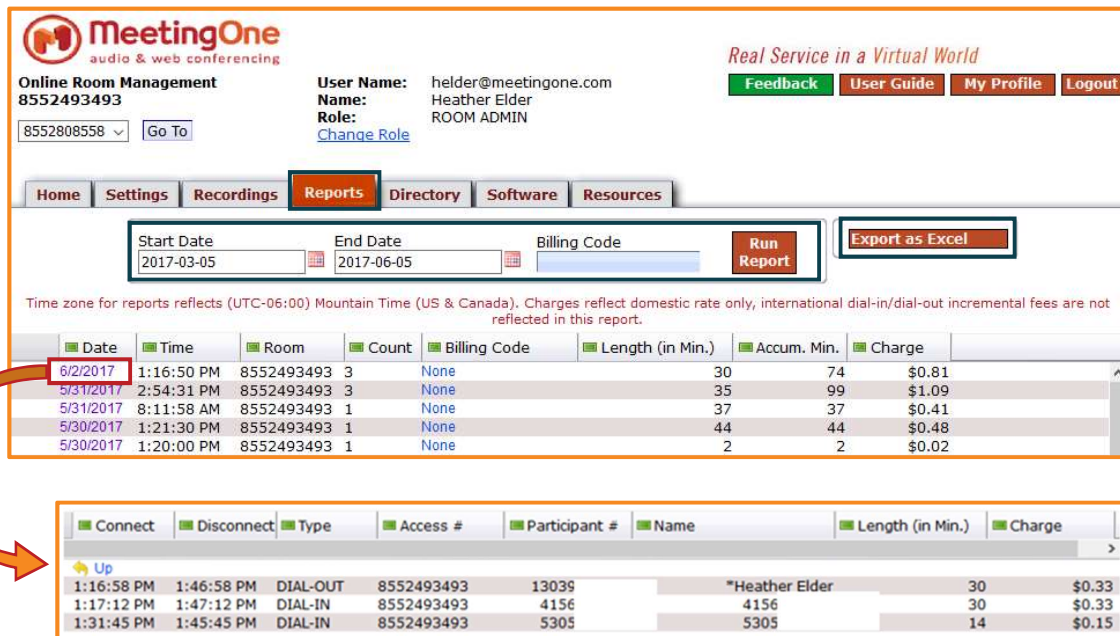# Reports

OAM (Online Account Management) allows you to view and download usage for your Room(s).

Access Reports

- Click the **Reports** Tab
- Enter the Start Date and the End Date and Billing Code (if applicable)
- Click the **Run Report** button
  - A list of conferences that took place during the selected date range will appear
  - Clicking on the **date** of one of the conferences will show the conference details, including participants and entry times
- Reports can be saved to your computer
  - Click the **Export as Excel** button
  - You MUST turn off pop-up blockers for this to work