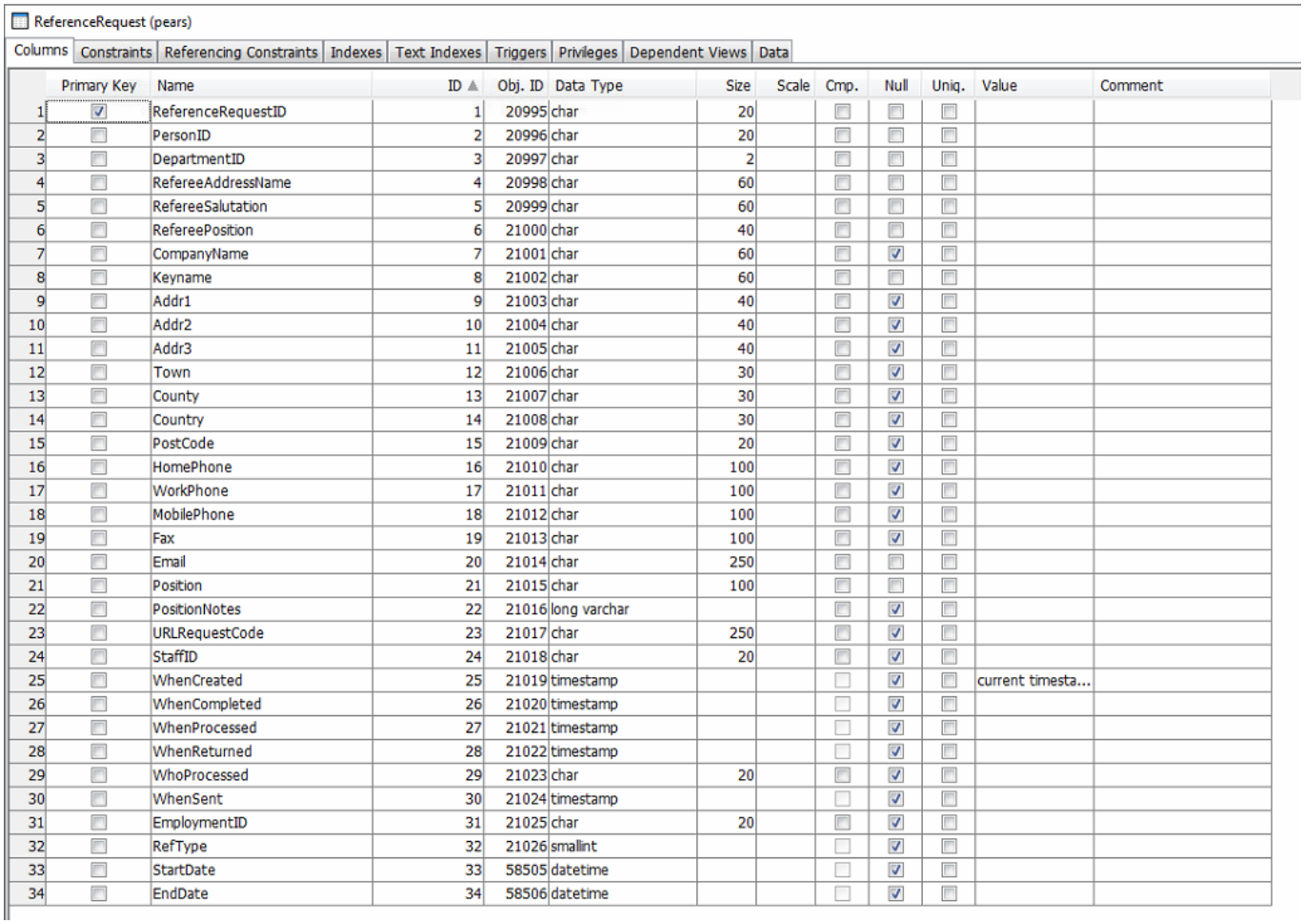
How to Configure Online Web Reference

1) This is the table in your IQX database. IT is usual standard so may already be there. If not use SQL statement below:



ReferenceRequest (pears)

