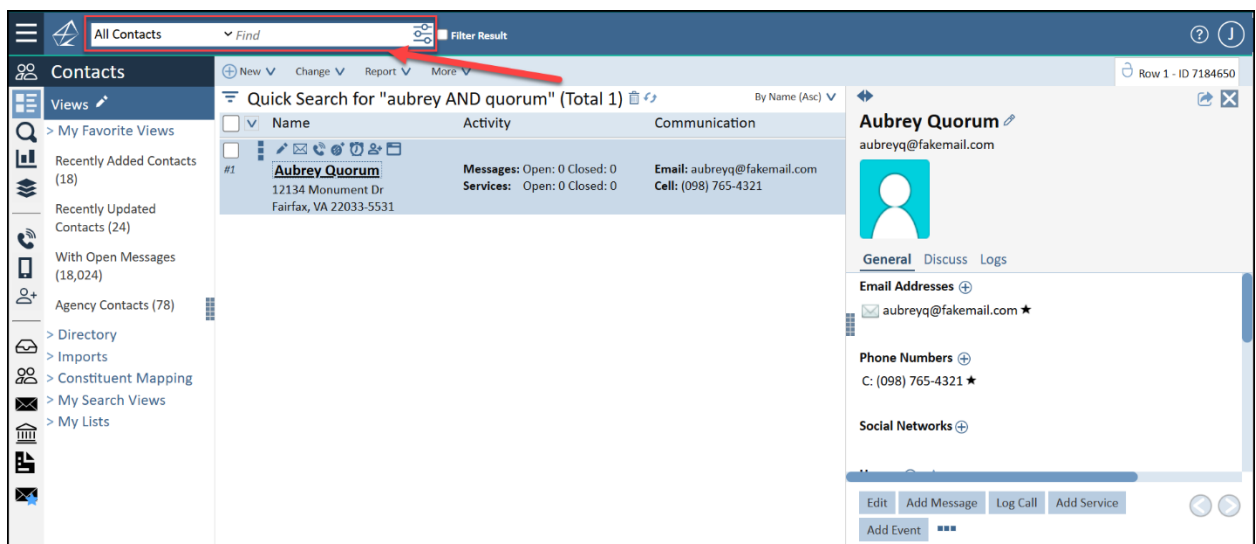




Tagging a Contact in a Discussion

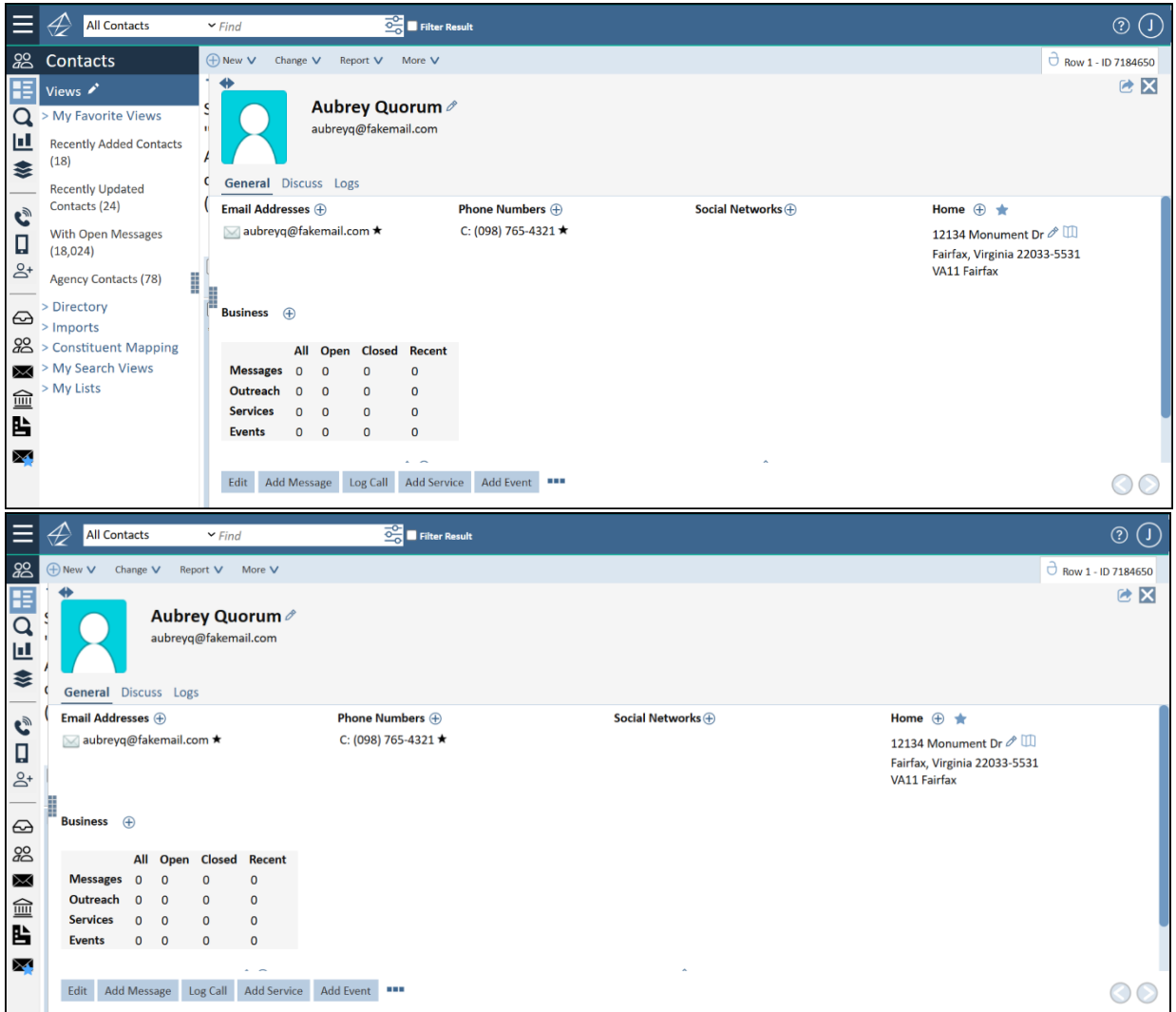
Market: House, Senate

Description: These instructions teach users how to tag other IQ contacts in a discussion. As a result, individuals who are tagged in the discussion will receive an alert notification in IQ and MS Outlook (if configured).

