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:
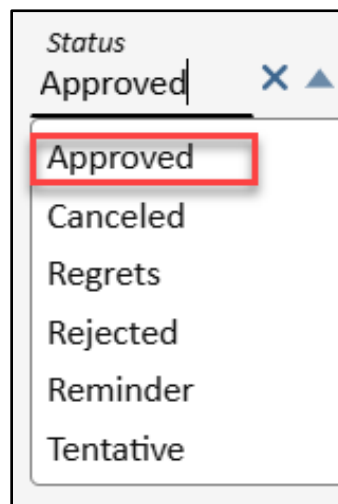- Event Start Date and Time
- Event End Date and Time

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

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

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.

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.

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