

Expense Management

Private Calls Management

User Guide

NEC NEC Corporation

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Introduction

The Private Calls Management application enables personnel to flag which of their calls are private calls and which are business-related calls, and submit this information to the organization.

- Once in every reporting period the application generates call lists and notifies the users.
- The users review their call list, mark the private calls, and then submit their approval.
- The Private Calls Administrator follows up of the process.
- The Private Calls Administrator configures the length of the reporting period, how long the users have to submit their approval, when to send alerts, and so on.



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Marking Private

Once in every predefined period, as defined by your organization, you must report which of your calls are private and which are business-related. You do this using Private Calls Management.

The use of Private Calls Management starts when you receive an email containing a link to Private Calls Management. Once you open the link, you see your calls list. It contains only outbound calls which have both cost and price and were done from your devices or extensions during the reporting period.

Opening Private Calls Management

- Step 1** From the email, click the link to get to the Private Calls Management application.
- Step 2** In the Login screen, enter your **User Name** and **Password**.
- Step 3** Click **Login**. The Private Calls window opens. Now, you can perform one of these functions, described subsequently:
 - Marking Calls
 - Creating Calls List Reports
 - Submitting your Approval

Marking Calls

- Step 1** In the Private Calls Management window, select **My Calls**.
- Step 2** From the drop-down list of periods, select the appropriate period. The calls list for that period appears grouped by Dialed Number.
- To expand the calls list of a dialed number, click the plus-sign to the left of the line.
 - To collapse the calls list of a dialed number, click the at the left hand side of the line.

Figure 2-1 Private Calls Management Screen

Call Details For: Eric Weiss
Office: \Unassigned
Resources: 2001,2021

View Calls For: February 2009

Number	Calls	Category	Location	Price Per Min	Total Price	Private
24689167737	1	Long Distance	US Location	\$0.35	\$0.70	<input checked="" type="checkbox"/>
49751305580	1	Long Distance	US Location	\$0.35	\$2.10	<input type="checkbox"/>
85017025470	1	Long Distance	US Location	\$0.70	\$6.30	<input checked="" type="checkbox"/>
Start Date		Duration		Price Per Min	Total Price	Private
02/08/2009 7:58 AM		00:08:01		\$0.70	\$6.30	<input checked="" type="checkbox"/>
5488630	1	Long Distance	US Location	\$0.70	\$4.20	<input type="checkbox"/>
0761309	1	Long Distance	US Location	\$0.30	\$10.50	<input type="checkbox"/>
8613440	1	Long Distance	US Location	\$0.70	\$37.80	<input type="checkbox"/>
012001124	2	Long Distance	JERSEY_CITY_NJ	\$0.70	\$8.40	<input type="checkbox"/>
0120011452	2	Long Distance	JERSEY_CITY_NJ	\$0.70	\$43.40	<input type="checkbox"/>

- Step 3** To mark a call as private, check the check box corresponding to the call in the right column. If you mark a Dialed Number line, the system automatically marks all calls to that number. If you mark the line of a specific call, only that call is marked.

- Step 4** Click the **Save** button.



The initial status of calls is an organization-level default. For many organizations, the initial status is Business, and you need to mark your private calls. In other organizations, the initial status may be Private and you need to mark the Business calls. The heading of the check box column refers to the marked calls.

Creating Calls List Reports

To create a Calls List Report, open the Private Call Management application as described earlier, then perform these steps:

Step 1 Select **Report**.

Step 2 To define the report period do one of the following:

- Select **Predefined** and select the desired period from the drop down list.
- Select **Last** and then define the desired period by number of days or months.
- Select **From - To** and define date and time for the beginning and end of the period.

Step 3 To limit the reported calls to a particular **Time Frame**, do one of the following:

- Select **Time** and select the desired time frame from the drop-down list.
- Select **From - To** and define the times for the beginning and ending range for the report.

Step 4 Check the desired **Call Type**, **Business** and/or **Private**.

Step 5 Click **Run Report**.

Submitting Your Approval

To set your approval status for the private calls:

Step 1 Before submitting your approval, make sure all your private calls (or business, if your organization default is private) are properly marked. If you are not sure, you can save the list as it is and continue later. To save without submitting your approval, click the **Save** button.

Step 2 To submit your approval, click the **Save and Approve** button.

Step 3 To exit **Private Calls Management** Application, click **Logout** at the top right hand side of the screen.

For additional information or support on this NEC Corporation product, contact your NEC Corporation representative.

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