Viewing History Log

Market: Federal/State/Local, House, Senate

Description: These instructions teach users how to use the **History Log** feature of IQ so that they can access records that were accessed or generated during the last 30 days.

- 1. Click the IQ History Log icon
 ↓ ② □ ① ★ ③ Shortcuts ∨ Lori ∨
 Home Contacts ∨ Messages ∨ Outreach ∨ Services ∨ Library ∨ Events ∨ LegiStats ∨ Admin ∨
- **2.** The **My History** page displays a log of activities that generated records within the last 30 days. Click a link in the history list to view the associated IQ records.

G Filters		☑ My History (26 Results)						
Q Filter Text	Ø	1	Alert	List	My Alerts	4:33pm	Wednesday	12/1/2021
• Туре		2	Message	List	All Open Messages	2:09pm	Monday	11/29/2021
Module		3	Legis	List	LEGISLATION	2:02pm	Monday	11/29/2021
		4	Legis	List	MEMBERS CURRENT	2:01pm	Monday	11/29/2021