

# **Printing Letters in IQ5**

Market: House, Senate

**Description:** These instructions teach users how to **Print Letters** to mail out to constituents as a response to their incoming emails/printed letters.

Click the link below to be brought to the following topic:

Printing from Ready to Print Tile/View

#### Printing a Letter

- 1. Navigate to the **Messages** or **My Inbox** application.
- 2. Click on My Open Messages.
- **3.** Double click on the Message or click the icon to print your letter as a response for the constituent.

≡	My Open Messages	✓ Find		0			
63	My Inbox	Change V Report V More V Batch Reassign No Rsp	Finder Print Send	∂ Row 2 - ID 5035955			
	Views 🖍	〒 My Open Messages (Total 8,507) 🕫		By Date In (Desc) 🗸 🤇			
Q	> My Favorite Views	V Status	Contact	Outgoing			
	My Alerts (24)						
C	My Issue Areas (13)	Approved E-Mail	Mr. Jack Daniels	Assigned: Jonathan Kilgore 😴			
+ ⊗*	My Open Messages (8,507)	Source: Telephone Call Date In: 11/3/2023	20 Maryland Ave Rockville, MD 20850-0351 jack.daniels@fakemail.com	Batch: <u>TODAYS CALLS BATCH</u> Response: ╤			
	All Open Unbatched (13,086)	Comments: I need you to appeal the supreme court deci principal. Biden made a promise force him to uphold it.	Salutation: FORMAL - Mr. Daniels al student loans and I work three jobs and still haven't made a dent in my				
	Messages Needing My Approval (11)						
	My Active Batches (48)	Approved E-Mail Source: Telephone Call Date In: 11/2/2023	<u>Jenifer Quorum</u> 20 Maryland Ave Rockville, MD 20850-0351 MD08	Assigned: Jonathan Kilgore Batch: <u>STUDENT LOAN FORGIVENESS - CON</u> Response: STUDENT LOAN FORGIVENESS CANCEL It v.1			
0 L	My Active Form Letters (207)	Issue: Budget and Economy	jenifer@fakeemail.com Newsletter Subscriber; US Vet	Salutation: FORMAL - Jenifer			
28	My Form Letters Granted	Comments: I need you to appeal the supreme court deci- principal. Biden made a promise force him to uphold it.	sion for student loan forgiveness. I have \$400k in federal student loans and I work three jobs and still haven't made a dent in m				
	Approval (12)	Approved E-Mail	<u>Dr. December Seven</u> Manager	Assigned: Jonathan Kilgore Batch: TODAYS CALLS BATCH			
		Source: Telephone Call Date In: 10/30/2023 Issue: Budget and Economy	Manager Target 22 Maryland Ave Rockville, MD 20850-0350 MD08 ionathan kilgence-2@leidos.com	Response: Salutation: FORMAL - Dr. Seven			

- 4. Set Method Out to US Mail.
- 5. Click in the Form Letter field to choose a letter to print OR click on Custom Reply to type out a unique custom letter.
- 6. Click Print.

Approved Message for Mr. Johnny Bravo		
📽 H: (098) 765-4321 C: (410) 000-0000 C:		
Response More Preview		_
∧ Postal Addresss	Method Out	Comments
H: 7990 Quantum Dr,Vienna, Virginia 22182*	US Mail	
Form Letter Covid Relief - v.5	odes 🖉 Customize Letter	
		<i>li</i>
		Add Discussion message
December 28, 2022		
		Alert these Users or Groups
Mr. Johnny Bravo		Post
On Hold No Response Batch Print	ID#5016632 Row 10	Save & Close Save Close

### 7. Choose your Print Type.

- a. It is recommended to print a **Preview** or **Draft** first to ensure the printer is working and the letter will appear as desired once printed. When ready to close the message, chose **Final**.
- 8. Choose the Printer.
- 9. Click Print Mail.

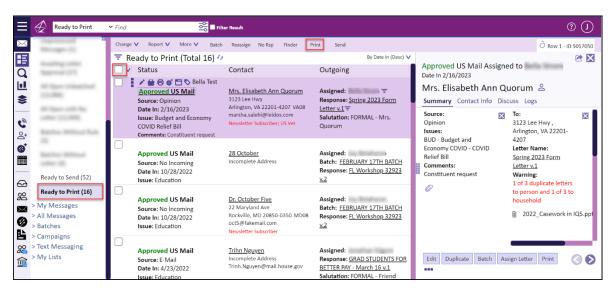
Message Print Letter		×
Print Letters here would go options for bin commands and sort order Print Type Draft OPreview OFinal OCopy OEnvelope Printer Bin Control	and print type	
00	ID#5016632 Row 10	el

## Top of Page

### Printing from Ready to Print Tile/View

This tile/view allows you to manually print Form Letters to mail to constituents for the whole office. A message appears here if the message Status is Approved, the Outgoing method is set to US Mail, and the Form Letter assigned is also Approved. To print the letters:

- 1. Click on Ready to Print.
- 2. Click the Select All box.
- 3. Click Print.
- 4. Choose your Print Type.
  - a. It is recommended to print a **Preview** or **Draft** first to ensure the printer is working and the letter will appear as desired once printed. When ready to close the message, chose **Final**.
- 5. Choose the Printer.
- 6. Click Print Mail.





Message Print Letters		×
Print Letters here would go options for bin commands and sort order and print type Print Type Draft O Preview O Final O Copy O Envelope Printer Bin Control		
	Print Mail	Cancel

Top of Page