


## Using the Mobile Entry Quick Action

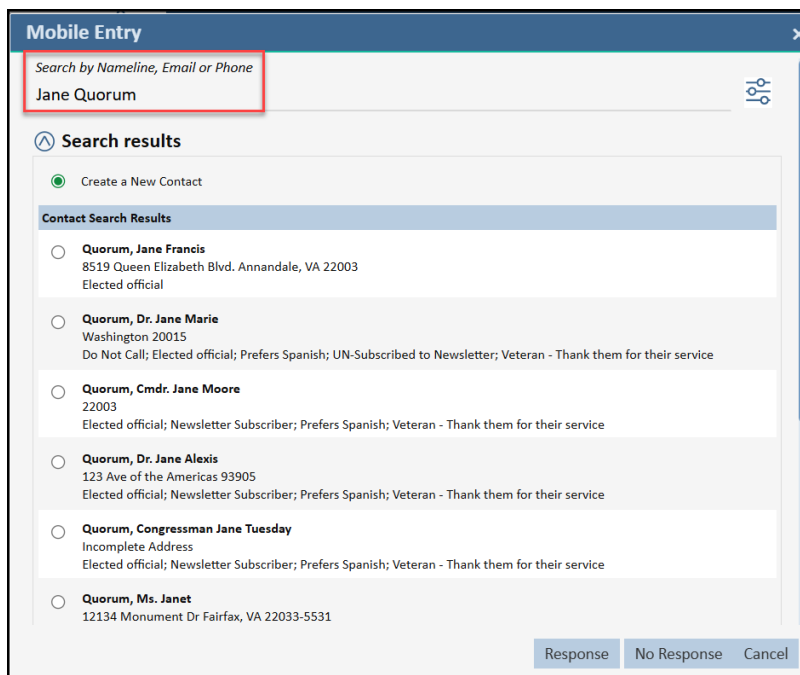
**Market:** House, Senate

**Description:** Mobile Entry is a Quick Action designed to help users capture constituent interactions and/or create new Constituent Services while using IQ from their mobile device.

1. Click on the Mobile Entry icon.



2. In the Mobile Entry window, type the constituents name, email or phone number into the first field. If more search options are needed, click on the  icon.



**Mobile Entry**

Search by Nameline, Email or Phone  
Jane Quorum

**Search results**

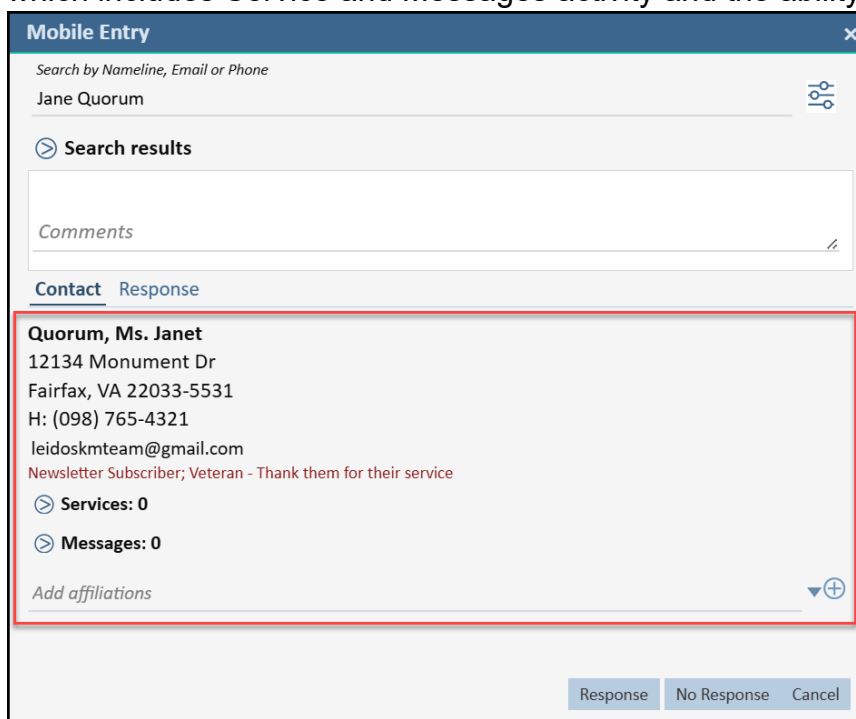
Create a New Contact

**Contact Search Results**

- ☐ **Quorum, Jane Francis**  
8519 Queen Elizabeth Blvd. Annandale, VA 22003  
Elected official
- ☐ **Quorum, Dr. Jane Marie**  
Washington 20015  
Do Not Call; Elected official; Prefers Spanish; UN-Subscribed to Newsletter; Veteran - Thank them for their service
- ☐ **Quorum, Cmdr. Jane Moore**  
22003  
Elected official; Newsletter Subscriber; Prefers Spanish; Veteran - Thank them for their service
- ☐ **Quorum, Dr. Jane Alexis**  
123 Ave of the Americas 93905  
Elected official; Newsletter Subscriber; Prefers Spanish; Veteran - Thank them for their service
- ☐ **Quorum, Congressman Jane Tuesday**  
Incomplete Address  
Elected official; Newsletter Subscriber; Prefers Spanish; Veteran - Thank them for their service
- ☐ **Quorum, Ms. Janet**  
12134 Monument Dr Fairfax, VA 22033-5531

Response No Response Cancel

3. Create a new contact or select the individual. You can then choose to see the contact details which includes Service and Messages activity and the ability to add Affiliation Codes.



**Mobile Entry**

Search by Nameline, Email or Phone  
Jane Quorum

**Search results**

Comments

**Contact** Response

**Quorum, Ms. Janet**  
12134 Monument Dr  
Fairfax, VA 22033-5531  
H: (098) 765-4321  
leidoskmtteam@gmail.com  
Newsletter Subscriber; Veteran - Thank them for their service

**Services: 0**

**Messages: 0**

Add affiliations

Response No Response Cancel

4. If using Mobile Entry to log a new Phone Call or Opinion, write the constituent's Comments in the Comments field.
5. Tap on response to add additional details to the message, including issue codes, method out, assigned to, etc.

**Mobile Entry**

Comments  
Here is the opinion they shared!

Contact **Response**

Message ▾

Method In Date In  
Telephone Call ▾ 08/19/2025 📅

Issues ▾ +

Method Out Assigned To  
E-Mail ▾ Jonathan

Form Letter ▾ 📎

Customized Message

Select a Batch

Response No Response Cancel

6. If the Call/Opinion will require a follow up response, tap on **Response**. If no follow up is needed, tap on **No Response**.
- a. **\*Note\*:** If the Constituent needs a new Service Request created instead, tap on the **Message** dropdown and select the appropriate Service. The Comments will now be the Service Description, you can assign the Service to the appropriate staffer, and then tap on **Service** to finish creating the Request.

**Mobile Entry**

Search by Nameline, Email or Phone  
Jane Quorum

🔍 Search results

Service Request  
Here is the opinion they shared!

Contact **Response**

**Casework** ▾

Assign To ▾

Service Step Help

**Service** Cancel