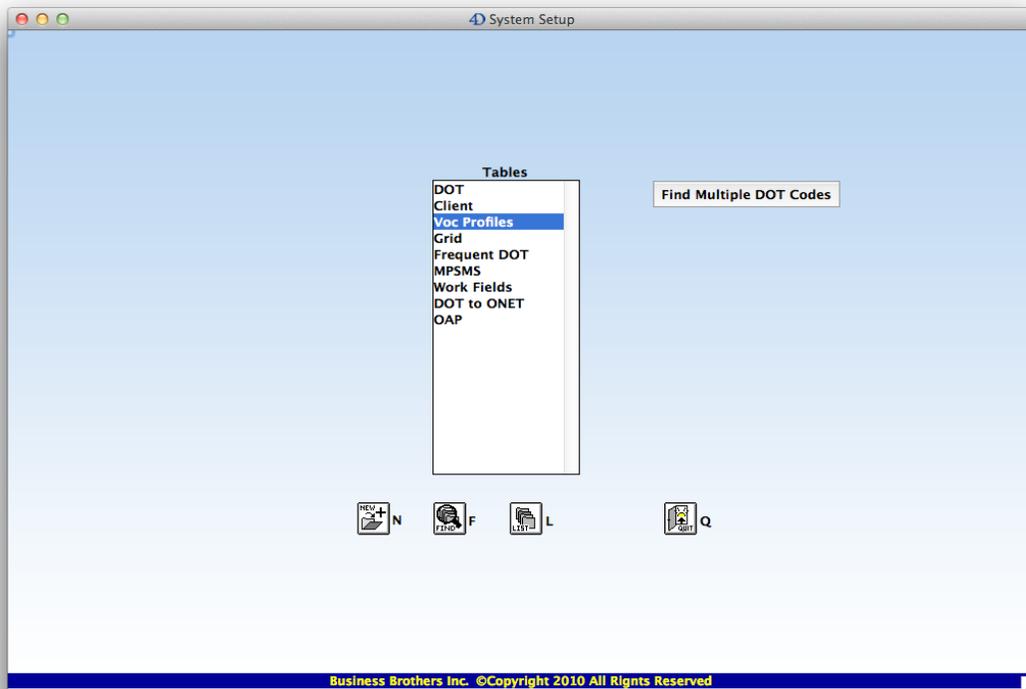


RepToolsSSD Manual 8/27/13

This is the Home Screen. It contains a list of tables, which has various information.



- **DOT** is the Dictionary of Occupational Titles table. You will do 90% of your work in this table.
- **Client** contains basic information about your client.
- **Voc Profiles** is the table, which stores the “Vocational Profile”, the DOT codes for the client, and the General Aptitude Test Battery information. If you have GATB test scores or CareerScope test scores, you can use this table to enter a person and then enter their scores. RepToolsSSD will tell you how the person scored for each DOT job.
- You can also use the Voc Profiles table to enter multiple DOT codes of interest for the selected person. When you are in the DOT table, you can find all of the DOT codes of interest at once. This can be very helpful while in a hearing so that you can navigate from job to job to see what the vocational expert is telling you that the claimant can do as you will see all of the attributes of the occupation. You will be able to tell whether the VE gave jobs that match the hypotheticals that you or the Administrative Law Judge gave.
- Click the “**Add DOT Code for Person**” button on the input layout of the DOT table and the DOT code will be added to the Voc Profiles table list of DOT codes of interest for the person you have selected.
- **Grid** is the list of various vocational rules that tell you if a person is disabled or not disabled depending on their age, education, and previous work experience.

- **Frequent DOT** is a list of DOT codes and titles that Vocational Experts have frequently given in the past for work that claimants can do. You can add new ones to this table and make notes.
- **MPSMS** is the Materials, Products, Subject Matter, and Services table. You might never use this table directly. However if you are in the DOT table and click on an MPSMS code, the information for that code will come from the MPSMS table. The MPSMS code is one of the factors used to find transferable skills.
- **Work Fields** is a table that you might never use directly. If you are in the DOT table and click on a Work Fields code, the information for that code will come from the MPSMS table. Work Fields are one of the factors that are used to find transferable skills.
- **DOT to ONET** is a table, which contains a crosswalk from the DOT code to the ONET code. If you are in the DOT table and you click a button “**Find DOT in O*NET OnLine**,” if you are connected to the Internet you will be brought to this job on O*NET where you can get much more information. Note that RepToolsSSD does **not** give you any information about numbers of jobs. I have left that up to other software.
- **OAP** is the Occupational Aptitude Pattern table. It contains information on the GOE (Guide for Occupational Exploration) codes and GATB (General Aptitude Test Battery) cut-off scores. This contains the information that is used to score the GATB.

Navigation Buttons on the Home screen

On the bottom of the Home screen the following buttons help you to do your work. Each button has a keyboard shortcut so that you don’t have to actually click the button. For example, if you hold down the Control Key (Windows) or the Command Key (Mac) while typing “F” you will do the same thing as clicking the Find button.

- **New** – Creates a new record in the selected table if it is appropriate. Only the Voc Profiles and the Frequent DOT tables will create new records.
- **Find** – Brings up the find dialog for the selected table. If you type an “@” as the first character, it will do a “contains” search rather than a “begins with” search.
- **List** – Brings up the list view for the selected table.
- **Quit** – Quits the program.

Additional Ways to Navigate from the Home screen

Double-Click a table name – You will be brought to the list view for the table.

Type a letter – For example, type “V” and the Voc Profiles table will be selected. You can then hold down the Control Key (Windows) or the Command Key (Mac) and simultaneously type “L” and you will be brought to the list view for the table. This is the same as double-clicking a table name.

Using the “Find Multiple DOT Codes” dialog (if you want to get started right away)

Click the “**Find Multiple DOT Codes**” button. The following dialog will appear. The example below shows some Keywords typed in with the resulting three occupations that were found. If you **click the “SURVEILLANCE-SYSTEM MONITOR”** line, the DOT code will be transferred to the “Saved” column. In this example, seven codes were already saved including the “Surveillance-System Monitor” code.

Enter DOT Code or Keyword

Enter text to trigger the search.

surveil system surveil system

3 DOT records found.
Click an item to save the code.

Unsaved		Saved
012.167-062	SUPERVISOR, VENDOR QUALITY (any industry)...	209.567-014
189.167-054	SECURITY CONSULTANT (business ser.; perso...	211.462-010
379.367-010	SURVEILLANCE-SYSTEM MONITOR (governme...	211.467-030
		299.357-014
		379.367-010
		559.687-074
		915.473-010

(Click to choose an item to save.) Delete Selected

Claimant Cancel & Show Unsaved Show Saved Delete All

In the next example, a DOT Code is being typed in as opposed to **keywords**. Note that typing in the period or dash in the DOT code is optional. You can stop typing the complete code if only one occupation is found. If you make a mistake, you can backspace.

Explanation of the Show Saved, Cancel & Show Unsaved, Claimant, Delete Selected, and Delete All buttons.

- “**Show Saved**” will bring you to the list view of the DOT table. It will show you all of the “Saved” DOT codes from the right column of codes and sort them by DOT code.

- “**Cancel and Show Unsaved**” will cancel the dialog and bring you back to the list view of the DOT table but will show the “Unsaved” list of DOT codes from the left column of codes.
- “**Delete Selected**” – If you click on one of the saved DOT codes in the right-hand column, and then you click the “**Delete Selected**” button, the selected code will be removed from the saved list.
- “**Delete All**” – If you click the “**Delete All**” button, all of the saved codes will be removed from the list.
- “**Claimant**” – If you click the “**Claimant**” button, the DOT codes that were saved with the “**Add DOT Code for Person**” button will be shown.

Below is an example picture of finding a DOT **Code** search as opposed to a Keyword search. As you type each number, the search is narrowed down until there are only a few or one occupation remaining.

Enter DOT Code or Keyword

Enter characters of the DOT code you are looking for.

379367

One DOT record found.
Click the item to save the code.

		Saved
379.367-010	SURVEILLANCE-SYSTEM MONITOR (governme...	209.567-014 211.462-010 211.467-030 299.357-014 379.367-010 559.687-074 915.473-010

Unsaved

(Click to choose an item to save.)

Delete Selected

Claimant

Cancel & Show Unsaved

Show Saved

Delete All

Note that when you click the “**Show Saved**” button, the list view of saved DOT codes will appear, and the dialog will go away. To get back to the dialog, there is another “**Find**

Multiple DOT Codes” button on the bottom of the DOT table list view form. You do not have to go back to the home screen to do more searches.

