# MiVoice 5000 Easy Admin User Guide

09/2024

# 🔀 Mitel

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# **1. INTRODUCTION**

Mitel 5000 Easy Admin is a user-friendly interface used to:

- > Manage customisable greeting messages
- > Manage opening hours

#### **Prerequisites:**

Web browsers: Edge, Firefox, Chrome, Opera, Safari, etc.

Modifiable advertisements and calendars have been previously customised by the administrator of the site(s) concerned according to the company/department pair.

# 2. LOGGING IN TO THE APPLICATION

You can log in to the application via the dedicated and secure URL (https://IP address or

<u>FQDN/easyadmin/</u>) provided by the administrator, using the associated Login/Password.

The first time you log in, you will be asked to change your password (mandatory).

Depending on the security policy defined by the administrator, you can also change this password later via Menu **Password modification**.

MiVoice 5000 Web Admin			user8 MiVoice 5000
	Changement de votre	e mot de passe	
	Login	user8	
	Ancien mot de passe		
	Nouveau mot de passe		
	Confirmer le nouveau mot de passe		
	Valider Ann	nuler	

The MiVoice 5000 Web Admin window then opens:



For Menu **Download the certificate generated by the MiVoice 5000**, contact the Web Admin administrator.



#### Select Menu Easy Admin:

The company name is displayed in the banner at the top of the screen. The user name is also shown in the top right-hand corner.

# **3. APPLICATION INTERFACES**

MiVoice 5000 Easy Admin exists in two different versions:

- The classic MiVoice 5000 Easy Admin, for:
  - Viewing and editing basic information on internal records,
  - Viewing and editing basic information on external records,
  - Viewing and editing basic information on hunt groups,
  - Viewing and managing the statuses of hunt group members,
  - o Viewing and editing interactive voice mail servers,
  - o Managing customised greeting messages,
  - o Managing closed days/public holidays calendars.
- MiVoice 5000 Easy Admin Pro which, in addition to the features of the classic MiVoice 5000 Easy Admin, is used for:
  - o Viewing and editing technical information on internal records,
  - Viewing and editing programmable keys on internal records,
  - o Viewing and editing the forwarding of internal records,
  - Viewing and editing technical information on external records,
  - Viewing and editing technical information on hunt groups,
  - Viewing, adding and removing members from hunt groups.

For more information about configurable fields and settings, see Section **6 – Subscriber Management**.

Access to any of the versions depends on the MiVoice 5000 administrator configuration. For more information, contact the administrator.

# 4. EASY ADMIN WITH OR WITHOUT MANAGER

Depending on whether or not a MiVoice 5000 Manager is used with MiVoice 5000, some settings may be locked for modification.

When the system uses MiVoice 5000 Easy Admin only, all sub-menus (**My internal records**, **My external records**, **My hunt groups** and **Interactive Voice Response**) can be viewed and edited.

When the system uses both Easy Admin and a MiVoice 5000 Manager, all sub-menus are available in read-only mode only. For any modifications, please refer to the MiVoice 5000 Manager.

The menus **Voice Messages** and **Calendar** are accessible and configurable, regardless of whether or not a MiVoice 5000 Manager is available.

# **5. LOGGING OUT**

To log out, click the **Web Admin home** button in the upper right-hand corner.

# 6. SUBSCRIBER MANAGEMENT

Menu **My Subscribers** allows users to manage the various subscribers registered in MiVoice 5000. This menu contains three sub-menus:

- My Subscribers, for viewing and managing individual subscribers,
- My hunt groups, for viewing and managing hunt groups.
- Interactive Voice Response (IVR) for viewing and managing IVR systems

Note: Some actions taken in Menu "My Subscribers" require Easy Admin Pro access. To obtain advanced access, please get in touch with the administrator.

### **6.1 MENU MY INTERNAL RECORDS**

Menu My Subscribers allows the following actions:

• Listing subscribers,

Viewing subscriber records.

With Pro access, Menu My Subscribers allows the following additional actions:

- Editing a subscriber,
- Deleting an internal subscriber.

#### 6.1.1 LISTING INTERNAL RECORDS

The list of subscribers is displayed in form of a table.

🕅 Mitel 🛛	MiVoice 5000 Easy Admin Pro			
MENU	My internal records     Q Enter Name or Number	er of subscriber		
	Firstname	Name	Number	
	2	ABO 2000	2000	
		ABO 2001	2001	
	<b>e</b>	ABO 2003	2003	
	<b>e</b>	ABO 2004	2004	
	<b>e</b>	ABO 2005	2005	
	<b>e</b>	ABO 2006	2006	
	<b>e</b>	ABO 2007	2007	
	<b>e</b>	ABO 2008	2008	
	<b>e</b>	ABO 2009	2009	
	<b>e</b>	ABO 2010	2010	
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The table displays the following information:

- The subscriber's picture if configured by the administrator,
- The subscriber's first name, if provided,
- The subscriber's surname,
- The subscriber's main number, and the secondary numbers if configured.

For multi-sites, it is possible to sort the internal records by company.

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### 6.1.2 INTERNAL SHEET PAGE

To expand a subscriber's profile, click on the name of the subscriber you want to view.

⊠ N	/litel	MiVoice 5000 Easy Admin Pro		
шм	IENU	Ø My internal records		
		Number	2000	
		Name	ABO 2000	
		Firstname		10
		Gender		and the second second
		User account		
		Telephonic password	Pwd reset	
		Confidentiality	Green List	Modity Delete
		E-mail		
		Localization		
		VIP		
		Mobile		
		Function		
		Organization	STE 0/SERV 0	<b>•</b>
		Day category	INTERNATIO.	
		Night category	INTERNATIO.	
		Monitoring 1		
		Monitoring 2		
		List of forbidden numbers		
© 2001-2	2024 Mitel Netwo	orks Corporation <u>www.mitel.com</u>		

# Note: If the editable fields cannot be edited, the internal records must be managed in MiVoice 5000 Manager. For more information, contact the administrator.

#### For users of basic MiVoice 5000 Easy Admin and MiVoice 5000 Easy Admin Pro

The subscriber page displays the following information:

- **Number** (not editable): subscriber's number
- Name (field to be filled in): subscriber's name
- First name (field to be filled in): subscriber's name
- User account (field to be filled in):
- Telephone password (button): click Reset to reset the password.
- Mail (field to be filled in): subscriber's mail address
- Mobile (field to be filled in): subscriber's mobile phone number

#### For users of MiVoice 5000 Easy Admin Pro only

MiVoice 5000 Easy Admin Pro displays, in addition to the previous fields, the following information:

- Gender (dropdown list): subscriber's gender
- User Portal account (checkbox): check to activate a User Portal account for the user.
  - **User Portal password** (field to be filled in): displayed if the User Portal account checkbox is checked. Define the user's password for the User Portal.

The content of the field is hidden after saving the modifications.

