



# Linking Questions to Compliance Documents

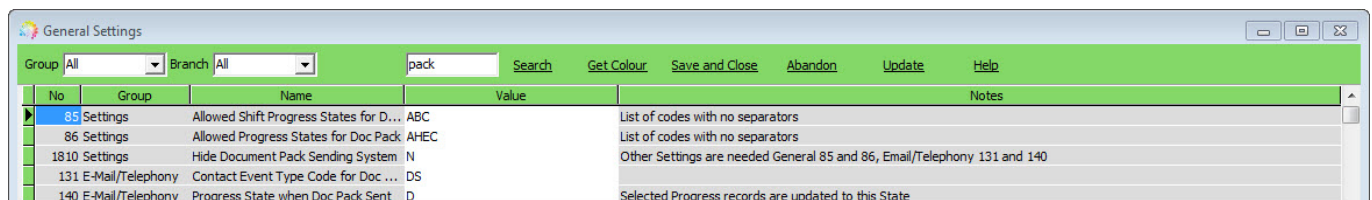
Compliance documents are set up as Document Types in Agency Setup and can only be administered by Users with the relevant roles.

Only candidate document types can be compliance. When adding a document of a compliance type, it prompts or forces you to answer questions before allowing you to complete.

## Setup

### General Settings

- Settings 85 Allowed Shift Progress States for Doc Pack - list of Shift Progress State Codes (no separators)
- Settings 86 Allowed Progress States for Doc Pack - list of Progress State Codes (no separators)
- Settings 1810 Hide Document Pack Sending System set to 'N'
- Email/Telephony 131 Contact event type code for doc pack sent = Add new CE type for 'doc pack sent' and use relevant code.
- Email/Telephony 140 Progress state for when doc pack sent = add new progress state for 'Doc Pack Sent' and use relevant code.



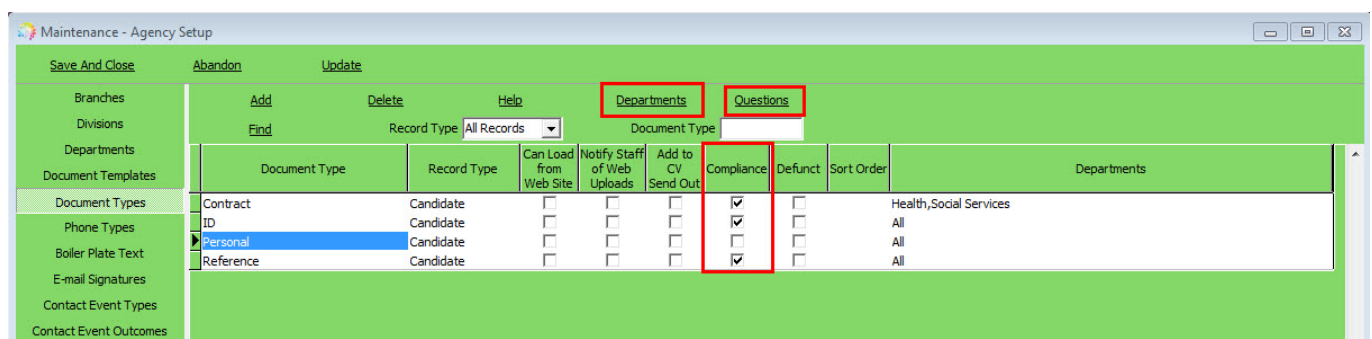
General Settings

No	Group	Name	Value	Notes
85	Settings	Allowed Shift Progress States for D...	ABC	List of codes with no separators
86	Settings	Allowed Progress States for Doc Pack	AHEC	List of codes with no separators
1810	Settings	Hide Document Pack Sending System	N	Other Settings are needed General 85 and 86, Email/Telephony 131 and 140
131	E-Mail/Telephony	Contact Event Type Code for Doc ...	DS	
140	E-Mail/Telephony	Progress State when Doc Pack Sent	D	Selected Progress records are updated to this State

**User Role** User needs compliance role to be able to manage and send compliance documents.

### Document types

Agency Setup> Document Types.



