



Making an Appointment



When you click on this button it will open up your Desk Top Diary view. In here you can set up an appointment by clicking on the day, then double clicking on the time and entering the details of the appointment.

The screenshot displays the iqx Desk Top Diary interface. On the left is a sidebar with a yellow background containing various navigation links. The main area is a grid with time slots from 5:30 AM to 11 PM. A blue bar at 2 PM contains the text 'Test appointment for veku'. On the right, a calendar view for December 2022 is shown, with the 20th highlighted in red. A red arrow points from the appointment bar in the main grid to the 20th in the calendar.

Saturday December 24, 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Go to Today: December 20, 2022

Monday: 19/12/2022	Thursday: 22/12/2022
Tuesday: 20/12/2022	Friday: 23/12/2022
Wednesday: 21/12/2022	Saturday: 24/12/2022
	Test appointment for veku
	Sunday: 25/12/2022



Alternatively, you can right click on the time and select 'Make Appointment' from the menu. This will open a new window where you will fill in all the details. This will also set a reminder pop up for the appointment.

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