- **Confidentiality** (dropdown list):
- Location (field to be filled in): subscriber's location
- VIP (checkbox): check to route subscriber calls through VIP reception.
- Function (dropdown list): choice of functions defined by the administrator
- Organisation (dropdown list): choice of the subscriber's administrative hierarchy

- Integrated voicemail box (dropdown list): choice of the subscriber's integrated voicemail box. Displayed if voicemail boxes are programmed on MiVoice 5000 Server.
- Day category (dropdown list): choice of the subscriber's day category.
- Night category (dropdown list): choice of the subscriber's night category.
- Supervision group 1 (dropdown list): choice of functions defined by the administrator
- Supervision group 2 dropdown list): choice of functions defined by the administrator
- Feature class (dropdown list)
- Forbidden numbers list (dropdown list)

Buttons are available at the bottom of the page.

### For users of basic MiVoice 5000 Easy Admin and MiVoice 5000 Easy Admin Pro

After modifying data, the **Modify** button appears at the bottom of the page.

- Click Modify to save the changes.
- Click Cancel to return to the list of subscribers without saving the changes.
- Click the Keys button to display the subscriber's programmable keys.

#### For users of MiVoice 5000 Easy Admin Pro only

• Click **Modify** below the subscriber's picture to select and upload a new image for the profile picture.



#### Note: Accepted formats: jpg, png.

#### Maximum size: 200 kb

Recommended dimension: square. If the dimensions are different, Easy Admin automatically crops the image to square.

Click **Delete** below the subscriber's picture to remove the subscriber's current picture.

- Click **Hide picture** to hide the subscriber's picture. Click **Picture** to display the subscriber's picture.
- Click Custom attributes to display and edit the settings created by the administrator.
- Click Keys to display the list of the subscriber's programmable keys.
  - Click **Terminal type** to display the **Terminal type** section and select the subscriber's terminal model.
  - Click on the line of the key to edit to display the Key details section and the key programming settings.

Three buttons are located at the bottom of the Key details section:

- Click Cancel to close the Key details section without saving the changes.
- Click **Delete** to remove all modifications made to the key without closing the Key details section.
- Click **Validate** to save the changes and close the **Key details** section.
- Press the **Return** button to return to the subscriber's profile page.
- Click the **Forwards** button to display the subscriber's forwarding settings.

After modification, the **Modify** button appears at the bottom of the page. Press Modify to save the changes.

Press **Cancel** to return to the subscriber's profile page without saving the changes.



Note: If the Easy Admin user modifies a record with a secondary number:

- The saved modifications apply to ever numbers of the record;
- Only the main number's record can configure the keys;
- Secondary numbers can have their own forward settings

### **6.2 MENU MY EXTERNAL RECORDS**

Menu My external records allows the following actions:

- Listing external records,
- Displaying an external record,
- Adding an external record,
- Editing an external record,
- Deleting an external record.

#### 6.2.1 LISTING EXTERNAL RECORDS

The list of subscribers is displayed in form of a table.

🕅 Mitel 🛛	MiVoice 5000 Ea	sy Admin Pro				
E MENU	8 My external re	cords		_		
	Q	Enter Name or Number of	subscriber	Add	an external contact	
		Firstname	Name	Abbreviated number	Number	
		Test	Numéro		0123456789	
	9	Numéro deux	Testeur		0122334455	
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The table displays the following information:

- 1. The subscriber's picture if configured by the administrator,
- The first name associated with the external record, if provided,
- The name associated with the external record,
- The abbreviated number associated with the external record, if provided,
- The number associated with the external record.

An Add Contact button appears at the top right of the screen.

### 6.2.2 EXTERNAL RECORD PAGE

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To create a new external record, click the Add Contact button.

To expand an external record, click the name of the external record you want to view.

🕅 Mitel 🛛	MiVoice 5000 Easy Admin Pro		
	(8) My external records		
	Number	0123456789	
	Name	Numéro	
	Firstname	Test	
	Gender		
	Abbreviated number		
	Confidentiality	Green List	No. 475 .
	E-mail		Modity
	Localization		
	VIP		
	SIP URI		
	Hide photo		
		Back Delete	
© 2001-2024 Mitel Netw	vorks Corporation www.mitel.com		

Note: If the editable fields are greyed out, the external records must be managed in MiVoice 5000 Manager. For more information, contact the administrator.

#### For users of basic MiVoice 5000 Easy Admin and MiVoice 5000 Easy Admin Pro

The external record page displays the following information:

- Number (field to be filled in): contact's number
- **Name** (field to be filled in) contact's name
- First name (field to be filled in) contact's first name
- Abbreviated number (field to be filled in): contact's abbreviated number
- Mail (field to be filled in): contact's mail address

#### For users of MiVoice 5000 Easy Admin Pro only

MiVoice 5000 Easy Admin Pro displays, in addition to the previous fields, the following information:

- Gender (dropdown list): contact's gender
- Confidentiality (dropdown list):
- Location (field to be filled in): contact's location
- VIP (checkbox): check to route the contact's calls through VIP reception
- SIP URI (field to be filled in): contact's mail address

Buttons are available at the bottom of the page:

#### For users of basic MiVoice 5000 Easy Admin and MiVoice 5000 Easy Admin Pro

Click Cancel to return to the list of subscribers without saving the changes.

After modifying data, the **Modify** button appears at the bottom of the page.

Click Modify to save the changes.

#### For users of MiVoice 5000 Easy Admin Pro only

 Click Modify below the subscriber's picture to select and upload a new image for the profile picture.



Note: Accepted formats: jpg, png.

Maximum size: 200 kb

Recommended dimension: square. If the dimensions are different, Easy Admin automatically crops the image to square.

Click **Delete** below the subscriber's picture to remove the subscriber's current picture.

Click Hide picture to hide the picture. Click Picture to display the subscriber's picture.

### **6.3 MENU MY HUNT GROUPS**

Menu My hunt groups, based on Company/Department, can be used to:

- List hunt groups,
- Display a hunt group.

For a MiVoice 5000 Easy Admin Pro access, Menu My hunt groups can also be used to:

- Edit a hunt group,
- Manage a hunt group's members,
- Manage the status of a hunt group's members,

For multi-sites, it is possible to sort the internal records by company.

#### 6.3.1 LIST HUNT GROUPS

The list of hunt groups is displayed in form of a table. The table displays the following information:

- The hunt group's picture,
- The hunt group's first name,
- The hunt group's name,
- The hunt group's number.

🕅 Mitel 🛛	MiVoice 5000 Easy Admin Pro			
MENU	8 My hunt group			
	Q Enter Name or Number o	f group		
	Firstname	Name	Number	
		ABO 4000	4000	
	<u>e</u>	ABO 4001	4001	
	<u>e</u>	ABO 4002	4002	
	<b>9</b>	ABO 4003	4003	
	<u>e</u>	ABO 4004	4004	
	<b>e</b>	ABO 4005	4005	
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### 6.3.2 HUNT GROUP PAGE

To expand a hunt group's profile, click on the name of the hunt group you wish to view.

🕅 Mitel 🛛	MiVoice 5000 Easy Admin Pro		
MENU	🐣 My hunt group		
	Phone number	4000	
	Name	ABO 4000	
	Firstname		
	Hunt group type	CYCLIC	
	Organization	STE 0/SERV 0	+
	Confidentiality	Green List	
	Day category	INTERNATIO.	Modify
	Night category	INTERNATIO.	
	Duration of general ringing	40	
	Duration of ringing set	15	
	Duration of free set	0	
	Delay before return to ATDC	40	
	Duration before help	35	
	Duration before signalisation		
	% of call in waiting	100	
	Hide photo Customiz	ed Attributes	
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# Note: For MiVoice 5000 Easy Admin Pro users, all fields cannot be edited; hunt groups must be managed on MiVoice 5000 Manager. For more information, contact the administrator.

