

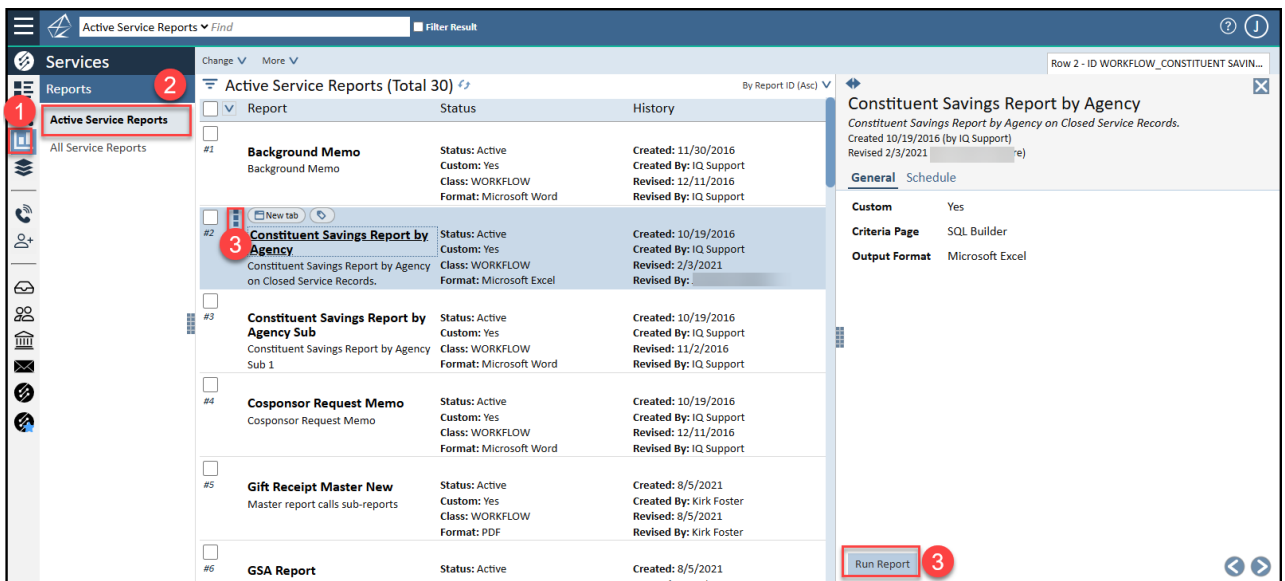


## Viewing Reports

**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 report(s) in the list view, and the reports list will display.
3. Select a report to view. Click the  icon or the **Run Report** button to select criteria for the Report.



The screenshot displays the Intranet Quorum Reports interface. On the left sidebar, the 'Reports' section is expanded, and the 'Active Service Reports' link is highlighted with a red box and a red circle with the number 2. The main area shows a list of reports under the heading 'Active Service Reports (Total 30)'. The reports are listed in a table with columns for Report, Status, and History. The 'Constituent Savings Report by Agency' is selected, and its details are shown on the right. The 'Run Report' button is highlighted with a red box and a red circle with the number 3.

| Report   | Status  | History  |
|--|---|--|
| #1 Background Memo<br>Background Memo  | Status: Active<br>Custom: Yes<br>Class: WORKFLOW<br>Format: Microsoft Word  | Created: 11/30/2016<br>Created By: IQ Support<br>Revised: 12/11/2016<br>Revised By: IQ Support |
| #2 Constituent Savings Report by Agency<br>Constituent Savings Report by Agency on Closed Service Records. | Status: Active<br>Custom: Yes<br>Class: WORKFLOW<br>Format: Microsoft Excel | Created: 10/19/2016<br>Created By: IQ Support<br>Revised: 2/3/2021<br>Revised By:              |
| #3 Constituent Savings Report by Agency Sub<br>Constituent Savings Report by Agency Sub 1                  | Status: Active<br>Custom: Yes<br>Class: WORKFLOW<br>Format: Microsoft Word  | Created: 10/19/2016<br>Created By: IQ Support<br>Revised: 11/2/2016<br>Revised By: IQ Support  |
| #4 Cosponsor Request Memo<br>Cosponsor Request Memo  | Status: Active<br>Custom: Yes<br>Class: WORKFLOW<br>Format: Microsoft Word  | Created: 10/19/2016<br>Created By: IQ Support<br>Revised: 12/11/2016<br>Revised By: IQ Support |
| #5 Gift Receipt Master New<br>Master report calls sub-reports  | Status: Active<br>Custom: Yes<br>Class: WORKFLOW<br>Format: PDF             | Created: 8/5/2021<br>Created By: Kirk Foster<br>Revised: 8/5/2021<br>Revised By: Kirk Foster   |
| #6 GSA Report  | Status: Active  | Created: 8/5/2021<br>Created By: Kirk Foster   |

Constituent Savings Report by Agency  
Constituent Savings Report by Agency on Closed Service Records.  
Created 10/19/2016 (by IQ Support)  
Revised 2/3/2021 (e)

General Schedule

Custom Yes  
Criteria Page SQL Builder  
Output Format Microsoft Excel

Run Report

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)

Email Report

ID#WORKFLOW\_CONSTITUENT SAVING...  
Row 2

Run Report

Close