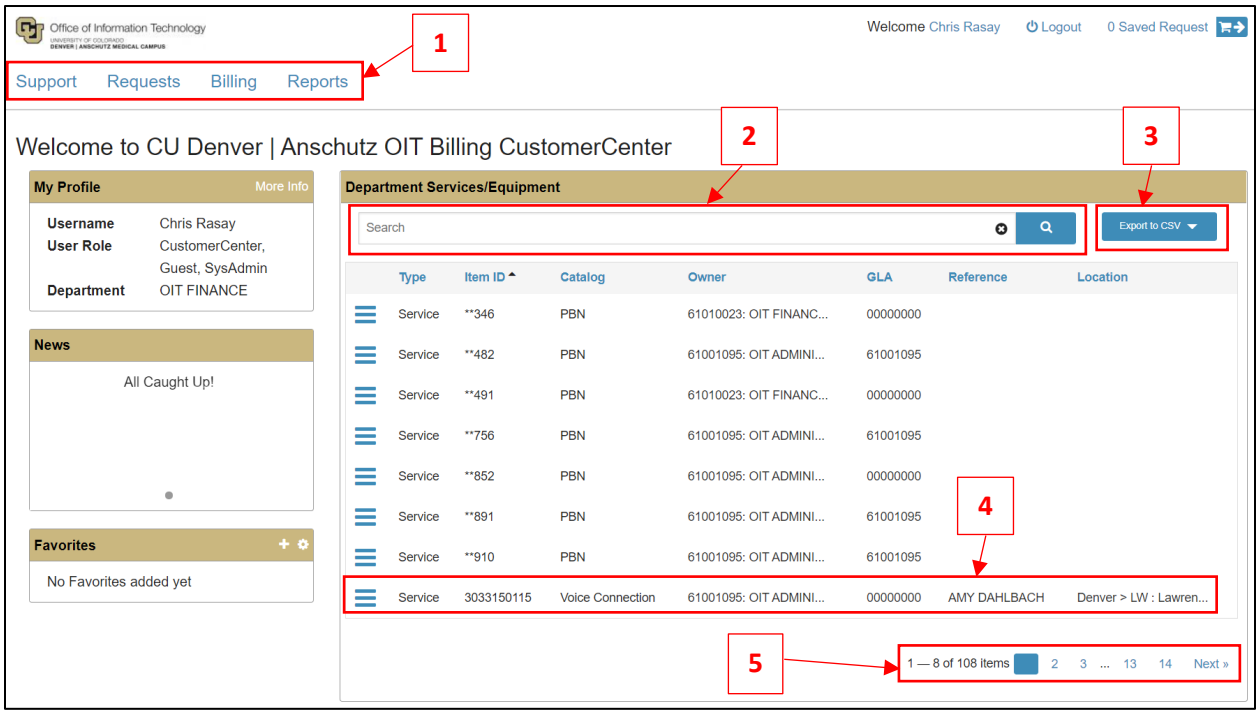
Office of Information Technology
UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

PCR-360 Customer Center - Quick Start Guide



1. **Links to Customer Center Functions**
    a. Support – Mass Change Requests
    b. Request – List of submitted requests
    c. Billing – View your Bill
    d. Reports – Billing Reports
2. **Search Department Services/Equipment by Keywords**
    a. Examples:
        i. Search for “Voice” to see all voice services
        ii. 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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