



Release 2.16.4

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

Alternative top right view on vacancy

Switchable Extra Notes can now be added to the Vacancy top right view so that users have 2 notes fields.

In the Vacancy form the button Switch Job Desc takes you to the Job Description view and Switch Extra Notes takes you to the Extra Notes view.



This can be set up by your System Administrator.

Export XLS files (jobrunner) with Landscape Orientation

Data exported to an Excel spreadsheet, whilst using Job Runner, can be set to display the information in Landscape format. This is particularly useful for jobs where an Excel spreadsheet is sent to the Candidate to print out timesheets. An extra piece of code needs to be added to an xml job.

Contact IQX to have this facility included in your Xml jobs. This may be chargeable.

Shift confirmation email/sms - (without Branding)

When sending shift confirmations by email and SMS it is now possible to use other boiler plate text



(BPT) in addition to {SHIFTDETAILS} e.g. {VC_POSITION} {VAC_SITENAME}.

Contact your System Administrator to add additional BPT.

User switch to block editing rates on Vacancy

Where a user is allowed to either maintain schemes or override pay or charge rates is now possible to block changes to the vacancy rates. This feature becomes active once a placement is made against the vacancy.

This feature will need System Administrator set up.

Make Registration Number Read only

It is now possible to make Person record registration numbers read only.

In the Person record the registration number will be displayed in grey.

Consultant	VRS
Registered	No. 10039
Number	10039
Date	
Last Updated	23/10/2015 14:04

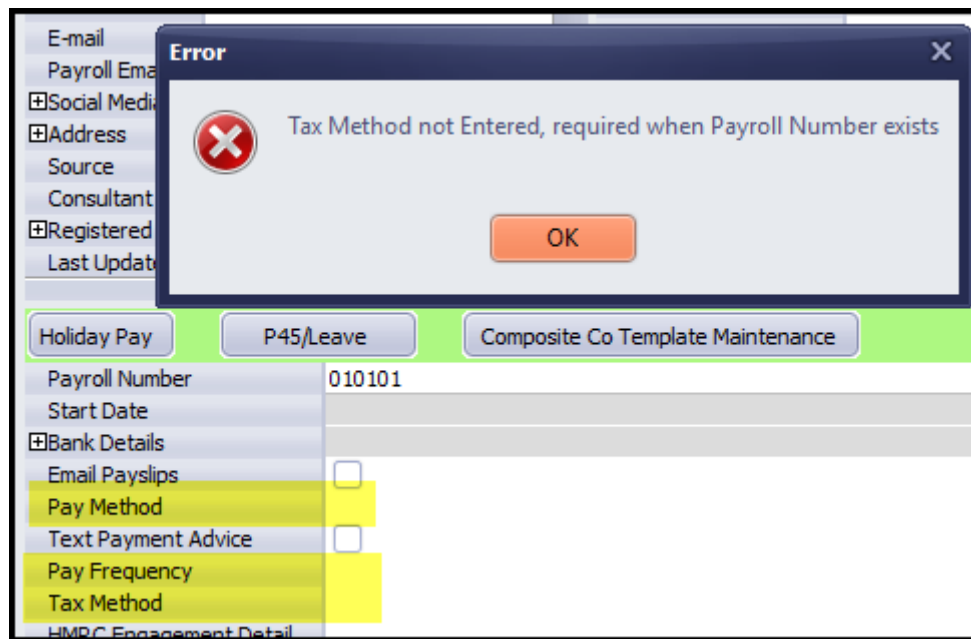
This requires System Administrator set up.

Person payroll validation checks on Pay Freq/Method & Tax Method

New candidates without Tax Method, Payment Method or Pay Frequency will default to PAYE/BACS and Weekly on completion of their first timesheet.

