

Support center details | Set hours of operation

Introduction

Prerequisite: Log in to your admin account in CCAIP.

Scenario: In this exercise, you log into Google's CCAI Platform as an admin. Once logged in, you will set the hours of operation.

Note: The general operation hours setting will be used as the default setting. If the hours for a particular entry point or queue are different, create new custom operation hours, as shown below.

Directions:

1. Navigate to **Settings > Support Center Details**.
2. Select **Edit** (pencil icon) to edit the general hours.
3. Choose the correct **Time Zone**. Time zone is used for operation hours and deflection settings.

The screenshot shows the 'Operation Hours' configuration screen. At the top, there is a header with the title 'Operation Hours' and a button '+ Add Custom Operation Hours'. Below the header, a note states: 'During operation hours, calls and chats will be delivered to agents, and outside of those hours, after-hour deflection settings will be used. One default setting is required. Custom hours settings for entry points, languages, or particular queue menu options can be added as needed.' A large central box contains the 'General Hours' settings. It includes a 'Time Zone' section set to '(UTC-07:00) Pacific Standard Time (America/Los_Angeles)', a 'Days and Hours of Operation' section set to '24-Hour Operation', a 'Closure / Holidays to Observe' section listing 'New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, Presidents' Day', and an 'Assigned to:' section stating 'To all channels and queues without custom operation hours.' An orange square with a white pencil icon is overlaid on the right side of the main box, indicating it is an edit screen.

4. Select your support center Days and Hours of Operation.

Time Zone

(UTC-07:00) Pacific Standard Time (America/Los_Angeles)

Days and Hours of Operation

These are the times your customers can reach your team.

24 hour operation Weekdays / Weekends S / M / T / W / T / F / S

Closure / Holidays to Observe

<input checked="" type="checkbox"/> New Year's Day	<input type="checkbox"/> Martin Luther King, Jr. Day	<input checked="" type="checkbox"/> Presidents' Day
<input checked="" type="checkbox"/> Memorial Day	<input checked="" type="checkbox"/> Independence Day	<input checked="" type="checkbox"/> Labor Day
<input type="checkbox"/> Columbus Day	<input type="checkbox"/> Veterans Day	<input checked="" type="checkbox"/> Thanksgiving
<input checked="" type="checkbox"/> Christmas Day		

APPLY **CANCEL**

- a. **24 hour operation:** This selection is for operations that are always open. *Since the operation is always open, no daily hour settings will be shown.*
 - b. **Weekdays/Weekends:** This selection should be used for operations where the weekday hours stay the same all week and differ for weekend days. One time of day setting for weekdays and one time of day setting for weekend days will be available for configuration.
 - c. **S / M / T / W / T / F / S:** This selection should be used if you have different hours on various days of the week.
Note: Incoming calls/chats outside of these hours will deflect depending on your settings. See the deflection section call and/or chat settings.
 - d. Note: If not using a 24-hour operation, input the hours for each day.
5. Mark off the holidays when your support center is closed. On selected holidays your after hour deflection settings will be used. For

other holidays not listed, see [Setting Holiday Hours and Call Forwarding](#) for more information.

6. Click **Apply** to save.