



HKBN

香港寬頻

Unified Communications

Administration Portal

User Guide

Overview

It is a simple reference guide of HKBN Unified Communications (UC) administration Portal (Admin Portal). In this guide, it will mention the general usage of portal, and simple UC account management of HKBN UC lines.

Recommended PC requirement for UC Admin Portal

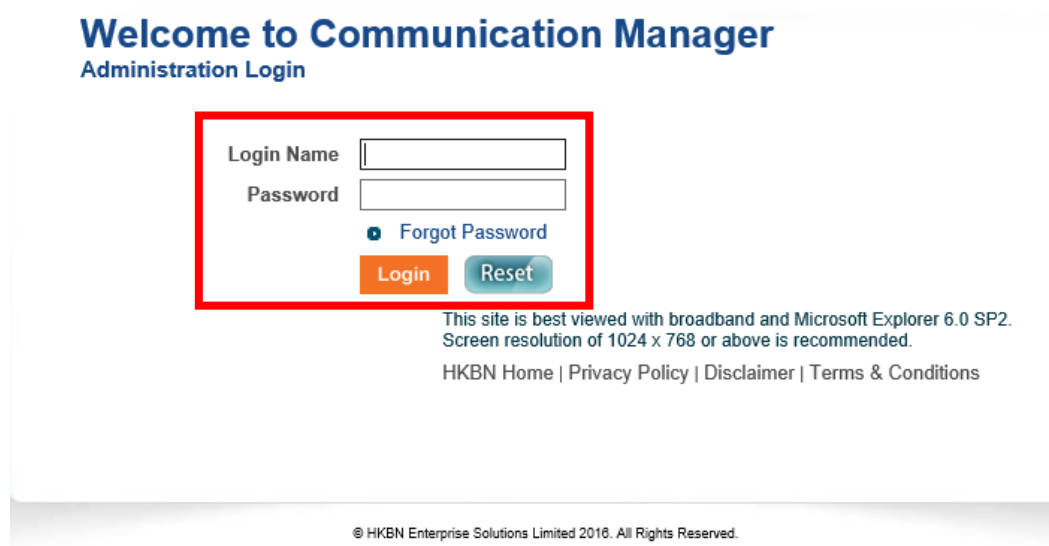
System Requirement	PC (Intel P4 2.0G or above) 1G Ram .Net Framework 3.5 or above
Operating System	Microsoft Windows XP SP2 Windows Vista Windows 7
Internet Browser	Internet Explorer 7 SP2 Internet Explorer 8 Internet Explorer 9 (For Windows 7) Internet Explorer 10 (For Windows 7) Internet Explorer 11 (For Windows 7)

Table of Contents

Overview	2
Login HKBN UC Admin Portal	4
UC Admin Portal	7
Features.....	9
Company	9
<i>Profile</i>	9
<i>Phone Book</i>	11
<i>Add Company Phonebook Entry</i>	12
<i>Edit Company Phonebook Entry</i>	13
<i>Delete Company Phonebook Entry</i>	14
<i>Import Company Phonebook Entries (CSV file format)</i>	15
<i>Export Company Phonebook Entries (CSV file format)</i>	18
<i>Presence Holiday</i>	20
Users.....	22
<i>User Information</i>	23
<i>Edit User Information</i>	24
<i>Voice Mail</i>	25
<i>User Information Export</i>	26
Group Features.....	27
Call Pickup	28
Multiline Hunting Group	29
System Speed Calling	30
Reports	32
Call Records	33
Management.....	34
My Profile	34
Change Password	35

Login HKBN UC Admin Portal

- Open portal by direct link
 1. Open an Internet Explorer browser and type the link:
<http://uc.hkbnes.net>
 2. Enter your **Login Name** and **Password**
 3. Press “**Login**”



Welcome to Communication Manager
Administration Login

Login Name
Password

[Forgot Password](#)

This site is best viewed with broadband and Microsoft Explorer 6.0 SP2.
Screen resolution of 1024 x 768 or above is recommended.

[HKBN Home](#) | [Privacy Policy](#) | [Disclaimer](#) | [Terms & Conditions](#)

© HKBN Enterprise Solutions Limited 2016. All Rights Reserved.

Note: The default password is the first 6-digit of your BR number, Please change password once the first login

- Open portal in HKBN website
 1. Open web browser and go to the link:
<http://hkbnes.net/en/accountservices>
Choose “**Other Services**” and click “**Unified Communication**”.
 2. Under Unified Communication, enter your **Login Name** and **Password** to login UC Admin Portal.
 3. Press “**Submit**”

Account Login

 MyAccount	>
 Broadband Network	∨
 Cloud Solutions	∨
 Voice Communication	∨
 Other Services	∧

Call Manager

Unified Communications

Webmail

Payment Methods

 By Mail	∨
 In Person	∨
 By Autopay/ Credit Card	∨
 PPS Payment By Phone Service (PPS)	∨
 Through 7-Eleven/ Circle K Convenience Store/ VanGO Convenience Store/ CR Vanguard	∨
 Through Internet Banking	∨
 Through HSBC/ Hang Seng Bank Automatic Teller Machines (ATM)	∨
 Through ATM with JET PAYMENT Service	∨
 Cheque Deposit Machine	∨

Retrieve your WebFax or Voice Mail and manage your settings for 009 Hong Kong Connect Service anywhere.

[Forget Password](#)



Unified Communications

Username / Service Number:

Password:

To login your web portal of Unified Communications.

[Forget Username / Password](#)



Webmail

Username: @

@nwtbb.com

@gigalinkmail.com

Password:

Check your email anywhere with the convenient Webmail service.

