# TIME SCHEDULES - USER

MOMENTUM

The Time Schedule feature allows users to define time-of-day events for specific days, like business hours or breaks, and set date ranges for holidays or specific events. These schedules may be used with many of the calling features and services. When a schedule is associated with a feature or service, that feature or service is automatically enabled during the event times defined within the schedule and disabled at other times.

1. Sign into the your user account in the **Voice Services Portal** website.
    Example: portal.momentumtelecom.com
2. Go to Settings **or** click on the View All Features link in the Basic Features card on your Dashboard.
3. Click on the *View/Edit* drop-down arrow adjacent to Time Schedule to begin.
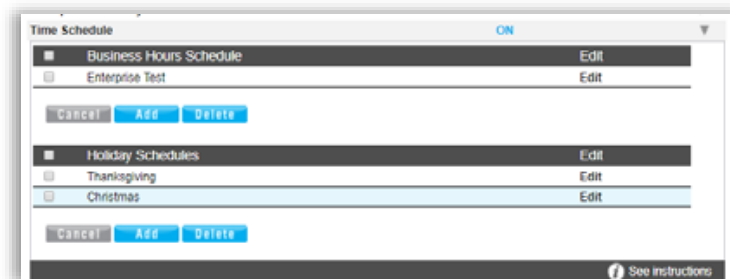
Add a Schedule

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 one or more events to the schedule (see below), or close the dialog and return to the schedule lists.
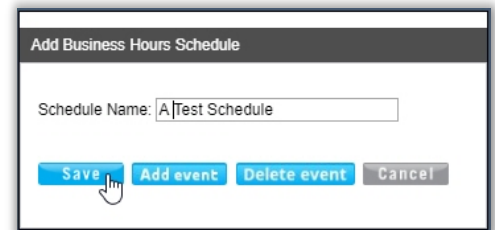
Add an Event to a Schedule

1. Click to place a check mark ☑ next to the preferred schedule option in the Business Hours or Holiday Schedule list section.
2. Click Add Event.
3. Event Name - Type a short title for review in lists.
4. Define the following as needed for a specific event type:
    - ❖ Start Date - select the date the event begins.
    - ❖ Select the All Day Event check box ☑, OR define the following:
    - ❖ 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 occurrences), or Date and set the end date.

5. Click Save when finished to submit the data and return to *Settings*.