

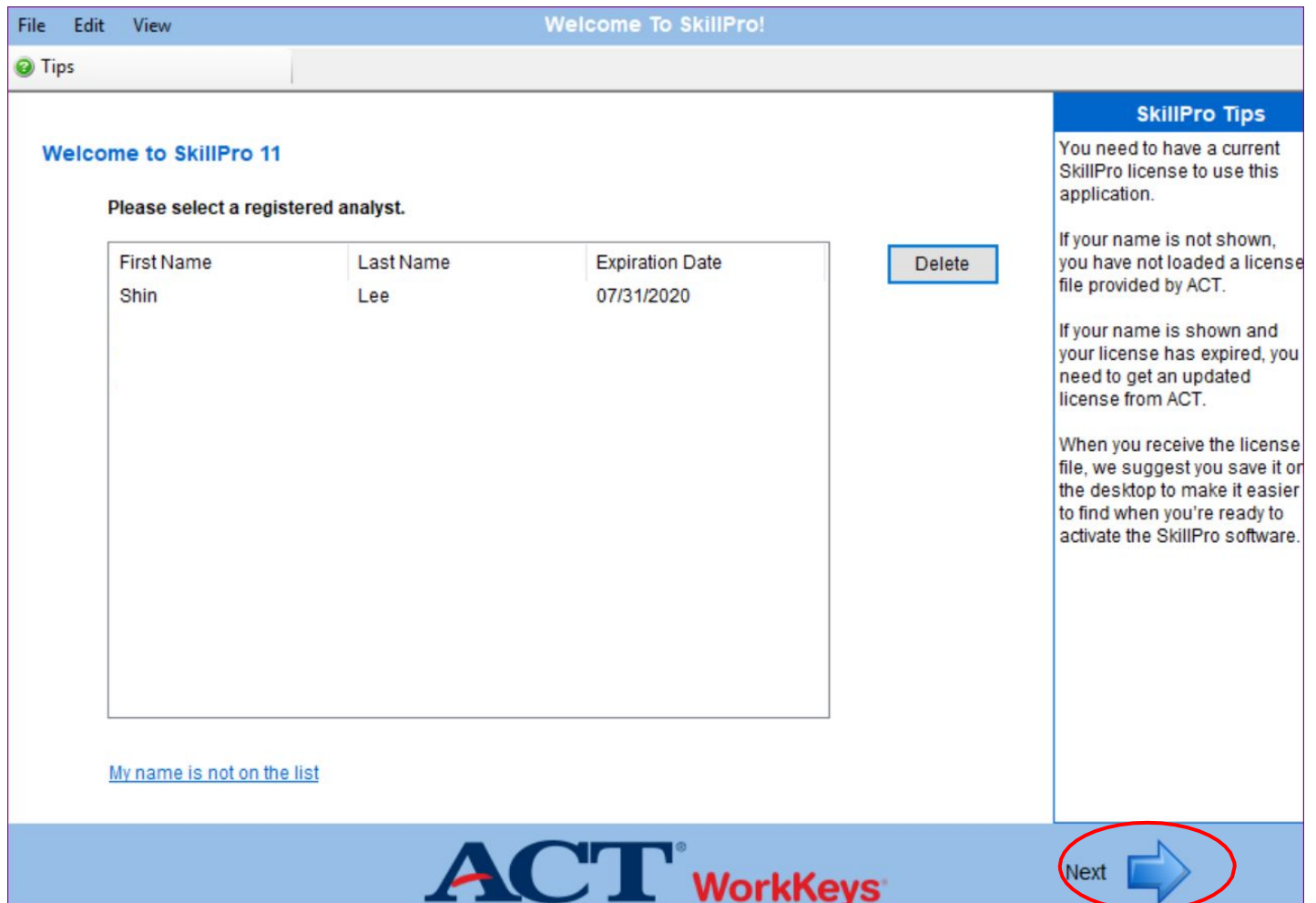
Technical Tips for SkillPro Users

This document includes tips on the following topics:

- Navigating through the SkillPro software
- Saving tasks lists to different media (i.e., exporting task lists)
- Importing a task list
- Exporting and importing profiles

1. Navigating through the SkillPro Software

Arrows – the **right arrow** takes you further into the software while the **left arrow** (which is shown in the screen on the next page) takes you one step/screen back.



The screenshot shows the SkillPro software interface. At the top, there is a menu bar with 'File', 'Edit', and 'View' options, and a title bar that says 'Welcome To SkillPro!'. Below the menu bar, there is a 'Tips' tab. The main content area is titled 'Welcome to SkillPro 11' and contains the instruction 'Please select a registered analyst.' Below this instruction is a table with three columns: 'First Name', 'Last Name', and 'Expiration Date'. The table contains one row with the following data: First Name: Shin, Last Name: Lee, Expiration Date: 07/31/2020. To the right of the table is a 'Delete' button. Below the table is a link that says 'My name is not on the list'. On the right side of the interface, there is a 'SkillPro Tips' sidebar with the following text: 'You need to have a current SkillPro license to use this application.', 'If your name is not shown, you have not loaded a license file provided by ACT.', 'If your name is shown and your license has expired, you need to get an updated license from ACT.', and 'When you receive the license file, we suggest you save it on the desktop to make it easier to find when you're ready to activate the SkillPro software.' At the bottom of the interface, there is a blue bar with the 'ACT WorkKeys' logo on the left and a 'Next' button with a right-pointing arrow on the right. The 'Next' button and arrow are circled in red.

