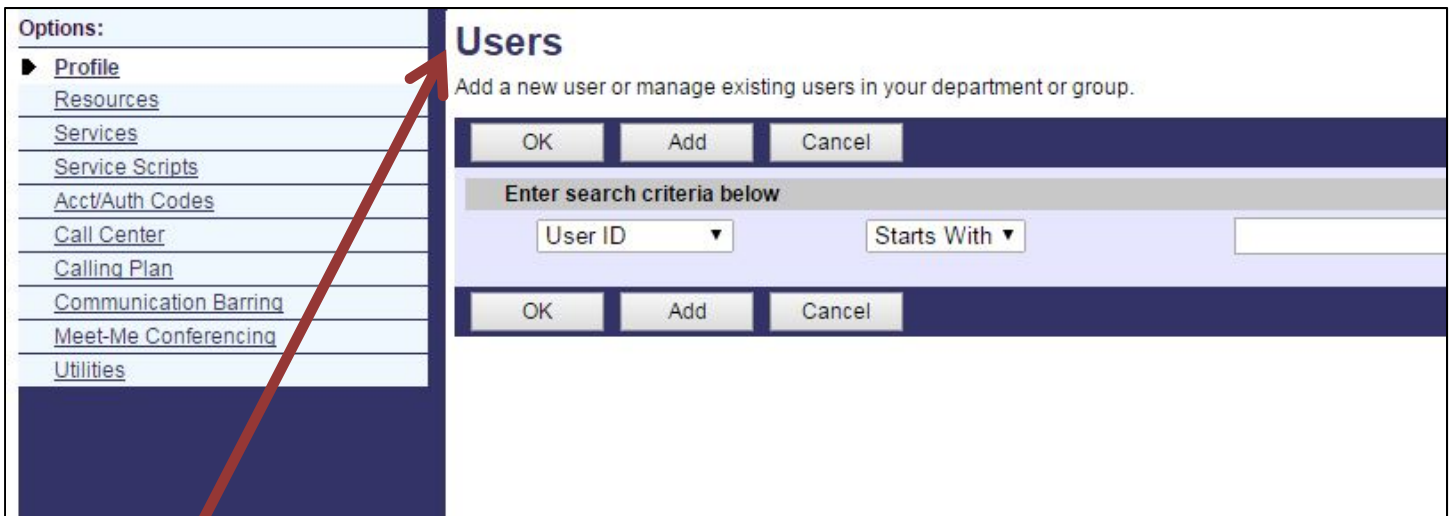
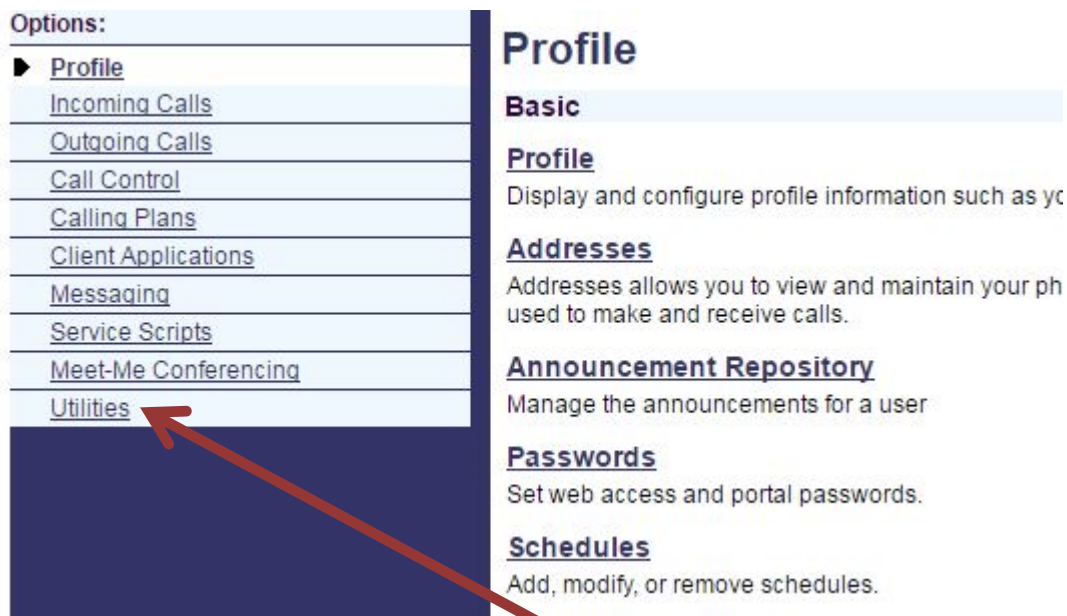


