



Desk Top

The Desk Top is the main view to use to see all items that are in progress.

The screenshot shows the 'Desk Top' window with a sidebar on the left containing a 'Daily Work List' with categories like Diary, Diary List, Inbox, Progress due for Action, Interviews, Contact Events due for Callback, Current Vacancies, Tracked Vacancies, Jobpot Vacancies, Unauthorised Placements, Reports, Backup Log, Incoming SMS, Charts, Sales Pipeline, and Internal Chat. The main area displays a table of tasks under the 'Progress' tab.

Select	Action Date	Time	Consultant	Done	Description	Type	Company	Contact	Candidate	Made	Pr'ty
☐	31/08/21		MEENA	☐		C	Eden Brown Ltd.	Armaan Lamber		MEENA 17/08/21 1:5	
☐	12/11/21		MEENA	☐	Class 1	A	10 Group PLC	Meena Brock	Angel Acevedo	MEENA 12/11/21 1:5	
☐	12/11/21		MEENA	☐	Class 1	C	10 Group PLC	Meena Brock	Rio Campbell	MEENA 12/11/21 1:5	
☐	15/11/21		MEENA	☐	HGV	C	10 Group PLC	Meena Brock	Dexter Ball	MEENA 15/11/21 0:5	
☐	13/12/21		MEENA	☐	Driver	P	ABC Contract Se	Taylor Montes	Sophie Anderso	MEENA 13/12/21 1:5	
☐	16/12/21		MEENA	☐	Delivery Driver	A	ABC Contract Se	Lilah Short	Poppy Blooms	MEENA 16/12/21 1:5	
☐	16/12/21		MEENA	☐	Driver	A	Kelway Internati	Molly Daniels	Poppy Blooms	MEENA 16/12/21 1:5	
☐	29/04/22	13:14	MEENA	☐		C			Lolly Cherry	MEENA 29/04/22 1:5	
☐	02/05/22		MEENA	☐	Delivery	C	10 Group PLC	Meena Brock	Simon Alderman	MEENA 02/05/22 1:5	
☐	02/05/22		MEENA	☐	Delivery	C	10 Group PLC	Meena Brock	Bilal Aguilar	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	A	10 Group PLC	Meena Brock	Megan Brownin	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	A	10 Group PLC	Meena Brock	Amir Callahan	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	A	10 Group PLC	Meena Brock	Rio Campbell	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	A	10 Group PLC	Meena Brock	Derek Cantona	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	C	10 Group PLC	Meena Brock	Lolly Cherry	MEENA 02/05/22 1:5	

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