

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 Name, 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

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; South Carolina DHHS VIP; Veteran - Thank them for their service

Services: 4

Messages: 15

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.

The screenshot shows a mobile application interface titled "Mobile Entry". At the top, there is a "Comments" section with the text "Here is the opinion they shared!". Below this, there are two tabs: "Contact" and "Response", with "Response" being the active tab and highlighted with a red box. Under the "Response" tab, there is a "Message" dropdown menu. Below the message, there is a section for "Method In" with a dropdown menu showing "Telephone Call" and a "Date In" field showing "08/19/2025". Below this, there is a section for "Issues" with a dropdown menu showing "E-Mail" and an "Assigned To" field showing "Jonathan". At the bottom of the form, there is a "Select a Batch" button and three buttons: "Response", "No Response", and "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