CareerVoyage®

Software for the hard decisions

Career Advisers

Desktop/Network User Manual

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Welcome to Career Voyage 2013. This Manual is intended for career practitioners.

Technical Support
If you require technical support please email us at **support@jiig-cal.com.au** or call our Central Office. The most effective way to receive support for all error messages is to email the message, the installation details, any screenshots and what you were doing at the time, to **support@jiig-cal.com.au.**

Professional Support
You may first wish to refer to your Accreditation Training file as comments produced by the software are explained there. You can also contact Central Office, contact your local JIIG-CAL representative, or email your enquiry to **info@jiig-cal.com.au.**

Feedback and Suggestions
We welcome your feedback and suggestions which are best expressed in an email to **info@jiig-cal.com.au**, so that we can keep a record of your comments to add to our Wish List. Alternatively, please call Central Office.

Contact Us:

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Mailing and physical address:
Suite 7, 45 Cedric Street
STIRLING Western Australia 6021

Ph: (61 8) 9440 5333   Fax: (61 8) 9440 5444
info@jiig-cal.com.au   support@jiig-cal.com.au
www.jiig-cal.com.au

Default Adviser logins:
You must login and configure one adviser account before your students can begin using Career Voyage. If you do not have an adviser login then please use these default Adviser accounts.

Username	**Password**
01000001	01000001
02000001	02000001
03000001	03000001
04000001	04000001
05000001	05000001

You can create new Adviser accounts by logging into an Adviser account and clicking on ‘Configuration’ tab and clicking ‘Create New Adviser’.

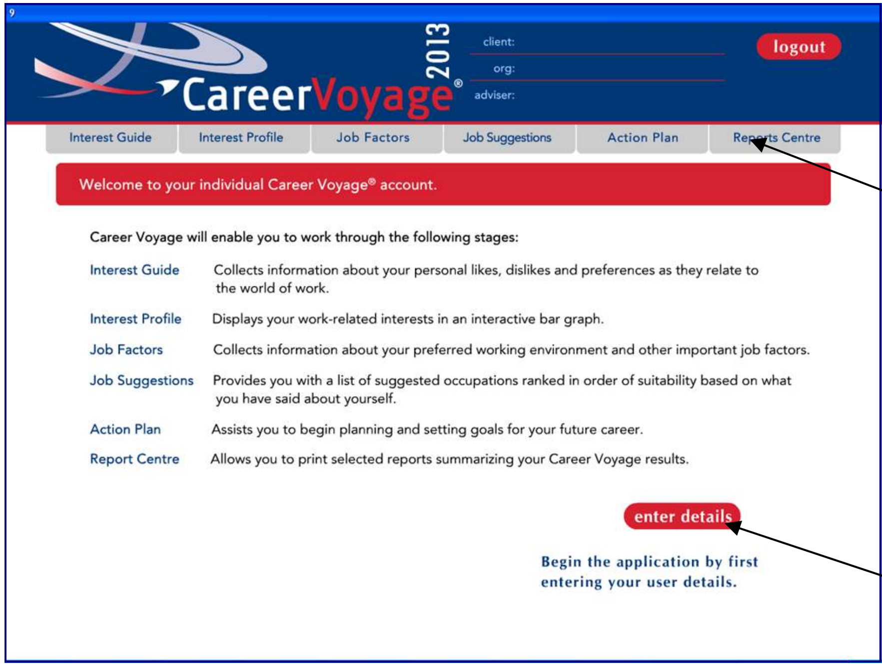
You can also view and manage the Advisers by logging into the default Organisation level by using username: **orgadmin** and password: **orgadmin**

To login to Career Adviser mode, enter your Adviser’s username and password in the Login Panel on the Welcome Screen and click “login”.

All clients will login from this Login Panel.

If Self Start Up is enabled (this is the default mode), clients can create their own account by clicking on the “create new client account” button.

If you have provided the client with a temporary Username and Password, they will enter it here also. This temporary Username and Password is generated in Adviser mode under the Client Accounts tab.



You can navigate by clicking on the appropriate tab at the top of the screen.

When creating a new Adviser or Client account, you will first come to the Welcome page. To enter your user details, click on ‘enter details’ button.

Career Adviser mode is used to manage your client records and the Career Voyage program. The information given in this section will assist you to configure Career Voyage to suit your particular requirements for the way you administer the software. You will need to be logged in as an Adviser to complete this section.

Adviser Options

❶ Stop after IG

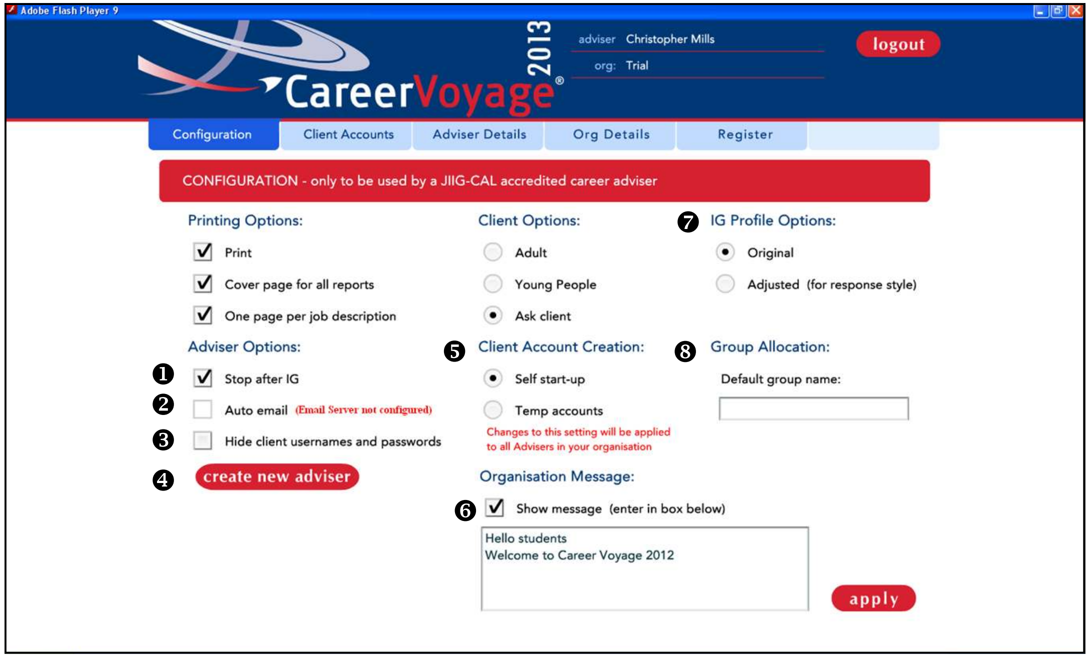
* Prevents clients from proceeding past the Interest Profile until the Adviser has checked their results**.**

