**Reporting on Call Activity in Magnet Voice – Call log and History**

1. Log onto the system as the administrator
2. Go to the call logging menu and then scroll down to call log
3. Here you can view the details of all the calls made in your system
4. You can choose to make a call review and then you can choose the fields that show in this review, these fields are by user, by group, by date and time and by the call type, incoming outgoing or all calls
5. Then click the download button to download the call review as a csv file
6. From this screen you can also review the calls that have been made on your system, you can see, the date, the time, the user number, the call type, if the call connected, the call duration the called number and the called name.
7. To view your call history, go to the call logging menu and then go down to the call history option
8. Here you can see the calls made by all of your users, it gives you calls made today, this week and total