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TELECOMMUNICATIONS MANAGEMENT INFORMATION SYSTEMS



HOMISCO CALL ANALYZER

NETWORKED CALL ACCOUNTING SYSTEM

USER'S MANUAL

APRIL 11, 2007

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Product Description

The Homisco *Call Analyzer* is an easy-to-use, network-based, callaccounting system. It was developed through our many years of experience in the industry and through the use of valuable feedback from our customers.

While developing this product, our goals were to come up with a system that the customer enjoys using, provides as much useful information as possible with as little effort as possible, and, the customer would not be required to swap out their existing stand-alone TCS-700 Linux system. The *Call Analyzer* reuses the existing on-site system, it's call-collection capabilities and its existing pricing engine, while at the same time giving the user a graphical interface that is simple to use and easy to understand.

You will see the first time you launch the *Call Analyzer* client that our new interface displays critical information right on the main screen for you. Raw call data from the PBX and priced calls sent to the PMS scroll through two small windows at the bottom of the main screen (see screenshot below).



Not sure if your collecting and posting phone calls? Just look here and you'll find out very quickly! Our "Active Call Monitor" client can be a handy tool for use by front-desk personnel -- no more running reports and calling technical support to see if the system is functioning properly – the "Active Call Monitor" tells you at a glance.

Homisco is constantly working on upgrades to the *Call Analyzer*, many of which are based on feedback from customers currently using the product. There are several more releases planned as we develop security features, additional utility options and system management tools.



Above is the basic layout of a Homisco Call-Accounting system on a LAN. The Homisco system will collect raw call data from the PBX and send priced calls to the PMS system for posting to guest folios. Computers within the LAN that have a registered *Call Analyzer* client installed will be able to access the system, view live call data, run reports and perform other tasks as necessary.

Although the *Call Analyzer* is a valuable tool in and of itself, it is also a stepping-stone to our popular *ASP Call Manager* upgrade. The *ASP Call Manager* is a software package that notifies you of critical system alerts (interface down conditions, 911 calls, etc) as they occur, lets you know of possible telephone fraud situations and sends employee productivity reports, all via email... you don't have to do anything except check your email and read what we send to you! You select the parameters that you want to be alerted to and we do all the work for you. We can monitor and report on

several different things, such as -- guest calls over a certain dollar amount, admin dialing of international and directory assistance numbers, unauthorized use of admin phones during certain hours, etc.

As you can see, we have developed an interesting combination of products that were specifically designed to make your job easier. We feel that you will be very happy with the *Call Analyzer*, its functionality and ease of use. Be sure to keep your version of the *Call Analyzer* up-to-date by checking with us periodically as we have a series of enhancements that are scheduled to be released over the next few months.

Once you are comfortable with the *Call Analyzer* and you're ready to "take it to the next level", be sure to call us for more information on the *ASP Call Manager*!

Installation Prodecure

(If any of the steps in this document are unclear or you encounter problems during installation, please call Homisco at 781-662-5233 and speak to a technician.)

1. In order to begin the installation, you must have the **hotelsetup.exe** file. Homisco will provide it via E-mail, on CD-ROM at the time of the system installation or upgrade, or, it can also be downloaded from here:

http://www.homisco.com/support_downloads.asp

(Go to "Programs and Patches" at the bottom of the page)

- 2. Save/copy the file to your Windows desktop or a folder of your choice.
- 3. Click on the **hotelsetup.exe** icon and select all of the defaults during the installation process. It will install the program in **c:\Program Files\Homisco.**
- 4. After the installation is complete, click on the Homisco Call Analyzer VX.X (X = version number) icon on your desktop. This will bring you to the main interface screen.
- 5. The configuration menu will pop to your screen the first time you run the Call Analyzer.
- 6. On the next screen, click on the **new site** button.
- 7. In the **site name** box, type in the name you want to assign to the system, and in the **IP Address box**, type in the I.P. address assigned to the Homisco computer (deleting the words **shoplinux** in the process). Do not make changes to port settings or username/password info unless instructed to do so by a Homisco technician.
- 8. Click on the **Add Site** button. Answer **YES** to the confirmation dialog box that pops up to finish the process. Your Call Analyzer will now close.
- 9. You must contact Homisco to be licensed at this point. If your Homisco Call Analyzer is not licensed all of your icons in the Homisco Call Analyzer will be grayed out.
- 10. After you are licensed you will be able to run your reports and see raw call data.

Starting the Call Analyzer



Once you have successfully installed the Homisco Call Analyzer, double-click on the "Call Analyzer" icon to start the software.

Homisco Call Analyzer Login						
<u>U</u> ser Name:						
Password:						
Current Site:	Default		•			
OK		Cancel				

You will initially be brought to the "Login" screen. Here you will enter your assigned user name and password.

Homisco Call Analyzer Login				
<u>U</u> ser Name:	slapierre			
<u>P</u> assword:	******			
Current Site:	Default			
	Default			
ОК	Fedora			

You must also select which Homisco server you wish to connect to (most will have only one option). Simply click on the drop down arrow indicated above and you will be shown which systems you can connect to.

The "Main" Tab

🧇 Homisco Call Anal	yzer Menu 7.0.0	Running o	n SLAPIERRE	Current User: SLA	PIERRE	_ 🗆 🗙
Main	Reports		Utilities	Options	Contact Ir	nfomation
		Co S Log On/Off	Change Pass	Homisco2	Exit	
Live Call Records F	Received at :Ap	r-18-07 10:	58:22			
S - 04/18 10:58 00:0 <105	1:44 2202 9 1330	04229900	RT043	431<10>		
S - 04/18 11:01 00:0 <10>	0:59 T 002 003		2263	431<10>		Ţ
Last Calls Posted to	o PMS at :Apr-1	8-07 10:58	22			
044C 000 04/19 2319 045C 000 04/19 2319 046C 000 04/19 2202 047C 000 04/19 2263	10:52 0001 \$000. 10:54 0004 \$000. 10:58 0002 \$000. 11:01 0001 \$000.	05 617-491-2 00 800-914-9 09 330-422-9 00 000-0000	944 L 985 900			

The "Main" tab is where you are brought to by default after successfully logging into the Call Analyzer.

🥸 Homisco Call Anal	yzer Menu 7.0.0 Run	ning on SLAPIERRE	Current User: SLAPIE	RRE
Main	Reports	Utilities	Options	Contact Infomation
		Connected to: Ho	omisco2	

In the screenshot above, the information in the blue bar shows you which version of the Homisco Call Analyzer that you are running, the computer name you are running it from (SLAPIERRE in this case), and your user name (SLAPIERRE again). You are also told which system you are "Connected to:". In this case, it is a Homisco server called "Homisco2".



Log On/Off – Click here to log off of the Call Analyzer. You will be

returned to the initial login screen.



You will be asked to reenter your old password and enter a new one and confirm it.



Folder List – Click here to access the download folders. When you clear errors, run reports, generate "call calculator" reports, and run system backups on the Homisco system, the files are automatically stored in the appropriate folder which will be entitled "Errors", "Reports", "Call_Calc" and "Backups".



<u>Exit</u> – Click here to close the Call Analyzer.

Live Call Records Received at :Apr-18-07 10	:58:22		
S + 04/18 10:58 00:01:44 2202 9 13304229900	RT043	431<10>	_
<10> S - 04/18 11:01 00:00:59 T002 003 <10>	2263	431<10>	
Last Calls Posted to PMS at :Apr-18-07 10:5	B:22		
044C 000 04/19 2319 10:52 0001 \$000.05 617-491 045C 000 04/19 2319 10:54 0004 \$000.00 800-914	-2944 L -9985		
046C 000 04/19 2202 10:58 0002 \$000.09 330-422 047C 000 04/19 2263 11:01 0001 \$000.00 000-000	-9900 0		
			-

The screenshot above shows live data that is being received and sent from the Homisco call-accounting server. Above each window you will see the date and time of the last data received (top window) or posted to the PMS (bottom window).

The top window shows live call data coming from the PBX to the Homisco server. If you're not sure whether you are receiving calls from the PBX make a test call of at least one minute in duration to see if it appears in this window.

The bottom window shows live call data being sent from Homisco to the PMS for posting to guest folios. If you're not sure whether you are posting phone revenue to the PMS, you can make a test call <u>from a guest room</u> to see if it appears in this window.

🥸 Homisco Call Ana	lyzer Menu 7.0.0	Running on SL	APIERRE Curre	ent User: SLAPIE	
Main	Reports	Util	ities	Options	Contact Infomation
				y Watch D	
		ht Area	Code Auth C	Code Call Calcul	
Live Call Records	Received at :Ap	r-18-07 13:53:0	1		77
S - 04/18 01:53P 00: <105	03:12 2301 9 180	05374784	CT010	431<10>	<u> </u>
\$ - 04/18 01:57P 00: <10>	00:20 2301 9 180	05374784	CT010	431<10>	
Last Calls Posted t	o PMS at :Apr-1	8-07 13:52:06			
139C 000 04/19 2268 140C 000 04/19 2269 141C 000 04/19 2312 142C 000 04/19 2301	3 13:43 0009 \$000. 13:43 0010 \$000. 2 13:44 0011 \$000. 13:53 0004 \$000.	00 000-0000 00 000-0000 46 603-692-6180 00 800-537-4784			▲ ▼

The "Reports" Tab

From the "Reports" screen of the client you can run a variety of different reports. Simply click on the icon for the report you wish to run, set up your report parameters and click "Run Report". The report will pop to your screen for viewing and you can then save it for future reference in an appropriate sub-folder. The available reports are listed below along with a brief summary of what each report will show you.



Detail Report - The "Detail Report" will provide the most detailed individual call information that is available. It can be run for one or more extensions, departments or divisions and for any period of time.

Audit Report – The "Audit Report" will provide a summary, by division, of all calls made since the last time the Homisco audit report was run and the numbers "cleared". The revenue figures on your audit report should be close to balancing with the total on your Property Management System (PMS), if you have one. For best results

when comparing these numbers, you should run the Homsico and PMS reports as close to the same time as possible. You may need to shut down the CAS/PMS interface to ensure that the Homisco system is not posting more revenue to the PMS after you have already run the PMS reports.



<u>Cost Report</u> - The "Cost Report" provides a summary of revenue and calls made by the entire organization, division, department or extension. The report will show revenue figures and either detailed calling patterns or a simple summary depending on the parameters used to run the report.



Stats Report - The "Stats Report" will provide call data for a variety of searches as follows:

Top xx calls by cost Calls costing over a certain dollar amount Top xx calls by duration Calls with duration over a certain number of minutes Top xx calls by frequency



Watch Dog Report - The "Watchdog Report" will provide a list of stations that have called a specific number during the time period that you specify.



Crono <u>Report</u> - The "Chrono Report" will provide a list of all calls (both guest and admin) made on a given day, in the order they were sent to the Homisco system, for the time period that you specify.

Trunk Report - The "Trunk Report" will provide trunk detail or summary on any trunk group. The layout of the report can vary greatly based upon the parameters that you set when running the report.



Area Code Report - The "Area Code Report" will provide a summary of all calls made to each area code specified.

Authorization Code Report - The "Authorization Code Report" will provide individual call detail reporting by authorization code number, if available. It can be run for one or more authorization codes, divisions, departments or extensions.

Call Calculator Report – The "Call Calculator Report" will allow you to see how the price of a call is calculated simply by entering the area code, prefix, call duration and extension line-type.

