

# Clearspan<sup>®</sup> OpEasy<sup>®</sup> Reporting Guide

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Clearspan OpEasy Reporting Guide  
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# REVISION HISTORY

The following represents the revision history of this publication:

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2875-001	04/09/13	Bev Marsh	Initial release of this publication for OpEasy 3.4.

# REPORTING OVERVIEW

## REPORT TYPES

OpEasy® provides several basic reports from the Clearspan® system. The reports are licensable at the system and enterprise levels and reporting privileges can also be assigned at an individual admin level.

The report types are:

- Inventory Report
- License & Optional Services Report
- Registration Report
- Edge Device Utilization Report
- Edge Usage Report
- System User and Services Report
- System Information Report
- System License Report
- System XML Report

OpEasy also allows you to query Call Detail Recording (CDR) records and logs for provisioning and phone applications. The Inventory Report, License & Optional Services Report, Registration report, Edge Device Utilization report, CDR queries, provisioning log queries, and phone application log queries are discussed in this document. Figure 1 shows the main Reporting screen.



## Reporting

Choose a Reporting function.

**[Inventory Report](#)**  
Provides a user list with primary phone device and device list with assigned users. Creates a spreadsheet for download.

**[License & Optional Services Report](#)**  
Provides license and optional service usage totals. Creates a spreadsheet for download.

**[Registration Report](#)**  
Lists the users on each phone device and the registration status of each. Creates a spreadsheet for download.

**[Edge Device Utilization Report](#)**  
Provides a report on edge device utilization. Lists the phone devices that attach to each. Creates a CSV file (.csv) for download.

**[Enterprise Usage Report](#)**  
Provides a summary of usage for all enterprises in the system. Creates a spreadsheet for download.

**[System User & Services Report](#)**  
Provides a list of users and all services assigned to those users. Creates a CSV file (.csv) for download.

**[System Information Report](#)**  
Provides system information. Creates a spreadsheet for download.

**[System License Report](#)**  
Provides system licensing information. Creates a spreadsheet for download.

**[System XML Report](#)**  
Provides system billing-related information. Creates an XML file for download.

**[Scheduling](#)**  
Setup reports to run now or on a pre-defined schedule.

**[Call Detail Recording \(CDR\)](#)**

**[CDR Query](#)**  
Search CDR records and display or download the selected records.

**[CDR Manager Host Configuration](#)**  
Configure the hosts where CDR files are FTPed by the CDR Manager.

**[Provisioning Log Query](#)**  
Search the provisioning log and display or download the selected events.

**[Phone Application Log Query](#)**  
Search and display the event messages generated by Phone Applications.

**Figure 1 Reporting Main Screen**

## REPORT FEATURES

The following are report features:

- The reports generated by OpEasy are provided in Excel format with an .xlsx extension. This format is compatible with Excel 2007 and later, but not with Excel 2003.
- Worksheet headers are color coded according to content:
  - Blue: user and license information.
  - Green: service information.
  - Teal: device information.
  - Red: rate information.
  - Orange: report errors.
- Reports that contain service information include counts of Service “Instances” (also known as Virtual Users) because they may be assigned user services and at that time will take up Clearspan User Licenses. Clearspan license names within the OpEasy reports and within the Service Import worksheet align with the Mitel sales offerings. Clearspan license categories include Basic, Premium, Basic Trunk, Business Trunk and Voice Messaging Only.

## VIRTUAL USERS

A Virtual User is a group service that has many of the characteristics of a user (e.g. User Id, Name, Phone Number, and Extension). It can be assigned services just as a normal user can be assigned services. A Virtual User does not consume an OpEasy User License or Clearspan User License by means of its existence. However, if one or more user services are assigned to a Virtual User, a Clearspan User License will be consumed. The Virtual User types include:

- Auto Attendant
- Clearspan Anywhere
- Call Center
- Collaborate Bridge
- Find Me/Follow Me
- Flexible Seating Host
- Group Paging
- Hunt Group
- Instant Group Call
- Meet-Me Conference Bridge
- Route Point

- VoiceXML

## REPORT FILE NAMES AND TAGS

The default file name for a report is of the form:  
**ClearspanInventoryReport\_{Id}\_{Time}.xlsx.**

You can change the file names from the default format, choose different file names for files to retrieve in OpEasy and files sent in E-mail, and customize report names using tags. Useful tags for each type of file are shown on each report page. For example, an inventory report run on April 7, 2017 at 1:55pm with the format

ClearspanInventoryReport\_{Enterprise}\_{Group}\_{StartTime}.xlsx

would have the following file name:

ClearspanInventoryReport\_Marsh\_Hawkes\_20170407-135529.xlsx

## RUNNING AND RETRIEVING REPORTS

From the Reporting pages, you can run reports, configure report file names, set up scheduled reports, retrieve reports, and enable E-mail notifications.

### RUNNING A REPORT

1. From the OpEasy main menu, click **Reporting**. The Reporting menu page displays.
2. Select the type of report you want to run in the menu tree or from the Reporting menu page. A report page appears as shown in Figure 2.

**Figure 2 Clearspan Inventory Report Page – Inventory Report Section**

3. Select the **Enterprise** to include in the report, if needed.
4. Select the **Group** to include in the report, if needed.
5. Select one **Department** to include in the report, or select **All Departments**, if needed.
6. Check the **Notification** box to send a notification to the E-mail address specified.
7. Check the **Attachment** box to receive a copy of the report in the E-mail.
8. Assign different file names to the **Attachment File Name** and the **Retrieve File Name**, if desired, or just use the default names. Customizing file names can help you set file name standardization for file name sorting or displays. See *Report File Names and Tags* for more information.

Click **Start Report** to run the report now and see the status at the bottom of the page, or click **Schedule Report** to run the report at a later time. The report starts running, or the report is queued as in Figure 3.

### Clearspan Inventory Report

Provides a list of users with primary phone device and device list with assigned users (creates a spreadsheet for download). Press 'Start Report' to begin report processing. To schedule a report for later processing, press 'Schedule Report'. Press 'Retrieve Report' to download the current completed report. Press 'E-mail Report' to E-mail the current completed report.

Report queued to start

OK
Scheduling

**Inventory Report**

Enterprise: Moorehouse -- Moore Enterprises of Texas ▼

Group: Hershey ▼

Department: (All Departments) ▼

NOTE: The report includes all users in the selected department or "(All Departments)". When choosing "(All Departments)", the report also includes users with no department assigned.

Notification:  Send E-mail Notification

E-mail: To: (No E-mail address configured for administrator 'vmoore.ea')

Attachment:  Attach Inventory Report

Attachment File Name:

Retrieve: Retrieve File Name:

(Useful tags for File Names: {Id}, {Enterprise}, {Group}, {Department}, {Time}, {StartTime}, {EndTime}, {Admin})

Report Version: IR-101

Start Report  
Schedule Report

**Status**

Status: Waiting to start...

Scheduling Request ID: 24457

Last Refresh: 05/11/2017 14:43:20

Refresh  
Cancel

**Progress Messages**

Report waiting to start...

**Figure 3 Clearspan Inventory Report Queued – Status Section**

9. Click **Refresh** while the report is running to see status updates.

After the report runs, the Results are shown at the bottom of the page as in Figure 4. The Report Details indicate whether the report completed successfully or failed.

**Results**

Results: **Completed**      Start Time: 02/01/2017 09:35:04

Scheduling Request ID: 22847      End Time: 02/01/2017 09:35:05

Scheduling Results ID: 469511      Results Time: 02/01/2017 09:35:05

Notification:  E-mail Notification Sent

Retrieve Report

E-mail Report

Delete

Details: \*\*\* Clearspan Inventory Report \*\*\*

Enterprise: Moorehouse -- Moore Enterprises of Texas

Group: (All Groups)

Department: (All Departments)

Scheduling:

Request ID: 22847

Started: 02/01/2017 09:35:04

Finished: 02/01/2017 09:35:05

SUCCESSFUL: Inventory Report completed successfully.

**Figure 4 Results Section - Report Completed Successfully**

## RETRIEVING A REPORT

To retrieve a report that has just run, click **Retrieve Report** on the OpEasy report page or retrieve the report from E-mail. The current report spreadsheet opens. If the retrieval buttons are grayed out, the user who is logged in has not run any recent reports in the system.

# INVENTORY REPORT

The Clearspan Inventory report provides a list of users with primary phone device and a device list with assigned users. The Group and Department that the report is qualified against, along with the date of generation, are presented at the top of the report.

It contains three tabs.

- Users tab—all users for the specific Enterprise, Group and Department are presented in Last Name order. Users without devices are included. The header is color-coded blue for Users.
- Phone Devices tab—all devices for the qualified Enterprise, Group, and Department are presented. The header is color-coded teal for Devices.
  - Shows all devices with all users assigned to each device.
  - Shows devices without users.
  - Shows Shared Call Appearances (SCA) assignments, which are marked with an 'X' to identify the shared lines.
- Report Errors tab—any errors that may have been generated. The header is color-coded orange for errors.

## USERS TAB

Inventory Report - Users											
Enterprise: Moorehouse -- Moore Enterprises of Texas										OM indicates OpEasy Managed User, MS indicates Mitel Support User.	
Group: Hershey											
Department: All Departments											
Date: 02/13/2018 00:27:47											
Version: IR-102.3											
Last Name	First Name	Phone Number	Extension	Alternate Numbers (Phone Number (Extension))	Calling Line Id Phone Number	Userid	OM	MS	Group ID	Group Name	Department
Bordois	Stella	476-555-2019	2019	476-555-2016 (5165)	476-555-2019	stella.bordois@moorehouse.com	X		Hershey		
FlexHost571	Flexible Seating	476-555-2016	2016		476-555-2016	flexibleseatingguest.flexhost571@mx	X		Hershey		
Foster	Nyx	476-555-2011	2011			4765552011@moorehouse.com	X		Hershey		
Matthews	Syd	476-555-2012	2012		476-555-2012	syd.matthews@moorehouse.com	X		Hershey		
Moretti	Tessa	476-555-2010	2010			4765552010@moorehouse.com	X		Hershey		

Figure 5 Clearspan Inventory Report – Users Tab

The Users tab contains the following information:

- Last Name
- First Name
- Phone Number
- Extension
- Alternate Numbers (displayed in the format Phone Number (Extension))
- Calling Line Id Phone Number
- UserId
- OM (OpEasy Managed UserId)
- MS (Mitel Support UserId)

- Group ID
- Group Name
- Department
- Email Address
- Account ID
- Fax Phone Number
- Fax Extension
- Device Name
- Device Level
- OM (OpEasy Managed Device)
- MS (Mitel Support Device)
- Device Type
- MAC Address
- Template Name
- Template Level
- Physical Location
- VLAN ID
- ERL Record Name
- Encrypted

## PHONE DEVICES TAB

Inventory Report - Phone Devices												
Enterprise: Moorehouse – Moore Enterprises of Texas										OM indicates OpEasy Managed User; MS indicates Mitel Support User.		
Group: Hershey												
Department: All Departments												
Date: 02/13/2018 00:27:47												
Version: IR-102.3												
Device Name	Device Level	OM	MS	SCA	Last Name	First Name	Userid	OM	MS	Phone Number	Group ID	
aastra6737i-4765552010	Group				Moretti	Tessa	4765552010@moorehouse.com	X		476-555-2010	Hershey	
Aastra6737iDMS-4765552019	Group				Bordois	Stella	stella.bordois@moorehouse.com	X		476-555-2019	Hershey	
Aastra6737iDMS-4765552019	Group				Bordois	Stella	stella.bordois@moorehouse.com	X		476-555-2019	Hershey	
Aastra6757iDMS-4765552012	Group										Hershey	
Aastra6757iDMS-4765552016	Group				FlexHost571	Flexible Seating G	flexibleseatingguest.flexhost571@moorehouse.com	X		476-555-2016	Hershey	
aastra6863i-4765552011	Group										Hershey	
Admin Front Desk	Group			X	Bordois	Stella	stella.bordois@moorehouse.com	X		476-555-2019	Hershey	
Moorehouse AudioCodes M4k	Group										Hershey	
Pan2012	Group				Matthews	Syd	syd.matthews@moorehouse.com	X		476-555-2012	Hershey	
S4B Device	Group										Hershey	

Figure 6 Inventory Report – Phone Devices Tab

The Phone Device tab provides the following information.

- Device Name



- Device Level
- OM (OpEasy Managed Device)
- MS (Mitel Support Device)
- SCA (Shared Call Appearance)
- Last Name
- First Name
- UserId
- OM (OpEasy Managed UserId)
- MS (Mitel Support UserId)
- Phone Number
- Group ID
- Group Name
- Device Type
- MAC Address
- Template Name
- Template Level
- Physical Location
- VLAN ID
- ERL Record Name
- Encrypted

## REPORT ERRORS TAB

	A	B
1	<b>Inventory Report - Report Errors</b>	
2	<b>Enterprise:</b> Moorehouse -- Moore Enterprises of Texas	
3	<b>Group:</b> Hershey	
4	<b>Department:</b> All Departments	
5	<b>Date:</b> 05/11/2017 14:43:20	
6	<b>Version:</b> IR-101	
7	<b>Report Errors</b>	(List of error messages encountered during processing)
8		
9		

Users Phone Devices Report Errors

Figure 7 Clearspan Inventory Report – Report Errors Tab

## LICENSING & OPTIONAL SERVICES REPORT

The Clearspan Licensing & Optional Services Report provides license and optional service usage within an enterprise. It contains the following tabs.

- User Licenses tab—summary of license usage.
- Basic Users tab—users with a Basic license.
- Premium Users tab—users with a Premium license.
- Basic Trunk Users tab—users with a Basic Trunk User license.
- Business Trunk Users tab—users with a Business Trunk User license.
- VMOnly Users tab—users with the Voice Messaging service only, and optionally the Internal/External Calling Line ID Delivery service, as well as any optional services.
- No License Users tab—Virtual Users with no service assignments.
- Optional Services tab—summary of usage for each Optional service.
- Optional Service Users tab—users assigned to each optional service.
- System Resources tab—counts of Meet Me Conference Ports and Trunk Channels.
- OpEasy Licenses tab—counts of users, Polycom phones, and licenses allocated/available for the Enterprise.
- Virtual On-Net Extensions tab—list of configured Virtual On-Net Enterprise Extension users.
- Report Errors tab—any errors that may have been found during processing.

## USER LICENSES TAB

The User Licenses tab shows a summary of the license types and the types of users utilizing them. It is color-coded blue for Users. It also shows Virtual Users utilizing no licenses.

License & Optional Service Report - User Licenses																		
Enterprise: Bulk Provisioning -- Lab Val																		
Group: All Groups																		
Department: All Departments																		
Date: 05/11/2017 14:53:46																		
Version: LOSR-101																		
Clearspan Users																		
License	Normal Users	Trunk Users	License Upgrade - Basic Services	License Upgrade - Premium Services	Auto Attendant - Basic	Auto Attendant - Standard	Clearspan Anywhere	Call Center	Collaborate Bridge	FindMe/FollowMe	Flexible Seating Host	Group Paging	Hunt Group	Instant Group Call	Meet Me Conf Bridge	Route Point	Voice XML	Total
Basic	1					1					3							5
Premium	72					2		4					1		1			80
Basic Trunk			1															1
Business Trunk	1																	1
Voice Messaging Only																		0
No License						1	1	1	1				2		1			7
<b>Clearspan User Totals:</b>	<b>74</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94</b>
Mitel Support User Counts																		
Basic	1										1							2
Premium	5					1		1										7
Basic Trunk																		0
Business Trunk																		0
Voice Messaging Only	1																	1
No License						2												2
<b>Mitel Support User Totals:</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
All User Grand Totals																		
<b>All User Grand Totals:</b>	<b>81</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106</b>

**Figure 8 License & Optional Service Report – User Licenses**

In this example, there is a count of users including Virtual Users and the type of license each user is utilizing. The Group and Department that the report is qualified against, along with the date of generation, are presented at the top of the report.

