

How to Download AT&T Device Report

Go to “Reports” and click on “Request Reports”

The screenshot shows the AT&T BusinessDirect Premier portal. The navigation bar includes tabs for PREMIER STORE, MANAGE, BILLING, and SUPPORT. Under the BILLING tab, there are links for Account Management, Plans & Features, Requests, Reports, and Profiles & Permissions. An orange arrow points to the Reports dropdown menu, which is open and shows options: Request Reports, View and Download Requested Reports, and Find Request Reports. The main content area includes sections for Messages and Approvals, Alerts, Approvals, Accounts, Shortcuts, and Account Details. The status bar at the bottom shows the time as 8:19 AM on 12/17/2013.

In the box click on “Expanded Wireless User Inventory Report”

The screenshot shows the Request Reports page in the AT&T BusinessDirect Premier portal. The page title is "Request Reports". Below the title, there is a "Support" section with a "Chat Available" button. The main content area contains a table of reports. An orange arrow points to the "Expanded Wireless User Inventory Report" link in the table. The table has two columns: "Report Name" and "Description".

Report Name	Description
Basic Wireless User Inventory Report	This report provides basic wireless inventory information for... More
Expanded Wireless User Inventory Report	Run this report for all wireless users on a single foundation... More
Rate Plan Summary Report	This report provides a summary of rate plan, data, and... More
Early Termination Fee Report	This report provides all early termination fees that have... More
Upgrade Eligibility Report	This report provides the upgrade eligibility status and... More

At the bottom of the page, there is a footer with links for Privacy Policy, Terms of Use, Using Premier Via Third Parties, Advertising Choices, and Support. The status bar at the bottom shows the time as 8:21 AM on 12/17/2013.

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(Don't change anything) Click **Continue** and on next screen

The screenshot shows a web browser window with the URL https://www.wireless.att.com/businesscare/reporting/tcm_inv_reports/select_parameters.jsp?DARGS=/businesscare/reporting/tcm_inv_reports/requestreports.jsp.2_A&DAV=submit&dynSessConf=8i. The page content includes:

- Text: "account level covers the whole account, including all wireless users. The billing account level covers only those users on one billing account."
- Text: "The report includes all wireless numbers on the account displayed next to the selected option. If you manage more than one account, use the **Select Foundation Account** or **Select Billing Account** button to choose which account you want the report for."
- Form section: "Foundation account level report" with a dropdown menu showing a redacted account name and a "Select Billing Account" button.
- Section: "Format" with instructions: "Use the option buttons to select an output format for the report."
- Radio buttons for format selection:
 - Microsoft® Excel® (XLS)
 - Note: If you requested a report in Excel and it is too large to be supported, it will be generated in comma separated value (CSV) format.
 - Comma delimited text (TXT)
 - Comma separated values (CSV)
 - Note: When you download a CSV file directly into Microsoft Excel®, Excel does not allow the smart chip (ICCID) number to fully display. For a solution, see [Help and Support](#).

Buttons: "Cancel", "Continue" (highlighted with an orange arrow), and a smaller "Continue" button below it.

Footer: "Privacy Policy | Terms of Use | Using Premier Via Third Parties | Advertising Choices | Support" and "© 2013 AT&T Intellectual Property. All rights reserved."

Continue again

The screenshot shows a web browser window with the URL https://www.wireless.att.com/businesscare/reporting/tcm_inv_reports/namereport.jsp?requestid=3649. The page content includes:

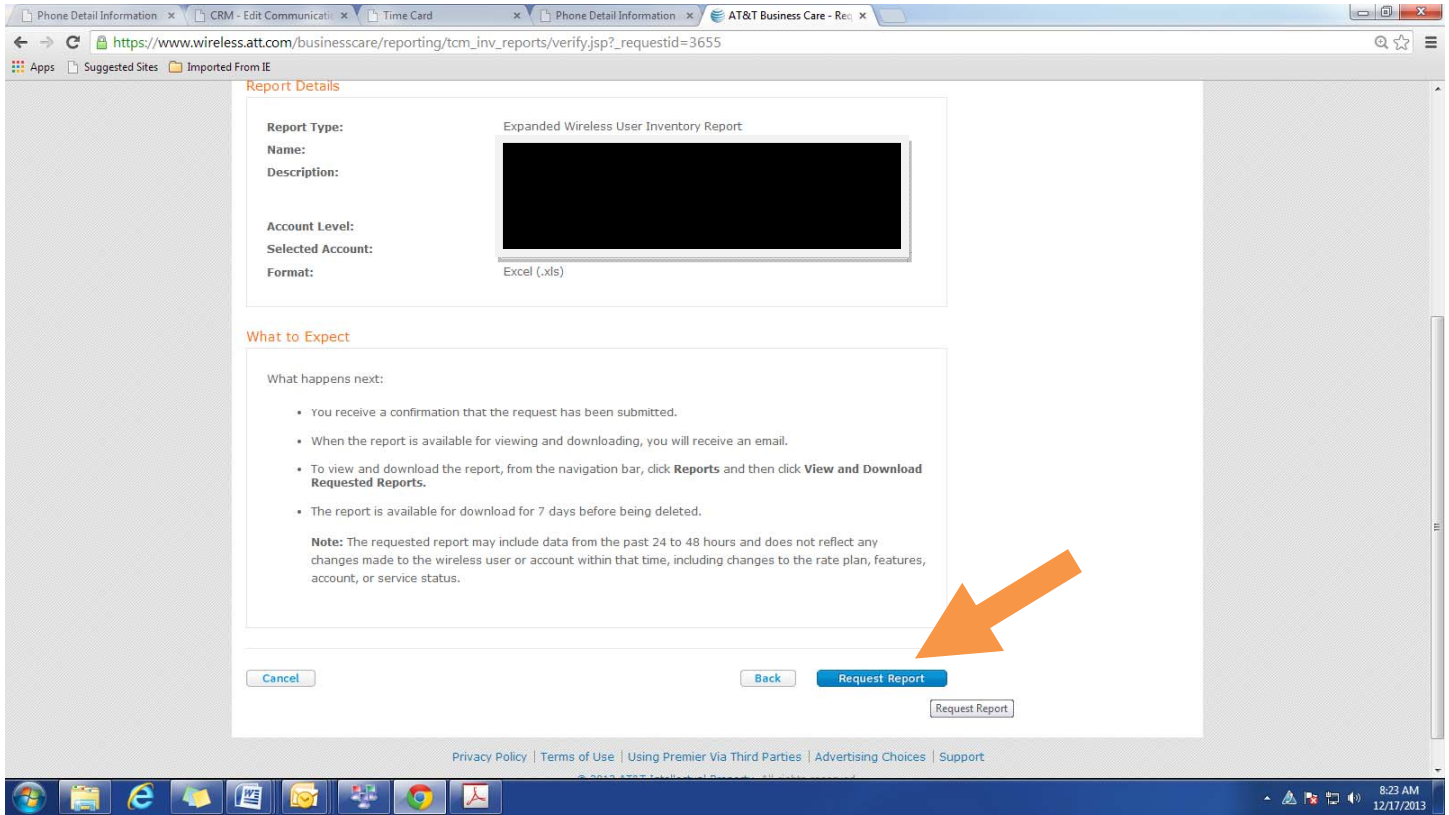
- Navigation: "Select Parameters" > "Name Report" > "Verify" > "Confirm"
- Section: "Name Requested Report"
- Info box: "The report name must be unique and different from other report names."
- Text: "The report name and description appear on the Requested Reports page."
- Text: "Each report has an auto-generated default name. You can customize your report name, which must be unique. We recommend including the account and type in your name. Do **not** use the following characters / \ ? * : | " < > when renaming your report."
- Section: "Report Name and Description" with a "Required" label.
- Form fields:
 - Report Name: "ExpandedWirelessUserInventoryReport_" followed by a redacted name.
 - Report Description: A redacted text area.
- Buttons: "Cancel", "Back", "Continue" (highlighted with an orange arrow), and a smaller "Continue" button below it.

Right sidebar: "Support" section with links: "Request and View Wireless User Reports", "Request User Management Reports", "View, Download, and Manage Requested Reports".

