

1 How do I obtain access to the Billing Manager application?

To access Billing Manager, you need a validated MyProximus account. The procedure for creating a MyProximus account is available on www.Proximus.be.

You need to sign a contract with Proximus. Billing Manager is a paying service. Please find the available formulas and prices on www.Proximus.be.
As soon as your contract has been processed, Proximus will add the application to the other applications which you use within the secure environment of MyProximus.

2 In which formats can I download my Billing Manager reports?

Billing Manager features a high-performance reporting interface. You can download your reports in the following formats: Excel, CSV (Coma Separated Value), HTML and TXT.

3 Does Billing Manager meet the current IT standards?

Billing Manager is compatible with most IT standards:

Browsers (Windows Client) Certified Supported

Microsoft Internet Explorer 7.0 and higher
Mozilla Firefox 2.0 and higher

Browsers (non-Windows Client) Certified Supported

Safari 2.0 on Mac OS X (HTML only) X
Firefox 2.0 (includes Mac) X
Mozilla 1.7.x on Solaris X
Netscape 7.0 on AIX (HTML only) X

4 What are related reports?

The Related Reports window displays links to reports which are in the same folder as the current report or document.

You can open the Related reports window by clicking **View – Related reports**:

The window can be closed by clicking the cross in the top right corner of the window.

5 Can I compose my own reports (personal reports) in Billing Manager?

You can only do this if you have the Billing Manager PRO profile.

Further information on this can be found in the Billing Manager's PRO Quick start manual.

6 I have created a report, but I wish to adjust its contents. How do I do this?

You can only do this if you have the Billing Manager PRO profile.

If you wish to return to the design mode, click the icon in the top left corner of your screen. Further information can be found in the full Billing Manager's user guide.

7 I would like to adapt my toolbars. How do I do this?

You can adapt your toolbars via the **View** option.

8 I would like to adapt the Billing Manager's language. How do I do this?

On the homepage, select Preferences - General.

Select the desired language in Language Support.

At the bottom of the page, click 'Apply' to confirm your choice and adapt the application's language.