Access Monthly Telecom Reports Online

1.   Login to the Telesoft Call Accounting System
https://telesoft.csusb.edu/accountaccess/accesslogin.jsp
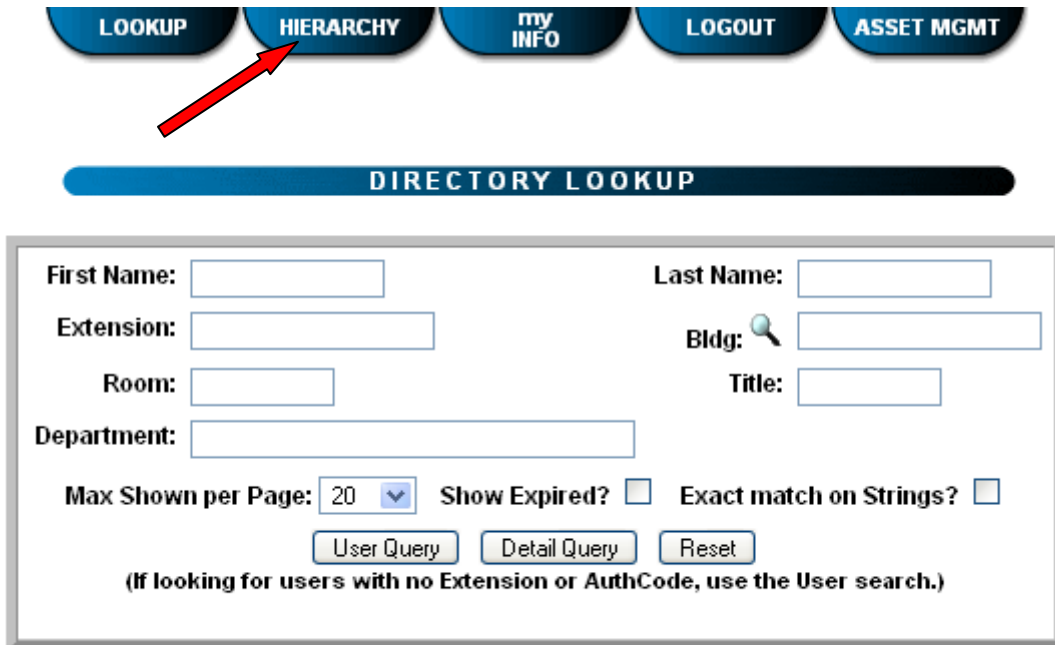
2.   Click on the Hierarchy tab at the top menu. When you do this a separate window will pop up.

