

Course Summary

Course Duration

30 min

Audience

Communications Team or IQ users who manage an office's outreach activities.

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

Document Revision Date:

December 2021

Workshop Agenda: Creating Surveys and Web Forms

OBJECTIVE

IQ Surveys are used for soliciting information/data from constituents to improve processes, streamline communications, and develop statistics. Web Forms are used to capture information from a Member's website to generate records in IQ. This workshop teaches the user how to create and send a Survey and Web Form in IQ.

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

Creating a Survey

Embedding a survey into an eNewsletter/Press Release

Viewing Survey Results

Creating a Web Form

Viewing Web Form results

2 Wrap Up