



Cox Business Voice Utilization Reports User Guide

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Overview

Cox Business offers voice traffic utilization reports through the MyAccount portal, which summarize key metrics about voice utilization. Reports can be run on an hourly, daily, weekly, or monthly basis.

This information is summarized in a useful, comprehensive report for analyzing call disposition (complete, incomplete, and blocked) for outbound and inbound traffic. Traffic Reporting also enables users to receive traffic utilization summaries within a specified date and time range. This request is submitted through the Report Requestor of Traffic Reporting, and the downloadable file is available for retrieval from the Available Reports tab in the portal.

The reporting system calculates usage and determines if your business requires additional capacity for your services in the form of lines and trunks.

Features of Utilization Reports

Utilization reports include the following features:

- Calculations that display a summary of hourly (by day), weekly, and monthly call statistics
- Access to reports in a formatted MS Excel file that customers can download through the portal
- A peak *Busy Hour* report for each day and overall period
- Archived reporting for 120 days - accessible through the Utilization portal
- A user interface that enables users to tailor date and time ranges for any reports

Benefits of Utilization Reports

Utilization Reports offer several benefits, including the ability to:

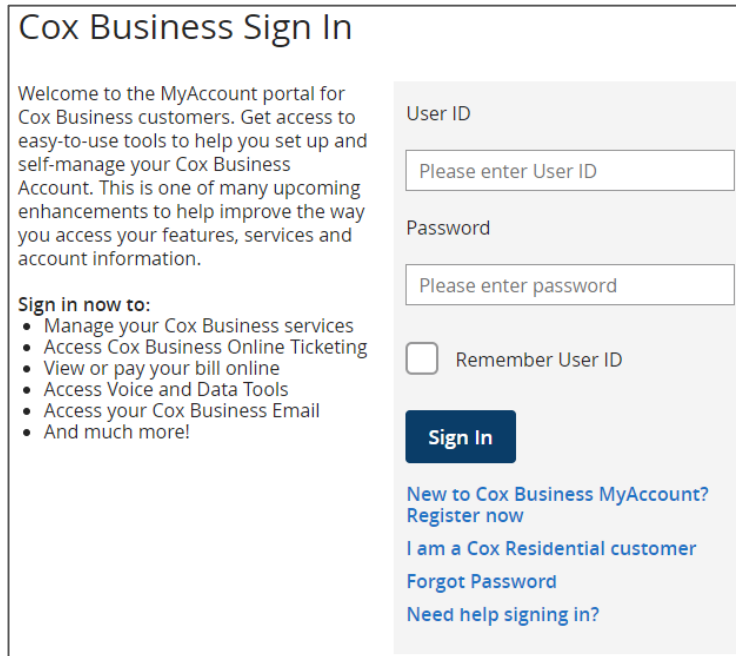
- Determine voice services utilization by customer
- Determine peak calling periods to tailor agent staffing levels
- Optimize voice capacity planning

Getting Started

Logging In

You can access the voice/trunk reporting portal through MyAccount.

Figure 1. **MyAccount Sign In screen**



The image shows the 'Cox Business Sign In' web page. On the left, there is a welcome message and a list of services available after signing in. On the right, there are input fields for 'User ID' and 'Password', a 'Remember User ID' checkbox, a 'Sign In' button, and several links for new users or those needing assistance.

Cox Business Sign In

Welcome to the MyAccount portal for Cox Business customers. Get access to easy-to-use tools to help you set up and self-manage your Cox Business Account. This is one of many upcoming enhancements to help improve the way you access your features, services and account information.

Sign in now to:

- Manage your Cox Business services
- Access Cox Business Online Ticketing
- View or pay your bill online
- Access Voice and Data Tools
- Access your Cox Business Email
- And much more!

User ID

Please enter User ID

Password

Please enter password

☐ Remember User ID

Sign In

[New to Cox Business MyAccount? Register now](#)

[I am a Cox Residential customer](#)

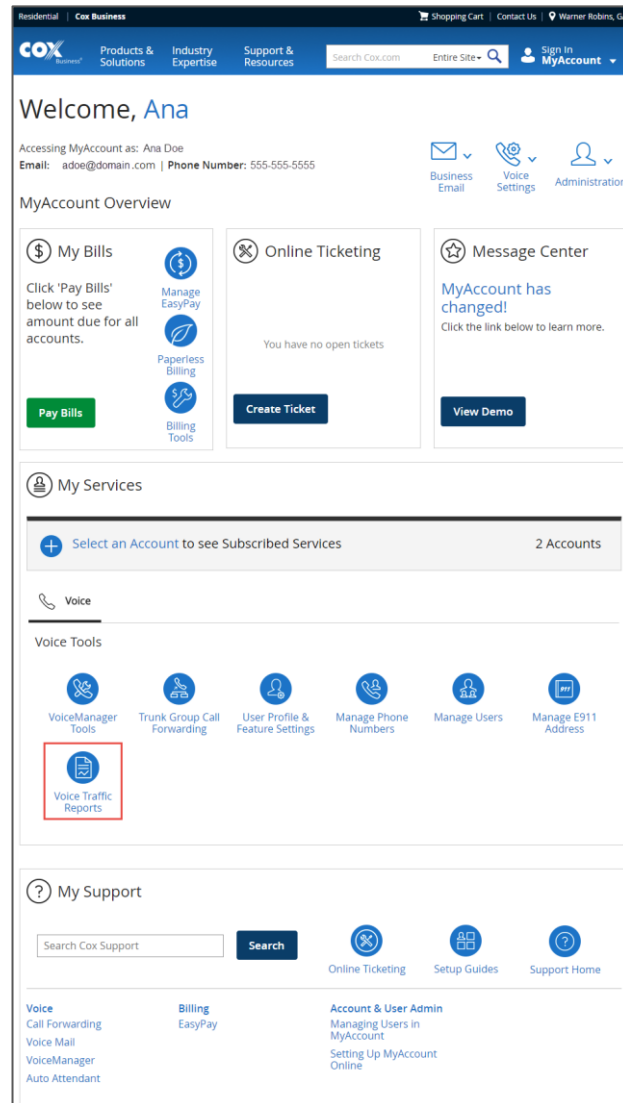
[Forgot Password](#)

[Need help signing in?](#)

Use the following steps to log in to the voice/trunk reporting portal.

