

Overview



INFO: Your login details for access to the portal will have been emailed to you at the time the account was created. Please check your spam/junk folders. Please contact your Service Provider if you have not received them.

Logging In:

Open web browser to <https://recordings.podunifiedcomms.com/> (Chrome/Safari/Edge) Once open you will see the login page. Enter the **Username** and **Password** supplied by your Service Provider and click on **LOGIN**

Call Record Web Portal SIGN IN

Login

Dashboard Login

Username
Username

Password
Password

LOGIN

Forgotten your password? [Click here](#) to reset it.

Once logged in you will see the main navigation menu on the left hand side.



INFO: Please note that the **Dashboard** is currently blank, this is not an error. **Analytics** is currently unavailable will be coming later on in a future update. The **Payment and Billing** section can be ignored this is due to be removed in the next update.

Call Record Web Portal SIGN OUT

Dashboard

Welcome
Henry Jackson

Dashboard

Dashboard

Recordings

Analytics

Personnel

Reports

Payment & Billing

Configuration

Recordings: Manage your numbers and view, edit and download your recordings.

Personal: Create users, agents, roles and departments, these can be linked to recordings.

Reports: Displays graphs on usage and recordings.

Configuration: Manage accounts settings and Company details.

