



Compliance Documents

Agencies may wish to separate documents and compliance documents for administrative security reasons.

Compliance documents are set up as Document Types in Agency Setup and can only be administered by Users with the relevant roles. Only candidate document types can be compliance.

Adding Compliance Documents

Compliance documents can be created in:-

Person form - Documents - Select document - Copy to Compliance **OR** Drag a document into Compliance Documents view or use the Add button on this view.

The screenshot shows the iqx system interface for a candidate named Kevin Jones. The interface is divided into several sections:

- Header:** Kevin Jones, Score 95%, and navigation links like Home, Reports, Register, Delete, Search.
- Left Sidebar:** A list of tabs including Temp, History, Progress, Company SOS, Placements, Withholds, AWR, Timesheets, Payroll, Payroll Address, STI Worker Enq, Location Map, Temp Desks, Photo, Documents, Compliance Documents, Compliance Detail, Score Details, Compliance Domains, Checklist, Perm, and Accounts.
- Main Content Area:**
 - Top Section:** Fields for Division (North East), Name (Kevin Jones), State (Current), Available From, Home Phone (020 7123 2345), Day Phone, Mobile, E-mail (kevinjones@iqx.com), Payroll Email A..., Social Media, Address (W1 ZXP), Source (Networking), Consultant (SHELLEY), Registered No. (19998), and Date (10/05/2020).
 - Right Section:** Headline, Alert, Reg. Departments (Construction (Perm+Temp)), Dept. Questionnaire (Construction), Job Title, KEY SKILLS (Carpenter), and various checkboxes for skills and preferences.
 - Buttons:** Expand, Add File, Add MS-Office Document, Delete, Archive, Make Current CV, Copy to Compliance (highlighted in red), and Show.
 - Documents Table:**

Description	Type	File Type	Created	Publish To Web	In CV	Send	Restrict
visa	Visa	JPG	09/11/2020 19:44	☐	☐	☐	☐
passport	Passport	JPG	09/11/2020 19:42	☐	☐	☐	☐



Samantha Johnson

Score 75%

Help Q&A Subscribed to Marketing mailings Change to Un-Subscribe

Temp Division: Melrose Nursing

Progress Known As: Samantha

Company SDS Name: Samantha Johnson

Placements State: Current

Withholds Available

AWR Available From

Timesheets Home Phone

Payroll Day Phone

Payroll Address Mobile

STI Worker Enq E-mail: Samantha_Johnson@iqxdemo.com

Location Map Payroll Email A...

Temp Decks Social Media

Photo Address: 41 Nottinggate Way, Loughborough

Documents Source: Facebook

Compliance U... Consultant: SHELLEY

Registered No. 19642 Date 23/01/2017

Headline Next Expiry: 1811

Alert

Reg. Departments: Nursing (Temp)

Dept. Questionnaire: Nursing

Role: RGN

Grade/Banding

Specialties: Anaesthetics, District Nurse, ITU

Date of Qualification: 25/05/2005

PN Number: 11A9431H

PN Expiry: 25/10/2025

Primary Role: Nurse

Qual: Test

Graded Test 2184

Person Q'aire

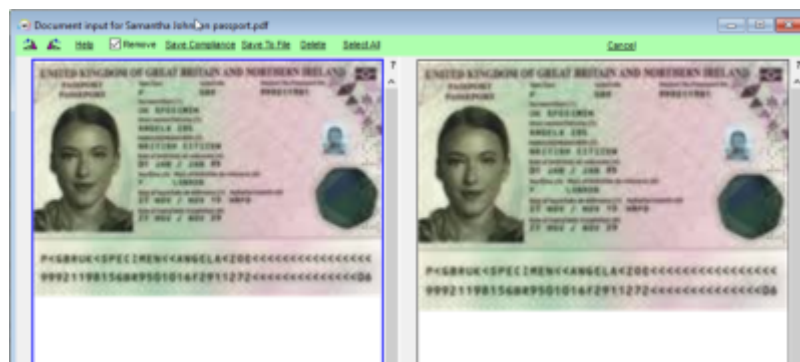
Do not malmerge U...

Own Transport? No

Expand Add Redact Stamp Archive/Unarchive Questions Delete Show Archived Show Details File

Description	Type	File Type	Created	Publish To Web
Compliance Documents				
Compliance Detail				

Once a document is added the following window opens and the user can take various actions:



- If the document has been scanned in the wrong way round the rotate buttons can be used to correct this
- Help button opens this help page
- Remove is ticked by default and is really helpful if all your documents have been scanned into one. With it ticked each time you select a page and save to compliance that page is removed from the pages you see on screen which helps prevent you saving the same page more than once.
- Save Compliance, once the relevant page(s) have been selected use this button to save to the compliance documents view
- Save to file allows you to save a copy to your computer or network
- Delete, you can select a page a delete that from the file so you can save all except a particular page
- Select All will select all pages ready for saving

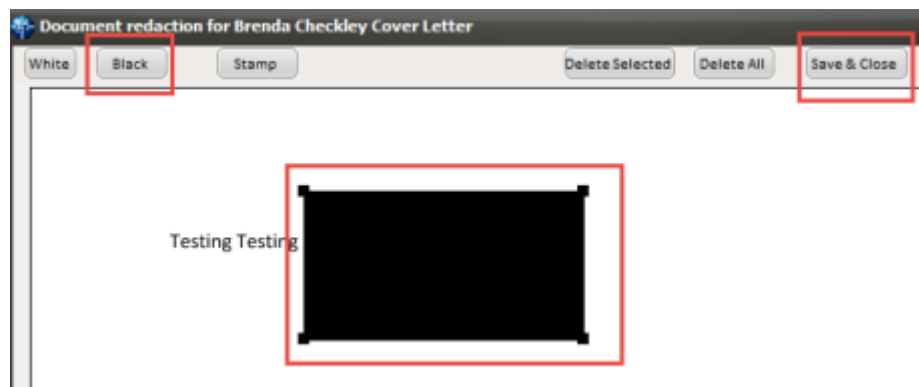
When files are added to compliance documents they are saved as pdf documents.

