

Tutorial for the fully updated and expanded Job Markets Australia online database www.jobmarkets.com.au

This Tutorial will introduce you to the new online database and explain its functions and capabilities. The database content is described in the Information Paper (on the website's Sources page), and listed in the What's in a Report box on the homepage. Please send comments and suggestions about Tutorial 280713 to webmaster@jobmarkets.com.au.

Job Markets Australia

Home Job Resources FAQ's Sources Historical Earnings Terms and Conditions Contact About

Welcome to the *Job Markets Australia* online database, 2013-2014 issue. This is the continuation of the *Archangel@ Job Markets Australia* series, which started in 1999 and extended the earlier *Job Prospects Australia* series, commenced as a book in 1988 and as a CD in 1996.

The authoritative, interactive resource on www.jobmarkets.com.au has been designed to give enquirers quick and economical access to vital earnings and labour market data.

The online database remains the standard and largest source of well-researched, systematic information on occupational labour markets in Australia. It provides a wealth of statistical, evaluative and reference data for over 1,000 occupations. Most importantly, the methodology ensures that the earnings statistics are reliable measures of market-rate income by age and occupation and that the other statistics reflect best practice principles in occupational research. The powerful Query functions lets you search on 14 information fields, alone or in combination. This identifies immediately which occupations meet your search criteria. The content and sources are explained in the Information Paper found in Sources on the toolbar. Also on the Sources page is a paper titled, Some free earnings figures, which looks at a number of free data sources on earnings.

Quick Facts

- What's a Report cost?**
It's \$12 for each Job in the Report.
- Is there a tax invoice?**
Yes, when you pay by PayPal the name and address details held for the PayPal account are included in a tax invoice with the amount paid. It will have all necessary information for Yorkcross Pty Ltd, the company operating this website.
✓ Check FAQs in the Toolbar for answers to other popular questions.

Using Job Markets Australia

Create Report

In a few easy steps you can have your occupational Report.

1. To get started Click the Create Report button above.
2. Read and accept the Terms and Conditions.
3. Type in the full or part title of the occupation/s of interest, and click Find Job/s.
4. Then tick the right boxes and click Add Job/s.
5. Use the Query function to search for suitable occupations, and then follow the same steps as for the Find function.

What's in a Report

As you can see, the homepage has been redesigned. The toolbar has new content, including PDFs of the *ANZSCO Dictionary*, 1st edition, the Dictionary's minor revision in 2009, and a summary of occupation/group titles and job duties. These PDFs are on the Job Resources page.

Also on the homepage, but not shown in the screen shot, is the O*NET™ in it box. This notes the inclusion in the online database of valuable O*NET™ data for skills, abilities and knowledge. More than 1,000 ANZSCO occupations have the detailed results for these factors, and for each there is a scoring of the factor's importance and level. *Utilizing O*NET™ data* is a short paper that defines the terms importance and level.

In the new online database there is no need to log-on. The online database is available to all, so long as they agree to the Terms and Conditions. Before you are given access to the online database, you must indicate(1) that you have read the Terms and Conditions and (2) that you agree to them.

However, before you get to do that, you need to click on the Create Report button. The arrow points to the button. Once you click on it, you are shown the Terms and Conditions statement and must read and agree to them before the online database is opened. See the screen shot on the next page.

Job Markets Australia

Terms and Conditions:

☒ I have read the terms and conditions

The statistical and other data and information in the database on www.jobmarkets.com.au are the intellectual property of Rodney Stinson. © Rodney Stinson 2013 All Rights Reserved

The Australian Bureau of Statistics owns the copyright of the *ANZSCO Dictionary*, 1st edition, revised, as well as the meta-data extracts of job duties, titles and codes included on this website. Their use is permitted through the Creative Commons Attribution 2.5 Australia License.

The O*NET™ skills, abilities and knowledge data are the intellectual property of the Department of Labor/Employment and Training Administration, under whose auspices the Occupational Information Network (O*NET™) is being developed in the United States of America.

The screen shot shows part of the full statement of Terms and Conditions.

To proceed to the online database, you must (1) read them and tick that you have done so in the checkbox and (2) click on the I Agree button to indicate your agreement to the Terms and Conditions. The two arrows are self-explanatory.

Report Builder

This screen shot shows the interface for the online database. We will briefly consider the sections numbered 1, 2 and 3. The name of each section describes what it does. Section 1 is easy enough: you tick the checkboxes for the content you want included. Section 2 is the real hub, and its Find and Query functions will take up much of this tutorial. Section 3 has two new functions: Rank and Filter. If you want to run them, you must set before you look for suitable occupations (called jobs for short) in the sub-headings. The Find function on its own is what we consider next.


Job Markets Australia

Job Markets Report Builder :


Jobs in Report

After highlighting a Job, click on it to show Duties, or click Delete to Remove it.

Payment Options

Payment by PayPal: 

Your Job Markets 0 item/s, each at \$12
Total cost \$0.00. Press 'Report' to continue.

Payment by PrePaid: 

Your Job Markets report has 0 item/s, each at 1 credit
PrePaid Code:

Type in your Pre-Paid code and press 'Check' to verify.

Section 1 → 1. Job Report Content Options - Use to include this content in the Report

☐ Single Year of Age Job Shares for Older Workers (50 to 69 plus)
☐ Percentages with Post-School Qualifications by Age-group and Level
☐ Full Listing of O*NET Skills, Abilities and Knowledge for this Occupation

Section 2 → 2. Query or Find Jobs to add to the Report - Use to locate suitable jobs for the Report

Regional Jobs
 Query Jobs

Type full or part job title or ANZSCO code, and click 'Find Job/s'

Section 3 → 3. Rank and Filter Options - Use to rank or hide jobs from Find/Query results

Rank and Filter Options

Select job/s by clicking in their checkbox and Click Add job/s to include in report

Find

Most professionals accessing the original *Job Markets Australia* database already had occupations in mind when they searched on the online database. They simply went to the Find function and typed an occupation's full or part title. You can use the new database in the same way.

In our example, "patholog" is the part title we have entered. To locate occupations with that in their title, we clicked on the Find Job/s button.

The list of occupations with "patholog" in their title is shown at the bottom of the Report Builder. When the list is very long, you will have to scroll down to see it all.

We were after Pathology Collectors, so the checkbox next to them has been ticked. Once again, the arrows reinforce the written explanation.

Job Markets Report Builder :

Start Again

Jobs in Report

After highlighting a Job, click on it to show Duties, or click Delete to Remove it.

Delete

Payment Options

Payment by PayPal: [PayPal](#)

Your Job Markets 0 item/s, each at \$12

Total cost \$0.00. Press 'Report' to continue.

Report

Payment by PrePaid: [Pre Pay](#)

Your Job Markets report has 0 item/s, each at 1 credit

PrePaid Code:

Type in your Pre-Paid code and press 'Check' to verify.

Check

1. Job Report Content Options - Use to include this content in the Report

☐ Single Year of Age Job Shares for Older Workers (50 to 69 plus)

☐ Percentages with Post-School Qualifications by Age-group and Level

☐ Full Listing of O*NET Skills, Abilities and Knowledge for this Occupation

+ Regional Jobs

2. Query or Find Jobs to add to the Report - Use to locate suitable jobs for the Report

+ Query Jobs

Type full or part job title or ANZSCO code, and click 'Find Job/s'

patholog Find Job/s Clear Job/s

3. Rank and Filter Options - Use to rank or hide jobs from Find/Query results

+ Rank and Filter Options

Select job/s by clicking in their checkbox and Click Add job/s to include in report

Add Job/s

☐ 252712 Speech Pathologists

☐ 253915 Pathologists

☒ 311216 Pathology Collectors

We want the Report for Pathology Collectors, and to do that we must put the ticked occupation into the Jobs in Report box.

This is done by clicking the Add Job/s button. Because it's the only occupational Report we want at this time, we move to the next stage where we select the Content Options in Section 1.

There are four Content Options for more data that can be included in the Report. The extra data are for older workers, post-school qualifications, and O*NET™ skills, abilities and knowledge. And there is the Regional/Local jobs setting, which provides the number of jobs in the labour market you nominate. In our case, it's the number of accessible jobs for Pathology Collectors.

Job Markets Australia

Job Markets Report Builder :

Start Again

Jobs in Report
After highlighting a Job, click on it to show Duties, or click Delete to Remove it.
311216 Pathology Collectors
Delete

Payment Options
Payment by PayPal: **PayPal**
Your Job Markets 1 item/s, each at \$12
Total cost \$12.00. Press 'Report' to continue. **Report**
Payment by PrePaid: **Pre Pay**
Your Job Markets report has 1 item/s, each at 1 credit
PrePaid Code: **Check**
Type in your Pre-Paid code and press 'Check' to verify.

1. Job Report Content Options - Use to include this content in the Report

- ☐ Single Year of Age Job Shares for Older Workers (50 to 69 plus)
☐ Percentages with Post-School Qualifications by Age-group and Level
☐ Full Listing of O*NET Skills, Abilities and Knowledge for this Occupation
- Regional Jobs

Regional Jobs Selection

☒ New South Wales
☐ Victoria
☐ Queensland
☐ South Australia
☐ Western Australia
☐ Tasmania
☐ Northern Territory
☐ Australian Capital Territory

Reset Region **Next**

We tick the State checkbox where the target labour market is located.

Job Markets Australia

Job Markets Report Builder :

Start Again

Jobs in Report
After highlighting a Job, click on it to show Duties, or click Delete to Remove it.
311216 Pathology Collectors
Delete

Payment Options
Payment by PayPal: **PayPal**
Your Job Markets 1 item/s, each at \$12
Total cost \$12.00. Press 'Report' to continue. **Report**
Payment by PrePaid: **Pre Pay**
Your Job Markets report has 1 item/s, each at 1 credit
PrePaid Code: 8888-EASY **Check**
Type in your Pre-Paid code and press 'Check' to verify.

Lastly, you type the PrePaid code and click the Check button to generate the Report. For PayPal payment you need to click the Report button.

1. Job Report Content Options - Use to include this content in the Report

- ☐ Single Year of Age Job Shares for Older Workers (50 to 69 plus)
☐ Percentages with Post-School Qualifications by Age-group and Level
☒ Full Listing of O*NET Skills, Abilities and Knowledge for this Occupation
- Regional Jobs

Regional Jobs Selection

☐ Botany Bay (C)
☒ Leichhardt (A)
☐ Marrickville (A)
☐ Sydney (C) - East
☐ Sydney (C) - Inner
☐ Sydney (C) - South
☐ Sydney (C) - West

Reset Region

The other extra data we want in the Report we also tick.

The Inner Sydney region was clicked next and then, as shown, the Leichhardt LGA.

Job Markets Australia

Job Markets Report Builder :

[Start Again](#)

Jobs in Report

After highlighting a Job, click on it to show Duties, or click Delete to Remove it.

311216 Pathology Collectors

[Delete](#)

Payment Options

Payment by PrePaid:

Pre Pay

Your Job Markets report has 1 item/s, each at 1 credit

PrePaid Code:

[Report](#)

This code has 13 credits remaining. Press 'Report' to continue.

1. Job Report Content Options - Use to include this content in the Report

- ☐ Single Year of Age Job Shares for Older Workers (50 to 69 plus)
- ☐ Percentages with Post-School Qualifications by Age-group and Level
- ☒ Full Listing of O*NET Skills, Abilities and Knowledge for this Occupation

[- Regional Jobs](#)

Regional Jobs Selection

- ☐ Botany Bay (C)
- ☒ Leichhardt (A)
- ☐ Marrickville (A)
- ☐ Sydney (C) - East
- ☐ Sydney (C) - Inner
- ☐ Sydney (C) - South
- ☐ Sydney (C) - West

[Reset Region](#)

For payment by a PrePaid code, you next click the Report button. The remaining PrePaid credits for the code are shown.

The Report for Pathology Collectors is now available to you as a PDF file. The extra content is included, along with all of the standard *Job Markets Australia* information fields, as shown on the next page.

Job Markets Report Builder :

[Start Again](#)

Jobs in Report

After highlighting a Job, click on it to show Duties, or click Delete to Remove it.

311216 Pathology Collectors

[Delete](#)

Payment Options

Payment by PrePaid:

Pre Pay

Your Report is ready.

Click to view or Right-Click 'Save target as...' to download.



Here's your Report
in a PDF file.

1. Job Report Content Options - Use to include this content in the Report

- ☐ Single Year of Age Job Shares for Older Workers (50 to 69 plus)
- ☐ Percentages with Post-School Qualifications by Age-group and Level
- ☒ Full Listing of O*NET Skills, Abilities and Knowledge for this Occupation

[- Regional Jobs](#)

Regional Jobs Selection

- ☐ Botany Bay (C)
- ☒ Leichhardt (A)
- ☐ Marrickville (A)
- ☐ Sydney (C) - East
- ☐ Sydney (C) - Inner
- ☐ Sydney (C) - South
- ☐ Sydney (C) - West

[Reset Region](#)

We were looking to find out how many Regional/Local jobs there are for Pathology Collectors. In the Leichhardt LGA, there are *at least* 16 such jobs (that is, the number is understated, as explained in the Information Paper). The first screen shot shows part of the Report's page 1.

Job Markets Australia - 2013-2014

This report has been downloaded/printed on Saturday, July 27, 2013 from www.jobmarkets.com.au
 ©1999-2013 Rodney Stinson. All Rights Reserved. Statistical data are derived from the Australian I

Occupation	Pathology Collectors
ANZSCO Code	311216 (Skill Level 3) Interest Code <i>It</i>
Job Duties	extract, collect, label and preserve blood and analysis.
Number of Jobs	Australia 8,200 NSW 2,644 Sydney 1,490 Brisbane 1,011 WA 968 Perth 818 SA 350 Darwin 39 ACT 96
Regional Jobs	16 - Total estimated Jobs in Leichhardt (A)

We also wanted the extra content for the O*NET™ data on skills, abilities and knowledge. There are 35 skills factor, 52 abilities factors and up to 35 knowledge factors for each occupation. The screen shot below has the nine top-listed skills, ranked on their importance for Pathology Collectors. The percentages show that the nine skills are utilized at an average or above average rate in terms of importance (or how often they are needed), and that the level (or degree) at which they are required is slightly below the workforce average.

O*NET

Skills

Skills are developed capacities that facilitate learning and the performance of activities that occur across jobs. The most important skills for this occupation are shown below.

Skills	Importance Level (%)	Level (%)	Description
Active Listening	62	48	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Social Perceptiveness	62	42	Being aware of others' reactions and understanding why they react as they do.
Service Orientation	62	42	Actively looking for ways to help people.
Speaking	59	51	Talking to others to convey information effectively.
Critical Thinking	56	48	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Reading Comprehension	53	48	Understanding written sentences and paragraphs in work related documents.
Writing	53	42	Communicating effectively in writing as appropriate for the needs of the audience.
Monitoring	50	48	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Coordination	50	44	Adjusting actions in relation to others' actions.

The Report for Pathology Collectors can be downloaded/printed. To continue using the Report Builder you will need to click in the Start Again box at the top left of the Report Builder .

You cannot view the contents of the Report before payment is made. Taking the steps described for the Find function are recommended when you know exactly which occupation/s you want. You can include more than one occupation in the one Report with this simple use of Find. When you do, the extra content (including Regional/Local jobs) will be what you have selected in Section 1.

Query

The Query function is the older brother/sister of the Find function. It knows more and can do much more than the simple Find function. It is a powerful tool which will greatly assist you to identify suitable occupations that satisfy your stated search criteria.

There are 14 searchable fields, and just over half are shown in the following screen shot. The Query fields and their checkboxes became visible when the Query Job button was clicked. (See arrow A.)

It's best to begin with one or a few of the crucial information fields. If someone is capable only of sedentary work duties then by all means de-select the light to very heavy checkboxes. This will exclude all occupations that do not have sedentary work duties. Perhaps the person has limited formal education, then leave selected only the Qualification Levels that are appropriate. However, where someone has limited English competency that might be a handier second field on which to search.

2. Query or Find Jobs to add to the Report - Use to locate suitable jobs for the Report

arrow A points to the **Physical Demands** field.

arrow B points to the **Reset Query** button.

arrow C points to the **Search** button.

Physical Demands	Job Orientation	Minimum English Speaking Competency
<input checked="" type="checkbox"/> sedentary	Data <input type="checkbox"/> Most Important <input type="checkbox"/> Important	<input checked="" type="checkbox"/> very little/none
<input checked="" type="checkbox"/> light	Ideas <input type="checkbox"/> Most Important <input type="checkbox"/> Important	<input checked="" type="checkbox"/> basic
<input checked="" type="checkbox"/> medium	People <input type="checkbox"/> Most Important <input type="checkbox"/> Important	<input checked="" type="checkbox"/> average - lower range
<input checked="" type="checkbox"/> heavy	Things <input type="checkbox"/> Most Important <input type="checkbox"/> Important	<input checked="" type="checkbox"/> average - upper range
<input checked="" type="checkbox"/> very heavy		<input checked="" type="checkbox"/> good
		<input checked="" type="checkbox"/> very good
		<input checked="" type="checkbox"/> excellent

Minimum English Listening Competency	Minimum English Reading Competency	Minimum English Writing Competency
<input checked="" type="checkbox"/> very little/none	<input checked="" type="checkbox"/> very little/none	<input checked="" type="checkbox"/> very little/none
<input checked="" type="checkbox"/> basic	<input checked="" type="checkbox"/> basic	<input checked="" type="checkbox"/> basic
<input checked="" type="checkbox"/> average - lower range	<input checked="" type="checkbox"/> average - lower range	<input checked="" type="checkbox"/> average - lower range
<input checked="" type="checkbox"/> average - upper range	<input checked="" type="checkbox"/> average - upper range	<input checked="" type="checkbox"/> average - upper range
<input checked="" type="checkbox"/> good	<input checked="" type="checkbox"/> good	<input checked="" type="checkbox"/> good
<input checked="" type="checkbox"/> very good	<input checked="" type="checkbox"/> very good	<input checked="" type="checkbox"/> very good
<input checked="" type="checkbox"/> excellent	<input checked="" type="checkbox"/> excellent	<input checked="" type="checkbox"/> excellent

Qualification Level	Skill Level	Employment outlook
<input checked="" type="checkbox"/> No Minimum	<input checked="" type="checkbox"/> Level 1	<input checked="" type="checkbox"/> poor
<input checked="" type="checkbox"/> Year 9 or 10	<input checked="" type="checkbox"/> Level 2	<input checked="" type="checkbox"/> fair
<input checked="" type="checkbox"/> HSC/Senior Secondary	<input checked="" type="checkbox"/> Level 3	<input checked="" type="checkbox"/> sound
<input checked="" type="checkbox"/> Certificate or Short Course	<input checked="" type="checkbox"/> Level 4	<input checked="" type="checkbox"/> good
<input checked="" type="checkbox"/> Vocational Certificate	<input checked="" type="checkbox"/> Level 5	<input checked="" type="checkbox"/> excellent
<input checked="" type="checkbox"/> Trade		
<input checked="" type="checkbox"/> Diploma		
<input checked="" type="checkbox"/> Degree		

Self-Employed	Older workers' job share	Young workers' job share
<input checked="" type="checkbox"/> not possible	<input checked="" type="checkbox"/> well below	<input checked="" type="checkbox"/> none
<input checked="" type="checkbox"/> uncommon	<input checked="" type="checkbox"/> below	<input checked="" type="checkbox"/> some

When you are uncertain about the information fields you've selected and the choices you've made within them, just click on the Reset Query button, shown by arrow B. Make the selection that you would prefer, and then click on the Search button (see arrow C).

Because the Query function with its 14 information fields is so big when displayed, it is closed immediately you click on the Search button. This is intentional; you can always return to the section by clicking on the Query Jobs button.

With the Query display closed, you are better able to see the occupations that are listed at the bottom of the Report Manager screen, as shown on the next page. If the list is empty, it means your search criteria were too restrictive. You may vary the criteria by broadening them, in order to identify possibly suitable ANZSCO occupations. For the opposite outcome, you could make the criteria harder to satisfy.

On the previous page, we learned that clicking on the Search button in the Query Jobs section would produce a list of ANZSCO occupations meeting certain criteria. These were that the work duties had to be sedentary and that minimal competency in speaking English was required for the person you have in mind. The screen shot illustrates the relevant de-selections.

2. Query or Find Jobs to add to the Report - Use to locate suitable jobs for the Report

Query Jobs

Physical Demands	Job Orientation	Minimum English Speaking Competency
<input checked="" type="checkbox"/> sedentary	Data <input type="checkbox"/> Most Important <input type="checkbox"/> Important	<input checked="" type="checkbox"/> very little/none
<input type="checkbox"/> light	Ideas <input type="checkbox"/> Most Important <input type="checkbox"/> Important	<input checked="" type="checkbox"/> basic
<input type="checkbox"/> medium	People <input type="checkbox"/> Most Important <input type="checkbox"/> Important	<input type="checkbox"/> average - lower range
<input type="checkbox"/> heavy	Things <input type="checkbox"/> Most Important <input type="checkbox"/> Important	<input type="checkbox"/> average - upper range
<input type="checkbox"/> very heavy		<input type="checkbox"/> good
		<input type="checkbox"/> very good
		<input type="checkbox"/> excellent

Minimum English Listening Competency Minimum English Reading Competency Minimum English Writing Competency

After the Search button was clicked, the Query produced a list of six ANZSCO occupations that meet the stated criteria. This is shown in the screen shot below. (See, too, that Query Jobs has closed.)

Sex Workers or Escorts are in the *ANZSCO Dictionary*, and for that reason they are in the online database. Others in the list you might not want to pursue as suitable choices for a particular person. Their workplace, as well as other accessible work sites, for instance, might have jobs for Concrete Pump Operators that require more frequent standing and walking or more frequent/heavier lifting etc.

Chocolate Packers, and Container Fillers could be the better choices in the list. But do Regional/Local jobs exist – for that you need to go to the Regional Jobs setting in Section 1 of the Report Manager.

If you think or know that the person with minimal English is, or will be, attending language classes for a few months, you could vary the search criteria by including occupations requiring average—lower range English speaking competency. Many more occupations will then be added to the list.

2. Query or Find Jobs to add to the Report - Use to locate suitable jobs for the Report

Query Jobs

Type full or part job title or ANZSCO code, and click 'Find Job/s'

3. Rank and Filter Options - Use to rank or hide jobs from Find/Query results

Rank and Filter Options

Select job/s by clicking in their checkbox and Click Add job/s to include in report

- ☐ 451813 Sex Workers or Escorts
- ☐ 711411 Photographic Developers and Printers
- ☐ 711514 Plastics Production Machine Operators (General)
- ☐ 712915 Concrete Pump Operators
- ☐ 832111 Chocolate Packers
- ☐ 832112 Container Fillers

To include Chocolate Packers and Container Fillers in a Report, you follow the same pathway outlined on pages 3 to 6 of this tutorial. The pathway also describes how you include the additional content from Section 1 of the Report Manager.

Because you cannot view the contents of an occupational Report before paying for it, it is recommended that you use the full power of the Query function. Doing so is free, and it permits you to search on one or a combination of information fields that will determine which are the most suitable occupations for a particular individual or group of people. You can also see the results and vary the search criteria, thereby narrowing or expanding the number of ANZSCO occupations.

The more you use the Query function, the more useful it will be to you.

Both the Query and the Find functions can be run, and choices of occupations made, before or after you select the Content Options in Section 1 of the Report Manager. (Refer to page 2 for brief comments.) As noted before, the Content Option settings you make will hold for all of the occupations you select for a Report in the same session.

Please note, however, that if you want to run the Rank and Filter Options, which are in Section 3 of the Report Manager, you must set these before you do your Find or Query exercise. These new options were not in the original *Job Markets Australia* database.

The Rank and Filter Options have no life of their own; rather they are activated only when set before you look for occupations via the Find and Query functions.

The Rank option entails nominating one age-group in which the average weekly earnings figures for each occupation will be listed from highest to lowest. If an occupation has no earnings figure for the nominated age-group then it will be excluded from the list, even though it satisfies your Find or Query criteria. Likewise, when you activate the Filter option, it will exclude occupations with 3 or fewer Regional/Local jobs. This will ensure you don't get a Report that states there are no jobs or no reliable job count.

In the Rank option shown in the screen shot below, All Ages is the age-group nominated. (See arrow A.) All of the occupations located through subsequent Find or Query activity in the same work session will have their earnings ranked on their All Ages earnings figure.

By ticking in the Filter box, you will exclude or omit any occupation with no Regional/Local jobs or 3 or fewer such jobs. (See arrow B.)

Having selected the Rank and/or Filter options, you must then click on Apply Rank/Filter. You may alter your options in the same work session but, when you do, any occupations omitted due to a previous Rank/Filter request will not be available for inclusion. They remain, in other words, omitted.

3. Rank and Filter Options - Use to rank or hide jobs from Find/Query results

Rank and Filter Options

Rank

Rank occupations from highest to lowest earnings on one age-group

☐ 15 to 19

☐ 20 to 24

☐ 25 to 29

☐ 30 to 34

☐ 35 to 39

☐ 40 to 44

☐ 45 plus

☒ All Ages

Filter

☒ Filter out (that is, hide) occupations with 3 or fewer jobs.

Arrow A →

Arrow B →

To summarize the main points

1. The new online database has three working sections in its Report Builder interface.
2. The real working hub of the new online database is the Find/Query functions in Section 2.
3. The simplest way to locate an occupation for which you want a Report is to use the Find function.
4. Before or after you select that occupation/s into Jobs in Report box, you may choose to include additional content from Section 1 in that Report.
5. With the additional content selected, you can quickly move to pay for and get the Report.
6. Using the Query function permits you to identify potentially or actually suitable occupations based on the search criteria you select. There are 14 searchable fields in the online database and you may search on one field or on a combination of fields. You can continue to vary the criteria until you have identified the best choices for your purposes.
7. As with the simple Find pathway, you may choose to include additional content from Section 1 in the Report before or after you select an occupation/s into the Jobs in Report box.
8. The Rank and Filter options in Section 3 require a different order of interrogation.
9. When you want to use the Rank and Filter options, you must set these prior to running the Find and Search functions. This is necessary because the ranking and filtering out are done at the same time as you activate your Find or Query.
10. One thing to look out for is that the ranking will exclude an otherwise relevant occupation when no earnings figures are in the nominated age-group. Another thing is that, with the Filter option on, an occupation with no Regional/Local jobs or with 3 or fewer such jobs will be excluded from the list.
11. In order not to get and pay for a Report that does not meet the requirements of a particular person or your specific work project, Yorkcross Pty Ltd recommends that you use the Query function and Rank and Filter options to their maximum.

Please send comments and suggestions about this tutorial to webmaster@jobmarkets.com.au. It is coded as Tutorial 280713.