



Reports Access User Guide

Logging on:

A screenshot of a Windows-style dialog box titled "Enter Network Password". The dialog has a blue title bar with a question mark icon and a close button. Inside, there is a key icon and the text "Please type your user name and password." Below this, the "Site:" is "ebiznet.sbc.com" and the "Realm" is "Ilec_Online Restricted Logon". There are two input fields: "User Name" containing "Userld" and "Password" containing "xxxxxxx". At the bottom, there is a checkbox labeled "Save this password in your password list" which is currently unchecked. A red arrow points to this checkbox. Below the checkbox are "OK" and "Cancel" buttons.

Note: *Saving your password is not recommended due to security concerns.*

When accessing the online reporting facility you must login with your user ID and password. This password is unique to this system. If you have access to the ILEC Online (ECR) system, you will not need a new login and password.



Choose your OCN / CIC:

A list of OCN / CIC Codes will be presented in a list box. **Note:** If you only have one OCN / CIC you may not see this screen.

A screenshot of a web browser window titled "Online Reports - Microsoft Internet Explorer provided by SBC Services". The page content includes:

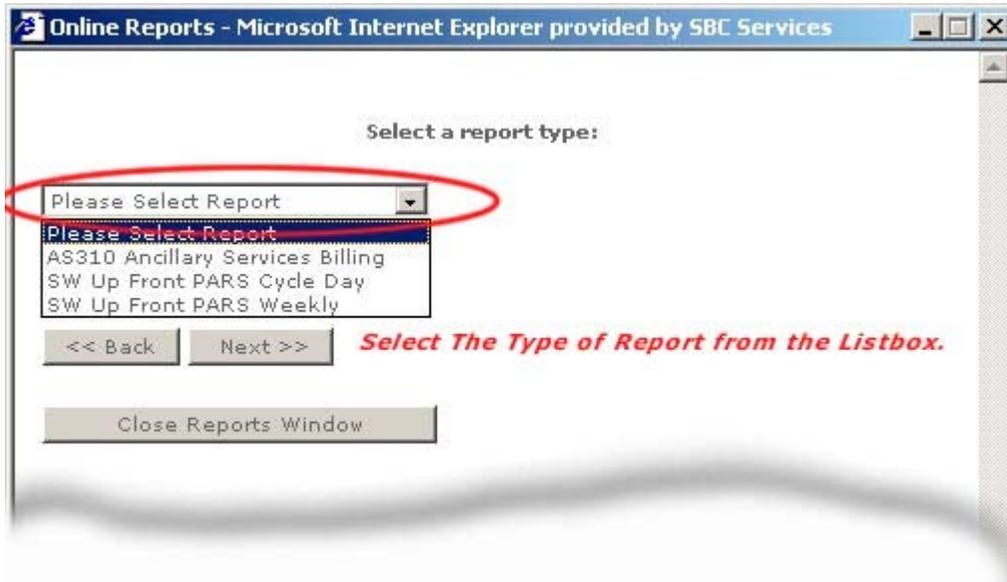
- Header: "Enter the OCN/CIC etc... (Account Code) for this request:"
- Instruction: "To find and OCN or CIC in the list quickly, type the first few numbers in the box to the left."
- Form: "Key in or use select:" followed by a text input box (circled in red) and a dropdown menu labeled "Please Select OCN".
- Text: "**Key in OCN/CIC Here, or select from Listbox.**"
- Buttons: "Next >>" and "Close Reports Window".

If you have a list, it may be helpful to type the first few numbers or letters of your OCN / CIC in the box to the left of the listbox. This will find the OCN / CIC in the listbox as you type.



Choose your Report Type:

Once you have selected an OCN / CIC, you will see a listbox with the report types available to you on the system.



Choose your Report Type, then click the Next >> button. If you wish to go back to the OCN / CIC screen, click the << Back button.



Choose The State or Region:

On this screen you can further narrow your potential list of reports by selecting the State or region from a listbox.

A screenshot of a web browser window titled "Online Reports - Microsoft Internet Explorer provided by SBC Services". The page content includes the instruction "Select the State / Region for this request:" followed by a dropdown menu labeled "Pick a State / Region". This dropdown menu is circled in red. Below the dropdown are three buttons: "<< Back", "Next >>", and "Close Reports Window". A red italicized instruction reads "Select The State or Region from the Listbox."

Only valid State and or Region information will display. If you wish to go back to the Report screen, click the << Back button.

