



Release 2.17.10

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.

- [User](#)
- [System Administrator](#)

User

Thumbnail photo on the button bar of the Person form

A thumbnail of the photo stored in Person – Photo can now be displayed on the top right hand of the Person form for ease of viewing when videoing through candidate records.

The screenshot shows the IQX Person form for Sana Acevedo. The form is divided into several sections:

- Header:** Sana Acevedo (with a thumbnail photo of a man).
- Navigation Bar:** Includes buttons for Reports, Register, Delete, Search, and a Help icon.
- Left Sidebar:** Contains a list of tabs: Temp, Contact Events, Get in Touch, Diary, Shifts, Shift Progress, Availability, Requirements, CV, Perm, Accounts, and Compliance.
- Main Content Area:**
 - Temp:** Division: International
 - Contact Events:** Known As: Sana
 - Get in Touch:** Name: Sana Acevedo, State: Current
 - Diary:** Available From: Male 34
 - Shifts:** Home Phone: 01632 931 813
 - Shift Progress:** Day Phone: 07700 996 930
 - Availability:** Mobile: 07700 996 930
 - Requirements:** E-mail: Sana_Acevedo@iqx.co.uk
 - CV:** A dropdown menu.
 - Perm:** A section for permanent positions.
 - Accounts:** A section for accounts.
 - Compliance:** A section for compliance.
- Right Sidebar:**
 - Headline:** Alert
 - Reg. Departments:** Industrial (Perm+Temp), Financial Services (Perm)
 - Dept. Questionnaire:** Industrial
 - Position Sought:** Food
 - Salary wanted:** Food
 - Key Skills:** Food
 - HGV Licences:** Food
 - Fork Lift Truck:** Food
 - Tests Completed:** Food
 - Safety Gear:** Food

New Column on Expiry Dates View - Shifts After Expiry

A new column has been added to the expiry dates view called 'Shifts after Expiry'. This column shows the number of shifts booked after the first expiry date. This has been designed to assist with booking future shifts before a candidate has been re-cleared on the expectation that the clearance will happen in time.



Temp Desk

Desk: Demo - Construction ABC View: Weekly Shift Year: 2017 Week: 25 Ends 24/09/2017

Go to Current Make Current Process Update Close Help

AWR Tel Search Expand

Temp to Show: ☒ All ☐ Expire and Expiring ☐ Expiring ☐ Expired Only

Clear Column Filter State: All Working this week

Name	alert	Days before Expiry	Shifts after Expiry	CSCS Expiry Lead 30	Kit Nos Date Ex Lead 30	DBS Expiry Lead 60	Visa Expiry Lead 60
Frankie Kidd		-35	11	19/09/2017			

Pop Up Reminders adding other staff

In addition to adding staff when creating a reminder, it is now possible to add or remove staff at the point when the reminder pops up.

Appointment / Reminder

Popup Again: 5 Copy Delete

At: [Dropdown]

Consultant: IVAN Priority level: 5

Popup Notification: 0 Minutes Beforehand

Date / Time: Thu 26/10/2017 11:59 Recur every: 0 days

Description: 2.17.10

Duration: ☒ Reminder (no duration) 0 Minutes Hours Days Weeks

Links: Company [Text] Unlink Person [Text]

Other Staff: DEMO

Add Remove

Consultant [Text] Ok Cancel

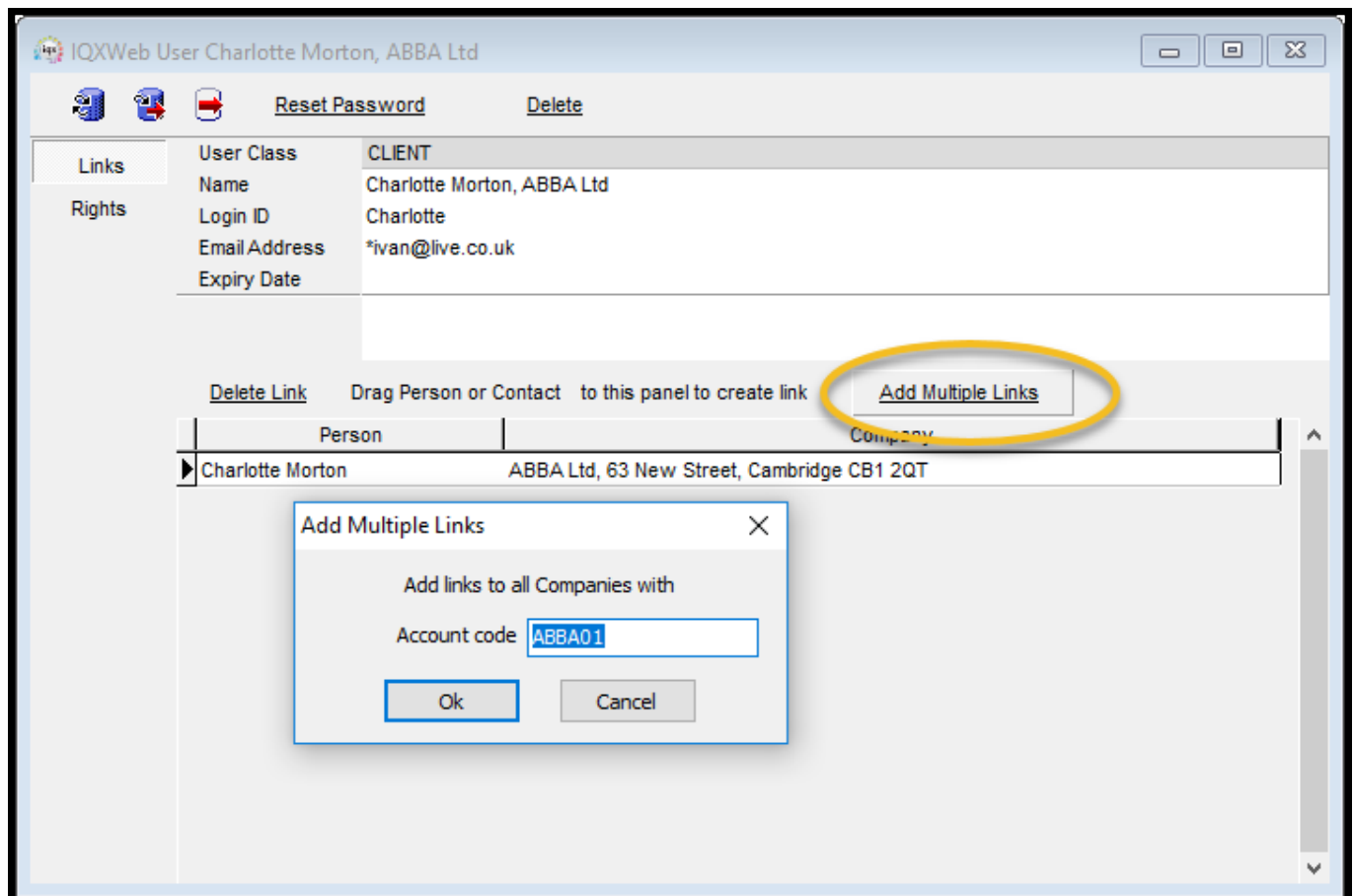
Note: Users need to click the Popup Again button again to get a subsequent popup.

