

# Accessing call recordings

Article Number: 245 | Rating: Unrated | Last Updated: Mon, Jun 17, 2019 at 3:58 PM

## Introduction

This guide will navigate you through how you can access your call recordings via the business portal.

Note this is an add-on product and is not a default feature with the system, if this is something you wish to purchase please contact our sales team at [sales@ic.co.uk](mailto:sales@ic.co.uk) (mailto:sales@ic.co.uk)

## Accessing the portal

Your company administrator should have access to the business portal phone system, which from there they can reset your password which can be found in the Business portal company admin guide found here - <https://kb.ic.uk/article/68/business-portal-company-administrator-guide-236.html> (<https://kb.ic.uk/article/68/business-portal-company-administrator-guide-236.html>)

Once you have access to the portal you can access it via the URL - <https://portal.yourwhc.co.uk/businessportal> (<https://portal.yourwhc.co.uk/businessportal>) sign in with your details that your company administrator has provided you. If you are unsure please contact [support@ic.co.uk](mailto:support@ic.co.uk) (mailto:support@ic.co.uk)

**Please Login**

**Username**  
Support.Team

**Domain**  
ic.uc.uk

**Password**  
.....

Login

When you are signed in, click on the features tab as shown below



## Employee Dashboard

**Voicemail**

Unread: 0 2  
Read: 0 0

**Missed Calls**

07831937254	13 Jun
07831937254	13 Jun
8519	12 Jun
8519	12 Jun
07842253600	12 Jun

**Dialed Calls**

1571	17 Jun	14:57	
8517	17 Jun	13:00	
1571	17 Jun	13:00	

**Received Calls**

07961540095	24 May
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Scroll to the bottom, and select Voice Recording as shown below

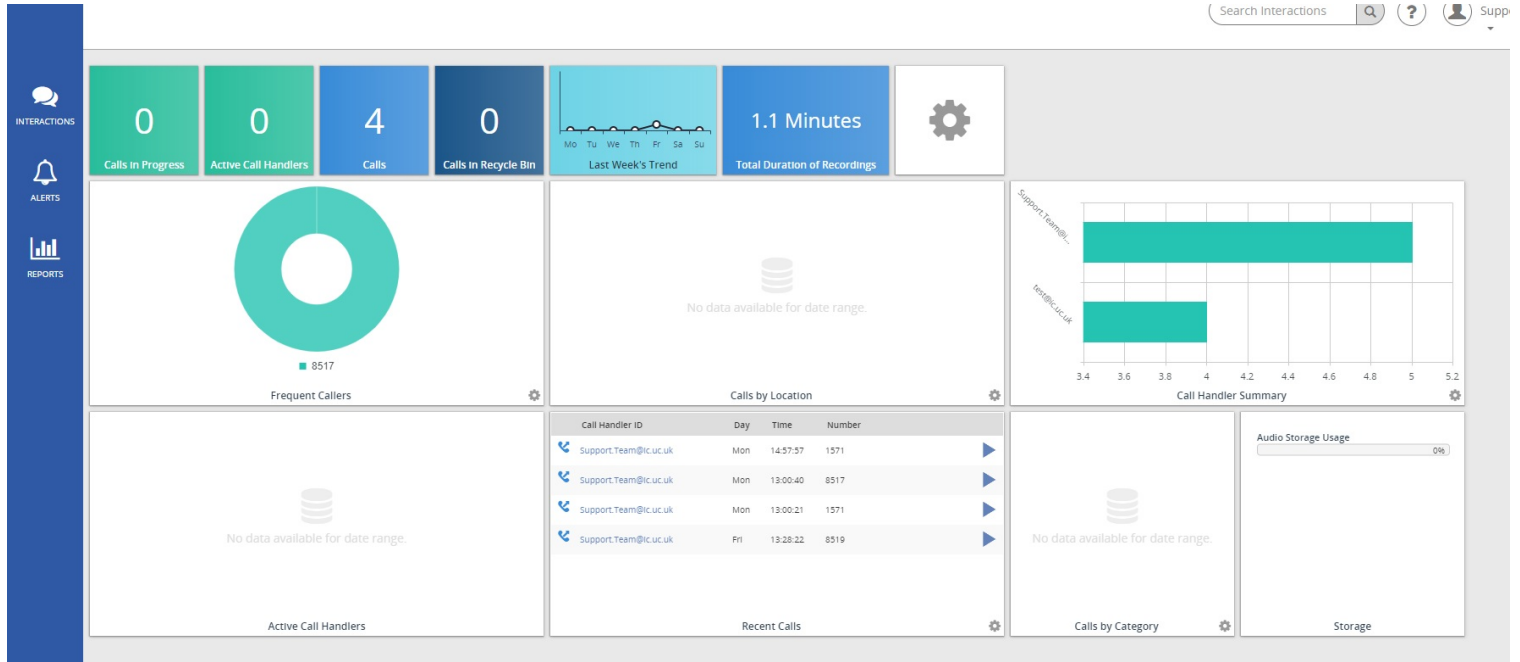
**Messaging**

- Fax Messaging (On)
- Voicemail (On)
- Voice Portal
- Voice Recording

Within this page you will have a brief synopsis of the calls recorded, for further detail select the details option in blue.

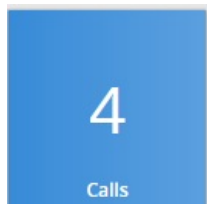
# Details

This will open a new tab/page on your browser, which will look like the below



This is essentially the dashboard, it will allow you to play call recordings or give you information regarding a particular employee.

If you go into the section called "calls" you can download from here the call recordings as marked below.



### Interactions

Completed In Progress

Filters Categories

Sort By: Date/Time

Current Filter: Default 4 records found

Call Handler ID	Day	Time	Number	From	To	Actions
Support.Team@ic.uk	Mon	14:57:57	1571	+441782308517	1571	📞 📄 ▶
Support.Team@ic.uk	Mon	13:00:40	8517	+441782308517	8517	📞 📄 ▶
Support.Team@ic.uk	Mon	13:00:21	1571	+441782308517	1571	📞 📄 ▶
Support.Team@ic.uk	Fri	13:28:22	8519	+441782308517	8519	📞 📄 ▶

End of result set

Posted by: Keira Tait - Mon, Jun 17, 2019 at 3:58 PM. This article has been viewed 4812 times.

Online URL: <https://kb.ic.uk/article/accessing-call-recordings-245.html> (<https://kb.ic.uk/article/accessing-call-recordings-245.html>)