

# Managing reports for Enterprise-wide MultiLine usage

Last Modified on 11/29/2021 11:16 am EST

Read on to learn how to view how many messages, calls, and data have been consumed by all the users in your organization.

## Overview

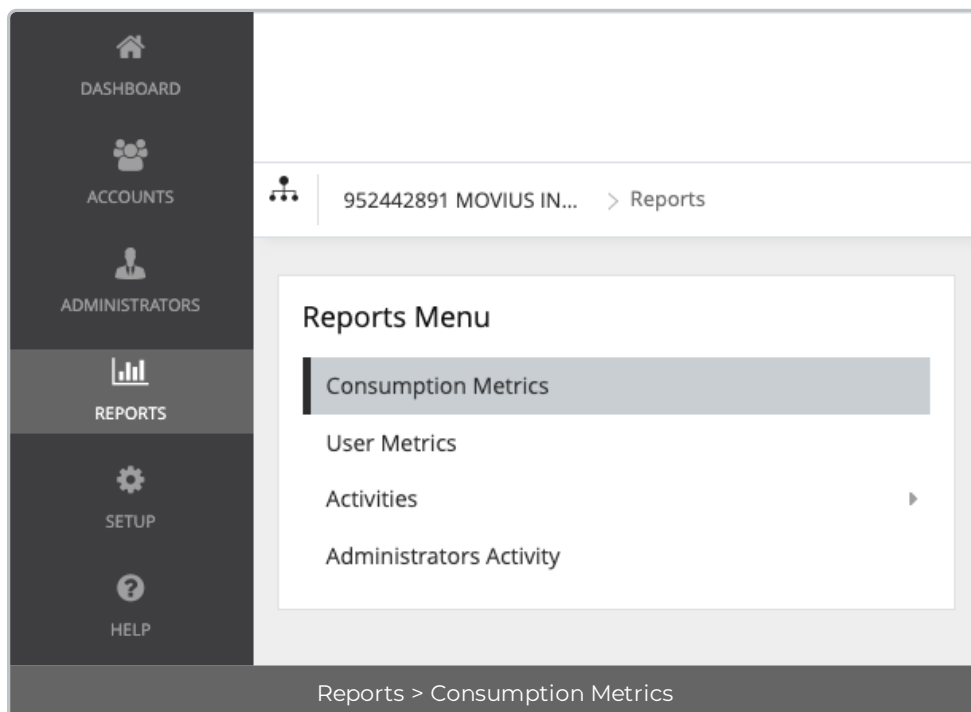
The **Consumption Metrics** page will give you an enterprise-wide overview of your organization's MultiLine usage - tracking and graphing the amount of minutes used, messages sent, and mobile data consumed. You can choose to view a number of timeframes, including the current cycle, past cycle, or week by week.

## Before you start

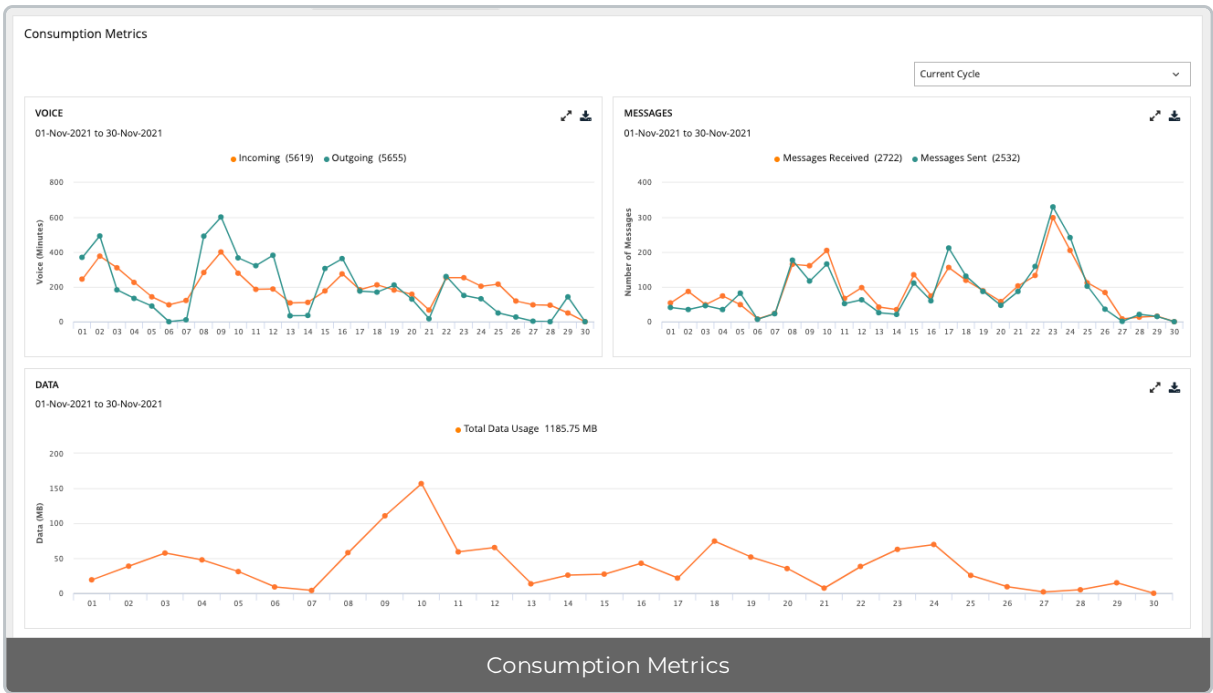
- An admin must have "Reports" Role in the organization to do these instructions. See [What Admin Roles are in the Management Portal](#).

