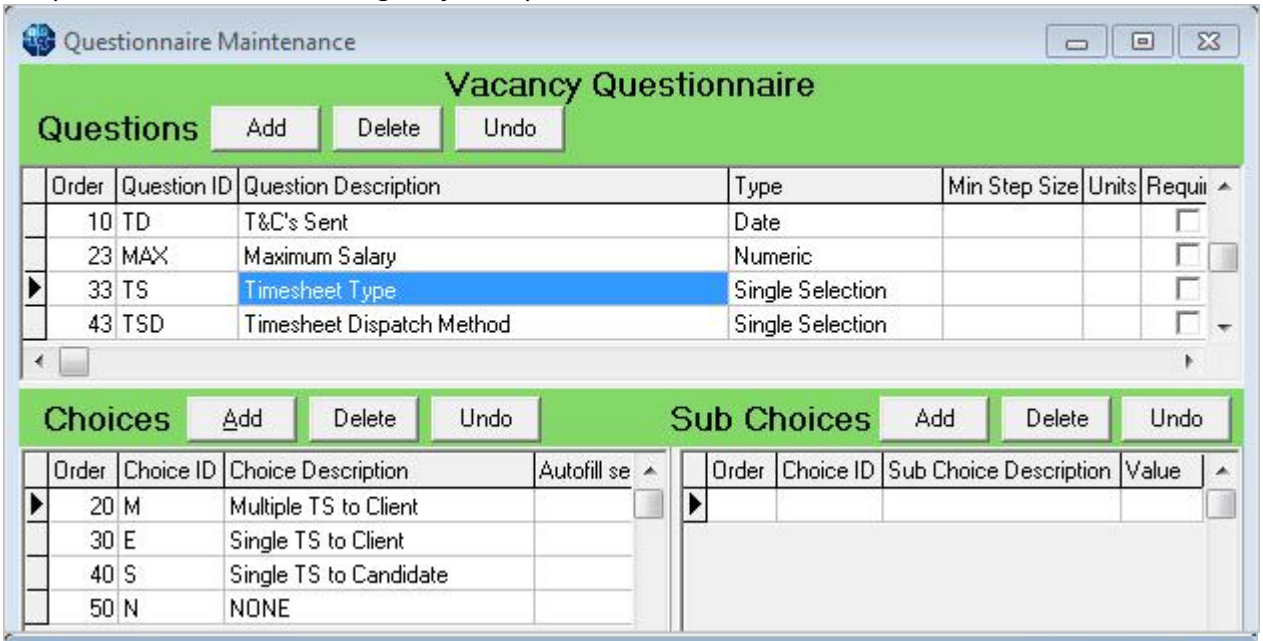
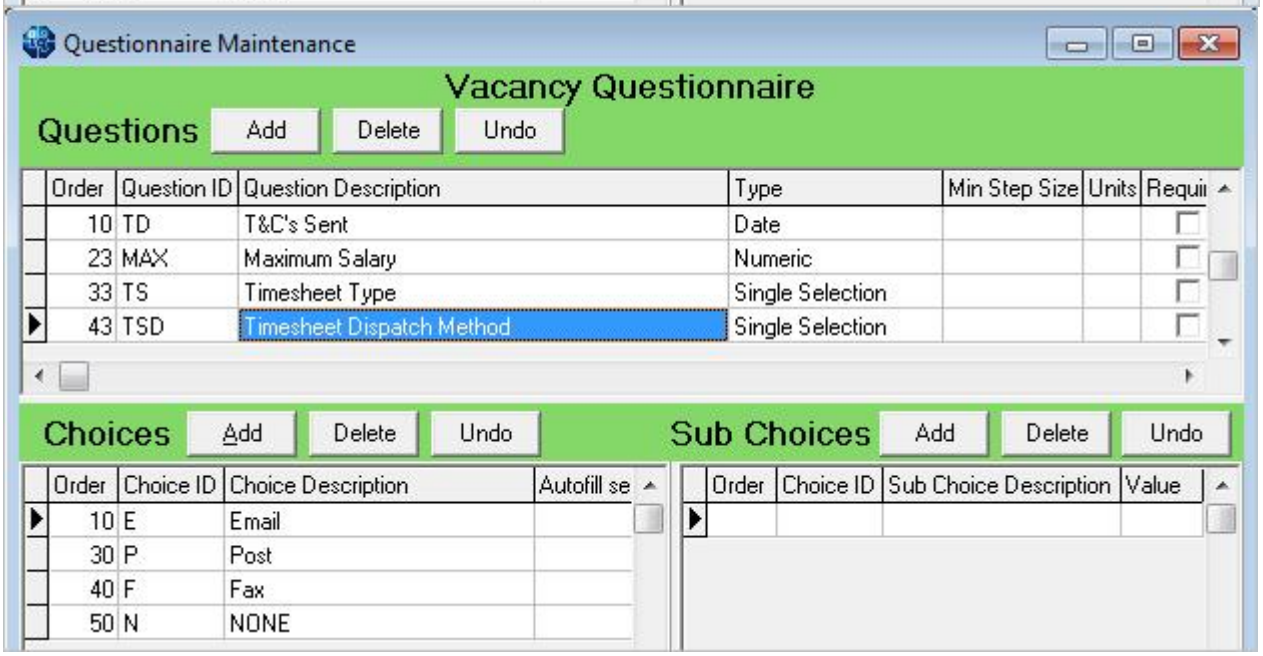
# Setting up Blank Timesheet Dispatch Function

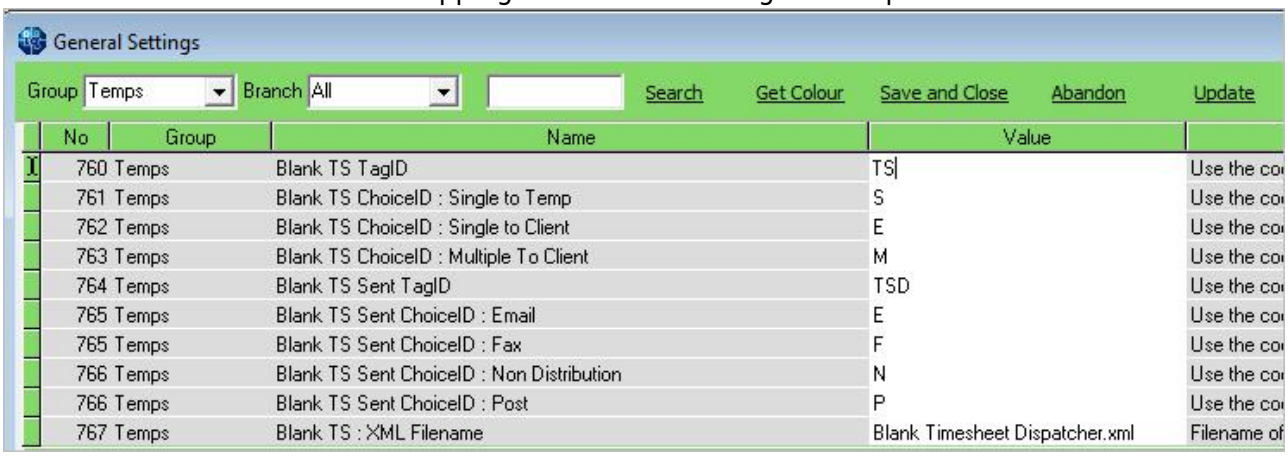
Please contact IQX Support to discuss this feature further.

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



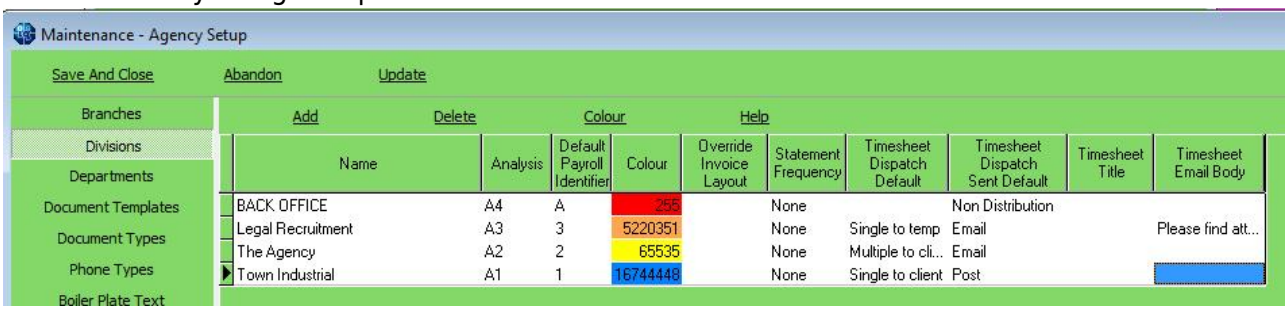

| No | Group | Name | Value | |
|---|---|---|---|---|
| 760 | Temps | Blank TS TagID | TS | Use the co |
| 761 | Temps | Blank TS ChoiceID : Single to Temp | S | Use the co |
| 762 | Temps | Blank TS ChoiceID : Single to Client | E | Use the co |
| 763 | Temps | Blank TS ChoiceID : Multiple To Client | M | Use the co |
| 764 | Temps | Blank TS Sent TagID | TSD | Use the co |
| 765 | Temps | Blank TS Sent ChoiceID : Email | E | Use the co |
| 765 | Temps | Blank TS Sent ChoiceID : Fax | F | Use the co |
| 766 | Temps | Blank TS Sent ChoiceID : Non Distribution | N | Use the co |
| 766 | Temps | Blank TS Sent ChoiceID : Post | P | Use the co |
| 767 | Temps | Blank TS : XML Filename | Blank Timesheet Dispatcher.xml | Filename of |

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:

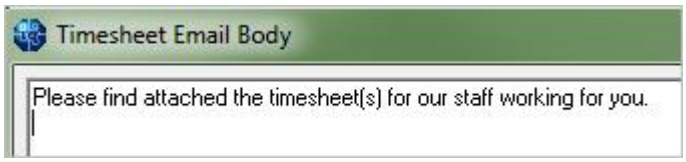
1. Set up the Blank TS Type Tag ID (760) to the same as the Vacancy Question Tag for Timesheet Type **TS**
2. Set the Blank TS Sent Tag ID (764) to the same as the Vacancy Question Tag for Timesheet Dispatch Method **TSD**
3. Choice IDs in general settings should map to the choice IDs of Vacancy Questionnaires. 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'
```

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