

FAQ: 31041 HOW CAN I SELECT A PRIOR PERIOD FOR REPORTING?

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

DESCRIPTION

To select a prior (closed) period for reporting do the following:

1. Start Call Accounting
2. From the MAIN MENU select the FILE menu.
3. From the FILE MENU select the SELECT PRIOR PERIOD menu option.
4. The system will default to the c:\ca2005\archive directory. Your previously closed periods will be there or in the c:\ca2005\logfiles directory depending on how your system is configured.
5. Highlight the file you want to open and press return or select open from the menu dialog.
6. The prior period will be opened and you will see the file name at the bottom right of your screen. Any reports you run will use this closed period.

NOTE: You cannot add new call records to a closed period. New call records added using Call Processing go to the current period file (plm_ca.dbf) by default.

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