How to open a summary report of calls for a specific PBX

At sites with more than one PBX, this report shows the totals for one of them. For more about the settings, see *How to open a telephone call report*.

1. Open **PD Reports**.
2. In the tree, click **Reports** > **Usage Reports** > **Pbx Calls** > **Grouped by PBX**.
3. On the **Data Options** tab:
   - Under **Report type**, choose **Summary (Show group totals)**.
   - Under **Time Period**, choose the **Period**, or choose **Custom** and set **From** and **To**.
   - Under **Include call types**, tick **Outgoing**, **Incoming** and **Internal** as needed.
   - To see the totals per user or per extension on the PBX, tick **Include 2nd level group** and choose **User** or **Extension** in **Group by**.
4. Click the **Filter PBXes** tab, tick **Filter PBXes**, and tick the PBX.
5. Click **Open Report**.

To save the report as a PDF or Excel file, see Save the report as a file in *How to open a printing report*.

Related articles

- *How to open a telephone call report*
- *How to open a detailed call report for a specific PBX*

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