



Release 2.17.8

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.

User

Ability to request E-Signatures to docs for Clients and Candidates

E-signatures can now be requested for clients and candidates using Rpost software.

This functionality requires system administrator set up and Rpost sign up.

Please contact IQX for further information.

GDPR preparation

New type of WPK field that allows some of the data to be obscured

In preparation for the implementation of the GDPR regulations we have been working toward limiting casual access to personal data.

Complete bank account numbers can be obscured. Users will be able to see the last four digits of the account number for confirmation purposes.

Archive photo ability

There is now the ability to save a photo before replacing. When Archived Photo is used the photo will be added to documents as an archived Jpg.



Payroll		Max size 256Kb for reports
Payroll Address		Load from File
STi Worker Enq		Copy from Clipboard
Location Map		Save to File
CIS (2007)		Capture
Temp Desks		Archive Photo
Photo		Clear
Documents		
Perm		
Accounts		
Compliance		

Payroll	Expand	Add File	Add MS-Office Document	Add Link to File	Delete	Archive	Make Current CV
Payroll Address	State	All	Description	Type	All	Filter	
STi Worker Enq			Description	Type	File Type	Publish to Web	In CV Send
Location Map			Archived Photo 24/08/2017		JPG	☐	☐
CIS (2007)							
Temp Desks							
Photo							
Documents							
Perm							

Candidates with WebAccess able to see ALL timesheets to Complete online

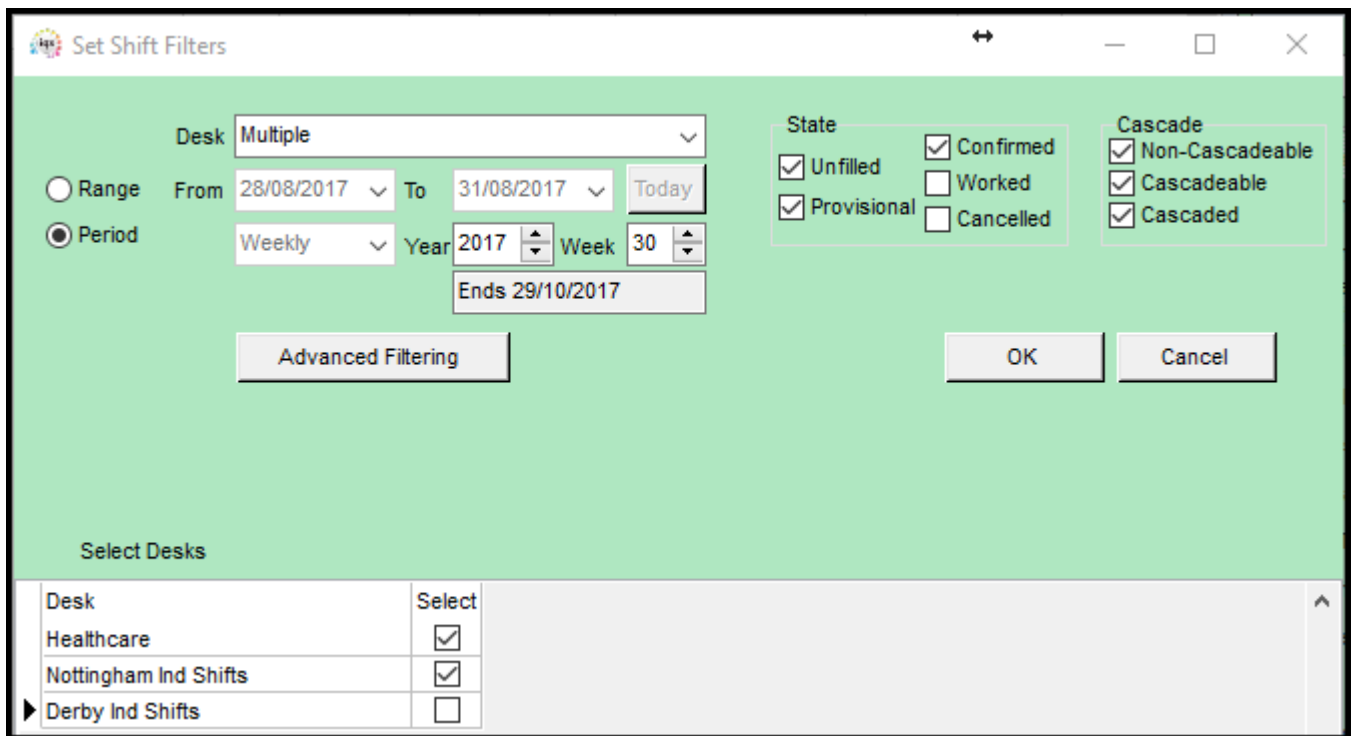
Candidates working in more than one location with clients who are not set up for e-timesheets can still complete all their timesheets online through iqxWeb.

