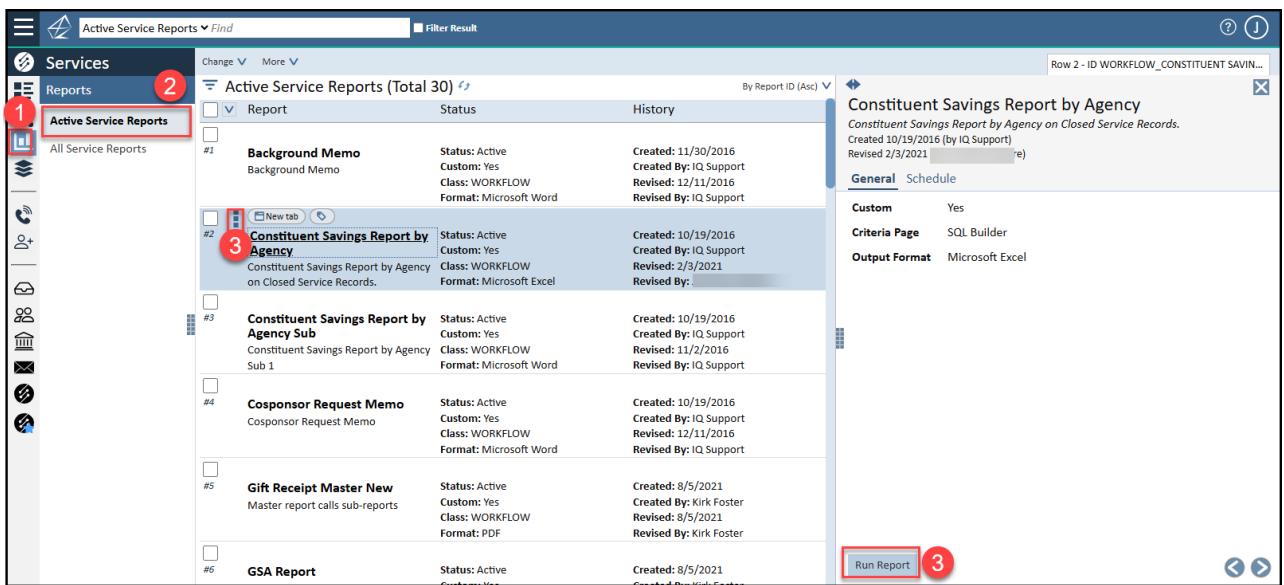


Viewing Reports

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 shows the 'Active Service Reports' list view. The left sidebar has a 'Reports' section with 'Active Service Reports' selected. The main area shows a table of reports with columns for Report, Status, and History. The 'Constituent Savings Report by Agency' report is selected, and a detailed view is shown on the right. The 'Run Report' button at the bottom right of the report view is highlighted with a red box and a red number 3.

4. The Report Criteria window for that report will open. Complete the form as necessary and email or run the report.

Report Criteria X

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