☑ Clients are not forcibly stopped at the Interest Profile. Client results still need to be checked by the Adviser.

☐ NOTE: We recommend every client profile should be checked (and action taken where necessary) before clients are allowed to proceed to the Job Factors section.

❷ Auto Email

If this option is selected an email will be sent to notify the Adviser when a client has completed the Interest Guide. The Adviser can then review the Interest Profile.



❻ Organisation Message:

Advisers can enter a message that will be displayed to their clients/students when they first login. The message is the same for all Advisers in your organisation (so if one Adviser enters a message, it will display for all clients within their organisation). Type your message in the box and tick the “show message” box.

❼ IG Profile Options:

Original*— Calculates all Interest Profiles using the clients’ actual responses to the Interest Guide without any adjustment for Response Styles. Advisers can then make adjustments manually.
Adjusted - If a “response style” is suspected, Career Voyage will automatically adjust the Interest Profile to compensate for the suspected biases.

❸ Hide client usernames and passwords

This enables Advisers to “hide” or mask usernames & passwords from immediate view, eg *****. To view the username & password, you simply click on the masked field and it will be displayed.

❹ Create New Adviser

This enables Advisers to create new Adviser accounts. Click on ‘create new adviser’ and enter the new adviser details.

❺ Client Account Creation:

Self start-up*— enables clients to create their own account from the Login screen. Advisers can still create Temp Accounts.
Temp accounts - Enables Temp Accounts method of client access only Self Start-up is disabled.

❽ Group Allocation:

Default group name - The group name entered here will be applied to all new client accounts. The group name can also be edited on the Client Accounts screen.

*** - Default setting**

Printing Options:

❶ **Print:**

☑ * Clients can generate all Career Voyage client reports.

☐ Client reports can not be generated in client mode. Adviser reports can always be generated.

❷ **Cover page for all reports**

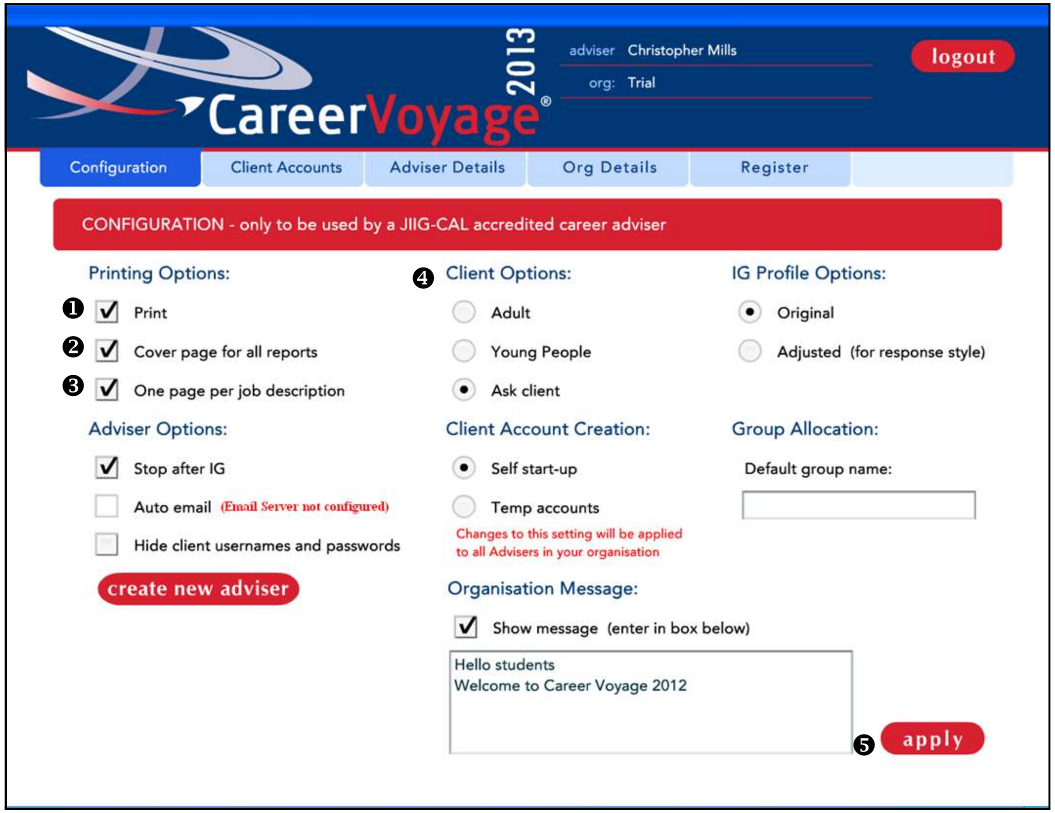
☑ * One report cover page will be created per client when you generate one or more reports.