First Name	Last Name	Expiration Date
Shin	Lee	07/31/2020

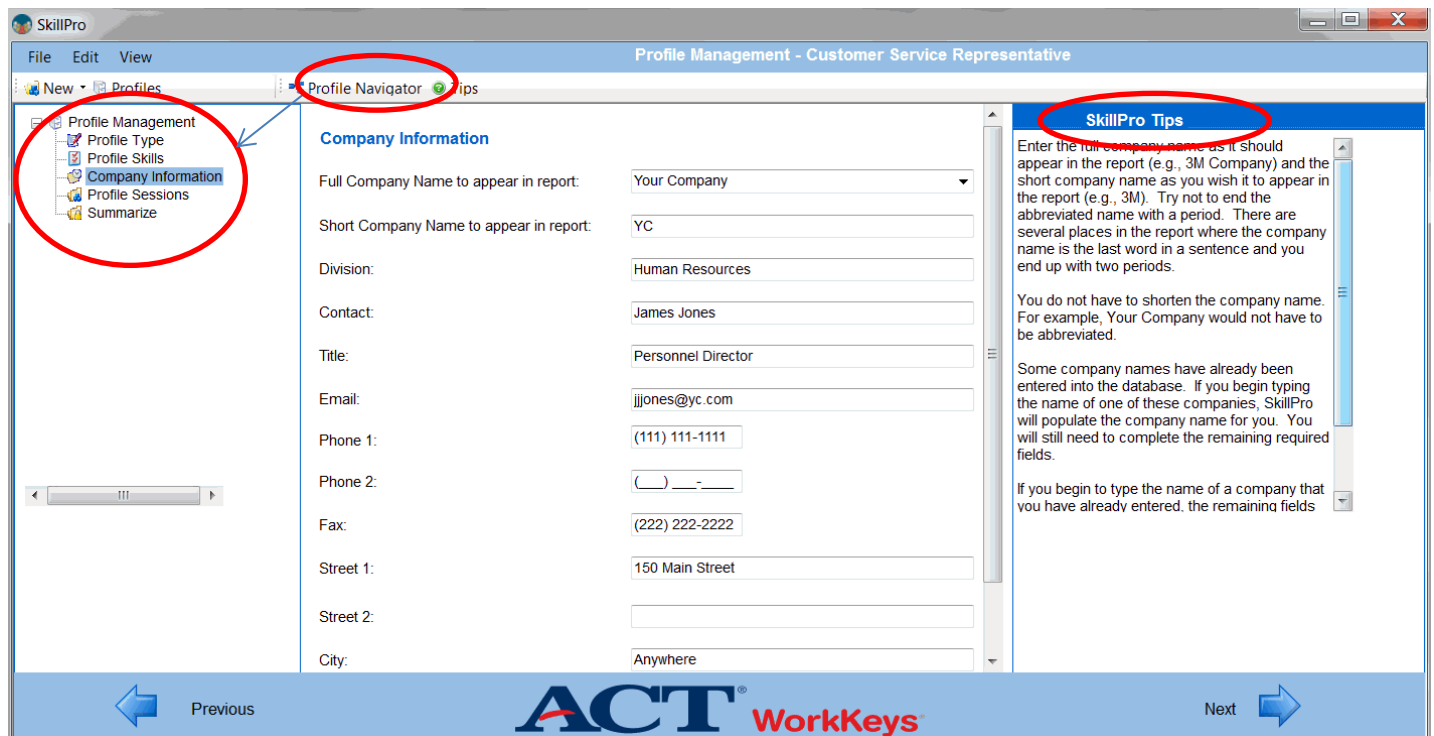
Double-click – you can double-click to initiate some actions within SkillPro. For example, from the Welcome screen, the profiler can click **Next** to move further into the software **or** the profiler can double-click on their name to move further into the software.

Profile Navigator - can be used to move within an individual profiling session or from one profile session to another as part of the same profile.

