



## Call Center User's Guide

The Call Center is where a Call Center Supervisor manages their call queue(s), and where a Call Center Agent can view calls, and log-in/out of their assigned queue(s). There are an unlimited number of queues a single domain can have. [Supervisors](#) and [Agents](#) each have their own section in this document. The [Webphone for Call Center](#) section applies to both supervisors and agents.

### Contents

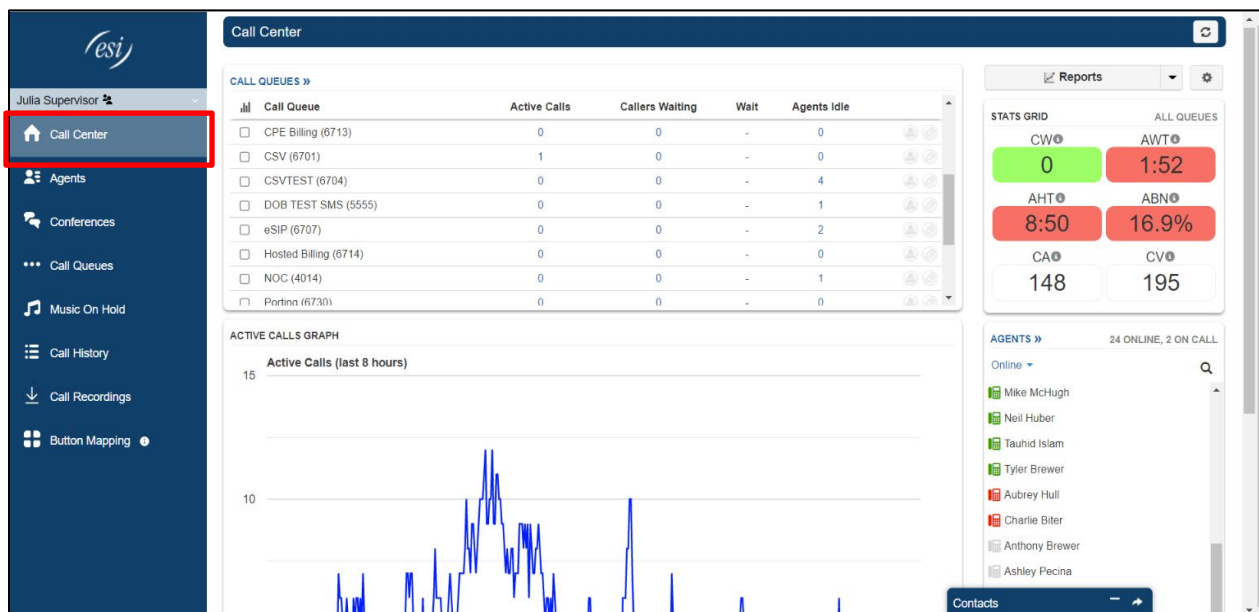
<b>Call Center Supervisor.....</b>	<b>3</b>
<b>Dashboard Layout .....</b>	<b>3</b>
Call Queues Table .....	3
Call Queues Table Additional Data .....	4
Active Calls Graph .....	5
Stats Grid .....	6
Configuring the Stats Grid .....	7
Agents List.....	8
Agent Stats.....	8
Assigned Queue(s) .....	8
Listen / Whisper / Barge .....	9
<b>Call Queue Management .....</b>	<b>10</b>
Call Queue Rules .....	10
Basic Queue Settings Tab.....	11
Tiered Round-robin.....	12
Pre Queue Options Tab.....	15
In Queue Options Tab.....	16
SMS Queue Options Tab .....	17
Prioritize callers in Queue.....	19
<b>Agent Management.....</b>	<b>21</b>
Agent Rules.....	21
Add an Agent.....	21
Edit an Agent .....	21
Remove an Agent .....	22
Manage Agents by User or Device.....	23
Custom Call Center Agent Status.....	25
Enabling Agents to use SMS in a Queue .....	27
Hot-desking.....	27
<b>Call Center Reports.....</b>	<b>32</b>
Configure a Report.....	32
Sharing a Report .....	33
Types of Call Center Reports.....	35
<b>Call Center Analytics.....</b>	<b>41</b>
Accessing the Call Center Analytics .....	41
Managing your board .....	43
Board Settings.....	43

Adding and editing a board .....	44
Sharing your board .....	50
<b>Music-On-Hold (MOH) for Queues .....</b>	<b>52</b>
Adding an Introduction Message.....	53
Adding a Comfort Message .....	54
Adding Music .....	56
<b>Call History .....</b>	<b>59</b>
Call History Filters.....	59
Calls Displayed .....	60
Exporting Call History .....	60
Cradle to Grave .....	60
Call Transcription and Sentiment Analysis.....	61
<b><i>Call Center Agent.....</i></b>	<b><i>63</i></b>
<b>Dashboard Layout .....</b>	<b>63</b>
My Queues table .....	63
My Graphs table .....	64
Using the custom agent statuses (call center agent).....	66
Reporting .....	67
Online/Login button .....	68
ESI Call Center Analytics button .....	68
My Statistics table.....	68
Recent Call History table.....	69
Logging in to a hot-desking device .....	69
<b><i>Webphone for Call Center Agents and Supervisors .....</i></b>	<b><i>72</i></b>
<b>Call Parking in Webphone.....</b>	<b>73</b>

# Call Center Supervisor

## Dashboard Layout


On the Call Center screen, the Supervisor can view a list of Call Queues, an Active Call Graph, a Stats Grid, a list of all agents in those queues and the agent's status.




## Call Queues Table

In the upper center of the screen, the Call Queues table displays data in real-time - the number of active calls, the number of callers waiting, the current wait time, and the number of idle agents.

For each queue shown you can edit agents and the call queue setup from the buttons to the right of each row in the table. Refer to the [Agent Management](#) section for more information about editing agents.


CALL QUEUES »					
	Call Queue	Active Calls	Callers Waiting	Wait	Agents Idle
<input type="checkbox"/>	Adds (6715)	0	0	-	3
<input type="checkbox"/>	Admin (6700)	0	0	-	2
<input type="checkbox"/>	Cloud III (6712)	0	0	-	3

Refer to the [Call Queue Management](#) section for more information about editing a call queue.

CALL QUEUES »					
	Call Queue	Active Calls	Callers Waiting	Wait	Agents Idle
<input type="checkbox"/>	Adds (6715)	0	0	-	3
<input type="checkbox"/>	Admin (6700)	0	0	-	2
<input type="checkbox"/>	Cloud III (6712)	0	0	-	3



## Call Queues Table Additional Data

The following columns provide additional data in the Call Queues table -

CALL QUEUES »						
	Call Queue	Active Calls	Callers Waiting	Wait	Agents Idle	
<input type="checkbox"/>	Cloud (6705)	0	0	-	1	 
<input type="checkbox"/>	Cloud Promo Q (6716)	0	0	-	0	 
<input type="checkbox"/>	Cloud Sales Specialist (6724)	0	0	-	0	 
<input type="checkbox"/>	CPE (6702)	0	0	-	1	 
<input type="checkbox"/>	CPE Billing (6713)	0	0	-	0	 
<input type="checkbox"/>	CSV (6701)	1	0	-	0	 
<input type="checkbox"/>	CSVTEST (6704)	0	0	-	4	 
<input type="checkbox"/>	DOB TEST SMS (5555)	0	0	-	1	 

The numbers shown under the columns are blue, which means they are clickable. Clicking on the number, even when it's zero, will present a popup, which provides the following information.

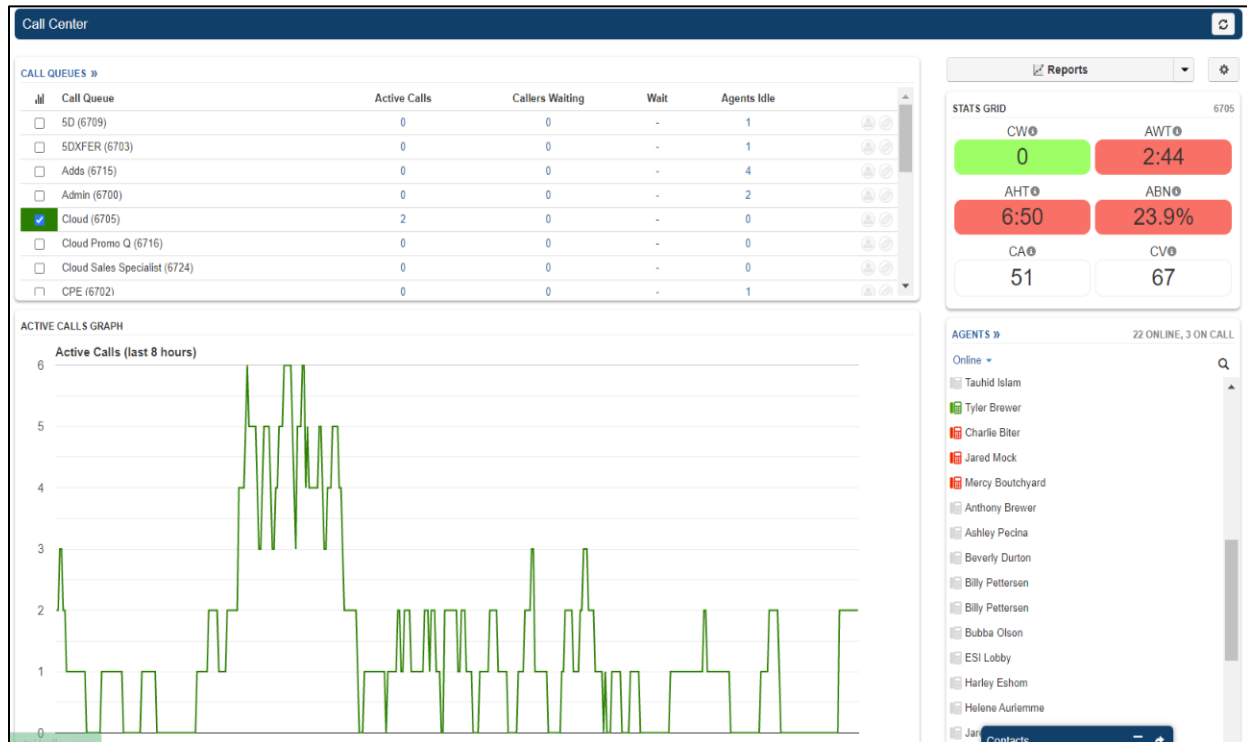
- Active Calls – displays the call information in real-time - the number the call originated from, the number that was dialed to enter the queue, the status of the call, the assigned agent, and the current duration of the call since it entered the queue.
  - The status must be "talking" in order for the "listen" feature to work, and the agent's scope in the call must be lower than the user who is attempting to listen in. Similar information appears when clicking the number of Callers Waiting.

Calls active in 6705 Call Queue						
From		Dialed	Status	Agent	Duration	
(832) 379-████	Check Out █████	(800) 850-2151	Talking	2301	11:48	
1 (858) 342-████	██████████ G ERI	1 (972) 422-9800	Talking	2401	11:35	

- Callers Waiting – displays the caller ID the call is originating from, the name of the caller (if available), the status of the call (such as "talking", "ringing agent"), and the current duration/time the caller has been on hold.
- Agents Idle – displays all of the agents in the queue. It includes the agent's extension, their current status, their answering order in the queue (if configured), the max number of calls they can receive at a time (no more than 6), and the max number of SMS messages they can receive at a time (no more than 5).

## Active Calls Graph

The Active Calls graph represents the real-time data in the selected call queues. If none of the call queues are checked in the Call Queues table (above the graph), then the default selection is all call queues. The y-axis depicts the number of active calls in the last eight hours. Click on a specific queue to view only its stats.



## Stats Grid

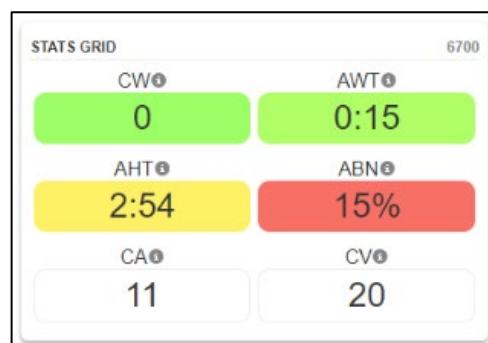
The Stats Grid displays values based on color-coded thresholds in order to quickly identify when a configurable call queue limit has been reached or exceeded.

For instance, a Call Center Supervisor can set an AWT (Average Wait Time) of 120 seconds as a lower threshold. Then, if the average caller wait time is less than 120 seconds, the AWT stat will be green. If the wait time exceeds 120 seconds, the stat will change to yellow. The Call Center Supervisor would also set an upper threshold where the yellow (warning) would then change to red, such as at 3+ minutes (180 seconds). The upper threshold should typically always be higher than the lower threshold.

- Green - the value is below the lower threshold.
- Yellow - the value is at or above the lower threshold and below the upper threshold.
- Red - the value is at or above the upper threshold.
- White - the threshold has not been configured, such as is the default for CA and CV.

While these are the main colors you will also see color shades – green-yellow, orange, red-orange.

These simply indicate that the stat is getting closer to the threshold.

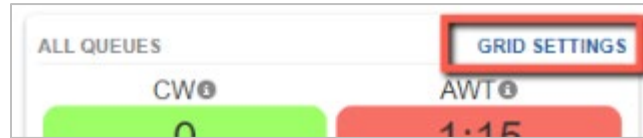


Stat	Full Name	Measure	Upper Threshold Default	Description
CW	Calls Waiting	Count	5	The active number of callers waiting in the selected call queue. If no queue is selected, all call queues are represented.
AWT	Average Wait Time	Seconds	60 secs.	The average time a caller spent in the call queue before being dispatched to an agent.
AHT	Average Handling Time	Seconds	240 secs.	This time includes Talk Time, Hold Time, and Disposition Time.
SL	Service Level	Percentage	None	This is the ratio of calls meeting the service level agreement that is configured under the stats grid settings >> general tab.
ABN	Abandon Rate	Percentage	15%	This is the percentage of calls abandoned, over the total calls offered.
CA	Calls Answered	Count	None	This is the number of calls answered by all agents in the call queue.
CV	Call Volume	Count	None	This is the number of calls originating in the call queue, including abandoned calls, answered calls, voicemails, and forwards.
AC	Abandoned Calls	Count	None	Calls that abandoned the queue before being dispatched to an agent.

## Configuring the Stats Grid

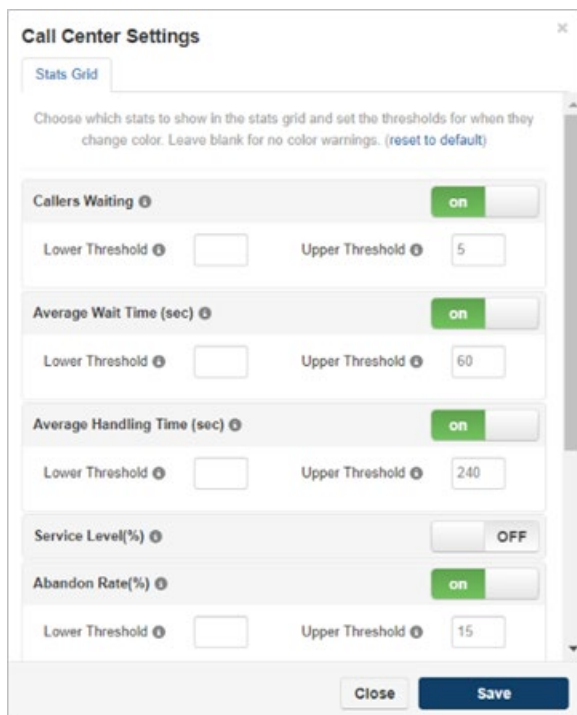
To edit the thresholds

1. Click on the blue Stats Grid text in the upper corner of the Stats Grid view.
2. Make any necessary changes.
3. Click Save to save changes.
4. For the Service Level Agreement click on the Setting tab (gear icon) above the status grid.



If the Stats Grid thresholds are not configured, then the grid will default to the following behavior -

- Lower thresholds are 0 (blank) and will color-code as yellow when they reach 70% of the default upper threshold value.
- The CW (Callers Waiting) upper threshold is 5.
- The AWT (Average Wait Time) upper threshold is 60 (seconds).
- The AHT (Average Handling Time) upper threshold is 240 (seconds).
- The ABN (Abandon Rate) upper threshold is 15 (percent).
- CA (Calls Answered) and CV (Call Volume) do not have default upper thresholds and will color-code as white, no matter the number of calls answered or the call volume.



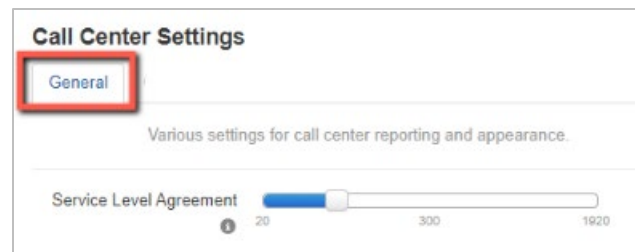
**Call Center Settings**

Stats Grid

Choose which stats to show in the stats grid and set the thresholds for when they change color. Leave blank for no color warnings. (reset to default)

Stat	Toggle	Lower Threshold	Upper Threshold
Callers Waiting	on		5
Average Wait Time (sec)	on		60
Average Handling Time (sec)	on		240
Service Level(%)	OFF		
Abandon Rate(%)	on		15

Close Save



**Call Center Settings**

General

Various settings for call center reporting and appearance.

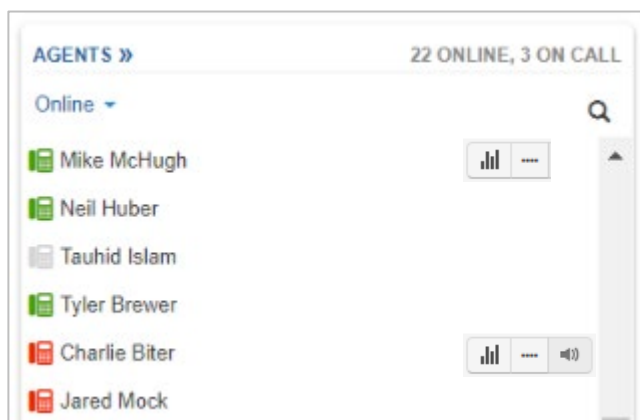
Service Level Agreement: 20 (slider) 300 1820

## Agents List

In the bottom right-hand corner of the Call Center dashboard is the Agents table. View an agent's call stats, assigned queues (including current status), and the option to listen. Agents in this table are color-coded as follows -

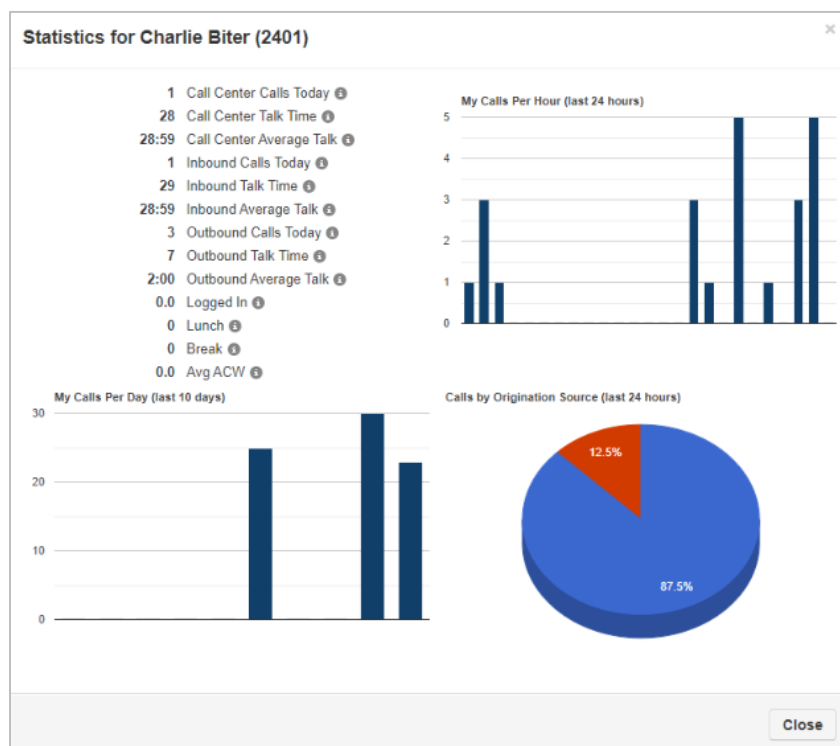
- Grey – offline, not registered device including Webphone and ePhoneGO2
- Green – Idle and available for new calls.
- Red – busy, on a call.

Hover your cursor over an agent's name to see other options – agent stats, assigned queues, and listen/whisper/barge.



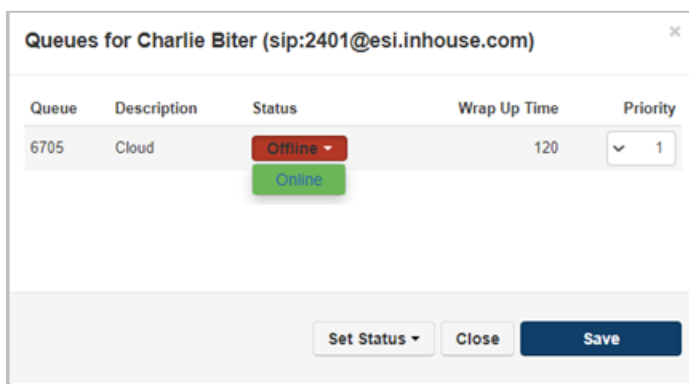
## Agent Stats

Below is an example of an "agent stats" pop-up window. An agent's calls are graphed here for the past 10 days, and more specifically, the last 24 hours includes a break-down of call types, time talked, etc.