Under the license column, note the following:

- Each of the User License types is listed, including Basic, Premium, Business Trunk and Voice Messaging Only.

- There is an entry for **No License**. This is provided to identify Virtual Users that exist on the system that have not been assigned services.

For each License type, a user could be classified as a Normal, Trunk or Virtual User.

- Trunk Users are further broken down to identify those that have Basic or Premium services assigned.
- Virtual Users are broken down to include each type of Virtual User that could exist.
- Two tables provide license details for Clearspan Users and Mitel Support Users. Grand Totals are shown at the bottom of the page. Mitel Support Users are excluded from billing.

## BASIC USERS TAB

The Basic Users tab lists normal users that are assigned one or more basic services, or no services. It is color-coded blue for Users.

The columns provide general user information including Last Name, First Name, UserId, etc.

The Virtual User Type column contains the type if that particular user is virtual; the column is empty for normal users.

Also provided is a VMail User column that identifies a user that has the Voice Messaging service assigned.

The No Svcs column identifies a user that has been assigned no services. If Enterprise administrators see a user with this column checked, they should consider whether this user needs to exist.

Auto Attendant Menu Count is the total count of menus changed and sub-menus created for each Auto Attendant.

The Encrypted column indicates if the devices assigned to the User are encrypted or not encrypted.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>License &amp; Optional Service Report - Basic Users</b>												
2	Enterprise: Bulk Provisioning -- Lab Val												
3	Group: All Groups												
4	Department: All Departments												
5	Date: 05/11/2017 14:53:46												
6	Version: LOSR-101												
7													
8	Last Name	First Name	UserId	Virtual User Type	OM	MS	Create Date	VMail User	No Svcs	Phone Number	Extension	Auto Attendant Menu Count	Group ID
9	00Test		9722221070@labval.mitel.com	Flexible Seating Host		X	03/28/2017 13:20:17			+1-9722221070	1070		Group_G
10	AutoAttend82		9722221082@labval.mitel.com	Auto Attendant - Standard			04/20/2017 08:10:04	X		+1-9722221082	1082	1	Group_G
11	FlexibleSeatingHc		9722221050@labval.mitel.com	Flexible Seating Host			03/14/2017 14:04:16			+1-9722221050	1050		Group_G
12	FSH84		9722221084@labval.mitel.com	Flexible Seating Host			04/20/2017 08:20:42			+1-9722221084	1084		Group_G
13	LTest03	FTest03	ftest03.ltest03@labval.mitel.com		X		03/11/2017 10:42:06			+1-9722221003	1003		Group_G
14	LTest07	FTest07	9722221007@labval.mitel.com		X		03/11/2017 10:35:40			+1-9722221007	1007		Group_G
15	Test94		9722221094@labval.mitel.com	Flexible Seating Host			04/05/2017 08:30:33			+1-9722221094	1094		Group_G

Figure 9 License & Optional Service Report – Basic Users Tab

## PREMIUM USERS TAB

The Premium Users tab shows each user utilizing Premium Services. It is color-coded blue for Users. It provides a column to identify users assigned the voicemail service. Auto Attendant Menu Count is the total count of menus changed and sub-menus created for each Auto Attendant. The Encrypted column indicates if the devices assigned to the User are encrypted or not encrypted.

License & Optional Service Report - Premium Users													
Enterprise: Bulk Provisioning -- Lab Val										OM indicates OpEasy Managed User; MS indicates Mitel Support User.			
Group: All Groups										VMail User identifies a user with the Voice Messaging service assigned.			
Department: All Departments													
Date: 05/11/2017 14:53:46													
Version: LOSR-101													
Last Name	First Name	Userld	Virtual User Type	OM	MS	Create Date	VMail User	Phone Number	Extension	SCA Count	Auto Attendant Menu Count	Group ID	Group Name
alt number test		altnumber@labval.mitel.com	Auto Attendant - Standard			07/05/2016 11:30:00		+1-4177392000			1	Group_P	Group_Pd
altnumbertest2		altnumbertest2@labval.mitel.com	Auto Attendant - Standard			07/05/2016 11:31:59		+1-4177392001			0	Group_P	Group_Pd
Auto10	Hold10	9722221010@labval.mitel.com			X	04/14/2016 10:02:58	X	+1-9722221010	1010			Group_G	Group_Gd
AutoAttendant_St		9722221098@labval.mitel.com	Auto Attendant - Standard		X	02/22/2017 12:50:25	X	+1-9722221098	1098		0	Group_G	Group_Gd
BasicCC		BasicCallCenter@labval.aastra.com	Call Center - Basic		X	02/11/2015 15:31:00	X					Group_G	Group_Gd
CallCenter_Prem		CallCenter_Prem@labval.aastra.com	Call Center - Premium			01/29/2017 12:22:37	X					Group_G	Group_Gd
CallCenter_Prm_2		CallCenter_Prm_2@labval.aastra.com	Call Center - Premium			01/29/2017 12:22:37	X					Group_G	Group_Gd
HuntGroup_25		9722221025@labval.mitel.com	Hunt Group			01/26/2017 08:23:42	X	+1-9722221025	1025			Group_G	Group_Gd
LTest01	FTest01	9722221001@labval.mitel.com			X	03/11/2017 10:35:39	X	+1-9722221001	1001	1		Group_G	Group_Gd
LTest02	FTest02	9722221002@labval.mitel.com			X	03/11/2017 10:42:04	X	+1-9722221002	1002	2		Group_G	Group_Gd
LTest04	FTest04	9722221004@labval.mitel.com			X	03/11/2017 10:42:08	X	+1-9722221004	1004			Group_G	Group_Gd
LTest06	FTest06	9722221006@labval.mitel.com			X	03/11/2017 10:42:11	X	+1-9722221006	1006			Group_G	Group_Gd
LTest08	FTest08	9722221008@labval.mitel.com			X	03/11/2017 10:42:13	X	+1-9722221008	1008			Group_G	Group_Gd

Figure 10 License & Optional Service Report – Premium Users Tab

## BASIC TRUNK USERS TAB

The Basic Trunk Users tab shows each user that is a Trunk User. This tab is color-coded blue for Users.

A trunk user is like a normal user, but instead of being assigned to a phone device, it is assigned to a trunk group. The VMail User column identifies users that have the Voice Messaging service assigned.

License & Optional Service Report - Basic Trunk Users													
Enterprise: Bulk Provisioning -- Lab Val										OM indicates OpEasy Managed User; MS indicates Mitel Support User.			
Group: All Groups										VMail User identifies a user with the Voice Messaging service assigned.			
Department: All Departments													
Date: 05/11/2017 14:53:46													
Version: LOSR-101													
Last Name	First Name	Userld	OM	MS	Create Date	VMail User	Phone Number	Extension	Group ID	Group Name	Department	Account	
LTest16	FTest16	9722221016@labval.mitel.com	X		03/11/2017 10:42:18		+1-9722221016	1016	Group_G	Group_Gewel		Teste	

Figure 11 License & Optional Service Report – Basic Trunk Users Tab

## BUSINESS TRUNK USERS TAB

The Business Trunk Users tab shows each user that is a Trunk User. This tab is color-coded blue for Users. It provides a column to identify users that are assigned:

- Voicemail service
- Basic services
- Premium services

A trunk user is like a normal user, but instead of being assigned to a phone device, it is assigned to a trunk group. If assigned one or more basic services, the Basic column will be marked with an “X”. If assigned one or more premium services, the Premium column will be marked. If the trunk user is assigned no services, the Basic or Premium box will not be marked. The VMail User column identifies users that have the Voice Messaging service assigned.

License & Optional Service Report - Business Trunk Users													
Enterprise: Bulk Provisioning -- Lab Val													
Group: All Groups													
Department: All Departments													
Date: 05/11/2017 14:53:46													
Version: LOSR-101													
OM indicates OpEasy Managed User, MS indicates Mitel Support User. VMail User identifies a user with the Voice Messaging service assigned. Basic indicates the trunk user has Basic services assigned (additional cost). Premium indicates the trunk user has Premium services assigned (additional cost).													
Last Name	First Name	UserId	OM	MS	Create Date	VMail User	Basic	Premium	Phone Number	Extension	Group ID	Group Name	
LTest17	FTest17	9722221017@labval.mitel.com	X		03/11/2017 10:42:19				+1-9722221017	1017	Group_G	Group_Gewel	

Figure 12 License & Optional Service Report – Business Trunk Users Tab

## VMONLY USERS TAB

The VMOnly Users tab shows each user that is assigned the Voice Messaging User or Voice Messaging User – Video service, and optionally the Internal/External Calling Line ID Delivery service, as well as any optional services. It is color-coded blue for Users.

License & Optional Service Report - VMOnly Users													
Enterprise: Bulk Provisioning -- Lab Val													
Group: All Groups													
Department: All Departments													
Date: 05/11/2017 14:53:46													
Version: LOSR-101													
Shows users with ONLY a Voice Messaging service assigned, and optionally the Internal/External Calling Line ID Delivery services and any Optional Services. OM indicates OpEasy Managed User, MS indicates Mitel Support User.													
Last Name	First Name	UserId	OM	MS	Create Date	Phone Number	Extension	Auto Attendant Menu Count	Group ID	Group Name	Department		
LTest05	FTest05	9722221005@labval.mitel.com	X		03/11/2017 10:42:10	+1-9722221005	1005		Group_G	Group_Gewel	Dept_2 (Group)		

Figure 13 License & Optional Service Report – VMOnly Users Tab

This tab shows each user that is assigned Voice Messaging Only. The Voice Messaging Only user license requires a user to have the Voice Messaging service and/or the Video Messaging service. In addition, the user can have any Optional Services, as well as either or both of the Internal Calling Line ID Delivery or External Calling Line ID Delivery services. If the user is assigned any services other than these, then a Basic or Premium license is required.

## NO LICENSE USERS TAB

The No License Users tab shows each Virtual User (Service Instance) that has not been assigned user services. It is color-coded blue for Users. All users in the No License category are Virtual Users. They are presented on this tab only if they have been assigned no services. Virtual Users with no services do not consume a license and so are not chargeable.

License & Optional Service Report - No License Users												
Enterprise: Bulk Provisioning -- Lab Val						Shows Virtual Users (Service Instances) with no assigned services other than						
Group: All Groups						These Virtual Users do not consume a user license.						
Department: All Departments						OM indicates OpEasy Managed User; MS indicates Mitel Support User.						
Date: 05/11/2017 14:53:46						VMail User identifies a user with the Voice Messaging service assigned.						
Version: LOSR-101												
Last Name	First Name	Userid	Virtual User Type	OM	MS	Create Date	VMail User	Phone Number	Extension	Auto Attendant Menu Count	Group ID	Group Name
auto_group_P		auto_group_P@labval.mitel.com	Auto Attendant - Standard			01/20/2016 15:03:07		+1-4177392005		0	Group_P	Group_Po
AutoAttnd_Basic		9722221099@labval.mitel.com	Auto Attendant - Basic		X	03/11/2017 11:01:06	X	+1-9722221099	1099	0	Group_G	Group_Ge
AutoAttnd_1047		9722221047@labval.mitel.com	Auto Attendant - Basic		X	03/11/2017 11:31:54	X	+1-9722221047	1047	0	Group_G	Group_Ge
Group_G-Default		Group_G-Default@labval.mitel.com	Collaborate Bridge								Group_G	Group_Ge
HuntGrp83		9722221083@labval.mitel.com	Hunt Group			04/20/2017 08:15:40	X	+1-9722221083	1083		Group_G	Group_Ge
MeetMe5000		9763331032@labval.aastra.com	Meet-Me Conference Bridge					+1-4177395000	5000		Group_P	Group_Po
Prem		PremCC@labval.mitel.com	Call Center - Premium			04/29/2017 12:12:08					Group_G	Group_Ge
test		testhunt@labval.mitel.com	Hunt Group			10/12/2016 17:14:08		+1-4177392004			Group_P	Group_Po
tester		popvpop@labval.aastra.com	Clearspan Anywhere Portal								Group_G	Group_Ge

Figure 14 License & Optional Service Report - No License Users Tab

## OPTIONAL SERVICES TAB

The Optional Services tab lists all Optional Services and provides the number of users assigned to each. It is color-coded green for Services.

- Optional services are not included in the Basic or Premium packages.
- (Unsupported) indicates the service is not part of the standard offering.
- A row is provided for each Optional Service along with a count of times used. If an optional service has been assigned that is not included in a Mitel sales offering, then the service name appears at the bottom of this list and is followed by "(Unsupported)".
- If there is more than one group in an Enterprise, the Group Totals columns appear, with a breakdown of the total across the groups in the Enterprise. If there is only one group in an Enterprise, the Group Totals columns are not displayed; the Total column contains the Total for the only group, the same as the Enterprise.

	A	B	C	D	E	F
1	<b>License &amp; Optional Service Report - Optional Services</b>					
2	<b>Enterprise:</b> Bulk Provisioning -- Lab Val					
3	<b>Group:</b> All Groups					
4	<b>Department:</b> All Departments					
5	<b>Date:</b> 05/11/2017 14:53:46					
6	<b>Version:</b> LOSR-101					
7					<b>Group Totals (excluding Mitel Support)</b>	
8	<b>Service Name</b>	<b>Total</b>	<b>Mitel Support Total</b>	<b>Group_G</b>	<b>Group_P</b>	
9	Call Center User - Basic	72	5	72		
10	Call Center User - Standard	72	5	72		
11	Call Center User - Premium	72	5	72		
12	Call Recording	74	6	74		
13	Calling Line ID Blocking Override	72	5	72		
14	Clearspan Agent	72	5	72		
15	Clearspan Supervisor	2	1	2		
16	Clearspan Communicator Desktop - Basic	3	1	3		
17	Clearspan Communicator Desktop - Audio	3	1	3		
18	Clearspan Communicator Desktop - Video	72	5	72		
19	Clearspan Communicator Mobile - Basic	3	1	3		
20	Clearspan Communicator Mobile - Audio	3	1	3		
21	Clearspan Communicator Mobile - Video	72	5	72		
22	Clearspan Communicator Tablet - Basic	3	1	3		
23	Clearspan Communicator Tablet - Audio	3	1	3		
24	Clearspan Communicator Tablet - Video	72	5	72		
25	Clearspan Receptionist - Enterprise	72	5	72		
26	Collaborate - Audio	72	5	72		
27	Collaborate - Video	72	5	72		
28	Collaborate - Sharing	72	5	72		
29	Enhanced Call Logs	76	7	76		
30	Fax Messaging	75	6	75		
31	Integrated IM&P	72	5	72		
32	Microsoft Lync Client Integration					
33	UC-Connect	72	5	72		
34	Video Add-On	73	5	73		
35	Voice Messaging	80	10	80		

**Figure 15 License & Optional Service Report - Optional Services**

## OPTIONAL SERVICE USERS TAB

The Optional Service Users tab shows each user that utilizes an Optional Service. It is color-coded blue for Users.

