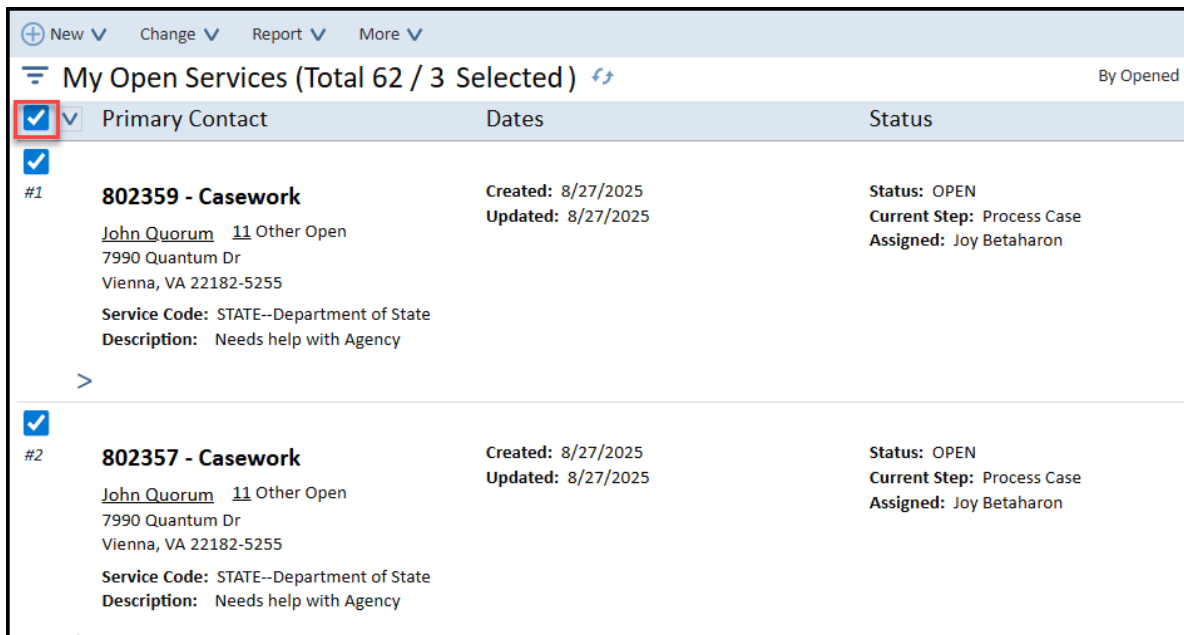


## Running the Executive & Service Summary Reports

**Market:** House, Senate

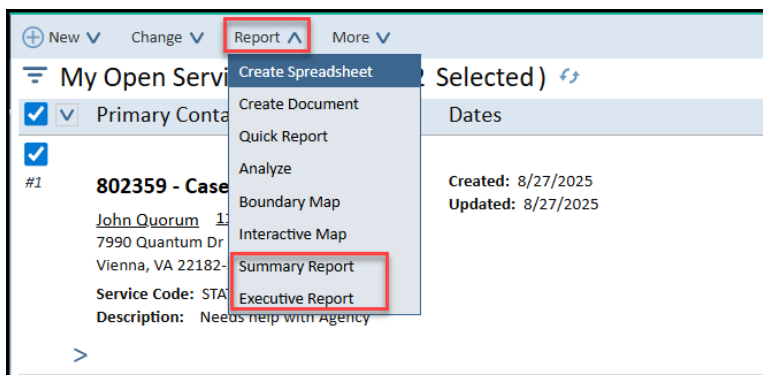
**Description:** This guide provides instructions on how to run the Executive & Service Summary Reports from the Services application.

1. Navigate to **Services** → **My Open Services** view. Select the intended service records by clicking the box next to the service names or select all.



