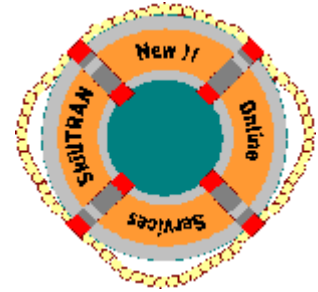


*Software and Internet-based Services for  
Rehabilitation, Forensics, and Counseling*



**WELCOME to SOS – SkillTRAN Online Services.** You are about to begin using the most comprehensive suite of tools *ever assembled* for transferable skills analysis, career transition planning, labor market information, job search, and job placement. Since 1982, under a variety of company names, these software services have served the vocational needs of thousands of case managers, vocational experts, and career specialists like yourself. This document will be your *street map* and *tour guide* to help you use SkillTRAN Online Services more easily.

We have tried to make this a “quick read”. Our online services really are **very easy** to use. Please review the sections that apply to your needs. This guide will answer many of the questions you will have about going online to SkillTRAN. Save this guide for future reference.

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## **1. SKILLTRAN ONLINE SERVICES - General Overview**

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SKILLTRAN is like a big library, filled with many resources for information about occupations, job requirements, labor market trends, estimated local wages, training facilities, and potential employers. Finding what you need in a library this big can be a challenge.

Fortunately, SKILLTRAN has anticipated the information you are likely to need, and created a variety of EASY ways to quickly get the information you need. Reports are created behind-the-scenes as you enter case data and make requests for information. At first, you won't realize just how big those reports will get because it is so easy to request the information!

SKILLTRAN's database files are very large ... too big to fit them all on your personal computer. SKILLTRAN updates all of this information on its own central servers and with its business partners. One advantage this gives you is that the SKILLTRAN library does not gobble up your hard disk space. SKILLTRAN also maintains and updates the information for you at no added cost. It is part of SKILLTRAN's service to you. You can get what you need, when you need it, 24 hours per day, 7 days per week.

## **2. YOUR PASSWORD - How and why to get one**

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Your account name and personal password enables access to SKILLTRAN's Online Services. Guard your password(s) like your personal bank and credit card information. New passwords are provided by SKILLTRAN upon request to the business owner or designated office manager. Assign a unique password for each case manager. This enables SKILLTRAN to provide accurate information about the use of the system, precise billing information, and security. Ask your supervisor to call SKILLTRAN to get you a password if you do not already have one assigned for the cases you will run for your office location. You can request a password change when staffing changes.

## **3. HOW TO PREPARE A CASE BEFORE GOING ONLINE**

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Assemble and validate all relevant factors about an injured worker (rehabilitation & litigation cases) *before* going online. Use SKILLTRAN's convenient two page form (Case Preparation Guide) to organize this comprehensive data. A PDF sample of the form is available from SkillTRAN or can be downloaded from the Support area of the new site – [www.online.skilltran.com](http://www.online.skilltran.com) - You can print copies as you need. In order to obtain a valid vocational report from SKILLTRAN, it is crucial that correct values be used for all worker characteristics, and that work history entries be equally accurate. SKILLTRAN's PC-based **JOB BROWSER Pro** software can be especially helpful to quickly and accurately identify the correct occupations of a work history or a job goal. It is a good idea to verify the accuracy of your work history choices (DOT codes) by validating the descriptions with the client (when possible). SKILLTRAN's online support area will help you choose the best factors to adjust for post-injury functioning in common case situations. See the next section for more information.

#### **4. SUPPORT MATERIALS for Case Preparation & Interpretation**

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The following materials are available in electronic format(s) to facilitate your use of the services.

Login to the “Support” link at <http://www.online.skilltran.com>

- Case Preparation Guide and New Subscriber Guide
- Data Resources, Reference List (Professional Citations re: TSA)
- Professional article(s)
- Online background on Worker Characteristics
- *Revised Handbook for Analyzing Jobs* (Excerpts)
- Suggestions on how to handle Common Case Situations
- Pocket Guide to the *Dictionary of Occupational Titles* (Surface mail only)

**PPS & PREPOST SUBSCRIBERS:** SKILLTRAN recommends that you use a Case Preparation Guide to prepare cases BEFORE going online. If you would like a Case Preparation Guide faxed or emailed to you, call SKILLTRAN toll free at 1-800-827-2182 or login to the Support link at <http://www.online.skilltran.com> for a PDF version 24 x 7.

