



Managing Events in IQ



▶ **Audience:**
Schedulers

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

▶ **Market:**
House, Senate

SUMMARY

This course is focused on the activities and features associated with the Events module of the IQ4 Tool.

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

- ▶ Use homepage tiles to manage schedule requests and calendars
- ▶ Create new Events using Create an Event Action Icon
- ▶ Managing Calendars and Review of Events Application
- ▶ Identify different types of Events in IQ
- ▶ Use a Schedule Request web form to streamline Event scheduling
- ▶ Attach related contacts and services to an Event keeping relevant records together