Detail Report

🖷 Detail Report				
Report Options		Report Breakdown		
Compact Version	🔲 900 Call Summary	🖲 Line Type 🦷 ALL	C Division 🗖 ALL	
🗖 No Page Break	🔲 800 Call Summary	C Department 🗖 ALL	C Extension 🗖 ALL	
🔽 Do Not Post Calls	Incoming Call Summary			
🗖 Local Call Summary	🥅 Total Call Summary	Add Line Type	Selected Line Types	
Long Distance Call Surr Send to Printer on Homi Date/Time Options All Calls In the System Interval Date Range Start Date 05-16-05 End Date 05-16-05	mary scoComputer Start Time 00:01 === End Time 23:59 ===	0001 System Support 0002 Service 0003 Software 0004 Sales 0005 Operations 0006 Accounting 0007 Administration 0008 ADU 0009 Telemarketing 0010 Error/Unknown	>> << JN REPORT	

Purpose

The "Detail Report" will provide the most detailed individual call information that is available. It can be run for one or more extensions, departments or divisions and for any period of time.

Parameters

Compact Version: By checking this box, in addition to all call detail on an extension, your report will also have a summary after each extension showing individual extension statistics as follows:

NUMBER OF	CALLS	:	39	TOTALS: AVERAGE:	02:13 00:03	5.20 0.13
EXTENSION SUMMARY : SUMMARY OF COSTS				USAGE 2	AND COST STA	ATISTICS
STATION EQUIPMENT COST: OTHER CHARGES & CREDITS: OVERHEAD: TOTAL USAGE: OTHER:		0.0 0.0 0.0 0.0	00 00 00 00 00	TOTAL I AVERAGI TOTAL (AVERAGI TOTAL (DURATION: E DURATION: CALLS: E COST: COST:	02:39 00:03 48 0.11 5.72

By not checking this box, your extension summary will look as follows:

	NUMB	ER OF	CALLS	:	42	TOTALS:	02:22	5.20
						AVERAGE:	00:03	0.12
	NUMBER OF I	LOCAL	CALLS	:	6	TOTALS:	00:17	0.52
NUMBER	OF LONG DIST	CANCE	CALLS	:	42	TOTALS:	02:22	5.20
	GRAND 1	TOTAL	CALLS	:	48	TOTALS:	02:39	5.72
						AVERAGE:	00:03	0.11

No Page Break: Leaving this box blank will insert a page break in between each extension number. By checking this box, you will turn off page breaks in between extensions.

Summary Boxes: Clicking on any of these boxes will report that specific call category as a one line item. For example, instead of listing out every single long distance call in detail, you will get a short summary like this:

LONG DISTANCE CALLS :

NUMBER OF CALLS: 47 TOTALS: 03:03 6.20 AVERAGE: 00:03 0.13

Send to Printer on Homisco Computer: Checking this box will print the report to the printer that is physically attached to the Homisco Call-Accounting system. By not checking this box the report will not be printed at the printer attached to the Homisco server but can instead be printed to a printer of your choice that is on your network.

All Calls In The System: Clicking on this box will run the report for all calls in the system rather than by a specific date range.

Interval: Clicking on this box will allow you to select the number of days to run the report for beginning from the previous day back. For example, if you click on this box and then type in "15" for the number of days the report will run showing data for the past 15 days beginning with yesterday going back.

Date Range: Clicking on this box will activate the date and time boxes which will allow you to change the start and end dates and times.

Line-Type/Division/Department/Extension: You can run the report for any division/department/extension/line-type that you desire. Simply click on one of these four options and you can then run for "ALL" entries at that level, or, you can pick individual divisions/departments/extensions/line-types. To select specific entries at this level click on each one that you want, then click the double-arrows pointing to the right to add them in. If you make a mistake and need to remove items from your list just click on the entries to remove and click the double-arrows pointing to the left.

Run Report: Click this box to run the report using the parameters that you have selected. The report will be generated and will pop to your screen. From here you can close it, save it or print it to any printer on your network.

Sample Detail Report

DIVISI	ION 2	CPE
DEPARTMENT	5300	Service
EXTENSION	2315	Steve L

LOCAL CALLS :

DATE	TIME	NUMBER CALLED	LOCATION		DUR	COST	TRUNK	NUM
05/11/05	11:56	781 665-xxxx	Melrose	MA	00:01	0.05	7	
05/11/05	12:09	781 662-xxxx	Melrose	MA	00:02	0.07	8	
05/12/05	12:06	781 662-xxxx	Melrose	MA	00:02	0.07	6	
05/13/05	11:40	781 662-xxxx	Melrose	MA	00:01	0.05	8	
	NUN	MBER OF CALLS :	4 T(OTALS:	00:06	0.24		
			AVI	ERAGE:	00:01	0.06		

LONG DISTANCE CALLS :

DATE	TIME	NUMBE	ER CALLED	LOCA	ATION	DUR	COST	TRUNK	NUM
05/11/05	10:20	901	748-xxxx	Tenr	nessee	00:02	0.09	48	
05/11/05	15:35	603	759-xxxx	New	Hampshire	00:11	0.46	46	
05/11/05	16:24	603	866-xxxx	New	Hampshire	00:02	0.09	46	
05/12/05	11:32	800	294-xxxx	Serv	vice	00:01	0.00	8	
05/12/05	15:14	603	866-xxxx	New	Hampshire	00:02	0.09	46	
05/16/05	11:21	603	866-xxxx	New	Hampshire	00:02	0.09	46	
05/16/05	12:50	212	752-xxxx	New	York	00:02	0.09	46	
05/16/05	14:11	800	696-xxxx	Serv	vice	00:06	0.00	8	
05/17/05	09:28	207	608-xxxx	Mair	ne	00:10	0.42	46	
05/17/05	09:38	603	332-xxxx	New	Hampshire	00:02	0.09	46	
05/17/05	12:15	603	759-xxxx	New	Hampshire	00:06	0.25	46	
05/17/05	12:39	207	324-xxxx	Mair	ne	00:02	0.09	46	
05/17/05	13:29	877	563-xxxx	Serv	vice	00:03	0.00	7	
05/17/05	13 : 58	877	563-xxxx	Serv	vice	00:02	0.00	7	
05/17/05	14:03	603	759-xxxx	New	Hampshire	00:10	0.42	48	
05/17/05	14:01	877	563-xxxx	Serv	vice	00:12	0.00	8	
05/17/05	14:00	603	759-xxxx	New	Hampshire	00:14	0.58	46	
	NUIN	ABER OF	CALLS .	17	TOTALS.	01.29	2 76		
	1101			1	AVEDACE .	01.25	0 16		
					AVENAGE.	00.05	0.10		
	NUMBER OF	F LOCAI	CALLS :	4	TOTALS:	00:06	0.24		
NUMBER C	F LONG DI	STANCE	E CALLS :	17	TOTALS:	01:29	2.76		
	GRANI) TOTAI	CALLS :	21	TOTALS:	01:35	3.00		
					AVERAGE:	00:04	0.14		



🖷 Cost Report		_ 🗆 🗙
Report Options	Report Breakdown	
Compact Version	O Division C ALL C Extension Add Division Selected Division	
Send to Printer on Homisco Computer	0001 VANX 0002 CPE	
Date/Time Options Interval Date Banne	0003 DNC 0003 DNC 0004 Admin. 0005 Voice Mail 0006 Unknown 0007 Combined 9999 Error >>	
Start Date 05-16-05 T Start Time 100:01 =		
End Date 05-16-05 🔽 End Time 23:59 🚍	RUN REPORT	

Purpose

The "Cost Report" provides a summary of revenue and calls made by the entire organization, division, department or extension. The report will show revenue figures and either detailed calling patterns or a simple summary depending on the parameters used to run the report.

Parameters

Compact Version: By checking this box, the report will print a summary of all calls, by individual organization. Within the organization you will get a breakdown of number of calls, by call type, with total revenue figures shown.

Send to Printer on Homisco Computer: Checking this box will print the report to the printer that is physically attached to the Homisco Call-Accounting system. By not checking this box the report will not be printed at the printer attached to the Homisco server but can instead be printed to a printer of your choice that is on your network.

All Calls In The System: Clicking on this box will run the report for all calls in the system rather than by a specific date range.

Interval: Clicking on this box will allow you to select the number of days to run the report for beginning from the previous day back. For example, if you click on this box and then type in "15" for the number of days the report will run showing data for the past 15 days beginning with yesterday going back.

Date Range: Clicking on this box will activate the date and time boxes which will allow you to change the start and end dates and times.

Line-Type/Division/Department/Extension: You can run the report for any division(s), department(s), or extension(s) that you desire. Simply click on one of these three options and you can then run for "ALL" entries at that level, or, you can pick individual divisions/departments/extensions. To select specific entries at that level click on each

one that you want and click the double-arrows pointing to the right to add them in. If you make a mistake and need to remove items from your list just click on the entries to remove and click the double-arrows pointing to the left.

Run Report: Click this box to run the report using the parameters that you have selected. The report will be generated and will pop to your screen. From here you can close it, save it or print it to any printer on your network.

Sample Cost Reports

The first sample is a cost report with the "Compact Version" unchecked:

> DIVISION 2 CPE DEPARTMENT 5300 Service EXTENSION 1234 Barney Rubble

DIRECT DIAL CALLS:

CALL TYPE	# CALLS	DURATION	Avg. DUR	COST	Avg Cost
LOCAL CALLS	6	0:17	0:02	0.52	0.08
800/900 CALLS	4	0:11	0:02	0.00	0.00
950 CALLS	0	0:00	0:00	0.00	0.00
INFORMATION CALLS	0	0:00	0:00	0.00	0.00
LD W/I AREA CODE	0	0:00	0:00	0.00	0.00
LD W/I STATE	0	0:00	0:00	0.00	0.00
LONG DISTANCE CALLS	48	3:03	0:03	6.51	0.13
FOREIGN CALLS	0	0:00	0:00	0.00	0.00
INCOMING	0	0:00	0:00	0.00	0.00
STIR_TOTAT .	 5.0	3.31	0.03	7 03	0 12
JOD-IOIAL .	00	J.JI	0.03	7.05	0.12

The second sample (below) is a cost report with the "Compact Version" checked:

Wed May 18 11:23:46 2005

EXTENSION	# CALLS	DURATION	Avg. DUR	COST	Avg. Cost
2202	103	5:03	0:02	12.99	0.12
2203	161	21:25	0:07	48.42	0.30
2214	55	7:09	0:07	4.88	0.08
2224	36	3:56	0:06	9.34	0.25
2225	53	3:49	0:04	3.81	0.07
2301	104	9:43	0:05	20.23	0.19
2302	15	1:25	0:05	1.27	0.08
2303	120	10:05	0:05	25.96	0.21
2305	15	1:47	0:07	3.66	0.24
2306	52	4:47	0:05	32.02	0.61
2307	41	2:53	0:04	5.26	0.12
2308	11	1:29	0:08	4.26	0.38
2312	68	3:23	0:02	8.30	0.12
2313	59	5:12	0:05	23.46	0.39
2314	133	8:39	0:03	17.24	0.12
2315	58	3:31	0:03	7.03	0.12
2316	40	1:54	0:02	1.90	0.04
2319	26	2:28	0:05	4.27	0.16
2555	27	2:27	0:05	4.14	0.15
GRAND TOTAL:	1687	163:46	0:05	378.11	0.22

TOTALS NOT ACCURATE, SAMPLE REPORT ONLY



Purpose

The "Audit Report" will provide a summary, by division, of all calls made since the last time the Homisco audit report was run and the numbers "cleared". The revenue figures on your audit report should be close to balancing with the total on your Property Management System (PMS), if you have one. For best results when comparing these numbers, you should run the Homisco and PMS reports as close to the same time as possible. You may need to shut down the CAS/PMS interface to ensure that the Homisco system is not posting more revenue to the PMS after you have already run the PMS reports.

