Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Administration Console

For Unified Contact Center Enterprise and Hosted and Unified ICM

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Preface

- About This Guide
- Document Conventions
- Acronyms and Initialisms
- Other Learning Resources
Welcome to Cisco® Interaction Manager™, multichannel interaction software used by businesses all over the world to build and sustain customer relationships. A unified suite of the industry’s best applications for web and email interaction management, it is the backbone of many innovative contact center, customer service, and helpdesk organizations.

Cisco Interaction Manager includes a common platform and one or both of the following applications:

- Cisco Unified Web Interaction Manager (Unified WIM)
- Cisco Unified E-Mail Interaction Manager (Unified EIM)

### About This Guide

*Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Administration Console* introduces you to the Administration Console and helps you understand how to use it to set up and manage various business resources.

### Document Conventions

This guide uses the following typographical conventions.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Indicates</th>
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<tbody>
<tr>
<td><strong>Bold</strong></td>
<td>Labels of items on the user interface, such as buttons, boxes, and lists.</td>
</tr>
<tr>
<td></td>
<td>Or text that must be typed by the user.</td>
</tr>
<tr>
<td><code>Monospace</code></td>
<td>The name of a file or folder, a database table column or value, or a command.</td>
</tr>
<tr>
<td><code>Variable</code></td>
<td>User-specific text; varies from one user or installation to another.</td>
</tr>
</tbody>
</table>

*Document conventions*

### Acronyms and Initialisms

Acronyms and initialisms used in this document are listed here:

- ACD: Automatic Call Distributor
- ARM: Agent Reporting and Management
- CSA: Cisco Security Agent
- CTI: Computer Telephony Integration
- EAAS: External Agent Assignment Service
ICM: Intelligent Contact Manager
IPCC: Internet Protocol Contact Center
IPTA: ICM-picks-the-agent
JDBC: Java Database Connectivity
MR: Media Routing
MRD: Media Routing Domain
ODBC: Open Database Connectivity
PG: Peripheral Gateway
PIM: Peripheral Interface Manager
SNMP: Standard Network Management Protocol
UI: User Interface

Other Learning Resources

Various learning tools are available within the product, as well as on the product CD and our web site. You can also request formal end-user or technical training.

Online Help

The product includes topic-based as well as context-sensitive help.

<table>
<thead>
<tr>
<th>Use</th>
<th>To view</th>
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<tbody>
<tr>
<td>Help button</td>
<td>Topics in Cisco Unified Web and E-Mail Interaction Manager Help; the Help button appears in the console toolbar on every screen.</td>
</tr>
<tr>
<td>F1 keypad button</td>
<td>Context-sensitive information about the item selected on the screen.</td>
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Online help options

Document Set

The Cisco Unified Web and E-Mail Interaction Manager documentation is available in the Documents folder on the product CD. The latest versions of all Cisco documentation can be found online at http://www.cisco.com

- All Unified EIM documentation can be found online at http://www.cisco.com/en/US/products/ps7236/tsd_products_support_series_home.html
- All Unified WIM documentation can be found online at http://www.cisco.com/en/US/products/ps7233/tsd_products_support_series_home.html
- In particular, Release Notes for these products can be found at http://www.cisco.com/en/US/products/ps7236/prod_release_notes_list.html
For general access to Cisco Voice and Unified Communications documentation, go to http://www.cisco.com/en/US/products/sw/voicesw/tsd_products_support_category_home.html

The document set contains the following guides:

- Cisco Unified Web and E-Mail Interaction Manager System Requirements
- Cisco Unified Web and E-Mail Interaction Manager Installation Guide
- Cisco Unified Web and E-Mail Interaction Manager Browser Settings Guide

User guides for agents and supervisors

- Cisco Unified Web and E-Mail Interaction Manager Agent’s Guide
- Cisco Unified Web and E-Mail Interaction Manager Supervisor’s Guide

User guides for Knowledge Base managers and authors

- Cisco Unified Web and E-Mail Interaction Manager Knowledge Base Author’s Guide

User guides for administrators

- Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Administration Console
- Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Routing and Workflows
- Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Chat and Collaboration Resources
- Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Email Resources
- Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Data Adapter
- Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Reports Console
- Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to System Console
- Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Tools Console
1 Console Basics

- Important Administration Tasks
- Key Terms and Concepts
- Elements of the User Interface
The Administration Console is the main management console in the system. It helps managers set up users and resources such as calendars, workflows, and email aliases.

**Important Administration Tasks**

All business resources are set up and managed in the Administration Console. Some important tasks performed in this console include:

- Settings for system partition, business partition, and various departments
- User accounts
- Business calendars
- Queues, service levels, and workflows
- Chat infrastructure (if Unified WIM is installed)
- Email infrastructure (if Unified EIM is installed)
- Data adapters
- Classifications
- Dictionaries
- Macros
- Products
- Archive jobs

The next section describes each of these concepts in detail.

**Key Terms and Concepts**

**System and Business Areas**

The application has two areas:

- **System area**: Used by system administrators to set up and manage system resources such as host machines and services. It has two consoles:
  - Administration Console
  - System Console

  Very few users need access to this area as it is used only for system administration tasks.

- **Business area**: The main part of the installation, used by business users to perform their tasks. It has all seven consoles:
  - Administration Console
  - Agent Console
  - Knowledge Base Console
Partitions and Departments

When the application is installed, a partition is created by the installation program, with one department in it. This department is called Service and can be renamed.

You can create additional departments to:
- Mirror your company’s organization
- Create units with independent business processes

Customer information can be shared across all departments. Other resources such as agents and activities can also be shared between departments. Sharing of such resources is one-directional, which means that even if Department A shares its agents with Department B, Department B could decide not to share its agents with Department A.

Settings

Settings are selective properties of business objects and are used to configure the way system works. For example, security settings help you to configure the following properties of user password - the expiry time period for passwords, the characters allowed in passwords, etc. Settings are administered in groups. The available groups are:
- System settings group
- Partition settings group
- Department settings group
- User settings group

For more information, see “Settings” on page 27.

Users

A user is an individual—an administrator, manager, or agent—who has a distinct identification using which he logs in to Unified EIM and WIM to perform specific functions. Users are assigned roles and permissions, which enable them to perform various tasks. To make it easier to administer a large number of users, users can be organized into named groups.

Users can be created at three levels:
- System level user: This user is typically the system administrator of the system who manages the system partition resources such as, services, loggers, appenders, etc.
- Partition level user: This user is typically the system administrator of the system who manages the business partition resources such as, services, departments, etc.
- Department level users: Department level users have many different types of functions in the system. For example, the administrator manages resources such as, chat infrastructure, email infrastructure, etc and the agents, handle customer interactions such as, chat, emails, phone calls, etc. Department level users are of three types — Standalone users, NIPTA integrated users, and IPTA integrated users.
Two users are created during the installation:

1. **System Administrator**: The first system user, created during installation, is a user called **System Administrator**. Assigned the System Administrator role, this user sets up system resources and creates one or more system-level users.

2. **Partition Administrator**: The first business user, created during installation, is a user called **Partition Administrator**. Assigned the Partition Administrator role, this user manages partition users and settings and creates more partition users as well as one or more department-level users to manage department resources.

For more information, see “Users” on page 99.

**User Roles**

A role is set of permissible actions for various business resources. An agent’s role, for instance, would include actions such as “View Agent Console,” “Edit customer,” and “Add notes.” You can create user roles as per the needs of your organization, and assign these roles to your employees. To ease your task, the system comes with some default user roles. You can use these, and if required, create your own user roles. You can assign one or more roles to a group of users or an individual user.

For more information, see “Users” on page 99.

**User Groups**

User groups are a collection of users that share similar functions or roles in the system. Groups make it much easier to manage user accounts. Like users, user groups can also be created in the system partition, business partition, and departments. A standard user group called **All Users in Department Name** is created in each department. Every new user in the department is automatically included in this group. Integrated users, who are managed through Unified CCE are not included in this group. In a department, you can create three types of user groups — Standalone user groups, NIPTA integrated user groups, and IPTA integrated user groups.

For more information, see “Users” on page 99.

**Email Infrastructure**

The email infrastructure enables you to configure email addresses to which customers send messages to your company. It also helps you restricts the types of emails or attachments a user is allowed to receive or send.

The following objects can be configured for emails:

- **Aliases**: Aliases are email address that customers use to contact your company—typically something like support@yourcompany.com or sales@yourcompany.com. They function as entry and exit points for emails processed by the system. The Retrieve Service monitors the specified aliases and retrieves emails from these aliases when they arrive in the email server. They are used by the inbound workflows to identify which emails to process through the workflows.

- **Blocked Addresses**: Administrators can block certain email addresses or domains. Any email from a blocked address or domain is treated as spam and directly deleted, stored in a separate file, or redirected to another address. This way you can filter out unwanted emails. This feature should supplement any spam or security software that may be running on your corporate email server. If spam is a major issue or concern, corporate email filtering software is recommended as a more permanent solution.
**Blocked File Extensions:** This is a security feature, which allows you to selectively block certain types of attachments that may contain viruses. You can block attachments of such types from entering the system. (For example, .exe, .vbs, .js, etc.) Using settings for email attachments, the system can be configured to block all attachments, block incoming and outgoing attachments, and delete or quarantine blocked attachments.

**Delivery Exceptions:** This feature allows you to handle bounced back emails. The system includes 144 common delivery exception scenarios. Other exceptions can be created as needed. You can set up different words and phrases for email subjects and email addresses of incoming email. Emails are treated as bounce backs, permanent or temporary, if any of these words or phrases are found in the subject or email address. A permanent bounceback indicates that an irreparable reason (such as invalid email address) caused the email to bounce back. A temporary bounceback indicates that a temporary reason (such as out of office reply, destination server down, etc.) caused the email to bounce back.

For more information, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Email Resources.*

**Chat and Collaboration Infrastructure**

Chat and collaboration activities are created when customers click chat help links on your web site. The appearance of these links is configured with the help of templates. Each link is associated with an entry point and each entry point is in turn associated with a queue. A default entry point and template set is provided in each department.

The following objects should be configured for chat and collaboration activities:

- **Template sets:** The template sets consists of CSS (cascading style sheets) and JSP (JavaServer pages) files that control the look and feel of the chat pane that customers use to type in their messages. The templates are also used to determine what information is requested to identify the customer (e.g. name, email address, phone number). You can also compose messages that the customer will see under certain circumstances (e.g. if they request a chat session out of hours).

- **Entry points:** An entry point is the starting point for a customer to initiate a chat interaction. Every chat help link on a web site is mapped to an entry point. Each entry point in turn has a queue associated with it, so that any chat activity created, when the user asks for chat assistance, is routed to the queue.

For more information, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Chat and Collaboration Resources.*

**Data Adapters**

You may need to access data from external sources, and data links enable you to perform this function. They act like bridges between Cisco Unified Web and E-Mail Interaction Manager and external data sources. Data can be accessed through various mediums: phone, links, and data adapters.

The following objects should be configured for data adapters:

- **Data Access Links:** Enables you to create links to fetch data from external or internal sources.

- **Data Usage Links:** Allows you to define the format in which you want to display the data fetched by the data access links.

For more information, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Data Adapters.*
Workflows

Workflows allow you to implement business processes by defining and automating the progression of activities based on certain rules. A workflow lists the sequence of rules that are applied on an activity as it moves through the system. There are four types of workflows:

- Alarm workflows
- General workflows
- Inbound workflows
- Outbound workflows

For more information, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Routing and Workflows*.

Queues

Queues hold incoming customer service activities such as emails and chat sessions that are waiting to be assigned to agents. A department can have any number of queues to map their business process. A single queue can hold multiple activity types like email, task, chat etc. Agent access to queues is controlled by permissions.

For more information, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Routing and Workflows*.

Service Levels

Some customers may be more valuable to your company than others. In order to provide good service, agents in your department need to know about the importance of every customer. For this, you can assign service levels to your customers and use them in your workflows. Service levels enable you to define the importance of a particular customer, thereby directing agents to respond immediately to customers with high importance.

For more information, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Routing and Workflows*.

Calendars

You can create a business calendar for your organization. It allows you to set up working and non-working hours and days for employees in your department. To create your business calendar, it is essential that you first create shifts and day labels.

- **Shift labels**: According to the working hours of your company, you can organize various shifts for agents in your department. It also allows you to create shifts for holidays and extra working hours.

- **Day labels**: Day labels enable you to assign time slots to the shifts that you have created in the Shift label. You cannot create day labels, if you have not created shift labels first.

- **Calendars**: Use the day labels to form a calendar for the work days in a week. You can also specify exceptional days, such as holidays or an extra working day. Please note that you can have only one active calendar for each department.

For more information, see “Business Calendars” on page 160.
Classifications

Classification is a systematic arrangement of resources comprising of categories and resolution codes. You can create and assign classifications to incoming activities or to knowledge base articles. Classifications are of two types:

- **Categories**: Categories are keywords or phrases that help you keep track of different types of activities.
- **Resolution codes**: Resolution codes are keywords or phrases that help you keep track of how different activities were fixed.

For more information, see “Classifications” on page 167.

Dictionaries

Dictionaries refer to a list of words stored in the system for reference. Agents use dictionaries to check spellings in outgoing emails. Each department comes with 13 predefined dictionaries and one of them is configured as the default dictionary. A department can have only one default dictionary and it can be changed according to the business requirements.

For more information, see “Dictionaries” on page 171.

Macros

Macros are shortcuts to perform oft-repeated tasks, such as, inserting customer names in emails, etc. Macros save the response time to customer queries. Instead of repeatedly typing the frequently used sentences or phrases, users can simply add the appropriate macro. When the mail reaches the customer, the macro expands into the whole text. Macros are of two types - business object macros and combination macros.

You can create business object macros for:

- Activity data
- Case data
- Chat session data
- Contact person data
- Contact point data
- Customer data
- Email address contact point data
- Phone address data
- Postal address data
- User data
- Website data

You can create combination macros with multiple definitions. That is, you can combine multiple macros within a single macro. Multiple macros can be selected from business objects macros to create a combination macro.

For more information, see “Macros” on page 175.
**Products**

Products allow you to efficiently manage, and organize the list of company’s products. You can create a catalogue of all your products, and also attach files or web pages, and articles from the knowledge base, thereby, providing more information regarding those products. This is helpful for agents, as they can use it to associate products with customers. This adds to the details of a customer, thereby enabling the agent to know and serve the customer better.

For more information, see “Products” on page 179.

**Archive Jobs**

Old activities can be archived by setting up scheduled or on-demand archive jobs. For more information, see “Archive” on page 181.

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**Elements of the User Interface**

The console user interface has five functional areas:

1. **Console toolbar:** The main toolbar of the console appears at the top of the screen. It allows you to access some frequent commands with a single click.

2. **Tree pane:** The Tree pane lists all the business objects in the application, allowing you to select the node (folder) that you wish to work in. When you select a folder, its first-level contents are displayed in the List pane. In the Tree pane, you can cut paste or copy paste folders, delete folders which you have created, manage bookmarks and print folder contents.

   To expand all first and second level nodes with a single click, shift + click the plus [+] button next to the topmost node. The contents of all first and second level nodes are displayed in the Tree pane.

3. **List pane:** The List pane displays first-level contents of the folder selected in the Tree pane. You can view the name, description, date of creation, etc., of the displayed items. In this pane, you can create items or select existing ones to modify or delete them.

4. **Properties pane:** The Properties pane displays the contents of the business object selected in the List pane. In this pane, you can edit the properties of the selected item.

5. **Status bar:** The status bar is present at the bottom of every screen. It displays the following information:
   - The user name with which the user has logged in the system.
   - The language currently in use.
   - The status of the system (Loading, Ready, etcetera).
Elements of the Administration Console available in the system partition

Elements of the Administration Console available in the business partition
Elements of the Administration Console available in a department
Settings

- About Settings
- Configuring Settings
- Creating User Settings Groups
- Unified CCE Integration Settings
- User Account Settings
- User Session Settings
- Business Calendar Settings
- Customer Information Settings
- Services Settings
- Incoming Email Settings
- Outgoing Email Settings
- Blocked Attachments Settings
- Workflow Settings
- Activity Assignment Settings
- Monitor Settings
- Activity Handling Settings
- Inbox Settings
- Spelling and Blocked Words Settings
- Search Settings
- Knowledge Base Settings
- Chat Session Settings
- Cobrowse settings
- Cache Settings
This chapter helps you configure various aspects of the system with the help of settings.

About Settings

Settings are selective properties of business objects and are used to configure the way system works. For example, security settings help you to configure the following properties of user password - the expiry time period for passwords, the characters allowed in passwords, etc.

Settings are administered in groups. The available groups are:

1. **System settings group:** This group is available to system administrators to control the system level resources. These settings cannot be reset at lower levels. This group includes dispatcher settings.

2. **Partition settings group:** This group is available to partition administrators to control the partition level resources. These settings cannot be reset at lower levels. This group includes:
   a. Activity settings
   b. Cache settings
   c. Common settings
   d. Dispatcher settings
   e. Retriever settings
   f. General settings
   g. Cobrowse settings
   h. Knowledge base settings
   i. Monitoring settings
   j. Workflow Engine settings
   k. Security settings

3. **Department settings group:** This group is available to administrators to control the department level resources. Department settings can be configured by partition administrators for all departments in the partition, by department administrators for individual departments, and by individual users as user preferences. This group includes:
   a. Activity settings
   b. Activity pushback settings
   c. Common settings
   d. Email blocked file extension settings
   e. General settings
   f. Cobrowse settings
   g. Knowledge base settings
   h. Monitoring settings
   i. Queue settings
Settings to Configure After Installation

In this section, we describe certain settings that should be configured soon after installation. These settings are of two types:

1. **Mandatory settings**: These settings must be configured before using the application.
2. **Optional settings**: Although it is not mandatory to change these settings, you are likely to feel the need to configure them for your business.

**Mandatory Settings**

**At the Partition Level**

Make sure you configure the following settings:

- Application Instance (page 34)
- To: address for notifications from services (page 58)
- From: address for notifications from services (page 59)
- Notification mails SMTP Server (page 60)
- Default SMTP server (page 62)

Configure the following partition-level settings only if you use ESMTP protocol for exception and spam emails and notifications.

- SPAM mails SMTP user name (page 52)
- SPAM mails SMTP password (page 56)
- Exception mails SMTP user name (page 56)
If your installation includes Cobrowse, configure the following setting:

- Cobrowse server host name (page 97)

### At the Department Level

Configure the following setting for each department.

- From email address for alarm (page 66)

### Optional Settings

Although it is not mandatory to change these settings, you are likely to feel the need to configure them for your business.

### At the Partition Level

- Customer departmentalization (page 44)
- Inactive time out (page 40)
- Deletion time out (page 40)
- SPAM mail redirection from address (page 50)
- SPAM mail redirection to address (page 50)
- Spam mail redirection SMTP preference (page 51)
- Exception mail redirection SMTP preference (page 54)
- Exception mail redirection to address (page 54)
- Exception mail redirection from address (page 54)
- Expiry time for autopushback (page 70)

### At the Department Level

- Business calendar time zone (page 41)
Configuring Settings

Configuring System Partition Settings

Login to the System partition (zero partition) of the application to access the system partition setting.

To configure a system partition setting:

1. Log in to the system partition and go to Administration Console.
2. In the Tree pane, browse to Administration > Partition: System > Settings > Partition.
3. In the List pane, select the Partition settings group.
   The Properties pane refreshes to show the attributes of the group.
4. Next, in the Properties pane, go to the Attributes tab to configure values for settings. From the list, select a setting to modify. In the Value field provide a value for the setting.
5. Click the Save button.

Configuring Business Partition Settings

Login to the Business partition of the application to access the business partition setting.

To configure a business partition setting:

1. Log in to the business partition and go to the Administration Console.
2. In the Tree pane, browse to Administration > Partition_Name > Settings > Partition.
3. In the List pane, select the partition settings group.
   The Properties pane refreshes to show the attributes of the group.
4. Next, in the Properties pane, go to the Attributes tab to configure values for settings. From the list, select a setting to modify. In the Value field provide a value for the setting.
5. Click the Save button.

Configuring Department Settings

To configure a department setting:

1. Log in to the business partition and go to the Administration Console.
2. In the Tree pane, browse to the Settings node.
   - If you want to configure the settings for all departments, then browse to Administration > Partition_Name > Settings > Department.
   - If you want to configure the setting for an individual department, then browse to Administration > Departments > Department_Name > Settings > Department.
3. In the List pane, select the department settings group.
The Properties pane refreshes to show the attributes of the group.

4. Next, in the Properties pane, go to the Attributes tab to configure values for settings. From the list select a setting to modify and do the following:
   a. In the Value field provide a value for the setting.
   b. If you are configuring the setting for all departments in the partition or for all users in the department (for settings that can be configured at the user setting group level), then in the Can be reset at lower level field select No. Once it is set to No, the value of the setting cannot be changed at lower level. By default it is set to Yes.

      If a setting is made unavailable for lower levels, the value set at the higher level is applicable. When the setting is reset to be available at lower levels, the setting is made available only at the next level and the administrator has to decide if the setting should be made available to levels lower than that. The value of the setting configured at the higher level is carried over to lower levels.

5. Click the Save button.

Configuring User Settings

To configure a user setting:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Settings > User.
2. In the List pane, select a user settings group.
   The Properties pane refreshes to show the attributes of the group.
3. Next go to the Attributes tab to configure the values for the settings. From the list select a setting to modify and do the following:
   a. In the Value field, provide a value for the setting.
   b. In the Can be reset at lower level field select No. Once the value is set to No, the value of the setting cannot be changed at user level. By default it is set to Yes.
4. Click the Save button.

Creating User Settings Groups

Administrator can allow a handful of department setting to be configured at user level. These settings can be configured using the user settings group or the user preferences. In the user settings group the administrator can configure settings for a group of users within the same departments to have different values.

Note that the user setting group is not the same as user group. A user can belong to multiple user groups but can belong to only one user settings group.

To create a user settings group:

1. In the Tree pane browse to Administration > Departments > Department_Name > Settings > User.
2. In the List pane click the New button.
The Properties pane refreshes to show the attributes of the group.

3. In the General tab provide the name and description. The name of the group cannot be changed once the setting is saved.

4. Click the Save button. The Attributes and Relationship tabs are enabled only after the settings group is saved.

5. Next go to the Attributes tab to configure the values for the settings. From the list select a setting to modify and do the following:
   a. In the Value field provide a value for the setting.
   b. If you are configuring the setting for all users in the group, then in the Can be reset at lower level field select No. Once it is set to No, the value of the setting cannot be changed at user level. By default it is set to No. If it is set to Yes then the users in that group can change the value of the setting from User Preferences.

6. From the Relationships tab select users for the group, from the list of available users. Only the users who are not a part of any other user settings group are displayed.

7. Click the Save button.

**Unified CCE Integration Settings**

**Application Instance**

Use this setting to define the application instance which Unified EIM and WIM uses to connect to Unified CCE. If the integration wizard is not run, this value needs to be configured manually. The name of the Application Instance can be obtained from the list available in the List Explorer of ICM Configuration Manager on the Unified CCE AW (Admin Workstation). You should configure a unique application instance to be used for Unified EIM and WIM.

- Type: Partition settings group
- Subtype: Communication
- Data type: String
- Default value: —
- Value options: —
User Account Settings

This set of settings allow administrators to configure and enforce login and password policies for agents and other users.

**Important:** User name and password settings apply only to standalone users. For integrated users, this information is managed in Unified CCE.

**Login Name Minimum Length**

Use this setting to define the minimum number of characters that a user name must have. This user name is used to log in to the application.

- Type: Department settings group
- Subtype: Security
- Data type: Integer
- Default value: 2
- Minimum value: 1
- Maximum value: —
- Can be reset at lower level: No

**Login Password Maximum Length**

Use this setting to define the maximum number of characters that a user password can have.

- Type: Department settings group
- Subtype: Security
- Data type: Integer
- Default value: 50
- Minimum value: 0
- Maximum value: 255
- Can be reset at lower level: No

**Login Password Minimum Length**

Use this setting to define the minimum number of characters that a user password must have. If the value of the setting is zero, then the password can be blank. The value for this setting should not be more than the value configured in the “Login password maximum length” setting.

