

TS-1024: How Do I Run a Detail Report On A Particular Number Dialed?

Comm One LLC - Technical Support Documentation

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2:13 AM

The information in this article applies to:
LITE, JR and PRO

ANSWER

Follow these steps to run a call detail report for a single number dialed Answer:

1. From the Main Menu Select the REPORTS Menu Option
2. From the REPORTS Menu Select the QUERY Menu Option.
3. From the QUERY option cursor down to the # DIALED option. It should currently be blank indicating that the system should run all calls. Enter the # DIALED that you wish to print for. Be sure to include area code on long distance calls, and dashes in between prefixes and suffixes.
4. If you are unsure how calls dialed with access codes will show up, run the report for all calls and check how specific call types show up, then go back and enter the number dialed properly.
5. Select OK and the report will generate.

See Also:

TS-1023: How do I run a report on a single extension?
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?

Comm One Technical Support

12723 Whisper Creek Cove
Draper, UT 84020
801-523-9797
support@commone.com
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