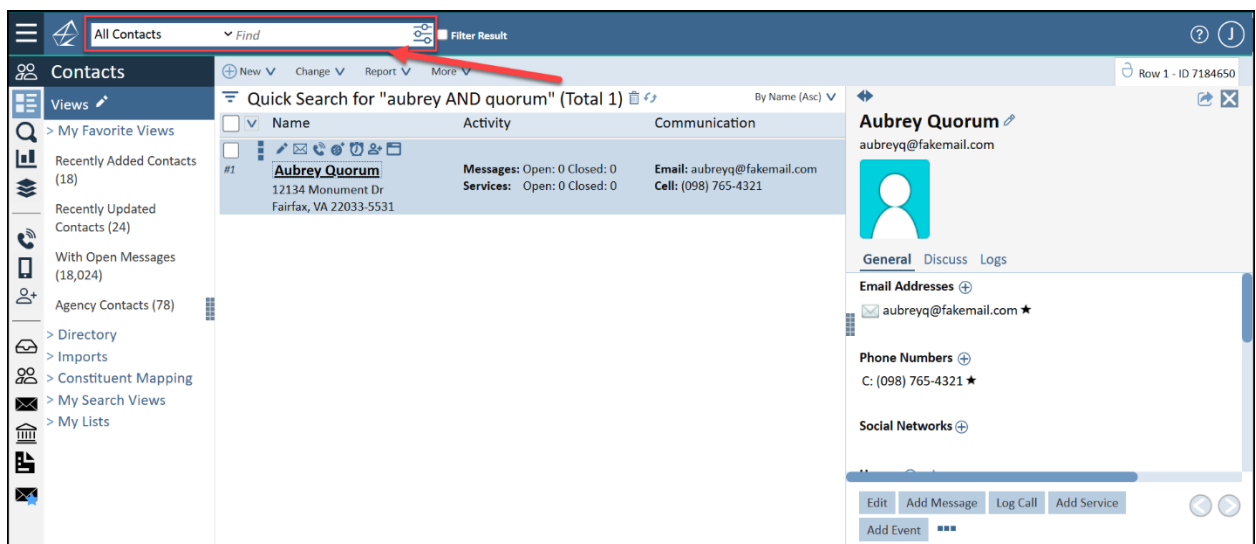




Tagging a Contact in a Discussion

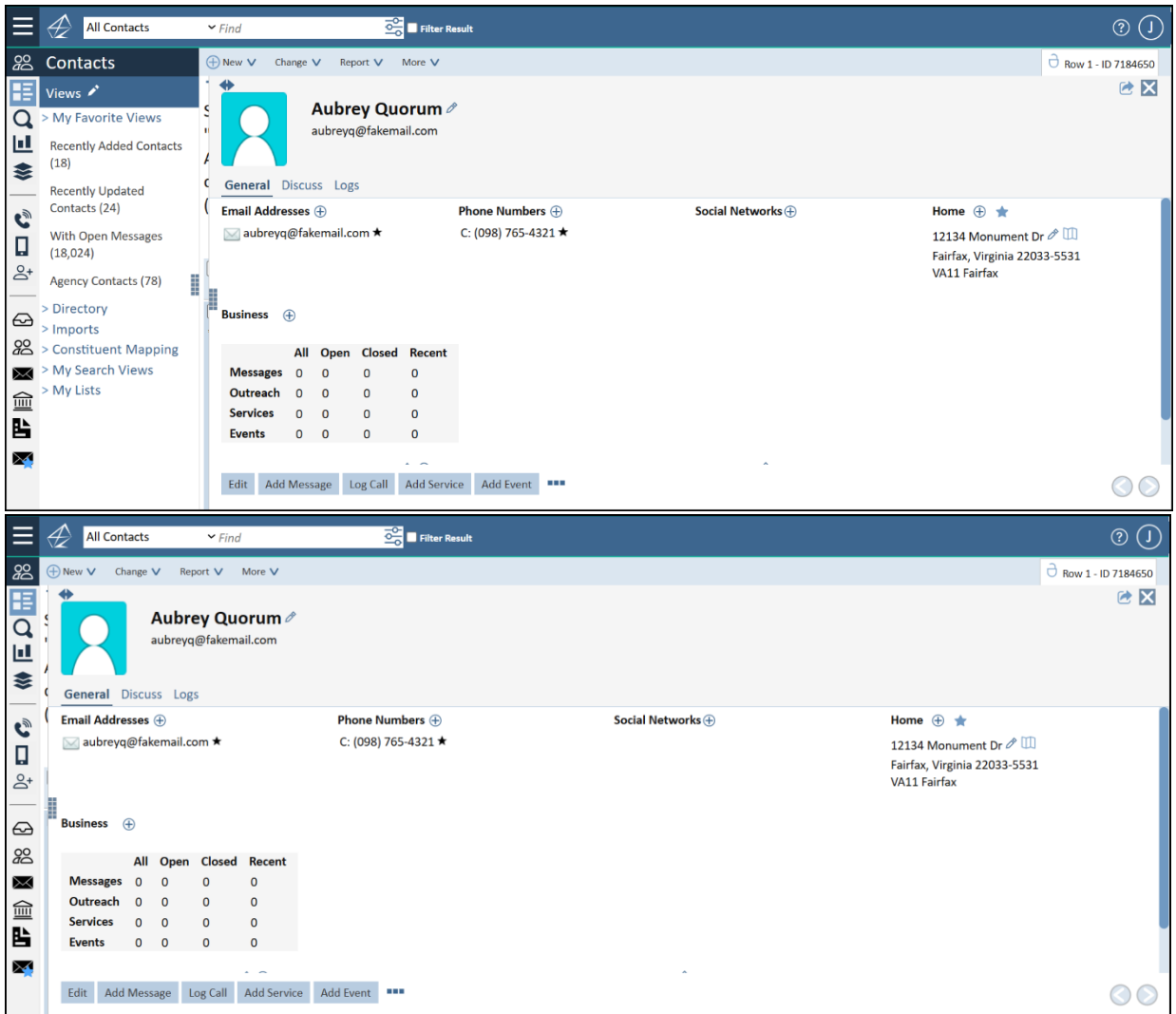
Market: House, Senate

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 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.



Contacts | All Contacts | Find | Filter Result

Row 1 - ID 7184650

Aubrey Quorum
aubreyq@fakemail.com

General | Discuss | Logs