- Type: Department settings group
- Subtype: Security
Data type: Integer
Default value: 0
Minimum value: 0
Maximum value: —
Can be reset at lower level: No

Login Password Allowed Characters
Use this setting to specify the characters that are allowed in user passwords. Provide the values in this setting without comma or space because they are considered as characters, along with other special characters.
Type: Department settings group
Subtype: Security
Data type: String
Default value: —
Minimum value: 0
Maximum value: 200
Can be reset at lower level: No

Login Password Disallowed Characters
Use this setting to specify the characters that are not allowed in user passwords. Provide the values in this setting without comma or space because they are considered as characters, along with other special characters.
Type: Department settings group
Subtype: Security
Data type: String
Default value: —
Value options: —
Can be reset at lower level: No

Login Password Must Have Characters
Use this setting to specify the characters that are required in the user passwords. Provide the values in this setting without comma or space because they are considered as characters, along with other special characters.
Type: Department settings group
Subtype: Security
Data type: String
Default value: —
Login Password Case Sensitive

Use this setting to decide if you want the user password to be case sensitive.

- Type: Department settings group
- Subtype: Security
- Data type: Enumeration
- Default value: Yes
- Value options: Yes, No
- Can be reset at lower level: No

Password Life Time

Use this setting to determine the expiry time for user passwords. The expiry time is calculated from the time the password was created for the first time or from the time the password was last changed. Use the “Password lifetime unit” setting to define the time unit in seconds, minutes, hours, months, or years, for the value of this setting.

- Type: Department settings group
- Subtype: Security
- Data type: Integer
- Default value: 0
- Minimum value: 0
- Maximum value: —
- Can be reset at lower level: No

Password Life Time Unit

Use this setting to define the unit to be used to calculate the time after which the password expires. The actual value of time is defined in the “Password lifetime” setting.

- Type: Department settings group
- Subtype: Security
- Data type: Enumeration
- Default value: Second
- Value options: Second, Minute, Hour, Day, Month, Year
Unsuccessful Attempts Time Frame

Use this setting to decide the time frame within which, if a user makes the defined number of unsuccessful log in attempts, his account is disabled. The maximum number of allowed unsuccessful attempts are defined in the “Maximum number of unsuccessful timed attempts” setting.

- Type: Department setting group
- Subtype: Security
- Data type: Integer
- Default value: 0
- Minimum value: 0
- Maximum value: —
- Can be reset at lower level: No

Unsuccessful Attempts Time Unit

Use this setting to choose the unit of time to define the time frame in the “Unsuccessful attempts time frame” setting.

- Type: Department setting group
- Subtype: Security
- Data type: Enumeration
- Default value: Second
- Value options: Second, Minute, Hour, Day, Month, Year
- Can be reset at lower level: No

Maximum Number of Unsuccessful Timed Attempts

Use this setting to decide the number of login attempts a user is allowed in the defined time duration before his account is disabled. The time frame is defined in the “Unsuccessful attempts time frame” setting.

- Type: Department setting group
- Subtype: Security
- Data type: Integer
- Default value: 0
- Minimum value: —
- Maximum value: —
- Can be reset at lower level: No
Maximum Number of Unsuccessful Attempts

Use this setting to define the maximum number of unsuccessful attempts a user can make before the user account is disabled. If the value of this setting is zero, then no check is done to see the number of times the user has made unsuccessful log in attempts.

- Type: Department setting group
- Subtype: Security
- Data type: Integer
- Default value: 0
- Minimum value: —
- Maximum value: —
- Can be reset at lower level: No

Maximum Inactivity Time Frame

Use this setting to decide the time after which a account is disabled, if it has not been accessed in the specified time. Use the “Maximum inactivity time unit” setting to define the time unit in seconds, minutes, hours, months, or years, for the value of this setting.

- Type: Department setting group
- Subtype: Security
- Data type: Integer
- Default value: 0
- Minimum value: 0
- Maximum value: —
- Can be reset at lower level: No

Maximum Inactivity Time Unit

Use this setting to define the unit to be used to calculate the time after which a user account is disabled, if it has not been accessed in the specified time. The actual value of time is defined in the “Maximum inactivity time frame” setting.

- Type: Department setting group
- Subtype: Security
- Data type: Enumeration
- Default value: Second
- Value options: Second, Minute, Hour, Day, Month, Year
- Can be reset at lower level: No
User Session Settings

Applet Download Time Out (Seconds)

A few applets are used during user sessions. These applets are downloaded when the login screen is opened. Use this setting to define the maximum time for which the system waits for the applets to download. If the download is unsuccessful then the users are advised to close the browser and try to launch the application. It is recommended that you do not set this value for more than 2-3 minutes (120 - 180 seconds).

- Type: Partition settings group
- Subtype: Common
- Data type: Integer
- Default value: 60
- Minimum value: —
- Maximum value: —

Inactive Time Out (Seconds)

Use this setting to define the time after which a user session is made inactive if the user does not do any activity in the application. Users can activate the session by providing their password. The session is resumed from the point where it was left.

- Type: Partition settings group
- Subtype: Security
- Data type: Integer
- Default value: 1800
- Minimum: 0
- Maximum: —

Deletion Time Out (Seconds)

Use this setting to define the time for which a user session is kept in the memory of the server after the user session has become inactive. Once this time is elapsed, the system deletes the session from the memory. Users have to login in to the application by providing their user name and password and a new user session is created.

- Type: Partition settings group
- Subtype: Security
- Data type: Integer
- Default value: 3600
- Minimum: 0
- Maximum: —
Business Calendar Settings

Business Calendar Time Zone

Use this setting to select the time zone to be used for business calendars.

- Type: Department settings group
- Subtype: General
- Data type: Enumeration
- Default value: (GMT-05:00)Eastern Standard Time (US and Canada)
- Value options:
  - (GMT-12:00) Eniwetok, Kwajalein
  - (GMT-11:00) Midway Island, Samoa
  - (GMT-10:00) Hawaii
  - (GMT-09:00) Alaska-Standard
  - (GMT-08:00) Alaska-Daylight
  - (GMT-08:00) Pacific Standard Time (US & Canada)
  - (GMT-07:00) Pacific Daylight Time (US & Canada)
  - (GMT-07:00) Arizona
  - (GMT-07:00) Mountain Standard Time (US & Canada)
  - (GMT-06:00) Mountain Daylight Time (US & Canada)
  - (GMT-06:00) Central America
  - (GMT-06:00) Central Standard Time (US & Canada)
  - (GMT-05:00) Central Daylight Time (US & Canada)
  - (GMT-06:00) Mexico City-Standard
  - (GMT-05:00) Mexico City-Daylight
  - (GMT-06:00) Saskatchewan
  - (GMT-05:00) Bogota, Lima, Quito
  - (GMT-05:00) Eastern Standard Time (US & Canada)
  - (GMT-04:00) Eastern Daylight Time (US & Canada)
  - (GMT-05:00) Indiana (East)
  - (GMT-04:00) Atlantic Standard Time (Canada)
  - (GMT-03:00) Atlantic Daylight Time (Canada)
  - (GMT-04:00) Caracas, La Paz
  - (GMT-04:00) Santiago-Standard
(GMT-03:00) Santiago-Daylight
(GMT-03:30) Newfoundland-Standard
(GMT-02:30) Newfoundland-Daylight
(GMT-03:00) Brasilia-Standard
(GMT-02:00) Brasilia-Daylight
(GMT-03:00) Buenos Aires, Georgetown
(GMT-03:00) Greenland-Standard
(GMT-02:00) Greenland-Daylight
(GMT-02:00) Mid-Atlantic Standard Time
(GMT-01:00) Mid-Atlantic Daylight Time
(GMT-01:00) Azores-Standard
(GMT) Azores-Daylight
(GMT-01:00) Cape Verde Is.
(GMT) Monrovia, Casablanca
(GMT) Greenwich Mean Time; Dublin, Edinburgh, London-Standard
(GMT+01:00) Dublin, Edinburgh, London-Daylight
(GMT+02:00) Dublin, Edinburgh, London-Double Summer
(GMT+01:00) Berlin, Stockholm, Rome, Bern, Vienna, Amsterdam-Standard
(GMT+02:00) Berlin, Stockholm, Rome, Bern, Vienna, Amsterdam-Daylight
(GMT+01:00) Prague, Belgrade, Bratislava, Ljubljana, Budapest-Standard
(GMT+02:00) Prague, Belgrade, Bratislava, Ljubljana, Budapest-Daylight
(GMT+01:00) Paris, Madrid, Brussels, Copenhagen-Standard
(GMT+02:00) Paris, Madrid, Brussels, Copenhagen-Daylight
(GMT+01:00) Lisbon, Warsaw, Sarajevo, Sofija, Skopje, Vilnius, Zagreb-Standard
(GMT+02:00) Lisbon, Warsaw, Sarajevo, Sofija, Skopje, Vilnius, Zagreb-Daylight
(GMT+01:00) West Central Africa
(GMT+02:00) Athens, Istanbul, Minsk-Standard
(GMT+03:00) Athens, Istanbul, Minsk-Daylight
(GMT+02:00) Bucharest-Standard
(GMT+02:00) Bucharest-Daylight
(GMT+02:00) Cairo-Standard
(GMT+03:00) Cairo-Daylight
(GMT+02:00) Harare, Pretoria
(GMT+02:00) Helsinki, Riga, Tallinn-Standard
(GMT+03:00) Helsinki, Riga, Tallinn-Daylight
(GMT+02:00) Israel
(GMT+03:00) Baghdad-Standard
(GMT+04:00) Baghdad-Daylight
(GMT+03:00) Kuwait, Nairobi, Riyadh
(GMT+03:00) Moscow, St. Petersburg-Standard
(GMT+04:00) Moscow, St. Petersburg-Daylight
(GMT+03:30) Tehran-Standard
(GMT+04:30) Tehran-Daylight
(GMT+04:00) Abu Dhabi, Muscat
(GMT+04:00) Baku, Tbilisi, Yerevan-Standard
(GMT+05:00) Baku, Tbilisi, Yerevan-Daylight
(GMT+04:30) Kabul
(GMT+05:00) Ekaterinburg-Standard
(GMT+06:00) Ekaterinburg-Daylight
(GMT+05:00) Islamabad, Karachi, Tashkent
(GMT+05:30) Bombay, Calcutta, Madras, New Delhi, Colombo
(GMT+05:45) Kathmandu
(GMT+06:00) Almaty, Novosibirsk-Standard
(GMT+06:00) Almaty, Novosibirsk-Daylight
(GMT+06:00) Astana, Dhaka, Sri Jayawardenepura
(GMT+06:00) Rangoon
(GMT+07:00) Bangkok, Jakarta, Hanoi
(GMT+07:00) Krasnoyarsk
(GMT+08:00) Beijing, Hong Kong, Chongqing, Urumqi
(GMT+08:00) Irkutsk, Ulaan Batar
(GMT+08:00) Kuala Lumpur, Perth, Singapore, Taipei
(GMT+09:00) Tokyo, Osaka, Sapporo, Seoul
(GMT+09:00) Yakutsk
(GMT+09:30) Adelaide-Standard
(GMT+10:30) Adelaide-Daylight
(GMT+09:30) Darwin
(GMT+10:00) Brisbane
Customer Information Settings

Customer Departmentalization

Use this setting to decide if customers should be shared across departments. Enable this setting if you do not want to share customer history and customer information across departments.

Important: This setting can be changed only till the time there is only one department in the partition. As soon as the second department is created in the partition, the setting becomes disabled and can never be changed.

› Type: Partition settings group
› Subtype: Security
› Data type: Enumeration
› Default value: No
› Value options: No, Yes
Services Settings

Common Settings for Services

**Process Start Timeout (seconds)**

When services are started in the system, the DSM monitors them to make sure that all the required services start properly. Use this setting to specify the maximum time for which DSM waits for the services to start. If the services do not start in the specified time, an error is logged in the log files. If the service is started from the System Console, an error message is also displayed to the administrator.

- Type: Partition settings group
- Subtype: General
- Data type: Integer
- Default value: 300
- Minimum value: —
- Maximum value: —

Archive Service Settings

**Archive Service Failover Delay (Minutes)**

The Archive Service needs to report its status at regular intervals to the system. In this setting, specify the maximum time for which the system waits for the service to report its status. If the status is not updated in this duration, the system assumes that the service is not working and restarts the service process.

- Type: Partition settings group
- Subtype: Common
- Data type: Integer
- Default value: 15
- Minimum value: 0
- Maximum value: —
Scheduler Service Settings

Scheduler Service Failover Delay (Minutes)
The Scheduler Service needs to report its status at regular intervals to the system. In this setting, specify the maximum time for which the system waits for the service to report its status. If the status is not updated in this duration, the system assumes that the service is not working and restarts the service process.

- Type: Partition settings group
- Subtype: Common
- Data type: Integer
- Default value: 15
- Minimum value: 0
- Maximum value: —

Incoming Email Settings

Retriever Service Failover Delay
The Retriever Service needs to report its status at regular intervals to the system. In this setting, specify the maximum time for which the system waits for the service to report its status. If the status is not updated in this duration, the system assumes that the service is not working and restarts the service process.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Integer
- Default value: 15
- Minimum value: 0
- Maximum value: —

Number of Emails to Retrieve
Use this setting to define the maximum number of emails to be picked by the Retriever Service for processing.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Integer
- Default value: 10
- Minimum value: 0
Maximum Email Size for Retriever (Bytes)

Use this setting to define the maximum size of emails that the Retriever Service can retrieve from the Mail Server. This size includes the email body, header, and attachments.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Integer
- Default value: 2097152
- Minimum value: 0
- Maximum value: —

Maximum Body Size for Retriever (Bytes)

Use this setting to define the maximum size of the email body that the Retriever Service can retrieve from the Mail Server. This size does not include the header and attachments. If the body size exceeds the size specified in this setting, the body is saved as a text file and is attached to the email. A note is added to the email body that the original email content is available as an attachment. This note can be changed from the “Message note for large body” setting.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Integer
- Default value: 102400
- Minimum value: 0
- Maximum value: —

Message Note for Large Body

Use this setting to change the message added to emails, which exceed the allowed maximum body size for incoming emails.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: String
- Default value: Email body was too large. It is saved as an attachment
- Minimum value: —
- Maximum value: 255
Invalid Chars List

In this setting, list the characters (in the ASCII format) that are not allowed in the “From email address” of incoming emails. If an email address contains these characters, the Retriever Service replaces the email address with the text <Invalid Email Address>.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: String
- Default value: 0,1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,34,40,41,44,58,59,60,62,64,91,92,93,127
- Minimum value: —
- Maximum value: —

Action for Large Email

Use this setting to decide what should be done with large emails coming in the system. An email is considered as large if it exceeds the size specified in the “Maximum email size for retrieval” setting.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Enumeration
- Default value: Skip and notify
- Value options:
  - Skip and Notify: Retriever skips the email and notifies the administrator about the same.
  - Delete and Notify: The email is deleted from the mail server and a notification is sent to the administrator.

Parse Date in Email Header

When this setting is enabled, the Retriever Service gets the “Receive date” or “Send date” from the email header and stores the date in the email tables in the database. If the setting is disabled, the retriever stores the date when the activity for the email was created in the system.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Enumeration
- Default value: No
- Value options:
  - No: The Retriever Service stores the activity creation date in the email tables.
  - Yes: The Retriever Service stores the “Receive date” or “Send date” in the email table.
Buffer Value for Large Email Size (Bytes)

Before downloading an email, the Retriever Service gets the size of the email from the mail server to make sure that emails bigger than the maximum allowed size are not retrieved. Due to technical limitations, the mail server does not report the exact size of the email to the Retriever. To account for this difference, you need to configure a buffer size to calculate the size of the email. An email is downloaded from the mail server only if the sum of the reported email size and the buffer value is less than the value specified in the “Maximum email size for retrieval” setting. The value in this setting should be 25% of what is configured in the “Maximum email size for retrieval” setting. For example, if the value in the “Maximum email size for retrieval” setting is 4 MB, the value in this setting should be 1 MB.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Integer
- Default value: 1048576
- Minimum value: 0
- Maximum value: —

Spam Emails Settings

Spam emails are emails that are sent from the addresses (email address or domain address) that are blocked in a department. When the Retriever Services picks up emails from the Mail Server, it checks the “from address” and if the address matches a blocked email address or domain address, it is marked as a spam email and that email is not retrieved. Use the settings described in this section to decide what you want to do with the spam emails.

Action on Spam Emails

Use this setting to decide what retriever should do with the spam emails coming in the system.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Enumeration
- Default value: Write to file
- Value options:
  - Delete: Emails are deleted.
  - Write to file: Emails are saved in the Cisco_Home\eService\logs\RxSpamEmails.txt file. The size of this file is defined in the “Spam mail maximum file size (megabyte)” setting.
  - Redirect: Emails are redirected to another email address configured in the “Spam mail redirection to address” settings.
Spam Mail Maximum File Size (MB)
In this setting define the maximum size of the file in which the spam emails are saved. When the file reaches the maximum size, it is renamed and a new RxSpamEmails.txt file is created. An email is sent to the administrator to notify that a new file has been created. The value of this setting cannot be changed from the UI.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Integer
- Default value: 2
- Minimum value: 1
- Maximum value: —

Spam Mail Redirection From Address
Use this setting to specify the email address displayed in the “from” field of the redirected spam emails.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Spam Mail Redirection To Address
Use this setting to specify the email address to which the redirected spam emails should be sent.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Spam Mails Auto Bcc
Provide the email address to which the Bcc copy of the spam email should be sent.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: String
Spam Mail Redirection SMTP Preference

To be able to redirect spam emails to another email address, you need to configure the various properties of the mail server to be used to send the redirected emails. These properties are configured through a group of settings (called the SMTP preferences). In this setting, specify the set of SMTP preferences to be used for redirecting spam emails. If you do not specify a value in this setting, the “Default SMTP preferences” are used.

The SMTP preference set includes the following settings: Spam mails SMTP server, Spam mails SMTP protocol, Spam mails SMTP port, SMTP Flag, Spam mails SMTP user name, and Spam mails SMTP password.

You can choose to use the “Default SMTP preferences” to redirect the spam emails. If you want to do that, do not set any values in the settings that are part of the spam SMTP preferences and the system will automatically use the “Default SMTP preferences” to send out the redirected spam emails.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: String
- Default value: Mail.SpamEmails
- Minimum value: 0
- Maximum value: 255

Spam Mails SMTP Server

In this setting provide the name of the outgoing server to be used to redirect the spam emails.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: String
- Default value: —
- Value options: —

Spam Mails SMTP Protocol

In this setting select the protocol (SMTP or ESMTP) to be used for the outgoing server.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: Enumeration
- Default value: SMTP
- Value options: SMTP, ESMTP
Spam Mails SMTP Port
In this setting provide the port of the outgoing server. The value of the setting cannot be changed from the UI.
- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: Integer
- Default value: 25
- Value options: —

SMTP Flag
If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, this setting needs to be configured to decide if the SMTP protocol should be used if the authentication fails.
- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: Enumeration
- Default value: Never
- Value options:
  - Never: The switch to SMTP protocol (if ESMTP authentication fails) is not allowed.
  - If authentication fails: The switch to SMTP protocol (if ESMTP protocol fails) is allowed if the ESMTP authentication fails.

Spam Mails SMTP User Name
If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, provide the user name to be used to connect to the mail server.
- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Spam Mails SMTP Password
If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, provide the password to be used to connect to the mail server.
- Type: Partition settings group
- Subtype: Email dispatcher-Mail
Exception Email Settings

Exception emails are the emails which the Retriever Service fails to parse or store in the database.

**Action On Exception Emails**

Use this setting to decide what the Retriever Service should do with the emails it was unable to retrieve (such as, emails that could not be parsed, emails that could not be inserted in the database, etc.).

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Enumeration
- Default value: Redirect and write to file
- Value options:
  - Delete: Emails are deleted.
  - Write to file: Emails are saved in the `Cisco_Home\eService\storage\1\mail\Exception Emails\RxExcepEmails.txt` file. The size of this file is defined in the “Exception mail maximum file size (megabyte)” setting.
  - Redirect and write to file: Emails are redirected to another email address configured in the “Exception mail redirection to address” settings and they are also saved in the `Cisco_Home\eService\storage\1\mail\Exception Emails\RxExcepEmails.txt` file. The size of this file is defined in the “Exception mail maximum file size (megabyte)” setting.

**Exception Mail Maximum File Size (MB)**

In this setting define the maximum size of the `Cisco_Home\eService\storage\1\mail\Exception Emails\RxExcepEmails.txt` file in which the exception emails are saved. When the file reaches the maximum size, it is renamed and a new RxExcepEmails.txt file is created. An email is sent to the administrator to notify that a new file has been created. The value of this setting cannot be changed from the UI.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: Integer
- Default value: 2
- Minimum value: 1
- Maximum value: —
Exception Mail Redirection From Address

Use this setting to specify the email address displayed in the “from” field of the redirected exception emails.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Exception Mail Redirection To Address

Use this setting to specify the email address to which the redirected exception emails should be sent.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Exception Mails Auto Bcc

Provide the email address to which the Bcc copy of the exception email should be sent.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Exception Mail Redirection SMTP Preference

To be able to redirect exception emails to another email address, you need to configure the various properties of the mail server to be used to send the redirected emails. The properties are configured through a group of settings (called the SMTP preferences). In this setting, specify the set of SMTP preferences to be used for redirecting exception emails. If you do not specify a value in this setting, the “Default SMTP preferences” are used to send out the redirected exception emails.

The SMTP preference set includes the following settings: Exception mails SMTP server, Exception mails SMTP protocol, Exception mails SMTP port, SMTP Flag, Exception mails SMTP user name, and Exception mails SMTP password.
You can choose to use the “Default SMTP preferences” to redirect the exception emails. If you want to do that, do not set any values in the settings that are part of the spam SMTP preferences and the system will automatically use the “Default SMTP preferences” to send out the redirected exception emails.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: String
- Default value: Mail.ExcepEmails
- Minimum value: 0
- Maximum value: 255

**Exception Mails SMTP Server**

In this setting provide the name of the outgoing server to be used to redirect the exception emails.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

**Exception Mails SMTP Protocol**

In this setting select the protocol (SMTP or ESMTP) to be used for the outgoing server.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: Enumeration
- Default value: SMTP
- Value options: SMTP, ESMTP

**Exception Mails SMTP Port**

In this setting provide the port of the outgoing server. The value of this setting cannot be changed from the UI.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: Integer
- Default value: 25
- Value options: —
SMTP Flag

If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, this setting needs to be configured to decide if the SMTP protocol should be used if the authentication fails.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: Enumeration
- Default value: Never
- Value options:
  - Never: The switch to SMTP protocol (if ESMTP authentication fails) is not allowed.
  - If authentication fails: The switch to SMTP protocol (if ESMTP protocol fails) is allowed if the ESMTP authentication fails.

Exception Mails SMTP User Name

If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, provide the user name to be used to connect to the mail server.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Exception Mails SMTP Password

If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, provide the password to be used to connect to the mail server.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: Encrypted
- Default value: —
- Minimum value: 0
- Maximum value: 255
Outgoing Email Settings

Number Of New Emails to Dispatch
While sending out emails, the Dispatcher Service picks up some new emails and some retry emails (which it failed to send in the earlier attempts). Use this setting to define the maximum number of new emails to be picked by the dispatcher.

- Type: Partition settings group
- Subtype: Email dispatcher - Common
- Data type: Integer
- Default value: 100
- Minimum value: 0
- Maximum value: —

Number Of Retry Emails to Dispatch
While sending out emails, the Dispatcher Service picks up some retry emails (which it failed to send in the earlier attempts) and some new emails. Use this setting to define the maximum number of retry emails to be picked by the dispatcher.

- Type: Partition settings group
- Subtype: Email dispatcher - Common
- Data type: Integer
- Default value: 10
- Minimum value: 0
- Maximum value: —

Maximum Body Size for Dispatcher (Bytes)
Use this setting to define the maximum size of the email body of an undispatchable email that can be stored in the database. If the undispatchable email is bigger than the size defined here, it is saved as a text file in the Cisco_Home\eService\storage\1\mail\attachments folder and the administrator is notified of the same. This does not include the size of the header and attachments. The value of this setting cannot be changed from the UI.

- Type: Partition settings group
- Subtype: Email dispatcher - Common
- Data type: Integer
- Default value: 102400
- Minimum value: 0
Dispatcher Service Failover Delay

The Dispatcher Service needs to report its status at regular intervals to the system. In this setting, specify the maximum time for which the system waits for the service to report its status. If the status is not updated in this duration, the system assumes that the service is not working and restarts the service process.

- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: Integer
- Default value: 15
- Minimum value: 0
- Maximum value: —

Mail Default SMTP Preference

In this setting specify the set of SMTP preferences to be used for sending out emails from email address for which properties have not been configured in the “Alias” node of the Administration Console. The value of the setting cannot be changed from the UI.

- Type: Partition settings group
- Subtype: Email dispatcher - Mail
- Data type: String
- Default value: NotificationEmails
- Minimum value: 0
- Maximum value: 255

To: Address for Notifications From Services

DSM sends out notifications when any error occurs in the functioning of services (example, retriever, dispatcher, etc). Use this setting to specify the email address to which notifications are sent by the DSM.

- Type: Partition settings group
- Subtype: Common
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255
From: Address for Notifications From Services

DSM sends out notifications when any error occurs in the functioning of services (example, retriever, dispatcher, etc). Use this setting to specify the email address displayed in the “from” field of the notifications sent by the DSM.

- Type: Partition settings group
- Subtype: Common
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Notification Settings for the Retriever Service

Notification emails are sent to administrators when the Retriever Service is unable to retrieve emails because of some errors, including:

- Retriever fails to parse emails
- Retriever fails to insert emails in the database
- Retriever fails to connect to the Mail Server
- Retriever fails to retrieve attachments

Configure the settings described in this section to send out notifications to administrators.

The address to which these notifications are sent, is specified in the “To: address for notifications from services” setting and the from email address is specified in the “From: address for notifications from services” setting.

Notification Mails Auto Bcc

Provide the email address to which the Bcc copy of the notification email should be sent to.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Notification Mail Dispatching SMTP Preference

To be able to send notification emails out of the system, you need to configure the various properties of the mail server to be used to send the emails. The properties are configured through a group of settings (called the SMTP preferences). In this setting, specify the set of SMTP preferences to be used for sending notification emails. If
you do not specify a value in this setting, the “Default SMTP preferences” are used to send out the notification emails.

The SMTP preference set includes the following settings: Notification mails SMTP server, Notification mails SMTP protocol, Notification mails SMTP port, SMTP Flag, Notification mails SMTP user name, and Notification mails SMTP password.

You can choose to use the “Default SMTP preferences” to send out the notification emails. If you want to do that, do not set any values in the settings that are part of the notification SMTP preferences and the system will automatically use the “Default SMTP preferences” to send out the notification emails.

- Type: Partition settings group
- Subtype: Email retriever
- Data type: String
- Default value: Mail.NotificationEmails
- Minimum value: 0
- Maximum value: 255

**Notification Mails SMTP Server**

In this setting provide the name of the outgoing server to be used to send out notification emails.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

**Notification Mails SMTP Protocol**

In this setting select the protocol (SMTP or ESMTP) to be used for the outgoing server.

- Type: Partition settings group
- Subtype: Email dispatcher-Mail
- Data type: Enumeration
- Default value: SMTP
- Value options: SMTP, ESMTP

**Notification Mails SMTP Port**

In this setting provide the port of the outgoing server.

- Type: Partition settings group
SMTP Flag
If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, this setting needs to be configured to decide if the SMTP protocol should be used if the authentication fails.

Type: Partition settings group
Subtype: Email dispatcher-Mail
Data type: Enumeration
Default value: Never
Value options:
- Never: The switch to SMTP protocol (if ESMTP authentication fails) is not allowed.
- If authentication fails: The switch to SMTP protocol (if ESMTP protocol fails) is allowed if the ESMTP authentication fails.

Notification Mails SMTP User Name
If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, provide the user name to be used to connect to the mail server.

Type: Partition settings group
Subtype: Email dispatcher-Mail
Data type: String
Default value: —
Minimum value: 0
Maximum value: 255

Notification Mails SMTP Password
If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, provide the password to be used to connect to the mail server.

Type: Partition settings group
Subtype: Email dispatcher-Mail
Data type: Encrypted
Default value: —
Minimum value: 0
Notification Email Settings

For various objects in the system, you can configure notifications to be sent to administrators. Some of the objects for which you can configure notifications are, Monitors (in the Supervision Console), Reports (in the Reports Console), Alarm workflows (in the Administration Console), Abandoned chats (in the Administration Console). The address to which these notifications are sent, is specified in the properties of the object and the from email address is specified in the “From: address for notifications from services” setting.

Also, notification emails are sent to administrators to notify about various conditions in the system (specifically services) that need attention. The address to which these notifications are sent, is specified in the “To: address for notifications from services” setting and the from email address is specified in the “From: address for notifications from services” setting.

The settings described in this section are not used for the Retriever Service as this service has its own separate set of settings for sending notifications. For more details, see “Notification Settings for the Retriever Service” on page 59.

Default SMTP Server

In this setting provide the name of the outgoing server.

Type: Partition settings group
Subtype: Email dispatcher - Generic
Data type: String
Default value: —
Minimum value: 0
Maximum value: 256

Default SMTP Protocol

In this setting select the protocol (SMTP or ESMTP) to be used for the outgoing server.

Type: Partition settings group
Subtype: Email dispatcher - Generic
Data type: Enumeration
Default value: SMTP
Value options: SMTP, ESMTP

Default SMTP Port

In this setting provide the port of the outgoing server. The value of the setting cannot be changed from the UI.

Type: Partition settings group
SMTP Flag

If the “Default SMTP Protocol” setting is set as “ESMTP” this setting needs to be configured to decide if the SMTP protocol should be used if the authentication fails.

- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: Enumeration
- Default value: Never
- Value options:
  - Never: The switch to SMTP protocol (if ESMTP authentication fails) is not allowed.
  - If authentication fails: The switch to SMTP protocol (if ESMTP protocol fails) is allowed if the ESMTP authentication fails.

Default SMTP User Name

If the “Default SMTP Protocol” setting is set as “ESMTP”, provide the user name to be used to connect to the mail server.

- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255

Default SMTP Password

If the “Default SMTP Protocol” setting is set as “ESMTP”, provide the password to be used to connect to the mail server.

- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: Encrypted
- Default value: —
- Minimum value: 0
Blocked Attachments Settings

Email for Scan
Use this setting to configure the criteria for blocking attachments. You can choose to block attachments for incoming emails, or for both incoming and outgoing emails.

**Important:** After changing the value of the setting, you need to restart all retriever instances in the system.

- Type: Department settings group
- Subtype: Email blocked file ext
- Data type: Enumeration
- Default value: Inbound emails only
- Value options: Inbound email only, Both inbound and outbound emails
- Can be reset at lower level: No

Block All Attachments
Use this setting to block all attachments coming in the system.

**Important:** After changing the value of the setting, you need to restart all retriever instances in the system.

- Type: Department settings group
- Subtype: Email blocked file ext
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: No
Action on Blocked Attachments

Use this setting to decide what should be done with all the block attachments. You can either save the attachments in the $\texttt{Cisco\_Home\\eService\storage\mail\attachments}$ folder or you can delete them.

**Important:** After changing the value of the setting, you need to restart all retriever instances in the system.

- Type: Department settings group
- Subtype: Email blocked file ext
- Data type: Enumeration
- Default value: Quarantine
- Value options:
  - Quarantine: The attachment is saved in the $\texttt{Cisco\_Home\\eService\storage\mail\attachments}$ folder and a notification email is sent to the administrator.
  - Delete: The attachment is deleted.
- Can be reset at lower level: No

Workflow Settings

Alarm Service Failover Delay (Minutes)

The Alarm Service needs to report its status at regular intervals to the system. In this setting, specify the maximum time for which the system waits for the service to report its status. If the status is not updated in this duration, the system assumes that the service is not working and restarts the service process.

- Type: Partition settings group
- Subtype: Common
- Data type: Integer
- Default value: 15
- Minimum value: 0
- Maximum value: —
- Can be reset at lower level: No

Alarm Service Delay

Use this setting to specify the time interval (in seconds) after which the system triggers the alarms configured in the alarm workflows.

- Type: Partition settings group
BP Rules Service Failover Delay (Minutes)

The Workflow Engine Service needs to report its status at regular intervals to the system. In this setting, specify the maximum time for which the system waits for the service to report its status. If the status is not updated in this duration, the system assumes that the service is not working and restarts the service process.

- Type: Partition settings group
- Subtype: Common
- Data type: Integer
- Default value: 15
- Minimum value: 0
- Maximum value: —
- Can be reset at lower level: No

Include Original Message for Auto Acknowledgement and Auto Reply

Use this setting to include the content of incoming emails in the auto-acknowledgement and auto-reply emails sent to customers in response to the incoming emails.

- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
Auto Response Number

Use this setting to define the number of auto-acknowledgements and auto-responses to be sent to a customer in a specified time duration. The time duration is configured through the “Auto response time” setting. For example, if the value in this setting is three and a customer sends four emails in one hour (time duration configured through the “Auto response time” setting), the customer will get auto responses to three emails only.

- Type: Partition settings group
- Subtype: Workflow engine
- Data type: Integer
- Default value: 3
- Minimum value: 3
- Maximum value: 10
- Can be reset at lower level: No

Auto Response Time

In this setting define the time duration (in minutes) to be considered to decide the number of auto responses to be sent to a customer.

- Type: Partition settings group
- Subtype: Workflow engine
- Data type: Integer
- Default value: 1440
- Minimum value: 360
- Maximum value: 1440

Batch Expiry Duration

The Workflow Engine service picks a batch of activities for processing and from that batch, it processes one activity at a time. If the service is unable to process ten consecutive activities from a batch, the batch is marked as expired. Use this setting to define the time for which the Workflow Engine Service waits to pick up the expired batch for processing again.

- Type: Partition settings group
- Subtype: Workflow engine
- Data type: Integer
Batch Size

Use this setting to define the number of activities to be picked up by the Workflow Engine Service at a time for processing.

- Type: Partition settings group
- Subtype: Workflow engine
- Data type: Integer
- Default value: 200
- Minimum: —
- Maximum: —

Workflow Engine Service Delay

Use this setting to define the time interval (in seconds) at which the Workflow Engine Service processes batches of activities. Batch processing includes, picking up a batch of activities, applying the workflow, and assigning the activity to users or queues.

- Type: Partition settings group
- Subtype: Workflow engine
- Data type: Integer
- Default value: 30
- Minimum: —
- Maximum: —

Work Allocation Failover Delay (Minutes)

In the Workflow Engine Service process, a workflow allocation thread runs and allocates work (activities) to the workflow Engine service instances. The workflow allocation thread needs to report its status at regular intervals to the system. In this setting, specify the maximum time for which the system waits for the thread to report its status. If the status is not updated in this duration, the system assumes that the thread is not working and restarts the Workflow Engine Service process.

- Type: Partition settings group
- Subtype: Common
- Data type: Integer
- Default value: 15
Activity Assignment Settings

Mail User Max Load

This setting determines the maximum email activities that can be assigned to agents by workflows or other agents. When an agent reaches the maximum number, workflows cannot assign new activities to the agent and other agents cannot transfer activities to the agent, but the agent can pull or pick activities. All open email activities in the agent’s inbox qualify for this setting. It can take any numeric value. A value of -1 denotes that infinite number of emails can be assigned to the agent.

- Type: Department settings group, User settings group
- Subtype: Activity
- Data type: Integer
- Default value: -1
- Minimum value: —
- Maximum value: —
- Can be reset at lower level: Yes

Max Load for All Other Activities

This setting determines the maximum activities, other than emails and chats, that can be assigned to agents by workflows. When a user reaches the maximum number, workflows cannot assign new activities to the agent but, the agent can pull or pick activities and other agents can transfer activities to the agent.

- Type: Department settings group, User settings group
- Subtype: Activity
- Data type: Integer
- Default value: -1
- Minimum value: —
- Maximum value: —
- Can be reset at lower level: Yes
**Personalized Activity Assignment**

Use this setting to enable the personalized activity assignment feature. This feature helps you to assign all the activities pertaining to a case to the same agent. This setting takes affect only when the user has not reached the maximum allowed load (value specified in the setting Mail user max load).

- **Type:** Department settings group
- **Subtype:** Queue
- **Data type:** Enumeration
- **Default value:** Logged in
- **Value options:**
  - Logged in: Activities are assigned to the agent only when the agent is logged in to the application.
  - Always: Activities are always assigned to the agent whether the agent is logged in or not.
  - Disable: Personalized activity assignment is disabled.
- **Can be reset at lower level:** No

**Service Status for Autopushback**

Use this setting to enable the auto-pushback feature for your department. Auto-pushback helps you to automatically pull back activities from logged out agents and assign these activities to other available agents. Pinned activities are not candidates for auto-pushback. Along with this setting, make sure you configure the time duration after which an activity should be considered for pushback and the criteria for activities to be pushed back from the agent’s inbox.

- **Type:** Department settings group
- **Subtype:** Activity pushback
- **Data type:** Enumeration
- **Default value:** Enabled
- **Value options:** Disabled, Enabled
- **Can be reset at lower level:** No

**Expiry Time for Autopushback (Minutes)**

In this setting, define the time duration after which an activity is pulled back from an agent and is sent back to the original queue to be reassigned to another agent.

- **Type:** Department settings group, User settings group
- **Subtype:** Activity pushback
- **Data type:** Integer
- **Default value:** 30
- **Minimum value:** 0
- **Maximum value:** —
Activity Type for Autopushback

In this setting, determines the criteria for automatically pulling back activities from the agent’s inbox.

- Type: Department settings group, User settings group
- Subtype: Activity pushback
- Data type: Enumeration
- Default value: New activities only
- Value options:
  - None: No activities will be pushed back to the queues.
  - New activities only: Only activities with substatus “New” will be pushed back to the queues.
  - Both new and incomplete activities: All the activities will be pushed back to the queues.
- Can be reset at lower level: Yes

Activities to Pull First

This setting determines the criteria for pulling activities in the Agent Console. When the agent clicks the Pull button in the Agent Console, the activities based on this criteria are assigned to the agent.

- Type: Department settings group, User settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: Oldest
- Value options: Most overdue, Due Soonest, Highest Priority, Newest, Oldest
- Can be reset at lower level: Yes

Maximum Activities to Display for Pull

Use this setting to specify the maximum number of activities that are displayed in the Pick Activities window in the Agent Console.

- Type: Partition settings group
- Subtype: Activity
- Data type: Integer
- Default value: 50
- Minimum value: —
- Maximum value: —
MaximumActivities to Pull

This setting determines the maximum number of activities that are assigned to an agent when he clicks the Pull button in the Agent Console.

- Type: Department settings group, User settings group
- Subtype: Activity
- Data type: Integer
- Default value: 10
- Minimum value: 1
- Maximum value: —
- Can be reset at lower level: Yes

Automatically Save Pull Activity Queue

Use this setting to automatically decide the queues from which an agent is assigned activities when he clicks the Pull button. When the setting is enabled the agent is not allowed to select the queues from the Preferences window in the Agent Console. All the queues on which the agent has pull permission are selected automatically.

- Type: Department settings group
- Subtype: General
- Data type: Enumeration
- Default value: No
- Value options: No, Yes
- Can be reset at lower level: No

Criteria for Push Based Assignment

This setting determines the criteria for assigning activities from queues to agents.

- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: Due soonest
- Value options: Most overdue, Due Soonest, Highest Priority, Newest, Oldest
- Can be reset at lower level: No
Chat - User Max Load

This setting determines the maximum chat activities that can be assigned to a user at a given moment. When an agent reaches the maximum number, new chats cannot be assigned to the agent.

- Type: Department settings group
- Subtype: Activity
- Data type: Integer
- Default value: 4
- Minimum value: 1
- Maximum value: —
- Can be reset at lower level: No

Chat - Override User Max Load Setting for Pull

Use this setting to allow agents to pull chat activities from queues after the agents have reached the maximum value defined in the “Chat user max load” setting.

- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: No

Monitor Settings

Common Settings for Monitors

Data Capturing Interval

Use this setting to decide the time interval after which the information in the supervision tables is updated in the database.

- Type: Partition settings group
- Subtype: Monitoring
- Data type: Integer
- Default value: 60
- Minimum: 0
Maximum: —

**Refresh Interval (Seconds)**

Use this setting to define the time interval after which the information displayed in the monitors window (in the Supervision Console) is refreshed.

- Type: Department settings group, User settings group
- Subtype: Monitoring
- Data type: Integer
- Default value: 30
- Minimum value: 0
- Maximum value: —
- Can be reset at lower level: Yes

**Number of Activities to be Monitored for Service Level**

Use this setting to define the number of completed activities (emails and tasks) that should be considered for calculating while calculating the service levels for emails and tasks.

- Type: Department settings group
- Subtype: Monitoring
- Data type: Integer
- Default value: 10
- Minimum value: 1
- Maximum value: —
- Can be reset at lower level: No

**Chat - SLA Threshold Interval (Seconds)**

This setting is required for the, Chat - Current service level (%) and Chat - Daily service level (%), queue-monitoring attributes, viewed from the Supervision Console. With this setting you can decide the threshold interval (in seconds) that all in-progress sessions are checked against, to measure what percentage had a wait time lesser than the threshold. Any session picked up after a wait time lesser than this threshold is counted as having met the service level. The service level is shown as an aggregate percentage based on how many sessions have met the service level and gives an indication of the timely pick-up of sessions by agents. If this value is set to blank, then the “Chat - Current service level (%))” and “Chat - Daily service level (%)” attributes will show a value of 100% for all queues. The default value is 600.

- Type: Department settings group
- Subtype: Monitoring
- Data type: Integer
- Default value: 600
Chat - Daily Service Level Sample Set Definition
This setting defines if the abandoned chat activities should be considered while calculating the daily service level for chats.
- Type: Department settings group
- Subtype: Monitoring
- Data type: Enumeration
- Default value: All chats handled including abandoned
- Value options: All chats handled including abandoned, All chats handled excluding abandoned
- Can be reset at lower level: No

Notification Settings for System Monitors
Use these settings to send out notifications for the monitors configured in the system partition. These settings are available in the Administration Console of the system partition.

Default SMTP Server
Use this setting to specify the outgoing server to be used for sending out notifications for monitors configured in the system partition.
- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 256

Default SMTP Protocol
In this setting select the protocol (SMTP or ESMTP) to be used for the outgoing server.
- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: Enumeration
- Default value: SMTP
Value options: SMTP, ESMTP

**Default SMTP Port**

In this setting provide the port of the outgoing server. The value of the setting cannot be changed from the UI.

- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: String
- Default value: 25
- Value options: —

**SMTP Flag**

If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, this setting needs to be configured to decide if the SMTP protocol should be used if the authentication fails.

- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: Enumeration
- Default value: Never
- Value options:
  - Never: The switch to SMTP protocol (if ESMTP authentication fails) is not allowed.
  - If authentication fails: The switch to SMTP protocol (if ESMTP protocol fails) is allowed if the ESMTP authentication fails.

**Default SMTP User Name**

If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, provide the user name to be used to connect to the mail server.

- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255
**Default SMTP Password**

If the value selected in the “Default SMTP Protocol” setting is “ESMTP”, provide the password to be used to connect to the mail server.

- Type: Partition settings group
- Subtype: Email dispatcher - Generic
- Data type: Encrypted
- Default value: —
- Minimum value: 0
- Maximum value: 255

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**Activity Handling Settings**

**Common Settings for Activities**

**Notification for New Activity**

Use this setting to decide if notifications should be sent to agents when new activities are assigned to them. This setting does not apply to chat activities.

- Type: Department settings group, User settings group
- Subtype: Common
- Data type: Enumeration
- Default value: Never
- Value options:
  - Never: Email notifications will not be sent.
  - When Logged In: Email notifications will be sent only if the agent is logged in.
  - When not Logged in: Email notifications will be sent only if the agent is not logged in.
  - Always: Email notifications will always be sent whether the agent is logged in or not.
- Can be reset at lower level: Yes

**Alert Subject**

Notifications can be sent to users when new activities are assigned to them. Use this setting to configure the subject of these notifications.

- Type: Department settings group
- Subtype: Common
- Data type: String
Default value: You have received a new activity
Value options: —
Can be reset at lower level: No

**Alert Body**

Notifications can be sent to users when new activities are assigned to them. Use this setting to configure the message displayed in these notifications.

- Type: Department settings group
- Subtype: Common
- Data type: String
- Default value: You have received a new activity (id = `activity_id) from customer identified by `contact_point_data
- Value options: —
- Can be reset at lower level: No

**Force Activity Categorization**

Use this setting to ensure that agents assign categories to each activity before completing it. This setting does not apply to chat activities.

- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: No
- Value options: No, Yes
- Can be reset at lower level: Yes

**Force Resolution Code**

Use this setting to ensure that agents assign resolution codes to each activity before completing it. This setting does not apply to chat activities.

- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: No
- Value options: No, Yes
- Can be reset at lower level: Yes
Email Activity Settings

**Include Message Header in Reply**

With this setting you can decide the amount of header information that is displayed to agents in the Agent Console. This information is available in the Activity section of the Information pane.

- Type: Department settings group, User settings group
- Subtype: User
- Data type: Enumeration
- Default value: Basic
- Value options: None, Basic, Complete
- Can be reset at lower level: Yes

**Show CC Field**

With this setting you can make the CC field available in the Reply pane of the Agent Console.

- Type: Department settings group, User settings group
- Subtype: User
- Data type: Enumeration
- Default value: No
- Value options: No, Yes
- Can be reset at lower level: Yes

**Show BCC Field**

With this setting you can make the BCC field available in the Reply pane of the Agent Console.

- Type: Department settings group, User settings group
- Subtype: User
- Data type: Enumeration
- Default value: No
- Value options: No, Yes
- Can be reset at lower level: Yes

**Add Contact Point on Compose**

In this setting you can decide if the email address specified in the To field of a composed email activity should be added to the customer profile associated with the case to which the activity belongs.

- Type: Department settings group
Chat Activity Settings

Chat - Automatic Case Creation
Use this setting to decide if cases should be created automatically for chat activities.
- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: Yes
- Value options: Yes, No
- Can be reset at lower level: No

Chat - Force Activity Categorization
Use this setting to ensure that agents assign categories to each chat activity before completing it.
- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: No

Chat - Force Resolution Code
Use this setting to ensure that agents assign resolution codes to each chat activity before completing it.
- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
Chat - Notification MailDispatching From Address
Use this setting to define which email address should be used in the **From** field of the notifications sent for abandoned chats.

- Type: Department settings group
- Subtype: Common
- Data type: String
- Default value: —
- Minimum value: 0
- Maximum value: 255
- Can be reset at lower level: No

Chat - MeadCo Download on Agent Console
Use this setting to decide if an agent should be prompted to download MeadCo when he logs in to the Agent Console for the first time from a user desktop.

- Type: Department settings group
- Subtype: General
- Data type: Enumeration
- Default value: Disable
- Value options: Enable, Disable
- Can be reset at lower level: No

Inbox Settings

Common Settings for Inboxes

Customer History View
In this setting, select the display option for the information shown in the History section of the Information pane.

- Type: Department settings group, User settings group
- Subtype: General
- Data type: Enumeration
- Default value: Snapshot View
Number of Activities Per Page
This setting determines the number of activities that are displayed on a page in the Main Inbox of the Agent Console.
- Type: Department settings group, User settings group
- Subtype: Activity
- Data type: Long
- Default value: 20
- Minimum value: 0
- Maximum value: —
- Can be reset at lower level: Yes

Enable Auto Save
Use this setting to ensure that the changes made by agents in the Reply and Information panes are not lost when agents switch between activities. When the setting is enabled, the changes made in the Information pane are saved automatically and for the Reply pane, the agent is prompted to save the changes.
- Type: Department settings group
- Subtype: General
- Data type: Enumeration
- Default value: No
- Value options: No, Yes
- Can be reset at lower level: No

Agent Inbox Preference
Use this setting to choose if the Chat inbox or the Main inbox is displayed when an agent logs in the Agent Console.
- Type: Department settings group, User settings group
- Subtype: General
- Data type: Enumeration
- Default value: Chat
- Value options: Chat, Main
- Can be reset at lower level: Yes
Main Inbox Settings

**Inbox Sort Column**

In this setting, define the column that is used to sort items in the Activity and Cases folders in the Agent Console. Use the “Inbox sort order” setting to define whether the items are sorted in the ascending or descending order. This setting does not apply to the Chat Inbox.

