



# Technical Bulletin

2016-002

**Recall every conversation** using the power of your PC >

## Setting Up Shortcuts – XTR Reporter Pro

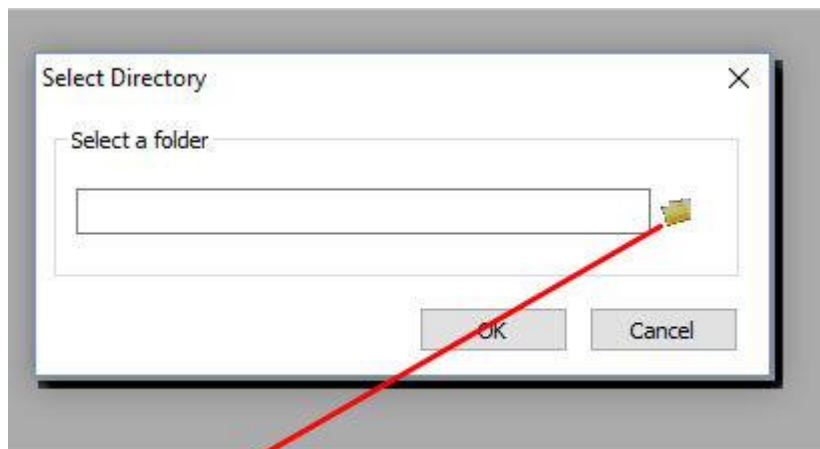
XTR Reporter Pro is the supervisor tool that is used to listen to calls, search call data, generate reports and score users.

You can download the XTR Reporter Pro software at the link below in the Reporter Pro Section:

<http://www.usbcallrecord.com/index.php/pages/downloads/>

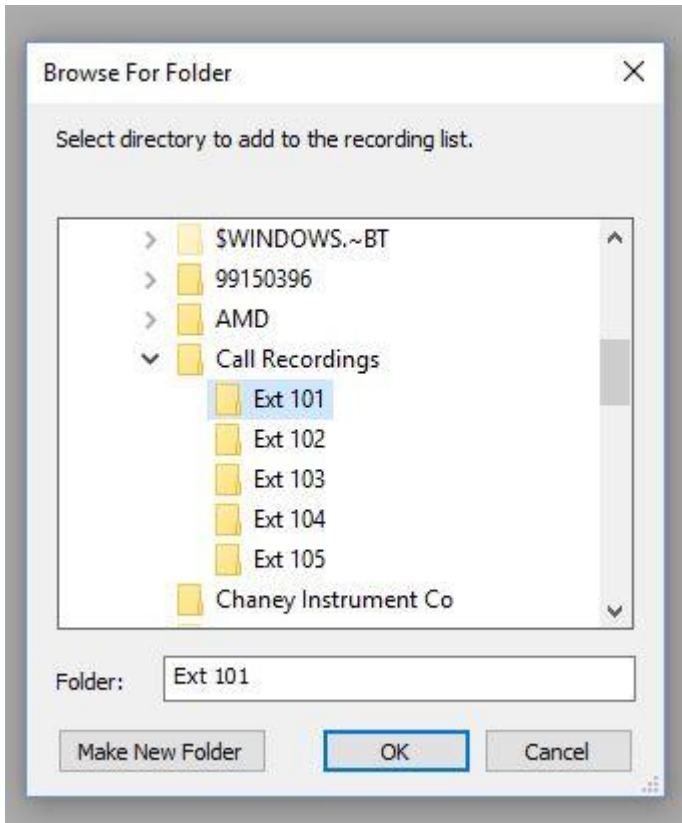
Once the Reporter Pro software is installed you will need to build a shortcut for each extension folder that needs to be managed. The procedure below outlines the steps to create shortcuts.

- Launch XTR Reporter Pro software
- In the Access Panel – Right Mouse Click on “Shortcuts to Sources”
- From the menu select “New Shortcut”
- Click on the folder Icon



**Click on Folder**

- Browse to the storage location and select the folder that you want to create a shortcut for



- After selecting the folder click “OK” and on the next window click “OK” again
- You will see the shortcut in the Access Panel as below:



- Follow the procedures above for each shortcut that needs to be built

You can download the complete user's guides for Basic Features and Advanced features from the link below:

<http://www.usbcallrecord.com/index.php/pages/downloads/>

You can also watch the videos on our YouTube page for basic and advanced features at the link below:

<https://www.youtube.com/user/IntelligentRecording>

[www.usbcallrecord.com](http://www.usbcallrecord.com)