Temp Desk - Shifts Filter - Method of displaying multiple TempDesks

In Temp Desk - Shifts the filter can select more than one desk.

Select Multiple from the Desk drop down menu and chose the required temp desks from those available.

Selecting any element opens a dialog box to allow setting all filters before refreshing selection.

Set Shift Filters

Desk:

☐ Range From: To:

☒ Period Weekly Year: Week: Ends 29/10/2017

State

☒ Unfilled ☒ Confirmed
☒ Provisional ☐ Worked ☐ Cancelled

Cascade

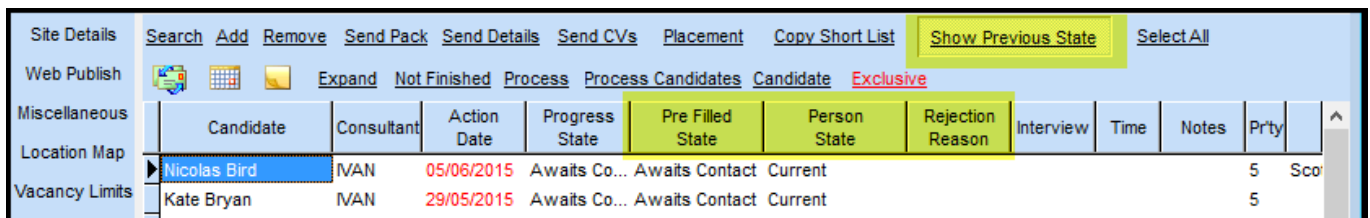
☒ Non-Cascadeable
☒ Cascadeable
☒ Cascaded

Select Desks

Desk	Select
Healthcare	☒
Nottingham Ind Shifts	☒
Derby Ind Shifts	☐

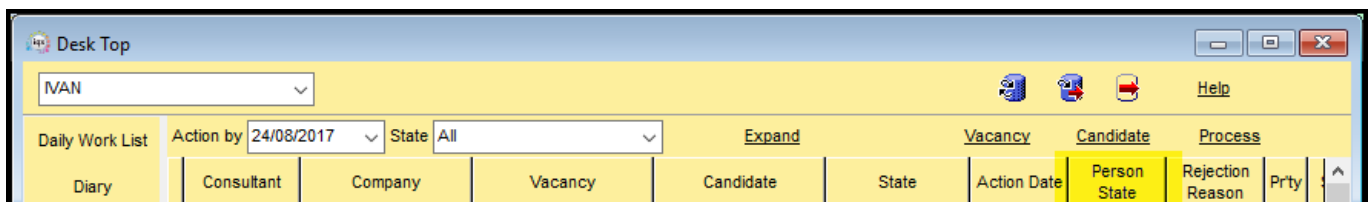
Changes to the Vacancy - Shortlist and Desktop - Progress views

In Vacancy - Shortlist the Person State and Rejection Reasons are set to show permanently by default. In addition, the switchable State Pre Vac Filled column has been renamed to Pre Filled State.



Candidate	Consultant	Action Date	Progress State	Pre Filled State	Person State	Rejection Reason	Interview	Time	Notes	Prty
Nicolas Bird	IVAN	05/06/2015	Awaits Co...	Awaits Contact	Current					5
Kate Bryan	IVAN	29/05/2015	Awaits Co...	Awaits Contact	Current					5

In Desktop - Progress due for Action the Person state column is set to show permanently.