This tab details the Users that are utilizing the Optional Services. However, it does not include users that are assigned the Voice Messaging service. They are not included here to reduce the list of entries, because it is likely that nearly every user on the system will use Voice Messaging. Instead, VMail User columns appear on the Users tabs.

The Group column identifies the group for each user listed. If desired, services can be sorted by Group.



License & Optional Service Report - Optional Service Users									
Enterprise: Bulk Provisioning -- Lab Val									
Group: All Groups									
Department: All Departments									
Date: 05/11/2017 14:53:46									
Version: LOSR-101									
Optional Service	Last Name	First Name	Userid	Virtual User Type	OM	MS	Group ID	Group Name	
Enhanced Call Logs	00Test		9722221070@labval.mitel.com	Flexible Seating Host		X	Group_G	Group_Gewel	
Attendant Console (Unsupported)	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Communicator Desktop - Basic	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Communicator Desktop - Audio	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Communicator Mobile - Basic	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Communicator Mobile - Audio	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Communicator Tablet - Basic	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Communicator Tablet - Audio	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Communicator Tablet - Video	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Agent	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Receptionist - Office (Unsupported)	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Receptionist - Small Business	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Call Center User - Basic	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Call Center User - Premium	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Call Center User - Standard	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Call Recording	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Calling Line ID Blocking Override	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Sametime Connector (Unsupported)	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
UC-Connect	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Communicator Mobile - Video	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Communicator Desktop - Video	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Clearspan Receptionist - Enterprise	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	
Collaborate - Audio	Auto10	Hold10	9722221010@labval.mitel.com		X		Group_G	Group_Gewel	

Figure 16 License & Optional Service Report – Optional Service Users Tab

## SYSTEM RESOURCES TAB

The System Resources tab reports the number of Meet Me Conference Ports and Trunk Channels that are allocated for each Enterprise. The System Administrator is responsible for ensuring that the counts reported are accurate. The report is color-coded green for Services.

License & Optional Service Report - System Resources								
Enterprise: Bulk Provisioning -- Lab Val								
Date: 05/11/2017 14:53:46								
Version: LOSR-101								
System Resource	Total							
Meet Me Conference Port	Unlimited							
Trunk Channel	20							
<table border="1" style="width: 100%; height: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Meet-Me Conference Port</td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Trunk Channel</td> </tr> </table>						Meet-Me Conference Port		Trunk Channel
	Meet-Me Conference Port							
	Trunk Channel							
Group ID	Group Name		System Resources					
Group_G	Group_Gewel		Unlimited	10				
Group_P	Group_PoppyPopcorn		Unlimited	10				

Figure 17 License & Optional Service Report – System Resources Tab

## OPEASY LICENSES TAB

The OpEasy Licenses tab reports counts of users, Polycom phones, and licenses allocated for the Enterprise.

	A	B	C	D
1	<b>License &amp; Optional Service Report - OpEasy Licenses</b>			
2	<b>Enterprise:</b> Bulk Provisioning -- Lab Val			
3				
4				
5	<b>Date:</b> 05/11/2017 14:53:46			
6	<b>Version:</b> LOSR-101			
7				
8	<b>OpEasy License Information</b>			<b>Total</b>
9	Current Clearspan User Count			75
10	User Licenses Allocated			Auto
11				
12	Polycom Premium Support			No
13	Current Clearspan Polycom Phone Count			20
14	Polycom Phone Licenses Allocated			Auto

Figure 18 License & Optional Service Report – OpEasy Licenses Tab

## VIRTUAL ON-NET EXTENSIONS TAB

The Virtual On-Net Extensions tab lists configured Virtual On-Net Enterprise Extension users. Virtual On-Net Enterprise Extensions do not use a license directly, so they are not shown in the totals on the User Licenses tab.

	A	B	C	D	E	F
1	<b>License &amp; Optional Service Report - Virtual On-Net Extensions</b>					
2	<b>Enterprise:</b> Moorehouse -- Moore Enterprises of Texas					
3	<b>Group:</b> All Groups					
4	<b>Department:</b> All Departments					
5	<b>Date:</b> 02/01/2017 09:47:03					
6						
7	<b>Last Name</b>	<b>First Name</b>	<b>Phone Number</b>	<b>Extension</b>	<b>Virtual On-Net Call Type</b>	<b>Group ID</b>
8	Shu	Jen	+1-5125551234	1234	Frisco Test Beds	Hershey
9	Wesson	Fred	+1-5125551235	1235	VONType2	GRP74
10						
11						

Figure 19 License & Optional Service Report – Virtual On-Net Extensions Tab

## REPORT ERRORS TAB

This tab of the License report is for Report Errors. In this example, an error was generated during report processing. This error flags that an unsupported service has been assigned.

Services that Mitel doesn't support should be unassigned, and this report will assist in that cleanup.

	A	B
1	<b>License &amp; Optional Service Report - Report Errors</b>	
2	<b>Enterprise:</b>	Moorehouse -- Moore Enterprises of Texas
3	<b>Group:</b>	All Groups
4	<b>Department:</b>	All Departments
5	<b>Date:</b>	02/01/2017 09:47:03
6		
7	<b>Report Errors</b>	<b>(List of error messages encountered during processing)</b>
8	Error: An unsupported service (Service Scripts User) has been assigned to User stella.bordois@moorehouse.com (E	
9	Error: An unsupported service (Service Scripts User) has been assigned to User 4765552011@moorehouse.com (Er	
10	Error: An unsupported service (Service Scripts User) has been assigned to User 4765552000@moorehouse.com (Er	
11	Error: An unsupported service (Service Scripts User) has been assigned to User sheron.johnson@moorehouse.com	
12	Error: An unsupported service (Service Scripts User) has been assigned to User svd.matthaws@moorehouse.com (E	

**Figure 20 License & Optional Service Report – Report Errors Tab**

## REGISTRATION REPORT

The Clearspan Registration Report provides a list of users assigned to each phone device and the status of the SIP registrations for each. It contains the following tabs.

- Phone Devices tab—a list of devices, registration information, and registration status.
- Report Errors tab—any errors that may have been found during processing.

You can limit the report to include only those phone devices that are registered, those that are unregistered, those that have no Users assigned, or any combination thereof, by selecting the checkboxes.

Figure 21 Registration Report – Filter by Registration Status

## PHONE DEVICES TAB

The Phone Devices tab shows devices within a single group or within all groups in an Enterprise. Because each User assigned to a device registers separately, the report includes a line for each User assigned to the Phone Device (Device User). It is color-coded teal for Devices.



**Note:** The Registration Report "Session Border Controller Registration Status" is only supported on systems with Sonus SBC devices. And the Sonus SBC devices must be defined in System Settings.

The Phone Device tab provides the following information.

- Device Name
- Device Level
- OM (OpEasy Managed Device)
- MS (Mitel Support Device)

- Line Position
- SCA (Shared Call Appearance)
- Group ID
- Group Name
- Last Name
- First Name
- UserId
- Phone Number
- OM (OpEasy Managed UserId)
- MS (Mitel Support UserId)
- Registration Status
- Registration Time Remaining
- Model/Version (SIP – User Agent)
- SBC Registration Status
- Registration Created
- Registration Expired
- Refresh Time (Seconds)
- Registering SBC
- Device Type
- LinePort
- MAC Address
- Physical Location
- ERL Record Name

	A	B	C	D	E	F	G	H	I	J	K	
1	<b>Registration Report - Phone Devices</b>											
2	Enterprise: Moorehouse – Moore Enterprises of Texas										OM indicates OpEasy Managed User, MS indicates Mitel Support User.	
3	Group: All Groups										Red: Unregistered	
4	Date: 05/11/2017 15:06:17											
5	Version: RR-101											
6	<b>Device Identification</b>				<b>Registration Identification</b>							
7	<b>Device Name</b>	<b>Device Level</b>	<b>OM</b>	<b>MS</b>	<b>Line Position</b>	<b>SCA</b>	<b>Group ID</b>	<b>Group Name</b>	<b>Last Name</b>	<b>First Name</b>	<b>UserId</b>	<b>Phone</b>
8	aastra6737i-4765552010	Group			1		Hershey		Moretti	Tessa	4765552010@moorehouse.com	47655
9	aastra6737i-4765552010	Group			2		Hershey		FlexHost571	Flexible Seating	flexhost16@moorehouse.com	47655
10	Aastra6737iDMS-4765552019	Group			1		Hershey		Bordoio	Stella	stella.bordoio@moorehouse.com	47655
11	Aastra6757iDMS-4765552012	Group					Hershey					
12	aastra6863i-4765552011	Group			1		Hershey		Foster	Nyx	4765552011@moorehouse.com	47655
13	Admin Front Desk	Group			1	X	Hershey		Bordoio	Stella	stella.bordoio@moorehouse.com	47655
14	Moorehouse AudioCodes M4k	Group					Hershey					
15	Pan2012	Group			1		Hershey		Matthews	Syd	syd.matthews@moorehouse.com	47655
16	S4B Device	Group					Hershey					
17	Aastra6737iDMS-4765552001	Group			1		Relyks		PJ	Nobles	123987@moorehouse.com	47655
18	Aastra6869iDMS-4765552009	Group			1		Relyks		Johnson	Sheron	sheron.johnson@moorehouse.com	47655
19	phone for sky	Group			1		Relyks		Hudson	Sky	4765552000@moorehouse.com	47655
20	phone for sky	Group			2	X	Relyks		Johnson	Sheron	sheron.johnson@moorehouse.com	47655
21	SCA for Relyks	Group			1	X	Relyks		Johnson	Sheron	sheron.johnson@moorehouse.com	47655

**Figure 22 Registration Report – Phone Devices Tab**

## REPORT ERRORS TAB

This tab of the report is for Report Errors.

Registration Report - Report Errors	
<b>Enterprise:</b>	Moorehouse -- Moore Enterprises of Texas
<b>Group:</b>	All Groups
<b>Date:</b>	05/11/2017 15:06:17
<b>Version:</b>	RR-101
<b>Report Errors</b>	(List of error messages encountered during processing)

**Figure 23 Registration Report – Report Errors Tab**

# EDGE DEVICE UTILIZATION REPORT

The Edge Device Utilization Report provides a report of edge devices by proxy address and lists the phone devices attached to each address. You can use this report to find the number of endpoints connecting through an Edge Device. This is helpful because AudioCodes edge devices used in the Clearspan system have limitations on the devices and traffic that they can support.

The report sorts the endpoint rows first by Proxy Address, then Enterprise, Group, Device Name, Template Name, Template Level and finally by User Id. At the beginning of the rows for each Proxy Address (representing an Edge Device) is an extra line identified by a blank Device Name column that shows the total endpoints for that row. The report shows Proxy Addresses that have the same IP address or host name, but different port numbers, as separate Proxy Addresses.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Edge Device Utilization Report - Phone Devices														
2	Enterprise:	Moorehouse -- Moore Enterprises of Texas													
3	Group:	All Groups													
4	Edge Device Address All ("Unknown Address" included)														
5	Date:	04/19/2018 02:24:39													
6	Version:	EDUR-102													
7															
8	Edge Device Address	Address From	Device Name	Device Level	Enterprise ID	Enterprise Name	Group ID	Group Name	Device Type	Template Name	Template Level	UserId			
9	USE_ENTERPRISE_SETTING:5060	Total = 18 endpoints													
10	USE_ENTERPRISE_SE Group	Aastra6737i	Group	Moorehouse	Moore Enterprise	Hershey			Aastra 6737i	6737i for testing	Enterprise	stella.bordois@moorehouse.com			
11	USE_ENTERPRISE_SE Group	Aastra6757i	Group	Moorehouse	Moore Enterprise	Hershey			Aastra 6757i	6757i for testing	Enterprise	flexibleseating.guest.flexhost571@mo			
12	USE_ENTERPRISE_SE Group	Aastra6867i	Group	Moorehouse	Moore Enterprise	Hershey			Aastra 6867i	6867i Facilities 3	Group	daniel.rothbart@moorehouse.com			
13	USE_ENTERPRISE_SE Group	Aastra6867i	Group	Moorehouse	Moore Enterprise	Hershey			Aastra 6867i	6867i Facilities 2	Enterprise	gina.wilson@moorehouse.com			
14	USE_ENTERPRISE_SE Group	Aastra6867i	Group	Moorehouse	Moore Enterprise	Hershey			Aastra 6867i	6867i Facilities	Enterprise	bob.wall@moorehouse.com			
15	USE_ENTERPRISE_SE Group	Admin Front	Group	Moorehouse	Moore Enterprise	Hershey			Aastra 6865i	gteswaz	Enterprise	stella.bordois@moorehouse.com			
16	USE_ENTERPRISE_SE Group	BusinessCom	Group	Moorehouse	Moore Enterprise	Hershey			Business Cor	Moorehouse Co	Enterprise	daniel.rothbart@moorehouse.com			
17	USE_ENTERPRISE_SE Group	BusinessCom	Group	Moorehouse	Moore Enterprise	Hershey			Business Cor	Moorehouse Co	Enterprise	bob.wall@moorehouse.com			
18	USE_ENTERPRISE_SE Group	Polycom VVX	Group	Moorehouse	Moore Enterprise	Hershey			Polycom VVX	oliii	Enterprise	stella.bordois@moorehouse.com			
19	USE_ENTERPRISE_SE Group	aastra6737i-4	Group	Moorehouse	Moore Enterprise	Hershey			Aastra 6737i	6737i for testing	Enterprise	476552010@moorehouse.com			
20	USE_ENTERPRISE_SE Group	aastra6863i-4	Group	Moorehouse	Moore Enterprise	Hershey			Aastra 6863i	6863i for testing	Enterprise	flexhost16@moorehouse.com			

Figure 24 Edge Device Utilization Report



**Notes:**

- For devices that are not managed by OpEasy (devices with User Defined, User Defined Default, or no template), the Outbound Proxy Address cannot be determined and is reported as blank.
- The Edge Report does not recognize when an Edge Device is reference by multiple Outbound Proxy Addresses. It reports the addresses separately.
- The Edge Device Report does not present information on User SCA utilization directly. This information may be derived from the report spreadsheet.
- The Edge Device Report does not provide any information on Group Simultaneous Ring features such as Hunt Groups, Instant Group Call, or Group Paging.

# SCHEDULING REPORTS

For all procedures that follow, the Inventory Report and System XML Report are used as examples.

## CREATING A REPORT SCHEDULE

You can schedule any report to run at a specific time and date.

1. Click **Reporting** from the menu tree, or click on the **Reporting** link on the main page.
2. Select the report you wish to schedule in the menu tree, or select the report from the Reporting page.
3. Select the **Enterprise**, the **Group**, and the **Department** for which you want to schedule the report.
4. Click the **Notification** check box to receive E-mail notifications.
5. Change the file names, if desired. You can use the tags provided for organization of the files. See *Report File Names and Tags* for more information.
6. Click **Schedule Report**. The Schedule Request: Inventory Report page displays.

**Figure 25 Scheduling Request Screen**

7. In the Schedule section, choose the **Schedule** type from the drop-down list.



If you selected **Run Once**, enter the **Start Time**: The date, a space, and the time (hour and minute).

