

Search Filter	User Action	Choices or Options	Notes for Profile Professional 2004 <span style="float: right;">Spring 2005</span>
<b>Entire NOC Display</b>	[default mode]	"Full Scope" for all searching	"Entire NOC" is over-ruled by Skill Level or Skill Type, below. <b>Skill Level and Skill Type (below) allow the User to limit the scope of the searching to a subset of the NOC.</b>
<b>Skill Level Display</b>	Choose <b>one</b>	A, B, C, D, Management	Cannot use Skill Level in conjunction with Skill Type.
<b>Skill Type Display</b>	Choose <b>one</b>	1, 2, 3, 4, 5, 6, 7, 8, 9	Cannot use Skill Type in conjunction with Skill Level. See the Help Text or the Menu Option for definitions of codes 1-9.
<b>Aptitudes (obtained by conversion of GATB Raw Scores, available for Standard Mode of Operation)</b>		GATB Raw Scores: 12 Parts	Optional. Can also <u>derive</u> Aptitudes from a C-TSA procedure and/or <u>enter</u> Aptitude Levels directly (see below). After the GATB Raw Scores have been converted to Aptitude Scores, the GATB Raw Score values cannot be altered -- if it is ever necessary to change a GATB Raw Score for a Client <u>after</u> the scores have been converted, then a new Client Record must be created (which consumes one Profile Professional Use). It is very important to take care and enter the GATB Raw Scores accurately and completely, before doing the first conversion of GATB Raw Scores to Aptitude Scores and Levels.
	Specify	GATB Form: A or B	Required when converting GATB Raw Scores to Aptitude Scores. If necessary, GATB Form can be altered after first conversion has been performed and GATB Raw Scores can be re-converted (see below) -- this is especially useful in a case where the incorrect GATB Form had been specified for a Client Record.
	Specify	GATB Aptitude - Add SEM (Y/N)	Required when converting GATB Raw Scores to Aptitude Scores. User's selection can be modified if needed, and scores can be re-converted (see below).
	Convert from RS	to GATB Aptitude Scores and Aptitude Levels	Conversion applies to Standard Mode of operation. The User can convert on demand, as many times as required. By re-converting the GATB Raw Scores to Aptitudes, the User can effectively "over-ride" any manually-entered Aptitude Levels that may have been in use for Standard Mode -- see direct entry of Aptitudes, below.

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<b>Aptitudes (derived by the C-TSA Procedure)</b>	Derive by C-TSA Procedure	Aptitude Levels	In the C-TSA Mode of operation, the User can enter a Work History <u>once</u> per Profile Professional Use, and the history is used in the derivation of Aptitude Levels. If the Work History has multiple occupations, it is possible to delete one (or more) occupations and re-build the C-TSA profile, which may result in an updated set of derived Aptitude Levels. See Help Text.
<b>Aptitudes (direct entry)</b>  <b>Special Note #1 about the "stickiness" of data values from the direct entry of Aptitudes</b>  <b>Special Note #2 about the "stickiness" of data values from the direct entry of Aptitudes</b>	Enter  Take Note re the Standard Mode  Take Note re the C-TSA Mode	Aptitude Levels (1 is highest, and 5 is lowest)  In Standard Mode, if Aptitude Levels were originally obtained by conversion from GATB Raw Scores, then the User can re-convert the GATB Raw Scores to over-ride any manually-entered Aptitude Levels. Otherwise, the manually-entered Aptitude Levels will be "remembered" for this Client Record, even after the current session of Profile Professional is closed.  In C-TSA Mode, if the User manually enters or modifies any Aptitude Scores, then the direct-entry Aptitude Levels will be "remembered" for this Client Record, even after the current session of Profile Professional is closed. User's manually-entered Aptitude Levels can be viewed in C-TSA Mode Preview "Adjusted Search Filters". To view the original Aptitude Levels from the C-TSA procedure, use the C-TSA Mode Preview " <u>Un</u> adjusted Search Filters". To put the modified Aptitude Levels back to their unadjusted (original C-TSA) values, the User would do this manually, with subsequent direct entry of those scores.	Can modify converted / derived / entered scores at any time. The Standard Mode and C-TSA Mode each have a separate set of Aptitude Levels, and levels can be different for each.
<b>Aptitudes (value = 0)</b>	Take Note	An aptitude level of 0 (zero) can be considered to be an indication that the client has "super-human" ability for that aptitude. See the Help Text for more information about searching logic.	
<b>Aptitudes -- additional search parameters #1</b>	Specify	Allowance Range (0, 1, 2, 3, 4) -- values 0, 1 and 2 are typical, but 3 and 4 will also be accepted	See Help Text for the effect of this parameter on searching. This parameter is included in the dialog box for the entry of GATB Raw Scores, and also in the Search Filters Menu under Aptitudes - Select Aptitudes. When the value is zero, then the Aptitudes will operate in a "direct match" mode. When the value is greater than zero, then Aptitudes will be involved in the search in a hierarchical way -- see Help Text for details.
<b>Aptitudes -- additional search parameters #2</b>	Specify for the Standard Mode	Major Aptitudes Only (Y/N)	See Help Text for the effect of this parameter on searching. This parameter is included in the dialog box for the entry of GATB Raw Scores. "N" will cause a more-restrictive search. (In C-TSA Mode, Major Aptitudes Only is always set to "Y".)

<b>Interests</b>	Choose one	Interest Factor <b>1</b> (D, I, M, O, S)	See Details for definitions of the codes for this search filter, as measured by the Canadian Work Preference Inventory, CWPI. Interest Factor 1 is for the Client's main interest.
	Choose one	Interest Factor <b>2</b> (D, d, I, i, M, m, O, o, S, s)	See Details for code definitions. Lower-case ratings indicate a weaker representation of that interest.
	Choose one	Interest Factor <b>3</b> (D, d, I, i, M, m, O, o, S, s)	See Details for code definitions. Lower-case ratings indicate a weaker representation of that interest.

<b>Interests - Searching</b>	Take Note	All <b>three</b> factors capitalized	When all three Interest Factors are capitalized (meaning all three are of equal prominence), Profile will permutate all three factors and search for all possible permutations. For example, if the User's three Interest Factors are O, M and D, then an occupation with any one of these six codes can potentially be selected: OMD, MOD, DOM, ODM, MDO, and DMO.
	Take Note	First <b>two</b> factors capitalized	In this case, Profile will recombine the first two Interest Factors and add the User's third factor to the end. For example, if the User's three Interest Factors are O, M and "d", then an occupation with either of these two codes can potentially be selected: OMd and MOd.
	Take Note	Only <b>one</b> factor is capitalized	When only the first Interest Factor is capitalized, Profile performs a more-flexible and inclusive comparison. An occupation that has an Interest code matching the <u>first</u> (capitalized) Interest Factor can potentially be selected, regardless of the other (lower-case) factors that the User has specified. Consequently, if the User's Interest Factors are O, "m" and "d", then an occupation need only have one of a wide variety of Interest Codes to potentially be selected, including: Omd, Odm, Osi, Osm, OId, OMD, MOD, etc., etc.

<b>Wage (national data)</b>	Choose lower limit	(list of possible values is provided by the program)	Occupation titles with average hourly wage rates below the User's specified lower limit will be "discarded" by the search.
	Choose upper limit	(list of possible values is provided by the program)	Occupation titles with average hourly wage rates above the User's specified upper limit will be "discarded" by the search.

<b>Wage ("n/a" values)</b>	Take Note	for Wage data value = n/a	Some occupation titles have "n/a" as their data value for the average the wage rate. If the Wage Range filter is in use, then all of these "n/a" occupations will be "discarded".
<b>Wage (dollar value in search panel in C-TSA Mode)</b>	Take Note	for Wage data value = \$xx.xx	After the C-TSA Profile is built, it predicts the highest hourly average wage from the client's work history and displays this value in the C-TSA search filter panel. The dollar value is for information only and does not affect the searching. When the User chooses lower and upper limits for the Wage search filter, the dollar value will be replaced in the search filter panel by the User's range.