Note: The default password is the first 6-digit of your BR number, Please change password once the first login

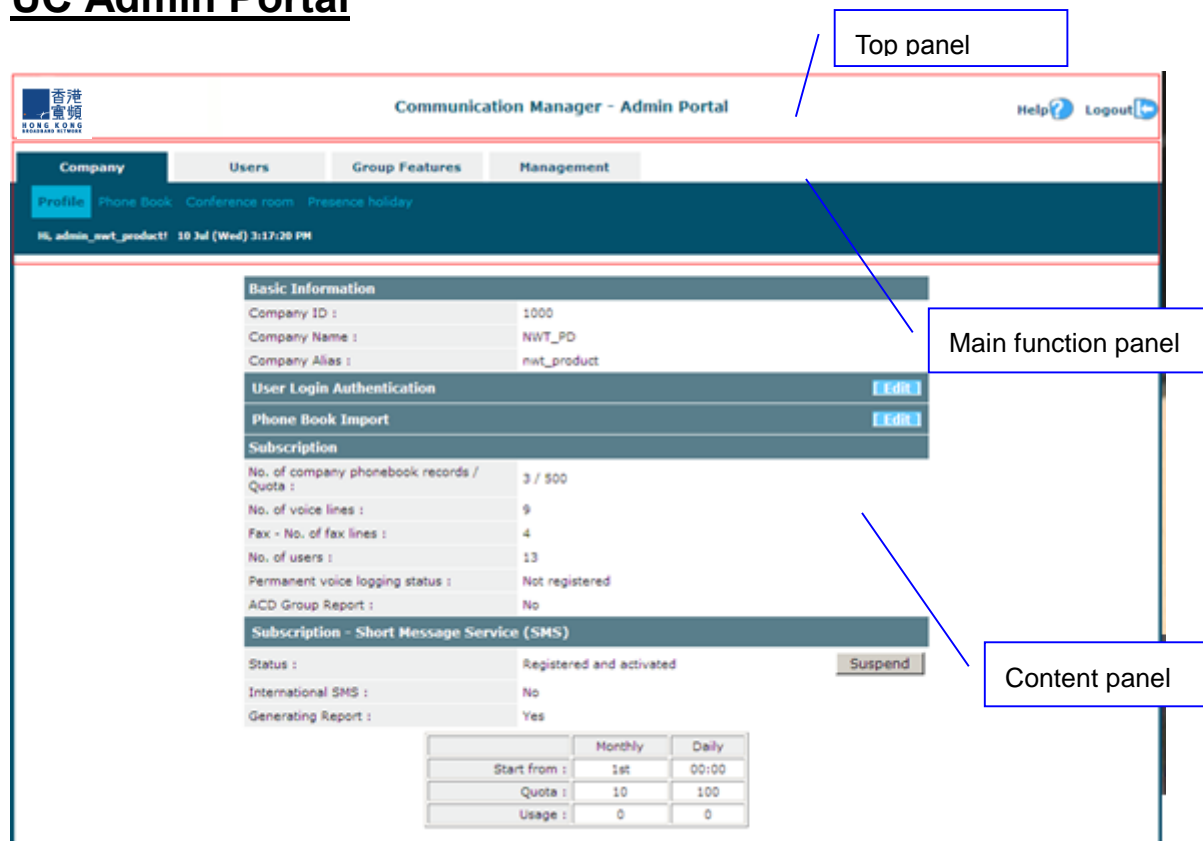
Definition of Admin Account

	Administrator Login Name	Administrator Type
1	S_[10-digit Customer Number]	Super Admin.
2	G1_[10-digit Customer Number]	General Admin.
3	G2_[10-digit Customer Number]	General Admin.
4	G3_[10-digit Customer Number]	General Admin.
5	G4_[10-digit Customer Number]	General Admin.
6	G5_[10-digit Customer Number]	General Admin.

Major Functions of different account type

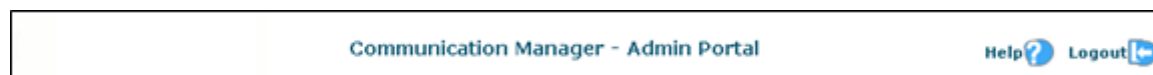
Major Functions	Super Admin.	General Admin.
View individual Value-added Service setting of each telephone line	✓	✓
View Group Value-added Service setting	✓	✓
Edit user information of each telephone line	✓	✓
Setup user portal login password of each telephone line	✓	✓
Edit Company Phone Book	✓	✓
View Call Records of each telephone line	✓	

UC Admin Portal



Upon successful login, you will enter into the main screen of HKBN UC Admin Portal. The main screen is divided into 3 panels:

- **Top panel:**



Within the Top panel, following information are displayed

Help : Hyperlink to User guides download page

Logout : Logout HKBN UC Admin Portal

- **Main function panel**



This panel is where the UC Admin Portal's menu bars are located, it allows for selection of portal administration function/sub-function from the menu bar structure.

- **Content panel**

Basic Information	
Company ID :	197
Company Name :	
Company Alias :	

Subscription	
No. of company phone book records / Quota :	12 / 500
No. of voice lines :	27
No. of fax lines :	0
No. of users :	17
ACD Group Report :	No
Permanent voice logging status :	Not registered

Subscription - Short Message Service (SMS)	
Status :	Registered and activated <input type="button" value="Suspend"/>
International SMS :	No
Generating Report :	No

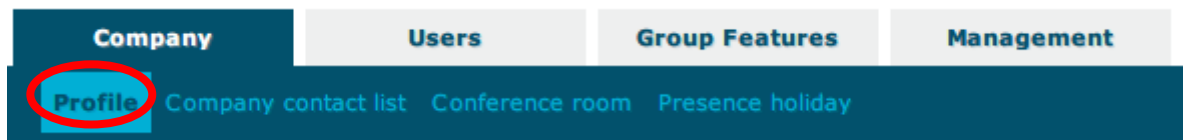
The area provides detailed view of the selected administration function, user interacts with the user interface elements in this area to facilitate the goal of administering his/her company's UC service.

Features

Depending on the function you choose in the main panel & sub menu, the content panel will be changed accordingly.

Company

Company based features are grouped in this main tab.



Profile

Basic Information	
Company ID :	197
Company Name :	
Company Alias :	
Subscription	
No. of company phone book records / Quota :	12 / 500
No. of voice lines :	27
No. of fax lines :	0
No. of users :	17
ACD Group Report :	No
Permanent voice logging status :	Not registered
Subscription - Short Message Service (SMS)	
Status :	Registered and activated <input type="button" value="Suspend"/>
International SMS :	No
Generating Report :	No

The first sub menu shown is the company profile. It consists of 2 major sections:

1. Basic information:

Item	Description
Company ID	Assigned by HKBN
Company Name	The registered company name
Company Alias	The registered company alias

Note: The information is for reference only.

