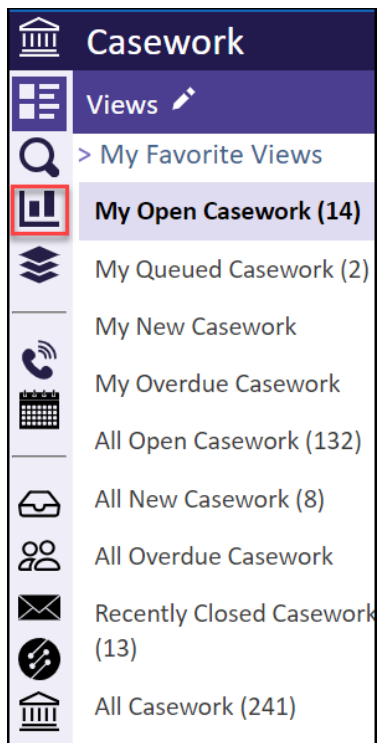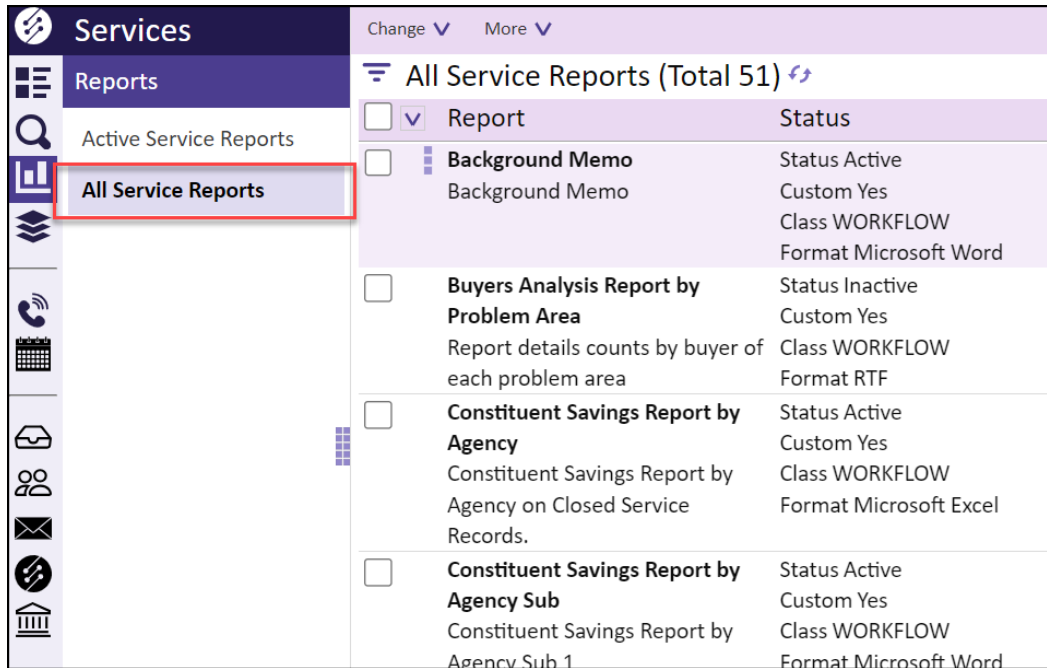# Intranet Quorum

Viewing Reports

Market: House, Senate

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

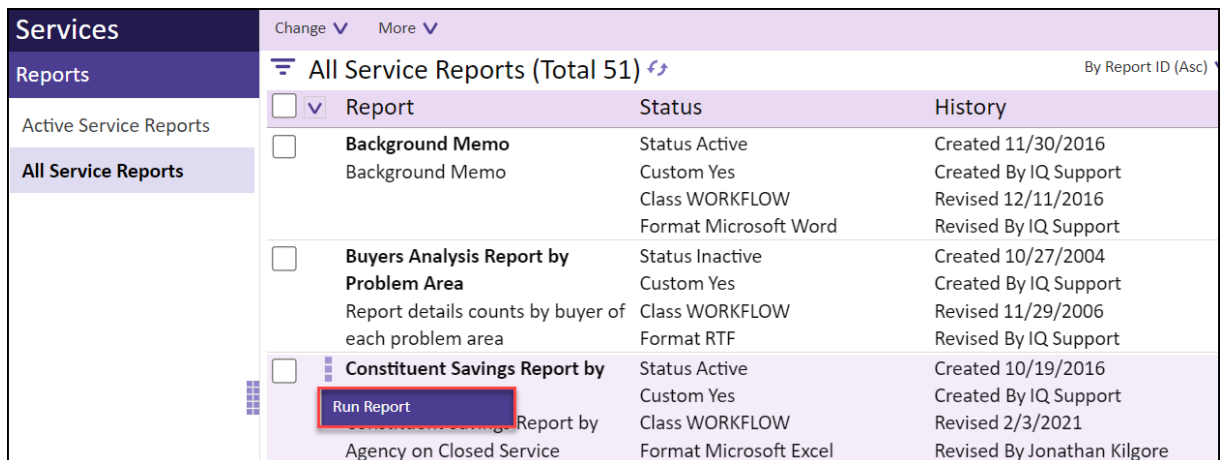**1.** From within any application, click the 📊 icon.

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

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

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

![Intranet Quorum logo]

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