# Virtual Office Call Log Report Display Format Examples



**Detailed Report** 

Current Month, Week, Today Summary (formerly Group by Extension report)

Group by Extension (New format)

Group by Date

#### **Detailed Report**

Ema	ail Report   Downl	oad Report		Total Calls	all Summary s: 224 e: 18:35:28	Outgoing Call Summary Total Calls : 238 Total Time : 19:02:52			
Seq.	From	То	First Name	Last Name	Start Date and Time	End Date and Time	Duration	Direction	
1	(408) 654-0856	(510) 962-5295	bud	test	2013-07-09 11:17:38	2013-07-09 11:20:04	00:02:26	IN	
2	(408) 654-0856	(510) 962-5295	bud	test	2013-07-09 11:19:21	2013-07-09 11:20:04	00:00:43	OUT	
3	(408) 654-0856	(510) 962-5295	bud	test	2013-07-09 11:19:21	2013-07-09 11:20:04	00:00:43	IN	
4	(510) 962-5295	(408) 627-8959	qatestblee1	1001	2013-07-09 11:27:20	2013-07-09 11:27:44	00:00:24	IN	
5	(408) 654-0856	(510) 962-5295	bud	test	2013-07-09 11:28:53	2013-07-09 11:34:10	00:05:17	IN	
6	(408) 654-0856	(510) 962-5295	bud	test	2013-07-09 11:29:03	2013-07-09 11:34:10	00:05:07	IN	
7	(408) 654-0856	(510) 962-5295	bud	test	2013-07-09 11:29:03	2013-07-09 11:34:10	00:05:07	OUT	

### Current Month, Week, Today Summary (formerly Group by Extension report)

Lillai	Report   Downlo	oau	керы							ır	Total Call	all Summa s : 38 e : 00:06:0	•			Tot	oing Call S al Calls : 2 al Time : 0	21	
		Month To Date						Week To Date					Today						
Ext	Caller ID	Calls			Duration		Calls Duration		Calls			Duration							
	_	IN	OUT	Total	IN	OUT	Total	IN	OUT	Total	IN	OUT	Total	IN	OUT	Total	IN	OUT	Tota
1001	(408) 627-8959	26	4	30	00:03:11	00:02:09	00:05:20	2	3	5	00:00:17	00:02:06	00:02:23	0	0	0	0:00:00	0:00:00	00:00:
1002	(408) 786-9021	0	2	2	0:00:00	00:00:10	00:00:10	0	0	0	0:00:00	0:00:00	00:00:00	0	0	0	0:00:00	0:00:00	00:00:
621	(408) 627-8974	1	0	1	00:00:57	0:00:00	00:00:57	0	0	0	0:00:00	0:00:00	00:00:00	0	0	0	0:00:00	0:00:00	00:00:
201	(408) 627-8796	2	0	2	00:00:17	0:00:00	00:00:17	2	0	2	00:00:17	0:00:00	00:00:17	1	0	1	00:00:09	0:00:00	00:00:
1003	(408) 786-9106	4	0	4	00:01:03	0:00:00	00:01:03	3	0	3	00:00:47	0:00:00	00:00:47	1	0	1	00:00:16	0:00:00	00:00:
1001	(619) 342-0259	0	2	2	0:00:00	00:01:37	00:01:37	0	2	2	0:00:00	00:01:37	00:01:37	0	0	0	0:00:00	0:00:00	00:00
1028	(408) 786-9029	5	9	14	00:00:34	00:11:51	00:12:25	5	1	6	00:00:34	00:00:04	00:00:38	0	0	0	0:00:00	0:00:00	00:00
1099	(557) 360-8016	0	2	2	0:00:00	00:00:32	00:00:32	0	0	0	0:00:00	0:00:00	00:00:00	0	0	0	0:00:00	0:00:00	00:00
444	(557) 453-3725	0	2	2	0:00:00	00:00:32	00:00:32	0	0	0	0:00:00	0:00:00	00:00:00	0	0	0	0:00:00	0:00:00	00:00:

## **Group by Extension (New format)**

Email Repo	rt   Download	Report		Incoming Call Summary Total Calls: 26 Total Duration: 00:04:07		Outgoing Call Summary Total Calls: 15 Total Duration: 00:13:04			
Extension	Date	Caller ID	First Name	Last Name	Direction	Total Calls	Total Duration		
444	2013-08-01	(557) 453-3725			OUT	2	00:00:3		
444 Total						2	00:00:3		
621	2013-08-01	(408) 627-8974			IN	1	00:00:5		
621 Total						1	00:00:5		
1001	2013-08-01	(408) 627-8959	qatestblee1	1001	IN	24	00:02:5		
1001	2013-08-01	(408) 627-8959	qatestblee1	1001	OUT	1	00:00:0		
1001 Total						25	00:02:5		
1002	2013-08-01	(408) 786-9021	test	profile	OUT	2	00:00:1		
1002 Total						2	00:00:1		
1003	2013-08-03	(408) 786-9106	Beth	Carney	IN	1	00:00:1		
1003 Total						1	00:00:1		
1028	2013-08-01	(408) 786-9029	qatestblee1	1028	OUT	8	00:11:4		
1028 Total						8	00:11:4		
1099	2013-08-01	(557) 360-8016	qatestblee1	1099	OUT	2	00:00:3		
1099 Total						2	00:00:3		
GRAND TOTAL						41	00:17:11		

### **Group by Date**

Email Report   Do	wnload Rep	ort		Incoming Call Summary Total Calls: 36 Total Duration: 00:05:37	Outgoing Call Summary Total Calls: 21 Total Duration: 00:16:51			
Date	Extension	Caller ID	First Name	Last Name	Direction	Total Calls	Total Duratio	
2013-08-07	1001	(408) 627-8959	qatestblee1	1001	OUT	1	00:00:0	
2013-08-07	201	(408) 627-8796			N	1	00:00:0	
2013-08-07	1003	(408) 786-9106	Beth	Carney	N	1	00:00:	
2013-08-07 Total						3	00:00:2	
2013-08-06	1003	(408) 786-9106	Beth	Carney	N	1	00:00:	
2013-08-06 Total						1	00:00:1	
2013-08-05	1001	(408) 627-8959	qatestblee1	1001	N	2	00:00:	
2013-08-05	1001	(408) 627-8959	qatestblee1	1001	OUT	2	00:02:	
2013-08-05	1001	(619) 342-0259			OUT	2	00:01:	
2013-08-05	1028	(408) 786-9029	qatestblee1	1028	N	5	00:00:	
2013-08-05	1028	(408) 786-9029	qatestblee1	1028	OUT	1	00:00:	
2013-08-05 Total						12	00:04:	
2013-08-03	1003	(408) 786-9106	Beth	Carney	N	1	00:00:	
2013-08-03 Total						1	00:00:	
2013-08-01	1001	(408) 627-8959	qatestblee1	1001	N	24	00:02:	
2013-08-01	1001	(408) 627-8959	qatestblee1	1001	OUT	1	00:00:	
2013-08-01	1002	(408) 786-9021	test	profile	OUT	2	00:00:	
2013-08-01	621	(408) 627-8974			N	1	00:00:	
2013-08-01	1028	(408) 786-9029	qatestblee1	1028	OUT	8	00:11:	
2013-08-01	1099	(557) 360-8016	qatestblee1	1099	OUT	2	00:00:	
2013-08-01	444	(557) 453-3725			OUT	2	00:00:	
2013-08-01 Total						40	00:16:	
GRAND TOTAL						57	00:22:28	



