

MyCalls



MyCalls Release 5.0

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Version: 1.1

MyCalls The Complete Call Management Suite







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1. PRODUCT SUMMARY

MyCalls is a range of call management solutions that are easily expanded and upgraded as a business grows.

MyCalls Basic:

A single user entry-level application that helps provide a real-time snapshot of all calls. Free for the first 12 months.

MyCalls Call Manager:

A more sophisticated version for businesses providing a full complement of call management information.

MyCalls Desktop:

Provides Desktop users with the with instant Customer Relationship Management (CRM) information such as screen-pops, and much more.

MyCalls Desktop Lite:

A cut down version of MyCalls Desktop giving standard call control and dialling functionality.

MyCalls Console:

A feature rich Operator Console allowing calls to be delivered professionally and efficiently.

MyCalls Enterprise:

Enables easy call management and reporting across multiple sites such as main offices and branch offices.

MyCalls Call Centre / Agent Control:

An essential application for any contact centre and specialist call centres. Provides supervisors with full control of extensions and Automatic Call Distributor (ACD) groups from their desktop.

MyCalls Call Recorder:

Equips MyCalls Call Manager and MyCalls Call Centre with full call recording capability. Calls are recorded securely, encrypted and easily accessed.

2. OVERVIEW

MyCalls continues to expand its rich set of features with the release of MyCalls 5.0, most noticeably its new reporting engine gives users quicker access to the detailed reporting they need. A full list of brand new features are listed below:

New Reporting Features:

- Report Summaries A snapshot of the key reporting data found within the report.
- Drill Down Reporting From a high level report, break down into details of the report.
- Charts in reports a selection of bar and pie charts can be displayed in the reports.
- Un-Returned Calls Reporting Un-returned calls can now be reported against.
- Call Playback through reports If you have MyCalls Call Recorder then calls can be played back through call detail reports.
- Favourites Add reports to the favourites menu to allow quick access to your commonly used reports.
- Customisable Report Logos Use your own company logo in any report.
- Custom / Vertical Reports Availability to make bespoke reports.

Real Time Windows:

- Real Time Windows can be created to cover periods more than the current day.
- Generate reports from Real Time Windows.

MyCalls Desktop:

Outlook 2016 can now be screen popped.

Misc:

- Windows Server 2016 is now supported.
- The license manager application has been re-worked to show more details about licenses that are installed.
- Extension Logon, users can now be given the option to logon without selecting an extension.
- The call records database is now enabled in the 'auto backup' routine by default.
- SQL Server Express 2014 is now installed by default.

This document goes on to explain each of the new features in more detail including which features are available in the different products.

3. New and Enhanced Business Features – Reporting Enhancements

Several new features have been added to the MyCalls reporting engine that gives an overall greater look and feel.



Created On	11/07	7/2017 14:58:45	;						
Head Office									
Number of Calls				Average Duratio	n	Average			
Answered	Abandoned	Outgoing	Answered	1	Outgoing	Answered	Abandoned		
68	52	76	00:04:	23 0	0:03:50	00:00:13	00:00:16		
Head Office	Time Of Call	User	Extension	Total Duration	Ring Time	Dialled Number	Location	Call Cost	
Longest Waiting Incoming Call	05/05/2015 11:12:16	None	002	00:00:00	00:01:05	01156520		-	
Longest Waiting Abandoned Call	05/05/2015 14:10:04	None			00:03:00	1159695700	Nottingham		

3.1 Report Summaries

All reports now show a Report Summary that show all of the key data contained within the report. This will show the total number of calls included in the report and then some duration based statistics relating to the calls in the report.

Group Summary: Summary: All Calls 22/06/2017 10:24:04 Created On **Covering Period** 01/06/2017 00:00:00 - 30/06/2017 23:59:59 Show summaries for the device type: Trunk. Transferred calls are being reported as a single call Report Summary Min. Ring Avg. Dur. Avg. Ring Calls Max. Dur. Max. Ring Inc. Out. Inc. Out. Abd. Inc. Out. Inc. Abd. Inc. Abd. Inc.