#### **5. REPORT TYPES (Professional-oriented vs. Client-oriented)**

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SKILLTRAN has several kinds of reports and services designed to meet your most common needs. The reports generally fall into two categories, depending on who is the intended user of the service and who is the intended reader of the report.

VOCATIONAL PROFESSIONALS will appreciate how easy it is to use and interpret reports generated by the PPS (Placement Planning Service) and PREPOST (Pre-Injury / Post-Injury Analysis Service). PPS and PREPOST are most helpful to professionals serving persons with disabilities. See Sections C, D, & E for more information.

CLIENTS & JOB SEEKERS can interpret the CCS (Career Consulting Service) and JSS (Job Search Service). These products are easy to use by vocational professionals and interpreted by almost every job seeker without much staff time needed! CCS and JSS reports are meant for use by persons in any phase of career transition (CCS), or who are actually looking for a job (JSS). See Sections A & B for more information.

Sections A-E of this document list the major features of each online service. SKILLTRAN has carefully worded all menu items and made features very easy to understand and use.

SKILLTRAN encourages you to try a variety of features. You will be surprised at how much information is available to you so easily.

#### **6. HOW TO LOG IN [Get connected to SKILLTRAN Classic Online Services]**

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You must first have a customer account set up by SKILLTRAN. SKILLTRAN will issue a unique USER NAME and PASSWORD(s) as part of the SOS Signup process. You must have an internet connection to be able to use SOS. You must arrange for this connection with a local or national Internet Service Provider (ISP). You will then use a web browser and sometimes a

program called “Telnet” to use your keyboard to control the SkillTRAN servers. Telnet is included with the Windows operating system; a Macintosh version is often available free to Macintosh users.

**Classic Telnet-based services** are strictly character-based services. Just enter a number from the variety of menu options, and always press the <Enter> key to send it to SkillTRAN. \*\*\*\*\* **Carefully read menu items.** The items are clearly worded. The last line of each screen lets you know what you must do next. Run all of your searches and your various alternate scenarios during the online session. If you need to re-run a case, contact SkillTRAN for a billing adjustment, preferably on the same day you re-run a case.

**Macintosh users must remember to use the <RETURN> key only.**

*Macintosh users should read the special note on the next page to obtain, install, and use a TELNET program on the Macintosh.*

**New web-based services** use familiar web browser features to enable easy navigation. New web services will be steadily added as SkillTRAN re-engineers its classic services for the web. The new web services remember all of your entries as you go. This means that you can start a case, then return to continue/finish it later.

**STEP 1** - Carefully follow the instructions from your ISP to establish a connection between your computer and the internet.

**STEP 2** – Use a standard Internet Browser such as Microsoft Internet Explorer. AOL users should login to AOL, minimize the AOL screen(s), then use the standard Microsoft Internet Explorer browser. Navigate to the SkillTRAN web site at <http://www.skilltran.com> Click the link in the upper left corner of the home page: “Click here to login to the SkillTRAN Online Services”. Choose whether to use the Classic Telnet-based services or the new web-based services. For web service, skip to Step 4.

**STEP 3.** A message page will display, then a telnet window will open. Wait a few seconds for a connection. The following greeting is displayed:

```
SkillTRAN
Spokane, Washington
(Remember to use lower case to start this online session)
Enter the two character login code:
```

The login code is: **st**

Type: **st** then press the <Enter> key.

**NOTE:** Be sure that **st** is typed in lowercase letters. Wait a few seconds.

**STEP 4.** Enter your assigned User Name and Password when prompted.

Your User Name: \_\_\_\_\_

Password: \_\_\_\_\_

**STEP 5.** There will be a login message from SkillTRAN.

Then you will end up at the main menu in either the classic or the web-based service.

**CONGRATULATIONS!**

**YOU ARE NOW LOGGED IN TO SKILLTRAN's ONLINE SERVICES!**

**In case of LOGIN PROBLEMS**

In Step 3, if Telnet does NOT respond with the initial login greeting within 15 seconds, do the following:

On the Windows Task Bar, click **Start, Run**. In the little text box window, type:  
**telnet online.skilltran.com**  
Click **OK**.

Windows users (First telnet session only – Windows 95, 98, ME):

Click **Connect, Remote System**. At Host Name, enter:

**online.skilltran.com**

Leave "**Port**" set at **telnet** and the "**TermType**" = **vt100**

Click the **Connect** button, then wait a few seconds.

The SkillTRAN login message should appear. Continue with Steps 3-5 above.

Windows users (For subsequent telnet logins):

Click **Connect, online.skilltran.com**

Wait a few seconds for the SkillTRAN login greeting. Continue with Steps 3-5 above.