<b>Employment Prospects (national data)</b>	Choose one <u>or</u> <u>more</u>	Good, Fair, Limited	Occupation titles with employment prospects below the User's chosen rating will be "discarded" by the search.
<b>Employment Prospects ("n/a" values)</b>	Take Note	for Prospects data value = n/a	Some occupation titles have "n/a" as their data value for the employment prospects. If the Employment Prospects filter is in use, then all of these "n/a" occupations will be "discarded" by the search.

<b>Special Note about the C-TSA Procedure and eleven of the search filters (see list)</b>	Take Note	Data/People/Things, Education/ Training, Colour Discrimination, Body Position, Hearing, Limb Co-ordination, Strength, Vision, Discomforts, Hazards, Location	This note applies to C-TSA Mode. User can enter a Work History <u>once</u> per Profile Professional Use, and the history is used during the C-TSA Procedure to derive code(s) applicable to each of these eleven search filters. User can over-rule the code(s) for any of these search filters, through direct entry of new values (below). See Help Text for more information.
<b>The search filters for Interests, Wage, and Employment Prospects are not in this list because the C-TSA procedure does not derive codes for these filters. Users can still specify values for these filters (manually).</b>			
<b>Special Note about the "stickiness" of data values from the direct entry of codes for eleven of the search filters (see list)</b>	Take Note	re C-TSA Mode	In C-TSA Mode, if the User manually enters or modifies any of the derived codes for any of the eleven search filters listed in this section, then the User's direct-entry codes will be "remembered" for this Client Record, even after the current session of Profile Professional is closed. User's codes can be viewed in the C-TSA Mode Preview "Adjusted Search Filters". To view the original codes that were derived from the C-TSA procedure, use the C-TSA Mode Preview "Unadjusted Search Filters". To put any modified filter code back to its unadjusted (original C-TSA) values, User does this manually (by direct entry of the code). See Help Text.

<b>Data/People/Things (derived ratings)</b>	Derive by C-TSA Procedure	Data/People/Things ratings	In the C-TSA Mode of operation, User can enter a Work History <u>once</u> per Profile Professional Use, and history is used in the derivation of a set of DPT ratings. See Help Text.
<b>Data/People/Things (direct entry)</b>	Choose one code for Data/Info, one for People, and one for Things	Data/Information (0, 1, 2, 3, 4, 5, 6, 8, Exclude); People (0, 1, 2, 3, 4, 5, 6, 7, 8, Exclude); Things (also code 0 thru 8 or Exclude)	User can modify DPT ratings at any time. User can enter separate codes for Standard Mode and C-TSA Mode, if desired. See Details for definitions of codes. There is no "7" choice for Data/Information. If the User chooses "Exclude" for one or more of the three codes, this will cause the associated sub-filter (Data/Information, People, Things) to be <u>inactive</u> (i.e., not involved) in the search.
<b>Data/People/Things (search logic)</b>	Take Note	re search logic	Searching is done in a hierarchical fashion for DPT -- see Help Text for more information about the DPT search logic.

<b>Education/Training (derived ratings)</b>	Derive by C-TSA Procedure	Education/Training ratings	In the C-TSA Mode of operation, User can enter a Work History <u>once</u> per Profile Professional Use, and history is used in derivation of Education/Training ratings. See Help Text.
<b>Education/Training (direct entry)</b>	Choose one <u>or more</u>	1, 2, 3, 4, 5, 6, 7, 8	Can modify derived/entered ratings at any time. User can enter separate Education/Training ratings for Standard Mode and C-TSA mode, if desired. See Details for code definitions, and note that the selection of multiple codes for this search filter can significantly affect the outcome of the searches.
<b>Education/Training (search logic)</b>	Take Note	C-TSA Mode and Standard Mode	If the Education/Training rating for an occupation title does not match <u>any</u> of the User's chosen Education/Training values, then that occupation title will be "discarded" by the search. Review the Help Text -- the selection of multiple codes can significantly affect the outcome of searches with this filter.

