

Beyond - How to Utilize SystemIQ

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Overview

With the SystemIQ integration, you can tap into AI-driven assistance, helping to generate content quickly, reducing the need for manual writing and enabling you to focus on more strategic aspects of recruitment.

Content can be generated for individual record types using pre-defined prompts, custom prompts, and more.

Note The SystemIQ integration requires additional licensing. Please contact your TempWorks Account Manager for more information.

Security Permission Requirements

Users will need to be a member of a Security Group that contains a combination of the following permissions:

- For **administrative** users, the following permissions need to be applied:
 - SystemIQ - Can Administrate AI
 - SystemIQ - Can Administrate AI Users
 - SystemIQ - Custom
 - SystemIQ - General
- For **general** SystemIQ users, the following permissions need to be applied:
 - SystemIQ - Custom
 - SystemIQ - General

☒ SystemIQ - Can administrate AI
Allows user to configure a monthly budget, and setup a custom deployment AI model.

☒ SystemIQ - Can administrate AI users
Allows user to add/view/edit groups, and distribute the monthly budget amongst groups.

☒ SystemIQ - Custom
Allows users to input custom prompts and have an ongoing conversation with SystemIQ.

☒ SystemIQ - General
Allows users to access pre-determined SystemIQ prompts.

Note If you utilize custom Security Groups with Advanced Permissions, you will need to add the Access to

the "SystemIQ" pages within their respective record type to the Security Groups that require the functionality:

The screenshot shows a configuration interface for SystemIQ. At the top, there are tabs for 'BY PAGE' and 'BY FIELD', with 'BY PAGE' selected. A search bar contains 'SystemIQ' and a close button. A toggle switch on the right is labeled 'Selecting a parent selects children' and is checked. Below this, a list of record types is shown, each with a checkbox for 'Access':

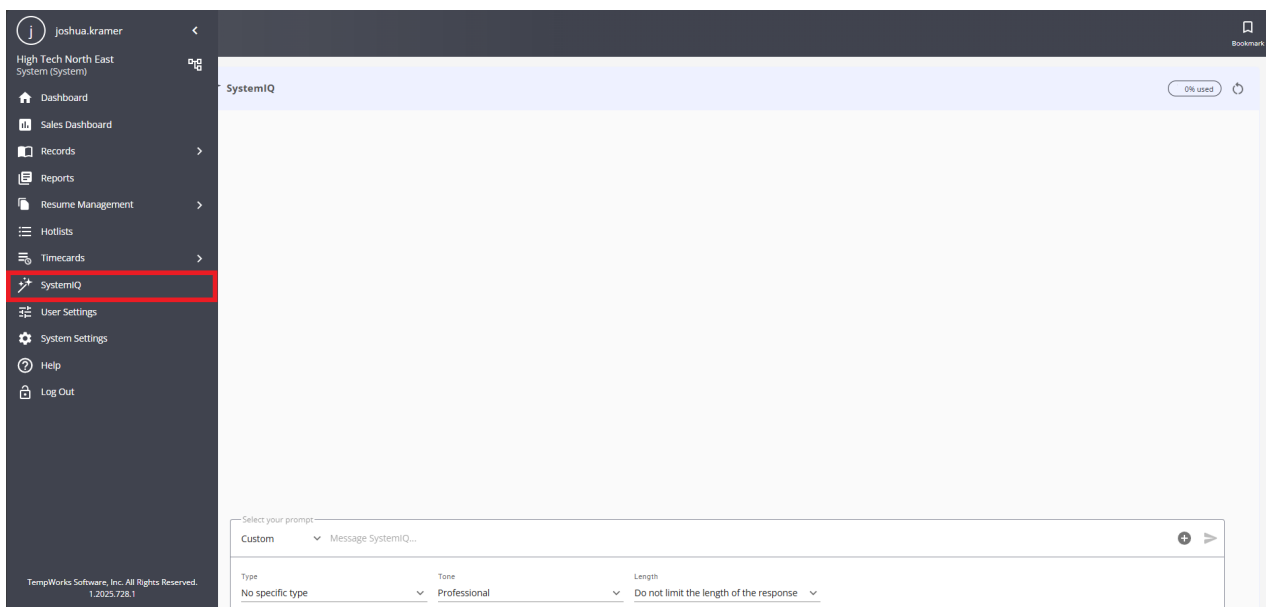
Record Type	Access
Employee	<input checked="" type="checkbox"/>
Customer	<input checked="" type="checkbox"/>
Contact	<input checked="" type="checkbox"/>
Job Order	<input checked="" type="checkbox"/>
Assignment	<input checked="" type="checkbox"/>

For more information on created custom Security Groups with Advanced Permissions, please see the following article titled "[Beyond - Creating Security Groups with Advanced Permissions](#)".

