

# Hosted PBX by Golden West

## Filtering Call History

Using the **Filter** button, you can filter your call history and view only the events of interest to you.

1. From the Call History page, click the **Filters** button. The Call History Filters pop-up window appears.

**Call History Filters** [X]

Date Range: 06/23/2015 to 06/24/2015

User: Enter name or extension

Caller Number: Enter the caller's number

Dialed Number: Enter the dialed number

Call Type: Select a call type [v]

[Cancel] [Set Filters]

2. Complete the fields.
3. Click **Set Filters**. The Call History page shows only the events that match your criteria. If no events match your criteria, a message informs you that there are no matches to your filter.

Setting	Description
Date Range	Select the From and To dates for the events you want to view. The maximum From-To range is 31 days.
User	Enter the name or extension you want to view.
Caller Number	Enter the caller number you want to view.
Dialed Number	Enter the dialed number you want to view.
Call Type	Enter the type of call you want to view. Choices are: <ul style="list-style-type: none"><li>• Inbound</li><li>• Outbound</li><li>• Missed</li></ul>