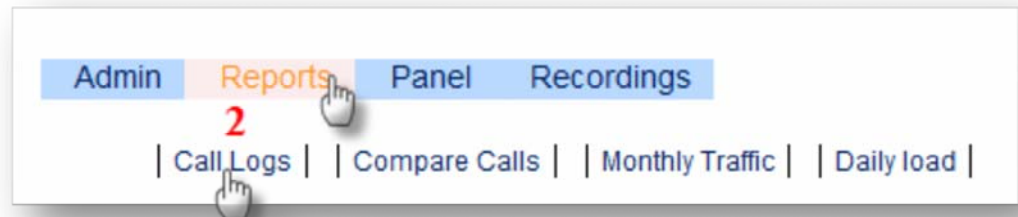


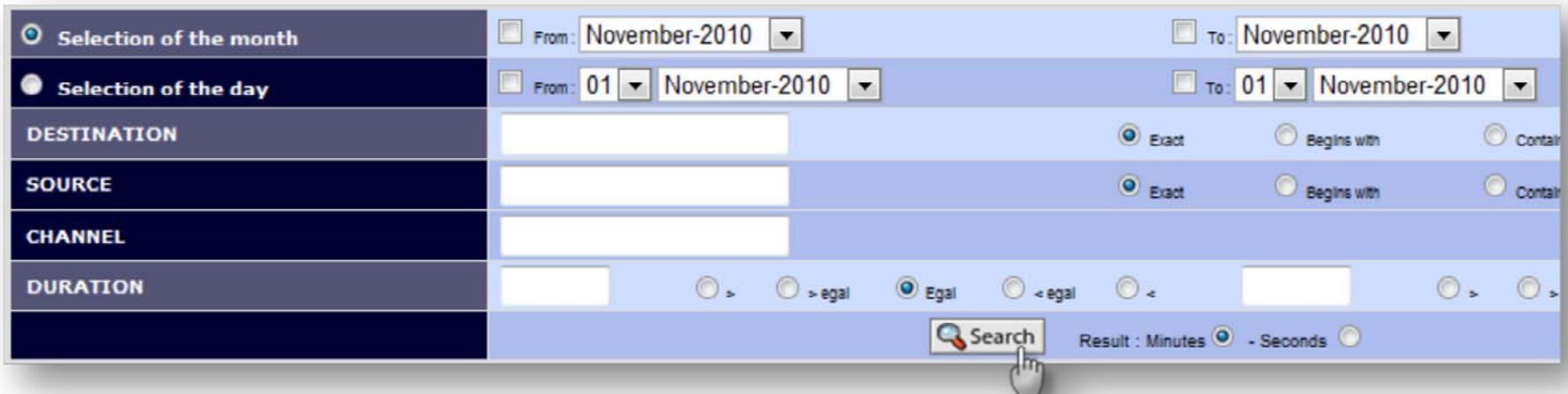
Accessing and downloading company Call Logs

Skytel call logs are useful to a company as they keep a complete record of all your inbound and outbound calls. You can view the inward dialed phone number, the number or extension dialed, the time and date, and duration of the call.

1. Log into the admin portal to your PBX.
2. Select Reports → Call Logs



3. Choose the date and time parameters for your search and click Search.



4. The **Source** is where the call originated from. The **Destination** is where the call was received.

<u>Calldate</u>	<u>Source</u>	<u>Clid</u>	<u>Dst</u>	<u>Disposition</u>	<u>Duration</u>
2010-11-16 17:05:43	6615554360	"6615554360" <6615554360>	600	ANSWERED	01:22
2010-11-16 16:21:58	200	"DeellHelme" <200>	18055559300	ANSWERED	08:41
2010-11-16 16:21:40	200	"DeellHelme" <200>	18055559300	NO ANSWER	00:06
2010-11-16 16:11:52	8055559604	"8055559604" <8055559604>	600	ANSWERED	00:20

5. To save these results or for easy view, you have the ability to download these results to a PDF or CSV file.

