

Print Summary Report

Market: House, Senate

Description: This guide provides instructions on how to run the Print Summary Report.

1. Navigate to **Services** and select an open a case.
2. Click **Actions**.

↔
OPEN Casework - DEPT OF STATE for
 Created 7/23/2024 1:14:39 PM by Jonathan Kilgore
[Summary](#) [Activity](#) [Data](#) [Attachments](#) [Logs](#)
Assigned: Jonathan Kilgore [Release](#)
Updated: 11/05/2024 04:18 PM Ale
Description:
 Needs help with getting their passport expedited.
Codes:
 STATE--Department of State
Messages: [5 Total](#) [2 Open](#)

Primary Contact Oth
[Lt. Roy Quorum](#) Mr.
 12134 Monument Dr 121
 Fairfax, VA 22033-5531 Fair
 H: (098) 765-4321 H· f
 Edit Complete Merge Services **Actions**

3. In the **Step App Actions** window, click **Print Summary** or **Print Summary by Section**.

Step App Actions

Print Summary

Print Summary by Section

4. Save the Summary Report in the desired location and open.

Casework - 802089 - Lt. Roy Quorum
This service is OPEN and is assigned to [redacted]

| | | | | | |
|-------------------------|--|---|-----------|---------------------|-----------|
| Service Status: | OPEN | Created: | 7/23/2024 | Priority: | 9 |
| Created By: | [redacted] | Due Date: | | Remind Date: | 7/26/2024 |
| Primary Contact: | Lt. Roy Quorum 12134 Monument Dr Fairfax, VA 22033-5531 | (H) 0987654321 (Email) roy.quorum@fakemail.com | | | |
| Service Codes: | Department of State | | | | |
| Comments: | Needs help with getting their passport expedited. | | | | |