

MANUAL

JobSearch Guides *Youth Guides*

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info@jobshopinc.com

I. Licensing Agreement

JobSearch Guides are available for use and distribution on a license basis. Organizations purchase a license for the copyrighted material for a set period of time (typically one calendar year). Your License Agreement will indicate your license period. Once a licensee, the organization is able to make copies of the *Guides* and distribute them in accordance with the Agreement.

The license permits:

- Distribution of *Guides* at the licensed location;
- Distribution of *Guides* at job fairs and conferences; and,
- Distribution within an organization at one location.

The license does not permit:

- Distribution of *Guides* outside the licensed location (For example, additional career center locations);
- Distribution of *Guides* through the mail to clients, other parties, or agencies;
- Permitting access to the JobShop secure licensee portal to any other person or organization;
- Distribution via electronic transmission (e-mail, transfer of files, etc.); or,
- Posting of content on your agency website.

Important definitions:

Organization: An organization is the entity that has purchased a license for one or more of JobShop's products.

Location (sometimes called **Customer**): This is where the product is located. The Location may have more than one product at that location (*JobSearch Guides* in English, *JobSearch Guides* in Spanish and/or *Youth Guides*).

In some cases the Organization and the Customer/Location are the same. In some cases the Organization has placed *Guides* in more than one location.

In order to effectively manage the *Guides*, JobShop requires a separate ID and Password for each product at each location. The Customer/Location must indicate in the License Agreement where the product is physically located.

All correspondence from JobShop, Inc., to the licensee will be made to the Customer/Location contact person. To assure uninterrupted service, IT IS CRITICAL THAT ALL OF THE LICENSEE INFORMATION BE CURRENT.

By purchasing a license, the Licensee has agreed to abide by the above restrictions. Upon termination of the license, the Organization agrees to destroy all copies of the *Guides* and supporting documents of the *Guides*, and to inform their staff that distribution is no longer permitted.

Licensee has the option to renew the Agreement each year. If the licensee had purchased the “Perpetual License,” before September 1, 2010 or **Lifetime License** after September 1, 2010, the Customer will then be able to continuously use the edition that was available in the fifth year of their Agreement and only at the licensed location. See Perpetual and Five-Year License on page 11.

Violation of the license agreement is considered copyright infringement and is punishable by law.

II. INFORMATION FOR NEW LICENSES

A. Setting Up an Account

Within 48 hours of receipt by JobShop, Inc., of an order for the JobShop product, the Location/Customer contact person will receive an email that contains a temporary user ID and Password. If the Location/Customer purchased more than one product for that location, the contact person will receive separate emails, Temporary IDs and Passwords for each product.

Log on to the JobShop, Inc., website, www.jobshopinc.com. On the Main page, enter your temporary ID and Password in the button, **Licensed Customer Login**. Make sure to enter both exactly as written in the email. The system is case sensitive.

After you have correctly entered your temporary ID and Password, you will be directed to change both your ID and Password. Your new ID and/or Password can be any combination of letters and numbers. **MAKE SURE YOU RECORD YOUR NEW ID AND PASSWORD IN A SAFE PLACE.** You will need both to log back into the JobShop system.

Follow the onscreen directions to activate your account.

Repeat the process for every new product.

Need help? call 888-562-5480 during normal business hours (9-5, ET).
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B. Display Kiosk

If you ordered the 80 or 44 Pocket Display from a vendor, follow their directions for setup.

C. Renewing Your License

When you renew your license, you will receive an email from JobShop, Inc., with a revision to your License Agreement. The new dates of the license will be included in the revision agreement. Once you receive your new License Agreement you will be able to continue to print and use the *Guides*. Your user ID and Password will remain the same.

III. NAVIGATING THE WEB SITE

A. Retrieving a Lost or Forgotten Username or Password

In the event that you have forgotten or lost your Username or Password, go to the JobShop, Inc., Main Page. Click on the Registered Customer Login button. Another page will appear. Click on “**Forgot login info?**” An email will be sent to the email address on record for the account. The email will give the current User ID and Password.

In the event that you have a different contact person, and you do not know the previous contact person’s email address, you will need to contact JobShop by calling 888-562-5480.

B. Managing Customer Account Information

When you initially log on to your account, you will be directed to your Account Information. Review this information. Revise any incorrect or missing information. Note that you will only be able to correct your Location/Customer Information. You are not able to change any of the Order Details. If there is an error in the Order Details, call JobShop at 888-562-5480.

When complete, click “Save Changes.”

