

How to Add a Service Module in the IQ Menu

Market: Federal/State/Local, House, Senate

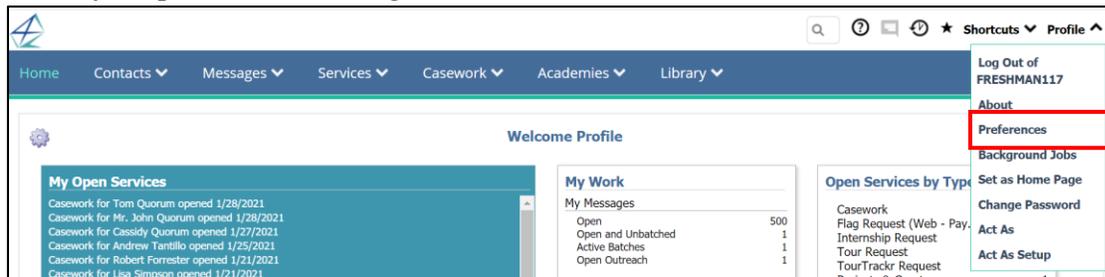
Module: General > Preferences

Purpose: This guide provides instruction on how to add another module, which is specific to a service, in the main menu of IQ.

Key Benefits

IQ provides customization in its main menu such as the ability to add a module that is specific to a service. As a result, a user can easily and immediately access all records related to that service. Thus, this is a time-saving technique.

1. Under your profile name, navigate to **Preferences**.



2. In the **Preferences** window, select **Services**.
3. In the **Preferred Applications** field, search the name of the service(s).



4. Click **Save**.
5. The main menu now displays the module(s) of the service(s) that you selected.

