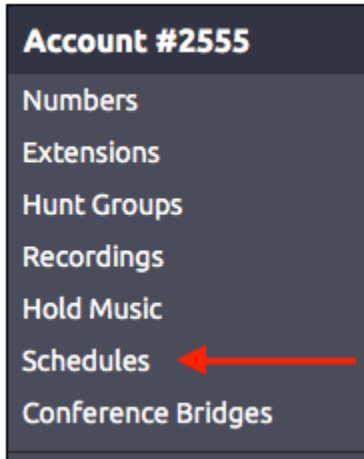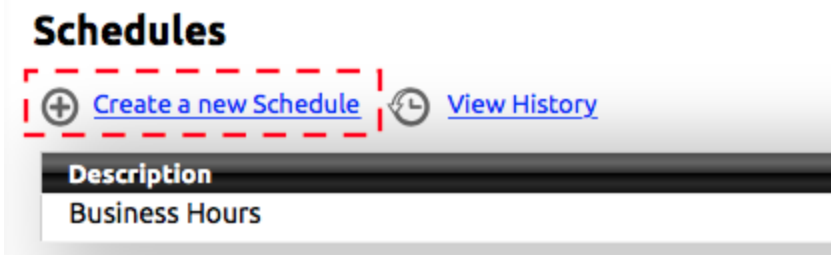# Schedules

Schedules can be used in an extension's inbound behavior to allow for routing options base on the schedules.

Creating a Schedule

1. Log into the NocTel Control Panel
2. Click "**Schedules**" on the left-hand side of the NocTel Control panel.

3. Click the blue "**Create a new Schedule**" link at the top of the **Schedules** list.

4. In the **Edit Schedule** page enter the following information:
    a. **Description:** give the schedule a distinct name.
    b. **BelongsTo:** using this you can assign the schedule to a specific extension. Most users should leave this set to Account. When this is configured as a specific user, users with rights to that extension can modify the schedule when they log into the control panel.
    c. **Time Zone:** the time zone is automatically set to match your accounts default time zone, this can be changed if needed.
    d. **Valid Days:** use the check boxes to select the days of the week that apply to the schedule. You can use the blue links to quickly select common groups of days such as:

        i. **All:** selects all days.
        ii. **Weekdays:** selects only Monday through Friday.
        iii. **None:** deselects all check boxes.
    e. **Start Time:** enter the time that the schedule starts in a 24-hour format. (Noon is entered as 12:00, 1:00 PM is entered as 13:00, and so on.)
    f. **End Time:** enter the time that the schedule ends using 24-hour format.
    g. **Start Date:** If the schedule is going to have a start and end date such as a holiday schedule enter the start date here, otherwise leave as is. Enter the date in a YYYY-MM-DD format.

h. **End Date:** enter the end date in a YYYY-MM-DD format if the schedule will end on a certain date, otherwise leave as is.

5. Click **Submit**, to save.

ⓘ For info on using schedules inside of an extension's inbound behavior please see the article on Time of Day Routing

Related articles

- Time of Day Routing and Schedules
- Schedules