Accessing SystemIQ

SystemIQ can be accessed via the following methods:

- B Menu > SystemIQ:



- The Beyond Email Composer:

First Name Employee Id

Compose Email

To: Robin Robinson (X) CC BCC

From: joshua.kramer@tempworks.com

Subject

DRAFT YOUR MESSAGE WITH SystemIQ

Compose your message...

B *i* U **A** **Aa** **A** **A:**
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ADDITIONAL ACTIONS
 📅 ⚙️

SAVE AS DRAFT
 CANCEL SEND

- The "SystemIQ" card within the following individual record types:
 - Employee
 - Customer
 - Contact
 - Job Order
 - Assignment

123 Nursing (779547) 123az ER (779243) Engen, MN 55121

Active Onboarding Reports Tasks DNA Status Bookmark More

Bookmarks Pages Recent History

VISIFILE DETAILS **SYSTEMIQ** DEFAULTS DOCUMENTS INVOICE HISTORY INVOICE SETUP MESSAGES CUSTOM DATA

SystemIQ 0% used

Select your prompt

Custom Message SystemIQ...

Linked Data

123 Nursing - Basic Info

Type: No specific type Tone: Professional Length: Do not limit the length of the response 123 Nursing 1 Selected

- The "SystemIQ" charm within the following individual fields:

- Customer > Defaults > Job Descriptions:

Add Job Description

* Job Title

Public Job Title












▼

* Job Description

✎

✎ DRAFT YOUR PUBLIC JOB DESCRIPTION WITH SystemIQ

Public Job Description

B *i* U **A** ▼ **AA** ▼  **A:**          

Type something

Education Summary

Experience Summary

☐ Add localization

SAVE AS DRAFT

CANCEL SUBMIT

- Job Order > Details > Job Information > Job Description:

Job Information

* Job Title

8 hour Nurse

▼

* Job Order Type

TE

▼

* Positions Required

1

VMS Positions Count

0

* Job Order Duration

Indef

▼

Start Date

Estimated End Date

Shift

Evening

▼

Start Time

3:00 PM

End Time

11:00 PM

Job Description

✦

Dress Code

Safety Notes

Shift Notes

SAVE AS DRAFT

CANCEL

SUBMIT

- Job Order > Details > Job Board Options > Public Job Description:

Job Board Options

Posting Date

11/8/2023

X

Publicly Visible

☒

Public Job Title

DRAFT YOUR JOB DESCRIPTION WITH SystemIQ

Public Job Description

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Type something

Education Summary

Experience Summary

☐ Show Worksite Address

☐ Show Pay Rate

☐ Add localization

SAVE AS DRAFT

CANCEL

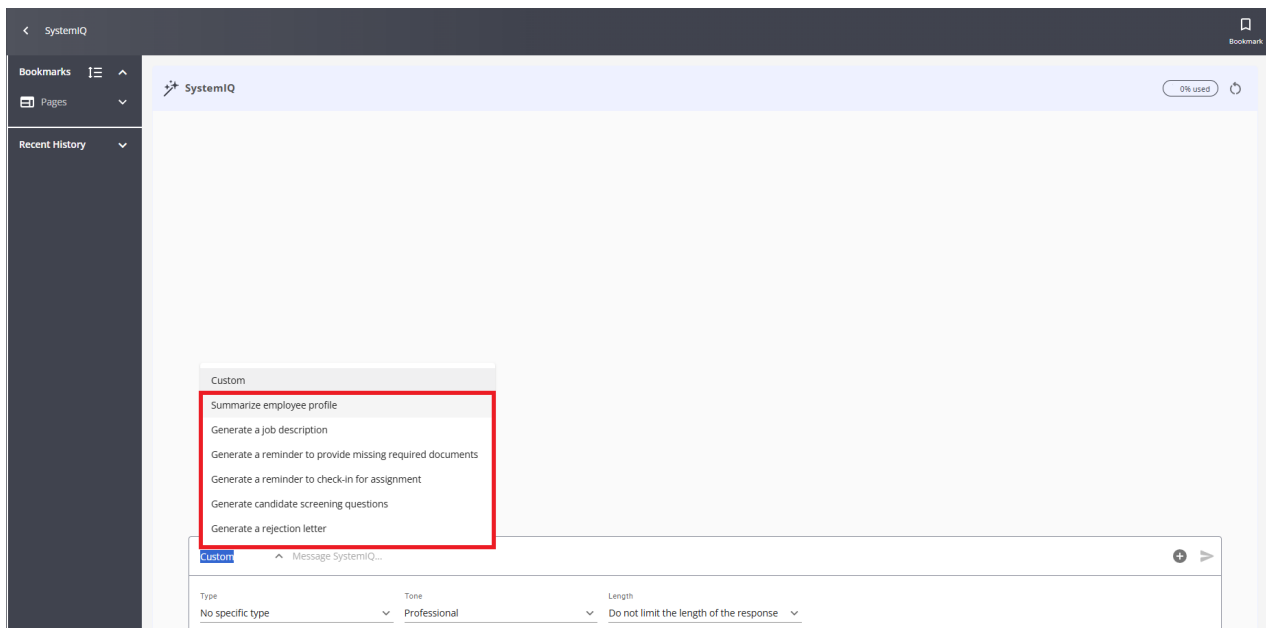
SUBMIT

Utilizing SystemIQ Using Pre-Defined Prompts

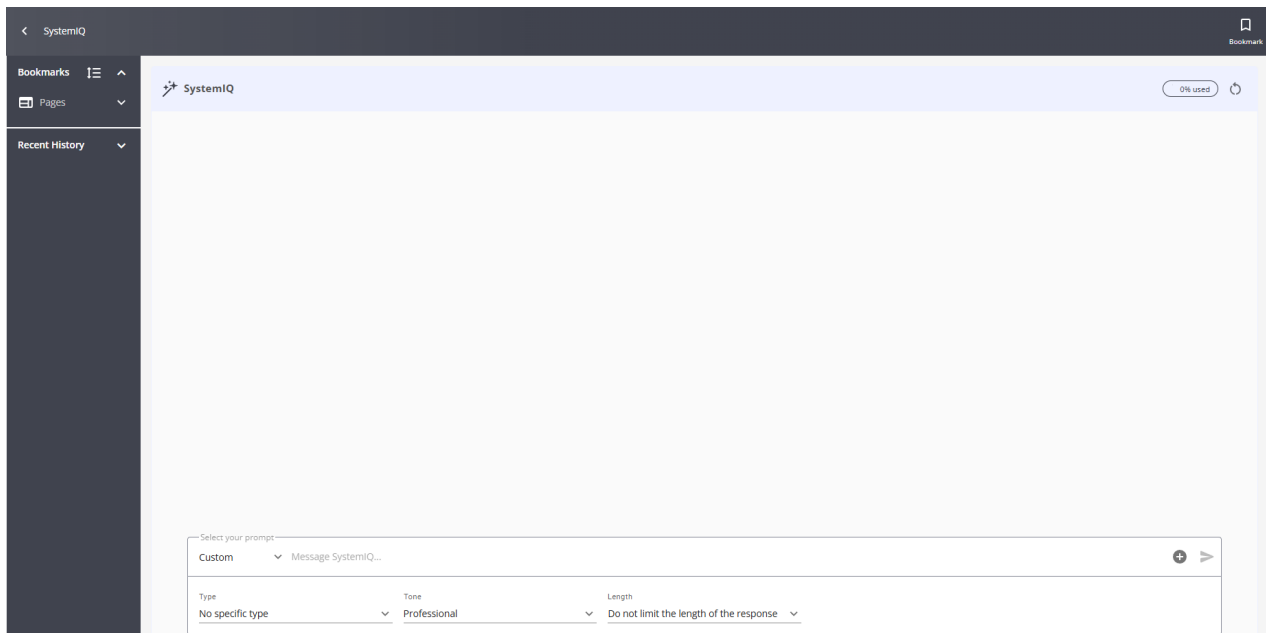
The following are pre-defined prompts that have been configured by TempWorks to be used within their respective record types:

- Summarize employee profile
 - This can be utilized within the following SystemIQ locations:
 - B Menu > SystemIQ
 - Employee > SystemIQ
- Generate a job description
 - This can be utilized within the following SystemIQ locations:
 - B Menu > SystemIQ
 - Customer > Defaults > Job Descriptions
 - Job Order > Details > Job Information > Job Description
 - Job Order > Details > Job Board Options > Public Job Description
- Generate a reminder to provide missing required documents
 - This can be utilized within the following SystemIQ locations:
 - B Menu > SystemIQ

