

How to Enter an Opinion (Telephone Calls, Mail and Faxes)

Entering a New Opinion

1. From the **Messages** Big Menu, select **Opinion** in the **New** column.
2. In the **Method In** field, select the appropriate incoming method (e.g. *Telephone, Fax, or US Mail*).
3. Enter the constituent's **Comments** (e.g. Questions on the budget, etc.).
4. Type the **Name and Address** in the appropriate fields and click the **Search** button.
5. Either select an existing Contact or the **Add New Contact** radio button.
6. If appropriate, select an **Affiliation(s), Issue(s), Assigned To, Method Out, Form Letter, and/or Batch Name**.
7. Click the **Respond** button to create a *Pending Message* record or click **Do not Respond** to create a *Closed with No Response* Message record.
8. Once the message information has been saved, the screen will refresh to enter the next opinion.

New Opinion

<p>Name and Address</p> <p>Mr. Dan Quorum</p> <p>2700 Prosperity Ave</p> <p>City</p> <p>State</p> <p>22031</p> <p>7032060030</p> <p>Dan.Quorum@leidos.com</p> <p style="text-align: center;">Search</p> <ul style="list-style-type: none"> <input type="radio"/> Add New Contact VA11 (Verified) <input type="radio"/> Mr. Co-Sponsor Quorum (7032164) 2700 Prosperity Avenue Fairfax, VA 22031-4339, VA11 <input type="radio"/> Brigadier General John Quorum (7029555) 2700 Prosperity Avenue Fairfax, VA 22031-4339, VA11 499 South Capitol Street SW, Suite 400 Washington, DC 20003-4004, DC01 105 Twin Oaks Road Linthicum Heights, MD 21090-2116, MD02 2110 Overlook Court Bel Air, MD 21015-6390, MD01 President Lockheed Martin 105 Twin Oaks Road Linthicum Heights, MD 21090-2116, MD02 Lockheed Martin 2700 Prosperity Avenue Fairfax, VA 22031-4339, VA11 Jodi.Hughes@lmco.com 703206-0030 (Cell Phone) 133894903810531 (Facebook) 999-274-7629 (Home Phone) <input type="radio"/> Ms. Lindsay Quorum (7052784) 2700 Prosperity Avenue Fairfax, VA 22031-4339, VA11 499 South Capitol Street SW Washington, DC 20003-4013, DC01 lindsay.quorum@mail.house.gov Do Not Mail 	<p>Method In Telephone Call</p> <p>Attachments</p> <p>Date In 11/1/2018</p> <p>Comments Support Balanced Budget Amendment</p> <p>Affiliations <input checked="" type="checkbox"/> EMAIL.OPTIN - Email Optin to Newsletter Subscription +</p> <p>Issues <input checked="" type="checkbox"/> BUD.BAL.P - Balance Budget Amendment - Pro +</p> <p>Assigned To Legislative Correspondent1 <small>Override</small></p> <p>Method Out E-Mail</p> <p>Form Letter Select a letter <small>New</small></p> <p>Batch Name Select a batch <small>New</small></p> <p style="text-align: center;"> Respond Do not Respond Exit </p>	<p>Suggested Phone Script(s) —</p> <p>Thank you for contacting us and expressing your thoughts. We understand that balancing the budget is a monumental task and we very much appreciate you taking the time to contact us and share your opinion.</p> <p>Recent Letters...</p> <p>Select a recent form letter</p>
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