This page is a work in progress - none of the features listed here are available yet, all features listed are subject to change and the information may be incomplete.

Early Access Disclaimer
This tool is currently in **Early Access**. While it has access to live data, always verify critical dates and financial figures against the data in IQX.

IQXAssist (Early Access)

IQXAssist is a powerful new AI companion integrated directly into your recruitment workflow. Unlike standard chatbots, IQXAssist can securely access live candidate records, process documents, and help you draft communications in seconds.

Key Capabilities

1. Live Record Interrogation

IQXAssist has read-access to specific parts of the IQX database. It can look up real-time information for the candidate you are currently viewing.

Supported Data Points:

- **Timesheets:** Check pay status, hours submitted, and processing dates.
- **Shifts:** View past and upcoming booking details.
- **Availability:** Check holidays and availability calendars.
- **Compliance & Questionnaires:** Verify license details, medical info, and compliance status.
- **Notes:** Review history and contact events.



Pro Tip: Use Date Ranges When asking about Timesheets, Shifts, or Availability, try to be specific about the time frame.
* **Good:** “Show me timesheets from last month.”
* **Good:** “Is he available between 1st Jan and 30th Jan?”
* **Vague:** “Show me timesheets.” (This may ask you for clarification).

2. Document Processing

- **CV Reformatting:** Upload a CV (PDF or Word) and have the AI extract the data, redact personal contact info, and reformat it into a standardized, branded PDF CV. (For generating CV Templates see here: CV Template Builder)
- **ID Scanning:** Upload an image of a passport or driving license. 1) The AI will identify the photo,

crop it perfectly, and allow you to save it directly to the record. 2) The AI can extract information from the ID and use it for registration.
- **Audio Transcription:** Upload voice notes or interview recordings to receive an instant text transcript.

3. Content Generation

Stop writing from scratch. Ask IQXAssist to:

- **Draft Emails:** “Write a polite email to this candidate confirming their shift for next Tuesday.”
- **Compose SMS:** “Draft a short text message checking if they are free for a night shift.”
- **Summarize:** “Summarize the last 5 notes on this record.”

Example Prompts

Here are some real-world examples of how to interact with IQXAssist:

Task	Prompt
Check Compliance	`Does this candidate have a valid Driving License and what are the details?`
Finance Queries	`Summarize the timesheets submitted in December 2024. Were any unpaid?`
Booking Checks	`List all shifts booked for next week.`
Communication	`Draft an email to this candidate explaining that their compliance creates a gap in their availability for the upcoming role.`

Privacy & Security

- **Redaction:** When generating CVs, personal contact details (phone, email, address) are automatically redacted to protect candidate privacy.
- **Secure Context:** The AI operates within the context of the specific record you are viewing. It does not “train” on your data.

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