2. Subscription:

Item	Description
No. of company phone book records / Quota	Showing the existing phone book records vs. the quota subscribed
No. of voice lines	Showing the total number of voice lines subscribed
No. of fax lines	Showing the total number of WebFax subscribed
No. of users	Showing the total number of user P.S. It might not be the same as the no. of voice lines
ACD Group Report	Showing the ACD group reporting feature is registered or not
Permanent voice logging status	Showing the Permanent voice logging status feature is registered or not

Note: Some features may not be applicable for your service plan, eg. ACD, please contact your account manager for details.

Phone Book

The Company Phone Book is an important area to control the name to be displayed on Phone or Portal when incoming call arrives. The records must be maintained up-to-date as much as possible.

Whenever an incoming call arrives, system will try to match the caller's number with the entries in Company Phone Book. If a matched record is found, the called extension will display the Caller Number together with the Name of the Caller.

The screenshot shows the 'Phone Book' tab selected in a navigation menu. Below the menu, there is a search bar with a dropdown menu set to 'Full Name' and a text input field. To the right of the search bar are buttons for '[Add]', '[Reset]', and '[Search]'. Below the search bar, there is a page indicator 'Page: 1' and a status 'Filtered / Total entries 12 / 12'. Below this are buttons for '[Add]', '[Delete]', '[Delete All]', '[Import]', and '[Export]'. The main part of the interface is a table with columns: 'Action', 'Full Name', 'Company', 'Office Phone', 'Mobile Phone', and 'Home Phone'. Each row in the table has a checkbox and three icons (edit, delete, and another delete) in the 'Action' column.

Individual entry can be searched by entering the name or the phone number in the field and click the "Search".

This screenshot is similar to the one above but includes callouts for the 'Action' column icons. The callouts are as follows:

- To add a new entry to the list**: Points to the plus icon in the 'Action' column.
- To delete an existing entry**: Points to the trash can icon in the 'Action' column.
- To edit an existing entry**: Points to the pencil icon in the 'Action' column.
- To delete multiple entries, select the records to be deleted by checking the** : Points to the checkbox in the 'Action' column.
- Click the "Delete" to delete the selected records**: Points to the 'Delete' button in the bottom navigation bar.

At the bottom of the page, there is a copyright notice: © Copyright 2012-14, New World Telecommunications. All rights reserved.

Add Company Phonebook Entry

In order to let called extension see the name of the caller (intercom or Incoming if CLI is provided), each Extension detail must be entered into the Company Phonebook.

Click the “**Add**” and the following screen will be displayed:


The screenshot shows a web application interface with a navigation bar at the top containing 'Company', 'Users', 'Group Features', 'Reports', and 'Management'. Below this is a sub-navigation bar with 'Profile', 'Phone Book', 'Conference room', and 'Presence holiday'. A status bar displays 'Hi, NWD_TEST1! 11 Jun (Wed) 5:21:08 PM'. The main content area is titled 'Add Phone Book (* mandatory fields)' and contains the following fields:

- Full Name: (Label)
- First Name:* (Text input)
- Last Name:* (Text input)
- Default Phone: (Dropdown menu showing 'Office Extension')
- Office Extension: (Text input)
- Office Phone: (Text input)
- Mobile Phone: (Text input)
- Home Phone: (Text input)
- Other Phone: (Text input)
- Business Fax: (Text input) with a note: 'for long distance fax, please start with "+"'
- Title: (Text input)
- Email Address: (Text input)
- Company: (Text input)
- Department: (Text input)
- Office Name: (Text input)
- Address: (Text area)
- Note: (Text area)

At the bottom left, there are two buttons: 'Save' (circled in red) and 'Cancel'.

You can then enter the contact’s information to the system through this page. After finish, click the “**Save**” to save the entry.

Edit Company Phonebook Entry

Click the  icon and the edit phonebook page will show up and filled with existing information.

Company | Users | Group Features | Reports | Management

Profile | **Phone Book** | Conference room | Presence holiday

Hi, NWD_TEST1! 11 Jun (Wed) 5:22:15 PM

Edit Phone Book (* mandatory fields)

Full Name:
First Name:*
Last Name:*

Default Phone: Title:
Office Extension: Email Address:
Office Phone: Company:
Mobile Phone: Department:
Home Phone: Office Name:
Other Phone: Address:
Business Fax:
for long distance fax, please start with "+"

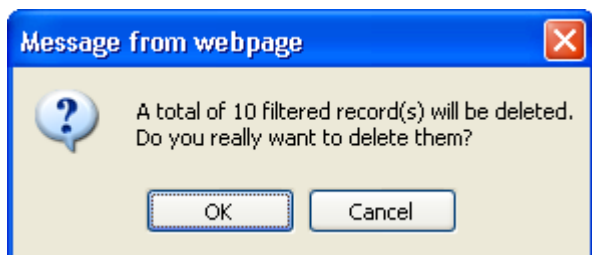
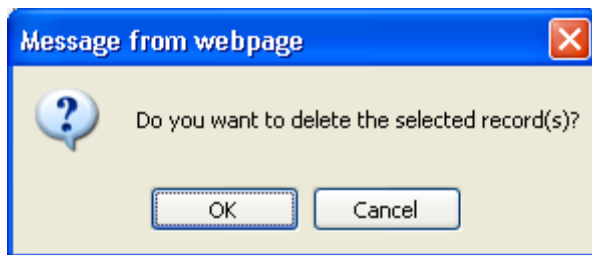
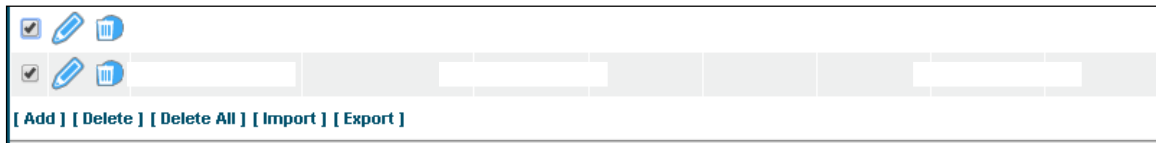
Note:

Save [Cancel]

You can then modify the phone book record and when finish, click the **“Save”** to save the entry.

Delete Company Phonebook Entry

Select the phonebook record(s) to be deleted by checking the check box and click the “**Delete**” to delete the selected records or simply click the “**Delete All**” to delete all the phonebook entries. There would be an alert box for your confirmation before deletion.



