

ACCOUNT MANAGEMENT *Portal*

Billing Access

CONTROL, REPORT & TRACK

Redback's Account Management Portal lets you manage and track your usage quickly and effortlessly. It's remarkably simple to use, yet it's the most sophisticated interface in the industry, providing an unprecedented degree of instant control over configurations and access to information. Isn't it about time you got to know your Account Management Portal...?

Access Billing and Usage Reports

- View individual usage displayed in minutes and dollars
- All reports contain the start/finish times of every participant and the total cost of each item
- Export all reports into a variety of files

It's also your one stop shop for...

- User Guides
- Toll Free Lists
- Support Trouble Tickets

Invoice Summary

The *Invoice Summary* section allows you view your invoices and download and export basic and extensive reports.

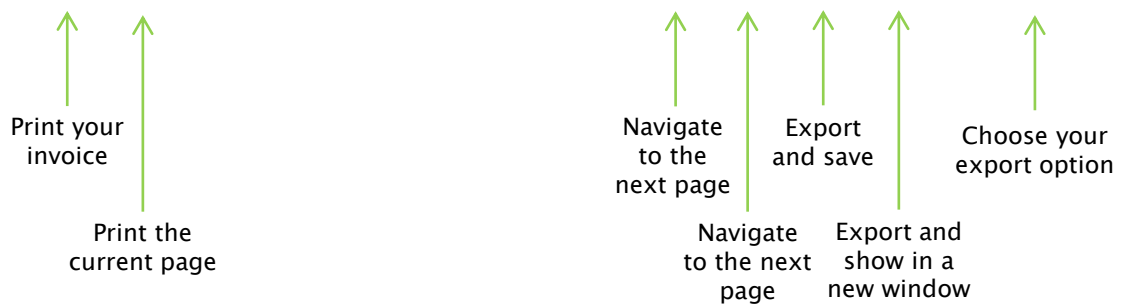
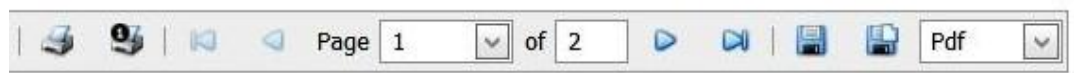
Invoices

Click on the *Invoices* link to view your monthly invoices. Simply choose the month you require and then submit

Choose an Invoice:

INVOICE SUMMARY

The toolbar above your invoice allows you to print, save and export. Please see below for a further explanation.



Validate Your Invoice

Validating your invoice allows you to take reporting one step further. Select this option to download one of four reports in either an XLS or CSV file.

Simply select the month you wish to view from the drop down box, the file you wish to export and then *Download*.

VERIFY YOUR INVOICES

Select Invoice Month:

November 2011 ▾

Download Your Conference Summary Report:

XLS CSV

Download Your Summary of Services Report:

XLS CSV

Download Your Detailed Conference Report:

XLS CSV

Download RAW Call Detail Charges:

XLS CSV

Download

INVOICE SUMMARY

Please see a further explanation of the reports below.

Conference Summary Report

Provides a spread sheet detailing totals by Department

Summary of Services Report

Contains totals for teleconferencing, web conferencing and miscellaneous charges

Detailed Conference Report

Contains details and totals per conference call

RAW Call Detail Charges

Provides details per conference call in raw format

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P: 1800 733 416
E: info@redbackconferencing.com.au
W: www.redbackconferencing.com.au