

Getting Started with MBRS

Access

MBRS is a Web based application hosted externally on a Telstra platform. Open your web browser (Internet Explorer version 6 or later) and go to this site <https://mbrs.cobs.telstra.com/MonashUni/BRS>

You cannot use your Monash issued Authcate username and password, for MBRS your username and password are issued by Telstra. The username & password are case sensitive.

Getting Help

MBRS has online help that is index based. This can be accessed by clicking **Help** within each of the applications. Once you have launched Help, selecting the **Printable Version** option is useful as it provides you with a PDF of the help manual for that particular application. In all there are 3 help manuals;

Online Information Management System(OINS)

This manual is an overview of the MBRS suite, it explains some high level reporting and navigation of the system and screen elements.

Bill Reporting System(BRS)

This manual explains the many summary and detailed reports and how to execute and export them. This is the section that most people will initially be using most frequently. It is recommended that all people read this manual to get the best use of the system.

Service Inventory Management(SIM)

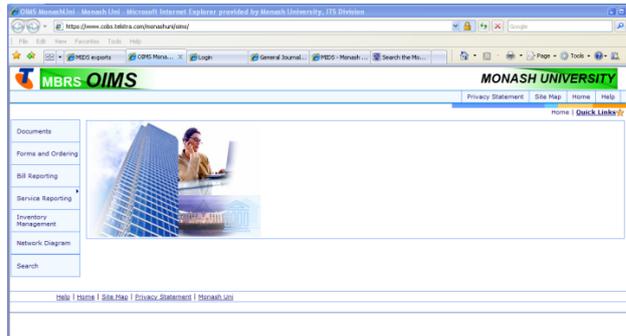
This manual explains the inventory module that is used by the system administrators to assign services to cost centres. It has some use to users as the reports from within SIM easily show all desk phones, mobiles and other services such as Bigpond, telecards, 3G data services ETC. assigned to a cost centre.

Each manual can only be launched from within its own application.

Navigation

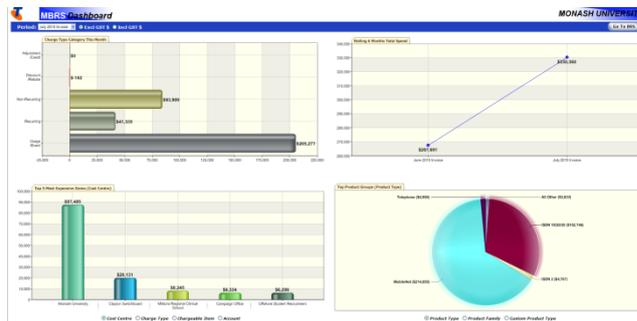
Once you have accessed the system you are in a launching page, Online Information Management System (OINS) that has some high level reporting and enables you to select various other applications. Currently the only areas of interest are the **Bill Reporting (BRS)** and the **Inventory Management (SIM)** links on the left hand side list and the help function.

Launching these links will open another window or start a secondary instance of the browser. These then interact as a primary and secondary instance of the application, so therefore selecting **Bill Reporting** or **Inventory Management** from OINS actually changes what is running on the secondary browser or window.



Bill Reporting

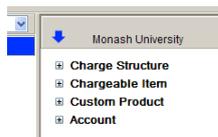
When you launch Bill Reporting (BRS) by default you will be presented with a Dashboard for your area.



To access the reports you have to click on the **Go To BRS** button in the top right corner of the Dashboard.

The screen shot below shows the type of navigation, menu structure and report access that all Microsoft users would be familiar with. However there are a couple of links that are not easily identified.

The first link is the blue down arrow that appears in the top middle of the BRS screen. This link gives you access to 11 reports that are immediately downloaded to a Spreadsheet.



The second link is the red flag  that sometimes appears in the bottom pane against a service. Following this link gives a more detailed breakdown of charges.

The screen shot below shows how the screen is divided into 3 sections. The left section is for navigating to the required department (in the Cost Centre mode). The top right section is for selecting Telstra's product structure and high level information on charges. The bottom right section is for displaying report output from selections within the other 2 windows. Reports can be exported from the menu in this section and reports can also be initiated from the drop down menu.

Period: July 2010 Invoice

Cost Centre

- Monash University
 - H11222 1000000 738001
 - Faculty of Art & Design
 - Faculty of Arts**
 - Faculty of Business & Economics
 - Faculty of Education
 - Faculty of Engineering
 - Faculty of Information Technology
 - Faculty of Law
 - Faculty of Medicine, Nursing & Health Sciences
 - Faculty of Pharmacy & Pharmaceutical Sciences
 - Faculty of Science
 - Office of the Vice-Chancellor & President
 - H11444 1000000 738001
 - Associated Organisations
 - External Organizations
 - Monash Organizations
 - Student Associations
 - Tenants

Faculty of Arts

- Charge Structure
- Chargeable Item
- Custom Product
- Account

Reports Options Export

- Charge Type
 - Charge Type This Month
 - Charge Type Rolling 3 Month
 - Charge Type Year To Date
 - Charge Type Category This Month
 - Charge Type Category Rolling 3 Month
 - Charge Type Category Year To Date
 - Information Service Calls
 - International Calls
- Chargeable Item
- Cost Centre
- Most Called
- This Time Last Year
- High Charged Calls
- NI Usage
- Percent Variance
- Service On Off
- Top Items

3001

Charge Type	
0399020134	ISDN 10/20/30
0399020134	ISDN 10/20/30
0399020134	ISDN 10/20/30