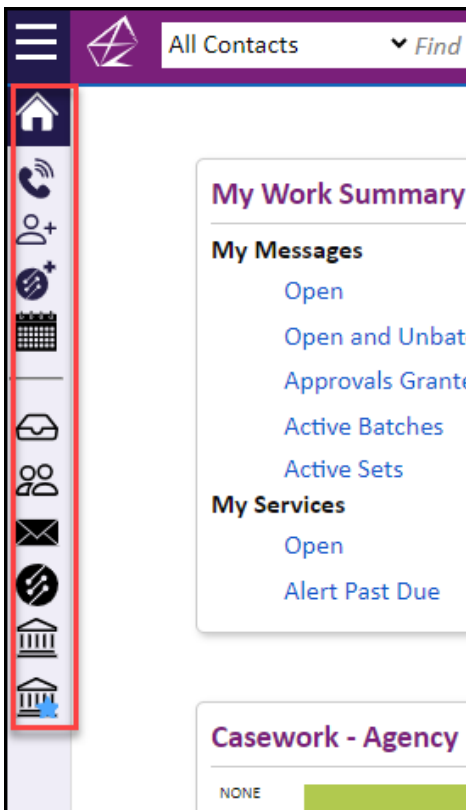# Action Bar Icons

Market: House, Senate
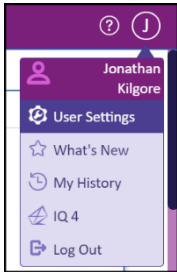
Description: Description of the Action Bar icons

Pinned Applications

There are several icons on the left-hand action bar and in the top upper right-hand corner of the IQ5 dashboard. Below is a glossary of the icons and their corresponding applications. The pinned Quick Actions are configurable. See below.

Icon	Application	Description
	Log Call	Allows you to quickly log an opinion from any application or view.
	Find or Add Contact	Allows you to quickly find a contact or add a contact.

|	Add New Service	Allows you to quickly create a new service request.
	Add Event	Allows you to create a new event easily and quickly.
	IQ4 Dashboard	Takes you to a series of easy to view, clickable reports showing different aspects of your office's IQ work.
	Tour Trackr	If your office subscribes to this service, Tour Trackr allows your office to easily track and manage tour requests.
	Help	Takes you to the online help section with "how to" articles organized by application.
	Option button for additional features	When selected, additional options appear:
	User Settings	This is where you can set your systems preferences, such as screen color and preferred service applications.

Configuring the Quick Action Icons

This option allows you to control which icons you see in the Quick Action section of the Action Bar.
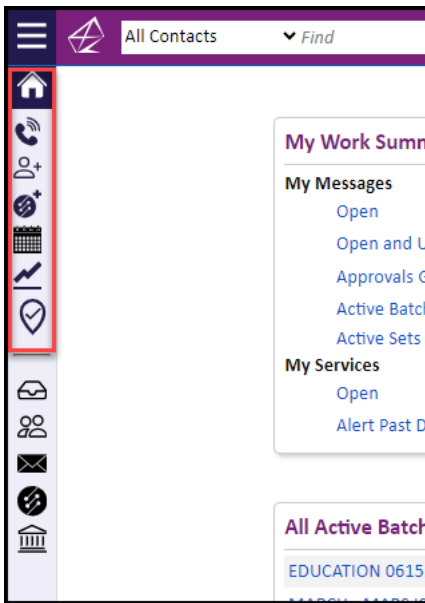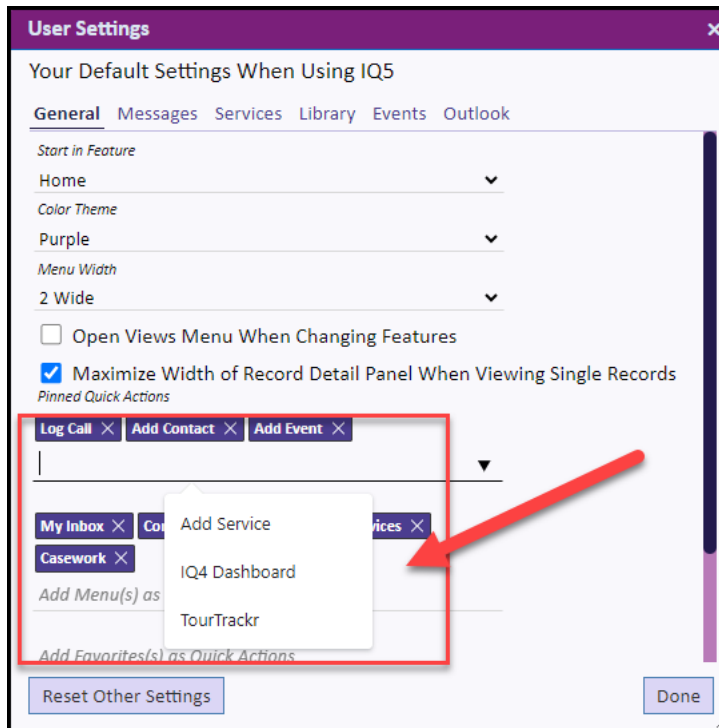
1. Click on the initial of your name in the upper right-hand corner.
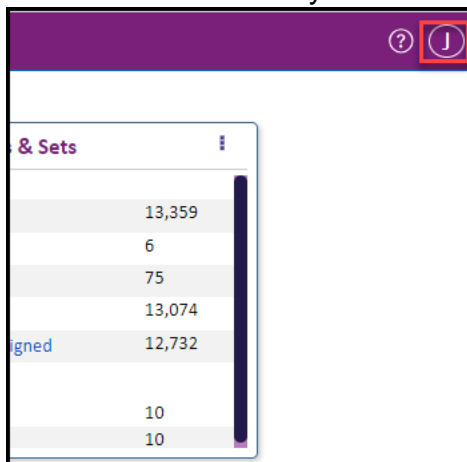
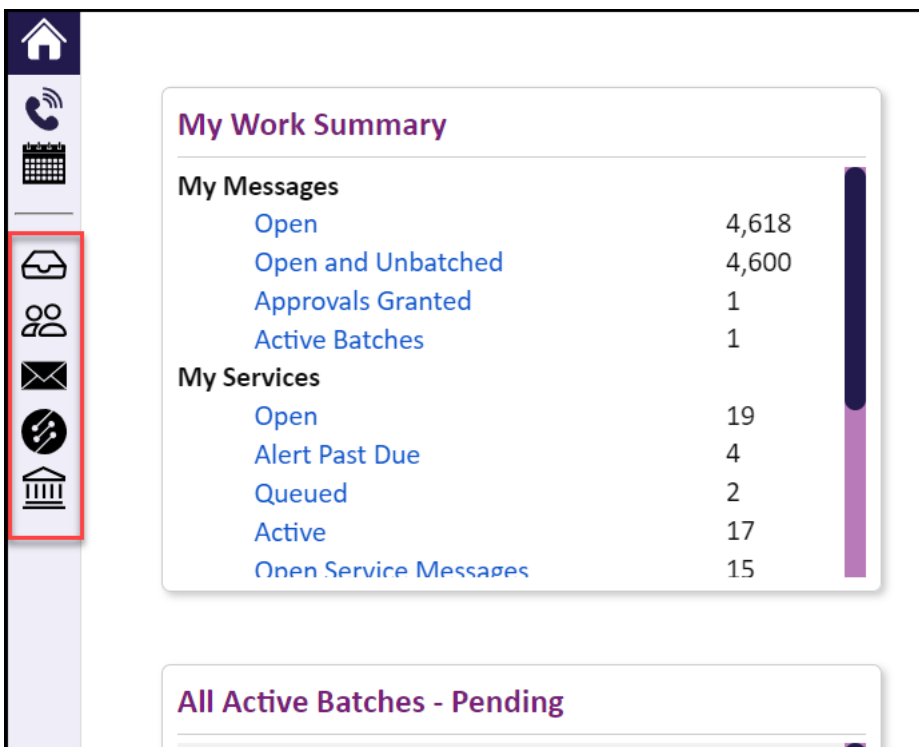2. In the drop-down, select User Settings.
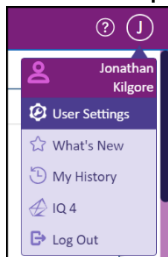
3. In the User Settings window in the General tab, select the options you want displayed on the Action Bar by clicking in the Pinned Quick Actions field.
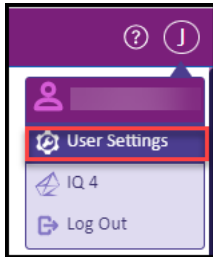
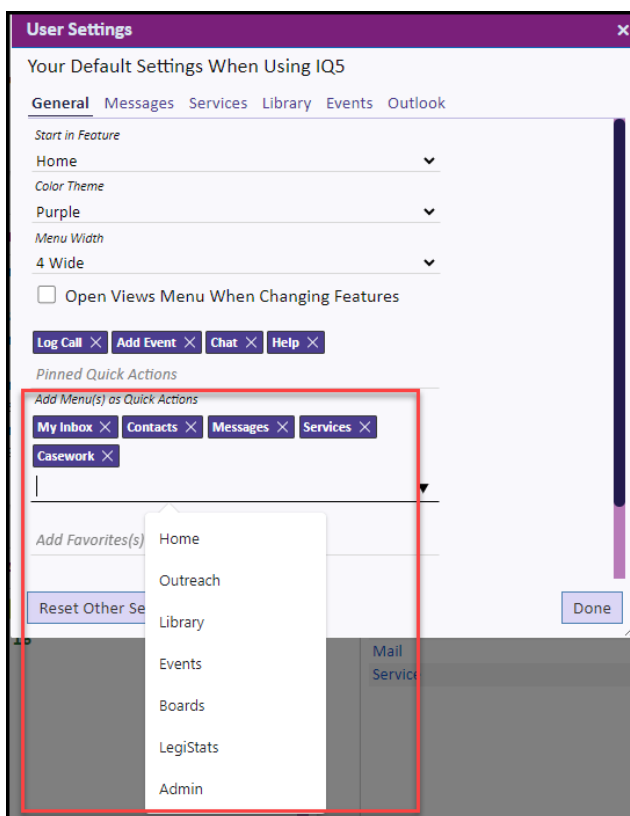4. Select Done.

Pinned Applications

Below the static horizontal line, users can "pin" applications to the action bar.

1. Click your initial in the upper right hand corner and select User Settings.

2. Under General, in the *Add Menu(s) as Quick Actions* section, you can delete applications or add them by clicking in the field and selecting the application.

3. Click Done.