

I-BILL USER GUIDE

Revised and updated November 2011

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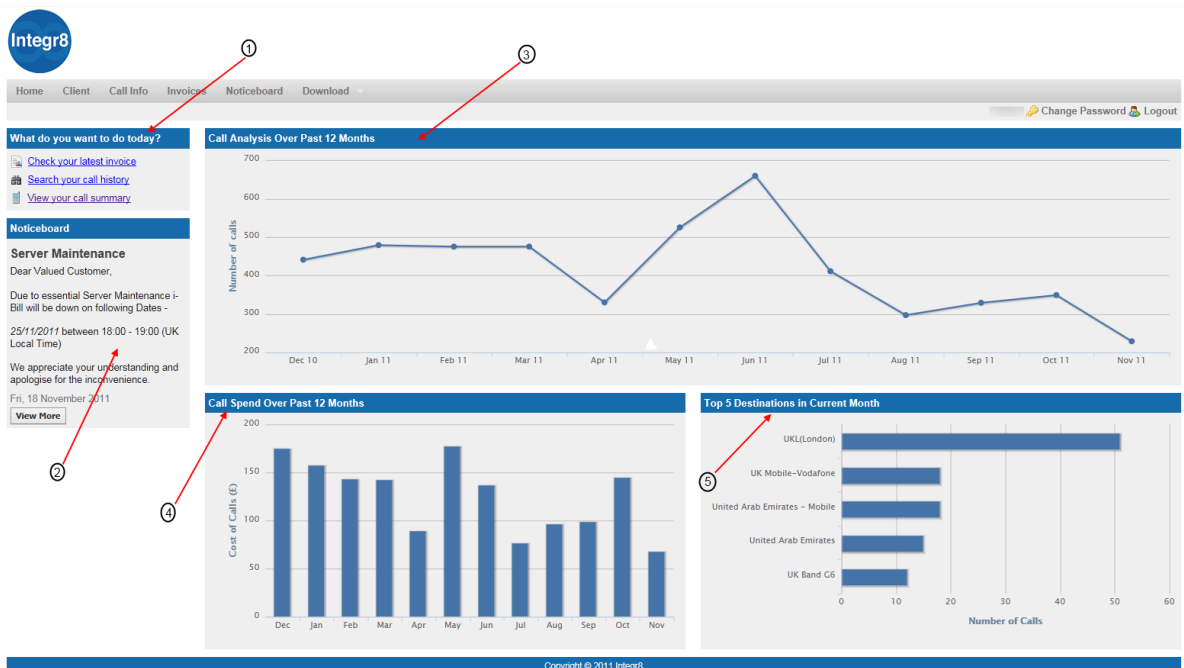
Welcome to I-Bill

I-Bill is your online account portal where you can view all your invoices, view your call itemisation and also make payments.

HOME PAGE

This is the Home Page and you will see the following functions:

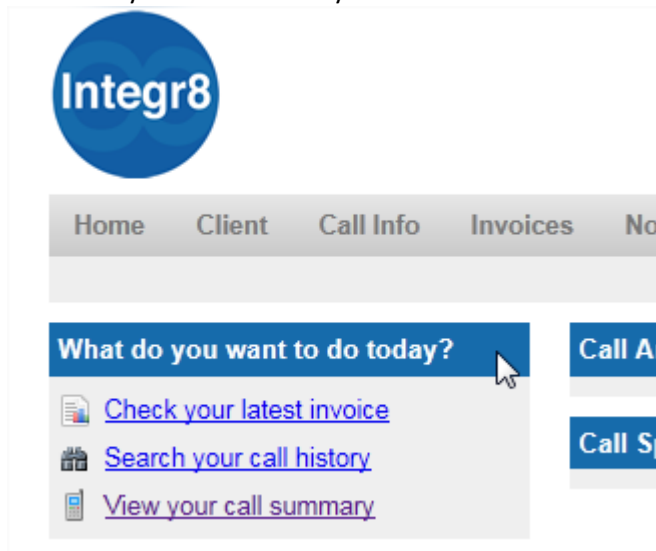
- **1.** Shortcuts for What do you want to do today
- **2.** The Noticeboard to notify you of have important news or correspondence
- Call graphs showing **3.** Call Analysis for past 12 months, **4.** Call spend over past 12 months and **5.** Top 5 destinations called



WHAT DO YOU WANT TO DO TODAY?