**\*\*Log in as an Administrator and select your User to view their Basic Call Logs\*\***



Log in as an Admin and go to the Users as shown above. Locate a user and select to get in to their Profile.



Once in their Profile, select Utilities on the Options Menu as shown above.

**Options:**

- [Profile](#)
- [Incoming Calls](#)
- [Outgoing Calls](#)
- [Call Control](#)
- [Calling Plans](#)
- [Client Applications](#)
- [Messaging](#)
- [Service Scripts](#)
- [Meet-Me Conferencing](#)
- ▶ Utilities**

## Utilities

**Basic**

**Authentication**  
Perform authentication upon the registration of an IP phone to prevent unauthorized access.

**Basic Call Logs** ←  
Display the most recently received, missed, or placed calls.

**Feature Access Codes**  
Display the feature access codes (star codes) for your services.

**Group Directory**  
Display the group directory list.

**Intercept User - Off**  
Allows the system to intercept calls terminated to or originated from a line that is in use.

**Push Notification Registrations**  
Displays all push notification registrations for a user.

**Registrations**  
Displays all the static and dynamic registrations for a user.

Once you have selected Utilities, select Basic Call Logs as shown above.

**Options:**

- [Profile](#)
- [Incoming Calls](#)
- [Outgoing Calls](#)
- [Call Control](#)
- [Calling Plans](#)
- [Client Applications](#)
- [Messaging](#)
- [Service Scripts](#)
- [Meet-Me Conferencing](#)
- ▶ Utilities**

## Basic Call Logs

Basic Call Logs displays the most recently received, missed, or placed calls and also allows deletion of call logs. Click on the appropriate tab to see the desired type of logs.

OK Apply Cancel

Select All Deselect All

Placed Calls Received Calls Missed Calls

Delete	Name	Phone Number	Date/Time
<input type="checkbox"/>	LEE BROUSSARD	8503411927	5/4/16 5:25 PM
<input type="checkbox"/>	Emily Miller	2015	5/4/16 4:46 PM
<input type="checkbox"/>	DRIVETIME	6023080853	5/4/16 2:23 PM
<input type="checkbox"/>	Robin Fitzgerald	2809	5/4/16 1:19 PM
<input type="checkbox"/>	Robin Fitzgerald	2809	5/3/16 5:05 PM
<input type="checkbox"/>	CHRIST THE ROCK	9546807779	5/3/16 4:43 PM
<input type="checkbox"/>	+13074	3074	5/3/16 10:52 AM
<input type="checkbox"/>	Peggy Turbides	2039	5/3/16 8:58 AM
<input type="checkbox"/>	Robin Fitzgerald	2809	5/2/16 3:55 PM
<input type="checkbox"/>	John McClain	2853	4/29/16 3:25 PM
<input type="checkbox"/>	John McClain	2853	4/29/16 2:48 PM
<input type="checkbox"/>	ORLANDO FL	4072701430	4/29/16 1:41 PM
<input type="checkbox"/>	Robin Fitzgerald	2809	4/29/16 11:20 AM
<input type="checkbox"/>	Robin Fitzgerald	2809	4/28/16 12:19 PM
<input type="checkbox"/>	Robin Fitzgerald	2809	4/28/16 11:51 AM

Basic Call Logs is located in every user's profile to access. This will show the last 20 of either the Placed, Received or Missed Calls for a user.

This data can be manipulated and pasted into an excel if needed. It is not a report based tool so therefore cannot be run into a formal report from the portal.