Email Addresses | **Phone Numbers** | **Social Networks** | **Home**

aubreyq@fakemail.com ★ | C: (098) 765-4321 ★

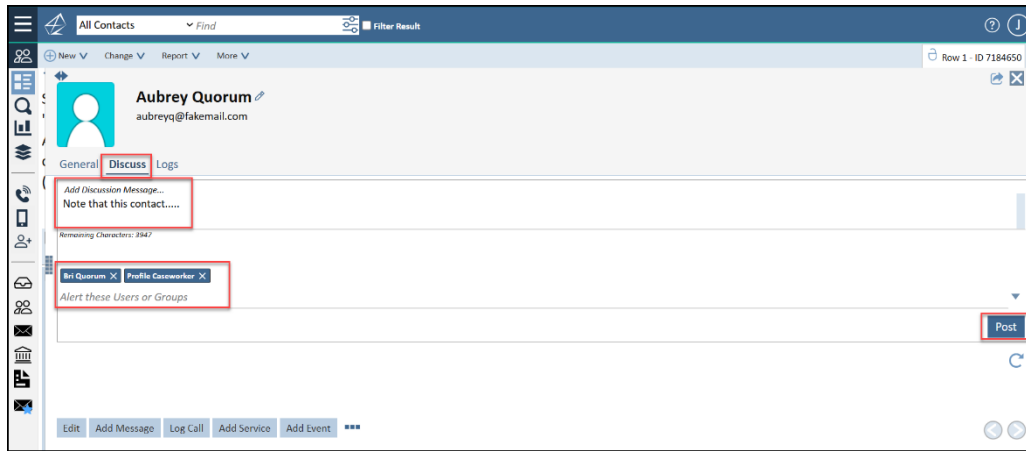
12134 Monument Dr
Fairfax, Virginia 22033-5531
VA11 Fairfax

Business

	All	Open	Closed	Recent
Messages	0	0	0	0
Outreach	0	0	0	0
Services	0	0	0	0
Events	0	0	0	0

Edit | Add Message | Log Call | Add Service | 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**.

