IQX Net Admin

1. After IQXNet has been licenced in the database and the set up completed, the next step is to give IQX User(s) rights to administer IQXNet Users (and maintenance if they also have maintenance role).
   * Go to the User record (Maintenance> Users) under ROLES, look at the ROLE GROUP 'IQXNET' and assign 'Can administer IQXNet Users'

Group	Role	Search Criteria Group	Assigned	Expires	Notes
IQXNET	Can administer IQXNet users		☑		And Maintenance set...

2. IQXNet Settings to be set. User Classes, Rights, Class Rights etc. These create a profile of what is available to be done on the portal depending on the class of User you set them as.

3. Clients / candidates need to be given Website Rights using the [icon] website rights button on their record.
   When setting up a user, you will set them for example as a Client User and this will then use the default rights allocated to that class of user.

IQXNet User Barbara Kirkup, 10 Group PLC

Reset Password   New IQXNet User

Links
Rights

User Class	CLIENT
Name	Barbara Kirkup, 10 Group PLC
Login ID	barbara@iqx.co.uk
Email Address	barbara@iqx.co.uk
Expiry Date	

ID	Description	Default	Over-ride
LOGIN	Login	Allowed	
ORDERJOBS	Order Jobs	Allowed	
AUTHORISEJOBS	Authorise Jobs	Allowed	
FILLJOBS	Fill Jobs	Allowed	
FILLTIMESHEETS	Fill Timesheets	Allowed	
AUTHORISETIM...	Authorise Timesheets	Allowed	
MAINTAINCONT...	Maintain Contacts	Allowed	
CASCADESETTI...	Can change the cascade settings for jobs	Allowed	
CLICONTACTDE...	View client contact details	Allowed	
MANAGEMENTI...	Management Information	Allowed	Deny
DOCCANDDOW...	Download Candidate Documents	Allowed	Deny
DOCVACDOWN...	Can download Vacancy Documents	Allowed	Deny
DOCVACUPLOAD	Can upload documents to the vacancy	Allowed	
CANDPROFILE	Can View Candidate Profile	Allowed	
FLOWEDIT	Flow edit	Allowed	

The email address MUST be unique. The LoginID can be changed.

It is possible to override the default settings by denying that particular role in the last column

ID	Description	Default	Over-ride
LOGIN	Login	Allowed	
ORDERJOBS	Order Jobs	Allowed	
AUTHORISEJOBS	Authorise Jobs	Allowed	
FILLJOBS	Fill Jobs	Allowed	
ADDCANDIDATES	Add Candidates	Allowed	
FILLTIMESHEETS	Fill Timesheets	Allowed	
AUTHORISETIM...	Authorise Timesheets	Allowed	Deny
MAINTAINCONT...	Maintain Contacts	Allowed	
MANAGEMENTI...	Management Information	Allowed	
DOCCANDUPLO...	Upload Candidate Documents	Allowed	
DOCCANDDOW...	Download Candidate Documents	Allowed	

A single Contact can be set to have access to several IQX client records online in the LINKS view.

IQXNet User Yo Hall, 10 Group PLC

Reset Password   New IQXNet User

User Class	CLIENT
Name	Yo Hall, 10 Group PLC
Login ID	yo@hotmail.co.uk
Email Address	yo@hotmail.co.uk
Expiry Date	

Links
Rights

Delete Link   Drag Person or Contact to this panel to create link

Person	Company
Yo Hall	10 Group PLC, 36 George Street, EDINBURGH
Yo Hall	3I Group PLC, Unit 4, Kingthorne Park, Houstin Industrial Estate, Livingston OX9 3LS

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it is possible to have an automated method to auto-set access if all are to be given access, contact IQX to discuss.

Go back to IQXNet

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