Schedule	
Schedule:	<input type="text" value="Run Once"/>
Start Time:	<input type="text" value="09/17/2013 10:16"/> (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)

**Figure 26 Schedule Run Once**

If you selected **Repeated**:

- Enter the **Initial Start Time**: The date, a space, and the time (hour and minute).
- Enter the **Repeat Run**: The Import runs every (number of minutes).
- Enter the **Maximum Number of Runs**. Leave the box blank or enter 0 if there is no limit.

Schedule	
Schedule:	<input type="text" value="Repeated"/>
Initial Start Time:	<input type="text" value="09/19/2013 15:30"/> (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)
* Repeat Run:	Every <input type="text" value="60"/> (minutes)
Maximum Number of Runs:	<input type="text" value="30"/> (Blank or 0 for no limit)

**Figure 27 Schedule Repeated**

If you selected **Hourly**:

- Enter the **Start After** time: The date, a space, and the time (hour and minute).
- Enter an **Hourly Schedule**. A list of minutes within the hour. Example: 00:15, 00:45. The import runs at 15 minutes, and another at 45 minutes.
- Enter the **Maximum Number of Runs**. Leave the box blank or enter 0 if there is no limit.

Schedule	
Schedule:	<input type="text" value="Hourly"/>
Start After:	<input type="text" value="10/08/2013 09:18"/> (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)
* Hourly Schedule:	<input type="text" value="00:30"/> (List of minutes in the hour, in '00:MM' format, separated by commas or blanks. Example: 00:15, 00:45)
Maximum Number of Runs:	<input type="text"/> (Blank or 0 for no limit)

**Figure 28 Schedule Hourly**

If you selected **Daily**:

- Enter the **Start After** time: The date, a space, and the time (hour and minute).
- Enter the **Daily Schedule**. See the following example.
- Enter the **Maximum Number of Runs**. Leave the box blank or enter 0 if there is no limit.

Schedule	
Schedule:	Daily <input type="button" value="v"/>
Start After:	09/19/2013 14:30 (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)
* Daily Schedule:	04:00, 12:00, 16:00, 20:00 (List of times, in 'HH:MM' format, separated by commas. Example: 03:00, 21:30)
Maximum Number of Runs:	<input type="text"/> (Blank or 0 for no limit)

**Figure 29 Schedule Daily**

If you selected **Weekly**:

- Enter the **Start After** time: The date, a space, and the time (hour and minute).
- Enter the **Weekly Schedule**. See the following example.
- Enter the **Maximum Number of Runs**. Leave the box blank or enter 0 if there is no limit.

Schedule	
Schedule:	Weekly <input type="button" value="v"/>
Start After:	06/13/2016 10:05 (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)
* Weekly Schedule:	Recurs every <input type="text" value="1"/> weeks on: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday at the following times of the day: <input type="text" value="23:30"/> (List of times, in 'HH:MM' format, separated by commas or blanks. Example: 03:00, 21:30)
Maximum Number of Runs:	<input type="text"/> (Blank or 0 for no limit)

**Figure 30 Schedule Weekly**

If you selected **Monthly**:

- Enter the **Start After** time: The date, a space, and the time (hour and minute).
- Enter the **Monthly Schedule**. See the following example.
- Enter the **Maximum Number of Runs**. Leave the box blank or enter 0 if there is no limit.

**Schedule**

Schedule:

Start After:  (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)

\* Monthly Schedule: Months:

January  February  March  April  May  June

July  August  September  October  November  December

on the following days of each month:

at the following times of the day:

(List of times, in 'HH:MM' format, separated by commas or blanks. Example: 03:00, 21:30)

Maximum Number of Runs:  (Blank or 0 for no limit)

**Figure 31 Schedule Monthly**

8. Click **Start Report**. The Status section appears on the page. The schedule is saved, and the report will run at the appropriate time.
9. Click **OK** to exit the page.

## ADDING AN FTP DESTINATION

You can add an FTP destination to receive the scheduled report.

To add an FTP destination for the Report file:

1. Click **Reporting** from the menu tree, or click on the **Reporting** link on the main page.
2. Select the report you wish to schedule in the menu tree, or select the report from the Reporting page.
3. Select the **Enterprise**, the **Group**, and the **Department** for which you want to schedule the report.
4. Click **Schedule Report**. The Scheduling Request page displays.
5. Click **Add FTP Destination**.

**FTP Results**

System User & Services Report:  FTP File

**System User & Services Report: FTP Destinations**

Address	User	File Path	File Name	Zip FTP File	Transport	Edit
cwc_moore	mooreadmin	/	XML_Test_{OccurenceActualEndTime}.xml	Zip	FTP	<a href="#">Edit</a>

**Figure 32 Add FTP Destination**

The **Scheduling Request: FTP Destination Add** page displays.

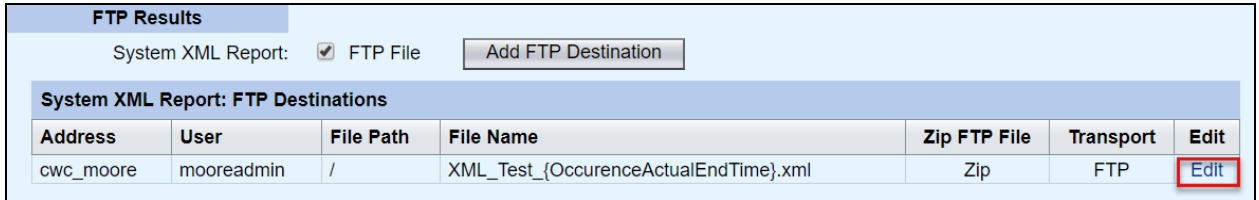
**Figure 33 Scheduling Request: FTP Destination Add Page**

6. Enter the IP Address of the destination server or valid host name, User name and Password for log on, and the File Path.
7. Enter the File Name for the report results. Note the filename in the example contains substitution tags. This method causes a new file to be created each time the report is run; the report results are not overwritten.
8. Choose **FTP** or **SFTP** (Secure FTP) for the Transport protocol.
9. Click **Zip FTP File** to receive the report in the Zip format.
10. Click **Check Destination** to verify that the credentials are valid immediately rather than discovering it after a failure.
11. Click **OK**. The Report Scheduling page displays and the new information displays in the list.
12. Click **OK** again.

## MODIFYING OR DELETING AN FTP DESTINATION

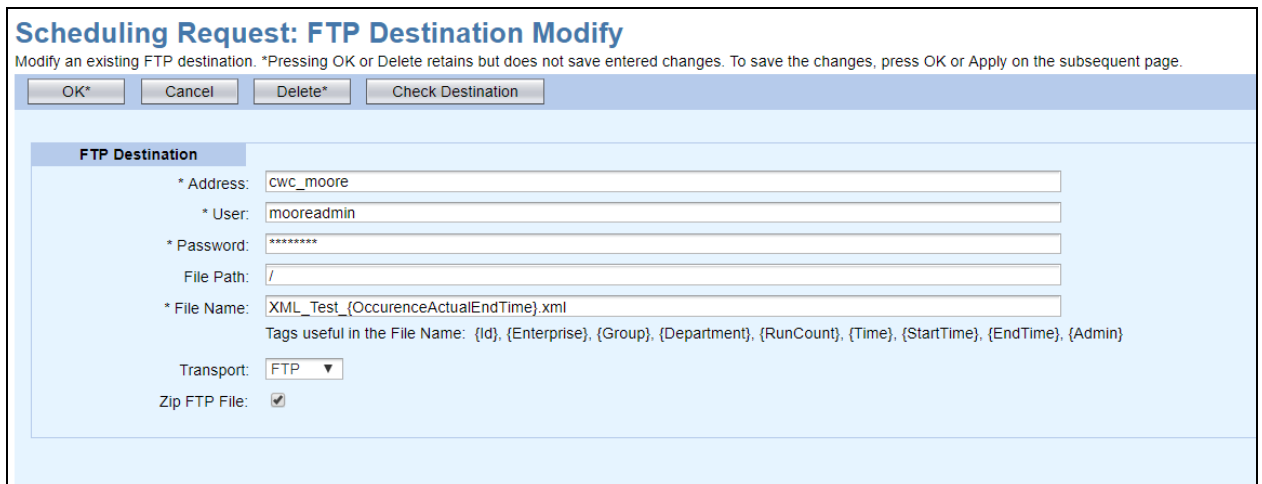
To modify or remove an FTP destination for the Report file:

1. Click the **Edit** link on the row of the destination on the Scheduling Request page.



**Figure 34 Scheduling Request: FTP Destination Edit**

The **Scheduling Request: FTP Destination Modify** page displays.



**Figure 35 Report Scheduling: FTP Destination Modify Page**

2. Make any desired changes, or click **Delete** to remove the destination.
3. Click **OK**. The Report Scheduling page displays and the new information displays in the list.
4. Click **OK** again.

## VIEWING REPORT SCHEDULES

The Scheduling page displays a list of reports that have been scheduled to run now or on a pre-defined schedule.

With this page you can:

- View the status of a scheduled report.
- Edit a schedule request.

- View the results of the report that has run.
  - Delete a schedule.
1. From the main menu, click **Reporting**.
  2. Select **Scheduling**. The Scheduling page appears as shown in Figure .

Delete	Request ID	Task	Group ID	Group Name	Department	Schedule	Admin	Request Status	Last Run Time	Last Run Results	...	Edit
	27853	License Report	Relyks		Daniels (Group)	Weekly (Monday at times: 01:00)	vmoore.da	Waiting to Start (Next Run: 10/16/2017 01:00:00)				View
	27851	CDR Query	Relyks		Daniels (Group)	Daily (12:23)	vmoore.da	Waiting to Start	10/11/2017 12:23:01	Completed	Results	View
	27849	Inventory Report	Relyks		Daniels (Group)	Run Once	vmoore.da	Finished	10/11/2017 12:21:22	Completed	Results	View
<input type="checkbox"/>	27471	Inventory Report	Hershey		(All Departments)	Now	vmoore.ea	Finished	09/26/2017 08:47:15	Completed	Results	Edit

**Figure 36 Scheduling Page**



**Note:** All scheduled service requests with a Never Started status are deleted after 30 days. All scheduled service requests with a Finished, Stopped, or Terminated status are deleted after 90 days.

## EDITING A SCHEDULE

1. From the main menu, click **Reporting**.
2. Select **Scheduling**.
3. Click the **Edit** link at the far right of the row to open the Scheduling Request page.
  - Click **Stop** to stop the schedule from running.
  - Click **Refresh** to see progress messages of the report.
  - Change the E-mail Notification parameters, if needed.
  - Change any available parameters of the schedule.
4. Click **Apply**.
5. Click **OK**.
6. Click the **Refresh** button. The schedules will refresh.

## DELETING A SCHEDULE

There are two ways to delete a schedule: from the main Scheduling page or from the Scheduling Request page.

### Delete a Schedule from the Main Scheduling Page

1. Check the **Delete** box next to the schedule(s) to delete.
2. Click **Apply** or **OK**. The schedule(s) are deleted from the list.

**Scheduling**  
Displays reports that have been scheduled to run now or on a pre-defined schedule.

OK Cancel Apply Refresh

**Scheduling**

Scheduled Task: (All Scheduled Tasks) ▾

Enterprise: (All Enterprises) ▾

Group: (All Groups) ▾

Department: (All Departments) ▾

Administrator: (All Administrators) ▾

Displayed Requests:  All  Active / Waiting  Active  Waiting  Stopped  Finished

Last Refresh: 10/11/2017 12:25:13

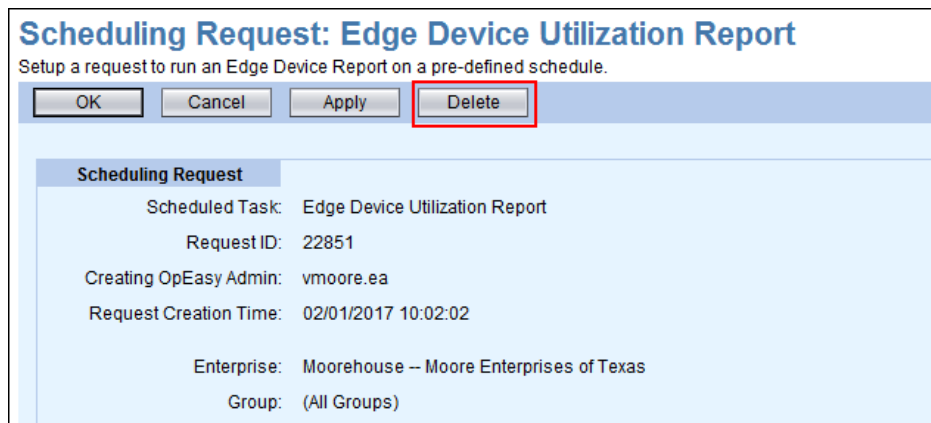
**Scheduling Requests (4)**

Delete	Request ID	Task	Group ID	Group Name	Department	Schedule	Admin	Request Status	Last Run Time
<input type="checkbox"/>	27853	License Report	Relyks		Daniels (Group)	Weekly (Monday at times: 01:00)	vmoore.da	Waiting to Start (Next Run: 10/16/2017 01:00:00)	
<input type="checkbox"/>	27851	CDR Query	Relyks		Daniels (Group)	Daily (12:23)	vmoore.da	Waiting to Start	10/11/2017 12:25:13
<input type="checkbox"/>	27849	Inventory Report	Relyks		Daniels (Group)	Run Once	vmoore.da	Finished	10/11/2017 12:25:13
<input checked="" type="checkbox"/>	27471	Inventory Report	Hershey		(All Departments)	Now	vmoore.ea	Finished	09/26/2017 08:00:00

Figure 37 Delete a Schedule

## Delete a Schedule from the Scheduling Request Page

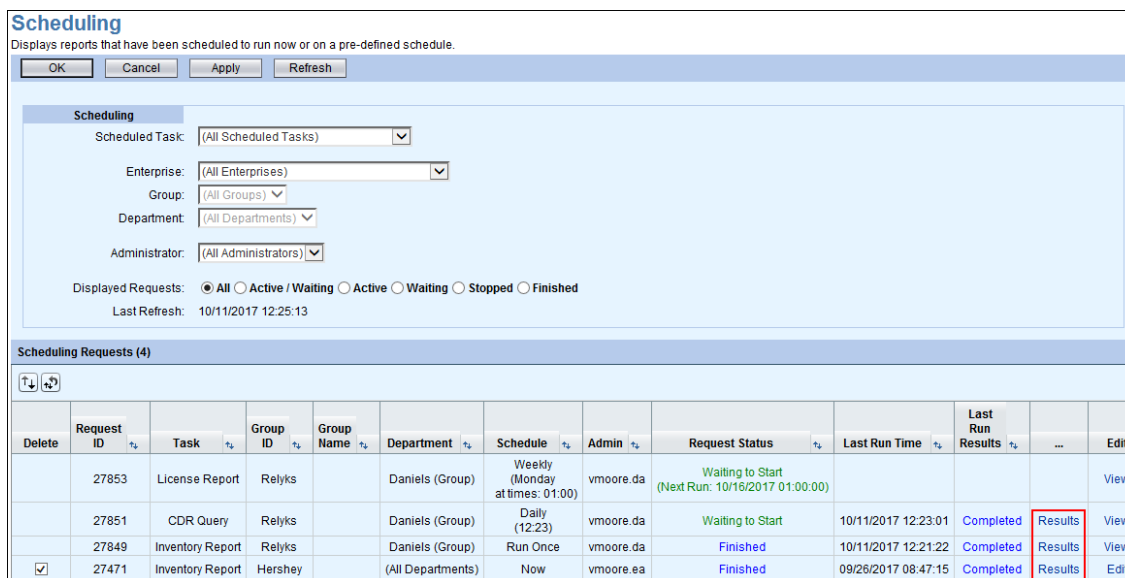
Click **Delete** at the top of the page. The Delete Warning displays and the schedule is deleted.



