Importing Telephone Town Hall Event Data in IQ

Market: House

Description: These instructions teach users how to import information from a Telephone Town Hall Event into IQ.

1. Navigate to Outreach > Find Outreach > Open Town Hall Events.

Æ					
Home Contacts 🛩 M	lessages 🗸 🛛 Outreac	Services 🛩 Library 🛩	Events 🗸	LegiStats 🗸	Admin 🗸
Find Outreach	New	Utilities			Q Search Open
My Open All Open Recently Sent elNevsletters Recently Sent Printed Letters All eNevsletters All Printed Letters All Surveys All Town Hall Audiences Open Town Hall Events Completed Town Hall Events All Web Forms Outreach Search	eNewsletter Targeted Malling eNewsletter Template Survey Town Hall Audience Web Form Town Hall Event	Survey Template Survey Web Form Template Web Form Template All Approved eNewsletter Templates All Draft eNewsletter Templates All Published eNewsletters Image Manager Social Media Center Reports Manage Broadnet Lists			
All Subscribers					

2. Select the event you want to import in the list and his Import Responses

Home Contacts	v 1	Messages 🗸	Outreach 🗸	TourTrack	r Services 🗸	Library •	🗸 Events 🗸	LegiStats 🗸	Admin 🗸	
Filters Q. Filter Text Status Turce	0	outreach » R 2 Open	tesults TOWN Ha	II Event	S (40 Results) 🖲 Sort: Product Name (As	sc) 📀				
Basic TTH (1) Robocall (31) Total TTH (5) Training (3)		Import Re 0- Co 19,	isponses ongressman 2020 - 8:00pm (Thursday, March	Status: Type:	Event Occurred Basic TTH		Event Date: Event Time:	(ID# Thursday , March 19, 202(8:00 pm US/Eastern
			isponses bo Call - 2019-08	8-23 13:00pn	1	Status: Type:	Event Occurred Robocall		Event Date: Event Time:	(ID# Friday, August 23, 2019 1:00 pmm

3. If you wish to create message records to for folks that had been screened, went live or were not screened, select the group to create and **assign questions to staff**

_	Import IQ Town	n Hall Results		
11	Town Hall Event	- LS Test Client 1 - Friday, August 11, 2017 - 1:45pm (US		
	When did this Teletown Hall occur?	08/11/2017		
100	Match Teletown Hall records by	People ID O Voter ID Provider ID	alad	8/31/2017 - 10:11
	This Attendees Source Data contains Vekeo Data. Do you want to import the Attendees Vekeo Data?	No * Yes		
	This Attendees Source Data contains SMS Data. Do you want to import the Attendees SMS Data?	No Yes		
	Mark other records with the same phone number in IO as participants in this Teletown Hall		aled:	8/31/2017 - 10:00
-	Questions screened and went live during the Teletown Hall should be imported as approved message records	and Assigned to		
	Questions screened and did not go live during the Teletown Hall should be imported as approved message records	and Assigned to	alart-	8/20/2017 - 1-00
_	Questions were never screened during the Teletown Hall should be imported as approved message records	and Assigned to		
	Poll Que	stions:		
	The budget deficit for this fiscal year is projected to be nearly national debt. Congress is working to craft a budget for next spending?	\$700 billion. That <i>is</i> added on top of our \$20 trillion year. Should that budget increase spending or reduce	uled:	8/11/2017 - 1:45
	Answers	IQ Affiliation Code		
	1=Increase spending	*	a la de	818/2017 3/00m
	2=Reduce spending	v	area:	6/9/2017 - 2:00p
-	3=Don/t know/unsure		10 A	

4. If you had Live poll questions you can **assign Affiliation codes** to the responses (you can always do this later as well). Finally, select **Update Contacts** to complete the import

O OP	in IQ as participants in this Te	eletown Hall	
	Questions screened and went live during the Te should be imported as approved mess	and Assigned to Abby Zhou x *	
	Questions screened and did not go live during the Te should be imported as approved mess	and Assigned to "Jones, Bob" x	
	Questions were never screened during the Te should be imported as approved mess	age records and Assigned to David Johnston x	
		Poll Questions:	uled: 8/31/2017 - 10:1
	The budget deficit for this fiscal year is projecte national debt. Congress is working to craft a bud spending?	d to be nearly \$700 billion. That <i>is</i> added on top of our \$20 trillion dget for next year. Should that budget increase spending or reduce	
	Answers	IQ Affiliation Code	uled: 8/31/2017 - 10:0
	1=Increase spending	hud bud	
	2=Reduce spending	bud	
1.00	3=Don¿t know/unsure	Reduce Debt and Budget Deficit	uled: 8/29/2017 - 1:00
	This fall the federal government will once again money can be borrowed or cut spending?	reach its debt limit. Should Congress raise the debt limit so more	
	Answers	IQ Affiliation Code	
	1=Raise the debt limit and keep borrowing and spending	*	uled: 8/11/2017 - 1:45
	2=Keep the debt limit and cut spending	*	
	3=Don't know/unsure	*	

5. Once imported, you can view the data in its entirety by going to the **Completed Town Hall Events** link under the **Outreach** tab. Note any messages records that were created will be assigned to the staffer and be found in their open messages with the incoming method of Tele Town hall.

Home Contacts 🗸 N	lessages 🗸	Outreach 🔨	Services 🗸	Library 🗸	Events 🗸	LegiStats 🗸	Admin 🗸
Find Outreach My Open All Open Recently Sent eNewsletters Recently Sent Printed Letters All entered Letters All Simveys All Sumveys All Subscribers	New ekewsletter Targeted Mi ekewsletter Survey Town Hall A Web Form Town Hall E	uling Template udience	Utilities Survey Template Survey Web Form Tr Web Form Template All Approved eNewsi All Draft eNewslette All Published eNewsi Image Manage Social Media Center Reports Manage Broadnet Li	emplate ietter Templates i Templates ietters			C Search Open Out

Page 2 of 3

Leidos proprietary 2025 This information may not be used, reproduced, disclosed, or exported without the written approval of Leidos. 6. If you wish to reach to all the attendees, go to the Attendees tab, select all and select New, Outreach.

Home Contacts 🗸	Assages v Duchesch v Senvices v Library v Events v Legistans v Admin v	U * Shertcuts * Dera
LS Test Client 2 - V	Jednesday, July 25, 2018 - 7:30pm (US/Mountain)	104 1
9 Filters	Town Hall Attendees (799 Results) 🛞	
Q. Filter Text Cey State ZIP Code Poll Question Screened Question	Image: Change:	0
Participation Level	Chrosofe FL Abover Pressage: (Down 1 Campided: 0 Solar 1 Campided: 0 Normal: (Down 1 Campided: 0 Normal:	
	Clickert Alerer Neueron (1997) Control (1997) Contr	
	Charlie A, Alonge Pressaye: (Deve 15 Consided: 0) 148 (Ex04 that Vice, extrant 1 Service: (Deve 15 Consided: 1) Invert (D)(2)(2)(2)(3) Service: (Deve 15 Consided: 1) Invert (D)(2)(2)(3)(3)	

Page 3 of 3