- Employee > SystemIQ
- Beyond Email Composer
- Generate a reminder to check-in for assignment
 - This can be utilized within the following SystemIQ locations:
 - B Menu > SystemIQ
 - Assignment > SystemIQ
 - Beyond Email Composer
- Generate candidate screening questions
 - This can be utilized within the following SystemIQ locations:
 - B Menu > SystemIQ
 - Job Order > SystemIQ
- Generate a rejection letter
 - This can be utilized within the following SystemIQ locations:
 - B Menu > SystemIQ
 - Employee > SystemIQ
 - Job Order > SystemIQ
 - Beyond Email Composer

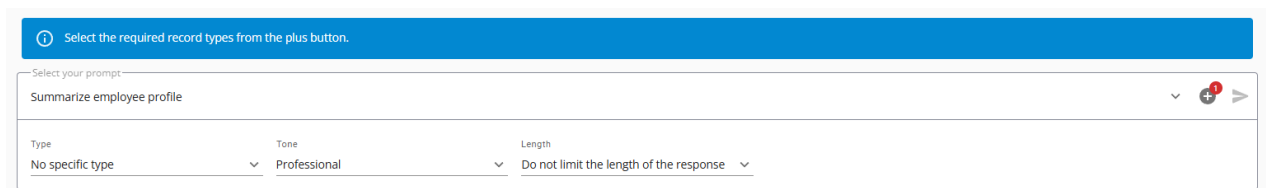


To use one of the pre-defined prompts, navigate to the general SystemIQ page within the B Menu or navigate to a specific record type:



Note For the following example, we will be utilizing the general SystemIQ page via B Menu > SystemIQ.

Within the "Select your prompt" section, select the dropdown and select one of the pre-defined prompts:



Select the "+" to the right to search for and find the intended employee record:

Searching for EMPLOYEES (1) ▾

Filter on Active Status, Last Name

☰

<input checked="" type="checkbox"/>	<div>Robin, Christopher</div> <div>121445132 · High Tech NW</div>	4295097670
<input type="checkbox"/>	<div>Robinson, Abbey</div> <div>111223333 · High Tech NE</div>	4295037477
<input type="checkbox"/>	<div>Robinson, Abbey</div> <div>High Tech NE</div>	4295167880
<input type="checkbox"/>	<div>Robinson, Abbey</div> <div>High Tech NE</div>	4295202356
<input type="checkbox"/>	<div>Robinson, Abbey</div> <div>High Tech NE</div>	4295236832
<input type="checkbox"/>	<div>Robinson, Abbey</div> <div>High Tech NE</div>	4295271308

1 selected record

CLEAR SELECTION

CANCEL

OK

Note If utilizing a pre-defined prompt within the specific record types SystemIQ page, that specific record would be automatically selected, preventing you from having to search for the correct record.

Once the intended record has been selected, you will see the pre-populated data sets that SystemIQ will be generating the response from:

Select your prompt

Summarize employee profile

▾ + ▶

Linked Data

Christopher Robin - Basic Info

Christopher Robin - Assignment History

Christopher Robin - Work History

Christopher Robin - Education History

Type

No specific type

Tone

Professional

Length

Do not limit the length of the response

Christopher Robin

4 Selected

✕

Note For a list of fields that provide the data to SystemIQ when generating responses from prompts, please see the article titled [Beyond - Data Utilized by SystemIQ](#).

You can now select the following before generating the response:

- **Type:** The type of response that will be generated (No Specific Type, Text, Email)
- **Tone:** The overall tone of the response that will be generated (Professional, Casual, Persuasive, No Specific Tone)

- **Length:** The overall length of the response received once generated (Short, Medium, Long, Do not limit the length of the response)

Select your prompt: Summarize employee profile

Linked Data

Christopher Robin - Basic Info Christopher Robin - Assignment History Christopher Robin - Work History Christopher Robin - Education History

Type: No specific type Tone: Professional Length: Do not limit the length of the response

Christopher Robin 4 Selected

Once the appropriate options have been chosen, select ➤ to generate the response from SystemIQ:

Select your prompt: Summarize employee profile

Linked Data

Christopher Robin - Basic Info Christopher Robin - Assignment History Christopher Robin - Work History Christopher Robin - Education History

Type: No specific type Tone: Professional Length: Do not limit the length of the response

Christopher Robin 4 Selected

SystemIQ will then generate the response based on the prompt and the data that has been provided:

SystemIQ 0% used

Preset Prompt: Summarize employee profile

Christopher Robin - Basic Info Christopher Robin - Assignment History Christopher Robin - Work History Christopher Robin - Education History

Tone set to "Professional"

Profile Summary:

Christopher Robin is a skilled temporary employee with a proven track record of reliability and versatility in a range of assignments. With experience in forklift operations, Christopher demonstrates hands-on technical aptitude and the ability to thrive in industrial and warehouse environments. His most recent work assignment spanned over four years at 100 Acre Woods, Inc., highlighting his dedication and capacity to maintain consistent, quality performance over long-term engagements. Christopher possesses a clean employment record and is deemed "Eligible for Hire," showcasing his dependability and readiness for new opportunities within the workforce.