**Figure 38 Delete the Current Report Request**

## VIEWING SCHEDULED REPORT RESULTS

To review scheduled report results, click on the link in the **Results** column on the main Schedule page, as in the following figure.



**Figure 39 Results link on Scheduling Page**



# CALL DETAIL RECORDING (CDR)

The Call Detail Recording (CDR) application allows searches against CDR records and FTP of CDR records. CDR Manager is available to Solution Resellers and Enterprise Administrators, but not to Group or Department Administrators. CDR Query is available to all users.

## RUNNING A CDR QUERY

You can use CDR queries to search call records and display or download the results.

1. From the main menu, click **Reporting**.
2. Select **CDR** and then **CDR Query**. The **CDR Query** screen displays.

**CDR Query**  
Allows an administrator to search the Call Detail Recording (CDR) records (creates a spreadsheet for download).

OK    Scheduling    Customize

**CDR Query**

Enterprise: Moorehouse -- Moore Enterprises of Texas ▼  
 Group: (All Groups) ▼  
 Department: (All Departments) ▼  
 CDR Format: Readable ▼  
 CDR Fields: Selected Fields ▼  
 Time Zone: (GMT-05:00) (US) Central Time ▼ (Time Zone affects all entered and displayed times)  
 Time Frame: Since Yesterday ▼  
 Notification:  Send E-mail Notification  
 E-mail: To: velvet.moore@mitel.com  
 Attachment:  Attach CDR Records  
 Attachment File Name: CDRRecords\_{Id}\_{Time}.csv  
 Retrieve: Retrieve File Name: CDRRecords\_{Id}\_{Time}.csv  
 (Useful tags for File Names: {Id}, {Enterprise}, {Group}, {Department}, {Time}, {StartTime}, {EndTime}, {Admin})  
 Report Version: CDRQ-101

Enter CDR Record Search Criteria:

(All CDR Records) ▼ Contains: ▼ [ ] - +

Start CDR Query  
Schedule CDR Query

**Figure 40 CDR Query Page**

You can select **Retrieve CDR Records** to open the results of the last query that was downloaded, if one exists in the system for this administrator. Or you can run a new query with the following steps.

3. Select the **Enterprise**, **Group**, and **Department** if applicable. The choices shown will vary depending on your access level.

4. For **CDR Format** select **Readable** or **Same as CDR Manager**, and for **CDR Fields**, select **All Fields** or **Same as CDR Manager**.
5. Adjust the **Time Zone** if necessary. The CDRs are created in the GMT time zone. Selecting your time zone will make the appropriate adjustments in the date and time fields that are displayed.
6. Choose a **Time Frame** to limit the query. The report is generated faster when it is limited to a specific time frame rather than All CDR Records. Select one of the following options:
  - Since Yesterday
  - Last 7 Days
  - Last 30 days
  - Last 2 Months
  - Last 3 Months
  - Last 6 Months
  - Last 12 Months
  - Week Before Last

Or select the Starting At, Ending At or Custom Dates option and enter the Time Frame ranges.

7. Check the **Notification** box to send a notification to the E-mail address specified.
8. Check the **Attachment** box to receive a copy of the report in the E-mail.
9. Assign different file names to the **Attachment File Name** and the **Retrieve File Name**, if desired, or just use the default names. Customizing file names can help you set file name standardization for file name sorting or displays. See *Report File Names and Tags* for more information.
10. Use the **Enter CDR Record Search Criteria** fields to set the search parameters. Choose the type of CDR records to search, or leave the type set to **All CDR Records**, and enter the criteria for matching.
11. Click the  button to add a search condition. Click the  button to remove a search condition. For example, you could adjust the search criteria to look for activity on User Number 973 beginning at 2:40pm on January 25, 2016. The query will look like the following.

**CDR Query**  
Allows an administrator to search the Call Detail Recording (CDR) records (creates a spreadsheet for download).

OK Scheduling Customize

**CDR Query**

Enterprise: Moorehouse -- Moore Enterprises of Texas  
Group: (All Groups)  
Department: (All Departments)  
CDR Format: Readable  
CDR Fields: All Fields  
Time Zone: (GMT-05:00) (US) Central Time (Time Zone affects all entered and displayed times)  
Time Frame: Since Yesterday  
Notification:  Send E-mail Notification  
E-mail: To: velvet.moore@mitel.com  
Attachment:  Attach CDR Records  
Attachment File Name: CDRRecords\_{Id}\_{Time}.csv  
Retrieve: Retrieve File Name: CDRRecords\_{Id}\_{Time}.csv  
(Useful tags for File Names: {Id}, {Enterprise}, {Group}, {Department}, {Time}, {StartTime}, {EndTime}, {Admin})  
Report Version: CDRQ-101

**Enter CDR Record Search Criteria:**

Answer Time	After:	May	11	, 2017	3	:	12	:	00	PM	-	+		
User Number	Contains:	97										x	-	+

Start CDR Query  
Schedule CDR Query

**Figure 41 CDR Query with Search Criteria**

12. Click **Start CDR Query** to run the report now and see the status at the bottom of the page, or click **Schedule CDR Query** to run the report at a later time. The report starts running, or the report is queued.

Click **Refresh** while the report is running to see status updates.

After the report runs, the Results are shown at the bottom of the page. The Report Details indicate whether the report completed successfully or failed.

13. Click **Retrieve CDR Records**. When prompted, click **Open** to open the report spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Enterprise All Enterprises																	
2	Groups: All Groups																	
3	Departments All Departments																	
4	Time Zone (GMT-06:00) (US) Central Time																	
5	Time Frame Last 30 Days																	
6																		
7	ID	Record Id:	Record Id:	Record Id: Date	Record Id: Record Ty	Enterprise Group ID	Departme	User Num	Direction	Calling Nu	Called Nu	Start Time	User Time	Route	Network (Acce			
8		Start																
9	41816341	4314926	000AF757f	1/23/2017 15:46	0-060000	Interim	AastraCan EM4550		+1-905-33: Terminati	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-050000	Group				BW1
10	41816343	4314927	000AF757f	1/23/2017 15:46	0-060000	Interim	AastraCan EM4550		+1-905-33: Originatin	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-050000	Group				45a0
11	41816345	4314928	000AF757f	1/23/2017 15:46	0-060000	Normal	AastraCan EM4550		+1-905-33: Terminati	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-050000	Group				BW1
12	41816347	4314929	000AF757f	1/23/2017 15:46	0-060000	Normal	AastraCan EM4550		+1-905-33: Originatin	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-050000	Group				45a0
13	41816349	4314930	000AF757f	1/23/2017 15:46	0-060000	Interim	AastraCan EM4550		+1-905-33: Terminati	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-050000	Group				BW1
14	41816351	4314931	000AF757f	1/23/2017 15:46	0-060000	Interim	AastraCan EM4550		+1-905-33: Originatin	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-050000	Group				26d0
15	41816353	4314932	000AF757f	1/23/2017 15:46	0-060000	Normal	AastraCan EM4550		+1-905-33: Terminati	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-050000	Group				BW1
16	41816355	4314933	000AF757f	1/23/2017 15:46	0-060000	Normal	AastraCan EM4550		+1-905-33: Originatin	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-050000	Group				26d0
17	41816357	4314934	000AF757f	1/23/2017 15:46	0-060000	Normal	AastraCan Ontario4		+1-905-33: Terminati	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-050000	Group				BW1
18	41816363	4314937	000AF757f	1/23/2017 15:46	0-060000	Normal	AastraCan Ontario4		+1-905-33: Originatin	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:46	0-060000	Group				
19	41816365	4314938	000AF757f	1/23/2017 15:47	0-060000	Normal	AastraCan Ontario4		+1-905-33: Originatin	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:47	0-060000	Group				
20	41816367	4314939	000AF757f	1/23/2017 15:47	0-060000	Interim	AastraCan Ontario4		+1-905-33: Terminati	+1-905-33: +1-905-33:	+1-905-33:	1/23/2017 15:47	0-060000	Group				BW1
CDRRecords_23227_20170222-15464																		

**Figure 42 CDR Query Report**

The filename contains the date and time of the download. The top rows of the worksheet contain the Enterprise, Group, Department, Time Zone, and Time Frame. A header row labels each column. The very last row of the worksheet contains 'End'. The System Administrator can limit the maximum number of records that are processed and the maximum number of days that CDR records are stored.

## Customizing the CDR Query Display

You can select which fields to include in the CDR query results. Selections made on this screen affect the display that is returned when a CDR query is run. The bulleted items at the top of the screen describe the customizations that you can make.

1. From the CDR Query page, select **Customize**. The CDR Query Customize screen displays.

### CDR Query Customize

Customize the CDR fields displayed in the results of a CDR Query.

Customize the CDR fields displayed in a CDR Query as follows:

- In the table below, add CDR fields to be included as columns in the CDR Query results. If desired, change the title of a column or place a limit on the length of information displayed in that column by entering a maximum length.
- Delete any CDR fields that should never be included by pressing the 'Edit' button, followed by the 'Delete' button on the next page.
- Place a check in the 'Selected' box for those CDR fields you want to always be included. Leave 'Selected' unchecked for those CDR fields you only want displayed when 'All Fields' is selected from 'CDR Fields' on the CDR Query page.
- Move a CDR field to another column by deleting it from its current column and adding it at the desired column.

**Define the fields included as columns in the CDR Query results:**

Selected	Column	CDR Field	Column Title	Maximum Length	Add	Edit
<input type="checkbox"/>	1	ID	ID		Add	Edit
<input type="checkbox"/>	2	Record Id: Event Counter	Record Id: Event Counter		Add	Edit
<input type="checkbox"/>	3	Record Id: System Id	Record Id: System Id		Add	Edit
<input checked="" type="checkbox"/>	4	Record Id: Date	Record Id: Date		Add	Edit
<input type="checkbox"/>	5	Record Id: System Time Zone	Record Id: System Time Zone		Add	Edit
<input checked="" type="checkbox"/>	6	Record Type	Record Type		Add	Edit
<input type="checkbox"/>	7	Enterprise ID	Enterprise ID		Add	Edit
<input type="checkbox"/>	8	Group ID	Group ID		Add	Edit
<input checked="" type="checkbox"/>	9	Department	Department		Add	Edit
<input checked="" type="checkbox"/>	10	User ID	User ID		Add	Edit
<input checked="" type="checkbox"/>	11	User Number	User Number		Add	Edit
<input type="checkbox"/>	12	Direction	Direction		Add	Edit
<input checked="" type="checkbox"/>	13	Calling Number	Calling Number		Add	Edit
<input checked="" type="checkbox"/>	14	Called Number	Called Number		Add	Edit
<input checked="" type="checkbox"/>	15	Start Time	Start Time		Add	Edit
<input checked="" type="checkbox"/>	16	User Time Zone	User Time Zone		Add	Edit
<input type="checkbox"/>	17	Route	Route		Add	Edit

**Figure 43 CDR Query Customize Page**

2. If you want to add a field to the CDR query display choices, click the **Add** link in the position where you want the field to appear. The CDR Query Customize: Column Add screen displays.
  - **Column Number** shows the position that this field will have in the display options.
  - Select a **CDR Field** from the drop-down list. **CDR Field** is the only required value on this screen. For more information, see

CDR Field Definitions used for CDR Query Displays.

- If desired, you can modify the **Column Title** text that will be displayed for this field's header.
- If desired, you can set a **Maximum Length** that limits the length of information displayed in that column. If no value is provided, the column width will allow all information to be displayed.
- As indicated by the asterisk, clicking **OK** retains your changes, but you must click **Apply** or **OK** on the subsequent page to save the changes permanently.

**Figure 44 CDR Query Customize: Column Add Page**

To edit a field in the CDR query display options, click **Edit** on the row of the field that you want to modify. The CDR Query Customize: Column Modify screen displays, and you can change the **CDR Field**, **Column Title**, and **Maximum Length** values. Click **Delete** to remove the field from any search result displays.

**Figure 45 CDR Query Customize: Column Modify Page**

3. If you want to move a CDR Field to another position, delete it from its current position and add it back at the desired location.
4. Click **OK** when you are done making changes.
5. On the CDR Query page, you can change the **Query Options**. Use the **Query Options** drop-down menu to choose whether to query using the standard CDR Manager output (**Same as CDR Manager**), or to ...Readable. Use the **CDR Fields** drop-down menu to choose whether to query **All Fields**, **Selected Fields**, or the **Same as CDR Manager**.

## CDR Field Definitions used for CDR Query Displays

The following table provides, in alphabetic order, the CDR Fields that may be used to display CDR Query results. A description and an example data of each field are included in the table.

