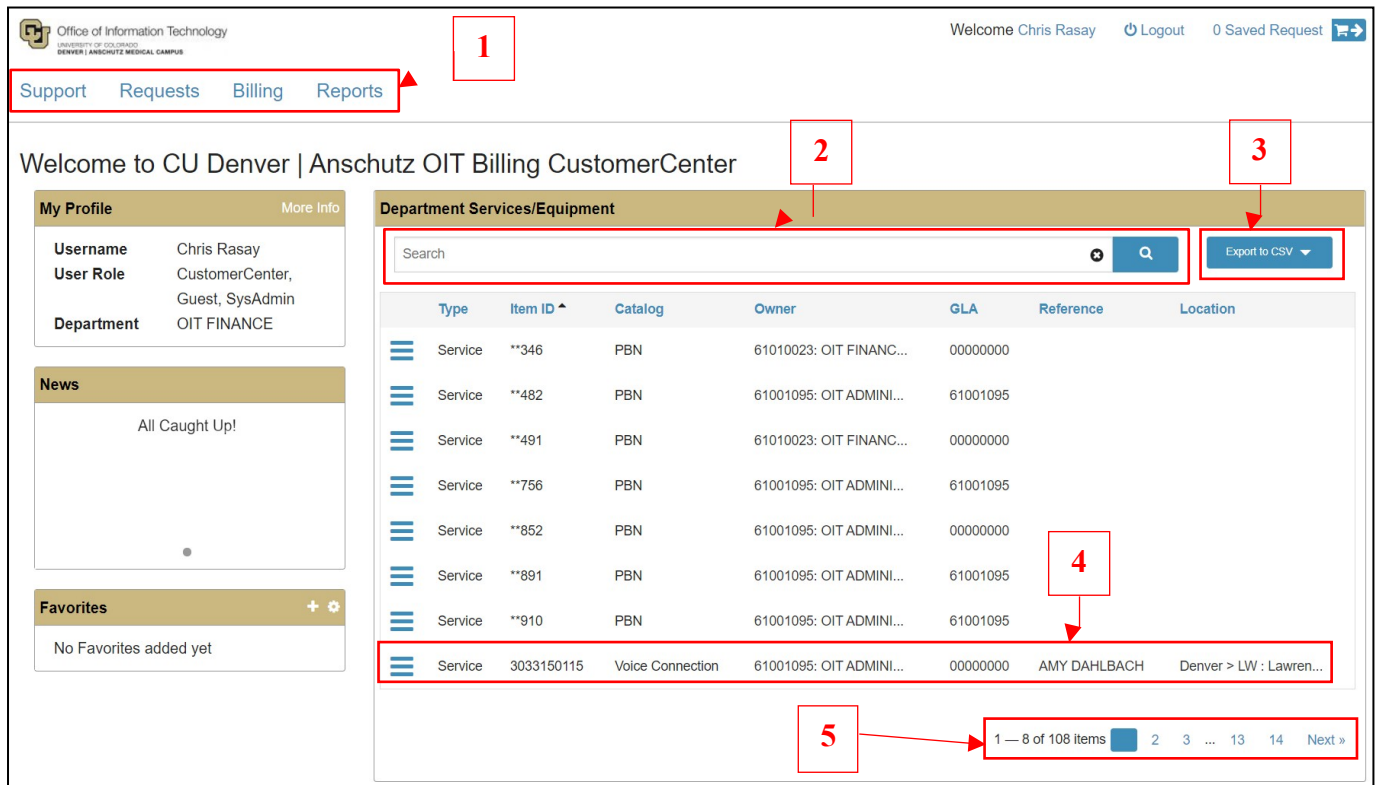


Quick Start Guide: PCR 360 Customer Center



The screenshot shows the PCR 360 Customer Center interface. The top navigation bar includes links for Support, Requests, Billing, and Reports (callout 1). The main header area displays a welcome message and a search bar (callout 2). The left sidebar contains sections for My Profile, News, and Favorites. The main content area is titled 'Department Services/Equipment' (callout 3) and features a search bar, an 'Export to CSV' button (callout 4), and a table of services. The table has columns for Type, Item ID, Catalog, Owner, GLA, Reference, and Location. The bottom of the page shows a pagination bar (callout 5) indicating 1 of 8 of 108 items.

Type	Item ID	Catalog	Owner	GLA	Reference	Location
Service	**346	PBN	61010023: OIT FINANC...	00000000		
Service	**482	PBN	61001095: OIT ADMINI...	61001095		
Service	**491	PBN	61010023: OIT FINANC...	00000000		
Service	**756	PBN	61001095: OIT ADMINI...	61001095		
Service	**852	PBN	61001095: OIT ADMINI...	00000000		
Service	**891	PBN	61001095: OIT ADMINI...	61001095		
Service	**910	PBN	61001095: OIT ADMINI...	61001095		
Service	3033150115	Voice Connection	61001095: OIT ADMINI...	00000000	AMY DAHLBACH	Denver > LW : Lawren...

Legend:

1. Links to Customer Center Functions

- Support – Mass Change Requests
- Request – List of submitted requests
- Billing – View your Bill
- Reports – Billing Reports

2. Search Department Services/Equipment by Keywords

- Examples:
 - Search for “Voice” to see all voice services
 - Search by SpeedType to view all services under a specific

SpeedType/Department

- iii. Search by someone's name to find their phone or pager service(s), etc.

3. Export List of Services to CSV

- a. You can export the entire list to a csv using the "Export to CSV" button in the top right

4. Submit Change Request for a Specific Service

- a. Click the blue hamburger icon for the service that you are trying to change

5. Page Navigation

- a. You can navigate through the list using the page numbers in the bottom right

Billing Contact Information:

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