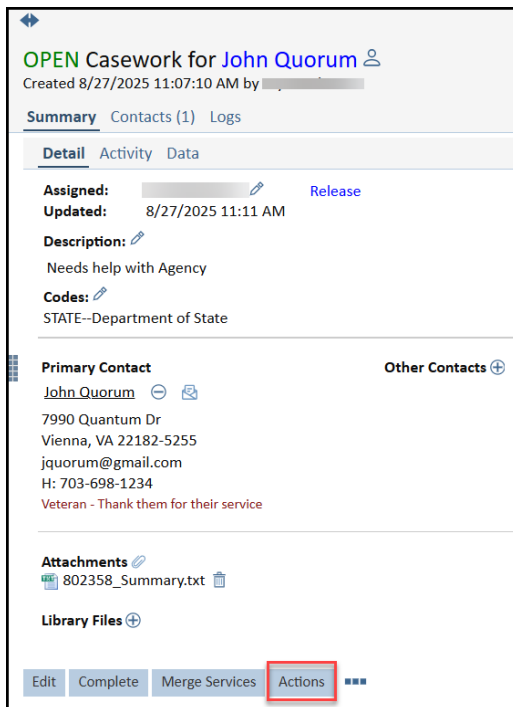



## Print Summary Report


**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 


**Summary** **Contacts (1)** **Logs**


**Detail** **Activity** **Data**



**Assigned:**  **Release**

**Updated:** 8/27/2025 11:11 AM




**Description:**   
Needs help with Agency


**Codes:**   
STATE--Department of State


**Primary Contact** **Other Contacts** 

**John Quorum**  

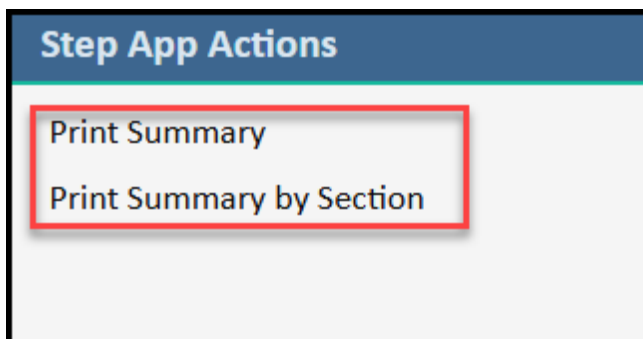
7990 Quantum Dr  
Vienna, VA 22182-5255  
jqorum@gmail.com  
H: 703-698-1234  
Veteran - Thank them for their service

**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.

Display Settings Focus [Icons] - 100%