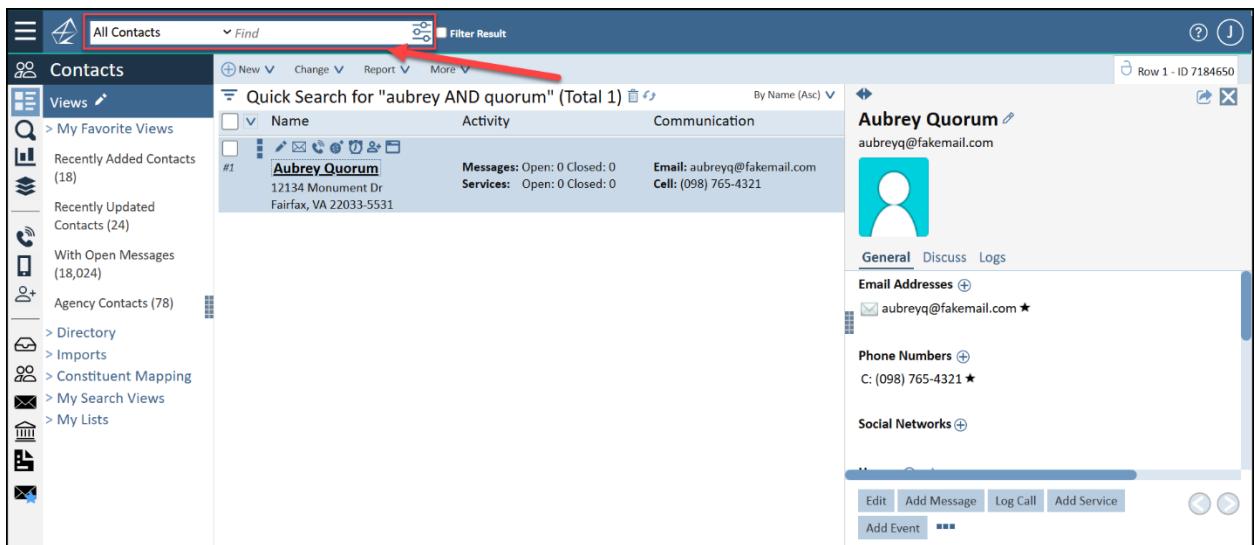


Tagging a Contact in a Discussion

Market: House, Senate

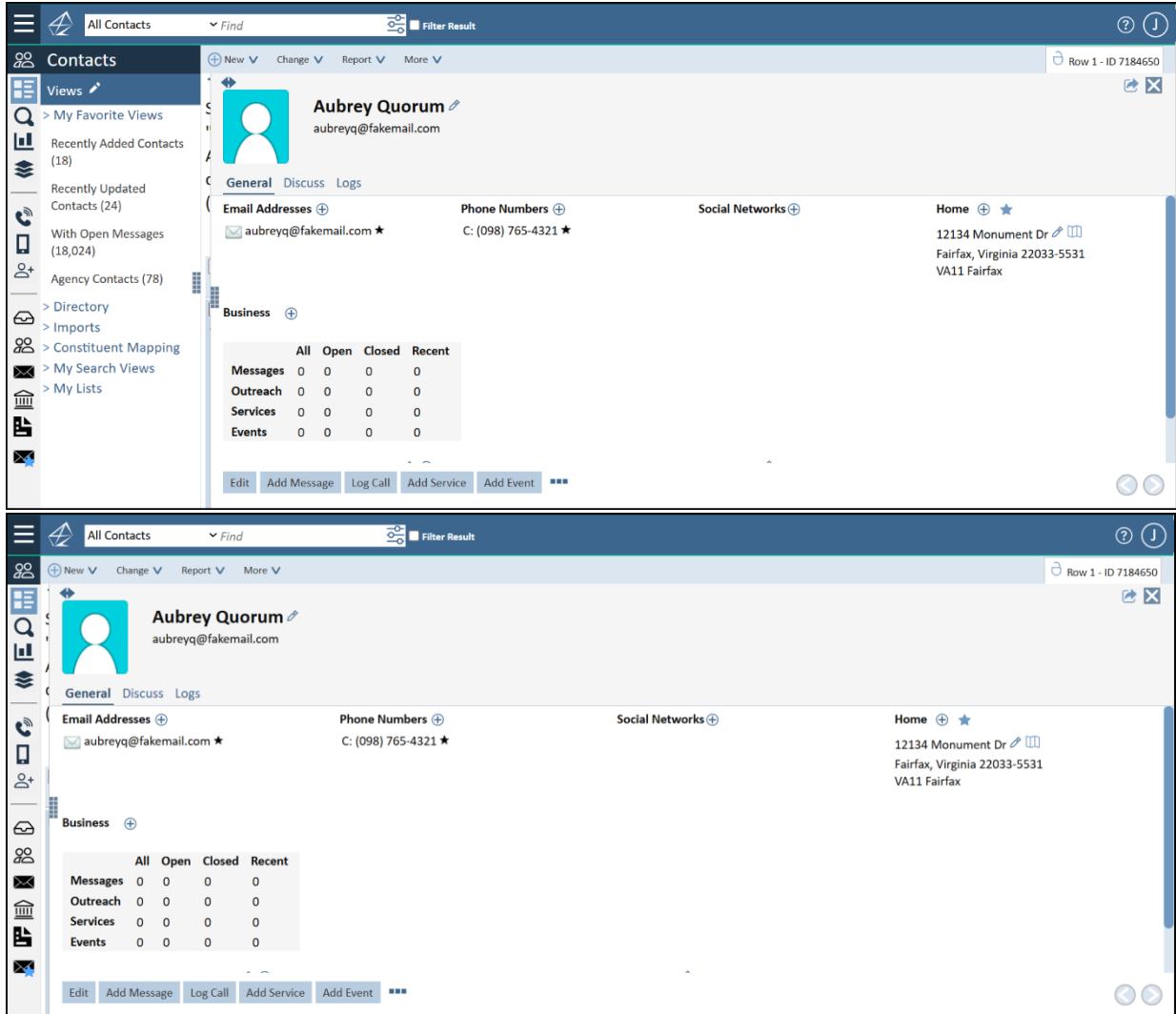
Description: These instructions teach users how to tag other IQ contacts in a discussion. As a result, individuals who are tagged in the discussion will receive an alert notification in IQ and MS Outlook (if configured).