On the 'What do you want to do today?' Tab you can;

- Check your latest invoice which will take you straight to the copy of the invoice which you can then print or download
- Search your call history
- View your call summary



CALL INFO

From here you can select the Month you wish to view **1.** and then using the tabs **2.** can view:

- Call Summary
- Itemisation
- Reports
- Search function

You can then filter the call information by clicking on the View Tab **3.**

The screenshot shows the Integr8 web application interface. At the top, there is a navigation menu with 'Home', 'Client', 'Call Info', 'Invoices', 'Noticeboard', and 'Download'. Below this, there are links for 'Change Password' and 'Logout'. The main section is titled 'Call Info' and contains two dropdown menus: 'Client' and 'Month'. The 'Month' dropdown is set to '201111'. Below these are four tabs: 'Call Summary', 'Itemisation', 'Report', and 'Search'. The 'Call Summary' tab is active, displaying a table with the following data:

Type	Phone Number	Call Count	Total Charge	Total Duration	
LCR	0	214	67.648	11:53:48	View
LCR	0	15	0.547	00:07:30	View
Total:		229	68.195	27:290	12:01:18

At the bottom of the table, there are two buttons: 'Download XLSX' and 'Download CSV'. The footer of the page reads 'Copyright © 2011 Integr8'. Three red circles with arrows point to the 'Month' dropdown (1), the 'Call Summary' tab (2), and the 'View' button in the table (3).

This will then filter the call down further for you:

This screenshot is identical to the previous one, but with a red box highlighting the 'Call Summary' tab in the navigation area. The table and other elements remain the same.

And further again by clicking on the View Tab:

Call Info

Client:

Month: 201111

Call Summary Itemisation Report Search

Month	Type	Phone Number	Time	Price Group	Description	Call Count	Total Charge (£)	Total Duration	View
201111	LCR	0	D	INT Mobiles	International Mobiles	29	23.288	02:33:34	View
201111	LCR	0	D	INT Voice	International Voice	27	22.13	01:42:47	View
201111	LCR	0	D	UK 0845	UK Locally Rated	10	2.993	00:40:57	View
201111	LCR	0	D	UK DQ	UK Directory Enquiry	1	1.391	00:00:39	View
201111	LCR	0	D	UK Locl	UK Local	53	1.749	01:58:38	View
201111	LCR	0	D	UK Mobiles	UK Mobiles-Calls To	37	9.369	01:35:40	View
201111	LCR	0	D	UK Natl	UK National Calls	31	1.885	02:08:56	View
201111	LCR	0	D	UK Other	UK All Other Calls	22	3.889	01:04:02	View
201111	LCR	0	E	UK Locl	UK Local	1	0.026	00:01:44	View
201111	LCR	0	E	UK Mobiles	UK Mobiles-Calls To	1	0.269	00:02:59	View
201111	LCR	0	E	UK Other	UK All Other Calls	2	0.659	00:03:52	View
Total:						67.648	11:53:48		

[Back](#)

And further again by clicking on the View Tab:

Call Info

Client:

Month: 201111

Call Summary Itemisation Report Search

Month	Type	Phone Number	Time	Price Group	Description	Start Time	Called Number	Charge (£)	Duration (£)
201111	LCR	0	D	INT Mobiles	International Mobiles	21/11/2011 09:40:36	0	0.512	00:02:22
201111	LCR	0	D	INT Mobiles	International Mobiles	21/11/2011 08:38:03	0	0.122	00:00:33
201111	LCR	0	D	INT Mobiles	International Mobiles	16/11/2011 14:43:32	0	3.187	00:14:22
201111	LCR	0	D	INT Mobiles	International Mobiles	16/11/2011 11:59:16	0	1.401	00:05:39
201111	LCR	0	D	INT Mobiles	International Mobiles	08/11/2011 17:48:20	0	1.242	00:06:58
201111	LCR	0	D	INT Mobiles	International Mobiles	08/11/2011 17:36:56	0	1.095	00:04:44
201111	LCR	0	D	INT Mobiles	International Mobiles	07/11/2011 16:57:04	0	0.314	00:01:54
201111	LCR	0	D	INT Mobiles	International Mobiles	07/11/2011 15:31:00	0	0.141	00:00:51
201111	LCR	0	D	INT Mobiles	International Mobiles	07/11/2011 15:05:08	0	0.006	00:00:33
201111	LCR	0	D	INT Mobiles	International Mobiles	07/11/2011 12:16:49	0	0.956	00:05:47
201111	LCR	0	D	INT Mobiles	International Mobiles	07/11/2011 11:46:31	0	0.039	00:00:14
201111	LCR	0	D	INT Mobiles	International Mobiles	07/11/2011 11:15:10	0	1.7	00:10:17
201111	LCR	0	D	INT Mobiles	International Mobiles	07/11/2011 11:03:50	0	0.127	00:00:46
201111	LCR	0	D	INT Mobiles	International Mobiles	07/11/2011 10:22:30	0	1.27	00:07:41
201111	LCR	0	D	INT Mobiles	International Mobiles	04/11/2011 16:57:08	0	1.449	00:08:46
201111	LCR	0	D	INT Mobiles	International Mobiles	04/11/2011 16:50:49	0	0.248	00:01:30
201111	LCR	0	D	INT Mobiles	International Mobiles	04/11/2011 14:12:11	0	0.265	00:01:36
201111	LCR	0	D	INT Mobiles	International Mobiles	04/11/2011 13:39:39	0	0.992	00:06:00
201111	LCR	0	D	INT Mobiles	International Mobiles	04/11/2011 13:00:05	0	0.482	00:11:02
201111	LCR	0	D	INT Mobiles	International Mobiles	04/11/2011 12:58:32	0	0.606	00:03:40
Total:							23.288	02:33:34	

You can view your full call itemisation by clicking on the Itemisation tab

Month: 201111

Call Summary **Itemisation** Report Search

Month	Type	Phone Number	Start Time	Call Time	Price Group	Called Number	Description	Charge	Duration
201111	LCR	0	23/11/2011 17:11:30	D	UK Other		UK All Other Calls	0.21	00:14:25
201111	LCR	0	23/11/2011 15:25:22	D	UK Natl		UK National Calls	0.047	00:03:13
201111	LCR	0	23/11/2011 15:15:01	D	UK Natl		UK National Calls	0.164	00:11:18
201111	LCR	0	23/11/2011 15:09:52	D	UK Locl		UK Local	0.041	00:02:49
201111	LCR	0	23/11/2011 14:51:19	D	UK Natl		UK National Calls	0.06	00:04:06
201111	LCR	0	23/11/2011 14:38:02	D	UK Natl		UK National Calls	0.022	00:01:28
201111	LCR	0	23/11/2011 14:30:48	D	UK Other		UK All Other Calls	0.239	00:01:24
201111	LCR	0	23/11/2011 14:27:04	D	UK Natl		UK National Calls	0.037	00:02:30
201111	LCR	0	23/11/2011 14:26:09	D	UK Natl		UK National Calls	0.011	00:00:45
201111	LCR	0	23/11/2011 13:32:43	D	UK Locl		UK Local	0.037	00:02:31
201111	LCR	0	23/11/2011 13:04:19	D	UK Other		UK All Other Calls	0.1	00:00:35
201111	LCR	0	23/11/2011 11:11:03	D	UK Locl		UK Local	0.071	00:04:52
201111	LCR	0	23/11/2011 11:00:01	D	UK Mobiles		UK Mobiles-Calls To	0.09	00:01:07
201111	LCR	0	23/11/2011 10:54:17	D	UK Other		UK All Other Calls	0.023	00:00:08
201111	LCR	0	23/11/2011 10:16:14	D	UK Other		UK All Other Calls	0.012	00:00:04
201111	LCR	0	22/11/2011 14:33:29	D	UK Other		UK All Other Calls	0.023	00:00:08
201111	LCR	0	22/11/2011 14:16:16	D	UK Locl		UK Local	0.038	00:02:34
201111	LCR	0	22/11/2011 13:46:47	D	UK Other		UK All Other Calls	0.012	00:00:04
201111	LCR	0	22/11/2011 11:53:39	D	UK Other		UK All Other Calls	0.015	00:00:05
201111	LCR	0	22/11/2011 11:42:55	D	INT Voice		International Voice	0.947	00:03:38
Total:								68.195	12:01:18

