



Account Codes Quick User Guide

1. Accessing Account Codes Program.

Account Codes program can be accessed using the following URL from any computer with a web browser and Adobe Acrobat Reader at

<http://www.prairiewave.com/accountcodes/>.

Program can be accessed using any web browser, but [Internet Explorer 6 is recommended](#).

2. Logging into Account Codes Program.

a. Once users enter the above URL in the web browser, the following login screen will be presented.

Account Codes v1.0

Please enter your UserName and Password

User Name :

Password :

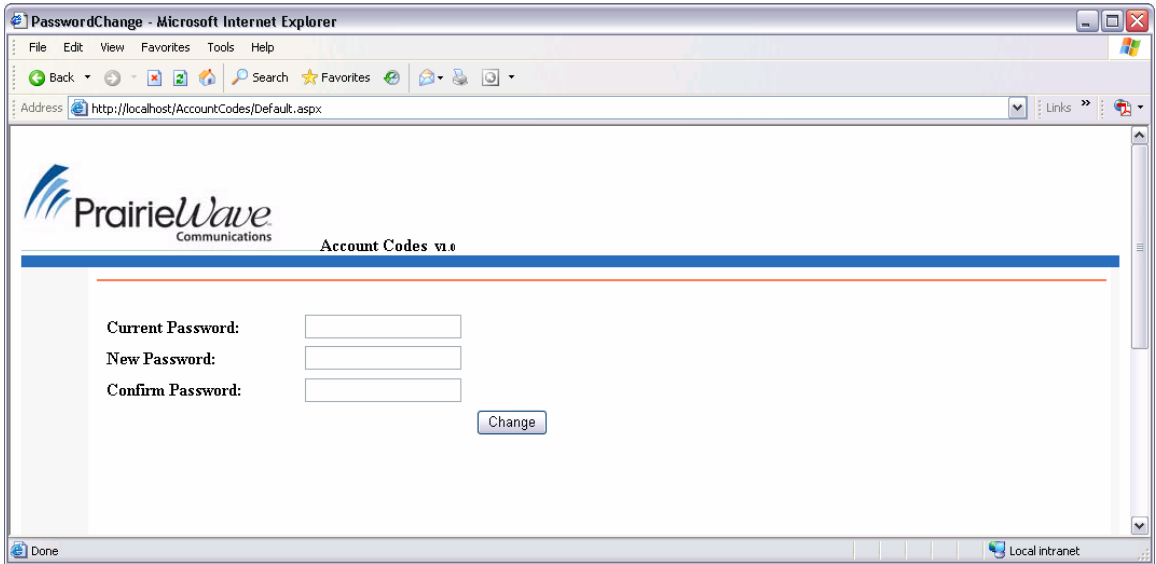
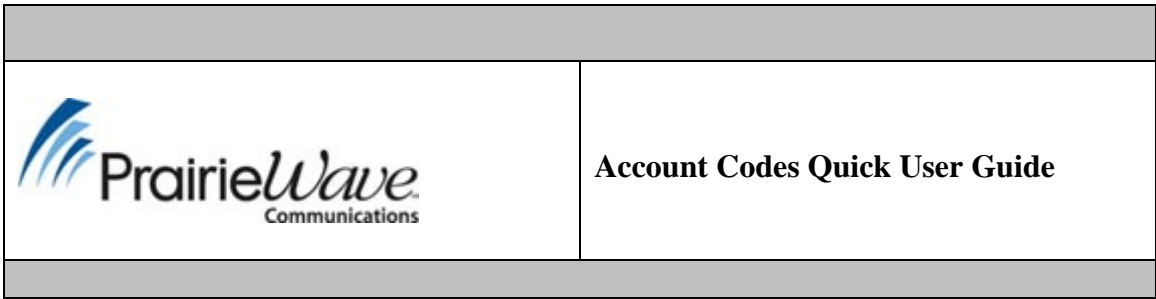
[Click here to register.](#)

Note : This Program Requires Adobe Reader for viewing Reports. If you don't have Adobe Reader installed on your computer, Please click here to get latest version of Adobe Reader for free

[Click here to download use guide](#)

User Name: Same as your **Customer Number**. Your customer number can be found on your Invoice. If you receive multiple Invoices you will have to login using different customer numbers for accessing Tele Management Reports for each Account.