- Type: Department settings group, User settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: Activity ID
- Value options: Activity ID, Activity Priority, Case ID, Contact point, Department name, Subject, When created, Activity type, Activity sub status
- Can be reset at lower level: Yes

**Inbox Sort Order**

Use this setting to define the order - ascending or descending, in which items appear in the Activity and Cases folders in the Agent Console. Use the “Inbox sort column” setting to determine the column by which items are sorted. This setting does not apply to the Chat Inbox.

- Type: Department settings group, User settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: Ascending
- Value options: Ascending, Descending
- Can be reset at lower level: Yes

**Default Editor**

Use this setting to choose the default editor for activities in the Agent Console. This setting does not apply to chat activities.

- Type: Department settings group, User settings group
- Subtype: User
- Data type: Enumeration
- Default value: Plain
- Value options: Plain, HTML
- Can be reset at lower level: Yes
Chat Inbox Settings

**Chat - Inbox Sort Column**
In this setting, define the column that is used to sort items in the Chat Inbox in the Agent Console. Use the “Chat - Inbox sort order” setting to define whether the items are sorted in the ascending or descending order.

*Important:* If you specify a column that is not part of the agent's inbox list or if there is a tie between two activities with the same value for the sorting column, the inbox will then be sorted by the shortcut key.

- Type: Department settings group, User settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: Key
- Value options: Key, Activity ID, Case ID, When Created, Customer name, Subject, Activity sub status, Queue name
- Can be reset at lower level: Yes

**Chat - Inbox Sort Order**
Use this setting to define the order - ascending or descending, in which items appear in the Chat Inbox in the Agent Console. Use the “Chat - Inbox sort column” setting to determine the column by which items are sorted.

- Type: Department settings group, User settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: Descending
- Value options: Ascending, Descending
- Can be reset at lower level: Yes

**Chat - Agent Availability Choice Enabled**
Use this setting to allow agents to change their availability in the chat inbox in Agent Console.

- Type: Department settings group
- Subtype: General
- Data type: Enumeration
- Default value: Yes
- Value options:
  - Yes: Agents can change their availability.
Agents become available automatically when they login and become unavailable when they logout.

Can be reset at lower level: No

Chat Supervisor Inbox Settings

**Chat - My Monitor - Max Join Load**

This setting determines the maximum number of chats a supervisor can join from the “My monitors” node in the Agent Console.

- Type: Department settings group
- Subtype: Activity
- Data type: Integer
- Default value: 4
- Minimum value: 1
- Maximum value: —
- Can be reset at lower level: No

**Chat - My Monitor - Activity Refresh Interval (Seconds)**

In this setting configure the time interval (in seconds) at which the chat activities are refreshed in the My Monitor’s folder of the supervisor’s Agent Console. The following details of chat activities are refreshed - the list of activities for the queue or agent being monitored; the transcript of chats that the supervisor has not joined and is monitoring passively.

- Type: Department settings group
- Subtype: Activity
- Data type: Integer
- Default value: 30
- Minimum value: 30
- Maximum value: —
- Can be reset at lower level: No
Spelling and Blocked Words Settings

Ignore Words in Caps
With this setting you can decide if the spell checker should ignore misspelled words in upper case. For example, HSBC, TESTNG, etc.

- Type: Department settings group, User settings group
- Subtype: Spell checker
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: Yes

Ignore Words with Unusual Mixture
With this setting you can decide if the spell checker should ignore words with unusual mixture of upper and lower case letters. For example, myFirstWord.

- Type: Department settings group, User settings group
- Subtype: Spell checker
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: Yes

Ignore Words with Numbers
With this setting you can decide if the spell checker should ignore words with digits in them. For example, 1234.

- Type: Department settings group, User settings group
- Subtype: Spell checker
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: Yes
Ignore Words with Digits Mixed

With this setting you can decide if the spell checker should ignore words that have a mix of letters and digits. For example, name123, 123test!, etc.

- Type: Department settings group, User settings group
- Subtype: Spell checker
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: Yes

Ignore Web Addresses and File Names

With this setting you can decide if the spell checker should ignore internet addresses and file names. For example, www.company.com, alias@companynname.com, text.pdf, etc.

- Type: Department settings group, User settings group
- Subtype: Spell checker
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: Yes

Auto Spellcheck

Use this setting to enable automatic spell check for emails, tasks, etc. This setting is not used for chat activities.

- Type: Department settings group, User settings group
- Subtype: Spell checker
- Data type: Enumeration
- Default value: Disable
- Value options: Disable, Enable
- Can be reset at lower level: Yes

Auto Blockcheck

Use this setting to check the content of emails, tasks, etc for blocked words. This setting is not used for chat activities. The list of blocked words is set from the Dictionaries node in the Administration Console. For details, see “Adding Blocked Words” on page 174.

- Type: Department settings group, User settings group
Preferred Dictionary of the User

With this setting you can choose the dictionary that the spell checker should use.

- Type: Department settings group, User settings group
- Subtype: Spell checker
- Data type: String
- Default value: —
- Can be reset at lower level: Yes

Chat - Auto Spellcheck

Use this setting to enable automatic spell check for chats. This setting is not used for emails, tasks, etc.

- Type: Department settings group
- Subtype: Spell checker
- Data type: Enumeration
- Default value: Enable
- Value options: Disable, Enable
- Can be reset at lower level: Yes

Chat - Auto Blockcheck

Use this setting to check the chat messages for blocked words. The list of blocked words is set from the Dictionaries node in the Administration Console. For details, see “Adding Blocked Words” on page 174.

- Type: Department settings group
- Subtype: Spell checker
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
Search Settings

Maximum Number of Records to Display for Search

Use this setting to specify the maximum number of search results to be displayed in the Results pane of the Search window.

- Type: Partition settings group
- Subtype: Common
- Data type: Integer
- Default value: 500
- Minimum value: —
- Maximum value: —

Maximum Number of Records to Display for NAS Search

Use this setting to decide the maximum number of search results to be displayed when an agent uses new activity shortcuts to create activities.

- Type: Partition settings group
- Subtype: Common
- Data type: Integer
- Default value: 9
- Minimum value: —
- Maximum value: —

Knowledge Base Settings

KB External Import Service Failover Delay (Minutes)

The KB Import Service needs to report its status at regular intervals to the system. In this setting, specify the maximum time for which the system waits for the service to report its status. If the status is not updated in this duration, the system assumes that the service is not working and restarts the service process.

- Type: Partition settings group
- Subtype: Common
KB Attachment Content Search Service Failover Delay
The Attachment Service needs to report its status at regular intervals to the system. In this setting, specify the maximum time (in minutes) for which the system waits for the service to report its status. If the status is not updated in this duration, the system assumes that the service is not working and restarts the service process.

- Type: Partition settings group
- Subtype: Common
- Data type: Integer
- Default value: 15
- Minimum value: 0
- Maximum value: —

Article Rating Service Failover Delay (Minutes)
The Article Rating Service needs to report its status at regular intervals to the system. In this setting, specify the maximum time for which the system waits for the service to report its status. If the status is not updated in this duration, the system assumes that the service is not working and restarts the service process.

- Type: Partition settings group
- Subtype: Knowledge base
- Data type: Integer
- Default value: 15
- Minimum value: 0
- Maximum value: —

Self-Service Article Rating Service Failover Delay (Minutes)
This setting is not in use.

Update External Attachment Service Update Interval in Minutes
Use this setting to determine the regular time interval at which the KB Import Service synchronizes the content of the external attachments of articles with the content of the files in the external location.

- Type: Partition settings group
Popular Articles Display Count

Use this setting to specify the number of articles that are displayed in the “Most popular articles” folder in the Agent and KB Consoles.

Type: Partition settings group
Subtype: Knowledge base
Data type: Integer
Default value: 10
Minimum: —
Maximum: —

Popular Articles Evaluation Period in Days

Use this setting to determine the number of days for which the article usage is evaluated before it is added to the “Most popular articles” folder.

Type: Partition settings group
Subtype: Knowledge base
Data type: Integer
Default value: 10
Minimum: —
Maximum: —

Popular Articles Update Interval in Hours

Use this setting to determine the time period after which the system updates the list of popular articles displayed in the “Most popular articles” folder.

Type: Partition settings group
Subtype: Knowledge base
Data type: Long
Default value: 1
Recently Added Articles Evaluation Period in Hours

This setting determines the time period for which a new article is displayed in the “Recently added articles” folder in the Agent and KB Consoles.

- Type: Partition settings group
- Subtype: Knowledge base
- Data type: Long
- Default value: 24
- Minimum: —
- Maximum: —

Recently Changed Articles Evaluation Period in Hours

This setting determines the time period for which an updated article is displayed in the “Recently updated articles” folder in the Agent and KB Consoles.

- Type: Partition settings group
- Subtype: Knowledge base
- Data type: Long
- Default value: 24
- Minimum: —
- Maximum: —

Article Rating Service Delay in Seconds

Use this setting to specify the time interval (in seconds) after which the system recalculates the ratings of the articles.

- Type: Partition settings group
- Subtype: Knowledge base
- Data type: Long
- Default value: 30
- Minimum: 1
- Maximum: 3600
Time to Expire in Days

Use this setting to specify the number of days for which an article should be displayed in the “Articles about to expire” folder before it expires.

- Type: Partition settings group
- Subtype: Knowledge base
- Data type: Integer
- Default value: 5
- Minimum: —
- Maximum: —

KB Primary Language

Use this setting to specify the language in which content is added in the knowledge base.

- Type: Department settings group
- Subtype: Knowledge base
- Data type: Enumeration
- Default value: —
- Can be reset at lower level: Yes

Chat Session Settings

Chat Agent Session Settings

Chat - Agent Chat Message Maximum Length

Use this setting to determine the maximum length of messages sent by agents to customers.

- Type: Department settings group
- Subtype: Activity
- Data type: Integer
- Default value: 800
- Minimum value: 1
- Maximum value: —
- Can be reset at lower level: No
Chat - Display Timestamp in Agent Chat Console
Use this setting to decide if the timestamp should be displayed with the chat messages in the Agent Console. This setting applies to open chat activities only.

- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: No

Chat - Display Timestamp in Completed Chat Transcript
Use this setting to decide if the timestamp should be displayed with the chat messages in the Agent Console. This setting applies to completed chat activities only.

- Type: Department settings group
- Subtype: Activity
- Data type: Enumeration
- Default value: Yes
- Value options: Yes, No
- Can be reset at lower level: Yes

Chat - Customer Intermittent Interval (Seconds)
In this setting configure the time interval (in seconds) at which the customer’s connection status is checked to see if it is slow or intermittent. If the condition is met, the customer connection status in the Agent Console is changed to “Slow, but still connected”. When this setting is left blank, no check is done.

- Type: Department settings group
- Subtype: Activity
- Data type: Integer
- Default value: 30
- Minimum value: —
- Maximum value: —
- Can be reset at lower level: No

Chat - Customer Offline Interval
In this setting configure the time interval (in seconds) at which a check is made to see if the customer is connected to the chat session. If the customer is disconnected, the customer connection status in the Agent Console is changed to “Disconnected”. When this setting is left blank, no check is done.
Chat - Automatic Session Closure Interval (Seconds)
In this setting determine the maximum time (in seconds) for which a chat session can stay open. After the defined time, the chat session is closed automatically. When this setting is left blank, no check is done.

Chat - Disable Typing Area and Web Collaboration Area on Customer Exit
Use this setting to disable the Cobrowse section of the Information pane and the typing area of the Chat pane for agents and supervisors, when a customer leaves the chat session.

Chat - Restore Agent Console When a Message Arrives
Use this setting to decide if you want to draw the agent’s attention to the chat inbox when a chat is new message is sent by the customer. When this setting is enabled, and the Agent Console is minimized when a new chat is assigned to the agent, a chat is available for pulling, or a new message is sent by the customer, the Agent Console is opened and the focus is set in the typing area. If the setting is disabled, an alert is displayed in the bottom right hand side of the screen, when a chat is assigned to the agent, when a chat is available for pulling, or when a customer sends a new chat message.
Chat Customer Session Settings

Chat - Customer Chat Message Maximum Length
Use this setting to determine the maximum length of messages sent by customers to an agent.

Chat - Display Timestamp in Customer Chat Console
Use this setting to decide if the timestamp should be displayed with the chat messages in the Customer Console.

Chat - MeadCo Download on Customer Console
Use this setting to decide if a customer should be prompted to download MeadCo when the chat window is opened for the first time from a customer desktop.
Chat - Restore Customer Console When a Message Arrives

Use this setting to decide if you want to draw the customer’s attention to the chat window when a new message is sent to the customer. When this setting is enabled, the customer is alerted in the following ways - If the customer chat window is minimized, it is opened and the focus is set in the typing area; If the customer chat window is open; nothing happens. If the setting is disabled, the customer is alerted in the following ways - If the customer chat window is minimized, it will blink and the text of the title will change; If the customer chat window is open; nothing happens.

- Type: Department settings group
- Subtype: Common
- Data type: Enumeration
- Default value: No
- Value options: Yes, No
- Can be reset at lower level: No

Cobrowse settings

Cobrowse Server Host Name

In this setting provide the fully qualified domain name of the Cobrowse web server. For example, http://Server_Name.company.com.

- Type: Partition settings group
- Subtype: Cobrowse
- Data type: String
- Default value: –
- Maximum value: –
- Minimum value: –

Cobrowse - Record Cobrowse Session Form-Field Values Into Transcript

Use this setting to configure the full transcription option for cobrowse sessions. If value of this setting is set to No, then all the user actions and events are recorded but the values entered in the form fields are not saved. The values show masked (****) in the transcript. When the value of the setting is set to Yes, the field values are saved and are visible in the chat transcript along with the other user actions and events, in the product database.
Type: Department settings group
Subtype: Cobrowse
Data type: Enumeration
Default value: No
Value options: Yes, No
Can be reset at lower level: No

Cache Settings

Minimum Idle Time for the Objects in Minutes
Use this setting to periodically free-up the cache memory of servers. After the defined time, the unused data is removed from the cache memory.
Type: Partition settings group
Subtype: Cache
Data type: Integer
Default value: 300
Minimum value: 100
Maximum value: —
Users

- About Users, Groups, Roles, and Actions
- What are the Actions Assigned to the Default Roles?
- Managing User Roles
- Managing User Groups
- Managing Users
This chapter will assist you in understanding users, groups, roles, and actions and how to set them up according to your business requirements.

**About Users, Groups, Roles, and Actions**

**Users**

A user is an individual—an administrator, manager, or agent—who has a distinct identification using which he logs in to Unified EIM and WIM to perform specific functions. Users are assigned roles and permissions, which enable them to perform various tasks. To make it easier to administer a large number of users, users can be organized into named groups.

Users can be created at three levels:

- **System level user:** This user is typically the system administrator of the system who manages the system partition resources, such as, services, loggers, appenders, etc.
- **Partition level user:** This user is typically the system administrator of the system who manages the business partition resources, such as, services, departments, etc.
- **Department level users:** Department level users have many different types of functions in the system. For example, the administrator manages resources such as, chat infrastructure, email infrastructure, etc and the agents, handle customer interactions, such as, chat, emails, phone calls, etc. Department level users are of three types — Standalone users, NIPTA integrated users, and IPTA integrated users.
  - Standalone user: This is a Unified EIM and WIM type of user and the routing of activities to this user is done by Unified EIM and WIM.
  - NIPTA integrated user: A NIPTA user is a Unified EIM and WIM user that is mapped to a NIPTA user (also known as Non-IPTA user). Activities to NIPTA users are assigned from NIPTA queues only. For more details on NIPTA queues, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Routing and Workflows*.
  - IPTA integrated user: A IPTA integrated user is a Unified EIM and WIM user that is mapped to an IPTA user. Activities to this user is assigned from IPTA queues only. For more details on IPTA queues, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Routing and Workflows*.

Two users are created during the installation:

1. **System Administrator:** The first system user, created during installation, is a user called System Administrator. Assigned the System Administrator role, this user sets up system resources and creates one or more system-level users.

2. **Partition Administrator:** The first business user, created during installation, is a user called Partition Administrator. Assigned the Partition Administrator role, this user manages partition users and settings and creates more partition users as well as one or more department-level users to manage department resources.
User Groups

User groups are a collection of users that share similar functions or roles in the system. Groups make it much easier to manage user accounts. Like users, user groups can also be created in the system partition, business partition, and departments. A standard user group called All Users in [Department Name] is created in each department. Every new user in the department is automatically included in this group. Integrated users, who are managed through Unified CCE are not included in this group. In a department, you can create three types of user groups — Standalone user groups, NIPTA integrated user groups, and IPTA integrated user groups.

- **Standalone user group:** This is a Unified EIM and WIM type of user group and the routing of activities to users in this group is done by Unified EIM and WIM. You can only add standalone users to this group.

- **NIPTA integrated user group:** A NIPTA integrated user group is a Unified EIM and WIM user group that is mapped to a NIPTA skill group (also known as Non-IPTA skill group). Activities to users in this group are assigned from NIPTA queues only. For more details on NIPTA queues, see Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Routing and Workflows. For user groups that map to NIPTA skill groups, the agent list for the skill group is administered and managed in Unified EIM and WIM. You can only add NIPTA users to this group.

- **IPTA integrated user group:** An IPTA integrated user group is a Unified EIM and WIM user group that is mapped to an IPTA skill group. Activities to users in this group are assigned from IPTA queues only. For more details on IPTA queues, see Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Routing and Workflows. For user groups that map to an IPTA skill group, the agent list for the skill group is administered and managed in Unified CCE. You cannot add users to this group from Unified EIM and WIM.

User Roles

A role is nothing but a set of permissible actions for various business resources. An agent’s role, for instance, would include actions such as “View Agent Console,” “Edit customer,” and “Add notes.” You can create user roles as per the needs of your organization, and assign these roles to your employees. To ease your task, the system comes with some default user roles. You can use these, and if required, create your own user roles. You can assign one or more roles to a group of users or an individual user.

The seven default user roles are:

- **Administrator:** The administrator is the manager of the department, and has access to the Administration console. You will find that there are two types of administrators that the system allows you to create; Partition Administrator and Department Administrator. Let us see the difference between these two roles. A partition administrator has to be created while installing Unified WIM and Unified EIM. To know more about the role of a partition administrator, see “Partition Administrator” on page 104.

  A department administrator is created by the partition administrator, and has the authority to create all the resources for the department he administers. For example, setting rules for incoming and outgoing activities through workflows, creating classifications, dictionaries, users, and assigning permissions to the users to perform various tasks.

  **Important:** At least one department administrator must be a standalone (not integrated) user.

- **Agent:** An agent is a person who handles customer queries, who is directly in contact with the customer. He has access to the Agent console. Agents are created by the administrator of the department.
Agent (Read Only): An agent (read only) will have access to the Agent console, but he will not be able to compose replies for customer queries. He can only view them. This role can be assigned to trainees.

Author: An author is the writer of all the articles that agents can use as replies for customer queries. An author has access to the Knowledge Base Console, which is a storehouse for all company articles.

Supervisor: A supervisor has access to the Supervision Console, and creates monitors for queues, user groups, and users in a department. They can also create and run reports from the Reports Console.

Supervisor (Read Only): A user with the supervisor (read only) role can create and run monitors. Such a user cannot create reports, but can run the reports for which the user has view and run permissions.

Wrap-up: Along with the agent role, assign the wrap-up role to users or user groups that are mapped to agents and skill groups of Unified CCE. Agents with this role go in wrap-up mode after they send and complete an activity. After completing the wrap-up tasks, agents click the End Wrap-up button to complete the activity and change their mode to available.

Actions

When you create a user role, you need to specify the work that the person with that role can handle. Actions define this work. All default user roles have already been assigned certain actions. You can view these actions by clicking on any role and you can use these actions to create new roles.

Permissions

Permissions allow you to give users access to particular business objects, such as KB folders, queues, data access links, etc. To be able to give a permission, the user must first be assigned the appropriate action associated with the object. For example, for KB folders if you want to give the “View Folder” permission to a user, you have to make sure that the user is first assigned the “View Folder” action.

A Note About Permissions to Pull, Pick, and Transfer Activities

1. Mapped agents do not have permission to pull or pick activities from mapped or standalone queue or agents. But, mapped agents with the default administrator role can pull and pick activities from mapped queues and the Exception queue, but not any other standalone queue.
2. Mapped agents can transfer activities to mapped queues, but they cannot transfer activities to mapped agents, standalone agents, or standalone queues.

3. Standalone agents cannot be given permission to pull or pick activities from or transfer activities to mapped agents or mapped queues.

4. Standalone agents can be given permission to pull and pick activities from and transfer activities to both standalone queues and standalone agents

What are the Actions Assigned to the Default Roles?

Now that you already know that every default role has a set of permissible actions assigned to them, you must be curious to find out what these actions are. To learn more about them look at the following tables.

