

Access Monthly Telecom Reports Online

1. **Login to the Telesoft Call Accounting System**
<https://telesoft.csusb.edu/accountaccess/accesslogin.jsp>



TELEMASTER WEB

TELESOFT

LOGIN
Version 8.1.1 patch8

Login:

Password:

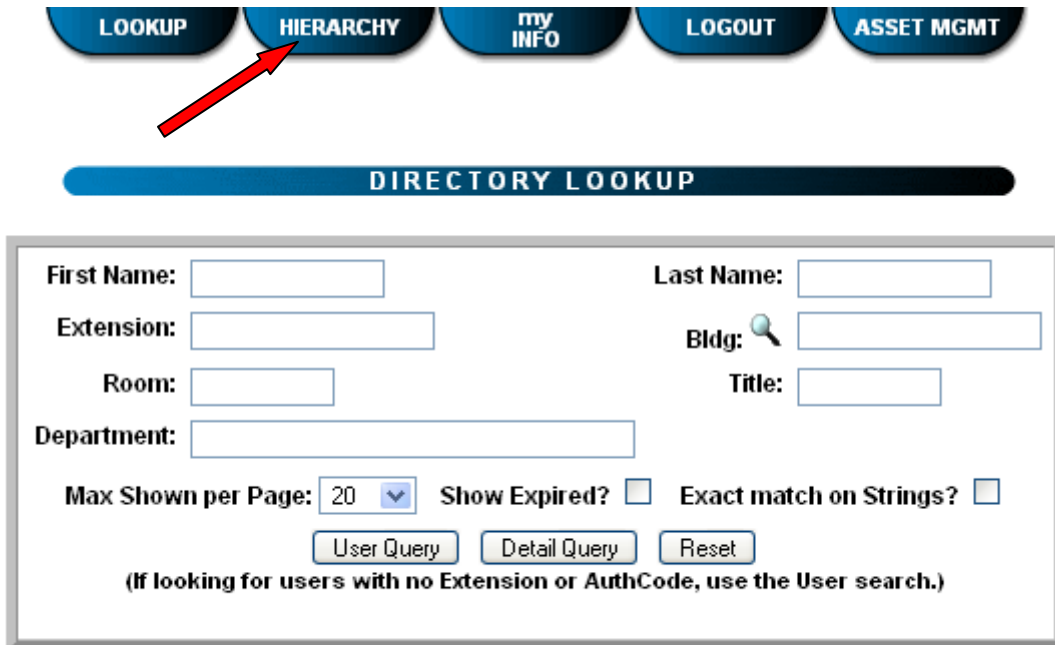
Logout Successful

[Directory Lookup](#)

Language:

SOFT CORP. | 3443 North Central Avenue #1800 Phoenix, Arizona 85012 | www.telesoft.com | sales@telesoft.com | 602-308-2100

2. **Click on the Hierarchy tab at the top menu. When you do this a separate window will pop up.**



LOOKUP **HIERARCHY** **my INFO** **LOGOUT** **ASSET MGMT**

DIRECTORY LOOKUP

First Name:

Last Name:

Extension:

Bldg:

Room:

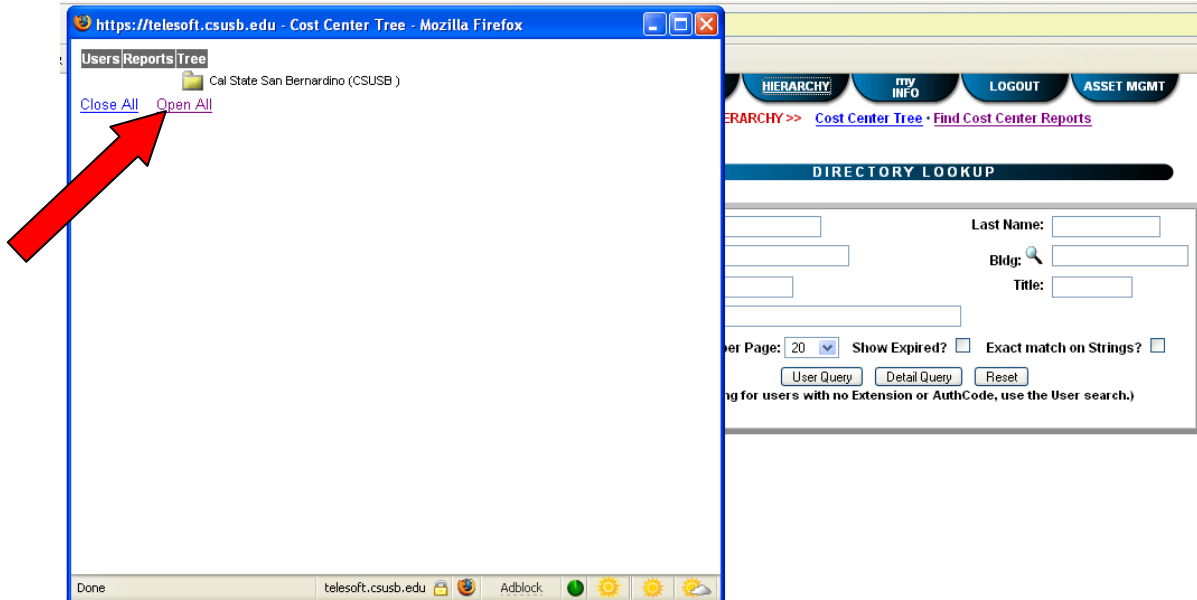
Title:

Department:

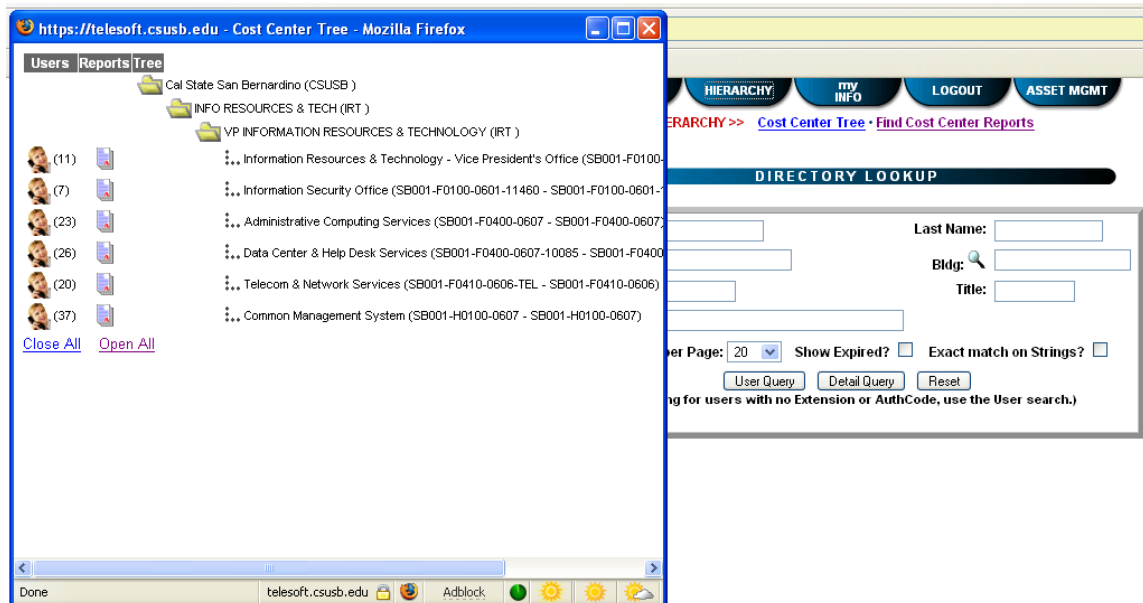
Max Shown per Page: Show Expired? Exact match on Strings?

(If looking for users with no Extension or AuthCode, use the User search.)

