

**Ottawa-Gatineau Region High Tech Jobs
(OttHtJobs)**

User Guide

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1. Table of Contents

1.	Table of Contents	2
2.	Overview	3
3.	Job Requirements	3
3.1.	Email (MS Outlook, MS Word).....	3
3.2.	Browser (MS Internet Explorer)	3
4.	Getting Started – Initial Setup.....	3
4.1.	WebSite-Watcher	3
4.1.1.	Purpose.....	3
4.1.2.	Download	3
4.1.3.	Licence	3
4.1.4.	Configure Columns	4
4.1.5.	Configure General Options	4
4.1.6.	Importing OttHtJobs bookmarks database.....	4
4.2.	MS Outlook.....	5
4.2.1.	Configure MS Word within Outlook	5
4.2.2.	Configuring OttHtJobs Email Account.....	5
4.3.	MS Word.....	6
4.3.1.	Configuring Copy Unformatted Keyword Shortcut Macro	6
4.3.2.	Limitations	6
4.4.	MS Internet Explorer (IE).....	6
5.	Daily (Monday – Friday)	6
5.1.	Starting WebSite-Watcher	6
5.2.	Creating a new Daily Email	7
5.3.	Adding Jobs to the Daily Email	7
5.3.1.	Changes that can be ignored	7
5.3.2.	Going To Original Site Required.....	7
5.3.3.	Browser Window Opened with No Address Bar	8
5.4.	Copy & Paste (& Twiddle)	8
5.4.1.	Workopolis.....	8
5.4.2.	Monster	8
5.4.3.	Hotjobs.....	9
5.4.4.	Recruitsoft.....	9
5.4.5.	Ajilon	9
5.5.	Do Last.....	9
5.6.	Errors.....	9
6.	Index	11

2. Overview

This document is meant for volunteers. It show how to configure the software used, and then how to create the “daily new jobs” email.

3. Job Requirements

These are the job requirements for an individual providing the OttHtJobs services.

3.1. *Email (MS Outlook, MS Word)*

The OttHtJobs provides a daily email of new jobs service. Understanding how to create, update and use email clients in general is required.

3.2. *Browser (MS Internet Explorer)*

Although WebSite-Watcher will automatically find changed sites, the use of browsers is still required to ensure the changes are appropriate. As well, OttHtJobs maintains a web-site and its maintenance requires the use of browsers.

4. Getting Started – Initial Setup

Ideally, everything is already configured on a portable computer. If such is the case, you can skip this section.

In this section, the specific programs required by OttHtJobs are listed, as well as their initial configuration.

4.1. *WebSite-Watcher*

4.1.1. Purpose

WebSite-Watcher is the most significant program used by OttHtJobs for its two main services:

- 1) It maintains the list of High-Tech companies (URL Links) that is reported on the web monthly.
- 2) It monitors the links daily to see if there are changes (new jobs) posted on these site.

4.1.2. Download

Download WebSite-Watcher from <http://www.aignes.com>.

4.1.3. Licence

The software comes with a 30 day free trial period. If you use it once a week, it will last 30 weeks! You need not pay for a licence unless you want to keep using it for your own purposes.

Basic Edition: 29.95 €
Personal Edition: 49,95 €

4.1.4. Configure Columns

Configure displayed columns via: Options/Columns...

- Note (Image)
- Name
- Info field 1
- last check
- Status
- Note
- URL
- last change

4.1.5. Configure General Options

Configure the general options via Options/General...

Images

- Replace all images with local GIF: checked

Add/Import

- Ignore all HTML tags: unchecked
- Ignore all numbers: checked
- Ignore all typical date strings: checked
- Automatically jump to the first change...: checked
- Show removed elements at the bottom of the page: checked
- Show last change marker: checked

Check(1)

- Typical date strings
 - Additional date strings: st, nd, rd, th, of, EST, AM, PM

Check(2)

- Re-Check Bookmark when an error occurred unchecked

4.1.6. Importing OttHtJobs bookmarks database

The OttHtJobs database needs to be copied locally and then opened by WebSite-Watcher.