☐ No cover pages are created.

❸ **One Page per job description**

☑ * When printing client’s notepad each job begins on a new page.

☐ No page breaks are inserted.



❹ **Client Options:**

Adult —Interest Profile and Job Factor questions are targeted for clients aged over 18.
Young People—Interest Profile and Job Factor questions are targeted for clients aged 15 to 18.
Ask—* Clients will be asked to choose which mode is suited to them.

❺ **Apply Configuration Settings**

Click “apply” to save changes. To cancel all changes, leave the page without clicking “apply”.

*** - Default setting**

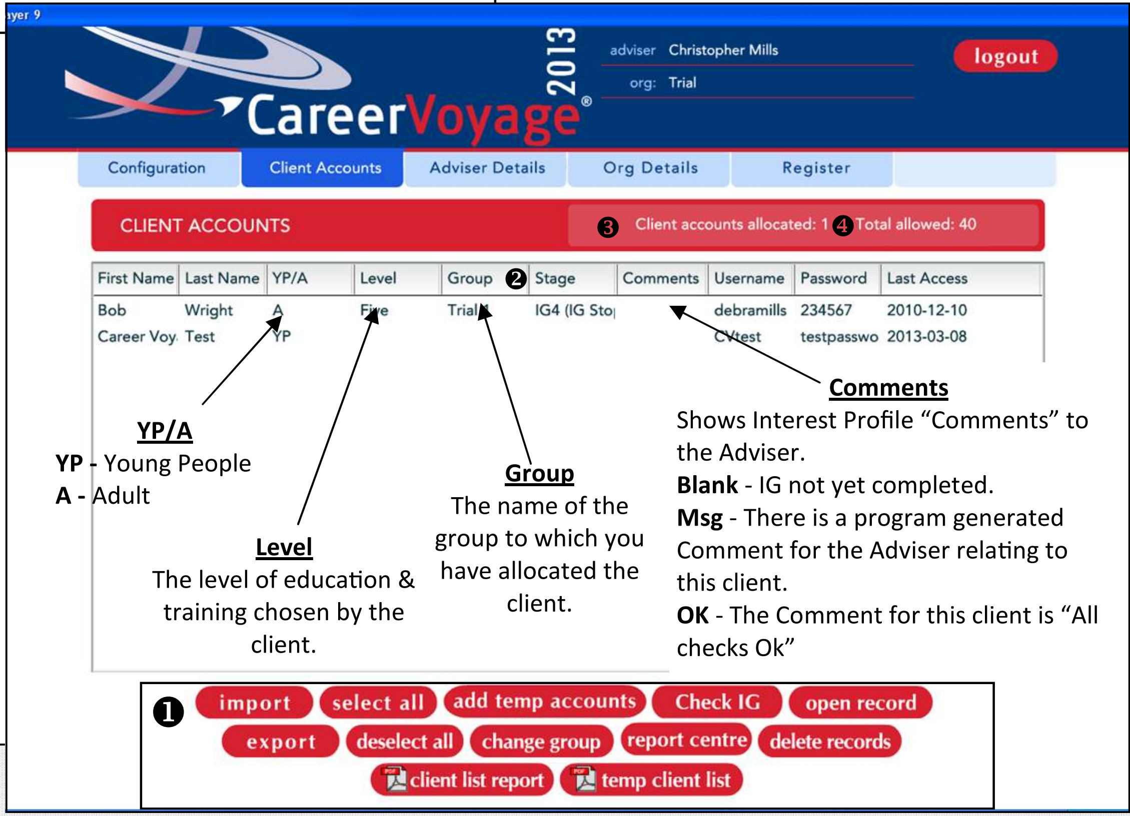
‘Client Accounts’ Page

The Client Accounts page provides all of the details of the clients/students and you are able manage these accounts on this page.

Client Accounts Table

Sorting: click on any column heading to sort all client records in that column. To reverse the sort order, click the header again.

Adjusting the Width of Columns: Click and drag the line which divides the column headings.



YP/A
YP - Young People
A - Adult

Level
The level of education & training chosen by the client.

Group
The name of the group to which you have allocated the client.

Comments
Shows Interest Profile “Comments” to the Adviser.
Blank - IG not yet completed.
Msg - There is a program generated Comment for the Adviser relating to this client.
OK - The Comment for this client is “All checks Ok”

❷ **Stage**
Displays the clients progress.
Blank - not started.
IG *number* - Interest Guide is completed as far as screen *number*.
IG - Interest Guide completed.
IG/JS *number* - Interest Guide and Job Factors completed as fas as screen *number*
IG/JS - Interest Guide and Job Factors completed to the Job Suggestions.
<IG Stop> - The “Stop after IG” feature has been activated for this client. To allow them to proceed you need to click “check IG”.

❸ **Client accounts allocated:**
This is the number of new client accounts created during the current subscription period. **NOTE:** This figure will not change if you delete records.

❹ **Total allowed:**
This is the maximum number of accounts that can be created during the subscription period. To increase this please contact us.

❶ Available Functions:

Import - Imports (previously exported) client records back into Career Voyage.
Export - Used to archive client records.

Select All - All client records are selected.
Deselect All - Ensures no client records are selected.

Report Centre - Allows you to print batches of reports for one or more selected clients.

Client list report - Generates a report listing all active client accounts (i.e. does not include Temporary accounts).