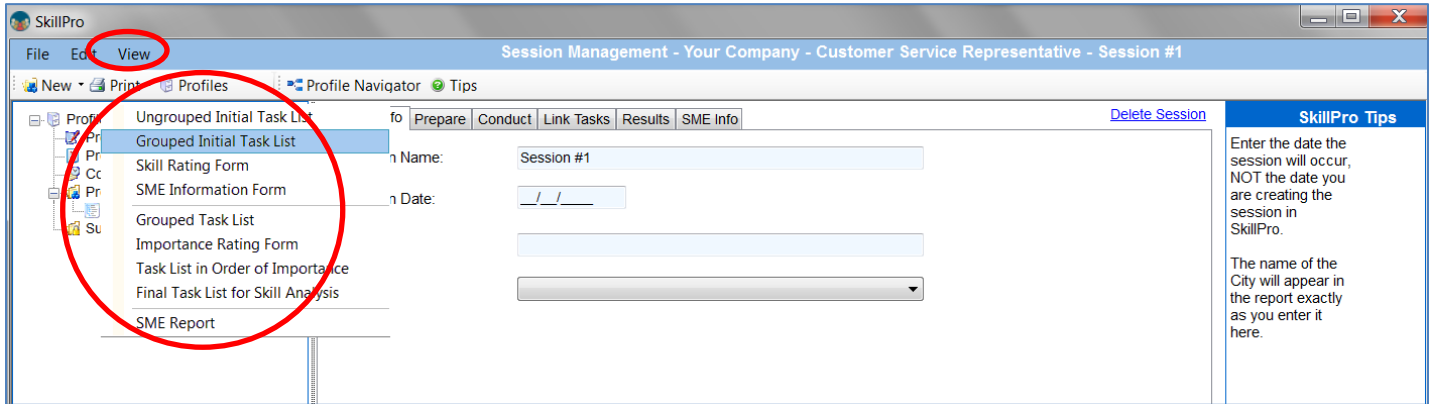
- **Double-click on Profile Management** – to see all the profiles you have created (not all the sessions created, just the profiles)
- **Double-click on any other link under Profile Management** – to see details about the particular profile you are working with (e.g., the skills included in the profile)

SkillPro Tips (right margin of screen below) – include tips helpful to the current page. Be sure to read them.

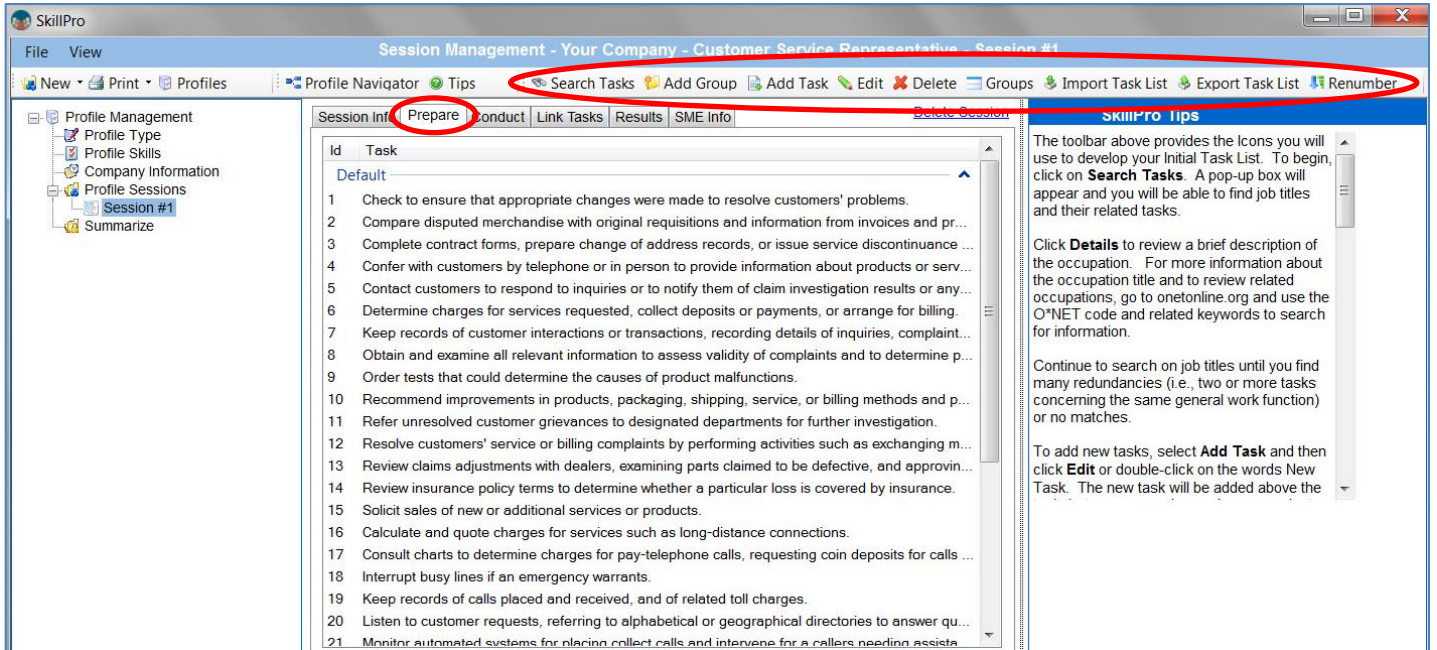
View menu– (top margin of screen below) – allows the profiler to hide either/both the Profile Navigator and/or the SkillPro Tips. You can also Hide or Show the Profile Navigator or SkillPro Tips by clicking on its heading in the top margin. Hiding the Profile Navigator and SkillPro Tips may be most useful during task editing with the SMEs in order to maximize the size of your screen and the size of the current task being edited.