#### For users of basic MiVoice 5000 Easy Admin and MiVoice 5000 Easy Admin Pro

The hunt group page displays the following information:

- Number (not modifiable)
- Name (not modifiable)
- First name (not modifiable)
- Hunt group type (not modifiable)

#### For users of MiVoice 5000 Easy Admin Pro only

MiVoice 5000 Easy Admin Pro displays, in addition to the previous fields, the following information:

- **Organisation** (modifiable)
- Confidentiality (dropdown list)
- Feature class (dropdown list)
- Day category (dropdown list)
- Night category (dropdown list)
- Global ringing duration (sec) (field to be filled in)
- Extension ringing duration (sec) (field to be filled in)
- Extension idle delay (sec) (field to be filled in)
- Delay before return to ATDC (sec) (field to be filled in)
- Delay before mutual aid (sec) (field to be filled in)
- Delay before signalling (sec) (field to be filled in)
- % calls in waiting (field to be filled in)

EZ

Buttons are available at the bottom of the page:

#### For users of basic MiVoice 5000 Easy Admin and MiVoice 5000 Easy Admin Pro

- Click Subscriber state to display the list of subscribers with their status in the group.
- Click the Return button to return to the list of hunt groups without saving.

After data is edited, the Modify button appears at the bottom of the page.

- Click Modify to save the changes and return to the list of hunt groups.
- 2. Click **Back** to return to the list of hunt groups without saving the changes.

#### For users of MiVoice 5000 Easy Admin Pro only

• Click **Modify** below the subscriber's picture to select and upload a new image for the profile picture.

#### Note: Accepted formats: jpg, png.

#### Maximum size: 200 kb

Recommended dimension: square. If the dimensions are different, Easy Admin automatically crops the image to square.

Click **Delete** below the subscriber's picture to remove the subscriber's current picture.

- Click Hide picture to hide the picture. Click Picture to display the subscriber's picture.
- Click Custom attributes to display and edit the settings created by the administrator.
- Click **Subscribers in hunting group** to display the members of the hunt group.

To add a subscriber to the hunt group:

- Enter the name or number of the subscriber you wish to add.
- o Select the subscriber you wish to add from the search results list.
- Click the **Validate** button at the bottom of the **Hunt group subscribers** section to save the changes.

To remove a subscriber from the hunt group:

- Tick the box next to the subscriber to select them for removal.
- Click the button to remove the selected subscribers.
- Click the **Validate** button at the bottom of the **Subscribers in hunting group** section to save the changes.
- Click **Subscriber status** to determine whether a hunt group subscriber is active or on standby.

### 6.4 MENU INTERACTIVE VOICE RESPONSE

#### Menu Interactive voice response is used to:

- List Interactive voice response servers,
- View and modify an interactive voice response (IVR),

#### 6.4.1 LIST INTERACTIVE VOICE RESPONSE SERVERS

The list of Interactive Voice Response (IVR) servers is displayed in a table format, with the following information:

- The IVR picture,
- The IVR name,
- The IVR number.

For multi-sites, it is possible to sort the internal records by company.

🕅 Mitel 🛛	MiVoice 5000 Easy Admin Pro			
	Interactive Voice Response     Q Enter Name or Number of	IVR		
	Firstname	Name ABO 2024	Number 2024	
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### 6.4.2 INTERACTIVE VOICE RESPONSE PAGE

To expand an IVR profile, click on the IVR line to view it.

The page displays the following information:

- Number (not editable)
- Name (not editable)
- First name (not editable)
- Script name (dropdown list): for selecting the script to apply to the IVR

⊠ N	1itel	MiVoice 5000 Easy Admin Pro		
≡м	IENU	(8) Interactive Voice Response		
		Number	2024	
		Name	ABO 2024	
		Firstname		
		Script name		
		Hide photo	Back	Modify



Note: If the editable field cannot be edited, the IVR must be managed in MiVoice 5000 Manager. For more information, contact the administrator.

Click Cancel to return to the list of IVR without saving the changes.

After the Script name field is edited, the **Modify** button appears at the bottom of the page.

• Click **Modify** to save the changes.

For users of MiVoice 5000 Easy Admin Pro only

• Click **Modify** below the subscriber's picture to select and upload a new image for the profile picture.



Note: Accepted formats: jpg, png.

Maximum size: 200 kb Recommended dimension: square. If the dimensions are different, Easy

Admin automatically crops the image to square.

Click **Delete** below the subscriber's picture to remove the subscriber's current picture.

• Click Hide picture to hide the picture. Click Picture to display the subscriber's picture.

# 7. MANAGING CUSTOMISABLE GREETING MESSAGES

🕅 Mitel	Mi∨c	bice 5000 Easy Admin
MENU	×	Mes messages vocaux
Messages vocaux		
Mes messages vocaux	(	
Enregistrer un messag	e vocal	
Calendrier		

Menu Voice messages, based on Company/Department, can be used to:

- List messages
- Change a message
- Listen to a message
- Download a message
- Record a voice message

These messages are, for example, on-hold or greeting messages.

The application user can manage the message(s) on a company basis for:

- All departments
- A particular department (list of options).

The messages proposed/displayed are those predefined by the administrator.

# 7.1 CHANGING A MESSAGE

From Menu My voice messages,

• Select the message for the department(s) concerned.

🕅 Mitel	MiVo	ice 5000 Easy	Admin - STE 0					
MENU		Mes messages voo	aux					
				Pour le service : [	Commun à tous les ser	vices 🗸		
			Nom du message	Changer le message	Télécharger		Ecouter le message	
			testgl	Changer	Télécharger	Ecouter		
	•	Click Chang	ge.					
	•	Click Selec	t file.					
	•	Search for a	and select the file	in question (.wav	or .mp3).			

• Click **Download**.

The file is downloaded and assigned the message name.

The file is not downloaded if it is not in the correct format (indicated by an error message).

# 7.2 LISTENING TO A MESSAGE

	Pour le service : C	Commun à tous les se	ervices 🗸	
Nom du message	Changer le message	Télécharger	Ecouter le message	
testgl	Changer	Télécharger	Ecouter > 0:00 / 0:07 - 4	:

• Click Listen.

The playback bar is displayed on the right.

Possible actions are play, pause and adjust volume only.

## 7.3 DOWNLOADING A MESSAGE

Downloading allows you to retrieve the current message.

• Click Download.

The file is downloaded to the dedicated directory in **.wav** format. The name is the one defined by the Administrator.

2

# 7.4 RECORDING A VOICE MESSAGE

Click Record voice message at the top left.

MiVoice 5000 Easy Admin - MITEL
Messages vocaux 💿 Calendrier
Enregistrer un message vocal

- Click Start your recording.
- Note: The ergonomics of the recorder depends on the browser used. A microphone is required and its use must be authorised.

The button turns red. Recording is in progress.

To stop the recording, click **Stop your recording**. A window opens, prompting you to enter the name of the audio file corresponding to this recording.

Another section appears, with an audio playback, the file name, a **Save your message** button and a **Cancel** button.

