

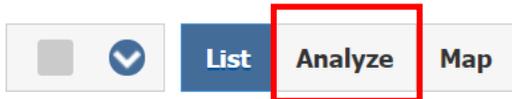
Analyzing IQ Records via Graphs and Maps

Market: Federal/State/Local, House, Senate

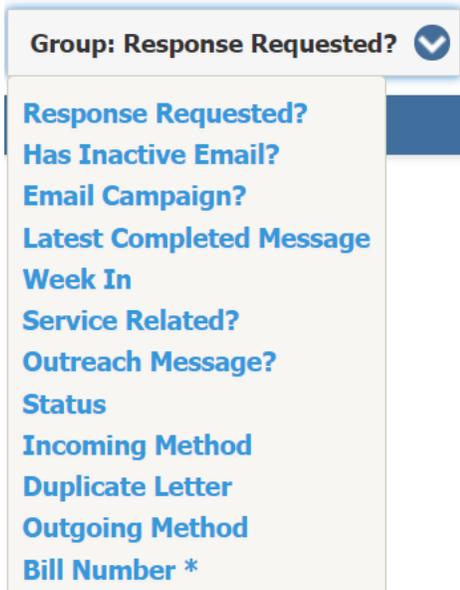
Description: In addition to viewing records as a list, you can view records via graphs and maps for analysis.

Analyzing Records using Graphs

1. Navigate to the set of records that you want to analyze. In this example, we are using **Messages > Find Messages > My Open**.
2. Use the Filter section as needed.
3. Click **Analyze**.



4. Use an option within **Group** to select how to group the data.



5. To add additional information to analyze, select **Add Layers**. Select an item and click **Update Layers**.

Add Layers to Analysis

Standard Fields
 All Possible Fields
 Recent Analysis
 Saved Analysis

Fields: Status

Filter:

- Response Requested?
- Has Inactive Email?
- Email Campaign?
- Latest Completed Message
- Week In
- Service Related?
- Outreach Message?
- Status
- Incoming Method
- Duplicate Letter
- Outgoing Method
- Bill Number

Viewing information in Word or Excel

1. In the interface below, click **More** and select from the choices highlighted.

Analyze My Open Messages (40 Records)

Fields: Status Response Requested

Status	Count	Response Requested	Count
Approved	8	nothing	8
Approved (No Letter)	14	nothing	14
On Hold	8	nothing	8
On Hold (No Letter)	5	nothing	5
Request Approval	5	nothing	5

- Save Settings
- Select from Saved Analysis
- Select from Recent Analysis
- Open in Word
- Open in Excel
- Open Pivot Chart
- Resize and Scroll

Analyzing Records using Maps

1. Navigate to the set of records that you want to analyze. In this example, we are using **Messages > Find Messages > My Open**.
2. Use the Filter section as needed.
3. Click **Map**. Select By Zip, County, or State as needed.

