


<p>Log in to CONDUITS Online</p>	<p>Open your Web browser and navigate to <a href="https://conduits.it.northwestern.edu">https://conduits.it.northwestern.edu</a>.</p> <p>To log in, enter your NetID and NetID Password.</p>														
	<p>After you log in, you will see links on the upper right hand side of your page.</p> <p>You will use these links to navigate within CONDUITS Online.</p> 														
<p><b>Custom Reports</b></p> <p>Custom Reports can be generated in a variety of formats:</p> <ul style="list-style-type: none"> <li>• Adobe PDF</li> <li>• MS Word</li> <li>• MS Excel</li> <li>• HTML</li> <li>• Plain Text</li> <li>• Tab separated text</li> <li>• MS Excel (Tabular)</li> <li>• XML</li> <li>• Crystal Reports</li> <li>• Crystal Reports 7</li> <li>• Report Definition</li> <li>• Rich Text Format</li> </ul>	<p><b>Types of Custom Reports:</b></p> <table border="1" data-bbox="358 537 1490 758"> <thead> <tr> <th>Report title ^</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Account Usage</td> <td>Northwestern Account Usage Report (with or without detail)</td> </tr> <tr> <td>Account Usage Summary by Service</td> <td>Northwestern Account Usage Summary by Service Report</td> </tr> <tr> <td>Account Usage Summary by Subscriber</td> <td>Northwestern Account Usage Summary by Subscriber Report</td> </tr> <tr> <td>Authcode and Calling Card Usage</td> <td>Authcode and Calling Card Usage (with or without detail)</td> </tr> <tr> <td>Department Usage</td> <td>Northwestern Department Usage Report (with or without detail)</td> </tr> <tr> <td>Department Usage by Subscriber</td> <td>Northwestern Department Usage by Subscriber Report (with or without detail)</td> </tr> </tbody> </table> <p>When you select a report, there are three options currently available. You can:</p> <ul style="list-style-type: none"> <li>• <b>Report Results</b> – View all existing reports and check on a report’s status</li> <li>• <b>Run reports</b> – Run a new report</li> <li>• <b>Schedule Reports</b></li> </ul> <p><b>E-mail</b></p> <p>For your convenience you will be notified by e-mail and receive the report as an attachment when the report has been completed.</p> <p>To change e-mail options:</p> <ol style="list-style-type: none"> <li>1. Log in to CONDUITS Online</li> <li>2. Click on the <b>Custom Reports</b> link</li> <li>3. Click on the <b>E-mail Notification</b> tab</li> </ol>	Report title ^	Description	Account Usage	Northwestern Account Usage Report (with or without detail)	Account Usage Summary by Service	Northwestern Account Usage Summary by Service Report	Account Usage Summary by Subscriber	Northwestern Account Usage Summary by Subscriber Report	Authcode and Calling Card Usage	Authcode and Calling Card Usage (with or without detail)	Department Usage	Northwestern Department Usage Report (with or without detail)	Department Usage by Subscriber	Northwestern Department Usage by Subscriber Report (with or without detail)
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<p><b>Standard Reports</b></p> <p>Have a drill-down capability feature</p> <p>Reports are generated in HTML format.</p>	<p>There are three types of reports:</p> <ul style="list-style-type: none"> <li>• <b>Account Charges</b> Provides a summary of subscriber charges by CUFS account</li> <li>• <b>Departmental Charges</b> Provides a summary of subscriber charges by department (regardless of CUFS account)</li> <li>• <b>Call Usage</b> Provides call detail by phone number, authorization code, or calling card</li> </ul>														
<p><b>Contact Information</b></p>	<p>Access additional information on the <b>CONDUITS Online</b> Web site at <a href="http://www.it.northwestern.edu/conduits">www.it.northwestern.edu/conduits</a>.</p> <p>For questions, please contact User Services:  <b>Phone:</b> 847-467-5560  <b>E-mail:</b> <a href="mailto:it-services@northwestern.edu">it-services@northwestern.edu</a></p> <p>For billing related questions, please contact the Billing Hotline:  <b>Phone:</b> 847-467-1000  <b>E-mail:</b> <a href="mailto:it-billing@northwestern.edu">it-billing@northwestern.edu</a></p>														