

Course Agenda: Scheduling Requests in IQ

Course Summary

Course Duration

30 min

Audience

Schedulers or IQ users who manage a Member’s calendar of events.

Method of Training

WebEx/remote

Market

House, Senate

Customer Service

US Senate email:
helpdesk_iq@scc.senate.gov

General Support Email:
support@IQservicesdesk.com
 Live Chat support available within IQ
 703-206-0188
 Monday–Friday
 7 AM to 7 PM (EST)

**Extended Hours vary by contract.*

Website

www.intranetquorum.com

Document Revision Date:

March 2021

DESCRIPTION

Pre-requisite: New users of the IQ Tool are recommended to take the *Introduction to IQ* course prior to attending this course.

This content of this course is focused on how to manage scheduling requests in IQ based on information that is entered from a Web Form on a Member’s website.

OPTIONAL

To enhance the learning experience of this virtual training, participants may follow the instructions provided in the presentation by logging into their IQ account using an additional workstation.

Since the training session is a LIVE demonstration, please keep in mind that technical issues unrelated to the course may need to be addressed outside the session by an Office IQ Consultant.

1 Introduction

What Scheduling Requests?
 Overview of IQ Homepage Tiles related to schedule requests

2 Create a Schedule Request

Using the Schedule Request service to create events
 Adding events to IQ and Outlook calendars

3 Wrap-Up