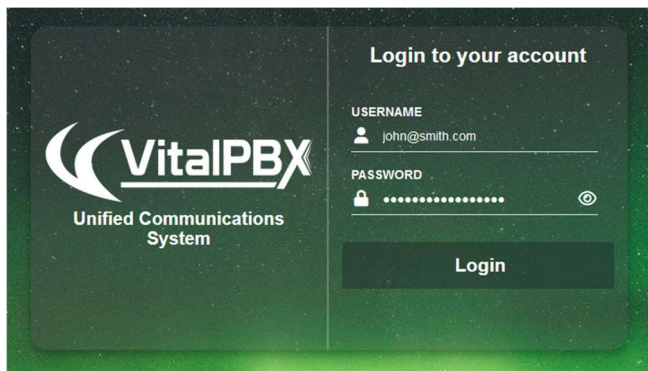


Rapport des appels mensuel

Vous connecter à la plateforme web fourni avec vos accès :

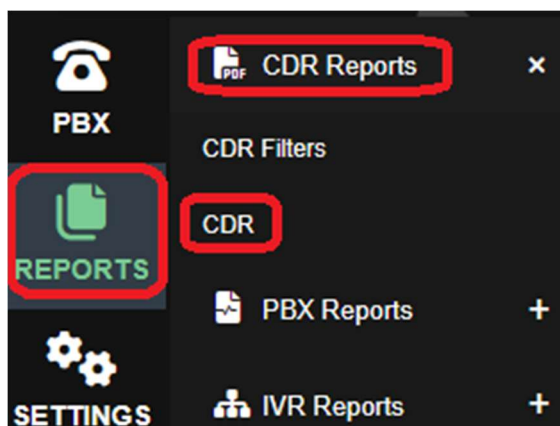


- 1- Vous devrez entrer les informations fournies dans votre courriel de bienvenue.

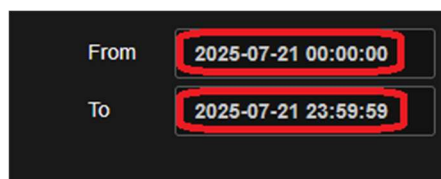
Username : entrez l'information telle que fournie dans le courriel

Password : entrez l'information telle que fournie dans le courriel

- 2- Cliquez sur **Reports / CDR Reports / CDR**



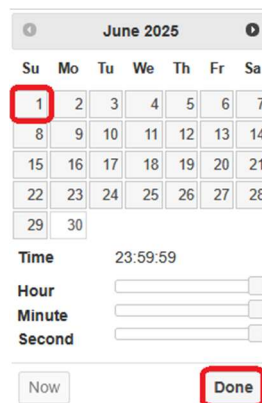
- 3- Vous devez générer le rapport **du 1er au dernier jour du mois précédent**



4- Cliquez sur le champ **From**

Sélectionnez le **1er jour du mois précédent**

Cliquez sur **Done**



June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time 23:59:59

Hour

Minute

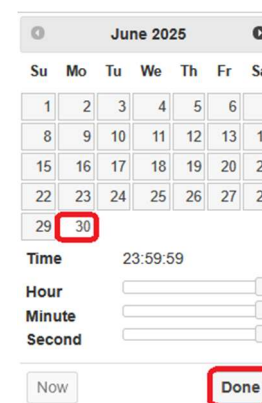
Second

Now Done

5- Cliquez sur le champ **To**

Sélectionnez le **dernier jour du mois précédent**

Cliquez sur **Done**



June 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time 23:59:59

Hour

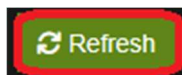
Minute

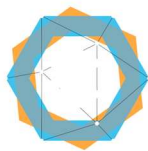
Second

Now Done

*Assurez-vous que la plage couvre **tout le mois complet**, sinon le rapport sera incomplet.

6- Cliquez sur le bouton **Refresh**

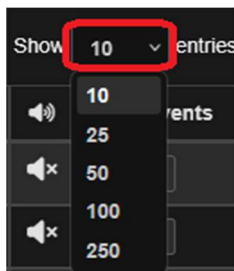




- 7- Une liste d'appels apparaîtra sous forme de tableau.
Si le tableau est vide, recommencez en vérifiant les dates.

CSV PDF		Show 50 entries										
Date / Time	Caller ID	From	To	DID	Call Type	Duration	Talk Time	Status		CEL Events		
2025-06-30 16:17:50		514	4	96	4	6	Incoming	00:00:55	00:00:55			
2025-06-30 16:19:28		514			4	6	Incoming	00:00:00	00:00:00			
2025-06-30 16:19:28		514			4	6	Incoming	00:00:02	00:00:00			
2025-06-30 16:18:59		514			4	6	Incoming	00:00:00	00:00:00			
2025-06-30 16:18:59		514			4	6	Incoming	00:00:24	00:00:00			
2025-06-30 16:18:30		514			4	6	Incoming	00:00:00	00:00:00			
2025-06-30 16:18:30		514			4	6	Incoming	00:00:24	00:00:00			
2025-06-30 15:42:36		418			4	4	Incoming	00:00:00	00:00:00			
2025-06-30 15:42:36		418			4	4	Incoming	00:03:08	00:03:01			
2025-06-30 15:18:47		418			4	4	Incoming	00:00:00	00:00:00			
2025-06-30 15:18:47		418			4	4	Incoming	00:02:08	00:01:53			
2025-06-30 14:33:50			819	4	96	4	6	Incoming	00:00:13	00:00:13		

- 8- Pour voir plus de résultats sur une même page, cliquez sur le menu déroulant **Show Entries** et sélectionnez un plus grand nombre (ex. 100).



