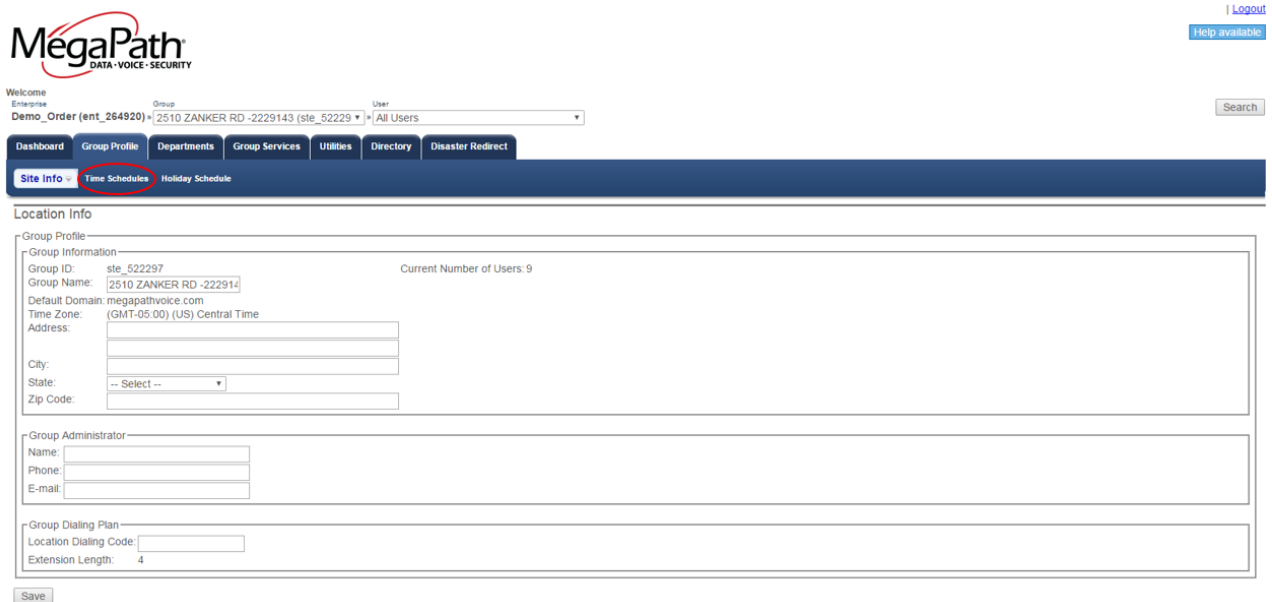# How to Configure Group Time Schedules

Time schedules are located under the **Group Profile**, they are used to configure the business hours for Auto Attendants. Time schedules can also be applied to personal services such as Call Notify, Priority Alert, and Selective Acceptance/Rejection/Forward.

Note: Group Time Schedules can only be modified by an administrator.

To get started:

1. Log in to the Customer Portal (https://my.megapath.com)
2. Select **Voice** under Services
3. Select **Manage Now** (Voice Administration)
4. Select the (**ste_**) Group from the **Group** dropdown
5. Select the **Group Profile** tab
6. Select **Time Schedules**

From this page, you can:

> Add a time schedule
> Modify a time schedule
> Rename a time schedule
> Delete a time schedule

Individual schedules are tabbed, and adding a new schedule will create a new tab.

To Add a New Schedule:

