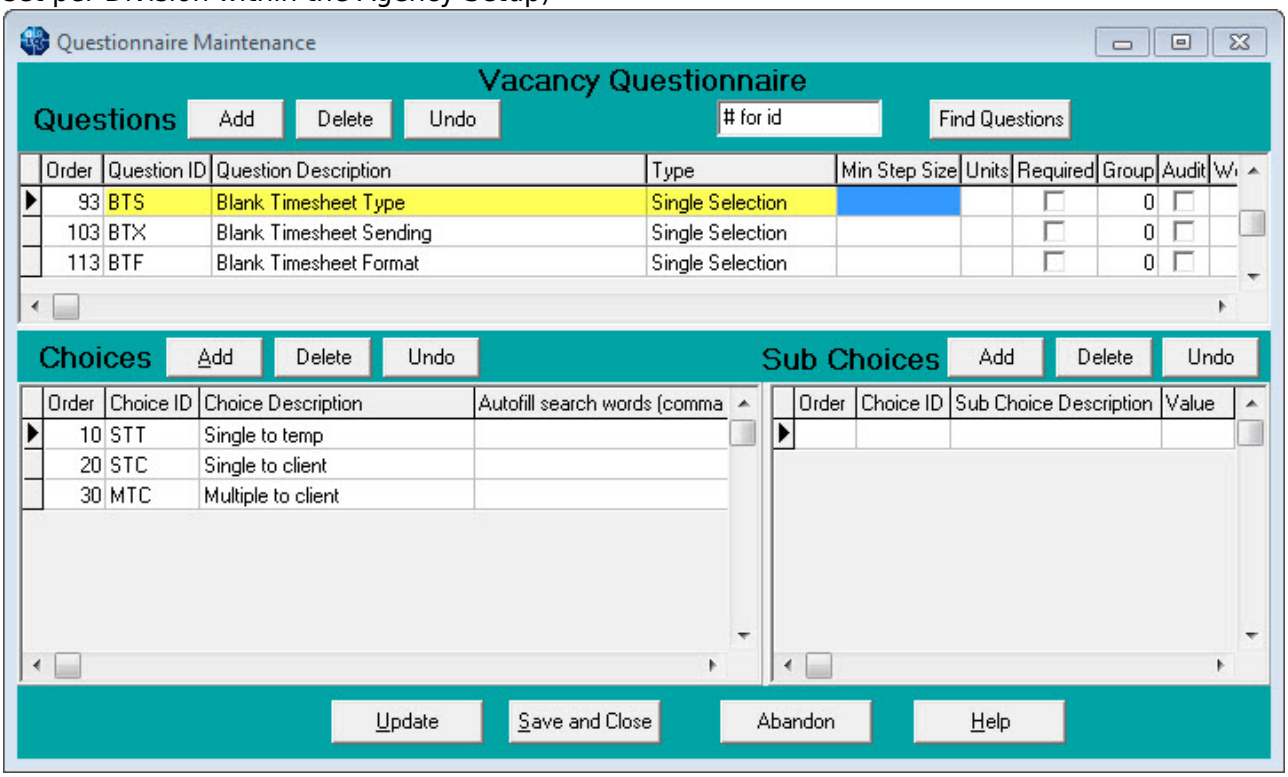
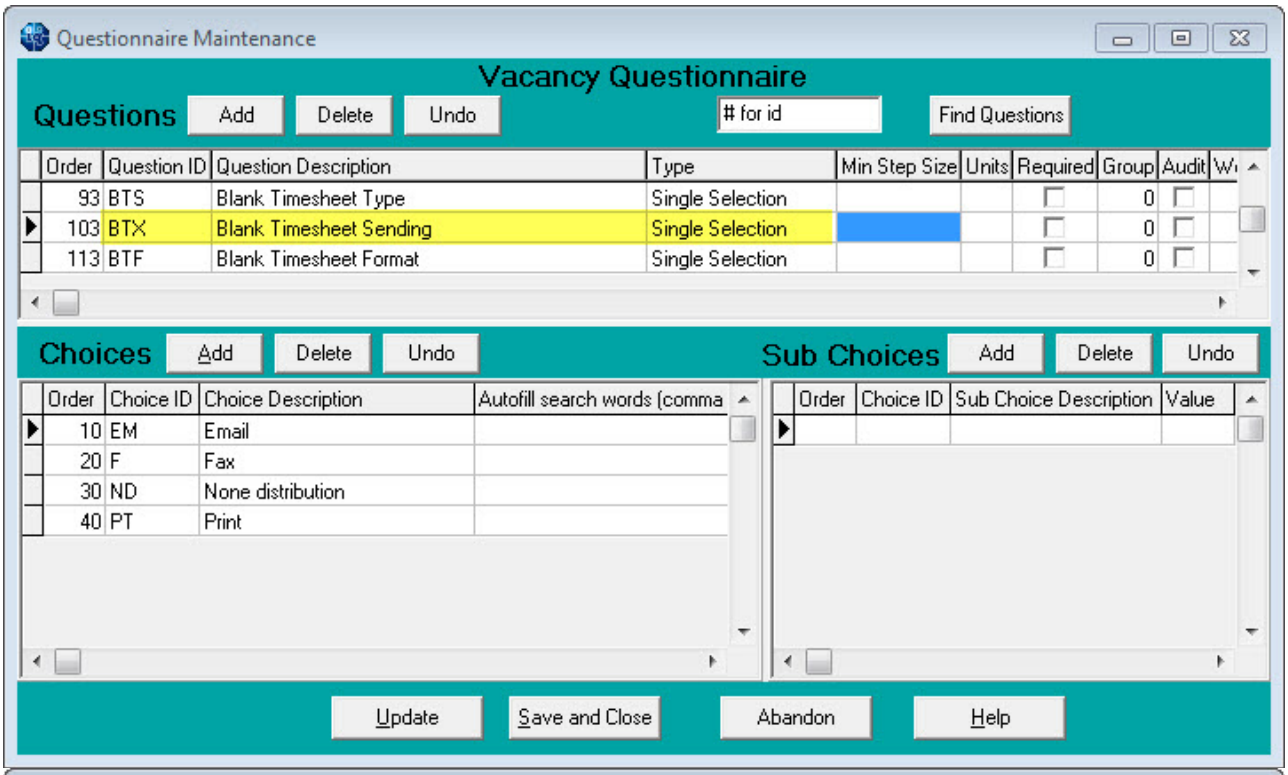