Maintenance - Agency Setup

Document Type	Record Type	Can Load from Web Site	Notify Staff of Web Uploads	Add to CV Send Out	Compliance	Defunct	Sort Order	Departments
Contract	Candidate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Health, Social Services
ID	Candidate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		All
Personal	Candidate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		All
Reference	Candidate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		All

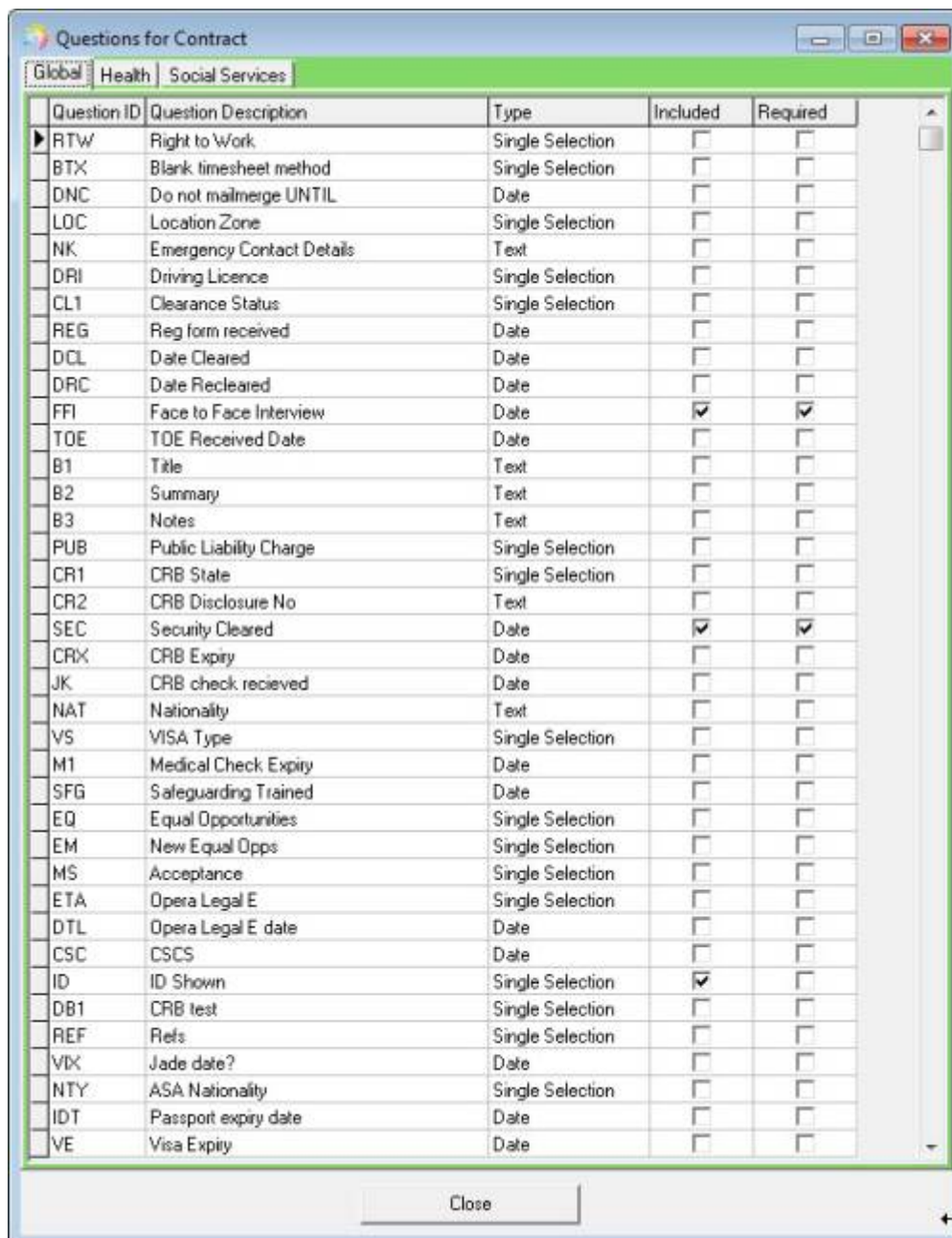
Tick the relevant types as compliance or create new and tick for compliance.



## Departments

The default is they are accessible for all departments. To link the documents to departments, click on the Departments button and select. They can be linked to multiple departments. If you want to link the document type to departmental questions they need to be allocated to that department.

