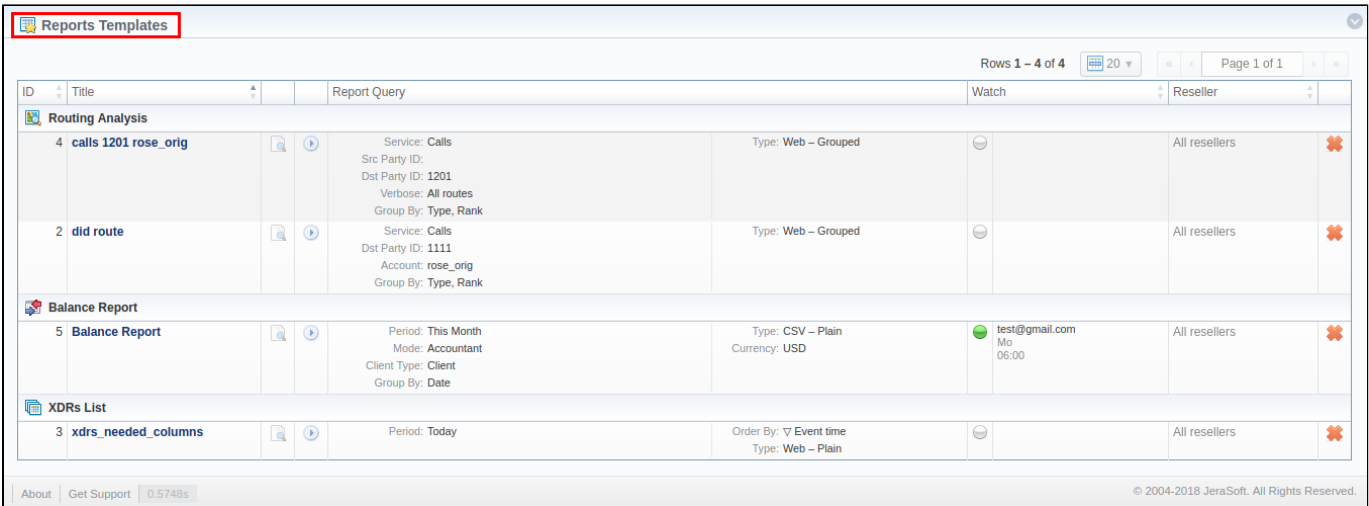


# Reports Templates

## Reports Templates List

This section allows you to view, execute and manage the already existing templates of **Routing Analysis**, **Profit Report**, **xDR's List**, **Mismatches Report**, **Orig-Term Report**, and **Summary Report**. Moreover, you can send reports to email to keep yourself informed about the traffic status without the need to login to the system and request reports. The section structure is as follows:

Screenshot: Reports Templates section main window



Column	Description
ID	Template ID
Title	Name of the template
Report Query	Template details
Watch	Tool to run a report automatically at the exact time and send the results to the list of emails
Reseller	Name of the Reseller

The section contains the following functional icons:

Icon	Description
	Allows previewing a template
	Allows running a respective report by this template
	Indicates that <b>To send a report via email</b> watch option is enabled.
	Indicates that <b>To send a report via email</b> watch option is disabled.

To start managing, choose the respective template from the section and click on the name to open the settings.

## Creating a Report Template

All reports templates are created from the respective sections while generating reports. To add a new template, you need to:

1. open the target report section;
2. fill in a query form with respective parameters;
3. click the **Save Query** button;
4. in a pop-up window with template settings, fill in all required fields (screenshot and field description is provided down below);
5. click **Apply** to save a template.

Screenshot: New Template form

**Reports Templates**

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**CDRS LIST**

Title:

Reseller: all resellers

Visibility: Private

☒ WATCH

Recipients:

Run Time: 06:00

Days of Week: Mo x Tu x We x Th x Fr x Sa x Su x

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**REPORT QUERY**

**FILTERS**

Period: This Year 2016-01-01 00:00:00 — 2016-12-31 23:59:59 UTC

**Clients**

- Client Type
- Client
- Account
- Tags

**OUTPUT** COLUMNS (18)


Order By: Call Time

Type: CSV Plain

Currency: USD

Code Deck:

OK Cancel Apply

Information Block	Description	
Report Name	Here you can specify parameters for the template that will be used while running reports	
	Title	Specify a name of the template
	Reseller	Indicate a Reseller for the report template
	Visibility	<div>It allows controlling the visibility of respective reports templates whether you want to keep templates private or leave them visible for users under specified Reseller.</div> <div>To enable this option, select one parameter from the drop-down list:<ul style="list-style-type: none"><li>• <b>Public</b> - available for users according to the settings of the <b>Reseller</b> field;</li><li>• <b>Private</b> - accessible strictly for the creator.</li></ul></div>
Watch	This tool allows generating reports at the appropriate time and sending results to specified emails.	
	<div><div> <b>Attention</b></div><div>Please note that this tool <b>is not available</b> for <b>Web</b> output type, only for <b>CSV/Excel XLS/Excel XLSx</b>.</div></div>	
	Recipients	Specify emails of recipients. Here you can indicate your own or other users' email, even those of 3rd parties.
	Run Time	Determine an appropriate time to generate a report automatically, it could be several times, for example, <b>10:00, 12:00, 18:00</b>
	Run Time Timezone	Indicate a timezone for a selected report run time
	Days of Week	Define days of a week to generate a report automatically. For example, you can run a report only on Monday or each day of the week.
Report Query	Here you need to specify filters that will be used for generating a correct report and choose the output type to view the report	

Please note that this tool **is not available** for **Web** output type, only for **CSV/Excel XLS/Excel XLSx**.

**Warning**

- If you create the report template and the **Watch** option is enabled, the client will receive the file with a report even when there are no statistics for a specified period.
- Please be aware that the templates previously existing in the **Reports to email** section could not be restored automatically. Note that you can recreate them if needed.