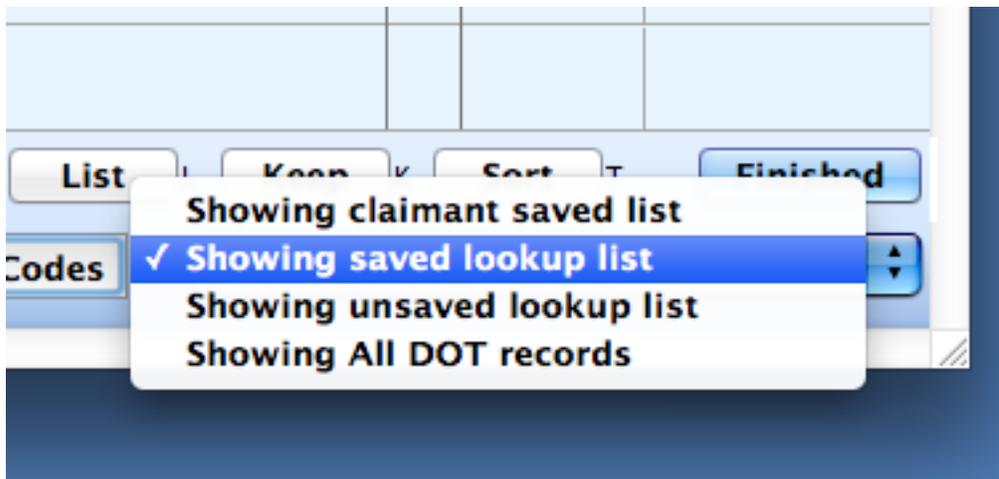
The screenshot shows a window titled "DOT 7 of 12741: Showing saved lookup list". The table contains the following data:

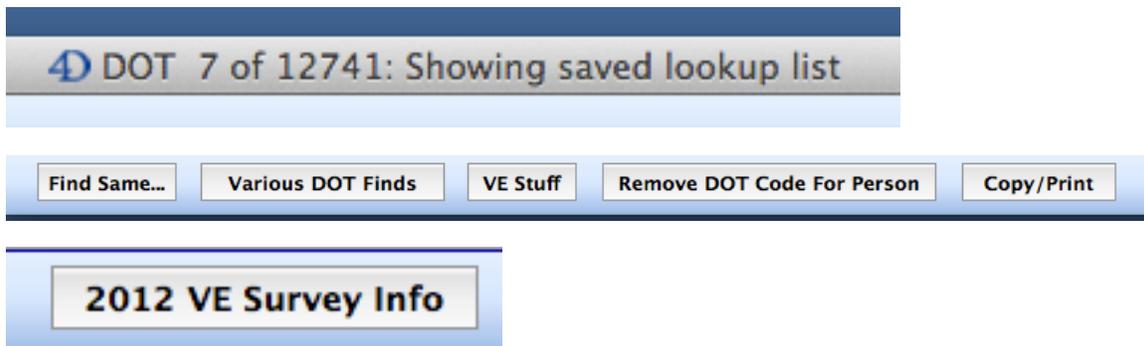
DOT Code	Strength	SVP	GED R M L	DOT Title	O P	GOE	Reaching
209.567-014	S	2	3 1 2	ORDER CLERK, FOOD AND BEVERAGE (hotel & rest.)	38 L	07.04.02	F
211.462-010	L	2	3 2 2	CASHIER II (clerical) alternate titles: cash clerk; cashier, general; cashier, office; ticket clerk	37 L	07.03.01	F
211.467-030	L	2	3 2 2	TICKET SELLER (clerical) alternate titles: cashier, ticket selling	37 L	07.03.01	C
299.357-014	S	3	3 3 3	TELEPHONE SOLICITOR (any industry) alternate titles: telemarketer; telephone sales representative	43 L	08.02.08	O
379.367-010	S	2	3 1 3	SURVEILLANCE-SYSTEM MONITOR (government ser.)	16 L	04.02.03	N
559.687-074	L	2	2 1 2	INSPECTOR AND HAND PACKAGER (plastic prod.)	33 H	06.03.02	F
915.473-010	L	2	2 1 1	PARKING-LOT ATTENDANT (automotive ser.) alternate titles: automobile parker; parking attendant; parking-lot chauffeur; parking-station attendant;	0	09.04.02	F

Below the table is a control panel with the following elements:

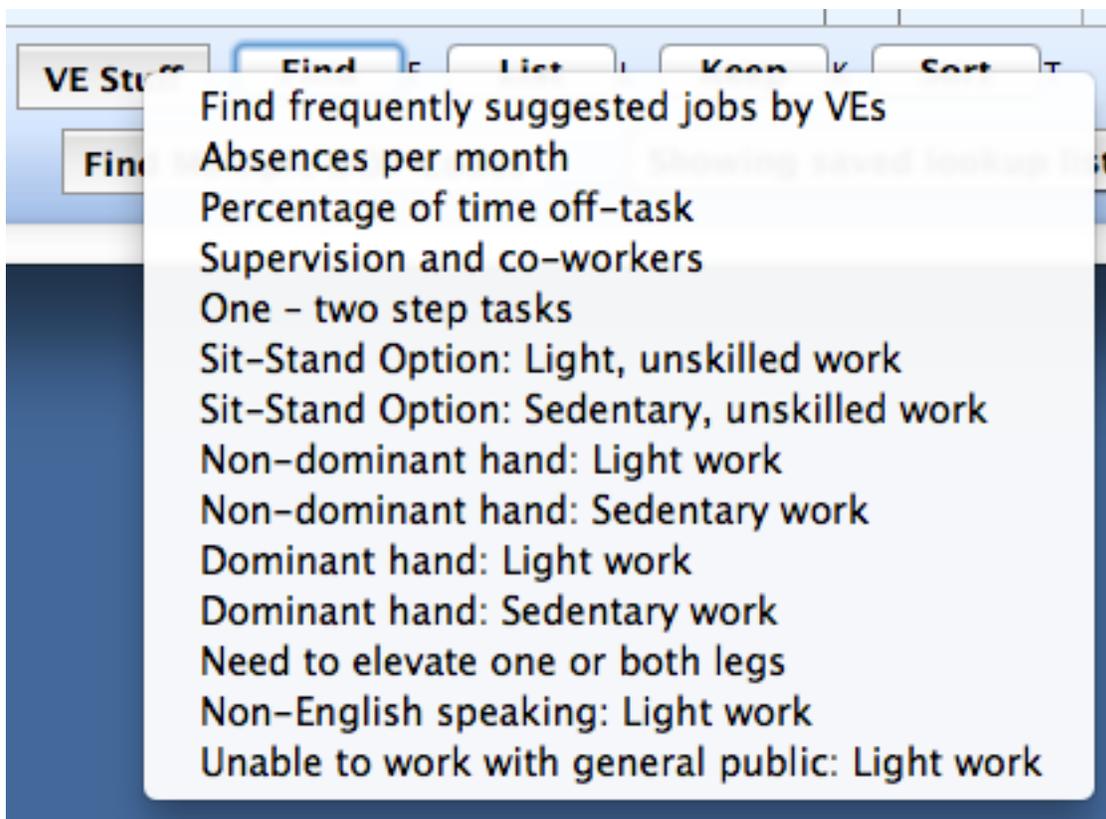
- Name field: Doll, Sue A.
- Buttons: Various DOT Sorts, Various DOT Finds, VE Stuff, Find F, List L, Keep K, Sort T, Finished.
- Buttons: Set Person for DOT, Goto Person, Copy/Print List, Find Multiple DOT Codes.
- Dropdown menu: Showing saved lookup list.

In the DOT list view above also note that there is a **“Showing saved lookup list”** popup menu. This tells you what is showing. You can select the popup and change to other selections of records including **“Showing claimant saved list”** which is produced by the **“Add DOT Code For Person”** button in the detail view of the form. You can select **“Showing unsaved lookup list”** from the popup menu to show that selection of DOT records. If you use the **“Various DOT Finds”** button, or the new **“VE Stuff”** button, or the new **“Find Same...”** button, a description of the find will appear in the popup menu that currently shows **“Showing saved lookup list”** below. The description is also added to the Title Bar. This helps you to know what the current list of records is showing.





