

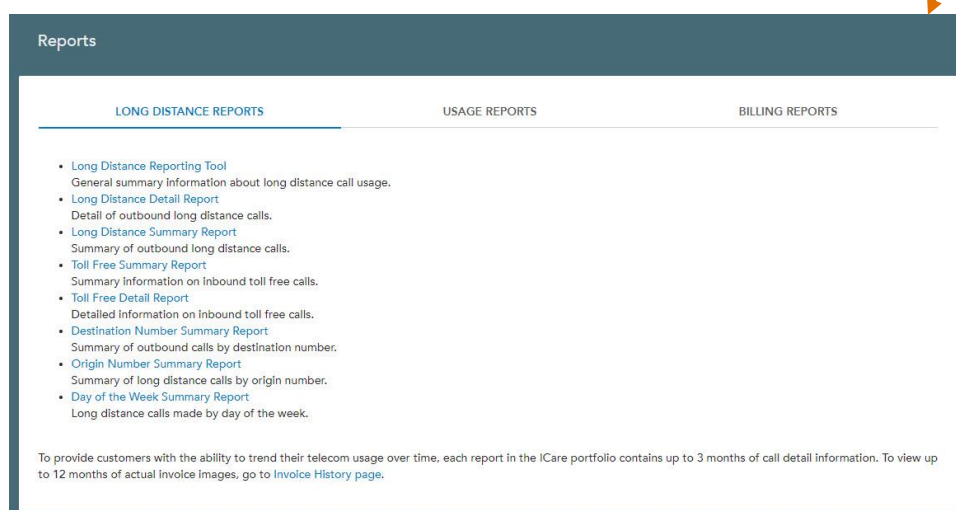
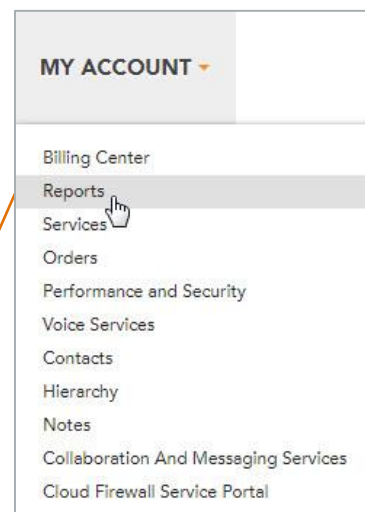
Working with Reports

Allstream Portal Quick Start Guide

The **Reports** page of the portal provides access to a variety of reports related to long distance, usage, and billing. Each report in the portal portfolio contains up to three (3) months of call detail information.

Note: To view up to 12 months of actual invoice images, access the **Invoice History** page.

To access the **Reports** page, select **Reports** from the **MY ACCOUNT** drop-down list.



Click a report category at the top of the **Reports** page to access a list of reports of that type. Once a category is selected, click the type of report you want to run from the list.


Filtering Report Data

The top portion of any report page provides filters that allow you to set parameters for the data you want returned in the report.

The filters provided for *Long Distance* or *Usage* reports depend on the type of report you are generating at the data available within a selected **Bill Month**. *Billing* reports are filtered by **Bill Date**.

After you have set your report criteria, click **Update**.

Exporting Reports

To export an Excel file of a report, click the **Export** icon  next to or below the report you want to export.

Depending on the configuration of your web browser, the document may be automatically downloaded to your Downloads folder, or a dialog may display prompting you to select a location where you want to save the document.

Note: Only reports containing data are exportable.