



notes

for Human Resources Personnel

How to save REAP Applications to a PC.

Revised 2007-10-30

REAP STATES

Connecticut

Georgia

Iowa

Kentucky

Michigan

Missouri

New Mexico

Ohio

Pennsylvania

Texas

Wisconsin

U.S. REAP

It is possible to save a REAP application form directly to your personal computer (PC). This has the advantage over printing out the application form of saving paper and saving space in filing cabinets. It also creates a collection of files which may be searched using the Windows Search feature. Unfortunately, there are at least two disadvantages: 1) The information is only up to date as of the day it is downloaded, and 2) You must take steps to safeguard the files on your computer.

As an alternative, consider using the "Applicant Management System" (AMS) to keep track of applicants. This system can be viewed as a "bookmark" method. You do not store actual data, only a "bookmark" to the application. You store these "bookmarks" in folders which can be given descriptive titles, such as "Elementary Teachers." The application forms which are available through the AMS will always show the latest information. You do not have anything on your PC to protect except your passwords.

Sometimes you may want to store application forms so that they cannot change. This can be an advantage if you are ranking applicants based on criteria such as years of experience, teaching certificates, or college degrees. In the REAP system, applicants can update their information at any time -- changing years of experience or adding degrees and certificates, for instance. By downloading applications, you freeze the applications at one point in time, enabling you to make rankings and comparisons which will not be affected by changing data.

In the following directions, we assume that you are using a Netscape, Firefox, or Internet Explorer (IE) web browser on a PC running the Windows XP operating system. If you decide to store the actual application forms on your PC, follow these steps.

Note: The following instructions show how to save a REAP Application to a folder on a Personal Computer (PC). There are some drawbacks to doing this:

1. This PC must be safeguarded just like you would paper applications, since it now contains sensitive personal data about REAP applicants.
2. These applications must be permanently deleted if the PC is disposed of or used for a different purpose.
3. Once an application is removed from the REAP System, it will not reflect new or updated information added or changed by the applicant.

Step 1: Decide where to save applications.

Two possible locations to save applications are in a folder on the "Desktop" or in a folder located in "My Documents."

A. Using a folder on the "Desktop" can be handy unless the "Desktop" gets too crowded.

-- Unfortunately, the Desktop tends to get over crowded over time, and then things are hard to find.

HELP DESK:

Call:

314-692-1205

1-800-288-8115

e-mail:

Help Desk

admin@reapmail.net

Fax:

314-692-1297

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- B.** Saving applications to a folder in "My Documents" is really just as easy as using the "Desktop," and has a few advantages:
- You can use a "List View" to find the folder easily.
 - You will have one less thing to find on your "Desktop."
 - If you close "My Documents," the application forms will be slightly more secure, since they will be less visible to a person who is just passing by.

Step 2: Create your first folder.

- A.** If you decide to choose the "Desktop," you can create a new folder by doing the following:
- 1.** Right click on an unused part of the "Desktop," choose "New" and then "Folder."
A new folder will appear on the "Desktop"
 - 2.** Name the folder immediately after creating it by typing a name such as "REAP Applicants" into the space below the icon. You can always rename the folder later by right clicking on the folder and choosing "Rename" from the pop-up menu.
- B.** If you decide to choose "My Documents," do the following:
- 1.** Open up "My Documents." (If "My Documents" is on the Desktop, click on it. Otherwise, click "Start" then click "My Documents" in the "Start-Up Menu.")
 - 2.** Now create a new folder by clicking "File" on the tools menu, then clicking "New," then "Folder."
 - 3.** Name the folder by typing a name such as "REAP Applicants" into the space below the icon.

Step 3. Now that you have your first folder, you can create your own hierarchy of folders.

