InterCall Online User Guide
Owner Reports

For more information:

United States:
800.374.2441
www.intercall.com
info@intercall.com

Canada:
877.333.2666
www.intercall.ca

Numerous types of audio and web activity reports are available from InterCall Online to help you keep track and analyze your conferencing usage.

After logging into your InterCall Online account, select **Reports** from the left-hand navigation bar.

REPORTS

Audio Activity Reports

Web Activity Reports

InterCall Unified Meeting Reports

Live Meeting Reports - Meeting List

Live Meeting Reports - Recording List

MeetingCenter Reports

Audio Activity Reports

Summarize your audio conferencing activity for the last four months of billed data and the current month's data. Current month data displays estimated charges for your calls. Customize your report by selecting the date or range of dates for which you want to analyze. Further customize your report by selecting from the many categories of information available, i.e., total audio minutes and conference charges. You can select to view your report onscreen in HTML or download to your desktop as an Excel spreadsheet.

Audio Activity Reports

Data is 48 hours in arrears. Please note: you will be unable to view usage for the previous month during the bill run (approximately 1st-8th of each month)
*indicates required fields

CUSTOMIZE YOUR AUDIO ACTIVITY REPORT

* Start Date: 09/01/2010   * End Date: 09/21/2010   Output As Select One

REPORT ITEMS   FILTER(S)

Select All Deselect All

Report Items	Filters
Conference ID	Conference ID
Billing Status	
Invoice Number	Invoice Number
Status	
Rep Code	
Company Number *	Company Number
Company Name	
Owner Number	Owner Number
Owner Name	
Owner Phone	
Account Number	Account Number
Conference Date	Conference Date
Conference Start Time	
Conference End Time	
Leader Name	
Conference Type	
PAC Code	PAC Code
Conference Topic	
Lines	

1. Enter a **Start Date** and **End Date** for the report you want to obtain.
2. Select your type of output: Excel spreadsheet or HTML document.
3. Check the appropriate boxes to choose the conference detail you want to include and analyze.
4. Click **View Report** to run and obtain your report.

Web Activity Reports

Review your web conferencing activity for the last four months of billed data and the current month's data. Current month data displays estimated charges for your calls. Customize your report by selecting the date or range of dates for which you want to analyze. Further modify your report by selecting from the many categories of information available, i.e., total audio minutes and conference charges. You can choose to view your report onscreen in HTML or download to your desktop as an Excel spreadsheet.

1. Enter a **Start Date** and **End Date** for the report you want to obtain.
2. Select your type of output: Excel spreadsheet or HTML document.
3. Check the appropriate boxes to choose the conference detail you want to include and analyze.
4. Click **View Report** to run and obtain your report.

MICROSOFT® OFFICE LIVE MEETING, OFFERED BY INTERCALL REPORTS - MEETING LIST

Access your Office Live Meeting account through InterCall Online to view your meeting list and manage your account.

LIVE MEETING REPORTS - RECORDING LIST

Access your Live Meeting account through InterCall Online to view your recording list and manage your account.

CISCO WEBEX™ MEETING CENTER, PROVIDED BY INTERCALL REPORTS

Access your Cisco WebEx Meeting Center account through InterCall Online to view your meetings and manage your account.

INTERCALL UNIFIED MEETING® REPORTS

Connect to your InterCall Unified Meeting account through InterCall Online to view your web conferencing reports.

InterCall Unified Meeting Reports

Web Summary Reports | Web Summary

Need Help?
Find More Information

From June ⌄ 6 ⌄ , 2009 ⌄   To July ⌄ 6 ⌄ , 2009 ⌄   GO

Choose the Date Range

Select a date range using the select boxes above and click GO.

If you require more information or assistance, click the *Help* link in the main menu.