



# Timesheet Query Management



## WORK IN PROGRESS

### New field 'Code' used to filter Timesheet Query Reasons

#### (2.15.11+)

A new field has been added allowing control over the choice of reasons available to a user when querying a provisional timesheet. Querying a provisional timesheet will allow the timesheet to be referred back for corrections or further approval.

To access this feature: Maintenance - Temp Setup - TS Query Reasons - Insert selected query codes. (alphanumeric works best).

Maintenance - Temp Setup			
<u>Save And Close</u> <u>Abandon</u> <u>Update</u>			
<u>Add</u> <u>Delete</u> <u>Unused Codes</u>			
ID	Reason	Order	Code
A	Hours incorrect	1	A
B	Review shifts	2	
C	Shift cancelled	4	A
D	Awaiting client approval	5	
E	Person details incomplete	6	A

Maintenance - Users - Select User - Insert User's TS Query code.



Roles	Name	Ivan Baldwin	Branch	Nottingham
Layout Settings	Keyname	BALDWIN IVAN	Division	12345678901234567890123456
Questionnaire	Login Name	IVAN	Default Department	Drivers
Division Access	Job Title		Default Tempdesk	Demo - Construction ABC
Department	E-Mail Address	ivan@iqx.co.uk	Analysis Code	
Maintenance	Short ID	PI	Nominal Segment (m...	
Popup Escalations	Template for New Users	<input type="checkbox"/>	Report View Level	2000
Synety Setup	Not In Use	<input type="checkbox"/>	Report Print Level	2000
	Leave Date		Report Export Level	2000
	Override Form ID		Combo Box Filter	
	Startup Form	Desktop x diary	TS Query Code	A
			Inbox Limit	60

Note if the query codes are left blank both in Temp Desk setup and in the user record the user will have access to all TS Query Codes.

To set up the TS Query Log - Maintenance - General Settings - Temps - No 530 - Y.

510 Temps	Work Pattern Start Time	09	
520 Temps	Work Pattern Hours	7.5	
530 Temps	Show TS Query Log	Y	
531 Temps	Timesheet Query Image Folder	C:\IQX\Timesheets\2014\BR Derby\	Must end

Temp Desk

Desk: Demo - Construction ABC View: Weekly Shift

AWR Che... Search Expand

TS Query Log

Expiry Di... Name

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