



Release 2.17.8

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.

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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.

The screenshot shows a user profile form with a sidebar on the left containing menu items: Payroll, Payroll Address, STI Worker Enq, Location Map, CIS (2007), Temp Desks, Photo (selected), Documents, Perm, Accounts, and Compliance. The main area has a large photo of a man. To the right of the photo, there is a text box with the label 'Max size 256Kb for reports'. Below this text box are several buttons: 'Load from File', 'Copy from Clipboard', 'Save to File', 'Capture', and 'Archive Photo' (highlighted in yellow). At the bottom right of the form is a 'Clear' button.



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 Eng			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: Multiple

☐ Range From: 28/08/2017 To: 31/08/2017 Today

☒ Period Weekly Year: 2017 Week: 30 Ends 29/10/2017

Advanced Filtering

State

☒ Unfilled ☒ Confirmed ☐ Worked ☐ Cancelled

☒ Provisional

Cascade

☒ Non-Cascadeable ☒ Cascadeable ☒ Cascaded

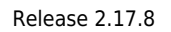
OK Cancel

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.



Site Details
Search
Add
Remove
Send Pack
Send Details
Send CVs
Placement
Copy Short List
Show Previous State
Select All

Web Publish



Expand
Not Finished
Process
Process Candidates
Candidate
Exclusive

Miscellaneous

Location Map

Vacancy Limits

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	Scor
Kate Bryan	IVAN	29/05/2015	Awaits Co...	Awaits Contact	Current					5	

Desk Top

IVAN

Help

Daily Work List

Action by 24/08/2017 State All

Expand Vacancy Candidate Process

Diary	Consultant	Company	Vacancy	Candidate	State	Action Date	Person State	Rejection Reason	Prty
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Only a user with Manager rights can answer or edit these questions in placement.

Questionnaire Maintenance

Questions

Add

Delete

Undo

Placement Questionnaire

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	☐	☒	☒	☐	☐	☐		

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



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 - 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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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		

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