Parameters

Daily Audit Report: By checking this box, you will run an audit report of all calls since the last Daily Audit Report was run. This should normally be run when you are closing out your figures for the day on the PMS. (Note that if the Homisco system is rebooted for any reason these numbers will not be accurate and you should run a Cost Report for the same period instead.)

Monthly Audit Report: By checking this box, you will run an audit report of all calls since the last Monthly Audit Report was run. This should normally be run when you are closing out your figures for the month. (Note that if the Homisco system is rebooted for any reason these numbers will not be accurate and you should run a Cost Report for the same period instead.)

Clear Audit Report: By checking this box, you will clear the figures for whichever type of Audit Report you are running. If you do not check the box you will get the report, however, the calls and dollar figures will continue to accumulate.

Run Report: Click this box to run the report using the parameters that you have selected. The report will be generated and will pop to your screen. From here you can close it, save it or print it to any printer on your network.

Sample Audit Report

Wed May 18 13:16:21 2005

YOUR COMPANY NAME SUMMARY REPORT FROM : 05/17/05 TO : 05/18/05 CALLS NOT CLEARED AUDIT PAGE Service

DIRECT DIAL

Туре	Number	DD Cost	DD Taxes	OP AST Markup	FIXED Markup	PERCENT Markup
INCOMING	0	0.00	0.00	0.00	0.00	0.00
LOCAL	10	0.76	0.00	0.00	0.00	0.00
LCLD	0	0.00	0.00	0.00	0.00	0.00
800-900	3	0.00	0.00	0.00	0.00	0.00
INFO	0	0.00	0.00	0.00	0.00	0.00
950	0	0.00	0.00	0.00	0.00	0.00
INTRA	0	0.00	0.00	0.00	0.00	0.00
LD	18	3.64	0.21	0.00	0.00	0.00
FOREIGN	0	0.00	0.00	0.00	0.00	0.00
Totals :	31	4.40	0.21	0.00	0.00	0.00

Wed May 18 13:16:21 2005

YOUR COMPANY NAME SUMMARY REPORT FROM : 05/17/05 TO : 05/18/05 COST / PROFIT PAGE Service

DIRECT DIAL

Туре	Number	Revenue	Cost	Profit	
INCOMING LOCAL	0 10	0.00 0.76	0.00 0.76	0.00 0.00	
LCLD 800-900 INFO	0 3 0	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	
950 INTRA	0 0	0.00	0.00	0.00	
LD FOREIGN	18 0 	3.85 0.00	3.85 0.00	0.00	
Totals :	31	4.61	4.61	0.00	

Stats Report

Report Options	- Deport Formal Turne		
I [™] Send to Printer on Homisco Computer Date/Time Options	Top calls by cost Enterwenter for top in o Between 5500	calls by cost	
C Interval ← Date Range Start Date [05:18:05 ★ Start Time [00:01 ===	Choose Line Type	0000 ALL	
End Date 051805 • End Time 2359 =		BUN REPORT	
- Report Format Type			
Top calls by frequency Top calls by cost Calls costing over Top calls by duration		<u> </u>	

Purpose

The "Stats Report" will provide call data for a variety of seaches as follows: Top xx calls by cost Calls costing over a certain dollar amount Top xx calls by duration Calls with duration over a certain number of minutes Top xx calls by frequency

Parameters

Send to Printer on Homisco Computer: Checking this box will print the report to the printer that is physically attached to the Homisco Call-Accounting system. By not checking this box the report will not be printed at the printer attached to the Homisco server but can instead be printed to a printer of your choice that is on your network.

Interval: Clicking on this box will allow you to select the number of days to run the report for beginning from the previous day back. For example, if you click on this box and then type in "15" for the number of days the report will run showing data for the past 15 days beginning with yesterday going back.

Date Range: Clicking on this box will activate the date and time boxes which will allow you to change the start and end dates and times.

Report Format Type: Click on the pull-down tab to select which type of report you would like to run. Pick from the following list: Top xx calls by cost Calls costing over a certain dollar amount Top xx calls by duration Calls with duration over a certain number of minutes Top xx calls by frequency

Choose Line-Type: Pick which line-type you would like to run the report on. Normally, systems have 3 line-types – Guest, Admin and Meeting Rooms. You may also select "All" to run for all line-types.

Run Report: Click this box to run the report using the parameters that you have selected. The report will be generated and will pop to your screen. From here you can close it, save it or print it to any printer on your network.

Sample Stats Reports

HOMISCO INC. CALL STATISTICS REPORT The 10 Most Expensive Calls Report 04/18/05 TO 05/17/05 Wed May 18 14:06:25 2005

EXT	EXTENSION NAME	DATE	NUMBER DIALED	DURATION	COST
2313	Service Main	04/20/05	4411xxxxxx	01:36	15.83
2301	Rubble, Barney	04/18/05	5995xxxxxx	00:20	9.27
4033	Unknown	05/05/05	217 xxx-xxxx	03:37	8.95
2313	Service Main	04/25/05	4411xxxxxx	00:45	7.42
2306	Goode, Johnny B	05/06/05	2410xxxxxx	00:06	6.68
2313	Service Main	04/20/05	4411xxxxxx	00:39	6.43
2306	Goode, Johnny B	05/12/05	2711xxxxxx	00:10	6.39
4033	Unknown	05/03/05	217 xxx-xxxx	02:25	5.98
2301	Rubble, Barney	04/25/05	4411xxxxxx	00:36	5.94
2313	Service Main	04/20/05	4411xxxxxx	00:36	5.94
			Grand Totals :	10:50	78.83

EXT	EXTENSION NAME	DATE	NUMBER DIALED	DURATION	COST
2279	Adam Sternfield	03/21/05	618 665-4223	18:13	45.04
2405	Johar, Rajeev	04/12/05	508 460-3872	09:31	23.53
2405	Johar, Rajeev	04/12/05	508 460-3872	09:31	23.53
2279	Adam Sternfield	04/04/05	618 665-4223	04:52	12.04
4033	Unknown	05/05/05	217 696-4409	03:37	8.95
2313	Service Main	04/07/05	4411584565	02:27	24.23
4033	Unknown	05/03/05	217 696-4409	02:25	5.98
4033	Unknown	04/29/05	217 696-4409	02:00	4.95
2450	SIP Phones	03/30/05	702 835-5000	01:58	4.87
2279	Adam Sternfield	04/13/05	618 665-4223	01:54	4.70
			Grand Totals :	56:28	157.82



👼 Watch Dog Report		×
Report Options	Saved Numbers	Search Criteria
Date/Time Options		
Interval Date Range		
Start Date 11-10-05 Start Time 00:01 Here End Date 11-10-05 End Time 23:59 Here	Phone Number	
	BUI	

Purpose

The "Watchdog Report" will provide a list of stations that have called a specific number during the time period that you specify.

Parameters

Send to Printer on Homisco Computer: Checking this box will print the report to the printer that is physically attached to the Homisco Call-Accounting system. By not checking this box the report will not be printed at the printer attached to the Homisco server but can instead be printed to a printer of your choice that is on your network.

Interval: Clicking on this box will allow you to select the number of days to run the report for beginning from the previous day back. For example, if you click on this box and then type in "15" for the number of days the report will run showing data for the past 15 days beginning with yesterday going back.

Date Range: Clicking on this box will activate the date and time boxes which will allow you to change the start and end dates and times.

Phone Number You Want To Search For: Enter the phone number(s) that you wish to search for here and click on "add" to add them to the search list. If you wish to remove numbers from your search list, simply click on the number to remove and then click on "Remove selected item".

Run Report: Click this box to run the report using the parameters that you have selected. The report will be generated and will pop to your screen. From here you can close it, save it or print it to any printer on your network.

Sample Watchdog Report

WATCHDOG REPORT 05/01/05 TO 05/20/05 Report Date : Fri May 20 13:50:54 2005

SUMMARY	

				TOTAL	TOTAL	TOTAL	AVG	AVG
NUMBER	DIALED	LOCATION	NAME 	CALLS	DUR.	COST	DUR.	COST
207 111-	1234	Maine		4	0:12	0.52	0:03	0.13
				=====	=====	=====	====	====
				4	0:12	0.52	0:03	0.13

Chrono Report

Crono Report		
eport Options		
Send to Printe	on Homisco Computer	
Date/Time Options		
Interval		
C Date Range	Start Date 05-16-05 💌	
	End Date 05-16-05 💌	
	RUN REPORT	

Purpose

The "Chrono Report" will provide a list of all calls (both guest and admin) made on a given day, in the order they were sent to the Homisco system, for the time period that you specify.

Parameters

Send to Printer on Homisco Computer: Checking this box will print the report to the printer that is physically attached to the Homisco Call-Accounting system. By not checking this box the report will not be printed at the printer attached to the Homisco server but can instead be printed to a printer of your choice that is on your network.

Interval: Clicking on this box will allow you to select the number of days to run the report for beginning from the previous day back. For example, if you click on this box and then type in "15" for the number of days the report will run showing data for the past 15 days beginning with yesterday going back.

Date Range: Clicking on this box will activate the date boxes which will allow you to change the start and end dates.

Run Report: Click this box to run the report using the parameters that you have selected. The report will be generated and will pop to your screen. From here you can close it, save it or print it to any printer on your network.

Sample Chrono Report

#####	###########	########	*****	#####	#########	#######	+ # # # # # # # # #	* # # # # # # # # # # # # #
			HO	MISCO	INC.			
			AUDI	T TRA	IL REPORT			
			05/20/	05 10	05/20/05			
			Fri May	20 14	:05:20 20	05		
######	##########	########## 	*########	#####	########	#######	*#######	*###########
Ext.	Date	Time	Dur.	Numb	er	Route	Cost	
2213	05/20/05	07:50	1.21	781	234-5678	8	0.07	
2213	05/20/05	07:54	2.35	781	234-5678	8	0.09	
2213	05/20/05	08:04	1.18	781	234-5678	8	0.07	
2213	05/20/05	08:09	1.07	781	234-5678	8	0.07	
2307	05/20/05	08:09	7.27	800	234-5678	7	0.00	
2213	05/20/05	08:13	1.48	781	665-2222	8	0.07	
2405	05/20/05	08:16	0.53	508	922-4321	8	0.05	
2405	05/20/05	08:20	10.08	508	922-7898	8	0.46	
2213	05/20/05	08:25	1.12	781	234-5678	7	0.07	
2213	05/20/05	08:28	1.17	781	234-5678	7	0.07	
2213	05/20/05	08:32	1.48	781	234-5678	8	0.07	
2312	05/20/05	08:47	1.45	770	234-5678	46	0.09	
2307	05/20/05	08:50	2.39	212	752-7007	46	0.13	
2323	05/20/05	08:55	12.51	352	332-1122	46	0.54	
2312	05/20/05	09:03	1.46	212	758-1156	48	0.09	
2307	05/20/05	09:09	2.55	617	889-4321	8	0.09	
2284	05/20/05	09:12	4.13	305	827-8765	46	0.21	
2308	05/20/05	09:17	5.06	447	88418131	46	0.99	
2301	05/20/05	09:24	0.53	905	763-2334	46	0.05	
2301	05/20/05	09:37	4.46	905	763-4567	46	0.21	
2314	05/20/05	09:43	1.44	217	328-8765	46	0.09	
2307	05/20/05	09:46	1.24	781	721-9876	8	0.07	
2314	05/20/05	09:46	0.51	770	957-6542	46	0.05	
2301	05/20/05	09:47	6.51	800	272-8765	7	0.00	
2314	05/20/05	09:47	1.10	573	334-4466	46	0.09	
2201	05/20/05	09:49	1.26	877	853-8855	8	0.00	
2314	05/20/05	09:49	1.03	573	334-9873	46	0.09	
2555	05/20/05	09:49	2.44	617	954-9090	6	0.09	
2314	05/20/05	09:50	1.40	573	334-1234	46	0.09	
2314	05/20/05	09:53	0.47	716	685-4321	46	0.05	
2307	05/20/05	09:58	0.37	781	555-1111	8	0.34	
2301	05/20/05	09:59	64.20	647	722-9988	46	2.68	
2314	05/20/05	10:00	1.34	405	302-7766	48	0.09	
2314	05/20/05	10:01	3.50	800	225-0101	8	0.00	
2306	05/20/05	10:03	0.46	702	835-5050	48	0.05	

