



# Skype Manager™

## Product data sheet



# What is Skype Manager?

Skype Manager is the single web-based tool to control and manage all aspects of Skype in your company.

The screenshot shows the Skype Manager dashboard for a user named 'Architects'. The top navigation bar includes 'Dashboard', 'Account details', 'claude.morel', 'Sign out', and 'Help'. The current balance is €74,55, and there is a 'Buy Skype Credit' button. A search bar for members is also present.

**Reports**

**Allocations**

Month	Allocation (€)
Apr 2009	0
May	0
Jun	~5
Jul	0
Aug	0
Sep	~10
Oct	~2
Nov	~25
Dec	~10
Jan	0
Feb	0
Mar	~10
Apr	0

**Your account** Account status: All OK ✓

**Current balance** €74,55 Auto-recharge is disabled

**Upcoming allocations** (next 30 days) €10,20 Review allocations

Your account will be automatically recharged when payments are due.

**Your features**

- 1 member has **Skype Credit**
- Set up **Subscriptions** for your members
- 2 members have **Online Numbers**
- Set up **Call forwarding** for your members
- Set up **Voicemail** for your members
- 3 profiles set up for **Skype for SIP**

**Your Members**

Your Skype Manager has 5 members

**Add Members**

**Since you last signed in**  
No changes since you last logged in.

**Still outstanding**  
2 outstanding invites

**News**

**Beta testers**, welcome to Skype Manager. Skype Manager is the new Business Control Panel - bigger, better and easier to use. Take a look around - we hope you like what you see! BTW, this area of the dashboard is used to display product news and other information you may be interested in.

[More news](#)



Create, manage and control your company's Skype accounts.



Allocate credit and assign features to employees.



Centrally manage the use of Skype Credit within your business.



Keep calling costs under control with detailed reporting.

# What are the benefits?

## Creating Skype Accounts



New accounts are easily created using the Skype Manager. These accounts are owned and controlled by your company – not the individual employee. You can allocate credit and control access to features. And if an employee leaves your business you retain control of any remaining credit and features. Also, with the company directory employees can easily add each other to their contact lists.

## Allocating Credit and Assigning Features



Skype Credit can be bought centrally by the administrator of your company's Skype Manager and then allocated to each employee or SIP-enabled PBX system as required. Credit within your Skype Manager can also be used to purchase and allocate features like calling subscriptions and Online Numbers to employees.

## Real-Time Monitoring and Reporting



Skype Manager keeps all your calling costs under control. Get reports on expenditure and usage at company, department or employee level.

### How Skype Manager can help

#### Ownership

The company creates and manages each Skype account.

#### Automation

Ability to auto-recharge accounts with credit and renew features.

#### Control

Administrators manage Skype Credit purchases and features.

#### Reporting

See at a glance company expenditure and Skype usage.

### Setting up Skype Manager is easy

1. Visit [skype.com/go/skypemanager](https://skype.com/go/skypemanager)
2. Sign in with your Skype Name and password.
3. Create Skype accounts for your employees.
4. Purchase Skype Credit.
5. Allocate credit to employees.
6. Assign features like Online Numbers, subscriptions and voicemail.
7. Closely monitor Skype usage and expenditure.

# What features can I use?

## Quick Member Account Creation

- Create accounts individually using an email address or import a list via a CSV file.
- All accounts can have a similar naming pattern, for example, a name that identifies your company name or brand.
- Administrators can create a password for the Skype account or let member do it.
- Skype Names are automatically generated.

## Simple Skype Credit Purchasing

- VAT exemptions for EU companies.
- Purchase with credit cards, PayPal, bank transfer and online.
- Verify your company to lift purchasing limits and have a wider choice of payment methods.
- Turn on automatic credit purchases (dependent on payment method).
- Set up low credit alerts to auto-recharge accounts.
- Easily change the currency of your Skype Manager.
- Automatically allocate credit in the right currency for your employees.

## Easy Member Account Management

- Quickly allocate Skype Credit to employees.
- Activate automatic credit allocations if required.
- Enable spending limits on accounts.
- Allocate subscriptions and Online Numbers.
- Set up voicemail and caller identification.
- Reassign Online Numbers as required.
- Allocate calling subscriptions.
- Configure call forwarding.

## Flexible Reporting & Monitoring

- Month by month spending reports.
- Access a dashboard to show features, credit usage, member statuses, news and even a credit requirement forecast.
- Optimise your company spend with clear reporting.
- Print out company invoices.