



Workshop: Batching Messages



▶ **Audience:**
All IQ Users

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

▶ **Market:** House,
Senate

SUMMARY

This training focuses on activities and features associated with Batching Messages in IQ.

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

- ▶ Explain what Batching is and why it's useful for message management in your office
- ▶ Create a New Batch from Individual Messages to make responding to many constituents at once an easy process
- ▶ Utilize the Campaign finder to automatically group similar emails together
- ▶ Add messages to existing Batches
- ▶ Use the Filter Text feature to find key words amongst your messages
- ▶ Create Batch Response Rules to streamline and automate the response process