1. Enter myaccount.coxbusiness.com in your web browser.
Result: The MyAccount Sign In screen appears. (Figure 1)
2. Enter your **User ID** and **Password** in the respective fields. (**Note:** Click the **Remember User ID** box if you want to by-pass entering it on subsequent launches.)
3. Click the **Sign In** button.
Result: The MyAccount splash page appears. (Figure 2)

Figure 2. MyAccount splash page



4. Scroll to the **Voice** section and click the **Voice Traffic Reports** icon.
Result: The utilization report portal screen appears. (Figure 3)

Generating Trunk and Voice Reports

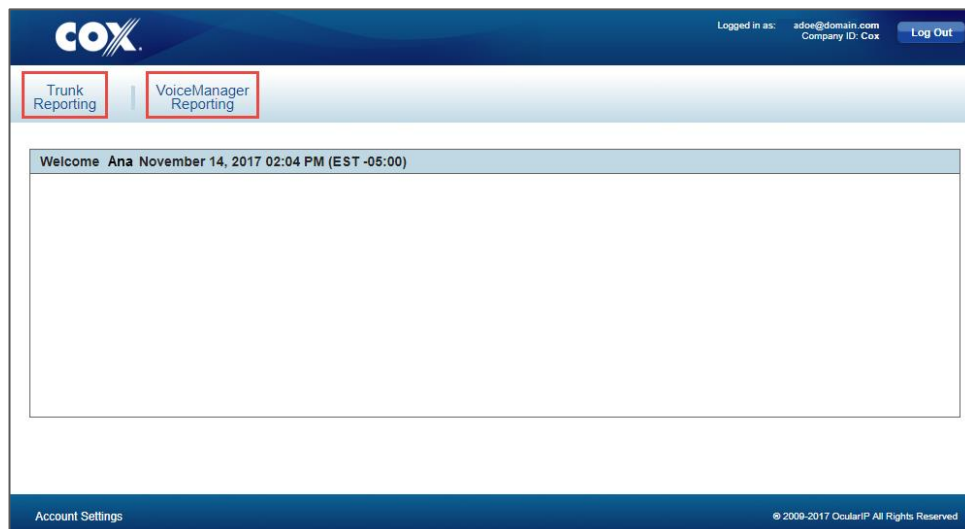
The Reporting Portal contains links to both Trunk Reporting and VoiceManager Reporting. This makes it easy to switch between the types of reports you want to generate and view. You will notice that the reports have the same type of layout and parameter configuration.

We will begin with Trunk Reporting.

Trunk Reporting

Trunk Utilization reports validate whether a business' SIP trunking equipment is set up correctly. Misconfigured equipment can affect the business' service(s). Therefore, it is critical that trunk information, shown in Figure 5, is included in a Trunk report.

Figure 3. Reporting Portal screen

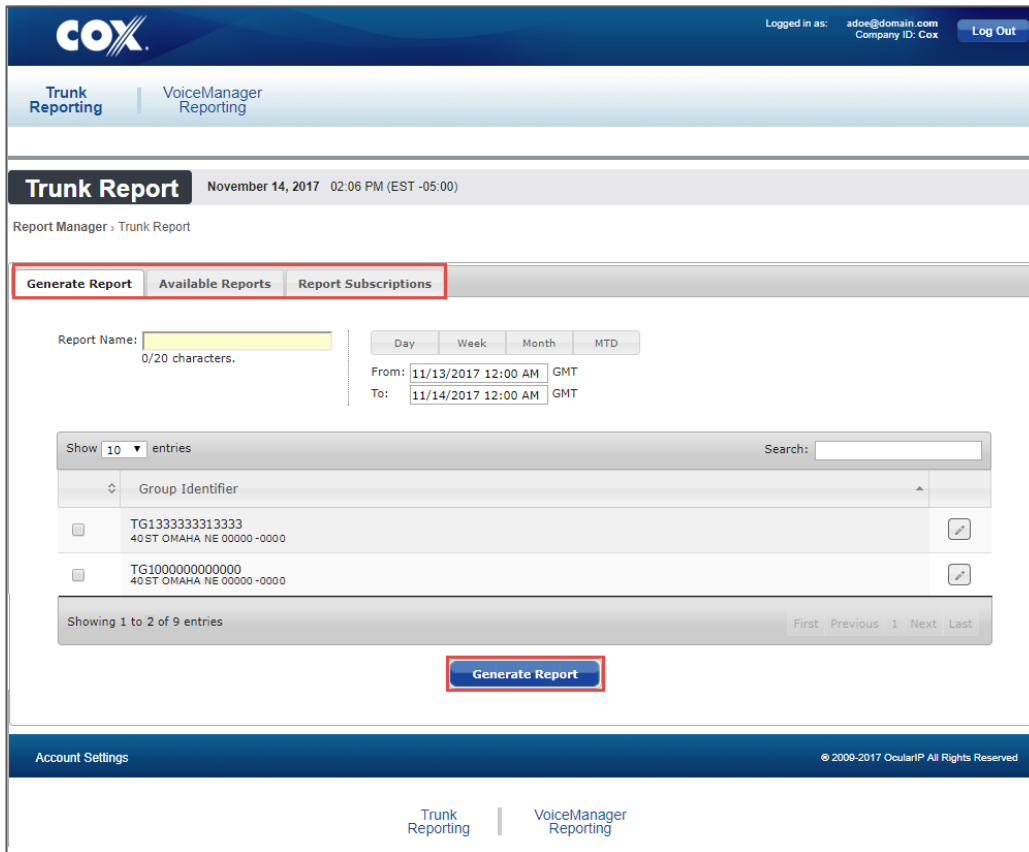


Use the following steps to generate and view a Trunk Report.