For Macintosh users:

Contact SkillTRAN for Telnet instructions specific for the Mac world.

Consider public domain telnet programs such as:

- NCSA Telnet plug-in for Netscape
- Nifty Telnet
- BetterTelnet

Visit [http://www.skilltran.com/SOS\\_newaccount.htm](http://www.skilltran.com/SOS_newaccount.htm) for links to these sites.


**ALSO - Check to be sure that:**

- Your phone line cord is properly connected to the modem (or your computer) and to the wall plug.
- If using an external modem, check that the cables are securely and properly connected at both ends and that the modem is powered on.
- Plug a regular telephone into the "PHONE" jack of the modem to be sure that you can hear a dial tone.
- Your phone number is set to dial "9" first if needed at your location or "\*70," to disable call waiting for that call
- You have established your usual connection to the Internet first, *before* using the Telnet program. Allow 10-15 seconds for the SkillTRAN server to respond.
- If you are on a network, are you able to surf to other Internet locations to rule out basic network problems at your end? Also, check with your system/network administrator to learn if Telnet is permitted on your network.
- If you are using a firewall program such as ZoneAlarm, Black Ice Defender, or Norton Personal Firewall, permit the Telnet program to access the internet.

## **7. GENERAL HELP - SKILLTRAN SERVICES**

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**In classic Telnet-based services**, after logging in, the SKILLTRAN ONLINE SERVICES menu shows all available online services. Your account must be set up to access each of these services. IF YOU WOULD LIKE TO USE A SERVICE to which access is not set up, call SKILLTRAN to have it activated. There is *no additional charge* to add access to other online services. You are charged for reports only as you *use* the services. To use a service, enter the line number of the service, then press the <Enter> or <Return> key.

**In web-based services**, click the “Help” link or the help icon  to pop up instant help.

**For both services**, use the “Support” link in the web-based services to get more comprehensive information about the products and other great reference / resources.

## **8. MENU ITEMS – Telnet vs. Web Service**

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Classic SKILLTRAN Online Services are clearly worded and menu-driven. Each screen displays a series of numbered choices. To select a menu item, just type the number (or letter) of the item, then press the <Enter> or <Return> key to send your choice to the SKILLTRAN server. Depending on the wording of the prompt (the last line shown on the screen), one or MORE menu items can be selected. The SKILLTRAN server performs the action(s) you have requested after you press the <Enter> or <Return> key. In a few situations, you will be asked a question that must be answered with a Yes or a No response. Just enter **Y** or **N** as your reply, followed by an <Enter> or <Return> key as appropriate for your system.

Web-based services use familiar web techniques to navigate – links, buttons, and lists.

## **9. GENERAL CASE PROCESS - Doing Reports with E•A•S•E !**

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The general process of getting a report involves just a few simple steps. SKILLTRAN has designed the services to be done with **E•A•S•E**:

- **ENTER** basic client information and work history (if any) [PPS, PREPOST, CCS]
- **ADJUST** for an individual's capabilities, restrictions, and preferences [PPS & PREPOST]
- **SEARCH** for alternative occupations [you choose how to search (PPS) or else it is an automatic search (PREPOST & CCS)]
- **EXPLORE** the search results and supplement with labor market information (wages, long term outlook, and business listings for potential employers).


You can often back up a step or two in this process. Just choose the menu item. After going through these steps and before disconnecting from a SKILLTRAN service, the report must be emailed from the SKILLTRAN server to you. You can then copy the emailed report into your favorite word processor. You can edit the report in your favorite word processing program and print several copies of the report if you need them. Be sure to print the report using Courier 10 font (maybe Courier 8 or 9 might be needed). Adjust your margins to about ¼inch (.5 inches) all around to cause the report to snap into place.



## **10. GETTING HELP WHILE YOU ARE ONLINE**

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**In classic Telnet-based online services**, at any menu or prompt, type **H** or **HELP** to get specific information for the entire menu. To get HELP for a specific menu item, type **Hn** (where “n” is the number of the menu item). Type **LOOK** to see the report created so far.

**In web-based services**, click the “Help” link or the help icon  to pop up instant help.

**For both services**, use the “Support” link in the web-based services to get more comprehensive information about the products and other great reference / resources.

**DON'T HESITATE TO REQUEST ONLINE HELP.** We want to help you get the best possible results from use of the system. It will only take a few cases to master the process of running a SKILLTRAN report. Your first few reports may take you 45-60 minutes each. Thereafter, you will become more efficient and will likely be running cases in an average of 15-20 minutes each (or less if you really do a lot of them).

