

Course Summary

Course Duration

30 min

Audience

IQ users who manage an office's surveys and web forms.

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:

March 2022

Workshop Agenda: Creating Surveys and Web Forms

OBJECTIVE

IQ Surveys are used for soliciting information/data from constituents to improve processes and develop statistics. Web Forms are used to capture information from a Member's website to generate new records and streamline processes 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 Surveys

Creating a Survey

Embedding a survey into an eNewsletter/Press Release

Viewing Survey Results

Utilizing Insta Polling

2 Web Forms

Creating a Web Form

Creating recurring Web Forms

3 Wrap Up