Add records - For use with the Temporary Accounts method of client access. Click “add records” then enter the number of temporary client accounts in the field provided and click “add”.

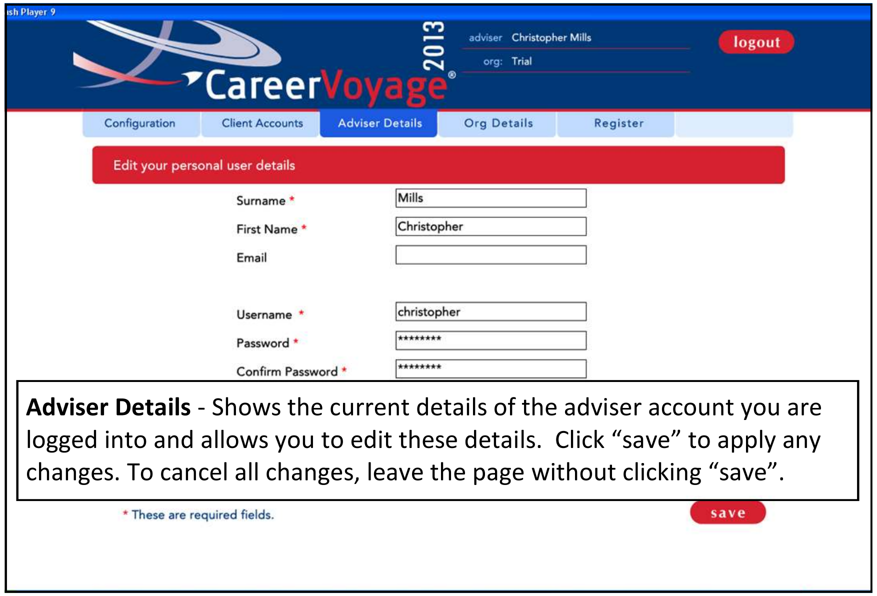
Change Group - Select records to add or change their group name (click left mouse button with either Ctrl or Shift to select multiple records) and click ‘change group’ then enter a group name in the field and click “apply”.

Check IG - Allows you to select one or more clients who have completed the Interest Profile whose stage is showing as ‘IG STOP. Clicking on “check IG” will allow them to proceed to Job Factors stage.

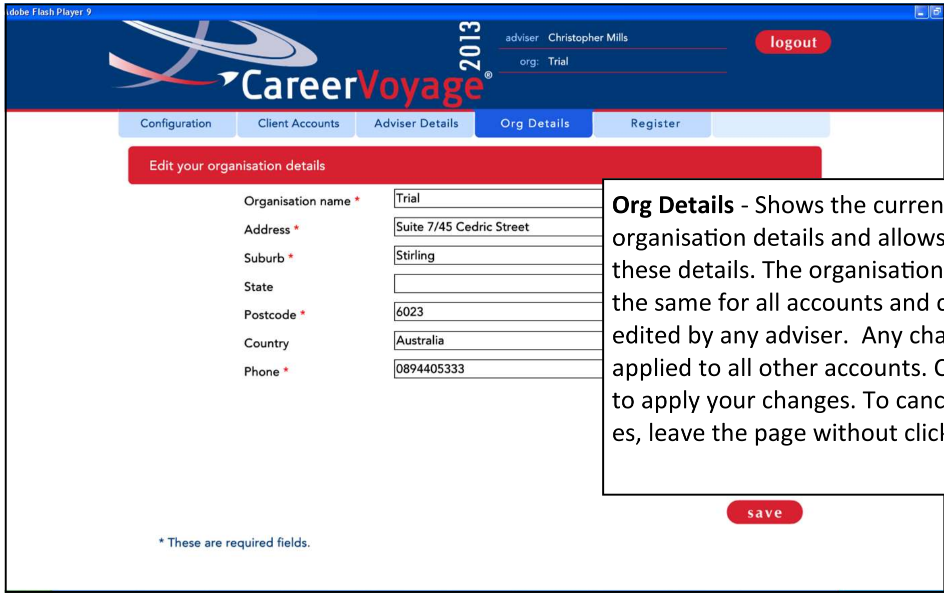
Temp client list - Generates a report listing the login details for all Temporary Accounts.

Open record - Opens the highlighted client record to the Interest Profile Adviser Screen.
NOTE A- We recommend you do not allow clients to work on a record opened from the Clients Accounts tab in adviser mode, because they would be able to access other client’s accounts and alter settings.
NOTE B - The client needs to complete the Interest Profile before the record can be opened..
NOTE C - To return to ‘Client Accounts’ click “close record” (appears beneath “logout”).

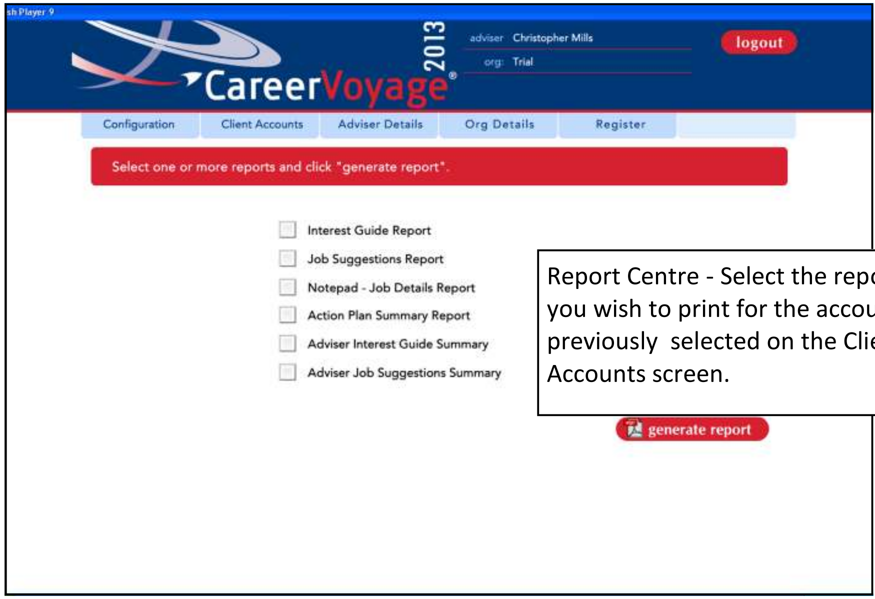
Delete record - Deletes the currently selected client record(s). (Use Ctrl or Shift to select multiple records).