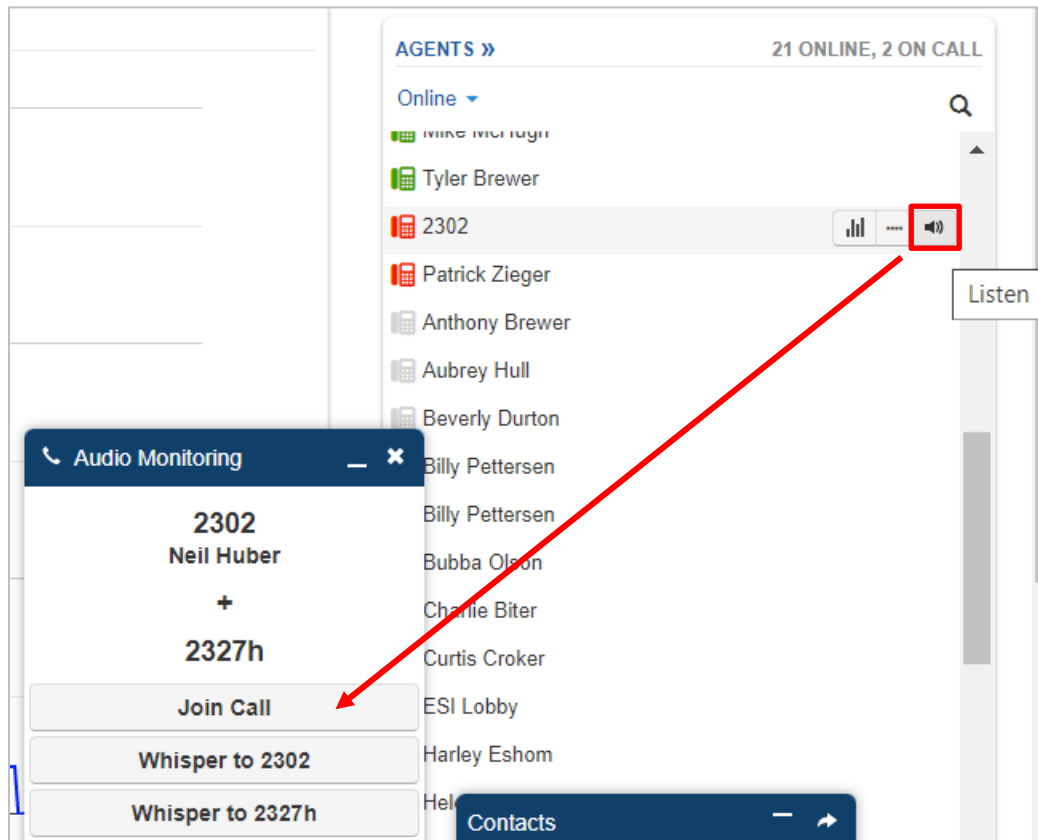
## Assigned Queue(s)

The Assigned Queues pop-up window lists the call queues the agent is in. Status can be changed here (offline/logout or online/login) if the agent has forgotten to log-off for the day. Their queue priority can also be changed. The lowest number equals the highest priority (i.e. 1 is the highest priority and calls in that queue will be routed to the agent first).



## Listen / Whisper / Barge

Listening to calls is an available feature for on-net and off-net calls when the status of a call is "talking". However, the scope of the user listening in must be higher than the scope of the agent in the call. For instance, a Call Center Supervisor will not have the option to listen in to a call where the agent is another Call Center Supervisor, but they can listen in to the calls of Call Center Agents.



- **Listen In** – the supervisor listens to the call. The agent or the caller is notified.
- **Whisper To** – the supervisor can talk to the agent and the customer is not aware. Whisper can be disruptive to the agent so ESI suggests using the Internal Chat feature instead.
- **Join Call** – the supervisor is added to the call creating a 3-way conference.






## Call Queue Management

Supervisors can organize agents into groups (and optional tiers) to streamline the flow of incoming calls, adjust pre and post queue settings, Music-on-Hold and more.







### Call Queue Rules

- Office Managers and Call Center Supervisors can add and configure call queues. Call Center Supervisors cannot add or delete a call queue, but they can change the type of queue assigned to a particular extension and pre queue / in queue / SMS options.
- A call queue must have a dedicated extension and owner. If the extension you are creating for the queue is not currently present then the system will create one and indicate this by showing the green new label to the right of the dialog box.
- If the call queue does not have a Music-on-Hold file, then the system will default to using the domain Music-on-Hold.
- Supervisors can also be restricted to specific queues.

You can manage / Edit your queues by clicking on the queue name itself when you're in the Call Queues panel of the eConsole.

 Call Center	5DXFER	6703			Round-robin	0
 Agents	Adds	6715	Customer Success	ESI	Round-robin	0
 Conferences	Admin	6700			Ring All	0
 Call Queues	Cloud III	6712	Cloud		Round-robin	0
 Music On Hold	Cloud Promo Q	6716			Ring All	0
	Cloud Sales Specialist	6724			Ring All	0
	CPE	6702	Legacy CPE		Round-robin	0
	CPE Billing	6713			Ring All	0

Or by clicking on the edit icon for the queue if you're in the main panel of the eConsole.

	Call Queue	Active Calls	Callers Waiting	Wait	Agents Idle	
<input type="checkbox"/>	Adds (6715)	0	0	-	3	
<input type="checkbox"/>	Admin (6700)	0	0	-	1	
<input type="checkbox"/>	Cloud III (6712)	0	0	-	2	
<input type="checkbox"/>	CPE (6702)	0	0	-	1	
<input type="checkbox"/>	CPE dispatch (6720)	0	0	-	2	
<input type="checkbox"/>	CSV (6701)	0	0	-	3	

Either of the two options above will open up the Edit panel for the call queue. In this panel there are four available tabs in this panel - Basic, Pre Queue Options, In Queue Options, and SMS.

**Add a Call Queue** Round-robin

Basic

Pre Queue Options

In Queue Options

SMS

## Basic Queue Settings Tab

The first tab sets the name and extension of a call queue (which is required). "Name" can later be changed, but the extension cannot.

- Name – Name of the queue, do not use spaces.
- Extension – your choice but this cannot be changed once the queue is created.
- Site – If applicable. Special characters are not supported.
- Type – The type of queue you want to setup based on the hunting method -
  - Round-Robin (longest idle) - routes callers to the agent who has been idle longest.
  - Tiered Round-Robin - routes callers to tiers of agents, who are then rung one at a time before the caller moves to the next tier, until an agent answers.
  - Ring All - routes callers to all available agents at the same time.
  - Linear Hunt - routes callers to the available agents in a pre-defined order.
  - Linear Cascade - routes callers to groups of available agents in a pre-defined order.
  - Call Park - places the caller on hold until an agent retrieves the call. However call park is not specific to agents but all system users. Refer to the eConsole User's Guide (0455-0356) in [ESI's Resource Library](#).

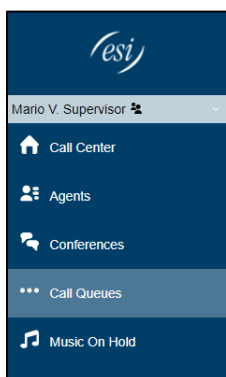
- Record calls – There are 4 options -
  - **Yes** - have all calls from the queue recorded. These recordings are available to the Supervisor and Office Manager users.
  - **Yes w/ transcription** – have all calls for this queue, recorded and transcribed.
  - **Yes w/ transcription and sentiment analysis** – have all calls for this queue recorded, transcribed and have sentiment analysis done on the transcription.
  - **No** – have no calls recorded for this queue.
- Statistics – choose 'yes' if you want to use reports.
- Message to agent –this option plays a message to the agent when they answer the call. For example "Remind the caller of our new warranty program.", "Remember to verify the customer's contact information."

## Tiered Round-robin

Round Robin is a type of call queue that evenly distributes incoming calls. This is common in situations such as a sales office where each sales agent needs to be given an equal call volume to fairly distribute potential sales. **Tiered Round Robin** follows the same principle, with the exception that agents are placed into tiered groups. The Call Center supervisor can assign agents to those tiers. Note that this is not a "ring all" call queue. Agents will be rung one at a time for the configured timeout. When the top tier has been attempted, then the call will ring into agents in the next tier, and so on. If the queue reaches the last tier and no agent answers, then the caller will be sent to the extension or number that is configured in "Pre Queue Options" or "In Queue Options".

### Setting up a Round-Robin for a queue.

- Logged in as a call center supervisor, use eConsole to navigate to the **Call Queues** tab. You can now Edit an existing queue or add a new queue for which you want to use Tiered Round-robin as the queue type.



- In the Edit queue panel select the Tiered Round-robin for the queue type.

A screenshot of the 'Edit Sales' queue configuration panel in eConsole. The panel has tabs for 'Basic', 'Pre Queue Options', 'In Queue Options', and 'SMS'. The 'Basic' tab is active. The form contains the following fields: 'Name' (Sales), 'Extension' (5001), 'Department' (Sales-Local), and 'Site' (empty). Below these is a 'Type' section with radio buttons for 'Round-robin (longest idle)', 'Tiered Round-robin' (selected and highlighted with a red box), 'Ring All', 'Linear Hunt', 'Linear Cascade', and 'Call Park'. At the bottom, there are dropdown menus for 'Record Calls' (Yes w/ transcription and sentime) and 'Statistics' (Yes).

- In the In Queue Options tab, set the ring timeout. This is how long the call will ring into one agent before moving to the next agent. Also determine whether a call center agent should be logged out if they miss a call, and the final destination for a call that goes unanswered by all tiers.

**Edit Sales** **Tiered Round-robin** **SMS**

[Basic](#) [Pre Queue Options](#) [In Queue Options](#) [SMS](#)

Options for while callers are queued and being routed to agents.

Queue Ring Timeout (sec)

Agent Ring Timeout (sec)

Logout agent on missed call

Enable voicemail

If unanswered

Callers will be sent to the voicemail for this callqueue.

Complete any other settings for the queue being edited and **SAVE** your changes.

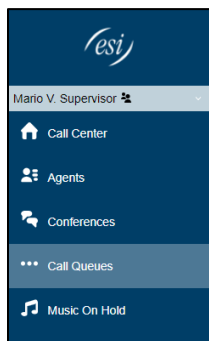
- You should now be able to see the queue type as Tiered Round-robin for that particular queue.

Call Queues						
Name ▲	Extension	Department	Site	Type	Callers in Queue	Agents (Available)
5003	Operator			Linear Hunt	0	2 (1)
Accounting	5002			Ring All	0	10 (0)
Administration	5003			Ring All	0	4 (2)
CustomerService	5000	Customer Care		Ring All	0	6 (2)
QA Inspec Hunt	5744			Linear Hunt	0	0 (0)
Sales	5001	Sales-Local		Tiered Round-robin	0	8 (3)
Site 1 - AA in Spanish	1241			Linear Hunt	0	0 (0)

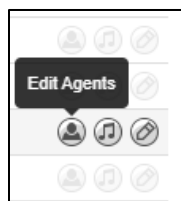
### Setting up tiers of agents for a queue.

The following procedure assumes you already have agents assigned to a queue. You can execute the same steps of the procedure when adding new agents to a queue.

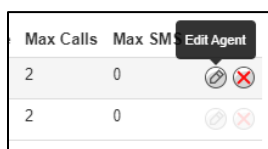
1. Logged in as a call center supervisor, use eConsole to navigate to the **Call Queues** tab.



2. Click to **Edit Agents** across from the new Tiered Round Robin call queue.



3. In the Edit Agents panel click on the Edit Agent icon for the agent you want to assign to a particular tier.



4. Set the tier number for the agent and click the Save Agent button.

A screenshot of the 'Edit Agents in Sales' form. The form contains several fields and controls: 'Agent Extension' (1260 (Lewis Hamilton)), 'Status' (Online), 'Wrap up time (sec)' (0 to 595), 'Max Simultaneous Calls' (1 to 6), 'Max SMS Sessions' (1 to 5), 'Tier in Round-robin' (1), 'Queue priority for agent' (2), and a 'Request Confirmation' checkbox. The 'Tier in Round-robin' dropdown menu is highlighted with a red box. At the bottom of the form are 'Cancel' and 'Save Agent' buttons.

5. Repeat steps 2, 3 and 4 above for all the agents in the queue.

## Pre Queue Options Tab

This screen has the same choices regardless of which call queue type is selected (except for Call Park, which does not have any additional tabs beyond Basic).

The screenshot shows a dialog box titled "Edit test queue" with a close button (X) in the top right corner. Below the title bar, there are four tabs: "Basic", "Pre Queue Options" (which is selected and highlighted in blue), "In Queue Options", and "SMS". The main content area is titled "Options for before the caller is put in queue." and contains several settings:

- Require agents**: A dropdown menu set to "Yes".
- Require intro MOH**: A dropdown menu set to "No".
- Max Expected Wait (sec)**: A slider control ranging from "Unlimited" to 1000, with a blue marker at 500.
- Max Queue Length**: A slider control ranging from "Unlimited" to 99, with a blue marker at 50.
- Allow Callback option**: A dropdown menu set to "Yes".
- Forward if unavailable**: A text input field containing "Extension, number or phone" and a red "..." button.

Below these settings is a note: "Note: uses the default Time Frame." At the bottom right of the dialog box are two buttons: "Cancel" and "Save".

- **Required Agents** – set to at 'yes' if at least one agent must be available before a caller is sent to the queue. If set to 'yes' and no agents are logged in, callers will follow the call forwarding rule set for the queue.
- **Require intro MOH** – play the MOH (Music-on-Hold) in full before sending callers to agents. If set to 'no' and no others are in queue the caller will be sent directly to agent without MOH. This may not be desired if the MOH includes a greeting announcement to callers.
- **Max expected wait (sec)** – when the queue's average wait time reaches this max threshold the queue will not be open to new callers. New callers will follow the call forwarding rule set for the queue until the wait time drops below the threshold.
- **Max queue length** – when the queue reaches this max threshold new callers will not be allowed. New callers will follow the call forwarding rule set for the queue until the queue length drops below the threshold.
- **Allow callback option** – this allows the caller to receive a call back when an agent becomes available instead of waiting in queue.
- **Forward if unavailable** – In the Pre Queue Options tab, if "Require Agents" is set to Yes, and no agents are logged in, the "Forward if Unanswered" value from the In Queue Options tab will be used for incoming calls, instead of the "Forward if Unavailable" value at the bottom of this tab.

## In Queue Options Tab

This tab configures what happens to callers while they are in the queue waiting to be directed to an agent. These are the in queue options available for the following call queue types - Round-robin, Tiered Round-robin, and Linear Hunt.

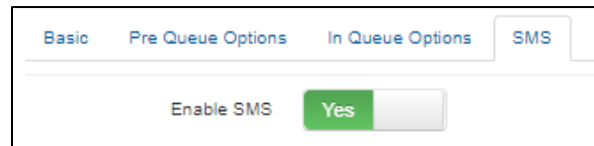
The screenshot shows a dialog box titled 'Edit test queue' with a sub-header 'Linear Hunt'. It has four tabs: 'Basic', 'Pre Queue Options', 'In Queue Options' (which is selected), and 'SMS'. Below the tabs, there is a descriptive text: 'Options for while callers are queued and being routed to agents.' The settings include: 'Queue Ring Timeout (sec)' with a slider from 5 to Unlimited; 'Agent Ring Timeout (sec)' with a slider from 5 to 90; 'Logout agent on missed call' with a dropdown set to 'No'; 'Enable voicemail' with a dropdown set to 'Yes'; and 'If unanswered' with a dropdown set to 'Stay in queue'. A note at the bottom states 'Will prompt for callback or voicemail if enabled.' At the bottom right are 'Cancel' and 'Save' buttons.

- Queue Ring Timeout (sec) – this is how long the queue should ring the available agent. This is the total time the caller is waiting for the queue to move through available agents.
- In platform version 42 (which is what is being used as of April 2022), Queue Ring Timeout when set to Unlimited in any queue type will mirror the MaxTalkDuration value, which defaults at 7200s.
- Callers will be sent to the queue's voicemail if agents fail to answer before the Ring Timeout and if Forward if unanswered is not set. This will also trigger the system message - "Please continue to hold or Press 2 to leave a voicemail" and then return the call back to the queue if nothing is pressed. The voicemail box for the option to Press 2 is the call queue owner's voicemail box.
- Agent Ring Timeout (sec) – this is how long the queue should ring to each agent. This time should be less than the total "queue ring timeout".
- Logout Agent on Missed Call – when set to 'yes' an agent will be logged out of the queue if a queued call is presented to them and they do not answer. The agent will need to log back in to the queue to receive calls.
- Enable voicemail – Set whether or not voicemail is enabled for this queue. May be forced to voicemail after timeout or offered to caller as optional.
- If unanswered – this is where callers are sent if not agents are reachable or the queue are met. This field can be set to a different extension, different queue, off-net number, or voice mail. The voice mail is the mailbox of the actual queue. To see these voice mails login to eConsole as the queue user.

## SMS Queue Options Tab

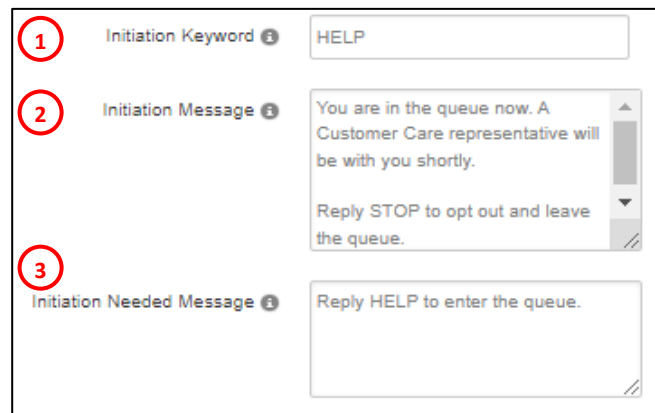
Prerequisites - You need to have SMS enabled numbers in the inventory. You will need one SMS number for each queue. Please contact your Office Manager and ask him to enable SMS service for the queues you need to be able to have that type of communication.

Slide the Enable SMS switch to the YES position.



The screenshot shows the 'SMS' tab selected in the top navigation bar. Below the tabs, there is a section labeled 'Enable SMS' with a green toggle switch set to the 'Yes' position.

1. Set the “Initiation Keyword”. This is the keyword you want customers to send to this number in order to start a session with an agent.
2. Set the “Initiation Message”. This is the message the customer will receive in response to the initiation keyword indicating he/she has entered the queue. Make sure to include an opt-out word which is the keyword the customer can send to get out of the queue or close the session with the agent.

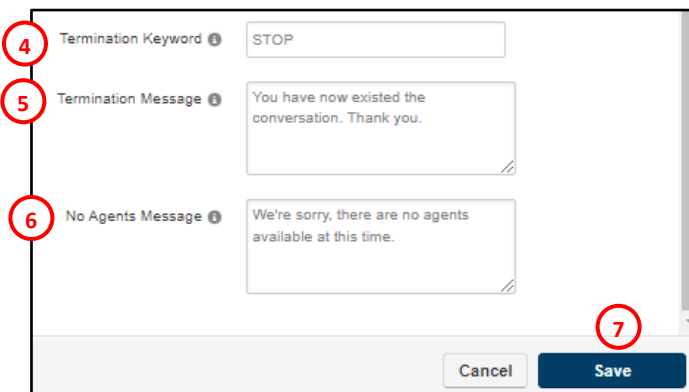


The screenshot shows the 'Initiation Keyword' field with the value 'HELP'. The 'Initiation Message' field contains the text: 'You are in the queue now. A Customer Care representative will be with you shortly. Reply STOP to opt out and leave the queue.' The 'Initiation Needed Message' field contains the text: 'Reply HELP to enter the queue.'

3. Set the “Initiation Needed Message”. This is the message the customer will get in return if he/she send any text other than the Initiation Keyword.

Scroll down on the same panel and

4. Set the “Termination keyword”. This is the keyword you stated in the Initiation Message to be used to opt-out of the session and get out of the queue.
5. Set the “Termination Message”  
This is the message the customer will get acknowledging the termination of an ongoing session or getting out of the queue before an agent was able to take the SMS session.
6. Set the “No Agents Message”. This is the message the customer will receive when he/she tries to enter the queue with the initiation keyword but there are no agents available to take the SMS session.
7. SAVE your settings.

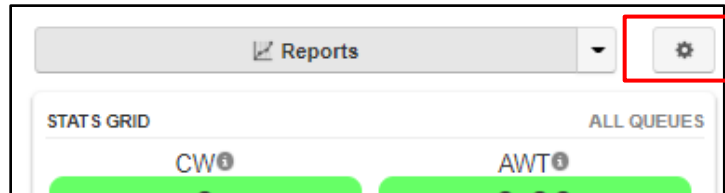


The screenshot shows the 'Termination Keyword' field with the value 'STOP'. The 'Termination Message' field contains the text: 'You have now existed the conversation. Thank you.' The 'No Agents Message' field contains the text: 'We're sorry, there are no agents available at this time.' At the bottom right, there are 'Cancel' and 'Save' buttons.

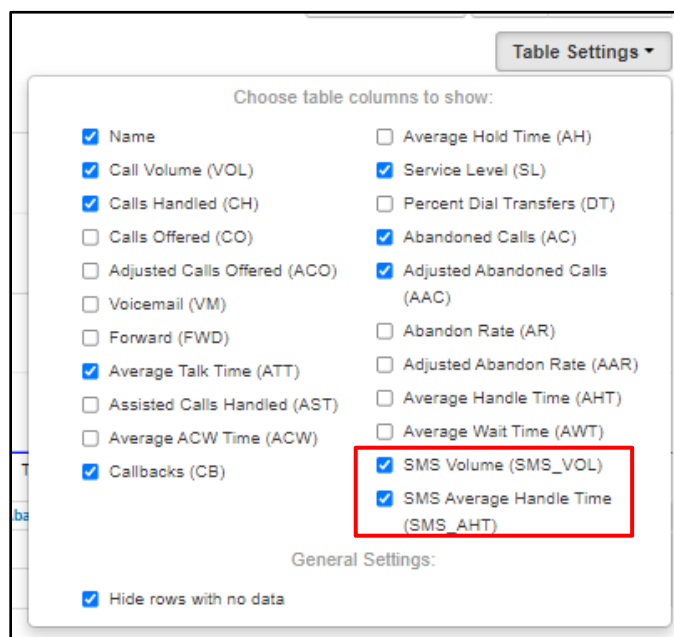
The queue is now properly set for SMS communications.

## Call Queue SMS Statistics

Several new call queue statistics are available to call center supervisors. SMS Volume (SMS\_VOL) is the number of SMS sessions that were handled for a queue. SMS Average Handle Time (SMS\_AHT) is the average time it takes for an agent to handle an SMS session; from the time of accepting the session till ending it. These new statistics can be included in Reports for queues in the Call Center. Press on the Reports button in the Call Center panel.



Then checkmark the two SMS statistics from the list and go back to the report.



The statistics will now appear on the Queue Stats report.

0 Yesterday, 12:00 am Yesterday, 10:00 am Yesterday, 8:00 pm Today, 8:00 am Today, 4:00 pm										
	Queue	Name	Call Volume	Calls Handled	Avg. Talk Time	CB	Service Level	Abandoned Calls	Adjusted Abandoned Calls	SMS Volume
<input type="checkbox"/>	5003	Administration	3	2	01:27	0	66.7%	1	0	1
										SMS Avg. Handle Time
										02:49:00



## Prioritize callers in Queue

This is a feature for use by the Call Center Supervisor. The feature to prioritize calls that are waiting in a call queue allows greater control in how calls are being received. When a call is prioritized, it is sent to the top of the queue and it will be the next one dispatched to a call center agent. In the case of multiple prioritized calls, the calls will all move to the top of the queue in the order of "longest in the queue" first.









