

**Course Summary**

**Course Duration**

30 min

**Audience**

All IQ Users

**Method of Training**

WebEx/remote

**Market**

House, Senate

**Customer Service**

US Senate email:  
[helpdesk iq@scc.senate.gov](mailto:helpdesk_iq@scc.senate.gov)

General Support Email:  
[support@IQservicedesk.com](mailto:support@IQservicedesk.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](http://www.intranetquorum.com)

**Document Revision Date:**

March 2021

**Workshop Agenda: Approval Process for Form Letters and Messages**

DESCRIPTION
<p>When creating Form Letters and Messages in IQ, it is often helpful for offices to have the ability to approve these letters and messages before they are used.</p> <p>In this workshop, users learn to how request approval for Form Letters and Messages, as well as how to see and manage these requests in IQ.</p>
OPTIONAL
<p>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.</p> <p>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.</p>

**1 Agenda**

- What is an Approval Process in IQ?
- Basic Approval for Form Letters in IQ
- Multi-level Approval for Form Letters in IQ
- Version Control for Form Letters
- Requesting Approval for Messages

**2 Wrap Up**