



Setting up Blank Timesheet Dispatch Function

Please contact IQX Support to discuss this feature further.

1. Set up new questions associated with blank timesheets as below:

Maintenance> Vacancy Questionnaire

Question Type must be Single Choice

Only letters or numbers can be used as Choice IDs (not the default ☐ as the default types are set per Division within the Agency Setup)

The screenshot shows the 'Questionnaire Maintenance' window with the 'Vacancy Questionnaire' tab selected. The 'Questions' section contains a table with three entries: 93 BTS (Blank Timesheet Type), 103 BTX (Blank Timesheet Sending), and 113 BTF (Blank Timesheet Format). The 'Choices' section contains a table with three entries: 10 STT (Single to temp), 20 STC (Single to client), and 30 MTC (Multiple to client). The 'Sub Choices' section is empty. The bottom of the window has buttons for 'Update', 'Save and Close', 'Abandon', and 'Help'.

Order	Question ID	Question Description	Type	Min Step Size	Units	Required	Group	Audit	W
▶	93	BTS	Blank Timesheet Type	Single Selection		<input type="checkbox"/>	0	<input type="checkbox"/>	
	103	BTX	Blank Timesheet Sending	Single Selection		<input type="checkbox"/>	0	<input type="checkbox"/>	
	113	BTF	Blank Timesheet Format	Single Selection		<input type="checkbox"/>	0	<input type="checkbox"/>	

Order	Choice ID	Choice Description	Autofill search words (comma)
▶	10	STT	Single to temp
	20	STC	Single to client
	30	MTC	Multiple to client

Order	Choice ID	Sub Choice Description	Value
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Questionnaire Maintenance Questionnaire Maintenance

Vacancy Questionnaire

Questions Add Delete Undo # for id Find Questions

Order	Question ID	Question Description	Type	Min Step Size	Units	Required	Group	Audit	W
93	BTS	Blank Timesheet Type	Single Selection			<input type="checkbox"/>	0	<input type="checkbox"/>	
▶	103	BTX Blank Timesheet Sending	Single Selection			<input type="checkbox"/>	0	<input type="checkbox"/>	
	113	BTF Blank Timesheet Format	Single Selection			<input type="checkbox"/>	0	<input type="checkbox"/>	

Choices Add Delete Undo **Sub Choices** Add Delete Undo

Order	Choice ID	Choice Description	Autofill search words (comma
▶	10	EM	Email
	20	F	Fax
	30	ND	None distribution
	40	PT	Print

Order	Choice ID	Sub Choice Description	Value
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Update Save and Close Abandon Help

Questionnaire Maintenance Questionnaire Maintenance

Vacancy Questionnaire

Questions Add Delete Undo # for id Find Questions

Order	Question ID	Question Description	Type	Min Step Size	Units	Required	Group	Audit	W
	93	BTS	Blank Timesheet Type	Single Selection		<input type="checkbox"/>	0	<input type="checkbox"/>	
	103	BTX	Blank Timesheet Sending	Single Selection		<input type="checkbox"/>	0	<input type="checkbox"/>	
▶	113	BTF Blank Timesheet Format	Single Selection			<input type="checkbox"/>	0	<input type="checkbox"/>	

Choices Add Delete Undo **Sub Choices** Add Delete Undo

Order	Choice ID	Choice Description	Autofill search words (comma
▶	10	PDF	PDF
	20	RTF	RTF
	30	XLS	XLS

Order	Choice ID	Sub Choice Description	Value
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Update Save and Close Abandon Help

