



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 'Desk Top' interface of the iqx system. On the left, a sidebar lists various functions: 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 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 a red arrow pointing from the 2 PM slot to the date 24/12/2022. The calendar also shows dates for Monday 19/12/2022, Thursday 22/12/2022, Tuesday 20/12/2022, Friday 23/12/2022, Wednesday 21/12/2022, Saturday 24/12/2022, and 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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