How to use IQX Diary and Appointments

The Diary tab shows the diary for whoever is selected in the Drop Down list box.
For an individual user, the display format of the main section shows on the page divided into time segments. The time segments can be changed by right clicking on the grey left time margin giving options fro hour to ten minute segments. On the right is the month for quick movement to other dates and below is the week indicating any entries against the day.

It is possible to look at another user's Desk Top, a whole Department's Desk Top or the whole Agency's Desk Top by using the drop down list at the top left of the screen. If a group is selected from the drop down list box the display format is changed.

The table shows the list of users in the department or agency and indicates all their appointments for the day. The table can be stretched downwards to show more users.

To see a week click Zoom Out. This can continue to step out until it shows a whole year.

To see the details of a day for a User click on the desired cell in the User's line and the Appointments/Reminders will be shown below.

How to make a Diary Appointment / Reminder

The Appointment and Reminder forms are the same. An appointment is defined by having duration eg. 1 hour. A reminder has no duration against it.

Button	Action	Details	Keyboard shortcut function key
	Make Diary Appointment	From the diary or on any form where a person is selected this opens a new Diary Appointment.	F3
	Make Diary Reminder	Opens a new Reminder	F12

Diary Appointments/Reminders are made using the above buttons or shortcuts from the Desk Top form or from any form where a person is selected. If starting an appointment/reminder from the desktop diary, right click on the time required and click on 'make appointment'

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