Columns | Constraints | Referencing Constraints | Indexes | Text Indexes | Triggers | Privileges | Dependent Views | Data

	Primary Key	Name	ID	Obj. ID	Data Type	Size	Scale	Cmp.	Null	Uniq.	Value	Comment
1	☑	ReferenceRequestID	1	20995	char	20		☐	☐	☐		
2	☐	PersonID	2	20996	char	20		☐	☐	☐		
3	☐	DepartmentID	3	20997	char	2		☐	☐	☐		
4	☐	RefereeAddressName	4	20998	char	60		☐	☐	☐		
5	☐	RefereeSalutation	5	20999	char	60		☐	☐	☐		
6	☐	RefereePosition	6	21000	char	40		☐	☐	☐		
7	☐	CompanyName	7	21001	char	60		☐	☑	☐		
8	☐	Keyname	8	21002	char	60		☐	☐	☐		
9	☐	Addr1	9	21003	char	40		☐	☑	☐		
10	☐	Addr2	10	21004	char	40		☐	☑	☐		
11	☐	Addr3	11	21005	char	40		☐	☑	☐		
12	☐	Town	12	21006	char	30		☐	☑	☐		
13	☐	County	13	21007	char	30		☐	☑	☐		
14	☐	Country	14	21008	char	30		☐	☑	☐		
15	☐	PostCode	15	21009	char	20		☐	☑	☐		
16	☐	HomePhone	16	21010	char	100		☐	☑	☐		
17	☐	WorkPhone	17	21011	char	100		☐	☑	☐		
18	☐	MobilePhone	18	21012	char	100		☐	☑	☐		
19	☐	Fax	19	21013	char	100		☐	☑	☐		
20	☐	Email	20	21014	char	250		☐	☐	☐		
21	☐	Position	21	21015	char	100		☐	☐	☐		
22	☐	PositionNotes	22	21016	long varchar			☐	☑	☐		
23	☐	URLRequestCode	23	21017	char	250		☐	☑	☐		
24	☐	StaffID	24	21018	char	20		☐	☑	☐		
25	☐	WhenCreated	25	21019	timestamp			☐	☑	☐	current timesta...	
26	☐	WhenCompleted	26	21020	timestamp			☐	☑	☐		
27	☐	WhenProcessed	27	21021	timestamp			☐	☑	☐		
28	☐	WhenReturned	28	21022	timestamp			☐	☑	☐		
29	☐	WhoProcessed	29	21023	char	20		☐	☑	☐		
30	☐	WhenSent	30	21024	timestamp			☐	☑	☐		
31	☐	EmploymentID	31	21025	char	20		☐	☑	☐		
32	☐	RefType	32	21026	smallint			☐	☑	☐		
33	☐	StartDate	33	58505	datetime			☐	☑	☐		
34	☐	EndDate	34	58506	datetime			☐	☑	☐		

```
CREATE TABLE "pears"."ReferenceRequest" (
                "ReferenceRequestID" CHAR(20) NOT NULL,
                "PersonID" CHAR(20) NOT NULL,
                "DepartmentID" CHAR(2) NOT NULL,
                "RefereeAddressName" CHAR(60) NOT NULL,
