



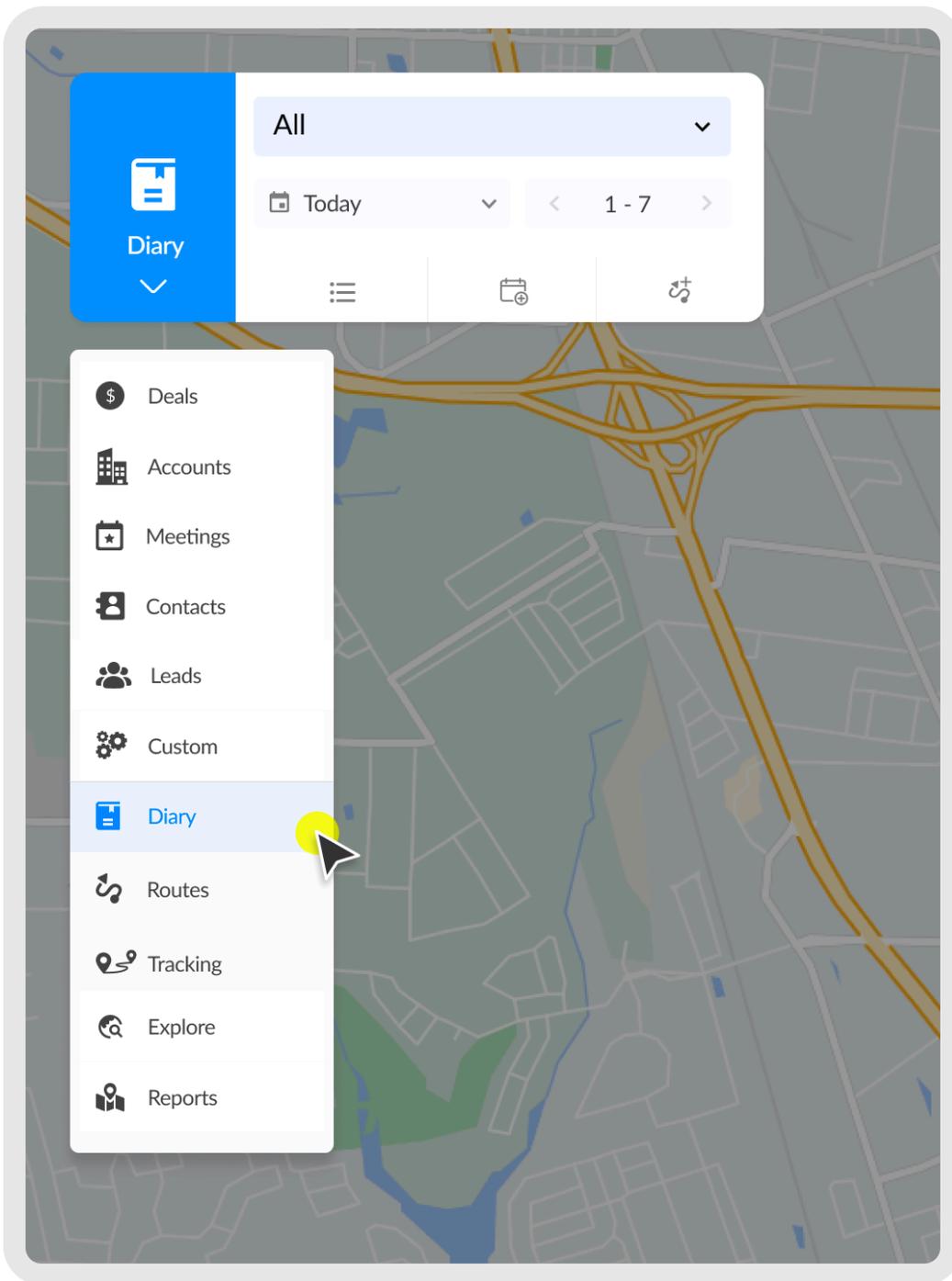
Diary

The *Diary* module is a journal where all your and your teams' meetings and routes are stored.