THE HARDEST PART about using these online services is to read the menu items fully and carefully. If you get “stuck” on something, get help as explained above. Then slowly and carefully re-read the menu, prompts and choices.

## **11. STOPPING A PROCESS / HOW TO BACK UP A STEP**

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**In classic Telnet-based services**, if you decide to stop running a particular process, you can type **QUIT** at any time there is not a Yes or No question to answer. Type QUIT instead of picking a menu item to go BACK to a previous menu or to the Main Menu. It will not end your session. In many menus in PPS, there is often a menu choice that will jump back a step or two ... so sometimes you can “take one step forward to go two (or three) steps back!”

**In web-based services**, just click a previously used icon to go back one step or more.

## **12. SYSTEM NEWS**

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At the classic SKILLTRAN ONLINE SERVICES menu, choose this option to display the latest news about SKILLTRAN products & services. In the web service, just click the News link.

SYSTEM NEWS announcements are made whenever SKILLTRAN makes:

- Significant product enhancements or price changes
- New or updated data resources and products
- Changes or additions to its product line.

SYSTEM NEWS is read on your computer screen, one screen at a time. You can stop after any screen display.

Read SYSTEM NEWS regularly so that you can take advantage of all the information available. There is no charge to read the news. SkillTRAN will also email you or your account manager with information about the latest changes.

## **13. ALL ABOUT REPORTS**

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**In the classic Telnet-based services**, SKILLTRAN automatically creates a report “behind-the-scenes” as you are working with a service. In PREPOST, CCS, and JSS, the report format is set by SKILLTRAN, and cannot be changed by the customer. The PPS product, however, creates one or two user-definable report styles at the same time. SKILLTRAN initially sets up a customer’s PPS account with two report styles. One style is called CODED and the other DETAILED. The CODED style contains the job profiles from work history printed in “coded” form. The DETAILED style converts the codes to a detailed narrative description, and is normally a little longer than the CODED style.

**Web-based services** generate reports that are in HTML (web page) format. Just double click on the report attachment and it will be displayed in your web browser.

### **13-A. Getting the Report via Email to Your Computer**

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After the report is prepared online using the data you entered and the information you requested, it must be emailed from the SKILLTRAN server to an email address you choose. The email address can be yours, that of another colleague, or a referral source. The report is emailed within a matter of a few minutes. It might be best to email it to yourself. You can always forward a copy of it to others later.

At the conclusion of each report session, classic SOS automatically “volunteers” to email the report before exiting the system. In PPS, you must choose to have the report transmitted (Option #10 at the PPS Main Menu). If you forget to have the report emailed to you, PPS will remind you before allowing you to exit the system. If you forget or have trouble, use “Report Finder” from the initial SKILLTRAN ONLINE SERVICES menu. See Section 13-C. Just follow the simple instructions. You can use your word processor to edit out text you do not need.

**Web page format**. In the classic service, you can have the report sent in a web page format. This report format arrives as an email attachment. Double click the attachment (report.htm) to displayed the report in a web browser. To print, click **F**ile, **P**rint, Choose the printer, **O**K. You can highlight any section of a web page report, copy it, and paste it into your word processor.

When the report has been sent, there will be a confirming message. The invoice will be sent via separate email within 1-2 business days. SKILLTRAN displays a confirmation message that the report was emailed. Allow several minutes for the email process of the report to occur. Click OK to close the Telnet connection. Close the Telnet application.

**Web-based Service Reports** are always sent in the web page format.



## **13-B - Printing the Report**

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After 5-30 minutes, the emailed report should be available. Check your email account just as you would look for any email message. The report can be printed as an email message or the text can be copied to a word processor for further editing. The classic report is plain text, and can be put into nearly any word processing program (Windows, DOS, MacIntosh, even Linux).

The report file is a nicely formatted record of what you have done or requested during a session. If you find that your report has not been emailed to you within an hour after you have ended a session, **DON'T WORRY**. **SKILLTRAN KEEPS A COPY OF YOUR REPORT** for at least seven days after your session. Log back in to the SOS service you used, then follow the instructions below in Section 13-C. There is no extra charge to re-send the report by email.

**In Windows**, use your word processing program to print the report. Copy and paste the text of the emailed report into your favorite Windows word processor. Select all the text (usually CTRL-A), then choose to Format the text as Courier 10 font. You might need to try 8 or 9 point font, depending on how your word processor handles the text. Adjust your margins to ½inch (.5 inches) top and bottom. Then print as you normally do. Each page should print out with the page number at the top of the page. If the report pages keep "slipping" - that is, the page number on each page keeps moving down or up on each following page, adjust the top and bottom margins on your word processor. Preview the report to see if it has adjusted properly.

