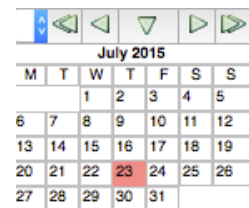**How to add a diary entry on SQLWorks**

Procedure

1. To add a diary entry on SQLWorks, select Diary (or Diary Calendar) located in the SQLWorks CRM drop down list.

2. Use the mini calendar arrows to navigate through the years and months

3. The centre (today) arrow reverts the calendar to today's date

4. Use the slider bar at the bottom to show more (or less) days of the month

5. Once you have found the day of your new entry, right click on the box and select New Event. Double click on the day also allows a new entry to be made
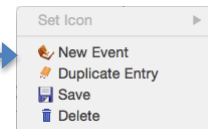
6. You will then see the dialogue box shown below. In the "Text" box, type in the information about the event such as what it is, who it involves etc.

7. Click on the "Layer" drop-down arrow and select the option that is relevant to the event such as "Visit" or "Holiday"
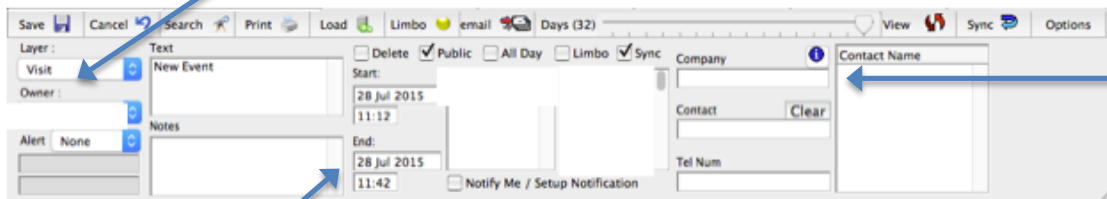
8. Type in your start and end date and times in the 4 boxes – if the event is all day – click on the "All Day" button

9. Double click on the names listed if they are attending the event

10. Type the company name in the box labelled "Company" and select your entry from the drop down list. Contacts within that company can also be selected.

11. Click "Save" to save the event and to add it to the diary.