Trunk Report

🖷 Trunk Report	
Report Options	Report Breakdown Trunk Group Summary Trunk Number Summary Detail By Trunk Number Trunk Detail By Hourly Interval Detail By Trunk Group
Date/Time Options	Add Trunks Group O000 Local O000 TEST O001 Local O002 Local O003 Local O004 Local O005 Local O005 Local O005 Local O007
Start Date 05-16-05 _ Start Time 00-01 End Date 05-16-05 _ End Time 23:59	RUN REPORT

Purpose

The "Trunk Report" will provide trunk detail or a summary of any trunk group. The layout of the report can vary greatly depending on the parameters that you set when running the report.

Parameters

Send to Printer on Homisco Computer: Checking this box will print the report to the printer that is physically attached to the Homisco Call-Accounting system. By not checking this box the report will not be printed at the printer attached to the Homisco server but can instead be printed to a printer of your choice that is on your network.

Interval: Clicking on this box will allow you to select the number of days to run the report for beginning from the previous day back. For example, if you click on this box and then type in "15" for the number of days the report will run showing data for the past 15 days beginning with yesterday going back.

Date Range: Clicking on this box will activate the date boxes which will allow you to change the start and end dates and times

Report Breakdown: There are several different Trunk Reports that you can run, as follows:

Trunk Group Summary – Shows a daily summary of calls over each trunk group. You will see data on number of calls, total duration, average duration, cost and average cost. Trunk Number Summary – Shows a summary of calls over each member of a trunk group. You will see data on trunk number, number of calls, total duration, average duration, cost and average cost.

Detail By Trunk Group – Shows detailed information of calls over each trunk group, broken down by the hourly interval that you picked when setting up the report. You will see data on number of calls, total duration, average duration, cost and average cost. Detail By Trunk Number – Shows detailed information of calls over each trunk member, broken down by the hourly interval that you picked when setting up the report. You will see data on number of calls, total duration, average duration, cost and average cost.

Trunk Detail By Hourly Interval: By clicking on the pull-down tab you can enter the hourly interval that you wish the report to run by. For example, if you select an hourly interval of "4", the report will show a breakdown of calls by each 4 hour increment.

Run Report: Click this box to run the report using the parameters that you have selected. The report will be generated and will pop to your screen. From here you can close it, save it or print it to any printer on your network.

Sample Trunk Reports

Below: "Trunk Group Summary" – Shows a daily summary of calls over each trunk group. You will see data on number of calls, total duration, average duration, cost and average cost.

########## ###########	######################################	######################################	######################################	######################################	******			
TRUNK NAME: *T1 TRUNK GROUP: 15								
DATE	CALLS	DURATION	AVG DUR	COST	AVG COST			
05/29/02 05/30/02 05/31/02 06/01/02 06/02/02 06/03/02 06/04/02 TOTALS:	547 565 570 213 623 669 3487	94:12 83:32 66:02 35:26 29:45 85:21 94:35 	0:11 0:09 0:07 0:08 0:09 0:09 0:09 0:09 0:08 TOTALS	140.25 110.45 50.50 10.50 10.60 51.35 50.15 423.80	0.25 0.19 0.08 0.03 0.04 0.08 0.07 			
	CALLS	DURATION	AVG DUR	COST	AVG COST			
	3487	488:53	0.08	423.80	0.12			

Below: "Trunk Number Summary" – Shows a summary of calls over each member of a trunk group. You will see data on trunk number, number of calls, total duration, avg duration, cost and avg cost.

######################################							
TRUNK NAME: *T1 TRUNK GROUP: 15							
DATE	TRUNK	CALLS	DURATION	AVG DUR	COST	AVG COST	
06/05/02 06/05/02 06/05/02 06/05/02	1 2 3	14 16 6 19	2:37 1:54 3:52 1:51	0:12 0:08 0:39 0:06	$\begin{array}{c} 0.00 \\ 0.30 \\ 11.40 \\ 0.00 \end{array}$	0.00 0.01 1.90 0.00	

		=======	=======	======	======	======
06/05/02	24	10	3:23	0:21	6.90	0.69
06/05/02	23	17	1:25	0:05	0.85	0.05
06/05/02	22	17	1:18	0:05	0.85	0.05
06/05/02	21	17	1:24	0:05	0.00	0.00
06/05/02	20	15	2:30	0:10	2.80	0.18
06/05/02	19	18	1:34	0:06	0.00	0.00
06/05/02	18	12	2:48	0:14	4.00	0.33
06/05/02	17	15	2:23	0:10	0.00	0.00
06/05/02	16	17	1:54	0:07	0.00	0.00
06/05/02	15	11	3:30	0:20	2.50	0.22
06/05/02	14	17	1:31	0:06	0.00	0.00
06/05/02	13	17	1:51	0:07	0.00	0.00
06/05/02	12	14	2:57	0:13	1.00	0.07
06/05/02	11	18	1:44	0:06	0.00	0.00
06/05/02	10	15	1:38	0:07	0.00	0.00
06/05/02	9	14	2:27	0:11	0.20	0.01
06/05/02	8	13	2:40	0:13	3.00	0.23
06/05/02	7	18	1:12	0:04	0.00	0.00
06/05/02	6	17	1:47	0:07	0.00	0.00
06/05/02	5	18	1:33	0:06	0.00	0.00
06/05/02	4	19	1:51	0:06	0.00	0.00
00/03/02	5	0	5.52	0.55	TT. 10	1.50

Below: "Detail By Trunk Group" – Shows detailed information of calls over each trunk group, broken down by the hourly interval that you picked when setting up the report. You will see data on number of calls, total duration, average duration, cost and average cost.

TRUNK GROUP CALL DISTRIBUTION 06/04/02 TO 06/04/02 TRUNK NAME: *T1 TRUNK GROUP: 15 HOUR CALLS DURATION AVG DUR COST AVG COST _____ ____ _____ 0:07 12 AM 2 0.00 0:04 0.00 01 AM 4 0:08 0:02 0.00 0.00 02 AM 03 AM 0 0:00 0.00 0.00 0:00 1 2 13 37 0:17 0:17 0.00 0.00 04 05 06 AM AM AM 0.00 0.00 0:51 0:26 0.00 3:02 0:14 0.00 9:58 0:17 12.80 0.34 07 AM 08 AM 41 55 59 2.50 9:15 0:14 0.06 0:05 4:25 0.01 09 AM 5:43 0:06 0.00 0.00 10 11 53 59 67 33 29 38 20 29 14 3.30 AM 6:54 0:08 0.06 AM 5:26 0:06 0.00 0.00 12 ΡM 6:52 0:07 6.30 0.09 01 02 PΜ 4:17 0:08 5.70 0.17 ΡM 1:53 0:05 0.00 0.00 03 ΡM 3:28 0:08 0.85 0.02 04 ΡM 0:09 6.05 0.15 05 ΡM 3:10 0:06 0.00 0.00 06 ΡM 0:05 0.00 0.00 1:23 07 ΡM 3:55 0:09 0.00 0.00 08 ΡM 1:33 0:07 0.00 0.00 09 ΡM 31 8:14 0:16 0.70 0.02 0:24 10 PM 15 5:49 8.60 0.57 11 PM 10 2:33 2.50 0.25 0:16 == == 669 94:35 0:09 50.15 0.07

Below: "Detail By Trunk Number" – Shows detailed information of calls over each trunk member, broken down by the hourly interval that you picked when setting up the report. You will see data on number of calls, total duration, average duration, cost and average cost.

TRUNK NAME: *T1 TRUNK NUMBER 1 TRUNK GROUP: 15 HOUR CALLS DURATION AVG DUR COST AVG COST _____ _____ _____ _____ _____ 12 AM 1 0:18 0.00 0.00 0:18 06 AM 18 2:58 0:10 0.00 0.00 12 PM 22 2:15 0:07 0.00 0.00 06 PM 12 1:49 0:10 0.85 0.07 ____ ___ ____ ____ ____ 7:20 0:09 0.85 0.01 53 TRUNK NAME: *T1 TRUNK NUMBER 2 TRUNK GROUP: 15 HOUR CALLS DURATION AVG DUR COST AVG COST _____ 12 AM 1 0:01 0:01 0.00 0.00 06 AM 18 3:46 0:13 3.30 0.18 12 PM 24 1:55 0:05 0.00 0.00 06 PM 11 2:33 0:14 0.40 0.03 == 0.06 54 8:15 0:10 3.70

Area Code Report

🖷. Area Code Report		_ 🗆 🗙
Report Options Sort by Area Code Sort By Trunk Number	Add Trunk Group Add Trunk Group O000 Local O000 TEST O001 Local O002 Local O002 Local O003 Local O003 Local	àroups
Send to Printer on Homisco Computer	0004 Local 0005 Local 0006 Local 0007 Local 0008 Local	
Date/Time Options All Calls In the System Interval Date Range	Enter Area Code >> Area Codes you entered	
Start Date 05-16-05 Start Time 00:01 End Date 05-16-05 End Time 23:59	RUN REPORT	

Purpose

The "Area Code Report" will provide a summary of all calls made to each area code specified.

Parameters

Sort By Area Code: Clicking here will sort the call data by trunk group within each area code. (This report can be extremely long when run in this format).

Sort By Trunk Number: Clicking here will sort the call data by area code within each trunk number.

Send to Printer on Homisco Computer: Checking this box will print the report to the printer that is physically attached to the Homisco Call-Accounting system. By not checking this box the report will not be printed at the printer attached to the Homisco server but can instead be printed to a printer of your choice that is on your network.

Interval: Clicking on this box will allow you to select the number of days to run the report for beginning from the previous day back. For example, if you click on this box and then type in "15" for the number of days the report will run showing data for the past 15 days beginning with yesterday going back.

Date Range: Clicking on this box will activate the date boxes which will allow you to change the start and end dates.

Add Trunk Group: When running this report you can select individual trunk groups to report on, or, click on "All" to report on all trunk groups.

Enter Area Code: Enter individual area codes that you would like to report on, clicking on the right-arrow to add them to your search list. If you would like to report on all area codes click on "All Area Codes" instead.

Run Report: Click this box to run the report using the parameters that you have selected. The report will be generated and will pop to your screen. From here you can close it, save it or print it to any printer on your network.

