

Viewing Reports

Market: House, Senate

Description: These instructions teach users how to access IQ reports.

1. From within any application, click the **I** icon.



2. Select the type of reports in the list view, and the reports list will display.



Ø	Services	Change V More V					
	Reports	〒 All Service Reports (Total 51) ↔					
Q	Active Service Reports		Report	Status			
	Active Service Reports		Background Memo	Status Active			
<u> </u>	All Service Reports	-	Background Memo	Custom Yes			
\$				Class WORKFLOW Format Microsoft Word			
٢			Buyers Analysis Report by Problem Area	Status Inactive Custom Yes			
			Report details counts by buyer of each problem area	Class WORKFLOW Format RTF			
Ø			Constituent Savings Report by Agency	Status Active Custom Yes			
200			Constituent Savings Report by	Class WORKFLOW			
\succ			Agency on Closed Service Records.	Format Microsoft Excel			
Ø			Constituent Savings Report by	Status Active			
			Agency Sub	Custom Yes			
<u></u>			Constituent Savings Report by	Class WORKFLOW			
			Agency Sub 1	Format Microsoft Word			

3. Select a report(s) to view. Click the *i* icon and then click the **Run Report** button.

Services	Change \	V More V		
Reports	후 All	Service Reports (Total 51	By Report ID (Asc)	
Active Service Reports		Report	Status	History
Active Service Reports		Background Memo	Status Active	Created 11/30/2016
All Service Reports		Background Memo	Custom Yes	Created By IQ Support
			Class WORKFLOW	Revised 12/11/2016
			Format Microsoft Word	Revised By IQ Support
		Buyers Analysis Report by	Status Inactive	Created 10/27/2004
		Problem Area	Custom Yes	Created By IQ Support
		Report details counts by buyer of	Class WORKFLOW	Revised 11/29/2006
		each problem area	Format RTF	Revised By IQ Support
		Constituent Savings Report by	Status Active	Created 10/19/2016
		Run Report	Custom Yes	Created By IQ Support
			Class WORKFLOW	Revised 2/3/2021
		Agency on Closed Service	Format Microsoft Excel	Revised By Jonathan Kilgore

4. The Report Criteria page will open in IQ4. Complete the form as necessary and email or run the report. Click to access the <u>IQ4 Online Help pages for Reports</u>.