Service Summary Report

Market: House, Senate

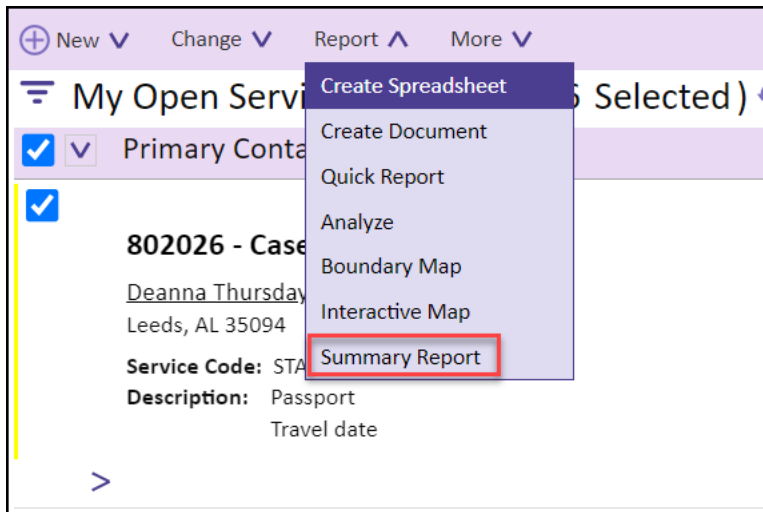**Description:** This guide provides instructions on how to run the Service Summary Report.

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.

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

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