



Release 2.16.6

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

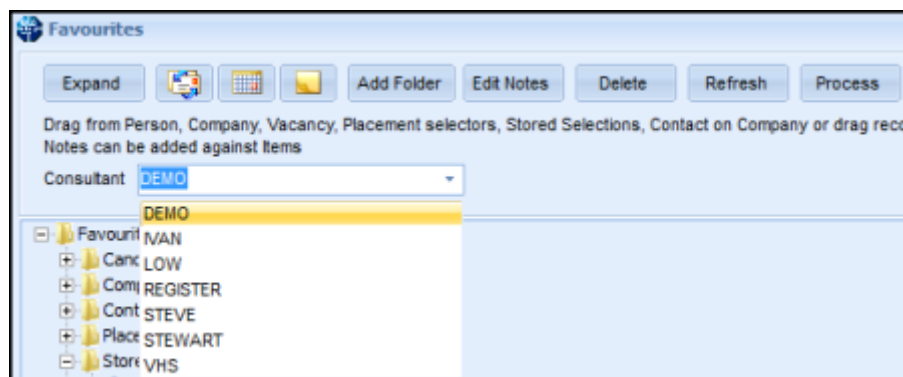
Users

Improvement to Favourites

Additional features have been added to the Favourites view.

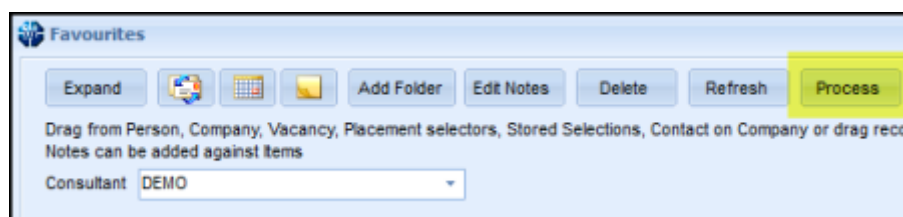
Viewing and Amending Favourite items by other Users.

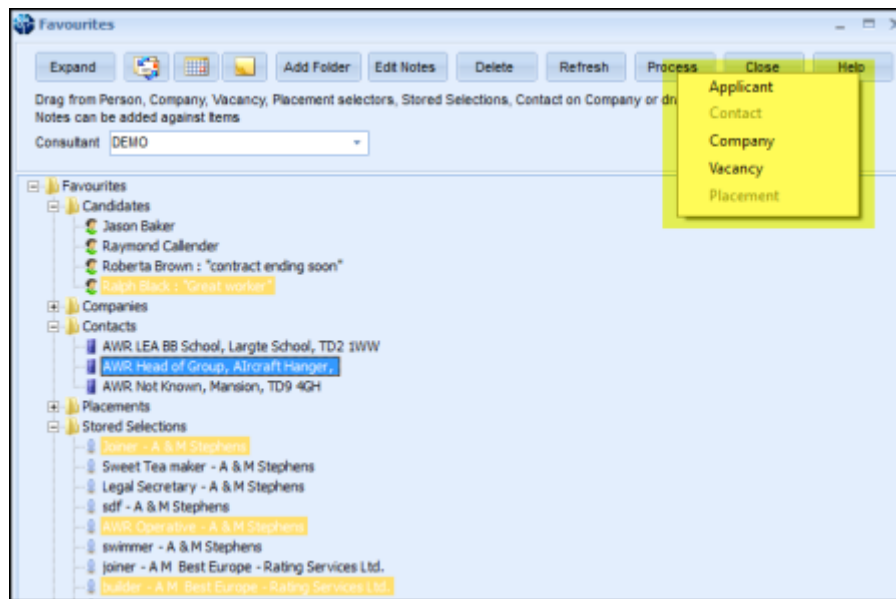
Favourites can be viewed and amended by users with the same Division access.



Records in Favourites can be Processed.