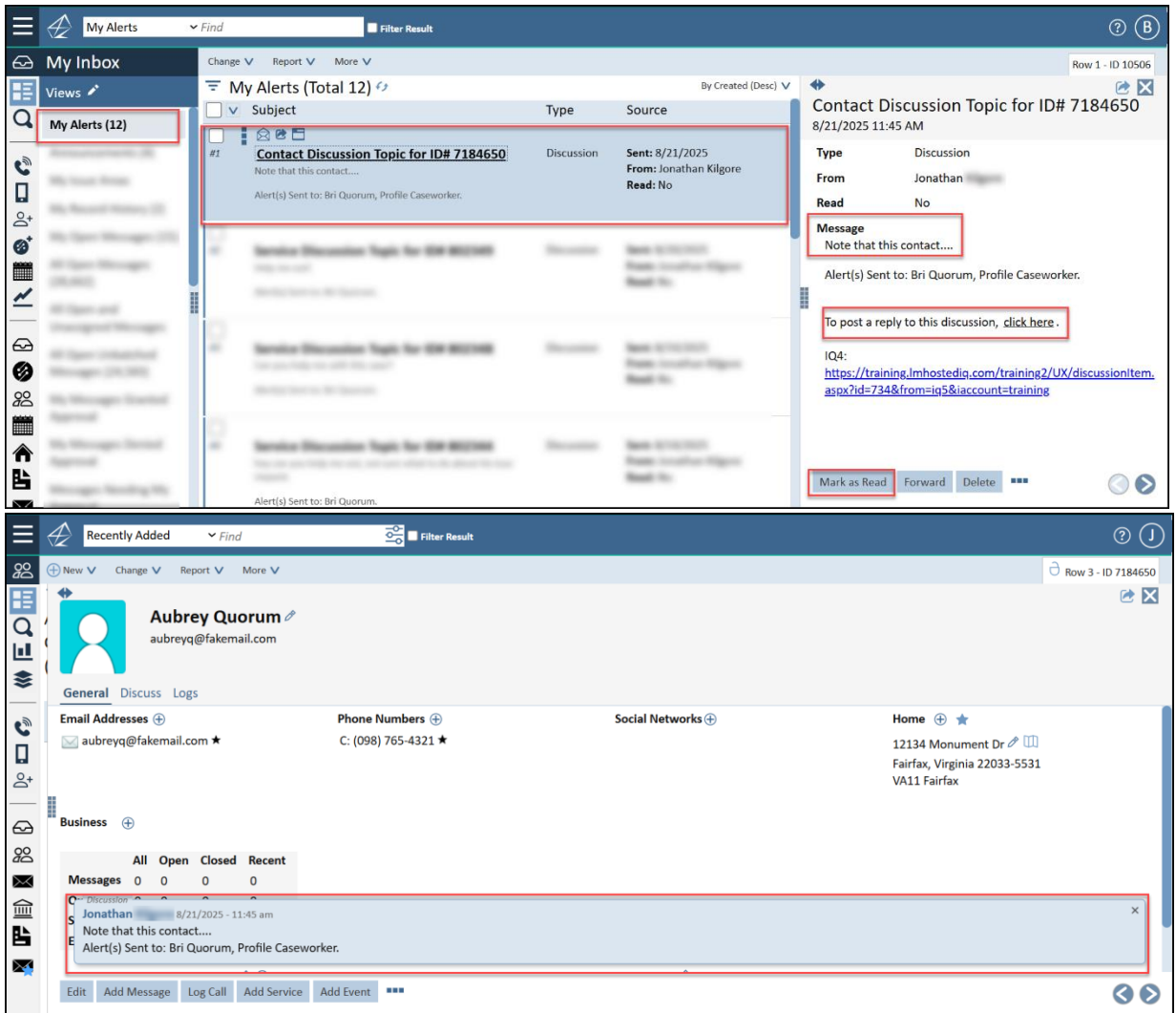


5. The user(s) will receive an alert notification on their homepage tile regarding the discussion in IQ and MS Outlook (if this option is configured in their IQ settings). Alerts can also be found in the **My Inbox** application.

- 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.



The screenshot displays the Intranet Quorum interface, which is divided into two main sections: 'My Alerts' and 'Recently Added'.

My Alerts Section:

- Header:** 'My Alerts' with a search bar and a 'Filter Result' button.
- Alerts List:** A table titled 'My Alerts (Total 12)' with columns for 'Subject', 'Type', and 'Source'. The first alert is highlighted with a red box:

Subject	Type	Source
Contact Discussion Topic for ID# 7184650 Note that this contact.... Alert(s) Sent to: Bri Quorum, Profile Caseworker.	Discussion	Sent: 8/21/2025 From: Jonathan Kilgore Read: No
- Alert Details:** On the right, the details for the selected alert are shown:
 - Title:** Contact Discussion Topic for ID# 7184650
 - Date:** 8/21/2025 11:45 AM
 - Type:** Discussion
 - From:** Jonathan Kilgore
 - Read:** No
 - Message:** Note that this contact....
 - Action:** Alert(s) Sent to: Bri Quorum, Profile Caseworker.
 - Reply:** To post a reply to this discussion, [click here](#).
 - IQ4:** <https://training.lmhostedio.com/training2/UX/discussionItem.aspx?id=734&from=in5&iaccount=training>
 - Actions:** Mark as Read, Forward, Delete, and a menu icon.

Recently Added Section:

- Header:** 'Recently Added' with a search bar and a 'Filter Result' button.
- Contact Profile:** The profile for 'Aubrey Quorum' is shown, with email address 'aubreyq@fakemail.com'.
- General Information:**
 - Email Addresses:** aubreyq@fakemail.com
 - Phone Numbers:** C: (098) 765-4321
 - Social Networks:** (Empty)
 - Home:** 12134 Monument Dr, Fairfax, Virginia 22033-5531, VA11 Fairfax
- Business Section:** A table showing message status:

	All	Open	Closed	Recent
Messages	0	0	0	0
- Message Preview:** A red box highlights a message preview from Jonathan Kilgore, dated 8/21/2025 - 11:45 am, with the text: 'Note that this contact.... Alert(s) Sent to: Bri Quorum, Profile Caseworker.'
- Actions:** Edit, Add Message, Log Call, Add Service, Add Event, and a menu icon.