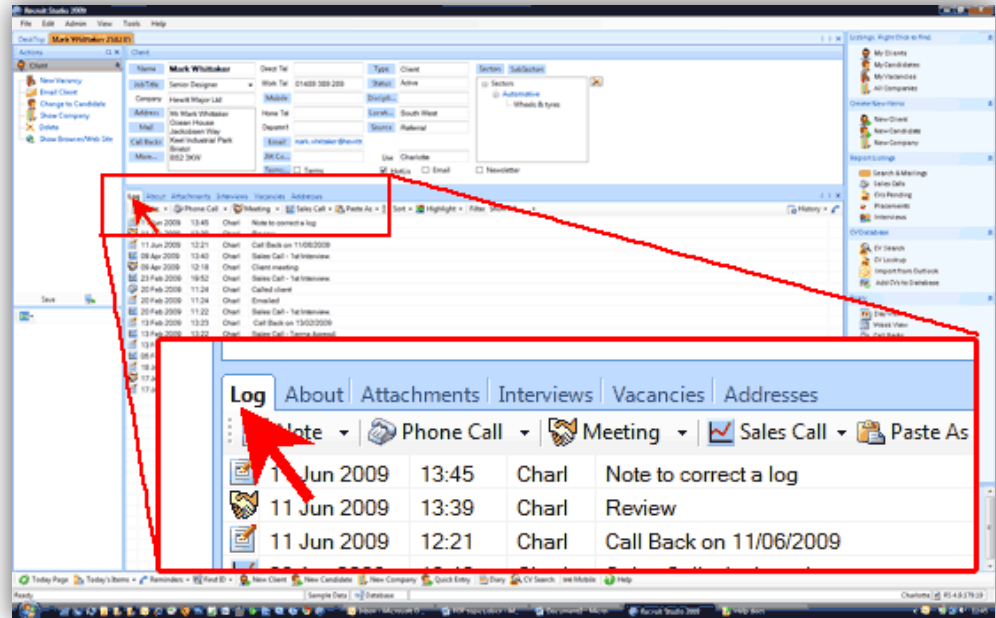


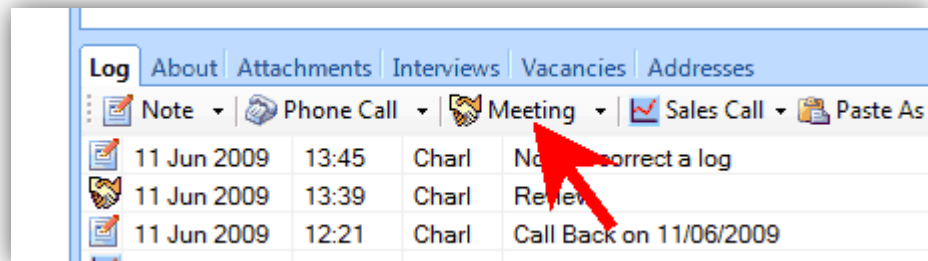
How do I arrange a client meeting?

Arranging client meetings is quick and simple in Recruit Studio.