Christopher's work history reflects his ability to work under the supervision of professionals, as evidenced by his collaboration with Amy Andrew, the supervisor during his previous assignment. He earned a competitive pay rate of \$16/hour, further underlining his professional credibility and value as an asset to employers in high-paced settings. His experience suggests familiarity with operational roles that require precision and professionalism, making him an excellent candidate for roles requiring forklift operation, warehouse logistics, or similar heavy machinery expertise.

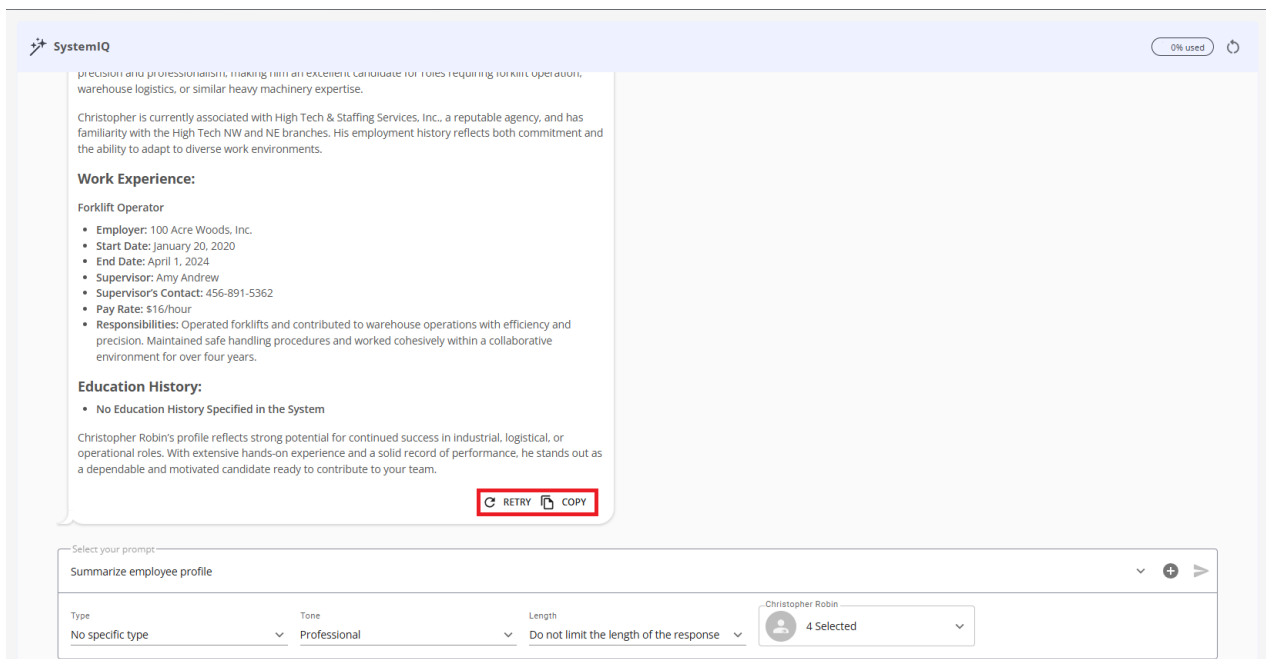
Christopher is currently associated with High Tech & Staffing Services, Inc., a reputable agency and has

Select your prompt: Summarize employee profile

Type: No specific type Tone: Professional Length: Do not limit the length of the response