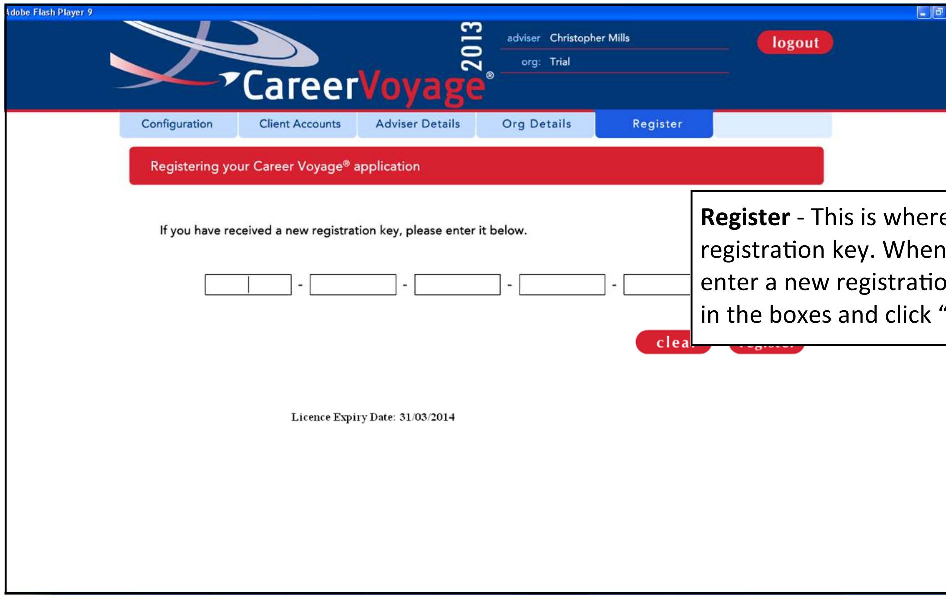
Adviser Details - Shows the current details of the adviser account you are logged into and allows you to edit these details. Click “save” to apply any changes. To cancel all changes, leave the page without clicking “save”.



Org Details - Shows the current organisation details and allows you to edit these details. The organisation details are the same for all accounts and can be edited by any adviser. Any changes will be applied to all other accounts. Click “save” to apply your changes. To cancel all changes, leave the page without clicking “save”.



Report Centre - Select the reports you wish to print for the accounts previously selected on the Client Accounts screen.

