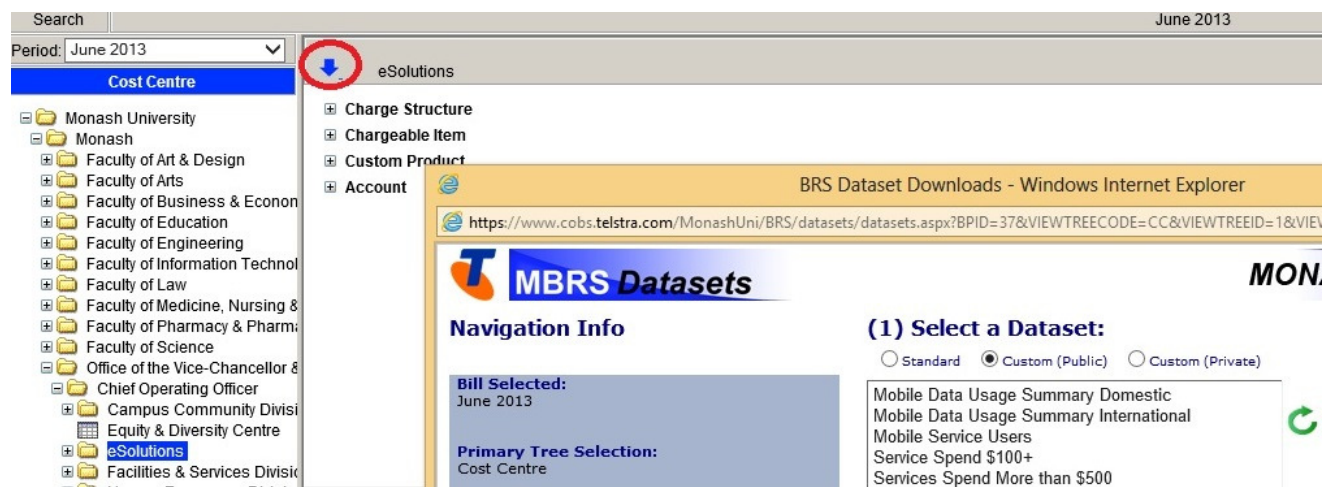


Monash Custom Reports in MBRS

In addition to the Standard Reports Telstra have made available in MBRS, there are also public custom reports for Monash delegates that cover some of the most requested reporting areas.

Accessing Custom Reports

To access these reports, after you have logged into the MBRS system (See the getting started guide), under your allocated cost centres you can click on the blue arrow highlighted in the screenshot below



The screenshot shows the MBRS system interface. On the left, there is a 'Cost Centre' tree with 'eSolutions' highlighted. A blue arrow points to the 'eSolutions' menu item. The main content area shows a 'BRS Dataset Downloads - Windows Internet Explorer' window. The window title is 'BRS Dataset Downloads - Windows Internet Explorer' and the URL is 'https://www.cobs.telstra.com/MonashUni/BRS/datasets/datasets.aspx?BPID=37&VIEWTREECODE=CC&VIEWTREEID=1&VIEW...'. The page content includes 'MBRS Datasets' and a 'Navigation Info' section with 'Bill Selected: June 2013' and 'Primary Tree Selection: Cost Centre'. A '(1) Select a Dataset:' section has three radio buttons: 'Standard', 'Custom (Public)' (selected), and 'Custom (Private)'. Below this, a list of datasets is shown: 'Mobile Data Usage Summary Domestic', 'Mobile Data Usage Summary International', 'Mobile Service Users', 'Service Spend \$100+', and 'Services Spend More than \$500'. A green circular refresh icon is visible on the right side of the dataset list.

When the new Reports window pops up, select the “Custom (Public)” radio button to see the standard Monash customised and relevant reports.

To view a report, select the desired report and click the Download button.



Reports will be downloaded in a Microsoft Excel format.

Tips

- The left section is used to navigate to the required department, in the Cost Centre mode.
- The top-right section is for selecting Telstra's product structure and high-level charge information.
- The bottom-right section displays report output from selections within the other two sections. Reports can be exported from the menu in this section, or from the dropdown menu.