



Workshop: Assigning Bill Responses



▶ **Audience:**
All IQ Users

▶ **Method of Training:**
WebEx/remote

▶ **Market:** House,
Senate

SUMMARY

This training focuses on activities and features associated with Assigning Bill Responses in IQ.

BY THE END OF THIS COURSE, YOU WILL BE ABLE TO

- ▶ Explain what Bill related messages are and why they're important
- ▶ Filter Bill related messages for those that your representative/senator sponsored or co-sponsored to immediately see those Bills that are most important to your office
- ▶ Create Form Letters to more easily respond to those who support or oppose the Bill that your office has received messages about
- ▶ Assign these Bill related messages to a Batch for a more efficient response from your office.