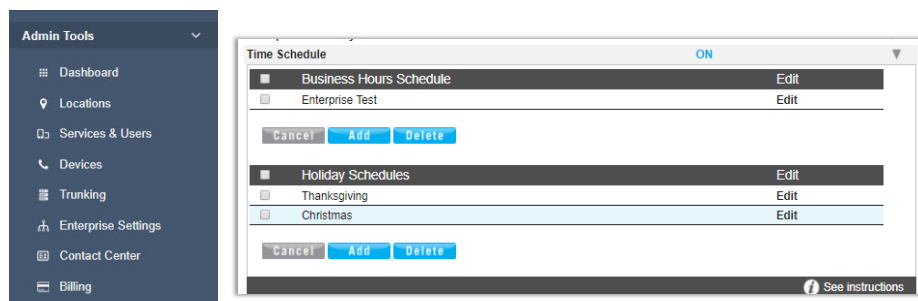


TIME SCHEDULES - ADMIN

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 calling features and services.

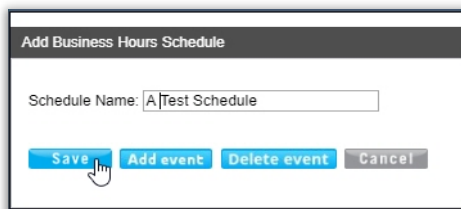
Sign into the Voice Services Portal website as an Administrator.

1. Click on the [Locations](#) or [Enterprise Settings](#) menu option.
2. *For Locations:* Click the [Edit](#) icon adjacent to the correct Location/Group to review the setting options.
3. Click on the [View/Edit](#) drop-down arrow next to [Time Schedules](#) to begin working with schedule settings.



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 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.
3. Define the following [as needed](#) for a specific event type:

- **Start Date**
Select the date the event begins.
 - **All Day Event** , OR
define the following:
 - **Start Time, End Time, and/or End Date**
 - **Recur** - 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.
4. Click [Save](#) when finished to submit the data and return to the Time Schedule list.

