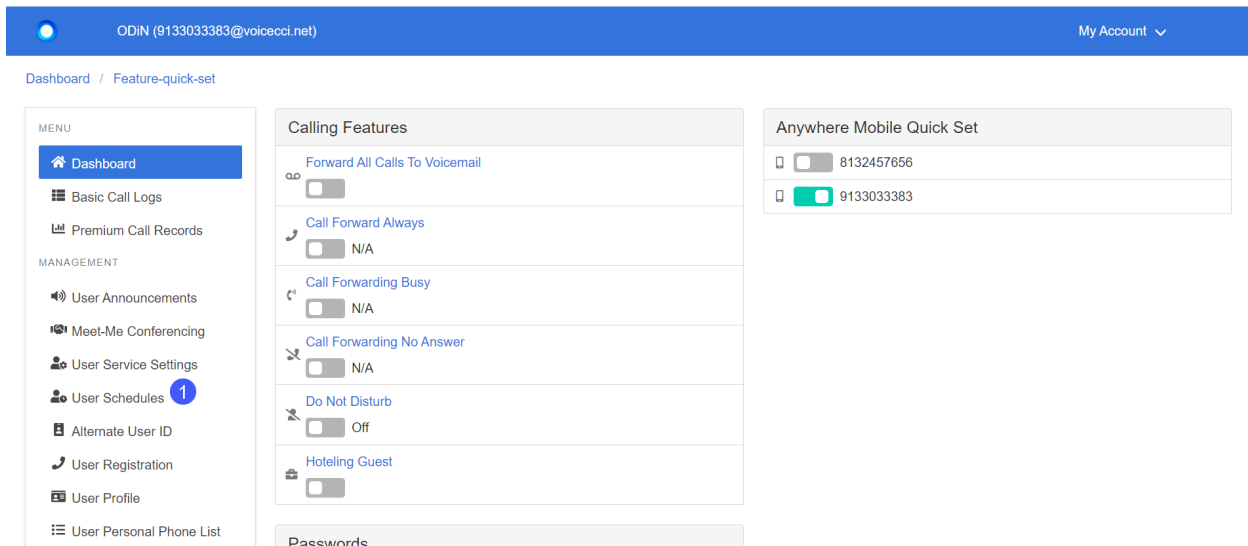


Introduction

You can create user schedules for various service features that may require them. You have the ability to create regular time schedules or holiday schedules.