Sample Area Code Reports

Below: Report is sorted by area code. Note that this format shows calls over each trunk number summarized below each area code. This report can be very long and should be used with caution!

######################################							
	TRUNK GROUP : 5 Local						
AREA CODE : 5(TRUNK TRUNK NUMBER NAME)8 TOTAL CALLS	TOTAL DURATION	AVERAGE DURATION	TOTAL COST	AVERAGE COST	PENALTY COST	
5 Local	2	0:06	0:03	0.30	0.15	0.00	
SUB-TOTAI	: 2	0:06	0:03	0.30	0.15	0.00	
AREA CODE : 63 TRUNK TRUNK NUMBER NAME	L7 TOTAL CALLS	TOTAL DURATION	AVERAGE DURATION	TOTAL COST	AVERAGE COST	PENALTY COST	
5 Local	1	0:01	0:01	0.05	0.05	0.00	
SUB-TOTAI	: 1	0:01	0:01	0.05	0.05	0.00	

Below: Report is sorted by trunk number. Note that this format shows calls to each area code summarized below each trunk number.

######################################							
TRUNK NUMBER : 1 NAME : *T1 AREA TOTAL TOTAL AVERAGE TOTAL AVERAGE PENALTY CODE CALLS DURATION DURATION COST COST COST							
0 800 877 888	22 1051 399 151	0:25 148:57 47:13 36:13	0:01 0:08 0:07 0:14	19.90 116.50 47.70 15.30	0.90 0.11 0.11 0.10	7.30 0.00 0.00 0.00	
SUB-TOTAL:	1623	232:48	0:08	199.40	0.12	7.30	
TRUNK NUMBER AREA CODE	TRUNK NUMBER : 2 NAME : *T1 AREA TOTAL TOTAL AVERAGE TOTAL AVERAGE PENALTY CODE CALLS DURATION DURATION COST COST COST						
0 800 877 888	18 1038 376 156	0:18 164:40 51:07 32:43	0:01 0:09 0:08 0:12	15.90 229.10 56.50 54.60	0.88 0.22 0.15 0.35	3.90 0.00 0.00 0.00 0.00	
SUB-TOTAL:	1588	248:48	0:09	356.10	0.22	3.90	



Authorization Code Report

💖 Authorization Code Report	×
Report Options	Report Breakdown
Compact Version 900 Call Summary No Page Break 800 Call Summary Do Not Post Calls Incoming Call Summary	Calls with Auth codes only Calls without Auth codes only Calls with & without Auth codes
Local Call Summary Total Calls Summary Long Distance Call Summary Send to Printer on Homisco Computer	Account/Auth codes ALL Division ALL Department ALL C Extension ALL
Date/Time Options C Interval • Date Range	Add Account/Auth Lode Selected Account/Auth Lode
Start Date 05-23-05 Start Time 00:01 End Date 05-23-05 End Time 15:37	RUN REPORT

Purpose

The "Authorization Code Report" will provide individual call detail reporting by authorization code number, if available. It can be run for one or more authorization codes, divisions, departments, or extensions.

Parameters

Compact Version: By checking this box, in addition to all call detail on an authorization code/extension, your report will also have a summary after each authorization code/extension showing statistics as follows:

NUMBER OF	CALLS : 39	TOTALS: 02:13 AVERAGE: 00:03	5.20 0.13
EXTENSION SUMMARY : SUMMARY OF COSTS		USAGE AND COST STA	TISTICS
STATION EQUIPMENT COST: OTHER CHARGES & CREDITS: OVERHEAD: TOTAL USAGE: OTHER:	0.00 0.00 0.00 0.00 0.00 0.00	TOTAL DURATION: AVERAGE DURATION: TOTAL CALLS: AVERAGE COST: TOTAL COST:	02:39 00:03 48 0.11 5.72

By not checking this box, your extension summary will look as follows:

N	NUN UMBER OF	MBER OF LOCAL	CALLS CALLS	: :	42 6	TOTALS: AVERAGE: TOTALS:	02:22 00:03 00:17	5.20 0.12 0.52
NUMBER OF	LONG DI	STANCE	CALLS	:	42	TOTALS:	02:22	5.20
	GRAND	TOTAL	CALLS	:	48	TOTALS: AVERAGE:	02:39 00:03	5.72 0.11

No Page Break: Leaving this box blank will insert a page break in between each extension number. By checking this box, you will turn off page breaks in between extensions.

Do Not Post Calls: Do NOT uncheck this box unless you are a hotel who posts calls manually to a PMS system through the use of Homisco reports.

Summary Boxes: Clicking on any of these boxes will report that call category as a one line item. For example, instead of listing out every single long distance call in detail, you will get a short summary like this:

LONG DISTANCE CALLS :

NUMBER OF CALLS: 47 TOTALS: 03:03 6.20 AVERAGE: 00:03 0.13

Send to Printer on Homisco Computer: Checking this box will print the report to the printer that is physically attached to the Homisco Call-Accounting system. By not checking this box the report will not be printed at the printer attached to the Homisco server but can instead be printed to a printer of your choice that is on your network.

Interval: Clicking on this box will allow you to select the number of days to run the report for beginning from the previous day back. For example, if you click on this box and then type in "15" for the number of days the report will run showing data for the past 15 days beginning with yesterday going back.

Date Range: Clicking on this box will activate the date and time boxes which will allow you to change the start and end dates and times.

Calls With Auth Codes Only: Clicking on this box will report call data only for calls that were made using authorization codes.

Calls Without Auth Codes Only: Clicking on this box will report call data only for calls that we made <u>without</u> using authorization codes.

Calls With and Without Auth Codes: Clicking on this box will report all data whether callers used authorization codes or not.

Account-Auth Codes/Division/Department/Extension: You can run the report for any division(s), department(s), extension(s) or line-type(s) that you desire. Simply click on one of these four options and you can then run for "ALL" entries at that level, or, you can pick individual auth-codes/divisions/departments/extensions. To select specific entries at that level click on each one that you want and click the double-arrows pointing to the right to add them in. If you make a mistake and need to remove items from your list just click on the entries to remove and click the double-arrows pointing to the left.

Run Report: Click this box to run the report using the parameters that you have selected. The report will be generated and will pop to your screen. From here you can close it, save it or print it to any printer on your network.

Sample Authorization Code Report

HOMISCO INC. ACCOUNT CODE REPORT CALLS WITH ACCOUNT CODES ONLY 05/11/05 TO 05/17/05 Tue May 17 14:49:46 2005

DIVI	SI	ON	2	CPE	
DEPARTMEN	ΤV	53	800	Servi	ce
EXTENSIO	N	23	15	Steve	L
ACCOUNT	44	4	CPE	Manag	er

LOCAL CALLS :

DATE	TIME	NUMBER CALLED	LOCATION	DUR	COST	ORIG EXT
05/11/05	11:56	781 665-xxxx	Melrose	MA 00:01	0.05	2315
05/11/05	12:09	781 662-xxxx	Melrose	MA 00:02	0.07	2315
05/12/05	12:06	781 662-xxxx	Melrose	MA 00:02	0.07	2323
05/13/05	11:40	781 662-xxxx	Melrose	MA 00:01	0.05	2315
	NUN	MBER OF CALLS :	4 TOTA	ALS: 00:06	0.24	
			AVERA	AGE: 00:01	0.06	

LONG DISTANCE CALLS :

DATE	TIME	NUMBER CALI	ED	LOCA	ATION	DUR	COST	ORIG EXT
05/11/05	10:20	901 748-xx	XXX	Teni	nessee	00:02	0.09	2315
05/11/05	15:35	603 759-xx	XXX	New	Hampshire	00:11	0.46	2315
05/11/05	16:24	603 866-xx	XXX	New	Hampshire	00:02	0.09	2315
05/12/05	11:32	800 294-xx	XXX	Ser	vice	00:01	0.00	2323
05/12/05	15:14	603 866-xx	XXX	New	Hampshire	00:02	0.09	2315
05/16/05	11:21	603 866-xx	XXX	New	Hampshire	00:02	0.09	1234
05/16/05	12:50	212 752-xx	XXX	New	York	00:02	0.09	2315
05/16/05	14:11	800 696-xx	XXX	Ser	vice	00:06	0.00	2315
05/17/05	09:28	207 608-xx	XXX	Main	ne	00:10	0.42	2315
05/17/05	09:38	603 332-xx	XXX	New	Hampshire	00:02	0.09	2315
05/17/05	12:15	603 759-xx	XXX	New	Hampshire	00:06	0.25	2315
05/17/05	12:39	207 324-xx	XXX	Main	ne	00:02	0.09	2315
05/17/05	13:29	877 563-xx	XXX	Ser	vice	00:03	0.00	1234
05/17/05	13:58	877 563-xx	XXX	Ser	vice	00:02	0.00	2315
05/17/05	14:03	603 759-xx	XXX	New	Hampshire	00:10	0.42	2315
05/17/05	14:01	877 563-xx	XXX	Ser	vice	00:12	0.00	1234
05/17/05	14:00	603 759-xx	XXX	New	Hampshire	00:14	0.58	2323
	NUM	MBER OF CALLS	5 :	17	TOTALS:	01:29	2.76	
					AVERAGE:	00:05	0.16	
Ν	JUMBER OF	F LOCAL CALLS	s :	4	TOTALS:	00:06	0.24	
NUMBER OF	F LONG DI	ISTANCE CALLS	3 :	17	TOTALS:	01:29	2.76	
	GRANI) TOTAL CALLS	5 :	21	TOTALS:	01:35	3.00	
					AVERAGE:	00:04	0.14	



🚳 Call Calculator		×
International call		
Choose Line Type		•
Enter Area Code		
Enter Prefix		
Enter Duration		
	RUN REPORT	

Purpose

Clicking on this button will allow you to see how the price of a call is calculated simply by entering the area code, prefix, call duration and extension line-type. This can be useful for both employees and guests that have questions about how a call is priced.

Parameters

To price out a call, first select the "Line Type" of the extension/station that the call will price as. For example, if you are a hotel and want to price a guest room call you would select "Guest". In the example below, note that you click on the down arrow and you will be presented a list of the available Line Types. Simply click on the one you want.

Scall Calculator		×
🔲 International call		
Choose Line Type	0004 Sales	\odot
Enter Area Code Enter Prefix Enter Duration	0004 Sales 0005 Operations 0006 Accounting 0007 Administration 0008 ADU 0009 Telemarketing 0010 Error/Unknown 0011 Voice Mail	
	RUN REPORT	

Here we selected the "Sales" department. Next, enter the area code, prefix and duration of the call that you wish to price out. Once this is completed, click on "Run Report". The results of your query will be popped to your screen and can be saved to a file or printed to any printer on your network.

🚳 Call Calculator	<u>×</u>
🔲 International call	
Choose Line Type	0004 Sales
Enter Area Code	212
Enter Prefix	371
Enter Duration	5
	RUN REPORT

By running a query with the parameters above, the results will appear as follows:

```
***
           Pricing Report
Report Ran:11/7/2005 2:59:29 PM
PARAMETERS ENTERED
_____
Area Code
                212
371
New York
Prefix
LOCATION
DURATION
                    5 Minutes
LINE TYPE
                    Sales
CALL COST BREAKOUT
_____
Initial time period 60 seconds additional time period 60 seconds
INITIAL MINUTE $ 0.04 (Initial rate $0.04)

ADDITIONAL MINUTE $ 0.16 (Additional rate $0.04 X 4 minutes)

OP. ASSIST. CHARGE $ 0.00

PERCENTAGE MARKUP $ 0.00 (Percent markup 0%)

EIVED MADVUD
FIXED MARKUP
                    $ 0.00
TOTAL TAX
                    $ 0.01 (Tax rate 3%)
                     _____
                                          $
                     TOTAL
                                               0.21
```

If the number that you wish to price is international you must check the "International call" box and then fill out the remaining information. Note that "Area Code" is no longer available, has been changed to "International Code", and is already preset to "011" (see example below).