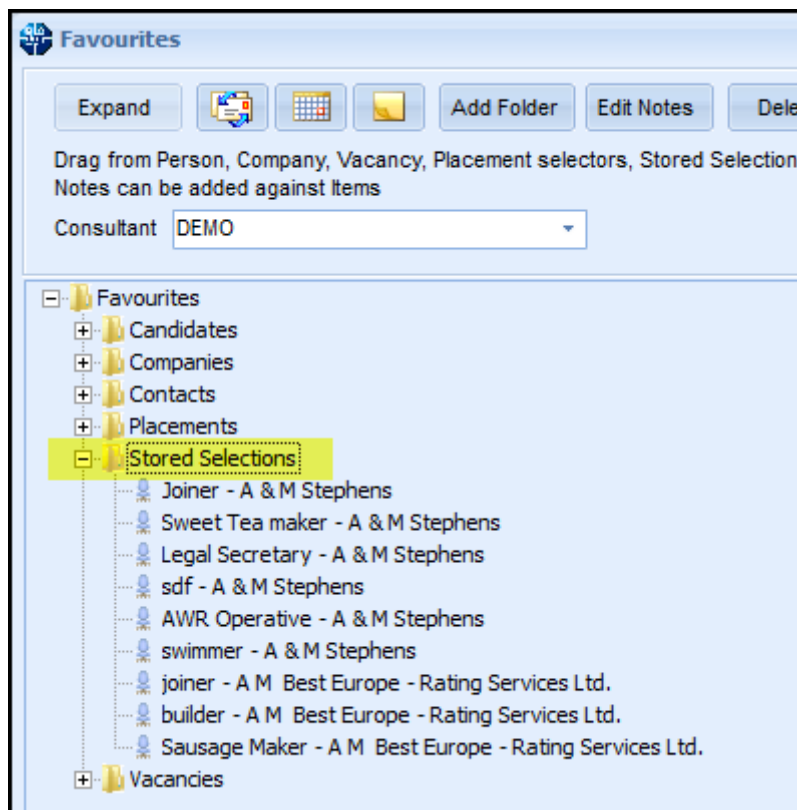
Records stored in Favourites can be selected using Ctrl and/or Shift keys and processed to the relevant selector screen using the Process button.





Stored Selections can be saved in Favourites

Select or create a stored selection in the Person, Company, Contacts and Vacancy. Drag and drop the Stored Selection in the relevant Favourites Folder.



Creating contact events from Favourites

The F2 key can be used to create contact events for records in folders in Favourites, as well as using



the existing button.

Improvement to +/- click boxes

The +/- expansion/contraction buttons have been improved to ensure only one click is required. In addition this has also improved the same function in the search criteria boxes.

Shift Confirmation - BPT when not using branding.

Following on from Release 2.16.4, Shift Confirmation fields have been created to allow the User to more precisely describe the information they would like to include in their Shift Confirmation emails and SMS.

System Administrator support will be required to set up automated BPT templates.

To use this feature in TempDesk - Vacancy, TempDesk - Temps, Vacancy - Diary and Vacancy - Shifts select **Confirm Shifts**.

The screenshot shows the 'Temp Desk' application interface. At the top, there are filters for 'Desk' (Derby Industrial Shifts), 'View' (Weekly Shift), 'Year' (2016), and 'Week' (7). Below these are buttons for 'Go to Current', 'Make Current', 'Process', 'Update', 'Close', and 'Help'. A navigation bar includes 'Vacancies', 'Search', 'Expand', 'Add', 'Show:' (with radio buttons for 'Shifts in Week', 'Current State', and 'Unfilled in Week'), 'Add Shifts', 'Fill Shifts', 'Confirm Shifts' (highlighted in yellow), 'Copy Shifts', and 'Enter Timesheet'. A table below lists job titles, sites, companies, and shift status for each day of the week. The 'Confirm Shifts' button is highlighted in yellow.

Job Title	Vac. Site.	Company	Monday 09/05/2016	Tuesday 10/05/2016	Wednesday 11/05/2016	Thursday 12/05/2016	Friday 13/05/2016	Saturday 14/05/2016	Sunday 15/05/2016
Brewer		ABBA Ltd	Unfilled	Unfilled	Unfilled	Unfilled	Unfilled	Unfilled	Unfilled

In the next window click the Msg tick box for the shifts you wish to confirm. Click **SMS/Email**.

The screenshot shows the 'Shift Confirmations for brewer, ABBA Ltd' window. It includes fields for 'Week Beginning' (23/05/2016) and 'Week(s)' (1). There are navigation buttons (back, forward, etc.) and buttons for 'Applicant', 'Save and Close', 'Include Confirmed', 'Select All', 'Abandon', 'None', 'SMS / Email' (highlighted in yellow), and 'Send Msg.'. A table below lists shift details for 'Bolton, James' on 'Tue 24/05/2016' from 08:00 to 09:00. The 'Client Confirmed' checkbox is checked, and the 'Temp Confirmed' checkbox is also checked. The 'Send Msg.' button is highlighted in yellow.

