

FAQ: 31032 HOW DO I RUN A CALL DETAIL REPORT FOR A SINGLE NUMBER DIALED?

The information in this article applies to:
All Versions of Comm One Call Accounting

ANSWER

Follow these steps to run a call detail report for a single number dialed Answer:

1. From the Main Menu Select the REPORTS Menu Option
2. From the REPORTS Menu Select the QUERY Menu Option.
3. From the QUERY option cursor down to the # DIALED option. It should currently be blank indicating that the system should run all calls. Enter the # DIALED that you wish to print for. Be sure to include area code on long distance calls, and dashes in between prefixes and suffixes.
4. If you are unsure how calls dialed with access codes will show up, run the report for all calls and check how specific call types show up, then go back and enter the number dialed properly.
5. Select OK and the report will generate.

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