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**.



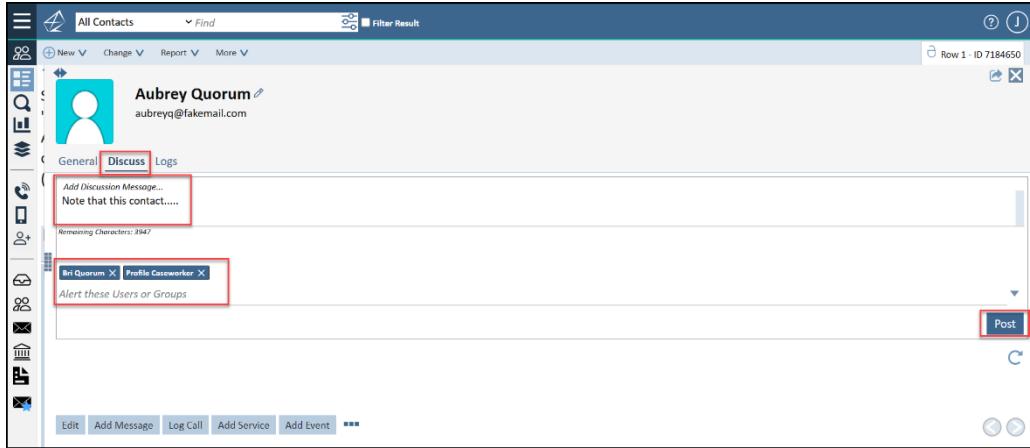
The screenshot shows the Intranet Quorum Contacts page. The search bar at the top is highlighted with a red box and an arrow. The search results for "aubrey AND quorum" show one contact: Aubrey Quorum. The contact details include: Name (Aubrey Quorum), Activity (12134 Monument Dr, Fairfax, VA 22033-5531), Communication (Messages: Open: 0 Closed: 0, Services: Open: 0 Closed: 0, Email: aubreyq@fakemail.com, Cell: (098) 765-4321). The right panel displays the contact's profile with a blue user icon, general information (Email Addresses, Phone Numbers, Social Networks), and a toolbar with buttons for Edit, Add Message, Log Call, Add Service, and Add Event.

2. Click the name of the contact record or the expander icon  to get a 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 screenshots show the Intranet Quorum contact details page for Aubrey Quorum. The top screenshot is on the 'General' tab, showing basic contact information: Email (aubreyq@fakemail.com), Phone Number (C: (098) 765-4321), and Address (12134 Monument Dr, Fairfax, VA 22033-5531). The bottom screenshot is on the 'Discuss' tab, which is currently empty.

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.



- 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 (12)

My Alerts (Total 12)

Subject: Contact Discussion Topic for ID# 7184650

Type: Discussion

Source: Sent: 8/21/2025

From: Jonathan Kilgore

Read: No

Note that this contact....

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

Contact Discussion Topic for ID# 7184650

8/21/2025 11:45 AM

Type: Discussion

From: Jonathan

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.lmhostediq.com/training2/UX/discussionitem.aspx?id=734&from=iq5&iaccount=training>

Mark as Read | Forward | Delete | ...

Recently Added

Aubrey Quorum

aubreyq@fakemail.com

General Discuss Logs

Email Addresses: aubreyq@fakemail.com

Phone Numbers: C: (098) 765-4321

Social Networks: Home

12134 Monument Dr, Fairfax, Virginia 22033-5531, VA11 Fairfax

Business

Messages: All Open Closed Recent

Discussion: Jonathan 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 | ...