If user confirms to proceed, the selected records or all phone book records will be removed from the HKBN UC system.

Import Company Phonebook Entries (CSV file format)

Click the “**Import**” in the content panel of Company Phone Book page, the phone book import page is showing up

Company Users Group Features Reports Management

Profile Phone Book Conference room Presence holiday

Hi, NWD_TEST1! 11 Jun (Wed) 5:42:38 PM

Filtered by: Full Name Contains [Add] [Reset] [Search]

Page: 1 Filtered / Total entries 12 / 12

[Add] [Delete] [Delete All] **Import** [Export]

Action	Full Name	Company	Office Phone	Mobile Phone	Home Phone	Other Phone	Office Extension	Business Fax
<input type="checkbox"/>								
<input type="checkbox"/>								

Import Phone Book

Download phone book template : Download phone book template

CSV file to be uploaded: **Browse...**

First row of CSV file is column header

Upload [Cancel]

Click the “**Browse**” button and choose the CSV file to import and then click the “**Upload**” at the bottom.

Sample CSV header

"First Name", "Last Name", "Title", "Company", "Department", "Office", "Email Address",
 "Default Phone Type", "Business Phone", "Mobile Phone", "Home Phone", "Other Phone",
 "Office Extension", "Business Fax", "Address" and "Note"

*Note: If you export from Outlook, there will be no "Default Phone" column, the system will set the default phone automatically for you in the sequence of "Office Phone", then "Mobile Phone", then "Home Phone", and finally "Other Phone" depends on which phone number is present.

Choose the header mapping to map the CSV headers to system used headers or you can manually change the mapping. Finally, click the **"Save"** and the import process will proceed.

Import company contact list			
No.	CSV Header	Company contact list header	Record No. 1 >
1	First Name	First Name	Kyle
2	Last Name	Last Name	Ho
3	Title	Title	
4	Company	Company	NWT UAT
5	Department	Department	
6	Office	Office	
7	Email Address	Email Address	
8	Default Phone Type	Default Phone	Intercom
9	Office Phone	Office Phone	
10	Mobile Phone	Mobile Phone	
11	Home Phone	Home Phone	
12	Other Phone	Other Phone	
13	Office Extension	Office Extension	112
14	Business Fax	Business Fax	
15	Address	Address	
16	Note	Note	

[Save] [Cancel]

Company	Users	Group Features	Reports	Management
Profile	Phone Book	Conference room	Presence holiday	
Hi, NWD_TEST1! 12 Jun (Thu) 9:11:49 AM				
Import Phone Book				
Total records in CSV : 2				
Total records without errors : 2				
Total record(s) that have error(s) : 0				
Line no.	Error Description			
[Confirm]	Cancel]			

Company	Users	Group Features	Reports	Management
Profile	Phone Book	Conference room	Presence holiday	
Hi, NWD_TEST1! 12 Jun (Thu) 9:13:03 AM				
Import Phone Book				
Total records in CSV : 2				
Total records successfully imported : 2				
Total record(s) that have error(s) : 0				
[OK]				

When the import process is finished, a screen will be displayed to show the summary of the import process. You can then click the “**Confirm**” and “**OK**” to complete the process.

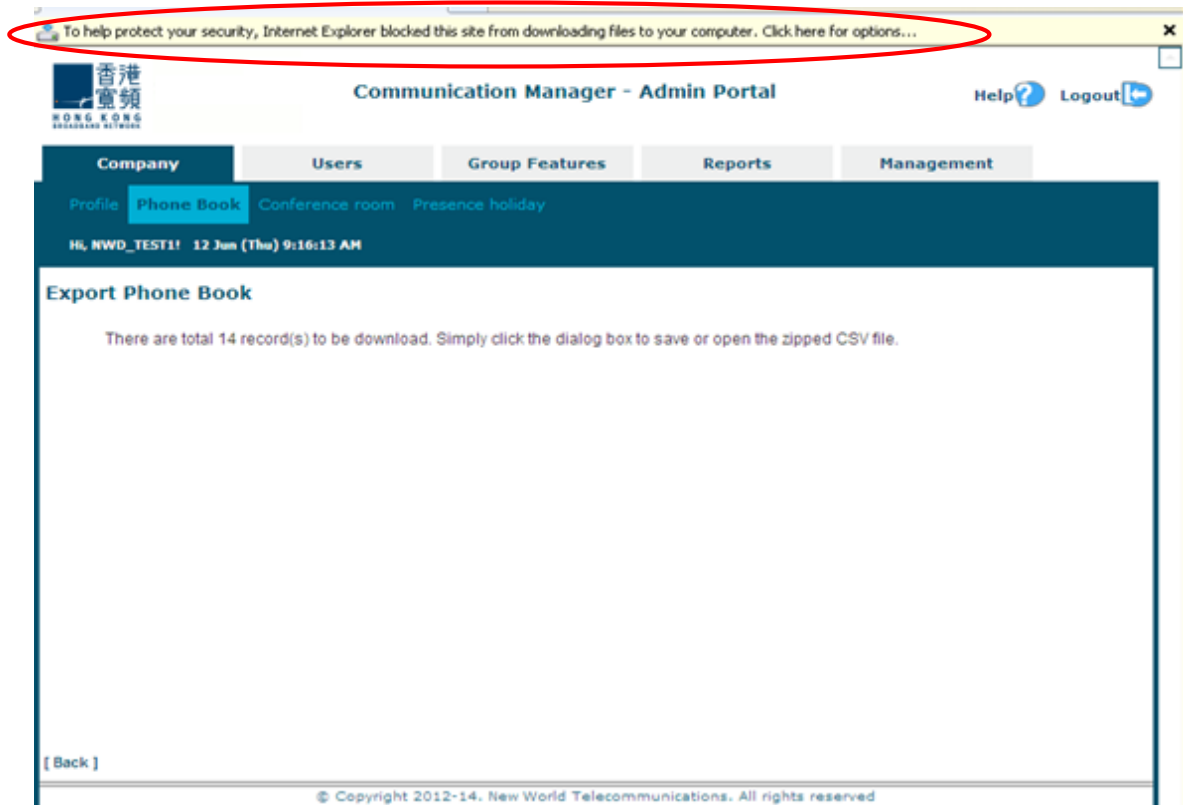
Export Company Phonebook Entries (CSV file format)

Click the “Export” to bring out the CSV header mapping screen.

