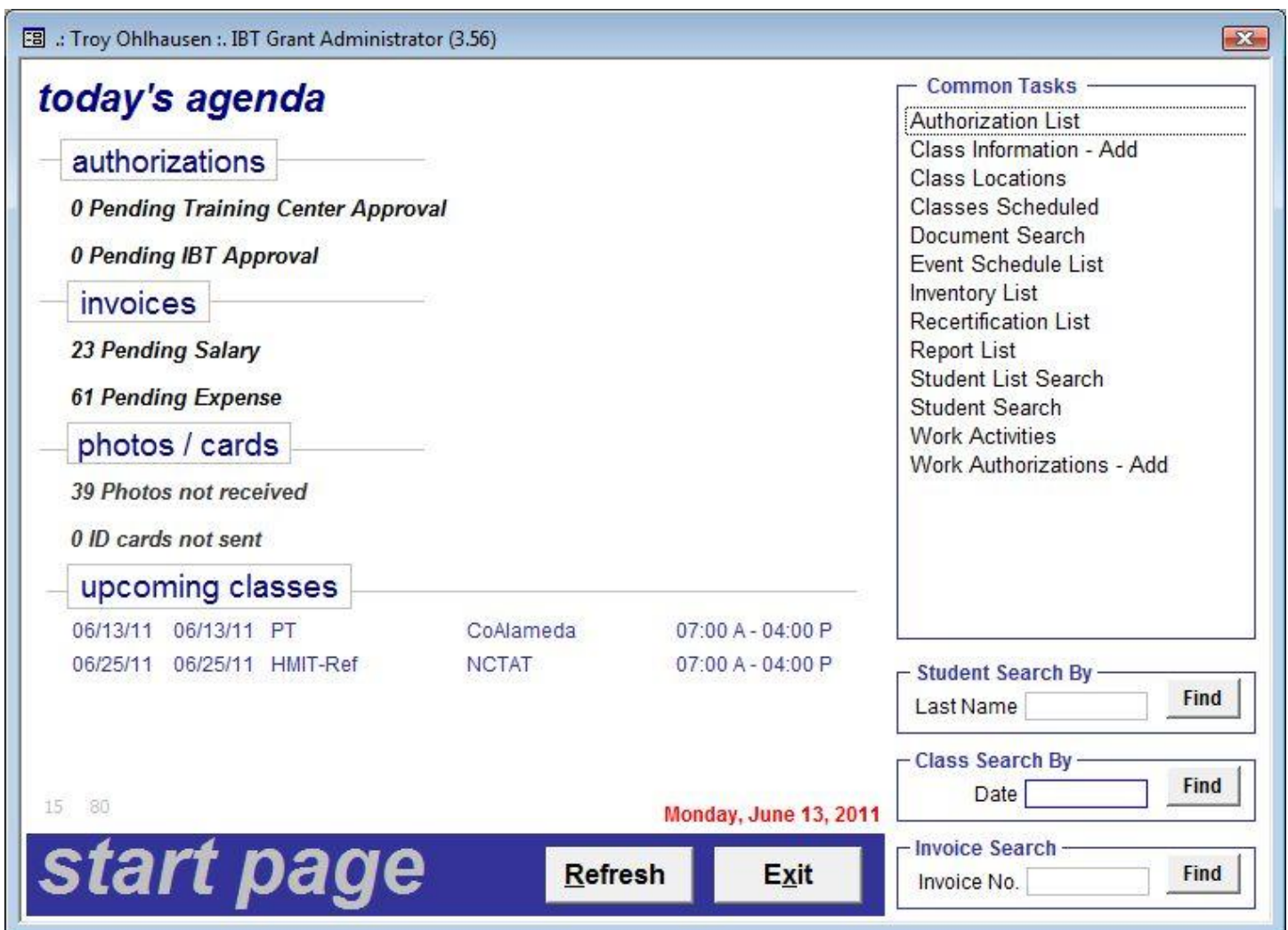
The desktop will show an Icon labeled Grant Administrator. Double click this icon to start the Grant Administrator program.

The Grant Administrator program will display Login form. Select your name and enter your password.



The image shows a Windows-style dialog box titled "Grant Administrator Login". On the left side, there is a small graphic of the American flag. To the right of the graphic, there are two text prompts: "Please enter your name" followed by a dropdown menu, and "Please enter your password" followed by a text input field. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

The Grant Administrator Start Page will appear.



