

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

General Support Email:
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

Document Revision Date:

April 2021

Workshop Agenda: Reports

OBJECTIVE

IQ allows for users to create reports to better track their office’s productivity.

This workshop teaches the user how to create and send Reports in IQ.

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 Agenda

- Purpose of Reports
- How to read Reports in IQ
- How to email Reports
- How to run Reports as background jobs
- Service Reports
- Message Reports
- Outreach Reports
- Admin Reports

2 Wrap Up