Timesheet Image linking and completion

Timehseet images can be linked to an IQX timesheet so that the image can be added to the invoice PDF for printing or sending by email.

1. Timesheet images - arriving by fax or email.
    1. If the timesheet image is for **all** the shifts in the week for that Temp and site - save to the **N:/IQXTIMESHEETS** folder with the name as front of file name e.g. 9288913y598u092509.pdf should be saved as something like:
        1. JoeBloggs9288913y598u092509.pdf or
        2. Bloggs9288913y598u092509.pdf or
        3. Bloggs ward x week52.pdf for example, choose a format that suits.
    2. If the timesheet image is for **just one** of several shifts in the week for that site, or contains images for other sites too - save to the **N:/IQXTIMESHEETS Merge or Split** folder, again with at least the name in front of the filename so they can be merged or split as required.

2. Timesheet images arriving in paper form. Scan and save to the **N:/IQXTIMESHEETS** folder.

Merge or Split the images in **N:/IQXTIMESHEETS merge or split** using the PDFill PDF Tools, saving the results in **N:/IQXTIMESHEETS** and deleting the originals so that the merge or split folder is empty.

Using the images to complete timesheets in IQX

1. Open the Temp Desk form,
    - Select the first temp desk,
    - Check the week is correct,
    - Select the Timesheets view and use the CREATE button to create blue provisional timesheets from the booked shifts.
    - Repeat for each Temp Desk.



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