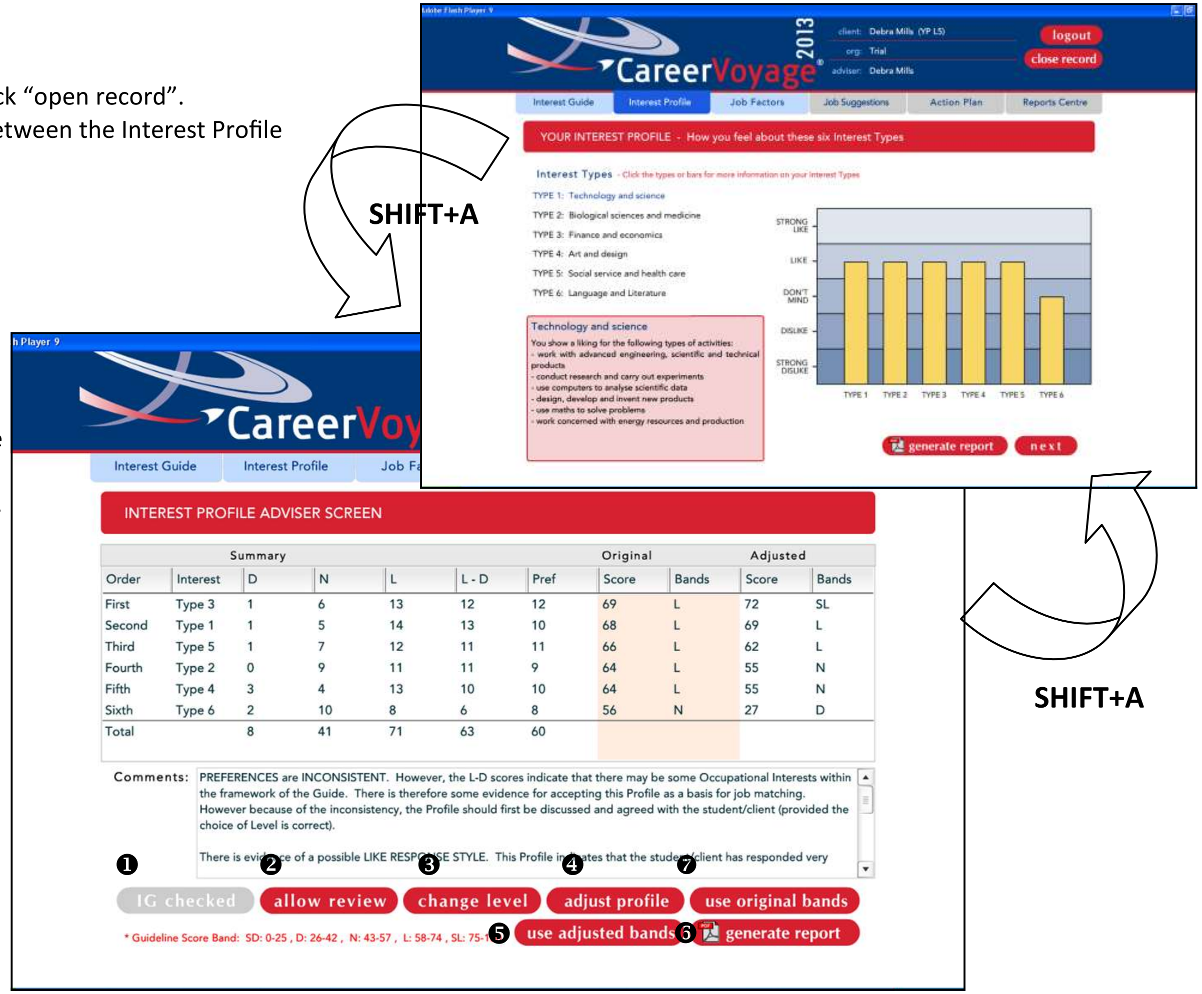


Register - This is where you enter the registration key. When you need to enter a new registration key, type it in the boxes and click “register”.

You can access the Interest Profile Adviser screen when logged in as either a client or an Adviser.

Accessing the Interest Profile Adviser screen

- When logged into Adviser mode, go to ‘Client Accounts’, select a client record and click “open record”.
- When a client is logged in and at the Interest Profile screen, use “Shift+A” to toggle between the Interest Profile Screen and the Interest Profile Adviser screen.



Working with the Interest Profile Adviser screen

❶ check IG

Once the Adviser has reviewed, and acted on, any program generated comments and the client is happy with the profile, click “check IG”.

IG checked

Note 1: This is only required if you are using the “Stop After IG” feature (recommended).

Note 2: You can also “check IG” for multiple clients in the ‘Client Accounts’ adviser page.

❷ allow review

Takes the client back to the beginning of the Interest Guide to review his/her responses. Changes to responses in the Interest Guide may result in the client also needing to respond to additional/different Preference items (forced-choice comparisons).

❸ change level

Allows the Adviser to change the client’s chosen Level of Education and Training. Click “change level”, select the appropriate Level and click “apply”. The client will need to re-do half or all of the Interest Guide. The client’s responses and profile for the original level will be lost. To return to the Interest Profile Adviser screen without making any changes click “cancel”.

❹ adjust profile

Allows the Adviser to make adjustments to the client’s Interest Profile. Click “adjust profile”, make the required adjustments and click “apply”. To return to the Interest Profile Adviser screen without making any changes click “cancel”. If after adjusting the Profile, you wish to return to the original profile, click “use original bands” and all adjustments will be lost.

❺ use adjusted bands

Click this to change the Interest Profile from the Original Bands to the automatically Adjusted Bands.

❻ generate report

Generates the Interest Guide Adviser’s Report.

❼ use original bands

This button is applicable when the client’s Interest Profile is showing the Adjusted Bands, which can be under the following circumstances: the Adviser has manually adjusted the profile, the Adviser has configured Career Voyage to use the program generated adjustments when response styles are detected, or, the Adviser has chosen to use the program generated adjustments for this client. Click “use original bands” to change the Interest Profile to the Original Bands.

❶ "Job Suggestions" section

Shows a list of suitable Job Suggestions based on the client's Interest Profile and responses to the Job Factors.

❷ "Explore 'Other Jobs' or 'Similar Jobs'"

This section can display either of 2 different lists:

1. Similar Jobs List: Display this list by clicking "show similar jobs" (automatically opens this section).

2. Other Jobs List: Allows clients to search for other jobs that might interest them. They can enter all or part of a job title as the search criteria.

❸ "View Notepad" section

Lists all jobs the client has saved in his/her personal "Notepad" (maximum 10 jobs per client). To remove a job from the Notepad, click the job title and click "delete". This will only delete the job from the Notepad list and does not affect any other list.