2.   Click "Open All" from the "Cost Center Tree" window
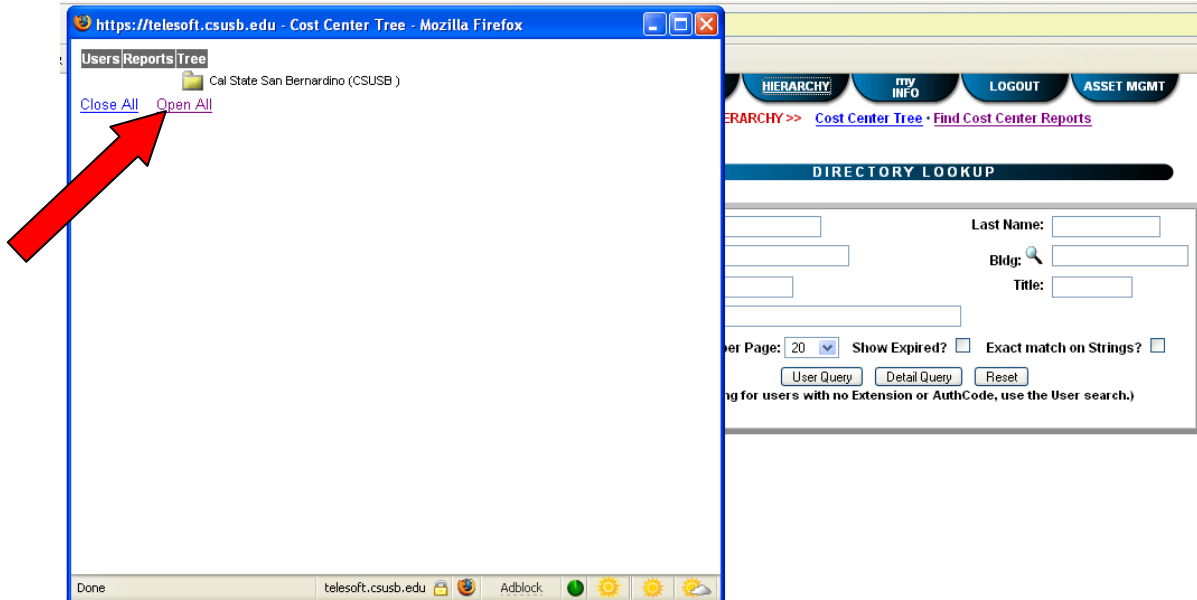
You will now see the department/s for which you have access.
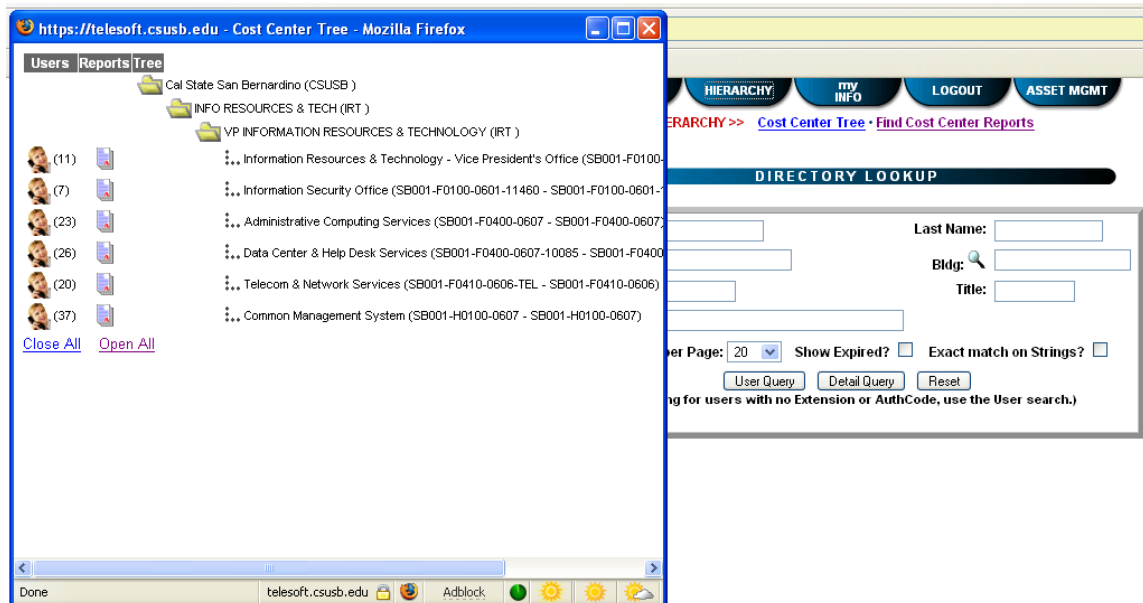
3. **Click on the report icon** 🗐 **next to the department you would like to see the reports for .**

(This will update the window in the background and you can close the secondary "Cost Center Tree" window)

