

Analyzing IQ Records

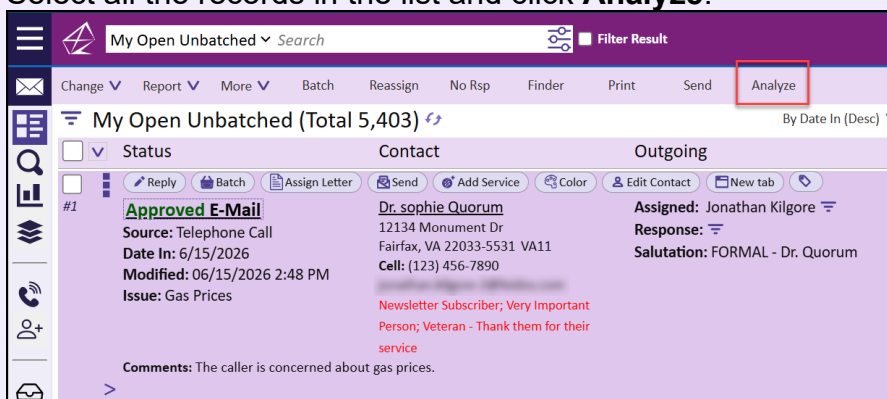
Market: House, Senate

Description: These instructions teach users how to access IQ reports.

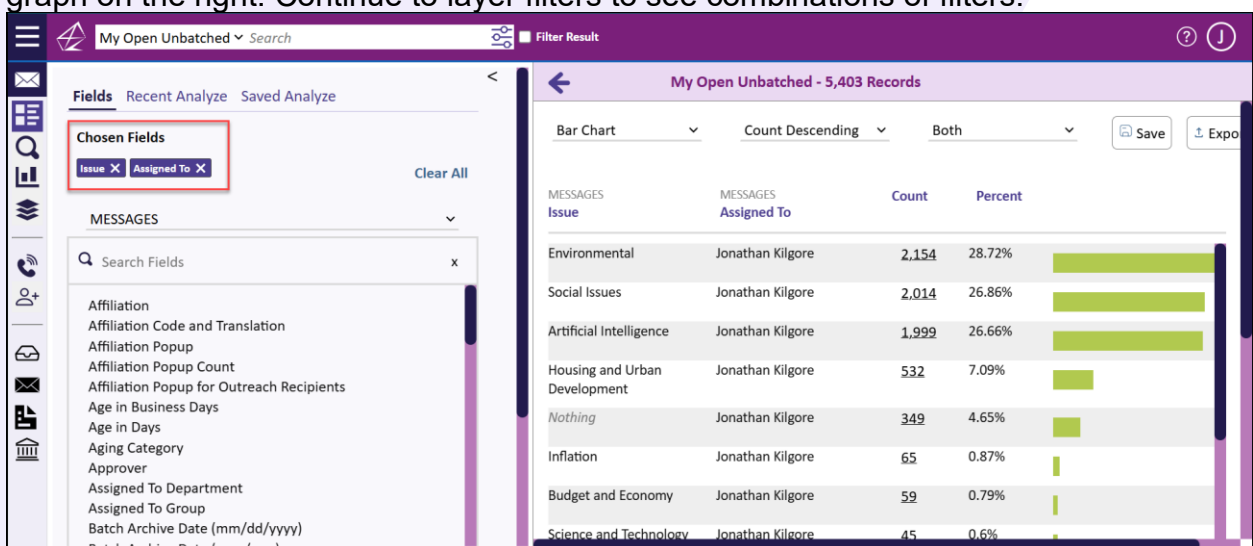
Market: House, Senate

Description: This guide shows users how to use the Analyze view, as well as how to Analyze based on Filters.

1. Navigate to the set of records that you want to analyze. In this example, we are using **Messages → My Messages view → My Open Unbatched**
2. Select all the records in the list and click **Analyze**.



3. Select the different filter options on the left to then see the results displayed in a bar graph on the right. Continue to layer filters to see combinations of filters.

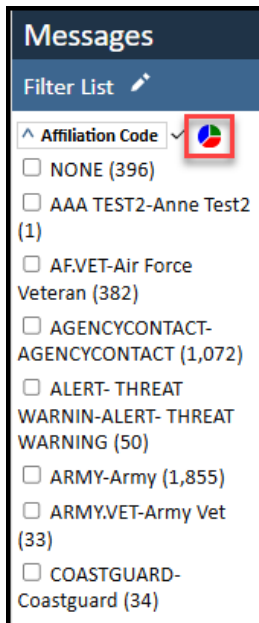


4. Click **Save** to easily view this analysis again. Click **Export** to save the Analysis as an excel spreadsheet.

5. To analyze in the Filter panel:

a. Click the  and filter the data as needed.

b. Once a filter is selected, the list of options will expand and this  will display. Click .



- c. The Analyze List window opens and you can:
- Select additional filtering options by using the drop down
 - Choose to view the data as a pie chart or bar graph.
 - Open the sorted records by clicking into the color groupings within the graph or key
 - Print