Applicant	
Payroll No.	
Pay Method	BACS
Tax Method	PAYE
Pay Freq.	Weekly
Date of Birth	03/06/1986
NI Number	

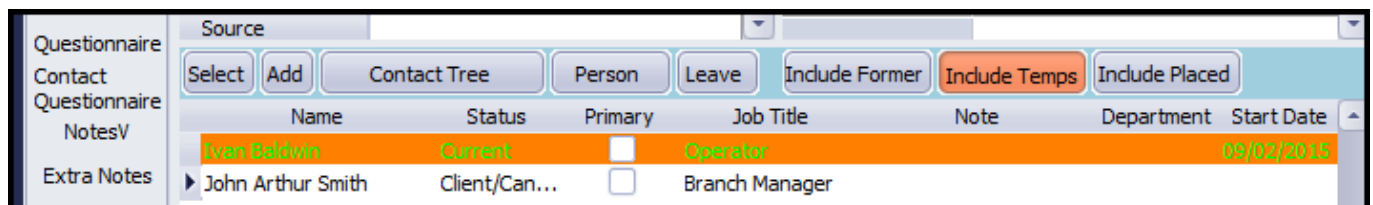
Once a candidate has been issued with a payroll number validation checks will be carried out on the Person record to ensure that they have these fields completed and the Person record cannot be saved without these fields completed.



Company contact view changes

In the company contact view it is now possible to show Temps by default.

It is possible to temporarily switch this view off using the **Include Temps** button.



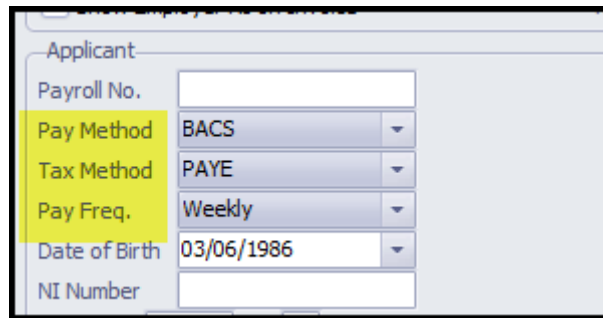
Font and background colours are assigned to different person states the colours will be visible in the company contact view.

Some System Administrator set up is required.

Accounts

Person payroll validation checks on Pay Freq/Method & Tax Method

New candidates without Tax Method, Payment Method or Pay Frequency will default to PAYE/BACS and Weekly on completion of their first timesheet.



Applicant

Payroll No.

Pay Method

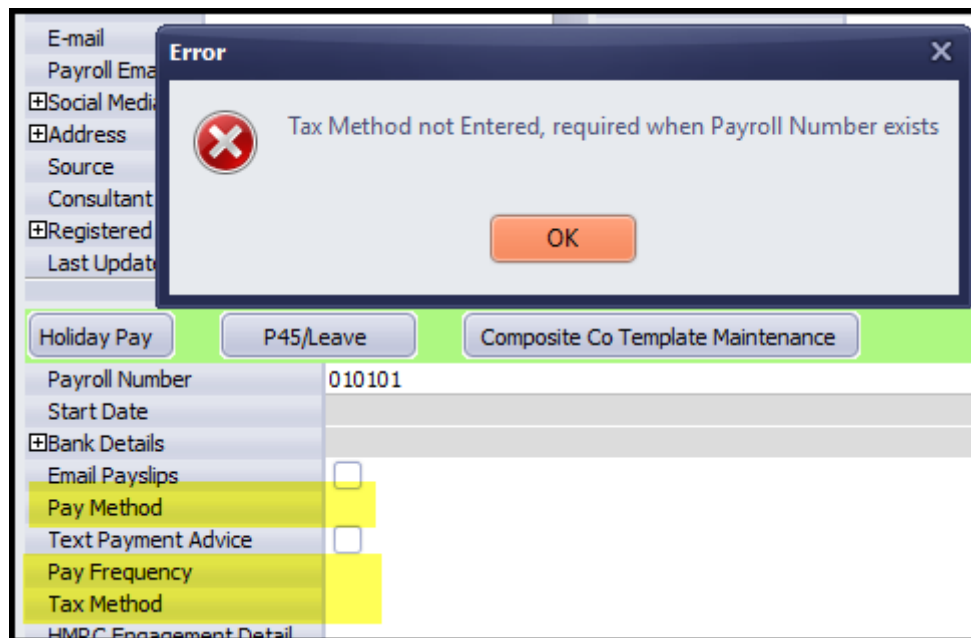
Tax Method

Pay Freq.