                "RefereeSalutation" CHAR(60) NOT NULL,
                "RefereePosition" CHAR(40) NOT NULL,
                "CompanyName" CHAR(60) NULL,
                "Keyname" CHAR(60) NOT NULL,
                "Addr1" CHAR(40) NULL,
                "Addr2" CHAR(40) NULL,
                "Addr3" CHAR(40) NULL,
                "Town" CHAR(30) NULL,
                "County" CHAR(30) NULL,
                "Country" CHAR(30) NULL,
                "PostCode" CHAR(20) NULL,
```

```
                "HomePhone" CHAR(100) NULL,
                "WorkPhone" CHAR(100) NULL,
                "MobilePhone" CHAR(100) NULL,
                "Fax" CHAR(100) NULL,
                "Email" CHAR(250) NOT NULL,
                "Position" CHAR(100) NOT NULL,
                "PositionNotes" LONG VARCHAR NULL,
                "URLRequestCode" CHAR(250) NULL,
                "Processed" SMALLINT NULL DEFAULT 0,
                "StaffID" CHAR(20) NULL,
                "WhenCreated" TIMESTAMP NULL DEFAULT CURRENT TIMESTAMP,
                "WhenCompleted" TIMESTAMP NULL,
                "WhenProcessed" TIMESTAMP NULL,
                "WhenSent" TIMESTAMP NULL,
                "WhoProcessed" CHAR(20) NULL,
                "employmentid" CHAR(20) NULL,
                "RefType" SMALLINT NULL,
                "whenreturned" TIMESTAMP NULL,
        "StartDate" datetime NULL,
        "EndDate" datetime NULL,
                PRIMARY KEY ( "ReferenceRequestID" ASC )
) IN "system";


//1 personal, 2 professional, 3 define their own.

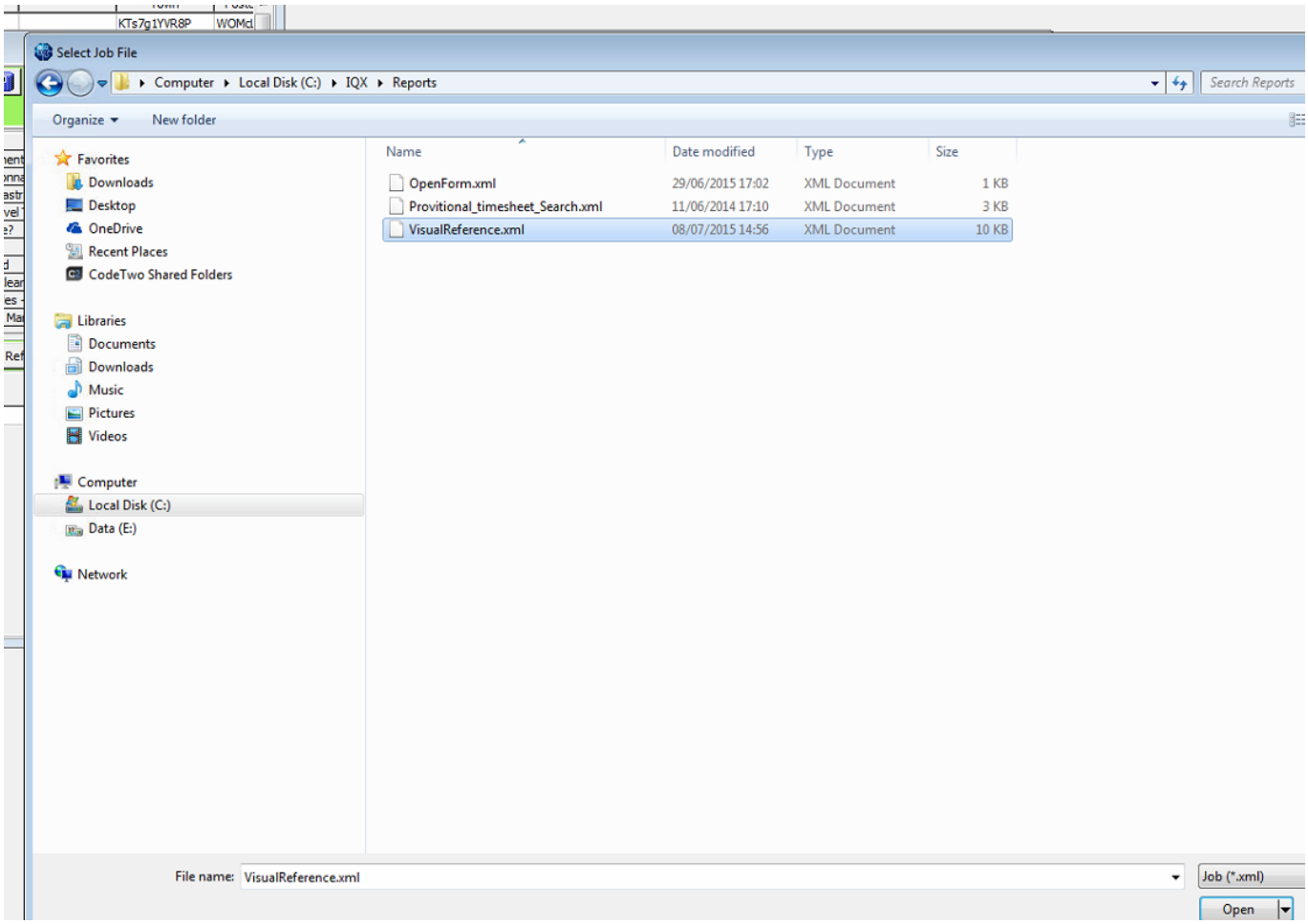
ALTER TABLE "pears"."ReferenceRequest" ADD CONSTRAINT "person" FOREIGN KEY (
"personid" ASC ) REFERENCES "pears"."person" ( "personid" );
ALTER TABLE "pears"."tag" ADD "LongDescription" LONG VARCHAR NULL;

CREATE INDEX "ReferenceRequest_URLRequestCode" ON "pears"."ReferenceRequest"
( "URLRequestCode" ASC ) IN "SYSTEM";
```

