

Service Summary Report

Market: House, Senate

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

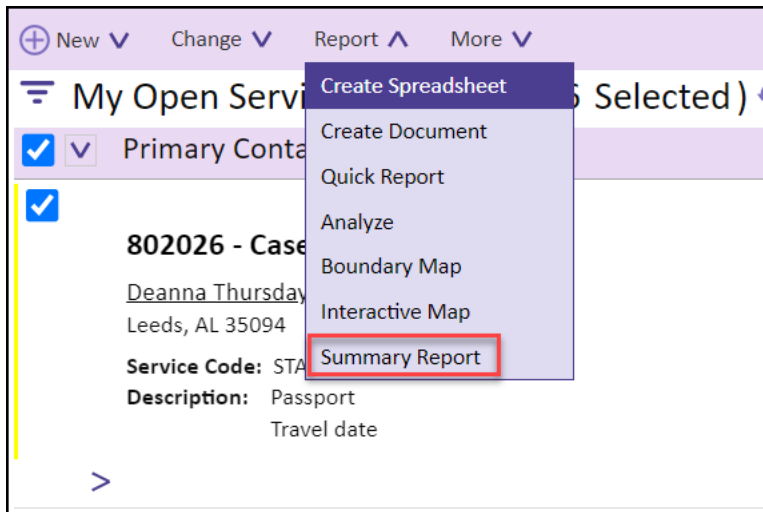
1. Navigate to **Services → My Open Services** view. Select the intended service records by clicking the box next to the service names or select all.

+ New ▼ Change ▼ Report ▼ More ▼

☰ My Open Services (Total 36 / 36 Selected) ↻

<input checked="" type="checkbox"/>	Primary Contact	Dates
<input checked="" type="checkbox"/>	802026 - Casework <u>Deanna Thursday</u> Leeds, AL 35094 Service Code: STATE.PASSPORT--Passport Description: Passport Travel date	Created: 2/29/2024 Updated: 3/4/2024 Alert: 3/5/2024
<input checked="" type="checkbox"/>	802025 - Casework Service Code: VA--Department of Veterans' Affairs Description: help with va	Created: 2/28/2024 Updated: 2/28/2024

2. Select **Report → Summary Report**.



3. IQ will process the request and present the Service Summary Report.

