



Introduction to IQ



▶ **Audience:**
All IQ Users

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

▶ **Market:**
Federal/State/Local,
House, Senate

SUMMARY

This is an introductory-level course and is a pre-requisite for new users of the IQ tool.

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

- ▶ Describe Intranet Quorum (IQ)
- ▶ Understand the benefit of using homepage tiles
- ▶ Set preferences, shortcuts and favorites
- ▶ Access past work using the IQ History log
- ▶ Utilize the IQ Help Center articles to complete tasks in IQ
- ▶ Create a Contact record
- ▶ Record constituent opinions
- ▶ Locate and analyze records