

# InterCall Online User Guide

## Owner Reports



For more information:  
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.

Select a report to view.  
[Billing Codes List](#)  
[Feature Codes List](#)

**REPORTS**

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## Audio Activity Reports

Summarize your audio conferencing activity for the last four months of billed data and the current month's unbilled data. You can 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.

(dynamic date of 48 hrs in arrears)  
\*indicates required fields

**CUSTOMIZE YOUR AUDIO ACTIVITY REPORT**

\* Start Date: 05/01/2008 \* End Date: 05/26/2008 Output As: Select One

REPORT ITEMS	FILTER(S)
<input type="checkbox"/> Conference ID	Conference ID
<input type="checkbox"/> Billing Status	Billing Status
<input type="checkbox"/> Invoice Number	Invoice Number
<input type="checkbox"/> Status	Status
<input checked="" type="checkbox"/> Company Number *	Company Number 14800
<input checked="" type="checkbox"/> Owner Number *	Owner Number 1552282
<input checked="" type="checkbox"/> Account Number *	Account Number 51036
<input type="checkbox"/> Conference Date	Conference Date
<input type="checkbox"/> Leader Name	Leader Name
<input type="checkbox"/> Conference Type	Conference Type
<input type="checkbox"/> PAC Code	PAC Code
<input type="checkbox"/> Legs	Legs

- 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.

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- 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 unbilled data. You can 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.

**Web Activity Reports**

(dynamic date of 48 hrs in arrears)  
\*Indicates required fields

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**CUSTOMIZE YOUR WEB ACTIVITY REPORT**

\* Start Date:  \* End Date:  Output As:

REPORT ITEMS	FILTER(S)
<a href="#">Select All</a> <a href="#">Deselect All</a> <input type="checkbox"/> Status <input checked="" type="checkbox"/> Company Number * <input checked="" type="checkbox"/> Account Number * <input type="checkbox"/> Invoice Number <input checked="" type="checkbox"/> Owner Number * <input type="checkbox"/> Date <input type="checkbox"/> Total Minutes	Status: <input type="text" value=""/> Company Number: <input type="text" value="14900"/> Account Number: <input type="text" value="51036"/> Invoice Number: <input type="text" value=""/> Owner Number: <input type="text" value="1552282"/> Date: <input type="text" value=""/> Total Minutes: <input type="text" value=""/>

[View Report >>](#)

- 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.

Microsoft® Office Live Meeting offered by

1908104 Logout Download Support Help

My Home Meeting List Recording List

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**Meeting List Report**

This report lists the meetings and attendance for a given time period.  
Reports may not reflect activity from the last two hours. [Download CSV](#)

**Filter**

Show all meetings between:  and   
Note: Please use MM/DD/YYYY date format

[View](#)

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**Report**

Showing all 6 meetings between 04/23/2008 and 05/23/2008 for organizer "1908104"  
 Note: Click on the "Meeting ID" link to get the Attendance Report for that meeting

Activity Day	Meeting ID	Type	Subject	Attendance	Reservation Size	Connection Time (HH:MM:SS)	View Poll
May 21, 2008	<a href="#">33340P</a>	Scheduled	IOL Templates	2	5	0:31:57	



## LIVE MEETING REPORTS - RECORDING LIST

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

Microsoft® Office Live Meeting offered by InterCall®

1908104 [Logout](#) [Download](#) [Support](#) [Help](#)

[My Home](#) [Meeting List](#) [Recording List](#)

### Recording List Report

This report shows the recordings available for a given time period and the number of times each one was viewed. [Download CSV](#)

**Filter**

Show all recordings available for viewing between: 04/23/2008 and 05/23/2008

Note: Please use MM/DD/YYYY date format.

[View](#)

**Report**

Showing all 1 recordings between 04/23/2008 and 05/23/2008 for organizer "1908104"  
Note: Click on the "Recording ID" link to get the Recording Details for that recording.

Start Time (BST)	Recording ID	Bill To	Views	Duration (HH:MM:SS)	File Size (Mb)
02/20/2008 10:14 AM	<a href="#">HBWFZ2</a>	1908104	0	0:32:03	3.03

  

Total Recordings	Average per viewed Recordings	Duration (HH:MM:SS)		File Size (Mb)	
		Total	Average	Total	Average
1	0	0:32:03	0:32:03	3.03	3.03

## MEETINGCENTER™, POWERED BY WEBEX™ REPORTS

Access your MeetingCenter account through InterCall Online to view your meetings and manage your account.

Meeting Center My WebEx [Log Out](#)

### Join an Unlisted Meeting

New User Reference

**Attend a Meeting**

To join an unlisted meeting, type the meeting number that your host gave to you, then click **Join Now**.

Meeting number:

[Join Now](#)

**Host a Meeting**

- Schedule a Meeting
- My Meetings
- One-Click Meeting
- My Recorded Meetings

**Set Up**

**Support**

- User Guides
- Downloads
- Training
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## 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 5, 2009 To: July 5, 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.

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