



Workshop: Managing Flag or Tour Requests



▶ **Audience:**
All IQ Users

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

▶ **Market:** House,
Senate

SUMMARY

This training focuses on activities and features associated with creating and processing either a Flag or Tour requests.

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

- ▶ Create a Flag or Tour request
- ▶ Process a request by assigning the request, attaching contacts or sending form letters
- ▶ Close or reopen a request