



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.

The screenshot shows the 'Appointment / Reminder' window with the following fields and options:

- Contact Event** button and **Delete** button.
- Consultant**: MEENA (dropdown menu).
- Priority level**: (dropdown menu).
- Popup Notification**: ☐ (checkbox).
- 0** (spinner box).
- Minutes** (dropdown menu).
- Beforehand** (text).
- Date / Time**: Sat 24/12/2022 16:00 (dropdown menu).
- Recur every** (spinner box).
- days** (text).
- Description**: (text area).
- Duration**: ☒ Reminder (no duration) (radio button).
- Minutes** (radio button).
- Hours** (radio button).
- Days** (radio button).
- Weeks** (radio button).
- Links**: **Unlink** button.
- Company** (text field).
- Person** (text field).
- Other Staff**: **Add** button, **Remove** button.
- Notes**: **Insert Text** button.

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