1. Open the client record and go to the Log tab.



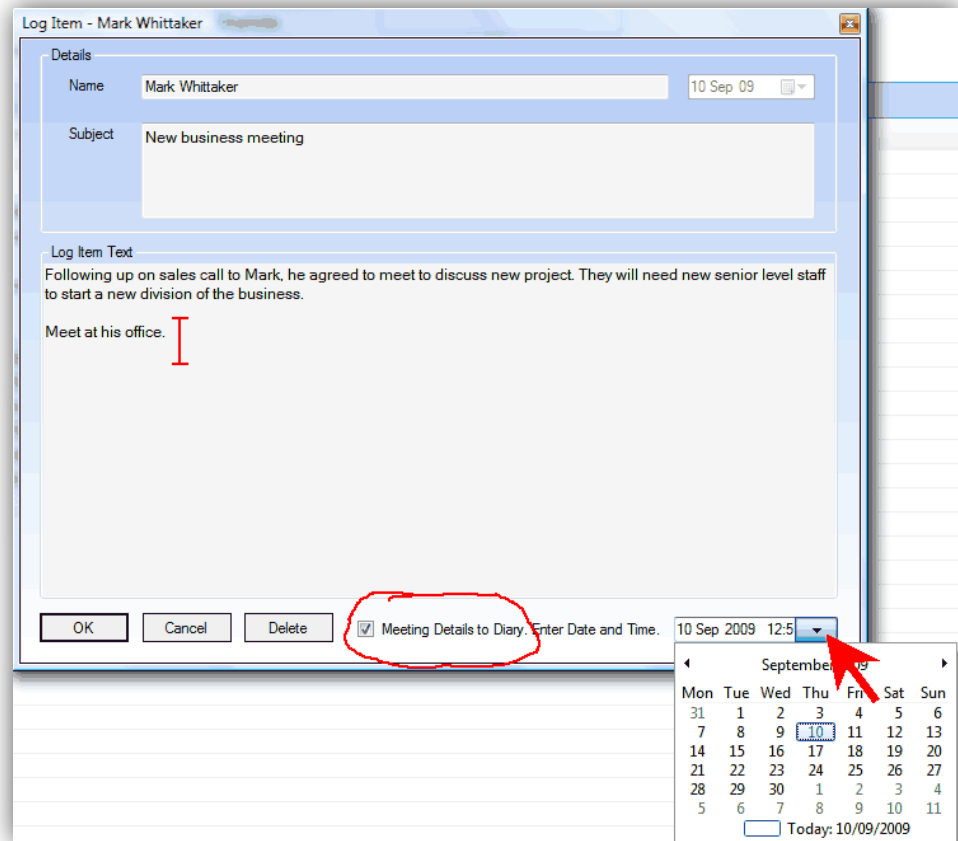
2. Click the 'Meeting' button on the toolbar.



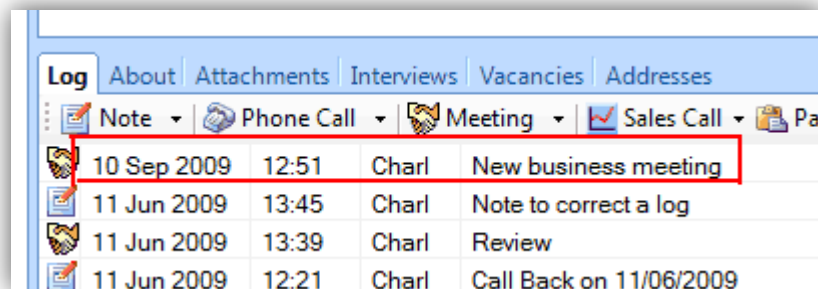
- Enter the details – subject, notes and time and date.

Notice that the meeting details will be sent by default to your diary.

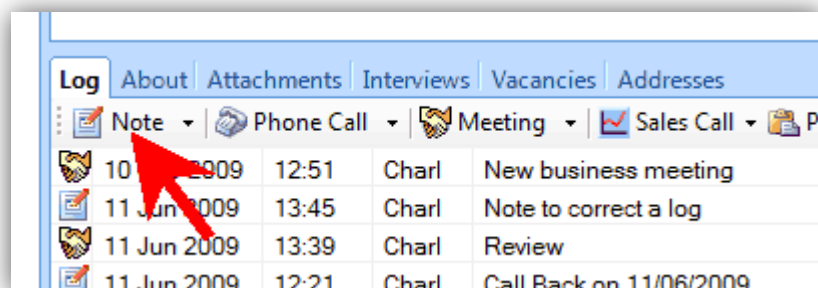
Click 'Ok' to save the meeting.



- The meeting has now been added to the log and will appear in your appointments diary and the 'Client Meetings' section of Sales Calls.



- After the meeting has taken place, make a new log note to record what you discussed.



See also:

- *How do I manage my client meetings?*