INFORMATION TECHNOLOGY

CLIENT SERVICES - MOBILE COMMUNICATION RESOURCES

Software Cellular Call Detail Reports
Instructions to mark private calls

LOGIN

- Click on the Private Calls Management link: **http://pcm.mdc.edu**
- The user ID is your email, e.g. **jsmith**
- The password is your MDID; use a capital letter, e.g. **A1235410**
- Once you enter your password, click on the Login button to display the Private Calls Management screen

MAIN SCREEN

"My calls" allows you to check your call status and report on any private calls for that period.
Run "report" allows you to run specific period.

MARK PRIVATE CALLS
- On the left upper corner from the drop down list of periods, select the appropriate period. The calls list for that period appears grouped by dialed number.
- At the **far right column** is the field for private calls (personal) where you can check all your incoming and outgoing personal calls.
- You can always click the **Save** button and continue at a later time.
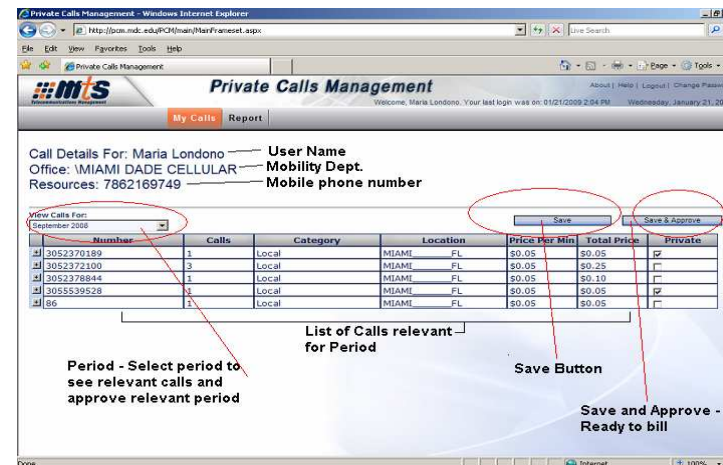
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DETAIL CALLS

• To expand the calls list of a dialed number, click the ⊞ at the left hand side of the line.

• To collapse the calls list of a dialed number, click the ⊟ at the left hand side of the line.

• To mark a call as private, check the check box at the right-most column of the grid.

• If you mark a Dialed Number line, it automatically marks all calls to that number.

• If you mark the line of a specific call, only this call is marked.

SAVE OR SAVE AND APPROVE

**An entry with a phone number of '86' and/or '221' refers to voice mail.**

SAVE
You can always click the *Save* button and continue at a later time.

SAVE AND APPROVE
Once you have completed reviewing all the calls and checking your private ones, click the *Save and Approve* button and the system will process your information for that month. You will then be ready to run your report. All private calls (personal) marked on the electronic statement will be calculated by the system indicating the total amount that is due to the college.

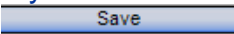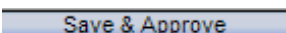If you encounter an entry with a phone number of '86 or/and 221', it refers to voice mail.
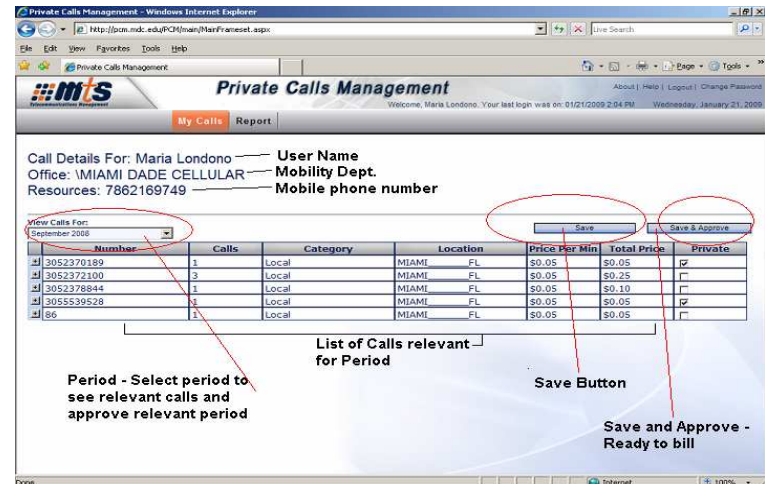
Instructions to Run Private Calls Reports