- A.** To put a folder inside of the "REAP Applicants" folder, for instance:
- 1.** Click on the "REAP Applicants" folder to open it up.
 - 2.** Then repeat the creation procedure: Click "File," then "New," then "Folder."
 - 3.** Give the folder an appropriate name. (Example: "Elementary Teachers".)
- B.** To add additional folders inside of the "REAP Applicants" folder and beside the "Elementary Teachers" folder in the above example:
- 1.** Repeat the procedure by clicking "File," then "New," then "Folder."
 - 2.** Name the new folder.
- C.** You can create folders inside of the "Elementary Teachers" folder by clicking on the "Elementary Teachers" folder and repeating the procedure and naming the folder "Grade 1," for instance.
- D.** If you get too many folders, you can right click on the folder and choose "Delete." The folder and everything inside the folder will be deleted.

{Tip: "Windows Explorer" will give you a view of the hierarchy you have created. (Click "Start," then "Programs," then "Accessories," then "Windows Explorer.")

Step 4: Save one or more REAP Application Form(s) to a folder on your PC.

- A.** Logon to REAP.
- B.** Locate an applicant via a "Search," in the "Notify School I Am Interested" section, or in the "Applicant Management System."

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- C. Click on the Icon of the Application Form to view the application with your browser. At this point, you can save the application form as an "HTML" file or possibly as a "PDF" file. The difference is that an "HTML" can be viewed in any browser, but can not be password protected.
A "PDF" file requires the free Adobe Reader program to view. However, you must have the full Adobe Acrobat application on your PC to create a "PDF" file. Also, "PDF" files can be secured by assigning a password to each file, which can be an advantage if you plan to e-mail the file to someone to evaluate. One disadvantage to creating a "PDF" file is that the Windows Search feature cannot search for text inside of a "PDF" file.
- D. To save the application as an "HTML" file from your web browser, do the following:
1. Click "File" then "Save Page As" (if your browser is Netscape or Mozilla Firefox) or "Save As" (if your browser is Internet Explorer (IE).)
 2. In the "Save" window which appears, do the following:
 - a. Choose "Browse" and maneuver to the folder in which you wish to save the application..
 - b. Set "Type" to "Webpage, HTML only."
 - c. Enter a good name for the file, like, "Smith1234.html"
 - d. Click the "SAVE" button.
(Now, whenever you click on this file, your default web browser will open and display the application form.)
- E. If you have the Adobe Acrobat application, you can save the file from your web browser as a "PDF" file, instead.
1. After you have opened up the application form in your web browser, click "File" then "Print" then find "Adobe PDF" in the list of printers. If you cannot find "Adobe PDF" in the list of printers, you probably do not have the full Adobe Acrobat application.
 2. Click "OK" (Netscape, Firefox) or "Save" (IE).
 3. In the "Adobe" window will appear, do the following:
 - a. Maneuver to the location of the folder in which you want to save the file, (Example: "Grade 1;")
 - b. As above, create a good name;
 - c. Click "Save."
(Now, whenever you click on this file, either Adobe Acrobat or Adobe Reader will open and display the application form.)

Step 5. Search for an application form containing specific words like, "Math Certificate," for instance. (HTML documents only.)

1. Click "Start" then "Search" then click "Documents (word processing, spreadsheet, etc.)"
2. Click "Use advanced search options" at the bottom of the window.
3. Enter "Math Certificate" in "A word or phrase in the document:"
4. Now click the button on the right side of the "Look in:" pull down menu to expand the menu, and then click "browse" at the bottom of the menu.
5. If you created your folder in "My Documents," click the plus sign by "My Documents" to expand it. Scroll down to your folder such as "REAP Applicants," for instance. Click the plus sign by this folder to expand it, if necessary. Continue doing this until you find your folder and click it to highlight it.
-- Then click "OK"
6. Now click the "Search" Button.
7. The documents which contain the search phrase will be shown in the right panel.
8. Click on a document to view its contents.
(Note: Text documents. HTML documents, and MS Word documents can be searched. "PDF" documents do not seem to be searchable in this way.)