1. Follow steps 1-4 in the Logging In section.
2. Click the **Trunk Reporting** link.

Result: The **Trunk Report** screen appears. (Figure 4) (**Note:** This screen has three tabs: **Generate Report**, **Available Reports**, and **Report subscriptions**. We will review each tab.)


Figure 4. Trunk Reporting

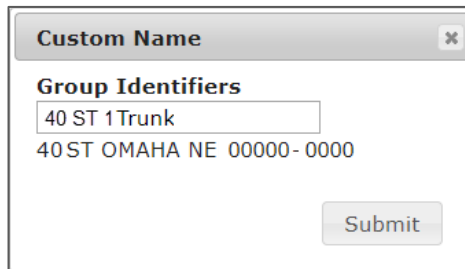


The screenshot displays the 'Trunk Reporting' interface. At the top, the Cox Business logo is on the left, and the user is logged in as 'adoc@domain.com' with a 'Log Out' button on the right. The main header shows 'Trunk Reporting' and 'VoiceManager Reporting'. Below this, the 'Trunk Report' section is titled with the date 'November 14, 2017 02:06 PM (EST -05:00)'. A breadcrumb trail shows 'Report Manager > Trunk Report'. The interface features three tabs: 'Generate Report' (highlighted with a red box), 'Available Reports', and 'Report Subscriptions'. The 'Generate Report' tab contains a 'Report Name' field (0/20 characters), a time selection dropdown (Day, Week, Month, MTD), and date/time pickers for 'From' and 'To'. Below these are search and filter options, a table of report entries with checkboxes and edit icons, and a 'Generate Report' button (highlighted with a red box) at the bottom.

Use the following steps to generate a Trunk Report.

1. Follow steps 1-4 in the Logging In section to access the **Voice Traffic Reports** function.
2. Click the **Trunk Reporting** link.
Result: The **Trunk Report** screen appears. (**Note:** This screen has three tabs: **Generate Report**, **Available Reports**, and **Report subscriptions**. We will review each tab.)
3. From the **Generate Report** tab, enter a name for the report in the **Report Name** field.
(**Note:** The maximum value can be 20 characters, including spaces.)
4. There are four time parameters from which you can choose to customize your report. They are: a specific **Day**, **Week**, **Month**, or Month-to-Date (**MTD**). Based on your selection, the data generated will be different.
 1. If you select **Day**, click in the **From** field to choose a start date from the pop-up calendar; then, click in the **To** field and choose an end date from the pop-up calendar. (**Note:** You can repeat this step for a *Week(ly)* report if you don't want the system to automatically populate the From/To fields with the week that begins seven (7) days prior to the current date).
 2. If you click the **Month** button, the **Month Select** screen appears. Click the month you want to view and click the **OK** button. (**Note:** You may select from the last four (4) months.)

3. If you click the **MTD** button, the system automatically populates the **From** field to the first of the current month and populates the **To** field with the current date. If you want to customize the MTD value, click in the **From** field and manually select your start date; and then click the **To** field and manually enter your end date.
5. Click the box(es) to the left of the Trunk Groups for which you want to generate a report.
(Note: You may elect to click the edit icon () to modify the name of the Trunk Group to a more meaningful description.)



Custom Name [X]

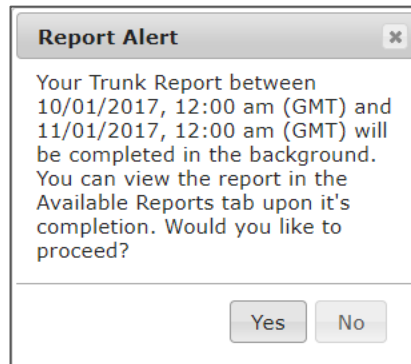
Group Identifiers

40 ST 1Trunk

40 ST OMAHA NE 00000 - 0000

Submit

6. If you modify the name, click the **Submit** button.
Result: A **Save Successfully! Notice** appears.
7. Click the **Generate Report** button.
Result: A **Report Alert** dialog appears.



Report Alert [X]

Your Trunk Report between 10/01/2017, 12:00 am (GMT) and 11/01/2017, 12:00 am (GMT) will be completed in the background. You can view the report in the Available Reports tab upon it's completion. Would you like to proceed?