Call Calculator	×
🔽 International call	
Choose Line Type	0004 Sales
International Code	011
Country Code	44
Enter Duration	5
	RUN REPORT

By running an international query with the parameters above, the results will appear as follows:

######################################	#### Repc 5 3: ####	:######### >rt 04:40 PM #########	+ # # # 1 + # # # #
PARAMETERS ENTERED			
International Code Country Code LOCATION DURATION LINE TYPE	0 4 5 5	011 14 Jnited Ki 5 Minutes Sales	ingdom 5
CALL COST BREAKOUT			
Initial time period	60	seconds	additional time period 60 seconds
INITIAL MINUTE	\$	0.19	(Initial rate \$0.19)
ADDITIONAL MINUTE	\$	0.76	(Additional rate \$0.19 X 4 minutes)
OP. ASSIST. CHARGE	\$	0.00	
PERCENTAGE MARKUP	\$	0.00	(Percent markup 0%)
FIXED MARKUP	\$	0.00	
TOTAL TAX	\$	0.03	(Tax rate 3%)
	==		
	ТC	TAL	\$ 0.98

As stated above, the Call Calculator will let you print or save the results, plus, it will automatically save a copy as license name>CCAL.REP and will be saved here:

C:\Program Files\Homisco\Homisco\download\reports

where it can be accessed through the icon on the Call Analyzer screen under reports.

Main	Rep	orts	Utilities	Options	Contact Infomatio
			\odot		
	Manager	Clear Print Jobs	Time Sync	Pull Back Reports	
	3	_	1		
	Delete Calls	Backup Menu	Unlock Tables	Test Call	
e Call Rec	ords Beceived a	t :Apr-18-07 13	:54:30		
04/18 01:5	8P 00:00:00 2301 9	18005374784	CT010	431<10>	<u>^</u>
♪> 04/18 01:5 〕>	6P 00:02:51 2305 9	18002315325	RT009	431<10>	•
st Calls Po	sted to PMS at :/	Apr-18-07 13:5/	4:30		
IC 000 04/1 2C 000 04/1 3C 000 04/1 4C 000 04/1	9 2312 13:44 0011 9 2301 13:53 0004 9 2301 13:57 0001 9 2305 13:56 0003	\$000.46 603-692 \$000.00 800-537 \$000.00 800-537 \$000.00 800-231	-6180 -4784 -4784 -5325		

The "Utilities" Tab



Manager - Clicking on this button will allow you into the system database. Once in the "Manager" you can add, delete and modify your division, department, line and extension databases.

E au

Clear Print Jobs – Clicking on this button will bring up a list of print jobs currently queued on the printer that is attached to the Homisco server. You can select which print jobs to delete or you can delete them all at once. Remember, this will only delete print jobs on the Homisco server. This utility will not cancel print jobs initiated on your Windows PC.

Time Sync – Clicking on this button will update the time on your Homisco CAS with the time from your Windows PC. Most systems will change time automatically for daylight savings, but, in case yours doesn't do this, you will be able to change it yourself through this icon.

Pull Back Reports - Clicking on this button will allow you to see a list of reports that were recently run from the Homisco system. Use this if you've deleted a report by accident, or, if you have a report that prints automatically at night and you're ready to bring it back to your desktop PC.

Delete Calls - Clicking on this button will allow you to delete stored calls from the database. You can delete by division, department, extension or line type.



Backup Menu - Clicking on this button will bring you to the backup & restore utilities where you can backup your database and restore old copies of the database in order to access old call data.

Unlock Tables - Clicking on this button will allow you to "unlock" the database tables within the "Manager" function. Occasionally, if two or more people are in the system at the same time a table may become locked, barring access by other users. If you get a message that a certain table is locked, simply click this button to unlock it.



Test Calls - Clicking on this button will allow you to put a test call into the system to check if phone calls are posting properly to the PMS. After doing this you can view the online monitor to see the call go through the CAS and then check the PMS to ensure it posted properly.



Purpose

Clicking on this button will allow you into the system database. Once in the "Manager" you can perform basic add, modify and export functions on the division, department, line and extension databases. In order to ensure the integrity of the database, "delete" functions can be performed only by a Homisco technician.

Parameters

In order to minimize the possibility of database corruption you are only allowed to perform certain functions within the Manager database. By clicking on "Division", "Department", "Line" or "Extension", you will be presented with the current structure of that particular database. See examples below:

📯 Manager	🖌 📯 Manager 🛛 🗶	Manager 🔀
Division Department Extension C Line	C Division C Department C Extension C Line	C Division C Department C Extension C Line
Div # Div Name	Dept # Dept Name Div # 🔺	Line # Ext # Line Type # 🔺
0001 VANX	0883 oisin 4	0001 1 4
0002 CPEgug8yugv	0999 Unknown 6	0303 2303 10
0003 DNC	1111 Voice Mail 5	0999 999 10
0004 Admin	1810 DNC 4	1311 1311 7
0005 Voice Mail	5100 System 4	2200 2200 2
0006 Unknown	5200 Install CPE & CAM 2	2201 2201 6
0007 Combined	5210 Install Vanx 1	2202 2202 6
0678 mike house	5299 Install Combined1 7	2203 2203 2
0789 ike	5300 Service 2	2204 2204 2
9999 Error1	5310 Service VANX 1	2205 2205 12
12345 mike	5400 Software 2	2206 2206 3
88993 testy	5410 Software VANX 1	2207 2207 4
	5499 Software Combined 7	2208 2208 10
	5500 Sales 2	2209 2209 2
	5510 Sales VANX 1	2210 2210 2
Add Modify Export Type	Add Modify Export Type HTML File	Add Modify Export Type

Ext #	Ext Name	Dept #	Equipment Cost	Credit	Overhead	Total usage	Other	-
0001	DiChiaro, Margaret	5599	0	0	0	0	0	
1311	DiChiro,, M. "	5410	0	0	0	0	0	
2200	Switch Modem1	1111	0	0	0	0	0	
2201	Former Employee Rich, Jim	5699	0	0	0	0	0	
2202	Dropkin, Marilynssss	5699	0	0	0	0	0	
2203	Kiser, Damon	5310	0	0	0	0	0	
2204	Scapicchio, Richie	5210	0	0	0	0	0	
2205	Fax Machine	5510	0	0	0	0	0	
2206	Melissa Goo dick	5500	0	0	0	0	0	
2207	Conference Room	5599	0	0	0	0	0	
2208	Unknown	5300	0	0	0	0	0	
2209	lacoviello, Steve Modem	5200	0	0	0	0	0	
2210	Service Desk 2	5300	0	0	0	0	0	
2211	Bruce Amaro	5410	0	0	0	0	0	
2212	Tony Costa	5500	0	0	0	0	0	-

As you work within a particular database you can click on the title of any field and it will automatically sort the database by the field that you selected. For example, the Extension database is sorted by "Ext #" by default. If you click on "Ext Name" you will get this:

st #	>ExtName	Dept #	Equipment Cost	Credit	Overhead	Total usage	Other	
2279	Adam Sternfield	5310	0	0	0	0	0	
2410	Adam Sternfield	5310	0	0	0	0	0	
2411	Adam Sternfield	5310	0	0	0	0	0	
2289	After Hours Recording	5300	0	0	0	0	0	
2288	After Hours Recording	5300	0	0	0	0	0	
2233	Andrew Ferris	5410	0	0	0	0	0	
2217	Andrew Ferris	5410	0	0	0	0	0	
2295	Andy Decosters	5310	0	0	0	0	0	
2407	Antony	5310	0	0	0	0	0	
2307	Barbaro, Janice	5699	0	0	0	0	0	
2259	Bench Test Line	5300	0	0	0	0	0	
2283	Betty Krupt	5410	0	0	0	0	0	
2445	Bob-Voice Mail Box	5510	0	0	0	0	0	
2266	Brown, Jason	5699	0	0	0	0	0	
2281	Brown, Jason	5699	0	0	0	0	0	-

Once you begin working with the databases, it's important that you understand how they are structured. Notice in the chart below that the hierarchy starts at the "Division" level,



with "Departments" second followed by "Extensions" and "Lines". In this example "Division 2" is labeled as "Admin" and it contains 3 departments. The organizational structure of Department #2 (Housekeeping) is broken out into 5 separate extensions. Each extension, with the exception of 301, has only one line number tied to it. Extension 301, the operator, has 3 lines tied to it. So, within Homisco, all phone calls made from lines 7301, 7302 and 7303 would be stored and reported on under extension 301. If this is not desirable you could create another extension, say 302, and move line 7302 under it.

Making additions and changes to your database is very easy to do. When you wish to add to an existing database simply click on "Add", and you will see the following screen (the following examples have been done using the Extension database, but, the procedure is the same for all levels):

🖷 Add Extension	
Extension Number	
Extension Name	
Department Number	
Equipment Cost	0
Credit	0
Overhead	0
Total Usage	0
Other	0
Save	Cancel

The only fields that you need to fill in are the "Extension Number", the "Extension Name" and then you must click on the down arrow to select a "Department" that it will fall under. When you are finished, click on "Save". If you change your mind or if you make a mistake, click on "Cancel".

When you wish to make changes to existing entries, click on "Modify". From here you can modify certain fields as needed, for example, in the extension database you can modify the name and you can change the organization that it falls under. When you are finished, click on "Save". If you change your mind or make a mistake click on "Cancel".

The process for making changes to each of the databases is identical. If you are making changes to the "Line" database you must be very careful about changing the "Line Type" for a particular line number. It is the "Line Type" that determines how a telephone call is going to be priced. If your administrative lines price differently than your guest/tenant lines you must be very careful to select the correct "Line Type" or you may set calls to

<u>price incorrectly</u>. In the example below you will see that by clicking on the down arrow a box appears with all the "Line Types" that you can select from:

🖷 Modify Line		
Line Number	0001	
Extension Number	0001 DiChiaro, Margaret	•
Line Type Number	0005 Operations	•
	0005 Operations 0006 Accounting 0007 Administration 0008 ADU 0009 Telemarketing	
	0010 Error/Onknown 0011 Voice Mail 0012 Fax Machine	•

In addition to making additions and modifications to your database you can also export to either an HTML or Excel file so that you can see the entire structure at a glance and/or save it for future reference.

Division Operatment Extension Dept # Dept Name Div #	
C Extension C Line	
Dept # Dept Name Div #	
0883 oisin 4	
0999 Unknown 6	
1111 Voice Mail 5	
1810 DNC 4	
5100 System 4	
5200 Install CPE & CAM 2	
5210 Install Vanx 1	
5299 Install Combined1 7	
5300 Service 2	
5310 Service VANX 1	
5400 Software 2	
5410 Software VANX 1	
5499 Software Combined 7	
5500 Sales 2	
5510 Sales VANX 1	
Add Modify Export Type HTML File	

To do this, click on "Export", select the type of export that you would like to do and you will get the following message:

Rename File	×
Enter a name for the exported data:	ОК
	Cancel
11-07-2005 16-24 EXTENSION.htm	

You can either keep this name or change it to something that you prefer. Clicking on "OK" will save the database export file here:

C:\Program Files\Homisco\Homisco\download\export	

where it can be accessed again through the *icon* icon on the Call Analyzer screen.

