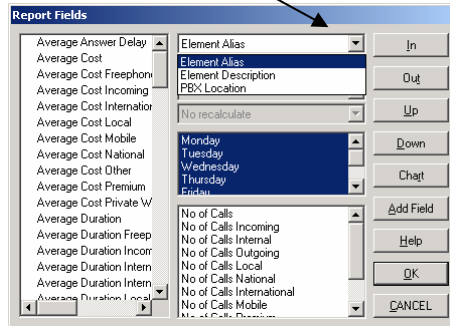


HOW TO ADD ALIAS\DESCRIPTION\PBX FIELDS TO TURBO REPORTS

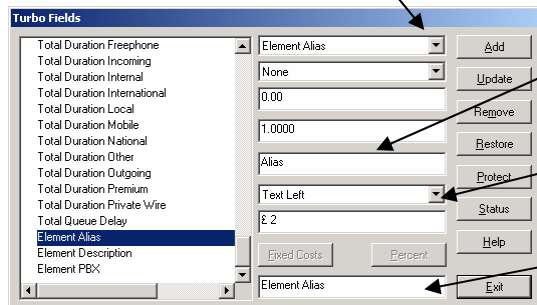
When you run a Turbo report the first column that appears in the report is Element, within [Report Fields] you can choose which field appears as the second column (either Element Alias (previously Description), Element Description, or PBX Location).



You can now add the other two fields to your Turbo reports as well if you want to.

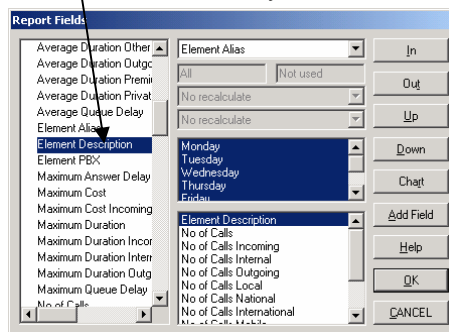
TO CREATE THE NEW TURBO FIELDS:

1. Select Reports>Turbo Fields and click on any field in the list of available fields.
2. Change the *Base field for Turbo Field* drop down to Element Alias (or Element Description, or Element PBX)



3. Change the *Title at top of Turbo Field* text box to either Alias, Description, or PBX (as appropriate)
4. Select *Text Left* in the Turbo Field Justification drop-down.
5. Change the *Turbo Field Description* to either Element Alias, Element Description, or Element PBX (as appropriate) – that way they will all appear next to each other in the List of Available fields in [Report Fields].

6. Click [Add] to add the new Turbo field
7. Repeat Steps 2-6 for the each field as necessary.



The resulting report would be like this.

All Extns													
Element	Alias	Description	No of Calls	I/C	Internal	O/G	Local	National	Intl	Mobile	Prem	Free	P/W
00011	Emma Thompson	no name	184	100	0	84	47	19	4	13	0	1	0
00012	Kenneth Brannagh	no name	177	129	0	48	18	25	0	5	0	0	0
00013	Lysette Anthony	no name	12	4	0	8	2	3	0	3	0	0	0
00014	Helena Bonham Carter	no name	74	47	0	27	8	14	2	3	0	0	0
00015	Jeremy Irons	no name	53	38	0	15	2	11	0	2	0	0	0
00016	Colin Firth	no name	158	77	0	151	39	61	0	51	0	0	0
00017	Denial DeLuca	no name	179	77	0	57	34	76	3	4	0	3	0