How to View In-Flight CDRs

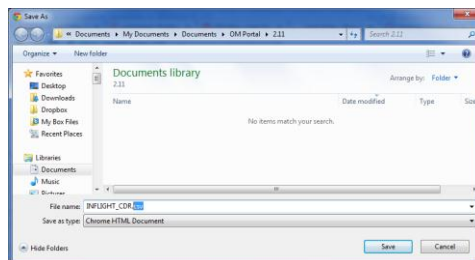**VERSION 1.0, JANUARY 2013**

Overview

In-Flight CDRs are available in the iPass Legacy Portal (portal.ipass.com). A CDR file contains a record of all billable transactions for a given month.

Viewing the In-Flight CDR

You can view the CDR using Microsoft Excel by saving the file as a CSV.

To open the In-Flight CDR using Excel:

1. Log in to the Legacy Portal (portal.ipass.com)

2. Navigate to: **Billing > Call Detail Records and Reports > View Your Monthly Records**.

3. Click on the month you would like to view.

4. Right-click on **INFLIGHT_CDR.html**.

5. Select one of the following options from the drop-down list to save the file:

   - Internet Explorer: **Save target as…**
   - Chrome: **Save link as…**
   - Safari: **Download Linked File As…**
   - Firefox: **Save Link As…**

6. Choose a location for the file, change the file extension from .html to .csv (see the screenshot below), and then click **Save**.

7. Open the file using Microsoft Excel (you may have to choose Excel from a list of programs).

8. Right click on the first row and select **Insert** from the drop-down list. This should insert a blank top row that you can use as a header row.

9. Enter the following headers in the top row (you can find their definitions in the next section):

   - Column A: **Transaction ID**
   - Column B: **Billing Code**
   - Column C: **User ID**
   - Column D: **Authentication Domain**
   - Column E: **Description**
   - Column F: **GMT Time**
   - Column G: **Local Time**
   - Column H: **Length of Session**
   - Column I: **Billing Rate**
   - Column J: **Net Billing Amount**
   - Column K: **Access Type**
   - Column L: **Service Type**
     Column F (GMT Time) will be blank.

10. Save the file as an .xls (or .xlsx) so that it is easy to view in the future.

Field Definitions

The table below defines each of the columns you entered into the CDR.

Field	Definition
Transaction ID	This field contains a unique identifier for each transaction. It is a character field of up to 32 ASCII characters. It may be used for matching transaction records with other reports, and for identifying transactions when investigating problems.
Billing Code	This field is used internally by iPass. It is a character field of up to 32 ASCII characters.
User ID	This is the user login ID. The length of this field can be up to 256 ASCII characters.
Authentication Domain	This is the authentication domain specified by the user when connecting. It is normally identical to the corporate authentication domain, but may be different if an over-qualified domain name is used (e.g., mail.sales.corp.com instead of corp.com). The length of this field can be up to 128 ASCII characters.
Description	This field contains a description of the location at which service was provided. This is a character field of up to 80 ASCII characters. The format is the ISO country code, city and/or venue name, special usage and state. This field is included so that you can include a location description on your own statements. Special usage refers to keywords which indicate other relevant usage parameters, for the In-Flight CDR these include BrdBnd for high speed broadband access and the length of the flight (Short, Medium, or Long).
GMT Time	This timestamp is in Greenwich Mean Time (GMT) and records when the transaction was completed (i.e., transaction stop time). This field is blank in the In-Flight CDR.
Local Time	This field contains the local time of the connection at the provider. It is a fixed length character string with format "DD-MON-YYYY hh24:mm:ss".

Field	Definition
Length of Session	A numeric field indicating the number of seconds that the user was connected.
Billing Rate	This numeric field provides the contracted rate for use of the access point.
Net Billing Amount	This numeric field contains the total cost for the transaction (before any applicable discount is applied). For the In-Flight CDR, this will be the same as the Billing Rate.
Access Type	This field describes the type of technology used to access the network, and is a character field of up to 32 characters. For the In-Flight CDR, the value will be WIFI.
Service Type	This field details how the call was rated, and is a character field of up to 32 ASCII characters. For the In-Flight CDR, this value will be INFLIGHT_TRANS.