2. The next consideration is the mappings in General Settings → Temps 760> 767



General Settings				
Group	Temps	Branch	All	
			Search	Get Colour
			Save and Close	Abandon
				Update
No	Group	Name	Value	Notes
760	Temps	Blank TS TagID	BTS	Use the code from the Blank Timesheet
761	Temps	Blank TS ChoiceID : Single to Temp	STT	Use the code from the Blank Timesheet
762	Temps	Blank TS ChoiceID : Single to Client	STC	Use the code from the Blank Timesheet
763	Temps	Blank TS ChoiceID : Multiple To Client	MTC	Use the code from the Blank Timesheet
764	Temps	Blank TS Sent TagID	BTX	Use the code from the Blank Timesheet
765	Temps	Blank TS Sent ChoiceID : Email	EM	Use the code from the Blank Timesheet
765	Temps	Blank TS Sent ChoiceID : Fax	F	Use the code from the Blank Timesheet
766	Temps	Blank TS Sent ChoiceID : Non Distri...	ND	Use the code from the Blank Timesheet
766	Temps	Blank TS Sent ChoiceID : Post	PT	Use the code from the Blank Timesheet
767	Temps	Blank TS : XML Filename	BlankTimesheetDispatcher.xml	Filename of the XML to run the Blank Tir
780	Temps	Shift Cancel Reason with Holiday Co...		Shift Cancel Reason with Holiday, must

To disable the dispatching functionality, leave the blank TS Tag ID (760) and the blank TS Sent Tag ID (764) empty (blank).

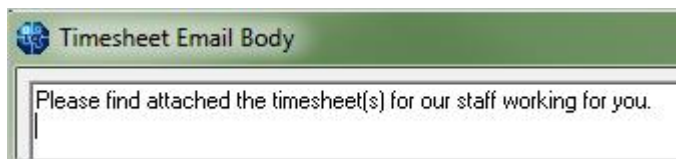
To enable the dispatching functionality:

1. Set up the Blank TS Type Tag ID (760) to the same as the Vacancy Question Tag for Timesheet Type **BTS**
2. Set the Blank TS Sent Tag ID (764) to the same as the Vacancy Question Tag for Timesheet Dispatch Method **BTX**
3. Choice IDs in general settings should map to the choice IDs of Vacancy Questionnaires. If a choice ID in the general settings isn't used in the vacancy questionnaire, please leave **blank** as the code will be replaced by **VOID**
4. The filename of the XML to run the Blank Timesheet Dispatch should be set in 767, the file must reside in the Reports Directory and filename match exactly. EG.
BlankTimesheetDispatcher.xml

3. In Maintenance> Agency Setup> Division set the DEFAULTS. These are used unless overwritten on the Vacancy using the questions set there.

Maintenance - Agency Setup										
Save And Close		Abandon		Update						
Branches		Add		Delete		Colour		Help		
Divisions		Name		Analysis	Default Payroll Identifier	Colour	Override Invoice Layout	Statement Frequency	Timesheet Dispatch Default	Timesheet Dispatch Sent Default
Departments										
Document Templates		BACK OFFICE		A4	A	255		None	Non Distribution	
Document Types		Legal Recruitment		A3	3	5220351		None	Single to temp	Email
Phone Types		The Agency		A2	2	65535		None	Multiple to cli...	Email
Boiler Plate Text		Town Industrial		A1	1	16744448		None	Single to client	Post

1. Timesheet Dispatch Default. Select from the drop down selection of the Dispatch TYPE choice description from the vacancy questionnaire.
2. Timesheet Dispatch Default Sent. Select from the the drop down selection of the Dispatch METHOD choice description from the vacancy questionnaire.
3. Timesheet Title. If left BLANK the division name is assumed. The title is used to prefix the report files and email subjects lines. If the same report can be used for all Divisions the same prefix can be entered in all the Timesheet Title columns.
4. Email Body. This can be a straight piece of text and will be used when the dispatch job is executed.



4. A report for each type of timesheet (Multiple to Client, Single to Client, Single to Temp) must be saved into the reports directory, prefixed with the name of the Division EG:

Legal Recruitment Export Multiple Timesheet.rtm
The Agency Export Multiple Timesheet.rtm

If the same format is required for all Divisions the same prefix can be entered in all the Timesheet Title columns eg IQX and the report saved as

IQX Export Multiple Timesheet.rtm

Go back to [Configuration Guides](#)

See also [Using Blank Timesheet Dispatcher](#)

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Last update: **2017/12/01 16:35**

