

## Course Agenda: Schedule Requests

### Course Summary

**Course Duration**

30 min

**Audience**

Schedulers or IQ users who manage a Member's calendar of events.

**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:**

June 2022

### DESCRIPTION

This content of this course is focused on how to manage event requests that is completed from a Web Form on a Member's website and that generates a record 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 Introduction

What is a Schedule Request?  
Overview of Homepage Tiles

### 2 Create a Schedule Request

Using a Web Form to intake schedule requests  
Move a Schedule requests to an Event Record

### 3 Wrap-Up