


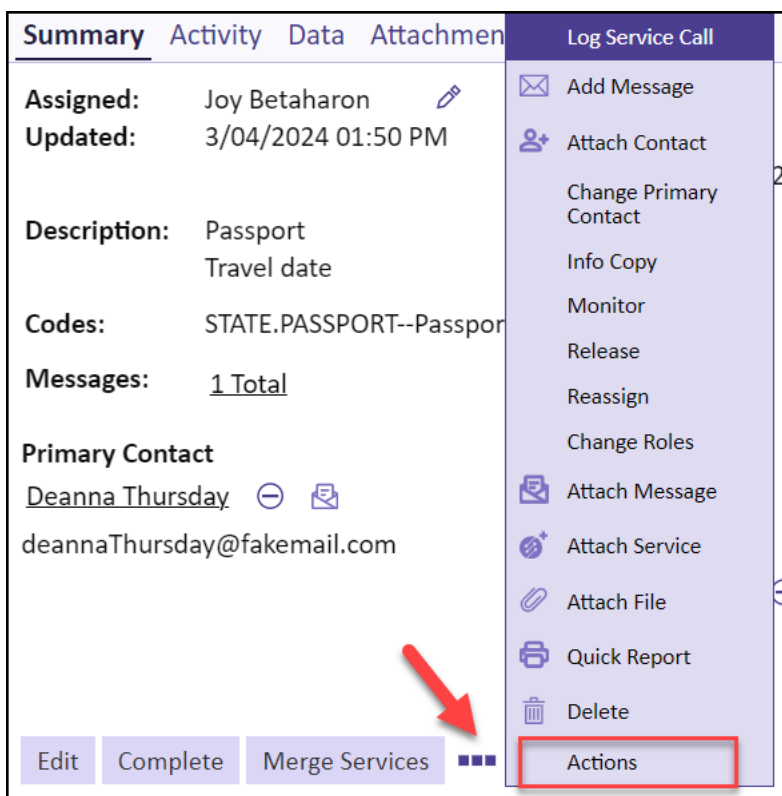
Print Summary Report

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**.



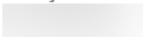
Summary	Activity	Data	Attachmen	Log Service Call
Assigned:	Joy Betaharon			✉ Add Message
Updated:	3/04/2024 01:50 PM			👤 Attach Contact
Description:	Passport Travel date			Change Primary Contact
Codes:	STATE.PASSPORT--Passpor			Info Copy
Messages:	1 Total			Monitor
Primary Contact	Deanna Thursday			Release
	deannaThursday@fakemail.com			Reassign
				Change Roles
				✉ Attach Message
				🔗 Attach Service
				📎 Attach File
				🖨 Quick Report
				🗑 Delete
				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 By: 

Primary Contact:

Created: 2/29/2024

Due Date:

Priority: 9

Remind Date: 3/5/2024

Deanna Thursday Leeds, AL 35094

(Email) deannaThursday@fakemail.com

Service Codes: Passport

SAMPLE