<b>Colour Discrimination</b>	Choose one	<p>0 = not relevant (occupation does not require colour discrimination)</p> <p>1 = relevant (occupation requires colour discrimination)</p>	During the searching, an occupation title can potentially be selected if its Colour Discrimination code is the same as the one the User has chosen. Another way to look at the search logic is: If the Colour Discrimination filter is active in the search, then Code 0 (zero, "not relevant") will "discard" those occupations that require colour discrimination, continuing with those occupations where successful job performance does not need colour discrimination (i.e., is not relevant).
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<b>Special Note about Match Search and Restrictive Search (below)</b>	Take Note	Body Position, Hearing, Limb Coordination, Vision, Discomforts, Hazards, Location	Seven search filters (see list) can operate in one of two different ways during a search: Match Search or Restrictive Search. User can work with some filters as Match Searches and others as Restrictive. In general, Restrictive Searching "discards" occupations that have any of the User's specified values for that search filter. For each of the search filters listed, note that there are two sections below. See Help Text.
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<b>Special Note about Match Search</b>	Take Note	Notes for Match Search (these generic notes apply to each of the filters listed below, when the filter is used in Match Search)	<a href="#">See Details for definition of each code value. If this search filter is active as a Match Search, then an occupation that has a code that matches ANY of the User's specified codes will be "eligible to remain" in the search. This search filter can be used as a Match Search or as a Restrictive Search (but not both ways at the same time). See the corresponding Restrictive Search, below.</a>
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<b>Special Note about Restrictive Search</b>	Take Note	Notes for Restrictive Search (these generic notes apply to each of the filters listed below, when the filter is used as a Restrictive Search)	See Details for definition of each code value. If this search filter is active as a Restrictive Search, then an occupation that has a code that is the same as one of the User's specified code(s) will be "discarded" by the search. See the Match Search, above.
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<b>Body Position - Match Search</b>	Choose one <u>or</u> <u>more</u>	1, 2, 3, 4	<a href="#">See the generic notes for Match Searching (above).</a>
<b>Body Position - Restrictive Search</b>	Choose one <u>or</u> <u>more</u>	1, 2, 3, 4	See the generic notes for Restrictive Searching (above).

<b>Hearing - Match Search</b>	Choose one <u>or</u> <u>more</u>	1, 2, 3	<a href="#">See the generic notes for Match Searching (above).</a>
<b>Hearing - Restrictive Search</b>	Choose one <u>or</u> <u>more</u>	1, 2, 3	See the generic notes for Restrictive Searching (above).

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<b>Limb Co-ordination - Match Search</b>	Choose one <u>or</u> <u>more</u>	0, 1, 2	<a href="#">See the generic notes for Match Searching (above).</a>
<b>Limb Co-ordination - Restrictive Search</b>	Choose one <u>or</u> <u>more</u>	0, 1, 2	See the generic notes for Restrictive Searching (above).
<b>Vision - Match Search</b>	Choose one <u>or</u> <u>more</u>	1, 2, 3, 4	<a href="#">See the generic notes for Match Searching (above).</a>
<b>Vision - Restrictive Search</b>	Choose one <u>or</u> <u>more</u>	1, 2, 3, 4	See the generic notes for Restrictive Searching (above).
<b>Discomforts - Match Search</b>	Choose one <u>or</u> <u>more</u>	D1, D2, D3, D4, D5	<a href="#">See the generic notes for Match Searching (above).</a>
<b>Discomforts - Restrictive Search</b>	Choose one <u>or</u> <u>more</u>	D1, D2, D3, D4, D5	See the generic notes for Restrictive Searching (above).
<b>Hazards - Match Search</b>	Choose one <u>or</u> <u>more</u>	H1, H2, H3, H4, H5, H6, H7, H8	<a href="#">See the generic notes for Match Searching (above).</a>
<b>Hazards - Restrictive Search</b>	Choose one <u>or</u> <u>more</u>	H1, H2, H3, H4, H5, H6, H7, H8	See the generic notes for Restrictive Searching (above).
<b>Location - Match Search</b>	Choose one <u>or</u> <u>more</u>	L1, L2, L3, L4	<a href="#">See the generic notes for Match Searching (above).</a>
<b>Location - Restrictive Search</b>	Choose one <u>or</u> <u>more</u>	L1, L2, L3, L4	See the generic notes for Restrictive Searching (above).

