



AJE PI Specification Updates

Welcome to America's Job Exchange Public Interface Specification

- "PI Batch Submission Changes" on page 1
- "Job and Contact Changes" on page 2
- "What You Need to Supply" on page 2
- "Getting Your Files Ready" on page 3
- "Production Phase" on page 4
- "Quick Reference" on page 5
- "Additional References" on page 5
- Email Us at customer care@americasjobexchange.com

© 2007 America's Job Exchange. All rights reserved.

AJE PI Specification Updates	1
Welcome to America’s Job Exchange Public Interface Specification	1
PI Batch Submission Changes	1
Accessing Public Interface	1
Registering for Public Interface	1
Job and Contact Changes	2
How It Works	2
What You Need to Supply	2
Using Test Mode	2
Getting Your Files Ready	3
How to Test Your Files	3
Production Phase	4
How to “Go Live”	4
Quick Reference	5
Transferring Files	5
Additional References	5

PI Batch Submission Changes

Welcome to the America's Job Exchange Public Interface Batch Submission process. If you are viewing this document, it means you were previously an AJB PI employer. This document will explain the changes you will need to implement to become an America's Job Exchange PI employer.

If you were not a previous AJB PI employer then you will need to go to [http://www.americasjobexchange.com/help/employer/AJEPISpecification.pdf/](http://www.americasjobexchange.com/help/employer/AJEPISpecification.pdf) for the PDF document that will explain the process of becoming an America's Job Exchange PI employer.

Accessing Public Interface

To sign up for Public Interface you will need to be a registered AJE Employer and logged in to your Account. Once you have logged in click on the **Are you interested in learning more about posting your job by using our bulk submission interface? Find out more!** hyperlink directly beneath the account menu on the left of the My Account screen. The AJE Public Interface (PI) Job Submission Method screen appears.

Registering for Public Interface

On the AJE Public Interface (PI) Job Submission Method screen, click the **YES** button to continue the registration process. Follow the instructions for setting up the following:

- the **e-mail address that will receive the PI transmission reports.**
- the **contact name of a technical representative.**
- the **Technical contact e-mail** for the technical contact.
- the **Technical contact phone number** for the technical contact.
- your **NAICS Code** or a **brief description of your company.**

You should receive confirmation from America's Job Exchange Service Center in approximately three working days.

Job and Contact Changes

This section describes the changes that you will implement to use the America's Job Exchange Public Interface (PI).

Note: If you have questions or problems, please e-mail us at customercare@americasjobexchange.com.

How It Works

PI users will use File Transfer Protocol (FTP) to send us their files. All PI users have an account on our FTP server. Once the files are transferred, we will process them. If we receive the files before midnight Eastern Time, we will process them and post the jobs by 8:00 am Eastern Time that morning.

What You Need to Supply

Each PI user supplies us with two text files. For a full description of the contents of these files, go to <http://www.americasjobexchange.com/help/employer/Employer39.html> for more information. They must have the following (case-sensitive) names.

pi_jobs.dat *NOTE the file name change*

Contains all jobs that you have in your database. Each job corresponds to one Job Record. Each job can have one or more positions available.

pi_offices.dat *NOTE the file name change*

Office Contacts tell job applicants how to contact you to apply for a job.

Using Test Mode

From time to time you may want to test your files without affecting the database. To do this FTP your files with the prefix test onto the file names. Name the files testpi_jobs.dat and testpi_offices.dat. *NOTE the file name change*

Another method is to copy your files to run both in production and test mode. You would “FTP” your files in the same way you would for produc

tion. To use test mode, you must copy your files to the test area through the PI Resources website.

Getting Your Files Ready

If you need a refresher on setting formatting the files, and the relationship between the files you can access the pdf document at <http://www.americasjobexchange.com/help/employer/AJEPISpecification.pdf>. Please be sure to read each section. Submitting correctly formatted jobs can mean a great difference in the amount of time your testing will take, and improve the response those jobs get in the America's Job Exchange searches.

How to Test Your Files

Once you have a PI account with America's Job Exchange, you must go through the following testing procedure to prepare to submit jobs through the Public Interface.

1. Prepare your **pi_jobs.dat** and **pi_offices.dat** files according to the instructions in this document. The filenames are case sensitive.
2. FTP both files to your account on the FTP server. In the address field of an internet browser type the following:
<ftp://ftp.americasjobexchange.com>. If you do not remember your username or password, contact [PI Help](#).
3. Go to the Public Interface Resources web site. Copy your file(s) to the test file area to be processed. The process will run automatically, and depending on the file size, the results should be available within an hour. (Normal test processing occurs between the hours of 8AM and 10PM EST daily. These times may fluctuate due to system maintenance or a long-running production submission.)
4. Follow the instructions on the web site to view the test results. For a closer look at the individual records in your file, use the Diagnostic Tool on the web site.

5. If all the tests return successful results, you are ready to move to the production phase. If you encounter any errors at all, examine your results and begin the testing process again with step 1.

Note: Before we can consider your account for production, you must be sure that your actual files pass these tests. Many users go through the testing phase using small test files. While this is a good way to be sure you are providing the right format, it does not verify that the contents of your data files will pass our content checks. Your final tests, before asking to go into production, should be run on the real job/office contact files you would like run in production.

Production Phase

How to “Go Live”

1. Successfully complete the Testing Phase correcting all errors.
2. Transmit and test files that are ready for production.
3. Contact [PI Help](#) and request to be switched from testing to production.
4. If files have been successfully tested, your jobs will be processed on the nights you transmit and will appear on the AJE web site the morning after you submit them. **Note:** If your company uses one userid for several departments and multiple people upload different files, whichever file is in place at the time DX runs will determine the adds/changes and deletes for that day. Each submission overrides the existing files on the server. It is possible that if one set of files are uploaded in time to run, another set uploaded after the dx process was started will run the next night and there will be a complete replacement of the jobs in the DB.
5. Once you have been successfully converted to Production status, you should transmit your **pi_jobs.dat** and **pi_offices.dat** files at least once a week. If you have a large number of jobs, you should transmit daily. We will pick up the changes automatically at midnight Eastern Time.

You will only need to visit the Public Interface Resources web site again if you want to view the reports. These reports are e-mailed to you anytime you send us new data files. However, if you change the way you generate your data files, we do suggest that you run a test submission with the files before we run our processing that night.

Quick Reference

Transferring Files

- FTP server
ftp.americasjobexchange.com
- Data File Names
Both files should be generated and submitted each time for production submissions.
Job File: pi_jobs.dat (case sensitive)
Office Contact File: pi_offices.dat (case sensitive)

Use the "test" prefix on the file names when only submitting for test. Job File: testpi_jobs.dat (case sensitive) Office Contact File: testpi_offices.dat (case sensitive).

Additional References

You can find additional information and helpful lists of codes in the following documents:

- SSONET Job Code List for Public Interface
- SSONET Job Code List by Occupational Family for Public Interface
- State and Territory Codes for Public Interface
- Country Codes
- Education Codes for Public Interface
- Sample PI Job File
- Sample PI Office File

**This page is
intentionally left blank.**