## How to view enterprise consumption metrics

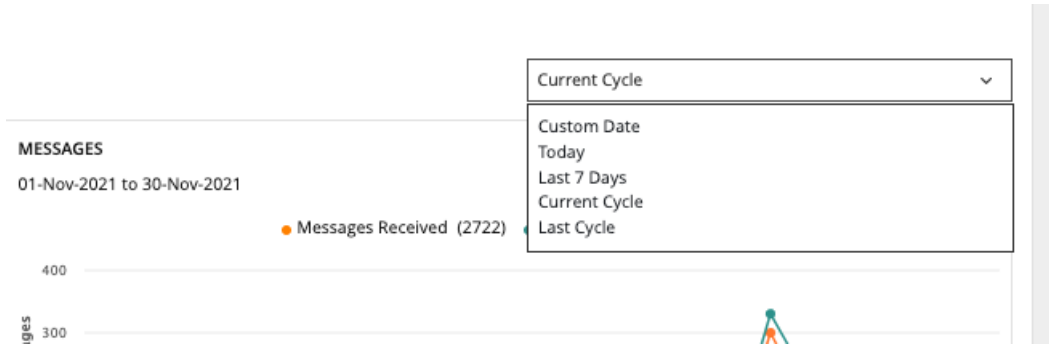
1. Go to the **Reports** tab and then to the **Consumption Metrics** tab in the sub-menu.



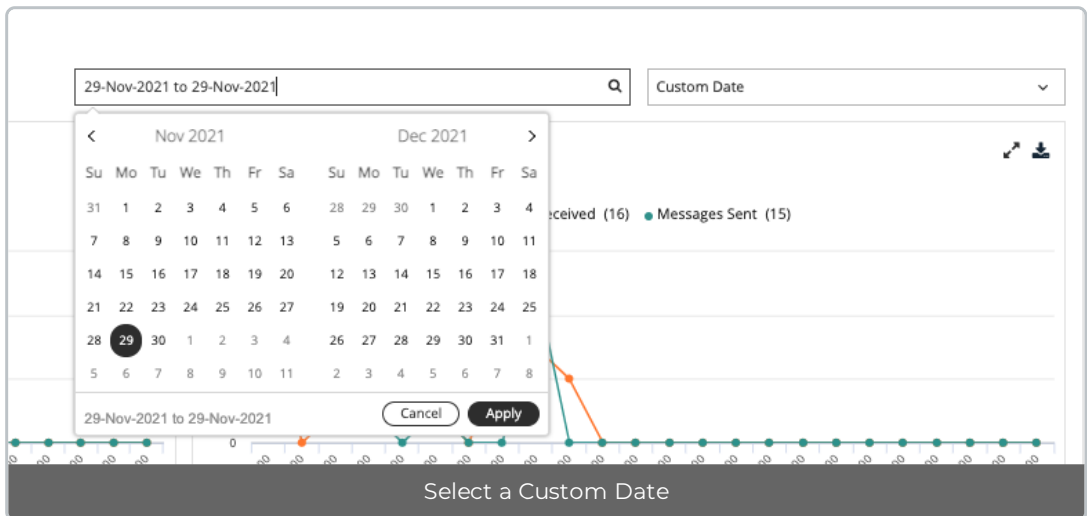
2. Consumption Metrics will automatically display Voice, Messages, and Data for the Current Cycle.



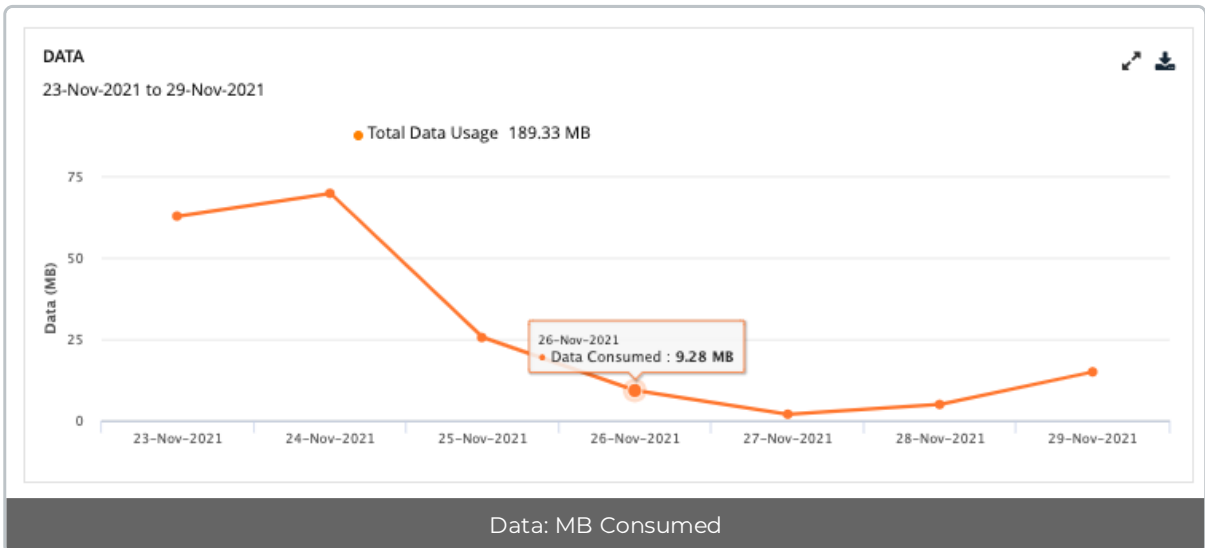
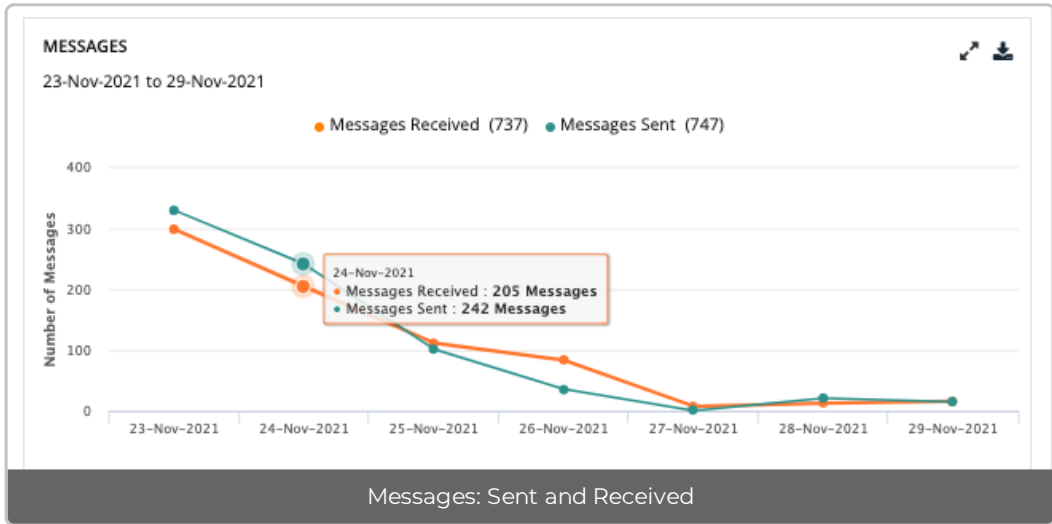
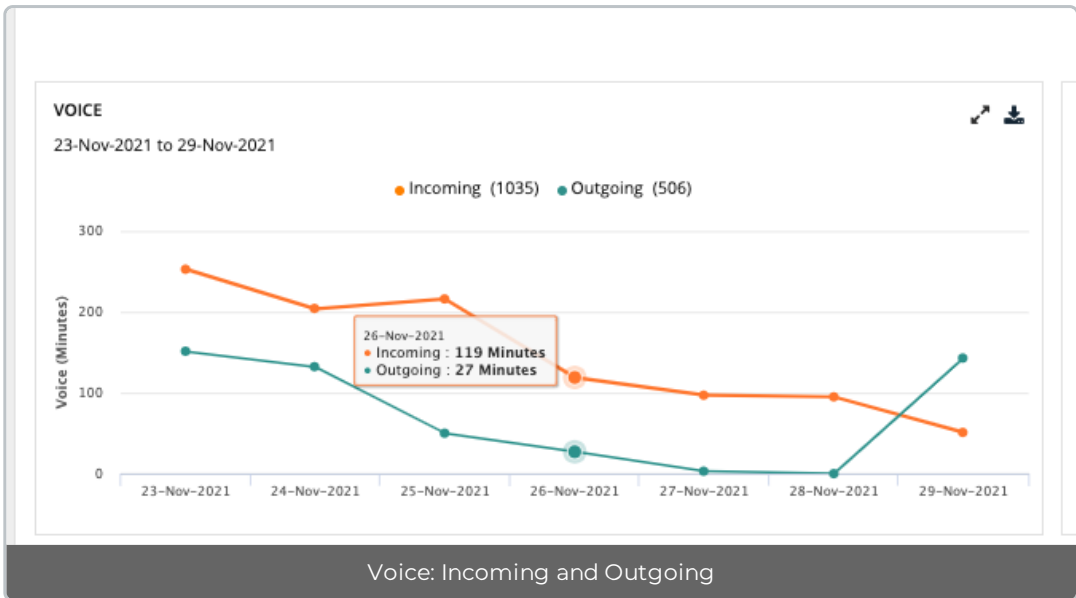
3. Use the drop-down menu in the top right to view by Custom Date, Today, Last 7 Days, Current Cycle, or Last Cycle.



