

How to Create a Contact Record

Market: Federal/State/Local, House, Senate

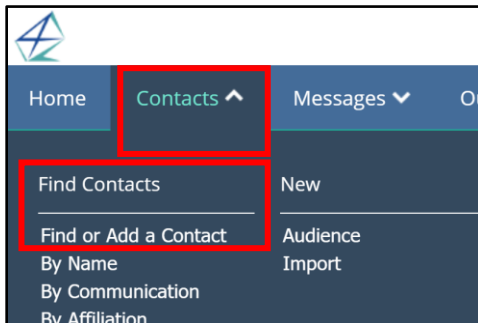
Module: Contacts

Purpose: This guide provides instruction on how to create a contact record.

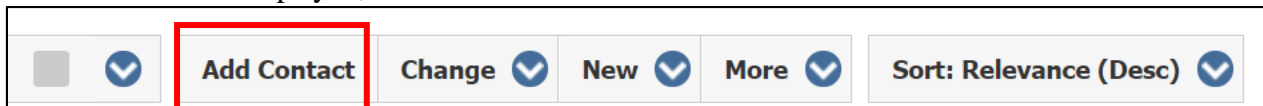
Key Benefits

IQ provides the capability to create contact records, which can be used for correspondence, outreach, services, events, and other reporting needs. It also enables the user to track all activities related to the contact all within IQ.

1. Navigate to **Contacts > Find Contacts > Find or Add a Contact**.



2. In the Find Contact pane, enter information and click **Find Existing Contacts** to determine if the contact record exists in IQ.
3. A set of results is displayed, click **Add Contact**.



4. The Add Contact window appears. Complete the information required for each category.

Add Contact

Business
 Foreign
 Affiliation
 Salutation

5. Click **Add & Exit**.