



# Release 2.15.11

**Note:** If you have custom forms defined in IQX, not all new features may be available to you. Your agency custom forms are shown on Help – About.

## New Features

### Users

#### Add shifts from a Temps view.

An 'Add Shifts' button has been added to Temp Desk – Temp to provide an alternative route to adding shifts in addition to the 'Add Shifts' button in Temp Desk – Vacancies.

The screenshot shows the 'Temp Desk' interface. At the top, there's a header with 'Desk', 'View', 'Year', and 'Week'. Below this, a table lists various actions: 'Vacancies', 'Search', 'Expand', 'Holiday Pay', 'Current Pool', 'Add Shifts' (highlighted with a red box), 'Book Shifts', 'Confirm Shifts', and 'Timesheet'. The 'Add Shifts' button is located in the 'Temp' section of the table.

From Temp Desks select a candidate – Add Shift – Fill in Shift Details – Save and Fill and the form below will appear with the last person ticked visible. Continue to fill the shift.

The screenshot shows the 'Operator at 3I Group PLC' form. It has three main sections: 'Match from', 'Match', and 'Previously worked only'. The 'Match from' section has a list of options: 'Vacancy Short List', 'Current in Temp Desk Pool', 'Specified Individual', 'Current in Department', 'Entire Temp Desk Pool', 'Secondary Agency Temps', and 'Checkley, Brenda' (which is selected and highlighted with a red box). Below this list is a text box that says 'You can drag a person HERE to match'. The 'Match' section has a 'Match' dropdown set to '1', a 'Starting' date of '02/11/2015', and checkboxes for 'Filter Temps' and 'Match Exact Grade Only'. The 'Previously worked only' section has radio buttons for 'No', 'Company', and 'Vacancy', and date pickers for 'Date from' and 'Date to'. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

In addition, it is now possible to drag a candidate to the 'Fill Shifts' window, from the Person Selector. Ensure the Person has their name checked and continue to fill the Shift.



## Person, Payroll. "Awaiting NI" added.

Where a candidate has not provided their National Insurance number this can be recorded by using the New 'Awaiting NI' tick box. This function does not transfer to payroll. Contact IQX if needed.

This can be accessed via the Person Selector - Payroll - Scroll down the lower part of the table.

The screenshot shows the IQX software interface for a person record. The window title is 'Brenda Checkley'. The interface has a green header bar with navigation buttons and a menu bar. The main area is divided into several sections. On the left, there is a sidebar with various tabs like 'Temp', 'Contact Events', 'Compliance', etc. The main content area is divided into two columns. The left column contains personal details for Brenda Checkley, including her name, date of birth (Female 36), home phone, day phone, mobile, email, and payroll email. The right column contains job-related details, including her division (BR Derby), headline, alert, registration departments, department questionnaire, job title, key skills, CSCS status, CSCS expiry, test number for decision, and a section for 'Person Q'aire' with a 'Do not mailmerge U...' option. At the bottom, there is a section for 'Holiday Pay' and 'Awaiting NI'. The 'Awaiting NI' checkbox is checked, and it is highlighted with a red rectangle. Below this, there is a section for 'NI/Tax Details' with fields for 'Title for Payroll' (Ms), 'Composite Co Pay Ref', and 'No Holiday Pay'.

## Employment History - Unlinked Companies

Employment History with companies who are not recorded on IQX can now be added to a Person record.

In Person record - History - Add Employment/Delete Employment - No and complete the details and save.



If, later, it becomes worthwhile adding the company to Company records this can be completed by making the employment internal via the 'Make Internal' button.

## Allow ascending/descending sorting on shifts

Ascending and descending sorting has been provided in Temp Desk - Vacancy - Shifts for 'Our Ref' and 'When Entered' columns.

## Web Referencing

Users can now send reference requests and receive references from within IQX via the web. Referees will be able to log onto a temporary website to complete the reference which will automatically update the IQX database. This functionality requires System Administrator set up in addition to IQX set-up of the database/wpk, IQXHub and some IQXWeb functionality. [User Guide](#)

## Temp Desk



## Tempdesk, Expiry Dates. New filters added.

To improve the ease of searching within Temp Desk - Expiry Dates, new filters have been added - 'Working this week' and 'Person state'.

Temp Desk - Expiry Dates - Working this week filter (click button) - Person State filter click buttons.

The screenshot shows the 'Temp Desk' application interface. At the top, there are tabs for 'Desk', 'View', 'Year', and 'Week'. The 'Desk' tab is selected, showing 'Social Work'. The 'View' tab is set to 'Weekly Shift'. The 'Year' is '2012' and the 'Week' is '6', with an 'Ends 13/05/2012' date. There are buttons for 'Process', 'Update', 'Close', and 'Help'.

Below the tabs, there are search and filter options. The 'Search' section includes 'Current Pool' (selected) and 'Entire Pool'. The 'Temps to Show' section includes 'All' (selected), 'Expired and Expiring', and 'Expired Only'. There is a 'Clear Column Filter' button. The 'State' dropdown is set to 'All', and the 'Working this week' checkbox is checked.

The main data table has the following columns: Name, Alert, Days before Expiry, CRB Expiry Lead 60, and Visa Expiry Lead 60. The first row shows 'Abraham Ford' with an alert of '281', a CRB expiry of '31/12/2016', and a visa expiry of '13/08/2016'.

| Name         | Alert | Days before Expiry | CRB Expiry Lead 60 | Visa Expiry Lead 60 |
|--------------|-------|--------------------|--------------------|---------------------|
| Abraham Ford | 281   | 31/12/2016         | 13/08/2016         |                     |

## Shift/Vacancy Confirmations and Auditing

Confirmations details are recorded for Shifts and Vacancies.

In Vacancies - Temporary Vacancy - Diary - Right click an Appointment - Edit - View the information at the bottom of window.



**Shift**

Consultants Entered by: IVAN 27/10/2015 10:58 Filled by: IVAN 27/10/2015 10:59

Our Ref. 9425

Date 02/11/2015

Time From 08:00

Time To 17:00

Minutes Required 0

Break (minutes) 60

Recovery (hours) 2

Moveable ☒

Client Must Confirm ☒

Temp Must Confirm ☐

Shift Type Standard Day

Analysis Code

Reference Required Not Required

Description Day

Essential Skill(s)

Grade Required

Note

Their Ref. IVAN

Ordered By IVAN

Client Note datha

Confirmed With Ivan

Who Temp Confirmed Ivan Baldwin

When Temp Confirmed 30/10/2015 12:32

Who Client Confirmed Ivan Baldwin

When Client Confirmed 30/10/2015 12:31

OK Cancel

In Temp Desk - Shifts - Details Tab - scroll to bottom of the window.



|                       |                  |                                     |                 |                     |
|-----------------------|------------------|-------------------------------------|-----------------|---------------------|
| Details               | Quick Fill       | Short List                          | Cascade History | Audit Trail         |
| Fill                  | Expand Vacancy   |                                     |                 |                     |
| Cancel                | Expand Temp      |                                     |                 |                     |
| Cascade Now           | Expand Timesheet |                                     |                 |                     |
|                       | Move Shift       |                                     |                 |                     |
| Temp Confirmed        |                  | <input checked="" type="checkbox"/> |                 |                     |
| Confirmed With        |                  |                                     |                 | Ivan                |
| Minutes Required      |                  |                                     |                 | 60                  |
| Recovery Hours        |                  |                                     |                 | 2                   |
| Moveable              |                  | <input checked="" type="checkbox"/> |                 |                     |
| Secondary Agency      |                  |                                     |                 |                     |
| Who Temp Confirmed    |                  |                                     |                 | Ivan Baldwin        |
| When Temp Confirmed   |                  |                                     |                 | 30/10/2015 12:32:25 |
| Who Client Confirmed  |                  |                                     |                 | Ivan Baldwin        |
| When Client Confirmed |                  |                                     |                 | 30/10/2015 12:31:41 |

### Temp Desk - Shifts. If shift or plan auditing is on an Audit Trail is added.

Access to this facility is dependent on user access rights and Shift or Plan auditing being switched on. The tab is located at Temp Desk - Shifts - Audit Trail. Shift Confirmations can be audited, format - "0, 02/09/15 11:50:01, Ivan Baldwin". The 1 is a confirmation and a 0 indicates unconfirmed.

