Configuring the New Person Wizard

Each Agency can decide how best to configure the new person wizard so that users only have to see the pages that are relevant to them e.g. if you are a single department agency you can choose to hide the department page or if you only do perm work you can hide the temp desk page.

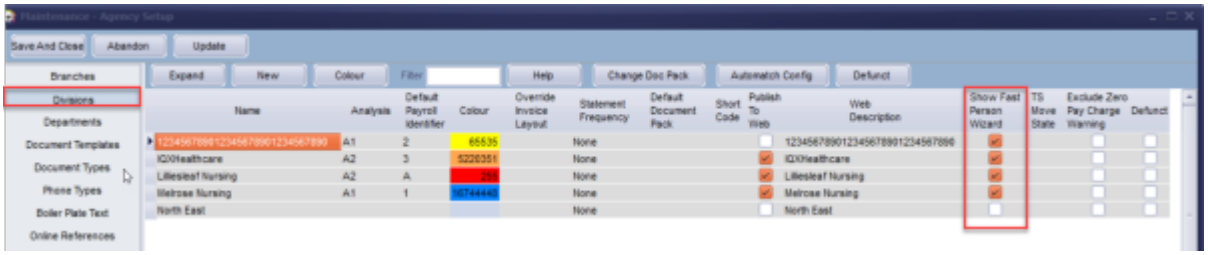
The wizard is made up as follows, for more information please contact IQX Support.

Main details	Name, Address, Phone and Email, Essential Information
General Questions	Universal data to be kept for the record.
Payroll Information	Tax Method and Details, Pay method and details. To turn this page off set General Setting group of Payroll no. 310 (Show payroll view when registering a new candidate) to N.
Department	Defaults to the User's Department. To turn this page off set General Setting group of Switchable Views no. 680 (Hide Applicant DeptList wizard only)to Y.
Perm and/or Temp	Defaults to tick if the User has the Perm and/or Temp roles. To turn this page off set General Setting group of Switchable Views no.650 (Hide Applicant Temp or Perm view wizard only) to Y.
Temp Desks	Defaults to all in the Divisions the User can see. To turn this page off set General Setting group of Switchable Views no.670 (Hide Applicant Tempdesk view wizard only) to Y.
Department Questions	Departmental specific data to be kept for the record.

Anything not included in the wizard can still be answered by consultants on the main record.

There is also an option to have a slimmed down single page wizard known as **Fast New** and this can be set per division.

To turn on the Fast New Wizard go to Maintenance - Agency Set Up - Divisions, make the form wider and tick Show Fast Person Wizard for all divisions it is to be available for.



When users are using the Fast New method to add new candidates the candidate will automatically be assigned to the default division and department of the logged in user.

It is possible to include some questions in the Fast New Wizard by setting the Wizard Group for the question to -2.

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