Logged in as a call center supervisor, in the call center panel, there is a field that shows the number of callers waiting in each queue.

Call Center			
CALL QUEUES »			
	Call Queue	Active Calls	Callers Waiting
<input type="checkbox"/>	Adds (6715)	0	0
<input type="checkbox"/>	Admin (6700)	0	0
<input type="checkbox"/>	Cloud III (6712)	1	1

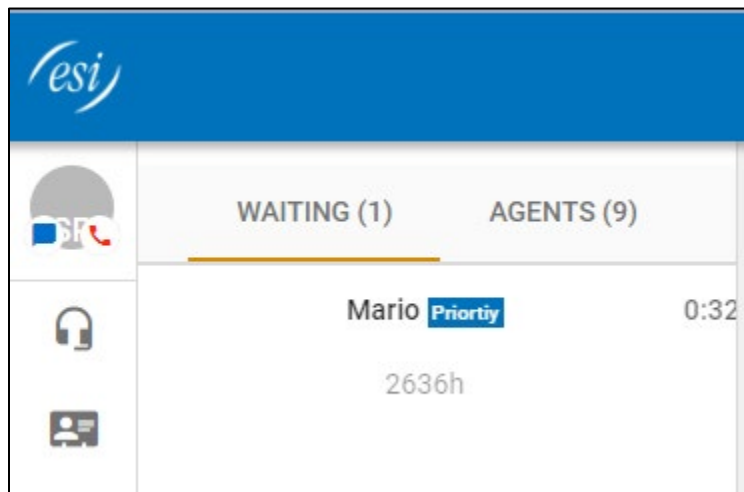
If you click on any queue that has a significant number of callers waiting, you will be able to see the list of such callers. As a supervisor, if you identify one caller in particular that should be given priority in the queue, click the prioritize icon for that particular caller.

Callers in Support				
Caller ID	Name	Status ⓘ	Duration	
(858) -1236	Otto Octavius	Waiting	10:03	 
(858) -1235	Johnny Mnemonic	Waiting	04:38	 
(858) -1234	Neo Anderson	Ringing agent	00:38	 
(858) -1233	Wilson Fisk	Waiting	00:10	  

The caller will move to the top of the call queue list. Their **Status** will now have a "priority" tag. All priority calls move to the top of the call queue, in order of longest "duration".

Callers in Support				
Caller ID	Name	Status ⓘ	Duration	
(858) -1233	Wilson Fisk	Waiting <b>Priority</b>	00:10	 
(858) -1236	Otto Octavius	Waiting	10:03	 
(858) -1235	Johnny Mnemonic	Waiting	04:38	 
(858) -1234	Thomas Anderson	Ringing agent	00:38	 

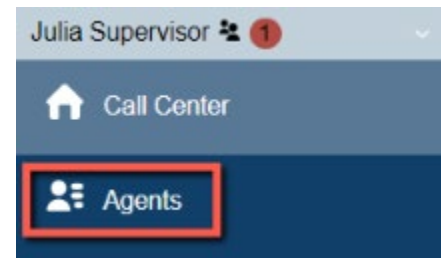
A similar procedure can be done using the Webphone. The caller is moved to the top of the queue and their call is tagged “priority”.



## Agent Management

### Agent Rules

- A call queue must be configured first before assigning an agent and the agent must be "online" in order to be part of an active queue.
- Call queues can contain both on-net and off-net agents.
- If a device is not registered, then the agent is considered "offline".
- Agents who are assigned to multiple queues can prioritize one queue over another.



### Add an Agent

In the "Edit Agents" pop-up window, clicking Add Agent opens similar options as above, with the addition of the agent selection fields -

A screenshot of a pop-up window titled 'Add Agent'. It contains a table with the following data:

	Billy Pettersen	2316	No	120	1		
	Patrick Zieger	2327h	No	120	1		
	Curtis Croker	2344	No	120	1		
	Tauhid Islam	2354	No	120	1		

At the bottom right of the table, there is a red rectangular box around the 'Add Agent' button, and a 'Done' button is next to it.

### Edit an Agent

The Call Queues table in the Call Center conveniently allows the editing, adding, and removing of agents directly from this screen. Click on the icon of a person ("edit agents") in a call queue row.

A screenshot of a table titled 'CALL QUEUES »'. The table has the following columns: 'Call Queue', 'Active Calls', 'Callers Waiting', 'Wait', and 'Agents Idle'. There is one row with the data: 'Cloud (6705)', '0', '0', '-', and '1'. To the right of the table, there is a red rectangular box around a button labeled 'Edit Agents' with a person icon.

In the pop-up window that appears you can edit an individual agent by clicking Edit next to the desired agent name.

**Edit Agents in Cloud**

Agent Phone: 2344 (Curtis Croker)

Status: Offline

Note: Changing Status may take a moment to update

Wrap up time (sec): 0 to 595 (slider)

Max Simultaneous Calls: 0 to 6 (slider)

Queue priority for agent: 1

☐ Request Confirmation

Buttons: Cancel, Save Agent

Agent	Phone/User	Auto Answer	Wrap-up Time	Max Calls
Lee Jackson	2172	No	120	1
Reed Burton	2301	No	120	1
Billy Pettersen	2316	No	120	1
Patrick Zieger	2327h	No	120	1
Curtis Croker	2344	No	120	1
Tauhid Islam	2354	No	120	1

Buttons: Add Agent, Done

You can edit

- Status (offline or online) wrap up time in seconds.
- The maximum number of simultaneous calls (no more than 6).
- The maximum number of SMS messages (no more than 5) the agent's queue priority (1-99).
- The agent's order in a linear hunt, if applicable (1-99) request confirmation from the agent when the call is answered (recommended for off-net agents).
- Select whether the call should be automatically answered for the agent.

## Remove an Agent


In the "Edit Agents" pop-up window, click the X across from an agent to immediately remove them from the queue.

**Edit Agents in Cloud**

Agent	Phone/User	Auto Answer	Wrap-up Time	Max Calls
Lee Jackson	2172	No	120	1
Reed Burton	2301	No	120	1
Billy Pettersen	2316	No	120	1
Patrick Zieger	2327h	No	120	1
Curtis Croker	2344	No	120	1
Tauhid Islam	2354	No	120	1
Charlie Biter	2401	No	120	1

## Manage Agents by User or Device

Up until now, only devices could be added to queues when adding agents, which can lead to cluttering up the UI with multiple entries for the same user. If a user is logged into three devices, these will all appear in the queue, throwing off the count of who is present in the queue.



The screenshot shows the 'Edit Agents in Administration' form. The 'Add Agent(s) by' dropdown is set to 'User'. The 'Agent Extension' field is empty, and the 'Status' dropdown is set to 'Online'.

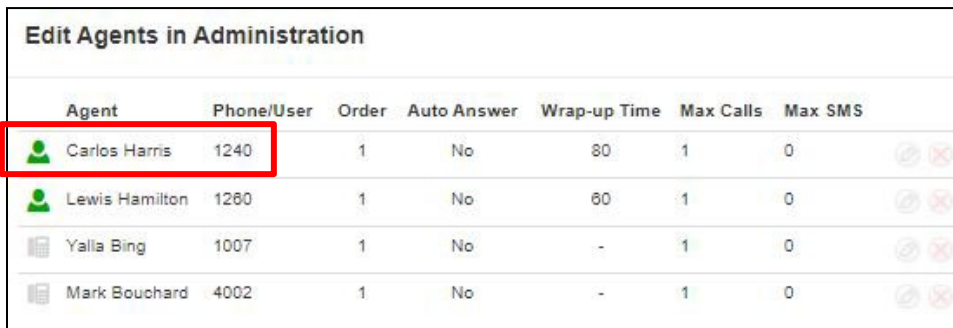
The procedures for adding agents to a queue have been enhanced to add agents either by User or by Device.

When an agent is added on a per-User basis, you will select the user or extension number of the agent to be added to the queue.







The screenshot shows the 'Edit Agents in Administration' form. The 'Add Agent(s) by' dropdown is set to 'User'. The 'Agent Extension' field is populated with '1240 (Carlos Harris)'. The 'Status' dropdown is set to 'Online'. A note at the bottom states: 'Note: Changing Status may take a moment to update'.

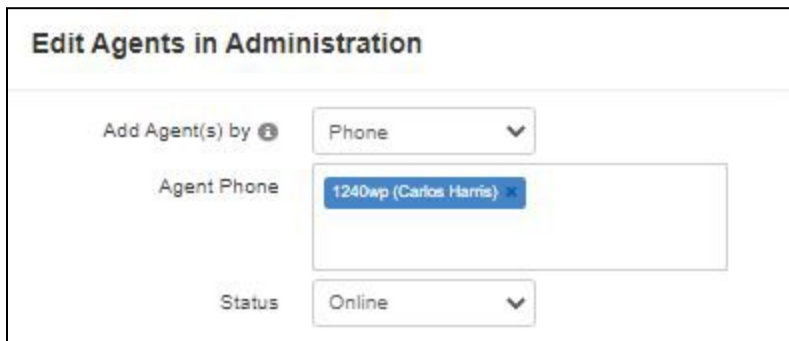
An agent added in this manner, will appear in the Agents list for the queue with a “person” icon rather than with a device icon. The answering rules that particular agent has defined will be honored on incoming calls.



The screenshot shows the 'Edit Agents in Administration' form. The 'Add Agent(s) by' dropdown is set to 'Phone'. The 'Agent Phone' field is populated with '1240wp (Carlos Harris)'. The 'Status' dropdown is set to 'Online'.


Agent	Phone/User	Order	Auto Answer	Wrap-up Time	Max Calls	Max SMS
 Carlos Harris	1240	1	No	80	1	0
 Lewis Hamilton	1260	1	No	60	1	0
 Yalla Bing	1007	1	No	-	1	0
 Mark Bouchard	4002	1	No	-	1	0






When an agent is added on a per-Device basis, you will select the user’s device that should ring when on incoming calls.



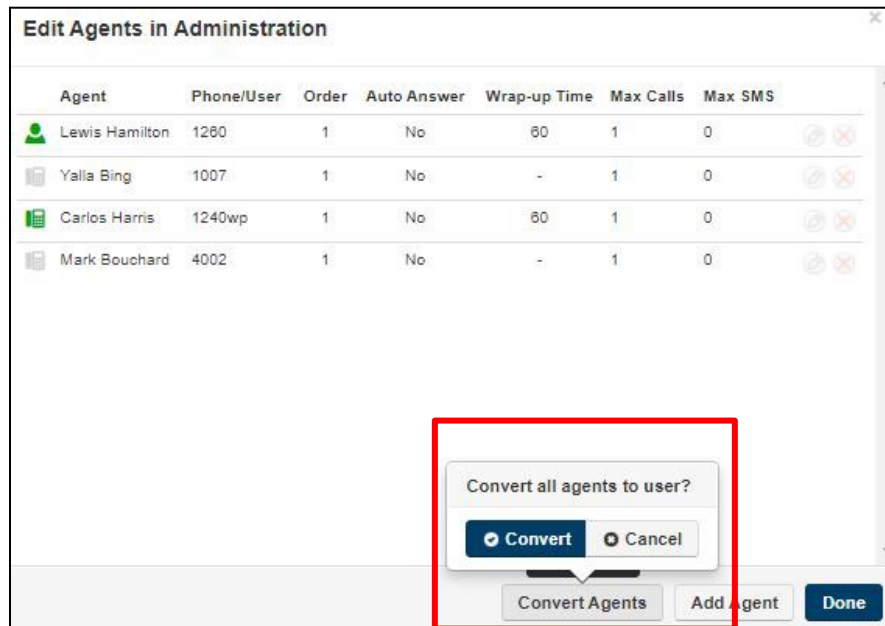
The screenshot shows the 'Edit Agents in Administration' form. The 'Add Agent(s) by' dropdown is set to 'Phone'. The 'Agent Phone' field is populated with '1240wp (Carlos Harris)'. The 'Status' dropdown is set to 'Online'.













An agent added in this manner, will appear in the Agents list for the queue with a “device” icon rather than with a person icon.





Agent	Phone/User	Order	Auto Answer	Wrap-up Time	Max Calls	Max SMS	
 Lewis Hamilton	1260	1	No	60	1	0	 
 Yalla Bing	1007	1	No	-	1	0	 
 Carlos Harris	1240wp	1	No	60	1	0	 
 Mark Bouchard	4002	1	No	-	1	0	 

Existing agents added to a queue by device can be easily converted to Users using the Control at the bottom right of the Edit Agents panel for the queue.



Agent	Phone/User	Order	Auto Answer	Wrap-up Time	Max Calls	Max SMS	
 Lewis Hamilton	1260	1	No	60	1	0	 
 Yalla Bing	1007	1	No	-	1	0	 
 Carlos Harris	1240wp	1	No	60	1	0	 
 Mark Bouchard	4002	1	No	-	1	0	 

Convert all agents to user?

 Convert  Cancel

Convert Agents Add Agent Done

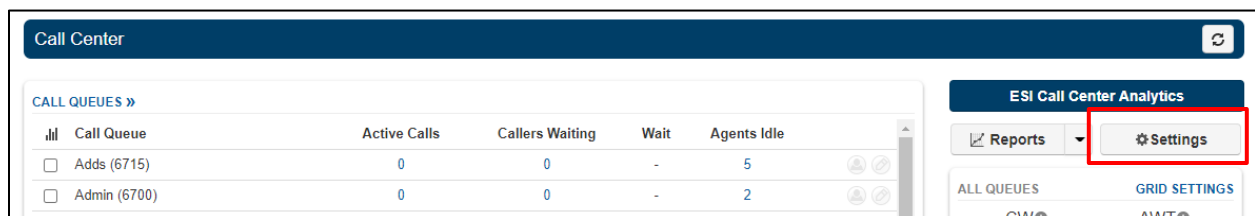
## Custom Call Center Agent Status

Call Center Supervisors can add custom agent statuses. Pre-defined statuses are broad descriptions such as "lunch", "break", and "available". By using a custom status, the Supervisor has increased granularity on call center reports.

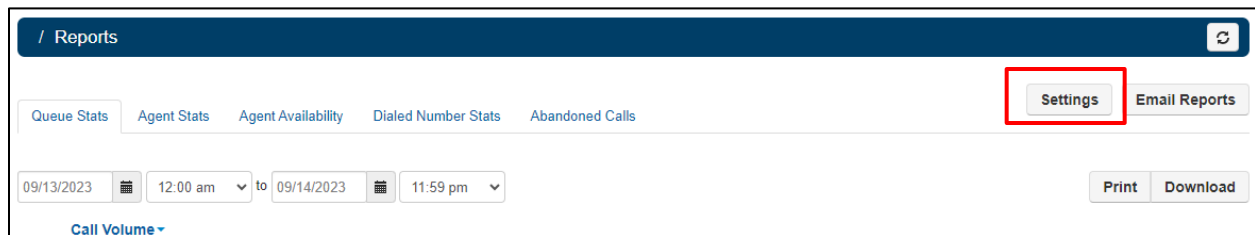
Note that custom statuses are defined as a period of time when the agent is "offline". Example custom statuses are "appointment" or "bathroom"; these are periods of time when the agent is not available to take calls. The custom statuses are shared by all agents in the domain/organization and are limited to 8.

### Setting up custom agent statuses (Call Center supervisor)

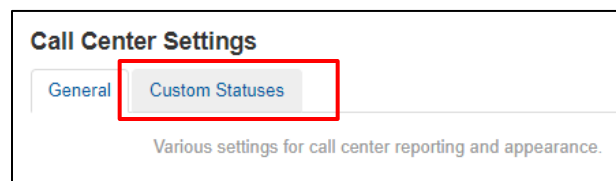
- 1 Logged to eConsole as a Call Center Supervisor, a manager can access the interface to make a custom agent status by navigating to **Settings**. **Settings** can be accessed in two ways:
  - a) It is available on the **Call Center** home screen.




- b) Or by navigating to **Reports** from the Call Center screen.



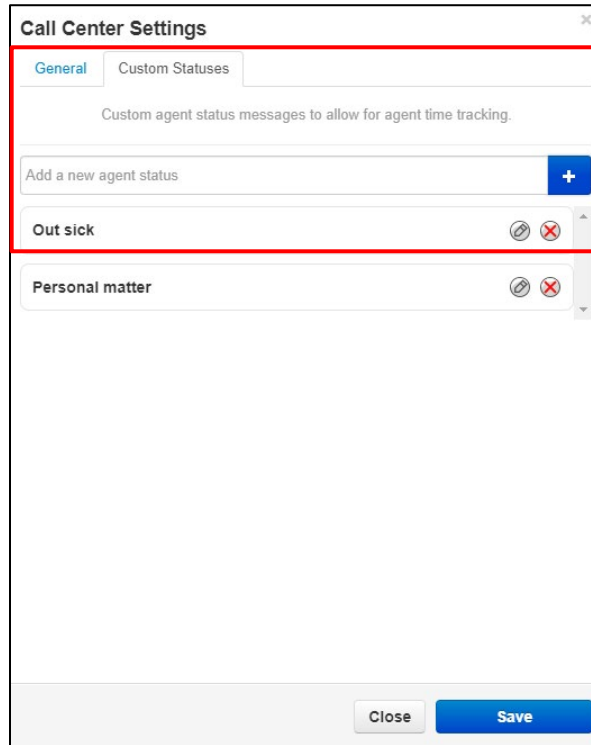
- 2 In the Call Center Setting panel, navigate to Custom Statuses.



- 3 Click on the blue + symbol  to add a new custom agent status. There are a maximum of 8 custom statuses that can be added. Each status can be no longer than 20 characters. Remember that all custom statuses indicate that the user is "offline" on reports.

Click on the **pencil** icon to edit an existing custom status.


Click on the red X symbol to remove an existing custom agent status, if needed.







**Call Center Settings**

General Custom Statuses

Custom agent status messages to allow for agent time tracking.

Add a new agent status 

Out sick  

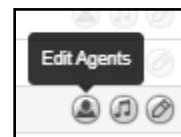
Personal matter  

Close Save

- 4 Click **Save** to finish making changes.

## Enabling Agents to use SMS in a Queue

You can now select which agent in the Queue will be able to handle SMS communications. Navigate back to the Call Queue option in the main menu. For the queue you want to manage, click on the “Edit Agents” icon.



Slide the control bar labeled “Max SMS Sessions” to the desired number of maximum simultaneous SMS sessions you want this agent to handle. Leaving the bar in the “zero” position, means this agent will not handle SMS communications with customers.

Repeat the step above for as many agents as needed.

The queue and its agents are not ready to start receiving SMS communications requests from customers.

A screenshot of the "Edit Agents in CustomerService" interface. It shows fields for "Agent Phone" (1240wp (Carlos Harris)), "Status" (Offline), and a note: "Note: Changing Status may take a moment to update". Below these are sliders for "Wrap up time (sec)" (0 to 595), "Max Simultaneous Calls" (0 to 5), and "Max SMS Sessions" (0 to 5). The "Max SMS Sessions" slider is highlighted with a red box. At the bottom is a "Queue priority for agent" dropdown set to 1.

## Hot-desking

Hot-desking is a feature which allows for multiple office workers on different shifts to use a single physical workstation or surface as opposed to each staff member having their own personal desk.

### Rules

- In order to receive calls at the shared workspace, the user must activate the device. In so doing, the device is then associated with them.
- Activating a device will release the previous user if they had not previously released themselves.
- Once the device is activated their calls are automatically routed to the device and call statistics follow them as well.
- Devices that are to be used for hot-desking should not be created to belong to a specific user.

### Prerequisites

The customer has to provide the following information to the implementation team -

- The extension numbers that are intended to use for hot-desking.
- The MAC address of the phones that are intended to use for hot-desking.
- The model name of the phones intended to use for hot-desking.

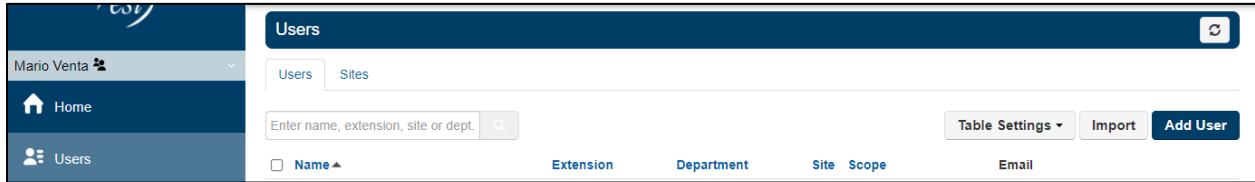
This information is used by the implementation team to properly setup the hot-desking feature.

The information above is used by the implementation team to properly set a desk phone for hot-desking use.

Only the Office Manager can add users to a hot-desking device as described in the following procedure.

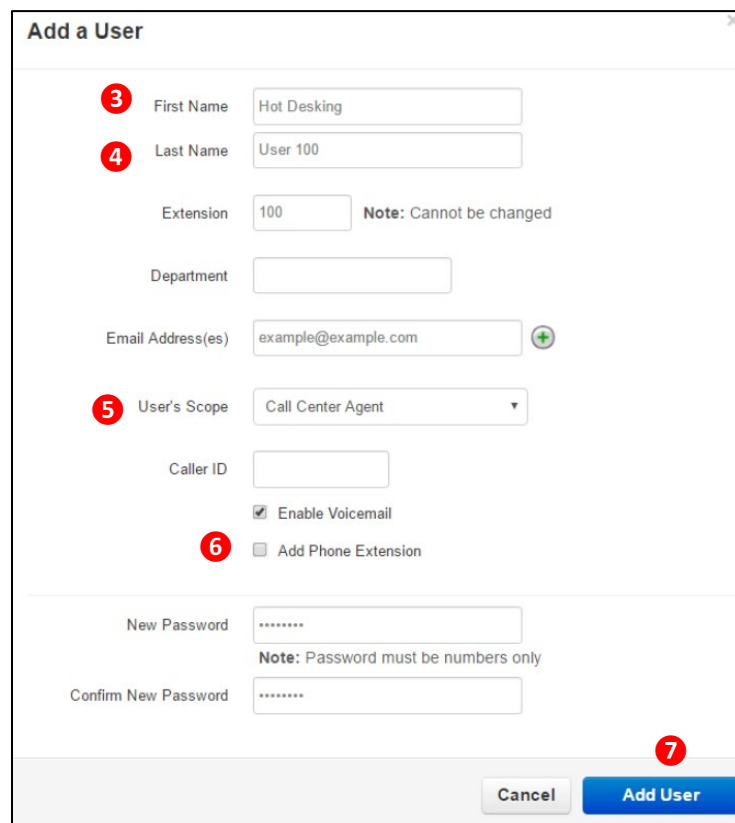
## Adding Hot-desking Users (Office Managers)

1. In the eConsole, navigate to the Users tab.
2. Click on Add User and create a user that will be using the hot-desking feature.