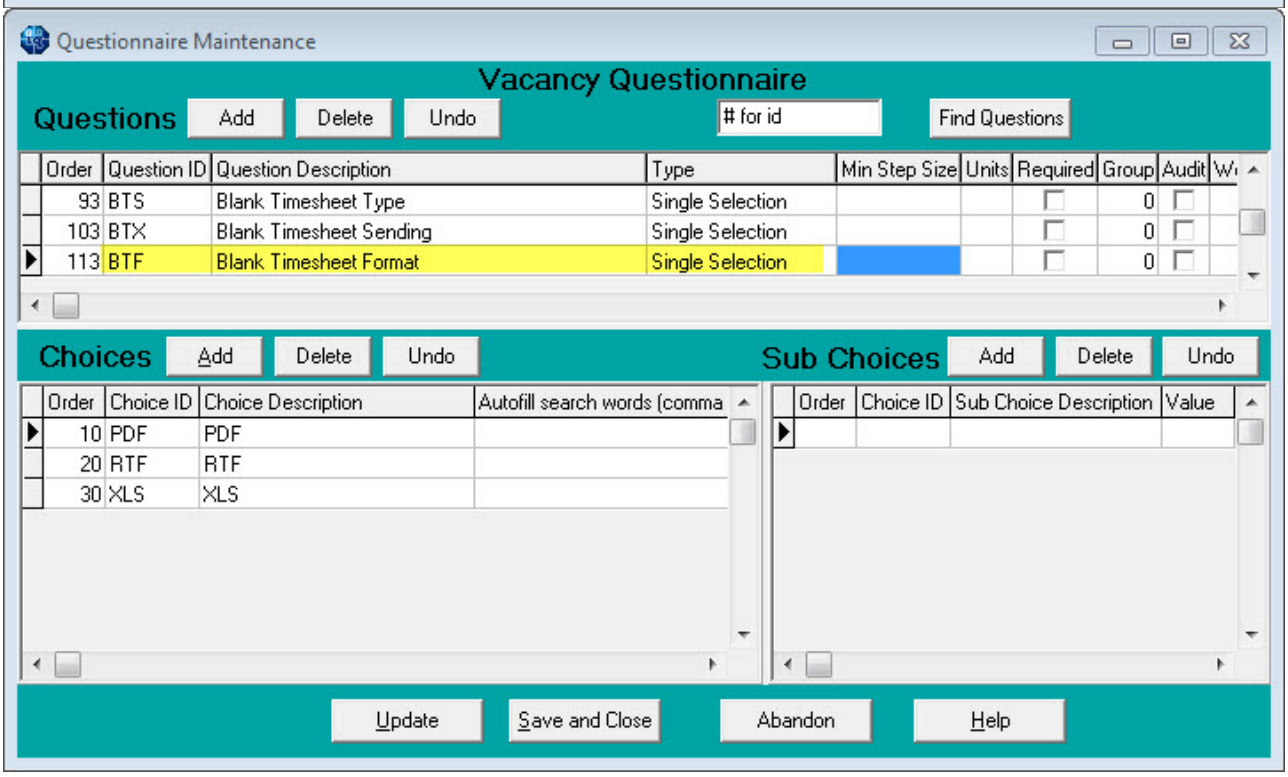
Setting up Blank Timesheet Dispatch Function