Choose The Month:

A screenshot of a web browser window titled "Online Reports - Microsoft Internet Explorer provided by SBC Services". The page content includes the instruction "Select the month for this request:" followed by a dropdown menu labeled "Pick a month". This dropdown menu is circled in red. Below the dropdown are three buttons: "<< Back", "Next >>", and "Close Reports Window". A red italicized instruction reads "Select The Month from the Listbox."

Only valid Months will display. If you wish to go back to the State and or Region screen, click the << Back button.



Weekly Reports:

The data retrieved from the system can span different time frames. Some reports are monthly, some weekly, some even daily. The weekly Reports selection screen is below.

A screenshot of a web application window titled "Choose from the following available reports". The window contains a list of date ranges: "02/03/2005 - 02/07/2005", "02/09/2005 - 02/15/2005", "02/17/2005 - 02/23/2005", "02/25/2005 - 02/27/2005", and "02/29/2005 - 03/07/2005". The third option is highlighted in green and circled in red. Below the list is a "<< Back" button, a red instruction "Select The Report from the List.", a note about printing and saving, and a "Close Reports Window" button.

Choose from the following available reports

02/03/2005 - 02/07/2005
~~02/09/2005 - 02/15/2005~~
02/17/2005 - 02/23/2005
~~02/25/2005 - 02/27/2005~~
02/29/2005 - 03/07/2005

<< Back

Select The Report from the List.

Note: These reports open in a new browser window, if you wish to print, click File - Print, if you wish to save, click File - Save As.

Close Reports Window

The last step in obtaining a weekly report is to click on the date range you wish to view. The list will highlight as your mouse moves over the selections. If you wish to go back to the Month screen, click the << Back button.



Daily Reports:

The Daily Reports selection screen is below.

Choose from the following available reports

01/21/2005
01/19/2005
01/17/2005
01/15/2005
01/13/2005
01/11/2005
01/09/2005
01/07/2005
01/05/2005

Select The Report from the List.

<< Back

Note: These reports open in a new browser window, if you wish to print, click File - Print, if you wish to save, click File - Save As.

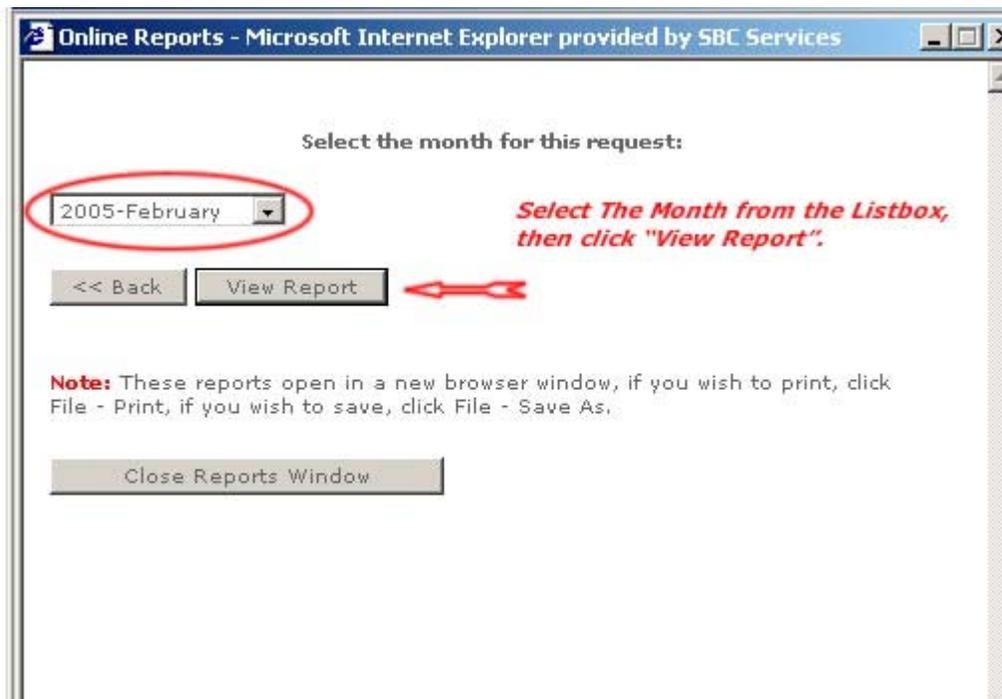
Close Reports Window

The last step in obtaining a Daily report is to click on the date you wish to view. The list will highlight as your mouse moves over the selections. If you wish to go back to the Month screen, click the << Back button.



Monthly Reports:

Finally, if your report spans an entire month, the last screen you will see is the select month screen.



Once you have selected the month you wish to view, click the View Reports button. If you wish to go back to the Report screen, click the << Back button. If at any time you wish to close the report selection interface, click the Close Reports Window button.