The screenshot shows the 'Users' tab in the eConsole. The left sidebar has a user profile for 'Mario Venta' and navigation links for 'Home' and 'Users'. The main content area has a 'Users' header with a refresh icon, tabs for 'Users' and 'Sites', a search bar, and buttons for 'Table Settings', 'Import', and 'Add User'. Below these are columns for 'Name', 'Extension', 'Department', 'Site', 'Scope', and 'Email'.

3. In the first and last name, enter an easy way for you to determine that this is a hot-desking user.
4. Assign an extension number.
5. Assign the user to a User's Scope of Call Center Agent.
6. Make sure that the button next to Add Phone Extension is not checked.
7. Click **Add User** to complete.



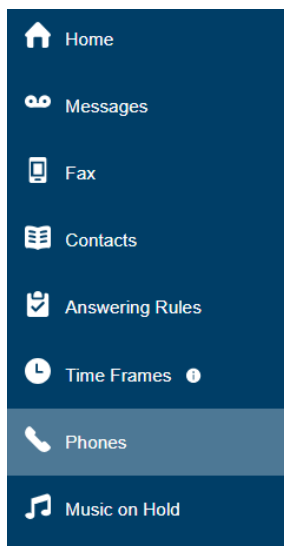
The 'Add a User' form contains the following fields and options, with numbered callouts:

- 3** First Name: Hot Desking
- 4** Last Name: User 100
- Extension: 100 **Note:** Cannot be changed
- Department: (empty field)
- Email Address(es): example@example.com
- 5** User's Scope: Call Center Agent
- Caller ID: (empty field)
- ☒ Enable Voicemail
- 6** ☐ Add Phone Extension
- New Password: (masked with asterisks) **Note:** Password must be numbers only
- Confirm New Password: (masked with asterisks)
- 7** Add User button

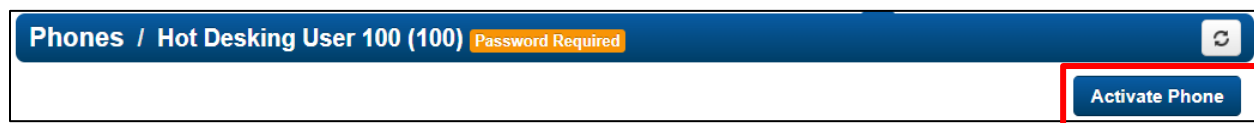
Repeat the steps above for any additional hot-desking users you may need.

### Using the Hot-desking Device via the Manager Portal (Agents)

1. Login to the eConsole and go to your account.
2. Click the **Phones** Icon.



3. Click the **Activate Phone** button on the top right.




4. In the Activate Phone panel, enter the extension number of the Hot-desking device in the station you're about to use.

5. Click the Call button.
6. The Hot-desk phone will ring.
7. Answer and enter the user's password.
8. Click the Done button.

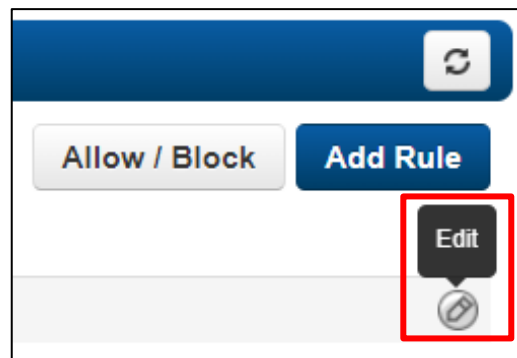
9. The Phones screen should look like the screenshot shown below  
Note: The Hot-desk phone will now accept inbound calls to that user and will also track the inbound and outbound traffic of the user.

Phones / Hot Desking User 100 (100) Password Required					Activate Phone	
Name	Device Type	IP Address	MAC Address	Line		
✓ 1100	Estech ePhone4x v2 2.4.8.2	70.2.246.144 60	00:80:34:7F:24	1		

10. The user can release themselves from the hot-desking device by clicking on the red X  next to the device in the **Phones** section of the eConsole.
11. Navigate to the answering rules panel in eConsole. You should see something similar to this (with your own extension number).

Answering Rules / Hot Desking User 100 (100) Password Required		Allow / Block		Add Rule
Ring for 25 seconds				
Time Frame	Description			
Default <b>Active</b>	Ring x100			

12. Click on the edit icon for that answering rules.



13. Checkmark the Call Forwarding – Always option and find your extension number from the dropdown menu and click on Save.

**Edit Answering Rule**

Time Frame:  This is when your answering rule will apply

☒ Enabled

☐ Do not disturb

☐ Call screening

**Call Forwarding** ☒ Always

☐ When busy

☐ When unanswered

☐ When offline

☐ Simultaneous ring ☒ Include user's extension

☐ Ring all user's phones

☐ Answer confirmation for offnet numbers

... +

☐ Just ring user's extension

Cancel Save

14. The answering rule should now look similar to this:

**Answering Rules / Hot Desking User 100 (100)** Password Required

Ring for  seconds

Allow / Block Add Rule

Time Frame	Description
Default <b>Active</b>	Forward always to Phone - 1100 (Hot Desking User 100)

You're all set to start using that station (phone).

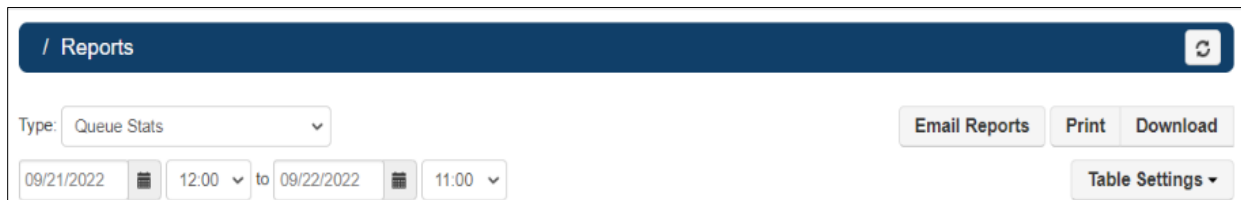
## Call Center Reports

The dashboard provides custom call queue reports. These reports provide a graphical overview of call center statistics over a given period of time. They can cover the entire call center, queues, or individual agents. This granularity enables call center supervisors to monitor their call center.

There are 5 types of Call Center Reports - Queue Stats, Agent Stats, Agent Availability, Dialed Number Stats, & Abandoned. This article covers each of these reports in detail as well as the common features.

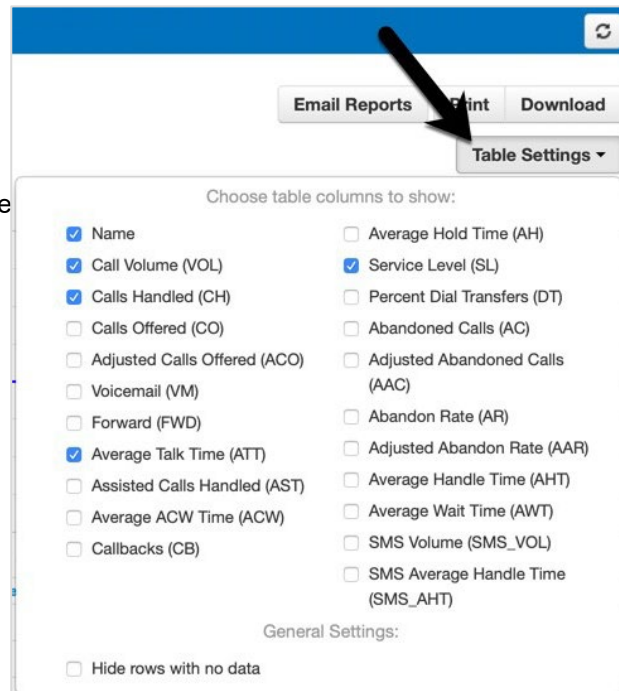


## Configure a Report



By default the report screen shows the Queue report of the last day. Select the desired report and date range if applicable.

To the right of the screen is the Table Settings selection. The settings options vary based on the type of report selected. Whichever checkboxes are selected will appear in the table below the graph.



## Sharing a Report



The screenshot shows the 'Reports' section of a software interface. At the top, there's a blue header with '/ Reports' and a refresh icon. Below this, on the left, is a 'Type:' dropdown menu set to 'Queue Stats'. In the center, there are date and time selectors: '09/21/2022' to '09/22/2022' with a time range of '12:00' to '11:00'. On the right, three buttons are visible: 'Email Reports', 'Print', and 'Download'. These three buttons are enclosed in a red rectangular box. Below the buttons is a 'Table Settings' dropdown menu.

### Print and Download

Print opens a print dialog box and will print the report that is currently on screen. Utilize the "print to PDF" feature available in most print dialogs to save the report as a file instead of printing to paper.

Download will immediately download the report that is displayed on the screen. The downloaded file will be named according to the type of report selected and the reporting time period. For example, a Queue Stats report download with no time selected and the dates from 3/31/2022 to 4/1/2022 would look like this - queueReport\_03\_31\_2022\_00\_00\_00-04\_01\_2022\_00\_00\_00.csv

### Scheduled Email

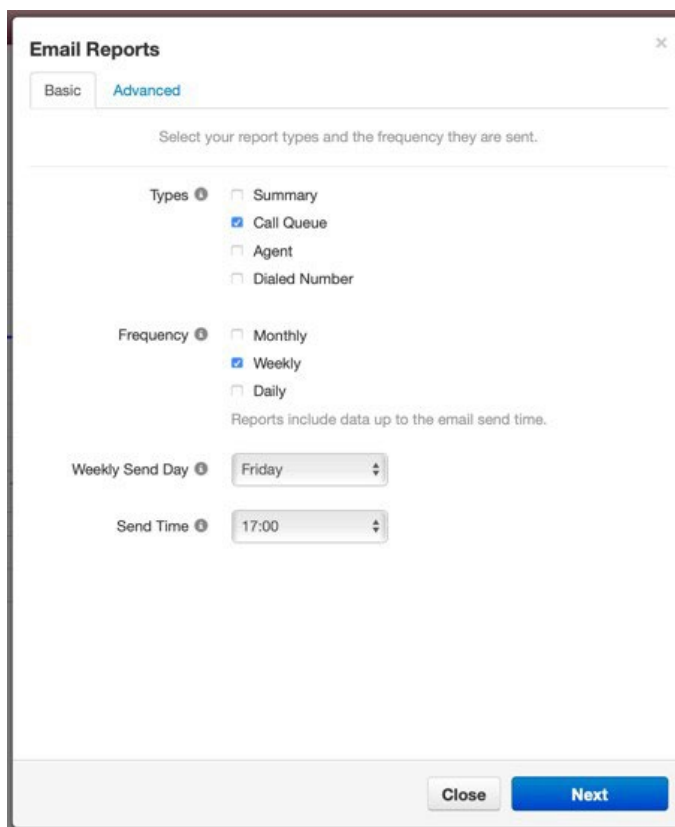
Email Reports opens a tool to send a particular type of report on a configured schedule. Select one or more. The types of reports are Summary (which is a summary of the following reports in this list), Call Queue, Agent, and Dialed Number. See below for more information about the advanced options and email report values.

By default, an emailed report is limited to no more than 4 columns, which is usually the best fit for an HTML email. This can be adjusted by ESI Support.

1. Email Reports opens a tool to send a particular type of report on a configured schedule. Select one or more. The types of reports are Summary (which is a summary of the following reports in this list), Call Queue, Agent, and Dialed Number.
2. An Advanced tab (see the full list of selections in the table below) will only display when one or more of these reports are selected. Select which stats to send in each of the selected reports.

Emails are sent to the user who is configuring the report. To send to additional people, add up to four Extra Email Addresses here in the advanced tab.

Select "attach csv data to email" when the reporting data needs to be analyzed in excel or a similar program.



The screenshot shows the 'Email Reports' configuration window. It has two tabs: 'Basic' and 'Advanced'. The 'Advanced' tab is selected. The window title is 'Email Reports'. Below the tabs, there's a heading 'Select your report types and the frequency they are sent.' Under 'Types', there are four checkboxes: 'Summary' (unchecked), 'Call Queue' (checked), 'Agent' (unchecked), and 'Dialed Number' (unchecked). Under 'Frequency', there are three checkboxes: 'Monthly' (unchecked), 'Weekly' (checked), and 'Daily' (unchecked). Below these, it says 'Reports include data up to the email send time.' There are two dropdown menus: 'Weekly Send Day' set to 'Friday' and 'Send Time' set to '17:00'. At the bottom right, there are 'Close' and 'Next' buttons.

Frequency can be daily, weekly, and/or monthly. Selecting monthly will open the option for selecting which numerical day of the month. Weekly will open which day of the week. Daily will open which time.

Email Reports opens a tool to send a particular type of report on a configured schedule. Select one or more. The types of reports are Summary (which is a summary of the following reports in this list), Call Queue, Agent, and Dialed Number. See below for more information about the advanced options and email report values.

By default, an emailed report is limited to no more than 4 columns, which is usually the best fit for an HTML email. This can be adjusted by ESI Support.

For example, the Call Center Manager needs a report emailed to her assistant every week to monitor call flow. The manager would set up a "Call Queue" report and set the frequency to "weekly", every Friday at 17 - 00. In the advanced tab, she would select "Calls Handled", type in her assistant's email address, and check the box for a .csv file. Every Friday at 5PM, the manager and her assistant will receive an email with the number of calls handled that week along with the values in an attached file, starting from 5 - 01PM the Friday before.

Advanced Tab (continued) - Customizing the Report.

The screenshot shows the 'Email Reports' window with the 'Advanced' tab selected. The interface includes a header with 'Basic' and 'Advanced' tabs. Below the header is a section titled 'Customize your reports and add more recipients.' Under this, there is a 'Statistics for Call Queues' section with a list of options: 'Call Volume', 'Calls Handled' (which is highlighted), 'Calls Assisted', 'Calls Offered', 'Adjusted Calls Offered', and 'Voicemail'. Below this list is a note: 'Hold Ctrl/CMD or Shift to select multiple.' Further down is an 'Extra Email Addresses' section with a text input field containing 'assistant@realty.com' and a green plus icon to the right. At the bottom of this section is a checkbox labeled 'Attach CSV data to Email' which is checked. The window has a footer with three buttons: 'Close', 'Back', and 'Save'.

Here is the data that will export from each type of emailed report's advanced selection -

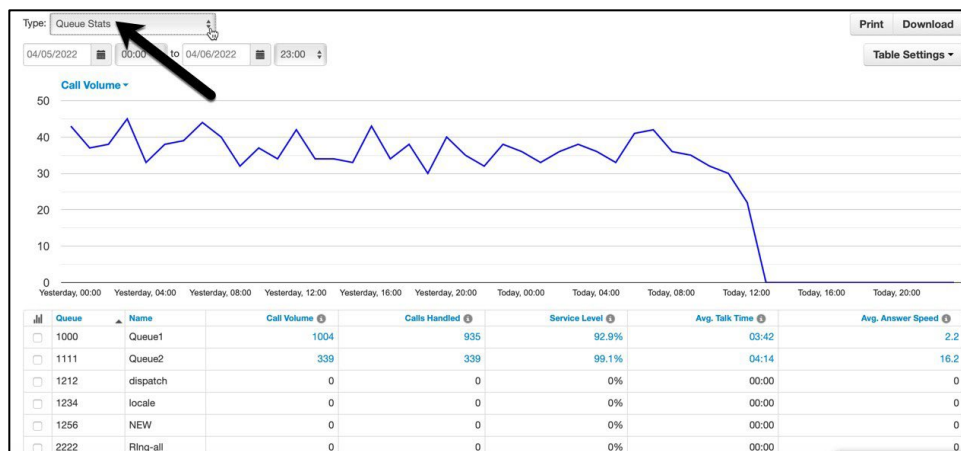
Stat	Definition
<b>Call Volume</b>	Number of calls originating through a Call Queue. Includes answered calls, abandoned calls, forwards, and voicemail.
<b>Calls Handled</b>	Number of calls answered by agent originating through a Call Queue.
<b>Calls Assisted</b>	Number of calls answered and then forwarded to another agent.
<b>Calls Offered</b>	Number of calls that reached the queue to be dispatched to agents. Includes abandoned calls. Excludes forwards and voicemail.
<b>Adjusted Calls Offered</b>	Adjusted number of calls that reached the queue. Excludes calls abandoned in less than 10 seconds. (Calls Offered CO) - (Adjusted Abandoned Calls AAC).
<b>Voicemail</b>	Number of calls handled by the automated voicemail system.
<b>Time Talking</b>	The number of minutes spent by an agent for all calls.
<b>Average Talk Time</b>	Average number of minutes spent by agent talking per call, on calls originating through a Call Queue. Excludes hold time.
<b>Average Hold Time</b>	Average time a caller spends on hold with an agent. Excludes waiting time in the Call Queue.

## Types of Call Center Reports

This section provides a detailed look into the five types of Call Center Reports available in the portal - Queue Stats, Agent Stats, Agent Availability, Dialed Number Stats, and Abandoned.

### Queue Stats

The Queue Stats report allows supervisors to view specific attributes on a queue-by-queue basis such as call volume, calls handled, abandoned calls, average wait time, and much more.



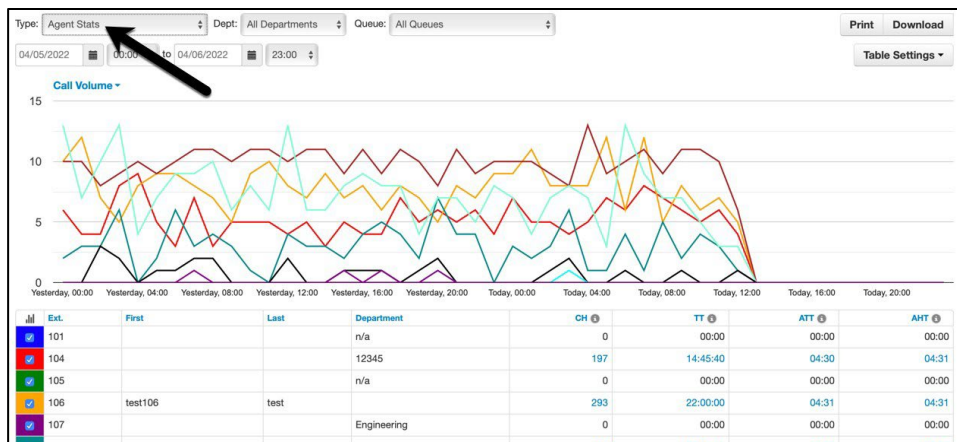
Here are the configurable attributes available within a Queue Stats report. Select or deselect them in Table Settings to show or hide. Optionally, select to "hide rows with no data".

Stats	Definition
<b>Volume (VOL)</b>	Number of calls originating through a Call Queue. Includes answered calls, abandoned calls, forwards, and voicemail.
<b>Calls Handled (CH)</b>	Number of calls answered by agent originating through a Call Queue.
<b>Calls Offered (CO)</b>	Number of calls that reached the queue to be dispatched to agents. Includes abandoned calls. Excludes forwards and voicemail.
<b>Adjusted Calls Offered (ACO)</b>	Adjusted number of calls that reached the queue. Excludes calls abandoned in less than 10 seconds.  (Calls Offered CO) - (Adjusted Abandoned Calls AAC)
<b>Voicemail (VM)</b>	Number of calls handled by the automated voicemail system.
<b>Forward (FWD)</b>	Number of calls forwarded to another queue or off-net phone number for handling. Includes forwarded calls to voicemail.
<b>Average Talk Time (ATT)</b>	Average number of minutes spent by agent talking per call, on calls originating through a Call Queue. Excludes hold time.
<b>Assisted Calls Handled (AST)</b>	Number of calls answered and then forwarded to another agent.
<b>Average ACW Time (ACW)</b>	Average time an agent spends between the end of a call and submitting call disposition.
<b>Callbacks (CB)</b>	Number of calls that requested a callback rather than waiting in the queue.
<b>Average Hold Time (AH)</b>	Average time a caller spends on hold with an agent. Excludes waiting time in the Call Queue.
<b>Service Level (SL)</b>	The ratio of calls meeting the configurable service level agreement.
<b>Percent Dial Transfers (DT)</b>	Percentage of calls that landed in the queue and were offered to an agent.
<b>Abandoned Calls (AC)</b>	Number of calls that abandoned the queue before being answered by an agent.
<b>Adjusted Abandoned Calls (AAC)</b>	Adjusted number of calls that abandoned the queue. Excludes calls abandoned in less than 10 seconds.  (Abandoned Calls) - (Number of calls abandoned in less than 10 seconds)
<b>Abandon Rate (AR)</b>	Percentage of calls offered that were abandoned before being offered to an agent.  (Abandoned Calls AC) / (Calls Offered CO)
<b>Adjusted Abandon Rate (AAR)</b>	Percentage of calls offered that were abandoned in under 10 seconds.  (Adjusted Abandoned Calls AAC) / (Adjusted Calls Offered ACO)
<b>Average Handle Time (AHT)</b>	Average time an agent spent on a call. Includes Talk Time (TT), Hold Time (AH), and Disposition Time (ACW).
<b>Average Wait Time (AWS)</b>	Average number of seconds a caller spent in the selected queue before being dispatched to an agent. If none selected, total for all queues will be displayed.

<b>SMS Volume (SMS_VOL)</b>	Number of SMS sessions handled through a Call Queue. Available in Portal v40 and higher.
<b>SMS Average Handle Time (SMS_AHT)</b>	Average time an agent spent handling an SMS session from the queue, starting from the moment they accept the message until it is terminated. Available in Portal v40 and higher.

## Agent Stats

The Agent Stats report displays color-coded statistics by agent such as extension, department, talk time, missed calls, and more.



Here are the configurable attributes available within an Agent Stats report. Select or deselect them in Table Settings to show or hide. Optionally, select to "hide rows with no data".