Please contact IQX Support to discuss this feature further.

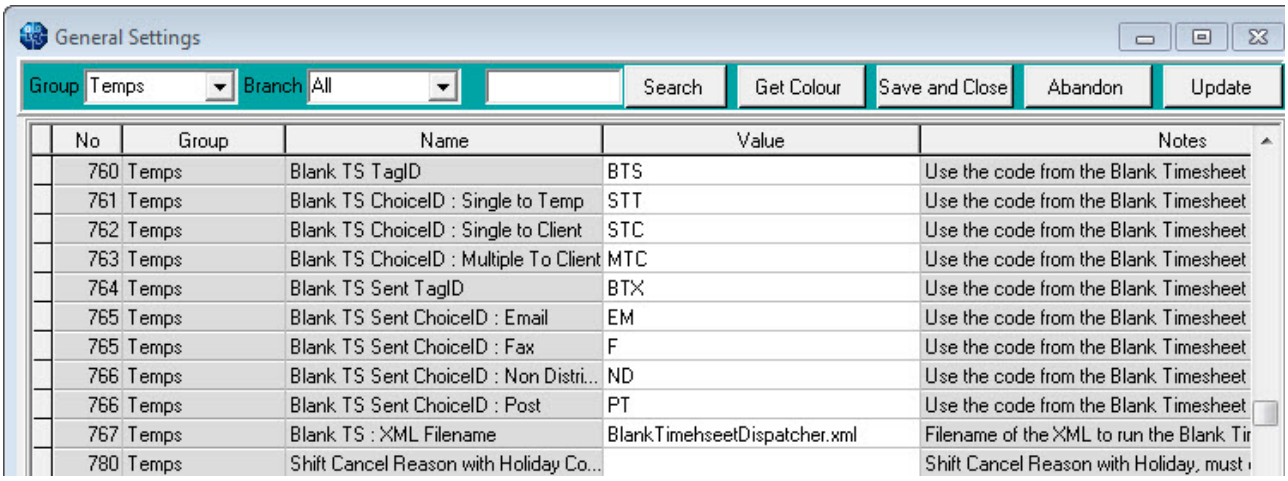
1. Set up new questions associated with blank timesheets as below:
   Maintenance> Vacancy Questionnaire
   Question Type must be Single Choice
   Only letters of numbers can be used as Choice IDs (not the default _ as the default types are set per Division within the Agency Setup)