 $00.00.01 \quad 00.00.01 \quad 00.00.03 \quad 00.00.52 \quad 00.00.02 \quad 00.00.06 \quad 00.00.01 \quad 00.00.04 \quad 00.00.08 \quad 00.00.04 \quad 00.00.04 \quad 00.00.04 \quad 00.00.04$

3.1.1 Benefits

Users can quickly identify detail within the report that in previous versions of MyCalls might have taken a little while to establish.

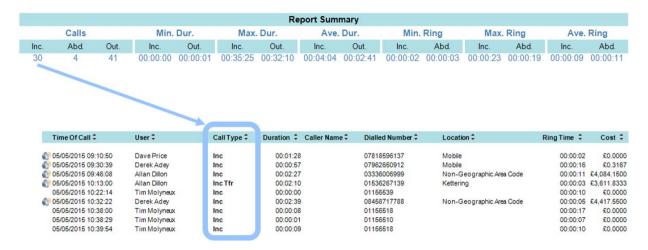
3.1.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- No additional licensing required.

3.1.3 Required Training

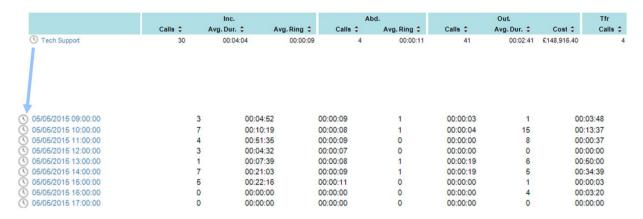
3.2 Drill Down Reporting

Drill Down Reporting allows reports to be analysed by simply clicking on areas in the report summary. By clicking on the number of calls, a call details report is generated that shows the individual calls that make up the figure in the report summary.

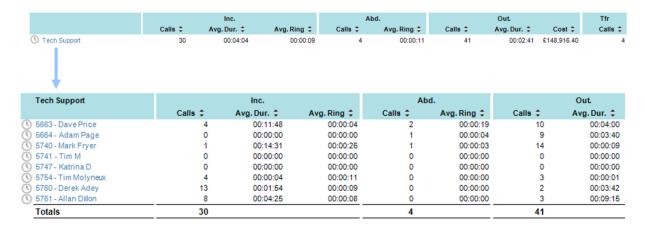


It's also possible to click the duration / ring duration stats to see the call details for those stats too.

From a Group Summary Report, you can click the clock icon to the left hand side of the group name to break the report down into a Group Summary Time Profile Report.

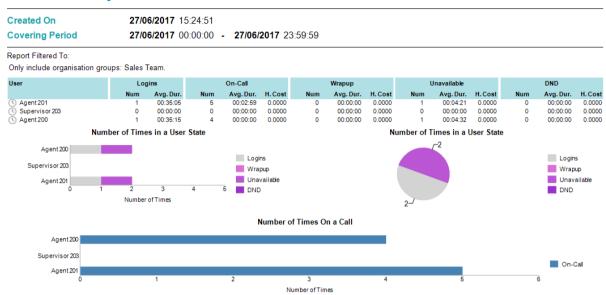


In a Group Summary Report, you can click the Group name in the report to see a list of members in the group and the associated calls.

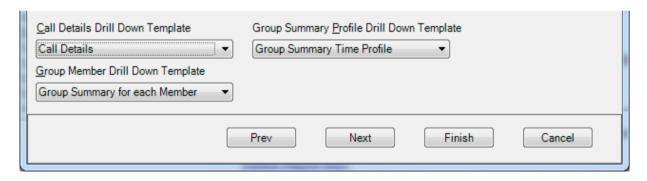


With MyCalls Call Centre you can drill down from the User Availability report into the Login / On-Call / Wrapup / Unavailable details.

User Availability:



In the report configuration, you can select which drill down templates are used for the report. It's possible to customise the drill down templates too, this allows different columns to be selected in the drill down report.



3.2.1 Benefits

Detailed reporting and analysis of reporting data is simply a case of clicking on statistics of interest. This saves a lot of precious time for managers and supervisors who use MyCalls reports.

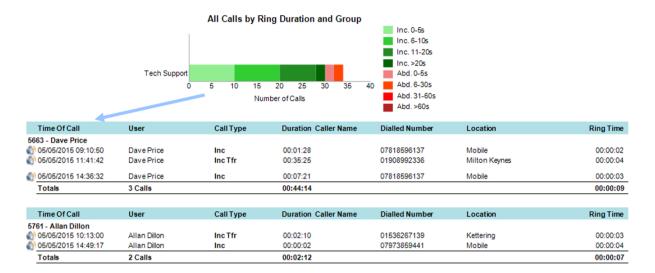
3.2.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Call Manager / MyCalls Call Centre.

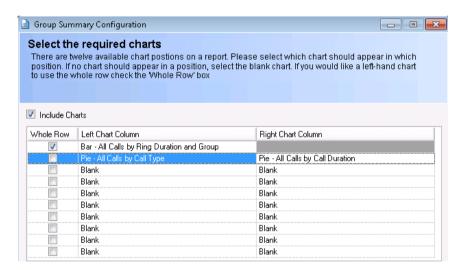
3.2.3 Required Training

3.3 Charts in Reports

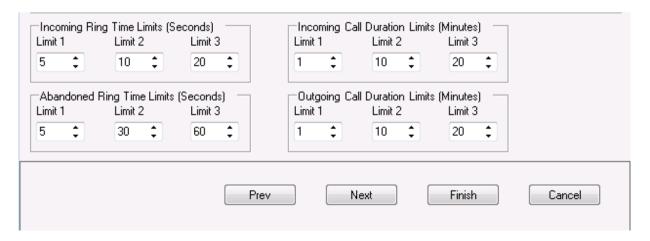
Several bar and pie charts are available in Group Summary, Group Member Summary and Group Profile reports. It's possible to drill down in the charts to see the calls that make up the chart.



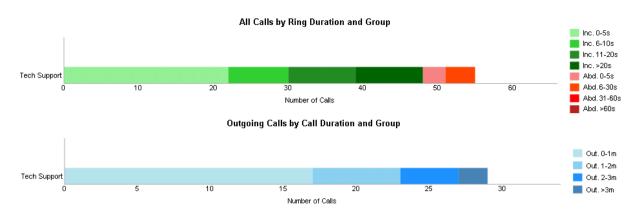
In the report configuration, charts can be configured to occupy a whole row within a report or 2 can be side by side.



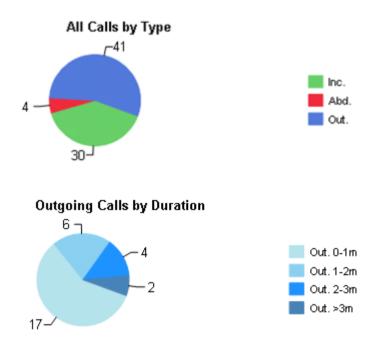
The charts can either show call volumes or call duration data. It's possible to define the limits for different call types, these are then highlighted in the charts and labelled with a legend.



Example Bar Charts



Example Pie Charts



3.3.1 Benefits

Charts show a visual representation of data which users can easily relate to, combined with the drill down feature detailed data is easy to access.

3.3.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Basic / MyCalls Call Manager / MyCalls Call Centre.

3.3.3 Required Training

3.4 Un-Returned Calls Reporting

Un-Returned Calls were previously available to view in Real Time Windows in the MyCalls application. It's now possible to run reports that show the same data, the reports can be run system wide or be filtered against any device.



3.4.1 Benefits

Un-returned calls allow a business to enhance their customer service levels by proactively calling back customers whose calls had abandoned. Being able to run reports on un-returned calls allows the data to be accessible to more people.

3.4.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Call Manager / MyCalls Call Centre.

3.4.3 Required Training

3.5 Call Playback Through Reports

When MyCalls Call Recorder is used, calls can now be played back through any Call Details report. Calls that have an associated recording will have the speaker icon next to them, the user can click the speaker to playback the call.

Call Details: List: All Calls

Created On	11 <i>I</i> 07 <i>I</i> 2017	10:40:04		
Covering Period	05/08/2015	00:00:00	-	07/08/2015 23:5

						Re	eport S
	Calls	5	Min	. Dur.	Max.	Dur.	A
In	c. Abd.	Out.	Inc.	Out.	Inc.	Out.	Inc.
- 8	3 0	4	00:00:01	00:00:01	00:01:54	00:09:17	00:00

Time Of Call	User	Call Type	Duration Caller Name					
5705 - RHorsley								
05/08/2015 10:59:23	Richard Horsley	Out	00:00:07 BT News Line					
	Richard Horsley	Inc	00:00:08					
	Richard Horsley	Inc	00:00:01					
	Richard Horsley	Inc	00:00:09					
№ 05/08/2015 11:03:38	Richard Horsley	Inc	00:00:07					
₹§05/08/2015 11:33:48	Richard Horsley	Out	00:01:38					
₹ 06/08/2015 09:15:30	Richard Horsley	Inc	00:00:04					
₹§07/08/2015 08:46:44	Richard Horsley	Inc	00:01:54					
Totals	10 Calls		00:13:26					

3.5.1 Benefits

Call playback is now quicker to access and can be used in combination with the drill down reporting feature.