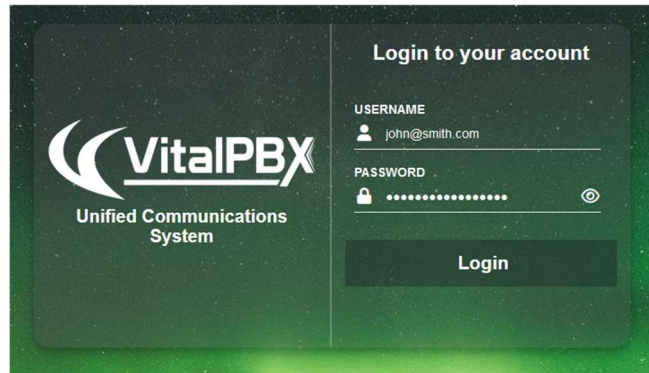
- 9- Cliquez sur le bouton **PDF** pour une version imprimable.
Ou cliquez sur **CSV** pour une version Excel / traitement de données.



Enregistrez le fichier immédiatement dans votre dossier prévu à cet effet. Ne fermez pas l'onglet avant de l'avoir sauvegardé.

Monthly Call Report

Connect to the web platform provided with your login credentials.

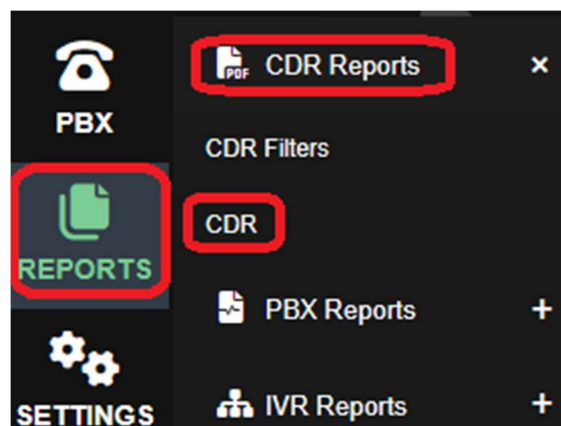


- 1- Enter the information provided in your welcome email.

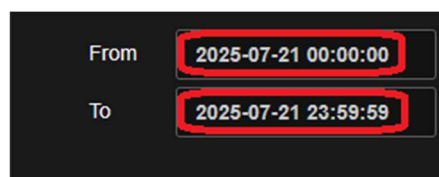
Username : Enter the information exactly as provided in the email.

Password : Enter the information exactly as provided in the email.

- 2- Click on Reports / CDR Reports / CDR



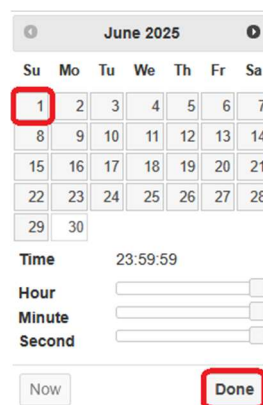
- 3- You must generate the report from the **first day to the last day of the previous month**.



4- Click on the **From** field.

Select the first day of the previous month.

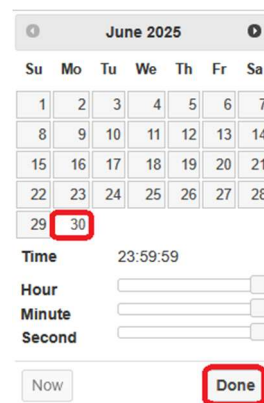
Click **Done**.



5- Click on the **To** field.

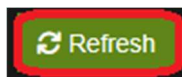
Select the last day of the previous month.

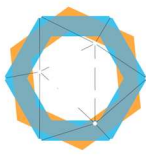
Click **Done**.



*Make sure the date range covers the entire month; otherwise, the report will be incomplete.

6- Click the **Refresh** button.

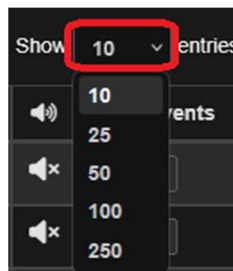




- 7- A list of calls will appear in a table format.
If the table is empty, repeat the process and verify the selected dates.

CSV PDF		Show 50 entries								
Date / Time	Caller ID	From	To	DID	Call Type	Duration	Talk Time	Status		CEL Events
2025-06-30 16:17:50		514	4	96	4	6	Incoming	00:00:55	00:00:55	
2025-06-30 16:19:28		514			4	6	Incoming	00:00:00	00:00:00	
2025-06-30 16:19:28		514			4	6	Incoming	00:00:02	00:00:00	
2025-06-30 16:18:59		514			4	6	Incoming	00:00:00	00:00:00	
2025-06-30 16:18:59		514			4	6	Incoming	00:00:24	00:00:00	
2025-06-30 16:18:30		514			4	6	Incoming	00:00:00	00:00:00	
2025-06-30 16:18:30		514			4	6	Incoming	00:00:24	00:00:00	
2025-06-30 15:42:36		418			4	4	Incoming	00:00:00	00:00:00	
2025-06-30 15:42:36		418			4	4	Incoming	00:03:08	00:03:01	
2025-06-30 15:18:47		418			4	4	Incoming	00:00:00	00:00:00	
2025-06-30 15:18:47		418			4	4	Incoming	00:02:08	00:01:53	
2025-06-30 14:33:50		819	4	96	4	6	Incoming	00:00:13	00:00:13	

- 8- To display more results on a single page, click the **Show Entries** drop-down menu and select a higher number (for example, **100**).



- 9- Click the **PDF** button for a printable version.
Or click **CSV** for an Excel-compatible file or data processing format.



Save the file immediately in the designated folder. Do not close the browser tab until the file has been saved.