

## HOW TO ADD ALIAS\DESCRIPTION\PBX FIELDS TO SUMMARY REPORTS

When you run a Summary report the first two columns that appear in the report are Element and Alias (previously called Description) – these fields are automatic and cannot be changed.

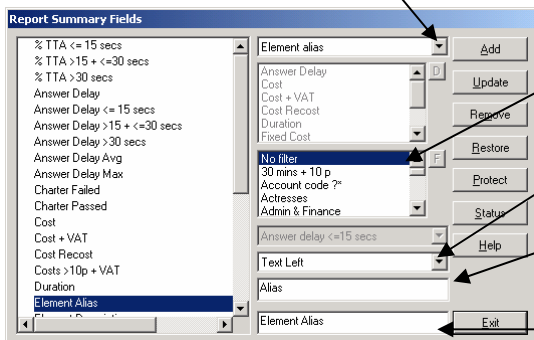
You can, however, now add the Description and/or PBX columns if required.

How it used to be

All Extns				
Element	Alias	No of Calls	Duration	Cost
00011	Emma Thompson	141	03:03:18	£ 5.865
00012	Kenneth Brannagh	310	07:44:59	£ 10.991
00013	Lysette Anthony	8	00:08:01	£ 0.369
00014	Helena Bonham Carter	205	13:06:23	£ 19.894
00015	Jeremy Irons	114	10:15:57	£ 19.940

### TO CREATE THE NEW SUMMARY FIELDS:

1. Select Reports>Summary Fields and click on any field in the list of available fields.
2. Change the Style of Output drop down to Element Alias (or Element Description, or Element PBX)



3. Select *No Filter* is selected in the Filter to Apply box.

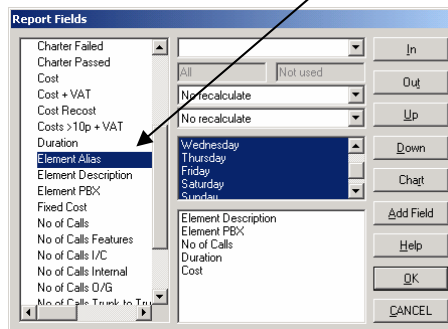
4. Select *Text Left* in the Summary Field Justification drop-down.

5. Change the *Title for Field* text box to either Alias, Description, or PBX (as appropriate)

6. Change the *Summary 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 Summary field
7. Repeat Steps 2-6 for the each field as necessary.



The resulting report would be like this.

All Extns						
Element	Alias	Description	PBX	No of Calls	Duration	Cost
00011	Emma Thompson	no name	Bosch	84	02:13:56	£ 11.049
00012	Kenneth Brannagh	no name	Bosch	48	01:32:23	£ 4.928
00013	Lysette Anthony	no name	Bosch	8	00:18:38	£ 1.512
00014	Helena Bonham Carter	no name	Bosch	27	01:25:36	£ 6.440
00015	Jeremy Irons	no name	Bosch	15	00:42:29	£ 2.917