Date of Birth

NI Number

Once a candidate has been issued with a payroll number validation checks will be carried out on the Person record to ensure that they have these fields completed and the Person record cannot be saved without these fields completed.



E-mail

Payroll Email

Social Media

Address

Source

Consultant

Registered

Last Update

Holiday Pay

P45/Leave

Composite Co Template Maintenance

Payroll Number 010101

Start Date

Bank Details

Email Payslips ☐

Pay Method

Text Payment Advice ☐

Pay Frequency

Tax Method

HMRC Engagement Detail

Error

Tax Method not Entered, required when Payroll Number exists

OK

User switch to block editing rates on Vacancy

Where a user is allowed to either maintain schemes or override pay or charge rates is now possible to block changes to the vacancy rates. This feature becomes active once a placement is made against the vacancy.

This feature will need System Administrator set up.

Standardise Accord payslip viewing, add date filter

A date filter has been added to the Accord payslip view.



System Administrator

Alternative top right view on vacancy

Switchable Extra Notes can now be added to the Vacancy top right view so that users have 2 notes fields.

This is set up in - Maintenance - User Roles - Can edit Vacancy Extra Notes.

Role Group	All	vacancy	Search
Group	Role	Search Criteria Group	Assigned Expires Notes
GENERAL	Can edit Vacancy Extra Notes	☒	At least 1 department must have Show Extra Notes on.

Departments need to be set up to show extra notes via Maintenance - Agency Setup - Departments

Branches	Add	Delete	Help
Divisions	Applicant Questionnaire	Vacancy Questionnaire	Placement Questionnaire
Departments	Reference Questionnaire	Times	
Document Templates	ID	Department	Searchable
Document Types	Division	Analysis Code	Publish To Web
Phone Types	Sort Order	Show Extra Notes	
	0	Null	☐
	DR	Drivers	☒
	HE	Health	☒

The Extra Notes title can be amended in Maintenance - General Settings - Terminology - No 760.

770 Terminology	Collection Child 2 Name	Sub-sub-Collection
780 Terminology	Vacancy Extra Notes	Extra Notes

Audit changes to department registration

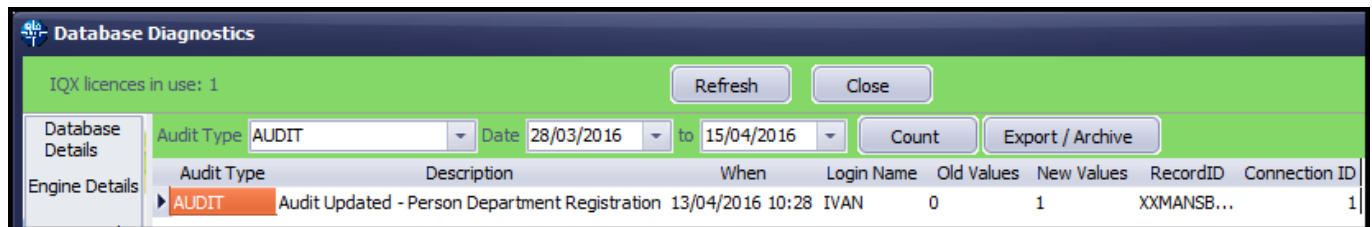
Changes to Department registration can now be audited.

In Maintenance - Database Setup - Audit Items - Area - Person Pay - click the tick box.