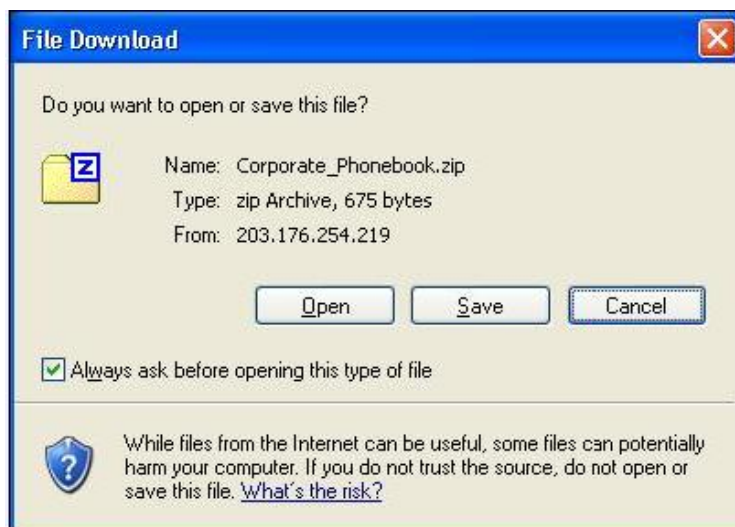
Export company contact list

No.	Company contact list header	CSV Header
1	First Name	<input type="text" value="First Name"/>
2	Last Name	<input type="text" value="Last Name"/>
3	Title	<input type="text" value="Title"/>
4	Company	<input type="text" value="Company"/>
5	Department	<input type="text" value="Department"/>
6	Office	<input type="text" value="Office"/>
7	Email Address	<input type="text" value="Email Address"/>
8	Default Phone Type	<input type="text" value="Default Phone Type"/>
9	Office Phone	<input type="text" value="Office Phone"/>
10	Mobile Phone	<input type="text" value="Mobile Phone"/>
11	Home Phone	<input type="text" value="Home Phone"/>
12	Other Phone	<input type="text" value="Other Phone"/>
13	Office Extension	<input type="text" value="Office Extension"/>
14	Business Fax	<input type="text" value="Business Fax"/>
15	Address	<input type="text" value="Address"/>
16	Note	<input type="text" value="Note"/>

Complete CSV header mapping and click the “**Export ZIP**” to start the phone book export process. When the export process is completed, HKBN UC Admin Portal will display a completion screen and send a zipped version of the CSV file to client. Internet Explorer will display an alert message at the top of the client area. To download the file, click on the message and select “**Download File**”.



The following screen will then be displayed. Click the “**Save**” button if the file name is correct.




Presence Holiday

Presence holiday plan is used for incoming call treatment when user select “Scheduled” as the presence mode and “Holiday” is selected in one of the rules of the Presence profile.

Admin can update their company’s holiday plan through the UC Admin Portal. To go to the presence holiday management screen, choose Company -> Presence Holiday from the main menu.

The screenshot shows the UC Admin Portal interface for managing presence holiday plans. At the top, there are navigation tabs: Company, Users, Group Features, Reports, and Management. The 'Company' tab is active, and the 'Presence holiday' sub-tab is selected. Below the navigation, there is a user greeting: 'Hi, NWD_TEST! 12 Jun (Thu) 5:29:49 PM'. The main heading is 'Presence holiday management', followed by a description: 'This presence holiday plan is used when end user selects holiday in presence profile setting.' Below this, there is a 'Business Group Number' dropdown menu set to '197'. A table with two columns, 'Holiday Plan' and 'Action', is displayed. The table has two rows: 'Global holiday plan' with a radio button selected, and 'Company holiday plan' with a radio button unselected and a pencil icon in the 'Action' column. Below the table are buttons for '[Save]' and '[Cancel]'. There are two sections for viewing records: 'Global holiday plan' and 'Company holiday plan', each with a year dropdown menu set to '2014' and the text 'There is no record.' at the bottom. The footer contains the copyright notice: '© Copyright 2012-14. New World Telecommunications. All rights reserved'.

Holiday Plan	Action
<input checked="" type="radio"/> Global holiday plan	
<input type="radio"/> Company holiday plan	

To add/modify/delete holidays, click the  icon. The holiday plan of the current year is shown as below.

Company holiday plan
Business Group Number: 197

2014 You can change the year here

June You can change the month here

[Back]

Add/Delete company plan(Please click the date for add or delete)

2014 June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

< June 2014 >

[Save] [Reset]

Legend:
■ Holiday
■ Add
■ Delete

1. Click the date that you would like to change to holiday
2. Click **“Save”**

Company holiday plan
Business Group Number: 197

2014 Check for delete You can check the box and delete the selected record

1. 2014-06-25

[Delete] [Back]

Add/Delete company plan(Please click the date for add or delete)

2014 June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

< June 2014 >

[Save] [Reset]

Legend:
■ Holiday
■ Add
■ Delete

After saving, that day would be masked in **RED**.

Users

Company **Users** Group Features Reports Management

List of users

Hi, NWD_TEST1! 12 Jun (Thu) 2:50:30 PM

Search (Directory Number,Name): (Total:17) Page: 1


User Information Fax Services Voice mail SMS [Export]

Action	Name ▲	Department	Directory Number	Extension	Fax Services	Voice mail	SMS	Long Distance	IDD Security
								✓	✓
								✓	✓
								✓	✓
								✓	✓
								✓	✓
								✓	✓
								✓	✓
								✓	✓
								✓	✓
								✓	✓
								✓	✓

This is the top level menu tab that provides company administrators with access to some user based services such as viewing and changing user's profile name, email, IDD security code and etc. The available sub service tabs include:

- User Information
- Fax Services
- Voice Mail
- Export

Edit User Information

To edit user information, click the  icon to bring out the user information editing screen.

User Information

1. Basic Information

Directory Number:	
User Portal Password:*	<input type="password" value="••••••"/> (6-16 characters)
Name:*	<input type="text"/> (maximum 40 letters)
Department:	<input type="text"/> (maximum 50 characters)
Email Address:	<input type="text"/> (maximum 50 characters)
Alert Language	English <input type="button" value="v"/> <i>(Remark: It is used in 'Forgot password' and 'Conference room' email.)</i>
IDD Security Password:*	<input type="password" value="••••"/> (4-8 characters)

2. Feature Settings

1. Phone book records quota:	500
2. Fax Number:	No
3. Console:	No
4. Communication Manager:	Yes
5. Boss & Secretary:	Ordinary
6. Softphone:	No
7. Conference:	No
8. Music Ring Back Tone:	No

© Copyright 2012-14. New World Telecommunications. All rights reserved
















Admin can edit the user's display name, user portal password, email address, department and IDD security password. To save your work, click the **"Save"** at the bottom.

Voice Mail

When the “Voice Mail” tab is clicked, a paginated table listing all the lines of the company is displayed.

Search (Directory Number,Name): (Total:17) Page: 1

[User Information](#)
[Fax Services](#)
[Voice mail](#)
[SMS](#)
[\[Export \]](#)

Action	Name ▲	Department	Directory Number	Extension	Voice mail class	Greeting language 1	Greeting language 2	Home Access Language	Voice mail to email
					COS2	English	N/A	Cantonese	✓
					COS2	English	N/A	Cantonese	✓
					COS2	English	N/A	Cantonese	✓
					COS2	English	N/A	Cantonese	✓
					COS2	English	N/A	Cantonese	
					COS2	English	N/A	Cantonese	
					COS2	English	N/A	Cantonese	
					COS2	English	N/A	Cantonese	
					COS2	English	N/A	Cantonese	
					COS2	English	N/A	Cantonese	✓
					COS2	English	N/A	Cantonese	✓
					COS2	English	N/A	Cantonese	
					COS2	English	N/A	Cantonese	
					COS2	English	N/A	Cantonese	
					COS2	English	N/A	Cantonese	

[\[Export \]](#)

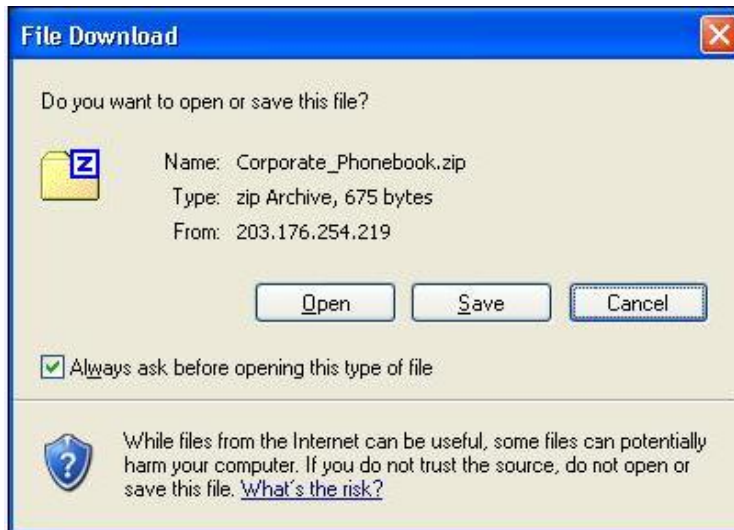
© Copyright 2012-14. New World Telecommunications. All rights reserved

The Name, Department, Directory Number and Extension columns are shared with the User Information table and the following fields are dedicated to Voice Mail view:

- Voice Mail Class
- Greeting Language 1 (First language for VM Deposit)
- Greeting Language 2 (Second language for VM Deposit)
- Home Access Language (For VM Retrieval)
- Voice Mail to Email

User Information Export

All the user/line information of your company can be exported to a CSV format file. To start the export process, click on the “**Export**” under all list user sub-screens. A message will be prompted by Internet Explorer to ask for confirmation to proceed.



Click “**Save**” or “**Open**” to proceed with the export process or “**Cancel**” to quit the request.

Group Features

System Administrators can manage group based features of HKBN UC through the UC Admin Portal. Current the supported group features are:

Company Users **Group Features** Reports Management

Call pickup (CPU) SMS group System speed calling

Hi, NWD_TEST1! 12 Jun (Thu) 6:50:33 PM

Business Group Number: 197

Pick Up Group Leader: 21319490

Total entries: 4

Directory Number	Full Name	Department	Office Extension
Leader			

© Copyright 2012-14. New World Telecommunications. All rights reserved

- Call Pickup (CPU)
- Multiline Hunting Group (MLH)
- System Speed Calling

If the group features are registered into the system, a corresponding menu item will be shown under the Group Feature tab for viewing or editing the group based feature.

Call Pickup

The Call Pickup (CPU) group view displays the subscribed call pickup groups of a company. Company administrators can view the configuration of call pickup group with information such as:

- Business Group Number – the business group number that the call pickup group belongs to (a company can have more than one business group)
- Leader (the leader of the CPU group)
- Number of members
- CPU member's details (Directory Number, Full Name, Department and Extension)

Company Users **Group Features** Reports Management

Boss & secretary (BnS) **Call pickup (CPU)** Multiline hunting group (MLH) SMS group Automatic call distribution (ACD) System speed calling

Hi, admin_nwt! 10 Jul (Wed) 4:30:45 PM

Business Group Number: 100

Pick Up Group Leader:

Total entries: 4

Directory Number	Full Name	Department	Office Extension
Leader			

Note: To Add or Edit Call pickup setting, please submit amendment form or contact account manager

Multiline Hunting Group

The Multiline Hunting Group (MLH) view displays the subscribed multiline hunting groups of a company. Company administrators can view the configuration of MLH group with information such as:

- Business Group Number – the business group number that the MLH group belongs to (a company can have more than one business group)
- Hunt Type – the line hunting method used by the group (serial/uniform etc)
- Role – the role of the line in the MLH group (leader/member)
- MLH member’s details (Directory Number, Full Name, Department and Extension)

Company	Users	Group Features	Reports	Management		
Call pickup (CPU)	Multiline hunting group (MLH)	SMS group System speed calling				
Hi, S_nwb! 12 Jun (Thu) 6:00:08 PM						
Group Id :		21362152 ▼	(Total entries:4) Page: 1 ▼			
Hunt Type : Serial Hunting		No Answer Rehunt : No	No Answer Time : (Not applicable)			
Sequence No. ▲	Role	Directory Number	Sign ON/OFF	Full Name	Department	Office Extension
Leader 0	Leader		Sign ON			
1	Member		Sign ON			
2	Member		Sign ON			
3	Member		Sign ON			







Note: To Add or Edit Hunting setting, please submit amendment form or contact account manager.

