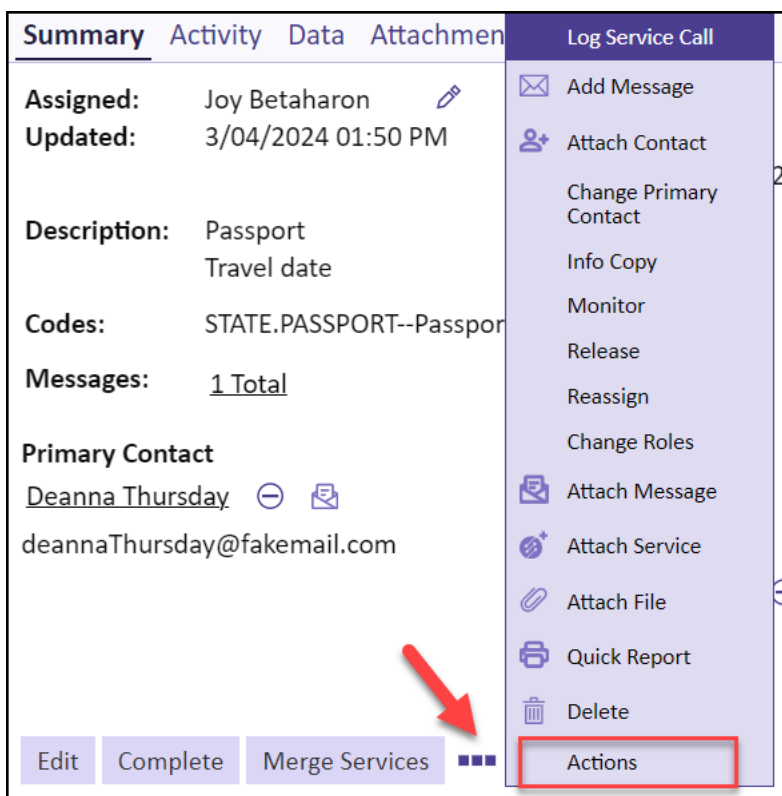# Print Summary Report

Market: House, Senate

Description: This guide provides instructions on how to run the Print Summary Report.

1. Navigate to **Services** and select an open a case.
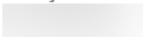
2. Click ▰▰▰ and choose **Actions**.

3. In the **Step App Actions** window, click **Print Summary.**

Step App Actions

Print Summary

4. Save the Summary Report in the desired location and open.

Casework - 802026 - Deanna Thursday
This service is OPEN and is assigned to

Service Status: OPEN   **Created:** 2/29/2024   **Priority:** 9
Created By: **Due Date:**   **Remind Date:** 3/5/2024

Primary Contact: Deanna Thursday Leeds, AL 35094   (Email) deannaThursday@fakemail.com

Service Codes: Passport

SAMPLE