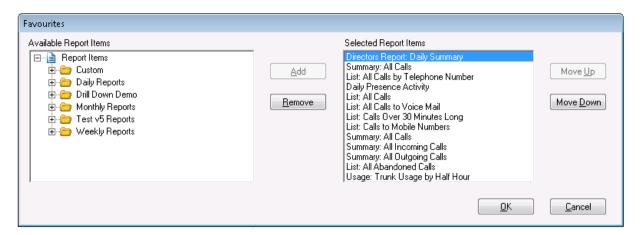
3.5.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Call Recorder

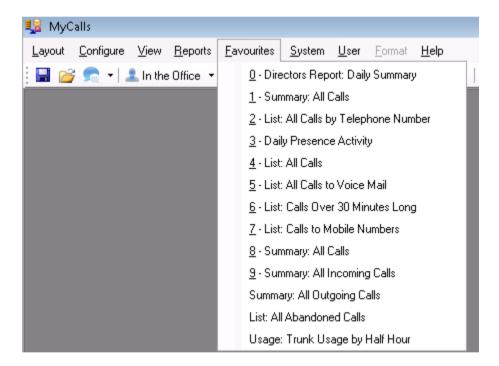
3.5.3 Required Training

3.6 Favourites

Reports can be marked as favourites in Reports > Reports > Favourites, this allows a user to select their commonly used reports for guick access.



Once selected and put into order, they can be easily accessed via the Favourites menu in MyCalls.



3.6.1 Benefits

Users can access their commonly used reports in just 2 mouse clicks!

3.6.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Basic / MyCalls Call Manager / MyCalls Call Centre.

3.6.3 Required Training

3.7 Customisable Report Logos

The report logo that appears in the bottom left hand corner of reports can be replaced with another image. To replace the logo, locate the file 'ReportLogo.png' in the MyCalls installation folder and take a copy of it. This can be used should the changed logo have a problem. The ReportLogo.png file can then be edited to use a new logo, the image needs to be 90mm wide by 15mm tall.

Group Summary: Summary: All Calls

Created On	11/07/2017 11:47:55
Covering Period	07/05/2015 00:00:00 - 07/05/2015 23:59:59

						Re	port Sum	mary		
	Calls		Min.	Dur.	Max.	Dur.	Avg.	Dur.	Min.	Ring
Inc.	Abd.	Out.	Inc.	Out.	Inc.	Out.	Inc.	Out.	Inc.	Abd.
48	7	29	00:00:05	00:00:03	00:45:43	00:07:13	00:06:41	00:01:03	00:00:02	00:00:00
				- 1	nc.			Abd.		
			Calls 🕏	Avg. (Our. 💠	Avg. Ring 🕏	Calls	s 🗘 🛮 Au	g. Ring 💲	Calls 💠
U Tech Sup	pport		48	. 0	0:06:41	00:00:2	22	7	00:00:07	29



The logo in the directors report can also be replaced, to do this follow the same process as the normal report logo replacing file ReportHeaderLogo.png. This image needs to be 280mm wide by 50mm tall.

3.7.1 Benefits

Reports look more bespoke and tailored to a company.

3.7.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Basic / MyCalls Call Manager / MyCalls Call Centre.

3.7.3 Required Training

3.8 Custom / Vertical Reports

It's now possible to make bespoke reports in MyCalls, further information will be made available about this in due course.

3.8.1 Benefits

Very specific reports can be made exactly to customers requirements.

3.8.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Call Manager / MyCalls Call Centre.
- Licenses / Technical Services changes may apply to create bespoke reports.