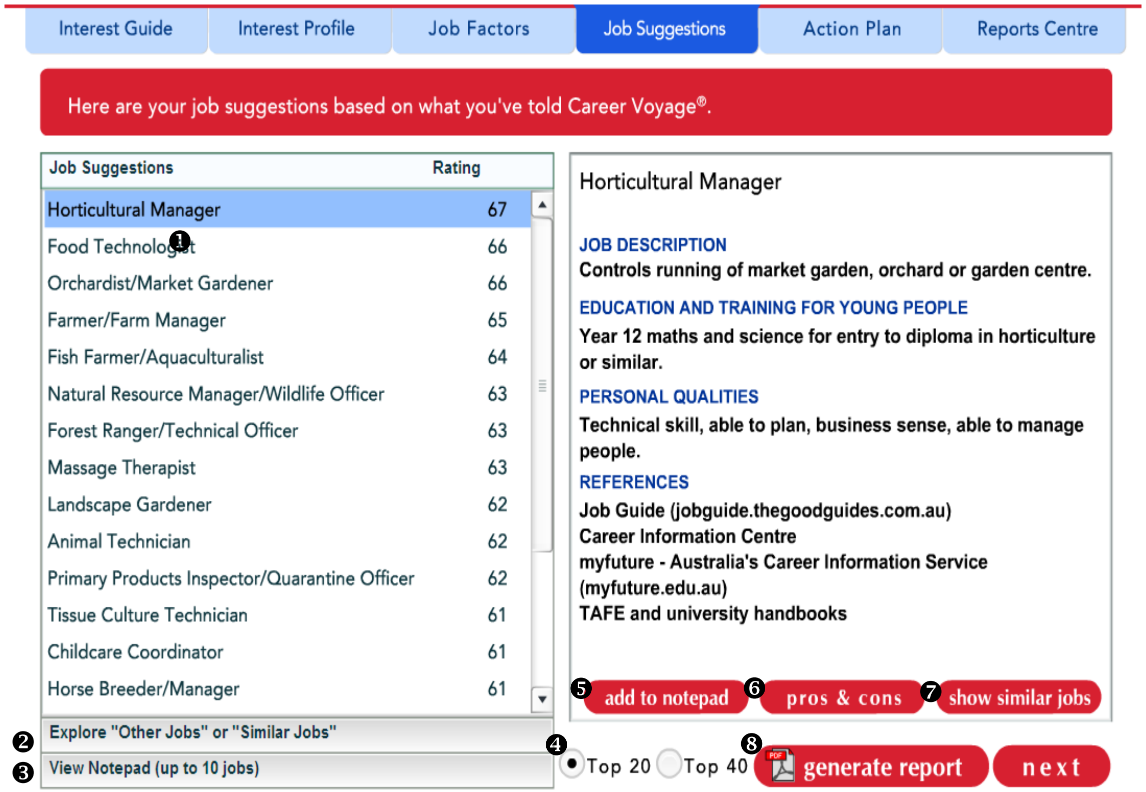
To remove all jobs from the Notepad click "clear all". This cannot be undone.

❺ "add to notepad"

Adds the currently selected job to the client's personal Notepad.

❻ "pros and cons"

Displays a personalised list of "Pros and Cons" for the currently selected job, based on the client's Interest Profile and responses to the Job Factors.



❼ "show similar jobs"

Shows the Similar Jobs list for the currently selected job. Every job has a list of other jobs which are similar in occupational interest and job factor preferences.

❽ "generate report"

This button can generate either of 2 reports, depending on which section you have open in the left panel.

Open Job Suggestions section to generate the 'Job Suggestions Report'.

Open View Notepad section to generate the 'Notepad - Job Details Report'.

❹ Other Functions on the Job Suggestions Screen

Top 20

This option is selected by default. The client's Job Suggestions list will consist of the top 20 jobs with the highest suitability ratings.

Top 40

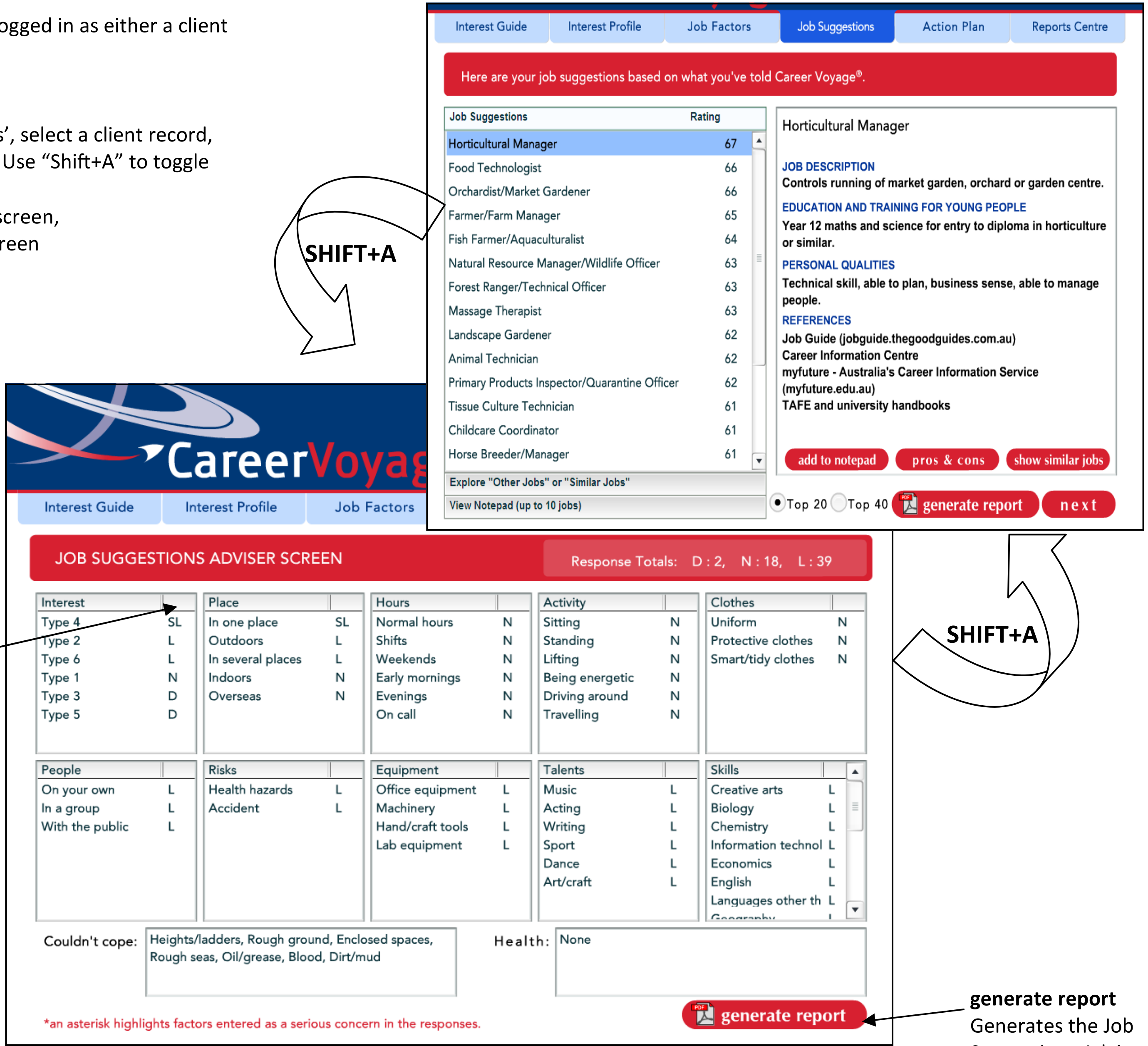
When this option is selected the client's Job Suggestions list will consist of the top 40 jobs with the highest suitability ratings.