The screenshot shows the "IBT Grant Administrator (3.56)" application window. The main content area is titled "today's agenda" and contains several sections with expandable headers:

- authorizations**: 0 Pending Training Center Approval, 0 Pending IBT Approval
- invoices**: 23 Pending Salary, 61 Pending Expense
- photos / cards**: 39 Photos not received, 0 ID cards not sent
- upcoming classes**:

06/13/11	06/13/11	PT	CoAlameda	07:00 A - 04:00 P
06/25/11	06/25/11	HMIT-Ref	NCTAT	07:00 A - 04:00 P

On the right side, there is a "Common Tasks" list with items like "Authorization List", "Class Information - Add", "Class Locations", etc. Below this list are three search sections: "Student Search By" (Last Name), "Class Search By" (Date), and "Invoice Search" (Invoice No.), each with a "Find" button. At the bottom, there is a "start page" banner with "Refresh" and "Exit" buttons. The date "Monday, June 13, 2011" is displayed in the bottom right.

Please refer to the Safety and Health Grant Program Database Remote Access User Guide for additional information. The guide can be downloaded from the Safety and Health Grant Program website.

Exiting the Program

There are 3 steps to exit the Grant Administration program and to close the Remote Access software.

1. Close the Grant Administration program running on the Safety and Health server.
2. Close the Remote Desktop program
3. Close the VPN program.

Failure to close all 3 programs completely could make your computer unstable or run extremely slow.

Closing the Grant Administration Application

At the bottom of the Start Page select the “Exit” button.

The screenshot shows the 'start page' of the Grant Administration application. At the top, there are status indicators: '39 Photos not received' and '0 ID cards not sent'. Below these is a section titled 'upcoming classes' with a table of class information:

06/13/11	06/13/11	PT	CoAlameda	07:00 A - 04:00 P
06/25/11	06/25/11	HMIT-Ref	NCTAT	07:00 A - 04:00 P

At the bottom of the page, there is a blue banner with the text 'start page' and two buttons: 'Refresh' and 'Exit'. The date 'Monday, June 13, 2011' is displayed in the bottom right corner. On the right side, there is a vertical navigation menu with links for 'Stude', 'Last M', 'Class', and 'Invoic'.

The Exit confirmation form will appear.



Select the “Exit Application” option and select the OK button. The Grant Administrator program will now close and you should return to the IBT S&H Department Server desktop.

Closing the Remote Desktop program

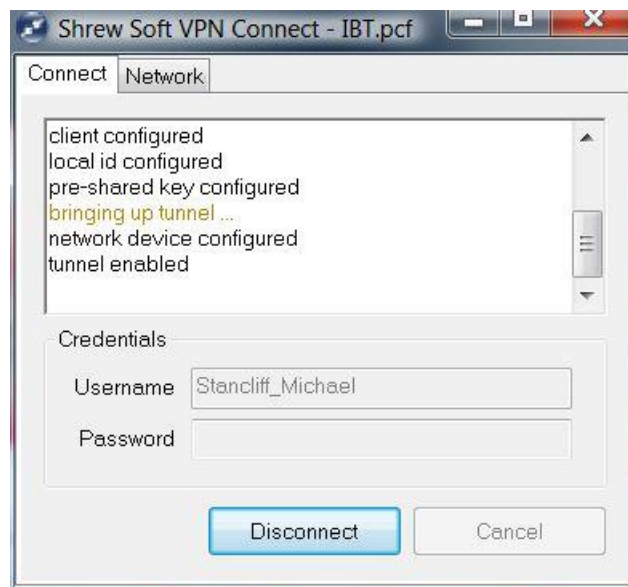
To close the Remote Desktop program you must log off of the IBT Safety and Health Department server. Select the Windows Start Button and select the Log Off button located at the bottom right of the Start Menu.



The Remote Desktop will close immediately.

Closing the VPN Connection

Select the Disconnect button on Shrew Soft VPN Connect Program.



Once the VPN is disconnected, the program will read the following:

“ tunnel disabled”

“detached from key daemon ...”

You are now completely disconnected from the IBT Server. Select the Exit button to close the Shrew Soft VPN Connect Program