- o If you select custom date, you can select a day or range from the calendar.
  - Click twice on a day to view usage for the day, click twice on two different days to set a range.
  - If you need to adjust the range selected, just click a third time to set a new range.



4. Hover the mouse over data points to see more information.



5. Click the download icon  to download a report.

Consumption-Voice-Last7 days-952442891MOVIUSINTERACTIVECORP-29-

sep=		
<b>Report name</b>	Consumption Voice	
<b>Date/Time</b>	29-Nov-2021 10:13	
<b>Duration</b>	Last 7 days	
<b>Organization Name</b>	952442891 MOVIUS INTERACTIVE CORP	
<b>From Timestamp</b>	23-Nov-2021	
<b>To Timestamp</b>	29-Nov-2021	
<b>Timezone</b>	US/Central (-06:00)	
<b>Total Calls Received(Minutes)</b>	1035	
<b>Total Calls Made(Minutes)</b>	506	
<b>TimeStamp</b>	Incoming Duration	Outgoing Duration
<b>29-Nov-2021</b>	51	143
<b>28-Nov-2021</b>	95	0
<b>27-Nov-2021</b>	97	3
<b>26-Nov-2021</b>	119	27
<b>25-Nov-2021</b>	216	50
<b>24-Nov-2021</b>	204	132
<b>23-Nov-2021</b>	253	151

Example Report: Voice

Consumption-SMS-

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<b>Report name</b>	Consumption SMS	
<b>Date/Time</b>	29-Nov-2021 10:12	
<b>Duration</b>	Last 7 days	
<b>Organization Name</b>	952442891 MOVIUS INTERACTIVE CORP	
<b>From Timestamp</b>	23-Nov-2021	
<b>To Timestamp</b>	29-Nov-2021	
<b>Timezone</b>	US/Central (-06:00)	
<b>Total messages Received</b>	737	
<b>Total messages Sent</b>	747	
<b>TimeStamp</b>	Incoming SMS	Outgoing SMS
<b>29-Nov-2021</b>	16	15
<b>28-Nov-2021</b>	13	21
<b>27-Nov-2021</b>	8	1
<b>26-Nov-2021</b>	84	36
<b>25-Nov-2021</b>	112	102
<b>24-Nov-2021</b>	205	242
<b>23-Nov-2021</b>	299	330

Example Report: SMS Consumption

### Consumption-Data-

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<b>Report name</b>	Consumption Data
<b>Date/Time</b>	29-Nov-2021 10:14
<b>Duration</b>	Last 7 days
<b>Organization Name</b>	952442891 MOVIUS INTERACTIVE CORP
<b>From Timestamp</b>	23-Nov-2021
<b>To Timestamp</b>	29-Nov-2021
<b>Timezone</b>	US/Central (-06:00)
<b>Total Data(MB)</b>	189.33
<b>TimeStamp</b>	Data(MB)
<b>29-Nov-2021</b>	15.0
<b>28-Nov-2021</b>	5.0
<b>27-Nov-2021</b>	2.0
<b>26-Nov-2021</b>	9.28
<b>25-Nov-2021</b>	25.54
<b>24-Nov-2021</b>	69.74
<b>23-Nov-2021</b>	62.77

Example Report: Data