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.
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:
  - Month start: __________
  - Month finish: __________
- Month Day finish:
  - Month start: __________
  - Month finish: __________

**After:**
- Time to start: __________
- Time to finish: __________
- Week Day start: __________
- Week Day finish: __________
- Month Day start:
  - Month start: __________
  - Month finish: __________
- Month Day finish:
  - Month start: __________
  - Month finish: __________

**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).

**Before:**
- Time to start: 12:00
- Time to finish: 00:00
- Week Day start: __________
- Week Day finish: __________
- Month Day start:
  - Month start: __________
  - Month finish: __________
- Month Day finish:
  - Month start: __________
  - Month finish: __________

**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.**