Diary	Consultant	Company	Vacancy	Candidate	State	Action Date	Person State	Rejection Reason	Prty
IVAN Action by: 24/08/2017 State: All Expand Vacancy Candidate Process									

Restricted editing question for placement headline

A new question grouping has been added to the General Placement questionnaire -4 which will be seen in the placement headline.

Only a user with Manager rights can answer or edit these questions in placement.



Questionnaire Maintenance																
Placement Questionnaire																
Questions		Add	Delete	Undo	# for id		Find Questions	Redo Order	Font Colour							
Order	Question ID	Question Description		Type	Min Step Size	Units	Required	Group	Audit	Web Publish	Web View	Search Hide	Heading Collapse	Heading Answers	Expiry Lead	Exp Beh
70	CON	Client Confirmation Retur		Single Selection			☐	-4	☐	☒	☒	☐	☐	☐		
101	W1A	Cand Rating 4th week		Single Selection			☐	0	☐	☒	☒	☐	☐	☐		

New role to limit changing of Contract Placement End date

A new role has been added to User - Roles - 'Can edit end date of Contract Placements',

With this role ticked the user can edit the end dates of Contract Placements. All users will still be able to edit the end dates of non-contract placements.

To set this role for all users please use the Bulk Add Role in user maintenance.

Role Group		All		Search		
	Group	Role		Search Criteria Group	Assigned	Expires
	TEMP	Can link Timesheet Images			☒	
	TEMP	Pre-select Current State on Tempdesk V...			☒	
	TEMP	Can edit end date of Contract Placements			☒	
	WP	Can create letters			☒	

Favourites button access

Deletion of another user's favourites and notes has been limited to Users with Manager rights.

Where a user does not have the rights to modify a record the delete button is greyed out.

Users can still add favourites to another user's record and this is now audited.

Where a user deletes their own favourites, this is also audited.

System Administrator

Alternative temp folder within iqx.exe

Access to an alternative windows folder has been added within iqx for situations where working with MS Word the standard windows temp folder is unsuitable or causing issues.

The alternative folder is accessed by inserting the following code into the ini file.

```
[Global]
tempdir=c:\temp\iqx
```



Candidates with WebAccess able to see ALL timesheets to Complete online

To set up this functionality set Maintenance – General Settings – Temps 1120 - 'Create e-timesheets if candidate has a web login' to Y and ensure the candidate has a web login.

Note - the relevant Temp Desks need to be set up for E-timesheets via Temp Desk Setup - Temp Desk - Allow eTimesheet Complete = 1.

New type of WPK field that allows some of the data to be obscured

To obscure bank account numbers go to Maintenance – General Settings – Privacy – Star start of Bank Account Number and set the values to 'Y'.

Ability to request E-Signatures to docs for Clients and Candidates

Once signed up with Rpost set up each user via:

Maintenance – User – Layout Settings – Can send e-signatures

Search				
Group	Setting	Activate	Expires	Notes
GENERAL	Can edit own screen layout	☒		Allows user to hide ...
USER	Can send e-signatures	☒		
USER	Hide All Appointments View	☐		Applies to Person, C...

Maintenance – Agency Setup – Document templates – identify documents for E-sign.

To have the completed documents signed and dated in the correct places rpost tag fields each document will require some or all of these Rpost tag fields

«Name1», «Title1», «Date1», «Signature1» for multiple signatories the 1 is replaced with 2 and so on. (see Step 1: Document Preparation - page 4 in

rpost.pdf

).

Note only users with the above role will see document templates tagged as e-sign. Therefore, separate templates will have to be created for user without this functionality.

Branches	Letter	CV	Fax Header	New	Expand	Delete			
Divisions	Branch All		Division All		Add Division		Delete Division		
Departments	Template Name		Branch	Division	E-Sign	Order	Size (KB)		
Document Templates	Letter				☒	1	11		
Document Types	Logo				☒	2	10		
	Client TOB for New Vacancy				☐	20	12		



Maintenance - General Settings - Email/Telephony 340 - Allow E-signatures on Documents. - Y

340 E-Mail/Telephony	Allow E-Signatures on Documents	Y
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