Christopher Robin 4 Selected

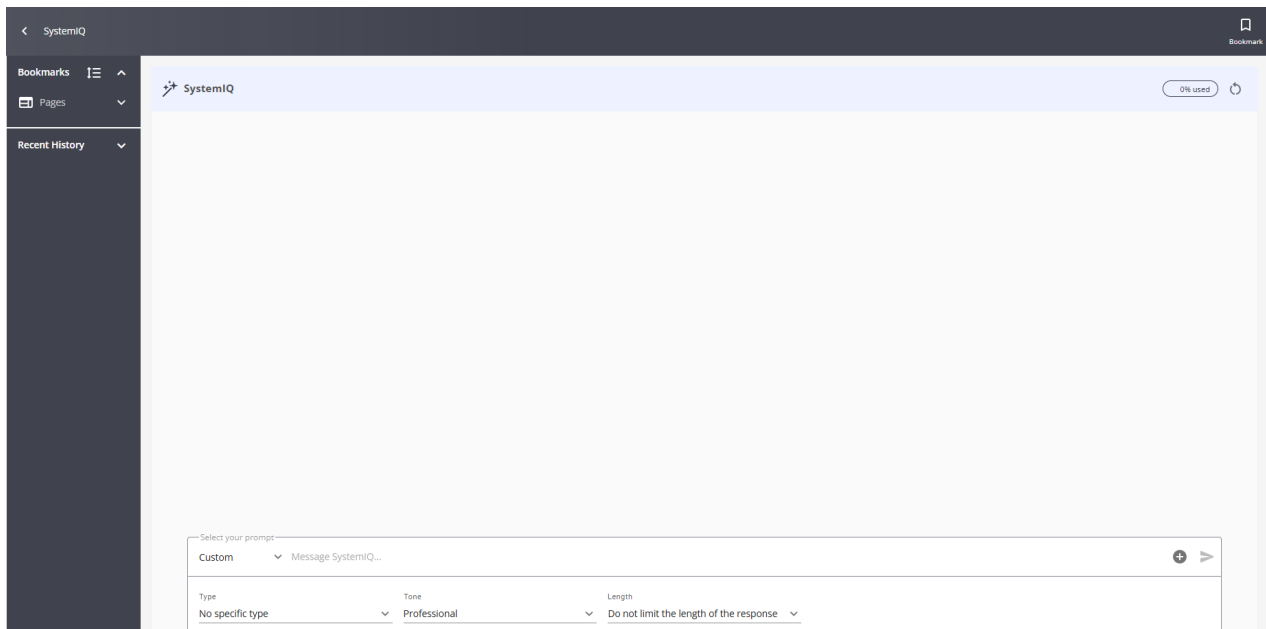
With the response generated, you have the option to either copy the response or have SystemIQ retry generating the response:



Utilizing SystemIQ Using Custom Prompts

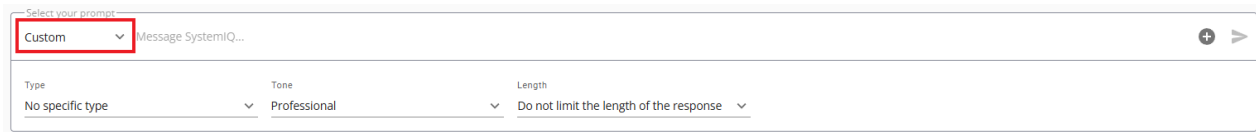
Along with the pre-defined prompts, SystemIQ also allows the use of custom prompts to generate responses for specific information being requested.

Navigate to the general SystemIQ page within the B Menu or navigate to a specific record type:



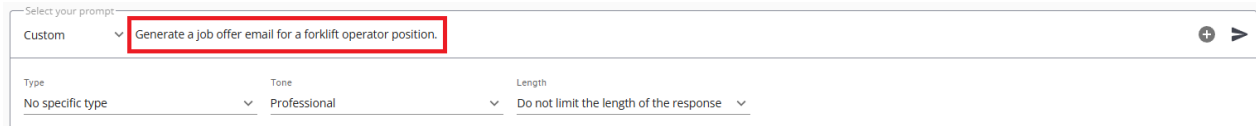
Note For the following example, we will be utilizing the general SystemIQ page via B Menu > SystemIQ. Custom prompts can also be used within the specific record types SystemIQ page.

Within the "Select your prompt" section, select the dropdown and select "Custom":



The screenshot shows a form titled "Select your prompt". A dropdown menu is open, and "Custom" is selected. The text "Message SystemIQ..." is visible in the input field. Below the dropdown, there are three sections: "Type" with "No specific type", "Tone" with "Professional", and "Length" with "Do not limit the length of the response".

Within the "Message SystemIQ" field, enter your custom prompt:

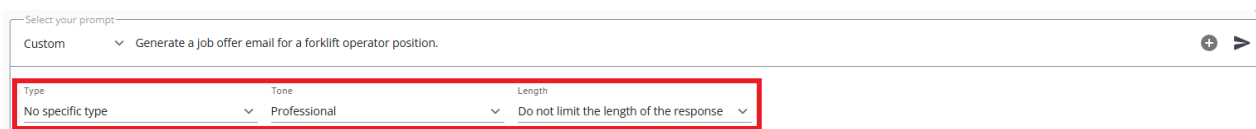


The screenshot shows the same form as before, but now the custom prompt "Generate a job offer email for a forklift operator position." is entered in the input field. The dropdown menu is still open, and "Custom" is selected.

