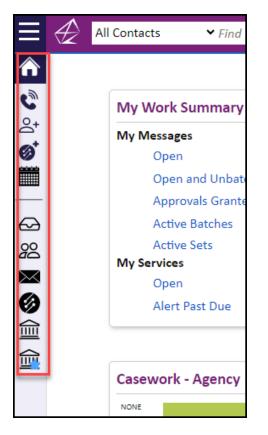


## **Action Bar Icons**

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.



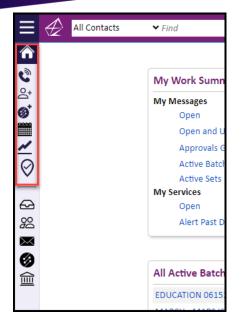
lcon	Application	Description	
C	Log Call	Allows you to quickly log an opinion from any application or view.	
0+	Find or Add Contact	Allows you to quickly find a contact or add a contact.	

Ø	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.
$\oslash$	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:
0	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.

User Setti	ngs						×
Your Default Settings When Using IQ5							
General	Messages	Services	Library	Events	Outlook		
Start in Featu	ire						
Home					~		
Color Theme							
Purple					~		
Menu Width							
2 Wide					~		
Pinned Quick	Add Contac	t 🗙 Add f	event X		],		
	Cor Add	Service		vices $ imes$			
Casework >	< IQ4	Dashboard	ł	-			
Add Menu	Tou	rTrackr			-		
Add Favor	ites(s) as Or	uck Action	5				
Reset Oth	ner Settings	;					Done

4. Select Done.

## **Pinned Applications**

My Work Summary	
My Messages	
Open	4,618
Open and Unbatched	4,600
Approvals Granted	1
Active Batches	1
My Services	
Open	19
Alert Past Due	4
Queued	2
Active	17
Open Service Messages	15



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.

User Settings			×
Your Default S	ettings When Using I	25	
General Messa	ages Services Library	Events Outlook	
Start in Feature			
Home		~	
Color Theme			
Purple		~	
Menu Width			
4 Wide		~	
Open View	s Menu When Changing	g Features	
	Event $ imes$ Chat $ imes$ Help $ imes$		
Pinned Quick Act			
Add Menu(s) as Quic			
	ntacts $ imes$ Messages $ imes$ Serv	rices ×	
Casework $ imes$			
		·	
Add Favorites(s)	Home		
	Outreach		
Reset Other Se	Outreach		Done
Reset Other Se	Library		Done
10	Events	Mail	
	Events	Service	
	Boards		
	LegiState		
	LegiStats		
	Admin		

3. Click Done.