NOTE: As a broad generalisation, 20 Job Suggestions is sufficient for clients starting out on a new career path and looking to narrow down their occupational search. However, if the suitability ratings for all top 20 jobs do not range by more than about 10 points, the client may benefit from looking at the top 40.

You can access the Job Suggestions Adviser screen when logged in as either a client or an Adviser.

Accessing the Job Suggestions Adviser screen

- When logged into Adviser mode, go to ‘Client Accounts’, select a client record, click “open record” and click the ‘Job Suggestions’ tab. Use “Shift+A” to toggle to the Job Suggestions Adviser screen.
- When a client is logged in and at the ‘Job Suggestions’ screen, use “Shift+A” to toggle between the Job Suggestions screen and the Job Suggestions Adviser screen.



Working with the Job Suggestions Adviser screen

The Job Suggestions Adviser screen shows a Summary of the client’s Interest Profile bands and responses to the Job Factors. Return to the client’s Job Suggestions screen using the ‘Job Suggestions’ tab or “Shift+A”.

Click on any section heading to go directly to the corresponding Job Factors screen.

generate report
Generates the Job Suggestions Adviser Report.

Forgot Your Password?

Clients

Client logins can be retrieved from the Adviser's 'Client Accounts' page.

Advisers

Adviser logins can be retrieved from the Organisation Administrator's 'Adviser Accounts' page. The default username is orgadmin and default password is orgadmin.

If you have changed your username and password for the Organisation and forgotten that to, then you will need to use a tool to retrieve your username and password. If you are using the Desktop edition, this tool is found in C: Program Files\JIIG-CAL\Career Voyage 2013 Desktop\bin\PwdHelper.exe. If you are using the Network edition, this tool is accessed under the Career Voyage Network Server program group on the Window Start menu.

Shift+R Function - Restart Interest Guide

If during the course of working through the Interest Guide screens, a client feels she has made a wrong choice of Level, it is possible to return to the Level choice screen by pressing the Shift+R keys once and at the same time (do not hold them down). The Interest Guide can only be restarted once.

"Stop After IG" Setting Instructions

Why does Career Voyage stop clients at the Interest Profile?

The 'Stop After IG' option is enabled by default.

'Stop After IG' prevents clients from proceeding beyond the Interest Profile so that Advisers can review the profile with the client and deal with any Comments highlighted. Ignoring problems detected by Career Voyage sometimes leads to discouraging results at the Job Suggestions stage. Career Voyage is deliberately designed to be administered under the supervision of an Accredited Adviser.

Check IG: Enabling clients to continue past the Interest Profile

Allowing a single client to continue

1. Go to the Interest Profile Adviser screen for that client.
2. Click "check IG".
3. Click "OK" in the pop-up box.
4. The "check IG" button will change to "IG checked" which indicates that the client can continue to the Job Factors.

Exporting & Importing Client Records

Exporting

1. Login to adviser mode and go to the 'Client Accounts' tab.
2. Select the records to export and click "export" (records can be only exported at a completed stage; i.e. Interest Profile or Job Suggestions).
3. A copy of these records will now be stored in a file in the location specified in 'Org Details' under "Records folder path". You can move the file to a different location, but if you wanted to later import the records back in, you would need to put the file back into the correct location. The file is called "000001-U-AU.xml", or if using the New Zealand version your file will have "NZ" in the place of "AU".
4. You may now choose to delete the original records from Career Voyage. You can import the exported records back into Career Voyage if required in the future.

Importing

1. You can import records which were previously exported from the ***same*** Edition of Career Voyage. (Please contact us if you wish to import Network edition records into Web Access.) You can import records from Career Voyage 2011 or 2012 into Career Voyage 2013.
2. The file containing your Career Voyage client records needs to be stored in the location specified in 'Org Details' under "Records folder path". The file must be called "000001-U-AU.xml", or if using the New Zealand version your file will have "NZ" in the place of "AU".
3. Login to adviser mode and go to the 'Client Accounts' tab.
4. Click "import" and a new page will appear showing the records available for importing.
5. Select the record you wish to import and click "import" (here you can also remove records from the export file by clicking "delete" but this can not be undone). To return to 'Client Accounts' click the 'Client Accounts' tab.

Action Plan

This stage facilitates goal setting and planning of suitable and realistic action strategies. Clients can use this to build on personal and job information generated during earlier sessions with Career Voyage as well as through discussions with their Adviser. The clients' entries in the Action Plan can be printed as a report.

Clients can click between the Job Suggestions and Action Plan tabs while completing the Action Plan. **NOTE:** The Action Plan saves all entries made by the client one full page at a time. Clicking "next" saves all entries on that page. Leaving the Action Plan without clicking "next" will cause all information on the current page to be lost.