Action Bar Icons

Market: House, Senate

Description: Description of the Action Bar icons

Configuring the Quick Action Icons

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Configuring the Quick Action Icons

There are several icons on the left-hand action bar and in the top upper right-hand corner of the IQ5 dashboard. Below is a glossary of the icons and their corresponding applications. The pinned Quick Actions are configurable. See below.

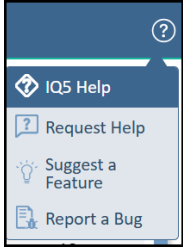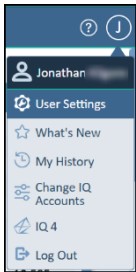| Icon	Application	Description
☰	Main Feature Menu	Shows all the available Menus of IQ5 that you have access to.
	Tile Decks	Allows you to select, create, and modify Tile Decks which are sets of Tiles created to display specific information.
	Log Call	Allows you to quickly log an opinion from any application or view.
	Find or Add Contact	Allows you to quickly find a contact or add a contact.
	Mobile Entry	Allows you to search for a contact, add affiliation code(s), or create a message or service.
	Add New Service	Allows you to quickly create a new service request.
	Add Event	Allows you to create a new event easily and quickly.
	IQ4 Dashboard	Takes you to a series of easy to view, clickable reports showing different aspects of your office's IQ work.
	Tour Trackr	If your office subscribes to this service, Tour Trackr allows your office to easily track and manage tour requests.
	Help	Allows for choosing to either access IQ5 Help, Request Help, Suggest a Feature, or Report a Bug

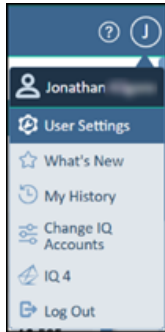|		
	Option button for additional features	When selected, additional options appear: **User Settings**: This is where you can set your systems preferences, pin quick actions and menus, and change settings for Messages, Services, etc. **What's New:** Click here to see the latest features of IQ5 **My History:** Click here to see your history of activity within IQ5 **Change IQ Accounts:** If you are set up with access to multiple IQ accounts, click here to access these.

Configuring the Quick Action Icons

This option allows you to control which icons you see in the Quick Action section of the Action Bar.
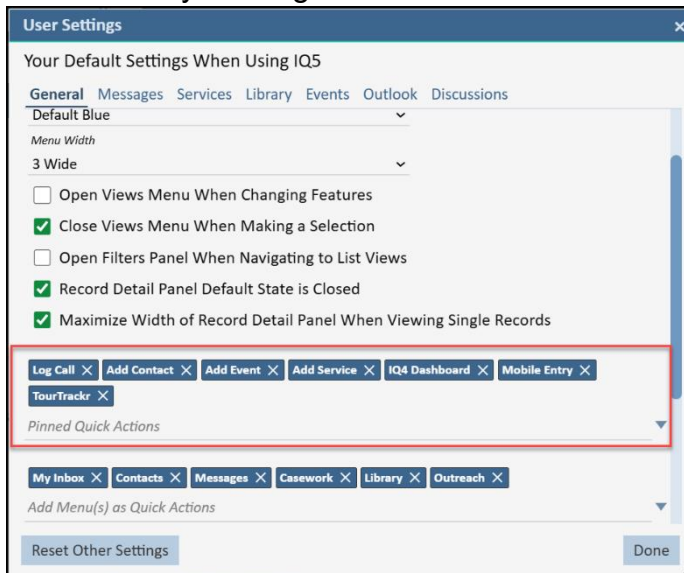

1. Click on the initial of your name in the upper right-hand corner.

2. In the drop-down, select User Settings.

3. In the User Settings window in the General tab, select the options you want displayed on the Action Bar by clicking in the Pinned Quick Actions field.

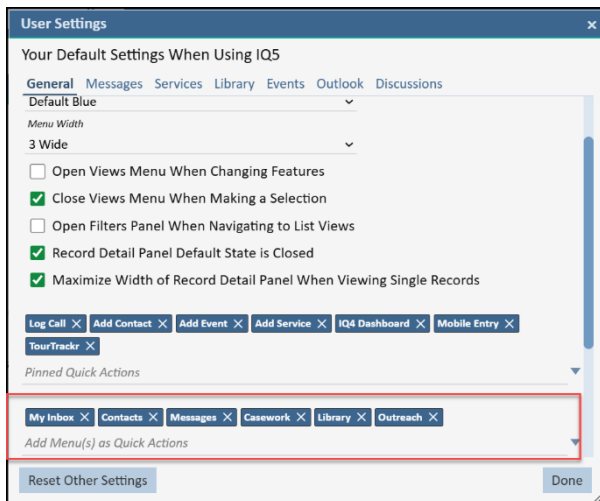4. Select Done.

Pinned Applications

Below the static horizontal line, users can "pin" applications to the action bar.

1. Click your initial in the upper right-hand corner and select User Settings.

2. Under General, in the *Add Menu(s) as Quick Actions* section, you can delete applications or add them by clicking in the field and selecting the application.
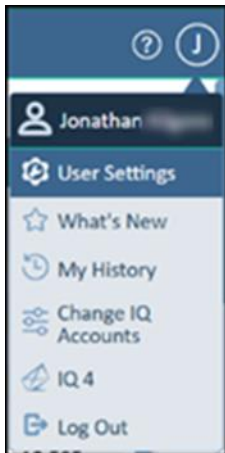
3. Click Done.

Pinned Favorites

1. Click your initial in the upper right-hand corner and select User Settings.

2. Under General, in the *Add Favorites(s) as Quick Actions* section, you can delete applications or add them by clicking in the field and selecting the application. To create favorites, check out the Creating and Modifying Favorites Quick Reference Guide.