This completes the notes for the seven search filters that can be used for Match Searching or for Restrictive Searching

<b>Special Note about Hierarchical Search and Specific Search for the Strength search filter</b>	Take Note	re Strength	The Strength search filter can operate in one of two different ways (hierarchical or specific) during a search, but not both ways in the same search. More information is provided in the next two sections below.
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<b>Strength - Hierarchical Search</b>	Choose one	Limited, Light, Medium, Heavy -- (1, 2, 3, 4)	See Details for definition of each code value. If this search filter is active as a Hierarchical Search, then an occupation that has the User's chosen code, or a lesser code, will be "eligible to remain" in the search. See the corresponding Specific Search, below. See Help Text for more information.
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<b>Strength - Specific Search</b>	Choose one	Limited, Light, Medium, Heavy -- (1, 2, 3, 4)	See Details for definition of each code value. If this search filter is active as a Specific Search, then an occupation that has the User's specified code will be "eligible to remain" in the search. See the corresponding Hierarchical Search, above. See Help Text for more information.
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<b>Special Note #1 about Desktop Mode</b>	Take Note	re Desktop Mode (a "simple" variant of the Standard Mode)	There are three modes of operation in Profile Professional 2004: Standard Mode, C-TSA Mode, and Desktop Mode. In earlier sections of this document, focus is on Standard Mode and C-TSA Mode, each of which involve creating a new Client Record and associating the searches with that record. Profile Pro's third mode of operation, Desktop Mode, permits simple searches <u>without</u> creating a new Client Record, and it does not require the consumption of a Licence Use to do a search.
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<b>Special Note #2 about Desktop Mode</b>	How to Access Desktop Mode	(Requires at least one Licence Use remaining unused in Profile Professional 2004, but does <u>not</u> consume Licence Uses.)	Desktop Mode is very similar to Standard mode, but Desktop does not require a new Client Record to be created. Profile Professional 2004 starts in Desktop Mode automatically, and will continue in that mode until the User creates a new Client Record or opens an existing Client Record. If the User wishes to return to Desktop Mode after having entered the Standard or C-TSA Mode, use the File   Close option (which closes the active Client Record).
<b>Special Note #3 about Desktop Mode</b>	Take Note	Limitations of Desktop Mode	Desktop Mode allows the User to work with the scope-limiting options for Skill Level and Skill Type in the "Display Groups" menu, and/or to work with any SINGLE search filter that applies to Standard Mode (some restrictions follow). Desktop Mode does not support Entry of GATB Raw Scores nor the conversion of these raw scores to Aptitude Scores and Levels -- the User can, however, enter a client's aptitude levels directly if desired (as in Standard Mode). Desktop Mode does not allow the User to manipulate the setting of the Major Aptitudes Only search filter (a value of "Y" is assumed). The Search filter parameters are not "sticky" in Desktop Mode -- values/codes are reset every time the User enters a search filter dialogue.
<b>General Note about Documentation</b>	Take Note	re Details and Help Text	These notes are intended to be an overview, to supplement the specific Details and Help Text that accompany the dialog boxes for most of the search filters, and the Help Text that is available in the Help Menu. This material should be read in combination, since all sources contain valuable information.
<b>General Note about National Occupation Classification Career Handbook (NOC CH)</b>	Take Note	re User's training and expertise	Users of Profile Professional 2004 must have a thorough understanding of the concepts and methods underlying the National Occupation Classification Career Handbook (NOC CH) and the Profile Professional search engine. Knowing how Search Filters operate during the comparison search process is essential to the proper use of this software, and toward communicating the contents of the reports that are produced.