Our Ref.	Date	From	To	Description	Person	Cancelled	Cancel Reason	Client Confirmed	Confirmed With	Temp Confirmed	Their Ref.	Grade	Note	Send Msg.
9781	Tue 24/05/2016	08:00	09:00	Day	Bolton, James			☒		☒	TEST			☐

At the SMS/Email window select either email or SMS.



Text sent from confirmation

Message Text ☐ Contact Event ☒ SMS ☒ Email Template

Test of shift email/sms
Available?
Test Text BPT
Confirm?
Testing Principle

If you have BPT templates select the appropriate template using the drop down menu. It is possible to amend the template for this email/SMS. There are now additional fields relating to shifts. Click **Send**.

Text sent from confirmation

Message Text ☐ Contact Event ☒ SMS ☒ Email Template Test Text BPT

details and get back to me if you have any queries.

{SHF_DATE} - {SHF_FROM} - {SHF_TO}
{SHF_PERSON}
{VAC_POSITION}
{VAC_SALARY}
{VAC_ADDRESSLONG}
{VAC_SITENAME}
{VAC_SITECONTACT}

Send Cancel

Available SHF Fields are listed below. Each Field must be encapsulated in {}.

Boiler Plate Field	Example
SHF_DATE	1/1/2015
SHF_FROM	8:00
SHF_TO	10:30
SHF_NOTE	Notes
SHF_BREAKMINUTES	30
SHF_WHENCANCELLED	1/1/2015
SHF_THEIRREF	A/1234
SHF_CANCELREASON	Holiday
SHF_WHENCANCELLED	1/1/2015
SHF_PERSON	Mr Fred Smith
SHF_CLIENTCONFIRMED	1
SHF_TEMPCONFIRMED	1
SHF_STATE	P
SHF_STATEDESC	Provisional
SHF_SERIALNUMBER	12345

Note these fields will not work if {SHIFTDETAILS} is included in the template.



More information on Boiler Plate Text fields can be found at [Boiler Plate Text](#).

Means of adding ShiftNote when filling shift

Notes can now be added against each shift when the shifts are being booked.

This feature can be accessed from Temp Desk - Vacancies - Fill Shifts. Complete each window and when the Shift fill screen is visible notes can be added.

Notes can be added at the point of filling a shift, or after a shift has been booked.

Name	Alert	Known As	Ref.	Date	From	To	Description	Mins	Book Status	Note	Client Note
Baldwin, James	ABBA Ltd: brewer	Jamie	9791	Mon 09/05/2016	08:00	17:30	Day		Possibly Available	Notes can be added here each shift	
			9792	Tue 10/05/2016	08:00	17:30	Day		Provisionally Booked		
			9793	Wed 11/05/2016	08:00	17:30	Day		Possibly Available		
			9794	Thu 12/05/2016	08:00	17:30	Day		Possibly Available		
			9795	Fri 13/05/2016	08:00	17:30	Day		Possibly Available		
			9796	Sat 14/05/2016	08:00	17:30	Day		Possibly Available		
			9797	Sun 15/05/2016	08:00	17:30	Day		Possibly Available		

Once a note has been added it can be amended in:

1. Temp Desk - Vacancies - Confirm Shifts
2. Temp Desk - Temps - Confirm Shifts
3. Temp Desk Vacancy Shifts - Confirm Shifts
4. Temp Desk - Shifts - Shifts (bottom of window)
5. Vacancy - Diary - right click on a shift - Edit.

Timesheet Entry. Defunct paybands and rate schemes cannot be added.

Defunct rate schemes and defunct paybands cannot be applied to new timesheets.

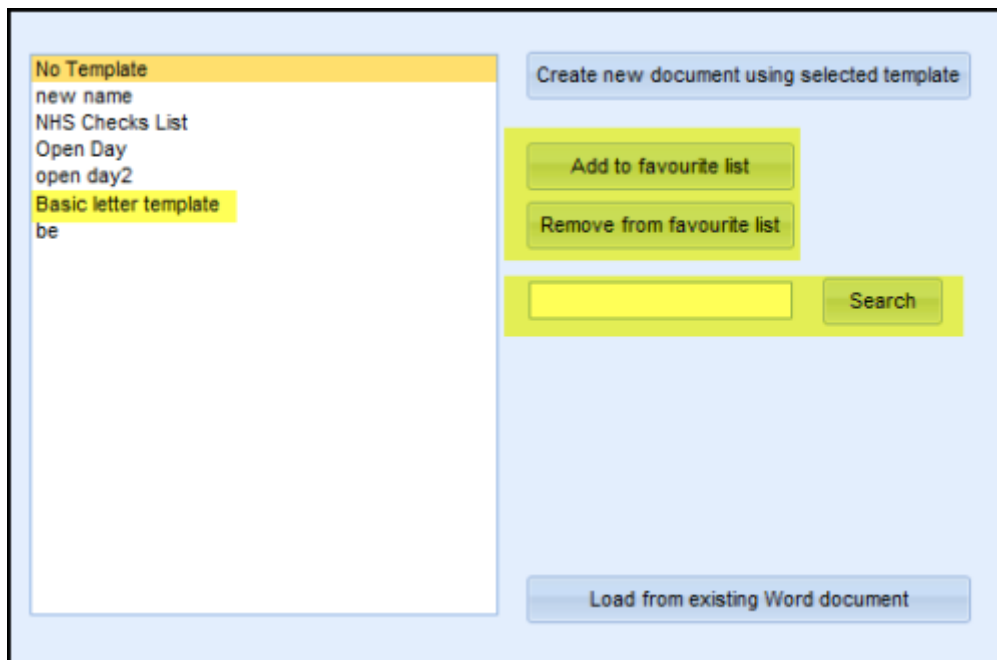
Existing timesheets which have had these now defunct paybands and rates applied can be completed using these rates. However, if a new rate/payband is applied to the timesheet, and the provisional timesheet saved, it will not be possible to reapply to defunct rate/payband.

Document Templates. Users can build own "favourites" list. Also search added.

Users can build own Document Templates "favourites" list and search this list.

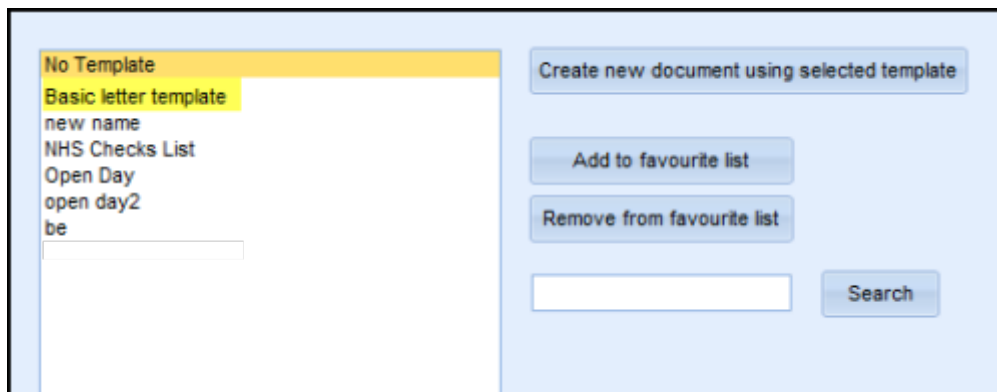
This feature is accessed from a Contact event window. For example - Person Record - Contact Event icon.

When using document templates;

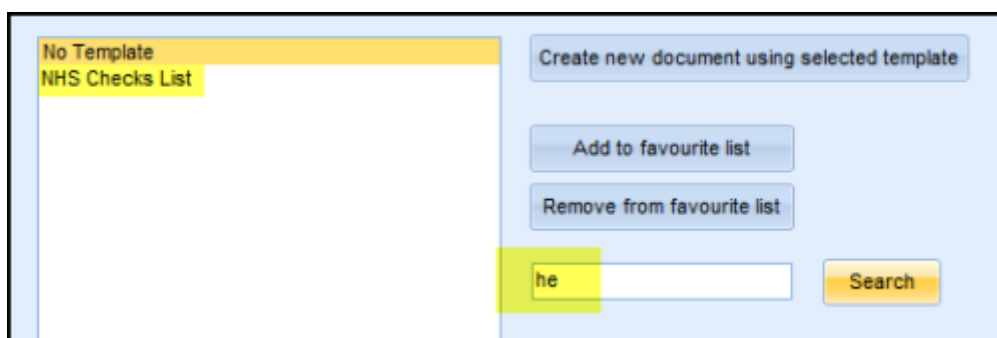


Clicking **Add to favourite list** will promote the template to nearer the top of the list the next time the list is accessed.

