

DayNight Groups

Overview

DayNight Groups are often associated with collections of phones to set a pre-defined schedule for them. They can also be used to schedule many other things, such as Hunt Groups. Ultimately there are two modes, **Day Mode** and **Night Mode**.

- [Adding a New DayNight Group](#)
- [Removing a DayNight Group](#)

Adding a New DayNight Group

- 1) Start by navigating to the **DayNight Groups** screen via **the Navigation Panel**.
- 2) Once you are within the **DayNight Group** screen click on the **New DayNight Group** button.

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- 3) Fill out the DayNight Group name and the DayNight Mode option. The options for each DayNight Mode are explained below.

DayNight Group names cannot include spaces. If you wish to include a space in the name to so do with an underscore in between each name.

DayNight Mode	Function
AUTOMATIC	The setting follows the schedule as defined in the DayNight Schedule screen.
FORCE_DAY	This setting forces the DayNight Group to always be in <u>Day Mode</u> until it is modified otherwise.
FORCE_NIGHT	This setting forces the DayNight Group to always be in <u>Night Mode</u> until it is modified otherwise.

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You won't be able to make any changes to the schedule through the **DayNight Groups** screen, To make changes to the schedule visit the [DayNight Schedule Screen](#).

4) After you are satisfied with your selection, click the **Save New DayNight** button, afterwards, you should see a message at the top of the screen in green stating **Changes Saved**.

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Removing a DayNight Group

- 1) Start by navigating to the **DayNight Group** screen by clicking on it within the **Navigation Panel**.
- 2) Find the **DayNight Group** you wish to delete and click on the red X in the **Delete** column,
- 3) A confirmation pop-up will appear to confirm your selection. If you wish to delete, click **OK**. You will see a message stating **Changes Saved**. If this is not the entry to wish to delete, click **Cancel**.

When you remove a **DayNight Group**, you are also **deleting** the **DayNight Schedule** along with it. Ensure that this does not affect your organization's call flow in a way that was unintentional. If you have doubts regarding this action contact your system administrator before proceeding with deleting the **DayNight Group**.

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