Print Options - The options to print (such as to print task lists or the SME Info form) can be found under the Print menu. The print menu only becomes available, however, as you get to screens where you actually need to print. Specifically, you will not see the print menu on the first few screens you use to create the profile, but you will see the Print Menu in the Prepare, Conduct, Results, etc. menu tabs.



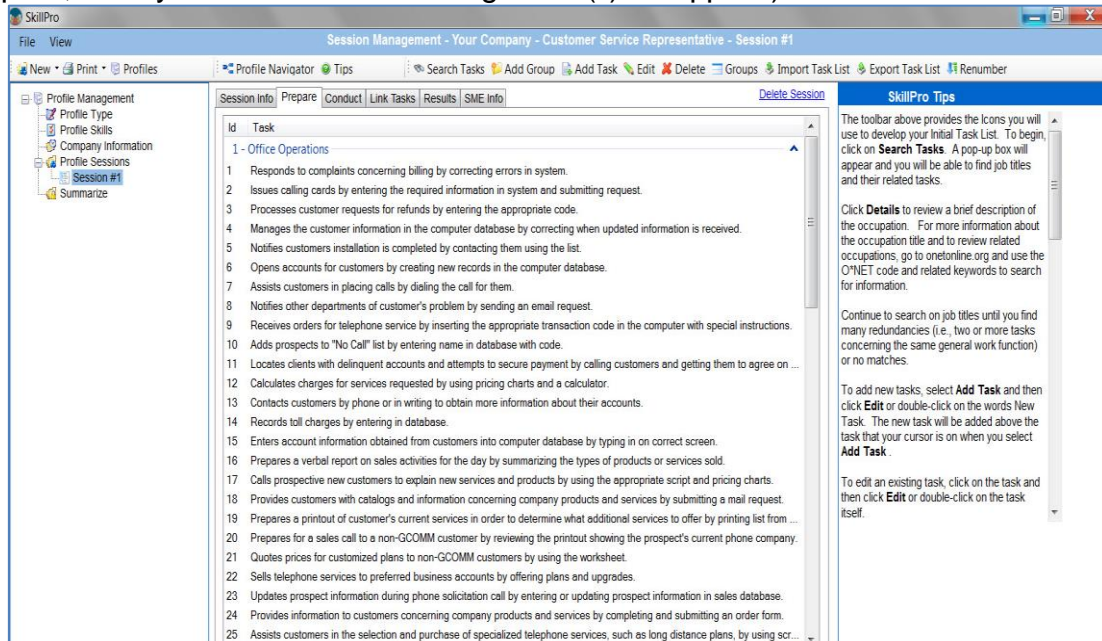
Menus/Tabs – In short, if you don't notice the **menu tabs** you need to look "up." For example, using the screen shot below, the Profiler is **preparing** for the profile. The functions related to preparing a profile session are *above* the **Prepare** tab as shown.



2. Saving Task Lists to Different Media (e.g., hard drive, flash drive)

The Export Task List function is used to **save** a task list in SkillPro to other media. You will want to save (or *export*) a task list in order to use the list in later, similar profiling sessions (such as replication sessions).

From the **Prepare** or **Conduct** menu tab, choose **Export Task List**. (Note: If you do not see the Export Task List option, widen your screen and the missing button(s) will appear.)

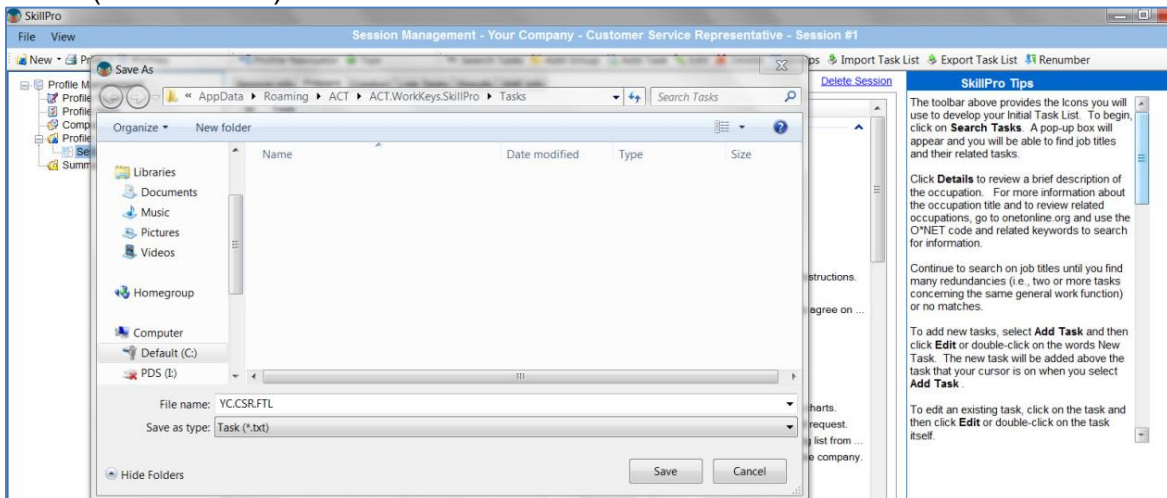


SkillPro directs all exported task lists to a Tasks folder on your hard drive in a default location which you can access by entering the following into the Windows search field:

`%AppData%\ACTACT.WorkKeys.SkillPro\Tasks`

Of course, you can also save a task list to any location on your hard drive that you prefer.

Be sure to give the task list a name that you can easily recognize later. Exported task lists are saved as text (.txt or ASCII) files.



3. Importing a Task List

This section contains instructions for importing tasks that originate from another source into SkillPro (e.g., onetonline.org, other internet resources, a job description). First, *format* and then *save* the list of tasks.

Format the Task List

Before importing a list of tasks, format the document as close to the SkillPro format as possible.

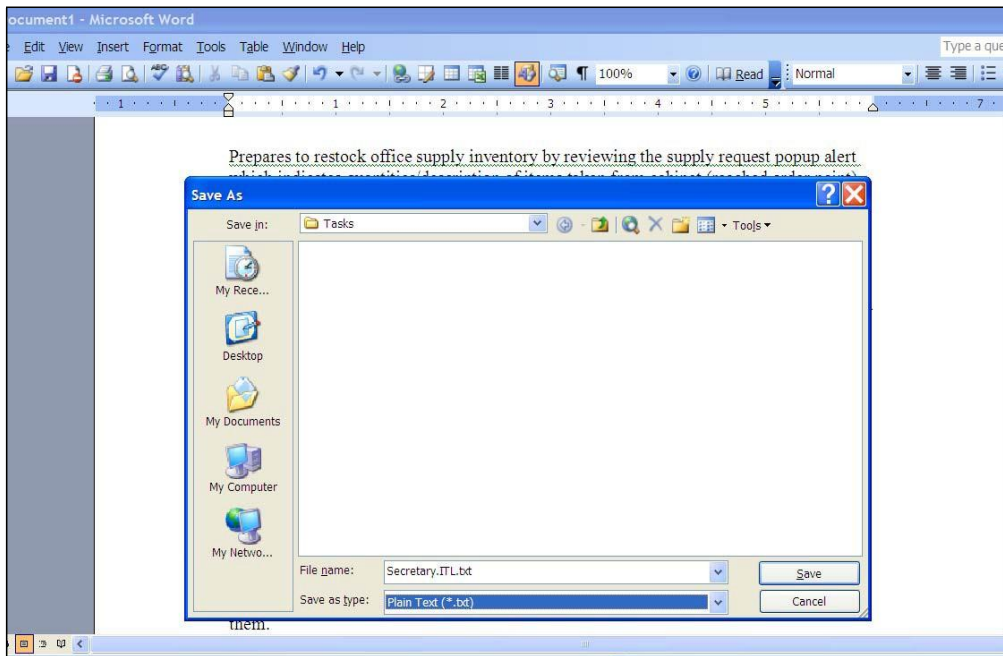
To do this, open the document containing the task list in Word (or another word processing program) and be sure to:

- Correct any misspelled words.
- Remove any extra spaces between the tasks (i.e., remove blank lines).
- Remove hard returns or at least do not hit the enter key and add hard returns.
- Remove the numbers if the tasks are numbered.

Save the Task List. In order to import the task list into SkillPro. It must be saved as a “Plain Text” file type (“.txt” and not “.doc”).

