My O_2 Business
A quick guide

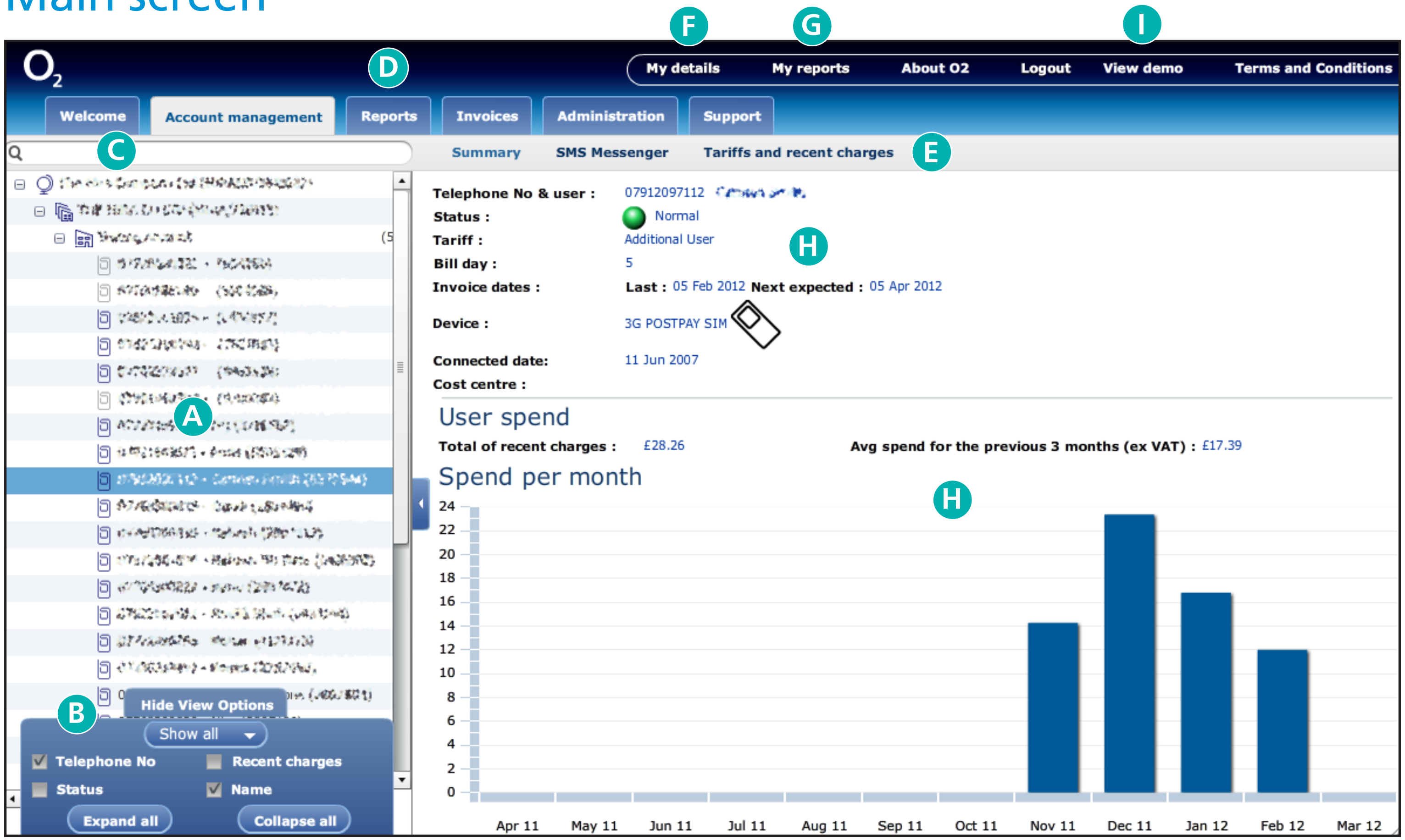
Telefónica

O_2

Your quick start guide

You can find everything you need on the main screen. Clicking on the tabs will change what you see in the main information area. You can learn more in your My O_2 Business user guide or by visiting o2.co.uk/business/myo2business and clicking the laptop picture.

Main screen



A - Your account structure

B - Viewing options for your account structure

C - Search your accounts

D - My O_2 Business main tabs

E - Sub features

F - Your online account details*

G - Download your reports

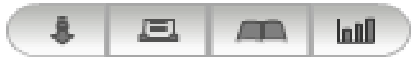
H - The information area changes depending on the feature you have chosen

I - Video and tutorials

* These are all your login details not your O2 account details.

Functional Toolbar

Some features of My O_2 Business give you a Functional Toolbar.



 Save and download.

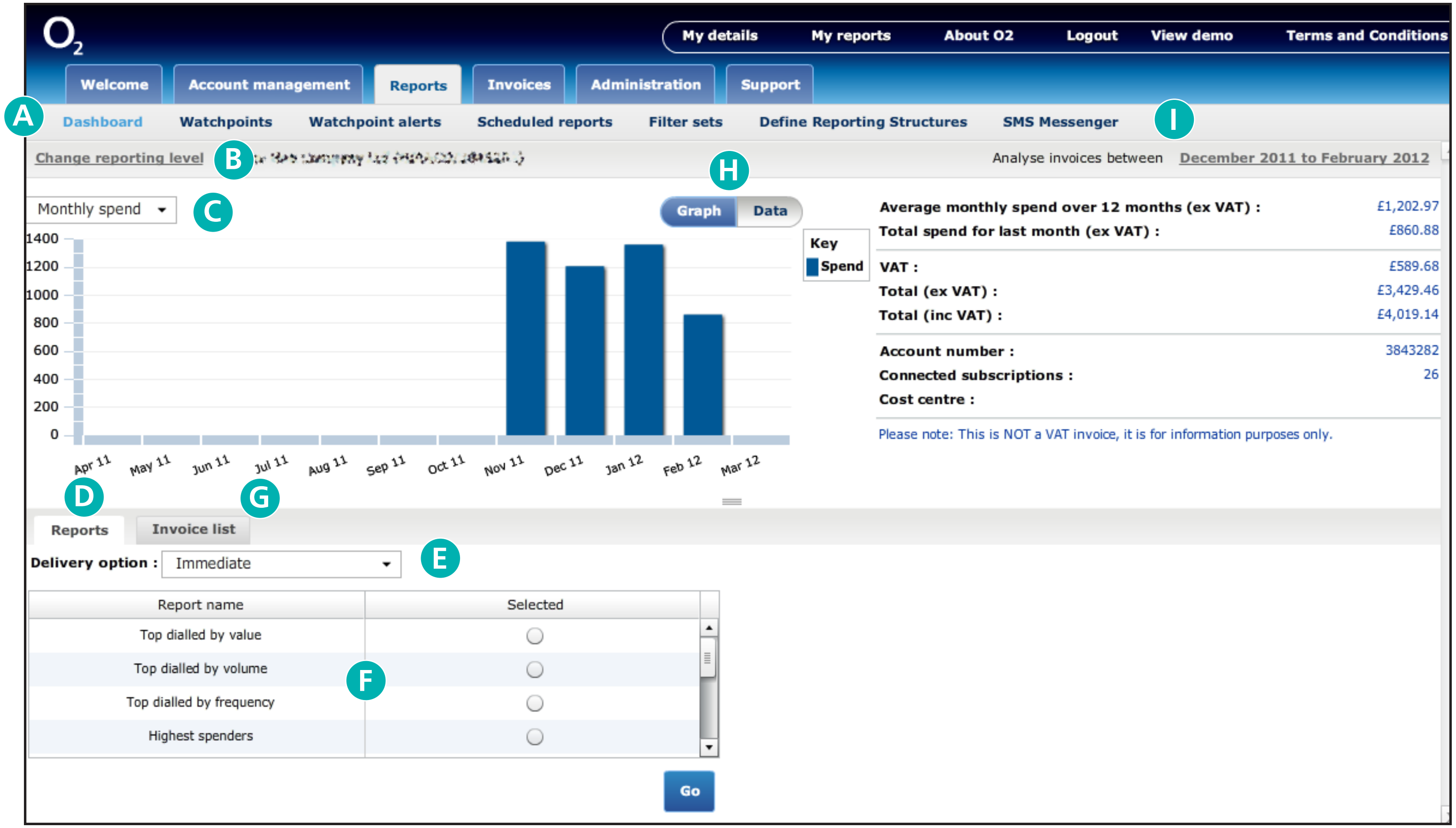
 Print the report to file as you see it on-screen.

 The address book lets you add private and public addresses as well as importing and exporting lists.

 View usage as a graph.

Reports

The Reports tab lets you review how much you spend. It gives you easy and clear totals, summary and trend information across your account. You can even create your own report filters. Simply view, print or download from the Reports feature at any time in pdf, xls or csv format.



A - Report options (see opposite)

B - Change reporting level and structure

C - View graph by usage or spend

D - View reports

E - Report delivery options

F - Predefined reports

G - View invoices

H - Toggle between data and graph

I - Select date range

Report options

Dashboard - provides a summary of your spend, based on the reporting structure chosen.

Watchpoints - allows you to set up alerts.

Watchpoint alerts - once the Watchpoint has been set an alert will tell you who met or exceeded the limit.

Scheduled reports - lets you create a recurring report to run automatically and email results.

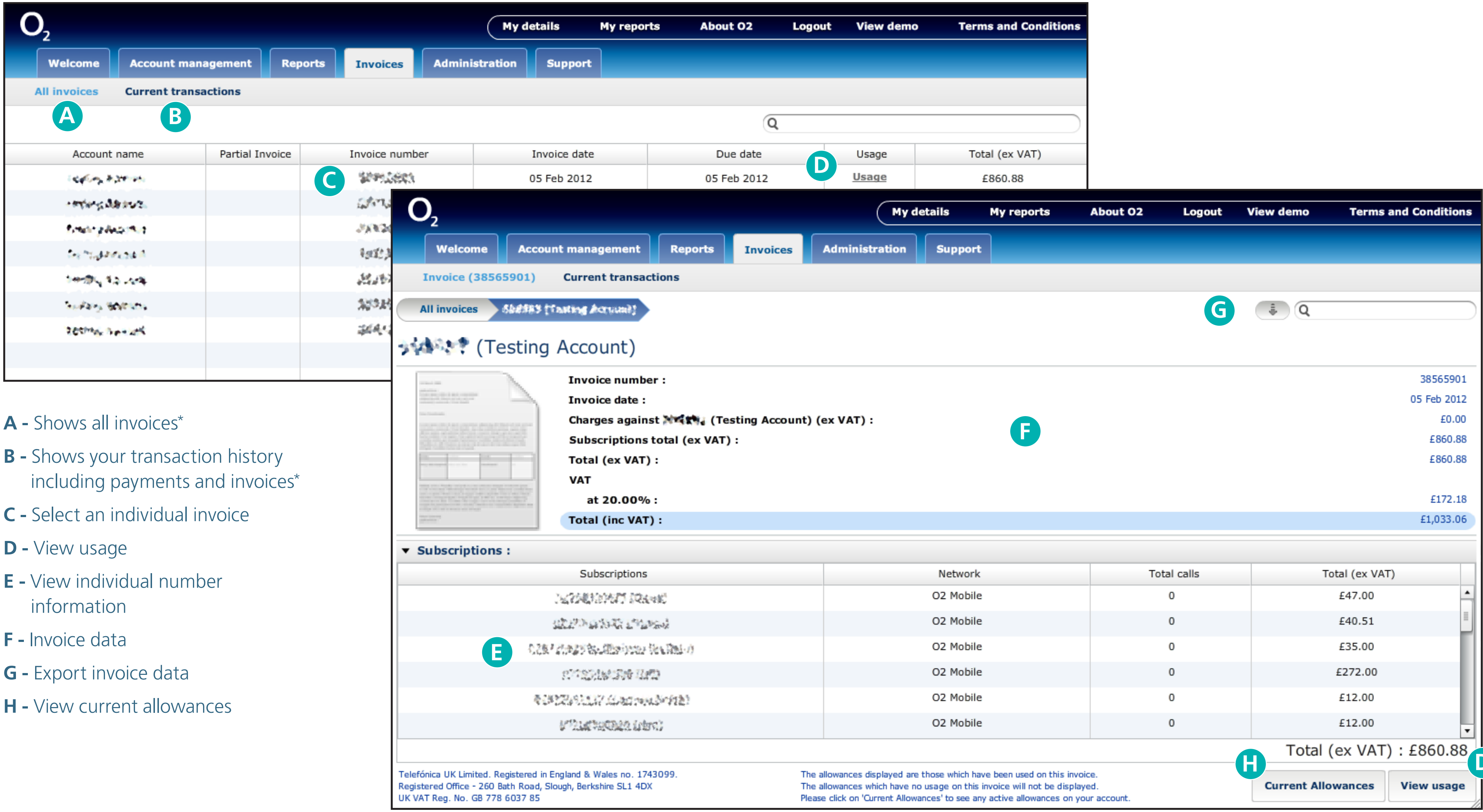
Filter sets - use to filter usage reports to look at specific call types, dates, destinations, costs, numbers dialled and more.

Define reporting structures - create new reporting structures that are right for your business.

SMS Messenger (SMB customers only) - send text messages to all or some of your colleagues.

Invoices

Review your invoices and transactions, both on your complete account or individual user. And thanks to the powerful filters, you can analyse usage over a period of time, by call type, duration and date.



