Managing Alert Notifications

Market: Federal/State/Local, House, Senate

Description: These instructions teach users how to view alert notifications in IQ.

Viewing via Shortcuts

1. Navigate to **Shortcuts > Alerts**.

\Rightarrow	Shortcuts ^								
Hom	e Contacts 🗸	Messages 🗸	Outreach 🗸	Services 🗸	Library 🗸	Events 🗸	Boards 🗸	LegiStats 🗸	Dashboards Announcements
									Alerts
<u></u>		2			Welcome Lori				Downloads
ľ	My Work My Messages Open	41	Need Help?				10/26/2016 12:39 pm 1-Highest	Alerts Form Letter Ap Approval for 10	Trace What's New IQ Marketplace

2. View and manage your alerts within the page using the **IQ Filter** or other features shown below.

G Filters	Ø	Shortcuts » Results My Alerts (590 Results)						
Type From		List Analyze Change Sort:	Date (Desc) 🔇		(ID# 4481) 1			
Date		Form Letter Approval Alert - Request Approval for 100788 from Jonathan Kilgore	Sent: Type: From: URL: Read:	10/19/2021 DOCUMENT Jonanamagaro Lanabastan documentItem.aspx?id=100788 No				
		Jonathan Kilgore has requested approval for Form Letter - HRES.1064.116 oppose Version 1. DOCUMENT ID: 100788						



Viewing via Alerts Tile

- **1.** Navigate to the **Home Module**.
- 2. Scroll to the Alerts Tile. Contact your IQ Consultant to add this tile if needed.



3. Scroll and view the alert notifications.