If you bring the report into your word processing program and it doesn't "look right", try adjusting a few settings in your word processor. See the sidebar for suggestions.

<p><u>SKILLTRAN's classic reports are 78 characters wide.</u> Highlight all the text (In MS Word, press "CTRL-A") Change font to Courier (a non-proportional font) Change the font size to 10 point (maybe 8 or 9 pitch) Set Left and Right Side margins to .75 inch Set Top and bottom margins to .5 inch</p>
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**Note:** Adjust one setting at a time until the report previews properly. Record these final settings for your future use, or save the settings in a template so that you can re-use them.

## **13 - C. Report Finder**

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From the classic Telnet-based SKILLTRAN ONLINE SERVICES menu, REPORT FINDER lets you retrieve a recent SKILLTRAN report you have created using any SKILLTRAN Online Service (PPS, PREPOST, CCS or JSS).

The classic REPORT FINDER is handy if you had trouble trying to email (download) your report, or if you experienced a power failure or had a problem with your internet connection. REPORT FINDER re-sends any report you created within the last seven days. You can do this at any time (24 hours a day, 7 days per week). There is no charge for emailing the report again.

A menu is presented which shows the following for each report file available:

- Page Heading - (Title that you entered on the report)
- Type of Service - (PPS, PREPOST, etc.)
- Style of Report - (CODED or DETAIL for PPS)
- Date of Creation - (MM/DD/YY within last 7 days)
- Time of Creation - (HH:MM military time format - Pacific Time)

Enter the line number listed to the left of the report that you would like to re-transmit. Follow the normal report email procedure. After email transmission has been completed, you will return to the SKILLTRAN ONLINE SERVICES menu.

In the classic Telnet services, if you want to see information on a case that was interrupted because of technical problems, you can recover what was completed up to the point of the problem. However, you cannot continue to process the case. You will at least have a copy of the report as it existed at the time of service interruption. In the new web-based services, your previously entered information will remain available so that you can continue.

**For Report Finder in web-based services**, login to [www.online.skilltran.com](http://www.online.skilltran.com), choose a client, click the “Report Finder” link, then double click on the desired report. It will display instantly in a new web browser. Click **F**ile, **P**rint to print out the report.

#### **14. DATA RESOURCES**

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SKILLTRAN has detailed information on more than 12,741 unique occupations. SKILLTRAN estimates wages in many U.S. cities and has millions of U.S. businesses catalogued for job search and labor market survey *anywhere* in the U.S. The Company's data resources include information about training facilities and long term job outlook for each of the 50 states. Check the “Support” link area of the new web-based service for current information about the source of various data.

SKILLTRAN regularly updates its products to reflect data changes. SkillTRAN is also in the midst of a multi-year re-engineering effort to move the classic Telnet-based services to the web-service. Keep attuned to News announcements to learn of the new changes.

SKILLTRAN conducts original research as needed to improve the functioning of government cross reference files and to create new crosswalks to integrate data. Original research has been conducted to integrate *skills and competencies* information. SkillTRAN is also periodically adding *new, emerging occupations* to its database resources and is adding new and local job titles to enable easy look up of information. SKILLTRAN welcomes your suggestions for ways to improve all of these services!

## **15. CUSTOMER SUPPORT**

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Contact SKILLTRAN at **509-927-8195**, Monday to Friday, from 11:00 a.m. to 8:00 p.m. Eastern time if you are having difficulty with SKILLTRAN 's Online Services. **There is no charge for technical support. Customer support is an important part of our service!**

**You can also email support questions 24 x 7 to [online.support@skilltran.com](mailto:online.support@skilltran.com)**

SKILLTRAN technical support will need to know:

Your USER NAME (Account Name or Number) and password

The type of internet connection you are using (ie: dial-up modem, LAN) and what operating system your PC is using.

The type of difficulty you are experiencing.

## **16. BILLING INFORMATION**

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Charges accrue at each point in processing a case where you are asked and you agree to be charged. The charges are itemized on the invoice emailed to you or your designated billing contact (local office or headquarters) within 1-2 business days. Terms are net 15 days. Invoices can be emailed to you in either HTML or PDF format. Let us know which format you prefer.

A statement can be generated by SkillTRAN upon request to include an overall summary of account activity. Individual invoices can also be emailed again upon request. The name you entered as the heading for each report is listed on the itemized invoice so that you can more easily match charges within your own internal billing system. The Report ID is also listed, which is SkillTRAN's own internal reference for report retrieval.