From the Report Tab, you can sort the calls by any of the following and again you will have the option to download the search.

Month: 201111

Call Summary Itemisation **Report** Search

Out of Office Hours

Out of Office Hours	Number	Start Time	Called Number	Destination	Charge	Duration
Top 30 By Duration	505	20/11/2011 04:18:13	0	UK Band G6	0.069	00:00:48
Top 30 By Cost		02/11/2011 18:48:49	0	UK Mobile-Vodafone	0.269	00:02:59
Top 30 Called Number		02/11/2011 18:22:55	0	UK(London)	0.026	00:01:44
LCR		02/11/2011 18:15:32	0	UK Band G7	0.545	00:03:12
LCR		02/11/2011 18:14:18	0	UK Band G7	0.114	00:00:40

Download XLSX Download CSV

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You can also run searches by filtering the calls by any of the below criteria:

Call Info

Month: 201110

Call Summary Itemisation Report **Search**

Type Phone Number Dialed Number

Carrier Extension Number

Time Call From Call To

Price Group Start Time: : (HH:MM) End Time: : (HH:MM)

Charge (>£) Duration > (sec)

Submit

Download XLSX Download CSV

INVOICES

From the invoices tab you can:

- **1.** Select a month of invoice to view or leave and it will show all invoices
- **2.** You can choose to view sections of the invoice
- **3.** View and Download a copy of the invoice

The screenshot shows the Integr8 web application interface. At the top left is the Integr8 logo. A navigation bar contains links for Home, Client, Call Info, Invoices, Noticeboard, and Download. A user menu on the right includes Change Password and Logout. The main section is titled 'Invoices' and features a 'Client' dropdown menu and a 'Month' dropdown menu currently set to '201110'. Below these are several checkboxes for filtering: Invoice, Invoice Summary, NGN Itemisation, Itemisation, Graphs, NGN Graphs, CSV, Top 10 Calls, and NGN Caller Analysis. At the bottom left of this section are 'Select All' and 'Download Selected' buttons. The main content is a table with the following columns: Customer Code, Invoice No, Bill Ref, Amount (£), Amount Outstanding (£), Invoice Date, Ref1, and a set of action buttons (View, Print, Download, and a checkbox). The table contains five rows of invoice data.

Customer Code	Invoice No	Bill Ref	Amount (£)	Amount Outstanding (£)	Invoice Date	Ref1	View	Print	Download	Checkbox
	11076	309143	244.16	244.16	01/11/2011	October 2011	View			<input type="checkbox"/>
	11032	305849	204.68	204.68	01/10/2011	September 2011	View			<input type="checkbox"/>
	10985	302375	200.52	200.52	01/09/2011	August 2011	View			<input type="checkbox"/>
	10938	299036	177.83	177.83	01/08/2011	July 2011	View			<input type="checkbox"/>
	10886	295689	242.12	242.12	01/07/2011	June 2011	View			<input type="checkbox"/>

DOWNLOAD

From the download tab you can download your call data records and also any call alerts that have been triggered on your account