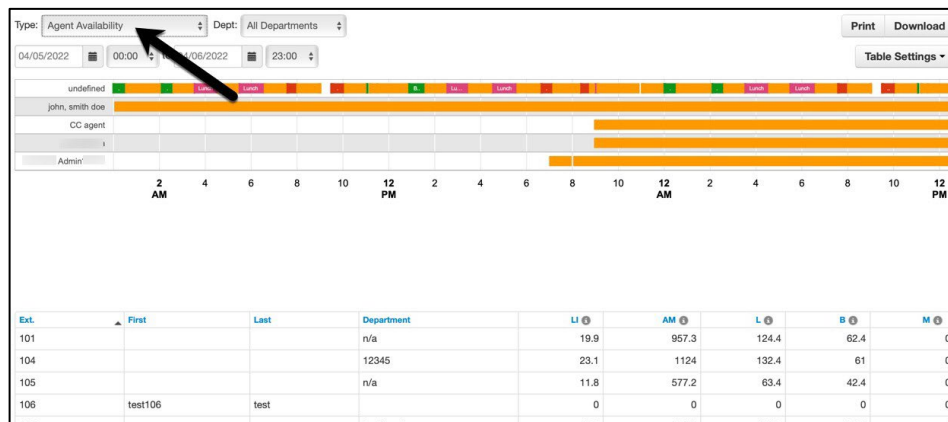
Stats	Definition
<b>Calls Handled (CH)</b>	The number of calls answered by the agent originating through a Call Queue.
<b>Talk Time (TT)</b>	The number of minutes spent by an agent on answered calls originating through a Call Queue.
<b>Average Talk Time (ATT)</b>	Average number of minutes, per call, spent by the agent talking on calls originating through a Call Queue. Excludes hold time.
<b>Assisted Calls Handled (AST)</b>	Number of calls answered and then forwarded to another agent.
<b>Average ACW Time (ACW)</b>	Average time an agent spends between the end of a call and submitting call disposition.
<b>Average Hold Time (AH)</b>	Average time a caller spends on hold with an agent. Excludes waiting time in the Call Queue.
<b>Average Handle Time (AHT)</b>	Average time an agent spent on a call. Includes Talk Time (TT), Hold Time (AH), and Disposition Time (ACW).
<b>Missed Calls (MC)</b>	Number of calls originating through a call queue offered to an agent but not answered. This includes multiple attempts if a call loops through all agents, but excludes unanswered simultaneous ring calls.
<b>Outbound Attempts (OATT)</b>	Number of outbound call attempts by an agent. Excludes on-net calls and conference calls.
<b>Outbound</b>	Number of outbound calls by agent answered by a remote party. Includes

<b>Answered (OANS)</b>	calls answered by voicemail. Excludes on-net calls and conference calls.
<b>Outbound Minutes (OM)</b>	Number of minutes spent by an agent on outbound calls. Includes talk and hold time. Excludes call center calls, on-net calls, and conference calls.
<b>Outbound Average (OAvg)</b>	Average length of time spent by an agent on outbound calls. Excludes call center calls, on-net calls, and conference calls.
<b>Inbound Answered (IANS)</b>	Number of inbound answered calls to an agent. Includes call center calls. Excludes on-net calls and conference calls.
<b>Inbound Minutes (IM)</b>	Number of minutes spent by an agent on inbound calls. Includes call center calls. Includes talk and hold time. Excludes on- net calls and conference calls.
<b>Inbound Average (IAVG)</b>	Average length of time spent by an agent on inbound calls. Includes call center calls. Excludes on-net calls and conference calls.

## Agent Availability

The Agent Availability report displays an agent's availability in a domain or in a department within a domain. It will display the time an agent's status was set to online or set to lunch, etc. during the selected time period.

Managers can utilize this report to quickly see when one agent is available and another agent is not. Orange displays availability in this example. Hover over a column header's "i" icon to view an explanation about what is displayed in that column.



Here are the configurable attributes available within an Agent Availability report. Select or deselect them in Table Settings to show or hide. Optionally, select to "hide rows with no data".

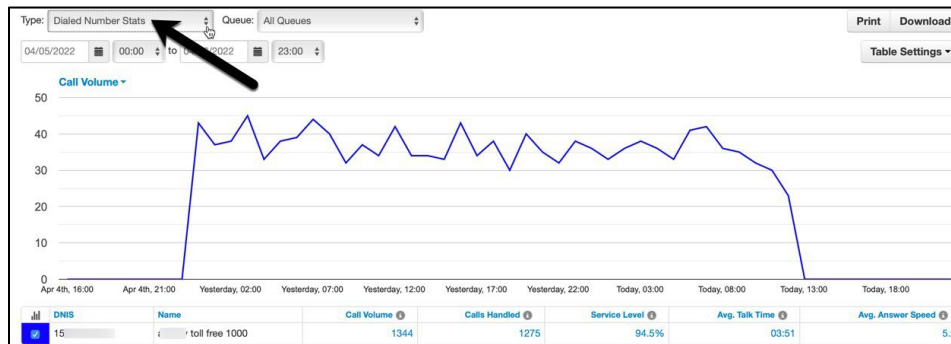
Stats	Definition
<b>Extension</b>	This is the call center agent's extension.
<b>Domain</b>	If managing multiple domains, this shows which domain the call center agent is in.
<b>Department</b>	If a department has been assigned, this is the call center agent's department.
<b>Logged In (LI)</b>	This is the total time the call center agent's status was set to "online".

<b>Available (AM)</b>	This is the total time the call center agent was available for calls. This includes time logged in / online. It excludes statuses of unavailable such as break, lunch, meeting, web, and other.
<b>Unavailable (UM)</b>	This is the total time the call center agent was not available for calls. Includes time logged off and offline statuses such as break, lunch, meeting, web, and other. Excludes online / available.
<b>Lunch (L)</b>	This is the total time the call center agent's status was set to "lunch".
<b>Break (B)</b>	This is the total time the call center agent's status was set to "break".
<b>Meeting (M)</b>	This is the total time the call center agent's status was set to "meeting".
<b>Other (O)</b>	This is the total time the call center agent's status is not set to available, break, lunch, meeting, or web. Excludes unavailable status.
<b>Web (W)</b>	This is the total time the call center agent's status was set to "web".

### Dialed Number Stats

The Dialed Number Stats report displays information based on the DNIS, which is a telephone service that informs the receiver about a call that the caller dialed. It is a common feature of 1- 800 and 1-900 services. When there are multiple 800 or 900 numbers to the same destination, the DNIS identifies which number was called.

Uncheck and check the numbers in the Queue dropdown to graph them individually or as a group. Each number will be automatically color-coded.



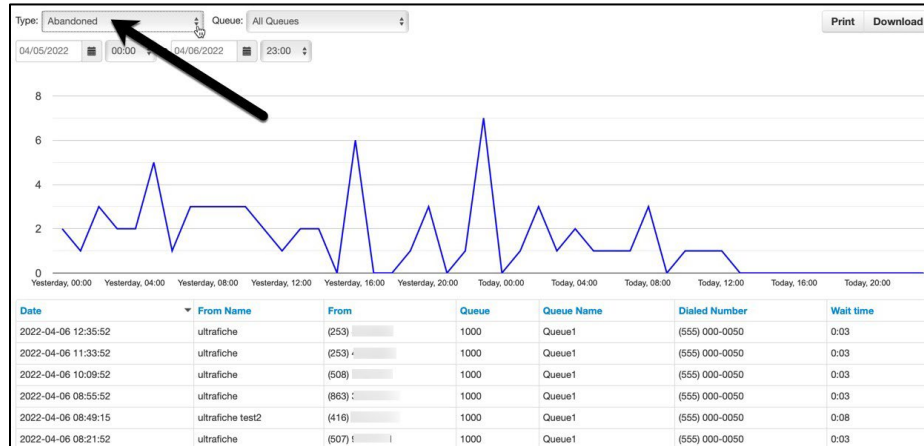
Here are the configurable attributes available within a Dialed Number Stats report. Select or deselect them in Table Settings to show or hide. Optionally, select to "hide rows with no data".

Stats	Definition
<b>Call Volume (VOL)</b>	Number of calls originating through a Call Queue. Includes answered calls, abandoned calls, forwards, and voicemail.
<b>Calls Handled (CH)</b>	Number of calls answered by agent originating through a Call Queue.
<b>Calls Offered (CO)</b>	Number of calls that reached the queue to be dispatched to agents. Includes abandoned calls. Excludes forwards and voicemail.
<b>Adjusted Calls Offered (ACO)</b>	Adjusted number of calls that reached the queue. Excludes calls abandoned in less than 10 seconds.  (Calls Offered CO) - (Adjusted Abandoned Calls AAC)

<b>Voicemail (VM)</b>	Number of calls handled by the automated voicemail system.
<b>Forward (FWD)</b>	Number of calls forwarded to another queue or off-net phone number for handling. Includes forwarded calls to voicemail.
<b>Average Talk Time (ATT)</b>	Average number of minutes spends per call by an agent talking on calls originating through a Call Queue. Excludes hold time.
<b>Assisted Calls Handled (AST)</b>	Number of calls answered and then forwarded to another agent.
<b>Average ACW Time (ACW)</b>	Average time an agent spends between the end of a call and submitting call disposition.
<b>Callbacks (CW)</b>	Number of calls that requested a callback rather than waiting in the queue.
<b>Average Hold Time (AH)</b>	Average time a caller spends on hold with an agent. Excludes waiting time in the Call Queue.
<b>Service Level (SL)</b>	The ratio of calls meeting the configurable service level agreement.
<b>Percent Dial Transfers (DT)</b>	Percentage of calls that landed in the queue and were offered to an agent.
<b>Abandoned Calls (AC)</b>	Number of calls that abandoned the queue before being offered to an agent.
<b>Adjusted Abandoned Calls (AAC)</b>	Adjusted number of calls that abandoned the queue. Excludes calls abandoned in less than 10 seconds.  (Abandoned Calls) - (Number of calls abandoned in less than 10 seconds)
<b>Abandon Rate (AR)</b>	Percentage of calls offered that were abandoned.  (Abandoned Calls AC) / (Calls Offered CO)
<b>Adjusted Abandon Rate (AAR)</b>	Percentage of calls offered that were abandoned in under 10 seconds.  (Adjusted Abandoned Calls AAC) / (Adjusted Calls Offered ACO)
<b>Average Handle Time (AHT)</b>	Average time an agent spent on a call. Includes Talk Time (TT), Hold Time (AH), and Disposition Time (ACW).
<b>Average Wait Time (AWT)</b>	Average number of seconds a caller spent in the selected queue before being dispatched to an agent. If none selected, total for all queues will be displayed.
<b>SMS Volume (SMS_VOL)</b>	Number of SMS sessions originating through a Call Queue. Available in Portal v40 and higher.
<b>SMS Average Handle Time (SMS_AHT)</b>	Average time an agent spent handling an SMS session, beginning from the moment the message was accepted until it was ended. Available in Portal v40 and higher.

## Abandoned Calls

The Abandoned Calls report displays call center graphs for abandoned calls, organized by individual queues. Time is measured along the x-axis and the number of calls abandoned is measured along the y-axis. All of the abandoned calls for the queue appear below the graph, along with statistics about each individual call.



There are no configurable attributes for this report. Table Settings is hidden while it is displayed.

## Call Center Analytics

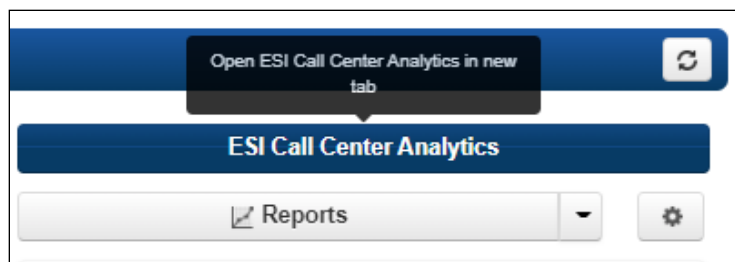
Call Center Analytics is a feature that allows you to create customized dashboards or wallboards for call center environments. You can select the data you want to track and display on this boards during the day to keep track of the performance of your call center.

In this document two terms will be used throughout when describing the functionality of the feature and in the instructions on how to customize your own boards -

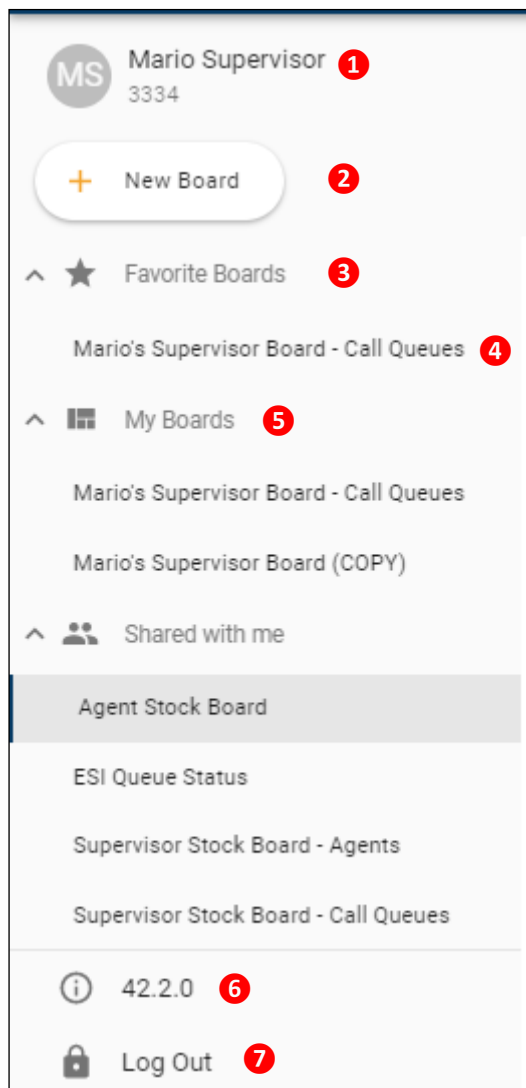
- **Board** - a collection of customized cards arranged for viewing.
- **Card** - a customizable widget that contains charted data or content.

## Accessing the Call Center Analytics

To access Call Center Analytics, log into the eConsole with a User Scope that has already been given access to Call Center features and navigate to the Call Center Home. To the right of this panel there is the button to order reports and right above that, you will find a new button labeled **ESI Call Center Analytics**. Click on this button to launch the board (please notice that this may take a few seconds while call center data is gathered).



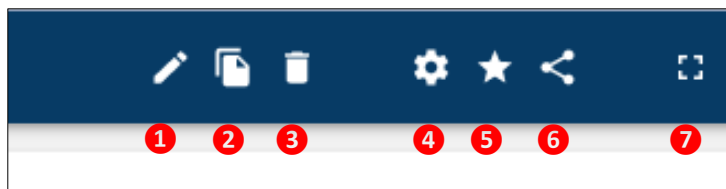
This action will open up a new browser tab with a Stock Board for Agent or Supervisor, depending on your user role. In the new tab you will find the MAIN MENU button as shown below.



1. Your name and extension
2. Add a new board
3. List of your favorite boards
4. List of boards owned by you
5. List of boards that others have shared with you
6. Platform version
7. Log out button

## Managing your board

To the right of the main panel on your board, you will see several icons that allow you to perform several tasks to manage your board.



1. **Edit board** - Enter board edit mode where you can change the cards and contents of the board.
2. **Copy board** - Copy a board and create a duplicate that will appear in your list of boards. Copied boards have all content and settings from the original board.
3. **Delete board** - Permanently delete a board so it's no longer viewable.
4. **Board settings** - See "[Board settings](#)" section.
5. **Favorite board** - Make the board a Favorite board so that it shows up in your list of favorite boards in the side navigation.
6. **Share board** - See "[Sharing your board](#)" section.
7. **Enter full screen** - Toggle between normal and full screen viewing.

## Board Settings

- Card Margin: Adjust the space between the cards on the board.
- Browser Notifications: Enable browser notifications for the board.
- Default Filters: Set filters that will automatically apply to data in new cards.

### Board Settings

Card Margin

Auto ▾

Adjust the space between the cards on the board

Browser Notifications

☒

Enable browser notifications for this board

Default Filters

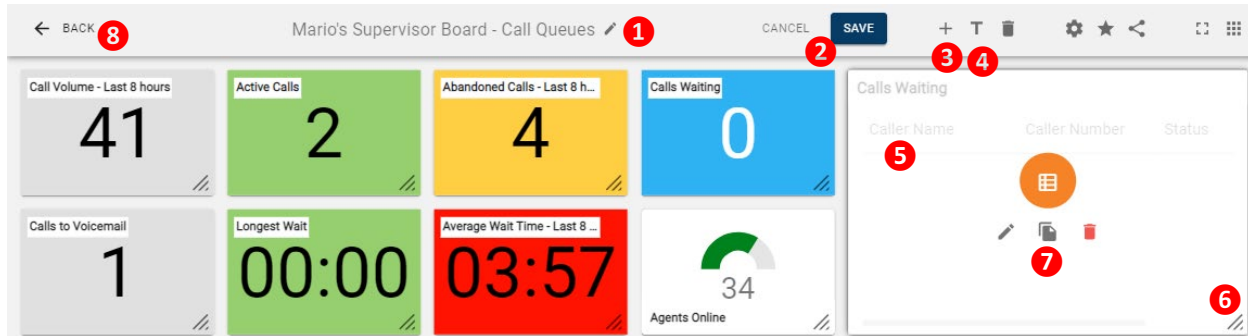
Set filters that will automatically apply to data in new cards. You can also choose to apply these filters to existing cards on save.

Select filter(s)... ▾

CANCEL

SAVE

## Adding and editing a board



When you click on the Add Board button, you enter into the edit mode of the app. This is indicated by the change in color of the app top bar and a new set of buttons are available to customize your board.

1. **Edit board name** - Change the board's name.
2. **Save or cancel changes** - After making changes to a board, save and cancel buttons will appear. You can save or revert any changes made.
3. **Add card** - See "[Adding a card](#)" chapter of this document.
4. **Add header** - Add a simple text header to help create card groupings or sections. You can adjust header width and font size.
5. **Drag and drop cards** - Click and hold on any card, then drag to the desired position.
6. **Drag to resize cards** - Click and hold on the corner handle, and then drag to resize.
7. **Card hover options** - Hover over a card to show some quick actions.
  - a. Edit card
  - b. Copy card
  - c. Filters (if applied)
  - d. Delete card
8. **Back** - Exit edit mode by clicking the back button.

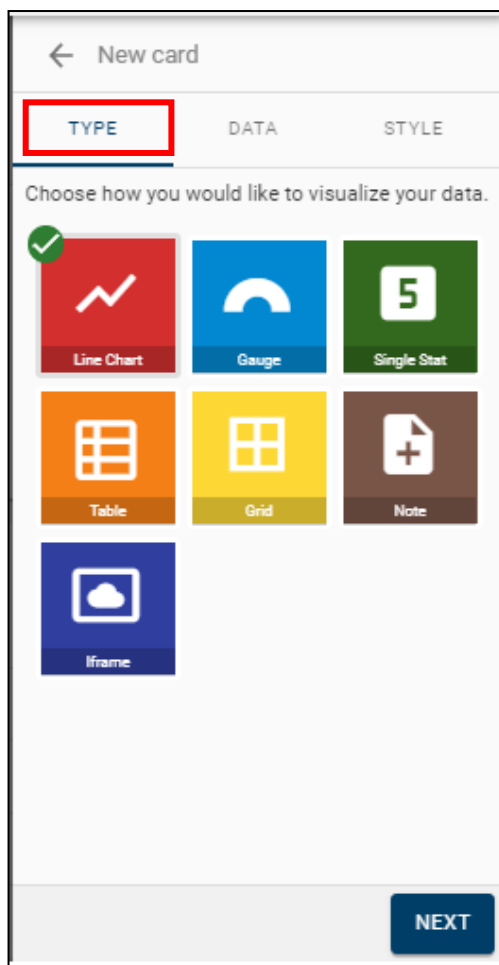
## Adding a Card

Click the “Add Card” icon in the main Edit board panel. A new empty card will appear on the panel. Click on the “**CHOOSE TYPE**” button.



## Setting the Card Type

A new editing panel will appear to the right. You will start in the “TYPE” tab and select one of the card types from the menu.

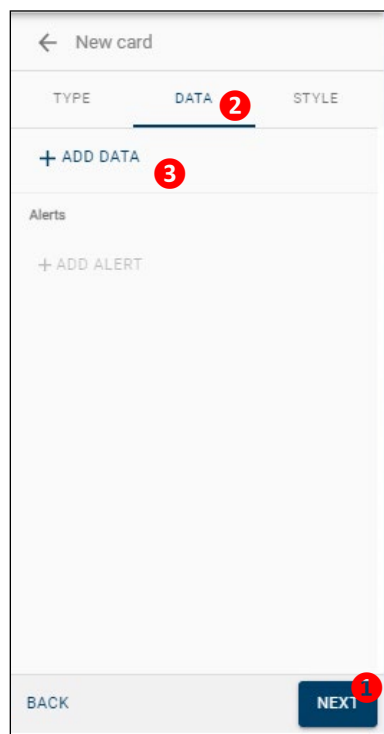


- **Line Graph** - One or more lines from a data set plotted over time.
- **Gauge** - A stat value with a gauge that fills to a specified limit.
- **Single Stat** - A single stat's value.
- **Table** - Data with multiple stats or descriptive information available in columns.
- **Grid** - Simple table arranged in a grid format to maximize number of items. (Data set limited to agents for v40 release.)
- **Note** - Customizable text content.
- **Iframe** - Display external web sites or resources.

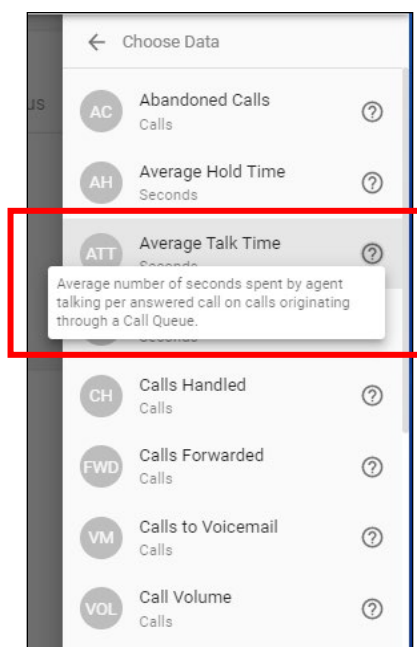
## Card Data

Let's assume you select "Line Chart". You will now define "DATA" you want to display in this card type. Either click on the

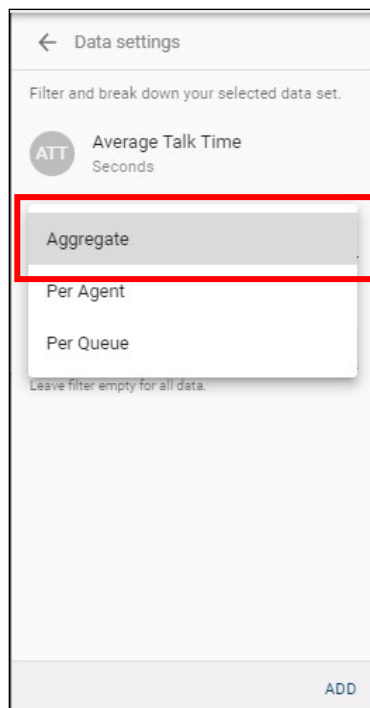
1. "NEXT" button or the
2. "DATA" tab to proceed and click the
3. "ADD DATA" button for this card.



From the Choose data menu, select the item you're interested in monitoring. Hovering your mouse over the question mark icon, you will see a description of what the data is. Let's assume you select "Average Talk Time" from the menu.



A new panel will open up for you to define the “Data settings”. Data settings will vary depending on the card and data you’re adding. In this case, the first item is the “Breakdown” of Average talk time. You will see the available options by clicking on the dropdown menu icon. Let’s assume you select Aggregate from that menu.