Full password information is not listed on invoices for security reasons, although a partial password is listed to show which user accessed the account. If you have obtained a unique password for each staff member who goes online with SKILLTRAN, then it is very easy to match the itemized billing information with the individual staff member who ran the case. **Be sure to let SKILLTRAN know if your staff changes so that passwords can be changed, too. You are responsible for access to the account and charges that accrue on it.**

SKILLTRAN will provide customers with electronic notice of any price changes.

You can securely review your account online and even pay via credit card if you like. SkillTRAN uses a web-based third party accounting program called Oracle Small Business. Use your web browser to navigate to this address: <http://www.oraclesmallbusiness.com>. Enter the accounting email name and password assigned by SkillTRAN (see the "New Customer Login" message emailed to you at account signup). Follow the simple instructions to review your account transaction history and/or pay online. This feature is generally available 24 x 7.

## ONLINE SERVICES - PRODUCT OVERVIEW

### A. CCS - The CAREER CONSULTING SERVICE

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**INTENDED USERS:**

Employment & training personnel, outplacement professionals, career guidance advisors, and job seekers in the process of career planning or transition, new entrants to the labor force, career changers, graduating students, and military → civilian transition.

**REPORT FORMAT:**

Intended for use by the individual WITHOUT professional interpretation.

**BEST USES:**

CCS is especially tuned for Corporate Outplacement, Massive Layoffs, Displaced Workers, and Career Changers. It also works well for evaluation of spousal support capability in Divorce Settlements.

CCS identifies other occupations a person can do using transferable skills and interests from past work experience and training. CCS shows the long term demand for these occupations, and estimates local wages in many U.S. locations.

The report generated by CCS is easily interpreted by the client or job seeker, empowering them to self-discover and to explore a variety of occupational choices. It is best followed with a request for a *targeted* job search, using SKILLTRAN's Job Search Service to get resume tips and actual business listings of companies to contact.

To use CCS, it is only necessary to know three elements:

- Work history and significant training experience (enter as if worked in an occupation)
- The geographic area where the person wants to work
- The person's ability/willingness to supervise others.

The standard charge for use of online CCS is \$ 15.00 (U.S.) per report.

**NOTE:** Because CCS encourages/stimulates career exploration, SkillTRAN highly recommends that the Job Browser Pro software be available (or the printed DOT books and associated resources) to enable clients/program participants to make an informed career choice.

Visit [www.skilltran.com/jb\\_overview.htm](http://www.skilltran.com/jb_overview.htm) for current information and pricing.

## **B. JSS - The JOB SEARCH SERVICE**

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### **INTENDED USERS:**

Employment & training personnel, outplacement professionals, vocational and rehabilitation counselors/case managers, career guidance advisors, job placement/development specialists, and all job seekers.

### **REPORT FORMAT:**

Intended for use by the individual WITHOUT professional interpretation.

### **BEST USES:**

The JSS report encourages the job seeker to complete a useful self-assessment. This process can lead to a stronger resume and skills list that can be used for interviewing purposes. JSS presents local labor market information (long term demand and estimated local wage). Optional business listings provide a quick way to penetrate the HIDDEN JOB MARKET, anywhere in the U.S.

JSS is designed to give the individual job seeker the information necessary to describe their best skills and qualities (resume preparation tips specific for the job goal) and to identify employers who may hire for the job goal. It features BUSINESS LISTINGS to help with job search and information about the labor market to help determine which industries offer the most optimistic future. It prepares information helpful in resume writing and encourages self-assessment of basic skills and abilities.

To use JSS it is necessary to know:

- The occupation(s) a person wants to do
- The geographic area for job search (ZIP code, ZIP code radius, county, MSA, State, Region, or National)
- A minimum size (number of employees) of companies to be selected.
- A maximum size (number of employees) of companies to be selected.

The standard charge for online JSS is \$ 10.00 (U.S.) per basic report, with a maximum of 10 occupations per report. Business listings are charged extra at a rate of \$ 20.00 per group of 50 listings. There is a price break beginning at 150 listings. See the following web page for current pricing:

[http://www.skilltran.com/SOS\\_prices.htm](http://www.skilltran.com/SOS_prices.htm)

**IMPORTANT NOTE:** If you want optional business listings, initiate your request for these in the classic Telnet-based service. When your report is emailed to you at the conclusion of the online session, the occupations from your report will be transferred to the new web-based service.