CDR FIELD	DESCRIPTION	EXAMPLE DATA	CDR MANAGER POSITION
Access Call ID	<p>This field is present when the Application Server reaches a Clearspan user's device. It records the SIP Call ID that allowed the Application Server to make the connection to the device.</p> <p>For originating CDRs, it records the SIP Call ID of the incoming SIP INVITE.</p> <p>For terminating CDRs, it records the SIP Call ID of the outgoing SIP INVITE.</p>	1477660951@192.168.8.73	14
Account Code	The account code, if dialed.	657485	22
Answer Indicator	"Yes", "No" or "Yes-PostRedirection". The latter means the call was answered but at a post-redirection location (such as voice mail or a call forward destination) rather than at the user's phone.	Yes	15
Answer Time	<p>The time when the two-way media connection is established between the user and the other party. This happens when the terminating endpoint answers the call.</p> <p>Answer Time is presented in GMT time zone.</p>	4/12/2013 7:36:41 AM	16
Authorization Code	The authorization code, if dialed.	657485	23
Call Duration	The time between when the destination answers the call until the call is terminated (originator or destination hangs up).	0:23:44	
Called Number	<p>For originating CDRs, this is the result of the Application Server translations of dialed digits. Identical to the dialed digits if pre-translations have no effect.</p> <p>For terminating CDRs, this is the number of the user generating the CDR.</p>	+1-976-333-1040	9
Calling Number	Calling party's number. Always reflects the actual calling party, even when redirection occurs. Provided as an E.164 number unless the calling party has only an extension provisioned.	+1-520-555-1212	8
CDR Version	Version of the CDR content. Not included by	19.3	0

CDR FIELD	DESCRIPTION	EXAMPLE DATA	CDR MANAGER POSITION
	default but can be added.		
Codec	The first choice in the codec list negotiated during call setup. For multi-media calls, a list of codecs (space separated) is provided, reporting the first codec choice for each media. This field is omitted if the call is released before the codec negotiation is completed. This field is present when the codec changes (in Interim CDRs) and when a call ends (in Normal CDRs, and only if a codec is present).	G722	30
Default Encoding	The default system encoding (or character set) used by the Application Server; depends on the locale of the system. Not included by default but can be added.	ISO-8859-1	N/A
Department	The user's department name.	Facilities	5
Dialed Digits	Digits as dialed by the user, before pre-translations (e.g. feature access codes and outside access codes before dialing a number).  When pre-translations have no effect, this field contains the same data as Called Number.  This field is used only for originating CDRs.	*66	19
Direction	"Originating" or "Terminating"	Terminating	7
Enterprise	The Enterprise name.	XYZCompany	2
Group	The user's Group name.	Montreal	4
ID	(look up in BW)		N/A
Location	This field contains the Line/Port of the originating or terminating device in the call.	9726991997@txasdev91.net	27
Location Type	This corresponds to the device type of the location. Possible values are "Primary Device", "Shared Call Appearance", "BroadWorks Anywhere", "BroadWorks Mobility", "Executive Assistant" or "Flexible Seating Guest".	Primary Device	28
Network Call ID	This field is omitted for intra-group calls. For non-intra-group calls: <ul style="list-style-type: none"> <li>For originating CDRs, it is the SIP Call ID of the outgoing SIP INVITE.</li> <li>For terminating CDRs, it is the SIP Call ID of the incoming SIP INVITE.</li> <li>This field is omitted for network calls</li> </ul>	419313903203201022546@20.20.20.17	13



CDR FIELD	DESCRIPTION	EXAMPLE DATA	CDR MANAGER POSITION
	sent out over non-SIP routes.		
Network Call Type	<p>For intra-group calls, this field is omitted.</p> <p>For non-intra-group-calls, this field captures the call type identified by the Network Server and returned in the 302 response.</p> <p>This field can only be reported in originating CDRs and is always omitted for terminating CDRs. It is also omitted if the Network Server does not return a call type in the 302 response.</p>	dp	20
Network Translated Number	<p>This field captures the result of the translations of the <i>calledNumber</i> by the Network Server, as returned in the user part of the contact within the 302 response.</p> <p>This field is only provided in CDRs of originating, non-intra-group calls.</p>		26
Record Id	This field is comprised of four other fields: Event Counter, System Id, Date and System Time Zone. Together these fields uniquely identify the CDR. Not included by default but can be added.	0001519204 001A644DEAC2 20130412140724.625 1-50000	1
Record Id: Date	The timestamp when the CDR is created. This timestamp is presented in the GMT time zone.	12/2/2013 7:36	N/A
Record Id: Event Counter	This is a sequential number starting at 1 and wraps again after reaching 2147483647. The sequence is restarted if the Application Server is restarted. When this happens, a CDR of type "start" is generated with an Event Counter of 1. The counter is padded to 10 characters with leading zeroes.	0001519204	N/A
Record Id: System Id	A unique identifier for the system that generated the CDR.	001A644DEAC2	N/A
Record Id: System Time Zone	The time zone of the network element (an offset from GMT). The format is 0 (standard time) or 1 (daylight savings time) followed by + or -, followed by the 6 digit offset (HHMMSS). The offset is adjusted for daylight savings. The System Time Zone is the one effective at the beginning of the call.	1-50000	N/A
Record Type	"Start", "End", "Long Duration", "Normal", "Interim" or "Failover"	Start	3
Redirecting Number	When the call has been redirected one or more times, this field reports the last redirecting number.	+1-333-111-1534	24

CDR FIELD	DESCRIPTION	EXAMPLE DATA	CDR MANAGER POSITION
	<p>This value is the same as User Number in an originating CDR generated for a Clearspan user initiating a redirection (call forward, transfer, simultaneous, etc.)</p> <p>The format follows the same rules as those for Calling Number.</p>		
Redirecting Reason	Redirection Reason for the Redirecting Number	deflection	25
Release Time	<p>The time when the call is released.</p> <p>This time should correspond to the moment the call is released by the system and not necessarily when one party hangs up, since this does not always mean the call is released.</p> <p>Release Time is presented in the GMT time zone.</p>	4/12/2013 7:36:41 AM	17
Releasing Party	<p>Indicates which party released the call first. Values can be "local", "remote" or "none".</p> <p>"Local" is used when the local user (for which the call is generated) has released the call first and "remote" is used when the far-end party releases the call first.</p> <p>"None" is used when the call has not been released but a partial CDR is generated because of an Application Server shut down or force lock or because of a session audit failure.</p>	Local	21
Route	<p>Set to "Group" for non-distributed intra-group calls.</p> <p>Set to "Enterprise" for non-distributed Application Server enterprise calls (calls between two users of the same enterprise, where the enterprise is defined on the Application Server).</p> <p>For network calls:</p> <p>For originating CDRs, it is the host portion of the request-URI of the outgoing SIP INVITE, for which a proper response is received.<sup>8</sup></p> <p>NOTE 1: If the caller releases before a proper response is received, this field is populated with "unconfirmed".</p> <p>NOTE 2: Proper response includes the second 302 Moved Temporarily if <i>use3xxAsRouteConfirmationForAccounting</i> is set to "true". Otherwise, the 302 response is not considered as a proper response for</p>	192.168.3.2	12

CDR FIELD	DESCRIPTION	EXAMPLE DATA	CDR MANAGER POSITION
	<p>route confirmation.</p> <p>For terminating CDRs, it is the host portion of the caller's identity taken from the appropriate header of the incoming INVITE.9</p> <p>If the host portion is not present (in case of a tel-url), the route is set to "unavailable".</p> <p>Network calls that originate and terminate on the same Application Server (spiraling) generate two independent call detail records and the route is set as described here, thus showing the Application Server itself as the route.</p>		
Start Time	The time when the address is sent to or received from the system. Start Time is presented in GMT time zone.	12/2/2013 7:37:10 AM	10
Termination Cause	<p>Code capturing what action caused the call release. The following causes are used by the Application Server.</p> <p>001 – Unassigned number (user not found)</p> <p>003 – No route to destination (request failure or unavailable failure)</p> <p>016 – Normal</p> <p>017 – User busy</p> <p>019 – User alerted, no answer</p> <p>020 – User not available (for example, SIP phone not registered)</p> <p>021 – Call rejected (forbidden or global failure)</p> <p>027 – Destination out of order (server request failure)</p> <p>031 – Network disconnect (Normal unspecified)</p> <p>041 – Temporary failure</p> <p>086 – Call Cleared</p> <p>111 – Protocol error (unknown release code)</p> <p>041 – is used when a CDR is generated, although the actual call may still be active (as a result of an audit that timed out, because the application was force locked or due to a graceful shutdown of the Application Server)</p> <p>086 – is used when a call is forced to release as a result of the Kill or Release command of the diagnostic tool in the CLI</p>	Normal (016)	18

CDR FIELD	DESCRIPTION	EXAMPLE DATA	CDR MANAGER POSITION
	<p>interface</p> <p>019 – is used when a call is torn down by the Application Server because it has reached the “Maximum Call Timeout for Answered Calls”</p> <p>031 – is used when a call is torn down by the Application Server because it has reached the “Maximum Call Time for Answered Calls”</p>		
Total Duration	<p>For an originating call record, the time between when the originator begins to place the call until the call is terminated (originator or destination hangs up).</p> <p>For a terminating call record, the time between when the destination first receives the call until the call is terminated (originator or destination hangs up).</p>	0:23:44	
User ID	<p>The login ID (including the domain) of the user generating (accountable for) this CDR. The userId field identifies the same user as that reported in the <b>User Number</b> field. Always present except in some failover-type CDRs when a network party hangs up.</p>	John.doe@company.com	31
User Number	<p>The E.164 number of the user generating this CDR or the extension if this user has no national number.</p>	+1-976-333-1040	6
User Time Zone	<p>The time zone of the users (an offset from GMT). The format is 0 (standard time) or 1 (daylight savings time), followed by + or -, followed by the 6-digit offset (HHMMSS). The offset is adjusted for daylight savings.</p> <p>The User Time Zone is the one that was effective at the beginning of the call.</p>	0-40000	11
Virtual On-Net Call Type	<p>The name of the Virtual On-Net Call Type used to identify calls to and from the Virtual Extension.</p>	VONType1	29

## CONFIGURING CDR FILE HOSTS

You can use CDR Manager Host Configuration to display and configure the list of hosts where CDR files are sent by the CDR Manager using FTP.

1. From the main menu, select **Reporting** and then **CDR Manager Host Configuration**. The CDR Manager Host Configuration screen displays. The Enterprises shown may vary depending on your access level.
2. Click **CDR Record Format** to view the record layout of the CDR Fields. This format is used for all files output by OpEasy (via transfer to an FTP host location or optionally may be used via Download request from the CDR Query screen). The format is not adjustable and is shown in the following figure.

**Clearspan CDR Record Format**  
 Displays the CDR fields contained in each CDR record output by Clearspan.

OK

Clearspan CDR Record Format	
CDR Field Number	CDR Field
1	Record Id
2	Enterprise ID
3	Record Type
4	Group ID
5	Department
6	User Number
7	Direction
8	Calling Number
9	Called Number
10	Start Time
11	User Time Zone
12	Route
13	Network Call ID
14	Access Call ID
15	Answer Indicator
16	Answer Time
17	Release Time
18	Termination Cause
19	Dialed Digits
20	Network Call Type
21	Releasing Party
22	Account Code
23	Authorization Code
24	Redirecting Number
25	Redirecting Reason
26	Network Translated Number
27	Location
28	Location Type
29	Virtual On-Net Call Type
30	Codec
31	User ID
- End of CDR Fields -	

**Figure 46 Clearspan CDR Record Format**

As shown in the **CDR Field Number** column, there are 31 fields used by OpEasy for each CDR record; the **CDR Field** column identifies the content of each field. Click **OK** to exit the Clearspan CDR Record Format page.

3. Select the **Add Host** button as shown in the following figure to add another FTP host for Clearspan CDR Files or Raw Clearspan CDR Files.

**CDR Manager Host Configuration**  
Display and configure the list of hosts where CDR files are FTPed by the CDR Manager.

OK Cancel CDR Record Format

**Clearspan CDR Files**

Add Host

CDR Manager Host Configuration: Clearspan CDR Files

Enterprise	Host	User	File Path	All Fields	Zip FTP File	Transport	Edit
Bulk Provisioning	fri-dnelson	CDRAdmin	/	All	Zip	FTP	Edit
CallCenterTesting	fri-dnelson	CDRAdmin	/	All	Zip	FTP	Edit
SystemValidation	fri-dnelson	CDRAdmin	/		Zip	FTP	Edit

- End of Hosts -

**Raw Clearspan CDR Files**

Add Host

CDR Manager Host Configuration: Raw Clearspan CDR Files

Host	User	File Path	Zip FTP File	Transport	Edit
fri-dnelson	RawCDRAdmin	/		FTP	Edit

- End of Hosts -

**Figure 47 Clearspan CDR Record Format**

The Clearspan CDR Files: Host Add screen displays.

**Clearspan CDR Files: Host Add**  
Add a host where Clearspan CDR files will be FTPed by the CDR Manager. You can add multiple hosts by pressing Apply for each host.

OK Cancel Apply Check Destination

**Enterprise**  
Enterprise: Moorehouse -- Moore Enterprises of Texas

**FTP Destination**

\* Host Name / IP Address: fri-vmooore

\* User: CDRadmin

Password:

File Path: /

Transport: FTP

Zip FTP File:

Send Status File:

Include all CDR Fields:

**Figure 48 Clearspan CDR Files: Host Add**

4. Select the **Enterprise** if necessary.
5. Enter the **Host Name/IP Address**, **User** name and **Password**, and **File Path**.

6. Check **Zip FTP File** if you want the query results to be compressed into a zip file.
7. Select the **Transport** protocol: FTP or Secure FTP (SFTP). SFTP requires an SFTP server and supports the use of an SSH key, which eliminates the need for a password.
8. Check **Send Status File** to send a CDR information file along with each CDR record file. The CDR information file has a ".txt" extension, and is sent with the ".csv" record in a Zip file.
9. Check **Include all CDR Fields** if you want the CDR Manager to forward all files for the specified Enterprise to the FTP Destination as they are received from the system. This includes many more than the standard fields.
10. Click **Apply** or **OK**. The new FTP Host appears in the list on the CDR Manager Host Configuration screen.

## CDR RESULTS EXAMPLE

The "csv" CDR data is saved to the machine named 'cwc\_chumley' in a zip file. The file format is as follows:

- The first record contains the **CDR Version** (17.4) and **Encoding Type** (ISO-8859-1):  
version=17.4 encoding=ISO-8859-1
- The second record gives the **Record Identifier** in column 1 (with an imbedded start time for the period of 2013-04-11 08:05:00) and 'Start' as the **Record Type** in column 3:  
0001408208001A644DEAC220130411080500.1291-050000,,Start
- The third record begins the actual CDR. The column layout for the Enterprise specific CDR files will always match the order of the 25 columns that are defined via the CDR Record Format display, and may look like the following:  
0000007184001A644DEAC220130401140157.3571-  
050000,Maytown,Normal,ParallelRemote2,Phones  
(ParallelRemote2),+19763334117,Terminating,+19763334116,+  
19763334117,20130401140157.357,1-  
050000,Group,,BW090157363010413-  
802653887@10.70.100.5,Yes,20130401140159.097,201304011405  
00.647,016,,,local,,,,
- The last row gives the **Record Identifier** in column 1 (with an imbedded stop time for the period of 2013-04-11 09:05:00) and 'End' as the **Record Type** in column 3:  
0001437009001A644DEAC220130411090500.1031-050000,,End

The "txt" CDR Information File includes the count of CDR records sent in the CDR data file. For example, a CDR information file with contents "CDR\_Record\_Count=32" indicates that 32 records were sent in the CDR data file. Any line beginning with a "#" character is meant for human readability and should be ignored when machine read.



## PROVISIONING LOG QUERY

The Provisioning Log Query searches and returns information about administrator operations that affect or change either the OpEasy database or Clearspan Application Server (AS) database. Certain other OpEasy actions or events are logged as well, such as starting or scheduling an Import, Export, Report, or CDR query. Logins, logouts, and login failures can be queried to monitor security.

Each logged change includes the command, selection fields, and other related fields.

The feature is accessible when the Provisioning Log is licensed and the corresponding privileges have been granted for a System Administrator, Solution Reseller, Enterprise Administrator, or Group Administrator. Department Administrators have no access to this functionality.

## RUNNING A PROVISIONING LOG QUERY

You can use Provisioning Log Queries to search the log of provisioning commands and display or download the results.

1. From the main menu, click **Reporting**.
2. Select **Provisioning Query**. The **Provisioning Log Query** screen displays.

**Provisioning Log Query**  
Allows an administrator to search the log of provisioning changes, whether the changes occurred to the OpEasy database or BroadWorks of "Joe" executed the command outside of OpEasy.

OK Cancel Customize

Enterprise: Moorehouse -- Moore Enterprises of Texas

Group: (All Groups)

Downloaded Fields: Selected Fields

Time Zone: (GMT-05:00) (US) Central Time (Time Zone affects all entered and displayed times)

Time Frame: Since Yesterday

Report Version: PLQ-101

Search Type: All Operations Search Show All Fields:

Admin	Contains
	<input type="text"/>

**Figure 49 Provisioning Log Query Page**

3. Select the **Enterprise** and **Group**.
4. Adjust the **Time Zone** if necessary.

5. Select a **Time Frame** from the following options:



**Note:** The Provisioning Log Query is generated faster when it is limited to a specific time frame rather than selecting the **Entire History** option from the **Time Frame** drop-box.

