



Supervisor Tasks

This chapter describes the tasks that supervisors perform.

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View Team Performance

Use the Team Performance gadget to view the agents on each of your assigned teams.

Procedure

Step 1 In the Team Performance gadget, you can view the details of the team selected by default in the **Team Name** drop-down.

A list of agents for the selected team with their current state, time in state, extension, and action appears. Click the headers of the columns to sort by Agent Name, State, Time in State, or Extension.

Note For the Time in State to appear for logged out and Not Ready agents, the agent state must have changed at least once post server restart.

By default, the list will only contain logged in agents for the selected team. To view both, logged in and logged out agents, check the **Include logged out agents** check box.

Select an agent and in the corresponding row, click ●●● under the **Actions** tab to monitor the agent, change the state to Ready, Not Ready, or Sign Out the agent.

Note The Time in State field refreshes every 10 seconds. When Finesse receives the next agent state change event for an agent, the timer resets to 0.

Step 2 To view another team, click the **Team Name** drop-down and choose a new team.

View Active Call Details

If the Administrator has configured the active call details for you, use the Team Performance gadget to view the active call details of an agent of your assigned team.

Procedure

Step 1 From the **Team Name** drop-down, choose the agent's team.

Step 2 From the displayed list, choose an agent in the Talking state.

Step 3 In the **Actions** tab of the selected agent, click the down arrow.

The following call details are displayed:

- The popover call variable header and the call variables configured by the administrator.
- **Active Participants:** The phone numbers of the active participants in the call.
- **Held Participants:** The phone numbers of the held participants in the call. The Held Participants information is not available for unmonitored devices. For example, customer or external devices.

Note Active Participants and Held Participants lists do not contain the expanded agent number, it contains only other participants in the call.

- **Duration:** The duration of the call.
 - **Call Status:** The current status of the call. Indicates the status of the expanded agent in the call.
 - **Queue Name:** The customer service queue to which the call belongs to.
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View Recent Call History

If the Administrator has configured view history for you, use the Team Performance gadget to view the call history of an agent of your assigned team.

Procedure

Step 1 From the **Team Name** drop-down, choose the agent's team.

Step 2 From the displayed list, choose any agent. The list contains all logged in agents for the selected team. To view logged in and logged out agents, check the **Include logged out agents** checkbox.

Step 3 In the **Actions** tab of the selected agent, click **••• > View History**.

The following call details of the selected agent's **Recent Call History** are displayed:

- **Start Time:** Indicates the start time of the call.
- **Duration:** Indicates the call duration.
- **Type:** Indicates if the call was an Inbound or Outbound.
- **Number:** Indicates the phone number of the call.
- **Disposition:** Indicates the action taken on the call.
- **Queue:** Indicates the name of the queue assigned to the agent.
- **Wrap-Up Reason:** Indicates the Wrap-Up Reason selected by the agent.

Note You cannot select any other agent or choose another team while the recent call history of the selected agent is being loaded. However, you may change an agent's state or monitor an agent's call during this time-frame.

Note To navigate back to the Team Performance gadget view, click on the left arrow next to the **View Recent Call History** header.

View Recent State History

If the Administrator has configured view history for you, use the Team Performance gadget to view the state history of an agent of your assigned team.

Procedure

- Step 1** From the **Team Name** drop-down, choose the agent's team.
- Step 2** From the displayed list, choose any agent. The list contains all logged in agents for the selected team. To view logged in and logged out agents, check the **Include logged out agents** checkbox.
- Step 3** In the **Actions** tab of the selected agent, click **••• > View History**.

The following details of the selected agent's **Recent State History** are displayed:

- **Start Time:** Indicates the start time of the call.
- **State:** Indicates the agent state. In the Team Performance gadget, when an agent state changes to Wrap-Up, the corresponding state in the Recent State History gadget will display as **WORK_READY**.
- **Reason:** Indicates the wrap-up reason of the call.
- **Duration:** Indicates the call duration.

Note You cannot select any other agent or choose another team while the recent state history of the selected agent is being loaded. However, you may change an agent's state or monitor an agent's call during this time-frame.

Note To navigate back to the Team Performance gadget view, click on the left arrow next to the **View Recent State History** header.

Change the State of an Agent

Use the Team Performance gadget to change the state of an agent to Ready, Not Ready, or Sign Out.