2. Click here to close window

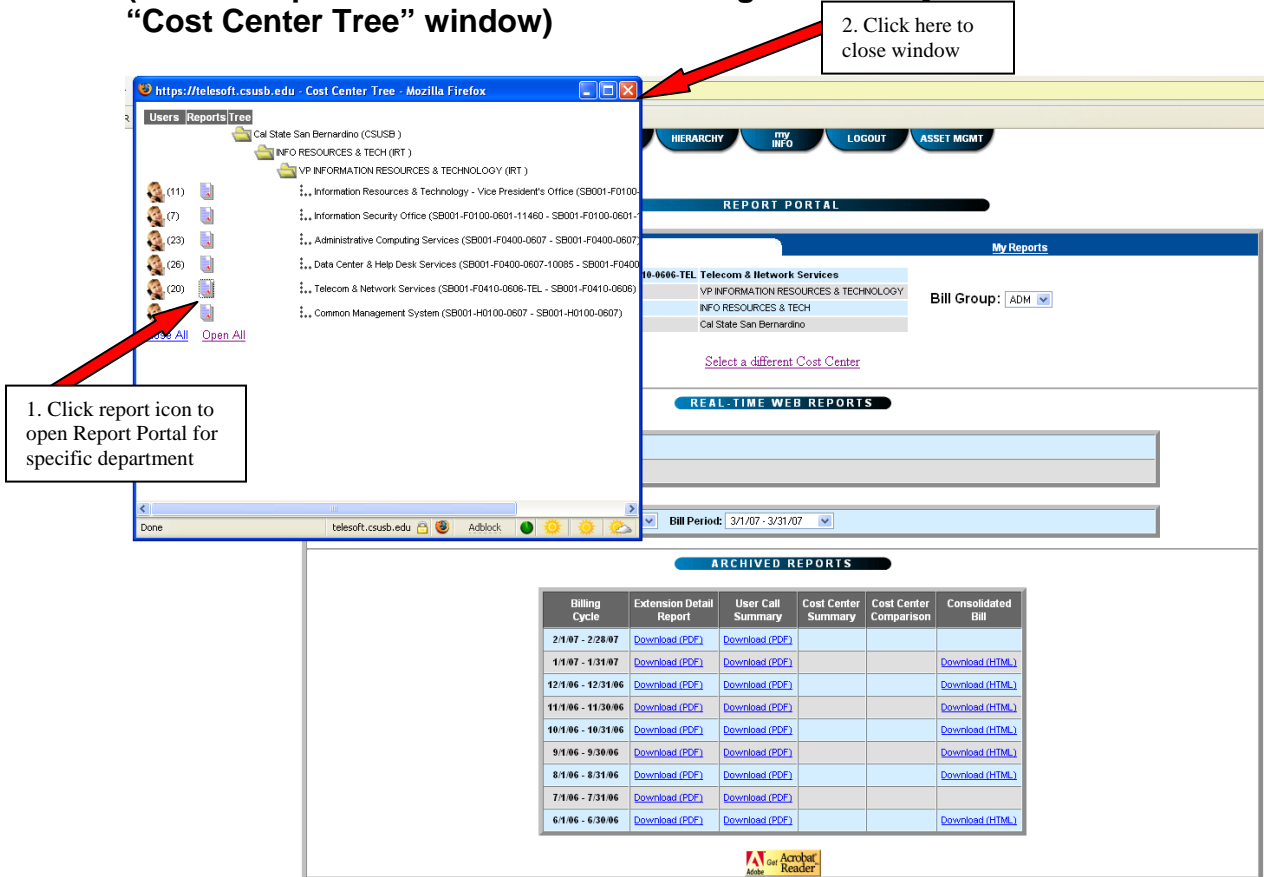1. Click report icon to open Report Portal for specific department

4. **Scroll down to bottom half of screen. Under Archived Reports, you will see links to each of your monthly reports. (Extension Detail, User Call Summary, etc). You will be able to view up to 12 months worth of reports for the _current_ fiscal year only.**

5. **Simply click on the report you wish to view/print and it will open in Adobe Acrobat format.**

USER CALL SUMMARY REPORT
Calls
Period Ending: 2/28/07

Date: 3/16/07
Page: 1

Users In Cost Center: CSUSB/IRT/IRT/SB001-F0410-0600-TEL

Code:	Desc::
SB001-F0410-0600-TEL	Telecom & Network Services

Extension	User Name	BLDG	Room	CALL COUNT	CALL DURATION	CALL COST
	Lorelle Minesinger			40	64.0	$5.22
11051	David Neighbours	PL	026B	50	113.1	$26.36
11812	Test Phone Darin Pain			54	516.9	$99.60
11813	Darin Pain	PL	026A	56	238.1	$21.87
11953	DARIN PAIN LAB TEST PHO	PL		1	0.9	$0.04
73333	Marie Thomson	PL	2105C	10	68.1	$5.06
73337	Network Services	PL		3	11.3	$0.16
73520	STUDENT ASSISTANT	PL	026	30	134.5	$5.90
74448	Owen Owens	PL		15	48.9	$5.73
77007	Telecommunications Fax	PL	2106	9	10.3	$2.83
77081	Network Services Fax	PL	027	4	2.8	$1.68
77254	Carol A. Poole	PL	2105E	33	118.3	$7.21
77281	Chad Contero	PL	026	19	16.1	$4.18
77488	Stephanie Ross	PL	2106D	45	334.3	$24.69
77488	Stephanie Ross	PL	2106D	6	24.1	$3.34
77587	Rick Conway	PL	026B	36	74.5	$8.38
77616	STUDENT ASSISTANT	PL	026A	39	101.6	$13.31
77617	David Hatch	PL	026C	23	386.0	$15.81
	Totals:			475	2153.7	$251.41

