

FAQ: 31031 HOW DO I RUN A CALL DETAIL REPORT FOR ONLY ONE EXTENSION?

The information in this article applies to:
Comm One Call Accounting Lite, Jr. & Pro

ANSWER

Follow these steps to run a call detail report for a single extension.

1. Start Call Accounting
2. From the Main Menu Select the REPORTS Menu.
3. From the REPORTS Menu select the QUERY option.
4. From the QUERY option cursor down to the EXTENSION option. It should contain "All" indicating that the system should run all extensions. Erase the "All" setting and put the single extension number that you wish to print or view.
5. Select OK and the report will generate.

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