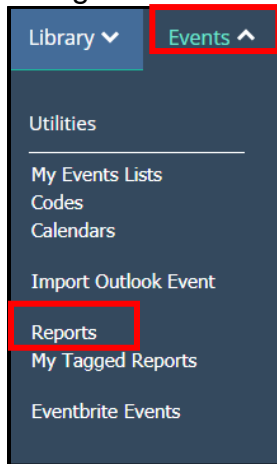


Creating and Managing Schedule Cards

Market: Federal/State/Local, House, Senate

Description: A schedule card is a document of a Member's/ Boss' schedule for the day. These instructions teach users how to create a schedule card and generating/sending it via email as needed.

1. Navigate to **Events > Reports**.



2. Select **Custom Calendar Card**.

☐ [Custom Calendar Card - RTE](#)

3. From the **Calendar to Report On** drop down box, select the appropriate calendar.
4. Select the **From Date** and **End Date** the report is to be run on
5. Choose the **Status to Report On** radio button that best reflects the report to be run.
6. Choose the **Location to Report on** Radio button that best reflects the report to be run.
7. Check the **Information to be Included** boxes that best reflect the report to be run.
8. Click **Run Report**.

Custom Calendar Card - RTF

Calendar to Report On

Isabella Strom

Report Title

Report for Isabella Strom

From Date

5/3/2021

To Date

5/3/2021

From Time

To Time

Status to Report On

☒ All Status ☐ Selected Status

Location to Report On

☒ All Office Location ☐ Selected Office Location

Information to Include

☒ Location
☐ Notes
☒ Office Location
☐ Other Calendars
☐ People
☐ Private Events
☐ Status
☐ Topic Codes
☒ Time Zone
☐ Type Codes

Email Report

Run Report

Close

To have schedule card emailed as a regular background job.

1. Follow **Steps 1-6** above. Select **Email Report**.
2. Select the date you would like to first email to be sent.
3. In the **Email Report To** field add in the appropriate email address.
4. Select **Submit Background Job**.

Custom Calendar Card - RTF

When to send the email:

5/3/2021

At

6:00 AM

Email the report to:

add in email address here

From Address (Optional):

Enter email

Subject (Optional):

Enter the email subject

Message (Optional):

Enter the email message

Submit Background Job

Return

5. Under **Job ID** select **Make Recurring**.

Background Jobs	
Job ID	
2252555	
	Make Recurring

- Repeat:** How often the schedule cards should be emailed out.
- End Date:** When the schedule cards should no longer be emailed out.
- Calculating Event Report Date:** from the drop down menu choose current day or next day

Background Job 2252555 - Google Chrome

training.lmhostediq.com/iq/uxBackgroundJobItem.aspx?freq=Y&from=report_record&iq4=Y&ID=2252555

Background Job 2252555

Recurring Job Properties

Repeat	Daily	
Every	1	day(s)
End Date	05/03/2023	
Calculating Event Report Date	Current Day	
Days to Report On	1	

[Save](#) [Close](#)

6. Click **Save**.