## Questions



Question ID	Question Description	Type	Included	Required
RTW	Right to Work	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
BTX	Blank timesheet method	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
DNC	Do not mailmerge UNTIL	Date	<input type="checkbox"/>	<input type="checkbox"/>
LOC	Location Zone	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
NK	Emergency Contact Details	Text	<input type="checkbox"/>	<input type="checkbox"/>
DRl	Driving Licence	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
CL1	Clearance Status	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
REG	Reg form received	Date	<input type="checkbox"/>	<input type="checkbox"/>
DCL	Date Cleared	Date	<input type="checkbox"/>	<input type="checkbox"/>
DRC	Date Recleared	Date	<input type="checkbox"/>	<input type="checkbox"/>
FFI	Face to Face Interview	Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOE	TOE Received Date	Date	<input type="checkbox"/>	<input type="checkbox"/>
B1	Title	Text	<input type="checkbox"/>	<input type="checkbox"/>
B2	Summary	Text	<input type="checkbox"/>	<input type="checkbox"/>
B3	Notes	Text	<input type="checkbox"/>	<input type="checkbox"/>
PUB	Public Liability Charge	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
CR1	CRB State	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
CR2	CRB Disclosure No	Text	<input type="checkbox"/>	<input type="checkbox"/>
SEC	Security Cleared	Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRX	CRB Expiry	Date	<input type="checkbox"/>	<input type="checkbox"/>
JK	CRB check recieved	Date	<input type="checkbox"/>	<input type="checkbox"/>
NAT	Nationality	Text	<input type="checkbox"/>	<input type="checkbox"/>
VS	VISA Type	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
M1	Medical Check Expiry	Date	<input type="checkbox"/>	<input type="checkbox"/>
SFG	Safeguarding Trained	Date	<input type="checkbox"/>	<input type="checkbox"/>
EQ	Equal Opportunities	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
EM	New Equal Opps	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
MS	Acceptance	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
ETA	Opera Legal E	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
DTL	Opera Legal E date	Date	<input type="checkbox"/>	<input type="checkbox"/>
CSC	CSCS	Date	<input type="checkbox"/>	<input type="checkbox"/>
ID	ID Shown	Single Selection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DB1	CRB test	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
REF	Refs	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
VDX	Jade date?	Date	<input type="checkbox"/>	<input type="checkbox"/>
NTY	ASA Nationality	Single Selection	<input type="checkbox"/>	<input type="checkbox"/>
IDT	Passport expiry date	Date	<input type="checkbox"/>	<input type="checkbox"/>
VE	Visa Expiry	Date	<input type="checkbox"/>	<input type="checkbox"/>

Document type can be linked to more than 1 question. Open the questions list using the **Question** button and tick the questions that you want to show when adding a document of this type.

