DayNight Schedule

Overview

The **DayNight Schedule** screen is where you set the schedule for the **DayNight Groups**. You can set a permanent schedule as well as override periods where the schedule may need to be modified based on the current needs of your organization.

- Group Selection
- Adding a Day Schedule
- Removing a Day Schedule
- Adding Additional NightHours
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Group Selection

Before modifying any **DayNight Schedule**, you must select a **DayNight group** from the top left of the screen.

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Adding a Day Schedule

1) Navigate to the **DayNight Schedule** screen from the **Navigation Panel**.

2) Choose a **DayNight Group** to modify (see **Group Selection**)

3) To add a **Day Schedule** start by clicking **New Schedule** within the **Day Schedule** tab. You can also click on a pre-existing day if you are modifying the permanent **Day Schedule**.

4) A row editor will appear in the grid with several options.

5) Select the appropriate day (each day must be set individually), start time, and end time.

6) After you are finished editing, click **Save New Schedule**. If the changes have been saved successfully you will see a green message saying **Changes Saved**. Repeat the previous steps to add additional days.

Removing a Day Schedule

1) Navigate to the **DayNight Schedule** screen from the **Navigation Panel** and choose a **DayNight Group** to modify (as shown in **Group Selection**).

2) Find the correct date to remove, and click on the red **X** under the **Delete** column.

3) A confirmation pop-up will appear. 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**.

Adding Additional Day Hours

1) Navigate to the **DayNight Schedule** screen from the **Navigation Panel** and choose a **DayNight Group** to modify (as shown in **Group Selection**).

2) Find the **Additional Day Hours** panel located in the middle of the screen.

3) Click "Add Day Hours" and fill out the start date and time, and the end date and time.

> If you need to have multiple days of additional hours at specific times (versus all day) you will need to make multiple entries, one for each day.

4) Click "Save" to add the entry.

Adding Additional Night Hours

Adding **Additional Night Hours** is performed the same way as adding **Additional Day Hours** except that you use the Additional Night Hours panel.

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1) Navigate to the **DayNight Schedule** screen from the **Navigation Panel** and choose a **DayNight Group** to modify (as shown in **Group Selection**).

2) Find the **Additional Night Hours** panel located on the right of the screen.
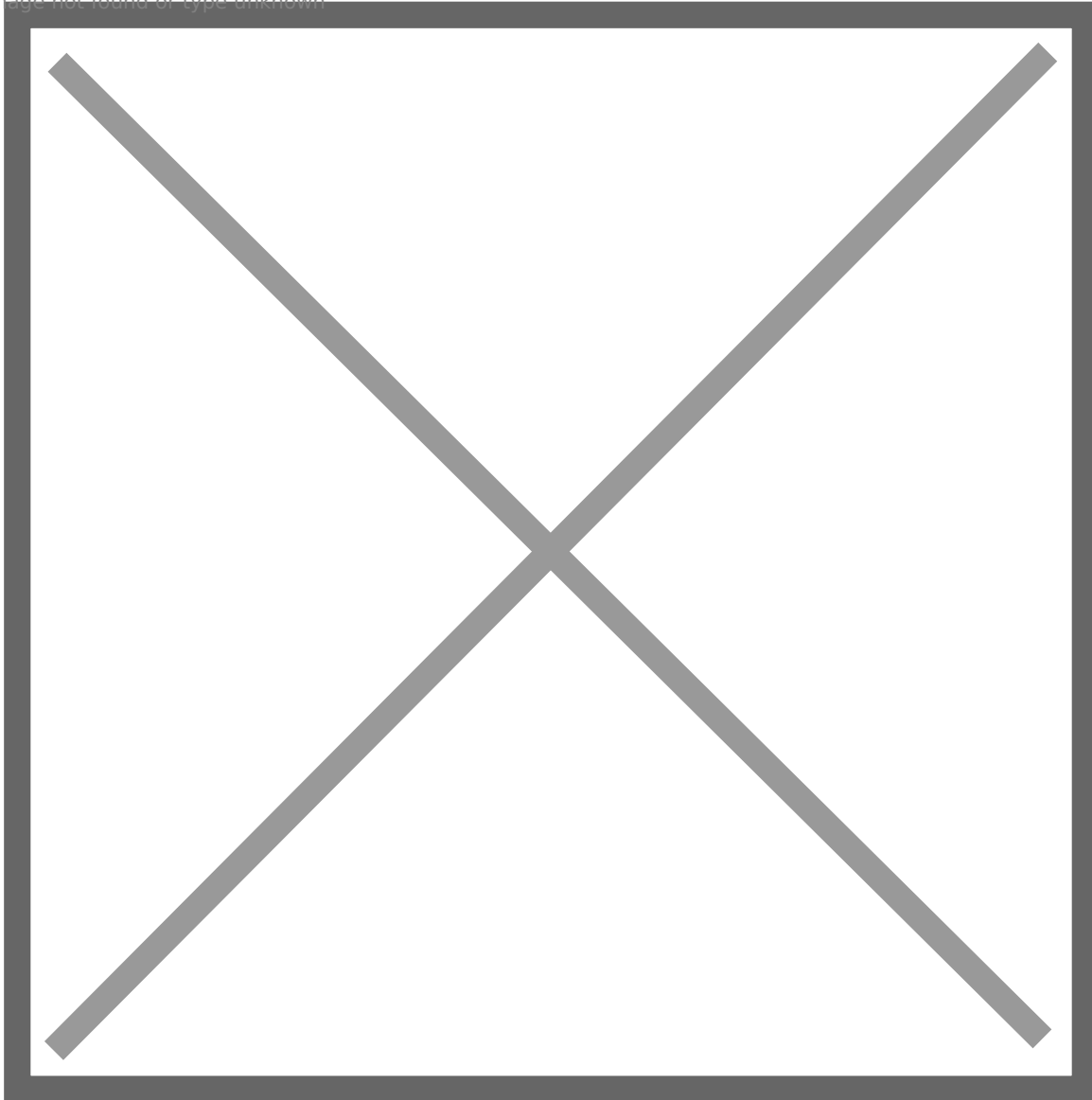
3) Click "Add Night Hours" and fill out the start date and time, and the end date and time.

