



MeetingOne

Using the Online Account Information tool

The OAI (Online Account Information) is a tool which gives audio conference account usage information for the past 4 months.

HOW TO CONNECT TO OAI?

OAI is a tool showing your monthly audio account usage.

To access it navigate to MeetingOne's website (<http://www.meetingone.com>). Click on "Customer Center", then "Login", under "Online Account Information". Finally, enter your User Name, your password and your client number (or your conference room number, if you want to get information about one specific room). If you need your account credentials (User Name/password), please contact MeetingOne's customer service supporteu@meetingone.com or 32(0)2 789 00 10.

Espace client // Une Ressource Unique en Ligne.

Système de conférences AudioOne

Click&Meet
Pour piloter votre salle d'audioconférence en ligne
[S'authentifier](#)

Online Account Information - OAI
Visualisez en ligne les informations relatives à votre compte d'audioconférence.
[S'identifier](#)



OAI // Login

Online Account Information Login

Account Number/Room Number

Username


Password

MeetingOne's Online Account Information tool (OAI) is intended to be a reference to gauge your conferencing usage. The monetary amounts displayed are calculated on your base conferencing rate. If you have additional rates for special circumstances including international access or event services, those rates ARE NOT calculated in this tool, causing the amounts that appear in OAI to differ from your invoice. If you have any questions, please contact [Client Services](#).

OVERVIEW OF ALL OF YOUR CONFERENCE ROOMS' USAGE

If you have many MeetingOne audio conference rooms and would like to have a look at your company's usage. Enter your **client number**, **User Name**, and **Password** in to login. The rooms that show activity will automatically appear on the list, with their usage time and cost.

List of active rooms for the selected month



ACCOUNT SUMMARY		
Account Number	602127	Not Invoiced
Company Name	MeetingOne Phoenix	
Billing Period	Since 1/05/2009	
Room Display	Active Room Numbers	

Room Number	Cardholder	Auto Billing Code	Accumulated Time	Charge
32 002 6	Leo		00:01:00	0,09 €
33 270 3	Mariline BALLESTER		23:50:16	116,59 €
33 594 8	Jean-Baptiste Codeau		02:58:52	15,39 €
Total				132,07 €

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For assistance please call (00)32 2 789 00 10

You can also either display all active or inactive conference rooms, or consult the usage information for 3 months prior to the current month by selecting the appropriate "BILLING PERIOD". If you would like to obtain the details of a specific conference room (date and hour of participants' connection, usage time and cost), just click on the organizer's name of the room (**cardholder**).

To obtain the detailed information of a specific conference room (date, connection time of the participants, duration, cost), just click on the cardholder's name of the room (see the column **Cardholder**)

You can also view and manage the billing codes you have used during your conference calls (column **Billing Code**), or add / modify by clicking on the specific link of the Billing Code column a billing for a past meeting.

Details of usage for the selected room

The screenshot shows the MeetingOne Online Account Information interface. At the top left is the MeetingOne logo. To the right are 'Download' and 'Account Summary' buttons. Below these are two summary tables: 'CONFERENCE LIST' and 'ACCOUNT SUMMARY'. The 'CONFERENCE LIST' table shows details for room 332703, cardholder Mariline BALLESTER, and billing period since 1/05/2009. The 'ACCOUNT SUMMARY' table shows account number 602127 and company name MeetingOne Phoenix. Below these is a detailed table of conference calls with columns for Date, Time [GMT+1], Quantity, Service Type, Billing Code, Length, Accum. Time, and Charge. A 'Go to top' link and a support phone number are at the bottom.

CONFERENCE LIST		ACCOUNT SUMMARY	
Room Number	332703	Account Number	602127
Cardholder	Mariline BALLESTER	Company Name	MeetingOne Phoenix
Billing Period	Since 1/05/2009		