3.8.3 Required Training

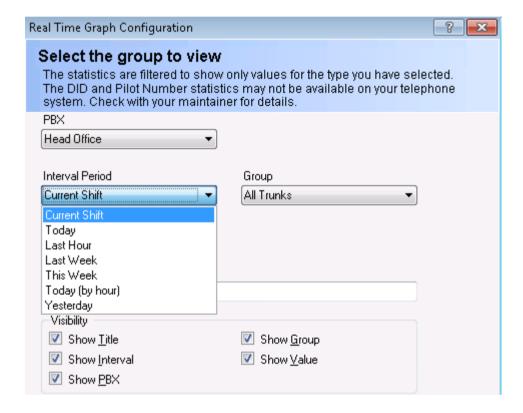
Separate training may be required for bespoke reports.

4. New and Enhanced Business Features – Real Time Window Enhancements

4.1 Interval Periods

When creating Real Time Windows, the following intervals can be selected:

- Today All calls for the current day.
- Today (by hour) = 24 different values for the current day.
- Current Shift If shift patterns are defined, this is the number of calls for the active shift pattern.
- Hourly All Calls covering one hour back from the current time.
- Last Week All Calls from Monday Sunday for the previous week.
- This Week All Calls from Monday Sunday for the current week.
- Yesterday All Calls covering the 24 hours from the previous day.



4.1.1 Benefits

The new set of Interval periods allow users to see calls over different time frames, they could for example compare daily / weekly service levels in MyCalls.

4.1.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Basic * See Note 1 / MyCalls Call Manager / MyCalls Call Centre.

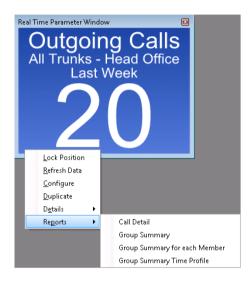
4.1.3 Required Training

^{*}Note 1 – Shift patterns are not available in MyCalls basic.

4.2 Generate Reports from Real Time Windows

Reports can be made on the data in a Real Time Window by right clicking on the window and then select a report template to use. There are 4 report templates available:

- Call Details This will show a list of individual calls.
- Group Summary The total number of calls for the device group.
- Group Summary for each Member The total number of calls for each device in the group.
- Group Summary Time Profile The total number of calls broken down into intervals.





4.2.1 Benefits

Any alarming Real Time Statistics can quickly be analysed through reports without have to navigate through the Reports menu.

4.2.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Basic * See Note 1 / MyCalls Call Manager / MyCalls Call Centre.

*Note 1 – Group Summary for each Member and Group Summary Time Profile reports are not available in MyCalls basic.

4.2.3 Required Training

4.3 Real Time Statistics Retreived from the Database

Real Time Windows now display data that is directly retrieved from the MyCalls database. Previously they would be held in memory meaning that if the MyCalls Sever was restarted the Real Time Windows would all reset back to zero. The stats are now automatically re-populated when the MyCalls server is restarted.

4.3.1 Benefits

Sometimes customers could be sensitive to the stats being put back to zero, meaning installers would have to schedule a restart of the MyCalls server out of working hours. This is no longer the case.

4.3.2 Required Licenses, Software and Hardware

• MyCalls v5.0.0.4 and above.

4.3.3 Required Training

5. New and Enhanced Business Features – MyCalls Desktop

5.1 Outlook 2016 Screenpop

It's now possible to Screenpop Outlook 2016 through MyCalls Desktop. The Outlook plugin can also be installed in Outlook 2016.

5.1.1 Benefits

This extends the support of MyCalls to the current version of Outlook.

5.1.2 Required Licenses, Software and Hardware

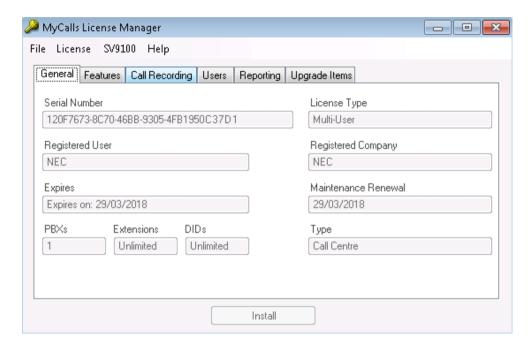
- MyCalls v5.0.0.4 and above.
- MyCalls Desktop Lite / MyCalls Desktop

5.1.3 Required Training

6. New and Enhanced Business Features – miscellaneous features

6.1 License Manager

The license manager has been re-worked to show more details about any licenses that have been installed. To view an installed license, open the license manager and click File > Open.