🕅 Mitel	MiVoice 5000 Easy Admin - S	Saisir un nom de fichier pau	Accueil Web Admin
	Enregistrer un message vocal	OK Annuler	Utilisateur : user8
		Enregistrement en cours Arrêter votre enregistrement	



Audio playback allows you to listen to what you have just recorded by clicking the triangle button.

The name of the file entered is preceded by the current date. The file will be downloaded with this name and the **.wav** extension into the download directory when the **Save** button is clicked.

If this date is not suitable, it is always possible to remove and rename it by clicking on the file name.

The **Cancel** button deletes the section and resets the page.

# 8. MANAGING CLOSED DAYS/PUBLIC HOLIDAYS CALENDARS

This menu enables users logged in to **Easy Admin** to configure the calendars of their companies/departments for call distribution and day/night restrictions.

You can define days as public holidays/non-working days in the calendar used to route calls to operator or group services, as follows:

- Manually define a given day as closed.
- Import a list of closed days.

The corresponding Calendar menu contains the following options:

- Closed days (up to 2,500 days)
- Opening hours.

## 8.1 MANAGING CLOSED DAYS

#### Menu Calendars>Closed days

Mitel   MiVoice 500	00 Easy Adm	nin Pro						Web Admin Home
	d Days							User : admin
For company / department all company / all department >	Add a Closing perio	od from dd/mm/yyy	y to dd/mm/yyyy	Label				
Calendar CAL1 ~				September 202	24		$\mathbf{i}$	
Today : Tuesday 24 September 2024	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Currently : OPEN				-		-	1	
	2	3	4	5	6	1	8	
Export a calendar	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
import a CSV or ICS file	23	24	25	26	27	28	29	
Summary Annual	30							

This menu is used to define days as public holidays/non-working days for the calendars and services of the Easy Admin user in question.

This opening or closing information is then used to route calls to the call distribution or hunt group services and outgoing call restrictions.

This menu allows calendar management for opening and/or closing days.

This management is carried out:

- By Company/Department
- By Calendar

Management modes are respectively:

- Individual management
- Management by period
- By importing an existing CSV or ICS file
- From an official calendar (French only), downloaded automatically from the government website **data.gouv.fr**, showing the public holidays/non-working days for the different regions defined for France.

An Easy Admin user can have a list of several calendars.

Each calendar can be assigned, according to the option For the department:

- To all departments
- To one particular department.

Note: Use the >>> and <<< keys to browse through the various annual and weekly calendars.

X	Mitel	MiVoice 5000 Easy Admin - STE 0								Accueil Web Admin
≡	MENU	Jours fermés								Utilisateur : admin
		Pour le service SERV 0	Ajouter une périod	e de fermeture du jj/	/mm/aaaa au (	jj/mm/aaaa L	ibellé			
		Calendrier CALENDRIER 0 V				Avril 2022				
		Aujourd'hui : Lundi 17 Avril 2023		Mar	Mor	Avrii 2023	1 Mon	l com	Dim	1
		Actuellement : OUVERT	Lon	Mai	MCI	Jeu	Veli	1	2	
			3	4	5	6	7	8	9	
		Exporter un calendrier	10	11	12	13	14	15	16	
		Importer un fichier CSV ou ICS	17	18	19	20	21	22	23	
		Importation de jours tériés officiels	24	25	26	27	28	29	30	
		Récapitulatif annuel					1	1		1

The different sections displayed:

E**X** 

- For company / department: for selecting the department (or all departments) for the calendar in question
- > Calendar: gives a list of calendars for a particular department or for all departments
- > Today: indicates the current date: Monday, 17 April 2023 (in the example)
- Indication of the current status (Open/Closed). This is the status at the time indicated. This is the status configured in the two menus: Calendars and Closed days.

The associated coloured button can be used to switch immediately to the opposite status in case of an unforeseen event, for example. (Open > Closed or Closed > Open.

This action switches to the next timeslot if one has been defined.

- **Export a calendar**: see the corresponding section below.
- > Import a CSV or ICS file: see the corresponding section below.

- > Import official public holidays: see the corresponding section below.
- > Annual summary: see the corresponding section below.

### 8.1.1 INDIVIDUAL MANAGEMENT

#### 8.1.1.1 Creation

Z

Select the department (or all departments) for the calendar in question.

• Select the day in question in the corresponding month.

#### Note: Boxes with an expiry date cannot be modified.

Mitel   MiVo	ice 5000 Eas	sy Admin					
MENU	Jours fermés						
Pour la société / service Toute société / Tout service 🗸	Ajouter une périoo	de de fermeture du j	j/mm/aaaa at	jj/mm/aaaa	Libellé		
Calendrier CAL.1 V				Avril 2023			
Aujourd'hui : Mardi 18 Avril 2023	Lun	Mar	Mer	Jeu	Ven	Sam	Dim
Actuellement : FERME						1	2
Exporter un calendrier	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
Importer un fichier CSV ou ICS	17	18	19	20	21	22	23
Importation de jours fériés officiels	24	25	26	27	28	29	30
	_						[
Récapitulatif annuel	Saisir un libellé po	our ce jour fermé ( 20	caractères maximu	um): Mardi 18 Avril	2023		
	Inventaire						
	Valider Annule	r					

Enter the label in the field below the monthly calendar.

- Click Validate.
- The label is displayed in the box for the corresponding day.

<b>&gt;</b>			Avril 2023			> $>$
Lun	Mar	Mer	Jeu	Ven	Sam	Dim
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18- Inventaire	19	20	21	22	23
24	25	26	27	28	29	30

#### 8.1.1.2 Deletion

Select the department (or all departments) for the calendar in question.

- Select the day in question in the corresponding month.
- Click **Validate** to confirm the deletion.

#### 8.1.1.3 *Modification*

Modification successively requires (refer to the sections above):

- Deleting the occurrence in question
- Creating a new label for this closed day.

#### 8.1.2 PERIOD MANAGEMENT

#### 8.1.2.1 Creation

Select the department (or all departments) for the calendar in question.

#### On the Add closing period line:

- Enter the start and end days of the period:
  - o In dd/mm/year format in the top line
  - From the pop-up calendar
- Enter the label concerned.

#### Note: Use the >>> and <<< keys to browse through the various annual and weekly calendars.

Mitel   MiVoice	e 5000 Easy	Admin													Accı	ueil Web Admin	
	Jours fermés														Uti	lisateur : admin	
Pour la société / service Toute société / Tout service  Calendrier	Ajouter une période	e de fermeture du 2'	1/04/2023 au	j/mm	/aaaa	) ( Av	Libell i <b>l 202</b> 3	é		0		Valider	Annuler				
				Lu	Ма	Me	Je	Ve	Sa	<b>Di</b> 2				> >>			
Aujourd nul : Mardi 18 Avril 2023	Lun	Mar	Mer	3	4	5	6	7	8	9		Sam		Dim			
Actuellement : FERME				10	11	12	13	14	15	16	1		2				
	3	4	5	17	18	19	20	21	22	23	8		9				
Exporter un calendrier	10	11	12	24	25	26	27	28	29	30	15		16				
Importer un fichier CSV ou ICS	17	18	19	20			21				22		23				
Importation de jours fériés officiels	24	25	26	27			28				29		30				
Récapitulatif annuel																	



2

Note: Boxes with inaccessible expiry dates.

