



# InterCall Online

## Running Reports (Owner)



### Information Hotline

0871 7000 170  
+44 (0)1452 546742  
conferencing@intercalleeurope.com

### Reservations

0870 043 4167  
+44 (0)1452 553456  
resv@intercalleeurope.com

[www.intercalleeurope.com](http://www.intercalleeurope.com)

### AUDIO & WEB ACTIVITY REPORTS

There are two reporting tools which allow Owner's to view either their Audio or Web conferencing activity for the last four months of billed data and the current month's unbilled data. These are:

#### Audio Activity Reports

#### Web Activity reports

In both of these reports, data for the current unbilled month will not show charges. The reports are updated daily but are always 48 hours in arrears.

### RUNNING THE REPORTS

**Step 1** - Click 'Reports' from the left-hand navigation menu and select either 'Audio Activity Reports' or 'Web Activity Reports'. (Red asterisks in these features indicate required fields.)

**Step 2** - Click the calendar icons to first select a 'Start Date' and then an 'End Date' for the report.

**Step 3** - Choose whether to view the report as an onscreen HTML page in a new browser or to download the report to your desktop as an Excel spreadsheet.

**Step 4** - Select the 'Report Items' for the details you want to view. Either check the boxes individually or click 'Select All'.

**Step 5** - Enter the 'Filter(s)' criteria. The Company, Account and your Owner number will be automatically pre-populated.

**Step 6** - Click 'View Report'.

### LIVE MEETING REPORTS (IF SUBSCRIBED TO THIS WEB SERVICE ON A PENCE PER MINUTE BASIS)

**Meeting List** - Gives you direct access to your Live Meeting account to view your meeting list and manage your account.

**Recordings List** - Gives you direct access to your Live Meeting account to view your recording list and manage your account.

### MEETINGCENTRE REPORTS (IF SUBSCRIBED TO THIS WEB SERVICE ON A PENCE PER MINUTE BASIS)

Gives you direct access to your MeetingCentre account to view your meetings and manage your account.