6.1.1 Benefits

The new look license manager makes it easier to see what licenses are active in MyCalls.

6.1.2 Required Licenses, Software and Hardware

• MyCalls v5.0.0.4 and above.

6.1.3 Required Training

No additional training required.

6.2 Windows Server 2016

MyCalls can be installed on Windows Server 2016, further details of supported operating systems and minimum hardware requirements can be found in the MyCalls Installation manual.

6.2.1 Required Licenses, Software and Hardware

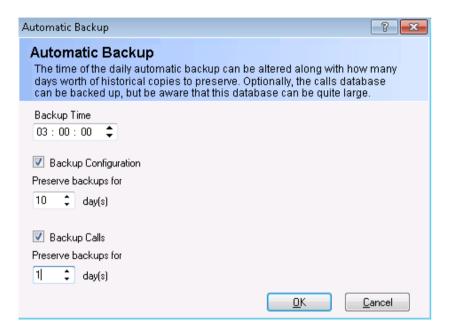
• MyCalls v5.0.0.4 and above.

6.2.2 Required Training

6.3 AutoBackup of the Call Records Database

By default MyCalls has always automatically performed a rolling 10 day backup of the configuration database. This was useful in case the database became corrupted and an older instance needed to be restored. The Call Records database wasn't automatically backed up by default. The Call Records database is now automatically backed up and a 1 rolling day backup is kept. This set to 1 day by default because the Call Records can potentially grow quite large in size.

Autobackups can be configured in System > Automatic Database Backup.



6.3.1 Benefits

It's handy to have a backup of the Call Records database should one be required.

6.3.2 Required Licenses, Software and Hardware

- MyCalls v5.0.0.4 and above.
- MyCalls Call Manager / MyCalls Call Centre

6.3.3 Required Training

No additional training required.

6.4 SQL Server Express 2014

SQL Server 2014 is now installed by default.

6.4.1 Required Licenses, Software and Hardware

• MyCalls v5.0.0.4 and above.

6.4.2 Required Training

6.5 Extension Logon

Users have always been required to select an extension when logging on to MyCalls, this was required so that extension calls would be associated with a user. Some users, for example Wallboard users may not want to select an extension so it's now possible to logon without having to select an extension. If a user is enabled for hot desktop, they can logon and select extension <none>.



Users that are not enabled for hot desking and aren't assigned to an extension will automatically logon to extension <none>.

6.5.1 Benefits

This change simplifies the logon process for users that don't want to assign extension calls to users.

6.5.2 Required Licenses, Software and Hardware

MyCalls v5.0.0.4 and above.

6.5.3 Required Training

7. HARDWARE AND SOFTWARE

MyCalls version 5.0.0.4 is available to download from Business. The following licenses are available to allow installations to be upgraded to 5.0.0.4.

Product code SV9100	MyCalls Upgrade Licences	Description
EU400117	LK-MyCalls Single Ver. Upgrade	MyCalls Application
EU400118	LK-MyCalls Any Ver. Upgrade	upgrades
EU400122	LK-My Calls Agent Single Version Upgrade	MyCalls Agent
EU400123	LK-My Calls Agent Any Version Upgrade	upgrades
EU400120	MyCalls CTI Desktop Single Version Upgrade - Per user	
EU400121	MyCalls CTI Desktop Any Version Upgrade - Per user	MyCalls CTI Desktop
EU400146 MyCalls CTI Desktop Single Version Upgrade - 512 User Sites		upgrades
EU400147	MyCalls CTI Desktop Any Version Upgrade - 512 User Sites	

8. TECHNICAL DOCUMENTATION

Updated manuals will be available to download on BusinessNet.

All of the new features in this release are covered in the MyCalls User Guide, which is available in the \UserManuals folder in the MyCalls server.

9. TECHNICAL COURSES

All new features are covered in the Technical training courses.

10. DOCUMENT HISTORY

Date	Issue	Changes
11/07/2017	1	First Release
08/08/2017	1.1	Removed reference to SV8100 in the table in section 7. Replaced it with SV9100.