

Creating a New Event

Market: House, Senate

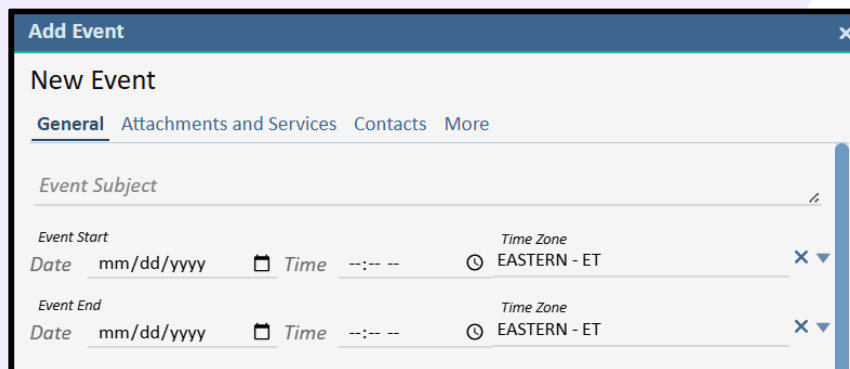
Description: These instructions teach users how to create events in IQ5.

Creating a New Event

1. From the action bar, select the **Add Event** icon.



2. Under the **General** tab, 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

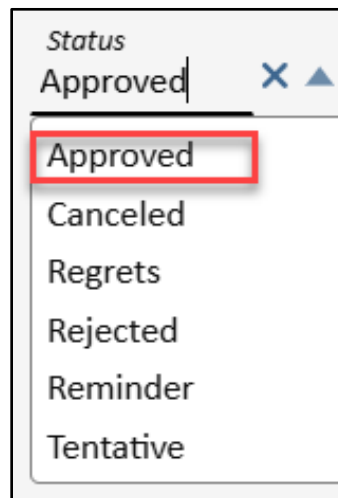
Event End

Date mm/dd/yyyy Time --:-- Time Zone EASTERN - ET

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.



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** and **Time**, 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 any **Notes**, if desired.
13. 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.
14. Click **Save & Close** or **Save & Sync** if connected to your Office 365 account.

Remind

Date *Time* *Message*

TELECOM - Telecommunications

Topic(s)

BRIEF REMARKS - Brief Remarks

Event Type(s)

Short Description

Notes

Location

Organization

Address 1

Address 2

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