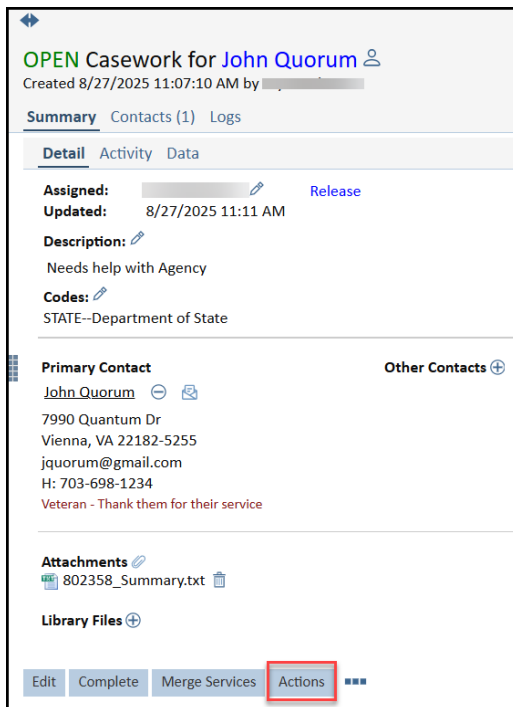# Print Summary Report

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.
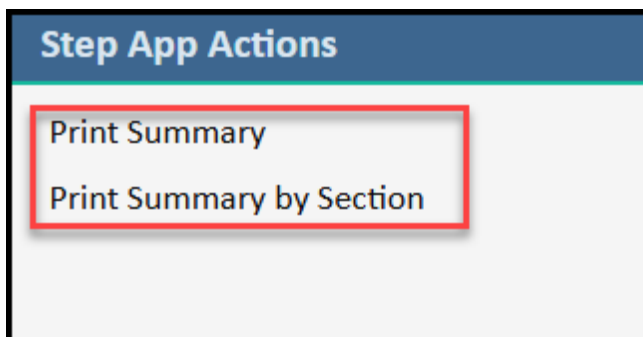
2. Click **Actions**.

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

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

Casework - 802274 - Fitz Quorum
This service is OPEN and is assigned to

Service Status:	OPEN	**Created:**	4/22/2025	**Priority:**	9
Created By:		**Due Date:**		**Remind Date:**	

Primary Contact: Fitz Quorum

Service Codes: U.S. Department of State DOS

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