



Use reports to help manage usage and costs with AT&T Online Fax Multi-Line

To monitor fax usage among users the admin can generate a report that provides insight into usage (by line), sent/received status, # of pages sent/received, fax sent status, and total pages used to help review and allocate fax costs. The admin can download the report and use the data to meet their unique business needs.

Admins can generate a usage report anytime within their fax portal; select the **'fax usage'** tab on the top right side of the portal.

Monthly Usage: 723/8000 Feedback

Main Menu Configure Fax-to-Email **Fax Usage**

Fax Usage

Monthly usage of total pages sent and received, per user(s).

Monthly Usage

Display fax usage for the month of: April (current) Export

Or show from date range: Start date: 1 April (current) 2021 End date: 1 April (current) 2021

Email Address	Fax Number	Pages Used
jsmith@att.com	8775559567	67
msmith@att.com	6174359554	0
njones@att.com	8504562054	3
esoul@att.com	3057859545	45
tkat@att.com	8887839000	67
twarner@att.com	8333880808	199
mrice@att.com	8334151224	300
awood@att.com	8445659944	42
Unconfigured Contact	Unassigned	0
Unconfigured Contact	Unassigned	0
Unconfigured Contact	Unassigned	0

NOTE: Usage statistics are updated daily. Total usage: 723

Once you get to the fax usage screen, select **'export'** in the monthly usage dashboard to view the raw data report in Excel.

Date	Time	Sent/Receive	FaxNumFrom	FaxNumTo	Pages	Status
11/23/2020	8:22:38	Sent	8885554444	6032312033	3	Success
11/23/2020	11:29:47	Received	8885554444	3066464316	14	Success
11/23/2020	12:32:26	Received	8885554444	3213433644	29	Success
11/23/2020	12:55:08	Sent	8885554444	8883801860	2	Success
11/26/2020	13:54:38	Received	8885553333	4613626448	19	Success
11/26/2020	14:07:57	Sent	8885553333	4616121118	0	Failed
11/26/2020	14:33:08	Sent	8885553333	4616121118	0	Failed
11/26/2020	15:27:52	Received	8885553333	6623603664	1	Success
11/15/2020	14:37:14	Sent	8884442222	2366846311	1	Success
11/15/2020	14:40:31	Sent	8884442222	8666306126	0	Failed
11/23/2020	9:08:17	Received	8873331111	4033366133	4	Success