

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*

The screenshot shows the 'Client List' interface. At the top, there are buttons for '+ Create New', 'Activate Selected', 'Deactivate Selected', and 'Reset Selected Balance'. Below these are tabs for 'Client List', 'Carrier Limit', and 'Host'. A search area contains three dropdown menus for 'Name', 'Status', and 'Terms', all set to 'All', and a 'Query' button. Below the search area, there are 'Page row: 10' and 'Show/Hide Columns' options. The main table has the following data:

	Name	Company	Terms	Balance	Credit	Ingress	Action
<input type="checkbox"/>	balance	muk	prepay	1000.000	0	0	
<input type="checkbox"/>	8745	njkjk	prepay	10.000	0	0	

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

Screenshot: *Client Edit Window*

The screenshot shows the 'Client Edit Window' for 'Client [Term_Doc_C]'. The breadcrumb is 'Management / Client [Term_Doc_C] / Edit' and the timestamp is '2020-08-27 13:34:32 GMT+00:00'. There is a 'Back' button. The left sidebar has tabs for 'Basic Info' (selected) and 'Ingress'. The 'Basic Info' section contains the following fields:

- Name:** Term_Doc_C
- Type: Client
- Main Email:** ashu@denovolab.com
- NOC Email: ashu@denovolab.com
- Status: Active
- Call Limit: Enter Call Limit
- CPS Limit: Enter CPS Limit
- Mode: Prepaid
- Min. Profitability: \$ 0 value

At the bottom, there are three buttons: 'Submit', 'Next', and 'Add Ingress Trunk'.

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

Screenshot: *Automatic Report*

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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.

Fields	Description				
Send at	Timing of automatic report generation on daily basis.				
Time Zone	Select the Time Zone which will be applied on selected Time.				
Recipient	Select the receiver of report from dropdown i.e. My Billing, Partner Billing or Both.				
Daily Usage Summary	Check this checkbox to receiver daily usage summary. <table border="1" style="width: 100%; margin-top: 10px;"> <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 style="list-style-type: none"> By Country By Code Name By Code You can select anyone of them from dropdown. </td> </tr> </table>	Non Zero Only	By checking the checkbox client will receive only usage reports of connected calls.	Group By	Daily reports will be grouped by, <ul style="list-style-type: none"> By Country By Code Name By Code You can select anyone of them from dropdown.
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For Daily Usage Report, check the Daily Usage Summary and set the criteria as shown in table.