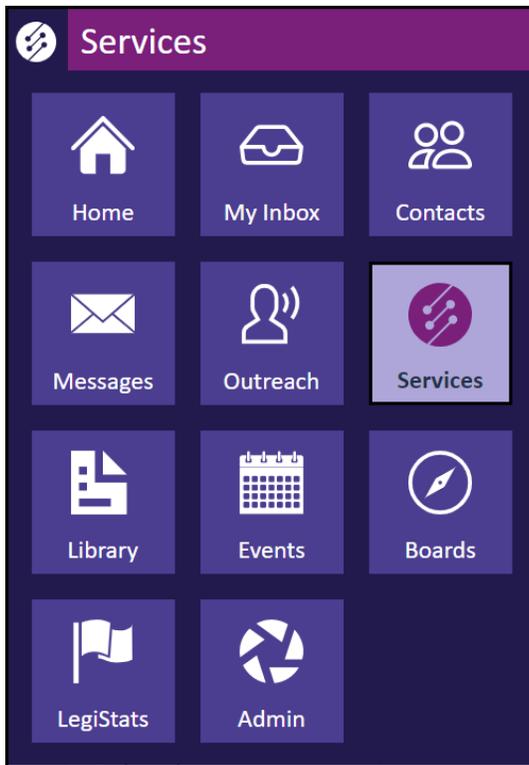


Acquiring a Service Record

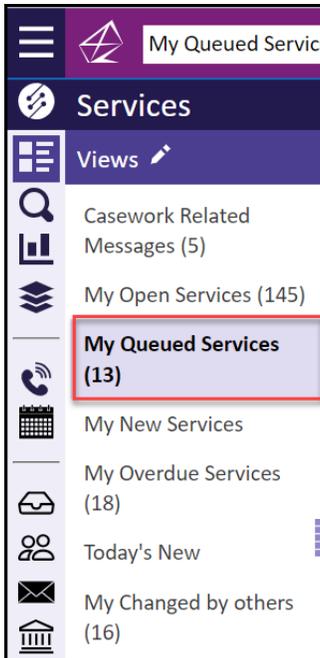
Market: House, Senate

Description: These instructions teach users how to acquire an active service record to process the service request in IQ. The process of starting and finishing a service may involve several steps and/or the involvement of service agencies. By enabling a service record to be acquired by any or specific users within an office, IQ can help streamline the process.

1. Navigate to the **Services** application.

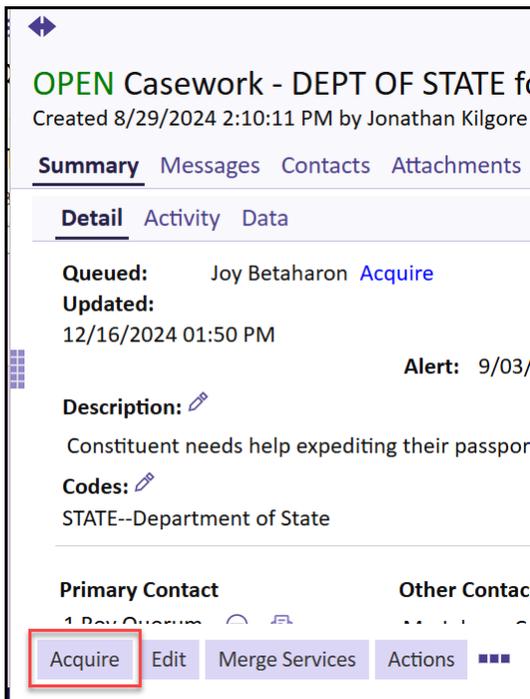


2. Select **My Queued Services** in the Views list.

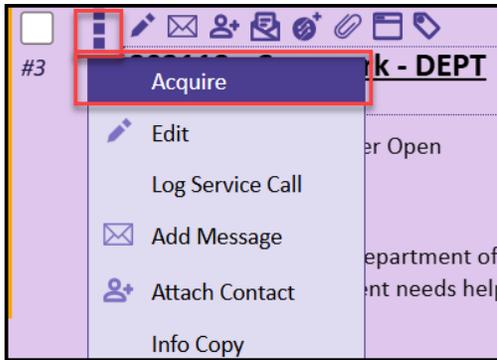


3. To acquire:

a) Click the **Acquire** button in the reading pane.



b) Click the stacked dots → **Acquire**.



c) Click the boxes next to each Service you'd like to acquire, then click **Change** → **Acquire**.