- Use WinZip software (if you don't have it, please download free trial version at www.winzip.com) to unzip/extract the file `wsw_jobs_wsw-yyyy-mm-dd.zip` (The yyyy-mm-dd should be replaced with the actual year/month/date. An example name of the file would be "wsw_jobs_wsw-2004-10-20").
- Assume we unzip'ed (or extracted) the file into directory `C:\unzip\wsw`. There will be four files (`jobs.wsw`, `jobs.wsw.bak`, `jobs.wsw.bak2`, `jobs.wsw.bak3`) and one directory (`jobs_wsw`) in `C:\unzip\wsw` after above unzip step.
- Move above 4 files and one directory, into `C:\Program Files\WebSite-Watcher` directory. This is where the installed WebSite-Watcher software resides.

- Run the WebSite-Watcher program. Once the window is launched, click “File” → “Open”, browse C:\Program Files\WebSite-Watcher\ directory, select “jobs_wsw” in the popup window, and click OK.
- It should be done by now. In the “Folder” panel (left side subwindow), you should see a subtree of bookmarks named “Jobs” with a total number of 1900+ websites.

4.2. MS Outlook

MS Outlook is used for emails because

- 1) it can create emails using MS Word. Word is useful for only one minor feature – it can paste text in an unformatted manner.
- 2) it supports multiple accounts, possibly not needed with a dedicated portable computer

Although any email client could potentially be used, this guide will only make references to Outlook.

4.2.1. Configure MS Word within Outlook

Tools/Options/Mail Format/

Use Microsoft Word to edit e-mail messages checked

Tools/Options/General/E-mail Options.../

Filter HTML before sending checked
 Rely on CSS for font formatting checked

4.2.2. Configuring OttHtJobs Email Account

Normally, you can send the daily new jobs email to David, who will then forward it on to OttHtJobs. If he is unavailable, you will need to be set up with access to that account.

otthtjobs@yahoo.ca is the email account to used to manage all the OttHtJobs related sites (both at Yahoo Geocities and Yahoo Groups). This account should be used when sending any emails to subscribers, and to receive emails from clients.

This account is shared with other volunteers, so careful configurations is required.

Tools/Email Accounts.../Add a new e-mail account/POP3

- Your Name: Ottawa High Tech Jobs
- E-mail Address: otthtjobs@yahoo.ca
- Incoming mail server (POP3): pop.mail.yahoo.ca
- Outgoing mail server (SMTP): smtp.mail.yahoo.ca ¹
- User Name: otthtjobs
- Password: <get it in person>
- More Settings.../Advanced
 - Leave a copy of messages on the server checked

¹ Or whatever account your ISP provides, e.g., smtp.sympatico.ca.

- Remove from server after 15 days
- Remember password checked

4.3. MS Word

MS word is used as the MS Outlook email editor because of one minor feature – it can paste text in an unformatted manner. This can be done manually via **Edit/Paste Special.../Unformatted Text**.

4.3.1. Configuring Copy Unformatted Keyword Shortcut Macro

MS Word has a bug! You will need to record a macro, then edit it.

- 1) Record the macro: Tools/Macro/Record New Macro.../Keyboard
- 2) ctrl+shift+v
- 3) name it PasteUnformatted
- 4) Edit/Paste Special.../Unformatted Text
- 5) stop recording
- 6) Tools/Macro/Macros.../PasteUnformatted/Edit change script to

```
Sub PasteUnformatted()  
    Selection.PasteAndFormat (wdFormatPlainText)  
End Sub
```

4.3.2. Limitations

Word produces large files due to the enormous XML overhead for all their specific tags. Ideally, a simple HTML editor would be preferred, but I haven't found one that can paste unformatted!

4.4. MS Internet Explorer (IE)

Over 99% of the user base uses IE. To ensure maximum compatibility, this is the preferred browser. It is used daily, embedded within WebSite-Watcher to view the changed sites.

