

Assign Campaign Response

93 open messages and all future messages added to this campaign will have these settings applied.

Issues +

Assigned To

Suggestions 100% of similar mail received the 115 Farm Bill Sept 17 Update v.3 letter.

Letter Name New Letter

Batch Change No Change All Active Unlocked Batches My Active Unlocked Batches Add a New Batch Remove Current Batch

Batch Name

Hitting “**Save**” will activate this response rule:

Now you can go straight to the batch, select all messages, and send them out; they already have a letter assigned. This can be done *daily or even weekly* since IQ is doing most of the work automatically for you. As an example, several congressional offices have this setup on several Campaigns, and simply go to the respective batches every Friday and hit **Send**.

Clicking on the “**Individual Messages**” Tile will take you to the current open pool of Non-Campaign messages that were sent in by means of the Member’s website (I.e., I went to member.house.gov and chose “Contact Me” and sent a message in) along with any other Individual Messages:

You are then taken to the list of messages **that are not in Campaigns**. You can also use the “Assigned To” filter to only focus on messages that are assigned to you:

Filters

Filter Text...

- Staff Assigned To**
- IQ Support (4)
- Campaign Email?
- Campaign Name
- Message Source
- Letter Suggestions
- Batch Name

Messages » Results

✉ All Open Messages not in Campaigns (4 Results) 🔍

List Analyze Map Change Send Print Report More

Change Color No Response Approve Print Draft +Attachment +Affiliation +Service Swap Contact Vie

US Mail

Date In: 11/8/2018
Modified: 11/8/2018 - 12:27pm
Comments: ✎

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You are now ready to start working through the Individual Messages. You can use the “E-Mail Subject Line” filter that will let you start differentiating the actual messages.