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Software Cellular Call Detail Reports
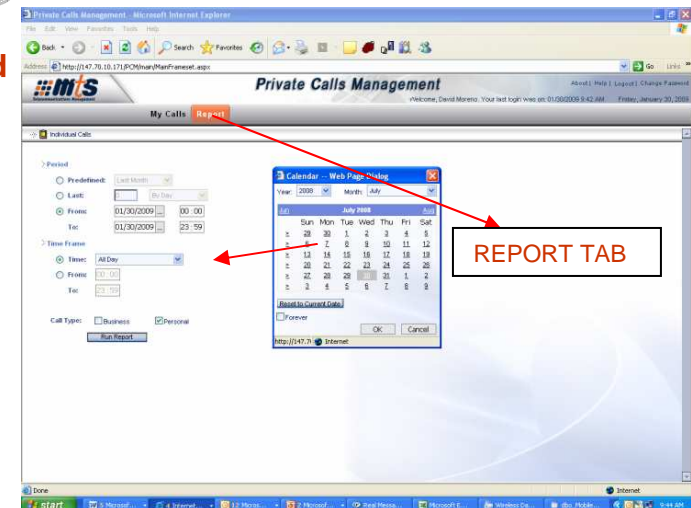### Instructions to Run Private Calls Reports

TO SUBMIT YOUR APPROVAL

• Before submitting your approval, make sure all your **private calls are properly marked**. If you are not sure, you can save the list and continue later. To save without submitting your approval, click **SAVE**. [Save]

• To Submit and approve, click [Save & Approve]

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

TO CREATE A REPORT OF YOUR CALLS

Note that before running your report, all private calls must be marked and approved.

1- Select the Report Tab.

2- Define a time frame period :

    a) Select from the beginning of the cycle period and select to the end of the cycle period from the drop down calendar.

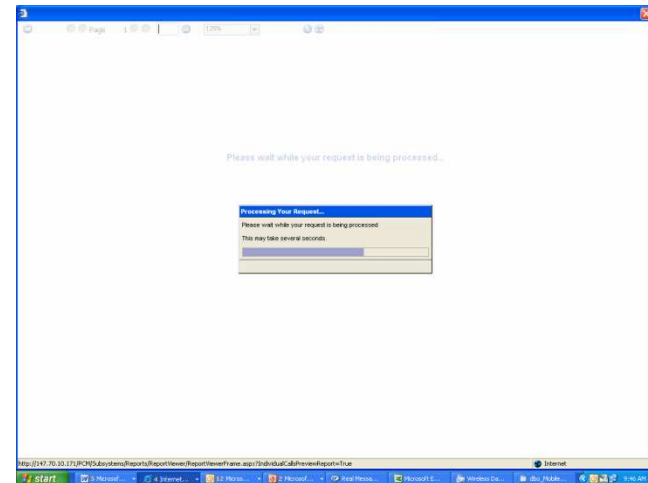   b) Please remember the current year.

3- Check Call Type as **Private.**

REPORT TAB

Software Cellular Call Detail Reports
Instructions to Run Private Calls Reports

RUN REPORT

Click Run Report

    Run Report

EXPORT REPORT

You must export your report to print it or save it as an electronic copy

To export the report to a PDF format, go to export report at the top right center and click on drop down window:
1. Format type – Portable Document (PDF)
2. Leave Page Setup on default
3. Click Export tab

To send payment, follow College guidelines for payments of personal calls.

Export Icon