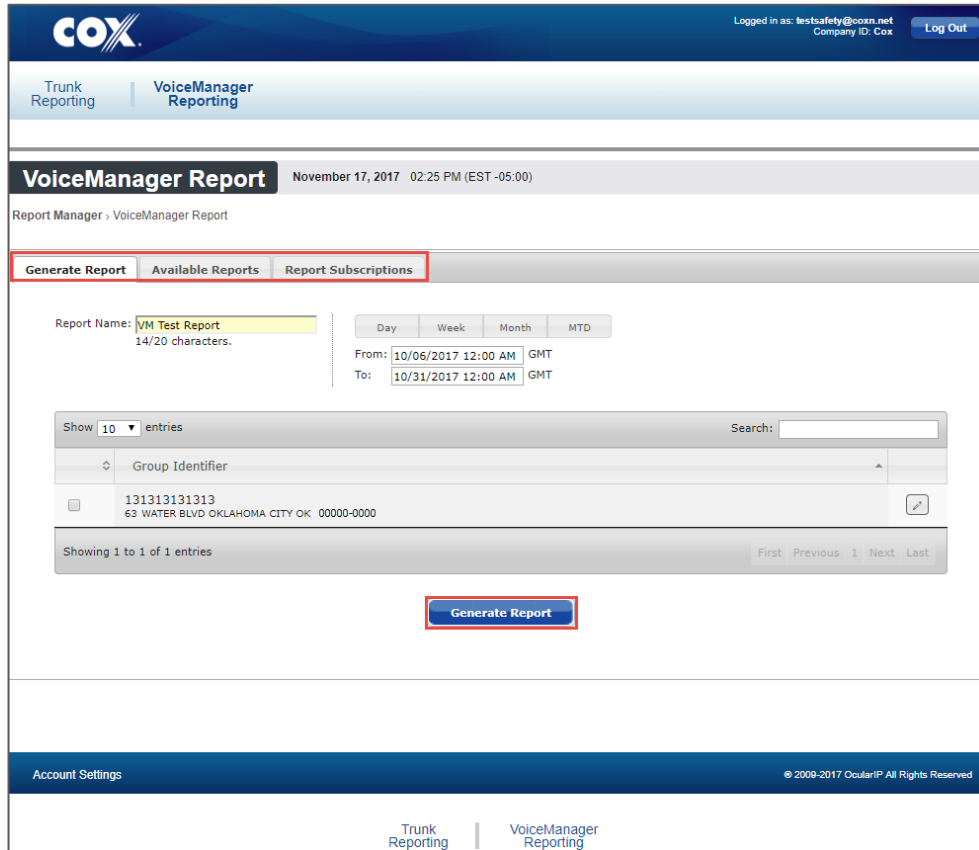
Yes No

8. Click the **Yes** button.
Result: The report is created and ready to be viewed.

VoiceManager Reporting

VoiceManager customers benefit from Utilization reports because the data enables them to determine whether they need to augment the number of phone lines they have currently.

Figure 5. VoiceManager Reporting



COX Business®

Logged in as: testuser@cox.net
Company ID: Cox

Trunk Reporting | VoiceManager Reporting

VoiceManager Report November 17, 2017 02:25 PM (EST -05:00)

Report Manager > VoiceManager Report

Generate Report | Available Reports | Report Subscriptions

Report Name: VM Test Report
14/20 characters.

Day | Week | Month | MTD

From: 10/06/2017 12:00 AM GMT
To: 10/31/2017 12:00 AM GMT

Show 10 entries

Search:

Group Identifier
131313131313 63 WATER BLVD OKLAHOMA CITY OK 00000-0000

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Generate Report

Account Settings

Trunk Reporting | VoiceManager Reporting

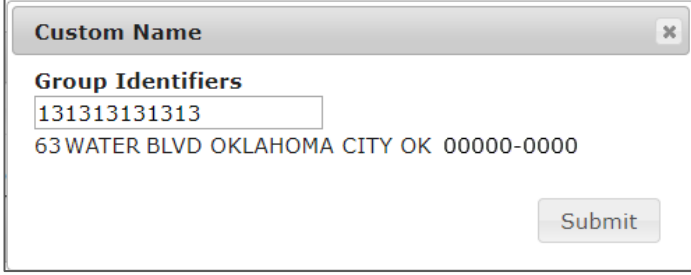
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Use the following steps to generate a VoiceManager Report.

- Follow steps 1-4 in the *Logging In* section to access the Voice Traffic Reports.
- Click the **VoiceManager Reporting** link.
Result: The **VoiceManager Report** screen appears. (Figure 5) (**Note:** This screen has three tabs: **Generate Report**, **Available Reports**, and **Report subscriptions**.)
- From the **Generate Report** tab, enter a name for the report in the **Report Name** field.
(**Note:** The maximum value can be 20 characters, including spaces.)
- There are four time parameters from which you can choose to customize your report. They are: a specific **Day**, **Week**, **Month**, or Month-to-Date (**MTD**). Based on your selection, the data generated will be different.
 - If you select **Day**, click in the **From** field to choose a start date from the pop-up calendar; then, click in the **To** field and choose an end date from the pop-up calendar. (**Note:** You can repeat this step for a *Week*(ly) report if you don't want the system to automatically populate the From/To fields with the week that begins seven (7) days prior to the current date).

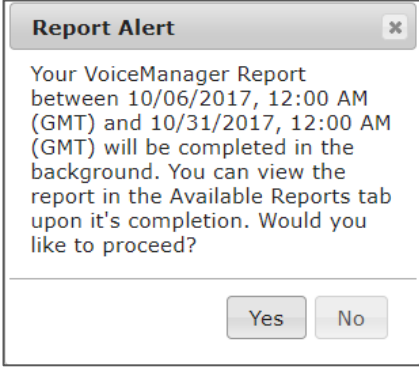
2. If you click the **Month** button, the **Month Select** screen appears. Click the month you want to view and click the **OK** button. (**Note:** You may select from the last four (4) months.)
3. If you click the **MTD** button, the system automatically populates the **From** field to the first of the current month and populates the **To** field with the current date. If you want to customize the MTD value, click in the **From** field and manually select your start date; and then click the **To** field and manually enter your end date.
5. Click the box(es) to the left of the Group Identifier for which you want to generate a report.

(**Note:** You may elect to click the edit icon () to modify the name of the Trunk Group to a more meaningful description.)



A dialog box titled "Custom Name" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Group Identifiers" containing a text input field with the value "131313131313" and a label "63 WATER BLVD OKLAHOMA CITY OK 00000-0000". At the bottom right of the dialog is a "Submit" button.

6. If you modify the name, click the **Submit** button.
Result: A **Save Successfully! Notice** appears.
7. Click the **Generate Report** button.
Result: A **Report Alert** dialog appears.



A dialog box titled "Report Alert" with a close button (X) in the top right corner. The text inside reads: "Your VoiceManager Report between 10/06/2017, 12:00 AM (GMT) and 10/31/2017, 12:00 AM (GMT) will be completed in the background. You can view the report in the Available Reports tab upon it's completion. Would you like to proceed?". At the bottom are two buttons: "Yes" and "No".

8. Click the **Yes** button.
Result: The report is created and ready to be viewed.

Available Reports Tab

The report(s) you generate appears in the Available Reports tab. Although both the Trunk and VoiceManager Reports have similar data, there are some minor differences. This section reviews data for each type of report and the information it contains.

Trunk Report Data

The Trunk Group Report contains the following data:

- The name of the report
- The identification of the Trunk Group
- The date, time, and email address / name of the user who generated the report
- The date and time settings the user wants to apply to the report. Enter the beginning date in the *From (GMT)* field and the end date in the *To (GMT)* field.

Figure 6. Sample Trunk Report – Duplicate and View

Trunk Report
November 14, 2017 02:10 PM (EST -05:00)

Report Manager > Trunk Report

Generate Report
Available Reports
Report Subscriptions

Show 10 entries
Search:

Report Name	Trunk Group Identifier	Generated	From (GMT)	To (GMT)	
Test Report	TG1333333313333 40 ST OMAHA NE 00000 -0000	11/14/2017 02:10 PM by adoe@domain.com	10/01/2017 12:00 AM	11/01/2017 12:00 AM	<div> <div></div> <div></div> </div>
Test Report	TG1000000000000 40 ST OMAHA NE 00000 -0000	11/14/2017 02:10 PM by adoe@domain.com	10/01/2017 12:00 AM	11/01/2017 12:00 AM	<div> <div></div> <div></div> </div>

Showing 1 to 2 of 4 entries
First Previous 1 Next Last

Figure 7. Sample Trunk Report (in Excel format)

Trunking Information

Trunk Name:

ICOMS Account Number:

Service Address:

Trunk Group Identifier:

Trunk Group Base Capacity:

Trunk Group Burstable Capacity:

TG436436436436

123456789

TG436436436436

23

0

Period Summary

Period Range	Outgoing Calls					Incoming Calls					Total Trunk Combined Calls						
	Call Attempts	Bursting Attempts	Unreachabl e	Minutes of Use	ACD (Average Call Duration)	Call Attempts	Bursting Attempts	Unreachabl e	Minutes of Use	ACD (Average Call Duration)	Call Attempts	Minutes of Use	ACD (Average Call Duration)	Unreachabl e	Channels in Service	Total Channels Required	Trunk Utilization Percentage
11/1/2017-11/26/2017	6541	0	104	15365.83	2.83	8556	0	398	18617.25	2.76	15097	33983.08	2.79	502	23	6	3.94
Period Total	6541	0	104	15365.83	2.83	8556	0	398	18617.25	2.76	15097	33983.08	2.79	502	23	6	3.94
Period Peak (11/9/2017 22:00)	43	0	0	123.58	3.34	94	0	6	178.71	3.43	137	302.3	3.39	6	23	15	21.9

11/1/2017

Time Stamp	Outgoing Calls					Incoming Calls					Total Trunk Combined Calls							
Date (GMT)	Hour (GMT)	Call Attempts	Bursting Attempts	Unreachabl e	Minutes of Use	ACD (Average Call Duration)	Call Attempts	Bursting Attempts	Unreachabl e	Minutes of Use	ACD (Average Call Duration)	Call Attempts	Minutes of Use	ACD (Average Call Duration)	Unreachabl e	Channels in Service	Total Channels Required	Trunk Utilization Percentage
11/1/2017	00:00	20	0	0	23.83	1.98	12	0	0	22.35	2.79	32	46.18	2.3	0	23	6	3.34
11/1/2017	01:00	13	0	0	25.6	4.72	11	0	0	63.75	6.37	24	87.35	5.82	0	23	8	6.32
11/1/2017	02:00	3	0	0	43.51	14.5	9	0	0	94.6	10.51	12	138.11	11.5	0	23	10	10
11/1/2017	03:00	3	0	0	3.15	1.05	5	0	0	26.75	8.91	8	29.9	4.98	0	23	5	2.16

Trunk Report Format

The table below comprises the field names and definitions for each part of the Trunk Report, shown in Figure 7.

Trunking Information	
Trunk Name	The name of the trunk group
Account Number	The customer's Cox Business account number
Service Address	The address of which the trunk is located
Trunk Group Identifier	A value that identifies the trunk group
Trunk Group Base Capacity	The number of virtual paths allowed for simultaneous calls
Trunk Group Burstable Capacity	The number of virtual paths to which the trunk can burst upon reaching base capacity
Period Range	
<Specified Date range>	The timeframe during which data is gathered and compiled for a report
Period Total	The amount of line items in the report
Period Peak <date and time>	The busiest date and time of trunk usage

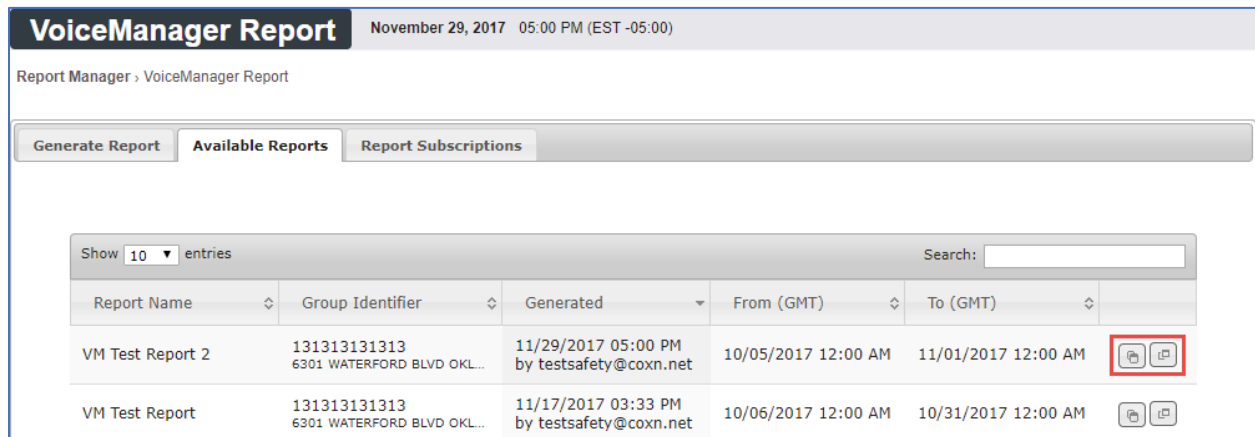
Outgoing Calls: Represents calls <i>from</i> customer endpoint.	
Call Attempts	The number of calls attempted compiled hourly, daily, and weekly
Bursting Attempts	Calls that could burst past the capacity threshold
Unreachable	The switch rejected the call due to capacity constraints
Minutes of Use	Sum of duration for all completed calls
ACD (Average Call Duration)	Average minute usage of completed calls
Incoming Calls: Represents calls <i>to</i> customer endpoint.	
Call Attempts	The number of calls attempted compiled hourly, daily, and weekly
Bursting Attempts	Calls that could burst past capacity threshold
Unreachable	The switch rejected the call due to capacity constraints
Minutes of Use	Sum of duration for all completed calls
ACD (Average Call Duration)	Average minute usage of completed calls
Total Trunk Combined Calls: Total calls represented by compiling Incoming and Outgoing statistics	
Call Attempts	How many calls attempted compiled hourly, daily, and weekly
Minutes of Use	Sum of duration of all completed calls
ACD (Average Call Duration)	Average minute usage of completed calls
Unreachable	The switch rejected the call due to capacity constraints
Channels in Service	Number of simultaneous calls allowed

