Setting Preferred Service Templates

Market: House, Senate

Description: These instructions teach users how to set their preferred or frequently-used service templates.

1. Select **User Settings** in the action icons.



2. In the User Settings window, select the Services tab.



3. Click into the **Default Template for New Services** field and select the template.

User Settings	×	
Your Default Settings When Using IQ5		
General Messages Services Library Events		
Casework (Casework) X Service Applications Default Template for New Services		4,618 4,591 3
	<u> </u>	ALBQ Proclamation
		ALBQ Suggestion Box
		Art Competition
		Background Memo
		Casework
		Commendations and Greetings
		Constituent Services
Reset Other Settings Dor	ne	Cosign Policy Letter Request

4. Click **Done**. The next time you create a new service record, the service template from your selection will be displayed.

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