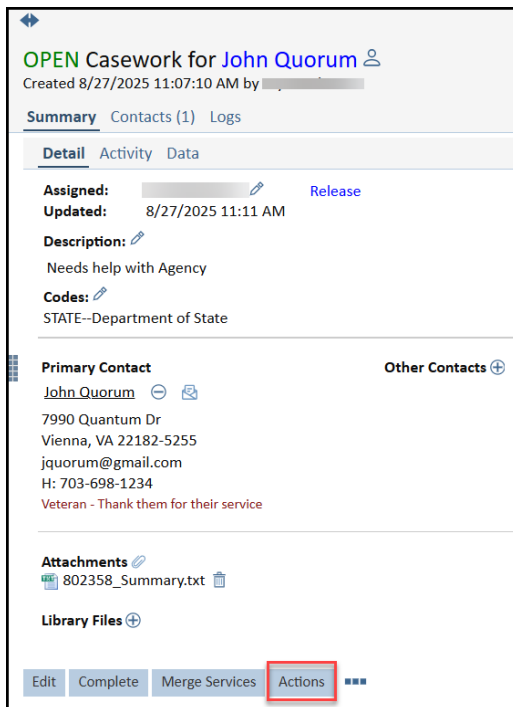



Print Summary Report


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 for John Quorum 


Created 8/27/2025 11:07:10 AM by 


Summary **Contacts (1)** **Logs**


Detail **Activity** **Data**



Assigned:  **Release**

Updated: 8/27/2025 11:11 AM




Description: 
Needs help with Agency


Codes: 
STATE--Department of State


Primary Contact **Other Contacts** 

John Quorum  

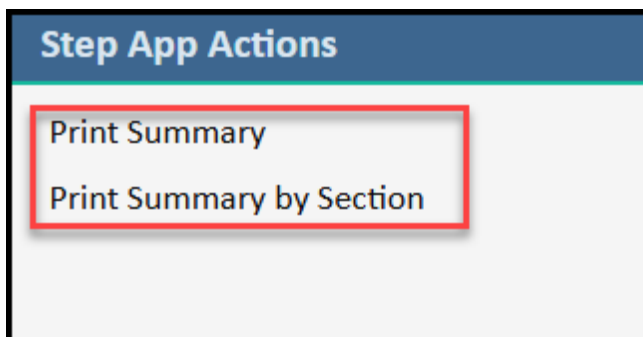
7990 Quantum Dr
Vienna, VA 22182-5255
jqorum@gmail.com
H: 703-698-1234
Veteran - Thank them for their service

Attachments 
 802358_Summary.txt 

Library Files 

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.

Display Settings Focus [icon] [icon] - 100%