### Data Filters

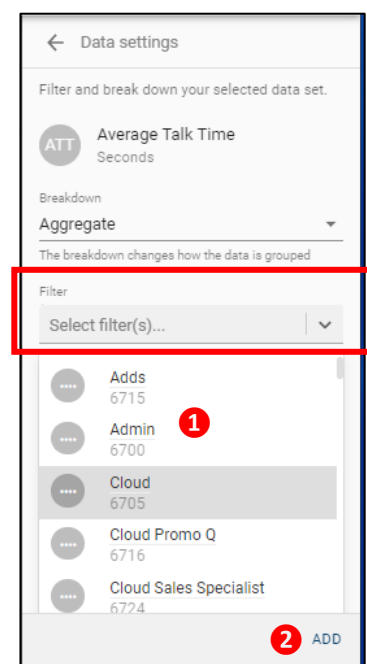
Filters for call queue, departments, sites, and agents can be applied to data sets.

Next, you will set the

1. “Filter” for the data you’re adding. In this example, the options shown correspond to the PBX we’re working with, your options will be different according to you PBX’s configuration.

Let’s assume you select the queue “Cloud” on extension 6705.

2. Now Click the “ADD” button.



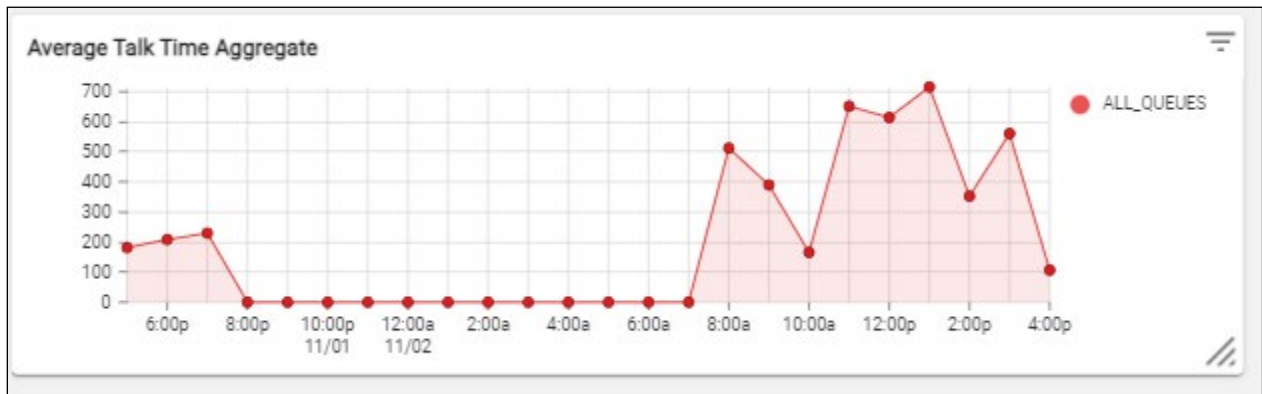
Now you can set the “Time” parameters for the Card. In this example -

1. “Type” and
2. “Time Range”. Make your selections.  
Do the following if you want to have a visual alert for this parameter that turns a certain color when a value threshold is crossed.
3. Click on the “ADD ALERT” label, otherwise;
4. Click the “NEXT” button.

### Alerts

1. Select which data set you want to monitor and set the alert to trigger when it's either **above** or **below** the specified threshold.
2. Select the color of your alert. This is the color you want the card to turn into when your alert threshold is crossed.
3. Click the “ADD” button.

Move and resize the card to the desired position on the board.

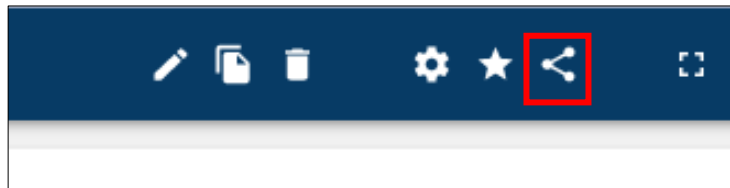


## Sharing your board

Once you have created your own analytics board, you may want to share it with others in your organization. You will have three options:

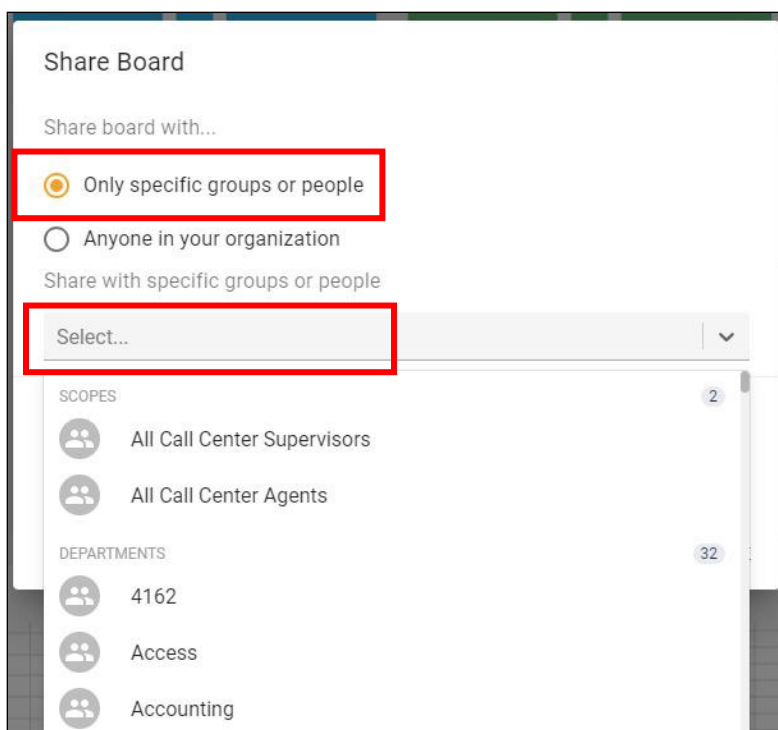
1. Share the board with a specific group of individuals in your organization.
2. Share the board with the entire organization.
3. Share a view only, i.e. a URL link where people can only view the board but not edit it.

To share your board, click on the share icon at the top of the board.

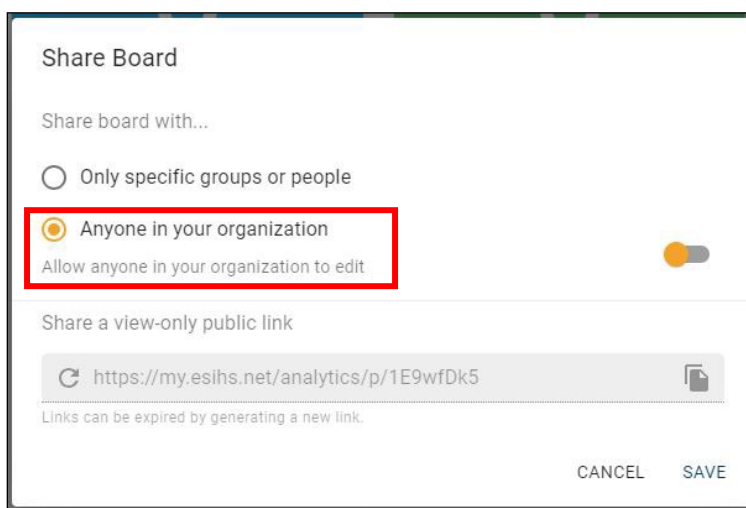


A new panel will open up on the screen with the three options listed above.

To share a board with a specific group in your organization, or with specific individuals in your organization, click on the “Only specific groups or people” bubble in the panel. And then in the “Share with specific groups or people field, enter the name of the individuals or select the groups from the drop-down menu with whom you want to share the board with. Then click “SAVE”.

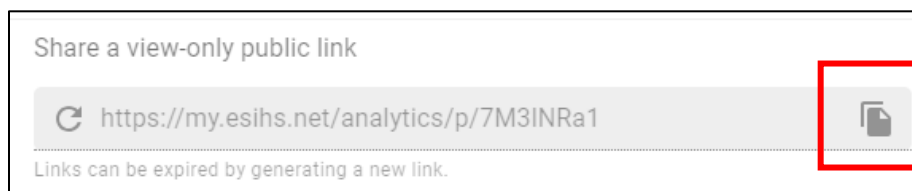


To share your board with everyone in your organization, simply select the “Anyone in your organization bubble and click “SAVE”.



The image shows a 'Share Board' dialog box. At the top, it says 'Share board with...'. Below this are two radio button options: 'Only specific groups or people' and 'Anyone in your organization'. The 'Anyone in your organization' option is selected and highlighted with a red rectangle. To the right of these options is a toggle switch, which is currently turned on. Below the radio buttons, there is a text field that says 'Allow anyone in your organization to edit'. Underneath this is a section titled 'Share a view-only public link'. It contains a text input field with a URL: 'https://my.esihs.net/analytics/p/1E9wfDk5'. To the right of the URL is a copy icon. Below the text field, there is a note: 'Links can be expired by generating a new link.' At the bottom right of the dialog box are two buttons: 'CANCEL' and 'SAVE'.

To share your board in view mode only, click on the copy link icon to the right of the “Share a view-only public link field and paste it in the document where you want to share the view.



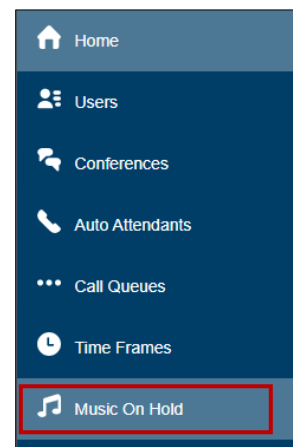
The image shows a section titled 'Share a view-only public link'. It contains a text input field with a URL: 'https://my.esihs.net/analytics/p/7M3INRa1'. To the right of the URL is a copy icon, which is highlighted with a red rectangle. Below the text field, there is a note: 'Links can be expired by generating a new link.'

## Music-On-Hold (MOH) for Queues

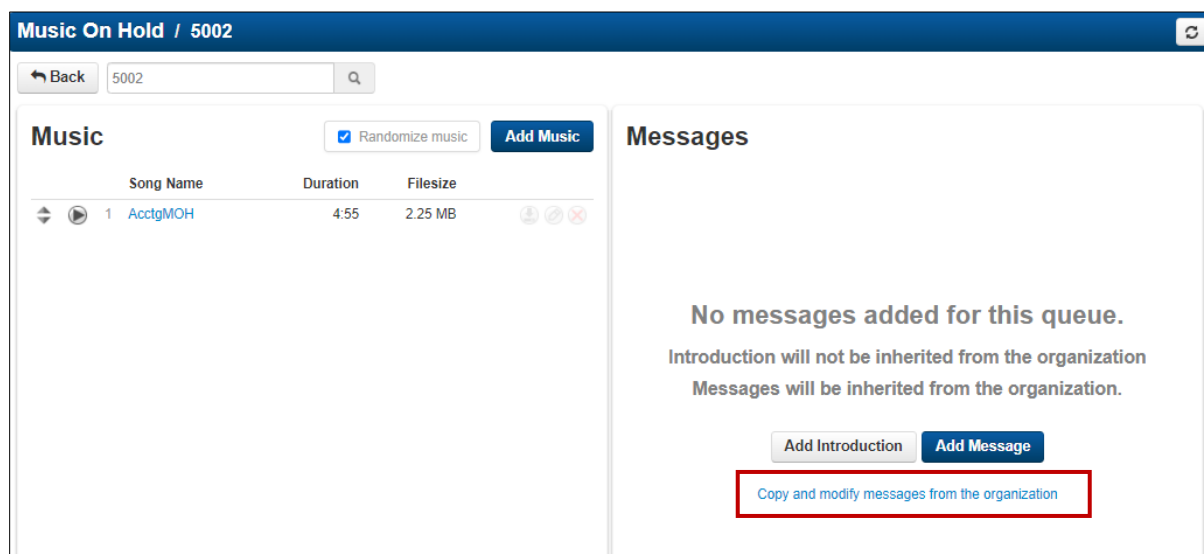
The purpose behind custom MOH (Music-on-Hold) is that messages can be added to the currently playing audio, e.g. while a customer is on hold, the music can now be briefly interrupted with a message, such as: "Your call is important to us. Please wait on the line and an agent will be with you shortly." This is often called a "comfort message" - a message or recording that reassures the caller to not hang up. The message can be used for advertising, for updating wait time, and more, and is configurable (time between messages, copying messages, etc.).

Each queue can have a different MOH. The Call Center Supervisor can manage those queues and upload new media to be played for MOH.

**Warning:** Your company and its users must be aware that when using copyright-protected contents, you must obtain a proper license to play it as MOH.



You can access MOH settings from the left navigation menu or the music icon button next to each queue in the queue list.

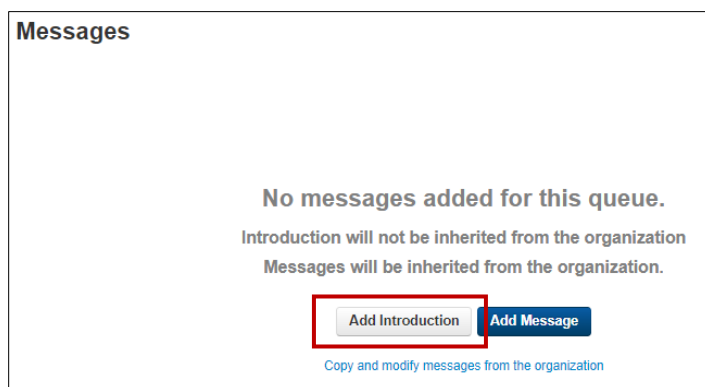


You may already have uploaded MOH files to the system, as shown in the figure above. For adding music for MOH, please refer to the [Adding Music](#) section.

On the right hand side of the panel, you can add an “Introduction” message with the “Add Introduction” button, or a Message with the “Add Message” button. The Introduction message will play as soon as a user places a caller on hold, if there is no Introduction message, then MOH will start immediately. The Comfort Message interrupts MOH at a given interval and plays that message to let the caller know that he is still on hold. The Introduction message and the Comfort message are customizable as shown below. Alternatively, you can use the Introduction Message and Comfort message(s) defined for the domain by selecting the “Copy and modify messages from the organization” text (shown in the figure above).

## Adding an Introduction Message

Click on the Add Introduction button and Add Intro Message panel will pop-up.



Here you can define the contents of the introductory message. You can do that using Text-to-Speech, Uploading a recording you have stored in your computer, or recording the contents of the message right then. In the example below, the Text-to-Speech option is used. Type the contents of the Introduction Message, select the language you have used in the test and select the voice you want to use. You can hear the message by clicking on the “Play” icon. Once you’re satisfied with it, click on the “Save” button.

The screenshot shows a dialog box titled "Add Intro Message". It has three radio buttons for "New Message": "Text-To-Speech" (selected), "Upload", and "Record". Below these is a text area labeled "Message" containing the text "While you're on hold, enjoy this music". Below the text area is a dropdown menu for "Language" set to "English (United States of America)". Below that is another dropdown menu for "Voice" set to "Joanna". At the bottom right, there is a "Play" icon, a "Cancel" button, and a "Save" button.

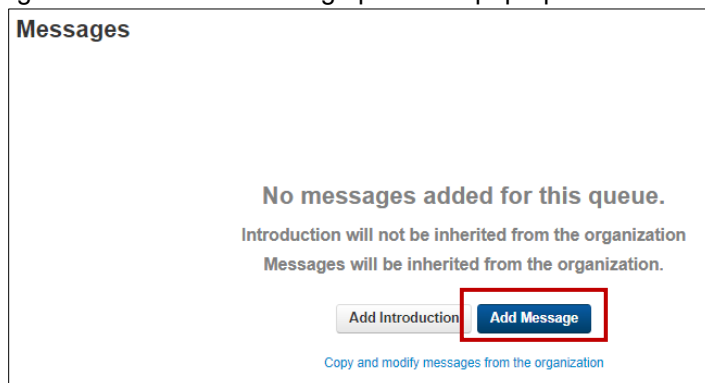
Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB).



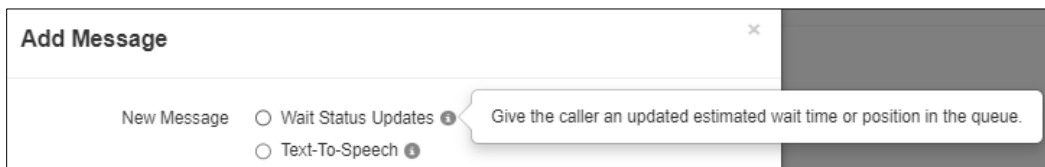
You can only have one Introduction message.

## Adding a Comfort Message

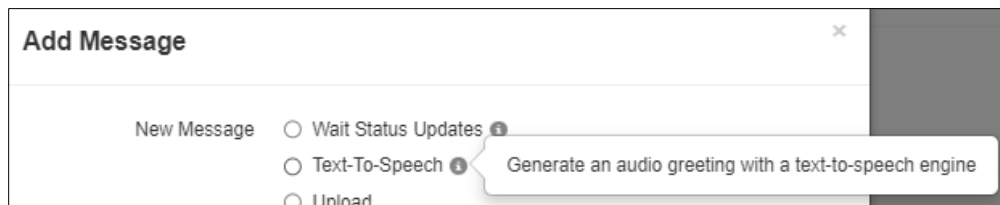
Click on the Add Message button and Add Message panel will pop-up.



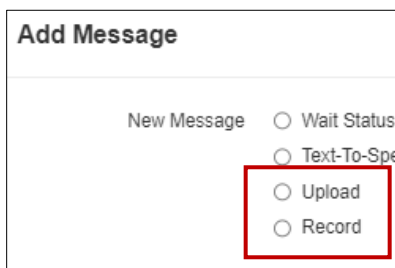
You will be presented with four options for creating the comfort message:



This option will generate an automatic message, informing the caller of his/her estimated waiting time and position in the queue, or



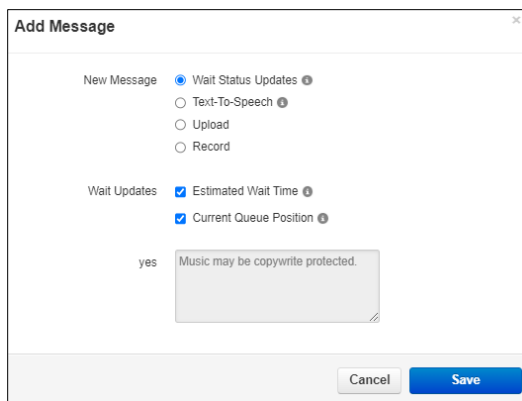
This option will use Text-to-Speech to generate a comfort message.  
The other two alternatives are to either upload a pre-recorded message, or record the message right then, using your phone.



In this example we will use the first two options:


### **Wait Status Updates**

When you select this option, a new panel will open up when you can select the estimated waiting time or the current queue position, or both. Make your selections and click on the Save button.



The 'Add Message' dialog box shows the 'New Message' section with 'Wait Status Updates' selected. Under 'Wait Updates', both 'Estimated Wait Time' and 'Current Queue Position' are checked. A text area contains the message 'Music may be copywrite protected.' and a 'yes' label. At the bottom are 'Cancel' and 'Save' buttons.

You will now see the recently created comfort message in the messages list:

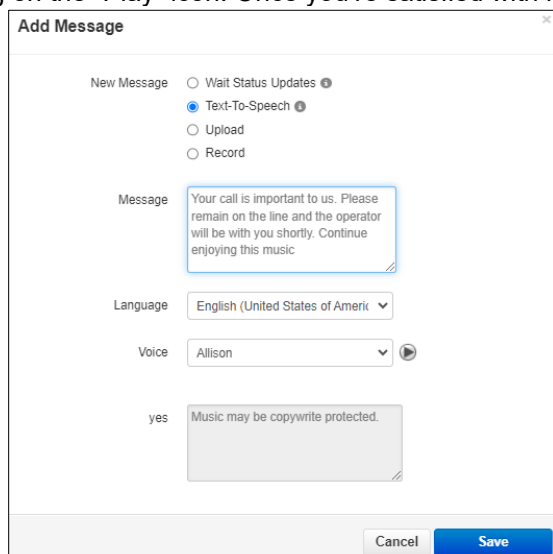


Messages		Duration	Filesize
No introduction added			
1	Wait announcement: Time, Position	0:00	0 B

### **Text-to-Speech**

When you select this option, the Add Message panel will open up.

Here you can define the contents of the Comfort message. You can do that using Text-to-Speech, Uploading a recording you have stored in your computer, or recording the contents of the message right then. In the example below, the Text-to-Speech option is used. Type the contents of the Comfort Message, select the language you have used in the test and select the voice you want to use. You can hear the message by clicking on the “Play” icon. Once you’re satisfied with it, click on the “Save” button.




The 'Add Message' dialog box shows the 'New Message' section with 'Text-To-Speech' selected. The 'Message' text area contains the text: 'Your call is important to us. Please remain on the line and the operator will be with you shortly. Continue enjoying this music'. The 'Language' dropdown is set to 'English (United States of America)' and the 'Voice' dropdown is set to 'Allison'. A 'yes' label is present. At the bottom are 'Cancel' and 'Save' buttons.

Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB). You should now be able to see what music, Introduction message and Comfort message(s) are available for the queue:



Messages	Duration	Filesize
Introduction	0:06	49.37 KB
1  Wait announcement: Time, Position	0:00	0 B
2  Your call is important to us. Please remain on the line and the operator will be with you shortly. Continue enjoying this music	0:08	64.14 KB

Since you have multiple comfort messages you can change the order in which they will play while the caller is on hold using the drag icon to the left of each message. 

The interval at which comfort messages will interrupt the MOH and play themselves is controlled by the slider to the left of the “Add Message button. The default value is 30 seconds.