Password: Your initial password will be sent in a notification email. If you login into the system for the first time, you will be forced to change your password. This step is necessary to ensure your privacy.



Complete the necessary information and click on “Change”.
This will redirect you to the homepage.

3. Working with the Program.



Main Menu is the entry point to the program. Main Menu consists of the links that will help you freely navigate through the site.

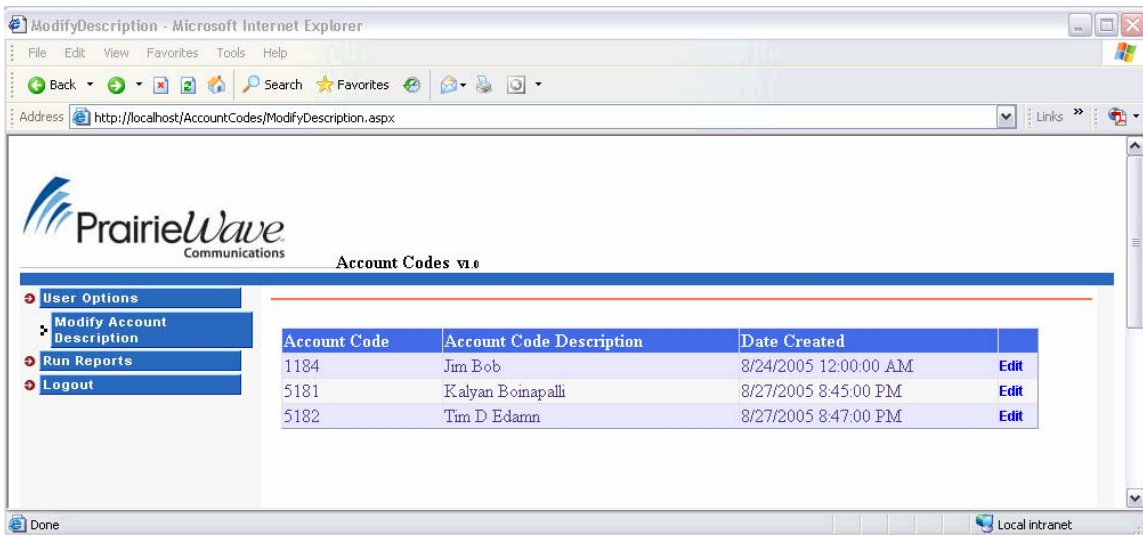
The following section explains the functionality of each link.

