

## 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:**

December 2021

## Workshop Agenda: Creating Event Schedule Cards

### DESCRIPTION

This content of this course is focused on how to create schedule cards in IQ and how to send them manually or via a recurring basis.

### 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 are schedule cards?

### 2 Create a Schedule Card

How to create a schedule card  
How to create a background job to email out schedule cards daily  
How to set preferences for creating schedule cards

### 3 Wrap-Up