How to use the Desk Top

Relates to:
Desktop form

The Desk Top is intended primarily a quick way for the user to actions which are pending, for example:

- Diarised events,
- Email Inbox,
- People to contact
- Actions to take.

The drop-down box in the top-left of the Desktop form allows the user to select diary entries, contact events or progress events for other members of staff.

The four standard functions at the top right of this form are:

- **Update** Update the current record after making changes, without closing the form
- **Save and close** Save changes to the database, and close the form.
- **Abandon** Close the form and abandon any changes made. Use this option if you are unsure you have made a correct change.
- **Help** - link to the IQX online help topic for this form

See also
5.2 How to use the Diary.
5.3 Viewing emails via Inbox.
5.4 Progress due for Action.
5.5 Contact events due for Callback.
5.6 How to remove items from the Desktop action list.

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