Remove from favourites list will return the template to its original order.



The search facility is a straightforward search of sequential characters inserted into the search window.

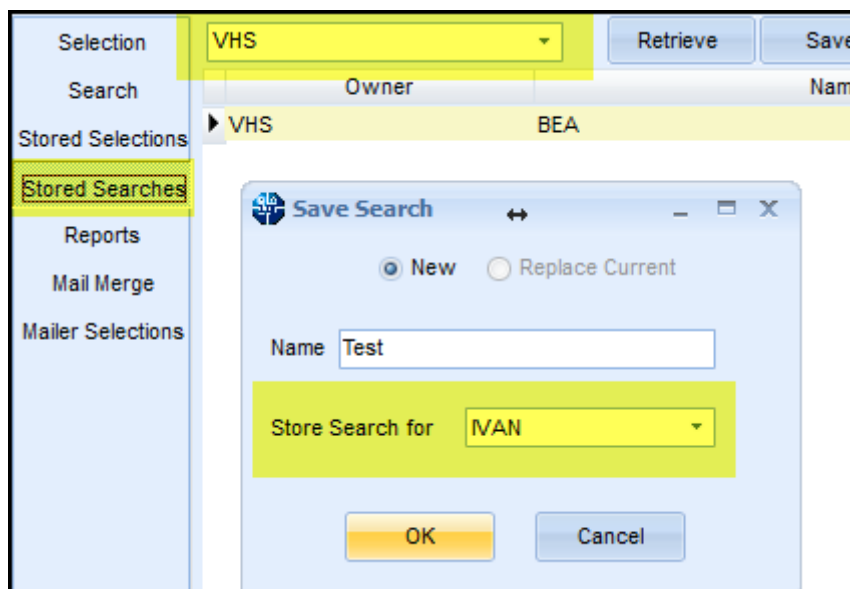




Allow Managers to save a Stored Search in another User's name

Users with Manager rights can now save a Stored Search in another User's name.

Create or select a Stored Search. Click **Save**. Select the User to receive the Stored Search. Click OK.



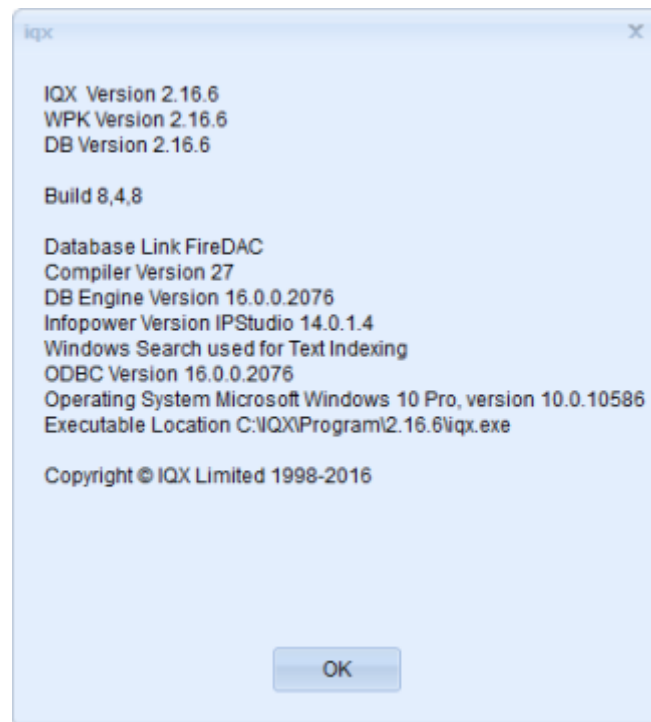
Extra information in About window.

Extra information has been included in the Help - About box.

Additional information is available on:-

1. Database Engine Version
2. ODBC Version
3. Operating System
4. Location of the IQX executable file
5. Method of Text Indexing.

This information will be useful to both System Administrators and IQX Support.