2. The next consideration is the mappings in General Settings → Temps 760> 767



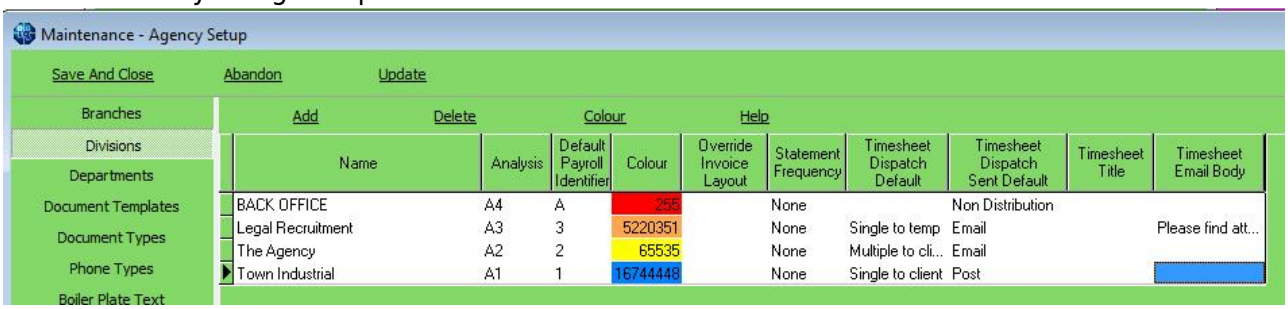
No	Group	Name	Value	Notes
760	Temps	Blank TS TagID	BTS	Use the code from the Blank Timesheet
761	Temps	Blank TS ChoiceID : Single to Temp	STT	Use the code from the Blank Timesheet
762	Temps	Blank TS ChoiceID : Single to Client	STC	Use the code from the Blank Timesheet
763	Temps	Blank TS ChoiceID : Multiple To Client	MTC	Use the code from the Blank Timesheet
764	Temps	Blank TS Sent TagID	BTX	Use the code from the Blank Timesheet
765	Temps	Blank TS Sent ChoiceID : Email	EM	Use the code from the Blank Timesheet
765	Temps	Blank TS Sent ChoiceID : Fax	F	Use the code from the Blank Timesheet
766	Temps	Blank TS Sent ChoiceID : Non Distri...	ND	Use the code from the Blank Timesheet
766	Temps	Blank TS Sent ChoiceID : Post	PT	Use the code from the Blank Timesheet
767	Temps	Blank TS : XML Filename	BlankTimehseetDispatcher.xml	Filename of the XML to run the Blank Tir
780	Temps	Shift Cancel Reason with Holiday Co...		Shift Cancel Reason with Holiday, must

To disable the dispatching functionality, leave the blank TS Tag ID (760) and the blank TS Sent Tag ID (764) empty (blank).

To enable the dispatching functionality:

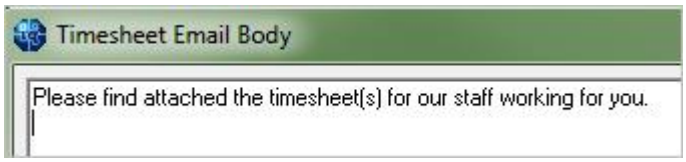
1. Set up the Blank TS Type Tag ID (760) to the same as the Vacancy Question Tag for Timesheet Type **BTS**
2. Set the Blank TS Sent Tag ID (764) to the same as the Vacancy Question Tag for Timesheet Dispatch Method **BTX**
3. Choice IDs in general settings should map to the choice IDs of Vacancy Questionnaires. If a choice ID in the general settings isn't used in the vacancy questionnaire, please leave **blank** as the code will be replaced by **VOID**
4. The filename of the XML to run the Blank Timesheet Dispatch should be set in 767, the file must reside in the Reports Directory and filename match exactly. EG. BlankTimesheetDispatcher.xml

3. In Maintenance> Agency Setup> Division set the DEFAULTS. These are used unless overwritten on the Vacancy using the questions set there.



Name	Analysis	Default Payroll Identifier	Colour	Override Invoice Layout	Statement Frequency	Timesheet Dispatch Default	Timesheet Dispatch Sent Default	Timesheet Title	Timesheet Email Body
BACK OFFICE	A4	A	255		None		Non Distribution		
Legal Recruitment	A3	3	5220351		None	Single to temp	Email		Please find att...
The Agency	A2	2	65535		None	Multiple to cli...	Email		
Town Industrial	A1	1	16744448		None	Single to client	Post		

1. Timesheet Dispatch Default. Select from the drop down selection of the Dispatch TYPE choice description from the vacancy questionnaire.
2. Timesheet Dispatch Default Sent. Select from the the drop down selection of the Dispatch METHOD choice description from the vacancy questionnaire.
3. Timesheet Title. If left BLANK the division name is assumed. The title is used to prefix the report files and email subjects lines. If the same report can be used for all Divisions the same prefix can be entered in all the Timesheet Title columns.
4. Email Body. This can be a straight piece of text and will be used when the dispatch job is executed.



4. A report for each type of timesheet (Multiple to Client, Single to Client, Single to Temp) must be saved into the reports directory, prefixed with the name of the Division EG:

```
Legal Recruitment Export Multiple Timesheet.rtm
The Agency Export Multiple Timesheet.rtm
```

If the same format is required for all Divisions the same prefix can be entered in all the Timesheet Title columns eg IQX and the report saved as

```
 IQX Export Multiple Timesheet.rtm
```

Go back to Configuration Guides
See also Using Blank Timesheet Dispatcher

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