AGENT TASKS

Call Center Interface

The following elements are available from the Call Center main interface:

- **Global Message Area** – This is located to the right of the Call Center name. It displays messages to the user.
- **Call Console** – This is located on the left-hand side of the Call Center main page. It allows you to manage current calls. The main area of the Call Console displays your current calls and allows you to take actions on them. In addition, the Call Console contains the following panels:
  - Dialer – This is where you dial ad hoc numbers.
  - Conference Call – This is where you manage conference calls.
- **Contacts Pane** – This is located on the right-hand side of the Call Center main page. It allows you to make calls to contacts and manage contact directories. It contains the following areas:
  - Contact Directories panels – You use these to access and manage your contacts.
  - Search panel – You use this to search for contacts.
  - Directories panel – This consolidates contacts from several directories.
- **Links to other windows:**
  - Reporting – This provides access to Call Center Reporting.
  - Settings – This provides access to client configuration pages.
  - Help – When clicked, this opens the BroadWorks Hosted Thin Call Center – Agent/Supervisor User Guide.
  - Sign-Out – When clicked, this signs you out of the call center and allows you to save your workspace.

Agent Automatic Call Distribution (ACD) States

Your ACD state can be one of the following:

- **Available** – You are available to receive calls.
- **Unavailable** – You are not available to receive calls.
- **Wrap-Up** – You are wrapping up a call and you are temporarily unavailable to receive calls.

Configure Your Post Sign-In ACD State

1. On the main page, click the **Settings** link.
2. On the **Settings** page, click the **Application** tab.
3. Set your **Post Sign-In ACD State** and **Post Call ACD State**.
4. If you set **Post Call ACD State** to "Unavailable", you may have to select a code that explains the reason for your unavailability.
5. If you set your **Post Call ACD State** to "Wrap-Up", check the **Set Wrap-Up timer to** box and then select the length of time before your state changes to **Available** upon the completion of a call.

Change Your ACD State and Set Unavailable Code

1. At the top right-hand side of the main window, click **ACD States** and then select your new state from the drop-down list.
2. If the Unavailable Codes feature is enabled and you select **Unavailable** as your ACD state, a list of codes to choose from appears. Select the code that best describes the reason for your unavailability.

View Incoming Call Details

If the Notification feature is enabled, a notification window appears on top of the system tray when you receive a call, displaying the name and number of the caller.

For calls from queues, it displays:

- Calling name and number on which the call was received
- Call center or DNIS name
- Wait time of the call
- Number of calls in queue

Open URL

You can open a Uniform Resource Locator (URL) page in your browser to obtain more information about the incoming call. This page contains information about the calling party encoded in its URL.

In the **Call Notification** pop-up window that appears when you receive a call, click **Web Pop URL**
Save vCard
When Outlook is running, you can save the caller’s phone number and personal information as a vCard in Outlook.
In the Call Notification pop-up window that appears when you receive a call, click Add vCard.

Dial Ad Hoc Number
In the Dialer, enter the number to call and click Dial.

Call Contact
1. In the Contacts pane, click the contact to call and then click CALL for that contact.
2. To dial the contact’s extension, click EXT or click MOB to dial the contact’s mobile number.

Redial Number
Up to 10 previously dialed numbers are available.
In the Dialer, click the Redial button and then select a number from the list.

Dial from Call History
1. In the Call Console, click Call History.
2. In the Call History dialog box, select Missed Calls, Received Calls, or Placed Calls.
3. Click a call log to expand it and then click Call for that log.

Dial from Search
1. Perform a search using the Search feature.
2. Click the target contact and then click Call for that contact.

Answer a Call
Calls can be answered automatically or manually.
To answer calls automatically:
1. In the Call Console, click Auto Answer.
Note that this feature works only if your device is Advanced Call Control (ACC)-compliant. In addition, if Auto Answer is enabled on the server, you must not enable Auto Answer in the client.
To answer a call manually:
Move the mouse over an incoming call and click ANS.

Blind Transfer a Call
Calls can be blind transferred while active, held, or ringing (in).
1. To transfer the call to an ad hoc number, enter the number in the Dialer and then click Transfer.
2. To transfer the call to a contact, click a contact in one of the contact’s directories and then click TXR for that contact.

Transfer Call with Consultation
Calls can be transferred while active, held, or ringing (in).
1. Dial the number or contact to transfer the call over to.
2. When the call is answered, speak to the party.
3. From the Call Console, select the original call.
4. Move the mouse over the new call and click TXR.

Transfer to Queue
1. From the Call Console, select the call to transfer.
2. In the Contacts pane, expand the Queues panel.
3. Click a queue to expand it and then click TXR for that queue.

