

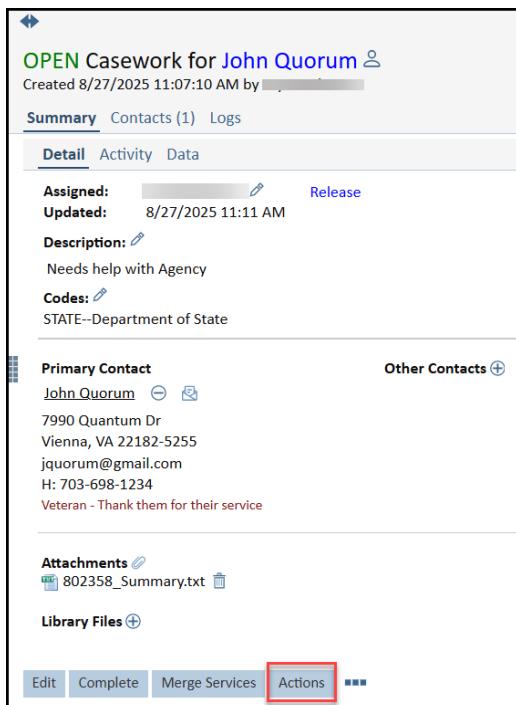
## Print Summary Report

**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 [redacted]

Summary Contacts (1) Logs

Detail Activity Data

Assigned: [redacted]  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  
jquorum@gmail.com  
H: 703-698-1234  
Veteran - Thank them for their service

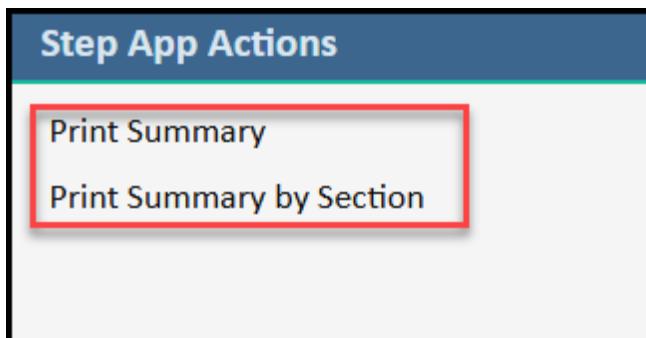
Attachments 

 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.

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

Service Status:	OPEN	Created:	4/22/2025	Priority:	9
Created By:	[REDACTED]	Due Date:		Remind Date:	
Primary Contact: Fitz Quorum					
Service Codes: U.S. Department of State DOS					

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