**System Administrator**

The various actions assigned to the System Administrator role are listed in the following table.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Resource</td>
<td>View Administrator, View System</td>
</tr>
<tr>
<td>User</td>
<td>Create, Own, View, Edit, Delete</td>
</tr>
<tr>
<td>User Group</td>
<td>Create, Own, View, Edit, Delete</td>
</tr>
<tr>
<td>User Role</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Partition</td>
<td>Administer, Own, View, Edit</td>
</tr>
<tr>
<td>Monitor</td>
<td>Create, Run, Edit, Delete</td>
</tr>
<tr>
<td>Messaging</td>
<td>Create message, Delete message</td>
</tr>
<tr>
<td>Instance</td>
<td>Create, View, Edit, Delete, Start, Stop</td>
</tr>
<tr>
<td>Process</td>
<td>Create, View, Edit, Delete, Start, Stop</td>
</tr>
<tr>
<td>Host</td>
<td>View, Edit, Delete, Start, Stop</td>
</tr>
<tr>
<td>Handler</td>
<td>View, Edit</td>
</tr>
<tr>
<td>Logger</td>
<td>Edit, View</td>
</tr>
<tr>
<td>Preference group</td>
<td>View, Delete, Edit, Create</td>
</tr>
</tbody>
</table>
Partition Administrator

The various actions assigned to the Partition Administrator role are listed in the following table.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Create, Own, View, Edit, Delete</td>
</tr>
<tr>
<td>User Group</td>
<td>Create, Own, View, Edit, Delete</td>
</tr>
<tr>
<td>User Role</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>System Attribute Profiles</td>
<td>View, Edit</td>
</tr>
<tr>
<td>Monitor</td>
<td>Create, Edit, Delete, Run</td>
</tr>
<tr>
<td>Report</td>
<td>Create, Delete, View, Run, Edit, Schedule</td>
</tr>
<tr>
<td>Activity Shortcuts</td>
<td>Create, Read, Edit, Delete</td>
</tr>
<tr>
<td>Department</td>
<td>Create, View, Own, Edit, Administer, Copy</td>
</tr>
<tr>
<td>Instance</td>
<td>Create, View, Edit, Delete, Start, Stop</td>
</tr>
<tr>
<td>Messaging</td>
<td>Create Message, Delete Message</td>
</tr>
<tr>
<td>Partition</td>
<td>Administrator, View, Edit, Own</td>
</tr>
<tr>
<td>Preference Group</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Reference Objects</td>
<td>Create, View, Edit</td>
</tr>
<tr>
<td>System Resources</td>
<td>View Knowledge Base, View Reports, View Administration, View System, View Supervision</td>
</tr>
</tbody>
</table>

*Actions assigned to the Partition Administrator role*
## Administrator

The various actions assigned to the Administrator role are listed in the following table.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Console</td>
<td>View</td>
</tr>
<tr>
<td>Supervision Console</td>
<td>View</td>
</tr>
<tr>
<td>Agent Console</td>
<td>View</td>
</tr>
<tr>
<td>Reports Console</td>
<td>View</td>
</tr>
<tr>
<td>System Console</td>
<td>View</td>
</tr>
<tr>
<td>Knowledge Base Console</td>
<td>View</td>
</tr>
<tr>
<td>Tools Console</td>
<td>View</td>
</tr>
<tr>
<td>User</td>
<td>Create, Own, View, Edit, Delete</td>
</tr>
<tr>
<td>Activity</td>
<td>Edit Subject, Create, Print, Complete, Unpin, Pull Selected Activities, Edit, Pull</td>
</tr>
<tr>
<td>User Group</td>
<td>Create, Own, View, Edit, Delete</td>
</tr>
<tr>
<td>Role</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Access Links</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Usage links</td>
<td>Create, Own, View, Edit, Delete, Execute</td>
</tr>
<tr>
<td>System Attribute Profiles</td>
<td>View, Edit</td>
</tr>
<tr>
<td>User Attribute Profiles</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Screen Attributes Profiles</td>
<td>View, Edit</td>
</tr>
<tr>
<td>Category</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Customer</td>
<td>Create, View, Edit, Delete, Change</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Create, Edit, Delete</td>
</tr>
<tr>
<td>Contact Details</td>
<td>Create, Edit, Delete</td>
</tr>
<tr>
<td>Association</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Inbox Folder</td>
<td>Create, Delete</td>
</tr>
<tr>
<td>Notes</td>
<td>View, Delete</td>
</tr>
<tr>
<td>Resolution Codes</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Customer Associations</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Macro</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Product Catalog</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Business Objects</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Resource Name</td>
<td>Actions Permitted</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Case</td>
<td>Edit, Print, Close, Unarchive</td>
</tr>
<tr>
<td>Monitors</td>
<td>Create, Edit, Delete, Run</td>
</tr>
<tr>
<td>Reports</td>
<td>Create, Delete, View, Run, Edit, Schedule</td>
</tr>
<tr>
<td>Queue</td>
<td>Create, Own, View, Edit, Delete</td>
</tr>
<tr>
<td>Workflow</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Settings</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Shift Label</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Day Label</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Calendar</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Dictionary</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Global Search</td>
<td>Create, Edit, Delete</td>
</tr>
<tr>
<td>Service Levels</td>
<td>Create, Read, Edit, Delete</td>
</tr>
<tr>
<td>Personal Search</td>
<td>Create</td>
</tr>
<tr>
<td>Alias</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Blocked Addresses</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Delivery Exceptions</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Blocked File Extensions</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Email</td>
<td>Send Email, Resubmit supervised emails, Reject emails for supervision, Send and Complete Email, Edit Reply Type, Edit From field, Edit Reply To field, Edit To field, Edit CC field, Edit BCC field, Accept emails for supervision</td>
</tr>
<tr>
<td>Blocked Attachment</td>
<td>Restore</td>
</tr>
<tr>
<td>Incoming Attachment</td>
<td>Delete</td>
</tr>
</tbody>
</table>

*Actions assigned to the Administrator role*
# Agent

The various actions assigned to the Agent role are listed in the following table.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent Console</td>
<td>View</td>
</tr>
<tr>
<td>User</td>
<td>View</td>
</tr>
<tr>
<td>Usage links</td>
<td>View, Execute</td>
</tr>
<tr>
<td>Category</td>
<td>View</td>
</tr>
<tr>
<td>Customer</td>
<td>Create, View, Edit, Delete, Change</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Create, Edit, Delete</td>
</tr>
<tr>
<td>Contact Details</td>
<td>Create, Edit, Delete</td>
</tr>
<tr>
<td>Association</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Inbox Folder</td>
<td>Create, Delete</td>
</tr>
<tr>
<td>Notes</td>
<td>View, Add, Delete</td>
</tr>
<tr>
<td>Resolution Codes</td>
<td>View</td>
</tr>
<tr>
<td>Folder</td>
<td>View</td>
</tr>
<tr>
<td>Article</td>
<td>Suggest</td>
</tr>
<tr>
<td>Personal Folders</td>
<td>Manage</td>
</tr>
<tr>
<td>Macro</td>
<td>View</td>
</tr>
<tr>
<td>Product Catalog</td>
<td>View</td>
</tr>
<tr>
<td>Activity</td>
<td>Edit Subject, Create, Print, Complete, Unpin, Pull Selected Activities, Edit, Pull Next Activities, Transfer Activities, Add Footer, Add Greeting, Add Attachment, Add Header, Assign Classification, Add Signature, Pin</td>
</tr>
<tr>
<td>Case</td>
<td>Edit, Print, Close</td>
</tr>
<tr>
<td>Queue</td>
<td>View</td>
</tr>
<tr>
<td>Personal Dictionary</td>
<td>Create</td>
</tr>
<tr>
<td>Personal Search</td>
<td>Create</td>
</tr>
<tr>
<td>Email</td>
<td>Send Email, Resubmit supervised emails, Reject emails for supervision, Send and Complete Email, Edit Reply Type, Edit From field, Edit Reply To field, Edit To field, Edit CC field, Edit BCC field, Accept emails for supervision</td>
</tr>
<tr>
<td>Blocked Attachment</td>
<td>Restore</td>
</tr>
<tr>
<td>Incoming Attachment</td>
<td>Delete</td>
</tr>
</tbody>
</table>

*Actions assigned to the Agent role*
The following table describes some of the important agent actions in detail.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>Create</td>
<td>Enables the <strong>New Activity</strong> button in the Main Inbox toolbar. Integrated agents are not allowed to create new activities. Assigning this action to them will not allow them to do so.</td>
</tr>
<tr>
<td></td>
<td>Complete</td>
<td>Enables the <strong>Complete</strong> button in the Reply pane toolbar when working on email activities, custom activities, or tasks. Also enables the <strong>Send &amp; Complete</strong> button in the Reply pane toolbar if the <strong>Send Email</strong> action is also assigned to the agent.</td>
</tr>
<tr>
<td>Pin</td>
<td></td>
<td>Enables the <strong>Pin/Unpin</strong> button in the in the Main Inbox toolbar.</td>
</tr>
</tbody>
</table>
| Print         |                   | Enables the **Print** button in the following toolbars:  
   - The Main Inbox toolbar  
   - The toolbar in the Activity section of the Information pane  
   - The toolbar in the Case section of the Information pane  
   - The Search Console toolbar, while searching for activities  
   **Note:** In the Print window (which opens on clicking the **Print** button), only the **Summary of activities assigned to me** and **Currently selected activity contents** options are enabled. The **Currently selected case contents** is enabled only when the **Print Case** action is assigned to an agent. |
| Unpin         |                   | Allows an agent to pick the pinned activities from other agents. |
| Pull Next Activities | Enables the **Pull** button in the Main Inbox toolbar. To be able to pull activities using this button, the agent needs:  
   - **Pull Activities** action for routing queues.  
   - **Pull Activities** permission on queues.  
   For chats, the following action is also required:  
   - **Pull Next Chat Activity** action for chats. |
| Pull Selected Activities | Enables the **Pick** button in the Main Inbox toolbar. To be able to pick activities (other than chats) using this button, an agent needs:  
   - **Pull Activities** action for routing queues.  
   - **Pull Activities** action for users.  
   - **Pull Activities** permission on queues.  
   - **Pull Activities** permission on users. |
| Transfer Activities | Enables the **Transfer** button in the Main Inbox toolbar, the Chat Inbox toolbar, and the Reply pane toolbar. To be able to transfer activities using this button, an agent needs:  
   - **Transfer Activities** action for routing queues.  
   - **Transfer Activities** action for users.  
   - **Transfer Activities** permission on queues.  
   - **Transfer Activities** permission on users. |
<p>| Assign Classification | Enables the <strong>Save</strong> button in the Classify section of the Information pane, so that agents can assign categories and resolution codes to activities. |</p>
<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case</td>
<td>Edit</td>
<td>Allows an agent to edit the case details. Enables the <strong>Save</strong> button in the Information pane, Case section. The <strong>Case status</strong> field is enabled only if the agent has the <strong>Close Case</strong> action.</td>
</tr>
</tbody>
</table>
| Print        |                   | Enables the **Print** button in the following toolbars:  
|              |                   | - The Main Inbox toolbar  
|              |                   | - The toolbar in the Activity section of the Information pane  
|              |                   | - The toolbar in the Case section of the Information pane  
|              |                   | - The Search Window toolbar, while searching for cases  
|              |                   | - Inbox Tree pane > My Work > Cases > My Cases > Open and Closed  
|              |                   | **Note:** In the Print window (which opens on clicking the **Print** button), only the **Currently selected case contents** option is enabled. The **Summary of activities assigned to me** and **Currently selected activity contents** options are enabled only when the **Print Activity** action is assigned to an agent. |
| Close Case   |                   | Allows an agent to close an open case. It enables the **Close Case** button in the Inbox pane toolbar (Inbox Tree pane > My Work > Cases > My Cases > Open). If the agent has the **Edit case** action, it also enables the **Case status** field in the Information pane, Case section. |
| Change Case  |                   | Allows an agent to change the case of an activity and associate it with an existing case. It enables the **Change Case** button in the Information pane, Case section. |
| Create Case  |                   | Allows an agent to create new cases. When a new case is created, the old case associated with the activity is closed and the activity is associated with the new case. It enables the **Create Case** button in the Information pane, Case section. |
| Chat         | Complete Chat Activity | Enables the **Complete** button in the Chat pane toolbar. |
|              | Leave Chat Activity | Enables the **Leave** button in the Chat pane toolbar. Allows an agent to leave a chat without completing the activity. The activity gets completed only when the customer closes the chat session. |
|              | Pull Next Chat Activity | Enables the **Pull Chat** button. Allows an agent to pull chat activities from queues. To be able to pull chat activities the agent also needs:  
|              |                   | - **Pull Next Activities** action for activities  
|              |                   | - **Pull Activities** action for routing queues  
|              |                   | - **Pull Activities** permission on queues |
|              | Transfer Chat Activity | Enables the **Transfer** button in the Chat pane toolbar. Allows an agent to transfer chats to other agents, queues, and departments. To be able to transfer chats using this button, the agent needs:  
|              |                   | - **Transfer Activities** action for routing queues  
|              |                   | - **Transfer Activities** action for users  
|              |                   | - **Transfer Activities** permission on queues  
<p>|              |                   | - <strong>Transfer Activities</strong> permission on users |</p>
<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer</td>
<td>Create</td>
<td>Allows agents to create new customers. It enables the <strong>Save</strong> button when an agent creates a new customer (by clicking the <strong>New</strong> button) from the Information pane, Customer section. Agents can also create new customers while creating new activities. In the New Activity Window (which opens on clicking the <strong>New Activity</strong> button in the Inbox pane toolbar), it displays the <strong>New option in the Customer field.</strong></td>
</tr>
<tr>
<td></td>
<td>Edit</td>
<td>Allows an agent to edit the details of a customer. It enables the <strong>Save</strong> button in the Information pane &gt; Customer section toolbar.</td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td>Allows an agent to delete a customer associated with an activity. It enables the <strong>Delete</strong> button in the Information pane, Customer section toolbar.</td>
</tr>
<tr>
<td></td>
<td>Change Customer</td>
<td>Allows an agent to change the customer associated with an activity. Displays the <strong>Change customer</strong> button in the Information pane, Customer section toolbar.</td>
</tr>
<tr>
<td></td>
<td>Create Contact Person</td>
<td>Allows an agent to create a contact person for group and corporate customers. It enables the <strong>New</strong> button in the Information pane, Customer section toolbar when the Contact person node is selected. It is available for group and corporate customers only.</td>
</tr>
<tr>
<td></td>
<td>Edit Contact Person</td>
<td>Allows an agent to edit the details of a contact person for group and corporate customers. It enables the <strong>Save</strong> button in the Information pane, Customer section toolbar when a contact person is selected.</td>
</tr>
<tr>
<td></td>
<td>Delete Contact Person</td>
<td>Allows an agent to delete a contact person for group and corporate customers. It enables the <strong>Delete</strong> button in the Information pane, Customer section toolbar when a contact person is selected.</td>
</tr>
<tr>
<td></td>
<td>Create Contact Details</td>
<td>Allows an agent to create contact details for a customer. It enables the <strong>New</strong> button in the Information pane, Customer section toolbar when the Contact details node is selected.</td>
</tr>
<tr>
<td></td>
<td>Edit Contact Details</td>
<td>Allows an agent to edit the contact details of a customer. It enables the <strong>Save</strong> button in the Information pane, Customer section toolbar when a contact detail is selected.</td>
</tr>
<tr>
<td></td>
<td>Delete Contact Details</td>
<td>Allows an agent to delete the contact details of a customer. It enables the <strong>Delete</strong> button in the Information pane, Customer section toolbar when a contact detail is selected.</td>
</tr>
<tr>
<td></td>
<td>Create Association</td>
<td>Allows an agent to associate products, accounts, contracts, or other custom associations available in the system with a customer. It enables the <strong>New</strong> button in the Information pane, Customer section toolbar when an association is selected.</td>
</tr>
<tr>
<td></td>
<td>Edit Association</td>
<td>Allows an agent to edit the associations associated with a customer. It enables the <strong>Save</strong> button in the Information pane, Customer section when an association is selected.</td>
</tr>
<tr>
<td></td>
<td>Delete Association</td>
<td>Allows an agent to delete the associations associated with a customer. It enables the <strong>Delete</strong> button in the Information pane, Customer section when an association is selected.</td>
</tr>
<tr>
<td>Email</td>
<td>Send Email</td>
<td>Enables the <strong>Send</strong> button in the Reply pane toolbar. Also enables the <strong>Send &amp; Complete</strong> button in the Reply pane toolbar, if the Complete action is also assigned to the agent.</td>
</tr>
<tr>
<td>Email attachment</td>
<td>Restore</td>
<td>It allows agents to restore blocked attachments. It enables the <strong>Restore</strong> button in the View Attachments window, which opens when an agent double-clicks the Attachment icon in the Inbox List pane.</td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td>It allows agents to delete blocked attachments. Unblocked attachments cannot be deleted. It enables the <strong>Delete</strong> button in the View Attachments window, which opens when an agent double-clicks the Attachment icon in the Inbox List pane.</td>
</tr>
<tr>
<td>Resource Name</td>
<td>Actions Permitted</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Filter Folder (Inbox folder)</td>
<td>Create</td>
<td>Enables the New and Properties buttons in the Inbox Tree pane toolbar. Using these buttons, agents can create and edit search folders and personal folders in their inbox.</td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td>Enables the Delete button in the Inbox Tree pane toolbar. Using this button, agents can delete search folders and personal folders from their inbox.</td>
</tr>
<tr>
<td>KB Folder</td>
<td>Suggest Article</td>
<td>Allows an agent to suggest articles to the Knowledge Base. Agents can suggest articles to only those folders, on which they have the Suggest Article permission. All agents have permissions to suggest articles in the following standard folders and it cannot be removed - headers, footers, greetings, signatures, quick links, and quick responses. But, if any folders are created under these standard folders, then administrators can choose not to give Suggest Article permission on those folders. It enables the New Article button in the Information pane, KB section. The button is enabled only when the agent selects a folder on which he has the Suggest Article permission. It also allows the agent to suggest articles from the reply pane.</td>
</tr>
<tr>
<td>View Folder</td>
<td></td>
<td>Allows agents to view Knowledge Base folders in the Information pane, KB section. This action is assigned to all agents with the CIH Platform license and it cannot be removed. But, the view access to articles in a folder can be controlled by permissions. Agents can only view articles in the folders on which they have the View Folder permission. All agents have permissions to view articles in the following standard folders and it cannot be removed - headers, footers, greetings, signatures, quick links, and quick responses. But, if any folders are created under these standard folders, then administrators can select not to give View Folder permission on those folders.</td>
</tr>
<tr>
<td>View Personal Folder</td>
<td></td>
<td>Allows agents to create personal folders and articles. It displays the Personal folder in the Information pane, KB section.</td>
</tr>
<tr>
<td>Add Notes</td>
<td></td>
<td>Allows agents to view, delete, and add notes to the following types of Knowledge Base articles: personal articles, pending suggestions, and suggestions. It enables the Notes button.</td>
</tr>
<tr>
<td>Macro</td>
<td>View</td>
<td>Allows agents to view and use macros in emails, chats, tasks, phone logs, and custom activities. It enables the Add macro button in the reply pane.</td>
</tr>
<tr>
<td>Resource Name</td>
<td>Actions Permitted</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Notes              | View              | Allows an agent to view notes associated with cases, activities, customers, and customer associations. It displays the `View notes` option in the Notes window, which can be accessed using the `Notes` button from the following panes:  
  - Main Inbox toolbar  
  - Chat Inbox toolbar  
  - Reply pane  
  - Chat pane  
  - Information pane, in the following sections: Activity, Case, History, and Customer. |
|                    | Add               | Allows an agent to add notes to cases, activities, customers, and customer associations. It displays the `Add notes` option in the Notes window, which can be accessed using the `Notes` button from the following panes:  
  - Main Inbox  
  - Chat Inbox  
  - Reply pane  
  - Chat pane  
  - Information pane, in the following sections: Activity, Case, History, and Customer.  
  If an agent has the `View Notes` action, it also enables the `Add` button in the Notes window. It displays the `Add notes` option in the Notes window, which can be accessed using the `Notes` button from the following panes:  
  - Main Inbox  
  - Chat Inbox  
  - Reply pane  
  - Chat pane  
  - Information pane, in the following sections: Activity, Case, History, and Customer. |
| Delete             |                   | Allows an agent to delete the notes associated with cases, activities, customers, and customer associations. It enables the `Delete` button in the Notes window. The Notes window can be accessed using the `Notes` button from the following panes:  
  - Main Inbox  
  - Chat Inbox  
  - Reply pane  
  - Chat pane  
  - Information pane, in the following sections: Activity, Case, History, and Customer.  
  The Notes window can only be accessed by agents with the `View Notes` action. |
| Routing Queue      | Pull Activities   | Allows agents to pick activities from routing queues. To be able to pick activities from queues, an agent needs:  
  - `Pull Next Activities` or `Pull Selected Activities` action for activities  
  - `Pull Activities` permission on routing queues  
  For chats, the following action is also required:  
  - `Pull Next Chat Activity` action for chats |
| Transfer Activities|                   | Allows agents to transfer activities to routing queues. To be able to transfer activities to queues, an agent needs:  
  - `Transfer Activities` action for activities  
  - `Transfer Activities` permission on queues |
| System Resource    | View Agent Console| Allows an agent to access the Agent Console. |
Some important actions assigned to the Agent role

**Agent (Read Only)**

The various actions assigned to the Agent (Read Only) role are listed in the following table.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usage links</td>
<td>Execute</td>
<td>This action can be assigned only to agents with the <strong>Data Adapter</strong> license. It enables the <strong>Execute</strong> and <strong>Add Results to Reply</strong> buttons in the Links section of the Information pane. These buttons are enabled only if the agent has <strong>Execute</strong> permission on at least one usage link.</td>
</tr>
</tbody>
</table>
| User               | Pull Activities   | Allows agents to pick activities from other agents. To be able to pick activities from other agents, an agent needs:  
|                   |                   |   - **Pull Selected Activities** action for activities                     |
|                   |                   |   - **Pull Activities** permission on users                               |
| Transfer Activities|                   | Allows agents to transfer activities to other agents. To be able to transfer activities to other agents, an agent needs:  
|                   |                   |   - **Transfer Activities** action for activities                         |
|                   |                   |   - **Transfer Activities** permission on users                           |

Actions assigned to the Agent (read only) role
**Author**

The various actions assigned to the Author role are listed in the following table.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports Console</td>
<td>View</td>
</tr>
<tr>
<td>Knowledge Console</td>
<td>View</td>
</tr>
<tr>
<td>User</td>
<td>View</td>
</tr>
<tr>
<td>Category</td>
<td>View</td>
</tr>
<tr>
<td>Notes</td>
<td>View, Add, Delete</td>
</tr>
<tr>
<td>Resolution Codes</td>
<td>View</td>
</tr>
<tr>
<td>Folder</td>
<td>Create, Own, View, Edit, Delete</td>
</tr>
<tr>
<td>Article</td>
<td>Create, Edit, Print, Delete, Suggest</td>
</tr>
<tr>
<td>Suggestions</td>
<td>Manage</td>
</tr>
<tr>
<td>Personal Folders</td>
<td>Manage</td>
</tr>
<tr>
<td>Bookmarks</td>
<td>Manage</td>
</tr>
<tr>
<td>Macro</td>
<td>View</td>
</tr>
</tbody>
</table>

*Actions assigned to the Author role*
**Supervisor**

The various actions assigned to the Supervisor role are listed in the following table.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Actions Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision Console</td>
<td>View</td>
</tr>
<tr>
<td>Agent Console</td>
<td>View</td>
</tr>
<tr>
<td>Reports Console</td>
<td>View</td>
</tr>
<tr>
<td>User</td>
<td>View</td>
</tr>
<tr>
<td>Usage links</td>
<td>View, Execute</td>
</tr>
<tr>
<td>Category</td>
<td>View</td>
</tr>
<tr>
<td>Customer</td>
<td>Create, View, Edit, Delete, Change</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Create, Edit, Delete</td>
</tr>
<tr>
<td>Contact Details</td>
<td>Create, Edit, Delete</td>
</tr>
<tr>
<td>Association</td>
<td>Create, View, Edit, Delete</td>
</tr>
<tr>
<td>Inbox Folder</td>
<td>Create, Delete</td>
</tr>
<tr>
<td>Notes</td>
<td>View, Add, Delete</td>
</tr>
<tr>
<td>Resolution Codes</td>
<td>View</td>
</tr>
<tr>
<td>Folder</td>
<td>View</td>
</tr>
<tr>
<td>Article</td>
<td>Suggest</td>
</tr>
<tr>
<td>Personal Folders</td>
<td>Manage</td>
</tr>
<tr>
<td>Macro</td>
<td>View</td>
</tr>
<tr>
<td>Product Catalog</td>
<td>View</td>
</tr>
<tr>
<td>Activity</td>
<td>Create, Complete, Transfer Activities, Pin, Print, Edit Subject, Pull Selected Activities, Edit, Pull Next Activities, Add Greeting, Add Attachment, Add Header, Add Footer, Unpin, Assign Classification, Add Signature</td>
</tr>
<tr>
<td>Case</td>
<td>Edit, Print, Close</td>
</tr>
<tr>
<td>Monitors</td>
<td>Create Edit, Delete, Run</td>
</tr>
<tr>
<td>Reports</td>
<td>Create, Delete, View, Run, Edit, Schedule</td>
</tr>
<tr>
<td>Queue</td>
<td>View</td>
</tr>
<tr>
<td>Personal Dictionary</td>
<td>Create</td>
</tr>
<tr>
<td>Personal Search</td>
<td>Create</td>
</tr>
<tr>
<td>Email</td>
<td>Send Email, Send and Complete Email, Edit Reply To field, Edit CC field, Edit From field, Edit BCC field, Edit To field, Edit Reply Type, Reject emails for supervision, Resubmit supervised emails, Accept emails for supervision</td>
</tr>
</tbody>
</table>
## Supervisor (Read Only)

The various actions assigned to the Supervisor (Read Only) role are listed in the following table.

<table>
<thead>
<tr>
<th>Resource Names</th>
<th>Actions Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision Console</td>
<td>View</td>
</tr>
<tr>
<td>Agent Console</td>
<td>View</td>
</tr>
<tr>
<td>Reporting Console</td>
<td>View</td>
</tr>
<tr>
<td>User</td>
<td>View</td>
</tr>
<tr>
<td>Usage links</td>
<td>View, Execute</td>
</tr>
<tr>
<td>Customer</td>
<td>View</td>
</tr>
<tr>
<td>Association</td>
<td>View</td>
</tr>
<tr>
<td>Inbox Folder</td>
<td>Create, Delete</td>
</tr>
<tr>
<td>Notes</td>
<td>View</td>
</tr>
<tr>
<td>Resolution Codes</td>
<td>View</td>
</tr>
<tr>
<td>Folder</td>
<td>View</td>
</tr>
<tr>
<td>Article</td>
<td>Suggest</td>
</tr>
<tr>
<td>Macro</td>
<td>View</td>
</tr>
<tr>
<td>Product Catalog</td>
<td>View</td>
</tr>
<tr>
<td>Activity</td>
<td>Print</td>
</tr>
<tr>
<td>Case</td>
<td>Print</td>
</tr>
<tr>
<td>Monitor</td>
<td>Create, Edit, Delete, Run</td>
</tr>
<tr>
<td>Reports</td>
<td>View, Run</td>
</tr>
<tr>
<td>Queue</td>
<td>View</td>
</tr>
</tbody>
</table>

*Actions assigned to the Supervisor (read only) role*

## Wrap-up

The various actions assigned to the Wrap-up role are listed in the following table.