1. Search for the contact using the **Search Bar** at the top of the page to look for the individual across the various **Contact Views**.

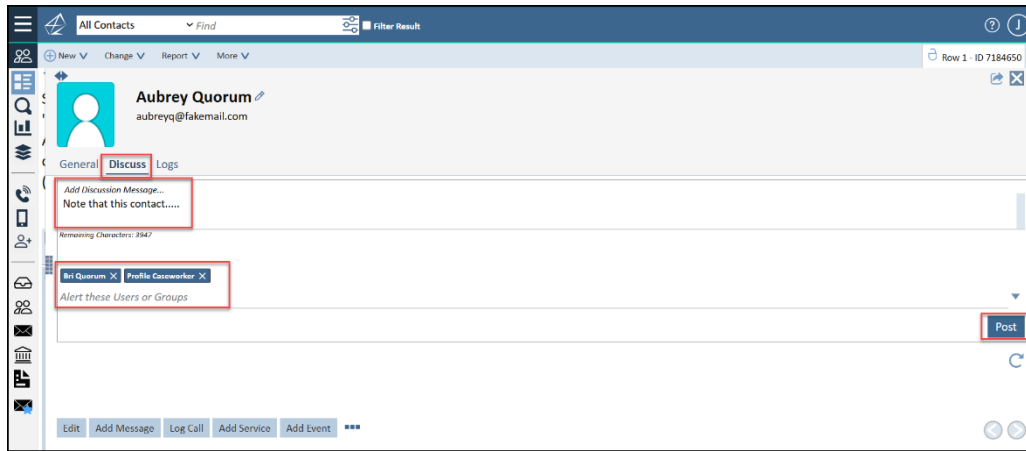


2. Click the name of the contact record or the expander icon  to get a more full screen view of the Contact. Click on the Views Icon  to collapse your list of views for a completely full screen view of the Contact.



