



Company Record Checked Date

This should be updated whenever AWR information has been checked or updated with the client.

An Agency can set extra questions to show here in the AWR screen by giving the question a group of -20 but they will NOT be passed onto Vacancies and Placements. If marked to be audited, these will be shown in the standard audit view not the AWR audit view.

For bulk entry by Super Users - there is a new job in the Reports folder that will allow for multiple companies to be updated with the same information. Make a selection, Open the job from reports and complete the information for each field, it will be applied to all the selected companies, with an audit record of who ran the job and when.

Enter Closure Period Button

Company closures that Pause the AWR qualification period e.g. school holidays, will be entered by Company using the Enter Closure Period button on the AWR view.

Enter Client Shutdown or Strike

Enter the reason for the site being closed, for AWR calculations.

Type: Holiday Shutdown

From:

to:

Notes:

Save & Continue Cancel Save & Close

For every week/period that the date range covers an entry will be made to ensure that all vacancies with that company will be Paused for the period.

Select the Type and enter the dates and NOTES as to why the shut down is happening.

For Super users to do this in bulk - make a stored selection of the Companies that have the same closure dates. Retrieve the selection and run a Bulk Update Job from the Reports view.

Linked Companies Button

Will show a list of the other companies that have the same LECode or advise if there are no other linked companies.

**AWR Closures screen**

This screen shows all closures entered for the company. If entered by mistake they can be checked to be ignored. You need to add to notes to confirm why they are being ignored for audit purposes.

AWR	Phone	Account Code	CAST01 (Invoice)	Mobile	
AWR Closures		Invoice Address	Tahmes Avenue, Burnely BB10 2PZ1	E-mail	
Vacancies	Alert			Direct Fax	
Progress	State	Prospect		Job Title	
Placements	Current Placem...	1		Department	
Questionnaire	Consultant	VHS		Notes	
	Source			Employed	
				***Contact O/a	
Notes	Enter Closure Period Add to Notes				
HS Notes	Ignore	Period	Week Ending	Type	Notes
Group	☐	201240	06/01/13	Pause	From - 24/12/2012 to - 04/01/ 12/12/12 10:09 BARBARA
Miscellaneous	☐	201239	30/12/12	Pause	From - 24/12/2012 to - 04/01/ 12/12/12 10:09 BARBARA

Any changes made to AWR screens are audited and there is a new AWR Audit Trail view for users who have the relevant roles assigned.

[Company Record Page](#)

Company, Miscellaneous. Optional auditing of Invoice this Record Address change.

Activation of the tick box in Company - Miscellaneous - Invoice this Record Address can now be audited.

Questionnaire	Accord Transfer History	
NotesV	Account Code	ABBA01
Extra Notes	Accounts Contact	
Group	Credit Limit	
	Days Credit	14
Miscellaneous	Invoice Frequency	Immediate
Accounts	Company Reg. No.	01010101
Documents	Invoice This Record Address	☒
	Invoice Address	63 New Street, Cambridge CB1 2QT

The auditing is set up in Maintenance Database Setup Audit Items - Company - Invoice address.

Area

Area	Item	Audit
▶ Company	Address	☐
Company	Invoice Address	☒
Person	Address	☐



From:

<https://phpddemo.ixusers.co.uk/ixxhelp/> - IQX

Permanent link:

https://phpddemo.ixusers.co.uk/ixxhelp/doku.php?id=audit_3

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