Optionally, you can select the "+" to the right to search for and select a specific record type in the event it fits the requirement of the prompt.

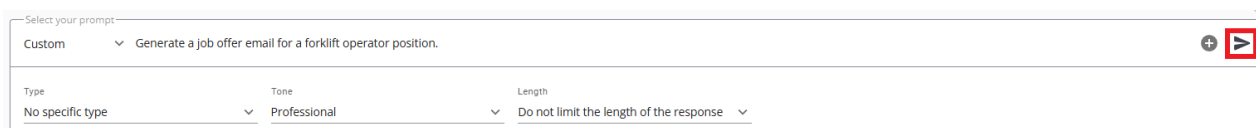
You can now select the following before generating the response:

- **Type:** The type of response that will be generated (No Specific Type, Text, Email)
- **Tone:** The overall tone of the response that will be generated (Professional, Casual, Persuasive, No Specific Tone)
- **Length:** The overall length of the response received once generated (Short, Medium, Long, Do not limit the length of the response)



The screenshot shows the form with the custom prompt entered. The dropdown menu is still open, and "Custom" is selected. The "Type" dropdown is set to "No specific type", the "Tone" dropdown is set to "Professional", and the "Length" dropdown is set to "Do not limit the length of the response".

Once the appropriate options have been chosen, select ➤ to generate the response from SystemIQ:



The screenshot shows the form with the custom prompt entered and the options selected. The "Generate" button, represented by a right-pointing arrow, is highlighted with a red box.

SystemIQ will then generate the response based on the prompt and the data that has been provided:

SystemIQ

0% used

Generate a job offer email for a forklift operator position.

Tone set to "Professional"

Subject: Job Offer for Forklift Operator Position

Dear [Candidate's Name],

We are pleased to offer you the position of **Forklift Operator** at [Company Name]. After reviewing your qualifications and meeting with you during the interview process, we are confident that your skills and experience make you an excellent fit for this role on our team.

As a Forklift Operator, you will play a vital role in [Company Name]'s operations, contributing to the safe and efficient management of inventory, materials, and equipment. Below are the details of the offer:

Position: Forklift Operator
Employment Type: [Full-time/Part-time/Temporary, etc.]
Start Date: [Proposed Start Date]
Location: [Work Address or Facility]
Compensation: \$[Hourly Rate/Annual Salary], plus [any applicable bonuses, benefits, or incentives, if applicable]
Work Schedule: [Details of working days and hours, such as Monday-Friday, 8:00 AM - 5:00 PM]

In addition to competitive pay, [Company Name] is proud to offer our employees [list a few key benefits if applicable, such as health insurance, paid time off, retirement plans, or employee perks].

This offer is contingent upon the successful completion of any pre-employment requirements, such as background checks, drug screening, or physical assessments, as discussed during the hiring process. More details about onboarding and orientation will be provided upon your acceptance.

Select your prompt

Custom Generate a job offer email for a forklift operator position.

+

>

Type

Tone

Length

No specific type

Professional

Do not limit the length of the response

With the response generated, you have the option to either copy the response or have SystemIQ retry generating the response:

SystemIQ

0% used

Location: [Work Address or Facility]
Compensation: \$[Hourly Rate/Annual Salary], plus [any applicable bonuses, benefits, or incentives, if applicable]
Work Schedule: [Details of working days and hours, such as Monday-Friday, 8:00 AM - 5:00 PM]

In addition to competitive pay, [Company Name] is proud to offer our employees [list a few key benefits if applicable, such as health insurance, paid time off, retirement plans, or employee perks].

This offer is contingent upon the successful completion of any pre-employment requirements, such as background checks, drug screening, or physical assessments, as discussed during the hiring process. More details about onboarding and orientation will be provided upon your acceptance.

Please confirm your acceptance of this offer by replying to this email or contacting us directly at [HR Contact Information] no later than [Deadline Date]. If you have any questions or need further clarification, feel free to reach out, and we would be happy to assist.

We are excited about the opportunity to welcome you to [Company Name] and look forward to seeing the impact of your skills and contributions.

Thank you for considering this opportunity, and we hope to hear from you soon.

Warm regards,
[Your Full Name]
[Your Job Title]
[Company Name]
[Email Address]
[Phone Number]

RETRY

COPY

Select your prompt

Custom Generate a job offer email for a forklift operator position.

