



Change where questionnaire items are viewed

Questionnaires have a group option related to them as follows:

- 0 = Standard (The question will appear in the standard Questionnaire view at the top right hand area)
- 1 = Only on Questionnaire tab
- -1 = Hidden
- -10 = Shows in Miscellaneous Tab or accounts menu of Company and in Payroll if a Person question
- -1000 = Question will not appear for searching

Applicant and Departmental Applicant Questionnaire Additions

| Group | |
|----------|---|
| 1 | Appear in Questionnaire ONLY. |
| 0 | Appear in Questionnaire AND top right. |
| -10 | Appear in Payroll at the BOTTOM. |
| -11 | Appear in Payroll at the TOP. |
| -19 | Appear in P45 Wizard. |
| -2*0 | Appear in Temp Role Clearance view, not editable. |
| -200 | Appear in Clearance Role Security view. |
| -220 | Appear in Clearance Role Overview view. |
| -230 | Appear in Clearance Role ID view. |
| -240 | Appear in Clearance Role Training view. |
| -250 | Appear in Clearance Role Fit to Work view. |
| -260 | Appear in Clearance Role Qualifications view. |
| -300 | Appear in Social Care Recipient view. |
| -310 | Appear in Social Care Contact view. |
| -700 | Searchable but not visible if no rights. Switchable View 1. |
| -710 | Searchable but not visible if no rights. Switchable View 2. |
| =< -1000 | Will NOT appear on search criteria. |
| -1700 | Not Searchable or visible if no rights. Switchable View 3. |
| -1710 | Not Searchable or visible if no rights. Switchable View 4. |
| -1720 | Not Searchable or visible if no rights. Switchable View 5. |
| -2000 | Will appear at end of general questionnaire but no-where else |

Company Questionnaire Additions

| Group | |
|-------|--|
| 1 | Appear in Questionnaire ONLY. |
| 0 | Appear in Questionnaire AND top right. |
| -10 | Appear in Miscellaneous at the BOTTOM. |
| -11 | Appear in Miscellaneous at the TOP. |



| Group | |
|----------|---|
| -19 | Appear in Accounts floating view. |
| -700 | Searchable but not visible if no rights. Switchable View 1. |
| -710 | Searchable but not visible if no rights. Switchable View 2. |
| =< -1000 | Will NOT appear on search criteria. |

Vacancy Questionnaire Additions

| Group | |
|-------|---|
| 1 | Appear in Questionnaire ONLY. |
| 0 | Appear in Questionnaire AND top section. |
| -10 | Appear in Miscellaneous near the BOTTOM. |
| -20 | Appear in AWR view. |
| -50 | Appear in Web Publish view for iqxWEB data, limited access. |
| -200 | Appear in Vacancy Compliance Questionnaire, limited access. |

Departmental Vacancy Questionnaire Additions

| Group | |
|-------|--|
| 1 | Appear in Questionnaire ONLY. |
| 0 | Appear in Questionnaire AND top section. |

Departmental Placement Questionnaire Additions

| Group | |
|-------|---------------------------------|
| -3 | Appear at TOP of Questionnaire. |

For more detailed information on questionnaires go to [Questionnaires](#)

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Last update: **2019/11/22 19:05**

