

Career Site Automatic Updating Capability Instructions

Revision 6.2

**Written by
Aaron M. Packard, PMP
26 May 2007**

Original Copyright © 2006, 2007 - Aaron M. Packard, PMP

Publication and redistribution without the express written consent of Aaron Packard is prohibited.
Product names and images, contained herein, are copyrighted and trademarked by their
respective owners.

Contents

Forward.....	2
Installing the AceMacro® Software.....	4
Presetting Microsoft® Internet Explorer®.....	5
Creating the Automatic Macros.....	6
Macro Testing.....	8
Configuring Windows® Scheduler.....	9
Setting Scheduler to Handle Multiple Automatic Macros.....	17

Forward

Today's job-hunting and job-posting boards are numerous in number. With the slow departure of print-media used to advertise employment opportunities, many job seekers and advertisers have shifted strategies. Where ten years ago most positions were advertised via newspapers and trade journals, now most job opportunities are advertised online.

This shift has presented a double-edged sword, both for the human resources manager who wishes to advertise open positions, as well as the job seeker, looking for employment. Posting employment opportunities on the web are much easier and less time consuming than it was in the past. Posters have the convenience of sitting at their desks, open a job-posting website, and advertise at-will.

Likewise, for job seekers, the search online for job opportunities is also a much easier effort, as well as much more intelligent. Seekers can go to any of the numerous job boards, enter search criteria, and find matching positions: As with job advertisers, job seekers can also post online information; in their case, resumes and CVs.

There is one major drawback with using online job boards, and this drawback applies for both job seekers as well as job posters: almost all job-boards rank-order job advertisements and resumes by age. That is, the most recent job postings and the most recent resumes posted first, appear first. These search indexers employ LIFO – "Last In, First Out". This means that as job-postings and resumes age, they fall lower and lower in search results – causing many opportunities and qualified candidates to be missed in searches.

As a way to overcome this, most of the job-posting sites recommend that job-posters and job-seekers regularly update their adverts or resumes. By doing this, posters and seekers can ensure that they remain at the top of search lists.

The Inconvenience of It All

Based on this model, both job advertisers and job seekers must make a deliberate effort to regularly visit these sites and update their postings. This process can be time consuming, rote, and frankly, tedious.

There is a Solution !

The author of this whitepaper, Aaron Packard, has devised a way to regularly update job postings and resumes. By using downloadable free software, a spare computer or second session in XP / Vista, and with about an hour of effort each month, users of this method can ensure that their postings are always at the top of these searches!

Career Site Automatic Updating Capability Instructions

Using AceMacro® Freeware by HiTek Software®, you can record macros on your computer. Macros capture keystrokes and mouse movements and can be played over and over. This is a fantastic way to create automated 'scripts' that can then be queued within Windows® Scheduler to play repeatedly on a periodic basis.

This guide will assist you in successfully enabling your computer with this capability.

It is recommended that a dedicated desktop computer or server be utilized to perform this function, as the success of these macros require that the Windows® desktop screen be continually unobstructed from other opened software.

There are six processes to enable your system to execute careersite automatic updating. The processes are the following:

1. Installing the AceMacro® Software
2. Presetting Microsoft® Internet Explorer®
3. Creating the Automatic Macros
4. Testing the Macros
5. Configuring Windows Scheduler
6. Setting Scheduler to Handle Multiple Automatic Macros

Installing the AceMacro® Software

The first process in setting up your computer to create this automatic updating capability is to install the AceMacro® software. AceMacro® software is freeware, so there exists no worries concerning licensing or purchase.

1. Using the attached AceMacro® software bundle, save it to your hard drive.
2. You may also download this software at the HiTek® download site:
[http://www.freedownloadcenter.com/Utilities/Mouse and Keyboard Uilities/AceMacro.html](http://www.freedownloadcenter.com/Utilities/Mouse_and_Keyboard_Uilities/AceMacro.html)
3. Navigate to the location where you saved the software.
4. Double-click the software to launch installation wizard.
5. Navigate through the wizard, accepting all default settings.
6. The software is now installed. You can now launch the software via your Start menu, Program Files, or on the Windows® desktop.

Presetting Microsoft® Internet Explorer®

The second process in setting up your computer to create this automatic updating capability is to pre-set Internet Explorer® so that macros can be run more easier. This step will enable you to circumvent pop-up ads that appear during the login process at most career web sites.

