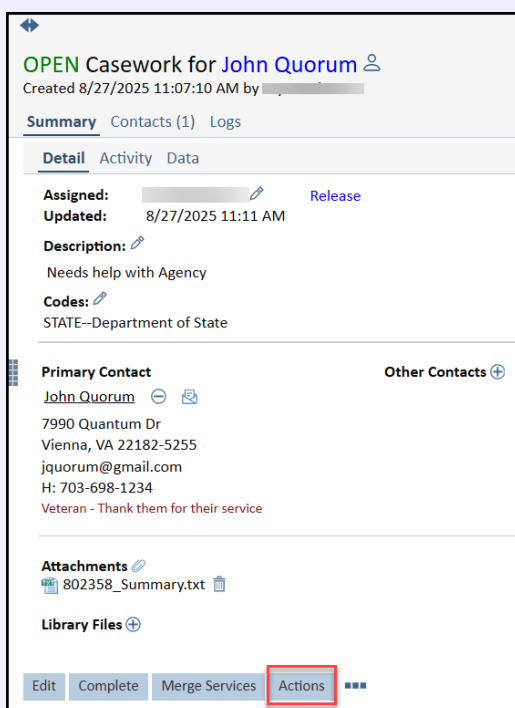


Print Summary Report

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

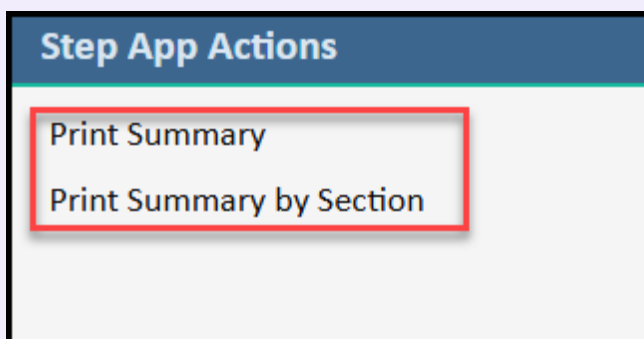
Other Contacts

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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Display SettingsFocus100%