To see a different view of your Call Summary or Equipment Charges:

- **On the same "Report Portal" page, go to the User Call Summary link located directly above the "Archived Reports" section. It looks like this….**

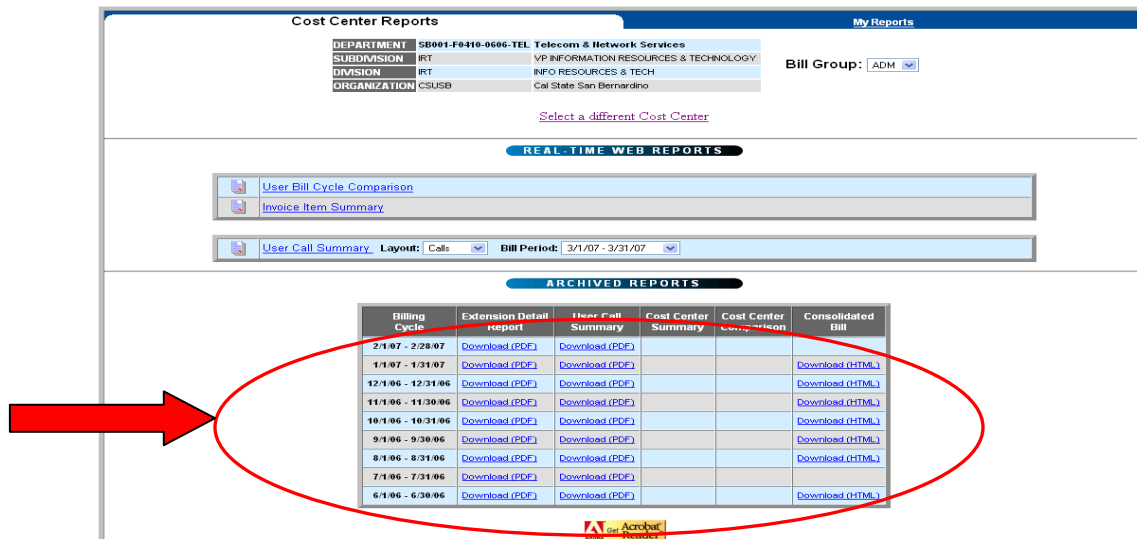User Call Summary   Layout: Calls ▾   Bill Period: 3/1/07 - 3/31/07 ▾

ARCHIVED REPORTS

Billing Cycle	Extension Detail Report	User Call Summary	Cost Center Summary	Cost Center Comparison	Consolidated Bill
2/1/07 - 2/28/07	Download (PDF)	Download (PDF)			
1/1/07 - 1/31/07	Download (PDF)	Download (PDF)			Download (HTML)

- **Use the drop down menu to change the layout to Calls (this is strictly phone calls) or Charges (this contains any recurring equipment or installation charge information, no call information).**

User Call Summary   Layout: Calls ▾   Bill Period: 3/1/07 - 3/31/07 ▾
Calls
charges

- **Then adjust the Bill Period to the dates you wish to view.**

- **Once you have made your adjustments, click on the User Call Summary link.**
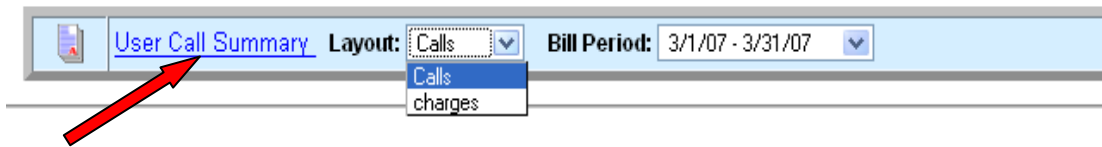
- **A window will open showing a summary of calls or charges (depending on the layout you chose) for each of the Users in your department for the chosen period.**

- **Once you pull either of these reports up, you can print the report straight from the page by clicking on the "Print Page" link at the very bottom of the page. This will print to your default printer.**

So you want to dig deeper…?

Once the summary report (either one) is on your screen, you will see that each user's name is a link.

