

# TS-1023: How Do I Run a Report On A Single Extension?

Comm One LLC - Technical Support Documentation

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*The information in this article applies to:*

LITE, JR and PRO

## ANSWER

Follow these steps to run a call detail report for a single extension.

1. Start Call Accounting
2. From the Main Menu Select the REPORTS Menu.
3. From the REPORTS Menu select the QUERY option.
4. From the QUERY option cursor down to the EXTENSION option. It should contain "All" indicating that the system should run all extensions. Erase the "All" setting and put the single extension number that you wish to print or view.
5. Select OK and the report will generate.

## See Also:

[TS-1024: How do I run a detail report on a particular number dialed?](#)

[TS-1025: How do I run a detail report for a particular department?](#)

[TS-1047: Detail does not match Summary - Active vs. Inactive stations](#)

[TS-1075: Can I modify the Comm One Report Layouts?](#)

[TS-1112 - How to generate a list of Extensions on the system.](#)

[TS-1113 - Why do my reports show calls originating on a trunk instead of an extension?](#)

TS-1133 - How to search for a particular number dialed in the Query

[TS-1146: Can I specify a time range for the Time of Day Traffic Report?](#)

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