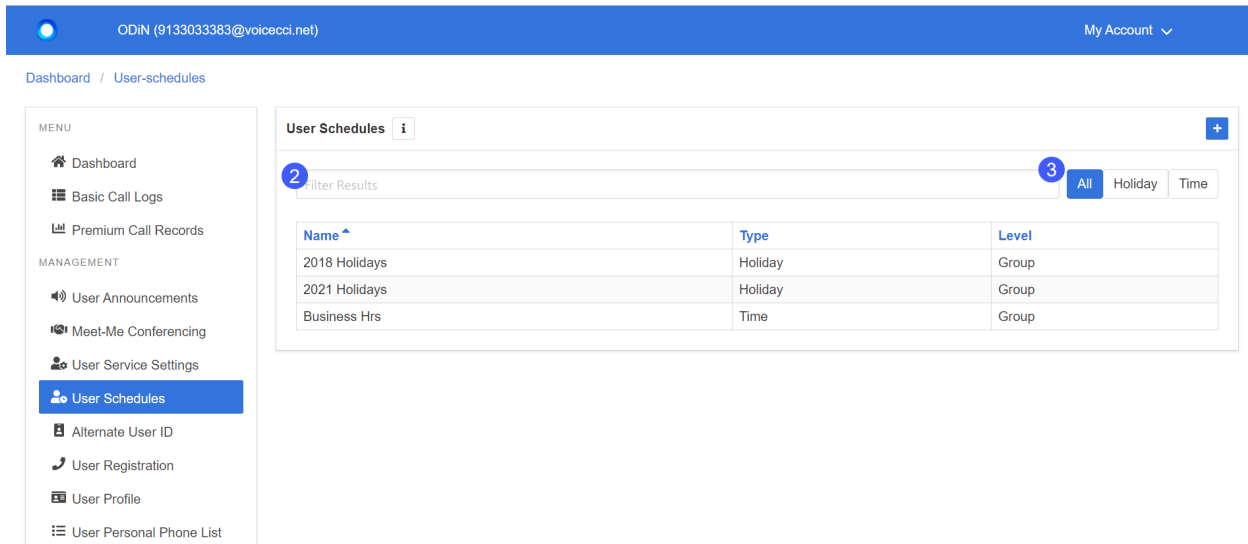
User Schedules

1. From the user dashboard, locate and click the User Schedules tab in the left-hand navigation bar. The Schedules page will appear.



The screenshot shows the Odin user dashboard. The left-hand navigation bar has the 'User Schedules' tab highlighted with a blue circle and the number 1. The main content area shows 'Calling Features' and 'Anywhere Mobile Quick Set' sections.

2. You can access all of your created User Schedules here in the Schedules table.
3. You can also filter your results using the items to the right of the filter results bar. You can filter by clicking on All, Holiday, or Time.

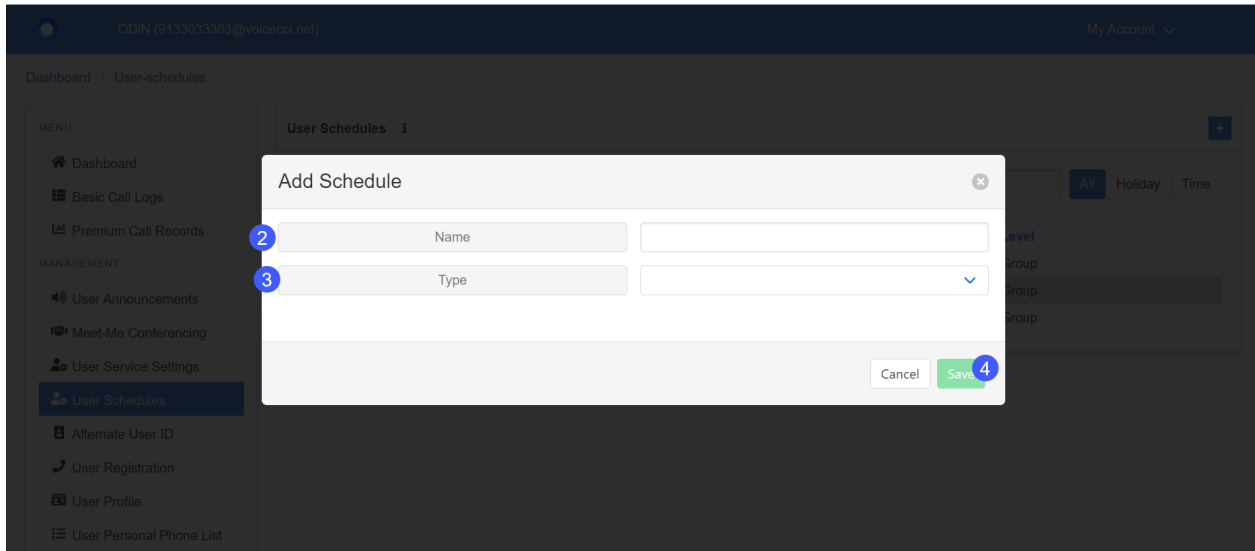


The screenshot shows the 'User Schedules' page. The left-hand navigation bar has the 'User Schedules' tab highlighted with a blue circle and the number 2. The main content area shows a 'User Schedules' table with filter options (All, Holiday, Time) and a table of schedules. A blue circle and the number 3 point to the filter options.

Name	Type	Level
2018 Holidays	Holiday	Group
2021 Holidays	Holiday	Group
Business Hrs	Time	Group

Adding Schedule

1. To add a Schedule, click on the plus icon. The Edit Settings window will appear.
2. Proceed to enter the name of the Schedule.
3. Then, select whether it is a Time Schedule or Holiday Schedule from the drop-down menu.
For the purpose of this guide, we will be creating a time schedule.



Click Save. Your newly name schedule will now appear below in a table