	Primary Contact	Dates	Status
<input checked="" type="checkbox"/>	<b>#1 802359 - Casework</b> <a href="#">John Quorum</a> 11 Other Open 7990 Quantum Dr Vienna, VA 22182-5255 Service Code: STATE--Department of State Description: Needs help with Agency	Created: 8/27/2025 Updated: 8/27/2025	Status: OPEN Current Step: Process Case Assigned: Joy Betaharon
<input checked="" type="checkbox"/>	<b>#2 802357 - Casework</b> <a href="#">John Quorum</a> 11 Other Open 7990 Quantum Dr Vienna, VA 22182-5255 Service Code: STATE--Department of State Description: Needs help with Agency	Created: 8/27/2025 Updated: 8/27/2025	Status: OPEN Current Step: Process Case Assigned: Joy Betaharon

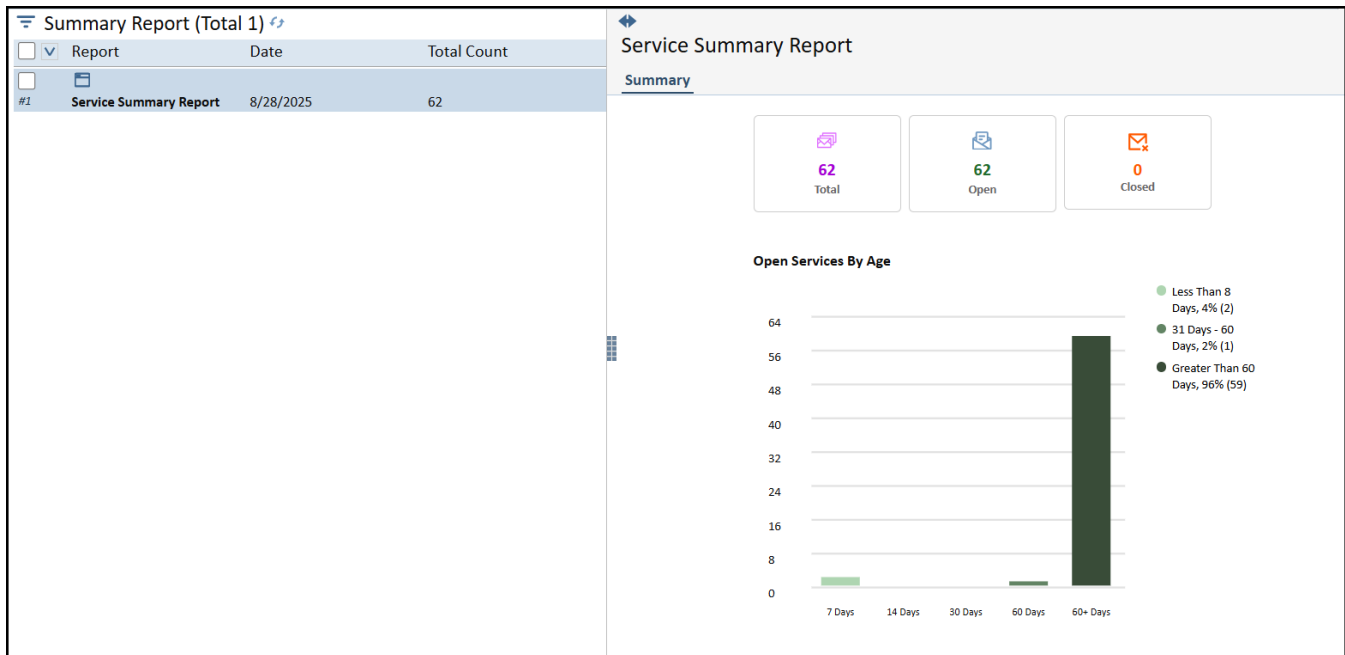
2. Select **Report** → **Summary Report**.



	Primary Contact	Dates
<input checked="" type="checkbox"/>	<b>#1 802359 - Casework</b> <a href="#">John Quorum</a> 11 Other Open 7990 Quantum Dr Vienna, VA 22182-5255 Service Code: STATE--Department of State Description: Needs help with Agency	Created: 8/27/2025 Updated: 8/27/2025

3. IQ will process the request and present either report selected (note that for the Executive Summary you will need to select the start and end dates).

**Service Summary Report:**



## Executive Summary Report:

