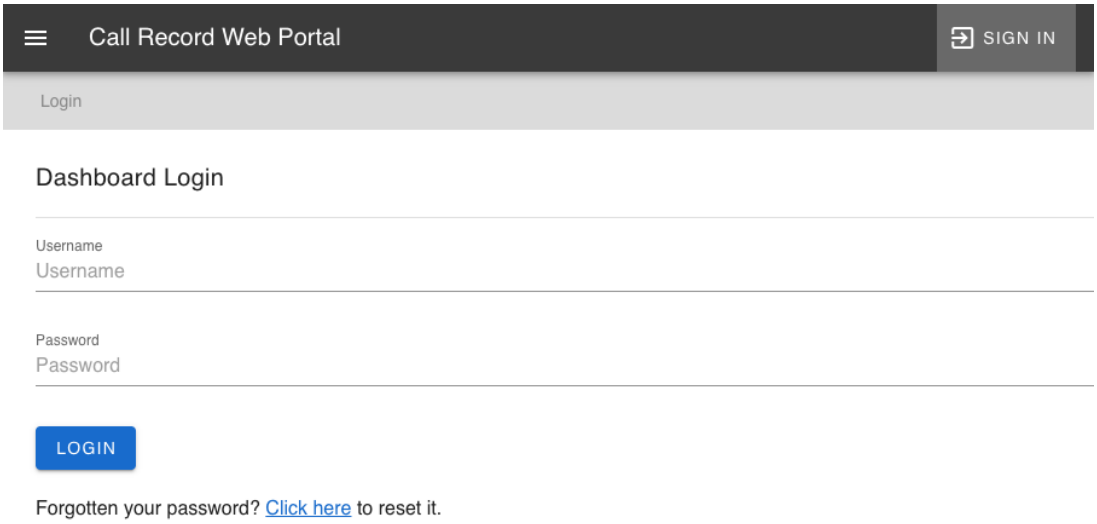
Overview

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.

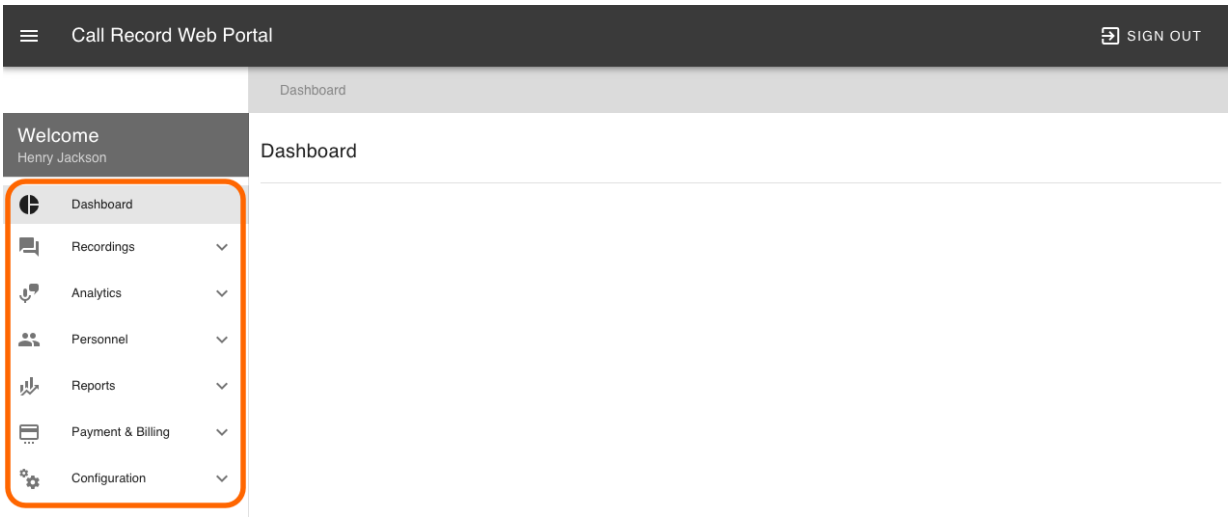
Logging In:

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**



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.



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.

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★ Created Fri, Jan 15, 2021 8:56 AM by Admin

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