



# Timesheet Image linking and completion

Timesheet images can be linked to an IQX timesheet so that the image can be added to the invoice PDF for printing or sending by email.

1. Timesheet images - arriving by fax or email.
  1. If the timesheet image is for **all** the shifts in the week for that Temp and site - save to the **N:/IQXTIMESHEETS** folder with the name as front of file name e.g. 9288913y598u092509.pdf should be saved as something like:
    1. [JoeBloggs9288913y598u092509.pdf](#) or
    2. [Bloggs9288913y598u092509.pdf](#) or
    3. [Bloggs ward x week52.pdf](#) for example, choose a format that suits.
  2. If the timesheet image is for **just one** of several shifts in the week for that site, or contains images for other sites too - save to the **N:/IQXTIMESHEETS Merge or Split** folder, again with at least the name in front of the filename so they can be merged or split as required.

2. Timesheet images arriving in paper form. Scan and save to the **N:/IQXTIMESHEETS** folder.

Merge or Split the images in **N:/IQXTIMESHEETS merge or split** using the PDFill PDF Tools, saving the results in **N:/IQXTIMESHEETS** and deleting the originals so that the merge or split folder is empty.

## Using the images to complete timesheets in IQX

1. Open the Temp Desk form,
  - Select the first temp desk,
  - Check the week is correct,
  - Select the Timesheets view and use the CREATE button to create blue provisional timesheets from the booked shifts.
  - Repeat for each Temp Desk.

Number	Payroll No.	Temp	Account Code	Client	Position	Comment

2. Open **Timesheet Image Link** from the Accounts menu. **DO NOT maximise.**



1. Select the Temp Desk
2. Select the Year and Week
3. You can include previous weeks to catch late Timesheets by using Prev Weeks.



- Look at the image on the left and find the Timesheet from the list on the right to match.
4. Use the Link & Open button. This will Open the Timesheet for completion. Drag to right so that you can see the Image to read the Shift details. The Image will now be shown on the Linked view instead of the unlinked. You can move the central margin to widen the image.
- Check the shift start and end times and the break against the timesheet and edit the shift if required.
  - Enter the client shift reference in Their Ref (if there is none required a full stop will do).
  - Check the total hours at the bottom with the image - if OK click NEXT.

Job Reference		Order / Contract Number				
8742						
Type of Work		Timesheet Number				
51258		51258				
Date Worked	Start	Break	Finish	Total Hours	Overtime	Allowances
MON:						
TUE:	9.30	0	12.30	3		
WED:						
THU:	9.00	1hr	7.00pm	9.5		
FRI:	3.45	0	5.15	1.5		
SAT:						
SUN:						
TOTAL HOURS				14		
GRAND TOTAL HOURS						
TOTAL HOURS WORKED IN WORDS						

  

Our Ref.	Date	From	To	Break (Mins)	Hours	Pay	Bill	Grade	AWR?	Ltd?	Their Ref.
41	Tue 02/04/2013	09:30	12:30	0	3.00	✓	✓	5	N	N	
42	Thu 04/04/2013	09:00	19:00	60	9.00	✓	✓	5	N	N	
28	Fri 05/04/2013	15:30	17:00	0	1.50	✓	✓	5	N	N	

W2013/1 Timesheet for Marcella Gari as RGN Critical 5 at Barnet -A&E

Shifts up to 07/04/2013

Add Shifts Delete Sh

Total 13.50

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