It has the ability to copy the link (in total), or just the shortcut as right-click options.

5. Daily (Monday – Friday)

These activities need to be performed every work day.

5.1. Starting WebSite-Watcher

It is best to start the WebSite-Watcher program at a regular time each day so that a full day's worth of new jobs can be discovered. Although the daily email can be sent at any time, the program is best started between 8:30am and 5pm as these are the times when support staff are around to ensure that their web sites are up and running. I recommend 8:30am.

Ensure that the **Jobs** folder is selected, then click the **Check** button. At this point the WebSite-Watcher program will go to every URL and check the site for changes. This takes about ½ an hour – have some coffee, eat breakfast, read the newspaper...

5.2. Creating a new Daily Email

Use the last email sent as a template for today's email

Find the previous email in the **Sent Items** folder, double-click it. Select **Action/Resend This Message...** which will create a copy of the previously sent message. Close the previously sent one. For the copy, update today's date in the subject line, and delete all the job information. If there were any special remarks emailed last time, they can be removed as well. Now you have today's email ready for updating.

5.3. Adding Jobs to the Daily Email

You now need to go through each site that WebSite-Watcher has indicated as being changed.

5.3.1. Changes that can be ignored

Most +50% of the changes can be ignored. They fall into the following categories.

- 1) Job posted is not for the Ottawa-Gatineau Region. If the site doesn't tell you where the job is posted, then assume it is for head office. You may need to check the site's contact page to discern the location of the head office. Please note that many companies are headquartered in the US and it is only a small branch office that exists in Ottawa. So for the first few time of using the program, these extra investigation will be required to simply get a feel for the location of some companies. For example, most "Foundry Networks" jobs are in the US. If a site has jobs for multiple locations, you can highlight local changes via **Keywords/Highlight Keywords** property, then enter "Ottawa" or whatever is appropriate. See WindRiver for an example.
- 2) Changes in date and other minor changes. These should be automatically ignored by WebSite-Watcher, but sometimes it doesn't, especially if embedded HTML is changed. Many agencies update the job date to make it appear fresh – we do not want to include these.
- 3) Job is not high-tech. Almost all jobs in High-Tech companies should be listed, however, for non-high tech companies, e.g., those with large IT shops, only list high-tech specific positions. Similarly with agencies, job boards, etc
- 4) Changed job is old, often moving up from the second page of a list of jobs onto the first page. Often, if a previous job is deleted, the next one will appear as changed even if not. A side-by-side manual comparison of the changes (select site, ctrl-5) can be visually used to discern this case.
- 5) Site is a (+1) or (Info) site, i.e., not a list of jobs

5.3.2. Going To Original Site Required

Sometimes, going to the original site is required. This may be so because

- 1) The links are relative to the current (WebSite-Watcher cached) page and are not appropriate as global links. For example [ePALS Classroom Exchange](#) has links that look like

file:///C:/Program%20Files/wswatch/jobs_wsw/0000/ePALS_2003072316115898423.htm_chg.htm#softdev

whereas the non-local link would look like

<http://www.epals.com/about/hr/#softdev>

- 2) The links need to be activated by some scripts that are not available locally. For example, “Computer Horizons ISG” has links activated when clicking on a table row on the original source page

To go to the source page

- a) right-click the job site row

- b) **Open WebSite**

or simply ctrl-0.

Then do the appropriate thing on the real site.

5.3.3. Browser Window Opened with No Address Bar

Simply open a new window. Select the “bad” window, and press ctrl+n in IE.

5.4. Copy & Paste (& Twiddle)

When copying and pasting hyperlinks (URLs), they often need to be modified (twiddled) before pasting to remove extraneous junk. Typically session identifiers need to be removed as these are local to the browser, and would not work for the receiver of the emails.

All such changes are summarized in the **Info field 1** column in WebSite-Watcher. Below are examples of hyperlink changes.