## **C. PREPOST - PRE-INJURY/POST-INJURY ANALYSIS**

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### **INTENDED USERS:**

PREPOST is especially useful in Workers Compensation and Personal Injury litigation. It has also been used in Product Liability and Medical Malpractice cases where an injury has caused a reduction in work potential.

### **REPORT FORMAT:**

Intended for use and interpretation by the skilled vocational professional, including vocational experts, insurance and worker's compensation claims examiners, and forensic specialists.

### **BEST USES:**

PREPOST reports the differences in occupational access to the labor market before and after an injury, using the only true method for analyzing transferable skills. It provides a defensible approach to determining wage and occupational loss.

Transferability issues are carefully explained as eight transferable skills analyses are conducted simultaneously. A graphic page shows loss of occupational access in a bar chart format. Another chart shows a calculation of percentage loss of access to occupations. Skilled and semi-skilled occupations are listed, both pre- and post-injury.

The report can include labor force statistics for all 50 States. Estimated local wages are available for many U.S. locations. Optional business listings can be obtained for any area in the United States (by zip code, radius around a zip code, city, county, MSA, Region, or nationally). The business listings can be used to conduct a labor market survey to determine actual local wages and to establish the existence of occupations in any local area.

The basic fee for online PREPOST is \$ 60.00 (U.S.) per report. Business listings are available in the new web service at a rate of \$ 20.00 per group of 50 listings. There is a price break beginning at 150 listings. See the following web page for current pricing:

[http://www.skilltran.com/SOS\\_prices.htm](http://www.skilltran.com/SOS_prices.htm)

**IMPORTANT NOTE:** If you want optional business listings, initiate your request for these in the classic Telnet-based service. When your report is emailed to you at the conclusion of the online session, the occupations from your report will be transferred to the new web-based service.

## D. PPS - THE PLACEMENT PLANNING SERVICE

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### **INTENDED USERS:**

Rehabilitation counselors/case managers, vocational experts, vocational evaluators, career assessment personnel.

### **REPORT FORMAT:**

Intended for use by the vocational professional.

PPS is a very flexible and powerful program to allow analysis of work history, adjustment to the worker profile for preferences or post-injury residual capacities, and retrieval of labor market information anywhere in the U.S.

### **USE PPS FOR:**

- ◆ TRANSFERABLE SKILLS ANALYSIS
- ◆ LOOK-UP OF LABOR MARKET INFORMATION (one job or a group of occupations)
  - Estimated Local Wages (Many U.S. locations)
  - Labor Force Statistics and Growth Projections (All 50 States)
  - Business Listings - By industry, county, ZIP code, zip code radius, city, MSA, Region, National, employee size. Millions of listings on file, all areas of U.S.
  - CAREER PLANNING using Interests (GOE or Keywords) or other code systems
  - COMPARISON OF THE CLIENT to Intended Vocational Goal(s)
  - Special Database Research
  - PRIVATE STORAGE of Information about:
    - Client work history and residual functional capacities

The standard charge for online PPS varies with the type of information requested.

**MAIN MENU #1** - Vocational Planning (Transferable Skills Analysis - Interest/User Selected Searches)

Basic price (including labor market information) \$ 35.00 (U.S.)

**MAIN MENU #2** - Get Information for One or a Group of Occupations (10 maximum)

Labor Market Information only (Local Wages and Outlook) \$ 10.00 (U.S.)

**MAIN MENU #5** - Other Procedures

Special Database Research \$ 25.00 (U.S.)

Optional business listings are available at a rate of \$ 20.00 per group of 50 listings. There is a price break beginning at 150 listings. See the following web page for current pricing:

[http://www.skilltran.com/SOS\\_prices.htm](http://www.skilltran.com/SOS_prices.htm)

**IMPORTANT NOTE:** If you want optional business listings, initiate your request for these in the classic Telnet-based service. When your report is emailed to you at the conclusion of the online session, the occupations from your report will be transferred to the new web-based service.



## **E. HELPFUL NOTES FOR THE PLACEMENT PLANNING SERVICE (PPS)**

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All PPS services begin and ultimately return to the PPS Main Menu. If you want to change from one way of solving placement problems to another, return to the PPS Main Menu so that you can approach the placement planning from another perspective.

### **PPS MAIN MENU # 1 - FUNCTIONAL ASSESSMENT / VOCATIONAL PLANNING**

**This is the most commonly used part of the PPS.** It is an orderly way to identify suitable vocational alternatives (transferable skills) for an individual who must change occupations. The order of processing is similar to your usual way of analyzing a case:

Step 1 - **Enter** the work history (if any)

Step 2 - **Adjust** the worker characteristics to reflect unused abilities, aptitudes, and residual capacities and preferences. Adjustments use standard DOT factors.

