



Introduction to IQ5



▶ **Audience:**
All IQ Users

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

▶ **Market:**
House, Senate

SUMMARY

This is an introductory-level course and is a pre-requisite for new users of the IQ5 tool.

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

- ▶ Describe Intranet Quorum (IQ)
- ▶ Understand the layout of the IQ homepage and how to utilize the static action icons and search features
- ▶ Understand the benefit of using homepage tiles
- ▶ Understand the layout within each IQ Application and how to use views and filters to search for records
- ▶ Create a Contact record
- ▶ Record constituent opinions
- ▶ Understand the usefulness of the My Inbox application and how it maximizes productivity
- ▶ Create Favorite lists and know how to view reports to analyze IQ data