Mitel MiVoice	e 5000 Easy	Admin					
menu 🕻	Jours fermés						
Pour la société / service Toute société / Tout service	Ajouter une période	e de fermeture du 20	D/04/2023 au	22/04/2023	iventaire 20 caract	ères maximum	Annuler
Calendrier CAL.1 V				Avril 2023			
Aujourd'hui : Mardi 18 Avril 2023	Lun	Mar	Mer	Jeu	Ven	Sam	Dim
Actuellement : FERME						1	2
Exporter un calendrier	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
Importer un fichier CSV ou ICS	17	18	19	20	21	22	23
Importation de jours fériés officiels	24	25	26	27	28	29	30
Récapitulatif annuel							

• Click Validate. The calendar is displayed again with the relevant closing period.

			Avril 2023			> $>$
Lun	Mar	Mer	Jeu	Ven	Sam	Dim
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20- Inventaire	21- Inventaire	22- Inventaire	23
24	25	26	27	28	29	30

#### 8.1.2.2 Deletion and modification

The procedure for deleting or modifying a day in a period is the same as the one described in Section 8.1.1.

#### 8.1.3 IMMEDIATE SWITCHOVER FROM OPEN OR CLOSED STATUS

For example, the Current (Open/Closed) status button can be used to switch the status immediately in case of an unforeseen event.

This action switches to the next timeslot if one has been defined.

This immediate switchover is also available in the timeslot configuration menu. See Section 8.2.

🕅 Mitel	MiVoice 5000 Easy Admin - STE 0							
MENU	Jours fermés							
	Pour le service Commun à tous les services  Calendrier	Ajouter une périod	e de fermeture du jjj	mm/aaaa au	jj/mm/aaaa	ibellé		
	CALENDRIER 0 V	<b>&gt;</b>			Avril 2023			>>
	Actuellement : OUVERT Fermer	Lun	Mar	Mer	Jeu	Ven	Sam 1	Dim 2
	Exporter un calendrier	3	4	5	6	7	8	9
	Importer un fichier CSV ou ICS	17	18	19	20	21	22	23
	Importation de jours tériés officiels	24	25	26	27	28	29	30
	Récapitulatif annuel							

• Then confirm the status change (Validate button).

### 8.1.4 ANNUAL SUMMARY OF DAYS CLOSED

The annual summary of days closed is based on Department/Calendar:

Available for viewing an annual summary of the closed days defined by the Easy Admin user in the current session (concerning the department and calendar currently being processed) and also when importing official public holiday calendars.

Image: Service:       Communities device:         Augurdhui:       Mercredi 8 Février 2023         Récapitulatif annuel des jours fermés	🔀 Mitel 🕴 міл	/oice 5000 Easy A	dmin -	COLOF	R-COMF	PANY								
Pour le service:       Commun à tous les services         Calendrie:       Cal.1         Aujourchui:       Mercredi 8 Février 2023         Récapitulatif annuel des jours fermés	Messages vocaux	Calendrier												
Pour le service : Commun à tous les services       Calendrier : CAL1       Calendri														
Pour le service:       Commun à tous les services         Calendrier:       CAL1         Aujourd'hui:       Morr du S       Aur       Mar       Aur       Mai       Jun       Jul       Aou       Sep         Doit       Moit       Soit       Doit       Moit       Soit       Doit       Moit       Soit       Loit       Juit       Aou       Sep         Récapitulatif annuel des jours fermés       Doit       Moit       Soit       Loit       Joit       Soit       Moit       Voit       Doit       Moit       Soit       Loit       Joit       Soit       Moit       Joit       Soit       Moit       Voit       Doit       Moit       Soit       Loit       Joit       Soit       Moit       Voit       Doit       Moit       Soit       Loit       Joit       Soit       Moit       Joit       Soit       Moit       Joit       Soit       Moit       Joit       Soit       Moit       Soit       Moit       Soit       Loit       Moit       Soit       Loit       Moit       Soit       Loit       Moit       Soit       Moit       Moit       Soit       Moit       Moit       Soit       Moit       Moit       Soit       Moit       Mo	R	tecapitulatif annuel												
Pour le service : Commun à tous les services         Calendner : CAL1         Calendner : CAL1			_											
Calendref:         CAL1           Aujourdhui:         Mercredi 8 Février 2023           Récapitulatif annuel des jours fermés         D01         M01         M01         S01         L01         Jun         Jun         V01         D01           M03         V03         L03         M02         V02         D02         M02         V02         D02         M02         Jun         Jun         Jun         D03         D03           M03         V03         V03         L03         M02         V02         D02         M04         S04         L04         M04         V04         L04         M04         Jun         L03         M03         S03         L03         J03         D03         M03         V03         L03         M04         S04         L04         M04         V04         L04         M04         J04         J07         J07         S07         M07         M07         M07         M07         M07	Pour le service : Commun a	à tous les services						2	023					
Aujourdhui : Mercredi 8 Février 2023         D         M	Calendrier : CAL.1		Jan	Fév	Mar	Avr	Mai	Jun	Jul	Aou	Sep	Oct	Nov	Déc
Lo2         J02         J02         L02         M02         V02         D02         M02         S02         L02           Récapitulatif annuel des jours fermés         M03         V03         V03         L03         M03         S03         L03         M03         V03         L03         M03         L03         M03         L03         M03         L03         L03	Auiourd'hui : Mercredi 8 Fév	rier 2023	D 01	M 01	M 01	S 01	L 01	J 01	S 01	M 01	V 01	D 01	M 01	V 01
No.         V0.3         V0.3         V0.3         M0.3         M0.3         S0.3         L0.3         J0.3         M0.3         S0.4         M0.4         S0.4         M0.4         S0.4         M0.4         S0.4         M0.4         V0.4         L0.4         M0.4			L 02	J 02	J 02	D 02	M 02	V 02	D 02	M 02	S 02	L 02	J 02	S 02
M 045 045 04M 04J 04M 04V 04L 04M 04V 04L 04M 04V 04L 04M 04V 04L 04M 04V 05L 05M 05S 05M 05J 05M 05V 05L 05M 05V 05L 05M 05V 05L 05M 05V 05L 05M 05V 06U 05V 06D 06M 06V 06L 06M 10V 10L 10M 11V 11L 11M 11V	Récapitulatif annuel des jour	s fermés	M 03	V 03	V 03	L 03	M 03	S 03	L 03	J 03	D 03	M 03	V 03	D 03
J 05D 05D 05M 05V 05L 05M 05S 05M 05J 05V06L 06J 06J 06J 06J 06J 06J 06J 06J 06J 07J 17J 17 <td></td> <td></td> <td>M 04</td> <td>S 04</td> <td>S 04</td> <td>M 04</td> <td>J 04</td> <td>D 04</td> <td>M 04</td> <td>V 04</td> <td>L 04</td> <td>M 04</td> <td>S 04</td> <td>L 04</td>			M 04	S 04	S 04	M 04	J 04	D 04	M 04	V 04	L 04	M 04	S 04	L 04
V 06 $L 06$ $L 06$ $L 06$ $V 07$ $V 07$ $V 07$ $L 07$ $L 07$ $V 07$ $L 07$ $V 07$ $L 07$ $V 07$ $V 07$ $V 07$ $V 07$ $V 07$ $L 07$ $V 07$ $L 07$ $V 07$ $V 07$ $L 07$ $L 07$ $V 07$ $L 07$ $V 07$ $L 07$ $V 07$ $L 07$ $L 07$ $V 07$ $L 0$			J 05	D 05	D 05	M 05	V 05	L 05	M 05	S 05	M 05	J 05	D 05	M 05
507       M07       M07       V07       D07       M07       V07       L07       L07       S07       D07       M07       V07       L07       L07       S07       D07       M07       V07       L07       L07       J07       S07       D07       M07       V07       L07       L07       J07       S07       D07       M07       V07       L07       L07       J07       S07       D07       D07 <t< td=""><td></td><td></td><td>V 06</td><td>L 06</td><td>L 06</td><td>J 06</td><td>S 06</td><td>M 06</td><td>J 06</td><td>D 06</td><td>M 06</td><td>V 06</td><td>L 06</td><td>M 06</td></t<>			V 06	L 06	L 06	J 06	S 06	M 06	J 06	D 06	M 06	V 06	L 06	M 06
Hugs         Mugs         Mugs         Sole         Los         Jos         Sole         Mugs         Sole         Los         Jos         Vois         Dois           L09         J09         D99         D09         D09         Mo9         V09         D09         M00         Sole         L09         J00         J00         J01         M10         J10         L11         V11         L11         M11         J11         L11         M11         J11         L11         M12         J12         J12         J12         J12         J13         S13         S13         S13         M13         J13         S13         M14         M14         M14         J14			S 07	M 07	M 07	V 07	D 07	M 07	V 07	L 07	J 07	S 07	M 07	J 07
Lug       Jug       Jug       Jug       M0       M0       V0       D0       M00       N00       S00       L00         M10       V10       V10       L10       M10       S10       L10       M10       S10       L00       M10       S10       L10       M11       V11       L11       M11       V12       M13       V13       V14       V14       V14 </td <td></td> <td></td> <td>0.08</td> <td>M 08</td> <td>M U8</td> <td>5 08</td> <td>L 08</td> <td>J 08</td> <td>5.08</td> <td>M 08</td> <td>V U8</td> <td>0.08</td> <td>M 08</td> <td>V 08</td>			0.08	M 08	M U8	5 08	L 08	J 08	5.08	M 08	V U8	0.08	M 08	V 08
m 10       v 10       v 10       v 10       v 10       v 10       v 10       k 11			L U9	J U9	J U9	0.09	M 09	V U9	0.09	M 09	5 09	L 09	J U9	5.09
J.1.       J.1.       M12       V12       L12       M13       J12       J12       J12       J12       J12       M13       J13       S13       M13       J13       S13       M13       J13       J13 <td< td=""><td></td><td></td><td>m 10 M 44</td><td>V 10 C 44</td><td>V 10</td><td>E 10</td><td>M 10</td><td>3 10 D 44</td><td>L 10</td><td>J 10</td><td>1 44</td><td>M 10</td><td>¥ 10</td><td>1 44</td></td<>			m 10 M 44	V 10 C 44	V 10	E 10	M 10	3 10 D 44	L 10	J 10	1 44	M 10	¥ 10	1 44
3 12       0 14       0 14       13			142	D 12	D 12	M 12	V 12	1.12	M 12	\$ 12	L 11	142	D 12	M 12
514       M14       M14       V14       D14       M14       V16       D16       M16       V16       D16       M16       V16       D16       M16       V16       D17       M17       D17       M18       D18       M18       U18       L18       M18       J18       D16       M19       J17       D17       M17       D17       M17       D17       M17       D17       M17       D17       M18       D18       M18       U18       M18       U18       U		-	V 13	1 13	1.13	143	\$ 13	M 13	143	D 13	M 13	V 13	1 13	M 13
D15         M16         M16         S16         L15         J16         S15         M16         V16         D15           L16         J16         J16         S16         L15         J16         S15         M16         V16         D15           L17         J17         L17         M17         S17         L17         J17         D17         M17         S17         L17         J17         D17         M17         S16         L18         M16         J16         J16         S16         L16         J16         S16         L16         M17         V17         L17         M17         S17         L17         J17         D17         M17         S16         L18         M18         J18         S18         S18         S18         S18         M18         J18         J18         M19         J19         J19         J19         J19         J19         J19         J19         J19         J12         D20			S 14	M 14	M 14	V 14	D 14	M 14	V 14	L 14	J 14	S 14	M 14	J 14
			D 15	M 15	M 15	S 15	L 15	J 15	S 15	M 15	V 15	D 15	M 15	V 15
			L 16	J 16	J 16	D 16	M 16	V 16	D 16	M 16	S 16	L 16	J 16	S 16
N 16         5 16         5 16         M 18         J 48         J 18         N 16         V 16         L 18         M 19         J 19           J 19         D 19         D 19         M 19         V 19         L 19         M 19         J 19         J 19           V 20         L 20         L 20         J 20         J 20         D 20         M 20         J 20         D 20         M 20         V 20         V 20         V 20         J 20         D 20         M 20         V 20         V 20         V 20         J 20         D 20         M 20         V 20         V 20         V 20         J 20         D 20         M 20         V 20<			M 17	V 17	V 17	L 17	M 17	S 17	L 17	J 17	D 17	M 17	V 17	D 17
J 19     D 19     D 19     M 19     V 19     L 19     M 19     S 19     M 19     J 19       V 20     L 20     L 20     J 20     J 20     J 20     D 20     M 20     D 20     M 20     V 20       S 21     M 21     M 21     V 21     D 21     M 21     V 21     L 21     J 21     S 21       D 22     M 22     M 22     V 22     D 22     M 22     V 22     D 22       L 23     J 23     D 23     M 23     V 23     D 23     M 23     V 23     D 23     M 23     V 23     D 24     M 24       M 24     V 24     V 24     V 24     M 25     S 25     M 25     J 25     D 25     M 24     D 24     M 24       M 25     S 25     S 26     M 26     V 26     L 26     L 26     L 26     L 26     D 26     M 26       J 26     D 26     D 26     M 26     V 26     L 26     M 26     S 26     L 26     M 26     J 26 <t< td=""><td></td><td></td><td>M 18</td><td>S 18</td><td>S 18</td><td>M 18</td><td>J 18</td><td>D 18</td><td>M 18</td><td>V 18</td><td>L 18</td><td>M 18</td><td>S 18</td><td>L 18</td></t<>			M 18	S 18	S 18	M 18	J 18	D 18	M 18	V 18	L 18	M 18	S 18	L 18
V 20         L 20         L 20         J 20         S 20         M 20         J 20         D 20         M 30         V 20           S 21         M 21         M 21         V 21         D 21         M 21         V 21         L 21         J 21         S 21           D 22         M 22         M 22         S 22         L 22         J 22         S 22         M 22         V 22         D 22         M 22         V 22         D 23         M 22         V 22         D 23         M 23         L 23         D 24         L 24         J 24         D 24         M 24         V 24         D 24         M 24         D 24         M 24         D 24         M 24         D 24         M 24         D 24         D 24         M 24         D 24         M 24         D 24<			J 19	D 19	D 19	M 19	V 19	L 19	M 19	S 19	M 19	J 19	D 19	M 19
S 21         M 24         M 24         V 24         D 24         S 22         D 22         S 22         D 22         S 22         D 23         M 24         S 24         D 24         S 24         D 24         S 24         D 24         D 24         S 24         D 22         D 23         M 23         D 24         M 24         V 24         L 24         D 24         M 24         V 26         D 26         M 25         D 26 <thd 24<="" th="">         D 24         <thd< td=""><td></td><td></td><td>V 20</td><td>L 20</td><td>L 20</td><td>J 20</td><td>S 20</td><td>M 20</td><td>J 20</td><td>D 20</td><td>M 20</td><td>V 20</td><td>L 20</td><td>M 20</td></thd<></thd>			V 20	L 20	L 20	J 20	S 20	M 20	J 20	D 20	M 20	V 20	L 20	M 20
D 22         M 22         M 22         S 22         L 22         J 22         S 22         M 22         D 22         D 22         M 22         D 23         M 22         D 23         M 23         V 23         D 23         M 23         S 23         L 23         J 23         M 23         V 23         D 23         M 23         S 23         L 23         J 24         D 24         D 24         D 24         M 24         S 24         L 24         J 24         D 24         M 24           M 25         S 25         S 25         M 25         J 25         D 25         M 25         L 26         M 26         S 26         M 26         J 24         M 24         S 24         L 24         J 24         D 24         M 24           M 25         S 26         M 26         M 26         J 25         D 26         M 26         S 26         M 26         M 26         S 26         M 26         J 26         J 26         M 26         J 26         M 26         J 26         J 26         J 26         J 26         M 26         M 26         J 26<			S 21	M 21	M 21	V 21	D 21	M 21	V 21	L 21	J 21	S 21	M 21	J 21
L 23     J 23     J 23     M 23     M 23     V 23     D 23     M 23     L 23     L 23       M 24     V 24     V 44     L 44     M 24     S 24     L 24     D 24     D 24     D 44     M 24       M 25     S 25     S 25     M 25     J 25     D 25     M 25     V 25     L 25     M 25       J 26     D 26     D 26     M 26     V 26     L 26     M 26     S 26     M 26     J 26       V 27     L 27     J 27     J 27     S 27     M 27     D 27     M 27     V 27     V 27       S 28     M 28     M 28     V 28     D 28     M 28     V 28     L 28     J 28       C 29     M 28     M 28     V 28     D 28     M 28     V 28     L 28     J 28			D 22	M 22	M 22	S 22	L 22	J 22	S 22	M 22	V 22	D 22	M 22	V 22
M 24         V 24         V 24         L 24         M 24         S 24         L 24         J 24         M 24           M 25         S 25         S 25         M 25         J 25         D 26         M 25         S 26         K 25         M 25         J 25         D 26         M 25         J 25         D 26         M 26         V 26         L 26         M 26         V 26         L 26         M 26         J 26         D 26         M 26         V 26         L 26         M 26         V 26         V 26         L 26         M 26         V 26         L 26         J 26         V 26         L 26         M			L 23	J 23	J 23	D 23	M 23	V 23	D 23	M 23	S 23	L 23	J 23	S 23
M 25         5 25         M 25         J 25         D 25         M 25         V 25         L 25         M 25           J 26         D 26         D 26         M 26         V 26         L 26         M 26         S 26         M 26         J 26         M 26         J 27         D 27         M 27         J 27         D 27         M 27         V 27         V 27         L 27         J 27         J 27         D 27         M 27         V 28         V			M 24	V 24	V 24	L 24	M 24	S 24	L 24	J 24	D 24	M 24	V 24	D 24
J 26         D 26         D 26         M 26         V 26         L 28         M 26         S 26         M 26         J 26           V 27         L 27         L 27         J 27         S 27         M 27         D 27         M 27         V 27         V 27         L 27         J 27         S 27         M 27         D 27         M 27         V 27         V 27         V 27         V 27         M 27         V 27         M 27         V 27         V 27         V 27         V 27         M			M 25	S 25	S 25	M 25	J 25	D 25	M 25	V 25	L 25	M 25	S 25	L 25
V 27         L 27         L 27         S 27         M 27         J 27         D 27         M 77         V 27           S 28         M 28         M 28         V 28         D 28         M 28         V 28         L 28         S 28         L 28         S 28         M 28         V 28         D 28         M 28         V 28         L 28         S 28         D 29         D 29         M 29         S 29         M 29         S 29         M 29         D 29         D 29         M 29         D 29         M 29         D 29         D 29         M 29         D 29         D 29         M 29         D 29         D 29         D 29         M 29         D 29         D 29         D 29         M 29         D			J 26	D 26	D 26	M 26	V 26	L 26	M 26	S 26	M 26	J 26	D 26	M 26
S 28         M 28         M 28         V 28         D 28         M 28         V 28         L 28         L 28         S 28           D 29         M 29         S 29         L 29         J 29         S 29         M 29         D			V 27	L 27	L 27	J 27	S 27	M 27	J 27	D 27	M 27	V 27	L 27	M 27
D 29 M 29 S 29 L 29 S 29 M 29 V 29 D 29			S 28	M 28	M 28	V 28	D 28	M 28	V 28	L 28	J 28	S 28	M 28	J 28
			U 29		M 29	S 29	L 29	J 29	S 29	M 29	v 29	D 29	M 29	V 29
L 30 J 30 D 30 M 30 V 30 D 30 M 30 S 30 L 30			L 30		J 30	D 30	M 30	V 30	D 30	M 30	5 30	L 30	J 30	5 30

