

## **WEB PORTAL ACCESS GUIDE**

As an Automated Telecom Ad Tracker customer you have the ability to access Automated Telecom's web portal to run usage reports at anytime.

Copy this link into your web browser and bookmark it for future use.

<http://69.178.135.130:2021/Login.asp>

The Subscriber number is anyone of your Ad Tracker Numbers (XXX-XXX-XXXX). The default password is 7890. Please change your password when you login for the first time by selecting the "Password" link on the left.

Once you have logged into your account select the "Reports" link on the left.

- From the "Reports" link you can generate your reports by number or all of them at the same time using the "Subscriber" or "Account" option.
- Select your date range.
- Leave the "Call Type" and "Termination Reason" on "All".
- Change the Direction to either "Both", "Inbound" or "Outbound".

The data collected is determined by the type of Ad Tracker Number you have:

### Basic Ad Tracker

- Time of call
- Date of call
- Caller ID, if available

### Standard Ad Tracker

- Basic data plus...
- Duration of each call

### Premium Ad Tracker

- Standard data plus...
- Recording of each call delivered to you via email

If you have any questions regarding access or to change the "point to" number of your Service, please contact Automated Telecom customer service at 760-776-9628.