2. Click "Open All" from the "Cost Center Tree" window

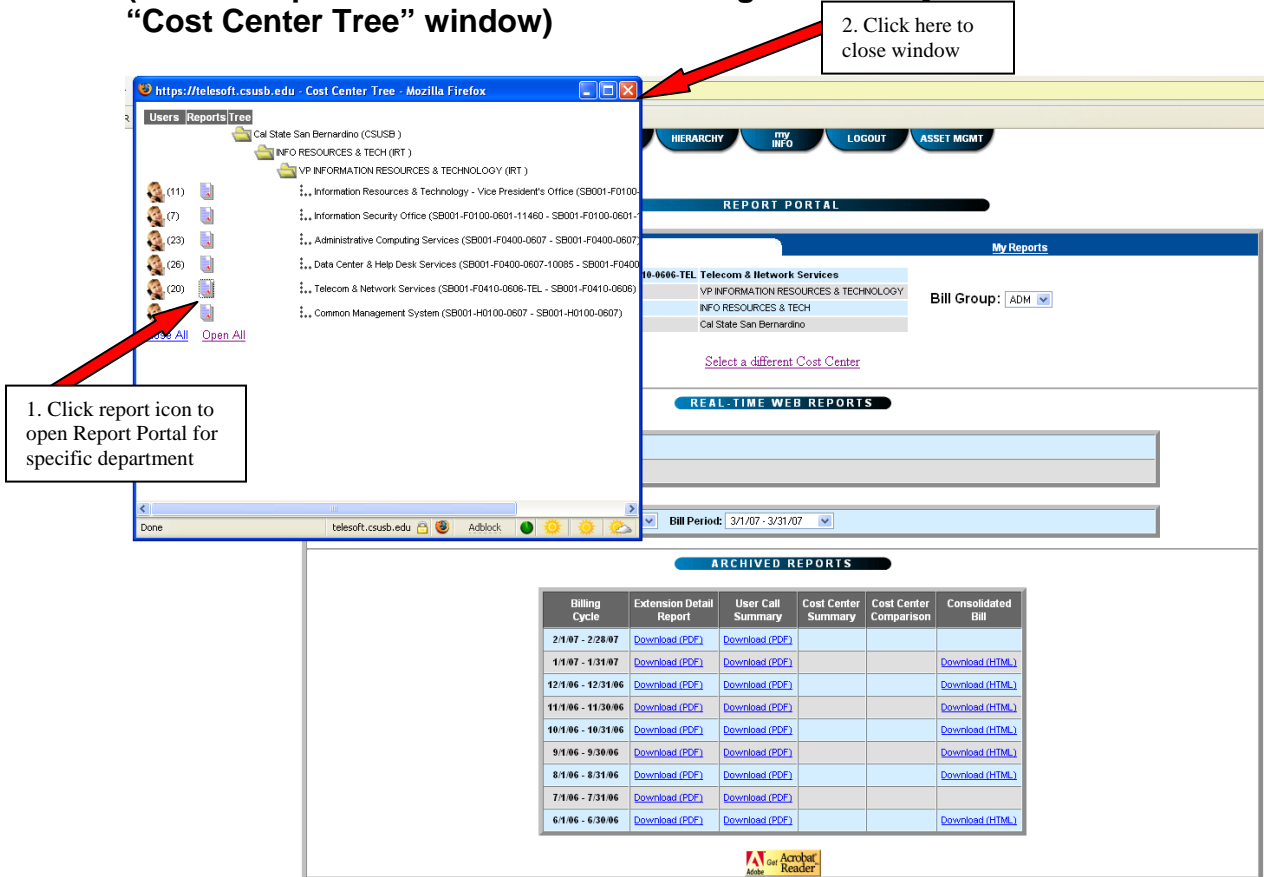


You will now see the department/s for which you have access.



- 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)



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

2. Click here to close window

REPORT PORTAL

My Reports

06-0666-TEL Telecom & Network Services

VP INFORMATION RESOURCES & TECHNOLOGY

INFO RESOURCES & TECH

Cal State San Bernardino

Bill Group: ADM

Select a different Cost Center

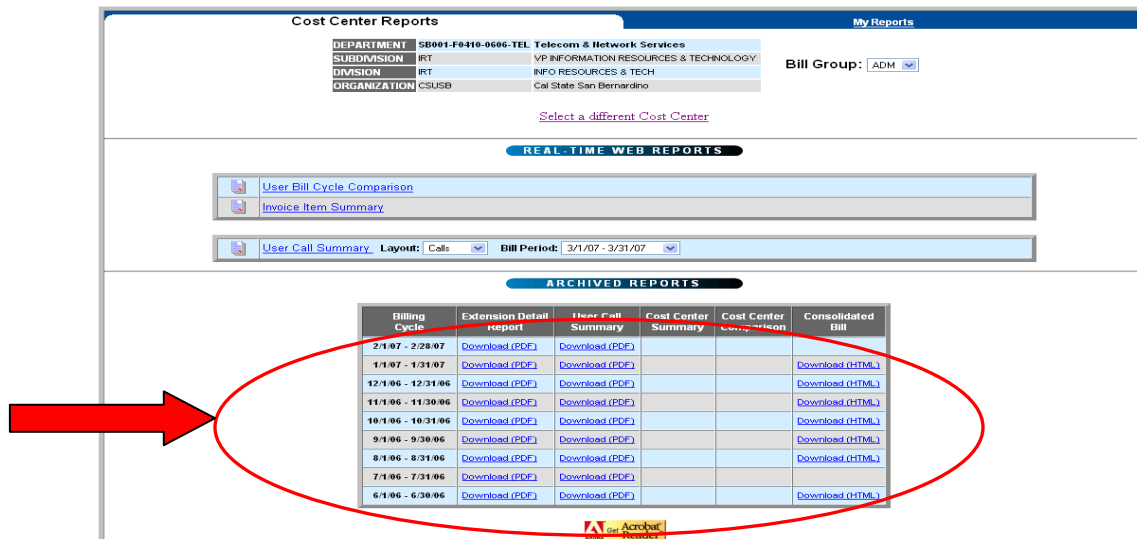
REAL-TIME WEB REPORTS

Archived Reports Table:

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)
12/1/06 - 12/31/06	Download (PDF)	Download (PDF)			Download (HTML)
11/1/06 - 11/30/06	Download (PDF)	Download (PDF)			Download (HTML)
10/1/06 - 10/31/06	Download (PDF)	Download (PDF)			Download (HTML)
9/1/06 - 9/30/06	Download (PDF)	Download (PDF)			Download (HTML)
8/1/06 - 8/31/06	Download (PDF)	Download (PDF)			Download (HTML)
7/1/06 - 7/31/06	Download (PDF)	Download (PDF)			Download (HTML)
6/1/06 - 6/30/06	Download (PDF)	Download (PDF)			Download (HTML)

Bill Period: 3/1/07 - 3/31/07

- 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.



REPORT PORTAL

Cost Center Reports

My Reports

DEPARTMENT SB001-F0410-0606-TEL Telecom & Network Services

SUBDIVISION RT VP INFORMATION RESOURCES & TECHNOLOGY

DIVISION RT INFO RESOURCES & TECH

ORGANIZATION CSUSB Cal State San Bernardino

Bill Group: ADM

Select a different Cost Center

REAL-TIME WEB REPORTS

User Bill Cycle Comparison

Invoice Item Summary

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

Archived Reports Table:


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)
12/1/06 - 12/31/06	Download (PDF)	Download (PDF)			Download (HTML)
11/1/06 - 11/30/06	Download (PDF)	Download (PDF)			Download (HTML)
10/1/06 - 10/31/06	Download (PDF)	Download (PDF)			Download (HTML)
9/1/06 - 9/30/06	Download (PDF)	Download (PDF)			Download (HTML)
8/1/06 - 8/31/06	Download (PDF)	Download (PDF)			Download (HTML)
7/1/06 - 7/31/06	Download (PDF)	Download (PDF)			Download (HTML)
6/1/06 - 6/30/06	Download (PDF)	Download (PDF)			Download (HTML)

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

USER CALL SUMMARY REPORT				Date: 3/16/07 Page: 1		
Calls				Period Ending: 2/28/07		
Users In Cost Center: CSUSB\RT\RT\SB001-F0410-0000-TEL						
Code: Desc:						
88001-F0410-0000-TBkcom & Network Services						
Extension	User Name	BLDG	Room	CALL COUNT	CALL DURATION	CALL COST
11051	Lorelle Miesinger			40	64.0	\$5.22
11812	David Neighbours	PL	020B	50	113.1	\$26.30
11812	Text Phone Darin Pan			54	516.9	\$99.00
11813	Darin Pan	PL	028A	58	238.1	\$21.87
11853	DARIN PAN LAB TEST PHO	PL		1	0.9	\$0.04
73333	Marc Thomson	PL	2106C	10	60.1	\$5.08
73337	Network Services	PL		3	11.3	\$0.18
73528	STUDENT ASSISTANT	PL	020	30	134.5	\$5.40
74440	Owen Owens	PL		15	40.9	\$5.73
77007	Telecommunications Fax	PL	2106	9	10.3	\$2.83
77081	Network Services Fax	PL	027	4	2.6	\$1.68
77254	Carol A. Poole	PL	2100B	33	116.3	\$7.21
77281	Chris Gooden	PL	020	19	85.1	\$4.15
77488	Stephanie Ross	PL	2106D	45	334.3	\$24.69
77488	Stephanie Ross	PL	2106D	6	24.1	\$3.34
77587	Rick Conway	PL	020B	30	74.5	\$8.38
77616	STUDENT ASSISTANT	PL	028A	30	101.6	\$13.31
77617	Davis Harsh	PL	020C	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:
 Bill Period:

ARCHIVED REPORTS

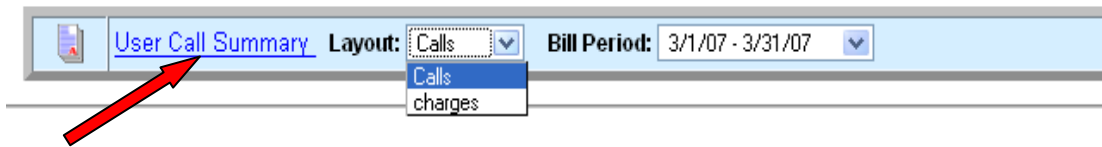
Billing Cycle	Extension Detail Report	User Call Summary	Cost Center Summary	Cost Center Comparison	Consolidated Bill
2/1/07 - 2/28/07	Download (PDF)	Download (PDF)			
1/1/07 - 1/31/07	Download (PDF)	Download (PDF)			Download (HTML)

- 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:
 Bill Period:

- 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.