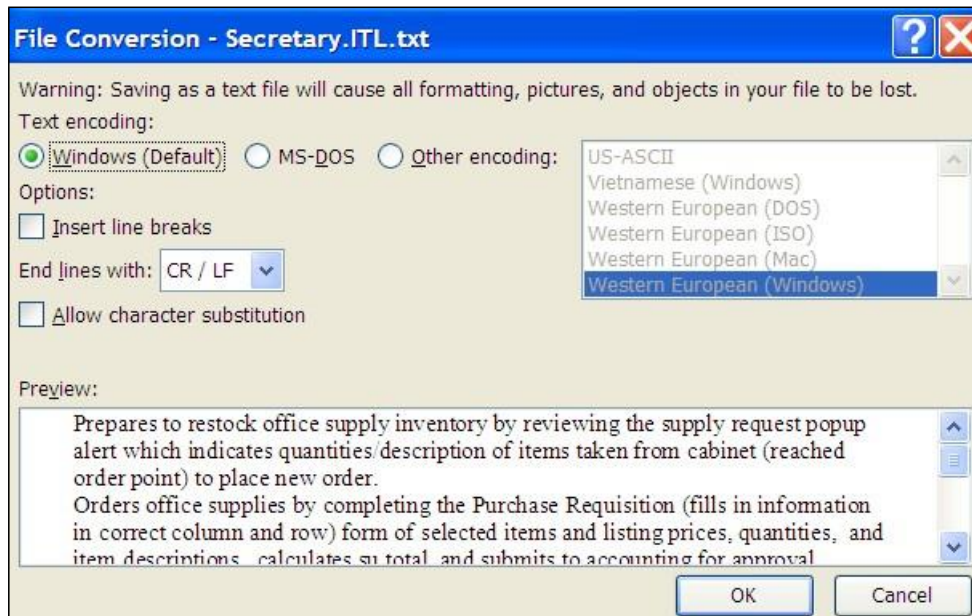
In Word, go to **File** at the top of the screen. Click on **Save As** and browse to the location where you want to save the new version of the file. You will need to know this location when you import the file into SkillPro. (We suggest you save task lists in the **Tasks** folder in SkillPro or into a folder on your desktop.)

Change the “Save as type” setting from “Word Document” to “Plain Text.”

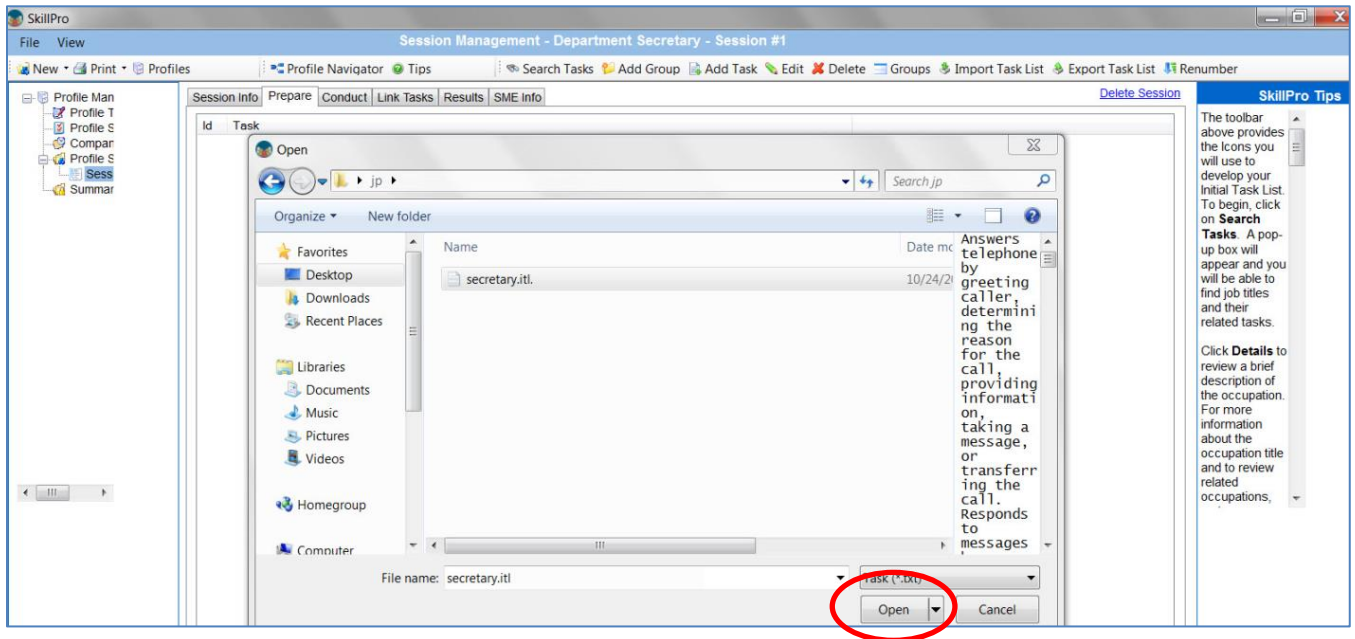
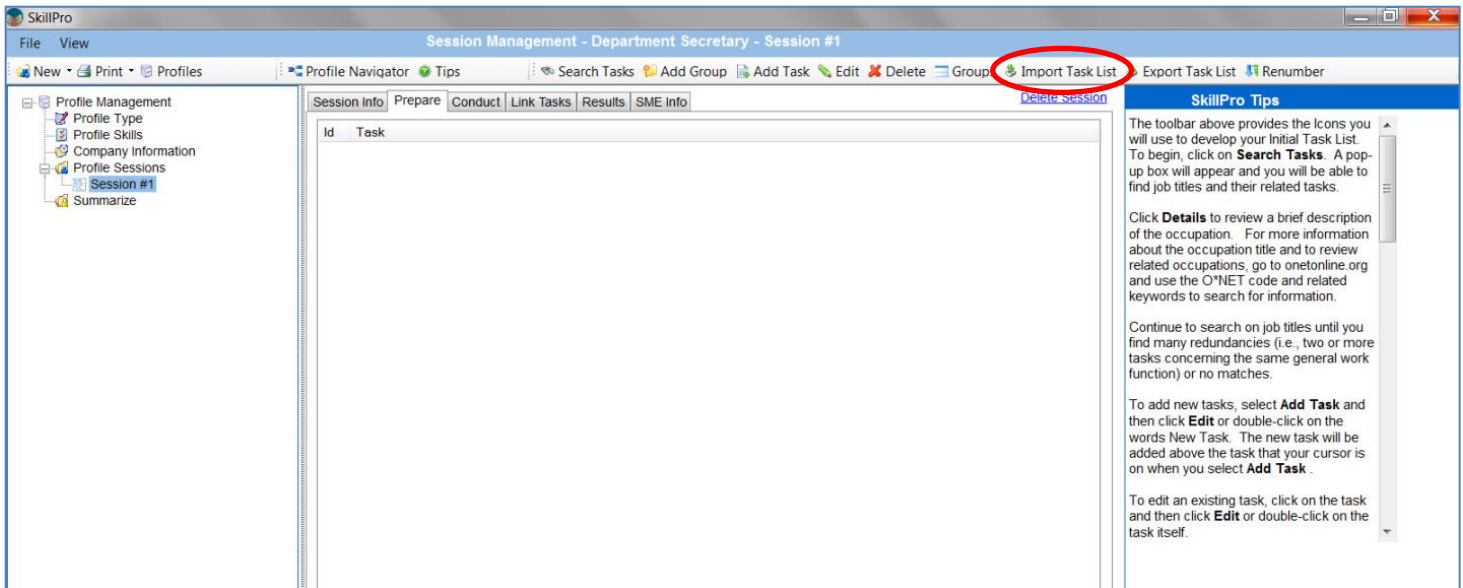