1. Go to your desired career website.
2. Save it to your 'Favorites' on Internet Explorer®. Name the Favorite 'careersite1', as shown below.



Monster is a registered trademark.

3. Repeat this process for all career websites, ensuring that each successive favorite is named 'careersite2', 'careersite3', ...
4. When you have finished creating favorites for all of your career websites, close Internet Explorer®.

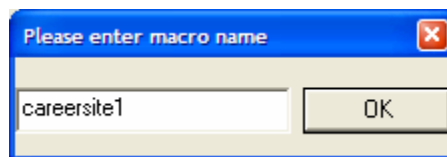
Creating the Automatic Macros

The third process in setting up your computer to create this automatic updating capability is to create the automatic macro scripts. Note that it is important to pause for 5 seconds after each click on the website. Since navigation times vary day-by-day on the Internet, these pauses will accommodate its varying speeds.

1. Close all programs so that all you see is your Windows® desktop. This is very important.
2. Launch the AceMacro® software.
3. Click 'Record New', as shown below.



4. The software will prompt you to enter a macro name. Name the macro 'careersite1', as shown below.



5. Launch Internet Explorer®.
6. Click on your desired saved 'Favorites' created from the steps above. I.e., click on 'careersite1'.
7. Pause for 5 seconds.
8. Login into the career site.
9. Pause for 5 seconds.
10. Generally a random pop-up ad will appear - Go back and click on 'Favorites' again, choosing the same 'Favorite' from step 6 - this will clear the pop-up ad.

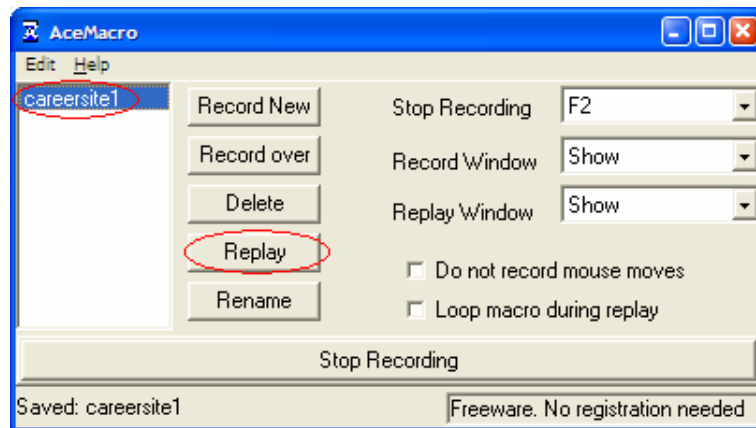
Career Site Automatic Updating Capability Instructions

11. Pause for 5 seconds.
12. Navigate normally until you get to your job ad, pausing for 5 seconds after clicking each menu item.
13. Pause for 5 seconds.
14. Click down into anywhere within the text of the ad.
15. Pause for 5 seconds.
16. Hit your 'space' key.
17. Hit your 'backspace' key.
18. Pause for 5 seconds.
19. Scroll down to the 'Save' button.
20. Click 'Save'.
21. Pause for 5 seconds.
22. Click 'Logout'.
23. Pause for 5 seconds.
24. Close Internet Explorer®.
25. Point the mouse back to AceMacro® software.
26. Pause for 5 seconds.
27. Click on your 'F2' key to stop recording the macro.
28. Close AceMacro®.
29. Repeat this process for each career site you wish to automate, ensuring that steps 1-28 are followed. You must re-launch and subsequently close AceMacro® for each macro recorded.

Macro Testing

The fourth process in setting up your computer to create this automatic updating capability is to test each of the macros that you have created. It is important that this step is conducted to ensure that the macros do indeed execute correctly.

1. Close all programs so that all you see is your Windows® desktop. This is very important.
2. Launch AceMacro®
3. Click on the desired macro you wish to test in the left-hand pane. Each macro that you have created will be listed in this pane.
4. Once you have clicked on the desired macro, click on the 'Replay' button, as shown below.

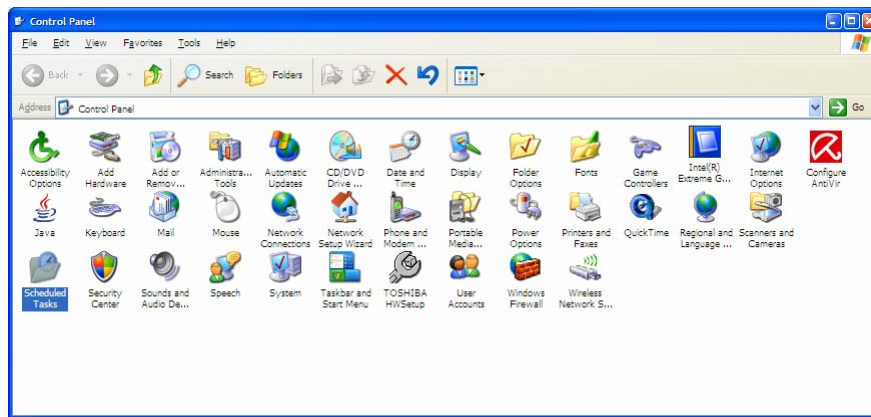


5. The recorded macro will launch. Watch the macro execute, ensuring that you do not touch any keys or move the mouse.
6. If you notice that the macro is not executing correctly, simply click your 'CTRL' 'ESC' keys simultaneously to abort.
 - a. If the macro does not execute correctly, click on the same macro from section 3 and click the 'Delete' button.
 - b. If the macro does not execute correctly, repeat section 3 above, recreating the macro.
7. If the macro does indeed execute correctly, you will see steps 5 through 24 execute from the third process above; that is, Internet Explorer® launches, the career site is opened, login credentials are entered, the job position is updated and saved, and Internet Explorer® closes.
8. Repeat this process for each of the macros created.

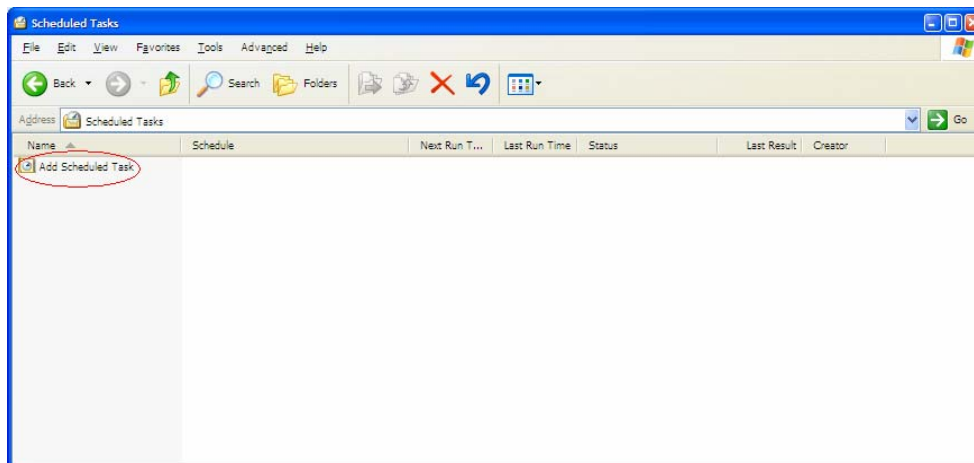
Configuring Windows® Scheduler

The final step is to configure Windows® Scheduler so that the macros can be run on a continuous basis.

1. Close all programs so that all you see is your Windows® desktop. This is very important.
2. Click on your 'Start' button on the lower left-hand corner of your Windows® desktop.
3. Click on 'Control Panel'.
4. Double-click on the 'Scheduled Tasks' icon, as shown below.



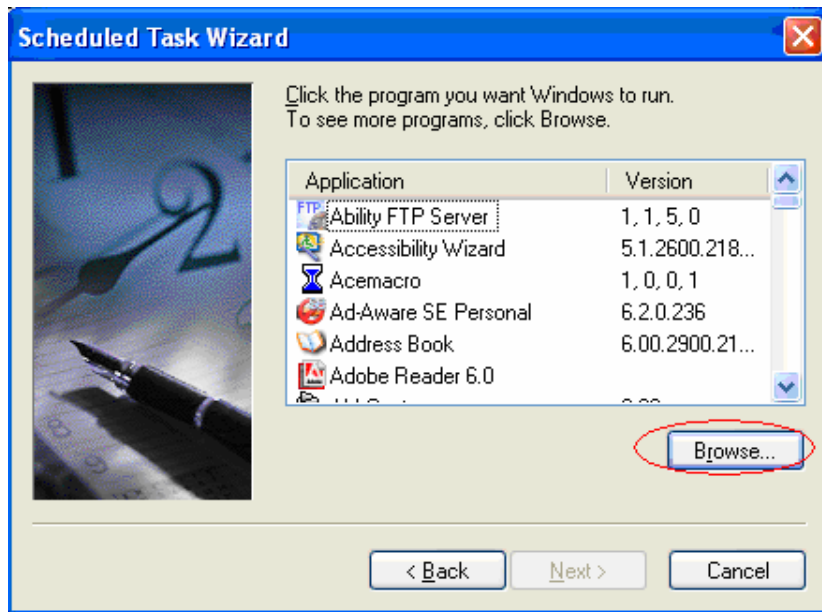
5. The schedule tasks queue will open, as shown below.



6. Click on 'Add Scheduled Task'.

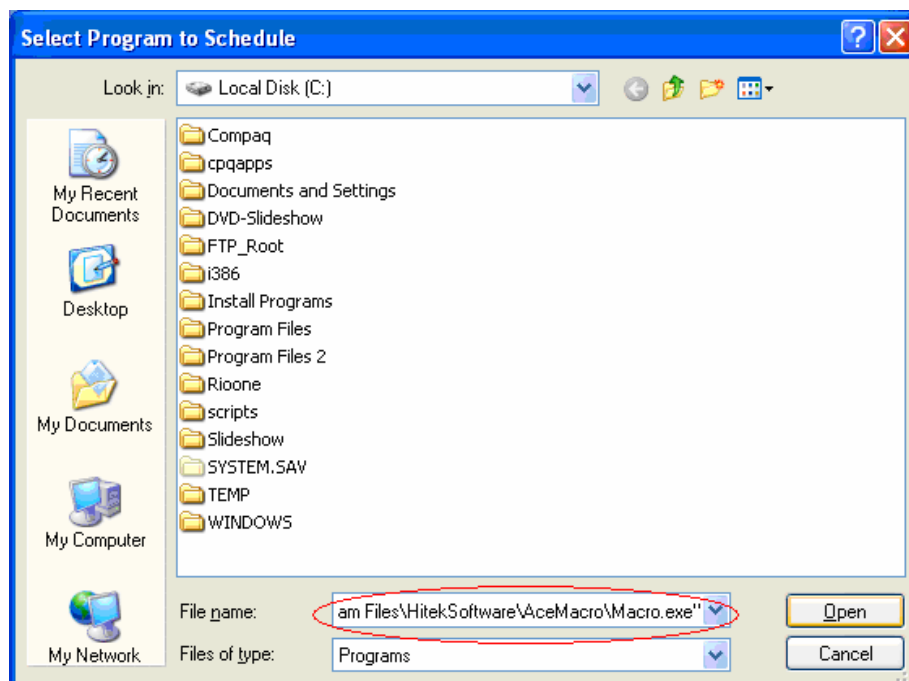
Career Site Automatic Updating Capability Instructions

- The schedule task wizard will open. Click on the Browse button, as shown below.



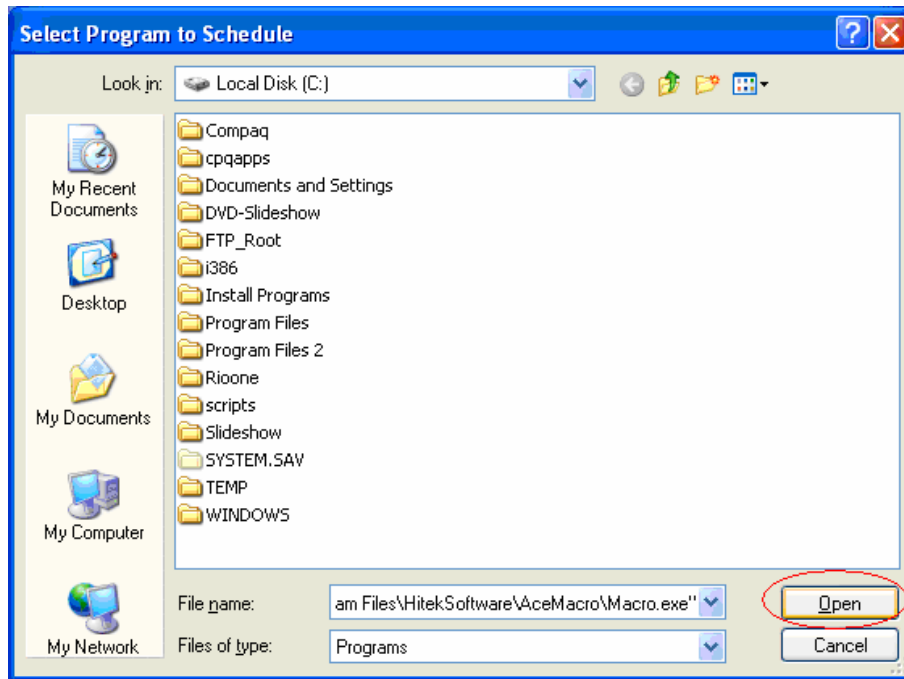
- A dialogue box will open, as shown below. You will be prompted to enter a path and a file name. Type in the following, ensuring that you DO INCLUDE the quotation marks:

“C:\Program Files\HiTekSoftware\AceMacro\Macro.exe”



Career Site Automatic Updating Capability Instructions

- Next, click on the Open button, as shown below.



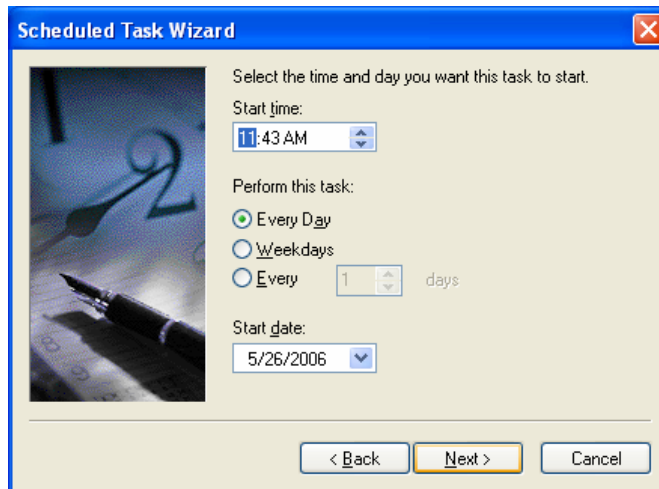
- A new dialogue box will be opened, as shown below. You will be prompted to enter the scheduled task's name. Type in "careersite1" OMITTING the quotes. Select the "Daily" radio button underneath "Perform this task:".



- Click the 'Next' button.

Career Site Automatic Updating Capability Instructions

12. A new dialogue box will appear, as shown below. Select the “Every Day” radio button underneath “Perform this task:”. Leave the other options ‘as-is’. Click the Next button.



13. A new dialogue box will appear, as shown below. You will be prompted to enter your username and double-confirm password. In the below example, your username will be automatically entered by default. However, you will be required to double-confirm your password. Upon entry, click the Next button.



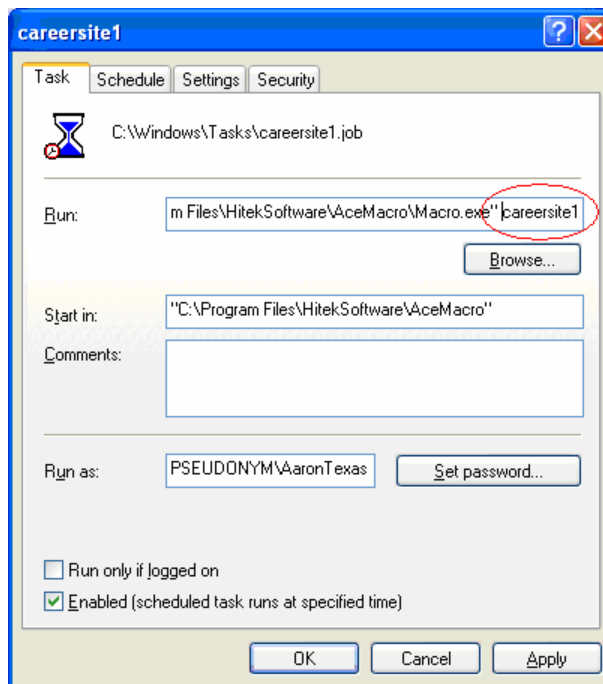
14. A new dialogue box will appear. Check ‘Open advanced properties for this task when I click Finish’. Click the Finish button.

Career Site Automatic Updating Capability Instructions



15. The careersite1 Scheduled Task properties dialogue box will open. Under the 'Task' tab, in the 'Run' setting, add a space after the .exe" and type careersite1. The Run setting should now read:

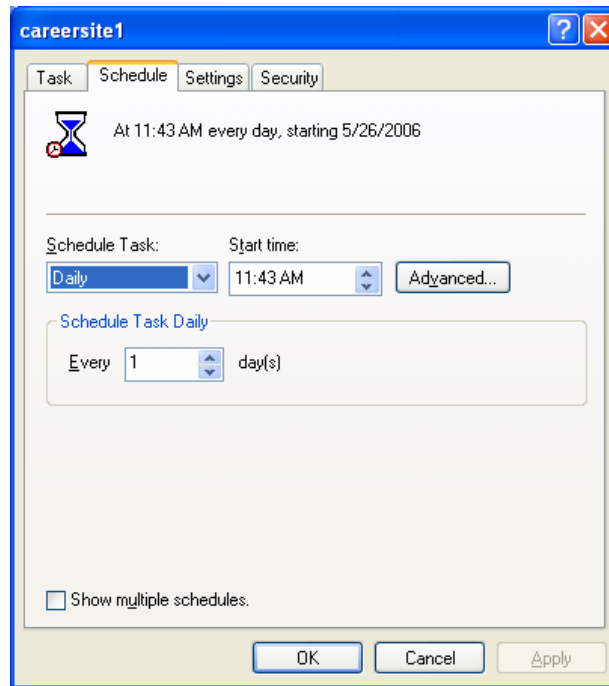
"C:\Program Files\HiTekSoftware\AceMacro\Macro.exe" careersite1



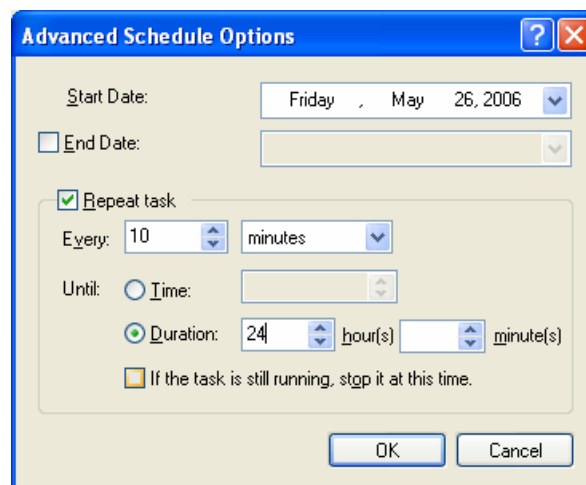
16. Click on the 'Schedule' Tab at the top of the dialogue box. Under 'Start Time', set the start time so that it is 5 minutes from the present

Career Site Automatic Updating Capability Instructions

time displayed on the lower right-hand corner on your Windows® desktop. Next, click on the 'Advanced...' button located mid-right on the dialogue box.



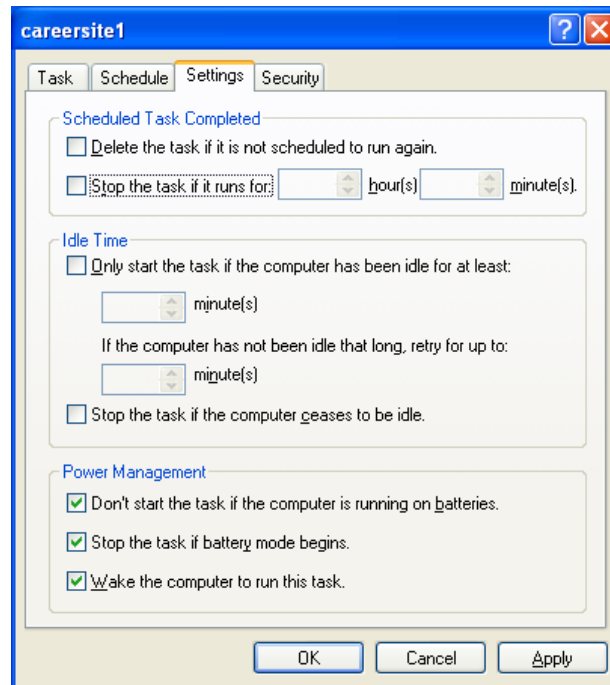
17. The Advanced Schedule Options dialogue box will open. Check the 'Repeat Task' option. Set the 'Duration' for 24 hours, 0 minutes. Ensure that 'End Date' and 'If the task is still running, stop it at this time' are left unchecked. Click the OK button when finished.



18. The careersite1 Scheduled Task properties dialogue box will reappear. Click on the 'Settings' Tab at the top of the dialogue box. De-check

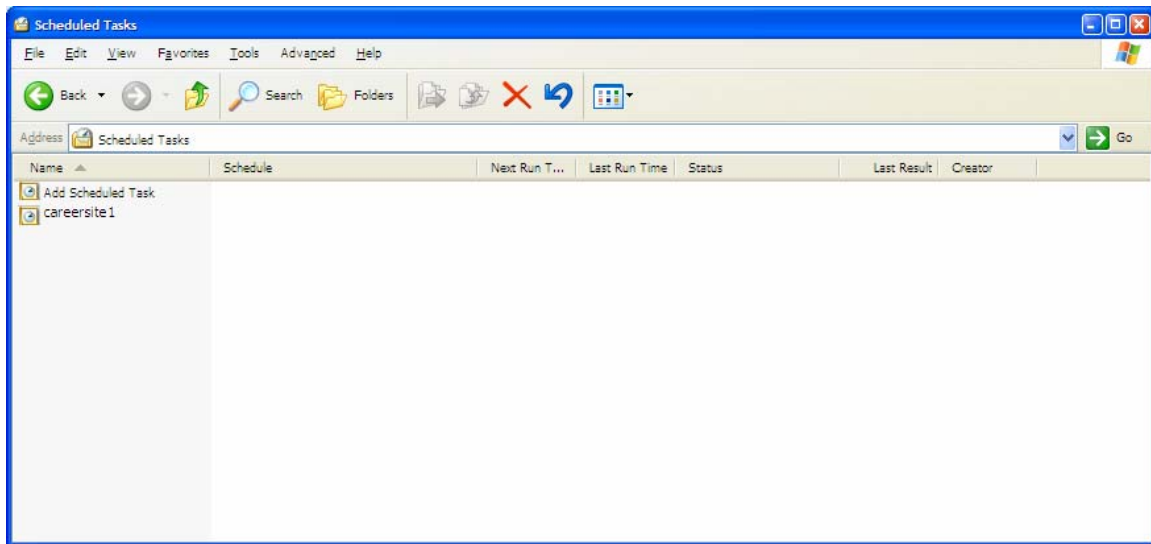
Career Site Automatic Updating Capability Instructions

the 'Stop the task if it runs for'. Ensure that all three options under Power Management are checked. Ensure all other options are left de-checked. Once finished, click Apply, then OK. You may be prompted once again to double-confirm your password. Double-confirm your password if prompted.



19. Repeat this process for each of the careersite macros you have created. Be sure to change each macro to the next name; i.e., careersite1, careersite2, careersite3,...
20. For each of the careersite macros that you have created scheduled tasks for, they now appear when you open the Schedule Tasks queue.

Career Site Automatic Updating Capability Instructions



21. If all settings have been configured correctly, the macro will launch within 5 minutes after you have configured each task.

Setting Scheduler to Handle Multiple Automatic Macros

If you wish to have multiple careersite automatic macros, you must ensure that the execution of the macros do not conflict. That is, more than one macro cannot run at the same time. Therefore, if two macros have been created, and each macro takes 4 minutes to run, initial start times in Scheduler must be set so that each macro is set for at least 4 minutes apart. However, the author would recommend spacing each macro at least 6 minutes apart to be safe.

At the time this guide is written, the author runs 6 macros. Each macro takes approximately 2 minutes to run; therefore an extra minute has been allotted to be safe. Thus, the following Scheduler start times have been set to the following table. Note that for simplicity sake, 12:00pm has been chosen to illustrate this example. When setting up your Scheduler start times, the author recommends choosing the next closest incremental half-hour. After you have determined the repeat task minutes, go back to each scheduled task, right-click the task, and choose 'Properties'. Click on the Schedule tab, click on 'Advanced...' and readjust 'Repeat task' so it reflects Repeat Task Minutes. See illustration below.

	Task Name	Initial Start Time	Next Start Time	Repeat Task Minutes
Macro 1	careersite1	12:00pm	12:18	18 minutes
Macro 2	careersite2	12:03pm	12:21	18 minutes
Macro 3	careersite3	12:06pm	12:24	18 minutes
Macro 4	careersite4	12:09pm	12:27	18 minutes
Macro 5	careersite5	12:12pm	12:30	18 minutes
Macro 6	careersite6	12:15pm	12:33	18 minutes

