

## Course Summary

**Course Duration**

30 min

**Audience**

All IQ Users

**Method of Training**

WebEx/remote

**Market**

House, Senate

**Customer Service**

US Senate email:  
[helpdesk iq@scc.senate.gov](mailto:helpdesk_iq@scc.senate.gov)

General Support Email:  
[support@IQservicedesk.com](mailto:support@IQservicedesk.com)  
Live Chat support available  
within IQ  
703-206-0188  
Monday –Friday  
7 AM to 7 PM (EST)  
*\*Extended Hours vary by  
contract.*

**Website**

[www.intranetquorum.com](http://www.intranetquorum.com)

**Document Revision Date:**

December 2021

## Workshop Agenda: Generating Reports

### OBJECTIVE

In this workshop, users will learn how to access IQ reports and generate reports that showcase data for Messages, Services, Outreach

### OPTIONAL

To enhance the learning experience of this virtual training, participants may follow the instructions provided in the presentation by logging into their IQ account using an additional workstation.

Since the training session is a LIVE demonstration, please keep in mind that technical issues unrelated to the course may need to be addressed outside the session by an Office IQ Consultant.

### 1 Agenda

How to access IQ reports

How to email reports

How to run reports as background jobs

View IQ Reports

- Executive Summary and Drill Down Report
- Messages and Services Productivity Report
- Service Summary Report
- Subscribers Report
- ENewsletters Report
- Year in Review Report

### 2 Wrap Up