<table>
<thead>
<tr>
<th>Resource Names</th>
<th>Actions Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>Wrap Activity</td>
</tr>
</tbody>
</table>

*Action assigned to the Wrap-up role*
Managing User Roles

This section talks about:

- Creating User Roles on page 117
- Creating User Subroles on page 118
- Deleting User Roles and Subroles on page 119

Creating User Roles

⚠️ Important: Additional user roles cannot be created in the Basic edition of Unified WIM and Unified EIM.

To create a user role:

1. In the Tree pane, browse to the Users node. Based on where you want to create a user role, do one of the following:
   - If you are a system administrator, go to the system partition and browse to Administrator > Partition: System > User > Roles.
   - If you are a partition administrator, go to the business partition and browse to Administrator > Partition: Partition_Name > User > Roles.
   - If you are a department administrator, browse to Administration > Departments > Department_Name > User > Roles.

2. In the List pane toolbar, click the New button.

3. In the Properties pane, on the General tab, provide a name and description for the user role.

4. Next, go to the Relationships tab and do the following.
   a. In the Actions section, select the actions for the role. Make sure you select all the actions that are required to do a task. For example, if you want a user with this role to be able to manage resolution codes, then make sure you assign all the four actions, Resolution - Create, View, Edit, and Delete, to the role.
b. Go to the User groups section, and assign the role to user groups. You can also choose to assign roles to users individually; however, it is recommended that you assign roles to user groups. It helps you manage your users better.

Assign the role to user groups

Assign the role to users

d. Now go to the User subroles section, and select the roles you want to associate with this role as subroles. You can even set default roles as subroles. To know more about subroles, see “Creating User Subroles” on page 118.

Select user subroles

5. Click the Save button to save the role that you have created. The role that you create is displayed in the List pane.

Creating User Subroles

A subrole is a sub set of actions required by a user to function in the system. It is an advanced feature of user management and it helps you manage user actions in a better way. You can create task-based roles and use these roles as subroles of bigger roles in the system. For example, you want your supervisor and administrator to have some common actions. Instead of assigning individual actions to the user, you can create a role, with those actions, and associate that role as a sub role to the supervisor and administrator role.

A role can be a subrole of more than one roles.
To create a subrole:

1. In the Tree pane, browse to the Users node. Based on where you want to create a user subrole, do one of the following:
   - If you are a system administrator, go to the system partition and browse to Administrator > Partition: System > User > Roles.
   - If you are a partition administrator, go to the business partition and browse to Administrator > Partition: Partition_Name > User > Roles.
   - If you are a department administrator, browse to Administration > Departments > Department_Name > User > Roles.

2. Select the role for which you want to create a subrole.
   - If you want to use an existing role as a subrole, go to Relationships tab and in the User subroles section, select from the available roles.
   - If you want to create a new subrole, follow steps 2 to 5 in “Creating User Roles” on page 117. When you create a role under an existing role, it automatically becomes the subrole of the role.

When a role with subroles is assigned, all its subroles are automatically assigned to the users.

Deleting User Roles and Subroles

Delete the user roles that are not needed anymore. Before deleting a role, make sure that it is not assigned to any user. The system does not check to see if the role is in use or not.

The system provided roles cannot be deleted. These roles are:

- In the system partition: System Administrator
- In the business partition: Partition Administrator
- In a department: Administrator, Agent, Agent (read only), Supervisor, Supervisor (read only), Author, Wrap-up

To delete a user role or subrole:

1. In the Tree pane, browse to the Users node. Based on where you want to delete the user role from, do one of the following:
   - If you are a system administrator, go to the system partition and browse to Administrator > Partition: System > User > Roles.
   - If you are a partition administrator, go to the business partition and browse to Administrator > Partition: Partition_Name > User > Roles.
If you are a department administrator, browse to Administration > Departments > Department_Name > User > Roles.

2. In the List pane, select the role or subrole you want to delete.
3. In the List pane toolbar, click the Delete button.

You will be prompted to confirm the deletion. Click OK to delete the role.

Managing User Groups

This section talks about:
- Creating User Groups in System Partition on page 120
- Creating User Groups in Business Partition on page 122
- Creating User Groups in Departments on page 124
- Creating User Subgroups on page 129
- Deleting User Groups on page 130

Creating User Groups in System Partition

To create a group of system administrators:

1. Log in to the system partition (zero partition) and go to the Administration Console.
2. In the Tree pane, browse to Administration > Partition: System > User > Groups.
3. In the List pane toolbar, click the New button.
4. In the Properties pane, on the General tab, provide the name and description for the user group.

5. Click the Save button. The Relationships and Permissions tabs are enabled only after you click Save.
6. In the Relationships tab, do the following.
a. Go to the Users tab and select the users who should be part of this user group.

![Select users](image)

b. Go to the User roles tab and select the roles to be assigned to the user group. If you want to view the actions that come as part of the selected role, save the user group and go to the Actions tab to see the list of actions.

![Select user roles](image)

c. Next, go to the Actions tab, and view the list of actions assigned to the user group. Here you can also assign additional actions to the user group. From the Grant field in the Selected actions section, you can identify how actions are assigned to the user. The actions assigned as part of the role show the name of the role, and actions assigned explicitly show the value “Explicit”.

It is highly recommended that you do not assign actions directly to user groups. You should always create a user role, with the actions, and assign the role to the user. This makes user management easier. For more details on creating user roles, see “Creating User Roles” on page 117.

![Select actions](image)

d. Next, go to the User subgroups section and select sub groups for the group. For more details on subgroups, see “Creating User Subgroups” on page 129.

![Select user subgroups](image)
7. Click the **Save** button to enable the various options in the Permissions tab.

8. On the Permissions tab, assign permissions for the following objects.
   - **Partition:** Own, View, Edit, Administer
   - **User:** Own, View, Edit, Delete
   - **User group:** Own, View, Edit, Delete, Own, View Edit, Delete

9. Click the **Save** button.

**Creating User Groups in Business Partition**

**To create a group of partition administrators:**

1. Log in to the business partition and go to the Administration Console.
2. In the Tree pane, browse to **Administration > Partition:** *Partition_Name* > **User** > **Groups**.
3. In the List pane toolbar, click the **New** button.
4. In the Properties pane, on the General tab, provide the name and description for the user group. Ignore the following fields as they do not need to be set - Peripheral, Skill group, Type, Media Routing Domain.
5. Click the **Save** button. The Relationships and Permissions tabs are enabled only after you click **Save**.
6. In the Relationships tab, do the following.
   a. Go to the Users tab and select the users who should be part of this user group.
b. Go to the User roles tab and select the roles to be assigned to the user group. If you want to view the actions that come as part of the selected role, save the user group and go to the Actions tab to see the list of actions.

![Select user roles](image)

Select user roles

It is highly recommended that you do not assign actions directly to user groups. You should always create a user role, with the actions, and assign the role to the user. This makes user management easier. For more details on creating user roles, see “Creating User Roles” on page 117.

c. Next, go to the Actions tab, and view the list of actions assigned to the user group. Here you can also assign additional actions to the user group. You can identify how actions are assigned from the Grant field in the Selected actions section. The actions assigned as part of the role show the name of the role, and actions assigned explicitly show the value “Explicit”.

Next, go to the Actions tab, and view the list of actions assigned to the user group. Here you can also assign additional actions to the user group. You can identify how actions are assigned from the Grant field in the Selected actions section. The actions assigned as part of the role show the name of the role, and actions assigned explicitly show the value “Explicit”.

It is highly recommended that you do not assign actions directly to user groups. You should always create a user role, with the actions, and assign the role to the user. This makes user management easier. For more details on creating user roles, see “Creating User Roles” on page 117.

![Select actions](image)

Select actions

d. Next, go to the User subgroups section and select subgroups for the group. For more details on subgroups, see “Creating User Subgroups” on page 129.

![Select user subgroup](image)

Select user subgroup

e. Lastly, in the Languages section, select the primary KB language for the user.

7. Click the Save button to enable the various options in the Permissions tab.

8. On the Permissions tab, assign permissions for the following objects.

- **Department**: Own, View, Edit, Administer
- **Partition**: Own, View, Edit, Administer
- **Report**: View, Run, Edit, Delete, Schedule
- **User**: Own, View, Edit, Delete
Creating User Groups in Departments

This section talks about:

- Creating Groups of Standalone Users on page 124
- Creating Groups of Integrated Users on page 127

Creating Groups of Standalone Users

To create a group of standalone users:

1. Log in to the business partition and go to the Administration Console.
2. In the Tree pane, browse to Administration > Departments > Department_Name > User > Groups.
3. In the List pane toolbar, click the New button.
4. In the Properties pane, on the General tab, provide the name and description for the user group. Ignore the following fields as they do not need to be set for standalone user groups - Peripheral, Skill group, Type, Media Routing Domain.
5. Click the Save button. The Relationships and Permissions tabs are enabled only after you click Save.
6. In the Relationships tab, do the following.

- User group: Own, View, Edit, Delete, Own, View Edit, Delete
a. Go to the Users tab and select the users who should be part of this user group. Only standalone users are displayed here.

b. Go to the User roles tab and select the roles to be assigned to the user group. If you want to view the actions that come as part of the selected role, save the user group and go to the Actions tab to see the list of actions.

c. Next, go to the Actions tab, and view the list of actions assigned to the user group. Here you can also assign additional actions to the user group. You can identify how actions are assigned from the Grant field in the Selected actions section. The actions assigned as part of the role show the name of the role, and actions assigned explicitly show the value “Explicit”.

It is highly recommended that you do not assign actions directly to user groups. You should always create a user role, with the actions, and assign the role to the user. This makes user management easier. For more details on creating user roles, see “Creating User Roles” on page 117.
d. Next, go to the User subgroups section and select sub groups for the group. For more details on subgroups, see Creating User Subgroups on page 129.

![Select user subgroup]

e. Next, go the User attribute settings tab and select a user attribute setting for the group. This lets you control the level of access a user has in the system. For more details on user attribute settings, see Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Tools Console.

![Select user attributes]

**Important:** User attributes settings cannot be created in the Basic edition of Unified WIM and Unified EIM.

f. Lastly, in the Languages section, select the primary KB language for the user.

7. Click the **Save** button to enable the various options in the Permissions tab.

8. On the Permissions tab, assign permissions for the following objects.

- **KB Folder:** Own folder, View folder, Edit folder, Delete folder, Create folder, Create article, Edit article, Delete article, Suggest article, Manage suggestions, View personal folder
- **Report:** View, Run, Edit, Delete, Schedule
- **Routing Queue:** Own, View, Edit, Delete, Transfer activities, Pull activities
- **Usage - Links:** Own, View, Edit, Delete, Execute
- **User:** Own, View, Edit, Delete, Transfer activities, Pull activities
- **User group:** Own, View, Edit, Delete, Transfer activities, Pull activities

![Set permissions]
9. Click the Save button.

Creating Groups of Integrated Users

To create a group of integrated users:

1. Log in to the business partition and go to the Administration Console.
2. In the Tree pane, browse to Administration > Departments > Department_Name > User > Groups.
3. In the List pane toolbar, click the New button.
4. In the Properties pane, on the General tab, provide the following details:
   - **Peripheral**: From the dropdown list, select the Unified CCE peripheral to which the skill group belongs. Every time the user group administration screen is loaded, the peripheral list is dynamically populated with the current list of peripherals that exist in Unified CCE.
   - **Skill group**: From the dropdown list, select the skill group to which the user group should map. All Unified CCE skill groups that belong to the selected peripheral are dynamically retrieved from Unified CCE. One skill group can be mapped to only one user group.

When you select a skill group, a message is displayed that a Unified EIM and WIM user group is getting mapped to a Unified CCE skill group and this would affect the reporting of the skill group. Once you click the OK button in the message, the following fields are populated automatically.

   - **Name**: The name of the user group is displayed. Do not change the value of this field.
   - **Type**: The type of skill group. If the user group is mapped to an IPTA skill group, the type would be “UnifiedCCE-picks-the-agent”. If the user group is not mapped to a NIPTA skill group, the type would be “CiscoIM-picks-the-agent”. The value in this field cannot be changed.
   - **Media Routing Domain**: It displays the Media Routing Domain associated with the skill group selected in the Skill group field. The value in this field cannot be changed.

In addition to these properties, you can also provide a brief description of the user group.

   - **Description**: Provide a brief description.

5. Click the Save button. The Relationships and Permissions tabs are enabled only after you click Save.
6. Next, on the Relationships tab, configure the following properties.

---

**Important**: The Relationships tab is not enabled for user groups mapped to IPTA skill groups.
a. Go to the Users section and select the users who should be part of this user group. Only NIPTA users are displayed here.

b. Go to the User roles section and select the roles to be assigned to the user group. If you want to view the actions that come as part of the selected role, save the user group and go to the Actions tab to see the list of actions.

c. Next, go to the Actions section, and view the list of actions assigned to the user group. Here you can also assign additional actions to the user group. You can identify how actions are assigned from the Grant field in the Selected actions section. The actions assigned as part of the role show the name of the role, and actions assigned explicitly show the value “Explicit”.

It is highly recommended that you do not assign actions directly to user groups. You should always create a user role, with the actions, and assign the role to the user group. This makes user management easier. For more details on creating user roles, see “Creating User Roles” on page 117.
d. Next, go the User attribute settings tab and select a user attribute setting for the group. This lets you control the level of access a user has in the system. For more details on user attribute settings, see Cisco Unified Web and E-Mail Interaction Manager Administrator's Guide to Tools Console.

**Important:** User attributes settings cannot be created in the Basic edition of Unified WIM and Unified EIM.

---

e. Lastly, in the Languages section, select the primary KB language for the user.

For integrated user groups, do not select any subgroups.

7. Click the Save button to enable the various options in the Permissions tab.

8. On the Permissions tab, assign permissions for the following objects. Permissions can only be assigned to NIPTA user groups. IPTA user groups cannot be given permissions for KB folders and usage links. For IPTA users, the permissions management has to be done from the user properties. However, for both NIPTA and IPTA users and user groups, you cannot assign these permissions from the KB folder or usage link and link group properties.

   - **KB Folder:** Own folder, View folder, Edit folder, Delete folder, Create folder, Create article, Edit article, Delete article, Suggest article, Manage suggestions, View personal folder
   - **Usage - Links:** Own, View, Edit, Delete, Execute

9. Click the Save button.

---

**Creating User Subgroups**

A group can be added as a subgroup to another group, to assign additional privileges such as, roles, actions, permissions, etc. to the subgroup. For example, if you want the administrator group to also act as supervisors, you can add the administrator group as the subgroup of the supervisor group. Along with the privileges the administrator group already has, it also gets all the privileges of the supervision group.

Do not create subgroups for integrated user groups.
To create a subgroup:

1. In the Tree pane, browse to the Users node. Based on where you want to create a user subgroup, do one of the following.
   - If you are a system administrator, go to the system partition and browse to Administrator > Partition: System > User > Groups.
   - If you are a partition administrator, go to the business partition and browse to Administrator > Partition: Partition_Name > User > Groups.
   - If you are a department administrator, browse to Administration > Departments > Department_Name > User > Groups.

2. Select the group for which you want to create a subgroup.
   - If you want to use an existing group as a subgroup, go to Relationships tab and in the User subgroups section, select from the available groups.

   ![Select subgroups](image)

   - If you want to create a new subgroup, follow steps 3 to 9 from one of the following sections: “Creating User Groups in System Partition” on page 120, “Creating User Groups in Business Partition” on page 122, “Creating User Groups in Business Partition” on page 122, “Creating Groups of Standalone Users” on page 124, or “Creating Groups of Integrated Users” on page 127. When you create a group under an existing group, it automatically becomes the subgroup of the group.

Deleting User Groups

If a Unified EIM and WIM user group is mapped to a Unified CCE skill group, and the Unified CCE skill group is deleted, when the Unified EIM and WIM user group is clicked, a warning appears indicating that the user group will be unmapped in Unified EIM and WIM.

To delete a user group:

1. In the Tree pane, browse to the Users node. Based on from where you want to delete the user group, do one of the following.
   - If you are a system administrator, go to the system partition and browse to Administrator > Partition: System > User > Roles.
   - If you are a partition administrator, go to the business partition and browse to Administrator > Partition: Partition_Name > User > Roles.
   - If you are a department administrator, browse to Administration > Departments > Department_Name > User > Roles.

2. In the List pane, select the user group you want to delete.

3. In the List pane toolbar, click the Delete button.
Managing Users

Creating System Administrators

**Important:** If you are editing the properties of an existing user who is logged into the application, the user updates take effect only on the next login.

**To create a system administrator:**

1. Log in to the system partition and go to the Administration Console.
2. In the Tree pane, browse to Administration > Partition: System > User > Users.
3. In the List pane toolbar, click the New button.
4. In the Properties pane, on the General tab, set the following:
   a. In the General section, provide the following details.
      - **User name:** Type a name for the user. This name is used by the user to log in to the application.
      - **Password:** Type the password.
      - **User status:** Select the status of the user. By default the new user’s status is **Enabled**. Once the user is saved, the following four options are available: Enabled, Disabled, Logged in, and Not logged in. For more information, see “Changing User Status” on page 151

The following fields are optional.

- **Title**
- **First name**
- **Middle name**
- **Last name**
- **Suffix**
- **Screen name:** This field is not in use.
- **Mobile number 1**
- **User type**
b. Next, go to the Business section, and provide the following information. All the fields are optional.

- **Employment status**: The options available are - Customer, Employee, Partner, and Reseller.
- **Company**
- **Division**
- **Department**
- **Job title**
- **Work address line 1**
- **Work address line 2**
- **Work city**
- **Work state**
- **Work zip code**
- **Work country**
- **Work phone**
- **Extension**
- **Work pager**
- **Work fax**
- **Email address**
- **Mobile number 2**
- **ACD name**
- **Hire date**
c. Next, go to the Personal section, and provide the following information. All the fields are optional.

- **Home address line 2**
- **Home city**
- **Home state**
- **Home zip code**
- **Home country**
- **Home phone**
- **Home pager**
- **Home fax**
- **Mobile number 3**
- **Secondary email address**

d. Finally, go to the Miscellaneous section, and provide the following information. All the fields are optional.

- **Primary language**
• **Gender**

• **Creation date**: This field displays the name of the user who created the user. The value is populated automatically when the user is saved and it cannot be changed.

• **Created by**: This field displays the date and time when the user is created. The value is populated automatically when the user is saved and it cannot be changed.

• **Social Security Number**

5. Next, go to the Relationships tab, and set the following.

   a. Go to the User groups section and select the user group to which you want to add the user. If you have not created any user groups yet, you can create them and add the users later. For more details, see “Creating User Groups in System Partition” on page 120. Although it is optional to manage users through user groups, we highly recommend that you use groups as it makes user management easier. When a user is added to a group, he is automatically assigned the roles and actions of the group. You can also choose to assign actions and roles to users individually; however, it is not recommended.

   b. Go to the User roles section and select the roles to be assigned to the user. If you want to view the actions that come as part of the selected role, save the user and go to the Actions tab to see the list of actions.

   c. Next, go to the Actions section, and view the list of actions assigned to the user. Here you can also assign additional actions to the user. You can identify how actions are assigned from the Grant field in the Selected actions section. The actions assigned explicitly show the value “Explicit”.

---

Set miscellaneous properties

Select user groups

Select user roles
It is highly recommended that you do not assign actions directly to user. You should always create a user role, with the actions, and assign the role to the user. This makes user management easier. For more details on creating user roles, see “Creating User Roles” on page 117.

6. Click the Save button to enable the various options in the Permissions tab.

7. On the Permissions tab, assign permissions for the following objects.
   - **Partition:** Own, View, Edit, Administer
   - **User:** Own, View, Edit, Delete
   - **User group:** Own, View, Edit, Delete, Own, View Edit, Delete

   If you have added a user to a user group, and the user group has permissions on various objects, then that permissions show selected and disabled. If you are using user groups for user management, you should assign permissions to user groups, and not to individual users.

   8. Click the Save button.

   Ignore the Cisco Media Blender tab as it is not used for system administrators.

Creating Partition Administrators

---

**Important:** If you are editing the properties of an existing user who is logged into the application, the user updates take effect only on the next login.

To create a partition administration:

1. Log in to the business partition and go to the Administration Console.
2. In the Tree pane, browse to Administration > Partition: `Partition_Name` > User > Users.
3. In the List pane toolbar, click the New button.
4. In the Properties pane, on the General tab, set the following:
   a. In the General section, provide the following details:
- **User name**: Type a name for the user. This name is used by the user to log in to the application.
- **Password**: Type the password.
- **User status**: Select the status of the user. By default the new user’s status is **Enabled**. Once the user is saved, the following four options are available: Enabled, Disabled, Logged in, and Not logged in. For more information, see “Changing User Status” on page 151.

The following fields are optional.
- **Title**
- **First name**
- **Middle name**
- **Last name**
- **Suffix**
- **Screen name**: This field is not in use.
- **Peripheral**: This field is not in use.
- **Unified CCE Agent Login Name**: This field is not in use.

```
<table>
<thead>
<tr>
<th>General</th>
<th>Relationships</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Business</td>
<td>Personal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Name</td>
<td>Value</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td>Tom</td>
<td></td>
</tr>
<tr>
<td>Middle name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td>White</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Username</td>
<td>Tom</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td>**********</td>
<td></td>
</tr>
<tr>
<td>User status</td>
<td>Not logged in</td>
<td></td>
</tr>
<tr>
<td>Screen name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peripheral</td>
<td>&lt;Select&gt;</td>
<td></td>
</tr>
<tr>
<td>Unified CCE Agent Login Name</td>
<td>&lt;Select&gt;</td>
<td></td>
</tr>
</tbody>
</table>
```

**Set general properties**

b. Next go to the Business section, and provide the following information. All the fields are optional.
- **Company**
- **Division**
- **Department**
- **Job title**
- **Email address**
- **Work phone**
- **Extension**
- **Mobile number 1**
- **Employment status**: The options available are - Customer, Employee, Partner, and Reseller.
c. Next, go to the Personal section, and provide the following information. All the fields are optional.

- Home address line 1
- Home address line 2
- Home city
- Home state
- Home zip code
- Home phone
- Mobile number 2
- Secondary email address

d. Finally, go to the Miscellaneous section. The following information is displayed.

- **Creation date**: This field displays the name of the user who created the user. The value is populated automatically when the user is saved and it cannot be changed.
- **Created by**: This field displays the date and time when the user is created. The value is populated automatically when the user is saved and it cannot be changed.
5. Next, go to the Relationships tab, and set the following.

a. Go to the User groups section and select the user group to which you want to add the user. If you have not created any user groups yet, you can create them and add the users later. For more details, see “Creating User Groups in Business Partition” on page 122. Although it is optional to manage users through user groups, we highly recommend that you use groups as it makes user management easier.

When a user is added to a group, he is automatically assigned the roles and actions of the group. You can also choose to assign actions and roles to users individually; however, it is not recommended.

b. Go to the User roles section and select the roles to be assigned to the user. If you want to view the actions that come as part of the selected role, save the user and go to the Actions tab to see the list of actions.

c. Next, go to the Actions section, and view the list of actions assigned to the user. Here you can also assign additional actions to the user. You can identify how actions are assigned from the Grant field in the Selected actions section. The actions assigned explicitly show the value “Explicit”.

It is highly recommended that you do not assign actions directly to user. You should always create a user role, with the actions, and assign the role to the user. This makes user management easier. For more details on creating user roles, see “Creating User Roles” on page 117.

d. Lastly, in the Languages section, select the primary KB language for the user.

6. Click the Save button to enable the various options in the Permissions tab.

7. On the Permissions tab, assign permissions for the following objects.

   - **Department**: Own, View, Edit, Administer
- **Partition:** Own, View, Edit, Administer
- **Report:** View, Run, Edit, Delete, Schedule
- **User:** Own, View, Edit, Delete
- **User group:** Own, View, Edit, Delete, Own, View Edit, Delete

If you have added a user to a user group, and the user group has permissions on various objects, then those permissions show selected and disabled. If you are using user groups for user management, you should assign permissions to user groups, and not to individual users.

8. Click the **Save** button.

Ignore the Cisco Media Blender tab as it is not used for partition administrators.

### Creating Department Users

**Important:** If you are editing the properties of an existing user who is logged into the application, the user updates take effect only on the next login.

This section talks about:
- Creating Standalone Users on page 139
- Creating Integrated Users on page 145

### Creating Standalone Users

**To create a standalone user:**

1. In the Tree pane, browse to **Administration > Departments > Department_Name > User > Users.**
2. In the List pane toolbar, click the **New** button.
3. In the Properties pane, on the General tab, set the following.
   a. In the General section, provide the following details:
      - **User name:** Type a name for the user. This name is used by the user to log in to the application. Make sure that you provide a unique user name, and a user with this name does not exist in Unified CCE.
      - **Password:** Type the password. There are important setting related to setting up password. For more details, see “User Account Settings” on page 35.
• **Screen name:** You need to set the screen name for a user who has the Unified WIM license. This is the name displayed to chat customers in the Customer Console. You can use the same screen name for more than one user in the system. Do not change the screen name of an agent when the agent is logged in the application and is servicing chats.

• **User status:** Select the status of the user. By default the new user’s status is **Enabled**. Once the user is saved, the following four options are available: Enabled, Disabled, Logged in, and Not logged in. For more information, see “Changing User Status” on page 151.

The following fields are optional.

• **Title**
• **First name**
• **Middle name**
• **Last name**
• **Suffix**
• **External assignment:** This field is not in use and the value of the field cannot be changed.
• **Peripheral:** Do not set this field for standalone users.
• **Unified CCE Agent Login Name:** Do not set this field for standalone users.

Set general properties

b. Next go to the Business section, and provide the following information. All the fields are optional.

• **Company**
• **Division**
• **Department**
• **Job title**
• **Manager:** Here you can set the manager of a user. For more details, see “Assigning Manager of Users” on page 152.
• **Email address**
• **Work phone**
• **Extension**
• **Mobile number 1**
- **Employment status**: The options available are - Customer, Employee, Partner, and Reseller.

Set business properties

c. Next, go to the Personal section, and provide the following information. All the fields are optional.

- **Home address line 1**
- **Home address line 2**
- **Home city**
- **Home state**
- **Home zip code**
- **Home phone**
- **Mobile number 2**
- **Secondary email address**

Set personal properties

d. Next, go to the Miscellaneous section. The following information is displayed:

- **Creation date**: This field displays the name of the user who created the user. The value is populated automatically when the user is saved and it cannot be changed.
- **Created by**: This field displays the date and time the user is created. The value is populated automatically when the user is saved and it cannot be changed.

  ![Image of user details](image)

  **View miscellaneous properties**

  e. Finally, go to the Custom section. This displays the list of custom attributes created for users. You can add these custom attributes from the Tools Console. First, you need to create the custom attribute from **Tools > Partition: Partition_Name > Business objects > Attributes setting > System > User data**. Then, add the custom attribute to **Administration Console - Users - General - Custom** screen available at, **Tools > Departments > Department_Name > Business objects > Attributes settings > Screen**. For more details on custom attribute, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Tools Console*.

**Important**: Custom attributes cannot be created in the Basic edition of Unified WIM and Unified EIM.

  ![Image of custom properties](image)

  **Set custom properties**

4. Next, go to the Relationships tab, and set the following.

a. First, go to the Licenses tab and assign licenses to the user. The following licenses are available:

- CIH Platform - Basic or CIH Platform - Advanced
- Unified WIM (if Unified WIM is installed)
- Unified EIM (if Unified EIM is installed)
- Data Adapter
- Cobrowse (if Cobrowse is installed)

  ![Image of selecting licenses](image)

  **Select licenses**
b. Go to the User groups section and select the user group to which you want to add the user. If you have not created any user groups yet, you can create them and add the users later. For more details, see “Creating User Groups in Business Partition” on page 122. Although it is optional to manage users through user groups, we highly recommend that you use groups as it makes user management easier.

When a user is added to a group, he is automatically assigned the roles and actions of the group. You can also choose to assign actions and roles to users individually; however, it is not recommended.

c. Go to the User roles section and select the roles to be assigned to the user. If you want to view the actions that come as part of the selected role, save the user and go to the Actions tab to see the list of actions.

d. Next, go to the Actions section, and view the list of actions assigned to the user. Here you can also assign additional actions to the user. You can identify how actions are assigned from the Grant field in the Selected actions section. The actions assigned explicitly show the value “Explicit”. If you want to allow the user to import and export content for translations from the Knowledge Base Console, assign the “Import Translation” and “Export Translation” actions to the user.

It is highly recommended that you do not assign actions directly to user. You should always create a user role, with the actions, and assign the role to the user. This makes user management easier. For more details on creating user roles, see “Creating User Roles” on page 117.
e. Next, go to the User attribute settings tab and select a user attribute setting for the group. This lets you control the level of access a user has in the system. For more details on user attribute settings, see *Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Tools Console.*

**Important:** User attributes settings cannot be created in the Basic edition of Unified WIM and Unified EIM.

f. Next, in the Languages section, select the primary KB language for the user.

g. Next, in the Direct reports section you can select the users who report to this user. For more details, see “Assigning Manager of Users” on page 152.

h. Next, in the Departments section you can share the user across departments. For more details, see “Sharing Users with Other Departments” on page 153.

5. Click the **Save** button to enable the various options in the Permissions tab.

6. On the Permissions tab, assign permissions for the following objects.

   - **KB Folder:** Own folder, View folder, Edit folder, Delete folder, Create folder, Create article, Edit article, Delete article, Suggest article, Manage suggestions, View personal folder
- **Report**: View, Run, Edit, Delete, Schedule
- **Routing Queue**: Own, View, Edit, Delete, Transfer activities, Pull activities
- **Usage - Links**: Own, View, Edit, Delete, Execute
- **User**: Own, View, Edit, Delete, Transfer activities, Pull activities
- **User group**: Own, View, Edit, Delete, Transfer activities, Pull activities

If you have added a user to a user group, and the user group has permissions on various objects, then that permission shows selected and disabled. If you are using user groups for user management, you should assign permissions to user groups, and not to individual users.

![Set permissions](Image)

7. Click the **Save** button.

   Ignore the Cisco Media Blender tab as it is not used for standalone users.

---

**Creating Integrated Users**

**To create an integrated user:**

1. In the Tree pane, browse to **Administration > Departments > Department_Name > User > Users**.
2. In the List pane toolbar, click the **New** button.
3. In the Properties pane, on the **General** tab, set the following.
   a. In the General section, provide the following details.
      - **Peripheral**: From the dropdown list, select the Unified CCE peripheral to which the agent belongs. Every time the user administration screen is loaded, the peripheral list is dynamically populated with the current list of peripherals that exist in Unified CCE.
      - **Unified CCE Agent Login Name**: From the dropdown list, select the agent to which the user should map. All Unified CCE agents that belong to the selected peripheral are dynamically retrieved from Unified CCE.

   When you select an agent login name, a message is displayed that a Unified EIM and WIM user is getting mapped to a Unified CCE agent and this would affect the reporting on the agent. Once you click the **OK** button in the message, the following fields are populated automatically.
     - **User name**: This name is used by the user to log in to the application. Do not change the value of this field.
     - **First name**: First name of the user. Do not change the value of this field.
     - **Last name**: Last name of the user. Do not change the value of this field.
     - **Password**: Password of the user. Do not change the value of this field.
- **Screen name**: The screen name of the chat agent. This is the name displayed to chat customers in the Customer Console. You can change the value in this field. This is a required field for users who have the Unified WIM license. You can use the same screen name for more than one user in the system.

- **User status**: Select the status of the user. By default the new user’s status is **Enabled**. Once the user is saved, the following four options are available: Enabled, Disabled, Logged in, and Not logged in. For more information, see “Changing User Status” on page 151.

If a Unified EIM and WIM user group is mapped to a Unified CCE skill group, and the skill group attributes are modified in Unified CCE, when the Unified EIM and WIM user group is clicked, the modifications are automatically retrieved and synchronized in Unified EIM and WIM.

The following fields are optional.

- **Title**
- **Middle name**
- **Suffix**
- **External assignment**: This field is not in use and the value of the field cannot be changed.

b. Next go to the Business section, and provide the following information. All the fields are optional.

- **Company**
- **Division**
- **Department**
- **Job title**
- **Manager**: Here you can set the manager of a user. For more details, see “Assigning Manager of Users” on page 152.

- **Email address**
- **Work phone**
- **Extension**
- **Mobile number 1**
- **Employment status**: The options available are - Customer, Employee, Partner, and Reseller.
c. Next, go to the Personal section, and provide the following information. All the fields are optional.

- **Home address line 1**
- **Home address line 2**
- **Home city**
- **Home state**
- **Home zip code**
- **Home phone**
- **Mobile number 2**
- **Secondary email address**

d. Next, go to the Miscellaneous section. The following information is displayed.

- **Creation date**: This field displays the name of the user who created the user. The value is populated automatically when the user is saved and it cannot be changed.
- **Created by**: This field displays the date and time the user is created. The value is populated automatically when the user is saved and it cannot be changed.
e. Finally, go to the Custom section. This displays the list of custom attributes created for users. You can add these custom attributes from the Tools Console. First, you need to create the custom attribute from Tools > Partition: Partition_Name > Business objects > Attributes setting > System > User data. Then, add the custom attribute to Administration Console - Users - General - Custom screen available at. Tools > Departments > Department_Name > Business objects > Attributes settings > Screen. For more details on custom attribute, see Cisco Unified Web and E-Mail Interaction Manager Tools Console User’s Guide.Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Tools Console.

**Important:** Custom attributes cannot be created in the Basic edition of Unified WIM and Unified EIM.

4. Next, go to the Relationships tab, and set the following.

   a. First, go to the Licenses tab and assign licenses to the user. The following licenses are available:
      - CIH Platform - Basic or CIH Platform - Advanced
      - Unified WIM (if Unified WIM is installed)
      - Unified EIM (if Unified EIM is installed)
      - Data Adapter
      - Cobrowse (if Cobrowse is installed)

   b. Go to the User groups section and select the user group to which you want to add the user. If you have not created any user groups yet, you can create them and add the users later. For more details, see “Creating User Groups in Business Partition” on page 122. Although it is optional to manage users through user groups, we highly recommend that you use groups as it makes user management easier. When a user is added to a group, he is automatically assigned the roles and actions of the group. You can also choose to assign actions and roles to users individually; however, it is not recommended.
c. Go to the User roles section and select the roles to be assigned to the user. If you want to view the actions that come as part of the selected role, save the user and go to the Actions tab to see the list of actions.

d. Next, go to the Actions section, and view the list of actions assigned to the user. Here you can also assign additional actions to the user. You can identify how actions are assigned from the Grant field in the Selected actions section. The actions assigned explicitly show the value “Explicit”. If you want to allow the user to import and export content for translations from the Knowledge Base Console, assign the “Import Translation” and “Export Translation” actions to the user.

It is highly recommended that you do not assign actions directly to user. You should always create a user role, with the actions, and assign the role to the user. This makes user management easier. For more details on creating user roles, see “Creating User Roles” on page 117.

e. Next, go the User attribute settings tab and select a user attribute setting for the group. This lets you control the level of access a user has in the system. For more details on user attribute settings, see Cisco Unified Web and E-Mail Interaction Manager Tools Console User’s Guide.Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Tools Console.
f. Next, in the Languages section, select the primary KB language for the user.

g. Next, in the Direct reports section you can select the users who reports to this user. For more details, see “Assigning Manager of Users” on page 152.

h. Next, in the Departments section you can share the user across departments. For more details, see “Sharing Users with Other Departments” on page 153.

5. Click the **Save** button to enable the various options in the Permissions tab.

6. On the Permissions tab, assign permissions for the following objects. For IPTA users, these permissions can only be set from the user properties. For NIPTA users, these permissions can also be assigned from the user group properties. However, for both NIPTA and IPTA users and user groups, you cannot assign these permissions from the KB folder or usage link and link group properties.

- **KB Folder**: Own folder, View folder, Edit folder, Delete folder, Create folder, Create article, Edit article, Delete article, Suggest article, Manage suggestions, View personal folder

- **Usage - Links**: Own, View, Edit, Delete, Execute

If you have added a user to a user group, and the user group has permissions on various objects, then that permission shows selected and disabled. If you are using user groups for user management, you should assign permissions to user groups, and not to individual users.

7. Next, go to the Cisco Media Blender tab. This tab is enabled only for users that belong to a skill group, which is mapped to an MRD that is related to Blended Collaboration type of media class.

8. Click the **Save** button.
Deleting Users

You can delete users which are not being used. However, if a user has any open activities or cases, or suggestions in feedback state, then such a user cannot be deleted. You must reassign the cases and activities before deleting the user.

**To delete a user:**

1. In the Tree pane, browse to the **Users** node. Based on where you want to delete the user from, do one of the following:
   - If you are deleting a system administrator, go to the system partition and browse to **Administrator > Partition: System > User > Users**.
   - If you are deleting a partition administrator, go to the business partition and browse to **Administrator > Partition: Partition_Name > User > Users**.
   - If you are a department administrator, browse to **Administration > Departments > Department_Name > User > Users**.
2. In the List pane, select the user you want to delete.
3. In the List pane toolbar, click the **Delete** button.
4. A message appears asking to confirm the deletion. If the user has created any monitors in the Supervision Console, a message is displayed to inform that all the monitors created by the user will be deleted. Click **Yes** to delete the user.

Changing User Status

The user status feature allows you to enable or disable users in the system. It also helps you know which users are logged in to the application. A user can have one of the following status:

- **Enabled**: This status indicates that the user is enabled and can log in to the application.
- **Disabled**: This status indicates that the user is disabled. A disabled user cannot login to the application.
- **Logged in**: This status indicates that the user is logged in to the application.
- **Not logged in**: This status indicates that the user is not logged in to the application. If you want to end the session of a user, who is logged in to the application, you can use this option.

**To change the status of a user:**

1. In the Tree pane, browse to the **Users** node. Based on where the user is, do one of the following:
   - If you are in system partition, browse to **Administrator > Partition: System > User > Users**.
   - If you are in business partition, browse to **Administrator > Partition: Partition_Name > User > Users**.
   - If you are in a department, browse to **Administration > Departments > Department_Name > User > Users**.
2. In the List pane, select the user whose status you want to change.
3. In the Properties pane, go to the General tab.
4. Go to the General section, and in the User status field select the **Enabled** option to enable the user, or select the **Disabled** option to disable the user. If a user is logged in to the application, and you want to end his session, select the **Not logged in** option. The user session will be ended he will be displayed a message about the same.

![Select status](image)

5. Click the **Save** button.

Assigning Manager of Users

A manager can monitor the activities and cases assigned to agents from the Agent Console. A manager has a My Team folder in his Inbox tree, in the Agent Console, in which all the users who report to the user are listed. The manager has a read only view of the activities and cases assigned to the users reporting to him.

You can assign a manager of the user in two ways. Either edit the properties of the manager to assign direct reports to him. Or, edit the user properties to assign the manager to the user. Use the first option if all the users are already created in the system and you want to assign managers for all the users. Use the second option to assign a manager while creating the user.

You cannot assign managers of user groups.

**To assign a manager of a user:**

1. In the Tree pane, browse to **Administration > Departments > Department_Name > User > Users**.
2. In the List pane, select a user and do one of the following:
   - If you are editing the properties of the manager, then in the Properties pane, go the Relationships tab and in the Direct reports section, select the users who report to the selected user. The user becomes the manager of the selected users.

![Select the users reporting to this user](image)
If you are assigning the manager of the user, then in the General tab, go to the Business section and in the Manager field click the **Assistance** button. The Select Manager window appears. Select a manager for the user and click the **OK** button.

![Select Manager](image)

**Select a manager of the user**

3. Click the **Save** button.

### Sharing Users with Other Departments

To be able to share users among departments, first the departments should be shared with each other. Only partition administrators can share departments. For more details see, “Sharing Department Resources” on page 157.

Shared users show as foreign users in the other departments.

**To share a user with other departments:**

1. In the Tree pane, browse to **Administration > Departments > Department_Name > User > Users**.
2. In the List pane, select a user.
3. In the Properties pane, on the Relationships tab, go to the Departments section and select a department from the list. If you do not see any departments in the list, contact your partition administrator.

![Select department](image)

4. Click the **Save** button.
Departments

- About Departments
- Creating Departments
- Sharing Department Resources
- Copying Departments
This chapter will assist you in understanding departments and how to set them up according to your business requirements.

About Departments

Every organization needs to form various departments to meet their requirements, and divide their workforce accordingly. Departments enable you to form a mirror of the departments in your company. Departments and department administrators are created by the partition administrator. All departments that are created will be formed under a Partition. A partition level user will be able to view all departments under it. Whereas, a department level user can only view his own and shared departments.

As a department administrator, you have the power to control and manage your department. This is made possible via the resources available in each department. Each department has twelve types of resources for use in your department. The Administration tree has an individual node for each type of resource.

The following business objects are available in departments:

- Archive jobs: For more information, see “Archive” on page 181.
- Calendars: For more information, see “Business Calendars” on page 160.
- Chat: For more information, see Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Chat and Collaboration Resources.
- Classifications: For more information, see “Classifications” on page 167.
- Dictionaries: For more information, see “Dictionaries” on page 171.
- Email infrastructure: For more information, see Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Email Resources.
- Data adapters: For more information, see Cisco Unified Web and E-Mail Interaction Manager Administrator’s Guide to Data Adapters.
- Macros: For more information, see “Macros” on page 175.
Creating Departments

Only a partition administrator can create departments.

**To create a department:**

1. In the Tree pane, browse to Administration > Departments.
2. In the list pane toolbar, click the New button.
3. In the Properties pane, on the General tab, provide the name and general description for the department. The following characters are not allowed in the name: < , . ? : > $ * / 

   ![Set general properties]

4. On the Sharing tab, select the departments that you want to share resources with from the list of available departments. Activities are not shared unless specified. To share activities with a particular department, locate it in the Selected departments list and change the value of the Activities column to Shared for this department.

   ![Share department resources with other departments]
5. Lastly, on the Permissions tab, assign permissions to the users and user groups to own, view, edit, and administer the department that you have created.

![](Assign_permissions.png)

6. Click the **Save** button, to save the department you have created.

### Sharing Department Resources

Resources can be shared with other departments.

**To share resources with other departments:**

1. In the Tree pane, browse to the department whose resources are to be shared.
2. Now, go to the Properties pane. On the Sharing tab, select the departments that you want to share resources with from the list of available departments. Activities are not shared unless specified. To share activities with a particular department, locate it in the **Selected departments** list and change the value of the **Activities** column to **Shared** for this department.
3. Click the **Save** button.

### Copying Departments

You can copy an existing department. By copying a department, you get a ready structure, and you can edit any of the resources available in the department according to your requirements. This is a time saver and eases your task of creating multiple departments.

The following table describes how objects in a department get copied.

<table>
<thead>
<tr>
<th>#</th>
<th><strong>Object name</strong></th>
<th><strong>Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objects in the Administration Console</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. | Aliases | Copied as in original department with following exceptions: 
Email address is copied as `address_new_department_name`  
**Status** is always set as Inactive  
**User name** is copied as `username_new_department_name` |
<p>| 2. | Blocked Addresses | Copied as in original department |
| 3. | Blocked file extensions | Copied as in original department |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>Object name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Calendars, day labels, shift labels</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>5.</td>
<td>Classifications</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>6.</td>
<td>Customer Associations</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>7.</td>
<td>Data Adapter Links (Access and Usage)</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>8.</td>
<td>Delivery Exceptions</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>9.</td>
<td>Department share</td>
<td>Department shares and foreign users are copied</td>
</tr>
<tr>
<td>10.</td>
<td>Dictionaries</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>11.</td>
<td>Macros</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>12.</td>
<td>Monitors</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>13.</td>
<td>Products</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>14.</td>
<td>Queues</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>15.</td>
<td>Service levels</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>16.</td>
<td>Settings</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>17.</td>
<td>User groups</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>18.</td>
<td>User roles</td>
<td>Copied as in original department</td>
</tr>
<tr>
<td>19.</td>
<td>Users</td>
<td>Copied as in original department with following exceptions: User name is copied as username_new_department_name Licenses of users are not copied Actions and Permissions of users are not copied.</td>
</tr>
<tr>
<td>20.</td>
<td>Workflows</td>
<td>Copied as in original department with following exception: The Active field of workflows is set to No.</td>
</tr>
<tr>
<td>21.</td>
<td>Archive Jobs</td>
<td>Not copied</td>
</tr>
<tr>
<td>22.</td>
<td>Chat templates and entry points</td>
<td>Not copied</td>
</tr>
</tbody>
</table>

**Objects in the Knowledge Base Console**

<table>
<thead>
<tr>
<th>#</th>
<th>Object name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>Knowledge Base</td>
<td>Copied as in original department with following exception: User created folders and articles within is copied and same as original department. Personal folders are copied as foldername_new_department_name.</td>
</tr>
<tr>
<td>24.</td>
<td>Article bookmarks</td>
<td>Not copied</td>
</tr>
</tbody>
</table>

**Objects in the Tools Console**

<table>
<thead>
<tr>
<th>#</th>
<th>Object name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td>Custom attributes in screen attribute profiles</td>
<td>Not copied</td>
</tr>
</tbody>
</table>
To copy a department:

1. In the Tree pane, browse to Administration > Departments.
2. In the Tree pane, select the department you want to copy.
3. In the Tree pane toolbar, click the Copy button.
4. In the Copy department window that appears, provide the name of the new department and click OK to create a copy of the department.

Provide a name for the department
Business Calendars

- About Business Calendars
- Managing Shift Labels
- Managing Day Labels
- Managing Business Calendars
- Managing Daylight Saving Changes
This chapter will assist you in understanding business calendars and how to set them up according to your business requirements.

## About Business Calendars

Calendars are used to map working hours of the contact center. Calendars are primarily used in:

- Setting due dates for activities routed through workflow. When activities are routed through a workflow that has an SLA node, due date is set according to the calendar.
- Reports: Calendars are used in reports. For example, reports like Email volume by queue, Email age by queue, and Email volume by alias.

### Important: It is not mandatory to set calendars. If not set, the system considers the agent’s work time as 24*7*365.

In a calendar, you set up the working and non-working times of users. This enables the functioning of service levels. Service levels are used for setting due dates for activities, cases, and tasks, and trigger alarms to alert supervisors.

To configure a calendar, you need to create the following.

- Shift labels: A shift label describes the type of shift, and whether agents work in that shift or not. For example, you can create shift labels like:
  - Morning shift and Evening shift, when agents work.
  - Lunch break, Holidays, and Weekends, when agents do not work.
- Day labels: Day labels define the work time for each shift. Shift labels are used for creating day labels. For example, you can create day labels like:
  - Weekday
    - 8 am to 12 pm: Morning shift
    - 12 pm to 1 pm: Lunch break
    - 1 pm to 5 pm: Evening shift
  - Holiday
    - 12 am to 11.59 pm: Holiday

Use day labels to create calendars.
Managing Shift Labels

Creating Shift Labels

A shift label describes the type of shift, and whether the agents work in that shift or not. For example, morning shift, afternoon shift, lunch break, Christmas holiday, etc. Once created, shift labels are used in day labels.

To create a shift label:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Calendar > Shift Labels.

2. In the List pane toolbar, click the New button.

   The Properties pane refreshes to show the properties of the new shift label.

3. In the Properties pane, in the General tab, provide the following details.
   - **Name:** Type a name for the shift label. Do not use a comma (,) in the name.
   - **Description:** Type a brief description.
   - **Agents work this shift:** Specify if agents work in this shift or not. By default Yes is selected. Select No if agents do not work in this shift.

4. Click the Save button.

Deleting Shift Labels

You cannot delete a shift label if it is used in any day label. First, remove the shift label from the day label, where it is used, and then delete the shift label.

To delete a shift label:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Calendar > Shift Labels.

2. In the List pane, select the shift label you want to delete.

3. In the List pane toolbar, click the Delete button.
Creating Day Labels

In day labels, you can set the work time for each shift. For example, you can divide the 24 hours available in a day into working shifts of eight hours each. Therefore, each day would have three shifts.

Important: Before creating day labels, first create the shift labels.

To create a day label:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Calendar > Day Labels.

2. In the List pane toolbar, click the New button.

The Properties pane refreshes to show the properties of the new day label.