Maintenance - Database Setup		
Save And Close Abandon Update		
Dictionary of Searchable Data Items	Area	Person
Custom Word Merge Fields	Search	
Audit Items	Area	Item
Index Server	Person	AWR Exemption Reason
License	Person	Department Registration
Job Runner Schedule Group	Person	Payroll Company
	Person	Payroll Number
	Person	National Insurance Number



Any changes to department registration will appear in Maintenance - Database Diagnostics - Audit Trail - AUDIT



Database Diagnostics							
IQX licences in use: 1							
Refresh Close							
Audit Type: AUDIT Date: 28/03/2016 to 15/04/2016 Count Export / Archive							
Audit Type Description When Login Name Old Values New Values RecordID Connection ID							
AUDIT Audit Updated - Person Department Registration 13/04/2016 10:28 IVAN 0 1 XXMANSB... 1							

Export XLS files (jobrunner) with Landscape Orientation

Data exported to an Excel spreadsheet, whilst using Job Runner, can be set to display the information in Landscape format. This is particularly useful for jobs where an Excel spreadsheet is sent to the Candidate to print out timesheets. The code used to facilitate this is (in bold)

```
<ExportFile filename="{TempDir}Timesheet.xls" excelfontname="Arial" excelfontsize="9"
breakpoint="no" excelorientation="landscape">
```

If the orientation isn't set xls defaults to portrait.

Contact IQX to have this facility included in your Xml jobs. This may be chargeable.

Shift confirmation email/sms - (without Branding)

When sending shift confirmations by email and SMS it is now possible to use other boiler plate text in addition to {SHIFTDETAILS} e.g. {VC_POSITION} {VAC_SITENAME}.

User switch to block editing rates on Vacancy

Where a user is allowed to either maintain schemes or override pay or charge rates is now possible to block changes to the vacancy rates using a switch in Maintenance - General Settings - Temps - 1010.

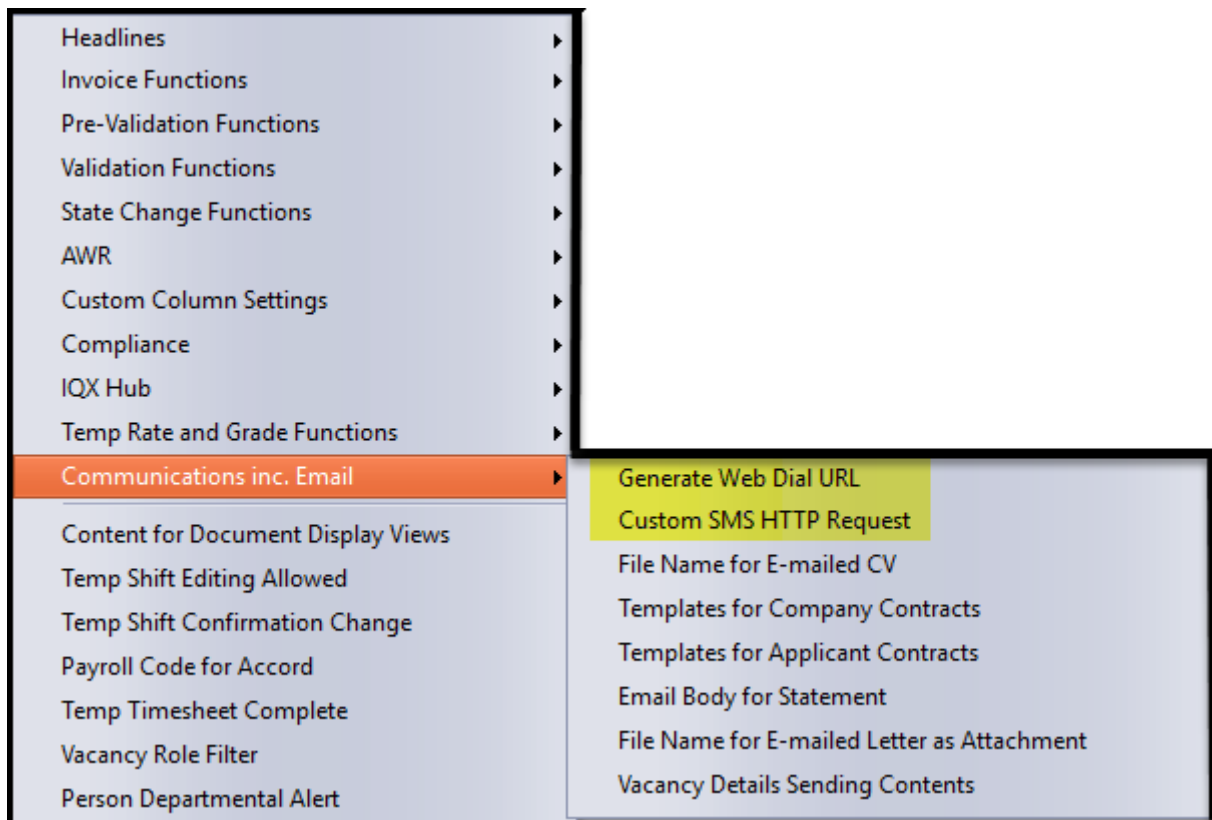
1000 Temps	Show Shift (Our Ref) button on Main	N
1010 Temps	Block editing Rates on Vacancy	Y

