# Getting Started

- Start up
- Desk Top
- Company Selector
- Company Record
- Person Selector
- The Person Record
- Vacancy Selector
- Vacancy Record
- Temp Desk
- Make an Appointment
- Make a Reminder
- Progress Selector
- Placement Selector
- Contact Events
- Quick Fill Shift
- Staff Note
- How to search for a Person
- How to add a new Person
- How to search for a Company/Contact
- How to add a new Company
- How to add and remove Contacts
- How to make a Contact Event
- How to add a new Vacancy
- How to send CVs to a Vacancy Contact
- IQX Booking Consultant guides (shifts)
- IQX Perms
- Hints and Tips