

## 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.

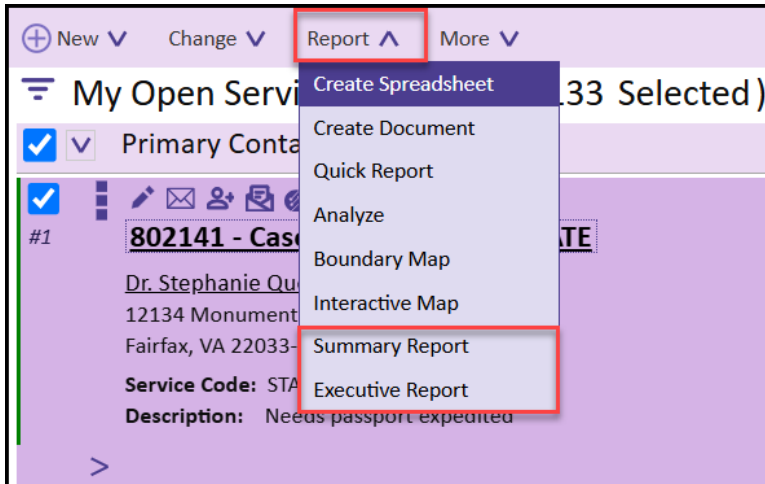
1. Navigate to **Services** → **My Open Services** view. Select the intended service records by clicking the box next to the service names or select all.

The screenshot shows the 'My Open Services' interface with the following details:

- Header: + New | Change | Report | More
- Section: My Open Services (Total 36 / 36 Selected)
- Table Headers:
 

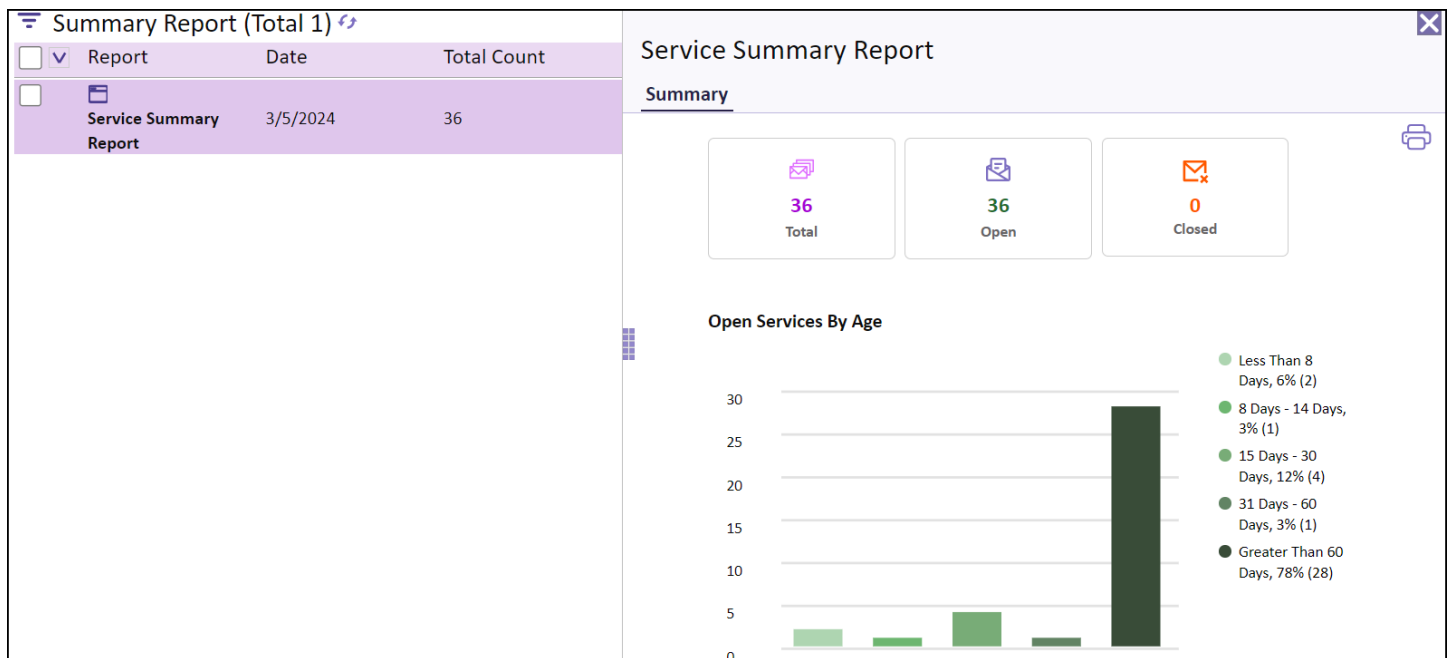
<input checked="" type="checkbox"/>	Primary Contact	Dates
<input checked="" type="checkbox"/>	<b>802026 - Casework</b> Deanna Thursday Leeds, AL 35094 Service Code: STATE.PASSPORT--Passport Description: Passport Travel date	Created: 2/29/2024 Updated: 3/4/2024 Alert: 3/5/2024
<input checked="" type="checkbox"/>	<b>802025 - Casework</b> Service Code: VA--Department of Veterans' Affairs Description: help with va	Created: 2/28/2024 Updated: 2/28/2024

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:

