



## Time Period Configuration

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A time period comprises a time range that is defined by a start time and end time. Time periods also specify a repetition interval either as days of the week or a specified date on the yearly calendar. Administrators define time periods and then associate the time periods with time schedules. Administrators then associate time schedules with partitions to set up time-of-day call routing. For more detailed information on time periods and time schedules, refer to “[Time-of-Day Routing](#)” in the *Cisco Unified CallManager System Guide*.

Use the following topics to add, update, copy, or delete a time period:

- [Finding a Time Period, page 17-1](#)
- [Adding a Time Period, page 17-3](#)
- [Updating a Time Period, page 17-4](#)
- [Copying a Time Period, page 17-4](#)
- [Deleting a Time Period, page 17-6](#)
- [Time Period Configuration Settings, page 17-7](#)

### Finding a Time Period

Because you might have several time periods in your network, Cisco Unified CallManager lets you locate specific time periods by using specific criteria as the basis. Use the following procedure to locate time periods.



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**Note** During your work in a browser session, Cisco Unified CallManager Administration retains your time period search preferences. If you navigate to other menu items and return to this menu item, Cisco Unified CallManager Administration retains your time period search preferences until you modify your search or close the browser.

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### Procedure

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**Step 1** Choose **Route Plan > Class of Control > Time Period**.

The Find and List Time Periods window displays.

**Step 2** From the drop-down list box, choose one of the following criteria:

- begins with
- contains
- ends with
- is exactly

**Step 3** Specify the appropriate search text, if applicable, and click **Find**. You can also specify how many items per page to display.



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**Note** To find all time periods that are registered in the database, click **Find** without entering any search text.

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A list of discovered time periods displays by

- Time period icon
- Time period name



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**Note** You can delete multiple time periods from the Find and List Time Periods window by checking the check boxes next to the appropriate time periods and clicking **Delete Selected**. You can choose all time periods in the window by checking the check box in the matching records title bar and clicking **Delete Selected**.

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- Step 4** From the list of records, click the time period that matches your search criteria. The window displays the time period that you choose.
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#### Related Topics

- [Adding a Time Period, page 17-3](#)
- [Updating a Time Period, page 17-4](#)
- [Copying a Time Period, page 17-4](#)
- [Deleting a Time Period, page 17-6](#)
- [Time Period Configuration Settings, page 17-7](#)
- [Time-of-Day Routing, Cisco Unified CallManager System Guide](#)

## Adding a Time Period

The following procedure describes how to add a time period.

#### Procedure

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- Step 1** In the menu bar, choose **Route Plan > Class of Control > Time Period**.
- Step 2** Click **Add a New Time Period**.
- Step 3** Enter the appropriate settings as described in [Table 17-1](#).
- Step 4** To add the new time period, click **Insert**.  
The message “Status: Insert completed” displays.
- Step 5** To add more time periods, click **Add a New Time Period** and repeat this procedure.
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#### Related Topics

- [Finding a Time Period, page 17-1](#)
- [Updating a Time Period, page 17-4](#)
- [Copying a Time Period, page 17-4](#)

- [Deleting a Time Period, page 17-6](#)
- [Time Period Configuration Settings, page 17-7](#)
- [Time-of-Day Routing, Cisco Unified CallManager System Guide](#)

## Updating a Time Period

The following procedure describes how to update a time period.

### Procedure

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- Step 1** In the menu bar, choose **Route Plan > Class of Control > Time Period**.
- Step 2** Locate the time period that you want to update. See the [“Finding a Time Period” section on page 17-1](#).
- Step 3** Update the appropriate settings as described in [Table 17-1](#).
- Step 4** Click **Update**.
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### Related Topics

- [Finding a Time Period, page 17-1](#)
- [Adding a Time Period, page 17-3](#)
- [Copying a Time Period, page 17-4](#)
- [Deleting a Time Period, page 17-6](#)
- [Time Period Configuration Settings, page 17-7](#)
- [Time-of-Day Routing, Cisco Unified CallManager System Guide](#)

## Copying a Time Period

The following procedure describes how to copy a time period.

## Procedure

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- Step 1** In the menu bar, choose **Route Plan > Class of Control > Time Period**.
- Step 2** Locate the time period that you want to copy. See the “[Finding a Time Period](#)” section on page 17-1.
- Step 3** Check the check box next to the time period that you want to copy.
- Step 4** Click the **Copy** icon of that time period.  
The window displays the copy of the time period.
- Step 5** Change the Time Period Name.
- Step 6** Update the appropriate settings as described in [Table 17-1](#).
- Step 7** Click **Insert** to add the new time period.



### Tip

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You can also copy a time period by locating and displaying the time period that you want to copy and clicking **Copy**. Then, follow the instructions in [Step 6](#) and [Step 7](#).

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## Related Topics

- [Finding a Time Period, page 17-1](#)
- [Adding a Time Period, page 17-3](#)
- [Updating a Time Period, page 17-4](#)
- [Deleting a Time Period, page 17-6](#)
- [Time Period Configuration Settings, page 17-7](#)
- [Time-of-Day Routing, Cisco Unified CallManager System Guide](#)

# Deleting a Time Period

The following procedure describes how to delete a time period.

## Before You Begin

You cannot delete time periods that time schedules are using. To find out which time schedules or other items are using the time period, click the **Dependency Records** link from the Time Period Configuration window. If the dependency records are not enabled for the system, the dependency records summary window displays a message. For more information about dependency records, see the [“Accessing Dependency Records” section on page A-3](#). If you try to delete a time period that is in use, Cisco Unified CallManager displays an error message. Before deleting a time period that is currently in use, you must perform either or both of the following tasks:

- Assign a different time period to any time schedules that are using the time period that you want to delete. See the [“Adding a Time Schedule” section on page 18-3](#).
- Delete the time schedules that are using the time period that you want to delete. See the [“Deleting a Time Schedule” section on page 18-6](#).

## Procedure

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- Step 1** In the menu bar, choose **Route Plan > Class of Control > Time Period**.
- Step 2** Locate the time period that you want to delete. See the [“Finding a Time Period” section on page 17-1](#).
- Step 3** Check the check box of the time period that you want to delete and click **Delete Selected**.
- A message displays that states that you cannot undo this action.
- Step 4** Click **OK** to delete the time period or click **Cancel** to cancel the deletion.



### Caution

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Before initiating this action, check carefully to ensure that you are deleting the correct time period. You cannot retrieve deleted time periods. If a time period is accidentally deleted, you must rebuild it.

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**Tip**

You can also delete a time period by locating and displaying the time period that you want to delete and clicking **Delete**.

**Related Topics**

- [Finding a Time Period, page 17-1](#)
- [Adding a Time Period, page 17-3](#)
- [Updating a Time Period, page 17-4](#)
- [Copying a Time Period, page 17-4](#)
- [Time Period Configuration Settings, page 17-7](#)
- [Time-of-Day Routing, Cisco Unified CallManager System Guide](#)

# Time Period Configuration Settings

Table 17-1 describes the time period configuration settings.

**Table 17-1 Time Period Configuration Settings**

Field	Description
Time Period Name	<p>Enter a name in the Time Period Name field. The name can comprise up to 50 alphanumeric characters and can contain any combination of spaces, periods (.), hyphens (-), and underscore characters (_). Ensure each time period name is unique to the plan.</p> <p><b>Note</b> Use concise and descriptive names for your time periods. The hours_or_days format usually provides a sufficient level of detail and is short enough to enable you to quickly and easily identify a time period. For example, office_M_to_F identifies a time period for the business hours of an office from Monday to Friday.</p>

**Table 17-1 Time Period Configuration Settings (continued)**

Field	Description
Start Time	<p>From the drop-down list box, choose the time when this time period starts. The available listed start times comprise 15-minute intervals throughout a 24-hour day.</p> <p>The default value is <i>No Office Hours</i>.</p> <p><b>Note</b> To start a time period at midnight, choose the 0:00 value.</p>
End Time	<p>From the drop-down list box, choose the time when this time period ends. The available listed end times comprise 15-minute intervals throughout a 24-hour day.</p> <p>The default value is <i>No Office Hours</i>.</p> <p><b>Note</b> You must choose an End Time that is later than the Start Time that you chose.</p> <p><b>Note</b> To end a time period at midnight, choose the 24:00 value.</p>

**Table 17-1 Time Period Configuration Settings (continued)**

Field	Description
Repeat Every	<p>Click on one of the radio buttons:</p> <ul style="list-style-type: none"> <li>• <b>Week from</b>—If you click on the Week from radio button, use the drop-down list boxes next to <i>from</i> and <i>to</i> to choose the days of the week during which this time period applies.</li> </ul> <p><b>Examples:</b> Choose a <i>from</i> value of Mon(day) and a <i>to</i> value of Fri(day) to define a time period that applies from Monday to Friday.</p> <p>Choose a <i>from</i> value of Sat(urday) and a <i>to</i> value of Sat(urday) to define a time period that applies only on Saturdays.</p> <ul style="list-style-type: none"> <li>• <b>Year on</b>—If you click on the Year on radio button, use the drop-down list boxes to choose the month and day of the year on which this time period applies.</li> </ul> <p><b>Example:</b> Choose the month <i>Jan(uary)</i> and the day <i>1</i> to define a time period that applies yearly on New Year's Day.</p>

**Related Topics**

- [Finding a Time Period, page 17-1](#)
- [Adding a Time Period, page 17-3](#)
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