How to open a detailed call report for a specific extension

- Open PDReports.
- Navigate to **Reports** > **Usage Reports** > **Pbx Calls** > **Grouped by Extension**.
- In the **Report Type** frame, choose **Detailed** (show every call).
- In the **Time Period** frame, choose the period for which you would like data. To choose your own dates, change the **Period** drop-down to **Custom**.
- Click the **Filter Extensions** tab.
- Tick the **Filter extensions** checkbox.
- Locate the extension number in the list and tick the item.
- Click **Open Report**.

How to export a report

- Once the report is open, click the button in the top left. 
- Change the Save as type drop down to the format you would like (e.g. Microsoft Excel *.xlsx).
- Browse to where you would like to save the file.
- Enter a name for the file in the **File name** text box.
- Click **Save**.

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