| Details             | Quick Fill | Short List                                 | Cascade History                    | Audit Trail |
|---------------------|------------|--------------------------------------------|------------------------------------|-------------|
| When                | Type       | Description                                | Old                                |             |
| 30/10/2015 11:57... | SHIFT      | Shift 9425 Client Confirmed edited OurRef: | 0, ,                               |             |
| 30/10/2015 12:3...  | SHIFT      | Shift 9425 To edited OurRef:               | 09:00:00                           |             |
| 30/10/2015 12:3...  | SHIFT      | Shift 9425 Client Confirmed edited OurRef: | 1, 30/10/15 11:57:57, Ivan Baldwin |             |
| 30/10/2015 12:3...  | SHIFT      | Shift 9425 Client Confirmed edited OurRef: | 0, 30/10/15 12:31:26, Ivan Baldwin |             |
| 30/10/2015 12:3...  | SHIFT      | Shift 9425 Temp Confirmed edited OurRef:   | 1, ,                               |             |
| 30/10/2015 12:3...  | SHIFT      | Shift 9425 Temp Confirmed edited OurRef:   | 0, 30/10/15 12:31:53, Ivan Baldwin |             |

### Person , Tempdesks. Adding/removing can be audited

The adding or removing of Temp Desks from a person record can be audited. Additional Temp Desks are added via Person Record - Register - Complete the form including allocating a temp desk.

The audit trail is recorded in the side bar view of the Person record.



Brenda Checkley

Reports Register Delete Search

Help Registration Report

Temp Division BR Derby

CIS (20) Known As Brenda

CIS Cards Name Brenda Checkley

Photo Available From

Documents Personal Female 36

Compliance Home Phone 01385 340033

Documents Day Phone

Compliance Mobile 07453909998

Detail E-mail Brenda@iqx.co.uk

Equal Opps Payroll Email A...

Social Media

Headline

Alert

Reg. Departments Construction\* (Temp), Events (Temp), Legal (Temp)

Dept. Questionnaire Legal

Sector

Nursing Date

Date of Qualifying

Qualification Level

PIN Expiry

Area of Law

Test number for dec ...

Modify Screen Date to Count

| Description                                 | When                | Login Name | Old Values | New Values | Connection ID |
|---------------------------------------------|---------------------|------------|------------|------------|---------------|
| Desk Legal Shifts Added                     | 06/11/2015 15:45... | IVAN       | Added      |            | 1             |
| Desk Demo - Agency 2 Legal Added            | 06/11/2015 15:45... | IVAN       | Added      |            | 1             |
| Desk Demo - Events Shift Co 2 Added         | 06/11/2015 15:40... | IVAN       | Added      |            | 1             |
| Employment History (Internal) for McViti... | 06/11/2015 12:09... | IVAN       |            | removed    | 1             |
| Employment History (Internal) for McViti... | 06/11/2015 12:09... | IVAN       |            | removed    | 1             |
| Employment History added (Internal)         | 06/11/2015 12:04... | IVAN       |            | Added      | 1             |
| Tax Code - Brenda Checkley                  | 06/11/2015 10:52... | IVAN       | 489L       |            | 1             |
| NI Letter - Brenda Checkley                 | 06/11/2015 10:52... | IVAN       | A          |            | 1             |
| NI Updated - Brenda Checkley                | 06/11/2015 10:52... | IVAN       | BB123456D  |            | 1             |

## IQXNet

### Authorised e-timesheet, Entered now shows the client contact who completed the timesheet

In IQXNet the timesheet has been enhanced by the inclusion of the name of the Consultant who completed the timesheet on the portal.

|                    |                                   |
|--------------------|-----------------------------------|
| Period             | W 201532                          |
| Dates              | From 02/11/2015 to 08/11/2015     |
| Payroll Company    | 1                                 |
| Analysis Code      | E3                                |
| Entered            | 02/11/2015 14:29 By Suzanne Smyth |
| Processing Details |                                   |

## Accounts

### Maintenance, Invoice Management Groups. "Tradeshift" added as a Process Method.

Timesheets will go through Batch invoice creation and invoices will not appear in Send Invoices or



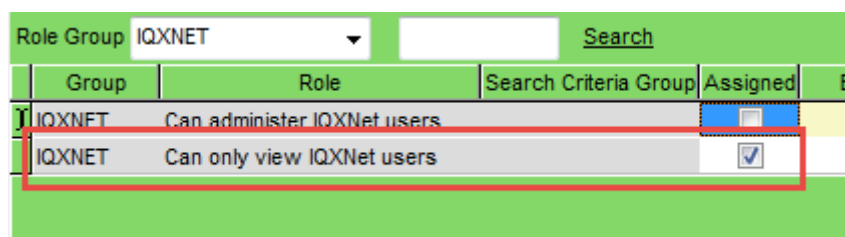
Send OB10 Invoices. Contact IQX to implement this feature.

## System Administrator

### View only default to see IQXNet details

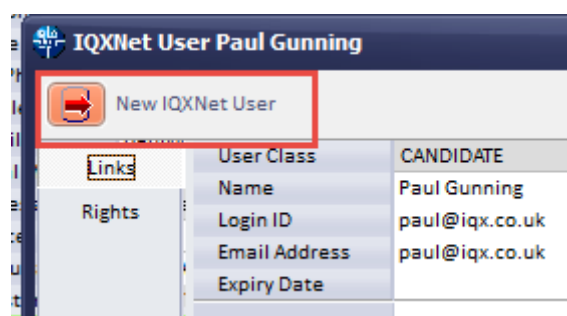
There is now a 'View only' option for IQXNet. Consultants will be able to open the record of a candidate with the IQXNet icon on their Person record but will not be able to make any changes to the record.

This function requires IQXNet and is set up in Maintenance - Users - IQXNet.



| Group  | Role                        | Search Criteria Group | Assigned                            | Ex |
|--------|-----------------------------|-----------------------|-------------------------------------|----|
| IQXNET | Can administer IQXNet users |                       | <input type="checkbox"/>            |    |
| IQXNET | Can only view IQXNet users  |                       | <input checked="" type="checkbox"/> |    |

On opening the IQXNet record the Consultant will see -



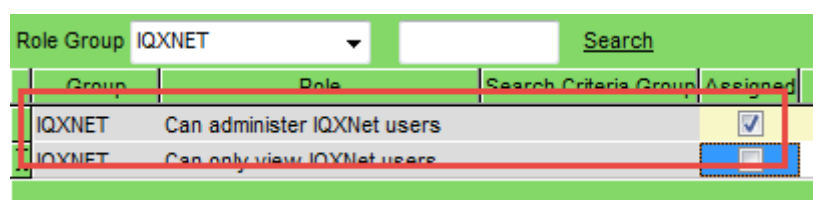
**IQXNet User Paul Gunning**

**Links**

**Rights**

|               |                |
|---------------|----------------|
| User Class    | CANDIDATE      |
| Name          | Paul Gunning   |
| Login ID      | paul@iqx.co.uk |
| Email Address | paul@iqx.co.uk |
| Expiry Date   |                |

For Comparison, a Consultant with 'Can administer IQXNet Users



| Group  | Role                        | Search Criteria Group | Assigned                            | Ex |
|--------|-----------------------------|-----------------------|-------------------------------------|----|
| IQXNET | Can administer IQXNet users |                       | <input checked="" type="checkbox"/> |    |
| IQXNET | Can only view IQXNet users  |                       | <input type="checkbox"/>            |    |

will see -



## Compliance Documents - Adjustment of document input configuration to change size/readability.

Compliance documents can now be adjusted to improve the size and readability of the documents.

In Maintenance - General Settings - Settings 1870 and 1880. Both input values specify the percentage of resolution and compression for compliance documents.

|               |                                           |    |                                        |
|---------------|-------------------------------------------|----|----------------------------------------|
| 1870 Settings | Resolution for Compliance Document Input  | 72 | Allows fine tuning of readability/size |
| 1880 Settings | Compression for Compliance Document Input | 75 | Allows fine tuning of readability/size |

## New User Role - Restrict Users from seeing Temp Desk other than own

User can now be restricted from seeing Temp Desks other than their own.

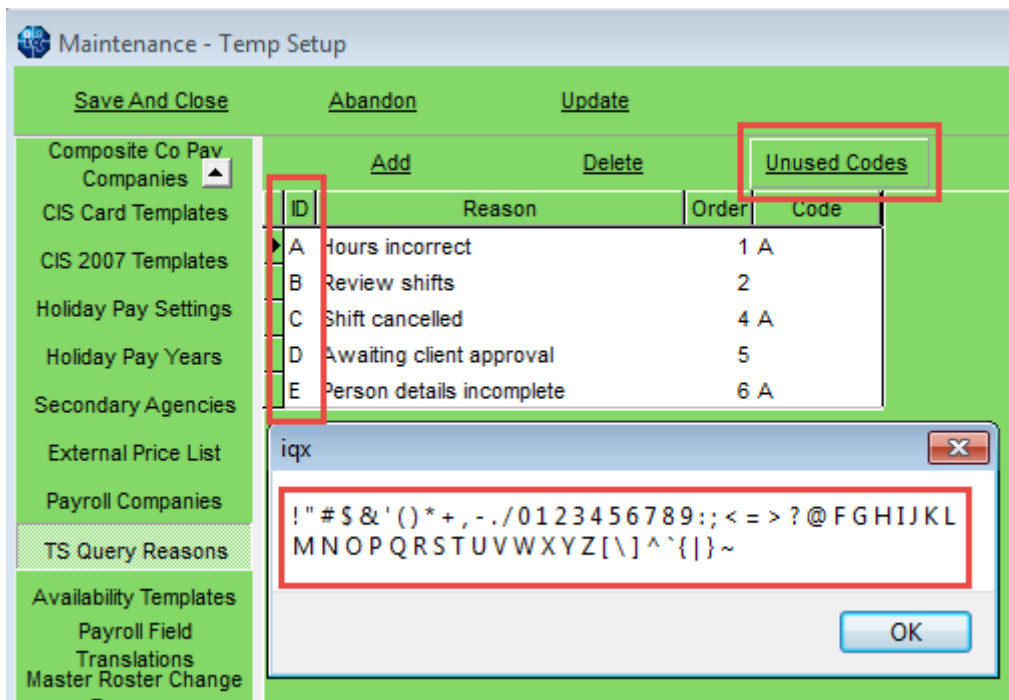
| Group | Setting                       | Activate                            | Expires | Notes |
|-------|-------------------------------|-------------------------------------|---------|-------|
| USER  | Hide Temp Desk other than Own | <input checked="" type="checkbox"/> |         |       |
| USER  | Hide Tempdesk Cascade         | <input type="checkbox"/>            |         |       |

The setting can be accessed via Maintenance - User - Layout Settings - Group USER - Click 'Hide temp Desk other than own'.

## Maintenance, Temps, TS Query Reasons. Unused Codes Button added.

With a long list of timesheet query reasons it can be difficult to determine which ID characters are available. The Unused Codes button will display available ID Codes.

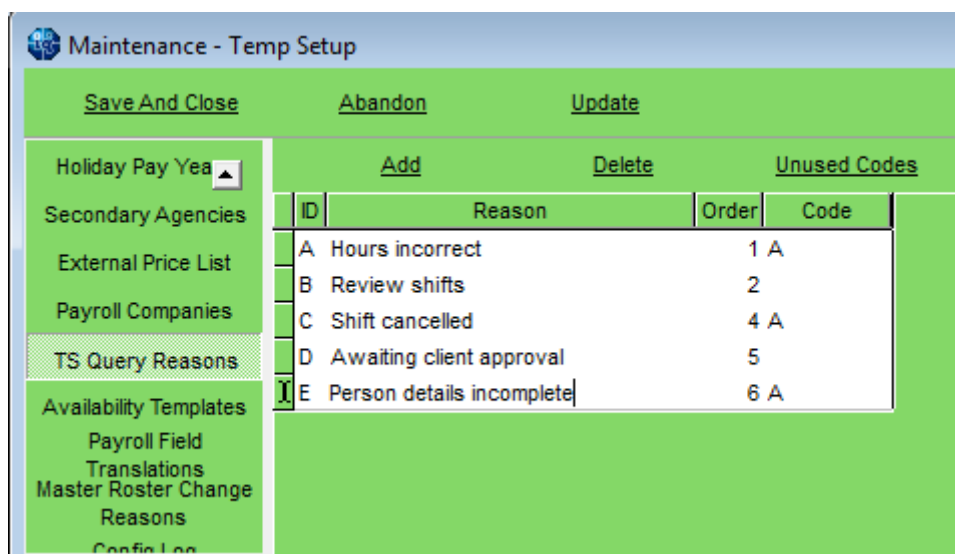
Go to Maintenance - Agency Setup - TSQuery Reasons - Unused Codes



## New field 'Code' used to filter Timesheet Query Reasons

A new field has been added allowing control over the choice of reasons available to a user when querying a provisional timesheet. Querying a provisional timesheet will allow the timesheet to be referred back for corrections or further approval.

