

Reviewing Voting Information

Market: House, Senate

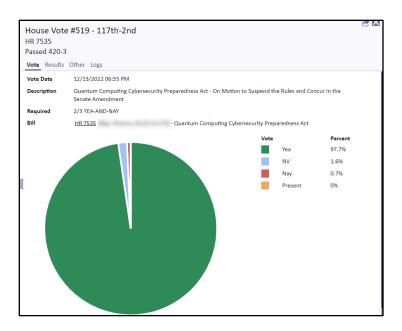
Description: These instructions teach users how to use IQ to view congressional voting activities (e.g., bills, sponsors, vote dates, outcomes, party votes, issues, etc.).

Retrieving Member Information

1. Navigate to the **LegiStats**→ **Views** → **Votes**.



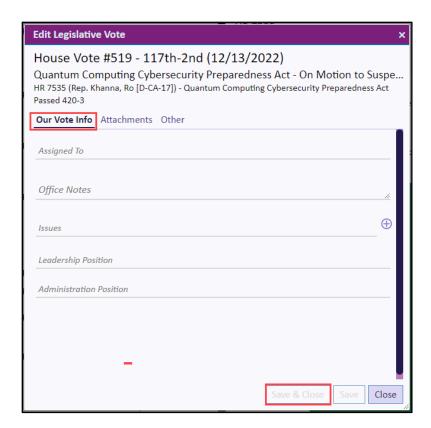
- **2.** Select appropriate House or Senate votes for current or prior sessions.
- 3. Select appropriate bill from middle column.
- **4.** Under **Vote** tab view summary of vote.



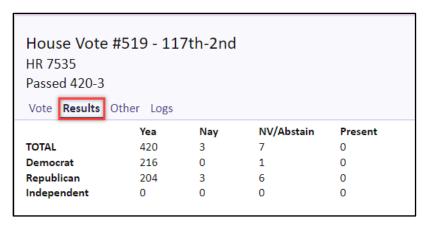
5. Click Quick Actions. Select Edit.



- **6.** Under the **Our Vote Info** tab complete the following fields:
 - a. Assigned To
 - b. Office Notes
 - c. Issues
 - d. Leadership Position
 - e. Administrative Position
- 7. Click Save & Close.



8. Under Results tab view vote results broken down by party.



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