This feature becomes be active once a placement is made against the vacancy.

New Database Functions - GenerateWebDialURL() and CustomSMSHTTPRequest()



New functions have been added to Maintenance - Database Functions - Communications inc. Email.



Please contact IQX to have these functions modified. This may be a chargeable activity.

Make Registration Number Read only

It is now possible to make Person record registration numbers read only.

In General Settings - Settings - No. 1980 - Make Registration Number Read only - Y will make registration number read only.

1970 Settings	Vacancy Rates Holiday Pay Descrip...
1980 Settings	Make Registration Number Readonly Y

In the Person record the registration number will be displayed in grey.

Consultant	VRS
☐ Registered	No. 10039
Number	10039
Date	
Last Updated	23/10/2015 14:04



Company contact view changes

In the company contact view it is now possible to show temps by default in Maintenance - General Settings - Settings - No 1251 - Y.

1251 Settings	Inc Temp Applicants in Contact List	Y	Controls whether Temp candidates appear by default in the Company Contacts list
1440 Settings	Initial Temp Vacancy state	C	

In addition font and background colours assigned to different person states will now be visible in the company contact view. These are set up in Maintenance - Agency Setup - Person States.

Maintenance - Agency Setup										
Save And Close Abandon Update										
Add Delete Unused Codes Background Colour Font Colour										
Branches	Code	Name	Order	Grid Order	Note	Publish To Web	Set On Web	Background Colour	Font Colour	On Fo
Divisions	I C	Current	1	1	Currently looking for w...	☐	☐	33023	65280	
Departments	P	Placed	2	2	Placed	☐	☐	16777215	0	
Document Templates	L	Client	3	3	Client	☐	☐	16777215	0	
Document Types	R	Pre registration	4	4	Added - not enough d...	☐	☐	15588575	-1	
Phone Types	D	Not Active	6	6	Deleted	☐	☐	16777215	0	
Boiler Plate Text	A	Secondary Agency	10	10	Secondary Agency Temp	☐	☐	16777215	0	
E-mail Signatures	N	Client/Candidate	11	11	ljkh	☐	☐	16777215	0	
Contact Event Types	Z	Umbrella	20	20	Umbrella improt tests	☐	☐	16777215	0	
Contact Event Outcomes	.	Archived/DNU	99	99	Deleted	☐	☐	16777215	0	
Sources										
Company States										
Person States										
Vacancy States										

It is possible to temporarily switch this view off using the **Include Temps** button.

Questionnaire Contact Questionnaire NotesV Extra Notes	Source							
	Select	Add	Contact Tree	Person	Leave	Include Former	Include Temps	Include Placed
	Name		Status	Primary	Job Title	Note	Department	Start Date
	Ivan Baldwin		Current	☐	Operator			09/02/2015
	▶ John Arthur Smith		Client/Can...	☐	Branch Manager			

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