Note: You must complete all required fields to continue. If a required field is left blank, you will not be able to access or print the *Guides*.

Return to the **Manage Customer Account Information** whenever there is a change in your information (new contact person, email address, etc.). Failure to keep current with the information could result in a loss of service and access to the *Guides*.

C. Input or Change Organization Logo

Every *Guide* has a section at the bottom of the first page for a place to add two of the Organization’s logos. Once you have registered your logo(s), you will have the opportunity to have the logo(s) automatically print on every *Guide*.

Note: The Logo file must be a JPG file. If the logo is a different format (like TIF) you will need to convert it to JPG before uploading.

The logo can be any size. The program will adjust the size to fit in the space permitted on each *Guide*.

To add or change a logo:

1. Click “Change your logo” from the Main Screen.
2. Click the “browse” button to locate the JPG file on your computer.
3. Click “Upload image.”

Note: If you already have a logo on file, you will need to delete the current logo before you can insert the new logo.

To delete a logo:

1. Click “Change your logo.”
2. Click “Delete.”

D. Input or Change Text Message

Every *Guide* has a place at the bottom of the *Guide* where the Organization can print up to five lines of text. The text will be printed in the middle of the page. Once you have registered the text, you will have the opportunity to automatically print the text on every *Guide*.

To add or change the text:

1. Click “**Change your personalized text**” from the Main Menu.
2. Fill in the five lines of text with up to 60 characters each line.
3. Click “**Update Text**”.

Hint: You may want to use the five lines to: Identify your Organization (line 1), Give your street address (line 2), City, State and Zip (line 3), telephone number (line 4) and your hours of operation (line 5).

You may want to change the text if displaying at a job fair.

IV. PRINTING THE *GUIDES*

JobShop uses a web-based system to make the *Guides* available to customers for printing. By making the *Guides* available on the web, JobShop is able to make changes to the *Guides* “on-the-fly” without having to wait for the next revision. Customers can be assured that when they access a *Guide* from the data base, it is the most current version of the *Guide*.

Customers are able to print *Guides* either:

1. All of the *Guides* at one time,
2. A series (by color) of the *Guides*, or
3. An individual *Guide*.

Additionally, customers are able to select whether or not they desire to print the *Guide* in color or in black and white.

A. Printing Your Initial Inventory

Before printing your initial inventory of *Guides* you need to decide on a method that you will use to print your *Guides* in volume.

1. Use your computer printer. You can use your inkjet or laser printer to print the *Guides*. A printer that will automatically print on both sides of the paper is preferred, but not necessary.
2. Use your copy machine. After printing a Master of each of the *Guides*, you can use your copy machine to print your inventory.

Hint: If you plan to copy the *Guides* in Black and White on your copy machine, create your Masters in Black and White. Copying a color Master on a black and white copier does not give as crisp a copy as does copying from the Black and White Master.

3. You can have a commercial printer print your *Guides*. You will need to provide them with a Master (usually each side on separate sheets of paper) of each *Guide*.

If you plan to use a commercial printer, the commercial printer may require authorization from JobShop to duplicate the copyrighted materials. If they require permission call, or have them call, JobShop at 888-562-5480.

B. Printing your Masters

If you plan to print your *Guides* with a copy machine or use a commercial printer print your *Guides*, you need to print Masters of each of the *Guides*. Once you have printed the Masters, file the Masters in a safe, convenient place. Print the Masters on a single page (not both the front and back on a single page).

1. Before printing your Masters, decide if you want to add a Logo and Personalization to your *Guides*. If you do, you will need to input that information before printing. See **Input or Change Organization Logo** and **Input or Change Text Message**.
2. From the JobShop Main Page, enter your User ID and Password.
3. At the Main Menu, select **Print Guides**.

4. You will need to select whether you desire to print the *Guide(s)* in color or Black and White. The default is to print in color.

5. Next select whether or not you want to print just a single *Guide*, a Group of *Guides* or all 76 JobSearch or 44 Youth Guides.

Note: You will have access only to the *Guides* that match your Agreement (*JobSearch Guides* in English, *JobSearch Guides* in Spanish or Youth Guides).

Hint: When printing Masters for the first time, it is suggested that you print the Masters from the Group menu.

Hint: When printing Masters, set your printer to print at the maximum resolution. This will give you the best Master from which you can copy. You may also want to print both a color version and a Black and White version.

6. After you select the “**view**,” click on the **Refresh** button.

7. From the list of options, select the Individual *Guide*, the Group or Complete Package. When you are ready to print, click on the **Print** button.

