

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.