Company - IQXWeb - way to Link Head Office to Group Companies

Where there are multiple companies in a group using the same account code and a head office contact needs to see data from all companies a way of adding links to all in one action now exists in the iqxWEB record on the company contact record.



Clicking 'Add Multiple Links' will allow the user to enter an account code and link all companies to the iqxWEB record. This will save time with companies that have a significant number of subsidiaries. An employment record will be added to each company record with a Note of 'Web User Link'. Use the Delete Link button to remove a company; the employment record will also be deleted unless contact events exist.



Company - Contact Department

This field has been changed to enable the user to select from a drop down as well as entering free text thereby saving time and ensuring uniformity of spelling. This is similar to vacancy position.



ABBA TAXIS

Navigation: Reports, Delete, Help

Sales | Division: Infrastructure

Contacts | Name: ABBA TAXIS

Contact Events | Address: 63 New Street, Cambridge, CB1 2QT

Who's Interested Ranged | Phone:

Activity Sales | Account Code: 530

Questionnaire | Invoice Address: 63 New Street, Cambridge CB1 2QT

Notes | Alert:

Mailer Lists | State: Prospect

Documents | Sales State:

Stored Selections | Consultant:

Consultant

Mobile: 07700 923 243

E-mail: Inaaya_Carlson@iqx.co.uk

Direct Fax:

LinkedIn:

Twitter:

Job Title: Programmer

Department:

Note: Tester1

Employed:

Dept. Questionn... Industrial

Name	Status	Primary	Job Title	Sales Consultant	Note	Departn
Danny Austin	Client	☐	Programmer			

Requires System Administrator setup.

System Administrator

Thumbnail photo on the button bar of the Person form

A thumbnail of the photo stored in Person - Photo can now be displayed on the top right hand of the Person form for ease of viewing when videoing through candidate records.

To activate the thumbnail image set General Setting - Group of Settings - 3040 to Y.

Note if Person - Photo has been hidden in Modify Screen the thumbnail will not display.



Division filtering on Notifications

In Agency Setup - Notifications it is now possible to assign divisions to Notifications. Leaving the Divisions field blank means the Notification is available for all divisions.

Selecting a Division means the template will be available to a user if they are in All or the associated division.

2-17-10-b.png Note:- Each division needs to have a separate notification template allocated to it if the same template is to be used for more than one division. Alternatively leaving the division field blank allocates that notification to all divisions.

Company Contact add Departmental Questionnaire

In Agency Setup - Departments new Company Contact departmental questionnaire has been added.

Questionnaires ->		Candidate	Vacancy	Placement	Reference	Timesheet	Shift	Company	Contact
ID	Department	Searchable	Division	Analysis Code	Publish To Web	Sort Order	Extra Notes		
AA	Construction	☒	Infrastructure	D1	☒	20	☒		
ED	Education	☒	Support	E1	☒	30	☒		
MS	Events	☒	Support	D2	☒	40	☒		
FS	Financial Services	☒	Corporate	B1	☒	50	☒		

Display of the questions is based on the user's department.



Name	Status	Primary	Job Title	Sales Consultant	Note	Departn
Danny Austin	Client	☐	Programmer			

Company - Contact Department

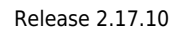
This field has been changed to enable the user to select from a drop down as well as entering free text thereby saving time and ensuring uniformity of spelling. This is similar to vacancy position. The field description is set in General Settings - Terminology 830 - Company Person Department Name.

The department names are set up in Agency Setup - Contact Department

Name	Order	Department (Blank for all)
Tester1	Construction	



The choices displayed in Company- Contact right-hand view is limited to the user's department.



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