Report Queries

In this article

Report Queries List

This section allows you to view, execute and manage the Report Queries of **Active Sessions, Balance Report, Customer Dynamics, Invoicing Report, LCR Lists, Orig-Term Report, Profit Report, Rates Analysis, Routing Analysis, Summary Report,** and **xDRs List**. Moreover, you can send reports to email to keep yourself informed about the traffic status without the need to log in to the system and query reports. The section structure is as follows:

Screenshot: Report Queries section main window

Column	Description
ID	Query ID
Name	Name of the query
Query	Query details
To Email	Tool to run a report automatically at the exact time and send the results to the list of emails

The section contains the following functional icons:

Icon	Description
	Allows creating a new report query
	Allows previewing a query
	Allows running a respective report by this query
	Indicates that ***sending a report via email*** option is enabled. You can **enable/disable** the ***to email*** rule after it's been created in the system by clicking the indication icon.
	Indicates that ***sending a report via email*** option is disabled.

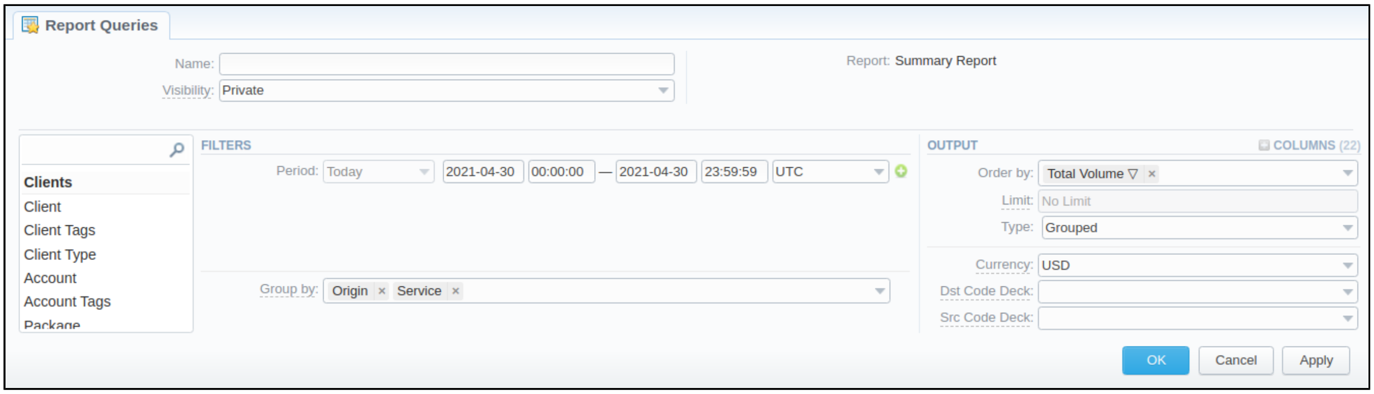
To start managing, choose the respective query from the section and click on the name to open the settings.

Creating a Report Query

You can create a report query either using a **New Report Query** button in the main section, or from the respective sections while generating reports. If you are adding a new query from the report section, 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 Query form

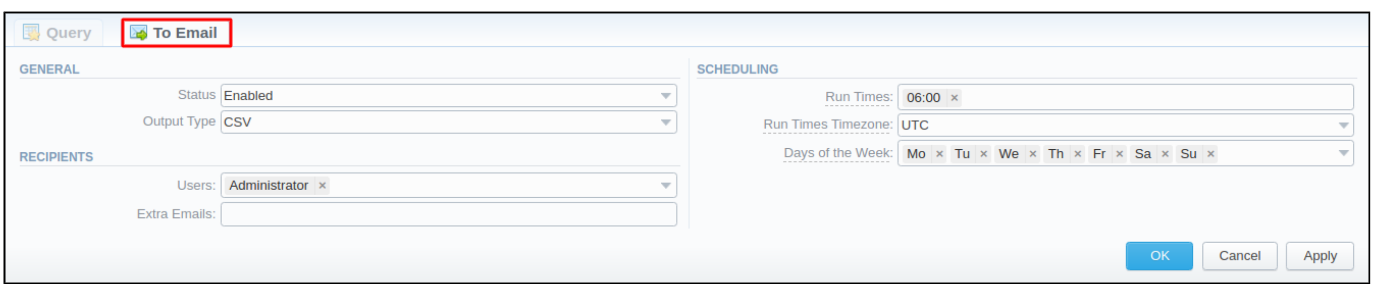


Information Block	Description
Name	Specify a name of the template
Visibility	It allows controlling the visibility of respective reports templates whether you want to keep templates private or leave them visible for other users: • ***Public -*** available for all users of the same ***Reseller***; • ***Private -*** accessible strictly for the creator.
Report	Here, a report type will be prefilled.
Filters / Output	Here you need to specify filters that will be used for generating a correct report and choose the output type to view the report

To Email Tab

After creating the Query, you can manage whether to allow generating reports at the specific times and send results to specified emails. For this, open the needed **Report Query**, and click the ***To Email*** tab:

Screenshot: To Email tab



Information Block	Description	
General	**Status**	Specify if this function is on: • ***Enabled*** • ***Disabled***
	Output Type	Specify a file type to be sent: • ***CSV*** • ***Excel***

Recipients	**Users**	Define system Users to send a Query to (can be empty if the *Extra Emails* field is filled in)
	Extra Emails	Specify the needed extra email addresses (can be empty if the *Users* field is filled in)
Scheduling	**Run Times**	Determine an appropriate time to generate a report automatically, it could be several times, for example, ***10:00, 12:00, 18:00***
	Run Times Timezone	Indicate a timezone for a selected report run time
	Days of the Week	Define days of the week to generate a report automatically. For example, you can run a report only on Monday or each day of the week.

Warning

If you create the report query and the **To Email** option is enabled, the client will receive the file with a report even when there are no statistics for a specified period.