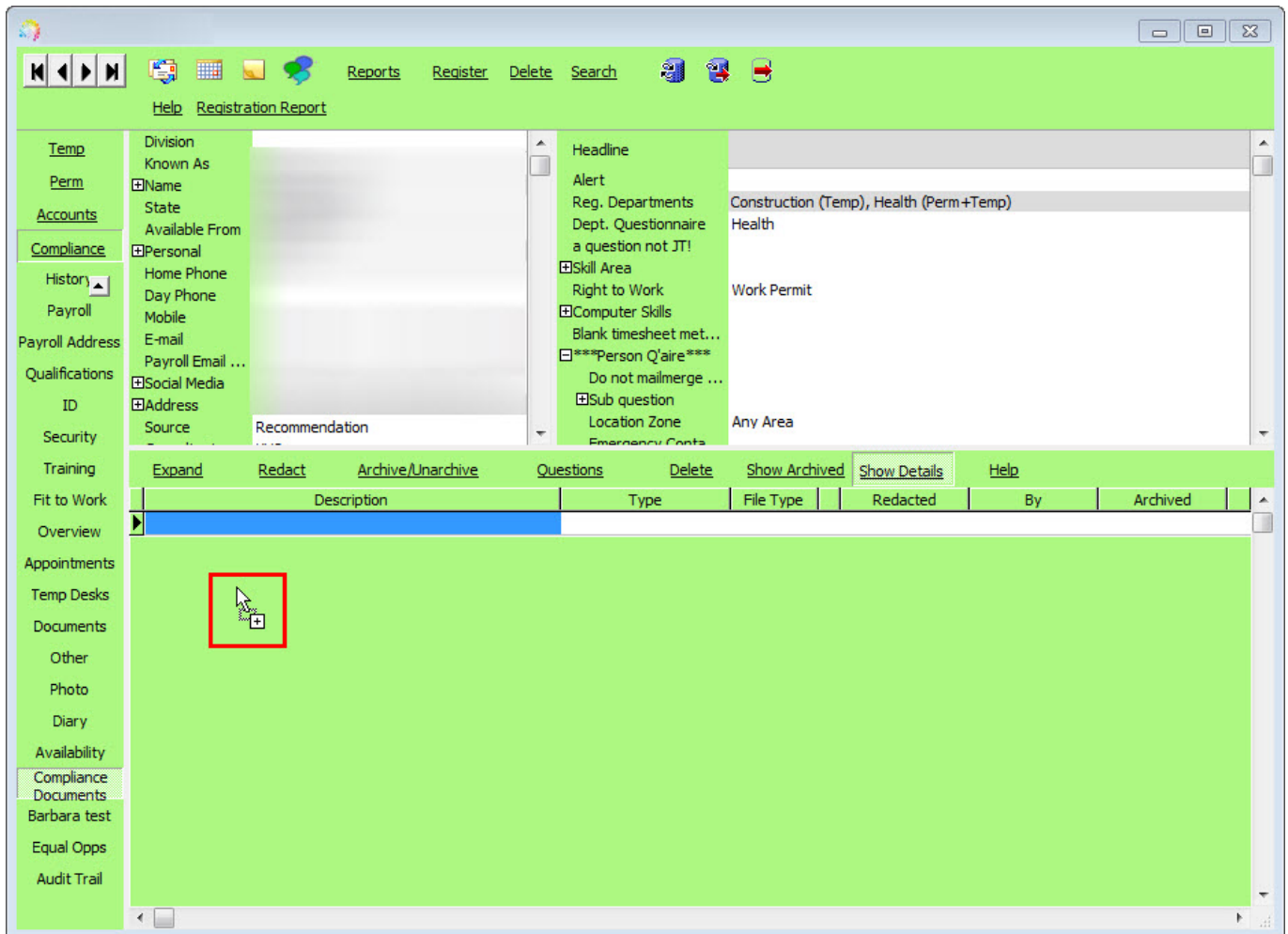
- Required means MUST exist before a compliance document can be added and before a doc pack can be sent. Doesn't let you save unless you have answered the question if question set as required.



- Included means question appears when adding doc but not forced to answer it to be able to add the document.

## Adding Compliance Documents

Documents can be added directly to compliance documents by dragging and dropping onto the view.

