

# Using IQ Tiles

Market: Federal/State/Local, House, Senate

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

#### Viewing IQ Tiles

- **1.** Navigate to the **Home** module.
- 2. Click the Gear icon in the upper left hand corner of your homepage.



3. The Tile Options window opens that displays all IQ Tiles.



#### Adding a Tile

- **1.** Navigate to the **Home** module.
- 2. Click the Gear icon in the upper left hand corner of your homepage.

Home	Contacts 🗸	Messages 🗸
(Ö)		
Training		

3. The Tile Options window opens. Select the title of the tile.

Tile Options	
Select and Add Another Tile:	
(add copy)	
Open Casework, Flags, and/or Tours	
Service	
Task	
Open Services by Type	

**4.** The tile will be added to the bottom of the page.

Note: For configuration of an IQ Tile, please contact your Office IQ Consultant.

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## **Customizing a Tile**

- **1.** Select the IQ Tile.
- **2.** Click the Gear icon on the right. A set of attributes is displayed. Modify as needed.



### **Hiding a Tile**

- **1.** Select the IQ Tile.
- **2.** Click the Gear icon on the right.
- 3. Click Hide Tile.

