Workshop: Generating Reports

30 Minutes

▶ **Audience:**
All IQ Users
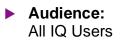
▶ **Method of Training:**
WebEx/remote

▶ **Market:** House, Senate

SUMMARY

This training focuses on activities and features associated generating Reports in IQ.

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

▶ Access and email out to others important IQ Reports including:
  o Executive Summary Drill Down Report
  o Messages and Services Productivity Report
  o Service Summary Report
  o Subscribers Report
  o ENewsletters Report
  o Year in Review Report
▶ Run Reports as Background Jobs in IQ for easier creation and viewing of IQ Reports