

## Attaching a Service to an Event

Market: Federal/State/Local, House, Senate

Purpose: These instructions teach users how to attach an existing service to an event record.

1. From within the event record, click the **Actions** drop down menu. Select Attach Existing Service.



2. In the Service field, search for the appropriate service. Click Attach.

Attach Existing Service						
w	Service	Search Open Services				
		Attach Cancel				

3. At the top of the event record a Services tab will appear.

General	Contacts (0)	Services (1)	Log (7)						
🛎 All Servi	All Services for a Event (1 Results) 🕞								
List	Analyze Map	New Change 📀 I	Report 🛇 More 🛇	Sort: Age (Asc) 📀	۲				
Edit Message P	rimary +Note +Code	+Info Copy +Attachment -	+Library File +Message +	+Contact Change Roles Report Delete	∎ <b>∩</b> (1				
Casewool Cassidy Q 456 Quorun Arlington, V B: C: H: cassidy@fal Newsletter S	k - DHS.IMMIGRA	ΠΟΝ	Assig Updat Other	ned: ted: 8/17/2021 Open: <u>4 Other open services for this contact</u>	OPEN 8/17/2021 Age: 161				

4. Return to the General tab.

General Contacts (0)	Services (1)	Log (7)
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Choose the appropriate action to Save the event:
Save: To save this Event in IQ only.
Save and Sync: To save this Event in both IQ and Outlook.

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Save Save and Sync	Cancel
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