Hold Call
This function is not available from a remote office.
In the Call Console, click HOLD for an active call.

Resume Call
This function is not available from a remote office.
In the Call Console, click ANS for a held call.

End Call
In the Call Console, move the mouse over a call and click End.

Generate a Call Trace
To generate a call trace for a current call:
In the Call Console, move the mouse over a call and click TRACE for that call. A call trace notification is generated, containing the name and address of the parties, the time stamp of the call, the call ID, and the system ID.

To generate a call trace for the last released call:
In the Call Console header, click Trace.

Tag ACD Call with Disposition Codes
More than one disposition code can be assigned to a call. To assign disposition codes to a current call:
1. In the Call Console, click the call.
2. From the list that appears, select a disposition code.
The code is applied to the call and sent to the server.

To assign disposition codes in Wrap-Up:
1. When in Wrap-Up, click Disposition Code in the Call Console header.
2. From the drop-down list that appears, select a code.
The code is applied to the last released call.

Start a Three-Way Conference
1. In the Call Console, select one of the two calls to conference.
2. Move the mouse over the second, non-selected call and click CONF. The calls are moved to the Conference Call panel.
Add Participant to Conference
In the Call Console, move the mouse over a call and click CONF.

Hold or Resume Conference
- To hold a conference, click HOLD in the Conference Call panel header. The other parties continue their conversation.
- To resume a held conference, click ANS.

Leave Conference
You can only leave a Three-Way conference.
In the Conference Call panel, click LEAVE. The other parties continue their conversation and the calls are removed from the Conference Call panel.

Drop Call from Conference
In the Conference Call panel, select a call and then click END.

Hold Conference Participant
In the Conference Call panel, move the mouse over the target call and then click HOLD.

Resume Conference Participant
In the Conference Call panel, move the mouse over the target call and then click ANS.

End Conference
In the Conference Call panel header, click END. All calls are released.

Monitor Supervisor Phone State
When escalating a call or making an emergency call, it is useful to know which supervisors are available to take calls.
1. In the Supervisors panel, click Edit
2. In the dialog box that appears, select the supervisors to monitor.
3. Click Save. The selected supervisors have their phone state displayed.

Phone States
The phone state of a supervisor can be:
- Idle
- Busy
- Ringing
- Do Not Disturb
- Private
- Forwarding
- Unknown.

Make Emergency Call to Supervisor
While on a call, click Emergency in the Supervisors panel to let the system select a supervisor, or click an available supervisor and then click EMER for that supervisor.

Blind Escalate Call to Supervisor:
1. While on a call, click Escalate in the Supervisors panel to let the system select a supervisor, or click an available supervisor and then click ESC for that supervisor. The new call appears in the Call Console.
2. In the Call Console, select the original call.
3. Without waiting for the supervisor to answer, move the mouse over the call to the supervisor and then click TXR.

Escalate Call with Consultation
1. While on a call, click Escalate in the Supervisors panel to let the system select a supervisor, or click an available supervisor and then click ESC for that supervisor.
2. When the call is answered, consult with the supervisor.
3. In the Call Console, select the original call.
4. Move the mouse over the new call and then click TXR.

Escalate Call with Conference or Hand Over
1. While on a call, click Escalate in the Supervisors panel to let the system select a supervisor, or click an available supervisor and then click ESC for that supervisor.
2. When the call is answered, consult with the supervisor.
3. In the Call Console, select the original call.
4. Move the mouse over the call to the supervisor and click CONF. The call appears in the Call Console panel.
5. To hand over the call to the supervisor, click LEAVE in the Conference Call panel. The customer and the supervisor continue their conversation.

Escalate Call with Mid-Conference Hold
1. While on a call, click Escalate in the Supervisors panel to let the system select a supervisor, or click an available supervisor and then click ESC for that supervisor.
2. When the call is answered, consult with the supervisor.
3. In the Call Console, select the original call.
4. Move the mouse over the call to the supervisor and then click CONF.
5. To put the conference on hold, click HOLD in the Conference Call panel header. The other parties continue their conversation and the calls stay in the Conference Call panel.

Camp on Busy Contact
1. In the Call Console, select the call to camp on.
2. In the Agents or Supervisors directory, move the mouse over a busy or ringing contact and then click CAMP. The call is camped and removed from the Call Console.
3. If the call timer expires before the call is answered, the call is recalled to your device and reappears in the Call Console.

Sent E-mail to Contact
1. Expand the Group/Enterprise or Favorites tab, click a contact with e-mail, and then click EMAIL.
2. In the message window that appears, enter the required information and then click Send.
Display Call History
Call History displays your placed, received, and missed calls.

