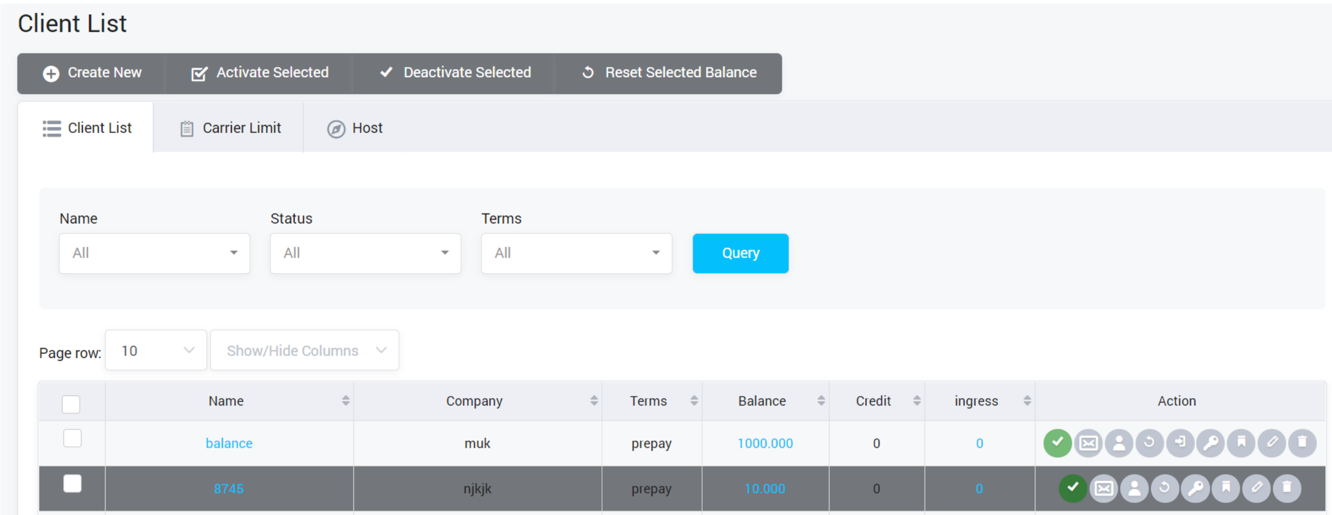
# How to Send Daily Usage Report to my Clients?

In this module we will see how to send daily Daily Usage Report to my clients,

Go to **Termination  Client**

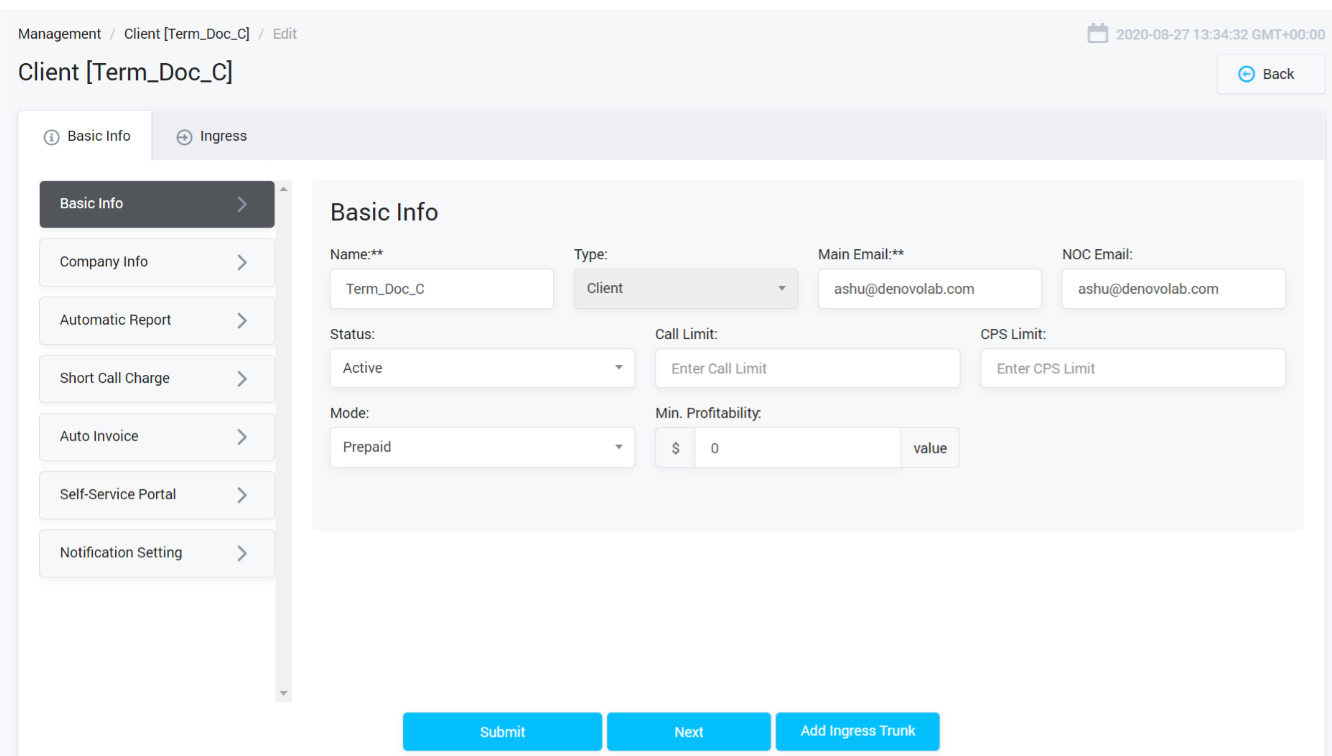
Below displayed window will appear.

*Screenshot: Client List*



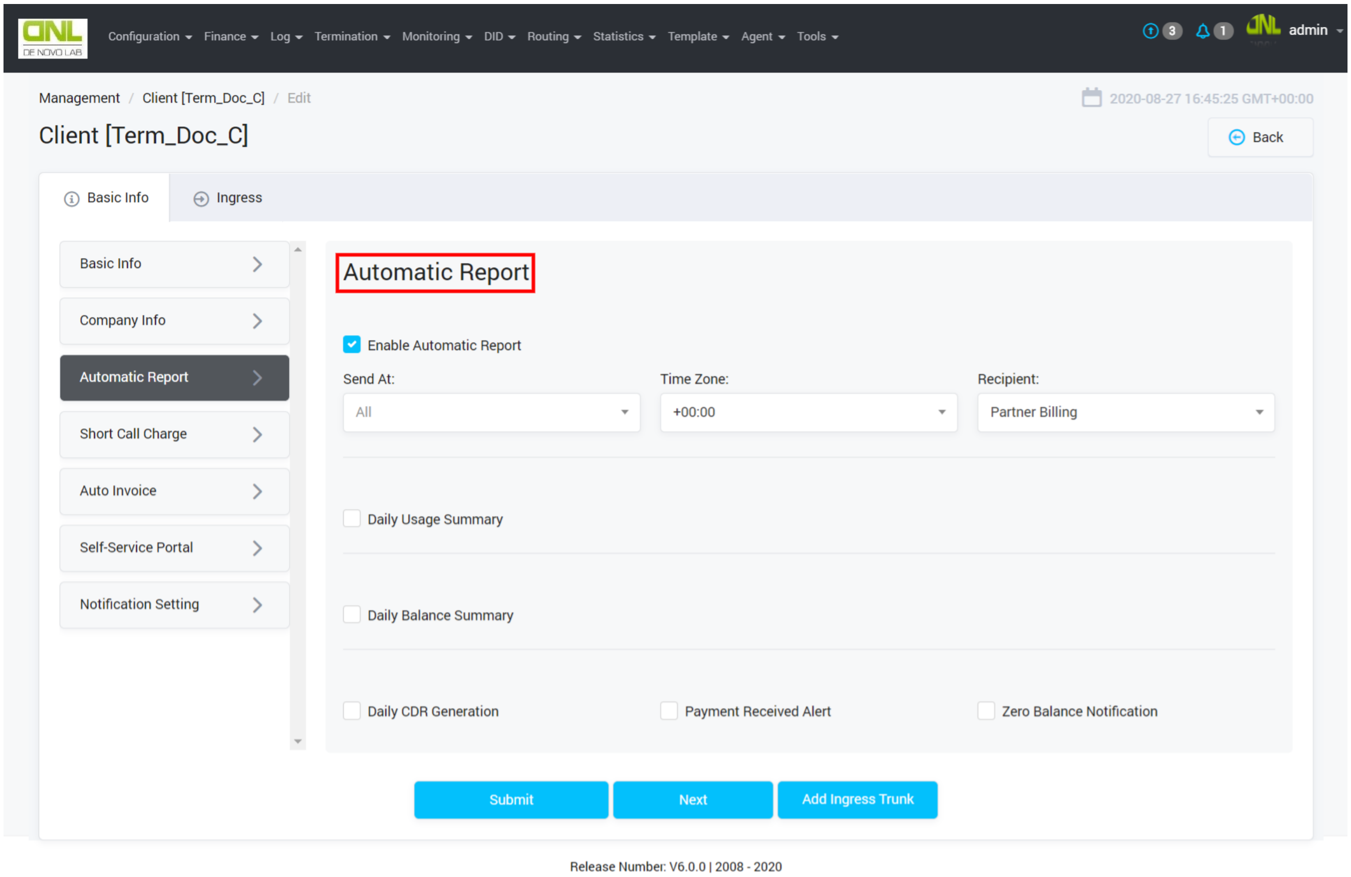

Click on Edit Icon on any of the Clients, Client Edit window will appear,

*Screenshot: Client Edit Window*




On this window, Go to **AUTOMATIC REPORT**

*Screenshot: Automatic Report*




On the Automatic Report window, Click on Enable Automatic Report checkbox,

And fill the section as per your convenience, Detailed explanation is shown in below Table.

<table>
<tr><th>Fields</th><th>Description</th></tr>
<tr><td>Send at</td><td>Timing of automatic report generation on daily basis.</td></tr>
<tr><td>Time Zone</td><td>Select the Time Zone which will be applied on selected Time.</td></tr>
<tr><td>Recipient</td><td>Select the receiver of report from dropdown i.e. My Billing, Partner Billing or Both.</td></tr>
<tr><td>Daily Usage Summary</td><td>Check this checkbox to receiver daily usage summary.<br><table><tr><td>Non Zero Only</td><td>By checking the checkbox client will receive only usage reports of connected calls.</td></tr><tr><td>Group By</td><td>Daily reports will be grouped by,<ul><li>By Country</li><li>By Code Name</li><li>By Code</li></ul>You can select anyone of them from dropdown.</td></tr></table></td></tr>
</table>

For Daily Usage Report, check the Daily Usage Summary and set the criteria as shown in table.