3. In the Properties pane, go to the General tab and provide the following details.
   - **Name**: Type a name for the day label. Do not use a comma (,) in the name.
   - **Description**: Type a brief description.
   - **Time zone**: It shows the time zone selected for the department. This field is disabled. If you want to change the time zone for your department, you can do it by changing the Business calendar timezone setting. For details on how to change this setting, see, “Setting the Time Zone” on page 164.

4. Next, go to the Times tab and provide the following details.
   - **Start time**: Select the start time for the day label.
   - **End time**: Select the end time for the day label.
   - **Shift label**: From the dropdown list, select the shift label to be used.

Likewise, specify the start time, end time, and shift labels for the whole day.
5. Click the Save button.

Deleting Day Labels

You cannot delete a day label if it is used in any calendar. First, remove the day label from the calendar, where it is used, and then you can delete it.

To delete a day label:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Calendar > Day Labels.
2. In the List pane, select the day label you want to delete.
3. In the List pane toolbar, click the Delete button.

Managing Business Calendars

Setting the Time Zone

Before you create a calendar, determine the time zone when your agents work. Make sure that you select the appropriate time zone in the department setting, Business calendar timezone. If you configure the calendar first, and then change the time zone setting, the start time and end time in the day labels get changed.

For example, you create a day label with the start time as 8 am and end time as 4 pm, and the time zone selected is (GMT -5:00) Eastern Standard Time (US and Canada). After creating a day label, you change the time zone setting to, (GMT -8:00) Pacific Standard Time (US and Canada). The day label start time changes to 5 am, and end time changes to 1 pm and the time zone changes to (GMT -8:00) Pacific Standard Time (US and Canada).

Important: It is recommended that you set the time zone first and then configure the calendars.

To change the time zone setting:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Settings > Department.
2. In the List pane, select the department settings group.
3. In the Properties pane, go to the Attributes tab.
4. In the Attributes tab, select the Business calendar timezone setting. From the available time zones, select the time zone for your department.
5. Click the Save button.
Creating Business Calendars

You can create business calendars for your department. At a time, only one calendar can be active. You can set calendars for all the days of the week, and the exception days, like holidays, weekends etc.

\[ \text{Important: You need to create day labels before creating calendars.} \]

To create a calendar:

1. In the Tree pane, browse to **Administration > Departments > Department_Name > Calendar > Calendars**.
2. In the List pane toolbar, click the **New** button.
   The Properties pane refreshes to show the properties of the new calendar.
3. In the Properties pane, go to the General tab, and provide the following details.
   - **Name**: Type a name for the calendar.
   - **Description**: Type a brief description.
   - **Effective start date**: Select the date on which the calendar becomes active. Two calendars in a department cannot have overlapping dates. Also, the start date should be greater than the current date.
   - **Effective end date**: Select the date on which the calendar becomes inactive. Two calendars in a department cannot have overlapping dates. Also, the end date should be greater than the start date.
     On the set end date, the calendar becomes inactive. Once a calendar becomes inactive, the system considers the agents work time as 24*7*365, unless some other calendar becomes active automatically.
   - **Time Zone**: It shows the time zone selected for the department. This field is disabled. If you want to change the time zone for your department, you can do it by changing the **Business calendar timezone** setting. For details on how to change this setting, see, “Setting the Time Zone” on page 164.

4. Now, go to the Normal Week tab, and select the day label to be used for each day of the week.
Configure the calendar for a normal week

5. Lastly, go to the Exceptions tab. Specify the day labels to be used for exception days, like holidays, weekends, etc. Select the date on which there is some exception, and then select the day label to be used for that day.

Important: The exception dates should be between the start date and end date of the calendar.

Configure the calendar for the exception days, like holidays

6. Click the Save button.

Deleting Business Calendars

To delete a calendar:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Calendar > Calendars.
2. In the List pane, select the calendar you want to delete.
3. In the List pane toolbar, click the Delete button.

Managing Daylight Saving Changes

When changes in the day light saving occur, you need to make the following two changes in calendars.

- In the department setting, Business calendar timezone, change the time zone.
- In the day labels, in the Times tab, adjust the start times and end times for all shifts.
Classifications

- About Classifications
- Managing Categories
- Managing Resolution Codes
About Classifications

Classification is a systematic arrangement of resources comprising of categories and resolution codes. You can create and assign classifications to incoming activities or to knowledge base articles. Classifications are of two types:

- Categories
- Resolution codes

Categories and resolution codes can be assigned to incoming activities in two ways:

- Manually, from the Agent Console
- Automatically, through workflows

Managing Categories

Categories are keywords or phrases that help you keep track of different types of activities. This section talks about:

- Creating Categories on page 168
- Deleting Categories on page 169

Creating Categories

To create a category:

1. In the Tree pane, browse to Administration > Department > Department_Name > Classifications > Categories.
2. In the List pane toolbar, click the New button.
3. In the Properties pane, on the General tab, provide the following details.
   - Name: Type the name of the category.
   - Description: Provide a brief description.
   - Treat the classification as a complaint: Select Yes to create a complaint type of category.
Deleting Categories

To delete a category:
1. In the Tree pane, browse to Administration > Department > Department_Name > Classifications > Categories.
2. In the List pane, select the category you want to delete.
3. In the List pane toolbar, click the Delete button.

Managing Resolution Codes

Resolution codes are keywords or phrases that help you keep track of how different activities were fixed. This section talks about:

- Creating Resolution Codes on page 169
- Deleting Resolution Codes on page 170

Creating Resolution Codes

To create a resolution code:
1. In the Tree pane, browse to Administration > Department > Department_Name > Classifications > Resolution Codes.
2. In the List pane toolbar, click the New button.
3. In the Properties pane, on the General tab, provide the following details.
   - Name: Type the name of the resolution code.
   - Description: Provide a brief description.
4. Click the Save button.

Deleting Resolution Codes

To delete a resolution code:

1. In the Tree pane, browse to Administration > Department > Department_Name > Classifications > Resolution Codes.

2. In the List pane, select the resolution code you want to delete.

3. In the List pane toolbar, click the Delete button.
Dictionaries

- About Dictionaries
- Choosing a Default Dictionary
- Creating Dictionaries
- Adding Blocked Words
- Approving Suggested Words
- Viewing Approved Words
About Dictionaries

Dictionaries refer to a list of words stored in the system for reference. Agents use dictionaries to check spellings in outgoing emails. Each department comes with 13 predefined dictionaries and one of them is configured as the default dictionary. A department can have only one default dictionary and it can be changed according to the business requirements.

Dictionaries are available in the following languages:
1. Danish
2. Dutch
3. English (UK)
4. English (US)
5. Finnish
6. French
7. German
8. Italian
9. Norwegian (Bokmal)
10. Portuguese
11. Brazilian Portuguese
12. Spanish
13. Swedish

---

Important: Dictionary support, used in spell-checking of content in articles and emails, is available in all supported languages except for Norwegian (Nynorsk).

Choosing a Default Dictionary

To choose a default dictionary:
1. In the Tree pane, browse to Administration > Department > Department_Name > Dictionaries.
2. In the List pane, select a dictionary.
3. In the Properties pane, on the General tab, in the **Default** field, choose **Yes** from the drop down list.

4. Click the **Save** button.

### Creating Dictionaries

You can also create your own dictionary and store words in it and you can make this as the default dictionary for your department.

**To create a new dictionary:**

1. In the Tree pane, browse to **Administration > Department > Department_Name > Dictionaries**.
2. In the List pane toolbar, click the **New** button.
3. In the Properties pane, on the General tab, provide the following details.
   - **Name**: Provide the name of the dictionary.
   - **Description**: Provide a brief description.
   - **Language**: From the drop down list, select a language for the dictionary.

   Click the **Save** button to enable the **Default** field.

   - **Default**: Select **Yes** to make this the default dictionary of the department.

4. Click the **Save** button.
Adding Blocked Words

You can create a list of blocked words that users should not be allowed to use in emails, chats, etc.

To add blocked words:
1. In the Tree pane, browse to Administration > Department > Department_Name > Dictionaries.
2. In the List pane, select a dictionary.
3. In the Properties pane, on the Special words tab, go to the Blocked section.
4. Add the list of blocked words. If you want to delete a blocked word, select the word and click the Delete \(\times\) button.
5. Click the Save button.

Approving Suggested Words

While using the spell-checker users can suggest words that can be added to the dictionary. As an administrator, you can review the list of suggested words and can add these words to the dictionary.

To approve suggested words:
1. In the Tree pane, browse to Administration > Department > Department_Name > Dictionaries.
2. In the List pane, select a dictionary.
3. In the Properties pane, on the Special words tab, go to the Suggested section.
4. View the list of suggested words. To approve a word, select the word, and click the Approve button. To delete a suggested word, select the word and click the Delete \(\times\) button.
5. Click the Save button.

Viewing Approved Words

To view the approved words:
1. In the Tree pane, browse to Administration > Department > Department_Name > Dictionaries.
2. In the List pane, select a dictionary.
3. In the Properties pane, on the Special words tab, go to the Suggested section.
4. View the list of approved words. To delete an approved word, select the word and click the Delete \(\times\) button.
5. Click the Save button.
Macros

- About Macros
- Creating Business Object Macros
- Creating Combination Macros
- Deleting Macros
This chapter will assist you in understanding what macros are and how to configure them.

About Macros

Macros are commands that fetch stored content. They are easy to use, and display the actual content, when expanded. Macros enable you to enter a single command to perform a series of frequently performed actions. For example, you can define a macro to contain a greeting for email replies. Instead of typing the greeting each time, you can simply use the macro. It is important to note that a macro’s expansion is contextual to the object, and two macros of similar looking attribute expand differently depending upon the context object. For example, the macros “Email address of the contact point” and “Contact point data of the activity”, both return the email address of the customer, but the first one returns the email address saved in the customer profile and the second one returns the email address associated with the activity in which the macro is used.

You can create two types of macros:

1. Business Objects macros: In Business Objects you can create macros for several objects. For example, Activity data, Customer data, User data, etc. You have to define an attribute to a macro from the list of system provided attributes. Please note that you can define only a single attribute for each macro.

2. Combination macros: In Combination Macros you can create macros with multiple descriptions. That is, you can combine multiple macros within a single macro. Multiple macros can be selected from both Business Objects and Combination macro types.

Creating Business Object Macros

To create a business object macro:

1. In the Tree pane, browse to Administration > Department > Department_Name > Macros > Business Objects > Business Object Name.
2. In the List pane toolbar, click the New button.
3. In the Properties pane, on the General tab, provide the following details.
   - **Name**: Type a name for the macro.
   - **Description**: Provide a brief description.
   - **Default value**: Provide the default value for the macro.
   - **Exception article**: Click the Assistance button and from the Select Article window, select the exception article for the macro.
   - **Definition**: Click the Assistance button and from the Select Attribute window, select the attribute that defines this macro. Please note that for any date attributes (for example, case creation date) are displayed in the GMT timezone.
Creating Combination Macros

**To create a combination macro:**

1. In the Tree pane, browse to Administration > Department > Department_Name > Macros > Combinations.
2. In the List pane toolbar, click the New button.
3. In the Properties pane, on the General tab, provide the following details.
   - **Name:** Type the name of the macro.
   - **Description:** Provide a brief description.
   - **Default value:** Provide the default value for the macro.
   - **Exception article:** Click the Assistance button and from the Select Article window, select the exception article for the macro.
   - **Definition:** Click the Assistance button and from the Select Definition window, select the attributes that define this macro.
4. Click the Save button.

<table>
<thead>
<tr>
<th>General</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Value</td>
</tr>
<tr>
<td>Description</td>
<td>Unique ID of the activity</td>
</tr>
<tr>
<td>Default value</td>
<td></td>
</tr>
<tr>
<td>Exception article</td>
<td></td>
</tr>
<tr>
<td>Definition</td>
<td>&quot;contact_person.full_name&quot;, &quot;e&quot;, &quot;firstname&quot;, &quot;lastname&quot;, &quot;contact.p.&quot;</td>
</tr>
</tbody>
</table>

Set general properties

4. Click the Save button.
Deleting Macros

To delete a macro:

1. In the Tree pane, browse to Administration > Department > Department_Name > Macros.
2. Select the type of macro you want to delete.
3. In the List pane, select the macro you want to delete.
4. In the List pane toolbar, click the Delete button.

Important: Macros used in workflows cannot be deleted.
Products

- About Products
- Creating Product Catalogs
- Deleting Product Catalogs
This chapter will assist you in understanding what product catalogues are and how to configure them.

**About Products**

You can associate products from the product catalog in the system with customers in a department. A product catalog enables you to have a handy reference of your products within the system. You can configure the system to list your product catalogs with customized articles and attachments. A product catalog is a complete enumeration of items (products) arranged systematically with descriptive details.

**Creating Product Catalogs**

To create a product catalog:

1. In the Tree pane, browse to Administration > Department > Department_Name > Products.
2. In the List pane toolbar, click the New button.
3. In the Properties pane, on the General tab, provide a name and description for the product catalog.
4. Click the Attributes tab to add more details about the product.
5. The Articles tab enables you to select an article from the Knowledge base.
6. The Attachments tab allows you to add attachments to the product catalog.
7. Click the Save button.

**Deleting Product Catalogs**

To delete a product catalog:

1. In the Tree pane, browse to Administration > Department > Department_Name > Products.
2. In the List pane, select the product catalog you want to delete and click the Delete button.
Archive

- About Archives
- Managing Archive Jobs
- Managing Job Runs
- Purging Archived Data
About Archives

Data is stored in the active database. With time, the size of the data usually increases to a point where it begins to affect the performance of the system. 20 GB should be considered the maximum limit for the size of the active database, after which we recommend archiving to avoid performance issues. Hence, it is important that data that is not in use anymore is stored somewhere other than the active database.

Archiving is a systematic process which moves data from the active database to the archive database. Periodic archiving helps to keep the size of the active database within prescribed levels, thereby improving the performance of the system.

What Can You Archive?

You can archive cases and activities. However, attachments of activities are not archived.

Once archived, a case or activity cannot be “unarchived.” If a customer replies to an archived case, a new case gets created.

About Archive Jobs

An archive job is a process that runs automatically at a scheduled time and archives data based on a specified criteria (such as, the age of the data and the queue to which it belongs). You can create multiple archive jobs in a department, but two jobs cannot have overlapping schedules. A job runs only when it is in active state.

When a job is run, the archiving of data happens in batches. Each archive job is broken into batches of 5000 cases. For example, if a job is scheduled to archive 22000 cases, it processes them in batches of 5000 cases. To archive 22000 cases, it will run four batches of 5000 cases and a fifth batch of 2000 cases. Breaking of a job into batches ensures that if an error occurs while archiving the data, or if the archive process is stopped and restarted, only a small piece of data has to be processed again.

Every batch completes archiving in two steps:

- First, it inserts data from the active database to the archive database.
- After successfully inserting the data in the archive database, it deletes the data from the active database.

Important: For archive jobs to work, the Scheduler and Archive services should be running.

Who can Manage Archive Jobs?

Only users with appropriate actions can manage archive jobs. The actions required for managing archive jobs are:

- View archive jobs: For viewing the Archive node and archive jobs in a department
- Edit archive jobs: For editing jobs
- Create archive jobs: For creating jobs
- Delete archive jobs: For deleting jobs
Purge archive jobs: For deleting archived data

Partition administrators have all these actions assigned to them by default, but these actions have to be given explicitly to department administrators. Since archiving is a very sensitive process, discretion should be used while assigning archiving actions to users.

Archive Criteria

While creating archive jobs, you can specify two criteria.

1. The relative age of activities and cases to be archived: You need to specify the relative age of cases and activities that should be picked up for archive. The age can be given in days, weeks, or months.

   For example: You set the job to archive closed cases and completed activities that were closed or completed one month before the date on which the archive job runs. It means the job will archive:

   - All completed activities that belong to cases that were closed one month before the job run.
   - All completed activities that do not have any case associated and were completed one month before the job run.
   - All cases that were closed one month before the job run.

   ! **Important:** Since activities belonging to a case can be present in multiple departments, archiving checks if the first activity of a case belongs to the department in which the job is run. If it is, only then that case and its associated activities are archived.

2. The queue to which the completed activities and closed cases belong: When you specify a queue, the job archives only the cases and activities that belong to that queue.

   Important things to note are:
   - If the last activity of a closed case belongs to a queue specified in a filter, then the case with all its constituent activities is archived.
   - If there are activities that belongs to the queue specified in the filter, with no case association, then those activities are archived.
   - If the last activity in a closed case does not belong to any queue, the case and all its constituent activities do not get archived.

Planning the Schedule of Archive Jobs

When an archive job runs, it puts additional load on the system. To ensure that the productivity of agents is not effected by the archive jobs running on the system, plan the schedule of archive jobs in a way that they do not run at peak business hours.

While scheduling jobs you can specify two things. They are:

- The days of the week when an archive job should run.
- The time of the day when the job should run. In this, you can select between two options. They are:
  - Set the job to run throughout the day. For example, if your call center is closed on Saturday and Sunday, you can schedule the archive jobs to run throughout the day, on Saturday and Sunday.
Set the job to run between specified start and end time. For example, if your call centre runs 24/7, and has less load from 10 pm to 6 am on Monday and Tuesday, then you can schedule the archive jobs to run from 10 pm to 6 am, on Monday and Tuesday.

Two active jobs in a department cannot be scheduled for the same or overlapping time. For example, you cannot have a job scheduled from 4 pm to 6 pm, and another job scheduled from 5 pm to 7 pm on the same day. However, you can have one job scheduled from 4 pm to 6 pm, and another from 6 pm to 8 pm on the same day.

**About Job Runs**

A job run is a record that indicates the time at which the archive job started and ended, the status of the job, whether it is running, completed, or failed, and the number of cases and activities handled by the archive job. Every time the system runs an archive job, a new job run is created. For example, if an archive job is scheduled to run from Monday to Friday between 6 am and 9 am, and the job runs successfully every day, then there will be six job runs for the archive job. You can view all the job runs for an archive job in the History tab of the Properties pane.

A job run can have one of the following status:

- **Running**: The archive job is running and is in progress.
- **Completed**: The job run was completed when:
  - The time allotted for the job to run is over.
  - Or
  - There was no more data left for archiving.
- **Failed**: The job encountered some problem while archiving and could not run successfully.

**Important**: If a job fails, no other scheduled job can run in the system till the failure of the job is resolved and the failed job is restarted manually.

An archive job can fail because of one of the following reasons:

- Network connection is down
- Application database or archive database is down
- Archive database storage is full
- Internal error in the archive process
- **Stopped**: The job has been stopped manually while it was running.

**About Purging**

As the archive jobs run, they keep moving the data from the active to the archive database, and the data size on the archive database increases. At some time the need will arise to delete the archived data. Purge is a process which helps you to systematically delete data from the archive database. Once purged, the information is lost permanently and it cannot be recovered. Data is purged job run wise and you can purge only those job runs that have completed successfully. You cannot purge a job run that is in a running state or has failed because of some error. Purge also deletes the attachments associated with the activities being purged.
When a job run is purged, it can have one of the following status:

- Purge started: The job run has been queued for purge.
- Purge completed: Purge has completed successfully.
- Purge failed: Purge has failed because of some error.

### Managing Archive Jobs

#### Creating Archive Jobs

An archive job is a process that runs automatically at a scheduled time, and archives data based on the specified criteria (such as, the age of data and the queue to which it belongs). You can create multiple archive jobs in a department, but two jobs cannot have overlapping schedules. A job runs only when it is in active state.

After you create a job, it runs automatically on the scheduled date and time. You cannot start a job manually. However, when a job starts running you can stop and restart it manually.

To create an archive job:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Archive Jobs.
2. In the List pane toolbar, click the New button.
   
   The Properties pane refreshes to show the attributes of the new job.
3. In the Properties pane, on the General tab, provide the following details.
   - **Name**: Type the name of the archive job. This is required information.
   - **Description**: Type a brief description.
   - **Active**: By default the status of the job is not active. Select Yes to make it active. A job can run only when it is in active state.

4. Next, go to the Options tab. Here you set the criteria for the archive job.
   - In the Timeframe section, specify that when the archive job is run, archive the closed cases and completed activities that were closed or completed \( n \) days before the date on which the archive job runs. Select the relative time frame in days, weeks, or months. For example, if you want to archive cases and
activities which were completed two months before the date on which the archive job runs, then select two months.

5. Next, go to the Schedule tab. Here specify the days and time when the archive job should run.
   - Select the days on which the archive job should run.
   - Specify the time of the day when the archive job should run. There are two options available.
     - **Archive throughout the day:** For example, you can schedule the archive job to run on Saturday and Sunday throughout the day.
     - **Archive only between the specified start and end time:** For example, you can schedule the archive job to run on Saturday and Sunday from 8 pm to 11 pm.
   - Select the duration for which you want to schedule the archive job.
Configure the schedule for the archive job

6. Click the **Save** button.

---

**Important:** The History tab is enabled only after you save the job.

From the History tab you can view the list of job runs. If you are creating a new job, the list will be empty. You can also stop, restart, and purge the job runs from the History tab.

### Deleting Archive Jobs

**Important:** A job cannot be deleted if it has job runs that have not been purged. Before you can delete an archive job, you have to purge the data archived by that job.

**To delete an archive job:**

1. In the Tree pane, browse to Administration > Departments > Department_Name > Archive Jobs.
2. In the List pane, select the archive job you want to delete.
3. In the List pane toolbar, click the **Delete** button.
4. A message appears asking to confirm the deletion. Click **Yes** to delete the archive job.
Managing Job Runs

Viewing Job Runs

Every time an archive job runs, a record is created indicating the start and end time of the job, if the job is in running state, if it completed successfully or it failed, and the number of cases and activities archived by the job. Each record is called a Job run, and all job runs for an archive job can be viewed from the History tab.

To view a job run:
1. In the Tree pane, browse to Administration > Departments > Department_Name > Archive Jobs.
2. In the List pane, select an archive job.
3. In the Properties pane, go to History tab. Here you can see a list of job runs. You can see the following details about the job run.
   - **Start time**: Time when the job run started.
   - **End time**: Time when the job run ended.
   - **Status**: Status can be running, completed, or failed.
   - **Cases archived**: Number of cases archived.
   - **Activities archived**: Number of activities archived.

Stopping Job Runs

Important: A job can be stopped only if it is in running state.

To stop a job:
1. In the Tree pane, browse to Administration > Departments > Department_Name > Archive Jobs.
2. In the List pane, select an archive job.
3. In the Properties pane, go to the History tab and select the job run you want to stop.
4. Click the Stop button.

## Restarting Job Runs

You will need to restart a job if:

- You stopped the job manually: If you restart a job within its scheduled time, it will run till the end of the schedule. If the restart happens outside the scheduled time, then it will only complete the batch it was archiving at the time you stopped the job.

- The job failed while running: In case of a failure, if the job is restarted within the scheduled time, it runs till the end of the schedule. And, if the restart happens outside the schedule time, it will only complete the batch it was archiving at the time of failure.

### Important: If a job run fails and its schedule expires, such a job run can also be restarted. On restart it will only complete the batch it was archiving at the time of failure.

### To restart a job:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Archive Jobs.
2. In the List pane, select an archive job.
3. In the Properties pane, go to the History tab and select the job run you want to restart.
4. Click the Restart button.

## Purging Archived Data

As archive jobs run, they keep moving the data from the active to the archive database, and the data size on the archive database increases. At sometime the need will arise to delete the archived data. Purge is a process which helps you to systematically delete data from the archive database. Once purged, the information is lost permanently and it cannot be recovered. The data can be purged job run wise, and you can purge only those job runs that have completed successfully. You cannot purge a job run that is in a running state or has failed because of some error. Purge also deletes the attachments associated with the activities being purged.

### Important: Once you set up a job run for purge, it cannot be stopped, and the purged data is lost and cannot be recovered.

When a job run is purged, it can have one of the following status.

- Purge started: The job run has been queued for purge
- Purge completed: Purge has completed successfully
- Purge failed: Purge failed because of some errors

### Important: Purge of the archived data does not start immediately. Data is purged at the purge interval defined at the time of installing the application and it cannot be changed.
To purge archived data:

1. In the Tree pane, browse to Administration > Departments > Department_Name > Archive Jobs.
2. In the List pane, select an archive job.
3. In the Properties pane, go to the History tab and select the job run you want to purge.
4. Click the Purge button.

The status of the job run changes to Purge started, and it shows the name of the user who started the purge and the time at which the purge started.