

Creating a New Event

Market: House, Senate

Description: These instructions teach users how to create events in IQ5.

Creating a New Event

1. From the left side of screen select the **Add Event** Icon



2. Under **General** provide an **Event Subject**. Then enter:
 - Event Start Date and Time
 - Event End Date and Time

Add Event

New Event

General

Attachments and Services

Contacts

More

Event Subject

Event Start

Date

mm/dd/yyyy

Time

--:-- --

Time Zone

EASTERN - ET

Event End

Date

mm/dd/yyyy

Time

--:-- --

Time Zone

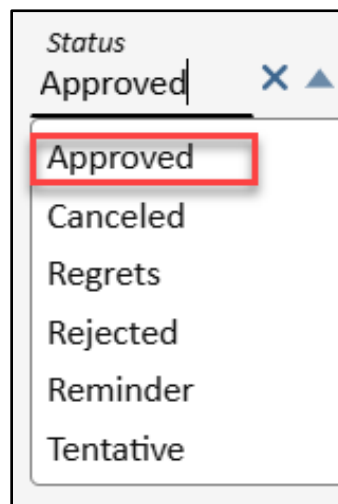
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3. In the **Calendar** field, default calendars will be pre-populated. Click the down arrow to select additional calendars to add. Also, enter any external attendees, if any.



The screenshot shows a form with two main sections. The top section is labeled 'Calendar(s)' and has a down arrow on the right side, which is highlighted by a red arrow. The bottom section is labeled 'External Attendees' and has a small icon on the right side.

4. Select a **Status** by using the drop-down menu.



The screenshot shows a drop-down menu for 'Status'. The menu is open, showing a list of options: 'Approved', 'Canceled', 'Regrets', 'Rejected', 'Reminder', and 'Tentative'. The 'Approved' option is highlighted with a red box.

5. Check Major to bold text in the Event List results and reports.
6. Check Private to hide the Event from users that do not have permission to view Private Events.
7. Check Send Invite to send an Outlook invitation.
8. Select a color to add color to the event in the calendar view.



The screenshot shows a form with four checkboxes: 'Major', 'Private', and 'Send Invite'. The 'Send Invite' checkbox is checked. To the right of these checkboxes is a 'Color' field with a down arrow.

9. Select a **remind date, time** and, if desired.

10. Select **Topic** and/or **Event Type** codes related to this Event.
11. The **Short Description** field is limited to 50 characters and is used for the Monthly calendar report.
12. Enter a **Location** either by clicking in the field and selecting a **location code**, which will then populate the address fields, or you can manually populate the address fields.
13. Click **Save & Close** or **Save & Sync** if connected to your Office 365 account.

Remind

Date

mm/dd/yyyy

Time

--:-- --

Message

TELECOM - Telecommunications X

Topic(s)

BRIEF REMARKS - Brief Remarks X

Event Type(s)

Short Description

Notes

Location

Organization

Address 1

Address 2

Save & Sync

Save & Close

Save

Close

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