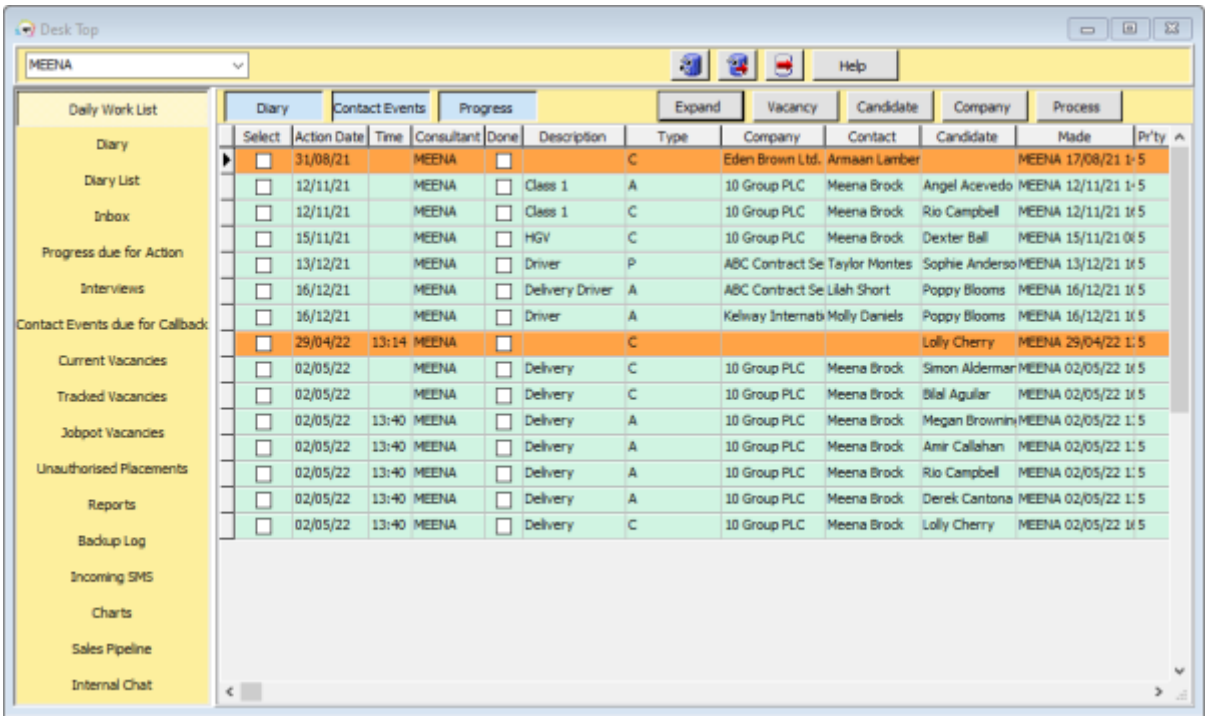
Desk Top

The Desk Top is the main view to use to see all items that are in progress. There is a consultant filter in the top left of every tab to allow you to choose the consultant.



Diary Work List

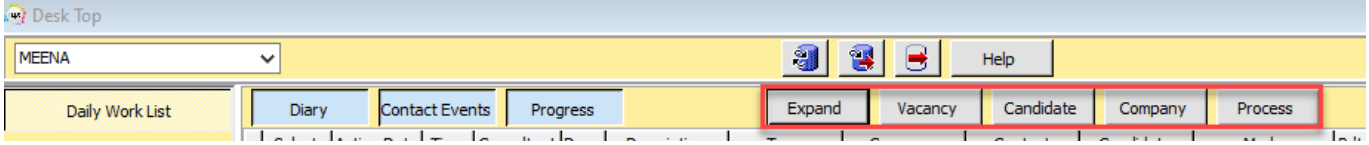
Here you will find all items that require actions. You can filter by Diary appointments, Contact events and progress by using the corresponding buttons. These items are also colour coded so you can identify what each item is at a glance. The colours are as follows:

Diary - White

Contact Events - Orange

Progress - Green

You will also find buttons that will allow you to expand the item, take you directly to the vacancy, Candidate or Company record and you can also process items from here. Again this can be done by clicking on the corresponding buttons.



Diary

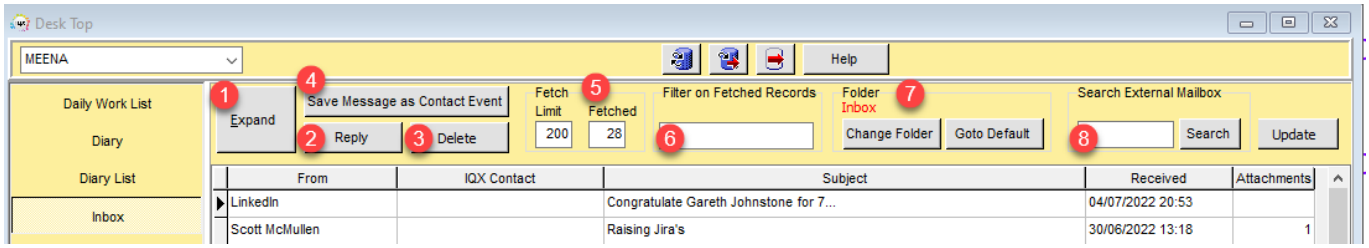
From here you can see all your appointments and reminders, you can also create diary appointments and reminders from this view. To learn more about Diary appointments and reminders click here How to use IQX Diary and Appointments

Diary List

From this tab you can view all your Diary appointments. You can expand them and make changes or set them to pop up by ticking the 'Popup' box.

Inbox

You can view your outlook emails from this tab.



There are several actions you can make from this view.

1. Expand and read Emails
2. Reply to Emails
3. Delete Emails
4. Save email as Contact Event
5. You can set the limit of the number of emails that will be pulled through (Max 200) and you can also see how many have actually been fetched
6. You can filter the fetched Emails to find specific ones
7. You can also change the folder the Inbox pulls from and search in sub folders
8. If there are more than 200 emails in your Outlook inbox, you can search the entire inbox for a specific email

Progress Due for Action

Here you will find a list of all items due for Progress. To learn more click here Progress due for Action

Interviews

You can view all the arranged interviews from here. There is a filter where you can select Past or Future interviews. You can also send notifications from this view, expand the Candidate or Vacancy record or process the items.

To learn more on creating interviews click here How to arrange interviews for a vacancy

Contact Events Due for Callback

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