- Since Yesterday
- Last 7 Days
- Last 30 days
- Last 2 Months
- Last 3 Months
- Last 6 Months
- Last 12 Months

Or select the Starting At, Ending At or Custom Dates option and enter the Time Frame ranges.

6. Select a **Search Type**.

7. Select the **Download Options**.

8. Select a **Show All Fields** if you wish to show all columns of data, even those that have not specifically been marked to display on the Customize screen.

9. Use the **Search Type** fields to set the search parameters.

10. Click **Search**. The results are returned.

- To change which fields are displayed in the Provisioning Log Query results, click the **Customize** button and follow the instructions on the screen.
- If you start to change the search criteria, **\*\*\* From the Previous Search \*\*\*** appears on the screen to indicate that the search criteria no longer matches the results shown. When you click the **Search** button again, the results will be updated to match the new criteria.

### Provisioning Log Query

Allows an administrator to search the log of provisioning changes, whether the changes occurred to the OpEasy database or BroadWorks database. \*\*Jo

Enterprise:

Group:

Downloaded Fields:

Time Zone:  (Time Zone affects all entered and displayed times)

Time Frame:

Report Version: PLQ-101

Search Type: 

 Show All Fields:

Admin Contains

Admin Field

#### Provisioning Log -- Page 1

				OpEasy Admin Name	OpEasy Login Level	Clearspan Portal Login Level	Command (without version)
View	Time	Entry Type	Admin				
<a href="#">View</a>	05/10/2017 11:29:44 AM	OpEasy	vmooore.ea		Enterprise Administrator		P-UserProfile-Modify
<a href="#">View</a>	05/10/2017 11:31:00 AM	Clearspan	vmooore.ea		Enterprise Administrator		UserModify
<a href="#">View</a>	05/10/2017 11:31:00 AM	Clearspan	vmooore.ea		Enterprise Administrator		UserVoiceMessagingUserMod
<a href="#">View</a>	05/10/2017 11:31:00 AM	Clearspan	vmooore.ea		Enterprise Administrator		UserVoiceMessagingUserMod

**Figure 50 Provisioning Log Query Search Results**

- Select **Next Page >** or **< Previous Page** to move through the records. To change the number of results per page, click **Customize**. Click **<< Pages >>** to move through the pages of results. By default, a page consists of 25 messages.
- Click **Download Search Results** on the Provisioning Log Query page to open or save a Comma Separated Values (.csv) file of the search results.

The following figure shows a file that was downloaded with “As Displayed” settings and opened in Excel; it could also be opened in WordPad or Notepad in which case the columns would appear as comma separated values.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Enterprise Moorehouse																
2	Groups: All Groups																
3	Time Zone (GMT-05:00) (US) Central Time																
4	Start Time 05/10/2017 12:00:00 AM																
5	End Time: End of log																
6	Search Ty: All Operations																
7	Search Cri Admin Contains: ""																
8	Date: 05/11/2017 15:18:35																
9	Version: PLQ-101																
10																	
11	Time	Entry Type	Admin	OpEasy Lo	Command	Enterprise	Enterprise	Group ID	Group Na	Device Na	User ID	Phone Ma	Phone Cla	Template	Template	User Profile	
12	05/10/201	OpEasy	vmoore.e	Enterprise	P-UserPro	Mooreho	Moore	Eni	Relyks							6869i Testers	
13	05/10/201	Clearspan	vmoore.e	Enterprise	UserModi	Mooreho	Moore	Eni	Relyks		sheron.johnson@moorehouse.com						
14	05/10/201	Clearspan	vmoore.e	Enterprise	UserVoice	Mooreho	Moore	Eni	Relyks		sheron.johnson@moorehouse.com						
15	05/10/201	Clearspan	vmoore.e	Enterprise	UserVoice	Mooreho	Moore	Eni	Relyks		sheron.johnson@moorehouse.com						
16	05/10/201	Clearspan	vmoore.e	Enterprise	UserVoice	Mooreho	Moore	Eni	Relyks		sheron.johnson@moorehouse.com						
17	05/10/201	Clearspan	vmoore.e	Enterprise	GroupDnE	Mooreho	Moore	Eni	Relyks								
18	05/10/201	Clearspan	vmoore.e	Enterprise	UserModi	Mooreho	Moore	Eni	Relyks		sheron.johnson@moorehouse.com						
19	05/10/201	Clearspan	vmoore.e	Enterprise	GroupDnE	Mooreho	Moore	Eni	Relyks								
20	05/10/201	OpEasy	vmoore.d	Departme	P-Import	Mooreho	Moore	Eni	Relyks								

Figure 51 Provisioning Log Query Download File

### Customizing the Provisioning Log Query Display

You can select which fields to include in the Provisioning Log Query results. Selections made on this screen affect the display that is returned when an OCIR query is run. The bulleted items at the top of the screen describe the customizations that you can make.

1. From the Provisioning Log Query page, select **Customize**. The Provisioning Log Query Customize screen displays.
2. Place a check in the **Display** box for each message that you want to display in the results of the query.
  - Checking **Show All Fields** on the Provisioning Log Query page shows all of the fields listed on the Provisioning Log Query Customize screen, even the ones not checked.
  - If you will never want to see a particular field, delete it rather than leaving it unchecked.
  - Use the **Display All Fields** checkbox to check or uncheck all individual rows at once.
3. Enter a value for **Query Results Page Size** to set the number of rows per page that are returned by a query.
4. If you want to add a field to the query display choices, click the **Add** link in the position where you want the field to appear. The Query Customize: Column Add screen displays.
  - **Column Number** shows the position that this field will have in the display options.
  - Select a **Query Field** from the drop-down list.
  - If desired, you can modify the **Column Title** text that will be displayed for this field's header.
  - If desired, you can set a **Maximum Length** that limits the length of information displayed in that column. If no value is provided, the column width will allow all information to be displayed.
  - As indicated by the asterisk, clicking **OK** retains your changes, but you must click **Apply** or **OK** on the subsequent page to save the changes permanently.

5. To edit a field in the Provisioning Log Query display options, click **Edit** on the row of the field that you want to modify. The Provisioning Log Query Customize: Column Modify screen displays where you can change a column title or set its maximum length. To remove a field from the display options, click **Delete**. If you want to move a field to another position, delete it from its current position and add it back at the desired location.
6. Click **OK** when you are done making changes.

## Provisioning Elements used for Provisioning Log Query Displays

The following table provides the operations and actions that may be used to display Provisioning Log Query results. A description and an example data of each logged operation are included in the table.

MESSAGE	DESCRIPTION	EXAMPLE DATA
<b>General Message Fields</b>		
Admin	<p>Login Name of administrator who executed the command, who may be an OpEasy administrator, an OpEasy process, a BroadWorks administrator, or a BroadWorks process.</p> <p>OpEasy administrator Login Names have no special marking. However, an OpEasy process is enclosed in parenthesis, such as "(CSInterface)".</p> <p>If the administrator is NOT an OpEasy administrator, a star (*) precedes the Login Name, such as "**Jim", "**973331001@tb20ro.aastra.com", or "***XS localhost Admin*". "***XS localhost Admin*" identifies a BroadWorks process.</p>	"Jim"
Altered	Passwords were suppressed.	
Clearspan Portal Login Level	BroadWorks Login Level of an administrator using the Clearspan Portal	"User"
Command	<p>Either a BroadWorks OCI operation, an OpEasy database operation, or OpEasy action.</p> <p>For a BroadWorks OCI operation, command contains the word "Request" and some contain a version/service pack number (like "17Sp4"). The full form is saved, but the "Request17Sp4" may not be displayed.</p> <p>For an OpEasy database operation or OpEasy action, command is in the form: &lt;OpEasy Application&gt;-&lt;OpEasy UI Page&gt;-&lt;Action&gt;. Examples: "O-OpEasyLogout-OpEasySessionTimeout", "P-User-Add", "P-Import-Start".</p>	"UserAddRequest17Sp4"
Device Name	Combined with Enterprise and Group uniquely identifies the device that a command works on.	"Mitel6867i-9762221073"
Enterprise Id	Enterprise identifier	"AutoTest"
Entry Type	<p>Type of Provisioning Log entry:</p> <p>"Clearspan" for a change to the BroadWorks database (OCI command).</p> <p>"OpEasy" for a change to the OpEasy database or an OpEasy action (login, logout, etc.).</p>	"Clearspan"

MESSAGE	DESCRIPTION	EXAMPLE DATA
Group Id	Group identifier	"Group_1"
ID	Log entry identifier	"28193213"
Is OpEasy Admin	Administrator is an OpEasy Administrator: Yes / No	"Yes"
OCI Command	Full OCI message content.	<command xsi:type="UserServiceAssignListRequest" xmlns=""> <userId> <a href="mailto:alan.jones@domain.com">alan.jones@domain.com</a> </userId> <servicePacName>All</servicePacName> </command>
OpEasyAdminName	Administrator Name for the OpEasy administrator identified by the above Admin.	"Jimmy Johnson"
OpEasyLoginLevel	OpEasy Login Level of the above Admin. One of the following: "Super User", "System Administrator", "Solution Reseller", "Enterprise Administrator", "Group Administrator", or "Department Administrator".	"Enterprise Administrator"
Record ID	Sequence number (added by OpEasy)	"507903"
Reporting Host	IP Address of device reporting command	"10.70.100.5"
Time	Date and Time command was logged (usually within seconds of execution). Saved as number of milliseconds since midnight GMT, 1-1-1970. Usually displayed in "MM/DD/YYYY hh/mm/ss AM" format – adjusted to selected time-zone.	"1389802461785" (01/15/2014 10:14:21 AM)
User Id, Service User Id, new User Id	Uniquely identifies the User entity the command works on. Depending on the command type this field may be received as a User Identifier, a Service User Identifier, or in a User Id change – the new user identifier.	"9762221073@autotest.aastra.com"
Warning Message	Warning message issued when processing command. Used for both logged Clearspan operations and logged OpEasy operations. For OpEasy, primarily used in Login related entries.	
<b>User Message Fields</b>		
Address Line 1	First line of postal address	"5850 Granite Parkway"
Address Line 2	Second line of postal address	"Suite 600"
Agent ACD State	ACD agent state	"Available", "Wrap-up"
Agent User Id	ACD agent User Id	"Testing03@cctestesting.aastra.com"
Alias	SIP Alias	"Tester08a@labval.aastra.com"
Calling-Line-Id First Name, Calling-Line-Id Last Name	First and Last name usually displayed on the destination phone when this user calls.	"Fred Jones"
Calling-Line-Id Phone Number	Phone number usually displayed on destination phone when this user calls.	"9725551008"
City	Postal address city	"Plano"
Country	Postal address country	"USA"

MESSAGE	DESCRIPTION	EXAMPLE DATA
Department	Identifies department user belongs to.	"Marketing"
Description	Description of entity.	"Lobby Phone", "Pizza Speed Dial"
Device Level	Category of end-point, device, trunk Group, Music on hold etc.	"Group", "Enterprise", "Service Provider"
Email Address	User's e-mail address.	"Fred.Jones@cctesting.com"
Extension	User's extension (within group)	"2356"
First Name, Last Name	User's or administrator's first and last name	"Fred, Jones"
Group Mail Server Email Address	E-mail address of group Mail Server	"Server@cctesting.com"
Group Mail Server Password	Password for Group Mail server (always shown as "XXXXXX").	"XXXXXX"
Group Mail Server User Id	User Id on Group Mail Server	"FJones"
Key	AutoAttendant menu key (0-9#*).	"7"
Language	Language used for admin, service definitions, etc	"English"
List URI	List of URI's used for BLF	"Test6865i@labval.aastra.com"
Mobile Phone Number	User's mobile phone number	"9725551212"
Name	Name of just about anything	"TestHuntGroup", "Department 302"
Network Class Of Service	Name of network class of service.	"No Restrictions", "Local Only"
New Service Pack Name	New name to give to a Service Pack.	"Business Services 2"
Pager Phone Number	User's page phone number	"9725555555"
Phone Number	User's full phone number	"9725551086"
Service Name	Name of a Broadsoft service.	"Call Pickup", "Voice Messaging Group"
Service Pack Name	Name of a Service Pack	"Business Services"
Skill Level	Agent skill level	"1"
State Or Province	Postal Address State or Province	"Texas"
Task Name	Name of Service Pack Migration Task or Trunk Group User Creation task.	"Service Migration 1"
Time Zone	Time-zone associated with an entity. User, Service Instance, Group, etc.	"America/Chicago", "US/Central"
Transfer Phone Number	Voice messaging or Call Center number or transfer to.	"9725551083"
Type	Auto-Attendant type	"Standard", "Advanced"
Unauthorized	Service Pack Authorization	"true"
Use Phone Message Waiting Indicator	Voice Messaging	"true"

#### Device Message Fields

MESSAGE	DESCRIPTION	EXAMPLE DATA
Device Access Context	Device Management Access Context (path to configuration files)	"dms"
Device Access Net Address	Device management Server network address	"tb20ews.us.aastra.com"
Device Access Port	Device Management file access port (HTTP, HTTPS port)	"80", "443"
Device Access Protocol	Device Management file access protocol	"Http", "Https"
Device Type	Device type for SIP device, File Server, etc.	"Mitel_6757i", "Clearspan"
Line Port	Individual network address for a line, usually URI.	"9725221007@labval.com", "music@tb20hq.testlab.com"
MAC Address	Media Access Control address. Usually unique identifier for network resident device. Sometime used as auto-install ID (e.g. as extension).	"00085d3f12fe", "0000001068"
MAC Based File Authentication	Device Type uses DMS Mac Based File Authentication.	"true"
MAC In Non Request URI	Device Type Option	"true"
Net Address	Network address of various access devices	"10.70.102.66"
Outbound Proxy Server Net Address	Access device Outbound Proxy address	"tb20hq.aastra.com"
Physical Location	Device location	"Fifth Floor", "Engineering Building"
Port	Device Port Address – various uses	"5060"
Protocol	Device Protocol	"SIP 2.0"
Registration Capable	Device Type registration capable.	"true"
Requires MWI Subscription	Device Type requires MWI subscription	
Serial Number	Access device serial number	"1234567890-1234567890"
Tag Name	Name of Device Custom Tag, or System Custom Tag	"%SBC_ADDRESS%", "WEB_SERVER%"
Tag Set Name	Name of tag set	"Polycom-Tags"
Tag Value	Value of a defined tag	"192.168.3.2", "EMS.mitel.com"
Transport Protocol	Device transport protocol	"TCP", "UDP"
Trunk Mode	Trunk mode	"User"
Use Http Digest Authentication	Device type flag.	"true"
Username	User name – usually for file or system access.	"clearspan", "972521087@tb20ro.aastra.com"

