

USER GUIDE

InterCall Online

Owner Reports

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

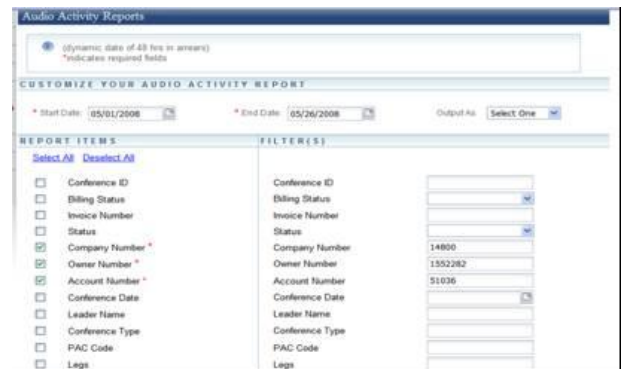
After logging into your InterCall Online account, select **Reports** from the left-hand navigation bar.



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.

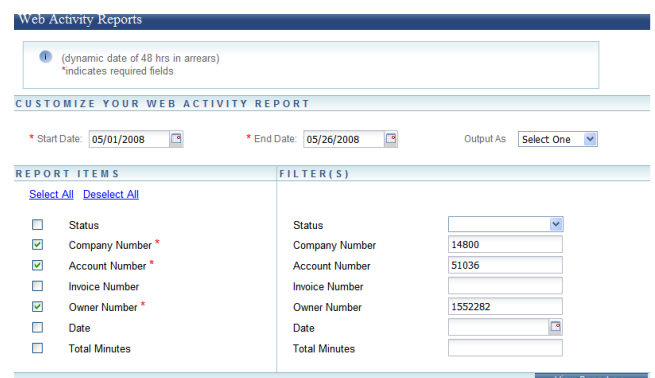
1. Enter a **Start Date** and **End Date** for the report you want to obtain.
2. Select your type of output: Excel spreadsheet or HTML document.
3. Check the appropriate boxes to choose the conference detail you want to include and analyze.
4. Click **View Report** to run and obtain your report.



Web Activity Reports

Review your web conferencing activity for the last four months of billed data and the current month's 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.

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.

The screenshot shows the 'Meeting List Report' page. It includes a navigation bar with 'My Home', 'Meeting List', and 'Recording List'. A filter section allows users to show meetings between 04/23/2008 and 05/23/2008. Below the filter is a table of meeting reports.

Activity Day	Meeting ID	Type	Subject	Attendance	Reservation Size	Connection Time (HH:MM:SS)	View Poll
May 21, 2008	383402	Scheduled	10L 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.

The screenshot shows the 'Recording List Report' page. It includes a navigation bar with 'My Home', 'Meeting List', and 'Recording List'. A filter section allows users to show recordings available for viewing between 04/23/2008 and 05/23/2008. Below the filter is a table of recording reports.

Start Time (BST)	Recording ID	Bill To	Views	Duration (HH:MM:SS)	File Size (Mb)
02/20/2008 10:14 AM	HEWF72	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

account.

Meeting Center™, Powered by WebEx™ Reports

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

The screenshot shows the 'Join an Unlisted Meeting' page. It features a sidebar with navigation options like 'Attend a Meeting', 'Host a Meeting', 'Set Up', and 'Support'. The main content area has a 'Meeting number:' input field and a 'Join Now' button.

InterCall Unified Meeting Reports

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

The screenshot shows the 'Web Summary' page. It includes a date range selector with 'From' and 'To' dropdowns and a 'GO' button. Below the selector is a 'Choose the Date Range' section with instructions and a help link.