> If you need to have multiple days of additional hours at specific times (versus all day) you will need to make multiple entries, one for each day.

4) Click "Save" to add the entry.

Example

Let's say we have a permanent day schedule of Monday through Friday 7:00 AM to 5:00 PM. An event is coming up requiring the selected **DayNight Group** to stay extra on Wednesday and Thursday for 2 hours, from 5:00 PM to 7:00PM. To accomplish this you will have to make two entries, one for each date. The reason for this is if you set a start time for additional hours of Wednesday at 5:00 PM through Thursday at 7:00 PM the entire range of defined hours will indicate that the **DayNight Group** is in **Day Mode**. If the phones are configured to receive calls in **Day Mode** they can potentially receive calls during hours that were not intended to be received (e.g. between 7:00 PM through 7:00 AM the next morning)

After you have ensured that have selected the correct range of hours, click Save. If the changes are successful a message will appear at the top stating **Changes Saved**.

Removing Additional Day or Night Hours

1) Navigate to the **DayNight Schedule** screen from the **Navigation Panel** and choose a **DayNight Group** to modify (as shown in **Group Selection**).

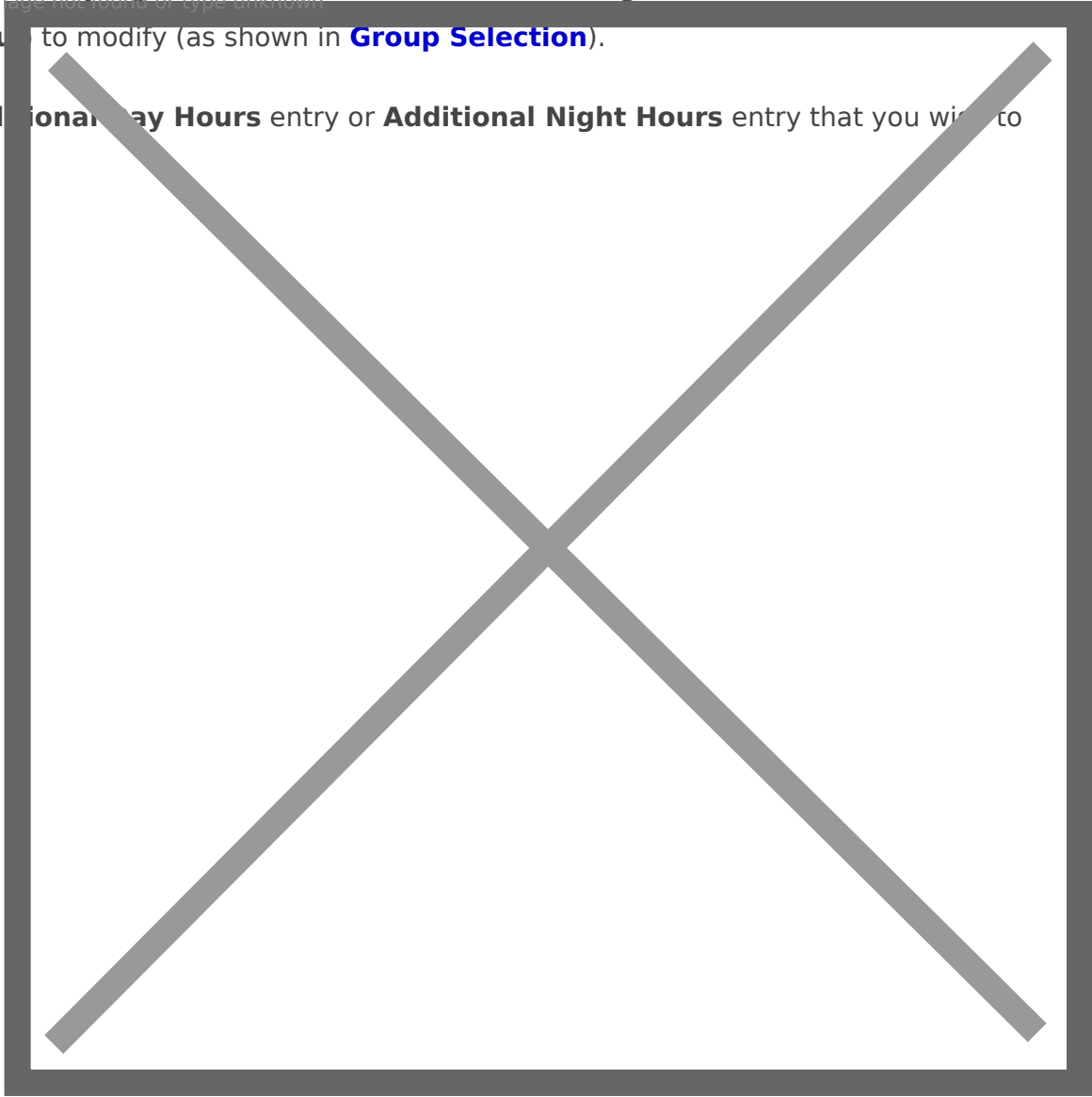2) Find the **Additional Day Hours** entry or **Additional Night Hours** entry that you wish to remove.

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3) From the **Additional Day Hours** or **Additional Night Hours** panel click the **red X** in the **Delete** column.

4) A confirmation pop-up will appear confirming 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.**

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