### OpEasy-Specific Fields



MESSAGE	DESCRIPTION	EXAMPLE DATA
Affected Admin	OpEasy Login Name of an OpEasy administrator. Used when identifying an administrator whose OpEasy login settings have been changed or the administrator has been added, deleted, logged out, unlocked, or disabled/enabled. Other uses include identifying the OpEasy administrator that initiated a ScheduledServices request (Import, Export, Report, etc.).	"akbar"
Affected Admin Login Level	OpEasy Login Level of the above Affected Admin. One of the following: "Super User", "System Administrator", "Solution Reseller", "Enterprise Administrator", "Group Administrator", or "Department Administrator".	"Group Administrator"
Affected Admin Name	Administrator Name of the above Affected Admin.	"Tony Akbar"
Authentication Type Tag	When Single Sign-On (SSO) is in use on the Clearspan system, this is an Authentication Tag being added, modified, or deleted via Administrative Tools   User Authentication Management.	"COODT"
Conference Server Address Name	Name of a Conference Server Address being added, modified, or deleted. These addresses are used in OpEasy templates.	"Polycom TB20RO"
EGW Name	Name of an affected Emergency Gateway Manager (EGW) by OpEasy Emergency Gateway Manager application.	"Centralized-EGW"
EMS Address Name	Name of an EMS Address being added, modified, or deleted. These addresses are used in OpEasy templates.	"EMS1 Public"
Host Name	Name of a Host being added, modified, or deleted. The Host is currently only used when configuring the CDR Manager via Reporting   CDR   CDR Manager Host Configuration.	"Aastra Canada"
HTTP Session ID	ID of the HTTP Session. This is provided when an OpEasy administrator is logged out due to a Session Timeout.	"10582A18B75B4713DD04E5B77C97EF6E"
Login Failure Reason	Reason description for an OpEasy login failure. One of the following reasons: "Invalid Login Name", "Invalid Password", "Must Login using Single Sign-On (SSO)", "Login Name In Use", "Session ID In Use", "Login Name and Session ID In Use", "Administrator Account Locked", "Administrator Account Disabled", "Internal Error", "Unlicensed Enterprise", "Trial License Expired", or "Management Port Required".	"Invalid Login Name"
Login Session ID	ID of the Login Session. This is provided when an OpEasy administrator is logged out due to a Session Timeout.	"3342"
MOH Profile Name	Name of a Music On Hold (MOH) Profile being added, modified, or deleted.	"Elevator Music"
MOH Profile Type	Type of referenced Music On Hold (MOH) Profile: Group or User	"Group"

MESSAGE	DESCRIPTION	EXAMPLE DATA
OpEasy Page	Screen Name of the currently displayed OpEasy page. This is provided when an OpEasy administrator is logged out due to a Session Timeout.	"Troubleshooting Phones"
Phone Classification	Classification of the associated phone device as used within the OpEasy templates.  Mitel (Aastra) phones are "SIP Phones".  For Clearspan Communicator devices, can be "Clearspan Communicator – Desktop", "Clearspan Communicator – Desktop (Skype for Business)", "Clearspan Communicator - Mobile", "Clearspan Communicator - Tablet".	"SIP Phones"
Phone Manufacturer	Manufacturer of the associated phone device: Mitel (Aastra), Polycom, Generic, AudioCodes, etc.	"Polycom"
Scheduled Task	Name of a task that is being or has been scheduled for processing by OpEasy's ScheduledServices.  For Provisioning, can be "Import: Basic", "Import: Advanced", "Import: System", "Import: Enterprise", "Import: Group", "Export: Advanced", "Export: System", "Export: Enterprise", or "Export: Group".  For Reporting, can be "Inventory Report", "License & Optional Services Report", "Enterprise Usage Report", "Edge Device Utilization Report", "System License Report", "System Information Report", "System XML Report", or "CDR Query".	"Inventory Report"
Scheduling Request ID	ID number of a task scheduled for processing by OpEasy's ScheduledServices.	"281918"
Scheduling Results ID	ID number of the results from a task scheduled for processing by OpEasy's ScheduledServices.	"281982"
SMDI Proxy Channel ID	ID of an SNMDI Proxy Channel being added, modified, or deleted.	"5"
Speed Dial 100 List	Name of a Speed Dial 100 List being added, modified, or deleted.	"Management Speed Numbers"
Speed Dial 8 List	Name of a Speed Dial 8 List being added, modified, or deleted.	"Standard Speed Numbers"
Spreadsheet File	Name of a spreadsheet file being Imported by OpEasy.	"ClearspanImportAdvanced_BusinessUnit.xlsx"
Template Level	Level of the OpEasy template assigned to an associated phone device: System, Enterprise, or Group	"Group"
Template Name	Name of the OpEasy template assigned to an associated phone device. For the default template, the name is "<Default>".	"Mitel 6869i – Manager Phone"
Terminal Server Name	Name of the BroadWorks Terminal Server for an SMDI Proxy Channel being added, modified, or deleted.	"Main Terminal Server"
User Profile	Name of a User Profile that is being added, modified, or deleted.	"Employees"

# PHONE APPLICATION LOG QUERY

The Phone Application Log Query searches event messages in the Phone Application log. You can display or download the selected events. This query allows you to monitor a device type conversion process, and it contains Call Mark events from other functionality.

1. From the main menu, click **Reporting**.
2. Select **Phone Log Query**. The Phone Application Log Query screen displays.
3. Select an **Enterprise** and **Group**.
4. Choose the **Time Frame** within to search.
5. Use the **Phone Application Log Search** fields to set the search parameters.
6. Click **Search**. The results are returned.

**Phone Application Log Query**  
Search and display the events generated by Phone Applications.

Enterprise: (All Enterprises) | Group: (All Groups) | Time Frame: Custom Dates | Start: February 11, 2017 3:20:05 PM | End: May 11, 2017 3:20:05 PM | Report Version: PALQ-101

Phone Application Log Search: Search | Event Severity: | Contains: SEVERE

Navigation: << 40 Pages | < Previous Page | Next Page > | 40 Pages >> | Download Search Results

Event Timestamp	Phone App Name	Phone App Event	Event Severity	Failure Reason	Phone MAC Address	Phone Device Name	Phone Device Level	Active Line/Port	Remote IP Address
2017/02/15 13:06:42	CallMark	CallMark	SEVERE		00085D456384	Aastra6869-1115	Group	Guest1115	10.70.100.92
2017/02/25 09:01:21	AutoInstall	AutoInstall_DeviceTypeMismatch	SEVERE	IDSearchFailure	00085D3C90C2		Undefined	10.70.100.92	
2017/03/11 14:54:41	AutoInstall	AutoInstall_DeviceTypeMismatch	SEVERE	DeviceTypeMismatch	00085D19B838	Aastra6753IDMS-9722221001	System		10.70.100.92
2017/03/20 15:50:57	CallMark	CallMark	SEVERE		00085D1AA793	ER67571	Group	9783334904.primary	10.70.100.92
2017/03/22 12:33:27	AutoInstall	AutoInstall_DeviceTypeMismatch	SEVERE	IDSearchFailure	00085D4437D8		Undefined	10.70.100.92	
2017/04/05 13:19:43	AutoInstall	AutoInstall_DeviceTypeMismatch	SEVERE	IDSearchFailure	00085D40A824		Undefined	10.70.100.92	
2017/04/05 13:19:51	AutoInstall	AutoInstall_DeviceTypeMismatch	SEVERE	IDSearchFailure	00085D40A824		Undefined	10.70.100.92	
2017/05/04 12:44:22	CallMark	CallMark	SEVERE		00085D45638C	Aastra6869IDMS-9725301102	Group	9725301102.primary	10.70.100.92

**Figure 52 Phone Application Log Query**

Select **Next Page >** or **< Previous Page** to move through the records. Click **<< Pages >>** to move through the pages of results.

Click **Download Search Results** to open or save a Comma Separated Values (.csv) file of the search results.

## APPENDIX: CHANGE HISTORY

This section lists changes made to each of the OpEasy Reports by OpEasy release, beginning with OpEasy 4.7. Similarly, changes made to downloadable logs for CDR, Provisioning Log, and Phone Application Log are identified.

### OPEASY REPORTS

#### Inventory Report

REPORT TAB	ROW / COLUMN	DESCRIPTION OF CHANGE
<b>OpEasy 4.10 (IR-102)</b>		
(All Tabs)	Columns C, E, F, O (Users tab) Column L (Phone Devices tab)	Normalize phone numbers so that they appear in the report the same as they appear in the OpEasy UI. For example, North American national numbers (+1-xxxxxxx) are displayed as “xxx-xxx-xxxx” and appear in the report that way.
Users	Column E (new)	<b>Alternate Numbers (Phone Number (Extension))</b> - List all of the Alternate Numbers configured for the user, each separated by a <Return>. Both the phone number and extension of the Alternate Numbers are reported (if they exist).
Users	Column X (new)	<b>Template Level</b> – Contains the level (Enterprise, or Group) of the template identified in <b>Template Name</b> column (column W).
Users	Column AA (new)	<b>Encrypted</b> - Column marked with “X” if any of the phone devices associated with the user use encryption.
Phone Devices	Column R (new)	<b>Template Level</b> – Contains the level (Enterprise, or Group) of the template identified in <b>Template Name</b> column (column Q).
Phone Devices	Column U (new)	<b>Encrypted</b> - Column marked with “X” if the phone device uses encryption.
<b>OpEasy 4.9 (IR-101)</b>		
(All Tabs)	Cell B6	Report version added.
<b>OpEasy 4.7</b>		
(All Tabs)	Cell B2	Enterprise now displayed as “Enterprise ID – Enterprise Name”.
(All Tabs)	Cell B3	Group now displayed as “Group ID – Group Name”.
Users	Columns I-J	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .

Phone Devices      Columns M-N      Single **Group** column replaced by two columns: **Group ID** and corresponding **Group Name**.

### License & Optional Services Report

REPORT TAB	ROW / COLUMN	DESCRIPTION OF CHANGE
<b>OpEasy 4.10 (LOSR-102)</b>		
(All Tabs)	Basic Users tab: Columns J, Q Premium Users tab: Columns I, Q Basic Trunk Users tab: Columns H, N Business Trunk Users tab: Columns J, P VMOnly Users tab: Columns G, N No License Users tab: Columns I, P Virtual On-Net Extensions tab: Column C	Normalize phone numbers so that they appear in the report the same as they appear in the OpEasy UI. For example, North American national numbers (+1-xxxxxxx) are displayed as "xxx-xxx-xxxx" and appear in the report that way.
Basic Users	Column S (new)	<b>Encrypted</b> - Column marked with "X" if any of the phone devices associated with the user use encryption.
Premium Users	Column S (new)	<b>Encrypted</b> - Column marked with "X" if any of the phone devices associated with the user use encryption.
<b>OpEasy 4.9 (LOSR-101)</b>		
(All Tabs)	Cell B6	Report version added.
<b>OpEasy 4.7</b>		
(All Tabs)	Cell B2	Enterprise now displayed as "Enterprise ID – Enterprise Name".
(All Tabs)	Cell B3	Group now displayed as "Group ID – Group Name".
Basic Users	Columns M-N	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .
Premium Users	Columns M-N	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .
Basic Trunk Users	Columns J-K	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .
Business Trunk Users	Columns L-M	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .

REPORT TAB	ROW / COLUMN	DESCRIPTION OF CHANGE
VMOnly Users	Columns J-K	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .
No License Users	Columns L-M	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .
Optional Services	Rows 25-27	<b>Collaborate – Audio</b> , <b>Collaborate – Video</b> , and <b>Collaborate – Sharing</b> services added as new rows.
Optional Service Users	Columns I-J	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .  Rows added for <b>Collaborate – Audio</b> , <b>Collaborate – Video</b> , and <b>Collaborate – Sharing</b> services when assigned to users.
System Resources	Columns A-C	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .
Virtual On-Net Extensions	Columns F-G	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .

## Registration Report

REPORT TAB	ROW / COLUMN	DESCRIPTION OF CHANGE
<b>OpEasy 4.9 (RR-101)</b>		
New in OpEasy 4.9.		

## Edge Device Utilization Report

REPORT TAB	ROW / COLUMN	DESCRIPTION OF CHANGE
<b>OpEasy 4.10 (EDUR-102)</b>		
--	Columns J-K	<b>Template Level</b> and <b>Template Name</b> columns have been swapped in the report, and now are in the order: <b>Template Name</b> (column J) and <b>Template Level</b> (column K).
<b>OpEasy 4.9 (EDUR-101)</b>		
--	Cell B6	Report version added.
<b>OpEasy 4.7</b>		
--	Cell B2	Enterprise now displayed as “Enterprise ID -- Enterprise Name”.
--	Cell B3	Group now displayed as “Group ID – Group Name”.
--	Columns E-F	Single <b>Enterprise</b> column replaced by two columns: <b>Enterprise ID</b> and corresponding <b>Enterprise Name</b> .
--	Columns G-H	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> .

## OPEASY LOGS

This section lists changes to the CDR, Provisioning Log, and Phone Applications Logs provided via a query and then downloaded (or emailed).

### CDR Query

ROW / COLUMN	DESCRIPTION OF CHANGE
<b>OpEasy 4.9 (CDRQ-101)</b>	
Cell B7	Report version added.
<b>OpEasy 4.7</b>	
Cell B1	Enterprise now displayed as "Enterprise ID – Enterprise Name".
Cell B2	Group now displayed as "Group ID – Group Name".
(Customized)	Single <b>Enterprise</b> column replaced by two columns: <b>Enterprise ID</b> and corresponding <b>Enterprise Name</b> . For existing administrators, <b>Enterprise Name</b> may not be displayed until added via CDR Query customization.
(Customized)	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> . For existing administrators, <b>Group Name</b> may not be displayed until added via CDR Query customization.

### Provisioning Log

ROW / COLUMN	DESCRIPTION OF CHANGE
<b>OpEasy 4.9 (PLQ-101)</b>	
Cell B8	Date added.
Cell B9	Report version added.
<b>OpEasy 4.7</b>	
(Customized)	Single <b>Enterprise</b> column replaced by two columns: <b>Enterprise ID</b> and corresponding <b>Enterprise Name</b> . For existing administrators, <b>Enterprise Name</b> may not be displayed until added via CDR Query customization.
(Customized)	Single <b>Group</b> column replaced by two columns: <b>Group ID</b> and corresponding <b>Group Name</b> . For existing administrators, <b>Group Name</b> may not be displayed until added via CDR Query customization.
Last Row	If the query times out, the last row now displays "Error: Search timed out. Searched through [date timestamp]". If no timeout error occurred, the last line of the CSV file contains "End".

## Phone Application Log

ROW / COLUMN	DESCRIPTION OF CHANGE
<b>OpEasy 4.9 (PALQ-101)</b>	
Cell B6	Date added.
Cell B7	Report version added.
<b>OpEasy 4.7</b>	
Column M-N	Single <b>AutoInstall: Existing Device Enterprise</b> column replaced by two columns: <b>AutoInstall: Existing Device Enterprise ID</b> and corresponding <b>AutoInstall: Existing Device Enterprise Name</b> .
Column O-P	Single <b>AutoInstall: Existing Device Group</b> column replaced by two columns: <b>AutoInstall: Existing Device Group ID</b> and corresponding <b>AutoInstall: Existing Device Group Name</b> .
Column S-T	Single <b>AutoInstall: New Device Enterprise</b> column replaced by two columns: <b>AutoInstall: New Device Enterprise ID</b> and corresponding <b>AutoInstall: New Device Enterprise Name</b> .
Column U-V	Single <b>AutoInstall: New Device Group</b> column replaced by two columns: <b>AutoInstall: New Device Group ID</b> and corresponding <b>AutoInstall: New Device Group Name</b> .