Step 3 - **Search** for vocational alternatives using an appropriate method:

- Analysis of Transferable Skills
- Search Based on Client Interests (GOE or Interest key words)
- Search Based on your Selection of Occupational Code System(s)
- Compare the Client to an Intended Vocational Goal

Step 4 - **Explore** the suggested vocational alternatives:

- Display the titles on your screen and/or Save the titles in the report
- Rearrange the Titles into a different order
- Get Occupational Information about the alternatives
- Delete some of the Irrelevant Titles from the list
- Get Job Development Leads (Business Listings) for one job goal or for the entire group of alternatives (Determines the local feasibility of suggested occupations).
- Get Labor Market Statistics and Projections (Long term, national or local)
- Get estimated local or national wages (many U.S. locations).

Step 5 - **Email** the report (to yourself or elsewhere). [Do this after returning to the PPS main menu.]

***In Step 4***, if you do not find enough occupational titles, consider searching again or re-adjusting the worker characteristics with a less strict set of search criteria. The occupations selected by the search will not exceed the worker characteristics you have described. **You can adjust and search again as many times as you need during the online session** without incurring additional search charges. The fact that you searched a certain way and the number of occupations found is recorded in the report automatically. **Actual titles are not included in the report until you explicitly request to save them (Step 4 – Post Search Option #2).**

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## **PPS MAIN MENU # 2 - GET INFORMATION ABOUT ONE OR A GROUP OF OCCUPATIONS**

This part of the system makes it very easy to look up information about any occupation contained in the DOT. Simply enter the job title, a part of the job title, or the DOT code (if you have already looked it up or it is available from another report). The complete DOT description is available.

You can also get information drawn from a variety of cross-references like:

- **Typical Occupational Characteristics** (in a CODED format, or in a DETAILED narrative explanation of the number codes)
- **National Employment Statistics And Projections**
- **Statewide Employment Statistics And Projections**
- **Wage Information** (National & Estimated Local in many U.S. locations)
- **Optional Business Listings** For Labor Market Survey/Job Search/Job Development

## **PPS MAIN MENU # 3 - JOB BANK Procedures**

This part of the PPS enables you to store information about live job vacancies or position openings. It is also where you store information about job analyses you have conducted. This aspect of the system is not used much. Contact SkillTRAN for more details.

## **PPS MAIN MENU # 4 - CLIENT BANK Procedures**

This part of PPS allows you to maintain a completely private bank of information about your clients. The major functions you can accomplish in this part are:

- ADD A CLIENT to your Private Client Bank
- UPDATE CLIENT INFORMATION (Client Bank Maintenance)

### **SPECIAL NOTE ABOUT OPTIONAL BUSINESS LISTINGS:**

SkillTRAN is re-engineering its classic Telnet-based services so that they run like web pages. Gradually, more functions will move to this newer style, which is even easier to learn and use. Some new features will be added along the way. This transition will be occurring during the next several years.

The first phase of this re-engineering process began with business listings. When you request business listings under the classic Telnet-based services, your occupational selections will be moved over to the new web service. **Be sure to finish your classic Telnet session, including sending your completed report by email.**

Then you can login to the new system for business listings using your existing username and password. For business listings, then, login to <http://www.online.skilltran.com> and follow the instructions from there. You can also go directly to the new web site without using PPS.

**Over time, more functions will transition over to the new web service.** SkillTRAN will notify you of these changes by email. **Do let us know how you like our new approach. Your feedback does guide us to new features and improvements.**

**PPS MAIN MENU # 5 - OTHER OPTIONS**

This part of the system contains a variety of infrequently used functions:

- IDENTIFY TRAINING OPPORTUNITIES for a particular type of training. It includes both vocational/technical training and college/academic study.
- SPECIAL DATABASE RESEARCH to allow specialized selection of data contained in the DOT database files or the OES files. The OES codes in PPS are the older, pre-O\*NET
- SPECIAL REPORT PROCEDURES to allow you to INSERT comments in the final report (print file), LOOK AT a portion of the final report before it is transmitted to you, or CHANGE the standard report format (affects the level of detail automatically reported when using PPS Main Menu # 1)
- LOOK UP INFORMATION, including:
  - Occupational Codes (WORK, MPSMS, GOE, SIC, ID, CENSUS)
  - Business Listing Codes (Zip Codes, Cities, States, Regional Files)

