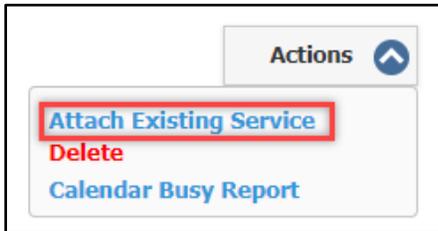


Attaching a Service to an Event

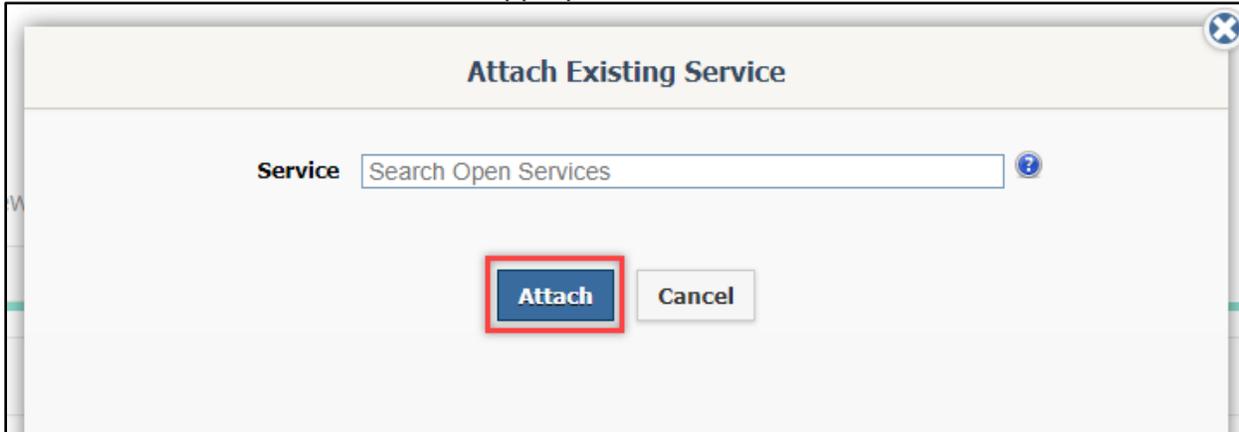
Market: Federal/State/Local, House, Senate

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

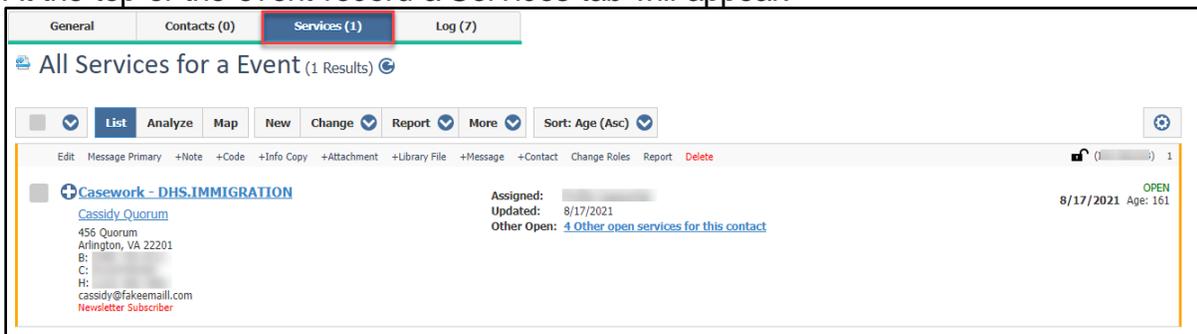
1. From within the event record, click the **Actions** drop down menu. Select Attach Existing Service.



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



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



4. Return to the General tab.



5. 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.