1. In the Call Console, click Call History.
2. To view call logs in a group, select the group from the Show drop-down list.

Delete Call History
1. In the Call Console, click Call History.
2. To delete a specific call log, select the call log to delete in the Call History dialog box and then click Delete for that call.
3. To delete all call logs, click Delete All.

Show or Hide Contacts
1. At the top of the Contacts pane, click Options.
2. From the menu that appears, select View and then Directories. Then check the directories you want visible and deselect the directories to hide.
3. To show or hide directory contents, click Expand or Collapse in the directory panel for that directory.
4. To display a directory in the Directories panel, select Show All and click the Pullout Directory button for the directory to appear.

Search for Contacts
1. In the Search panel, select the directories to search from the drop-down list.
2. To restrict the search to contacts that start with the text to search for, check the Begins with box.
3. In the Search text box, enter the text to search for and press ENTER. The text is matched against all attributes and the search results are displayed in the Search panel.
4. To clear the search results, click Reset.

Note that the search is not case-sensitive.

Manage Speed Dial and Personal Directories
1. In the Speed Dial or Personal panel, click Edit. The Edit Speed Dials/Edit Personal Contacts dialog appears.
2. To add an entry, click Add. A new row appears.
   – For a Speed Dial entry, select the dial code and enter the number and description of the contact.
   – For a Personal entry, enter the name and number.
3. To delete an entry, select the entry, and click Delete.
4. To modify a Speed Dial entry, double-click the entry so that it can be edited and modify the information as required.

Note that you cannot modify a Personal entry.

SUPERVISOR TASKS

Monitor Agents
You monitor agents using the Agents panel located in the Contacts pane. This shows the real-time state of the agents who you supervise and it allows you to change the state of an agent.

To select agents to monitor:
1. In the Agents panel, click the Edit button.
2. In the dialog box that appears, check the agents to monitor.
3. Click Save. The selected agents have their combined phone and ACD state displayed. The state icon of an agent who is not joined in a call center is shaded.

Change Agent’s ACD State
1. In the Agents panel, click the agent and then click the ACD button for that agent.
2. From the drop-down list, select the new state.
3. If you selected Unavailable, you may also have to select an unavailability code.

Pick up Agent’s Call
1. In the Agents panel, click an agent in the Ringing state.
2. Click ANS. The call appears in the Call Console.

Barge In on Agent’s Call
The agent must have exactly one active call.
1. In the Contacts pane, expand the Agents panel.
2. Click the target agent and then click BARGE for that agent.
   You are conferenced in to the call.
3. To leave the conference, click LEAVE in the Conference Call panel.

View Agents and Queues Statistics
You can view real-time statistics for the monitored call centers and agents assigned to you, using the Dashboard window.
The Queue Summary shows key performance indicators for each call center you manage. The Agent Summary shows key performance indicators for the supervised team of agents.

Note that by default, agent statistics are not displayed.

To display agent statistics for a call center:
In the Queue Summary, check the Show Agents box in the row for that call center.

Monitor Queues
The Queued Calls pane shows selected call centers that you are managing. Each call center is displayed in a separate panel.

To select call centers to monitor:
1. At the top right-hand side of the Queued Calls pane, click Options and select Edit Queue Favorite Dialog from the menu.
2. In the dialog box that appears, check the call centers to display.
3. Click Save. The selected call centers appear in the Queued Calls pane.

The following information is displayed for each call center:
- Call center name and phone number
- Service Mode icon/button
- Message Waiting icon (if there are new messages)
- Ratio of queued calls to call center’s call capacity

The Service Mode icon displays the call center mode, which can be Normal, Night Service, Night Service Override, Forced Forward, and Holiday Service.

You expand a call center panel by clicking the Expand button for that panel. When expanded, the calls queued on that call center appear.

For each call, the following information is displayed:
- Call Status icon, which can be:
  - Message is being played to caller.
  - Call was reordered.
  - Call was bounced.
- Name/number of the call center (or DNIS, if applicable) that was called
- Total call time, and in parentheses, the time in the current queue (when applicable)

Clicking a call expands the call to show additional data:
- Call position in queue
- Name
- Phone number of the calling party (if available)

Note that Forced Forwarding has precedence over Night Service Override.

Position Call in Queue
1. In the Queued Calls pane, expand a Call Center panel.
2. Click the target call and then click REORDER for that call.
3. From the drop-down list that appears, select a new position.
   The call is placed at the new position in the queue.

Note that you cannot place a call ahead of a bounced call.

