

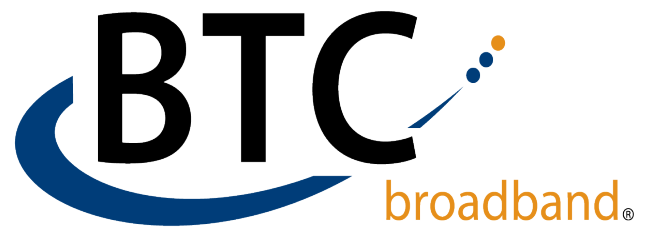


# Running Call Reports

## Quick Setup Guide



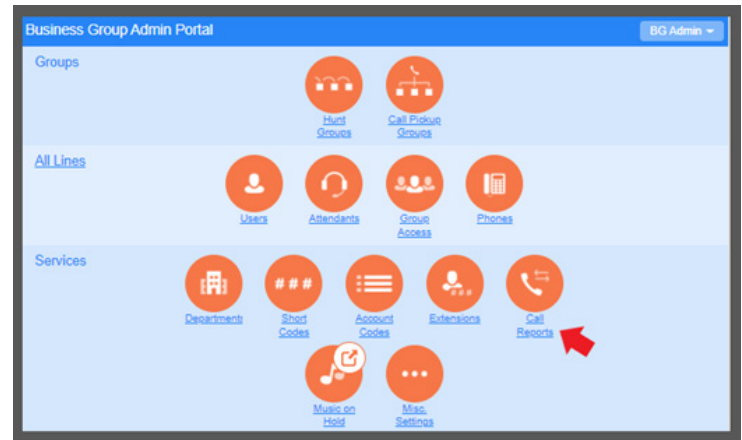
# CALL REPORT SETUP



## RUNNING CALL REPORTS:

**STEP 1: Log into BG Admin page** with a BG admin number and password.  
<https://voice.btcbroadband.com/login/bg/#bg/login.html>

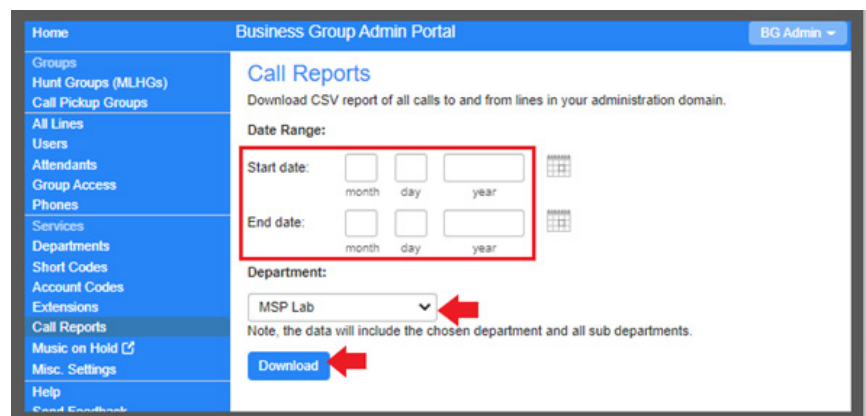
**STEP 2: Click on Call Reports**



**STEP 3: Enter the start date and end date.** You can run reports for 30 consecutive days or 1 full month at a time.

**STEP 4:** If the customer has departments programmed, you can run a report for a specific department or the entire Business Group.

**STEP 5: Click download.** The system will deposit a file called bgcalllogs.csv in your downloads folder.



For additional assistance, please call (918) 366-8000.