The HTML database export for an extension table will look like this:

Ext #	Ext Name	Dept #	Equipment Cost	Credit	Overhead	Total usage	Other
0001	DiChiaro, Margaret	5599	0	0	0	0	0
1311	DiChiaro, Margaret	5599	0	0	0	0	0
2200	Switch Modem	999	0	0	0	0	0
2201	Rich, Jim	5699	0	0	0	0	0
2202	Dropkin, Marilyn	5699	0	0	0	0	0
2203	Kiser, Damon	5310	0	0	0	0	0
2204	Scapicchio, Richie	5210	0	0	0	0	0
2205	Fax Machine	5699	0	0	0	0	0
2206	Melissa Godick	5500	0	0	0	0	0
2207	Conference Room	5599	0	0	0	0	0
2208	Unknown	999	0	0	0	0	0
2209	Iacoviello, Steve Modem	5200	0	0	0	0	0
2210	Service Desk 2	5300	0	0	0	0	0
2211	Bruce Amaro	5410	0	0	0	0	0
2212	Tony Costa	5500	0	0	0	0	0

R	Microsoft E	cel - preed3	33 .xls								_	
	<u> </u>	<u>V</u> iew <u>I</u> nse	ert F <u>o</u> rmat	<u>T</u> ools <u>D</u> a	ita <u>W</u> indov	v <u>H</u> elp			Type a	question for h	elp 👻 🗕	đΧ
1	1 🖪 🗹	nial		- 10	• B I	<u>u</u> = =		\$%,	•.0 .00 0.+ 00.	€₽ €₽ ⊡	- 👌	A
12	a ta ta C	4 🔁 🍅	2 😼 😥	Reply w	ith <u>C</u> hanges.	E <u>n</u> d Revie	w 🖕					
	A1	-	<i>f</i> x > Ext #									
	A	В	C	D	E	F	G	Н	1	J	K	
1	> Ext #	Ext Name	Dept #	Equipment	Credit	Overhead	Total usag	Other		2 2		
2		DiChiaro, I	5599	0	0	0	0	0				
3	1311	I DiChiro,, N	, 5410	0	0	0	0	0				
4	2200	Switch Mo	1111	0	0	0	0	0				
5	220	I Former En	r 5699	0	0	0	0	0		1		
6	2202	2 Dropkin, M	6699	0	0	0	0	0				
7	2203	8 Kiser, Dan	5310	0	0	0	0	0				
8	2204	1 Scapicchio	5210	0	0	0	0	0				
9	220	5 Fax Machi	5510	0	0	0	0	0		0 0		
10	2208	6 Melissa G	5500	0	0	0	0	0				
11	2207	Conference	5599	0	0	0	0	0				
17	2208	Inknown	5300	n	n	0	(_^)	Π			_	
114	• • • • \pr	20333/					1.		1.2	1		
Re	ady									NUM		11.

The Excel database export for an extension table will look like this:

Tip: Before doing an export on a particular database you can click and sort on a field heading so that your data is sorted in the manner that you prefer.

Clear Print Jobs

🔯 Remove print Jobs		×
- Delete Print Jobs on the Call Acc	ounting Computer	
ID # Name of Print Job	ID # Name of Print Job	
195 00204_10-24-05_21-00_ 197 00204 10-25-05 20-00 198 00204 10-27-05 19-00 199 00204_10-27-05_21-00_ 200 00204_10-27-05_22-00_ 200 00204_10-27-05_22-00_ 201 00204_10-28-05_21-00_ 201 00204_10-28-05_21-00_ 202 00204_10-28-05_21-00_ 202 00204_10-28-05_52-00_ 203 00204_10-29-05_15-00_	>> 196 00204_10-25-05_08-00_ <	
🥅 Remove all print jobs	Delete Print Jobs	

Purpose

Clicking on the "Delete Print Jobs" will allow you to delete print jobs that are being sent to the printer that is physically attached to the Homisco server.

Parameters **1**

Simply clicking on the print job to delete and then clicking on the >> key will move the print job over to the right-hand screen from where it will be removed. Select as many print jobs as you wish and then click on the "Delete Print Jobs" button below the list. All selected print jobs will then be deleted.

If you wish to select and delete all print jobs at once, click on the "Remove all print jobs" box and then click on "Delete Print Jobs" to delete them all.

* Keep in mind that none of these procedures will delete print jobs that you have sent from your Windows PC to either a networked printer or the printer attached to that PC. This will delete only jobs going to the Homisco server.

	Sime Sync
Configure	Sites
?	Are you sure you want to change the date and time on the Homisco Call Accounting Server?
	<u>Y</u> es <u>N</u> o

Purpose

Clicking on this button will synchronize the time on your Homisco CAS with the time from your Windows PC. Most systems will change time automatically for daylight savings, but, in case yours doesn't do this, you will be able to change it yourself through this icon.

HomiscoCallAnalyzer	×
Homisco Call Accounting Server Time chang	ed
OK	

Once you click on it you will be asked if you're sure. Click "Yes" to proceed, click "No" if you do not want to do this or if you are unsure. If the change was successful, you will see the message above.

Pull Back Last Report Ran



Purpose

Clicking on this button will allow you to see a list of reports that were recently run on the Homisco server. Use this if you've deleted a report by accident and need to retrieve it, if you'd like to bring back a report that was run by another user, or, if you have a report that prints automatically at night and you're ready to bring it back to your desktop PC.

Parameters

To select a report to pull back, just double-click on it. A screen will pop up similar to this one:

×	e
ОК	ne for the downloaded report:
ancel	

You can save as it is, or, rename it to something else. The report will be saved here:

C:\Program Files\Homisco\Homisco\download\reports	ŀ

where it can be accessed again through the *icon* on the Call Analyzer screen.

Note that the reports are saved on the Homisco server with the licensed computer name followed by the report name.rep. For example SLAPIERRE_COST.REP, is the licensed machine named SLAPIERRE which ran a cost report.



Purpose

Clicking on this button will allow you delete phone call records from the Homisco server. Calls can be deleted by division, department, extension and line type.

Parameters

In order for the Homisco server to process and store calls properly it is important to delete call records on a monthly basis. We recommend that you keep approximately 3 months of active calls on the system, deleting the oldest month after performing your monthly back up of the database and calls files (see "Backup Menu" for instructions).

Date/Time Options Before Date 08-01-05 Before Time 00:01	
Before Date 08-01-05 T Before Time 00:01	
Delete call options	
O Line Type 🔲 ALL O Division 🥅 ALL	
⊙ Department	
Add Department Selected Department	
0999 Unknown 1111 Voice Mail 1810 DNC 5200 Install CPE & CAM	
5100 System Support	
5299 Install Combined	
5300 Service VANX	
5400 Software 5410 Software VANX	
5499 Software Combined	
Delete Calls	

To delete calls, select the date that you would like calls deleted before. Next, select whether you'd like to delete by division, department, extension or line type. Within the level you can elect to delete for only certain divisions, departments, extensions, or line types, or, you can delete all calls at once by clicking on the "All" box.

Once you have finished selecting how you want to delete, click on the "Delete Calls" button at the bottom of the screen. You will be asked if you are sure that you want to delete. Once you confirm the delete process the system will delete the calls that you have specified and will give you a list of what was deleted.

If you realize that you have made a mistake <u>after</u> you have finished we cannot retrieve the data for you, so make sure that you really want to delete calls before going through with this process!



Purpose

Clicking on this button will bring you to the "Backup/Restore Menu" where you can backup you database and restore old copies of the database in order to access old call data.

Parameters

The following pages will show you how to perform backups, access old data, and manage your database backup files.

Once you click on the "Backup Menu" icon you will see this screen:



To perform a "Backup" of call data, click on "Backup Calls":



You will be forwarded to this screen:

🏶 Backup		×
	All Calls In the System	
	Date Range	
Start Date	12-01-05 • End Date 12-31-05 •	
	Backup	

Normally, you will select a date range for your backups so that they can be properly managed later on. However, we do give you the option to backup "All Calls In The System" in case you have a need to do so. Once you have selected either "All Calls In

The System" or entered your date ranges, click on the "Backup" button to perform the procedure.

The "Backup" process will create a data backup for the dates you specify and will store the file on the Homisco server for future use as well as bring a copy back to your PC where it is stored here:

C:\Program Files\Homisco\7.3_System\download\Backups	•
where they can be accessed again through the <i>icon</i> on the Call	Analyzer screen.

To perform a "Restore" of call data, click on "Restore Calls":



You will be forwarded to this screen:

😵 Restore Calls						×
Double	e click on the ba	ckup you wan	t to restore			
File Name	Created Date	Back Type	Start Date	End Date	Machine Name that created backup	
143659_020106_SLAPIERRE.tar.gz	2/1/2006	Between	12/01/05	12/31/05	SLAPIERRE	
144147_020106_SLAPIERRE.tar.gz	2/1/2006	Between	01/02/06	12/06/05	SLAPIERRE	
165952_011106_PREED.tar.gz	1/11/2006	All Calls		01/11/06	PREED	
						3
B	estore	Cancel	1			
<u> </u>		<u>-</u>	1			

These are the backup files that are currently stored on the Homisco server. The field "File Name" lists the file name with the time and date ran and the machine that it was created from listed in the title. For example, the first file, named "143659_020106_SLAPIERRE.tar.gz", was created at 14:36:59 on February 2, 2006 on the PC named SLAPIERRE.

The second field shows the date created. The third field, "Back Type" shows whether the backup was done for "All Calls", or, "Between" for a backup run with a start and end date specified. The next two fields show the start and end dates and the last field shows the machine name that performed the backup. So that you can easily find and manage your backup data, all of these columns can be sorted by simply clicking on the field name at the top. Double-click on the file you wish to restore or click it once and then click on "Restore" at the bottom of the screen.

Once your backup file has been successfully restored you will receive this message:



By selecting "Yes" you will be brought to the "Backup Reports" menu:

Main		Backup Repo	orts	Utilities	Cont	act Infomation
			S		Ш 12 1 19 — З 8 — В 54 В т в 54	† ††
Detail Report	Audit Report	Cost Report	State Report	Watch Dog Report	Crono Report	Trunk Report
	1			перок		
Area Code Report	Authorization Code Report	Call Calculator	EXIT Backup			

Note that the "Backup Reports" menu has replaced the regular "Reports" menu temporarily. As long as you are in the "Backup Reports" tab you can run any of the available reports for your restored data. Once you are finished with your restored data simply click on "EXIT Backup" to return to your regular main screen. Note that the "Backup Reports" tab is no longer available. To manage your database backup files, click on "Manage Backups":



You will be forwarded to this screen:



From here you can either "Pull Back Backups" or "Delete Backups". To bring backup files back to your client PC, click here:



You will be forwarded to this screen:

P	Bring Ba	ck Backups						<u>- 0 ×</u>
1	Select	File Name #	Created Date	Back Type	Start Date	End Date	Created On	
		143659_020106_SLAPIERRE.tar.gz	2/1/2006	Between	12/01/05	12/31/05	SLAPIERRE	
		144147_020106_SLAPIERRE.tar.gz	2/1/2006	Between	01/02/06	12/06/05	SLAPIERRE	
3		163446_011106_PREED.tar.gz	1/11/2006	All Calls		01/11/06	PREED	
		165952_011106_PREED.tar.gz	1/11/2006	All Calls		01/11/06	PREED	
		Click on the box under select for the	hackups vou wa	nt to bring bac	k local machi	1P		
		RUN	<u>C</u> ance					

This screen is identical to the "Restore Calls" screen above, plus, you will see that there is a "Select" column which allows you click the boxes of the files you wish to pull back to your machine. Once you have selected all the files you wish to pull back, click on the "RUN" button at the bottom of the screen. This procedure will save your backup files here:



where they can be accessed again through the

icon on the Call Analyzer screen.

