

HOW TO VIEW CALLS LOGS AND SUMMARY

HOW TO VIEW CALL LOGS AND SUMMARY for yourself

Log into your World Smart dashboard



When you get into your dashboard, click on Reports at the bottom



Then click on Call Logs Or



Call Summary

At this point your information is listed and you can refine your search results if needed.



HOW TO VIEW CALL LOGS AND SUMMARY for some other than yourself

Click on the Users tab on top

Find the desired user and click on the 4.0 icon on the left



When you get into the user's dashboard, click on Reports at the bottom

Then click on Call Logs



Or Call Summary



At this point your information is listed and you can refine your search results if needed.