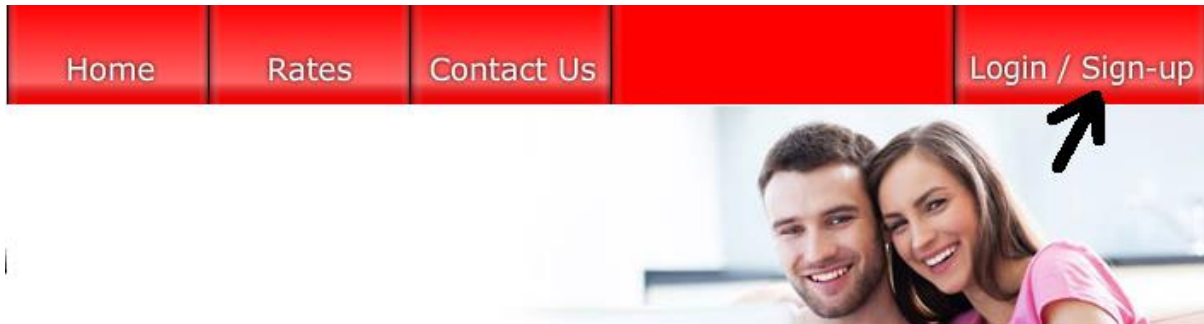


How to view reports for faxes received and how to retrieve faxes.

In order to view your reports you will need to be logged in to your Fax2email / Email2fax account.

❖ Follow the steps below to view your reports and to retrieve faxes



1. Enter your login passport and password in required field and click on Login

Login

[Lost your login details](#)

Passport

Password

[Log In](#)

Please wait for next screen to load.

2. The next screen will display your main account details.

3. At the top click on the reports tab.



- To view faxes that you have received select Fax2email report. The default date selection will show your report for the last 30days or 100 faxes. You can also specify the dates you require.

Dates
Report type Fax2Email Email2Fax

Desktop FaxApp CDR report

- Click on Load Report

- The next screen will display a report of all the faxes received on your 086 / 011 fax2email number for selected duration.

- The Two columns on the right-hand side of the report allows you to download faxes from the current calendar date up to 90days back in either tiff or PDF format.

Results from 2013-09-07 14:45:44 to 2013-10-07 14:45:44					
Date	Sender	Sent	Email address	Original Tiff	PDF format
2013-10-02 14:52:55	Sender CLI	2013-10-02 14:54:04	Forwarding email address	<input type="button" value="Download"/>	<input type="button" value="Download"/>
2013-10-02 14:52:55	Sender CLI	2013-10-02 14:54:02	Forwarding email address	<input type="button" value="Download"/>	<input type="button" value="Download"/>
2013-10-02 14:47:57	Sender CLI	2013-10-02 14:49:04	Forwarding email address	<input type="button" value="Download"/>	<input type="button" value="Download"/>
2013-10-02 14:47:57	Sender CLI	2013-10-02 14:49:08	Forwarding email address	<input type="button" value="Download"/>	<input type="button" value="Download"/>

Please do not hesitate to contact us should you require any further assistance.