Quick Start Guide

The Time Schedule feature allows authorized Admins to create schedules for handling features or calls during specific times (after business hours, breaks, holidays, etc.) that can be used by calling features like Call Forwarding where schedules may be selected. Time Schedules may be defined for use by the entire Enterprise and for individual Locations (Groups). Once a schedule is created, Enterprise or Group users will see them in lists where schedules may be selected for specific calling features and services.

Sign into the Voice Services Portal website as an Administrator. Example: https://portal.momentumtelecom.com/

- In the Admin Tools menu: Click on Locations & Groups (set for a location) or Enterprise Settings (to set globally).
 In Locations & Groups: Click the Edit icon adjacent to the correct Location/Group to review the setting options.
- 2. Click on the View/Edit drop-down arrow next to Time Schedule to begin working with schedule settings.

Admi	n Tools	~		•		
			Time 5	Schedule	ON	T
	Dashboard			Business Hours Schedule	Edit	
۹	Locations			Enterprise Test	Edit	
	Services & Users		C	ancel Add Delete		
c	Devices			Holiday Schedules	Edit	
	Trunking			Thanksgiving	Edit	
	Enterprise Settings			Christmas	Edit	_
	Contact Center		C	ancel Add Delete		
	Billing				🧃 See ins	tructions

Add a Schedule

- 1. Click to place a check mark ☑ next to Business Hours or Holiday Schedule.
- 2. Click the Add button within the section you selected.
- 3. Enter a unique Schedule Name.
- 4. Click the Save button when finished to continue on to add an event, or close the dialog and return to the schedule lists.

Add Business Hours Schedule
Schedule Name: A Test Schedule
Add event Delete event Cancel

Add an Event to a Schedule

Click to place a check mark ☑ next to the preferred schedule option in the Business Hours or Holiday Schedule list section.

- 1. Click Add Event.
- 2. Enter the Event Name.
- Define the following <u>as needed</u> for a specific event type:
 - Start Date Select the date the event begins.
 - ➢ All Day Event ☑, OR define the following:

Add Scill	dule Event			
	Schedule Name:	Test Schedule		
	Event Name: Start Date:		Start Time (hhomm):	AM T
	End Date:	72	End Time: (hh:mm)	AM V
	All Day Event: Recurs:			
Save	- Cancel	Dav Event 🖉		
		buy Erent. up	Recur every: If Sunday	1
			Monday	

- > Start Time, End Time, and/or End Date
- Recurs Select from Never, Daily, Weekly, Monthly by Day or Week, Yearly by Day or Week and make selections for days, months, years, etc., in the fields that are dynamically provided upon selection.
- Recur every X Select from Months, Year and or the Day of the month.
- End Select from Never, After (x # of occurences), or Date and set the end date.
- 4. Click Save when finished to submit the data and return to the Time Schedule list.