



Make a Reminder



When you click on this button a window will open for you to fill in all the details of the reminder you wish to set. You can set the date and time for the reminder pop up. You can also link it to a Company or Person and add notes.

A screenshot of the 'Appointment / Reminder' form. The form has a yellow background and a blue title bar. At the top, there are buttons for 'Contact Event', 'Delete', and 'Help'. Below these, there are fields for 'Consultant' (MEENA), 'Priority level', 'Popup Notification' (checkbox), '0 Minutes', 'Beforehand', 'Date / Time' (Sat 24/12/2022 16:00), 'Recur every' (days), 'Description', 'Duration' (Reminder (no duration)), 'Links' (Unlink, Company, Person), 'Other Staff' (Add, Remove), and 'Notes' (Insert Text).

Appointment / Reminder	
<div>Contact Event Delete Help</div>	
Consultant	MEENA
Priority level	
<input type="checkbox"/> Popup Notification	0 Minutes Beforehand
Date / Time	Sat 24/12/2022 16:00
Recur every	days
Description	
Duration	<input checked="" type="radio"/> Reminder (no duration)
	<input type="radio"/> Minutes <input type="radio"/> Hours <input type="radio"/> Days <input type="radio"/> Weeks
Links	
<div>Unlink</div>	<div>Company</div>
<div>Person</div>	
Other Staff	Notes
<div>Add</div>	<div>Insert Text</div>
<div>Remove</div>	

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