Flipper Schedules

Flipper Schedules can be used to automatically change or set the status of an adjustable toggle in the account at a specific time. This feature is helpful for scheduling time-sensitive events that require a toggle to be set to change routing. A good example is holiday routing. The Flipper Schedules can be located under **Account Preferences** > **Flipper Schedules**.

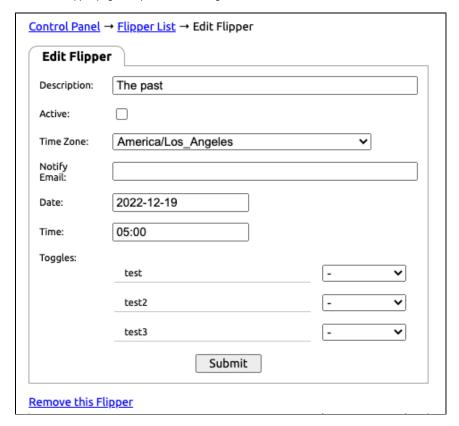


NOTE

For a flipper schedule to be created, an adjustable toggle must be present in the account. If you need to create an adjustable toggle, please check out our article here.

To Create a New Flipper Schedule:

- 1. Click Account Preferences > Flipper Schedules
- 2. Click the Create a new Flipper link.
- 3. On the edit flipper page complete the following fields:



- i. Dash (): No Change
- ii. Turn On: Set the toggle to On
- iii. Turn Off: Set the toggle to Off
- iv. Alternate: Set the toggle to the alternate state. If on, turn it off. If off turn it on.
- a. Description: Name the flipper.
- b. Active: Click the check box to set the flipper to active.
- c. Time Zone: Select from the drop-down list the correct time zone.
- d. **Notify Email**: If you would like to receive a notification when the Flipper Schedule is complete, enter a valid email address. Multiple addresses can be entered with comma separations (Ex email1@mail.com,email2@mail.com).
- e. Date: Enter the activation date for the flipper in the YEAR-MONTH-DAY notation (Ex. 2021-05-05).
- f. Time: Enter the activation time in a 24-hour format without seconds (Ex. 13:00 for 1 PM).
- g. **Toggles:** Use the drop-down next to each toggle to select an action:
- 4. Click Submit, to save the scheduler.

Deleting a Flipper Schedule

- 1. Click Account Preferences > Flipper Schedules.
- 2. From the list of Flippers, click on the one you wish to remove.
- 3. Click the Remove this Flipper link located at the bottom of the flipper options.

Related articles

- Flipper Schedules
- Adjustable Toggles