The screenshot displays the Intranet Quorum interface for a contact named Aubrey Quorum. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains various navigation options, including 'Views', 'Recently Added Contacts', 'Recently Updated Contacts', 'With Open Messages', 'Agency Contacts', 'Directory', 'Imports', 'Constituent Mapping', 'My Search Views', and 'My Lists'. The main content area shows the contact's profile, including a profile picture, name, and email address. Below this, there are tabs for 'General', 'Discuss', and 'Logs'. The 'General' tab is currently selected, showing contact details such as email addresses, phone numbers, social networks, and home address. A 'Business' section is also present, featuring a table with columns for 'All', 'Open', 'Closed', and 'Recent' across categories like Messages, Outreach, Services, and Events. The bottom of the interface includes buttons for 'Edit', 'Add Message', 'Log Call', 'Add Service', and 'Add Event'.

3. Click the **Discuss** tab to open the section.
4. In the **Discuss** section, enter the discussion message. Also enter the name of the other user(s) that you want to include in a discussion about the selected contact. Click **Post**.



5. The user(s) will receive an alert notification on their homepage tile regarding the discussion in IQ and MS Outlook (if this option is configured in their IQ settings). Alerts can also be found in the **My Inbox** application.

- a. Click on the **Discussion** link in the **Alerts** tile. This opens the **My Alerts** view in the **My Inbox** application.

Alerts	
Discussion	11
Service	1

- b. Go to **My Inbox** application → **My Alerts**
 - i. *Note: When viewing an Alert you can click **Mark as Read** to indicate the Alert has been read and remove it from your Alerts Tile. The Alert will automatically be marked as read after three seconds have passed since clicking on it and moving on to another record.

My Alerts

Find

Filter Result

My Inboxes

Views

My Alerts (12)

My Alerts (Total 12)

By Created (Desc)

Subject	Type	Source
<div> <div>#1</div> <div> <div>Contact Discussion Topic for ID# 7184650</div> <div>Note that this contact....</div> <div>Alert(s) Sent to: Bri Quorum, Profile Caseworker.</div> </div> </div>	Discussion	<div>Sent: 8/21/2025</div> <div>From: Jonathan Kilgore</div> <div>Read: No</div>

Contact Discussion Topic for ID# 7184650

8/21/2025 11:45 AM

Type

Discussion

From

Jonathan Kilgore

Read

No

Message

Note that this contact....

Alert(s) Sent to: Bri Quorum, Profile Caseworker.

To post a reply to this discussion, [click here](#).

IQ4:

<https://training.lmhostedio.com/training2/UX/discussionItem.aspx?id=734&from=in5&iaccount=training>

Mark as Read

Forward

Delete

Recently Added

Find

Filter Result

New

Change

Report

More

Aubrey Quorum

aubreyq@fakemail.com

General

Discuss

Logs

Email Addresses

Phone Numbers

Social Networks

Home

aubreyq@fakemail.com

C: (098) 765-4321

12134 Monument Dr

Fairfax, Virginia 22033-5531

VA11 Fairfax

Business

All

Open

Closed

Recent

Messages

0

0

0

0

Discussion

Jonathan Kilgore

8/21/2025 - 11:45 am

Note that this contact....

Alert(s) Sent to: Bri Quorum, Profile Caseworker.

Edit

Add Message

Log Call

Add Service

Add Event