Files that are backed up in this manner and that are later deleted from the Homisco server (procedure below) can only be accessed with the assistance of a Homisco technician. In order to protect your Homisco server to the best of our ability, we do not allow you to put any files onto the server without our assistance. When you want to access a backup file that is no longer available on the server, we will ask you to email us the file(s) that you would like to restore and we will upload them for you.

In addition to pulling back your backup files you can also delete old files in order to conserve hard drive space on the Homisco server. To "Delete Backups", go to the "Manage Backups" menu and click here:



You will be forwarded to this screen:

Delete B	ackups						<u>- I ×</u>
Select	File Name #	Created Date	Back Type	Start Date	End Date	Created On	
	143659_020106_SLAPIERRE.tar.gz	2/1/2006	Between	12/01/05	12/31/05	SLAPIERRE	
	144147_020106_SLAPIERRE.tar.gz	2/1/2006	Between	01/02/06	12/06/05	SLAPIERRE	
	165952_011106_PREED.tar.gz	1/11/2006	All Calls		01/11/06	PREED	
	HD	Size Space F	Remaining				
	180 Click on the box u	nder select for th	6G e backups you	ı want to dele	te		
		RUN	<u>C</u> ancel				

This screen is identical to the "Restore Calls" screen above, plus, you will see that there is a "Select" column which allows you click the boxes of the files you wish to delete from the Homisco server. Once you have selected all the files you wish to delete, click on the "RUN" button at the bottom of the screen. Before the delete occurs, you will be asked to confirm:



Note that at the bottom of the "Delete Backups" screen there are small windows that display the total hard drive space on the server, "HD Size", and the space remaining, "Space Remaining". Each backup file takes up approximately 4 (four) mb of drive space.

	as a rate of analise when ju	aging mie		e ouenap	11105.	
👸 Delete I	Backups					
Select	File Name #	Created Date	Back Type	Start Date	End Date	Created On
	143659_020106_SLAPIERRE.tar.gz	2/1/2006	Between	12/01/05	12/31/05	SLAPIERRE
	144147_020106_SLAPIERRE.tar.gz	2/1/2006	Between	01/02/06	12/06/05	SLAPIERRE
	165952_011106_PREED.tar.gz	1/11/2006	All Calls		01/11/06	PREED
	HD S 180 Click on the box o	Size Space F Thous select for the RUN	Remaining 66 – backups you <u>C</u> ancel) I want to dele	te	

Use this as a rule of thumb when judging when to delete backup files.

Important: Before you delete backup files be sure you have pulled back any that you wish to save permanently through the "Pull Back Backups" procedure described above.



Purpose

Clicking on this button will allow you to "unlock" the database tables within the "Manager" function. Occasionally, if two or more people are in the system at the same time a table may become locked, barring access by other users. If you get a message that a certain table is locked, simply click this button to unlock it.

Parameters

There are no parameters when unlocking the tables. After you click the icon you should receive the message below:

HomiscoCallAnalyzer	×
Homisco Call Accounting Tables un	locked
OK	



Purpose

Clicking on this button will allow you to put a test call into the system to check if phone calls are posting properly to the PMS. After doing this you can view the online monitor to see the call go through the CAS and then check the PMS to ensure that it posted properly.

Parameters

There may be occasions where you may not have posted a phone call to the PMS system in a while. The "Test Call" function is a handy way to test the interface.

🚝 Test Call					
Call Date 02-01-06 💌	Call Time 14:29				
DURATION (minutes)	1				
CALL CHARGE	0.00				
CALL TYPE	LOCAL				
Phone Number	7816651997				
Extension Number	0001 DiChiaro, Margaret 💌				
Send Call					

In order to test the PMS interface simply enter the parameters to the desired settings and click on "Send Call". You will see the call appear in the "Online Monitor":

Live Call Records Received at :	
Begining Trace of live call data for 7.3_System	
	-
Last Lalis Posted to PMS at Feb-UI-U6 14:30:00	_
Begining Trace of live call data for 7.3_System	
086C 000 02/01 1 14:04 0001 \$000.00 781-665-1997 L	
087C 000 02/01 1 14:04 0001 \$000.00 781-665-1997 L	
	-
U88C UUU U2/U1 1 14:29 UUU1 \$UUU.UU 781-665-1997 L	

The "Options" Tab

💖 Homisco Call Anal	yzer Menu 7.0.0 Runnin	ig on SLAPIERRE Cu	urrent User: SLAPIERRE	
Main	Reports	Utilities	Options C	Contact Information
Add Use	rs Modify Users [Delete Users Change F	Passwords Configure Site	
Live Call Records F S - 04/18 01:56P 00:0 <10>	Received at :Apr-18-07 12:51 2305 9 1800231532	13:55:49 5 RT009	431<10>	
<10>	15:04 2312 9 1603749374	7 HTU44	431<10>	
Last Calls Posted to 142C 000 04/19 2301 143C 000 04/19 2301 144C 000 04/19 2305 145C 000 04/19 2312	DPMS at :Apr-18-0713 13:53 0004 \$000.00 800-5 13:57 0001 \$000.00 800-5 13:56 0003 \$000.00 800-2 13:55 0006 \$000.25 603-7	: 55:49 37-4784 37-4784 31-5325 49-3747		▲ ▼



Options Descriptions

The "Options" tab is where administrators can add, modify and delete users for the Homisco Call Analyzer. You can also change the passwords for individual users, add new Homisco servers to connect to and configure existing ones.

Add Users – Clicking on this button will allow you to add new Call Analyzer users to the system.

Modify Users – Clicking on this button will allow you to modify the permissions of existing Call Analyzer users.

Delete Users – Clicking on this button will allow you to delete current Call Analyzer users.

Change Passwords – Clicking on this button will allow you to change the passwords of current Call Analyzer users. This is handy if a user forgets his or her password.

Configure Site – Clicking on this button will allow you to add new Homisco sites and modify the configuration of existing ones.



Purpose

Clicking on this button will allow you to add new Call Analyzer users to the system.

Parameters

To add a new user, simply type in a user name and a password into the fields shown below. Once these are entered, you will then be able to add "Functions" that the user is allowed to access.

To add "Functions" for a user, you can highlight a specific item and move it over to the "Added Functions" area by clicking on the arrow icon or by simply double-clicking on it. If you wish to remove an item from the "Added Functions" just double-click on it and it will be moved back to the "Functions" window.

, User Permissions		×
User Name: john	Add User	
Password:	_	
Confirm Password:	_	
Functions	Added Functions	
03.RPT Cost Report 04.RPT Stats Report 05.RPT Watchdog Report 06.RPT Crono Report 07.RPT Trunk Report	>> 01.RPT Detail Report 02.RPT Audit Report	
08.RPT AreaCode Report 09.RPT Auth Report 10.RPT Call Calculator Report 11.MGR Manager Menu	<	

When you are finished adding functions for a user just click on "Add User" and you are done. When this user logs into the Call Analyzer he/she can then change their password on their own. When the Call Analyzer comes up, users will only be able to access the functions that you have allowed. These items will be in color where functions that they are not allowed to access will be grayed out.

Modify Users

<u>Purpose</u>

Clicking on this button will allow you to modify the permissions of existing Call Analyzer users.

Parameters

To modify an existing user, simply click on the arrow indicated below and pick the user from the list. Once you select a user, his/her current functions allowed will be displayed to the right.

To add "Functions" for a user, you can highlight a specific item and move it over to the "Added Functions" area by clicking on the arrow icon or by simply double-clicking on it. If you wish to remove an item from the "Added Functions" just double-click on it and it will be moved back to the "Functions" window.

💐 Modify Users Permissions			
User Name: UOHN	·	Nodify User	
Functions		Added Functions	
03.RPT Cost Report 04.RPT Stats Report 05.RPT Watchdog Report 06.RPT Crono Report 07.RPT Trunk Report 08.RPT AreaCode Report 09.RPT Auth Report 10.RPT Call Calculator Report	▲ >> <<	01.RPT Detail Report 02.RPT Audit Report	

When you are finished modifying functions for this user just click on "Modify User" and you are done. When the Call Analyzer comes up, users will only be able to access the functions that you have allowed. These items will be in color where functions that they are not allowed to access will be grayed out.



Purpose Purpose

Clicking on this button will allow you to delete current Call Analyzer users.

Parameters

To delete an existing user, simply click on the arrow indicated below and pick the user from the list. Once you select a user, click on "Delete User".



Before the user is actually deleted, you will be ask to confirm the deletion as shown below:





Purpose

Clicking on this button will allow you to change the passwords of current Call Analyzer users. This is handy if a user forgets his or her password.

Parameters

To change the password for an existing user, simply click on the arrow indicated below and pick the user from the list. Enter the new password and enter it a second time to confirm it, then click on "Change Password" to change it.

💐 Admin Manage Passwords		<u>_ </u>
User Name: New Password Confirm New Password	JOHN *****	•
	Change Password	

Note: The "Change Password" button will be grayed out until the "Confirm New Password" matches your entry in the "New Password" field.

HomiscoCallAnalyzer	×
Password Changed	
ОК	

After you click on "Change Password" you will be informed that it has been changed as shown above.



<u>Purpose</u>

Clicking on this button will allow you to add new Homisco sites and modify the configuration of existing ones.

Parameters

Please see the "Installation Procedure" for detailed instructions on how to add and configure sites.

P		×
Current Sites:	Default	New Site
IP Address:	shoplinux	Modify Site
SSH Port:	22	
SSH Login:	homiscotail	
SCP User Name:	homisco	
SCP Password:	×	
HomeDir:	/usr/homisco	

The "Contact Information" Tab

🧇 Homisco Call Anal	yzer Menu 7.0.0 Run	ning on SLAPIERRE	Current User: SLAPI	ERRE
Main	Reports	Utilities	Options	Contact Infomation
		Homisco		
		99 Washington St		
	Mel	rose, MA 02176, U	JSA	
	Se	ervice: 781-662-52	33	
	WebPage	: <u>WWW.HOMIS(</u>	<u>CO.COM</u>	
	Manu	ial: <u>Call Analyzer M</u>	[anual	
	Online	e Training: <u>Online T</u>	raining	
	Emai	l: <u>service@homiscc</u>	.com	
Live Call Records	Received at :Apr-18-	07 15:19:14		
S - %04/18 03:09P 00	:14:13 T002 003	2262X 2312	431<10>	
<10> S - 04/18 03:22P 00:1	01:32 2284 9 1614751	2018 BT043	431<10≻	
<10>				
Last Calls Posted t	o PMS at :Apr-18-07	15:19:14		
195C 000 04/19 2219 196C 000 04/19 2284	15:19 0001 \$000.05 71 15:20 0002 \$000 09 61	4-704-2356		
197C 000 04/19 2262	15:09 0015 \$000.00 00	0-0000		
198C 000 04/19 2284	15:22 0002 \$000.09 61	4-751-2018		-

On the "Contact Information" tab you will find the Homisco service department's 24hour service number and several useful links.