

**Course Summary**

**Course Duration**

30 min

**Audience**

All IQ Users

**Method of Training**

WebEx/remote

**Market**

House

**Customer Service**

General Support Email:

[support@IOservicesdesk.com](mailto:support@IOservicesdesk.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:**

May 2021

**Workshop Agenda: Digital Privacy Release Form**

**DESCRIPTION**

This course is intended to teach the user what the Digital Privacy Release Form is and how to utilize it to create new Casework records 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**

Explanation of the Digital Privacy Release Form w/example

How to find Casework created from the Digital Privacy Release Form

How to send constituents the Digital Privacy Release Form

**2 Wrap Up**