Note: Until you become comfortable with which sites need to be twiddled, and the majority that do not, it is recommended to test your pasted links. Simply ctrl-click on the link which should open a new browser window. If this works for you, it is likely that the link is correct for others as well.

Sometimes, pasting provides an error (audible beep) which indicates that the links was too long and was truncated. It is best to remove the last parameter (along with its & separator) and see if the hyperlink still works.

Examples are shown below, with **red** marking the portions deleted or changed. This is not an exhaustive list.

5.4.1. Workopolis

http://jobs.workopolis.com/jobshome/db/work.job_posting?pi_job_id=6898782&pi_search_id=423964506&pi_sort=POST_DATE&pi_curjob=1&pi_maxjob=386

5.4.2. Monster

<http://jobsearch.monster.ca/getjob.asp?JobID=22830275&AVSDM=2004%2D06%2D28+17%3A08%3A59&Logo=1&col=dltci&cy=CA&brd=1&lid=239&fn=543%2C6%2C4%2C660%2C554%2C559%2C561&q=>

5.4.3. Hotjobs

http://ca.hotjobs.yahoo.com/jobseeker/jobsearch/job_detail.html;_ylt=A0LaVPT5pnZCEA0BRAJua6IX?job_id=J1OSNI2KL&search_url=%2Fjobseeker%2Fjobsearch%2Fsearch_results.html%3Fkeywords_all%3D%26keywords_phrase%3D%26keywords_any%3D%26keywords_none%3D%26industry1%3DMIS%26industry2%3DTEL%26industry3%3DNEW%26city1%3DOttawa%26province1%3DON%26city2%3D%26province2%3D%26salary_minimum%3D%26search_corp%3D1%26search_agencies%3D1%26updated_since%3Danytime%26search%3DSearch%26advanced_flag%3D1%26basicsearch%3D%26advancedsearch%3D%26country1%3DCAN%26country2%3DCAN%26type%3D0%26require_salary%3D0%26advancedsearch.x%3D1%26metro_area%3D0%26kw%3D&keywords_any=&keywords_all=&keywords_phrase=

5.4.4. Recruitsoft

https://employmentopportunities.recruitsoft.com/servlets/CareerSection?art_ip_action=FlowDispatcher&flowTypeNo=13&pageSeq=2&reqNo=104273&art_servlet_language=en&selected_language=en&csNo=2&JServSessionIdemploymentopportunities=pxkoyutskfn8e7q1.RJS44662

5.4.5. Ajilon

If you hover over a link, you will see

[http://www.ajilon.ca/loginArea/candidate_services/javascript:viewItem\(4573\);](http://www.ajilon.ca/loginArea/candidate_services/javascript:viewItem(4573);)

but the correct link to paste is

http://www.ajilon.ca/loginArea/candidate_services/item.asp?CID=4573

5.5. Do Last

The following sites should be done last:

- Ott.jobs
- Hotjobs
- Monster
- Workopolis

That is because specific companies within these sites already have specific searches. The reason these sites are still scanned is in case a new company is added.

5.6. Errors

After all the sites in the Jobs folder have completed, and before the daily new jobs email has been sent, handle today's error. This is important as otherwise, the errors will continue to grow and grow...

First, select the Errors “folder”, and perform a check again. Often, the web sites may be up at this new time.

It may be useful to sort on the **last check** column – click twice on it's title. This will enable you to concentrate on only today's errors.

Many of the Workopolis sites need to be checked numerous time before success, Simply select the site and perform a check (ctrl-k).

For the remaining sites, leave the errors be. David will correct them before the next volunteer starts.

6. Index

Ajilon	9	PasteUnformatted.....	6
ctrl-0.....	8	Monster	8
ctrl-5.....	7	Recruitsoft.....	9
ctrl-k.....	10	Twiddle	8
ctrl-n.....	8	WebSite-Watcher	
Hotjobs.....	9	setup	3
macro		Workopolis.....	8