Workshop: Approving Form Letters and Messages

 30 Minutes

▶ **Audience:**
All IQ Users

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

▶ **Market:** House,
Senate

SUMMARY

This training focuses on activities and features associated with requesting approval for Form Letters and Messages, as well as how to manage these requests in IQ.

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

▶ Describe the approval process in IQ
▶ Request basic and multi-level approval for form letters
▶ Manage version control for form letters
▶ Request approval for messages