Switchable person details availability fields.

In a Person record a candidate's availability can be recorded in terms of days notice in addition to the current Available From option.

Open a Person record and click the + next to Available. Fill in the availability Type and Days Notice. When the Available view is closed down the Days notice will remain visible.

Division	Finance and Accountancy
Known As	Jamie
Name	James Baldwin
State	Current
Available	28 days notice
Type	Days Notice
Days Notice	28
Available From	
Personal	Male 40
Home Phone	
Day Phone	

Person, Timesheets, add new column with Entered/Transferred info.

A new column has been added to the Timesheet view on Person record to display **Entered** information. It displays When the timesheets was entered and which TransferBatch the timesheet was in.

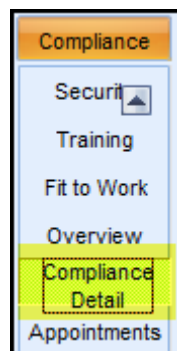


Show from Period Apply						
Position	Gross Pay	Net Charge	Shift Dates	AWR	Comment	Entered
ing Shift B	202.50	281.88	Mon 03-Nov-2014 to Wed 05-Nov-2014			27/11/2014 : 36
ing Shift B	202.50	281.88	Mon 27-Oct-2014 to Wed 29-Oct-2014			27/11/2014 : 36

Compliance Detail View added.

A Compliance Detail View has been added to a Person Record for Users with Compliance rights but without Perm or Temp Consultant rights. It provides an at a glance view of Compliance issues. No data can be amended from this view.

To view this feature go to Person - Open a Person record - Side bar tab Compliance - Compliance Detail View.



Merging Person Records with IQXNet logins

Merging records where one or more record has an IQXNet login associated with it has been clarified.

The process of merging records is the same. Open up the Target record and drag the source record to the upper left window of the target record.

If the Target person record has an IQXNet login and the Source record has **either** an IQXNet login or no login, the merged record will retain the Target record IQXNet login.

If the Target record does **not** have an IQXNet login and the Source record does, the merged record will retain the Source record IQXNet login.

System Administrator

Allow Managers to save a Stored Search in another User's name

Users with Manager rights can now save a Stored Search in another User's name.



GENERAL	Can delete major records	☒
GENERAL	Manager	☒

Create or select a Stored Search. Click **Save**. Select the User to receive the Stored Search. Click OK.

The screenshot shows a 'Save Search' dialog box. The 'New' radio button is selected. The 'Name' field contains 'Test'. The 'Store Search for' dropdown menu is set to 'IVAN'. The background shows a menu with 'Stored Searches' highlighted.

Departmentalise shift order reasons

Shift order reasons can now be targeted at a departmental level.

Allocating shift order reasons to a Department is done through Maintenance - Temp Setup - Shift Order Reasons.

Select an order reason and click Department. It is possible to allocate that order reason to any or all Departments.

The screenshot shows a 'Make Order Reason available at Departments' dialog box. It has two lists: 'Excluded Departments' and 'Included Departments'. The 'Excluded Departments' list includes Health, Null, Nursing, Events, Legal Group 2, LegalGroup 1, and Legal. The 'Included Departments' list includes Drivers, Social Services, Industrial, and Construction*. The 'Legal' department is highlighted in the excluded list.



Terminology for Entered label on completed timesheets.

The Terminology For the Entered label on completed timesheets can now be customised.

The terminology can be changed via Maintenance - General Settings - Settings - Terminology - 790.

790 Terminology	Terminology	Extra Notes
790 Terminology	Timesheet Complete Entered By	Entered

Open a completed timesheet to view the revised terminology.

Linked Timesheets	Job Title	Sambucco Taster
Questionnaire	References	PO NumberEE
	Timesheet Number	V3106
	Period	W 201549
	Dates	From 29/02/2016 to 06/03/2016
	Payroll Company	1
	Analysis Code	E4
	Entered	09/06/2016 12:17 By IVAN
	Processing Details	
	Invoice Number	

Role to make Contact Events visible

It is now possible to set a User so that **ALL** of their contact events are available to all regardless of division access restrictions.

This feature can be set up in Maintenance - Users - Roles - Contact Events available to all - tick.



