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# GVP Reporting Plugin for GAX

How to Generate a GVP Report

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# How to Generate a GVP Report

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## [+] Before You Begin

- Know your installation's valid URL for GAX—for example, `http://GAXwebserver:8080/gax/`
- Know a username (and password) with the correct permissions for running reports.

## 1.[+] Log in to GAX.

- a. In the web browser's address bar, enter your installation's valid URL for GAX.
- b. Complete the GAX login dialog fields.

## 2.[+] Select the report type.

- a. Select **Historical Reporting** in the Navigation panel at the top of the screen.
- b. Select the required report from the VP Reporting drop-down menu.

## 3.[+] Select the appropriate filters.

A filter panel occupies the left third of the report screen; each report type displays a different set of filters. Select the appropriate filters. (Each required filter has a red asterisk (\*) next to its name.)

These help topics describe the filters for each of the report types:

- [Call Browser Report Filter Panel](#)
- [Dashboard Filter Panel](#)
- [Operational Report Filter Panel](#)
- [Service Quality Report Filter Panel](#) (SQ Reports are not available in Cloud installations)
- [VAR Report Filter Panel](#) (VAR Reports are not available in some Cloud applications)

Filters may appear in these formats:

- Radio button list (field examples: Call Status & Report Type)
- Check box list (field examples: Query Data From & IVR Profiles)
- Drop-down list (field examples: Component Type & Call Type)
- Text entry field (field examples: DIDs & Remote URI)
- Pop-up calendar (field examples: From Date & To Date)

## 4.[+] Generate the report.

Click **Generate**.

- The Report Results window appears on the right two thirds of the screen.
- See the table [GAX Report Display Controls](#).