Group Package: *Guides* are grouped by topic areas and color. There are four groups.

8. You will now be asked to prepare your printer and to enter the number of copies that you intend to make. If you are making a Master, estimate the number of copies that you intend to make from that Master. The program requires you to enter a number before you can print any *Guides*.

You will now be asked whether or not you want to add the Logo and Personalization text to the *Guide(s)*. If you select, **Yes**, then the program will merge your Logo and Personalization text into every *Guide*. The default is **Yes**.

9. Click on **Start Printing**. The program will need to fetch the *Guides* from a data base and merge the Logo and Personalization text. If you are printing a Group or the Total Package, this may take a few minutes. Please wait.

10. A PDF file will be loaded to your screen. The program will use the PDF program that you have available on your computer (Acrobat Reader®, for example). You may want to change the size of the *Guide* in order to better view it on your monitor. Scroll down to confirm that the Logo and Personalization text was inserted.

If you do not have a PDF reader program installed on your computer, go to www.adobe.com and download the latest free version of Acrobat Reader®.

11. When you are ready to print, go to **File** at the top of your screen. From the drop down menu select **Print**. Select the printer that you want to use. Enter the number of copies that you want to make. Click on **Print**.

Hint: When printing Masters, print at the highest resolution available on your printer. Refer to your printer's Manual for how to adjust the print resolution.

12. Be sure to store your Masters in a safe, convenient place. Some organizations insert the Masters in a clear plastic sleeve.

C. **Printing Guides**

1. Before printing your *Guide(s)*, decide if you want to add a Logo and Personalization to your *Guides*. If you do, you will need to input that information before printing. See **Input or Change Organization Logo** and **Input or Change Text Message**.

2. From the JobShop Main Page, enter your User ID and Password.

3. At the Main Menu, select **Print Guides**.

4. You will need to select whether you desire to print the *Guide(s)* in color or Black and White. The default is to print in color.

5. Select whether or not you want to print just a single *Guide*, a group of *Guides* or all 76 JobSearch or 44 Youth Guides.

Note: You will have access only to the *Guides* that match your Agreement (*JobSearch Guides* in English, *JobSearch Guides* in Spanish or *Youth Guides*).

Group Package: *Guides* are grouped by topic areas and color. There are four groups.

6. After you select the “**view**,” click on the **Refresh** button.

7. From the list of options, select the Individual *Guide*, the Group or Complete Package. When you are ready to print, click on the **Print** button.

8. You will be asked to prepare your printer and to enter the number of copies that you intend to make. Enter the number of copies that you intend to make during this session. The program requires you to enter a number before you can print any *Guides*.

You will now be asked whether or not you want to add the Logo and Personalization text to the *Guide(s)*. If you select, **Yes**, the program will merge your Logo and Personalization text into every *Guide*. The default is **Yes**.

9. Click on **Start Printing**. The program will fetch the *Guides* from a data base and merge the Logo and Personalization text. If you are printing a Group or the Total Package, this may take a few minutes. Please wait.

10. A PDF document will appear on your screen. The JobShop program will use the PDF software program that you have available on your computer. You may need to change the size of the screen in order to better view the *Guide*. Scroll down to confirm that the Logo and Personalization text was inserted.

If you do not have a PDF reader program installed on your computer, go to www.adobe.com and download the latest free version of Acrobat Reader®.

11. When you are ready to print, go to **File** at the top of your screen. From the drop down menu select **Print**. Select the printer that you want to use. Enter the number of copies that you want to make. Click on **Print**.

Hint: You can adjust the resolution of the print on your printer. Refer to your printer's Manual for how to adjust the print resolution. You may want to print at the lowest resolution that results in a legible copy.

If your printer is capable of automatically printing on both sides of the page, select that option. Refer to your printer's Manual for instructions. You can manually print the *Guides* on both sides of the paper. Refer to your printer's Manual for instructions on how to manually print on both sides of the paper.

12. When you are finished printing, click **Done** to return to the *Guide* list.

13. When done with the *Guide* list, click **Done** to return to the main screen.

V. HOW TO CONTACT JOBSHOP, INC.

By Mail:

JobShop, Inc.
P.O. Box 654
Shacklefords, VA 23156

By Telephone and Fax

888-562-5480 (M-F, 9-5 ET)
804-785-2473 (fax)

By email:

sherry@jobshopinc.com
www.jobshopinc.com

VI. FREQUENTLY ASKED QUESTIONS

A. Perpetual (Five-year Licenses) and Lifetime Licenses

Prior to September 1, 2010, a number of licensees opted to purchase what was called a Perpetual License. Some licenses were converted to Perpetual Licenses after they had paid for their product for five consecutive years. If your license is a Perpetual License it means that you are free to perpetually duplicate and disperse the *Guides* at the original location. The version of the *Guides* that the Perpetual Licensee can duplicate and disperse is the version that is/was available at the conclusion of the licensee's fifth year.