#### Note: Use the >>> and <<< keys to browse through the various annual calendars.

View only. No modification possible.

#### 8.1.5 EXPORT A CALENDAR

2

In the current session (concerning the department and calendar currently being processed).

- Click Export calendar.
- Name the file and save it in the directory of your choice.

Export is in **.csv** format. This file can then be used by another Easy Admin user on another site, in a multi-site configuration, for example.

#### 8.1.6 IMPORT A CSV OR ICS FILE

This action allows you to import a calendar in .csv or .ics format.

The ICS format is a file format used for messaging. These files are identified through the **.ics** extension. This file format allows you to import calendar entries into your calendar, send calendar entries to other users, and publish and share calendar entries.

The import file must be in CSV format from a file previously processed in Easy Admin or from a government site. It is then automatically taken into account and displayed.

#### 8.1.7 IMPORT OFFICIAL PUBLIC HOLIDAYS

The import is made from the official government website, which publishes a calendar of public holidays by region (mainland France, overseas departments and territories) each year.

- Select the calendar (the import is calendar-based).
- Select a region.
- Select the year or years by ticking the appropriate boxes.

🕅 Mitel   міVа	pice 5000 Easy	/ Admin					
MENU	Jours fermés						
ur la société / service ute société / Tout service	Ajouter une pério.	de de fermeture du (	jj/mm/aaaa au	jj/mm/aaaa	Libellé		
Alendrier AL.1 V				Avril 2 <u>023</u>			
IJourd alsace-moselle	Lun	Mar	Mer	Jeu	Ven	Sam	Dim
tuelle guadeloupe						1	2
la-réunion	3	4	5	6	7	8	9
martinique mayotte	10	11	12	13	14	15	16
métropole			12	10	14	10	10
polynésie-francaise	17	18	19	20- Inventaire	21	22- Inventaire	23
saint-barthélemy saint-martin	24	25	26	27	28	29	30
saint-pierre-et-miquelon wallis-et-futuna							
gion V							
Récapitulatif annuel							
	-						
	_						
	-	1					
	Re	egion méti	ropole	~	<u>'</u> ]		
		2022	2024		1000		
		2023	2024	2025 02	2026		

Use the >>> and <<< buttons to browse through the various annual and weekly calendars in order to view the imported official days.

MENU	Jours fermés						
Pour la société / service Toute société / Tout service	Ajouter une période	e de fermeture du jj.	/mm/aaaa au j	j/mm/aaaa	bellé		
CAL.1 v				Mai 2023			
Aujourd'hui : Mardi 18 Avril 2023	Lun	Mar	Mer	Jeu	Ven	Sam	Dim
Actuellement : FERME	1- 1er mai	2	3	4	5	6	7
Exporter un calendrier	8- 8 mai	9	10- toto	11	12	13	14
	15	16	17	18-Ascension	19	20	21
Importer un fichier CSV ou ICS	22	23	24	25	26	27	28
Importation de jours fériés officiels	29- Lundi de Pent	30	31				
Récanitulatif annuel				·			

					2	023					
Jan	Fév	Mar	Avr	Mai	Jun	Jul	Aou	Sep	Oct	Nov	Déc
D 01	M 01	M 01	S 01	L 01	J 01	S 01	M 01	V 01	D 01	M 01	V 01
L 02	J 02	J 02	D 02	M 02	V 02	D 02	M 02	S 02	L 02	J 02	S 02
M 03	V 03	V 03	L 03	M 03	\$ 03	L 03	J 03	D 03	M 03	V 03	D 03
M 04	S 04	\$ 04	M 04	J 04	D 04	M 04	V 04	L 04	M 04	\$ 04	L 04
J 05	D 05	D 05	M 05	V 05	L 05	M 05	\$ 05	M 05	J 05	D 05	M 05
V 06	L 06	L 06	J 06	S 06	M 06	J 06	D 06	M 06	V 06	L 06	M 06
S 07	M 07	M 07	V 07	D 07	M 07	V 07	L 07	J 07	S 07	M 07	J 07
D 08	M 08	M 08	\$ 08	L 08	J 08	\$ 08	M 08	V 08	D 08	M 08	V 08
L 09	J 09	J 09	D 09	M 09	V 09	D 09	M 09	\$ 09	L 09	J 09	\$ 09
M 10	V 10	V 10	L 10	M 10	S 10	L 10	J 10	D 10	M 10	V 10	D 10
M 11	S 11	S 11	M 11	J 11	D 11	M 11	V 11	L 11	M 11	S 11	L 11
J 12	D 12	D 12	M 12	V 12	L 12	M 12	S 12	M 12	J 12	D 12	M 12
V 13	L 13	L 13	J 13	\$ 13	M 13	J 13	D 13	M 13	V 13	L 13	M 13
S 14	M 14	M 14	V 14	D 14	M 14	V 14	L 14	J 14	S 14	M 14	J 14
D 15	M 15	M 15	S 15	L 15	J 15	S 15	M 15	V 15	D 15	M 15	V 15
L 16	J 16	J 16	D 16	M 16	V 16	D 16	M 16	S 16	L 16	J 16	S 16
M 17	V 17	V 17	L 17	M 17	\$ 17	L 17	J 17	D 17	M 17	V 17	D 17
M 18	S 18	S 18	M 18	J 18	D 18	M 18	V 18	L 18	M 18	S 18	L 18
J 19	D 19	D 19	M 19	V 19	L 19	M 19	S 19	M 19	J 19	D 19	M 19
V 20	L 20	L 20	J 20	S 20	M 20	J 20	D 20	M 20	V 20	L 20	M 20
S 21	M 21	M 21	V 21	D 21	M 21	V 21	L 21	J 21	S 21	M 21	J 21
D 22	M 22	M 22	\$ 22	L 22	J 22	S 22	M 22	V 22	D 22	M 22	V 22
L 23	J 23	J 23	D 23	M 23	V 23	D 23	M 23	S 23	L 23	J 23	S 23
M 24	V 24	V 24	L 24	M 24	S 24	L 24	J 24	D 24	M 24	V 24	D 24
M 25	S 25	S 25	M 25	J 25	D 25	M 25	V 25	L 25	M 25	S 25	L 25
J 26	D 26	D 26	M 26	V 26	L 26	M 26	S 26	M 26	J 26	D 26	M 26
V 27	L 27	L 27	J 27	S 27	M 27	J 27	D 27	M 27	V 27	L 27	M 27
S 28	M 28	M 28	V 28	D 28	M 28	V 28	L 28	J 28	\$ 28	M 28	J 28
D 29		M 29	S 29	L 29	J 29	S 29	M 29	V 29	D 29	M 29	V 29
L 30		J 30	D 30	M 30	V 30	D 30	M 30	\$ 30	L 30	J 30	S 30
M 31		V 31		M 31		L 31	J 31		M 31		D 31

You can also view these days for the year in question by selecting Annual summary:

## Aujourd'hui : Mardi 18 Avril 2023 Récapitulatif annuel des jours fermés

Pour le service : Commun à tous les services Calendrier : CAL.1

M 31 V 31	D 20	J 30	L 30
		V 31	M 31

## **8.2 MANAGING OPENING HOURS**

You can use this menu to manage **Open/Closed** timeslots for a current week, from Monday to Sunday, by department and calendar.

For each day, you can define 4 timeslots (2 slots in open mode and 2 slots in closed mode), independently for each day of the week.

Pour la société / service	Jour	Début plage 1	Fin plage 1	Début plage 2	Fin plage 2
	Lundi	08:00	13:00	14:00	18:00
Plages horaires du calendrier :	Mardi	08:00	13:00	14:00	18:00
Aujourd'hui : Mercredi 19 Avril 2023	Mercredi	08:00	13:00	14:00	18:00
	Jeudi	08:00 hh:	13:00	14:00	18:00
Actuellement : OUVERT	Vendredi	08:00	13:00	14:00	20:00
	Samedi	08:00	13:00		
	Dimanche				

- Select the department and calendar concerned.
- For each day, enter the timeslot start and end times (2 slots maximum):
- Follow the hh:mm format (example: 09:00)
- Click Validate to confirm.

#### Immediate switchover from Open or Closed status

The **Current** (Open/Closed) status button can be used to switch the status immediately in case of an unforeseen event, for example.

This action switches to the next timeslot if one has been defined.

🕅 Mitel 🕴 міvо	ice 5000 Easy A	dmin - STE	0						Accue	il Web
MENU	Horaires d'ouverture								Utilis	ateur :
Pour le service										
Commun à tous les services V		Lundi	Debut plage 1	Fin plage 1	Debut plage 2	Fin plage 2				
Plages horaires du calendrier :		Mardi								
Aujourd'hui : Lundi 17 Avril 2023		Mercredi								
Actuellement : FERME		Jeudi								
		Vendredi								
		Samedi								
		Dimanche								
				Valider Annuler						



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