



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)

Questionnaire Maintenance

Vacancy Questionnaire

Questions Add Delete Undo

Order	Question ID	Question Description	Type	Min Step Size	Units	Required
10	TD	T&C's Sent	Date			☐
23	MAX	Maximum Salary	Numeric			☐
33	TS	Timesheet Type	Single Selection			☐
43	TSD	Timesheet Dispatch Method	Single Selection			☐

Choices Add Delete Undo

Order	Choice ID	Choice Description	Autofill se
20	M	Multiple TS to Client	
30	E	Single TS to Client	
40	S	Single TS to Candidate	
50	N	NONE	

Sub Choices Add Delete Undo

Order	Choice ID	Sub Choice Description	Value
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Questionnaire Maintenance

Vacancy Questionnaire

Questions Add Delete Undo

Order	Question ID	Question Description	Type	Min Step Size	Units	Required
10	TD	T&C's Sent	Date			☐
23	MAX	Maximum Salary	Numeric			☐
33	TS	Timesheet Type	Single Selection			☐
43	TSD	Timesheet Dispatch Method	Single Selection			☐

Choices Add Delete Undo

Order	Choice ID	Choice Description	Autofill se
10	E	Email	
30	P	Post	
40	F	Fax	
50	N	NONE	

Sub Choices Add Delete Undo

Order	Choice ID	Sub Choice Description	Value
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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		
760 Temps	Blank TS TagID	TS	Use the co		
761 Temps	Blank TS ChoiceID : Single to Temp	S	Use the co		
762 Temps	Blank TS ChoiceID : Single to Client	E	Use the co		
763 Temps	Blank TS ChoiceID : Multiple To Client	M	Use the co		
764 Temps	Blank TS Sent TagID	TSD	Use the co		
765 Temps	Blank TS Sent ChoiceID : Email	E	Use the co		
765 Temps	Blank TS Sent ChoiceID : Fax	F	Use the co		
766 Temps	Blank TS Sent ChoiceID : Non Distribution	N	Use the co		
766 Temps	Blank TS Sent ChoiceID : Post	P	Use the co		
767 Temps	Blank TS : XML Filename	Blank Timesheet Dispatcher.xml	Filename of		

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

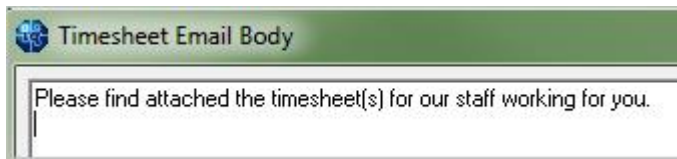
To enable the dispatching functionality:

1. Set up the Blank TS Type Tag ID (760) to the same as the Vacancy Question Tag for Timesheet Type **TS**
2. Set the Blank TS Sent Tag ID (764) to the same as the Vacancy Question Tag for Timesheet Dispatch Method **TSD**
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		BACK OFFICE		A4	A	256	None	Non Distribution		
Document Templates		Legal Recruitment		A3	3	5220351	None	Single to temp	Email	Please find att...
Document Types		The Agency		A2	2	65535	None	Multiple to cli...	Email	
Phone Types		Town Industrial		A1	1	16744448	None	Single to client	Post	
Boiler Plate Text										

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'

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