

## 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@IQservicesdesk.com](mailto:support@IQservicesdesk.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: Managing Campaigns

### DESCRIPTION

Auto-response rules for your campaign messages enables you to associate all current and future messages of a campaign to an issue, bill, staff, Form Letter, or batch. These categories can be included in a set of rules that can be automatically applied when responding to all current and future messages for the campaign.

Combining multiple campaigns that are similar in nature reduces the volume of campaigns to manage.

In this workshop, a user learns how to use manage campaigns using auto-response rules and combining campaigns.

### 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 Form Letter tailored for a campaign

Setting and using the *Auto Send* feature for campaign Form Letter

Combining Campaigns

### 2 Wrap Up