VoiceManager Report Data

The VoiceManager Report contains the following data:

- The name of the report
- The identification of the VoiceManager line
- The date, time, and email address / name of the user who generated the report
- The date and time settings the user wants to apply to the report. Enter the beginning date in the *From (GMT)* field and the end date in the *To (GMT)* field.

Figure 8. Sample VoiceManager Report – Duplicate and View







VoiceManager Report November 29, 2017 05:00 PM (EST -05:00)

Report Manager > VoiceManager Report

Generate Report Available Reports Report Subscriptions

Show 10 entries Search:

Report Name	Group Identifier	Generated	From (GMT)	To (GMT)	
VM Test Report 2	131313131313 6301 WATERFORD BLVD OKL...	11/29/2017 05:00 PM by testsafety@coxn.net	10/05/2017 12:00 AM	11/01/2017 12:00 AM	 
VM Test Report	131313131313 6301 WATERFORD BLVD OKL...	11/17/2017 03:33 PM by testsafety@coxn.net	10/06/2017 12:00 AM	10/31/2017 12:00 AM	 

VoiceManager Report Format

The VoiceManager Report contains information about the VoiceManager Group and the number of lines in the business.

Figure 9. Sample VoiceManager Report (in Excel format)

VoiceManager Account Information VoiceManager Group: 87654321 ICOMS Account Number: 87654321 Service Address: Number of Lines: 5											
Period Summary											
Period Range		Outgoing Calls				Incoming Calls				Total Trunk Combined Calls	
		Call Attempts	Minutes of Use	Unreachable	ACD (Average Call Duration)	Call Attempts	Minutes of Use	Unreachable	ACD (Average Call Duration)	Call Attempts	Minutes of Use
11/1/2017-11/26/2017		143	34.51	0	0.3	0	0	0	0	143	34.51
Period Total		143	34.51	0	0.3	0	0	0	0	143	34.51
Period Peak (11/21/2017 23:00)		4	1.03	0	0.51	0	0	0	0	4	1.03
11/1/2017											
Time Stamp		Outgoing Calls				Incoming Calls				Total Trunk Combined Calls	
Date (GMT)	Hour (GMT)	Call Attempts	Minutes of Use	Unreachable	ACD (Average Call Duration)	Call Attempts	Minutes of Use	Unreachable	ACD (Average Call Duration)	Call Attempts	Minutes of Use
11/1/2017	00:00	0	0	0	0	0	0	0	0	0	0
11/1/2017	01:00	0	0	0	0	0	0	0	0	0	0
11/1/2017	02:00	0	0	0	0	0	0	0	0	0	0
11/1/2017	03:00	2	0.51	0	0.51	0	0	0	0	2	0.51

The table below comprises the field names and definitions for each part of the VoiceManager Report, shown in Figure 9.

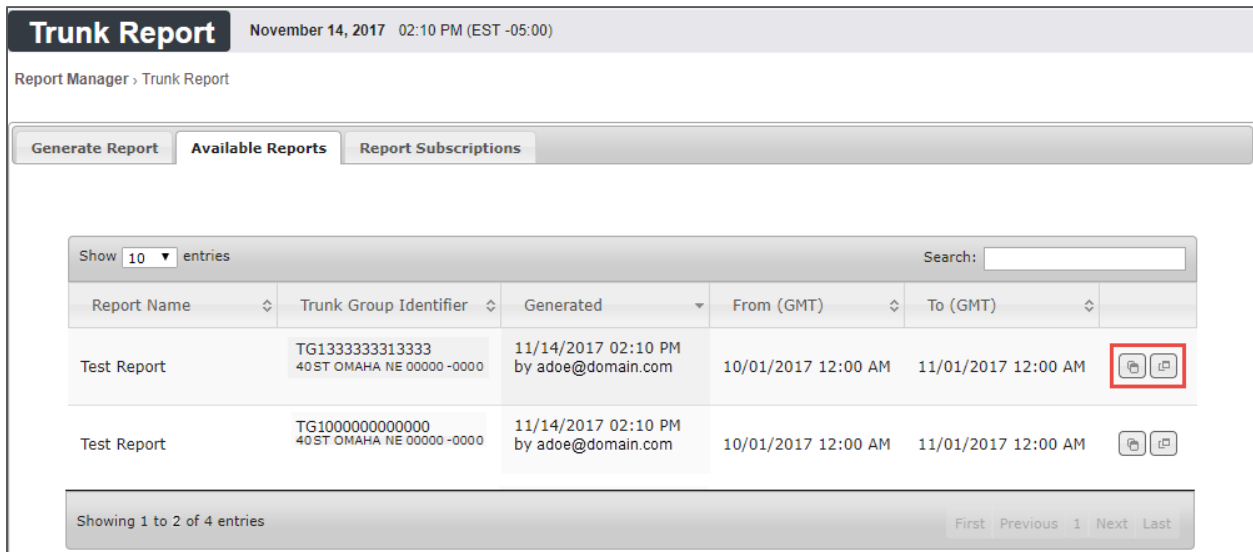
VoiceManager Information	
VoiceManager Group	The name of the VoiceManager group
Account Number	The customer's Cox Business account number
Service Address	The physical address of which the service is provided
Number of Lines	Number of telephone lines in the business
Period Range	
<Specified Date range>	The timeframe during which data is gathered and compiled for a report
Period Total	The number of calls overall in the pre-determined timeframe
Period Peak <date and time>	The busiest date and time of call volume
Outgoing Calls: Represents calls <i>from</i> customer endpoint.	
Call Attempts	The number of calls attempted compiled hourly, daily, and weekly
Minutes of Use	Sum of duration for all completed calls
Unreachable	The number of times the switch rejected the call due to capacity constraints
ACD (Average Call Duration)	Average minute usage of completed calls
Incoming Calls: Represents calls <i>to</i> customer endpoint.	
Call Attempts	The number of calls attempted compiled hourly, daily, and weekly
Minutes of Use	Sum of duration for all completed calls
Unreachable	The number of times the switch rejected the call due to capacity constraints
ACD (Average Call Duration)	Average minute usage of completed calls
Total Combined Calls: Total calls represented by compiling Incoming and Outgoing statistics	
Call Attempts	The number of calls attempted compiled hourly, daily, and weekly