3.1 Modify Account Description.

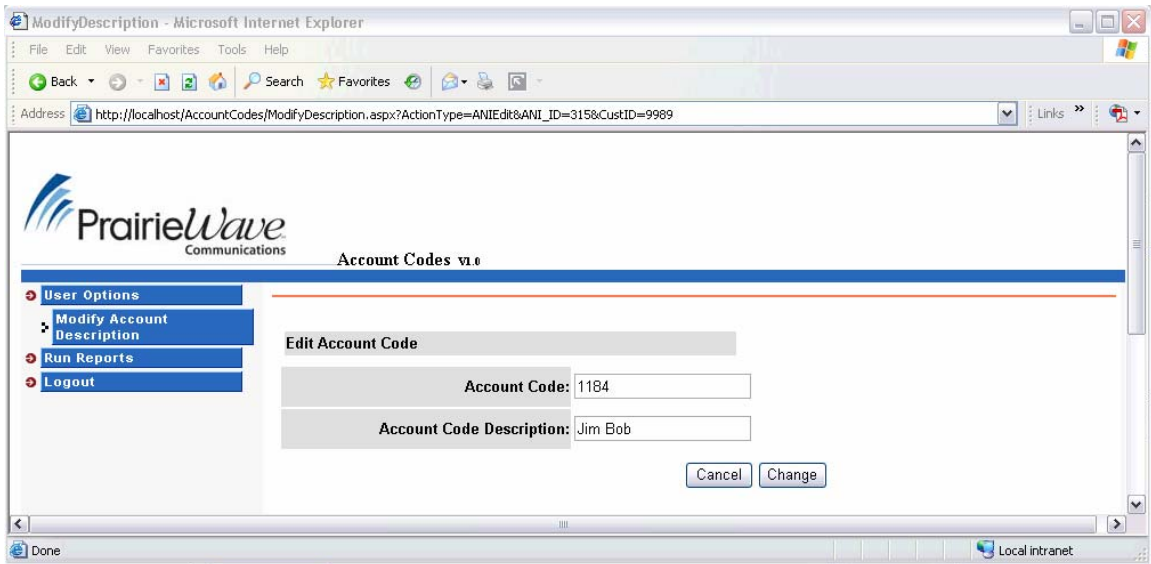
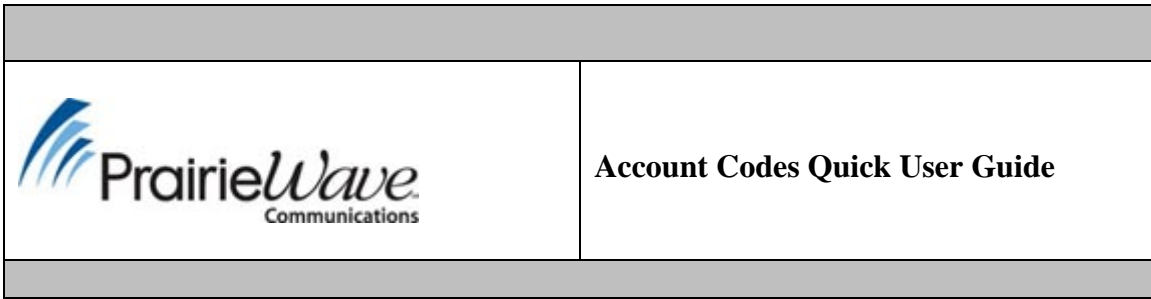
This link will allow the users to change the account code descriptions. The process of changing account codes consists of 4 steps.

Step 1: Click on Modify Account Description Link

Step 2: User will be presented with the available account codes.



Step 3: Click “Edit” on the account code you would like to modify.



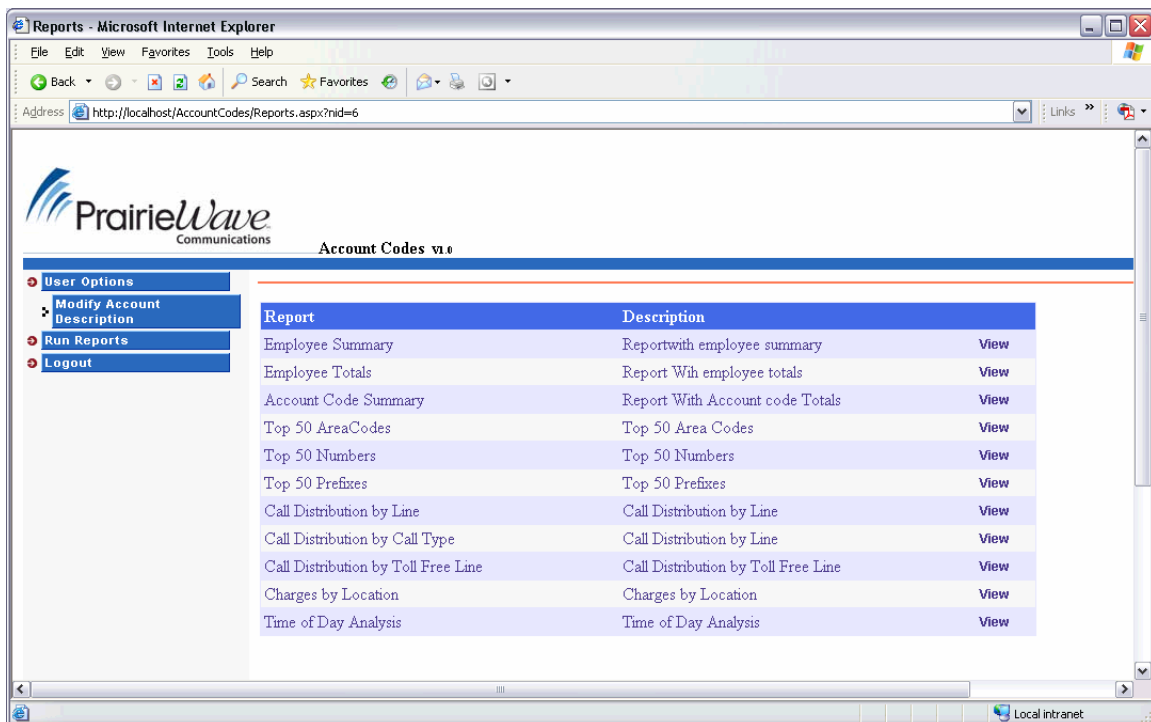
Step 4: Make the necessary modifications, and click on “Change”.
Account Code description will be saved.

