



Workshop: Schedule Requests



▶ **Audience:**
All IQ Users

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

▶ **Market:** House,
Senate

SUMMARY

This training focuses on how to manage event requests completed from a Web Form that generates a record in IQ.

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

- ▶ Define a schedule request
- ▶ Use a webform to intake schedule requests
- ▶ Move schedule requests to an event record