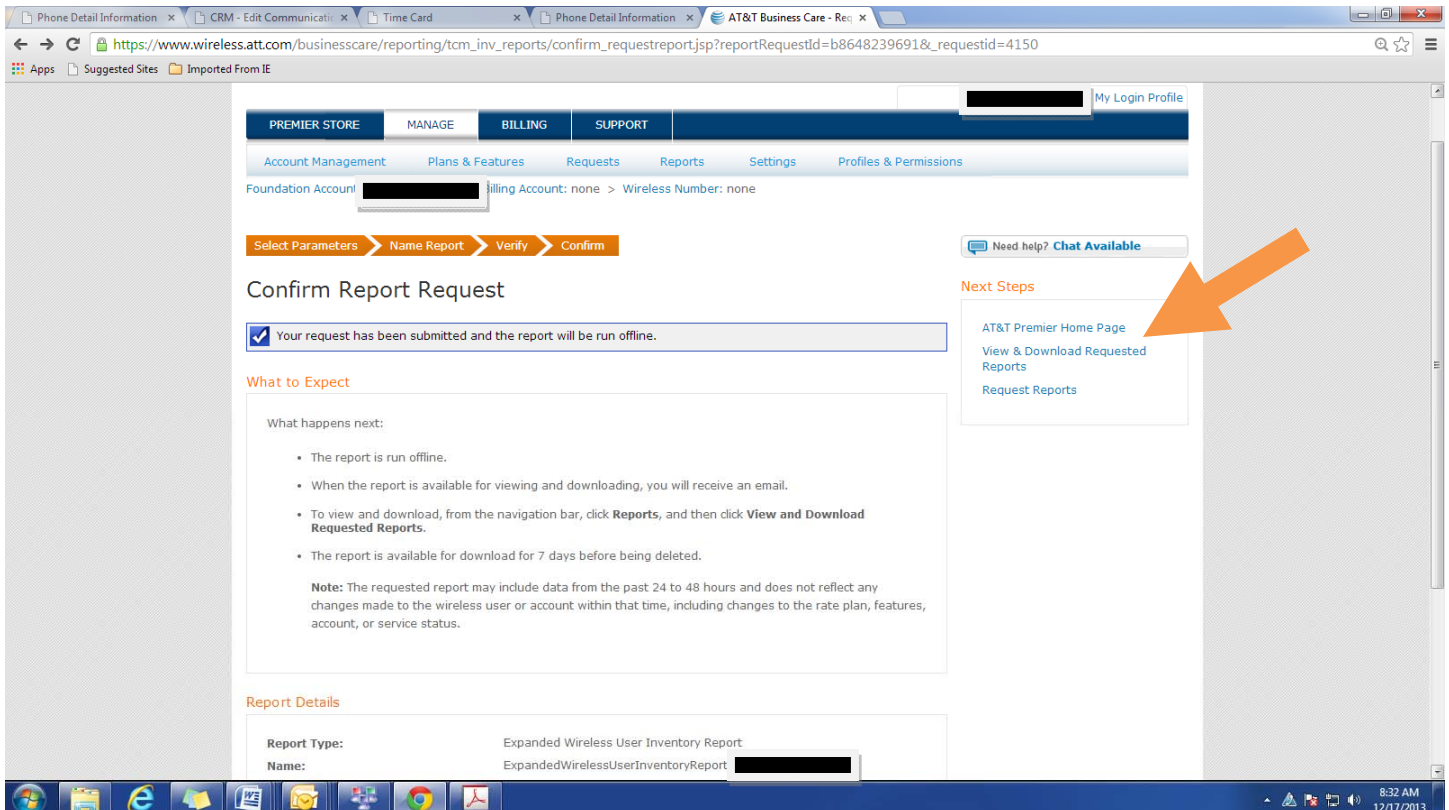
Footer: "Privacy Policy | Terms of Use | Using Premier Via Third Parties | Advertising Choices | Support" and "© 2013 AT&T Intellectual Property. All rights reserved. AT&T, AT&T logo and all other AT&T marks contained herein are trademarks of AT&T Intellectual Property and/or AT&T affiliated companies."

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Click "Request Report"



Once the report becomes available (within 24 hours) you will be notified via email



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Download and you're done!

The screenshot shows a web browser window with the URL https://www.wireless.att.com/businesscare/reporting/common/view_download.jsp. The page title is "View and Download Requested Reports". A notification bar at the top states: "Reports are saved online for 7 days. After 7 days, reports are deleted from the Requested Reports queue." Below this, a section titled "Requested Reports" contains instructions: "The following is a list of requested reports in your queue. A **Submitted** or **Processing** status indicates a requested report is still being generated offline. **Download** status indicates that a requested report is ready to download to your computer. To view a report without downloading it, click the report name. To delete a requested report, go to the last column and click X." A note follows: "Note: Deleting a report in **Submitted** or **Processing** status will cancel the report request." Below the note, it says "To request a report, click Request Reports." The main content is a table with the following data:

Status	Report Name	Description	Run Date	Request Date	Delete All
Download	RatePla...	[REDACTED]	12/03/2013	12/03/2013	X
Download	ExpandedWir...	[REDACTED]	12/09/2013	12/09/2013	X
Submitted	ExpandedWir...	[REDACTED]		12/17/2013	X

An orange arrow points to the "Download" button in the first row of the table. A small tooltip at the bottom of the table reads "CCDA-MAC CRU Date Requested:". On the right side of the page, there is a "Support" section with the text: "Click the following to see Help and Support documentation." Below this are links for "Request and View Wireless User Reports" and "Request User Management Reports". The Windows taskbar at the bottom shows the system tray with the date and time: 8:35 AM, 12/17/2013.