A - Shows all invoices*

B - Shows your transaction history including payments and invoices*

C - Select an individual invoice

D - View usage

E - View individual number information

F - Invoice data

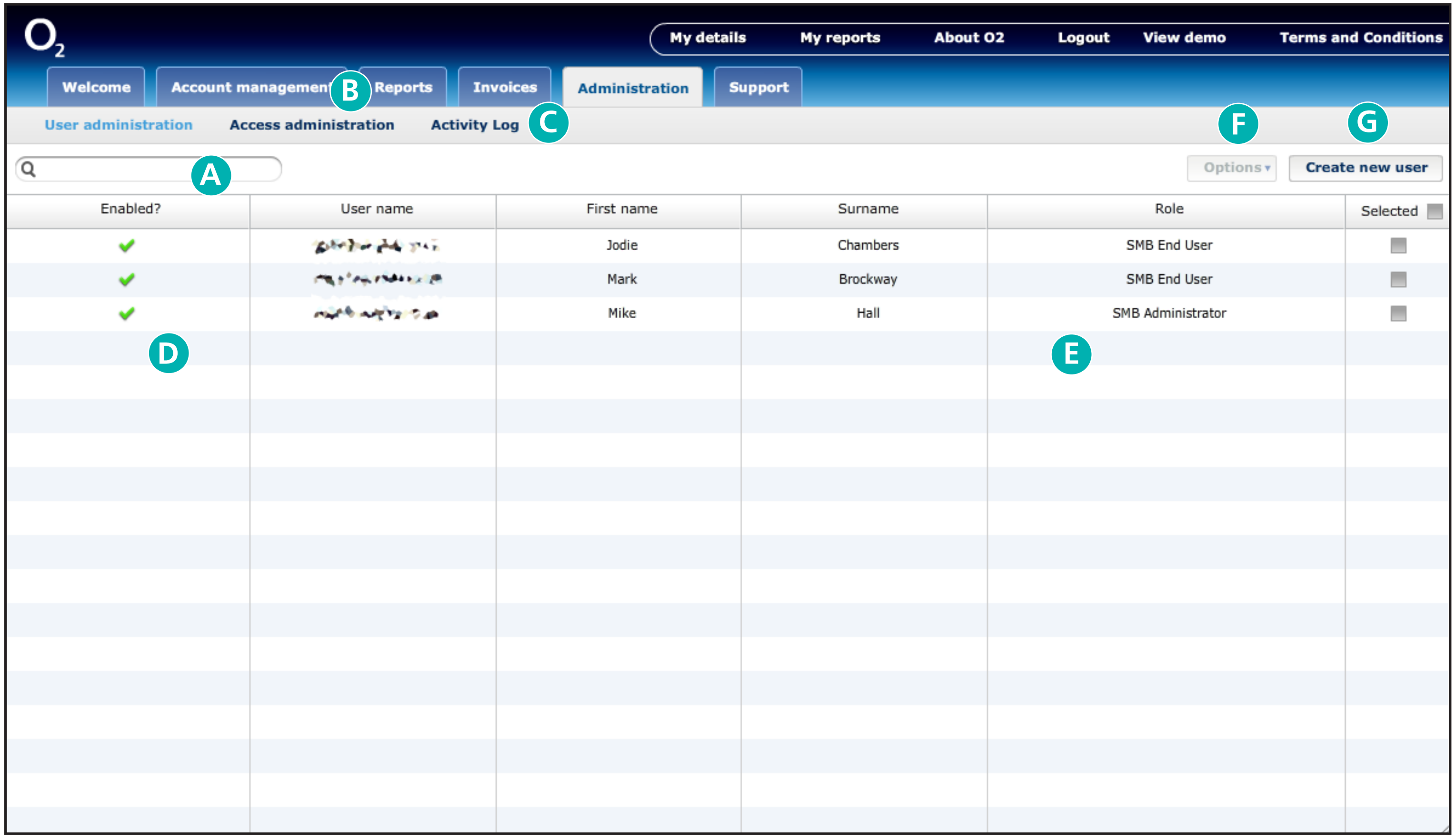
G - Export invoice data

H - View current allowances

*Invoices and transactions are made visible from your selection on the account structure within Account Management.

Administration

Create, edit and control how My O_2 Business is used.



A - Search users

B - Use Access administration to assign reporting levels to individual users

C - Activity log - see what has been happening and when

D - Easily check which users are enabled

E - Individual roles are clearly displayed

F - Options allows you to edit or copy users

G - Create new users and assign reporting levels easily

WP10122.002 JUNE 2012