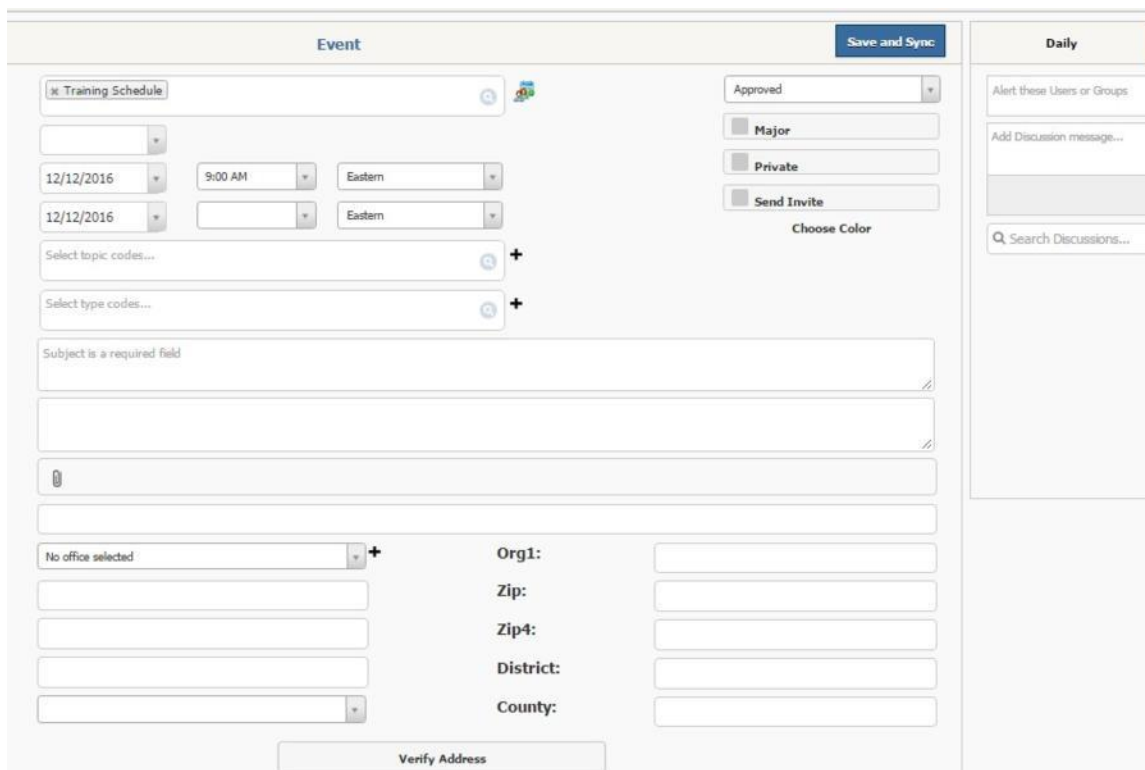


How to Create Events in IQ

1. Click the Events Big Menu, select the Daily in the Views column. (The Daily schedule for your default calendar appears for the current date.)
2. Click a date in the Calendar to display the schedule for a different date.
3. Double click the on the Start Time of the new event. Or from the Events Big Menu, click on Event under the New column.
4. Select the additional calendars for the staff attending the event in Calendars field.
5. Select the Status (e.g. Approved, Tentative, FYI, etc.) for the event.
6. Select the End time of the event including the time zone.
7. If appropriate, select the Send Invite option NOTE: Please work with our Customer Service Center or your IT Consultant before selecting this option.
8. Type the Subject of the Event (e.g. Breakfast Meeting with Budget Committee).
9. Add any additional Notes (e.g. directions to the event, POC, etc.).
10. For analytics and reporting features it is suggested to enter the Address, City, State and Zip Code for your events.
11. Click on the Save and Synch button to synchronize your IQ calendar events to Outlook.



The screenshot shows the 'Event' creation form in the IQ system. The form is divided into several sections:

- Event Header:** Includes a 'Save and Sync' button and a 'Daily' view selector.
- Event Details:**
 - Title:** A text field containing 'Training Schedule'.
 - Status:** A dropdown menu set to 'Approved'.
 - Calendars:** A section with 'Major' and 'Private' checkboxes, and a 'Send Invite' button.
 - Time and Location:** Fields for start and end times (e.g., 9:00 AM, Eastern) and dates (e.g., 12/12/2016).
 - Topic and Type Codes:** Two dropdown menus for selecting codes.
 - Subject:** A text field with a placeholder 'Subject is a required field'.
 - Address:** A text field for the event location.
 - Office Selection:** A dropdown menu with 'No office selected' and a '+' icon.
 - Location Fields:** Fields for 'Org1:', 'Zip:', 'Zip4:', 'District:', and 'County:'.
 - Verify Address:** A button at the bottom of the address section.
- Right Sidebar:** Contains a search bar for 'Search Discussions...' and a section for 'Alert these Users or Groups'.

NOTE: Please work with our Customer Service Center or your IT Consultant to configure IQ to Outlook Calendar Synchronization should you receive synching errors.