

Chargeback

1 Telephone report based on personal dialling code

A detailed report reflecting all transactions is emailed monthly to staff members.

2 To view Cost

Go to the URL: <http://www.nwu.ac.za/content/nwu-it-service-catalogue> click Telephony & Messaging then Office Telephones. From the drop down list click Telephone Billing .



The image shows a navigation menu on the left with categories like Accounts & Passwords, Workstation Hardware & Software, Office Automation, Network & WiFi, and Data Storage & Recovery. The 'Telephony & Messaging' category is expanded, showing sub-items like Office Telephones, Change Service, Class & Pick Groups, Instruments & Cables, New Extension, New Pin Numbers, Resignations & New Appointments, Telephone Billing (highlighted), Transfers & Swaps, Voicemail, Bulk SMS, and eFax. An arrow points from 'Telephone Billing' to a 'Cost Recovery' form on the right.

Cost Recovery

Notice Staff and Students: Internet, Email and Disk Space usage for all transactions starting from 2012/01/01 will not be billed.

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Logon

Username

Password

Month

Display

Type CR

* Telephone

Code (Telephone)

Please fill your username and password in

Fill out the fields and click Load to view the report

Current details: Marco Pires(12933600) C:\Users\12933600\Desktop\telephony\word version\updated\chargeback.docm
1 April 2014