Role Group	All	events	Search	
Group	Role	Search Criteria Group	Assigned	Expires
GENERAL	Can see Consultants Not in Use		☒	
GENERAL	Restrict access to other users data		☐	
GENERAL	Contact Events are available to all		☒	
▶ SUPERUSER	Can make Contact Events available to all ...		☒	

WARNING: If this feature is activated then Contact Events, for that User, will have their Division IDs removed and all Contact Events once set this way cannot be reset to the original division. This setting effectively overrides the 'Can make Contact Event available to all users'.

Audit Features

A number of new Audit features have been added and are summarised below.

Contact Events

Auditing of Disallow Contact Event Editing and Days

Contact Event auditing has been extended to automatically audit changes to Disallow Editing and After Number of Days in Maintenance - Agency Setup - Miscellaneous Settings.

☐ Contact Event Edit Restrictions	
Disallow Editing	☐
After Number of Days	3
☐ Numbering	

Optional auditing of Type and Summary

Contact Event Type and Summary can be optionally audited. The settings for these optional items are in Maintenance - Database Setup - Audit Items - Contact Event - Type and/or Contact Event - Summary - Click to audit.

Company, Miscellaneous. Optional auditing of Invoice this Record Address change.

Activation of the tick box in Company - Miscellaneous - Invoice this Record Address can now be audited.



The auditing is set up in Maintenance Database Setup Audit Items - Company - Invoice address.

Area All address Search

Area	Item	Audit
▶ Company	Address	☐
Company	Invoice Address	☒
Person	Address	☐

Timesheet. Audit Do not Transfer.

Activation of the button Do not Transfer in a completed timesheet is now audited.

Timesheet Entry - Adding rates without the Rate Scheme Maintenance Role.

It is now possible to give a User the ability to add rates to a timesheet without the Rate Scheme Maintenance Role.

This is set up in Maintenance - Users - Role. - Search on rate - Can add rates on Timesheet.

Step 2: Edit Role							
Synety Setup	Role Group	All	rate	Search			
Audit Trail	Group	Role	Search Criteria	Group	Assigned	Expires	Notes
Own Audit Trail	MAINTENA...	Rate Scheme Maintenance			☐		Is also allowed to edit rates at any level and set Client Temp Charge Codes
	TEMP	Can add Rates on Timesheet			☒		Allows adding rates without Rate Scheme Maintenance
	TEMP	Can over-ride Temp Pay Rates			☒		

If neither of Can add Rates on Timesheet nor Rate Scheme Maintenance is ticked the **Add Rates** when completing a timesheet will be visible but is greyed out.



Switchable person details availability fields.

In a Person record a candidate's availability can be recorded in terms of days notice in addition to the current Available From option.

Open a Person record and click the + next to Available. Fill in the availability Type and Days Notice. When the Available view is closed down the Days notice will remain visible.

Division	Finance and Accountancy
Known As	Jamie
Name	James Baldwin
State	Current
Available	28 days notice
Type	Days Notice
Days Notice	28
Available From	
Personal	Male 40
Home Phone	
Day Phone	

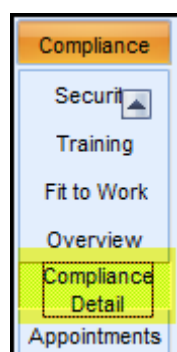
To set up this up Maintenance - General Settings - Settings - 2000 - Y

1990 Settings	Shift Confirmation Contact Event	BR
2000 Settings	Show Person Availability Type and Notice Period	Y
10 Terminology	Applicant Name	Applicant

Compliance Detail View added.

A Compliance Detail View has been added to a Person Record for Users with Compliance rights, but without Perm or Temp Consultant rights. It provides an at a glance view of Compliance issues. No data can be amended from this view.

To view this feature go to Person - Open a Person record - Side bar tab Compliance - Compliance Detail View.



To set up this feature a User needs 'Can maintain Clearance/Compliance' permission access in



Maintenance - User - Roles.

GENERAL	Accounts Clerk	☒
GENERAL	Can maintain Clearance/Compliance	☒
GENERAL	Can maintain Social Care	☒

Document Templates. Users can build own “favourites” list. Also search added.

Users can build own Document Templates “favourites” list and search this list.

This feature is accessed from a Contact event window. For example - Person Record - Contact Event icon.

When using document templates;

To use this feature that there is no sort order applied to Document Templates in Agency Setup as sort order overrides the favourites list.

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

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Last update: 2017/11/16 22:08