Date	Time [GMT+1]	Quantity	Service Type	Billing Code	Length	Accum. Time	Charge
06/05/2009	15:57:06	1	Audio Conferencing	Unallocated	00:00:15	00:00:01	0,00 €
06/05/2009	16:06:07	4	Audio Conferencing	Unallocated	01:38:55	05:55:18	30,18 €
06/05/2009	18:04:45	4	Audio Conferencing	Unallocated	00:25:28	00:58:12	4,69 €
11/05/2009	15:53:48	1	Audio Conferencing	Unallocated	00:00:30	00:00:30	0,00 €
11/05/2009	15:55:46	2	Audio Conferencing	Unallocated	00:12:54	00:23:59	2,17 €
14/05/2009	11:32:24	2	Audio Conferencing	Unallocated	00:26:17	00:49:42	3,99 €
14/05/2009	12:30:24	4	Audio Conferencing	Unallocated	00:24:04	01:07:41	5,44 €
14/05/2009	13:48:42	4	Audio Conferencing	Unallocated	00:14:43	00:40:31	3,26 €
14/05/2009	17:49:51	3	Audio Conferencing	Unallocated	00:02:28	00:03:55	0,32 €
14/05/2009	17:52:43	4	Audio Conferencing	Unallocated	00:04:47	00:12:16	1,00 €
15/05/2009	10:06:23	1	Audio Conferencing	Unallocated	00:18:19	00:17:56	0,00 €
15/05/2009	15:54:47	2	Audio Conferencing	Unallocated	02:06:11	04:10:24	20,04 €
18/05/2009	9:52:49	1	Audio Conferencing	Unallocated	00:00:30	00:00:06	0,00 €
18/05/2009	9:53:29	2	Audio Conferencing	Unallocated	01:55:17	03:46:57	18,17 €
18/05/2009	11:53:55	2	Audio Conferencing	Unallocated	00:01:10	00:01:29	0,13 €
18/05/2009	14:06:13	2	Audio Conferencing	Unallocated	02:50:47	05:39:52	27,20 €
19/05/2009	10:57:04	1	Audio Conferencing	Unallocated	00:00:28	00:00:05	0,00 €
Total							116,59 €

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For each meeting, ordered by date, it is possible to display the details: participants' list, duration of the connection, eventually participants' phone number...

CONSULTING A SPECIFIC ROOM'S USAGE

To obtain the detailed information of a specific conference room, enter your User Name, password and **room number** into the OAI login.

DOWNLOADING AND PRINTING YOUR INVOICE DETAILS

On the top right of your screen, you will notice a "DOWNLOAD" button: this allows you to download in Excel format the audio conference information of the current displayed page. Thus, in order to save and print the details of your conference rooms' usage, you have to display the specific month and then click on "DOWNLOAD".

The screenshot shows an Excel spreadsheet with the following data:

DATE	START TIME	ROOM NUMBER	CARDHOLDER	PARTICIPANTS	BILLING CODE	CONFERENCE LENGTH	ACCUMULATED TIME	CHARGES
06/05/2009	15:57:06	332703	Mariline BALLESTER	1	Unallocated	00:00:15	00:00:01	0,00 €
06/05/2009	16:06:07	332703	Mariline BALLESTER	4	Unallocated	01:38:55	05:55:18	30,18 €
06/05/2009	18:04:45	332703	Mariline BALLESTER	4	Unallocated	00:25:28	00:58:12	4,69 €
11/05/2009	15:53:48	332703	Mariline BALLESTER	1	Unallocated	00:00:30	00:00:30	0,00 €
11/05/2009	15:55:46	332703	Mariline BALLESTER	2	Unallocated	00:12:54	00:23:59	2,17 €
14/05/2009	11:32:24	332703	Mariline BALLESTER	2	Unallocated	00:26:17	00:49:42	3,99 €
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14/05/2009	17:49:51	332703	Mariline BALLESTER	3	Unallocated	00:02:28	00:03:55	0,32 €
14/05/2009	17:52:43	332703	Mariline BALLESTER	4	Unallocated	00:04:47	00:12:16	1,00 €
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15/05/2009	15:54:47	332703	Mariline BALLESTER	2	Unallocated	02:06:11	04:10:24	20,04 €
18/05/2009	9:52:49	332703	Mariline BALLESTER	1	Unallocated	00:00:30	00:00:06	0,00 €
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18/05/2009	14:06:13	332703	Mariline BALLESTER	2	Unallocated	02:50:47	05:39:52	27,20 €
19/05/2009	10:57:04	332703	Mariline BALLESTER	1	Unallocated	00:00:28	00:00:05	0,00 €

Details of your usage for the selected room (Excel format)