Perpetual and Five-year plan Licensees who are still within their five year window will be given an ID and Password and will be able to copy *Guides* until their five year window expires. At that time, the Licensee will no longer be able to access the JobShop website and copy the *Guides*.

It is strongly recommended that all active Perpetual and five-year plan Licensees closely monitor the ending date of their Agreement. At least a month before the expiration date, the Licensee should print Masters of each of the *Guides* from the JobShop website. They will then be able to use those Masters in perpetuity. After their five year period expires, they will no longer be able to access the website.

Beginning January 1, 2015, JobShop introduced a **Lifetime License**. Customers who purchased a **Lifetime License** are able to duplicate and disperse *Guides* at that one location using the currently available version indefinitely. This license is voided if the organization changes. The license can be transferred to a new location as long as the old location no longer exists. Make sure that you notify Jobshop of the location change.

If you have any questions about your license, call JobShop at 888-5480.

B. General Topics

How do I contact JobShop, Inc. if I have a question?

Call our toll free number 888-562-5480 during normal business hours or go to our website at www.jobshopinc.com and submit your question.

Do the Guides come in any other languages?

We currently have the *JobSearch Guides* in both English and Spanish versions. The *Youth Guides* are available only in English.

Would JobShop, Inc., like to know if I found an error on one of the Guides?

Yes! With the ever changing Internet web sites and employment information, it is possible that we need to update a *Guide*. Please email the correction to: tom@jobshopinc.com.

How often are the Guides edited?

We try to stay up to date. Corrections are posted on an on-going basis and uploaded to the *Guides* data base. Customers can be assured that they are always receiving the latest version of the *Guide*. We do, however, have a 6 month lag time for the Spanish version

Is there a companion “Trainer’s or Advisor’s Handbook” for staff to use?

We do not have a handbook for staff. We have found that most workforce development staff can easily direct clients and customers to the appropriate *Guides* by using the titles as a reference.

Can staff bundle the Guides together in a booklet or binder for seminars or handouts?

Yes. Many Organizations will even combine *Guides* with their own workshop materials or handouts at Job Fairs.

C. Licensing Rights (and Wrongs)

Can we change the content of a Guide?

No! The *Guides* are copyrighted and your license permits you to only reproduce and distribute them for a period of time.

Can I put the files on my computer so that others in my office can have access to them?

Yes. However, you must insure that the files are not accessible outside of your immediate location. In the event that you do not continue your license, you must remove all files from all of the computers on the expiration date.

Can I e-mail or send any of the Guide files over the Internet or electronically to a client, organization, or another office?

NO! Making the *Guides* available via the Internet or electronically (whether they are password-protected or not) is a violation of the licensing agreement and will be considered copyright infringement and could result in JobShop, Inc., initiating legal remedies.

How long can I use the Guides as a Licensee?

Your License Agreement lists the Expiration Date. The expiration date is also provided on the Invoice that was used for payment. Generally, an Organization has paid for the license for a specific 12 month period. This license will need to be renewed each year. However, if the Organization had purchased a “Perpetual License” before September 1, 2010, there is no expiration date and the Organization can continue to use the *Guides* at that location with the edition currently licensed. Perpetual Licensees will have access to the website for five years from the date of their purchase. Perpetual Licenses are no longer available. See **Perpetual and Five-Year Licenses** above. **Lifetime Licenses** have no ending date.

Can we distribute the Guides at Career Day or Job Fair events?

Yes! We encourage you to use the Individualization Feature to help advertise your Organization’s workforce development efforts in the community.

Can I give the Guides to other organizations to be distributed at their locations, or even at another office of our Organization?

No. The license agreement is for a specific location for a specific Organization. You can, however, give them to organizations who might co-locate with you at a specific building or campus.

Can we make lots of inventory of the Guides if we are close to the end of our licensing period and then use them past the licensing end date without renewing our license?

No. On those rare occasions when an organization has not renewed (we are proud to say we average over 90% retention of licenses), we ask that the Organization, on the date that their license expires destroy all Masters, all inventory and cease distribution of the *Guides* in any form or fashion. You will no longer be able to access the website after the expiration of your License Agreement.