When you select “Plain Text” the file names for other types of documents will disappear from the Save As menu. Click on **Save**.

The word processing software may remind you that any remaining formatting in the document may be lost when converting the document to a txt file as shown below.



Navigate to the appropriate session in SkillPro and click **Import Task List**



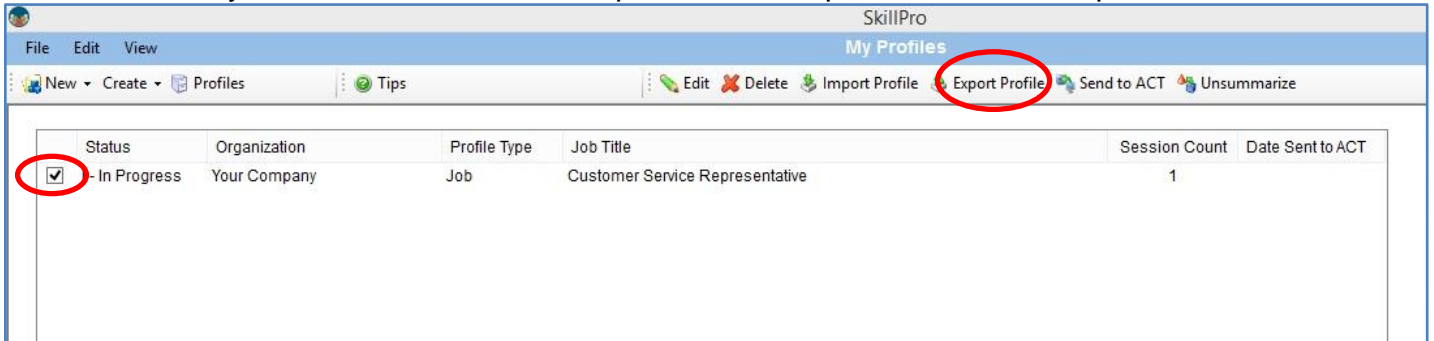
Find the file that you want to import. When you select (i.e., click on) the file, the name will populate the file name fields. Click **Open** to load a copy of the task list into the session.