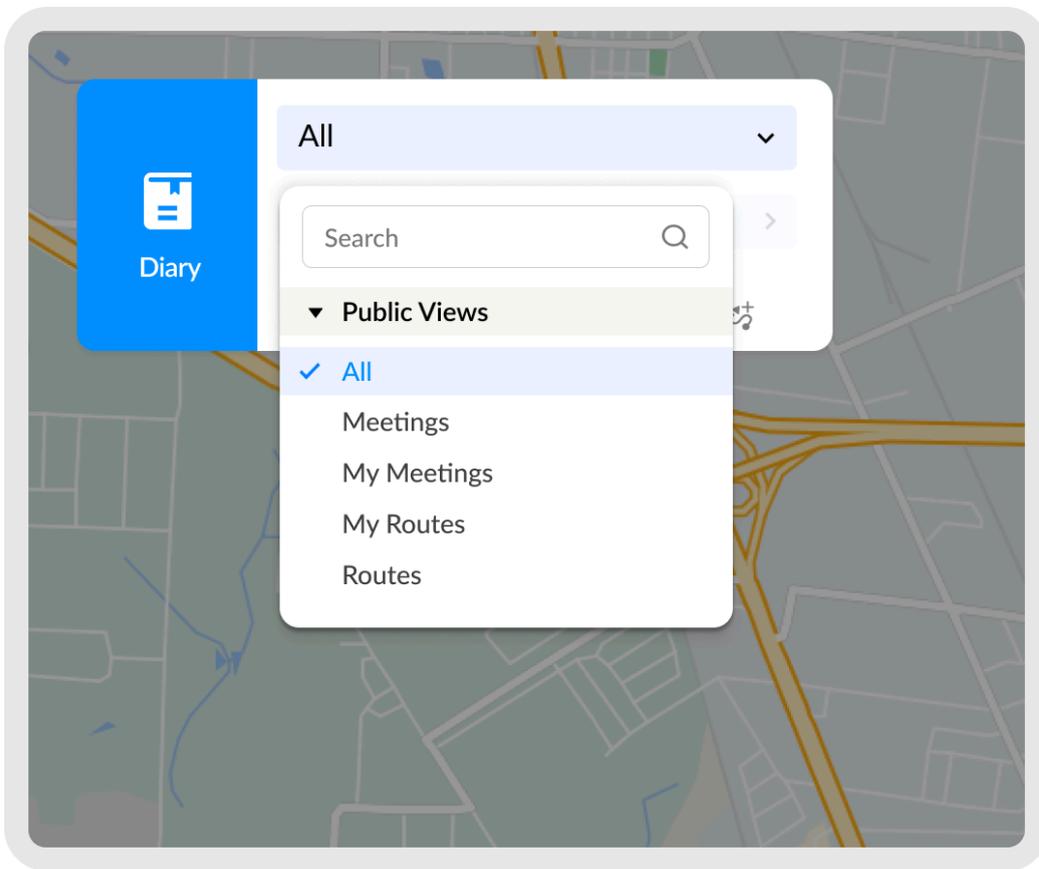
You can view upcoming meetings and routes you and your team have planned. Similarly, you can go back a month or two and view past schedules.

Viewing the Diary

1. Hover your mouse cursor over the current module.
2. Click the dropdown button.
3. Click **Diary** to view a list of created routes and arranged meetings.



Changing RouteIQ Views in the Diary module



1. Click the down arrow beside the RouteIQ view field. This will show you a list of RouteIQ Views:

- All: This lists all meetings and routes you can access.
- Meetings: This lists all the meeting records you can access.
- My Meetings: This lists only the meetings scheduled under your name.
- My Routes: This lists only the routes you own.
- Routes: This lists all the routes you can access.

2. You can search and select the required RouteIQ View to make it the current view.

Viewing schedules for a different date

1. Click the **Sort by** field below the *RouteIQ View* field.
2. Choose between **Today**, **Yesterday**, or **Tomorrow** or click **Custom** option to pick an alternative date from the calendar widgets.

