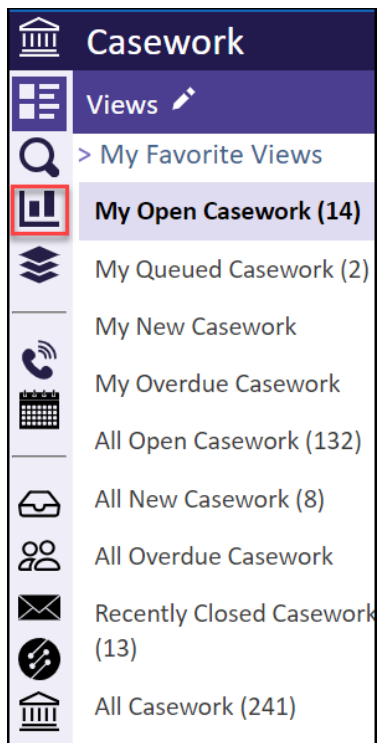


## Viewing Reports

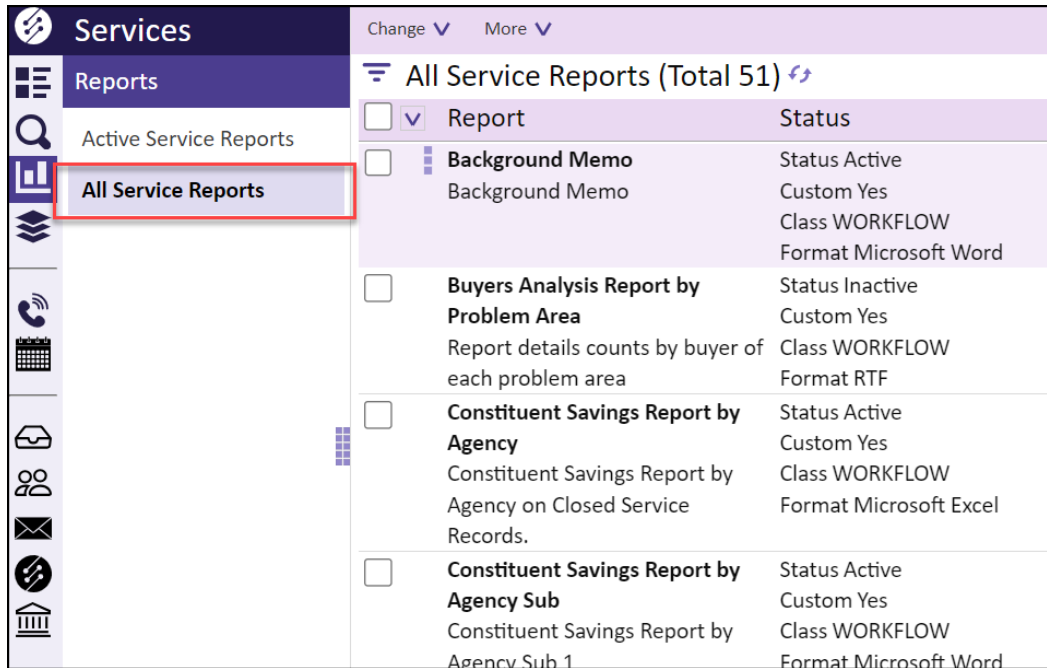
**Market:** House, Senate

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

1. From within any application, click the  icon.

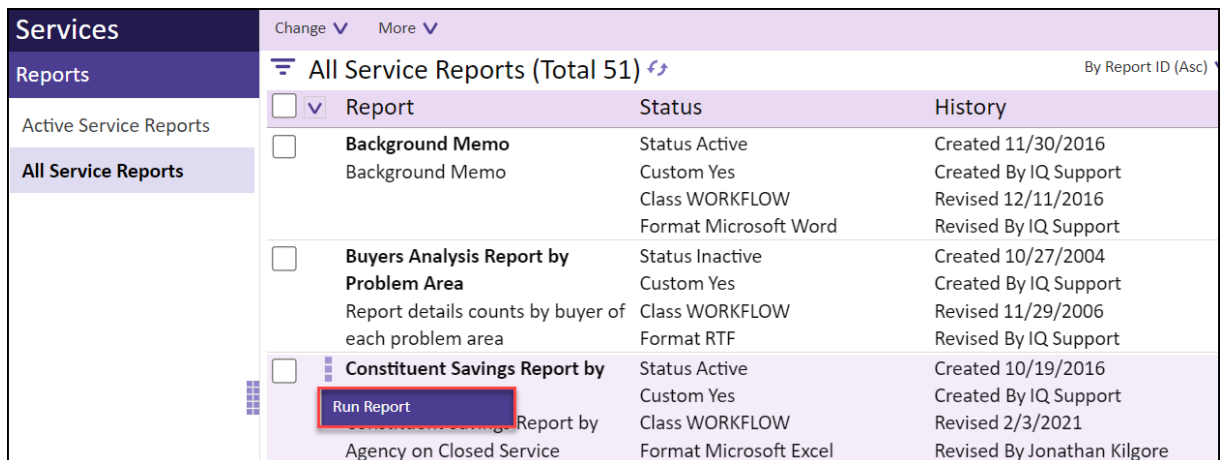


2. Select the type of reports in the list view, and the reports list will display.



Report	Status	Format
Background Memo	Status Active	Format Microsoft Word
Buyers Analysis Report by Problem Area	Status Inactive	Format RTF
Constituent Savings Report by Agency	Status Active	Format Microsoft Excel
Constituent Savings Report by Agency Sub	Status Active	Format Microsoft Word

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



Report	Status	History
Background Memo	Status Active	Created 11/30/2016
Buyers Analysis Report by Problem Area	Status Inactive	Created 10/27/2004
Constituent Savings Report by Agency on Closed Service	Status Active	Created 10/19/2016

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:**

**End Date:**

**Agency**

**Users**

**Output To**