

iTEAM VoIP CDR Excel Macro - One Page Activation Guide

This one page guide shows how to activate and run the iTEAM VoIP CDR Excel Macro. Follow the steps in order. The process only needs to be done once per CDR file.

What you need

- Microsoft Excel (Windows)
- Monthly VoIP CDR report
- iTEAM VoIP CDR Macro file

Activation and usage steps

- 1 Open your monthly VoIP CDR report in Excel.
- 2 Enable the Developer tab (one time): File > Options > Customize Ribbon > tick Developer > OK.
- 3 Press ALT + F11 to open the VBA Editor (use Fn + F11 if needed).
- 4 Press CTRL + R to open Project Explorer and select your CDR workbook.
- 5 Insert a module: Insert > Module.
- 6 Copy the macro code and paste it into the new module window.
- 7 Save as Excel Macro Enabled Workbook (*.xlsm).
- 8 Press ALT + F11 to close the VBA Editor.
- 9 Press ALT + F8, select the macro, then click Run.

Important notes

- Enable macros if Excel prompts you.
- Always keep a copy of the original CDR before running the macro.
- If your CDR format differs, the macro may need adjustment.

Support and tweaks

Need changes or help? Contact iTEAM via the Client Portal and include an example CDR or screenshots.