1) Create the WPK Form through WPKMaintain.exe.

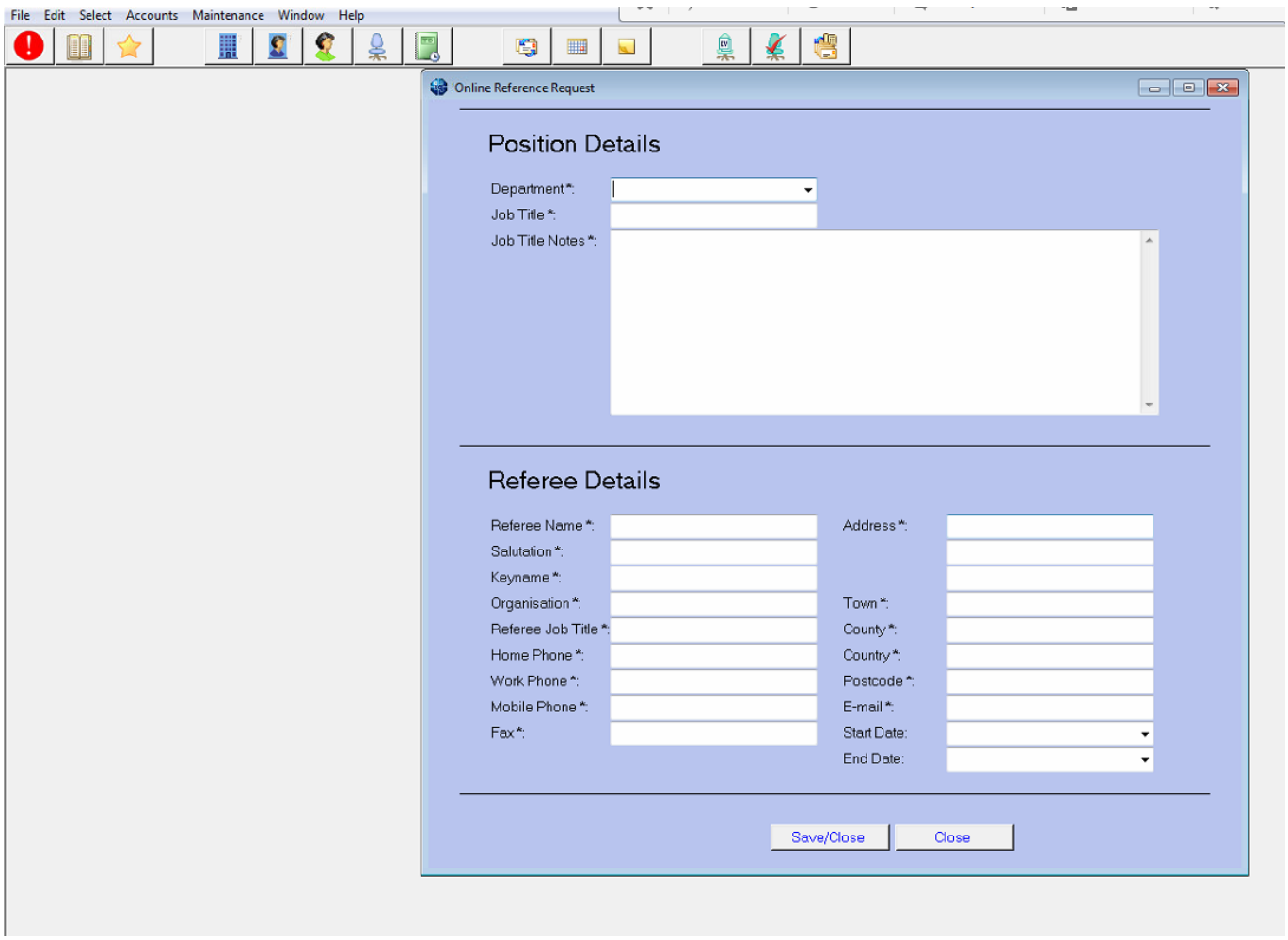


2) Within IQX select Maintenance > Run a Job. Navigate to your reports folder and run the visualreference.xml job.

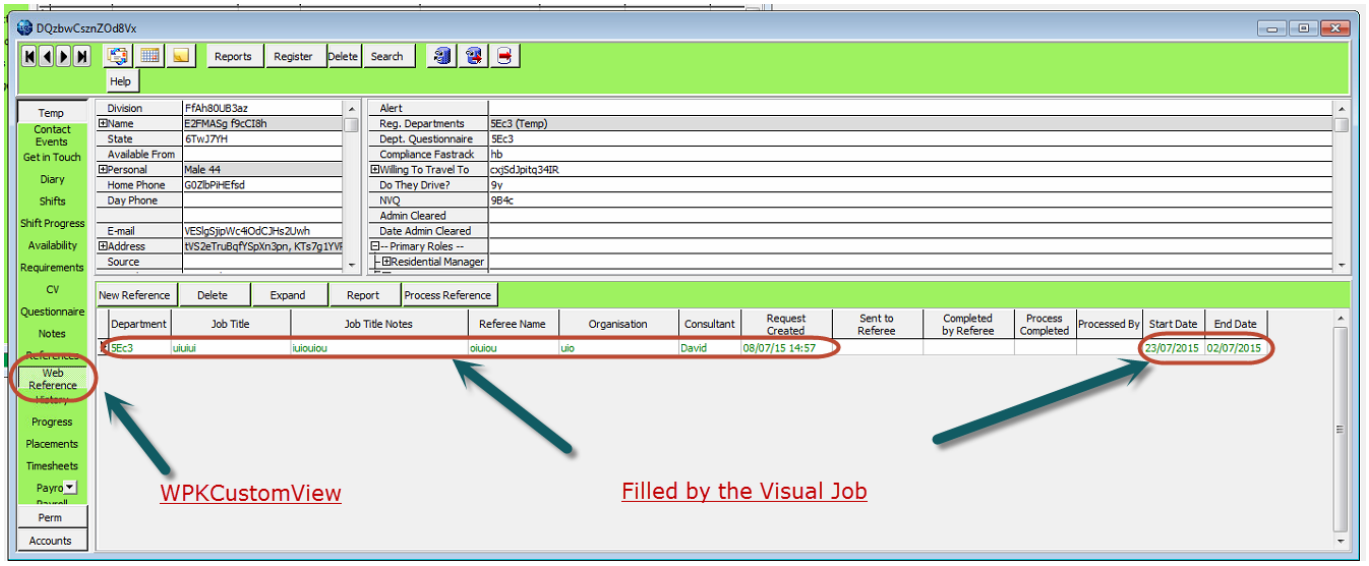


3) Once the job runs you will be asked for a client's personid. This will then make sure the request reference is assigned to the correct person.

4) Once it loads it should look like this below:



5) You then fill in the form and Save/Close. 6) Now you should then be able to go into your person form, look for Web Reference view then you can see the references that have been created. See below:



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