Training Agenda
Course: Introduction to IQ

This is an introductory-level course and is a pre-requisite course for new users of the IQ Tool.

1 Introduction
What is IQ?
Overview of Menus, Icons
Overview of Reports

2 User Profile and Settings
Setting Preferences
Setting Shortcuts
Setting Favorites
Using History Log
Using Help Center

3 Search
Conducting Basic Search
Conducting Advanced Search

4 IQ Records
Creating a Contact Record
Creating a Message Record
Creating a Service Record
Creating an Events Record
Using the List, Analyze and Map features

5 Library
Managing Library Files and Folders
Version Control
Using the Opinion Center

6 Wrap-Up

Course Duration
90 min

Audience
All IQ Users

Method of Training
WebEx/remote

Market
House, Senate

Customer Service
US Senate email: helpdesk_iq@scc.senate.gov
General Support Email: 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

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