USER CALL SUMMARY

Telecom & Network Services (SB001-F0410-0606-TEL)
2/1/07 - 2/28/07

#	Extn ▲▼	Name ▲▼ Name	CALL ▲▼ COUNT	CALL ▲▼ DURATION	CALL ▲▼ COST
1		ASSISTANT, STUDENT	26	109.6	$1.85
2	77616	ASSISTANT, STUDENT	26	69.4	$11.25
3	77587	Conway, Rick	32	70.1	$8.20
4	77281	Cordero, Chad	13	12.7	$3.94
5	11812	Darin Pain, Test Phone	50	267.4	$98.83
6	77081	Fax, Network Services	2	0.9	$1.22
7	77007	Fax, Telecommunications	9	10.3	$2.83
8	77617	Hatch, David	17	275.9	$5.40
9	73335	Minesinger, Lonelle	29	47.5	$3.80
10	77278	Neighbours, David	33	81.0	$19.43
11	77279	Owens, Owen	10	27.4	$3.96
12	77449	Pain, Darin	51	199.1	$17.52
13	77254	Poole, Carol A.	30	106.5	$6.97
14	77488	Ross, Stephanie	45	334.3	$24.69
15	73337	Services, Network	3	11.3	$0.18
16	73333	Thomson, Marie	7	48.5	$4.49

Totals: 383 1671.3 $214.56

[Close]

Print Page

If you click on this link for any particular user, you will see the detail of the calls for the associated bill period.

ASSISTANT ,
STUDENT
Extn: 73528

Cost Center: Telecom & Network Services

DEPARTMENT	SB001-F0410-0606-TEL	Telecom & Network Services
SUBDIVISION	IRT	VP INFORMATION RESOURCES & TECHNOLOGY
DIVISION	IRT	INFO RESOURCES & TECH
ORGANIZATION	CSUSB	Cal State San Bernardino

Account: Summary...   Ducket: (all)

ADM: INVOICE ITEMS

TYPE	3/31/07	2/28/07	1/31/07	12/31/06	11/30/06	10/31/06	9/30/06	8/31/06	7/31/06	6/30/06	5/31/06	4/30/06
TOLL FREE CALLS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-	-
DOMESTIC CALLS	$0.30	$4.01	$0.96	-	$0.17	$1.47	$0.07	$7.41	-	$6.96	-	-
LOCAL CALLS	$0.30	$1.89	$1.69	$0.36	$1.49	$0.97	$0.17	$1.50	$2.27	$2.60	-	-
TOTAL	$0.60	$5.90	$2.65	$0.36	$1.66	$2.44	$1.04	$8.91	$2.27	$9.56	$0.00	$0.00

CALL RECORDS
Call Type Legend

#	Extn	Date	Time	Type	Minutes	Num. Dialed	Location	Charge	Department	Auth Code
1	73528	3/14/07	11:34:08 A.M.	LOCAL	2.5	887-0908	MARSHALL CA	$0.07	Telecom & Network Services	NULL
2	73528	3/13/07	12:03:23 P.M.	800	1.0	800-072-4786	TOLL FREE	$0.00	Telecom & Network Services	NULL
3	73528	3/13/07	12:00:26 P.M.	LOCAL	0.8	887-0908	MARSHALL CA	$0.04	Telecom & Network Services	NULL
4	73528	3/13/07	11:54:51 A.M.	LOCAL	0.4	887-0908	MARSHALL CA	$0.04	Telecom & Network Services	NULL
5	73528	3/13/07	11:47:51 A.M.	LOCAL	1.5	388-8108	S BERNDINO CA	$0.05	Telecom & Network Services	NULL
6	73528	3/13/07	11:33:47 A.M.	800	1.4	800-829-1040	TOLL FREE	$0.00	Telecom & Network Services	NULL
7	73528	3/8/07	11:46:27 A.M.	LOCAL	1.1	951-295-1195	RIVERSIDE CA	$0.05	Telecom & Network Services	NULL
8	73528	3/8/07	11:43:15 A.M.	INTRAL	1.6	951-501-4813	PERRIS CA	$0.30	Telecom & Network Services	NULL
9	73528	3/8/07	11:27:57 A.M.	LOCAL	1.9	887-0908	MARSHALL CA	$0.05	Telecom & Network Services	NULL

9 Calls - Total Charge: $0.60, Total Duration: 11.7 Minutes
Summarize by   Npa

From here you can go even further by clicking on any of the links to see the individual call detail.

If your department pays recurring equipment charges, you can also view the summary/breakdown for the equipment charges associated with the user on this page.