Procedure

- Step 1** From the **Team Name** drop-down list, choose the agent's team.
- Step 2** From the displayed list, choose the agent whose state you want to change.
- Step 3** In the **Actions** tab of the selected agent, click ●●● and choose:

Ready	To force the agent state to Ready.
Not Ready	To force the agent state to Not Ready.
Sign Out	To sign the agent out.

In the **Actions** tab, the Ready, Not Ready, and Sign Out options are active only if the action is allowed.

For example, if you select an agent who is in Ready state, you will see only the Not Ready and Sign Out options. If you select an agent who is in Not Ready state, you will see only the Ready and Sign Out options.

If you sign out an agent on an active call (in Talking state), or has a call on hold (in Hold state), that agent is immediately signed out of the desktop but the call is retained.

Monitor a Call

You must be in Not Ready state to monitor an agent. You can monitor only one agent at a time. To monitor another agent, you must **End** the silent monitoring call and then select a new agent.

Procedure

- Step 1** From the **Team Name** drop-down list, choose the team whose agents you want to monitor.
- Step 2** From the displayed list, choose an agent to monitor.
- Step 3** In the **Actions** tab of the selected agent, click ●●● > **Monitor**.

The silent monitor call appears in the call control area of the desktop. The **Hold**, **Barge In**, and **End** buttons are enabled. Click:

Hold	To place the call on hold.
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Retrieve	To retrieve the call placed on hold.
Barge In	To barge in to the call.

Step 4 To end the silent monitor call, click **End**.

Barge In on a Call

The Barge In feature allows you to join a call between an agent and a caller.



- Note**
- You can only barge in on a call that you are silently monitoring.
 - For the supervisor to be able to barge in, the agent and supervisor extensions must have visibility to each other's partition or calling search space (CSS) without any prefix or steering digit.
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Procedure

Step 1 From the **Team Name** drop-down list, choose the agent's team.

Step 2 From the displayed list, choose an agent in the Talking state.

Step 3 In the **Actions** tab of the selected agent, click **••• > Monitor**.

The silent monitor call appears in the call control area of your desktop. The **Barge In** button appears.

Step 4 Click **Barge In**.

The call becomes a conference call between you, the agent, and the caller.

Intercept a Call

After you barge in to a call between an agent and a caller, you can intercept the call by dropping the agent from the call. You can also drop any participant from a conference call in which you are a participant.

Procedure

Step 1 Click the **Drop** drop-down.

Step 2 Click the agent to drop from the list of participants.



Note Even if an agent initiates a conference call, only the supervisor can drop an agent from the call. The Supervisor cannot drop a CTI Route Point, IVR Port, or a caller.

Send Team Message

The Team Message feature allows you to create and send a broadcast message to one or multiple teams. The message appears as a banner across the Finesse desktop and agents can view these messages in real-time. Team Message will be available on your Finesse desktop only if the administrator has configured this feature for you.

Procedure

- Step 1** In the Finesse desktop, click the **Team Message** icon.
- Step 2** In the **Compose Message** box, enter the broadcast message (maximum number of characters allowed is 255).
- Step 3** Select the team or teams to send the message by checking the check box next to the team name.

Note You can send multiple messages to a single team, multiple teams, or all teams.

- Step 4** From the drop-down, you can set an expiry time for the composed messages: starting at 5 minutes and ending at 23:55 hours. The time is displayed in hours and minutes. However, this time frame can be edited.
- Step 5** Click **Send**.

You can view the latest messages sent by clicking **Show recent messages**. If you wish to delete any or all messages, check the check box next to the message. Click **Delete** and confirm the deletion.

The message is removed from active display and the previous non-expired team message will become the active message for the agent.

Note Administrator or supervisor who creates a Team Message can delete the created Team Message through `TeamMessage` API. For more information on deleting a `TeamMessage`, see <https://developer.cisco.com/docs/finesse/#teammessagedelete-a-team-message>.



Note The rate at which messages (create/delete) are published to the teams involved, is capped at 400 per hour and the maximum number of active messages allowed is 4800. If the limit of active messages is reached, supervisors will not be able to broadcast new messages until an existing team message is deleted or it expires.

As there are no individual limitations on supervisors, either one or all supervisors can broadcast messages up to the maximum active messages limit.