3.2 Run Reports.

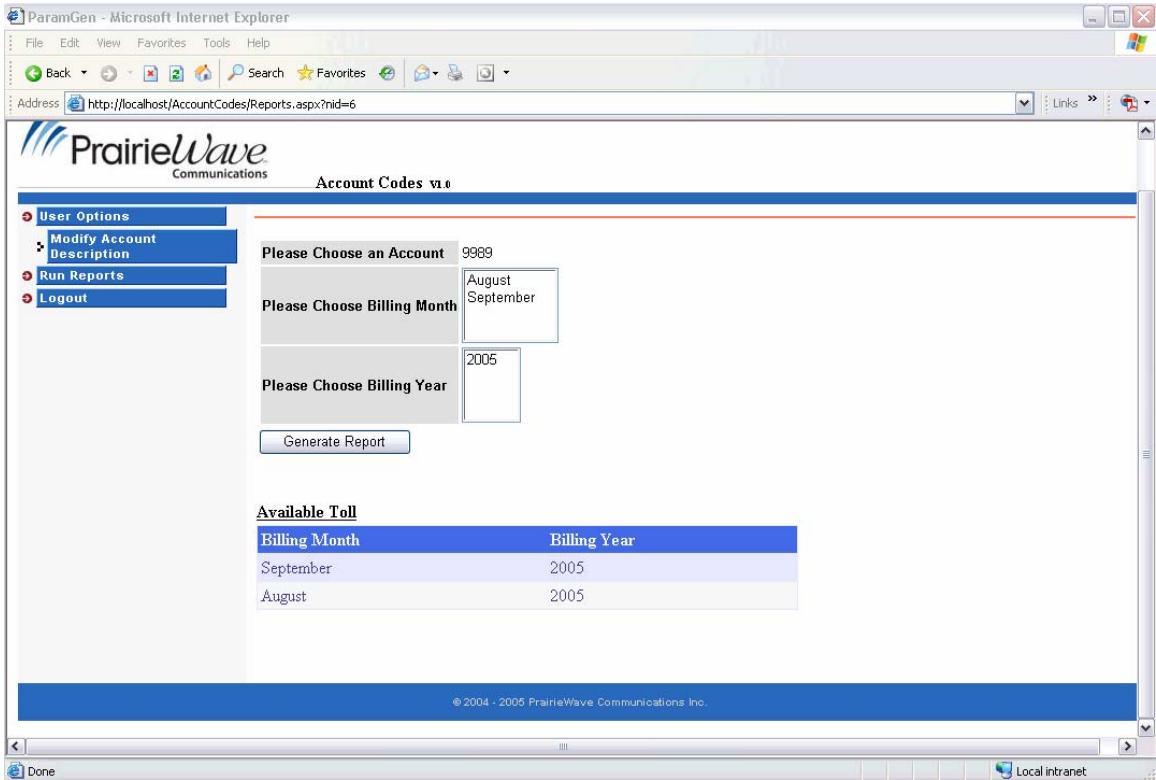
This link will allow the users to run various reports available in the Account codes program. The process of running reports consists of 3 steps.

