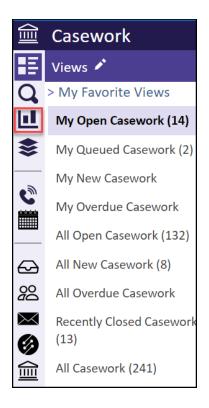


Viewing Reports

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 \	✓ More ∨			
	Reports					
Q	Active Service Reports		Report	Status		
	All Service Reports		Background Memo Background Memo	Status Active Custom Yes Class WORKFLOW Format Microsoft Word		
0			Buyers Analysis Report by Problem Area Report details counts by buyer of each problem area	Status Inactive Custom Yes Class WORKFLOW Format RTF		
(J) 200 X	1		Constituent Savings Report by Agency Constituent Savings Report by Agency on Closed Service Records.	Status Active Custom Yes Class WORKFLOW Format Microsoft Excel		
			Constituent Savings Report by Agency Sub Constituent Savings Report by Agency Sub 1	Status Active Custom Yes Class WORKFLOW Format Microsoft Word		

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

Services	Change 🔪	More V		
Reports	₹ All	Service Reports (Total 51) \$3	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
•	ĸ	Report by	Class WORKFLOW	Revised 2/3/2021
		Agency on Closed Service	Format Microsoft Excel	Revised By Jonathan Kilgore

4. The Report Criteria window for that report will open. Complete the form as necessary and email or run the report.



Report Criteria	×						
Constituent Savings Report by Agency							
Start Date:	mm/dd/yyyy						
End Date:	mm/dd/yyyy						
Agency							
Users							
Output To	Microsoft Excel (Limited Formatting)						
	Run Report Close						