System Speed Calling

Company Administrators can manage the Speed Calling table assigned to their company through the UC Admin Portal. System Speed Calling codes are 3-digit codes that map to listed directory numbers for faster calling. To bring out the main System Speed Calling screen, click Group Features and then select the System Speed Calling tab.

Search : (Total:3) Page: **1** ▼

[Add] [Delete]

<input type="checkbox"/>	Action	Dial Key ▲	Directory Number
<input type="checkbox"/>	 	100	
<input type="checkbox"/>	 	101	
<input type="checkbox"/>	 	103	

Access code : *

[Add] [Delete]

A list of defined speed calling codes is displayed. To add new speed calling code, click the “**Add**” to bring out the Add System Speed Calling screen.


Add System Speed Calling (* mandatory fields)

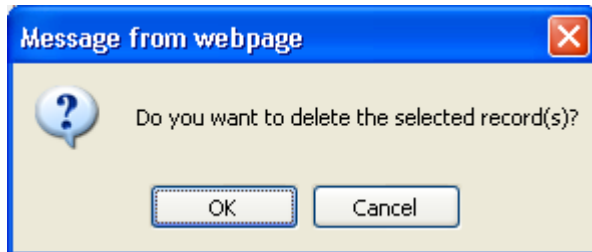
	Dial Key*	Directory Number*
1.	<input type="text" value="103"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>


Access code : *

[Save] [Cancel]

Fill in Dial Key (3-digit) and the directory number that it will map to. Click the “**Save**” to submit and save the changes.

To delete a previous defined speed calling code record(s), click the  icon correspond to the record or select the record by its check box and then click the “Delete”. A confirmation prompt is displayed; click “Confirm” to go ahead with the deletion.



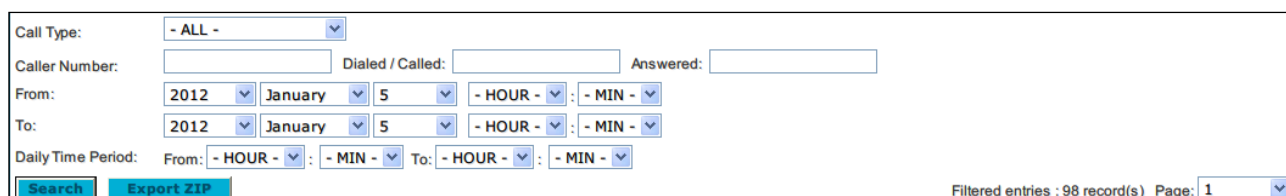
To remap the speed calling code to another directory number, click the  icon corresponds to the record. The Edit Speed Calling screen is shown.

Edit System Speed Calling (* mandatory fields)	
Business Group Number	2
Dial Key	100
Directory Number *	<input type="text"/>
Access code : *	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

From here, you can edit the directory number. Click the “Save” to save your change.

Reports

The Report view provides Company Administrators (login with Super Admin account) with functions to view the call log reports of subscribed services such as call history. Call report are filtered by parameters such as call type and time ranges. It also supports call report export to CSV file format.



The screenshot shows a search filter form for call reports. It includes the following fields and controls:

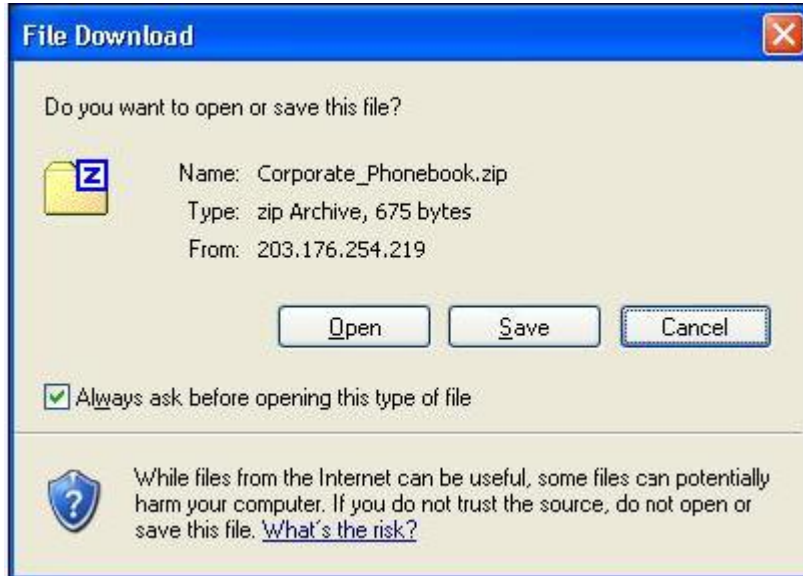
- Call Type:** A dropdown menu set to "- ALL -".
- Caller Number:** A text input field.
- Dialed / Called:** A text input field.
- Answered:** A text input field.
- From:** A date and time selector with dropdowns for Year (2012), Month (January), Day (5), Hour (- HOUR -), and Minute (- MIN -).
- To:** A date and time selector with dropdowns for Year (2012), Month (January), Day (5), Hour (- HOUR -), and Minute (- MIN -).
- Daily Time Period:** A time range selector with dropdowns for From: (- HOUR -), (- MIN -) and To: (- HOUR -), (- MIN -).
- Buttons:** "Search" and "Export ZIP" buttons.
- Footer:** "Filtered entries : 98 record(s) Page: 1" with a page number dropdown.

- Call Type: ALL, Originate:Intercom, Originate:DOD, Originate:Others, Terminating
- Caller Number: Caller's Number with prefix match
- Dialed/Called Number: Called Party Number that dialed with prefix match
- Answered: Phone Number that actually answered the call, if available, with prefix match
- From: Filter start time in the format of Year/Month/Day/Hour/Minute
- To: Filter end time in the format of Year/Month/Day/Hour/Minute
- Daily Time Period: Filter daily time period in the format of from Hour:Minute to Hour:Minute

The search filter of the corresponding call report view is shown when the tab menu item below the Reports Tab is clicked. To start searching of call report, fill

out the search filter form and click the  button. To export search

results to CSV file, click the  button. A dialog shall prompt you to save the file.



