Intranet Quorum | Leidos

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:
December 2021

Workshop Agenda: Approving Form Letters and Messages

DESCRIPTION

Form Letters and Messages in IQ often require approval. 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.

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

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