



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,
```

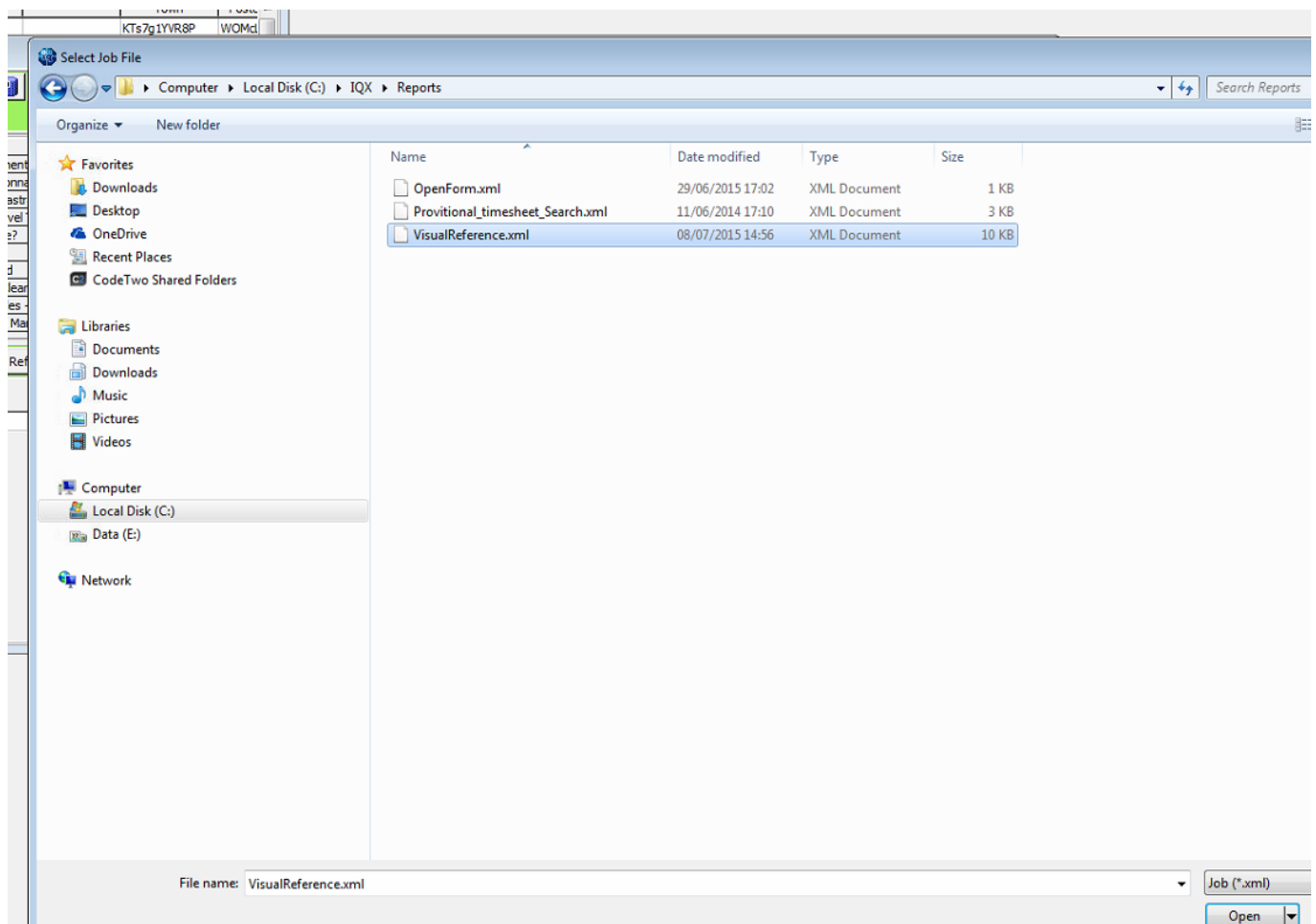


```
"HomePhone" CHAR(100) NULL,  
"WorkPhone" CHAR(100) NULL,  
"MobilePhone" CHAR(100) NULL,  
"Fax" CHAR(100) NULL,  
"Email" CHAR(250) NOT NULL,  
"Position" CHAR(100) NOT NULL,  
"PositionNotes" LONG VARCHAR NULL,  
"URLRequestCode" CHAR(250) NULL,  
"Processed" SMALLINT NULL DEFAULT 0,  
"StaffID" 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:



Online Reference Request

Position Details

Department *:
Job Title *:
Job Title Notes *:

Referee Details

Referee Name *: Address *:
Salutation *:
Keyname *:
Organisation *: Town *:
Referee Job Title *: County *:
Home Phone *: Country *:
Work Phone *: Postcode *:
Mobile Phone *: E-mail *:
Fax *: Start Date:
End Date:

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:

Person Details

Division: FFAH80UB3az
Name: E2FMASg f9cCl8h
State: 6TwJ7YH
Available From:
Personal: Male 44
Home Phone: G0ZbPIHEfd
Day Phone:
E-mail: VESlp5jpWc4OdCJh2Uwh
Address: tV52eTruBqfYSpXn3pn, KTs7g1YVf
Source:

Alert

Reg. Departments: SEC3 (Temp)
Dept. Questionnaire: SEC3
Compliance Fastrack: hb
Willing To Travel To: cxs5d3ptq34IR
Do They Drive?: 9v
NVQ: 9B4c
Admin Cleared: ☐
Date Admin Cleared:
Primary Roles: ☐
Residential Manager: ☐

References

Department	Job Title	Job Title Notes	Referee Name	Organisation	Consultant	Request Created	Sent to Referee	Completed by Referee	Process Completed	Processed By	Start Date	End Date
SEC3	UIUUI	UIUUIUIU	UIUUI	UIU	David	08/07/15 14:57					23/07/2015	02/07/2015

WPKCustomView

Filled by the Visual Job



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