1. Click **Add New Schedule** at the bottom of the Time Schedules page
2. Enter the **Name** of the Schedule
3. Click OK.
4. Enter the events (daily schedule)
5. Click **Save**
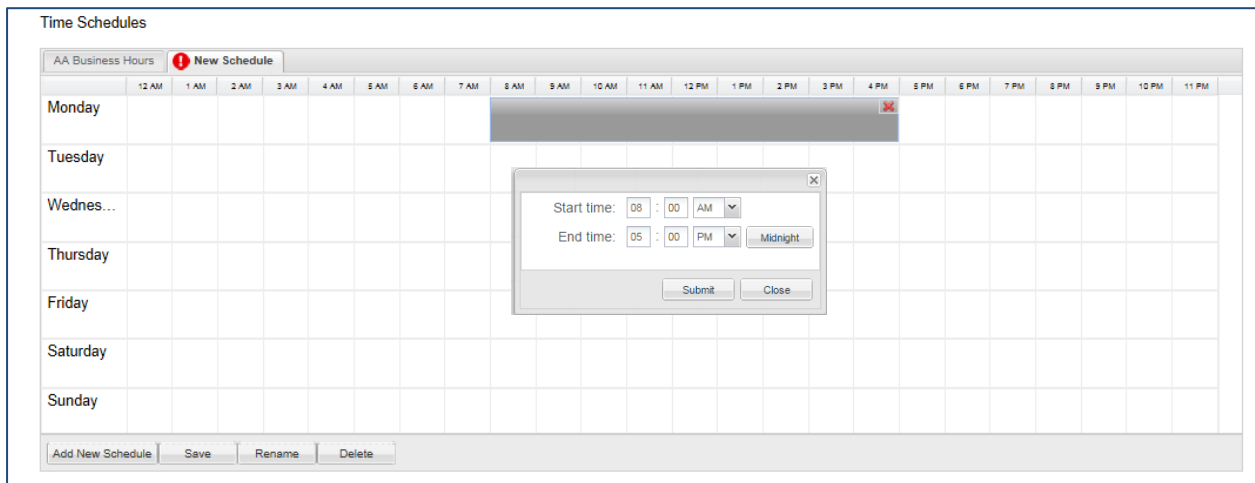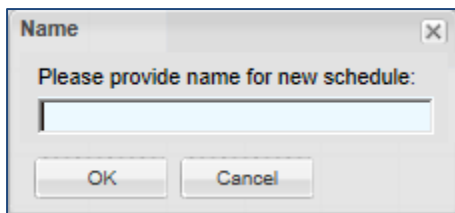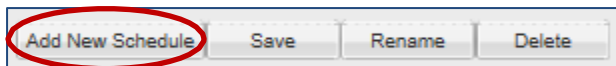
In the example above, we entered an event for Monday.

Starting with the day of the week you wish to start your schedule, click in the timeslot where you want your daily schedule to start and drag to the end time. Select the AM and PM dropdowns as appropriate. AM is the default.

Your new event will now be displayed for that day. Continue to add events through the rest of the week as it applies to your business. When finished adding events for the week, click **Save** to save the schedule. One saved, you will no longer see the exclamation point next to the Schedule name.

To Rename a schedule:

1. Click **Rename** (a Name box opens)
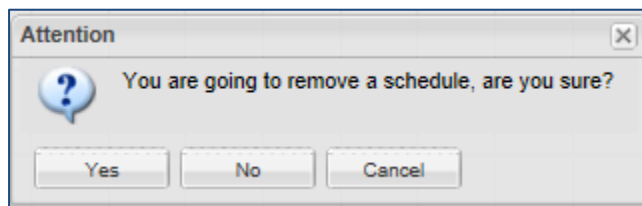2. Enter the new schedule name
3. Click **OK** to save
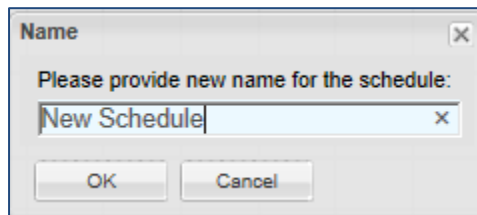
To Delete a schedule:

1. Click **Delete** (an Attention/confirmation box opens)
2. Click **Yes** to delete the schedule

Note: Before deleting a schedule, make sure you are on the correct tab for the schedule you plan to delete.

To Modify an Existing Schedule

1. Select the Time Schedule that you wish to modify.
2. You can *move* events by clicking and dragging them.
3. You can *edit* events by hovering over the event with your mouse. You will notice that the ends of the event turn to a shaded blue bar when in edit mode. In edit mode, you can increase or decrease the event time by dragging the end bars as needed.
4. When edits are complete, click **Save**.
5. You can click in the existing event to change the start and end times in a window in lieu of dragging.

Note: Once you start to edit a schedule, you will see that the exclamation point appears in the time schedule tab until you finish your edits and save them.

To Delete an Event within a Time Schedule

To delete an event within a schedule, click the red X next to the event.

7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM