

Using IQ5 Tiles

Market: House, Senate

Description: These instructions teach users how to access, view, add, or customize **IQ5 Tiles** in the **Home Application**.

Click the following link(s) to be brought directly to the subtopic:

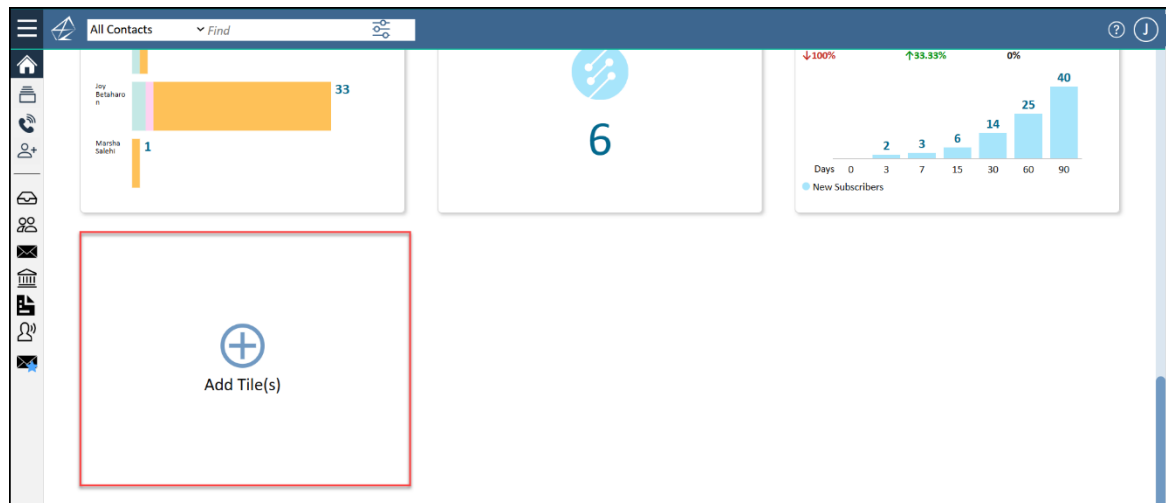
[Customizing a Tile](#)

[Hiding a Tile](#)

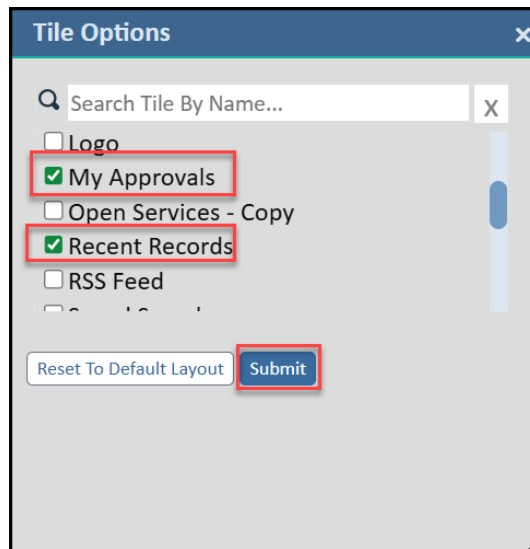
[Moving a Tile](#)

Adding IQ5 Tiles

1. Navigate to the **Home** application.
2. Scroll to the bottom of the page and click the **Add Tile(s)** button.

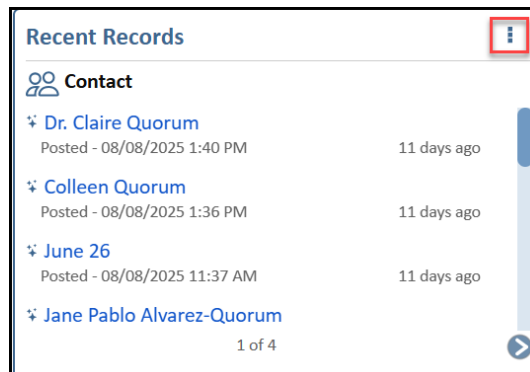


3. Select the Tile(s) to add and click **Submit**.

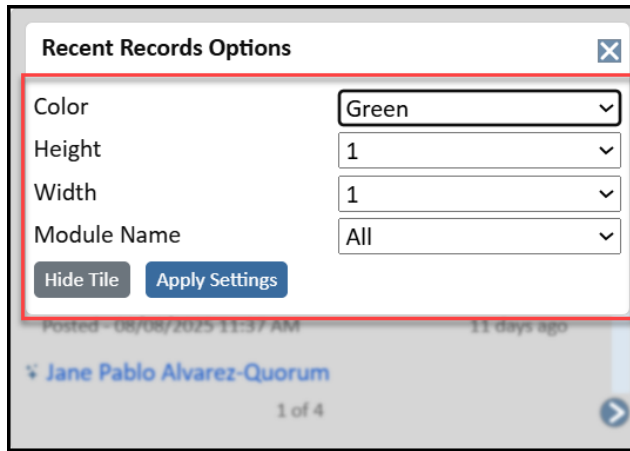


Customizing a Tile

1. Select the edit icon in the upper right of the IQ5 Tile you wish to customize.

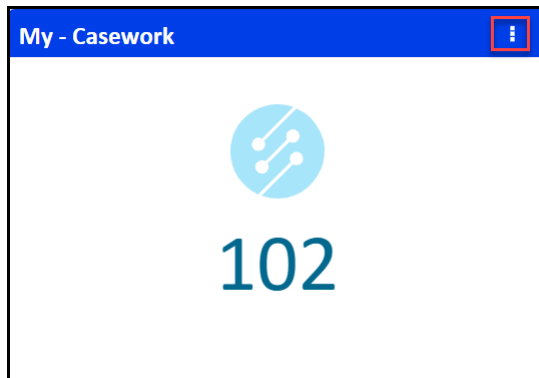


2. A set of attributes is displayed. Modify as needed, then click **Apply Settings**.



Hiding a Tile

1. Select the edit icon in the upper right of the IQ5 Tile you wish to hide.



2. Click **Hide Tile**.

Service Options

Color

Blue

Queued/Assigned To

My

Template

Casework

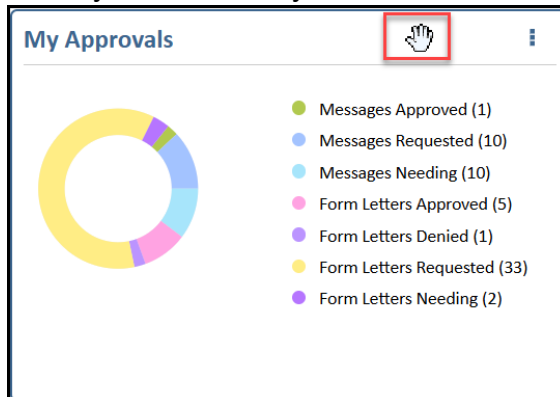
Group By

Hide Tile

Apply Settings

Moving a Tile

1. Place your mouse over the empty space in the title bar of the tile. Click and hold with your mouse until the “hand” icon appears. Drag the tile up the page and directly over the tile you would like it to replace.



2. Let go of your mouse and your tile will drop into place over the previous tile's location. The other tiles will adjust accordingly.