“VE Stuff” and “2012 VE Survey Info” — These buttons bring up the popup menu pictured below:



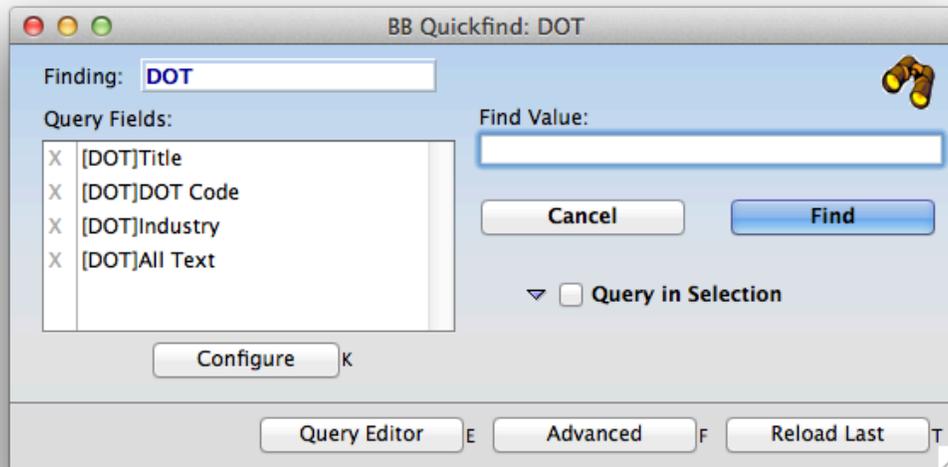
Source: 2012 SSA VE Survey Results presented at the 2013 NADR Conference by Kathryn Heatherly, MA, CRC, CDMS, LPC (used with permission)

Suspense! You will have to use this program to find out what each item has to say.

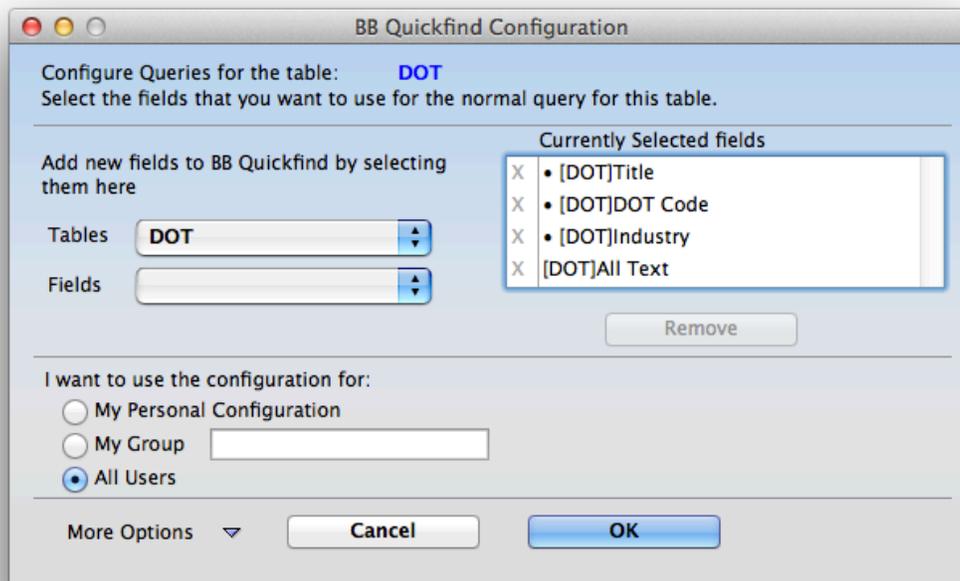
Here are some practical uses for these tools.

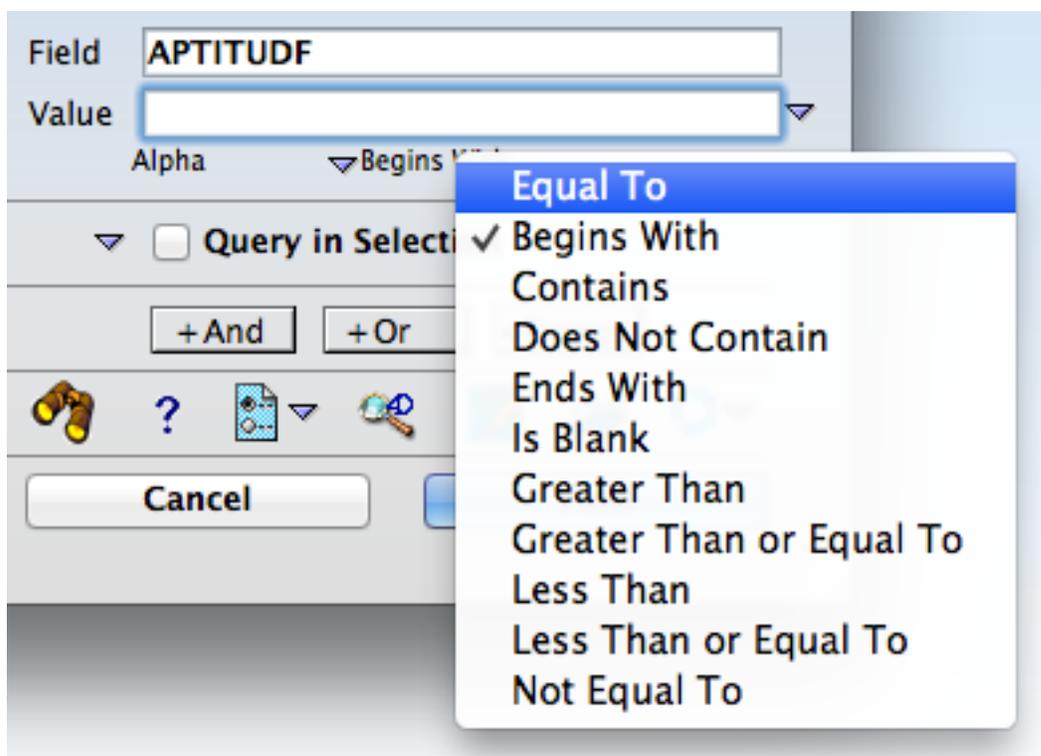
- Use the “**Find Multiple DOT Codes**” button to find DOT codes of interest for pre-hearing analysis. By entering keywords or parts of keywords that might appear anywhere in the text of the DOT description, you can quickly narrow down the likely occupations that your client worked based on their description of what they did on the job. If you find a job that is similar to the one that you are looking for, you can use the “**Find Same...**” button to find the occupations that have the same GOE number. If you know the job is in a particular industry, you can use the “Find Same...” button to find all of the jobs in the same industry. Sort by clicking the name of the column that you want to sort in the header, perhaps by SVP or Strength and it will help you to find the occupation you are looking for.
- For pre-hearing analysis you may wish to save some DOT codes associated with a person using the “**Add DOT Code for Person**” button in the footer of the DOT detail form. These could include some past work history, possible jobs for skill transfer, DOT codes that DDS found that the person could do, or DOT codes that a previous VE identified that the person could do. These would be any DOT codes that you think might be useful for your analysis or that you might need to see at a hearing.
- During a hearing you might use the “**Find Multiple DOT Codes**” button to enter actual DOT codes that the VE is offering. When you see the correct DOT code, click on it and it will be added to the “Saved” column. If the program can’t find the DOT Code you entered, then the VE might have given an incorrect code. You might be able to find the correct code by entering the job title that the VE gave. When you have all of your correct DOT codes “Saved”, click the “**Show Saved**” button and you will now have your list of “Saved” DOT records showing in list view. From there you can go into each record and look at, for example, the SCO characteristics to see if they actually meet the hypo that the judge offered. You can use this for post-hearing analysis to prove that the VE gave jobs that were inconsistent with the DOT.
- If at any time you need to switch between the “Showing claimant saved list” and “Showing saved lookup list,” you can do that with the popup menu in the bottom right-hand corner of the DOT list view. The last chosen item in the popup menu will be remembered.

Using the regular Find dialog with the DOT table selected:



Here is a very important point. If you want to do a “contains query,” start your find value with an “@” sign. Querying on “@Interior” will find 195 jobs. Querying on “Interior” finds only one job. Note that the above queries look at information in four different fields (Title, DOT Code, Industry, and All Text). If you click the “Configure” button the following dialog appears:





Selecting one of the above choices will enter a symbol into the search statement that will perform the corresponding action.

Equals to text followed by !	Is Not Blank #! (with no other text)
Begins With (no symbol, just your query text)	Greater Than >
Contains @	Greater Than or Equal To >=
Does Not Contain #@	Less Than <
Ends With @#	Less Than or Equal To <=
Is Blank ! (with no other text)	Not Equal To #

The above symbols can be used in the first Find dialog as well as the Advanced Find dialog.

The Advanced Find dialog shown below has a “?” in the second row from the bottom, second item from the left. This question mark can be clicked and will show you even more options for finding things in the following types of fields: Alpha or Text, Dates, Numeric, Boolean, and Record Count Queries.

Some of the options include:

- Finding a range of values
- Finding multiple values

Client input screen (1/1)

Client L/F: Sample, Paul L Client UID: 6 Cslid Nbr: 17E

Client

Address1: 111 Main St Copy... DOB: 11/04/1949 Current Age: 63
 Address2: SS#: 123-45-6789 Age at AOD: 57.161
 City/St/Zip: Anywhere MN 55102 Send e-mail
 County: Ramsey E-Mail:
 Copy Phone: 555-5555 Ph2:
 Contacts: None
 Medical Specialty Codes
 Notes: None

DIB App Date: 01/01/2009
 AOD: 01/01/2007 Date Est Fav Decision: 02/05/2011 DLI: 01/01/2012 Mo/Yr of T2 Entitlement: 1/2008
 Age at AOD: 57.161 Age at Adjudicator: 62 Age at DLI: 63 Mo/Yr Medicare Elig: 1/2010

Last: Sample First: Paul MI: L Middle Name: Leander Gender: M Cslid Nbr: 17E

Open Voc Profiles

- In the input view you can add basic information about your client. Some of the dates will transfer to the Voc Profiles table to help you to determine the Vocational Profile.
- If you fill in the DIB Application Date, and the AOD (Alleged Onset Date), the month and year of Title II entitlement and the month and year of Medicare entitlement will be computed for you.
- The following will be computed for you: current age, age at AOD, age at adjudication, and age at DLI (Date Last Insured) if you have filled in the appropriate dates.
- If you click the button entitled “**Mo/Yr of TII Entitlement**” an explanation will appear showing how the dates for TII entitlement and Medicare entitlement are computed.
- If you click the “**Send e-mail**” button and if there is an e-mail address entered in the E-Mail field, your e-mail program will be launched and the e-mail address will be entered for you in a new e-mail.

DOT Table List View

DOT Code	Strength	SVP	GED R M L	DOT Title	O A P	GOE	Reaching
001.061-010	L	8	6 6 6	ARCHITECT (profess. & kin.)	17 L	05.01.07	O
001.061-014	L	9	6 6 6	ARCHITECT, MARINE (profess. & kin.) alternate titles: architect, naval; naval designer	17 L	05.01.07	F
001.061-018	L	8	5 5 5	LANDSCAPE ARCHITECT (profess. & kin.) alternate titles: community planner; environmental planner; land planner; site planner	17 L	05.01.07	F
001.167-010	S	6	5 5 5	SCHOOL-PLANT CONSULTANT (education)	17 L	05.01.08	O
001.261-010	S	7	4 4 4	DRAFTER, ARCHITECTURAL (profess. & kin.)	19 L	05.03.02	C
001.261-014	S	7	4 4 3	DRAFTER, LANDSCAPE (profess. & kin.)	19 L	05.03.02	C
002.061-010	L	8	6 6 6	AERODYNAMICIST (aircraft mfg.) alternate titles: aerodynamics engineer; aerophysics engineer	17 L	05.01.01	F
002.061-014	L	8	6 6 6	AERONAUTICAL ENGINEER (aircraft mfg.)	17 L	05.01.07	F
002.061-018	L	8	5 5 5	AERONAUTICAL TEST ENGINEER (aircraft mfg.)	17 L	05.01.04	F
002.061-022	S	8	5 5 5	AERONAUTICAL-DESIGN ENGINEER (aircraft mfg.)	17 L	05.01.07	F
002.061-026	L	8	6 6 6	AERONAUTICAL-RESEARCH ENGINEER (aircraft mfg.)	17 L	05.01.01	O
002.061-030	S	8	5 5 5	STRESS ANALYST (aircraft mfg.)	17 L	05.01.04	F
002.151-010	L	8	5 5 5	SALES ENGINEER, AERONAUTICAL PRODUCTS (aircraft mfg.)	17 L	05.01.05	O

Sample, Paul L Various DOT Sorts Various DOT Finds VE Stuff Find F List L Keep K Sort T Finished

Set Person for DOT Goto Person Copy/Print List Find Multiple DOT Codes Showing All DOT records

Items in the header above the list of occupations (DOT Codes, Strength, SVP...)

- The following information applies to all of the tables in RepToolsSSD.
- In this view you can click on a bold item in the header and sort the list by that item. For example, if you click “**Strength**” the table will be sorted by strength. If you hold down the Shift key and click “Strength”, the table will be sorted in reverse order. If you Control-Click (Windows) or Command-Click (Mac) a header you will get additional options as shown below:

DOT Code	Strength	SVP	GED P M L	DOT Title
230.667-014	H	1		22 05.07
230.687-010	L	2		
299.587-010	L	1		
299.687-014	L	1	1 1 1	SANDWICH-BOARD C

Sort Ascending
 Sort Descending
 Query
 Copy Column
 Copy Distinct Values

- The rightmost column is a user selectable field. In the example above, the “Reaching” is the field that is showing. If you want to change this, Control-Click the header and select a table name under the “*Display a field from...*” item. If you have selected “DOT”, you will get a list of all of the fields in the DOT and you can select which one will display. This field will be remembered even after quitting the program.

The screenshot shows a table with a context menu open over the 'Reaching' column header. The table has columns for 'GOE' and 'Reaching'. The context menu includes options for sorting, querying, copying, and displaying fields from various tables like DOT, MPSMS, OAP, and Work Fields.

GOE	Reaching
17.07.02	F
17.07.02	F
19.04.02	F
18.03.02	O
15.12.18	C
15.12.18	F
19.05.03	F

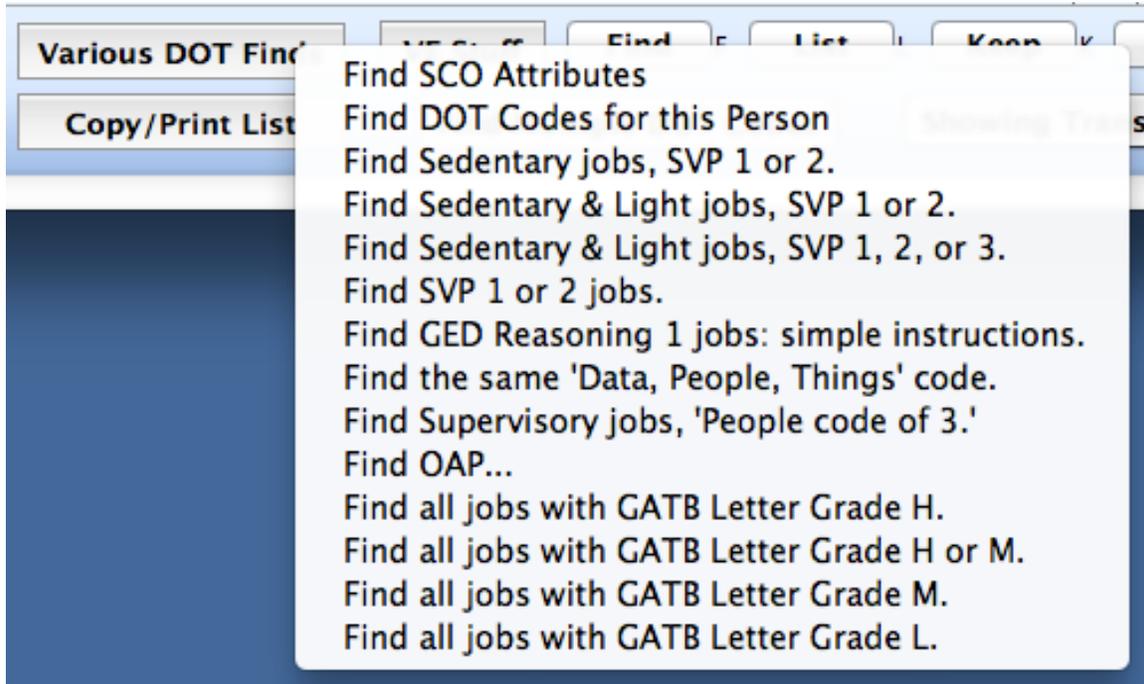
- The OAP column displays the Occupational Aptitude Pattern number. Just beneath the OAP number there **may** be a letter such as L, M, or H. This is the GATB letter code score for the person selected. This letter will show only if GATB scores are entered in the Voc Profiles table.
- Just to the right of the DOT Title” is a popup menu showing one of the 66 OAP categories. If you select one of the items in this popup menu, you will find all of the DOT records that match that OAP.

The screenshot shows a table header with a dropdown menu for 'DOT Title'. The dropdown menu is open, showing a list of OAP categories. The current selection is '22 05.07 Quality Control 1-2 N90 S90 P85'.

DOT Title
22 05.07 Quality Control 1-2 N90 S90 P85

Buttons and controls in the footer below the list of occupations

Various DOT Finds – Clicking on the “**Various DOT Finds**” button brings up this list of things that you can find in the DOT table.



Find SCO Attributes – This will bring up a dialog which you can use to find jobs that match the Strength, SVP, GED, Selected Characteristics of Occupations, and Temperaments. This is one of the most powerful features of this program. More on this later.

Find DOT Codes for this Person – If you have entered a person in the Client table and you have added DOT codes for this person, and if you have used the “**Set Person for DOT**” button to set this person for the DOT table, then when you choose “**Find DOT Codes for this Person**”, all of those DOT jobs will be found in the DOT and listed here. You can also click the person’s name in the lower left of the list view of the DOT table to find the saved occupations for this person. This makes it easy for you to examine a list of jobs that are of interest to you for a particular person. Here is a summary of the ways to find the DOT codes for this person:

- Click on the person’s name (“Sample” in this example) on the lower left corner.
- From the Home screen go into the DOT table by clicking the “**List**” button, or double click the “**DOT**” table name on the Home screen

RepToolsSSD will remember, in most cases, which list of records were last found and will find them again when you return to the DOT table even after you have quit the program and started it up again.

You can change to one of the previously saved selections by using the “Showing...” popup list in the footer (lower right hand corner) of the DOT table list view.

If you use the “**Various DOT Finds**” button in the footer of the list view of the DOT, then whatever you have chosen will be found. The “Showing...” popup menu will show what is displayed and the description will also appear in the title bar:

- **Find Sedentary Jobs, SVP 1 or 2** – Finds and displays the 137 jobs that match.
 - **Find Sedentary & Light Jobs, SVP 1 or 2** – Finds and displays the 1708 jobs that match.
 - **Find Sedentary & Light Jobs, SVP 1, 2, or 3** – Finds and displays the 2919 jobs that match.
 - **Find SVP 1 or 2 jobs** – Finds and displays the 3125 jobs that match.
 - **Find GED Reasoning 1 jobs: simple instructions** – Finds the 821 jobs that match. When a hypothetical asks for jobs that have **simple instructions**, the definition of General Educational Development Reasoning level 1 contains this language.
 - **Find the same ‘Data, People, Things Code’** – This brings up a dialog in which you can enter a Data, People, Things code (the three numbers in the middle of a DOT code) and you can find all the jobs with the matching code.
 - **Find Supervisory jobs, ‘People code of 3’** – Finds supervisory jobs.
- Find frequently suggested jobs by VEs** – Uses information in the Frequent DOT table to find these jobs in the DOT table.
- **Find OAP...** – Brings up a dialog that you can use to enter an OAP number from 1 to 66 and find all of the matching jobs.
 - **Find all jobs with GATB Letter Grade H**
 - **Find all jobs with GATB Letter Grade H or M**
 - **Find all jobs with GATB Letter Grade M**
 - **Find all jobs with GATB Letter Grade L** – If there are GATB scores for a person and that person is selected with the “**Set Person**” button, then these popup menu items do what they say.

More on “Find SCO Attributes”

Find jobs that remain by entering one or more of the following attributes with the letters N (not present), O (occasionally), F (frequently), C (constantly).

Physical Demands Classification (PDC):

STRENGTH: SSR 83-12 Unskilled, Sit/Stand Feeling:

Climbing: Talking:

Balancing: Hearing:

Stooping: SSR 96-9p Stoop Taste/Smell:

Kneeling: Near Acuity:

Crouching: Far Acuity:

Crawling: Depth Perception:

Reaching: SSR 85-15 Reach, Handle Accommodation:

Handling: Color Vision:

Fingering: SSR 96-9p Manipulate Field of Vision:

Maximum SVP of:

Maximum GED R:

Environmental Demands:

Exposure to Weather:

Extreme Cold:

Extreme Heat:

Wet and/or Humid:

Noise Intensity Level:

Vibration:

Atmospheric Conditions:

Proximity to Mechanical Moving Parts:

Exposure to Electrical Shock:

Working in High Exposed Places:

Exposure to Radiation:

Working with Explosives:

Exposure to Toxic or Caustic Chemicals:

Other Environmental Conditions:

Find same or less match on the SCO characteristics, e.g. searching for C also finds F, O, and N.
 Find exact match on the SCO characteristics, e.g. searching for C finds C only.

Sample, Paul L

DIRECTING REPETITIVE INFLUENCING VARIETY EXPRESSING ALONE STRESS TOLERANCES UNDER PEOPLE JUDGMENTS

Temperaments:

Blank = no find performed; N = find Temperament Not Present; Temperament letter = find that Temperament.

- The first thing to note is that anything that is underlined in this dialog can be clicked to find a definition or explanation of what it is. **Generalize the idea of clicking underlined words anywhere in RepToolsSSD to get additional information on the subject.** The SSR references pertain to the items that they are placed next to. For instance if you click “SSR 83-12 Unskilled, Sit/Stand,” you will find useful information about this subject.
- You can select any combination of selected characteristics in this dialog. In this example we are looking for jobs that have a strength level of Light or less, occasional handling, occasional fingering, Proximity to mechanical moving parts not present, Maximum SVP of 2, Maximum GED Reasoning level 1, Temperament of Stress not present, and Temperament of People not present.
- When you click the “**Find**” button, another dialog may come up asking if you want to “Query in all of the records” or “Query in current selection.” If you choose “Query in all of the records” the program will begin by setting the selection to all 12,741 DOT records to begin with. If you choose “Query in current selection,” the program will start with only those records that you had selected prior to clicking the find button.
- When you click one of these buttons the query takes place. The results of the query appear in a window and shows what took place during the query to get to the final list of jobs. The window has options to Copy or Print. If you close this window you can also use the “**Copy List**” button at the bottom of the list view to get a the list onto the clipboard in various formats.

In the example above the following text would be displayed:

```
Finding DOT jobs that have certain SCO characteristics with same or less
matching:
Started with 12741 DOT records.
7714 records remain after finding Strength code of L or less.
915 records remain after finding Handling code of 0 or less.
837 records remain after finding Fingering code of 0 or less.
824 records remain after finding Proximity to Moving Mechanical Parts code of N
or less.
32 records remain after finding SVP code of 2 or less.
1 records remain after finding GED R code of 1 or less.
1 records remain after finding Temperament Stress code of Not Present.
1 records remain after finding Temperament People code of Not Present.
The jobs are sorted by strength and then by SVP:

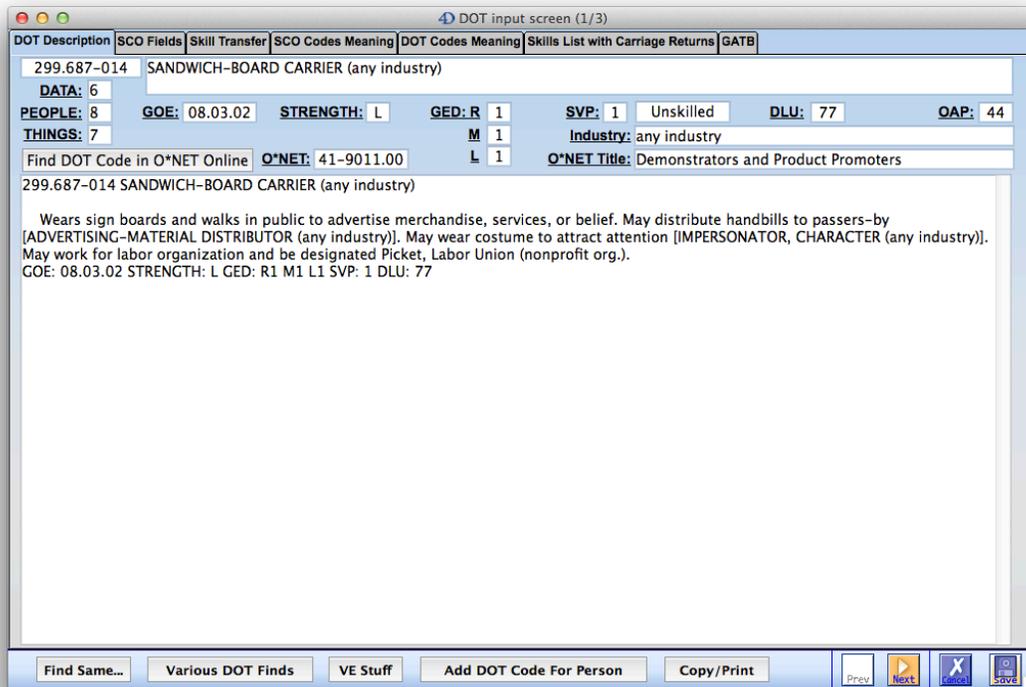
299.687-014 SANDWICH-BOARD CARRIER (any industry)
STRENGTH: L GED: R1 M1 L1 SVP: 1
```

From the above you can see exactly what the program was doing to narrow down the search to one record in this example.

- Your most recent settings are saved in this “Find SCO Attributes” dialog. You can clear all of them by clicking the “**Clear All Settings**” button.
- You can save a set of SCO characteristics by clicking the “**Save Hypo**” button. You can then load one of the hypos that you have saved by using the “**Load Hypo**” popup menu. The “Load Hypo” popup menu also includes items that you can use to rename or delete saved hypos for the selected person.
- Back at the list view of the DOT records that were found, you can click the “**Copy List**” button. You will get a popup menu with a choice of how much information you want copied to the clipboard for each occupation. You can then paste the information into your favorite word processor. You can’t copy a list longer than 200 records. One of the choices produces the following text:

```
299.687-014 SANDWICH-BOARD CARRIER (any industry)
STRENGTH: L GED: R1 M1 L1 SVP: 1
N Climbing      N Feeling      C Exposure to Weather
N Balancing     N Talking     N Extreme Cold
N Stooping      N Hearing      N Extreme Heat
N Kneeling      N Taste/Smell N Wet and/or Humid
N Crouching     N Near Acuity 3 Noise Intensity Level
N Crawling      N Far Acuity  N Vibration
O Reaching      N Depth Perception N Atmospheric Conditions
O Handling       N Accommodation N Proximity to Mechanical Moving Parts
O Fingering     N Color Vision  N Exposure to Electrical Shock
                N Field of Vision N Working in High Exposed Places
                N Exposure to Radiation
                N Working with Explosives
                N Toxic or Caustic Chemicals
                N Environmental Conditions
```

- Back at the list view of the DOT records, double-click the job that you want to see more about, in this case the SANDWICH-BOARD CARRIER. You will see the following:

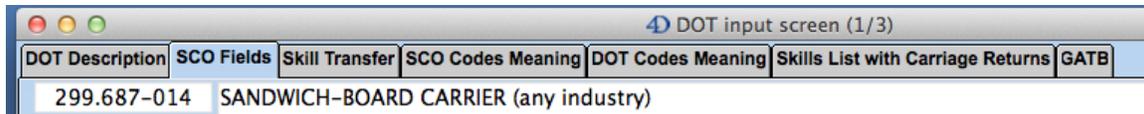


- Note the “**Add DOT Code For Person**” button. If you click this button, the chosen occupation’s DOT code will be added to the Client table list of DOT codes of interest for this person. This makes it very easy to add DOT codes of interest for a person that you are studying and want to remember before a hearing. If you have taken your computer to a hearing and the VE is giving DOT codes in response to hypotheticals, all you have to do is to find the codes in the DOT table one by one. Once found, you click the “**Add DOT Code For Person**” button and RepToolsSSD will remember not only this DOT code, but also all of the other DOT codes that you may have previously added for that person. These codes will be found all at once in the DOT table for the person that you have set in the Client table.
- Alternatively you can use the “Find Multiple DOT Codes” dialog in the list view of the DOT to remember DOT codes **for no one in particular**. This is an even easier interface to use during a hearing.

Once you have clicked the “**Add DOT Code For Person**” button, it becomes a “**Remove DOT Code For Person**” button. This makes it easy to remove a code you no longer want associated with a client. The state of this button is also an indication of whether the code is saved or not.

Remembered Form Tabs:

Note that if you click on a form tab, for example “SCO Fields” the program remembers that you have clicked on that form tab. This setting remains in effect until you click on another form tab.



This setting also lets you remain on the same form tab when you use the “**Next**” and “**Previous**” buttons. You can change the form tab setting at any time and the new setting will be remembered until you change it.

- “**Next**” and “**Previous**” buttons are located in the footer. Use these to navigate to the next or previous record if there is more than one record in the selection. If there is no next or previous record, the appropriate buttons are dimmed.



- “**Save**” and “**Cancel**” buttons are located in the footer. Either one will bring you back to the list of records. If something can be saved the “**Save**” button will do it. If it can be cancelled without saving the “**Cancel**” button will do it.

- The following image shows the Selected Characteristics of Occupations (SCO) form tab:

DOT Description: 299.687-014 SANDWICH-BOARD CARRIER (any industry)

SVP: 1 Unskilled STRENGTH: L GED: R 1 SSR 82-61 Past Relevant Work "Any Industry" Generic Jobs

Physical Demands Classification (PDC):

STRENGTH: L SSR 83-12 Unskilled, Sit/Stand
 Climbing: N
 Balancing: N
 Stooping: N SSR 96-9p Stoop
 Kneeling: N
 Crouching: N
 Crawling: N
 Reaching: O SSR 85-15 Reach, Handle
 Handling: O SSR 96-9p Manipulate
 Fingering: O

Feeling: N
 Talking: N
 Hearing: N
 Taste/Smell: N
 Near Acuity: N
 Far Acuity: N
 Depth Perception: N
 Accommodation: N
 Color Vision: N
 Field of Vision: N

Environmental Demands:

Exposure to Weather: C
 Extreme Cold: N
 Extreme Heat: N
 Wet and/or Humid: N
 Noise Intensity Level: 3
 Vibration: N
 Atmospheric Conditions: N
 Proximity to Mechanical Moving Parts: N
 Exposure to Electrical Shock: N
 Working in High Exposed Places: N
 Exposure to Radiation: N
 Working with Explosives: N
 Exposure to Toxic or Caustic Chemicals: N
 Other Environmental Conditions: N

Find SCO Attributes

Click underlined letters below to show definitions.

TEMPERAMENTS: DIRECTING REPETITIVE INFLUENCING VARIETY EXPRESSING ALONE STRESS TOLERANCES UNDER PEOPLE JUDGMENTS

D R I V E A S T U P J

Buttons: Find Same..., Various DOT Finds, VE Stuff, Add DOT Code For Person, Copy/Print, Prev, Next, Print, Save

- The following image shows the Skill Transfer form tab:

DOT Description: 299.687-014 SANDWICH-BOARD CARRIER (any industry)

GOE: 08.03.02 SVP: 1 Unskilled STRENGTH: L
 SOC: 4450
 SOC Title: DEMONSTRATORS, PROMOTERS, AND MODELS
 O*NET: 41-9011.00
 O*NET Title: Demonstrators and Product Promoters
 Find DOT Code in O*NET Online SSR 82-61 Past Relevant Work "Any Industry" Generic Jobs

Click underlined letters below to show definitions.

TEMPERAMENTS: DIRECTING REPETITIVE INFLUENCING VARIETY EXPRESSING ALONE STRESS TOLERANCES UNDER PEOPLE JUDGMENTS

D R I V E A S T U P J

MPSMS: 896 0 0
 Work Fields: 292 0 0
 Industries: 138

Find Transferable Skills

Click underlined codes above to show definitions.

Buttons: Find Same..., Various DOT Finds, VE Stuff, Add DOT Code For Person, Copy/Print, Prev, Next, Print, Save

- The following image shows the SCO Codes Meaning form tab:

DOT input screen (1/1)

DOT Description | SCO Fields | Skill Transfer | **SCO Codes Meaning** | DOT Codes Meaning | Skills List with Carriage Returns | GATB

SANDWICH-BOARD CARRIER (any industry)

Physical Demands Factors:

1. Strength: Light Work - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

(Light and medium work require the ability to stand/walk for six hours.)
Light work generally requires a good deal of standing and/or walking (approximately 6 hours a day), frequently lifting or carrying up to 10 pounds, and occasionally lifting or carrying no more than 20 pounds. Work may also fall into this category when it involves sitting most of the time with some pushing and pulling of arm or leg controls.

—2. Climbing: Not Present - Activity or condition does not exist.
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs or hands and arms. Body agility is emphasized.

—3. Balancing: Not Present - Activity or condition does not exist.
Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

—4. Stooping: Not Present - Activity or condition does not exist.
Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.

—5. Kneeling: Not Present - Activity or condition does not exist.
Bending legs at knees to come to rest on knee or knees.

—6. Crouching: Not Present - Activity or condition does not exist.
Bending body downward and forward by bending legs and spine.

—7. Crawling: Not Present - Activity or condition does not exist.

Find Same... | Various DOT Finds | VE Stuff | Add DOT Code For Person | Copy/Print | Prev | Next | X | Save

- The following image shows the DOT Code Meaning form tab:

DOT input screen (1/1)

DOT Description | SCO Fields | Skill Transfer | SCO Codes Meaning | **DOT Codes Meaning** | Skills List with Carriage Returns | GATB

299.687-014 SANDWICH-BOARD CARRIER (any industry)

Wears sign boards and walks in public to advertise merchandise, services, or belief. May distribute handbills to passers-by [ADVERTISING-MATERIAL DISTRIBUTOR (any industry)]. May wear costume to attract attention [IMPERSONATOR, CHARACTER (any industry)]. May work for labor organization and be designated Picket, Labor Union (nonprofit org.).
GOE: 08.03.02 STRENGTH: L GED: R1 M1 L1 SVP: 1 DLU: 77

STRENGTH: L-Light Work - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

SVP Level 1 Time: Short demonstration only

GED 01 LEVEL REASONING DEVELOPMENT

Apply commonsense understanding to carry out simple one- or two-step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.

GED 01 LEVEL MATHEMATICAL DEVELOPMENT

Add and subtract two digit numbers.

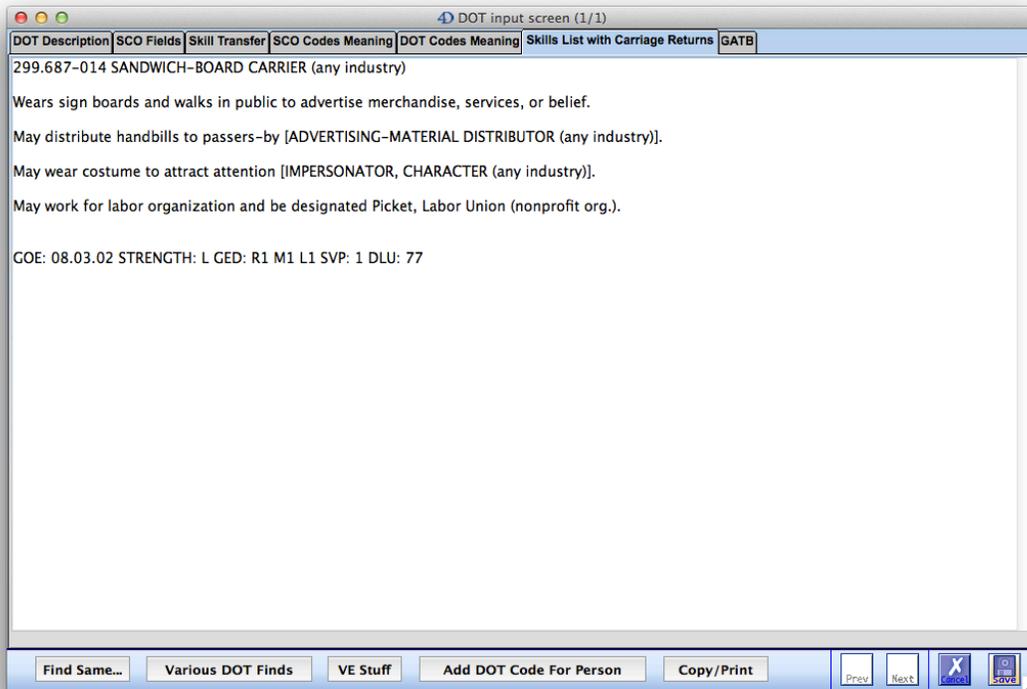
Multiply and divide 10's and 100's by 2, 3, 4, 5.

Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; and ounce and pound.

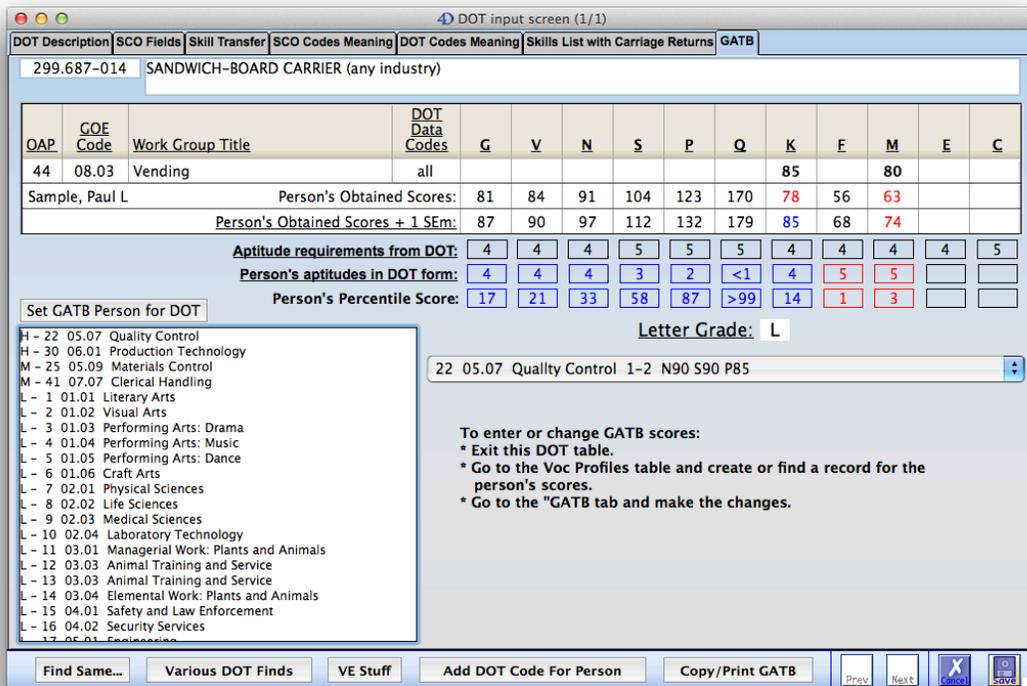
GED 01 LEVEL LANGUAGE DEVELOPMENT

Find Same... | Various DOT Finds | VE Stuff | Add DOT Code For Person | Copy/Print | Prev | Next | X | Save

- The following image shows the Skills List with Carriage Returns form tab:



- The following image shows the GATB form tab:



- Explore the information in each of these form tabs to see what is of interest and is useful to you.
- Note again that almost anything that is underlined can be clicked to get a definition or explanation. This can help you with acronyms that you may not understand.
- A “**Copy/Print**” button is usually in the footer that can be used to print or place text on the clipboard so that you can paste it into a word processor.
- **Finding Transferable Skills:** We will start by finding the Interior Designer job. Then we click on the “Skill Transfer” tab to show the following:

DOT input screen (1/1)

DOT Description | SCO Fields | Skill Transfer | SCO Codes Meaning | DOT Codes Meaning | Skills List with Carriage Returns | GATB

299.687-014 SANDWICH-BOARD CARRIER (any industry)

GOE: 08.03.02 SVP: 1 Unskilled STRENGTH: L

SOC: 4450

SOC Title: DEMONSTRATORS, PROMOTERS, AND MODELS

O*NET: 41-9011.00

O*NET Title: Demonstrators and Product Promoters

Find DOT Code in O*NET Online SSR 82-61 Past Relevant Work "Any Industry" Generic jobs

Click underlined letters below to show definitions.

DIRECTING REPETITIVE VARIETY EXPRESSING ALONE STRESS TOLERANCES UNDER PEOPLE JUDGMENTS

Temperaments: D R I V E A S T U P J

MPSMS: 896 0 0

Work Fields: 292 0 0

Industries: 138

Find Transferable Skills

Click underlined codes above to show definitions.

Find Same... Various DOT Finds VE Stuff Add DOT Code For Person Copy/Print Prev Next X GO

- Next we click the “**Find Transferable Skills**” button.

The following dialog appears:

142.051-014 INTERIOR DESIGNER (profess. & kin.)

SVP: 7 Skilled STRENGTH: L

Find Transferable Skills by checking one or more of the following settings.
The more settings you select, the smaller number of matches you will find.

Find Same MPSMS

Find Same Work Fields

Find Same or Less SVP

Find Same or Less Strength

Find Same Industry

Find Same Occupational Group (first 3 DOT digits)

Find Same Data People Things

Eliminate Occupational Aptitude pattern 0
(Mostly Supervisory Positions)

Find Same SOC CODE

Find Same O*NET CODE

Limit to PDC/RFC of:

Age 60 Light Transfer of Skills

Age 55+ Sedentary Transfer of Skills

Other Transfer of Skills

Clear All Settings

SSR 82-41 & more: What 'transferability' is

SSR 82-41 How transferability is determined in general

SSR 82-41 Medical factors and transferability

SSR 82-41 Special provisions made for transferability

SSR 82-41 Findings of fact in determinations

\$404.1568 Skill requirements

Eliminate Unskilled Jobs because skills do not transfer.

Eliminate generic jobs (any industry)

SSR 82-61 Past Relevant Work

Cancel Find

The standard method of finding transferable skills is illustrated above with the items that are checked. (Clicking the “**Other Transfer of Skills**” button will set the standard method as above.) This method of finding transferable skills comes from SSR 82-41: *“Work skills and their transferability: 4. Application of the concept of transferability. How transferability is determined in general. Where transferability is at issue, it is most probable and meaningful among jobs in which: (1) the same or a lesser degree of skill is required, because people are not expected to do more complex jobs than they have actually performed (i.e., from a skilled to a semiskilled or another skilled job, or from one semiskilled to another semiskilled job); (2) the same or similar tools and machines are used; and (3) the same or similar raw materials, products, processes or services are involved. A complete similarity of all these factors is not necessary. There are degrees of transferability ranging from very close similarities to remote and incidental similarities among jobs.*

Generally, the greater the degree of acquired work skills, the less difficulty an individual will experience in transferring skills to other jobs except when the skills are such that they are not readily usable in other industries, jobs and work settings. Reduced residual functional capacity (RFC) and advancing age are important factors associated with transferability because reduced RFC limits the number of jobs within an individual's physical or mental capacity to perform, and advancing age decreases the possibility of making a successful vocational adjustment.”

In summary RepToolsSSD does the following queries:

- Finds the same MPSMS codes as the selected occupation
- Finds the same Work Fields

- Finds the same or less SVP
 - Finds the same or less Strength
- then:
- Eliminates unskilled jobs because skills to not transfer to unskilled jobs
 - Eliminates any generic (any industry jobs).

Clicking the “**Find**” button results in this list of transferable skills from the Interior Decorator occupation:

DOT Code	Strength	SVP	GED R M L	DOT Title	O	A	P	GOE	Reaching
141.061-038	S	7	5 3 4	COMMERCIAL DESIGNER (profess. & kin.)	2	L		01.02.03	C
142.051-010	S	7	5 3 4	DISPLAY DESIGNER (profess. & kin.) alternate titles: display and banner designer; flag decorator and designer	2	L		01.02.03	F
142.061-026	S	7	5 4 4	INDUSTRIAL DESIGNER (profess. & kin.)	2	L		01.02.03	F
142.061-058	S	7	5 4 5	EXHIBIT DESIGNER (museums)	2	L		01.02.03	F
142.081-018	S	7	5 3 4	PACKAGE DESIGNER (profess. & kin.)	2	L		01.02.03	F
142.081-010	L	6	4 3 3	FLORAL DESIGNER (retail trade) alternate titles: florist	2	L		01.02.03	C
109.281-010	L	7	5 4 5	ARMORER TECHNICIAN (museums)	6	L		01.06.02	F
141.051-010	L	7	5 2 4	COLOR EXPERT (profess. & kin.) alternate titles: color consultant; colorist; color specialist	2	L		01.02.03	N
142.031-014	L	7	5 3 4	MANAGER, DISPLAY (retail trade)	0			01.02.03	F

But first, the following is displayed in a window. You have the option to Print or Copy to the clipboard:

```
Transferable skills for this Light SVP 7 Skilled job:
142.051-014 INTERIOR DESIGNER (profess. & kin.)
Started with 12741 DOT records.
Found 24 DOT records with at least one of the same MPSMS codes:
  889 MERCHANDISING SERVICES, OTHER
12 records remain with at least one of the same work fields:
  264 STYLING
11 records remain after finding the same or less SVP (7).
10 records remain after finding the same or less strength (L).
10 records remain after eliminating unskilled jobs (SVP 1 and 2).
10 records remain after eliminating generic jobs (any industry).
9 records remain after eliminating the job that we started with for the skills
transfer,
  DOT 142.051-014. The jobs are sorted by strength and then by SVP:

141.061-038 COMMERCIAL DESIGNER (profess. & kin.)
STRENGTH: S GED: R5 M3 L4 SVP: 7

142.051-010 DISPLAY DESIGNER (profess. & kin.) alternate titles: display and
banner designer; flag decorator and designer
STRENGTH: S GED: R5 M3 L4 SVP: 7

142.061-026 INDUSTRIAL DESIGNER (profess. & kin.)
STRENGTH: S GED: R5 M4 L4 SVP: 7

142.061-058 EXHIBIT DESIGNER (museums)
```

STRENGTH: S GED: R5 M4 L5 SVP: 7

142.081-018 PACKAGE DESIGNER (profess. & kin.)
STRENGTH: S GED: R5 M3 L4 SVP: 7

142.081-010 FLORAL DESIGNER (retail trade) alternate titles: florist
STRENGTH: L GED: R4 M3 L3 SVP: 6

109.281-010 ARMORER TECHNICIAN (museums)
STRENGTH: L GED: R5 M4 L5 SVP: 7

141.051-010 COLOR EXPERT (profess. & kin.) alternate titles: color consultant;
colorist; color specialist
STRENGTH: L GED: R5 M2 L4 SVP: 7

142.031-014 MANAGER, DISPLAY (retail trade)
STRENGTH: L GED: R5 M3 L4 SVP: 7*

Additional options are given in the Skills Transfer dialog.

If the “**Age 60 Light Transfer of Skills**” button is clicked, two additional items are checked:

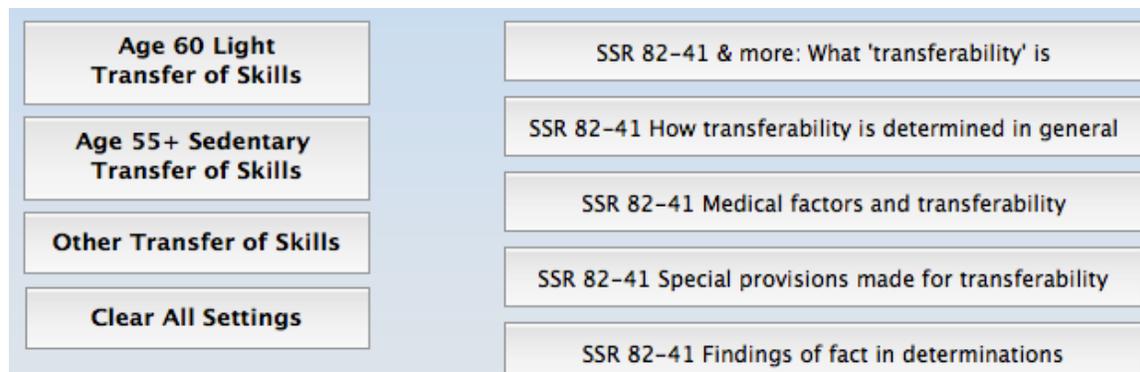
- Find Same Industry
- Limit to PDC/RFC of “L” for light.

If the “**Age 55+ Sedentary Transfer of Skills**” button is clicked, two additional items are checked:

- Find Same Industry
- Limit to PDC/RFC of “S” for sedentary.

The remaining options for finding matches do not follow the SSR 82-41 methodology. However they may be of interest to some people.

• Various buttons bring up information contained in SSRs or CFRs further clarifying issues pertaining to transferability.



- In summary to perform a skill transfer analysis,
 - Start by finding the one job that you are interested in.
 - Go to the “Skill Transfer” tab if you are not already there.
 - Click the “**Find Transferable Skills**” button to bring up the Skills Transfer dialog.
 - Make sure that the appropriate items are checked for the analysis that you want to do.
 - Click the “**Find Transferable Skills**” button.

The results will show in a window with text explaining how the analysis was done. You can print or copy the text to the clipboard so that you can put it into a word processor. When you click “Close”, the list view of occupations will show.

Using various Menu items:

RepToolsSSD contains the following menus on the menu bar at the top of the screen:

4D, File, Edit, Select, Reports, Special, and Help.

The following are of particular importance:

- The File menu contains the **Registration** item and only works from the Home screen.
- The File menu contains the **New Process** item. The shortcut is Command – O (Mac) or Control – O (Windows). This **opens** a new window with another Home screen so that you can have multiple Home screens open at the same time.

Manually selecting records in the list view of any table:

We will use the DOT table here, as an example, but this will work in any table.

- If there are just a few records showing in a list and you want all 12,741 of them to show, click the “**List**” button in the footer.
- If there are a number of records showing in a list view and you only want to view some of them, start by clicking the first record of interest. It will be highlighted. Next, while holding down the shift key, click the last record of interest. All of the records between your two choices will be highlighted.
- Finally use the **Select** menu and choose “**Keep Selected Records**,” or use the key equivalents, **Control-K** (Windows) or **Command-K** (Mac). Now the list will contain only the records that you had originally highlighted.
- You can also select non-contiguous records by holding down the Control key (Windows) or the Command key (Mac) while clicking the records.

Bug reports, methodology errors, spelling errors, documentation errors, questions, comments, and feature requests can be sent to Paul Ringsmuth at RepTools@charter.net.

Disclaimer: If there are errors in RepToolsSSD that lead to incorrect results, I will gladly correct them, but I can’t be held responsible for any harm that they cause either directly or indirectly.