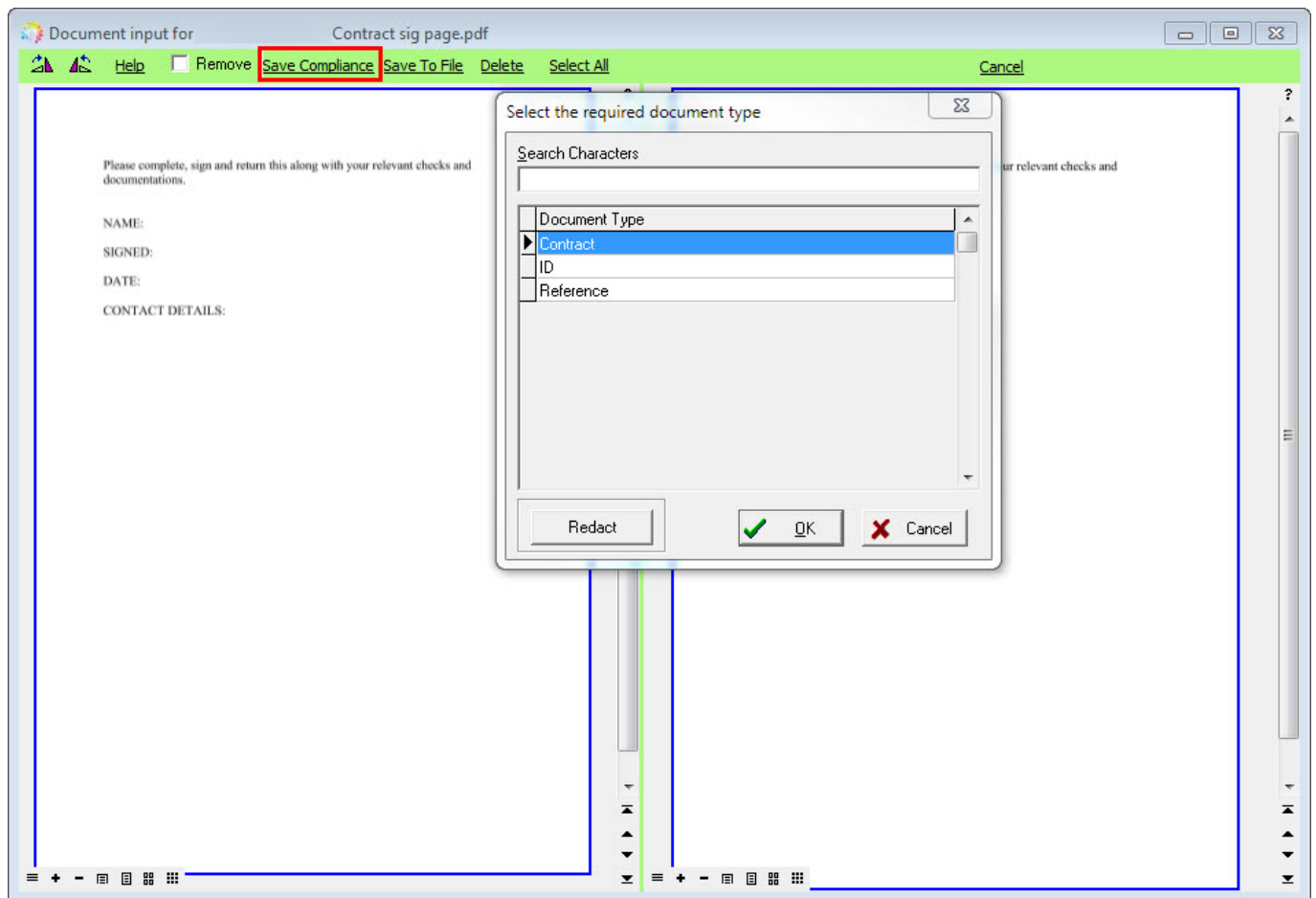


Or if the file exists already in documents then use the Copy to compliance button.

### Copy to Compliance

The document will be opened in PDF. It can be saved as a whole document by using Select all or it can be split up by selecting individual pages.

Once you have selected the pages to save, use the Save to Compliance. Select the document type from the box and OK.

