vPBX Quick Guides

## Time Groups: Business Hours and Holiday Schedules

Summary:

A Time Group is a list of times against which incoming calls are checked. The rules specify a range, by the time, day of the week, day of the month, and month of the year. Each time group can have an unlimited number of rules defined. Time groups control the destination of a call based on the time.

To Edit:

Log into your vPBX as the administrator (credentials will be supplied by a FirstLight technician):
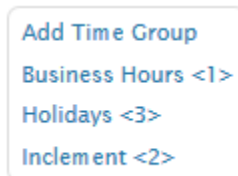http://173.243.172.xxx (where xxx will be your system id)
Click the PBX Administrator icon and enter your user and password
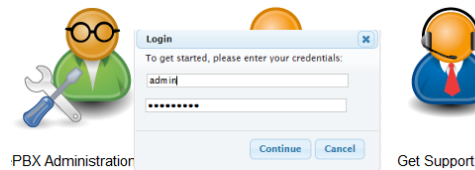
On the top menu click **Applications**
In the Drop down click **Time Groups**

Select the **Time Group** on right to edit.

Information related to this Time Group is now populated on the left. This is where you will update a time/date range. By default, there is one range available per entry. You can define multiple ranges in the same time group by clicking the **Add Time Group** button if necessary. However, Business Hours and Holiday schedules should already be populated with all dates and times relevant to your business.
To edit, simply change the appropriate setting to match a specific date or time for future use.

*NOTE: Business Hours time group includes all days and times you are **OPEN** for business.*
*Holiday time group includes all dates and times you are **CLOSED** for business.*

Business Hours		Holidays	
Time to start:	08 : 00	Time to start:	- :-
Time to finish:	17 : 00	Time to finish:	- :-
Week Day start:	Monday	Week Day start:	-
Week Day finish:	Friday	Week Day finish:	-
Month Day start:	-	Month Day start:	1
Month Day finish:	-	Month Day finish:	1
Month start:	-	Month start:	January
Month finish:	-	Month finish:	January

Available parameters are:
- Time to start
- Time to finish
- Week Day start
- Week Day finish
- Month Day start
- Month Day finish
- Month start
- Month finish

Tip: Parameters
A blank week day, month day, and month parameters will default to "all." For example, setting a start time of 09:00 and an end time of 17:00, and nothing else (no day, month, etc.), will make the condition true from 9AM to 5PM every day of the week, every day of the month, every month of the year. You are essentially telling the system, "I want the time during this day/date range to be considered a match."
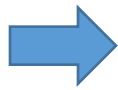
Floating Holidays:

Holidays that change year to year can be set by choosing the day of the month (for both start & finish) and the month (for both start & finish).

NOTE: Automatic dates can also be set, reference -
Quick Guides-Time Groups: Automatic Floating Holiday Scheduling for more information

Before:

Time to start:	- : -
Time to finish:	- : -
Week Day start:	-
Week Day finish:	-
Month Day start:	16
Month Day finish:	16
Month start:	January
Month finish:	January

After:

Time to start:	- : -
Time to finish:	- : -
Week Day start:	-
Week Day finish:	-
Month Day start:	17
Month Day finish:	17
Month start:	January
Month finish:	January

Static Holidays:

Holidays can be set by choosing the day of the month (for both start & finish) and the month (for both start & finish). New Years Eve, which always fall on the same calendar date, but may be closed early, can be set by choosing the time (for both start & finish), day of the month (for both start & finish) and the month (for both start & finish).

Time to start:	12 : 00
Time to finish:	00 : 00
Week Day start:	-
Week Day finish:	-
Month Day start:	31
Month Day finish:	31
Month start:	December
Month finish:	December

When all dates and times have been changed, scroll to bottom of page and click the **Submit** button, then click the red **Apply Config** button on top toolbar.

Apply Config