

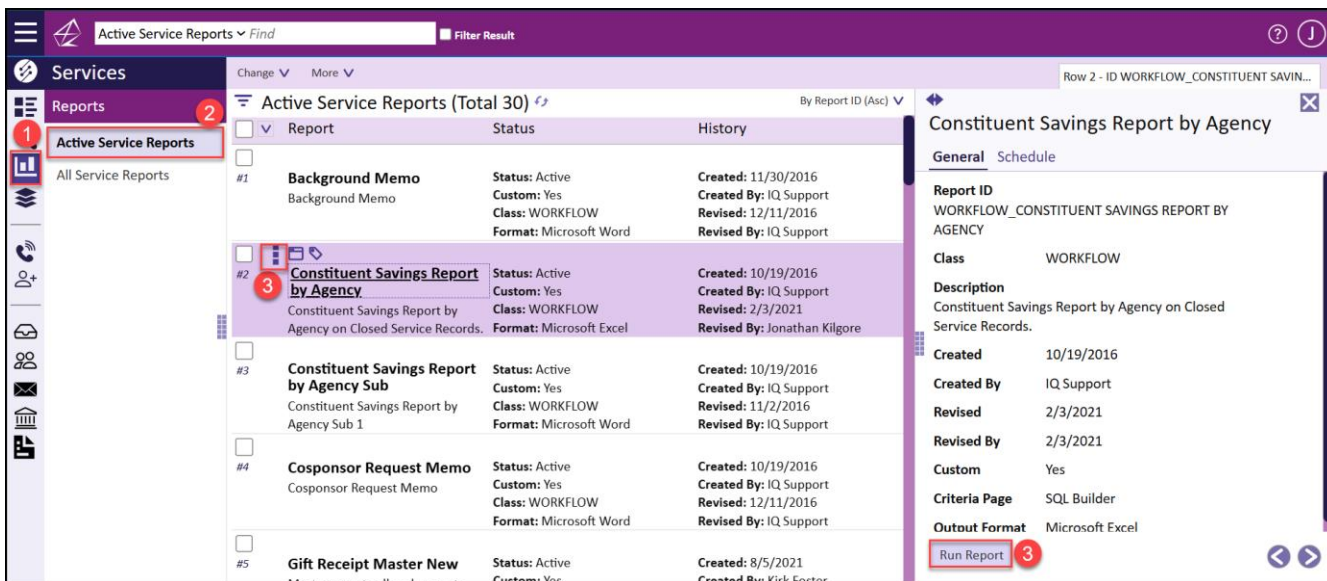


Viewing Reports

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 or the **Run Report** button to select criteria for the Report.



The screenshot displays the 'Active Service Reports' interface. On the left, a sidebar shows the 'Reports' section with a red circle '1' next to the 'Active Service Reports' link. The main area shows a list of reports with columns for 'Report', 'Status', and 'History'. A red circle '2' is next to the 'Active Service Reports' header. A red circle '3' is next to the 'Constituent Savings Report by Agency' report. On the right, a details window for the 'Constituent Savings Report by Agency' is open, showing fields like 'Report ID', 'Class', 'Description', 'Created', 'Created By', 'Revised', 'Revised By', 'Custom', 'Criteria Page', and 'Outout Format'. A red circle '3' is next to the 'Run Report' button at the bottom of this window.

Report	Status	History
#1 Background Memo Background Memo	Status: Active Custom: Yes Class: WORKFLOW Format: Microsoft Word	Created: 11/30/2016 Created By: IQ Support Revised: 12/11/2016 Revised By: IQ Support
#2 Constituent Savings Report by Agency Constituent Savings Report by Agency on Closed Service Records.	Status: Active Custom: Yes Class: WORKFLOW Format: Microsoft Excel	Created: 10/19/2016 Created By: IQ Support Revised: 2/3/2021 Revised By: Jonathan Kilgore
#3 Constituent Savings Report by Agency Sub Constituent Savings Report by Agency Sub 1	Status: Active Custom: Yes Class: WORKFLOW Format: Microsoft Word	Created: 10/19/2016 Created By: IQ Support Revised: 11/2/2016 Revised By: IQ Support
#4 Cosponsor Request Memo Cosponsor Request Memo	Status: Active Custom: Yes Class: WORKFLOW Format: Microsoft Word	Created: 10/19/2016 Created By: IQ Support Revised: 12/11/2016 Revised By: IQ Support
#5 Gift Receipt Master New Gift Receipt Master New	Status: Active Custom: Yes	Created: 8/5/2021 Created By: Kirk Foster

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