

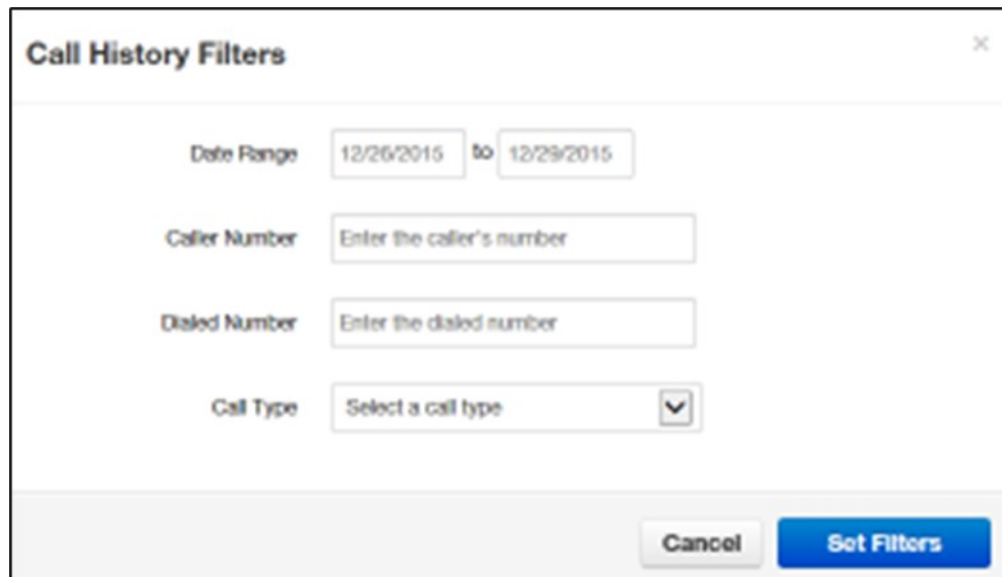
Hosted PBX by Golden West

Filtering the Call History

The **Filters** button allows you to filter the information displayed in the Call History page, so you can view only the information that interests you.

To filter the call history

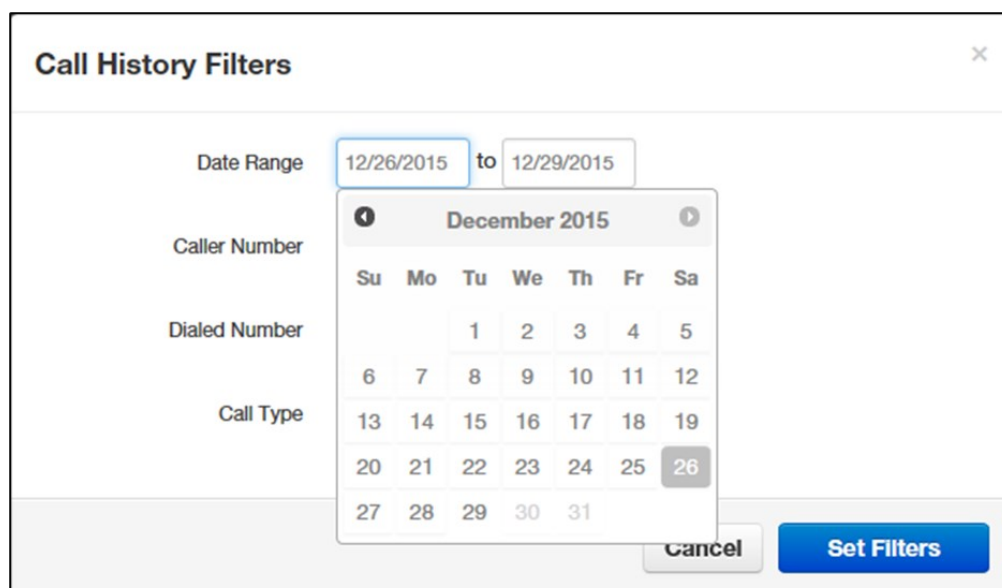
1. From the Call History page, click **Filters**.
The Call History Filters page appears.



The screenshot shows a dialog box titled "Call History Filters" with a close button (X) in the top right corner. It contains four filter fields: "Date Range" with two date input boxes (12/26/2015 and 12/29/2015) and a "to" separator; "Caller Number" with a text input box containing the placeholder "Enter the caller's number"; "Dialed Number" with a text input box containing the placeholder "Enter the dialed number"; and "Call Type" with a dropdown menu showing "Select a call type" and a downward arrow. At the bottom right, there are two buttons: "Cancel" and "Set Filters".

2. Complete the fields in the Add Contact page.
3. Click **Set Filters**.
The Call History page appears, with only the items that match your criteria.

Field	Description
Date Range	To filter by a specified date range, click in the left field, and then select a starting date and time from the pop-up calendar. Click in the right field, and then select an ending date and time from the pop-up calendar.
Caller Number	To filter by a caller number, enter the caller's number.
Dialed Number	To filter by a dialed number, enter the dialed number.
Call Type	To filter by type of call, select a call type.



This screenshot is similar to the previous one, but it shows a calendar pop-up for December 2015. The calendar is positioned over the "Date Range" field. The date 12/26/2015 is highlighted in the calendar, and the "Date Range" field on the left now contains "12/26/2015". The "to" field still contains "12/29/2015". The "Set Filters" button is highlighted in blue.