Running the Executive & Service Summary Reports
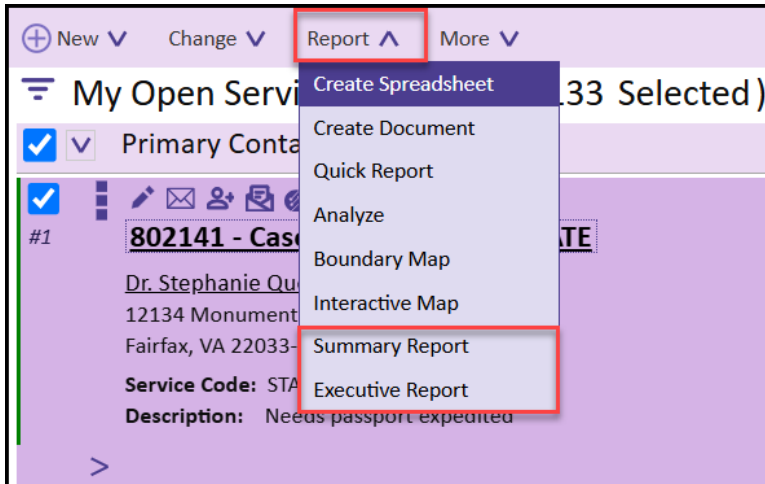
Market: House, Senate

Description: This guide provides instructions on how to run the Executive & Service Summary Reports from the Services application.

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.
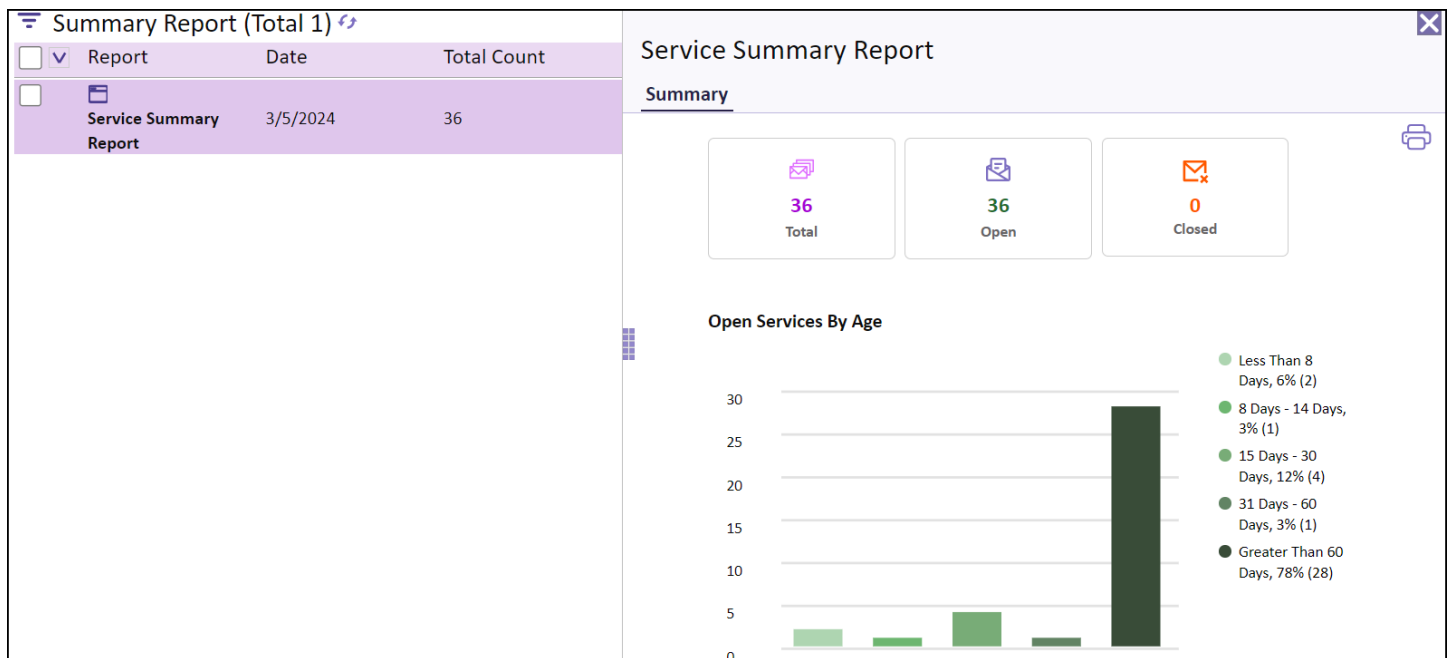

2. Select **Report → Summary Report**.

3. IQ will process the request and present either report selected (note that for the Executive Summary you will need to select the start and end dates).

Service Summary Report:

Executive Summary Report: