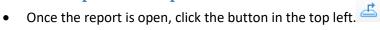
How to open a detailed call report for a specific PBX

- Open PDReports.
- Navigate to Reports > Usage Reports > Pbx Calls > Grouped by PBX.
- 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**.
- In the **Include call types** frame, choose whether **Outgoing**, **Incoming** and **Internal** calls must be included in the report.
- Click the Filter PBXs tab.
- Tick the **Filter PBXs** checkbox.
- Tick the PBX for which you would like data.
- Click Open Report.

How to export a report



- 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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