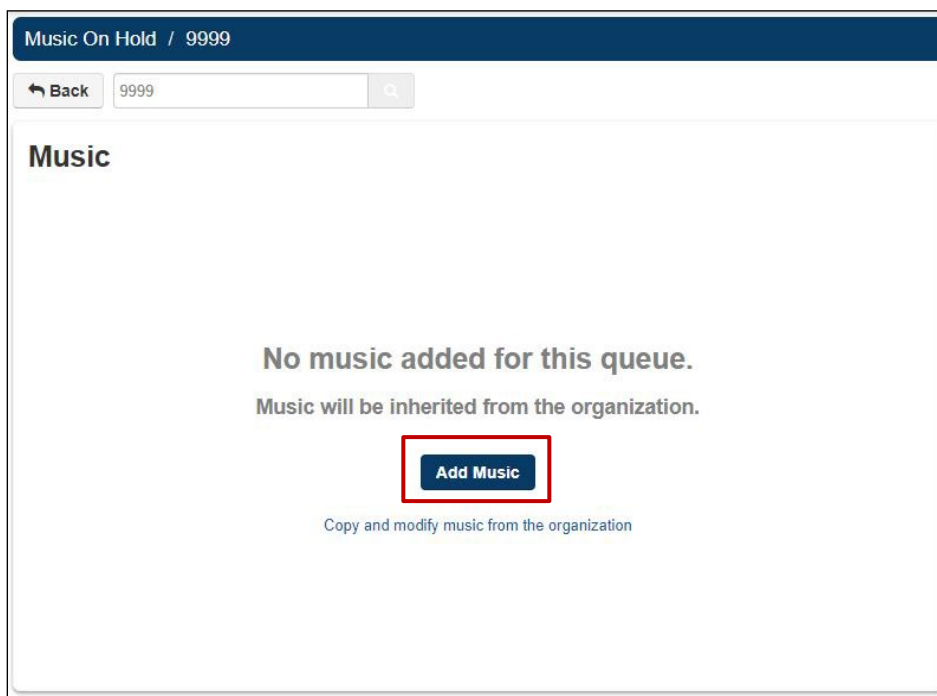


## Adding Music

This procedure applies to any of the instances where a music clip could be added for use as Music-On-Hold. Please notice that you should have an appropriate license to use any copyright material as Music-On-Hold. Music can be added to the system at the following levels:

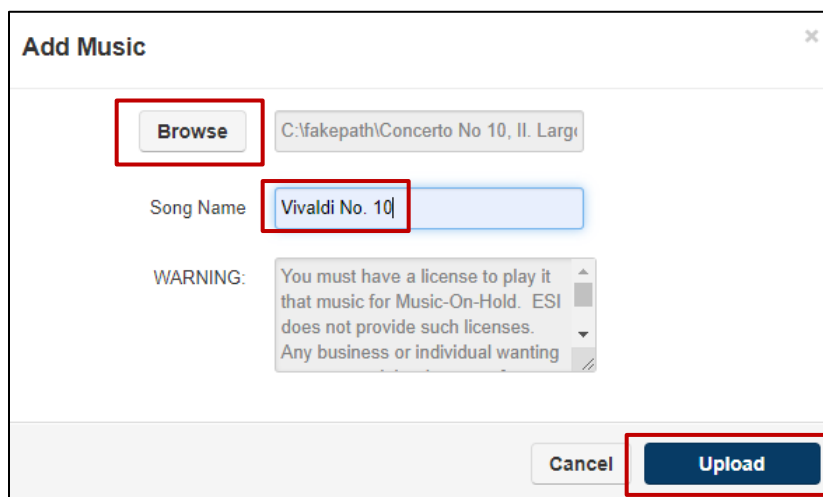
1. Office Manager: can manage Music-On-Hold at the Domain, Site, Queue, or User level.
2. Call Center Supervisor: can manage Music-On-Hold at the Queue level.
3. User: can manage Music-On-Hold to his/her own account.

Navigate to the Music-On-Hold section in the eConsole (for any of the cases mentioned above). The screenshot below shows the case for adding music to a queue. Click on the Add Music button.

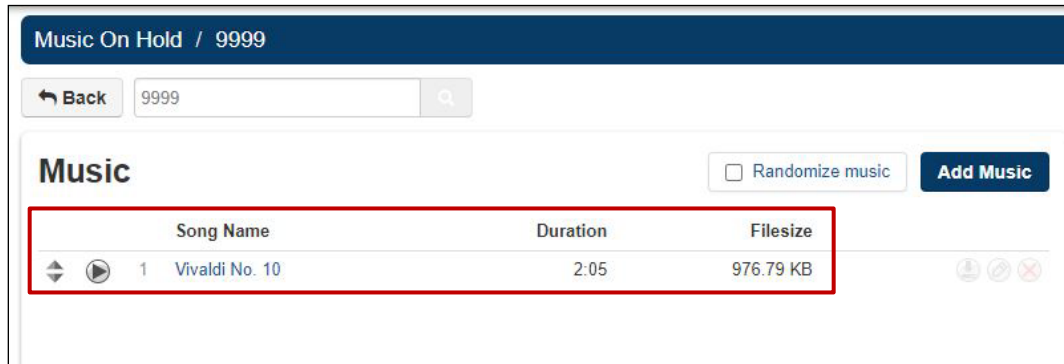


A new panel will open up on the screen. Please read the warning about having a license to play copyright material as Music-On-Hold before you upload any contents to the platform.

In this new panel you can browse for the file you want to upload. The file type must be **.wav** or **.mp3**. Give the selected file a name as appropriate and then click on the Upload button.








You will now see in your music panel the recently added music along with the duration of the contents and its file size.




Repeat the procedure if you want to upload more than one piece of contents.

Notice the randomize box at the top right of the panel, this option can be used when you have several pieces of content to be played in random order.

There are several icons that are useful for the music available to play.

-  Allows you to move the selected piece of music to a different position in the list (up or down).
-  Allows you to listen to that particular piece of music through your computer speakers (or any currently selected device,
-  Allows you to download the selected piece of music to your computer.
-  Allows you to edit the existing name for the selected piece of music.
-  Allows you to delete the selected piece of music.

## Call History

The Call History icon  **Call History** will take you to the Call History page where you will view the calls made on your domain for the specified date range. The call record will show To and From whom the call was made.

Call History							
Filters		09/14/2023 — 09/15/2023		Queue 6712 - Cloud III		Export	
From Name	From	QOS	Dialed	To	QOS	Date	Duration
[V] WIRELESS CA	1 (518)	4.5	1 (972) 422-9700	2359	4.5	Today, 12:24 pm	6:07
[V] Executech	1 (385)	4.5	1 (800) 491-3609	2172		Today, 12:11 pm	6:21
MILES HARRIS	1 (434)		1 (800) 491-3609	2327	4.5	Today, 12:02 pm	4:14
CHRIS WATERS	(724)		611	2172		Today, 11:58 am	1:36

## Call History Filters

You can change the date range by clicking the Filters button in the upper left of the screen. After clicking the filter button, the Call History Filters window will appear. Here you can change the Call History date range, user, department, site, caller number, dialed number and call type.

### Call History Filters

From

08/15/2023

To

08/16/2023

User

Enter name or extension

Department

Enter department name

Site

Enter site name

Caller Number

Enter the caller's number

Dialed Number

Enter the dialed number

Call Type

Select a call type

Clear Filters

Cancel

Filter

- **From** - Select a date.
- **To** - Select a date that is greater than the From date.
- **User** - Enter the extension number of a specific user.
- **Department** - Enter a department name.
- **Site** - Enter the site name on which the user resides.
- **Caller Number** - Allows you to search for calls from a specific phone number by entering the number into the Caller Number field.
- **Dialed Number** - The Dialed Number field will let you filter for a specific number that you dialed.
- **Call Type** - The Call Type drop down lets you filter based on the type of call. Inbound, Outbound, or Missed call.

Call Type

Select a call type


Select a call type

Inbound

Outbound


Missed

## Calls Displayed

Clicking the Filter button  will then display the calls that match the filter criteria. You can set the Call History to display 15, 25, 50, and 100 calls per page.

View:    

## Exporting Call History

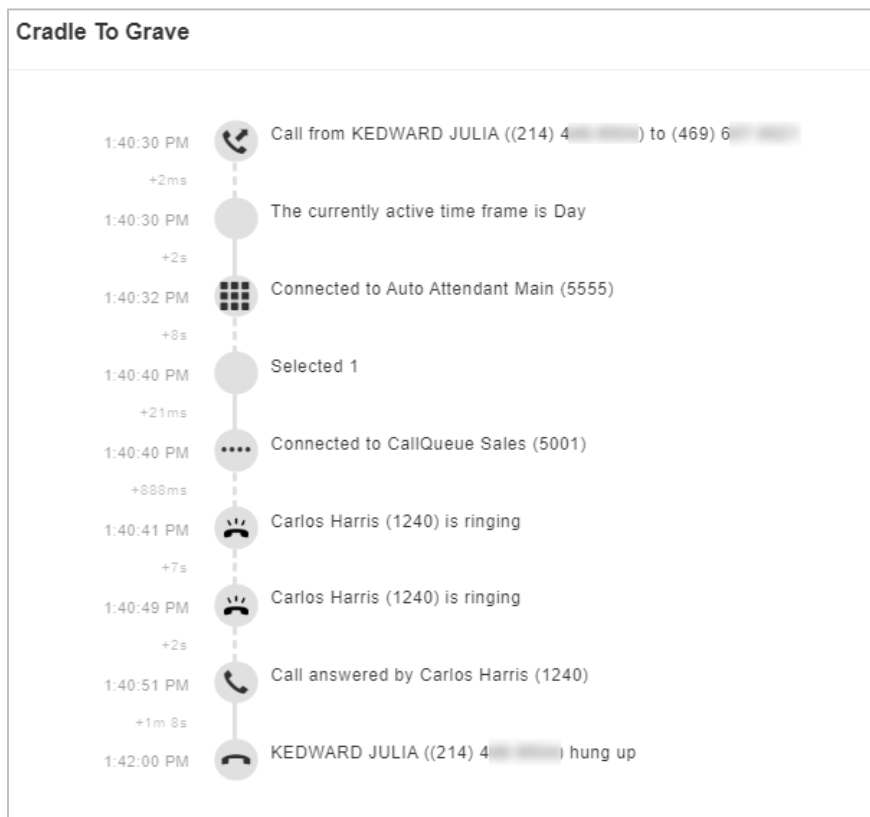
The export icon  allows you to download the call history into a csv file that can be opened in any spreadsheet application such as Excel or Apache Open Office.

## Cradle to Grave

Available for office managers and contact center supervisors, a call trace is a comprehensive listing of all technical information captured during a call from the moment a connection is first being attempted until the call ends. Cradle to Grave is a call trace functionality, but it presents the resulting call data in accessible terms rather than technical call flows. Cradle to Grave is available through the call history tab in the eConsole.

Call History							
Filters		10/19/2022 — 10/26/2022		My Calls		Export	
From Name	From	QOS	Dialed	To	QOS	Date	Duration
Estech Systems Inc.	(972) 4	4.5	(469) 6	1240	4.5	Yesterday, 11:57 am	0:14
KEDWARD JULIA	(214) 4	4.5	(469) 6	1240	4.5	Oct 24th 1:40 pm	1:14
Jose Venta	6362	4.5	5003	1240	4.5	Oct 21st 3:47 pm	0:21

By Clicking on the Cradle To Grave icon shown in the picture above, a new panel will open up showing a simplified sequence of events that occurred for that particular call. The picture below shows an example of such sequence.



## Call Transcription and Sentiment Analysis

Call Recording Transcription is the conversion of the audio in a recording into plain text. The conversion is done once the recording is complete and so, the transcription may take a few minutes to be available, depending on the duration of the call. Sentiment Analysis is a powerful add-on feature that interprets the transcribed text of a call recording into qualitative terms (the text was neutral, positive, or negative) and then quantifies it throughout the transcript (for example – 2-neutral segments, 3-positive, 1-negative).

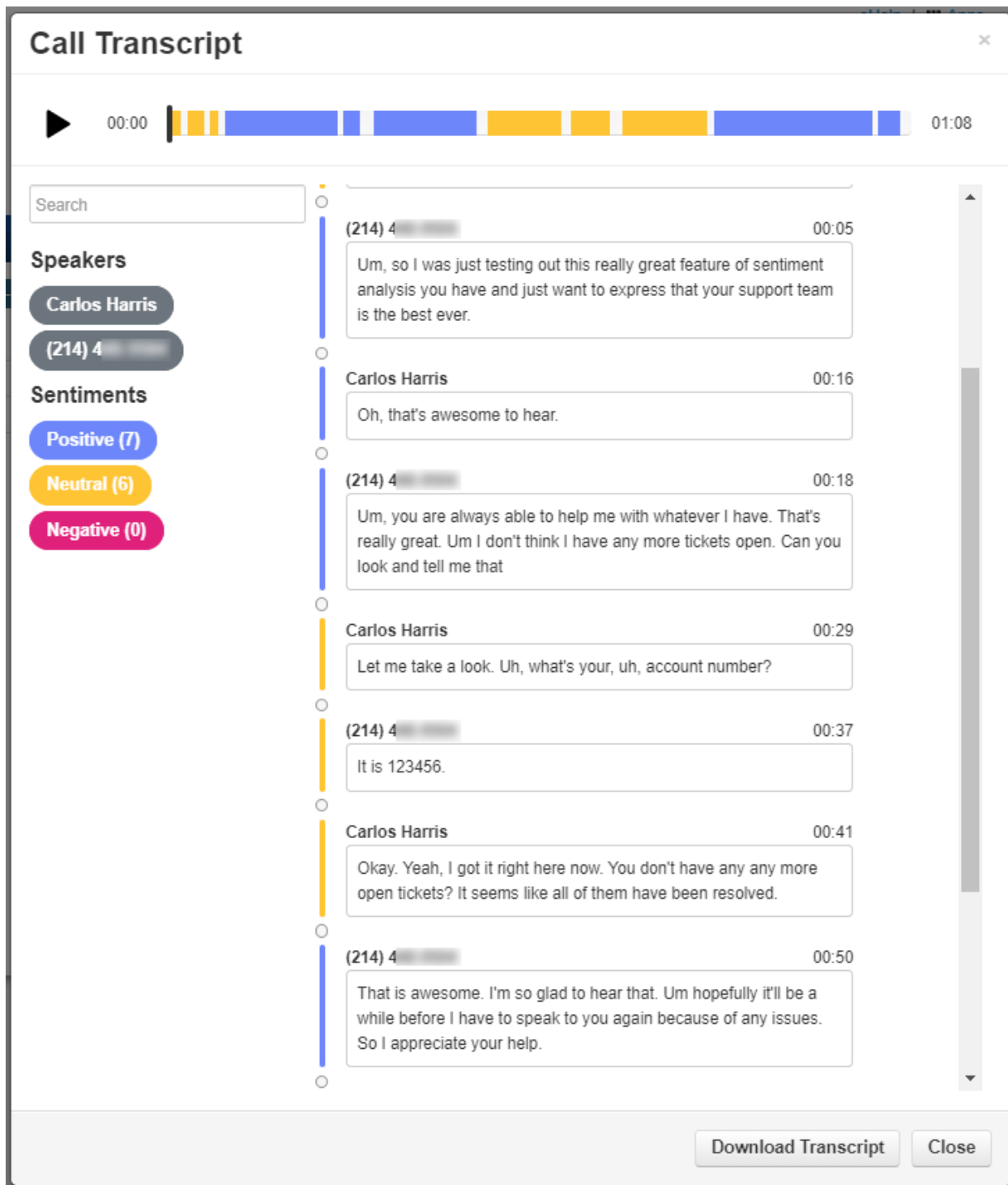
### ***Viewing the call transcription and sentiment analysis for a call***

Call recording transcription is available through the Call History tab in the eConsole. If call recording has been configured, the speaker icon ("listen") in a call's row will be clickable. If **Call Recording Transcription** has not been configured, then the call recording will display as an audio player only.

To view the call transcription (and sentiment analysis if applicable) for a given call in a queue, click on the speaker icon ("listen") to the far right of the concerned call.



This will open up a panel with the full transcription of the call and the sentiment analysis for it (if enabled). The audio recording of the call can be played as usual and the transcription and sentiment analysis panels will advance accordingly. The different segments of the call will be highlighted according to the sentiments color settings displayed in the panel.



The screenshot shows a 'Call Transcript' window with a play button, a progress bar from 00:00 to 01:08, and a search bar. On the left, there are sections for 'Speakers' (listing Carlos Harris and (214) 4...) and 'Sentiments' (listing Positive (7), Neutral (6), and Negative (0)). The main area displays a transcript with alternating blue and yellow highlights. The transcript includes the following segments:

- (214) 4** 00:05: Um, so I was just testing out this really great feature of sentiment analysis you have and just want to express that your support team is the best ever.
- Carlos Harris** 00:16: Oh, that's awesome to hear.
- (214) 4** 00:18: Um, you are always able to help me with whatever I have. That's really great. Um I don't think I have any more tickets open. Can you look and tell me that
- Carlos Harris** 00:29: Let me take a look. Uh, what's your, uh, account number?
- (214) 4** 00:37: It is 123456.
- Carlos Harris** 00:41: Okay. Yeah, I got it right here now. You don't have any any more open tickets? It seems like all of them have been resolved.
- (214) 4** 00:50: That is awesome. I'm so glad to hear that. Um hopefully it'll be a while before I have to speak to you again because of any issues. So I appreciate your help.

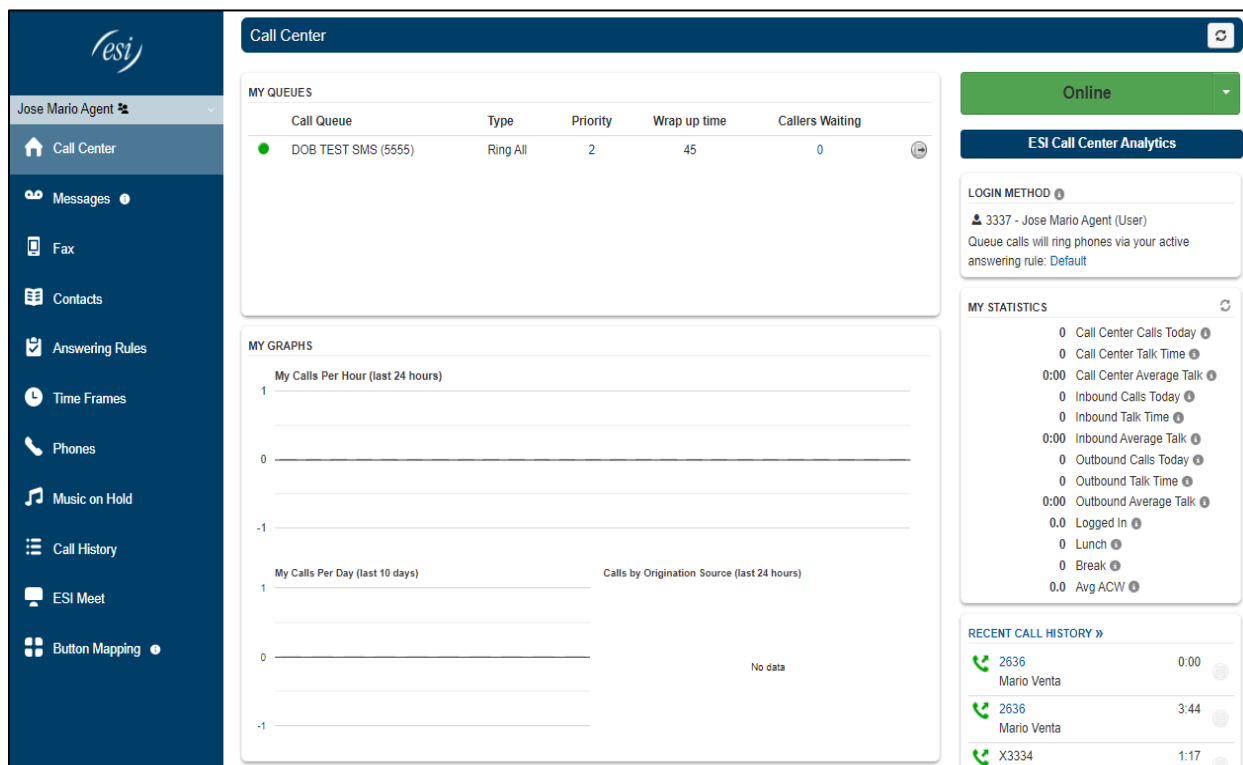
At the bottom right, there are buttons for 'Download Transcript' and 'Close'.

The full transcription of the call can be downloaded for further study by clicking on the Download Transcript button. The transcription of the call is generated as a comma-separated value (.csv) file.

# Call Center Agent

## Dashboard Layout

On the Call Center screen, Call Center Supervisor can view a list of the Call Queues that they belong to, the On-Line/Off-Line control button, Access to the Call Center Analytics, Information on the login method, a panel with its own call center statistics and a panel with recent call history.



## My Queues table

This table lists all the queues that the agent belongs to.


MY QUEUES				
Call Queue	Type	Priority	Wrap up time	Callers Waiting
DOB TEST SMS (5555)	Ring All	2	45	0

The information provided in the table include -

- The name of the queue(s).
- The type of queue as specified by it hunting type.
- The priority the agent has in that particular queue.
- The warp-up time the agent has been assigned for that queue.
- The current number of callers waiting in that queue.

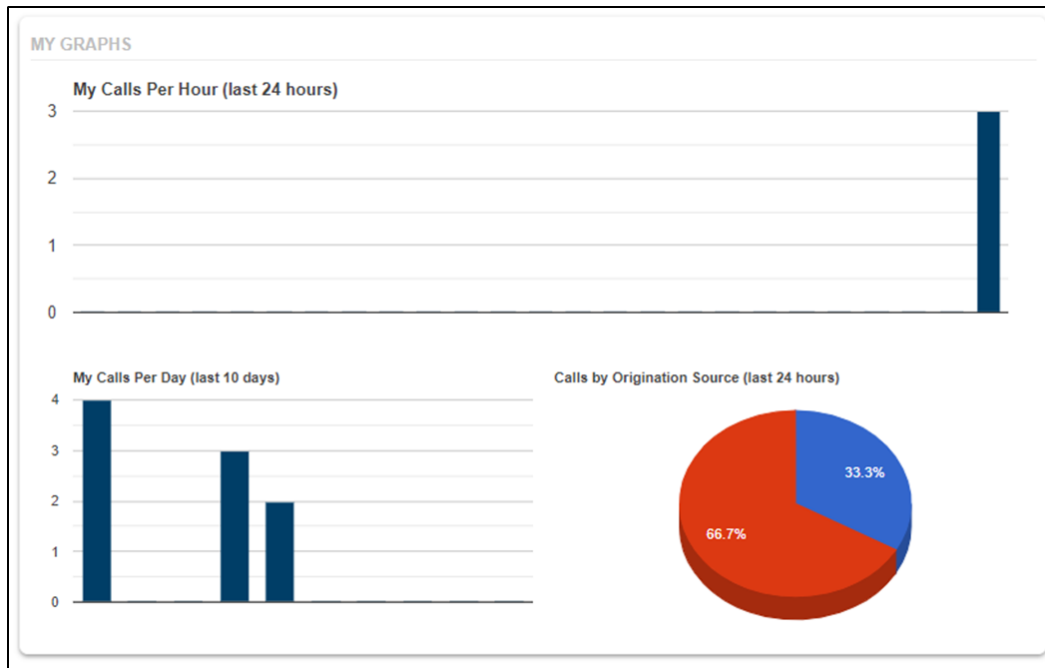
### Logging out of a queue

Any agent can temporarily log out of a queue by clicking on the logout icon.

MY QUEUES					
Call Queue	Type	Priority	Wrap up time	Callers Waiting	
● DOB TEST SMS (5555)	Ring All	2	45	0	

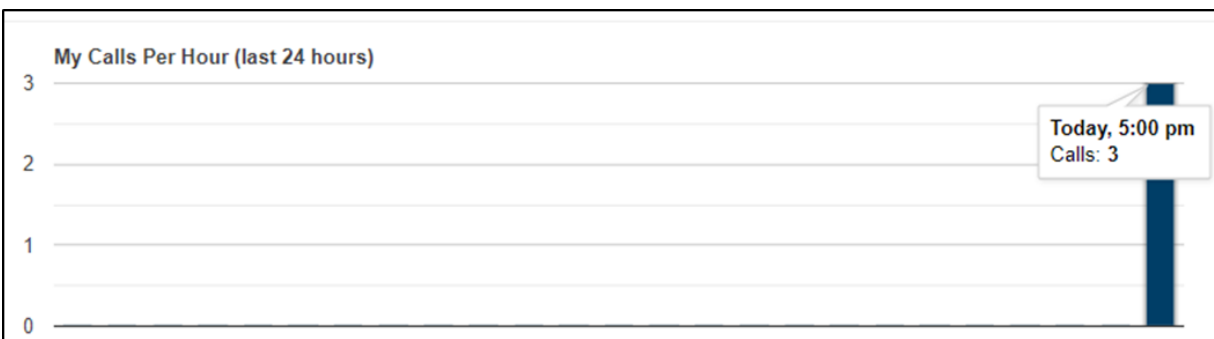
Logout

### My Graphs table



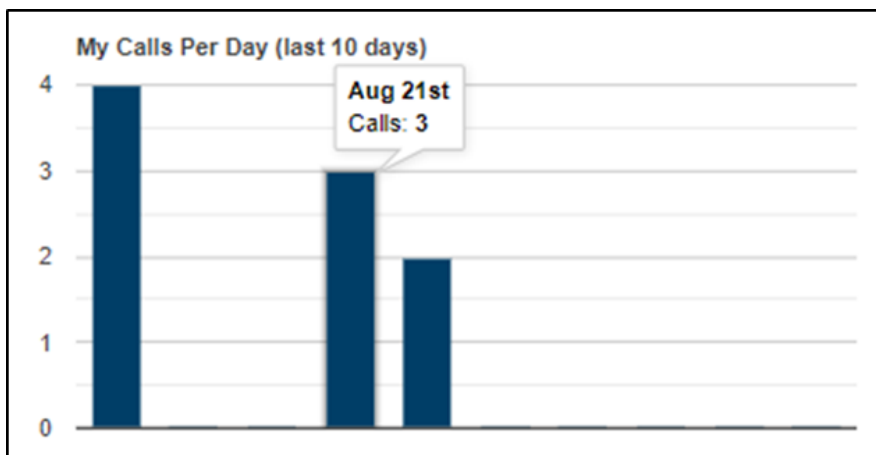
The My Graphs table contains information about recent call activity for the agent and it is divided into three sections as follows -

#### Calls per hour in the last 24 hours



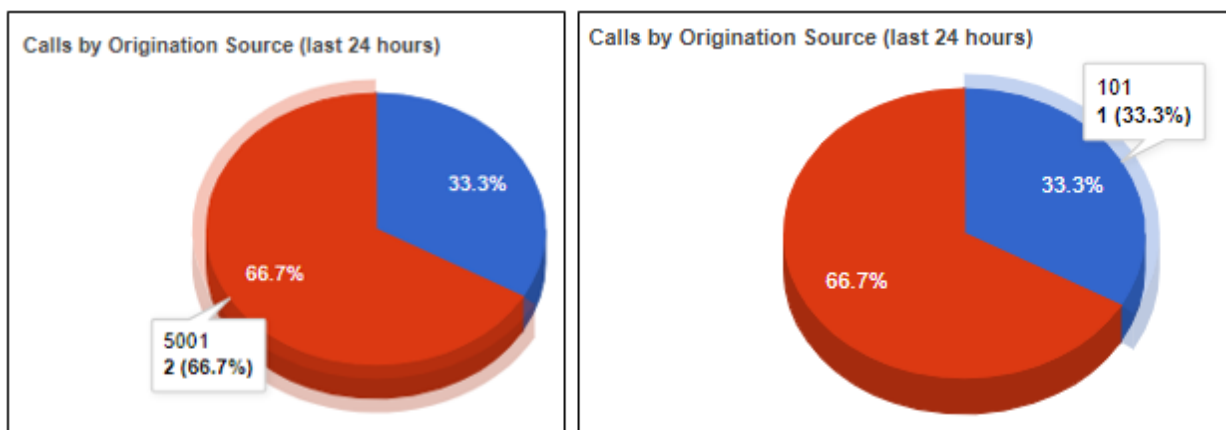
This graph as its name indicates, provides statistical information about the number of calls the agent has processed in the last 24 hours, each hour in the graph contains the number of calls processed in that hour.

### ***Calls per day in the last 10 days***



This graph provides information similar to the previously described one, except contains the same data for the last 10 days.

### ***Calls by Originating Source in the last 24 hours***

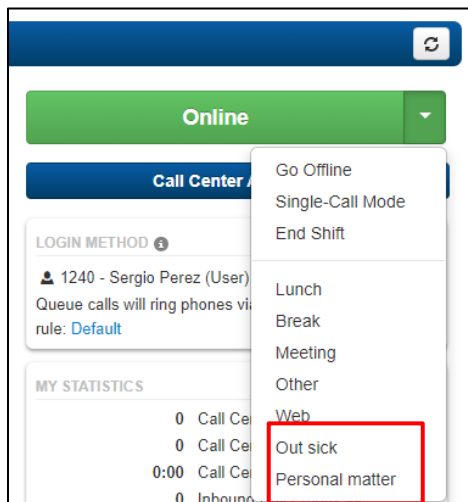


This graph breaks down the number of calls processed in the last 24 hours by the origin of them. In the graphs above 66.7% of the total number of processed calls were received from queue 5001, while 33.3% of the calls received by this user were calls directly dialed to his extension number (101).

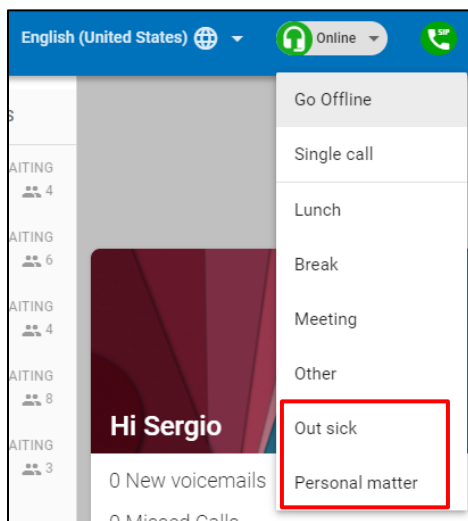
## Using the custom agent statuses (call center agent)

Custom statuses are available to agents in two places:

- a) In the call center agent home page as part of the portal,



- b) And in Webphone under the call center tab.

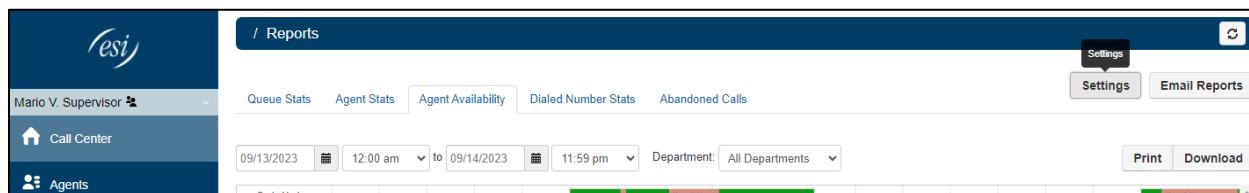


Note: The Call Center Agent is **always "offline"** when they select a custom status.

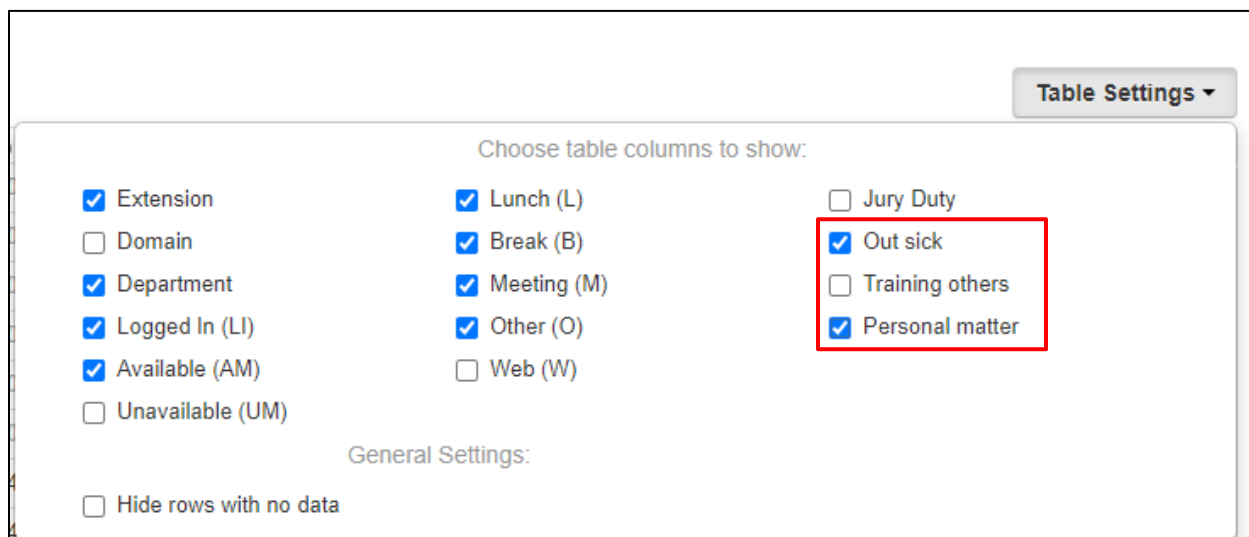
## Reporting

Call Center Supervisors can review and report on the time spent in each custom state.

1. Logged to eConsole as a Call Center Supervisor, navigate to the **Agent Availability** tab in Call Center "Reports". Click **Table Settings**.



2. Check or uncheck custom status.



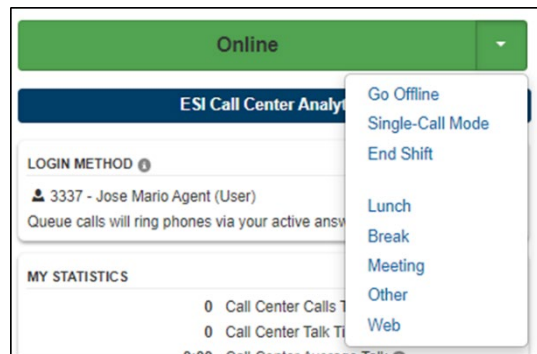
The selected statuses will now show in the report table:

Table Settings ▾				
LI ⓘ	AM ⓘ	Out sick ⓘ	Personal matter ⓘ	
00:00	00:00	00:00	00:00	
00:00	00:00	00:00	00:00	
34:40:37	34:40:37	00:00	00:00	
34:40:37	00:00	00:00	00:00	
00:00	00:00	00:00	00:00	

## Online/Login button

The main button toggles the agent status between Online and Offline.

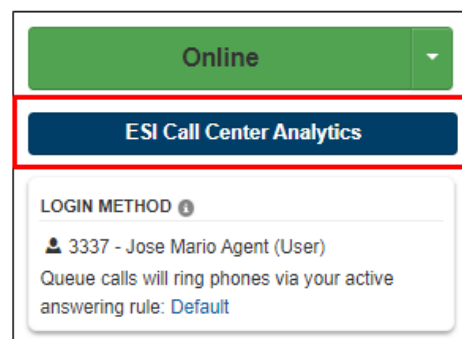
The dropdown menu allows the agent to select from the various agent statuses that the call center supervisor has set for the call center.



## ESI Call Center Analytics button

Click on this button to launch the board (please notice that this may take a few seconds while call center data is gathered).

A new browser tab will open up with the default Call Center Analytics board. As an agent, you can edit the contents of the board to suit your individual needs. For information about changing the contents of the Analytics board, please refer to the section titled "[Managing your board](#)" in the "[Call Center Analytics](#)" section of this manual.











## My Statistics table

MY STATISTICS	
Call Center Talk Time (min)	Today ⓘ
Number of minutes spent on answered Queue Calls today	ⓘ
2 Inbound Calls Today	ⓘ
5 Inbound Talk Time	ⓘ
2:12 Inbound Average Talk	ⓘ
0 Outbound Calls Today	ⓘ
0 Outbound Talk Time	ⓘ
0:00 Outbound Average Talk	ⓘ
0.0 Logged In	ⓘ
0 Lunch	ⓘ
0 Break	ⓘ
0.0 Avg ACW	ⓘ

This table summarizes useful statistics for the call agent -

Hover your mouse over the icon next to each field to display a brief description of each statistic.

## Recent Call History table

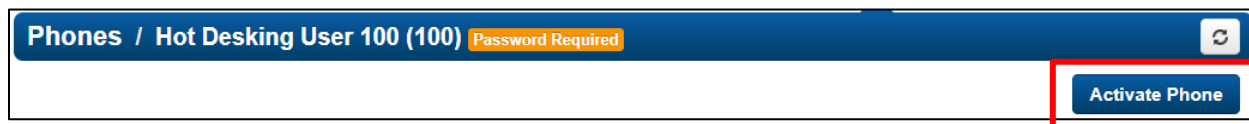
RECENT CALL HISTORY »		
	1 (972) 422-9700 Mario Venta	3:56 
	100 Hot Desking User 100	0:23 
	1 (972) 422-9700 Mario Venta	0:28 
	100 Hot Desking User 100	0:00 

This table displays a summary of the recent call history for the agent. Please notice that this table does not contain all the information displayed in the Call History tab in the main eConsole menu.

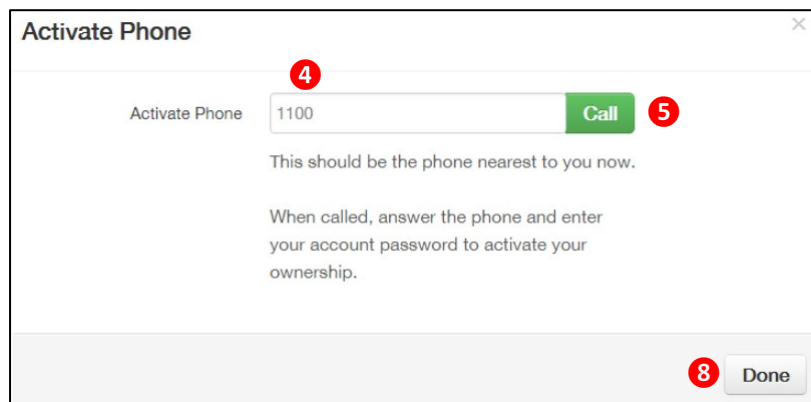
Clicking on the Notes icon to the right of the call duration, allows the agent to enter notes for that call such as call dispositions that the call center supervisor had set for the call center.

## Logging in to a hot-desking device

- 1 Login to the eConsole. For Agent-only users this will be your home page. If you are also a Supervisor go to your account once logged into eConsole.
- 2 Click **Phones** in the left-hand menu.
- 3 Click the **Activate Phone** button on the top right.



- 4 In the Activate Phone panel, enter the extension number of the Hot-desking device in the station you're about to use.



- 5 Click the Call button.
- 6 The Hot-desk phone will ring.
- 7 Answer and enter the user's password.
- 8 Click the Done button.

- 9 The Phones screen should look like the screenshot shown below  
Note: The Hot-desk phone will now accept inbound calls to that user and will also track the inbound and outbound traffic of the user.

Name	Device Type	IP Address	MAC Address	Line
✓ 1100	Estech ePhone4x v2 2.4.8.2	70.2...	00:...	1

- 10 The user can release themselves from the hot-desking device by clicking on the next to the device in the **Phones** section of the eConsole.
- 11 Navigate to the answering rules panel in eConsole. You should see something similar to this (with your own extension number).

Ring for 25 seconds

Allow / Block Add Rule

Time Frame	Description
Default <b>Active</b>	Ring x100

- 12 Click on the edit icon for that answering rules.



- 13 Checkmark the Call Forwarding – Always option and find your extension number from the dropdown menu and click on Save.

Time Frame: Default This is when your answering rule will apply

☒ Enabled

☐ Do not disturb

☐ Call screening

**Call Forwarding** ☒ Always Phone - 1100 (Hot Desking User 100)

☐ When busy Extension, number or phone

☐ When unanswered Extension, number or phone

☐ When offline Extension, number or phone

☐ Simultaneous ring ☒ Include user's extension

☐ Ring all user's phones

☐ Answer confirmation for offnet numbers

Extension, number or phone + + + + +

☐ Just ring user's extension

Cancel Save

14 The answering rule should now look similar to this -

**Answering Rules / Hot Desking User 100 (100)** Password Required

Ring for  seconds

Allow / Block Add Rule

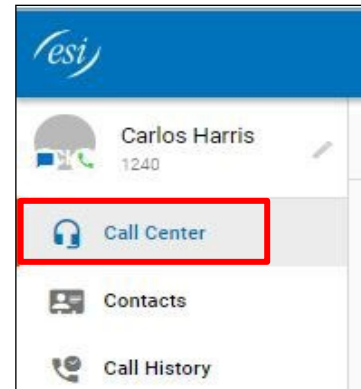
Time Frame	Description
<div><div></div>Default <span>Active</span></div>	Forward always to Phone - 1100 (Hot Desking User 100)

You're all set to start using that station (phone).

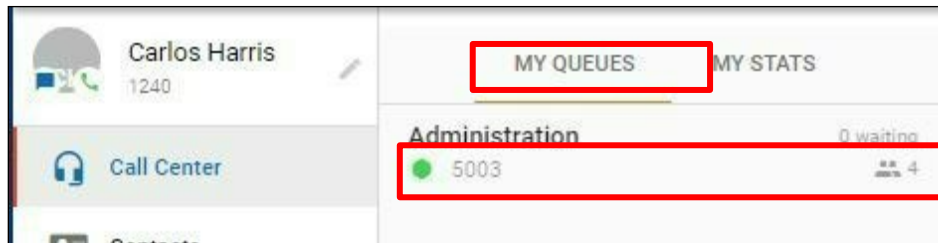
# Webphone for Call Center Agents and Supervisors

Users with Role of Agents or Supervisors have an enhanced Webphone that includes -

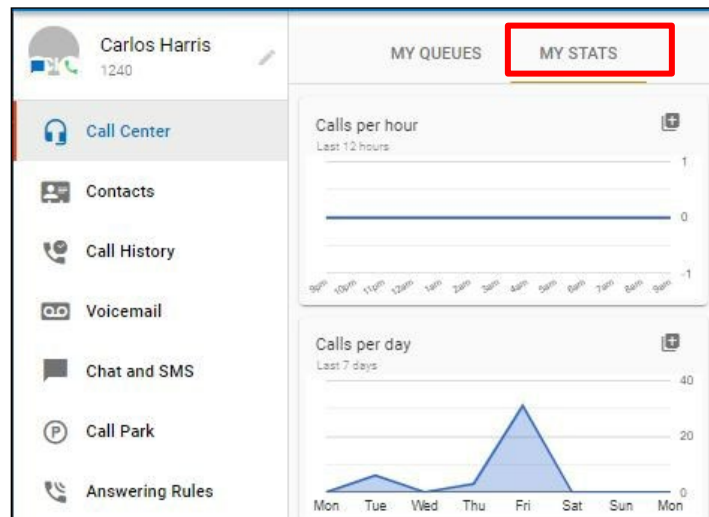
1. A new “Call Center” tab on the main Webphone menu.



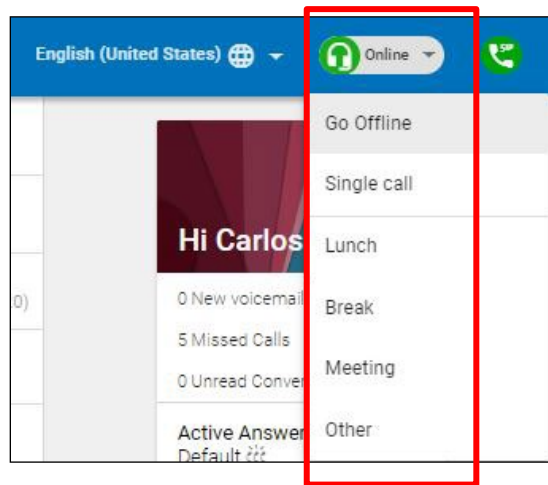
2. The Call Center option then opens two additional tabs:
  - a. The “My Queues” tab, which displays the queues the agent is logged into, the number of agents assigned, and the number of calls waiting. From here, the agent can log in and out of specific queues. Clicking on the queue, will add this Card to the dashboard.



- b. The “My Stats” tab, which displays user stats using charts. Clicking on the queue, will add a Card to the dashboard.

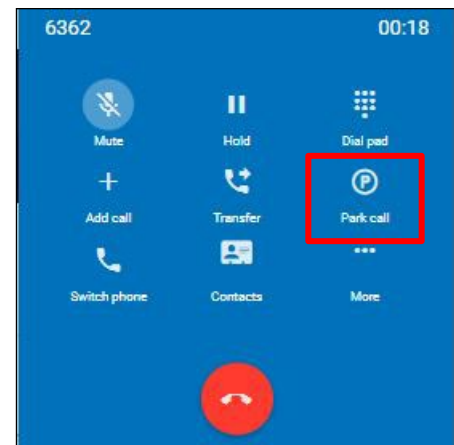


3. The Status control on the upper right controls the agent's status for the queues the agent belongs to.

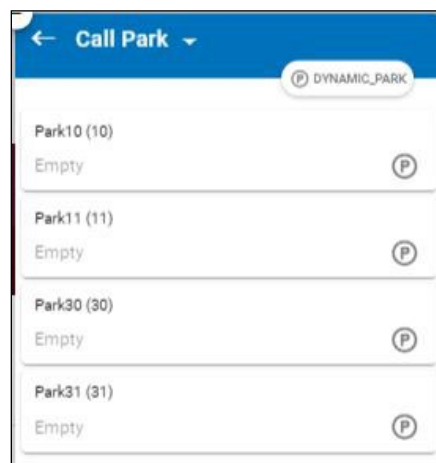


## Call Parking in Webphone

It is possible now to use Call Park from the Webphone. On the active call screen, there is a new easily identifiable icon for Call Parking.



When clicking on that icon, a new window will open up giving the agent the choice of which orbit to park the call in.



On the main Webphone's menu, there is a new tab to monitor the parked calls in the various parking orbits. The Call Park panel indicated which orbit the call is parked at and who parked the call.