Minutes of Use	Sum of duration of all completed calls
ACD (Average Call Duration)	Average number of minutes used for completed calls
Unreachable	The number of times the switch rejected the call due to capacity constraints
Lines in Service	The number of VoiceManager lines

Viewing Reports

Once you have generated the reports, you can view them and duplicate the report template for future use.

Figure 10. Viewing Reports







Trunk Report November 14, 2017 02:10 PM (EST -05:00)

Report Manager > Trunk Report



Generate Report Available Reports Report Subscriptions

Show 10 entries Search:

Report Name	Trunk Group Identifier	Generated	From (GMT)	To (GMT)	
Test Report	TG1333333313333 40 ST OMAHA NE 00000 -0000	11/14/2017 02:10 PM by adoe@domain.com	10/01/2017 12:00 AM	11/01/2017 12:00 AM	 
Test Report	TG1000000000000 40 ST OMAHA NE 00000 -0000	11/14/2017 02:10 PM by adoe@domain.com	10/01/2017 12:00 AM	11/01/2017 12:00 AM	 

Showing 1 to 2 of 4 entries First Previous 1 Next Last

Use the steps below to view or duplicate a report.

1. Click the view icon () located at the right of the report you want to see. (Figure 10)
Result: The report appears in a second screen. (See *Sample Trunk Report – Duplicate and View*)
2. You may elect to by-pass creating the same parameters for a different report by making a duplicate of the report.
3. From the **Available Reports** tab, click the **Duplicate** icon ()
4. Return to the **Generate Report** tab and enter a new **Report Name**.
5. Check the box to the right of another Trunk Group and click the **Generate Report** button.

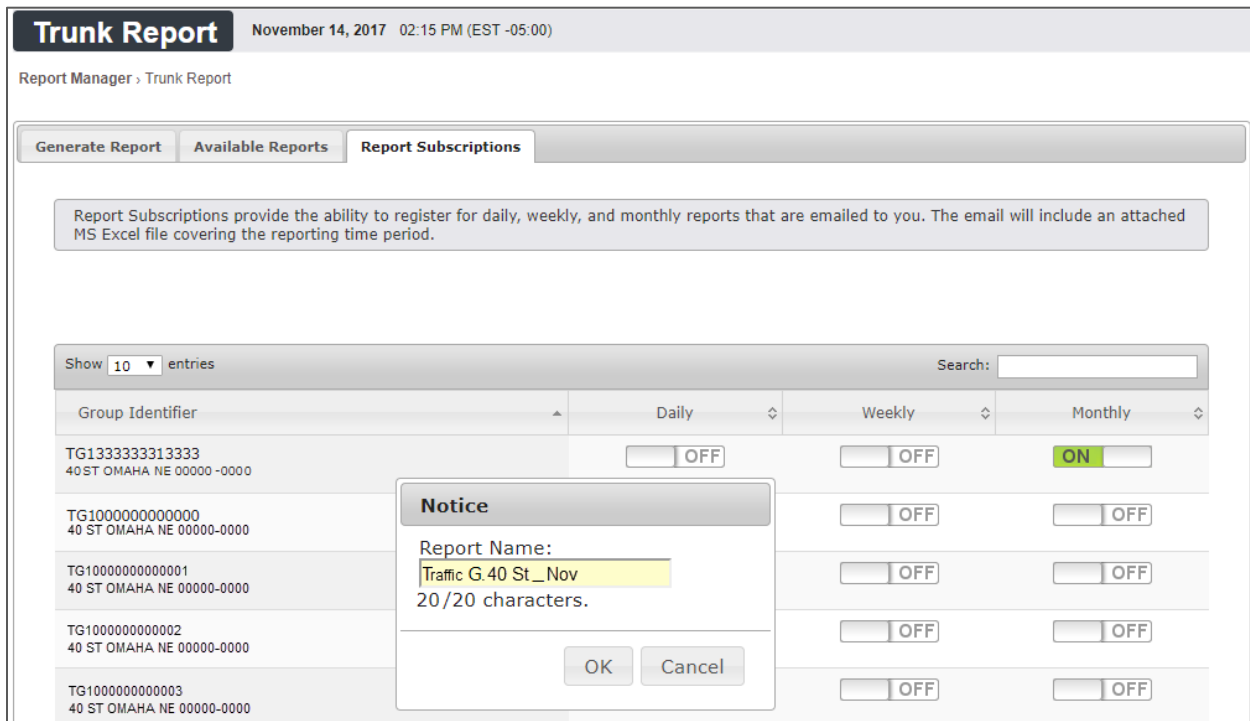
Report Subscriptions Tab

Report Subscriptions enable you to register for daily, weekly, and monthly reports that are emailed to you automatically. The email includes an attached Microsoft Excel file that covers the reporting timeframe.