Transfer Call to Top of Queue
1. In the Queued Calls pane, expand a Call Center panel.
2. Click the target call and then click REORDER for that call.
3. From the drop-down list that appears, select Send to Front.

Retrieve Call from Queue
1. In the Queued Calls pane, expand a Call Center panel.
2. Click the target call and then click RETRIEVE. The call appears in the Call Console and you treat it as any other call.

Transfer Call from Queue to Agent
1. In the Queued Calls pane, select the call to transfer.
2. In the Contacts pane, expand the Agents panel.
3. Click the target agent and then click TXR for that agent.

Transfer Call from Queue to Ad-Hoc Number
1. In the Queued Calls pane, select the call to transfer.
2. In the Dialer, enter the number and click Transfer.

Transfer Call between Queues
1. In the Queued Calls pane, select the call to transfer.
2. In the Contacts pane, expand the Queues panel.
3. Click the target queue and then click TXR for that queue.
REPORTING

Run Enhanced Report
1. On the Call Center main page, click the Reporting link.
2. In the Report window, select the report type you want.
3. In the dialog box that appears, enter the required information.

Schedule Enhanced Report
1. On the Call Center main page, click the Reporting link.
2. In the Report window, select the report type you want.
3. In the dialog box that appears, enter required information:
   a. For Type, select Scheduled.
   b. Provide the name and the description of the report.
   c. Specify the recurrence pattern of the report and the report time frame.
   d. Enter the e-mail addresses of the recipients of the report.
   e. Enter the remaining parameters.
4. Click Schedule Report. The report is scheduled. It will run at the specified times and will be sent to the recipients configured in the report schedule.

Manage Scheduled Reports
1. On the Call Center main page, click the Reporting link.
2. From the drop-down list, select Scheduled Reports. A Scheduled Reports dialog box appears, listing the reports that you have scheduled.
3. To edit a report, click Load in the row for the report and modify the report as required.
4. To delete a report, click Delete in the row for the report.

Keyboard Shortcuts
When using keyboard shortcuts, make sure that the main interface window is in focus.

<table>
<thead>
<tr>
<th>Key</th>
<th>Equivalent Mouse Action</th>
</tr>
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<tbody>
<tr>
<td>ESC</td>
<td>Click the Close button in a dialog box.</td>
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<tr>
<td>ESC</td>
<td>Cancel the changes.</td>
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<tr>
<td>/</td>
<td>Click the Dialer text.</td>
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<tr>
<td>?</td>
<td>Click the Search text.</td>
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<tr>
<td>ARROW DOWN</td>
<td>Click the scroll bar or the next item on a list.</td>
</tr>
<tr>
<td>ARROW UP</td>
<td>Click the scroll bar or the previous item on a list.</td>
</tr>
<tr>
<td>PAGE DOWN</td>
<td>Scroll down one page.</td>
</tr>
<tr>
<td>PAGE UP</td>
<td>Scroll up one page.</td>
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<tr>
<td>1….9</td>
<td>Select a call in the Call Console.</td>
</tr>
<tr>
<td>SPACEBAR</td>
<td>Click Answer on the selected incoming call in the Call Console.</td>
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<tr>
<td>&lt;PERIOD&gt;</td>
<td>Click End on the selected call in the Call Console.</td>
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<tr>
<td>ENTER</td>
<td>Click Dial.</td>
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<tr>
<td>ENTER</td>
<td>Click Search.</td>
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<td>+</td>
<td>Click Transfer in the Dialer.</td>
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<tr>
<td>SHIFT+1….9</td>
<td>Select a ringing call and click Answer.</td>
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<tr>
<td>SHIFT+1….9</td>
<td>Select an active call and click Hold.</td>
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<tr>
<td>SHIFT+1….9</td>
<td>Select a held call and click Retrieve.</td>
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<tr>
<td>S or s</td>
<td>Click the Settings link.</td>
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<td>B or b</td>
<td>Click the Back to Application link.</td>
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<td>R or r</td>
<td>Click the Call History button.</td>
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<td>H or h</td>
<td>Click the Help link.</td>
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<tr>
<td>D or d</td>
<td>Click the Dashboard link (Supervisor)</td>
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<tr>
<td>SHIFT+L or SHIFT+I</td>
<td>Click the Sign Out link.</td>
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<tr>
<td>SHIFT+A</td>
<td>Select Available (Agent).</td>
</tr>
<tr>
<td>SHIFT+U</td>
<td>Select Unavailable (Agent).</td>
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<tr>
<td>SHIFT+W</td>
<td>Select Wrap-Up (Agent).</td>
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</tbody>
</table>

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