



TELUS Active Reporting

view, manage and control conference usage

TELUS Active Reporting is a secure online reporting tool that allows you to better manage conferencing costs. All details pertaining to conference usage and charges are available via the password protected Web-based interface.

Active Reporting is available to all TELUS Audio Conference and Web on Demand conferencing clients – whether calls are made from the office, home or on the road.

key benefits

TELUS Active Reporting can enhance your ability to manage and control conference calling. You will see the difference in:

Easy management. Active Reporting provides a mechanism for easily managing Audio and Web conferencing costs.

Better cost allocation. You can view conferencing costs and usage within 24 hours of having the conference. This enables timely cost allocation to specific file numbers, departments, projects or users.

Better cost control. Active Reporting provides visibility into key usage statistics – such as minutes, costs, conference type, call features and options – by company, department and user.

Clear, easy-to-understand reports. Information on usage and charges is presented in an easily understood format.

Enhanced analysis. All data is available in xls, csv and txt formats to download to your desktop for use with other application software for further analysis.

Secure access. Active Reporting has the highest security encryption. Each user is given appropriate access to the right level of information.

information that matters

TELUS Active Reporting allows your organization to generate billing and usage reporting across your user base. It makes it easy to reallocate costs and manage internal conference use. You can pull the data you want and create reports that meet your business needs.

The information provided by TELUS Active Reporting is tailored to two main types of users: those who are responsible for paying for conferencing charges, and those who make the calls but do not pay for them. The person who pays for conferencing is able to see details for all meetings on their invoice. If you make conference calls but are not responsible for paying for them (for instance, if your manager pays all the charges for your entire department), you are able to view the details of your meetings only.

better than paper

Active Reporting replaces and expands the information on conference calls currently shown on your TELUS paper bill. Key details by conference include:

- Client-defined billing reference number (optional)
- Chairperson name
- Conference type, such as Conference on Demand, Special Event, Web Conference on Demand
- Local, overseas or toll-free dialing information
- Billable features and options such as Call Recording and Playback on Demand

The detail shown in TELUS Active Reporting is completely reconcilable with your TELUS bill.

Your TELUS paper bill will have a summary line in the “Other Charges and Credits” section, with total conferencing charges for the billing period, taxes payable, and any bill adjustments.

secure, online access

Every client that has either made a conference call or is responsible for paying for TELUS conference calls will be issued a user ID and temporary password. This will allow access to the Active Reporting Web site. All call data is secure and is not viewable by unauthorized persons.

online training

Active Reporting is very easy to use and is intuitive for anyone acquainted with basic browser use. Online training modules are available to help you learn more about Active Reporting and get the most out of its powerful functionality. As well, context-sensitive help screens are incorporated into the application.

To learn more about TELUS Active Reporting, log-in to the application, or view a training demo, please visit www.activereporting.telus.com

the best for your business

Put this important tool to work for your business. With TELUS Active Reporting, you can effectively and efficiently monitor calling patterns, allocate calling for departmental chargeback, and filter and sort your calls in ways that assist in managing your business.