Call Records

The display format of call records is in a table format as in below:

Call Type	Caller		Dialed / Called		Initiated		Answered			Release		Duration		CV**	Remarks
	Number	Ext	Digits	Ext	Date	Time	Number	Date	Time	Date	Time	Ring	Talk		
Originate: Other					2014-06-12	16:46:00				2014-06-12	16:46:36	00:00:36		16	
Originate: Other					2014-06-12	16:44:59				2014-06-12	16:45:02	00:00:03		16	
Originate: Other					2014-06-12	16:03:19		2014-06-12	16:03:35	2014-06-12	16:03:54	00:00:16	00:00:19	16	
Originate: Other					2014-06-12	16:02:04		2014-06-12	16:02:12	2014-06-12	16:02:23	00:00:08	00:00:11	16	
Originate: Other					2014-06-12	15:58:25				2014-06-12	15:58:28	00:00:03		16	
Terminating					2014-06-12	15:46:57				2014-06-12	15:47:26	00:00:29		16	
Originate: Other					2014-06-12	15:40:15		2014-06-12	15:40:37	2014-06-12	15:40:49	00:00:22	00:00:12	16	
Terminating					2014-06-12	15:00:34				2014-06-12	15:00:37	00:00:03		16	

Item	Description
Originate	The call was terminated by the caller
Terminating	The call was terminated by the receiver

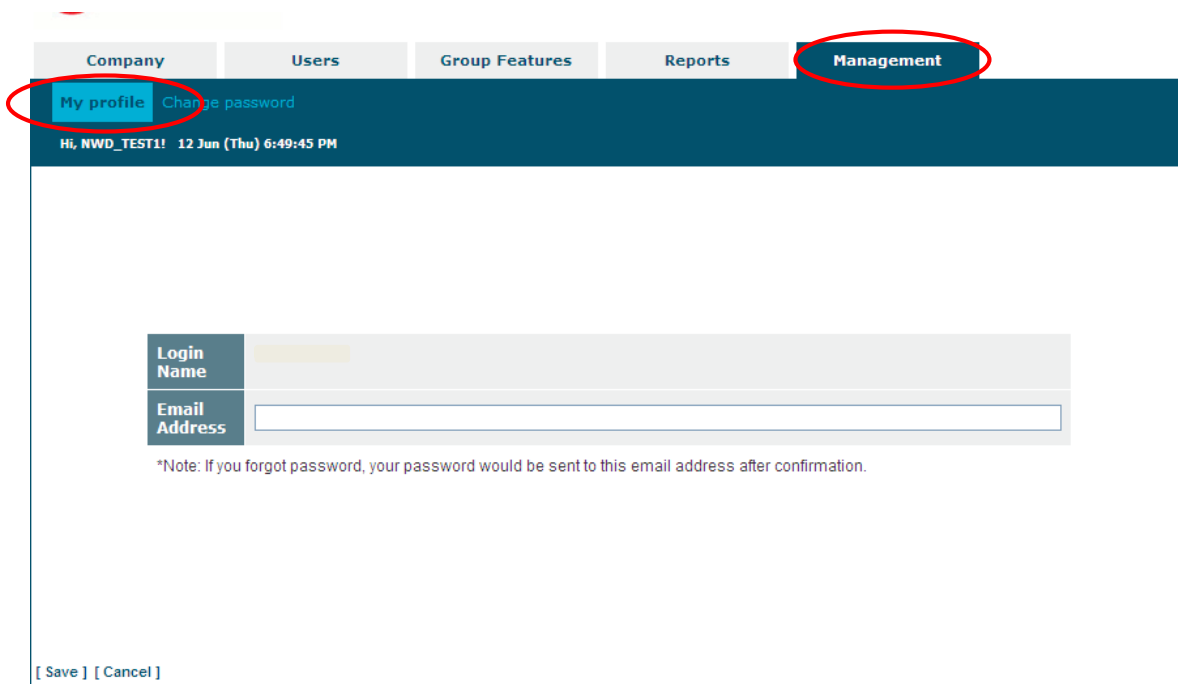
The call type values in the Call Type are hyperlinks that show a more detail view of the call in a popup window.

Management

The management tab provides functions for company administrators to modify their email address and login password to UC Admin Portal.

My Profile

To change/set the email address of company administrator, click the **Management tab** and then select the **My Profile tab**. The My Profile view is shown.



The screenshot shows the UC Admin Portal interface. At the top, there is a navigation bar with tabs for 'Company', 'Users', 'Group Features', 'Reports', and 'Management'. The 'Management' tab is highlighted with a red circle. Below the navigation bar, there is a sub-navigation bar with 'My profile' and 'Change password'. The 'My profile' tab is also highlighted with a red circle. Below the sub-navigation bar, there is a greeting: 'Hi, NWD_TEST1! 12 Jun (Thu) 6:49:45 PM'. The main content area contains a form with two input fields: 'Login Name' and 'Email Address'. The 'Email Address' field is currently empty. Below the form, there is a note: '*Note: If you forgot password, your password would be sent to this email address after confirmation.' At the bottom left of the form, there are two buttons: '[Save]' and '[Cancel]'.

Enter a valid email address into the input box provided and click the **Submit** to save your email address.

Note: It is important to set email address as it will serve for forgot password request.

Change Password

To change your login password to UC Admin Portal, click the **Management tab** and then select the **Change Password tab**. The change password page is displayed.

The screenshot shows the UC Admin Portal interface. The top navigation bar includes tabs for 'Company', 'Users', 'Group Features', 'Reports', and 'Management'. The 'Management' tab is highlighted with a red circle. Below the navigation bar, the 'Change password' sub-tab is also highlighted with a red circle. The main content area displays a form with three input fields: 'Current Password', 'New Password (6-16 characters)', and 'Re-enter New Password'. At the bottom of the form, there are '[Save]' and '[Cancel]' buttons. The footer of the page contains the copyright notice: '© Copyright 2012-14, New World Telecommunications. All rights reserved'.

Enter your existing password and new password and click the **“Submit”** to change your password.

~ End ~