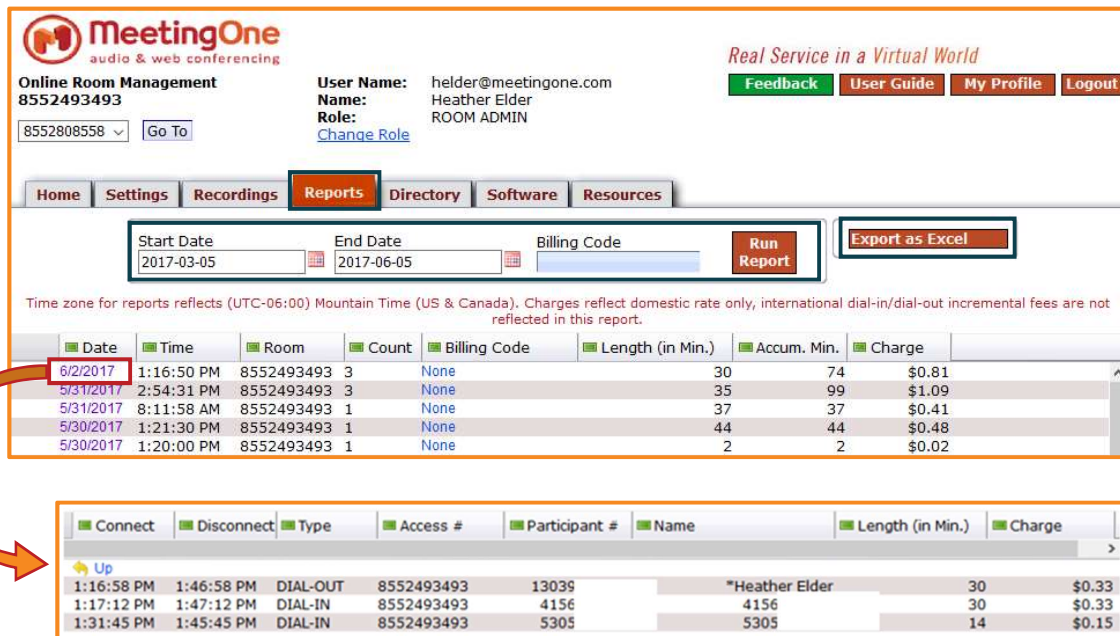


Reports

OAM (Online Account Management) allows you to view and download usage for your Room(s).

Access Reports

- Click the **Reports** Tab
- Enter the Start Date and the End Date and Billing Code (if applicable)
- Click the **Run Report** button
 - A list of conferences that took place during the selected date range will appear
 - Clicking on the **date** of one of the conferences will show the conference details, including participants and entry times
- Reports can be saved to your computer
 - Click the **Export as Excel** button
 - You MUST turn off pop-up blockers for this to work



MeetingOne audio & web conferencing

Online Room Management 8552493493

User Name: helder@meetingone.com
 Name: Heather Elder
 Role: ROOM ADMIN

8552808558 Go To Change Role

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Start Date: 2017-03-05 End Date: 2017-06-05 Billing Code: Run Report Export as Excel

Time zone for reports reflects (UTC-06:00) Mountain Time (US & Canada). Charges reflect domestic rate only, international dial-in/dial-out incremental fees are not reflected in this report.

Date	Time	Room	Count	Billing Code	Length (in Min.)	Accum. Min.	Charge
6/2/2017	1:16:50 PM	8552493493	3	None	30	74	\$0.81
5/31/2017	2:54:31 PM	8552493493	3	None	35	99	\$1.09
5/31/2017	8:11:58 AM	8552493493	1	None	37	37	\$0.41
5/30/2017	1:21:30 PM	8552493493	1	None	44	44	\$0.48
5/30/2017	1:20:00 PM	8552493493	1	None	2	2	\$0.02

Connect	Disconnect	Type	Access #	Participant #	Name	Length (in Min.)	Charge
Up							
1:16:58 PM	1:46:58 PM	DIAL-OUT	8552493493	13039	*Heather Elder	30	\$0.33
1:17:12 PM	1:47:12 PM	DIAL-IN	8552493493	4156	4156	30	\$0.33
1:31:45 PM	1:45:45 PM	DIAL-IN	8552493493	5305	5305	14	\$0.15