



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 are fields for 'Consultant' (MEENA), 'Priority level', 'Popup Notification' (checkbox), '0 Minutes', and 'Beforehand'. The 'Date / Time' field shows 'Sat 24/12/2022 16:00' and 'Recur every' days. The 'Description' field is empty. The 'Duration' section has radio buttons for 'Reminder (no duration)', 'Minutes', 'Hours', 'Days', and 'Weeks'. The 'Links' section has an 'Unlink' button and fields for 'Company' and 'Person'. The 'Other Staff' section has 'Add' and 'Remove' buttons. The 'Notes' section has an 'Insert Text' button and a large text area.

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