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 Day Mode until it is modified otherwise.
FORCE_NIGHT	This setting forces the **DayNight Group** to always be in Night Mode 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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