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# R17 Time and Holiday Schedule

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# SCHEDULE - ENHANCEMENTS

- The main enhancement on the R17 SP2 platform from the R14 SP9 platform is that there is only one “Schedule” option instead of two separate Time and Holiday Schedule options.
- The Schedule option is then divided into two types “Time” and “Holiday” to keep transparency.
- Once either of types (time/holiday) are selected, you are able to create events which details the time selection and schedule pattern.
- There is a time selection option on Holiday Schedule with which that schedule can be managed more accurately.
- There is also an introduction of a Recurrence pattern option with which schedules can be managed more efficiently.
- Please see the slides below to understand how schedules are configured on new R17SP2 platform.

# ADD A SCHEDULE

- Go to the Home page of the phone portal once logged in as an administrator.
- Click on "Schedule".
- Click on "Add".
- Name the Schedule for distinctiveness and future reference.
- Select the Schedule type. It can be either "Holiday" or "Time".
- Press "OK" once you have verified the changes.

**Schedule Add**  
Add a new schedule.

OK Cancel

\* Schedule Name:

Schedule Type:  Holiday  Time

OK Cancel

# TIME AND HOLIDAY SCHEDULE

- Once the Schedule names are added, you will see them on the main Schedule page as shown in the screen shot.
- It will display the schedule name and the schedule type configured.

**Schedules**  
Add a new schedule or manage existing schedules.

OK Apply Add Cancel

Delete	Schedule Name ▲	Type
<input type="checkbox"/>	After Hours	Time
<input type="checkbox"/>	Business Hours	Time
<input type="checkbox"/>	Holiday	Holiday

Schedule Name ▼ Starts With ▼

OK Apply Add Cancel

# TIME SCHEDULE – BUSINESS HOURS

- You can add “Event” to a configured schedule to add the date, time and recurrence pattern of the schedule.
- You can have one or more than one events configured inside a schedule.
- Deleting an event can be as easy as checking the box by the “Delete” option and applying the changes.

**Schedule Modify**  
Modify an existing schedule.

OK Apply Add Cancel

\* Schedule Name:   
Type: Time

Delete	Event Name ▲
<input type="checkbox"/>	Friday
<input type="checkbox"/>	Monday
<input type="checkbox"/>	Thursday
<input type="checkbox"/>	Tuesday
<input type="checkbox"/>	Wednesday

Event Name ▼ Starts With ▼

OK Apply Add Cancel

# TIME SCHEDULE – BUSINESS HOURS


- Add the Event Name.
- Select a Start and End date. These dates can be of same date when this event is added.
- Since this is a business hours schedule, the time period needs to be of one business day, as described.
- The recurrence pattern can be selected to “Weekly” and needs to be repeated for all days of the week.
- The Recurrence End pattern needs to be selected as “Never” so that it occurs every week.


**Event Modify**  
Modify an existing event from schedule.

OK Apply Cancel

Schedule Name: Business Hours

\* Event Name:


\* Start Date:   (mm/dd/yyyy) \* Start Time:    All Day Event

\* End Date:   (mm/dd/yyyy) \* End Time:

Recurrence Pattern

Recurs:

Every:  week(s) on:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

End:  Never  
 After  occurrences  
 Date   (mm/dd/yyyy)

OK Apply Cancel

# TIME SCHEDULE- AFTER HOURS

You can similarly add the daily events on the After hours schedule, as shown in screen shots.

### Schedule Modify

Modify an existing schedule.

OK Apply Add Cancel

\* Schedule Name:

Type: Time

Delete	Event Name ▲
<input type="checkbox"/>	Daily

Event Name ▼ Starts With ▼

OK Apply Add Cancel

### Event Modify

Modify an existing event from schedule.

Saved

OK Apply Cancel

Schedule Name: After Hours

\* Event Name:

\* Start Date:  (mm/dd/yyyy) \* Start Time:    All Day Event

\* End Date:  (mm/dd/yyyy) \* End Time:

Recurrence Pattern

Recurs:

Every:  week(s) on:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

End:  Never  
 After  occurrences  
 Date  (mm/dd/yyyy)

OK Apply Cancel

# HOLIDAY SCHEDULE

- The Holiday Schedule can be configured using the same configuration steps.
- The recurrence pattern can be selected to “Never” or “Yearly” based on your requirements.

## Schedule Modify

Modify an existing schedule.

OK		Apply		Add		Cancel	
* Schedule Name:		Holiday					
Type:		Holiday					
Delete	Event Name ▲						
<input type="checkbox"/>	4th July						
Event Name ▼		Starts With ▼					
OK		Apply		Add		Cancel	

## Event Modify

Modify an existing event from schedule.

OK		Apply		Cancel							
Schedule Name:		Holiday									
* Event Name:		4th July									
* Start Date:		7/4/2011		📅 (mm/dd/yyyy)		* Start Time:		12:00		AM ▼	<input type="checkbox"/> All Day Event
* End Date:		7/5/2011		📅 (mm/dd/yyyy)		* End Time:		8:00		AM ▼	
Recurrence Pattern											
Recurs:		Never ▼									