



Desk Top

The Desk Top is the main view to use to see all items that are in progress.

The screenshot shows the 'Desk Top' window with a sidebar on the left containing a 'Daily Work List' menu. The main area displays a table of items. The table has columns: Select, Action Date, Time, Consultant, Done, Description, Type, Company, Contact, Candidate, Made, and Pr'ty. The items are color-coded: white for Diary, orange for Contact Events, and green for Progress. The table is filtered by 'MEENA' in the search bar. The 'Progress' tab is selected in the top navigation bar.

Select	Action Date	Time	Consultant	Done	Description	Type	Company	Contact	Candidate	Made	Pr'ty
☐	31/08/21		MEENA	☐		C	Eden Brown Ltd.	Armaan Lamber		MEENA 17/08/21 1:5	
☐	12/11/21		MEENA	☐	Class 1	A	10 Group PLC	Meena Brock	Angel Acevedo	MEENA 12/11/21 1:5	
☐	12/11/21		MEENA	☐	Class 1	C	10 Group PLC	Meena Brock	Rio Campbell	MEENA 12/11/21 1:5	
☐	15/11/21		MEENA	☐	HGV	C	10 Group PLC	Meena Brock	Dexter Ball	MEENA 15/11/21 0:5	
☐	13/12/21		MEENA	☐	Driver	P	ABC Contract Se	Taylor Montes	Sophie Anderso	MEENA 13/12/21 1:5	
☐	16/12/21		MEENA	☐	Delivery Driver	A	ABC Contract Se	Lilah Short	Poppy Blooms	MEENA 16/12/21 1:5	
☐	16/12/21		MEENA	☐	Driver	A	Kelway Internati	Molly Daniels	Poppy Blooms	MEENA 16/12/21 1:5	
☐	29/04/22	13:14	MEENA	☐		C			Lolly Cherry	MEENA 29/04/22 1:5	
☐	02/05/22		MEENA	☐	Delivery	C	10 Group PLC	Meena Brock	Simon Alderman	MEENA 02/05/22 1:5	
☐	02/05/22		MEENA	☐	Delivery	C	10 Group PLC	Meena Brock	Bilal Aguilar	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	A	10 Group PLC	Meena Brock	Megan Brownin	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	A	10 Group PLC	Meena Brock	Amir Callahan	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	A	10 Group PLC	Meena Brock	Rio Campbell	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	A	10 Group PLC	Meena Brock	Derek Cantona	MEENA 02/05/22 1:5	
☐	02/05/22	13:40	MEENA	☐	Delivery	C	10 Group PLC	Meena Brock	Lolly Cherry	MEENA 02/05/22 1:5	

Diary Work List

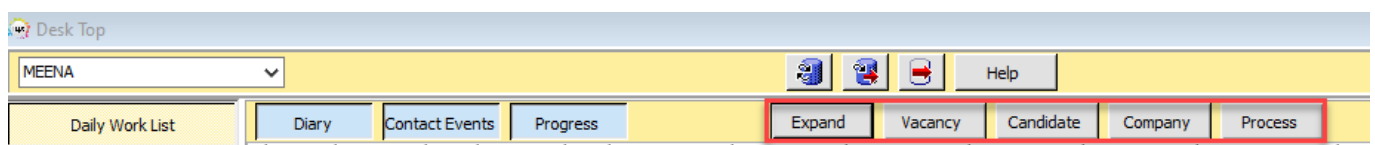
Here you will find all items that require actions. You can filter by Diary appointments, Contact events and progress by using the corresponding buttons. These items are also colour coded so you can identify what each item is at a glance. The colours are as follows:

Diary - White

Contact Events - Orange

Progress - Green

You will also find buttons that will allow you to expand the item, take you directly to the vacancy, Candidate or Company record and you can also process items from here. Again this can be done by clicking on the corresponding buttons.





Diary

From here you can see all your appointments and reminders, you can also create diary appointments and reminders from this view. To learn more about Diary appointments and reminders click [here](#)

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