



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 shows the iqx Desk Top Diary interface. On the left is a sidebar with a yellow background containing a list of menu items: Daily Work List, 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 is divided into two sections. The top section is a calendar for December 2022, showing dates from Monday 19th to Sunday 25th. The bottom section is a list of appointments. A red arrow points from the 'Test appointment for wiki' entry in the list to the 'Test appointment for wiki' entry in the calendar. The appointment entry in the list is highlighted in blue and contains the text 'Test appointment for wiki'.

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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