

# TS-1025: How Do I Run A Detail Report For A Particular Department?

Comm One LLC - Technical Support Documentation

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

## ANSWER

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

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 DEPARTMENT option. It should currently say ALL indicating to run a report on ALL departments. Select the department you wish to print from the Department Pull down Box. For a department to show up in the pull down, it must first be added to the Department File. You can edit the Department File from the MAIN MENU, then select EDIT, then select DEPARTMENT FILE.
4. For extensions to show up under a particular Department, each extension must be edited and the correct Department Code must be selected from the Station Department Field Pull down Menu.
5. Select OK and the report will generate.

If a particular extension does not show up under a department, go to the station file and make sure that you have that extension listed under the right department code.

## 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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