Note: The reports will be emailed to the user's address.

Figure 11. Report Subscriptions Sample



Trunk Report November 14, 2017 02:15 PM (EST -05:00)

Report Manager > Trunk Report

Generate Report Available Reports **Report Subscriptions**

Report Subscriptions provide the ability to register for daily, weekly, and monthly reports that are emailed to you. The email will include an attached MS Excel file covering the reporting time period.

Show 10 entries Search:

Group Identifier	Daily	Weekly	Monthly
TG1333333313333 40 ST OMAHA NE 00000-0000	OFF	OFF	ON
TG1000000000000 40 ST OMAHA NE 00000-0000	OFF	OFF	OFF
TG1000000000000 40 ST OMAHA NE 00000-0000	OFF	OFF	OFF
TG1000000000000 40 ST OMAHA NE 00000-0000	OFF	OFF	OFF
TG1000000000000 40 ST OMAHA NE 00000-0000	OFF	OFF	OFF

Notice

Report Name:
Traffic G.40 St_Nov
20/20 characters.

OK Cancel

Use the following steps to subscribe to a report.

1. Follow steps 1-4 in the *Logging In* section to access the Voice Traffic Reports.
2. Click the **Trunk Reporting** (or **VoiceManager**) **Reporting** link.
Result: The **Trunk** (or **VoiceManager**) **Reporting** screen appears. (Figure 5)
3. Click the **Report Subscriptions** tab.
Result: A **Notice** dialog appears.
4. Enter a meaningful name for the report in the **Report Name** field and click the **OK** button.
Result: A message appears briefly stating the report was added successfully, and the toggle for the timeframe you selected is switched to **ON**. (Figure 11)

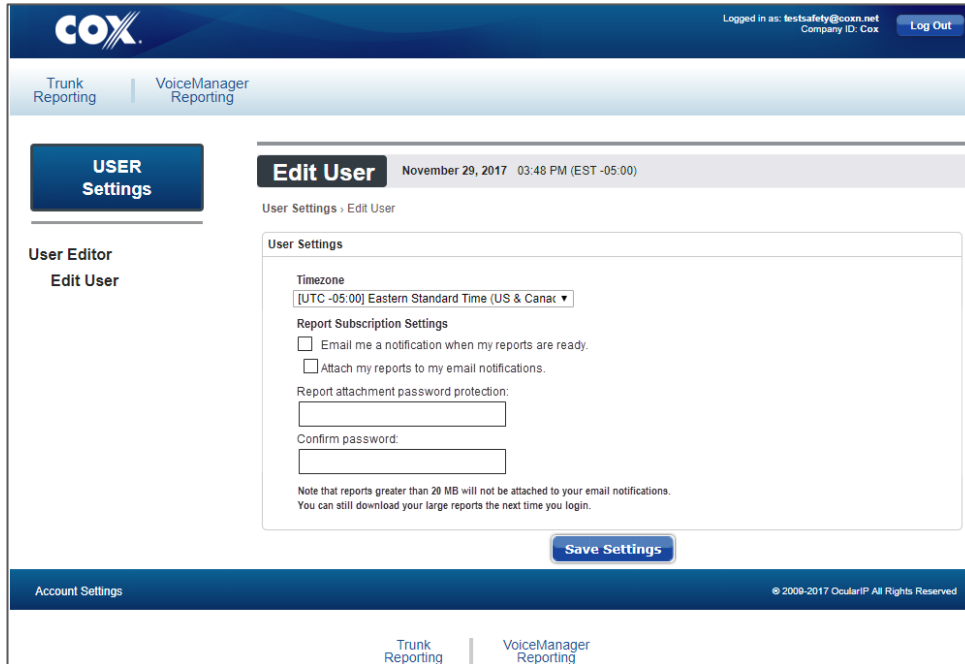
You will then receive the report(s) at the time(s) you chose.

Account Settings

The Account Settings function enables you to select the time zone in which you want to base report generation and configure security for your report data.

The Account Settings link is in the lower left corner of every page on the Voice Traffic portal.

Figure 12. Account Settings screen



The screenshot displays the 'Edit User' page within the COX Business VoiceManager Reporting interface. The top navigation bar includes 'Trunk Reporting' and 'VoiceManager Reporting'. The left sidebar shows 'USER Settings' and 'User Editor Edit User'. The main content area is titled 'Edit User' with a timestamp 'November 29, 2017 03:48 PM (EST -05:00)'. Below this, the 'User Settings' form contains a 'Timezone' dropdown menu set to '[UTC -05:00] Eastern Standard Time (US & Cana...', two checkboxes for 'Report Subscription Settings' (both unchecked), and two password fields for 'Report attachment password protection' and 'Confirm password:'. A note at the bottom of the form states: 'Note that reports greater than 20 MB will not be attached to your email notifications. You can still download your large reports the next time you login.' A 'Save Settings' button is located at the bottom right of the form. The footer of the page includes 'Account Settings' and '© 2008-2017 OcularIP All Rights Reserved'.

Use the following steps to access Account Settings.

1. Log in to MyAccount and click the **Voice Traffic Reports** icon on the splash page.
2. Click the **Trunk Reporting** or **VoiceManager Reporting** link in the upper left corner of the page.
3. Click the **Account Settings** link in the lower left corner of the page.
Result: The **Edit User** page appears.
4. Select the appropriate **Timezone** from the drop-down menu.
5. Click the **Email me a notification when my reports are ready** checkbox to request a system-generated email to alert you when your reports are ready for viewing.
6. Click the **Attach my reports to my email notifications** checkbox to request the system to automatically add the report to your email.
7. Enter a password in the **Report Attachment Password Protection** field to secure your report data. Re-enter the password in the **Confirm Password** field.
8. Click the **Save Settings** button.
Result: Your changes are saved.

End of Document