Change where questionnaire items are viewed

Questionnaires have a group option related to them as follows:

- 0 = Standard (The question will appear in the standard Questionnaire view at the top right hand area)
- 1 = Only on Questionnaire tab
- -1 = Hidden
- -10 = Shows in Miscellaneous Tab or accounts menu of Company and in Payroll if a Person question
- -1000 = Question will not appear for searching

Applicant and Departmental Applicant Questionnaire Additions

Group	
1	Appear in Questionnaire ONLY.
0	Appear in Questionnaire AND top right.
-10	Appear in Payroll at the BOTTOM.
-11	Appear in Payroll at the TOP.
-19	Appear in P45 Wizard.
-2*0	Appear in Temp Role Clearance view, not editable.
-200	Appear in Clearance Role Security view.
-220	Appear in Clearance Role Overview view.
-230	Appear in Clearance Role ID view.
-240	Appear in Clearance Role Training view.
-250	Appear in Clearance Role Fit to Work view.
-260	Appear in Clearance Role Qualifications view.
-300	Appear in Social Care Recipient view.
-310	Appear in Social Care Contact view.
-700	Searchable but not visible if no rights. Switchable View 1.
-710	Searchable but not visible if no rights. Switchable View 2.
=< -1000	Will **NOT** appear on search criteria.
-1700	Not Searchable or visible if no rights. Switchable View 3.
-1710	Not Searchable or visible if no rights. Switchable View 4.
-1720	Not Searchable or visible if no rights. Switchable View 5.
-2000	Will appear at end of general questionnaire but no-where else

Company Questionnaire Additions

Group	
1	Appear in Questionnaire ONLY.
0	Appear in Questionnaire AND top right.
-10	Appear in Miscellaneous at the BOTTOM.
-11	Appear in Miscellaneous at the TOP.

Group	
-19	Appear in Accounts floating view.
-700	Searchable but not visible if no rights. Switchable View 1.
-710	Searchable but not visible if no rights. Switchable View 2.
=< -1000	Will NOT appear on search criteria.

Vacancy Questionnaire Additions

Group	
1	Appear in Questionnaire ONLY.
0	Appear in Questionnaire AND top section.
-10	Appear in Miscellaneous near the BOTTOM.
-20	Appear in AWR view.
-50	Appear in Web Publish view for IQXWeb data, limited access.
-200	Appear in Vacancy Compliance Questionnaire, limited access.

Departmental Vacancy Questionnaire Additions

Group	
1	Appear in Questionnaire ONLY.
0	Appear in Questionnaire AND top section.

Departmental Placement Questionnaire Additions

Group	
-3	Appear at TOP of Questionnaire.

For more detailed information on questionnaires go to Questionnaires
Back to Technical Help Section list
Back to 'How To' guides for IQX system administrators

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