4. Exporting and Importing Profiles

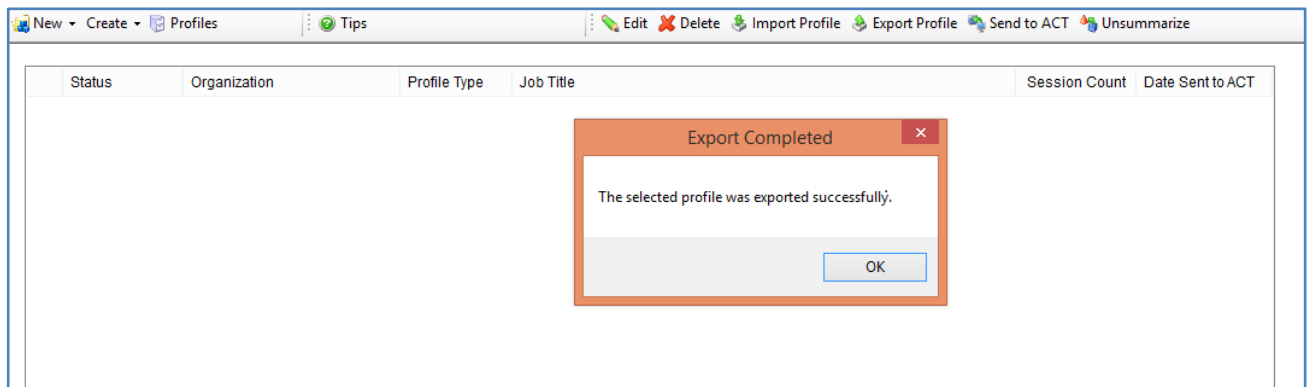
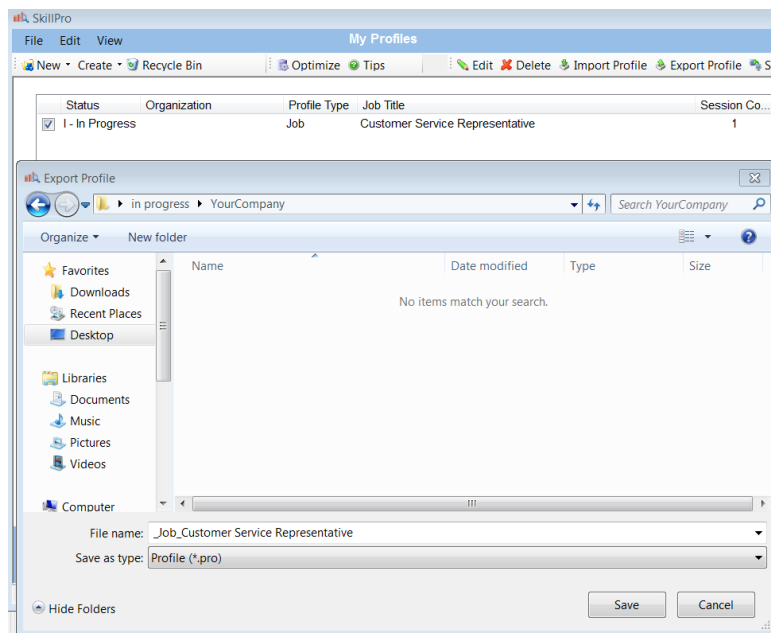
Profilers who have access to both a desktop computer and a laptop may choose to move profiles from one copy of SkillPro to another.

To Export a profile from SkillPro:

- From the My Profiles screen, mark the profile to be exported and click Export Profile.

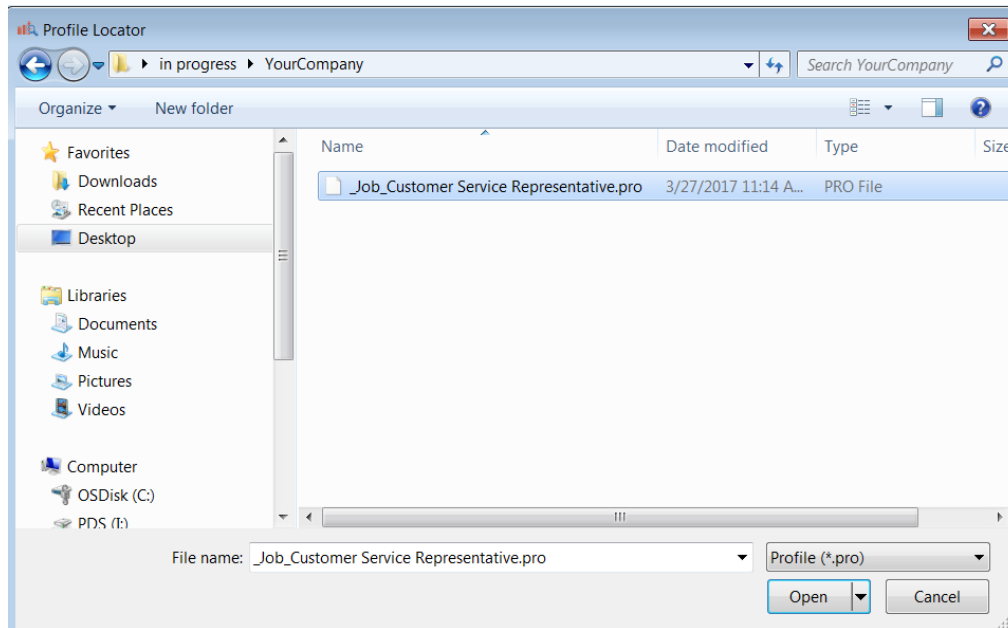


- Save the profile to a different location (such as to a folder on your desktop).



To Import a profile into SkillPro:

- From the My Profiles Screen in SkillPro, click Import Profile. Then, navigate to the location of the saved profile. (Be sure to choose All Files if you do not see the profile.)



- Click Open to import the profile.

