

Using IQ5 Tiles

Market: House, Senate

Description: These instructions teach users how to access, view, add, or customize **IQ5 Tiles** in the **Home Application**.

Click the following link(s) to be brought directly to the subtopic:

Customizing a Tile

Hiding a Tile

Adding IQ5 Tiles

- **1.** Navigate to the **Home** application.
- 2. Scroll to the bottom of the page and click the Add Tile(s) button.

$\equiv \cancel{2}$	All Contacts			0
	Contacts Search [at 10/20/2023 1:17:16 PM] Contacts - 1 days ago Contacts - 1 days ago Contacts Search [at 10/27/2023 1:19:17 PM] Contacts - 4 days ago Contacts - 4 days ago Messages Search [at 10/25/2023 1:33:10 PM] Messages - 6 days ago All Searches →	Oct Bella Strom 25 Bella Strom 1-Highest Please refer to whatever email about guidance on navigating the shutdown when communicating with constituents. 1 of 5 Image: Strome structure stru	 Casework for John Quorum On 09/28/2023 12:05 PM Casework for Mr. Johnny C. Bravo On 08/10/2023 12:00 AM Casework for Captain Adam Corcoran On 06/08/2023 11:00 AM Flag Request (Web - Pay.gov) for April On 04/27/2023 2:00 PM 	
	My Services - Alerts - Within 14 days S Alert Past Due Services Casework for John Quorum On 09/28/2022 12:05 PM Casework for Mr. Johnny C. Bravo On 08/10/2023 12:00 AM Casework for Captain Adam Corcoran On 06/08/2023 11:00 AM Flag Request (Web - Paygov) for April On 04/27/2023 2:00 PM	Add Tile(s)		

3. Select the Tile you wish to add and click **Submit**.



Tile Options	×
Q Search Tile By Name	Y
Search the by Name	~
Active Batches	
□ All Incoming	
□eNewsLetter	
□ My Due Services - Copy	
□ New Subscribers	
Reset To Original Layout	
	1

Customizing a Tile

1. Select the edit icon in the upper right of the IQ5 Tile you wish to customize.



2. A set of attributes is displayed. Modify as needed, then click Apply Settings.



Service Options						
Queued/Assigned To Template	All ~ Casework ~					
Group By Hide Tile Apply Settings	<u> </u>					
224						

Hiding a Tile

1. Select the edit icon in the upper right of the IQ5 Tile you wish to hide.



2. Click Hide Tile.



Service Options		×					
Queued/Assigned To	All	~					
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Hide Tile Apply Settings							
224							