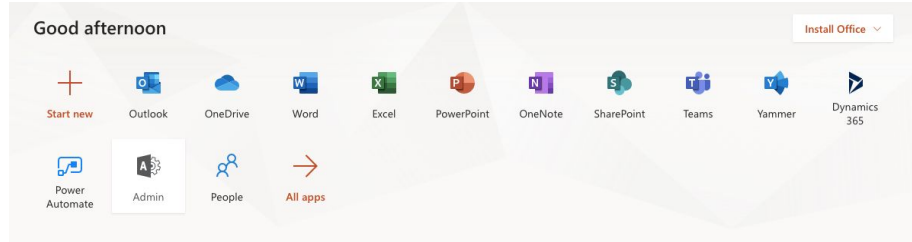
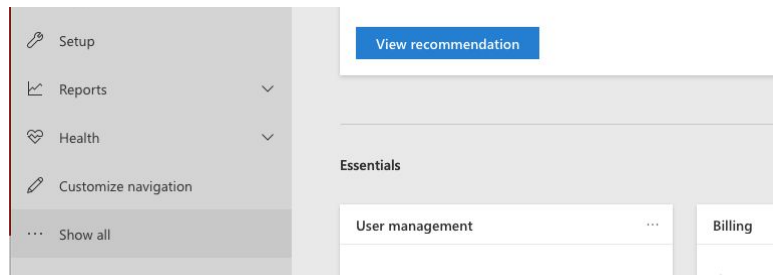


Getting Call Reports In Teams

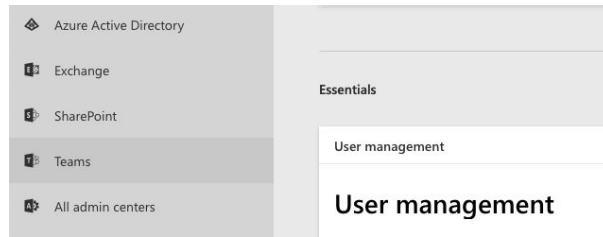
1. Go to the admin centre



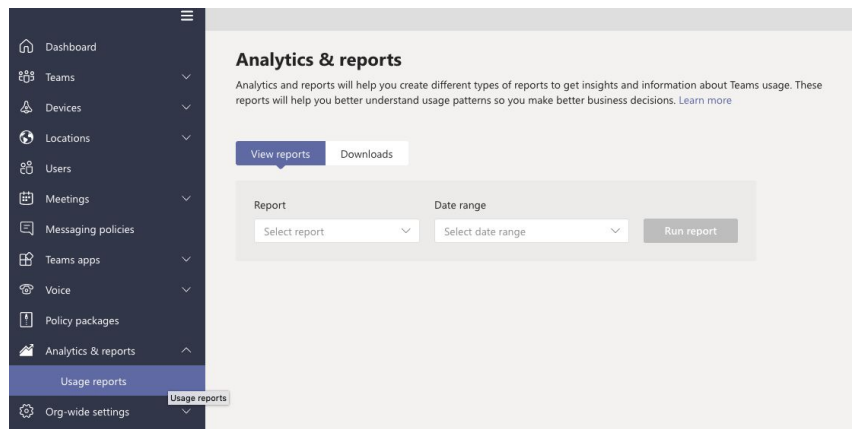
2. In the admin centre you'll need to click the "Show All" button at the bottom of the list.



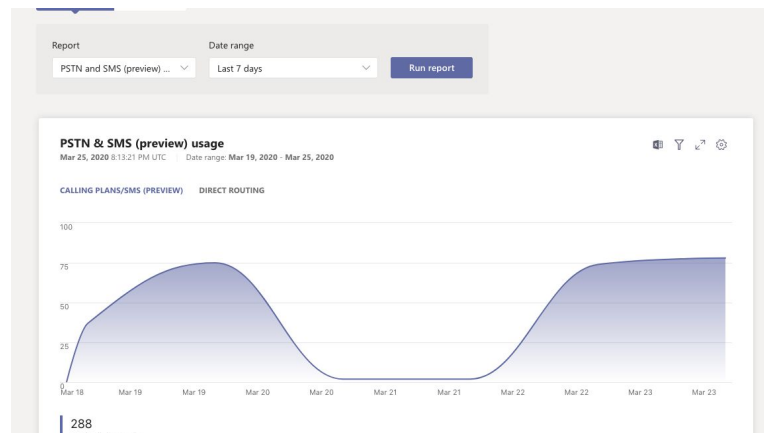
3. That will make more things visible. Scroll down find the "Teams" button and click that.



4. That will bring you to the Teams Admin Centre
5. Once there click "Analytics & Reports"



6. The report you most likely want is the “PSTN and SMS (preview) usage” report. Select that and then the date range you want to see. This report has a row for each call made through the system.
7. The report will then be generated below.
8. At the top right there are a few buttons.
 - a. The first to download as an CSV (Excel) file.
 - b. A filter button that is not especially useful.
 - c. A fullscreen button.
 - d. A settings cog that allows you to change what columns are displayed.



9. Once you have the report downloaded to Excel (or other spreadsheet program), you can use sorting and filtering to get the data you most need. Most likely, you are doing this to find out who needs to be billed for long distance and can filter on the “charges” column.