Step 1: Click on Run Reports Link.

Step 2: User will be presented with a list of available reports.



Step 3: Click on the "View" link to the right of each report. You will be presented with a screen be presented with a screen to choose various parameters that are required to run this report.



Step 4: After selecting/completing all the required parameters click on “Generate Report”. This will generate a PDF file that will display in a browser (Depends on your web browser settings the PDF file could be displayed in a separate window). You may print or save the report using the following Icons respectively.





Account Codes Quick User Guide

Adobe Acrobat Professional


File Edit View Document Tools Advanced Window Help

Open Save Print Create PDF Review & Comment Secure Sign Advanced Editing



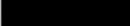
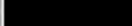
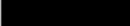
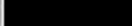
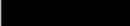
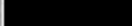
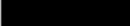
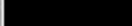
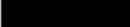
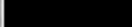
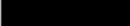
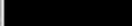
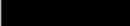
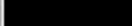
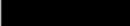
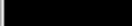
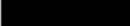
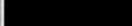
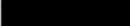
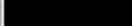
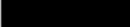
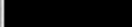
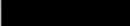
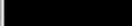
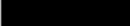
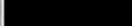
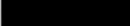
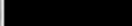
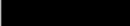
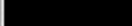

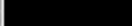


Select Text 100% How To...?

Bookmarks Layers Pages Comments

Employee Summary Page 1 of 2
Date 8/30/2005
Time 2:20:06PM

 Reference Month 8 / 2005

Employee: Jim Bob

Date	Time	Phone Called	Destination - State	Net Amount	Billed Duration	Origin Phone	Origin - State
7/2/2005	7:47 pm		SIOUX FLS SD	\$0.24	2.40		HURLEY SD
7/7/2005	3:39 pm		SIOUX FLS SD	\$0.09	0.90		HURLEY SD
7/19/2005	4:00 pm		SIOUX FLS SD	\$0.08	0.80		HURLEY SD
7/26/2005	9:19 pm		SIOUX FLS SD	\$0.23	2.30		HURLEY SD
7/26/2005	9:48 pm		SIOUX FLS SD	\$0.24	2.40		HURLEY SD
7/1/2005	4:08 pm		SIOUX FLS SD	\$0.17	1.70		HURLEY SD
7/22/2005	8:31 am		SIOUX FLS SD	\$0.42	4.20		HURLEY SD
7/22/2005	8:28 am		SIOUX FLS SD	\$0.15	1.50		HURLEY SD
7/8/2005	5:06 pm		WORTHING SD	\$0.23	2.30		HURLEY SD
7/11/2005	9:16 am		WORTHING SD	\$0.11	1.10		HURLEY SD
7/11/2005	3:09 pm		WORTHING SD	\$0.17	1.70		HURLEY SD
7/8/2005	5:02 pm		WORTHING SD	\$0.03	0.30		HURLEY SD
7/1/2005	4:12 pm		VOLGA SD	\$0.06	0.60		HURLEY SD
7/21/2005	4:21 pm		YANKTON SD	\$0.51	5.10		HURLEY SD
7/7/2005	4:28 pm		BROOKIRURL SD	\$4.24	42.40		HURLEY SD
7/10/2005	8:15 am		BERESFORD SD	\$0.01	0.10		HURLEY SD
7/21/2005	12:08 am		BERESFORD SD	\$0.01	0.10		HURLEY SD
7/26/2005	12:36 am		BERESFORD SD	\$0.14	1.40		HURLEY SD

8.5 x 11 in 1 of 2



4. Trouble shooting:

1. Cannot View Reports:

Potential Cause: Adobe Acrobat Reader is not installed.

Solution: Install Acrobat Reader. Acrobat Reader is a free program and can be downloaded from the following link [Download Adobe Reader](#). In some institutions Computer security is locked down so that users cannot install any new programs. In this case, please contact your IT department to install Acrobat Reader.

2. Web page is distorted and is not being displayed properly

Potential Cause: User is using a web browser other than Internet Explorer 6

Solution: Install Internet Explorer 6.

3. Any other trouble: Please contact PrairieWave business customer support at 1-877-633-4567