Documents	Expand	Redact	Archive/Unarchive	Questions	Delete	Show Archived
Compliance Documents	Description					
Compliance Detail	Type					
	File Type					
	P...					
	Brenda Checkley Cover Letter					
	Cover Letter					
	PDF					
	0					



Redaction

Compliance documents may be redacted. Select the document – Redact – Select the Black or White button - Click and hold down the left mouse key to drag a square over part of the document – Save and Close. This can be used if there is information in the document that is sensitive and doesn't need to be seen by the client.



Redacted documents have a file type R in Compliance Documents.

Questionnaire	Expand				Redact				Archive/Unarchive				Questions				Delete				Show Archived				Show																																																							
Notes	Description																Type																File Type																Publish																															
2nd Notes	▶ Brenda Checkley Cover Letter																Cover Letter																PDF																O																															
Reference	Brenda Checkley Cover Letter																Cover Letter																PDF																R																															
History																																																																																

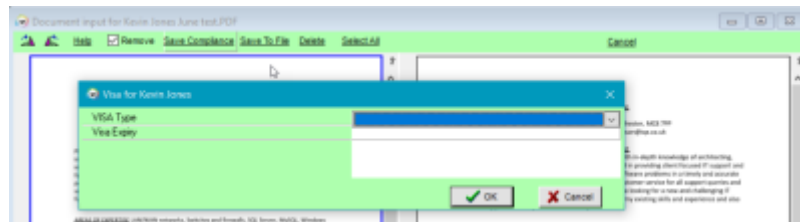
If set up by your Agency you can add a stamp to compliance documents e.g. to confirm who checked and when the document was checked. The User needs a signature set up for this.

Old versions of documents can be archived, doing this keeps them on the record should they ever be needed for audit purposes but hides them from view unless you specifically choose to show the archived documents.

Linked Questions

If set up by the Agency compliance documents can be linked to questions so that users are prompted to answer these when uploading the document e.g. when uploading a visa the user could be prompted to enter the visa type and expiry date.

The questions can be required in which case the user cannot add the document without answering the question or they can be optional so that the question appears but it does not need to be answered.



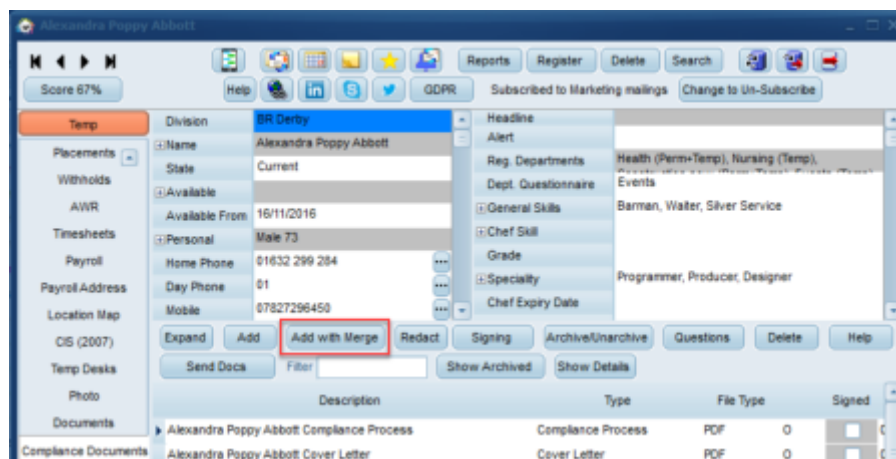
The questions can be viewed using the Questions button on the compliance documents view.

Note if General Setting group of settings 1500 is set to Y the the linked questions can ONLY be edited when they are linked to a document. However, this setting is not retrospective and if turned on after questions have been linked and answered these will remain editable. To get round this you should turn on general setting group of settings 1670 so you can manually tick which questions are to be read only.

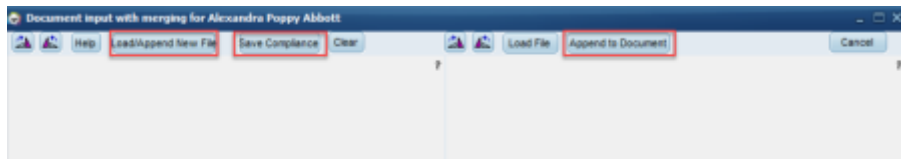
Merging Compliance Documents

(2.21.11+) The ability to merge two Compliance PDF Documents into one document has been added. This is particularly useful if the Candidates send the front and back cover separately, or each page separately when they are all part of the same Compliance Document.

When on the Compliance Documents view of a Candidate with a pdf selected click on the Add with Merge button.



Next click on the Load/Append New file button and select the required file, then click on the Load File button on the second view. Once you have loaded the second file click on the Append to Document button. This will show how the merged file will look. Once you confirm you are happy click on the Save Compliance button.



Please note if the person record already has a Compliance Document of the same type of the new one that you create the old document will be archived.

2.21.11+ it is possible for users who have been given the role by their System Administrator to drag compliance documents out of IQX into a folder or attach them to an Outlook email.

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

https://iqxusers.co.uk/iqxhelp/doku.php?id=compliance_docs

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