+

>

Type

Tone

Length

No specific type

Professional

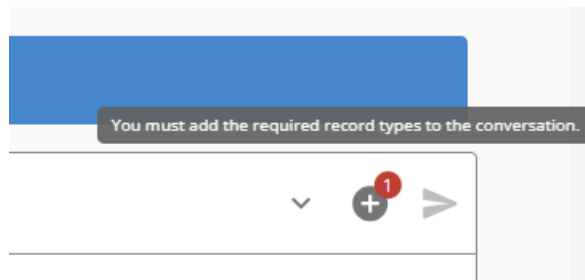
Do not limit the length of the response

Note The above example was one of the many different types of custom prompts that can be submitted using SystemIQ.

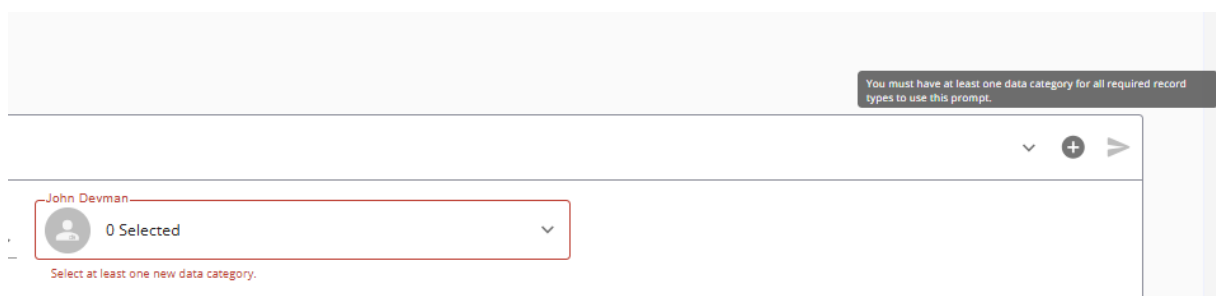
Troubleshooting

TempWorks has added tooltips to explain warnings as to why prompts are unable to be submitted:

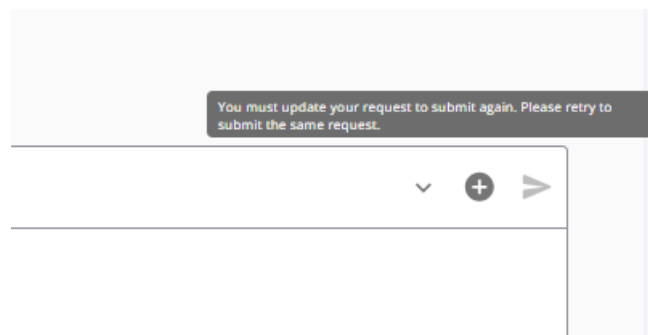
- When using a pre-defined prompt, the user must select the appropriate record type before being able to submit:



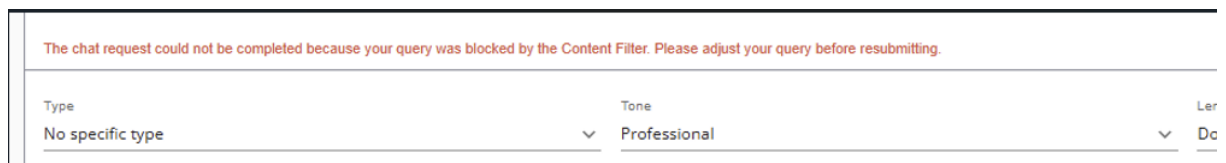
- When using a pre-defined prompt, the user must select at least one data category for the required record type(s):



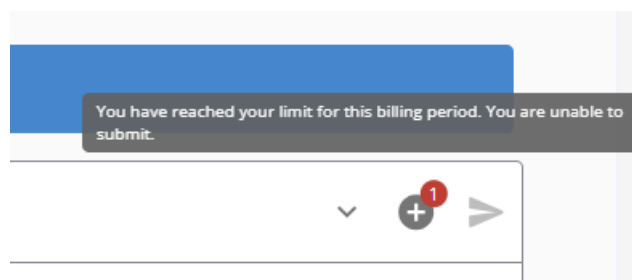
- When using a pre-defined prompt, the user must change at least one filter to re-submit the pre-defined prompt without selecting "Retry":



- If a user's chat is detected to violate the content filter, they'll see the following error:



- In the event users are generating a number of responses that would lead to the allocated budget limit being reached, users will receive a warning stating they are unable to submit additional prompts:



Select your prompt

Custom

▼

Test

This chat message would exceed your limit for this billing period. You can try reducing the amount of text or data you're sending, or you can ask your administrator to increase your limit.

Type

No specific type

▼

Tone

Professional

▼

Length

Do not limit

Related Articles