

# Admin Reports

Create and run global reports.

Use **Admin > Admin Reports** to manage admin reports.

This page is a starting point for administrators: review existing records, add only the objects needed by the deployment, and keep names consistent across tenants, routing, and provisioning. The source form exposes these main blocks or fields: Date start, Date end.

## Typical Workflow

1. Open the menu entry and confirm whether the record already exists.
2. Create or edit the record with a descriptive name and only the required options first.
3. Save the record and reopen it to verify the stored values.
4. Check dependent objects before deleting anything that may be used by routing, billing, provisioning, or reporting.

## Documentation Example

For documentation and testing, use names prefixed with **Docs Demo**. Existing PBX nodes should be reused as examples; do not create additional nodes unless the deployment actually requires them.

## Main Fields

Field or block	Purpose
Date start	Review this value in relation to the object being configured and the tenant or system scope where it is used.
Date end	Review this value in relation to the object being configured and the tenant or system scope where it is used.

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