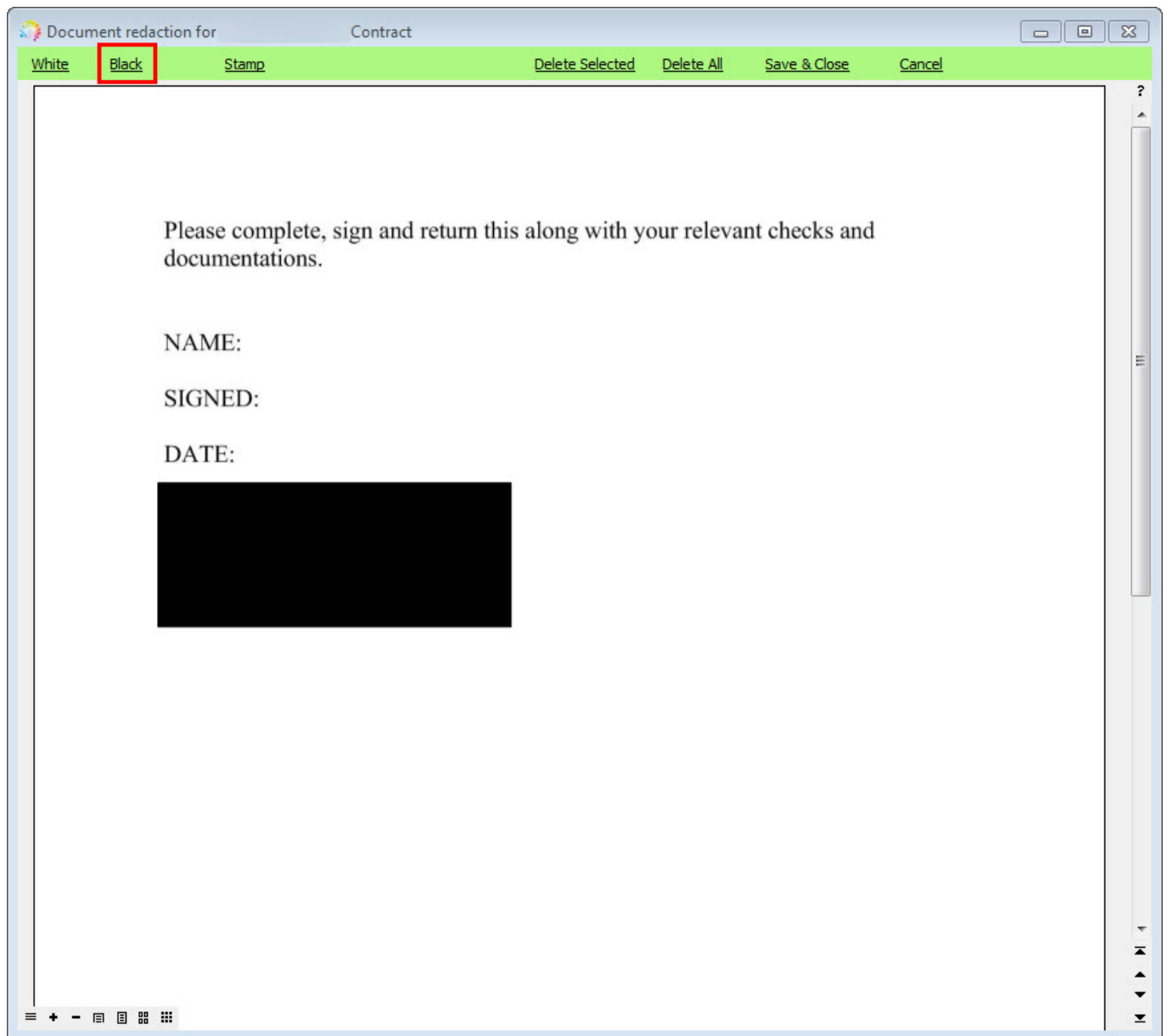


The linked questions will appear to be completed, any that are marked as **required** must be completed at this time.

A screenshot of a web application window titled "Contract for". The window has a light green header bar. Below the header, there are two rows of data: "Face to Face Interview" with a date of "26/11/2014" and "Security Cleared" with a value of "Passport". The main content area is a large green rectangle. A small dialog box titled "IQX" is overlaid on the green area, containing the text "You are required to enter Security Cleared" and an "OK" button. At the bottom right of the main window, there are two buttons: a green "OK" button with a checkmark and a red "Cancel" button with an 'X'.

Documents can also be redacted using the Redact button at the time of adding the document or once added.

Redact as white or black (also stamp to show verified if stamp exists in folder and user has Signature set up).

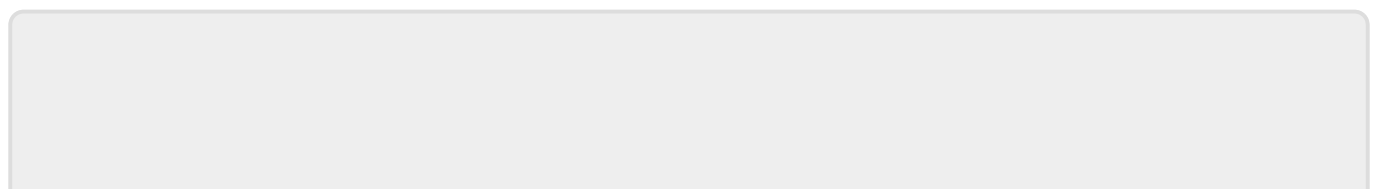


In the Compliance Documents view, all details including created, updated and accessed dates for each document can be seen.

Expand	Redact	Archive/Unarchive		Questions	Delete	Show Archived	Show Details	Help									
Type	File Type			Redacted	By	Archived	By	Publish to Web	In CV Send	Size KB	Zipped	Created	By	Updated	By	Accessed	By
Contract	PDF	O						<input type="checkbox"/>	<input type="checkbox"/>	87	<input type="checkbox"/>	26/11/2014 13:08	BARBARA	26/11/2014 13:08	BARBARA	02/12/2014 11:33	BARBARA

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