The screenshot shows a browser window titled 'User Call Summary - Mozilla Firefox' displaying a report for 'Telecom & Network Services (SB001-F0410-0606-TEL)' for the period '3/1/07 - 3/31/07'. The report contains a table with the following data:

#	Extn	Name	CALL COUNT	CALL DURATION	CALL COST
1	73528	ASSISTANT, STUDENT	9	11.7	\$0.60
2	77616	ASSISTANT, STUDENT	16	100.9	\$44.24
3	12345	Bill Description	0	0.0	\$0.00
4	77587	Conway, Rick	12	15.5	\$1.00
5	77281	Cordero, Chad	8	5.3	\$0.33
6	11812	Darin Pain, Test Phone	17	28.4	\$4.60
7	77081	Fax, Network Services	1	0.6	\$0.16
8	77007	Fax, Telecommunications	12	16.6	\$5.90
9	77617	Hatch, David	22	470.2	\$62.06
10	73335	Minesinger, Lonelle	10	31.1	\$7.60
11		Minesinger, Lonelle	11	40.7	\$5.90
12	77278	Neighbours, David	49	69.1	\$11.19
13	77279	Owens, Owen	11	44.4	\$6.44
14	77449	Pain, Darin	34	86.1	\$4.85
15	77254	Poole, Carol A.	9	26.3	\$2.20
16	11740	Position, Vacant	0	0.0	\$0.00
17	77488	Ross, Stephanie	29	167.9	\$76.56
18	73337	Services, Network	7	7.5	\$2.09
19	73333	Thomson, Marie	15	27.7	\$4.76

Below the table, the totals are displayed: **Totals: 272 1149.5 \$240.48**. At the bottom of the report area, there is a 'Close' button and a 'Print Page' link, which is highlighted by a red arrow.

- 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 ▲ ▼	CALL ▲ ▼ COUNT	CALL ▲ ▼ DURATION	CALL ▲ ▼ COST
1	77220	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

[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.

RECORDS / DETAILS
View Account Access

ASSISTANT ,
STUDENT
Extn: 73528

Cost Center: Telecom & Network Services

DEPARTMENT	CSJ01-F0110-0506-TEL	Telecom & Network Services
SUBDIVISION	RT	VP INFORMATION RESOURCES & TECHNOLOGY
DIVISION	RT	INFO RESOURCES & TECH
ORGANIZATION	CSUSB	Cal State San Bernardino

Account: Summary Bucket: (all)

ADM: INVOICE ITEMS

TYPE	12/10/07	2/28/07	12/10/07	12/11/06	11/28/06	10/21/06	09/28/06	09/18/06	08/08/06	07/10/06	06/08/06	05/10/06	04/08/06
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	-	\$0.96	-	-	-
LOCAL CALLS	\$0.30	\$1.89	\$1.68	\$0.36	\$1.49	\$0.92	\$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	\$0.00

CALL RECORDS
Call Type Legend

Extn	Date	Time	Type	Minutes	Num. Dialed	Location	Charge	Department	Auth Code
1	3/14/07	11:34:08 A.M.	LOCAL	2.5	887-0908	MARSHALL CA	\$0.07	Telecom & Network Services	NULL
2	3/13/07	12:03:23 P.M.	800	1.0	800-872-4765	TOLL FREE	\$0.00	Telecom & Network Services	NULL
3	3/13/07	12:00:26 P.M.	LOCAL	0.8	887-0908	MARSHALL CA	\$0.04	Telecom & Network Services	NULL
4	3/13/07	11:54:51 A.M.	LOCAL	0.4	887-0908	MARSHALL CA	\$0.04	Telecom & Network Services	NULL
5	3/13/07	11:47:51 A.M.	LOCAL	1.5	388-8108	S BERNARDINO CA	\$0.05	Telecom & Network Services	NULL
6	3/13/07	11:33:47 A.M.	800	1.4	800-828-1040	TOLL FREE	\$0.00	Telecom & Network Services	NULL
7	3/8/07	11:46:27 A.M.	LOCAL	1.1	951-295-1195	RIVERSIDE CA	\$0.05	Telecom & Network Services	NULL
8	3/6/07	11:43:15 A.M.	INTRAL	1.6	951-501-4913	FERRIS CA	\$0.00	Telecom & Network Services	NULL
9	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: N/A

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.