To access this feature: Maintenance - Temp Setup - TS Query Reasons - Insert selected query codes. (alphanumeric works best).



Maintenance - Users - Select User - Insert User's TS Query code.



|                        |                          |                       |                            |
|------------------------|--------------------------|-----------------------|----------------------------|
| Name                   | Ivan Baldwin             | Branch                | Nottingham                 |
| Keyname                | BALDWIN IVAN             | Division              | 12345678901234567890123456 |
| Login Name             | IVAN                     | Default Department    | Drivers                    |
| Job Title              |                          | Default Tempdesk      | Demo - Construction ABC    |
| E-Mail Address         | ivan@iqx.co.uk           | Analysis Code         |                            |
| Short ID               | PI                       | Nominal Segment (m... |                            |
| Template for New Users | <input type="checkbox"/> | Report View Level     | 2000                       |
| Not In Use             | <input type="checkbox"/> | Report Print Level    | 2000                       |
| Leave Date             |                          | Report Export Level   | 2000                       |
| Override Form ID       |                          | Combo Box Filter      |                            |
| Startup Form           | Desktop x diary          | TS Query Code         | A                          |
|                        |                          | Inbox Limit           | 60                         |

Note if the query codes are left blank both in Temp Desk setup and in the user record the user will have access to all TS Query Codes.

To set up the TS Query Log - Maintenance - General Settings - Temps - No 530 - Y.

|           |                              |                                  |          |
|-----------|------------------------------|----------------------------------|----------|
| 510 Temps | Work Pattern Start Time      | 09                               |          |
| 520 Temps | Work Pattern Hours           | 7.5                              |          |
| 530 Temps | Show TS Query Log            | Y                                |          |
| 531 Temps | Timesheet Query image Folder | C:\IQX\Timesheets\2014\BR Derby\ | Must end |

## New field ExpiryBehaviour in Tag table

This field is available for use by jobs as required. If you have a job which monitors DBS expiry this field allows the specification of what activities will happen as the expiry of the DBS approval approaches i.e. Warn Consultant, Email the Person, Block the matching of shifts.

## Connection name added to Sybase for ease of debugging

The connection name column in Sybase has been developed to include more detail to help with debugging.



iqx - pears

| Contents                                                                            | Overview        | Connected Users  | Table Page Usage | Table Locks | ER Diagram | Deadloc |
|-------------------------------------------------------------------------------------|-----------------|------------------|------------------|-------------|------------|---------|
| Conn. ID ▲                                                                          | User            | Conn. Name       |                  |             |            |         |
|  1 | DBA             | IQXHUB           |                  |             |            |         |
|  2 | DBA             | IQXHUB           |                  |             |            |         |
|  7 | pears           | IQX - mhs        |                  |             |            |         |
|  8 | pears (Current) | Sybase Central 1 |                  |             |            |         |

## Updated .dll files and themes

As a result of more PDF development another .dll is needed for JBig2 encoded PDFs. Updated .dll files can be downloaded from the FTP - file name IQX\_21511\_extradll.zip.

Kamri themes have been updated to standardise combo box drop down arrows. Contact IQX for advice on updating the themes.

## Web Referencing

Users can now send reference requests and receive references from within IQX via the web. Referees will be able to log onto a temporary website to complete the reference which will automatically update the IQX database. This functionality requires System Administrator set up in addition to IQX set-up of the database/wpk, IQXHub and some IQXWeb functionality. [Setup Guide](#)

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

Permanent link:  
[https://iqxusers.co.uk/iqxhelp/doku.php?id=newreleases:release\\_2.15.11&rev=1456144144](https://iqxusers.co.uk/iqxhelp/doku.php?id=newreleases:release_2.15.11&rev=1456144144)

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