How to Use *SLACK* to Optimize Your Communication Activities in IQ

Market: House

Module: Home

Purpose: This guide provides instruction on how to use SLACK within IQ.

Key Benefits
SLACK (**S**earchable **L**og of **A**ll **C**onversation and **K**nowledge) is a third-party tool that can be integrated into the IQ tool. As a business communication platform to further enhance the sharing of information (e.g., links, events, files, etc.), it can accelerate the timeframe to approve documents, Form Letters, Press Releases, eNewsletters or other relevant office materials in IQ. It facilitates search activities such as the logs of office materials. It can efficiently direct team members to complete office tasks, and thus reduce delays or time lags.   Please contact your office's IQ Consultant about the integration of SLACK with IQ.

1. Navigate to **Home.** Click the *SLACK* Tile.
2. The *SLACK* window appears.

- **Select Channel**: This is the name of the group chat. Select **Legislative.**
- **Add Page URL:** Add the link of the item that needs to be reviewed or approved.
- **Message**: Type the content of the message.

3. Click **Post to Slack**. The thread will display the message, as illustrated below.
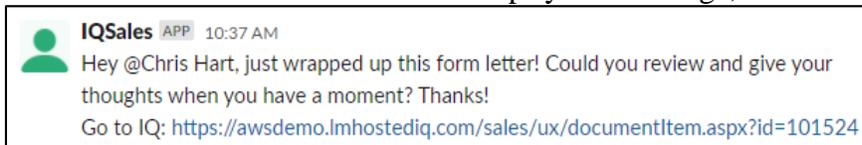
4. The recipient can click the URL to review and process the record or document.