



VisualGroups 1.2.0.0

Documentation for Administrators and Users

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1 Installing VisualGroups

This chapter describes the serversided installation of VisualGroups from 1.1 on. The use of the client is described in 3 *Using SwyxIt! with VisualGroups*, page 16.

VisualGroups offers the possibility of visually managing call queues in SwyxIt!. Incoming calls are automatically queued and forwarded to available users. Missed calls can be traced back. Additionally, VisualGroups Enhanced offers a statistic function.

A queue is a SwyxWare user including a Call Routing Script and an assigned number. The users' SwyxIt! clients receive and display the queue calls using VisualGroups skins.

According to the "longest inactive" principle, the queue calls are automatically forwarded to the users' internal number. The user determined by the system then has a defined time to answer the call before the caller is being forwarded to the next available user. After a call the user has a wrap up time defined by the administrator in which no calls can be forwarded from the system to the user.



VisualGroups is currently unavailable for SwyxON and SwyxWare for DataCenter (SDC).

1.1 System requirements

The same system requirements apply for the server- and client-side VisualGroups installation as for SwyxIt! or Netphone Client and SwyxWare or Netphone. See chapter "System Requirements" in the SwyxWare or Netphone documentation.

1.2 Installing

You must install VisualGroups on the same computer you use for SwyxWare.



For the installation SwyxWare system administrator rights are required.

For operating VisualGroups Microsoft IIS is required. If Microsoft IIS is not installed, it will be installed via the VisualGroups installation wizard.

The queue users, included in your license, are installed automatically via installation wizard. You can create additional queues via web portal after you have purchased additional licenses. After the configuration of queues you must assign a number to each user created for the queues. See chapter "Numbers and Number Mappings" in the SwyxWare documentation.

You must assign one of the VisualGroups skins to the users' SwyxIt! clients so they can receive and display queue calls.

For information on licensing see the SwyxWare documentation, chapter "Licensing".



Check if your license is valid before configuring VisualGroups. Hints of invalid licensing appear on the web portal start page.

How to install VisualGroups

- 1 Define the following firewall settings on your server:

Log	Port	TCP/UDP	Direction
HTTP	80	TCP	Inbound + Outbound
HTTPS	443	TCP	Inbound + Outbound

- 2 Download the "SwyxPLUSVisualGroupsInstaller.exe" from the Swyx website and start the installation.
- 3 From the dropdown list select the required language. The VisualGroups installation wizard start page appears.
- 4 Click on "Next" to start the installation.

- 5 Activate the checkbox to accept the license agreement.
- 6 Click on "Next ".
Your system is being checked.
- 7 Click on "Next ".
- 8 Click on "Browse" and select a memory location, if applicable.



If you remove the IIS website on which VisualGroups is active or the virtual directory for VisualGroups you cannot use VisualGroups anymore and have to reinstall the application.

Your system is being searched for a SwyxWare and a SQL database installation.

The name of your SQL server instance appears.

- 9 Depending on your configuration you can select "Windows authentication" or „SQL server authentication“.
- 10 Click on "Next " .
An overview of your IIS installation settings appears.
- 11 Click on "Next " .
VisualGroups is being installed.



Your system may be restarted automatically during the installation, depending on which Windows components are already installed. The restart can cause an interruption of the telephony functions on your server. The installation assistant will be restarted automatically after the interruption. The installation will continue with the step where the interruption occurred.

- 12 Click on the link to configure VisualGroups via Web Portal.
- 13 You are forwarded to the configuration wizard and can configure VisualGroups initially, see 2.1 **Configuring initially**, page 9.

1.2.1 Refreshing

You can update VisualGroups by executing the installation file. Your current version will be automatically identified and the update starts.



The update will also affect your VisualGroups database, therefore you need to create a backup in advance.

1.2.2 Backing up and restoring

You can backup and restore your VisualGroups environment with current data. The VisualGroups instance is stored on your SwyxWare database.

How to create a backup of the VisualGroups database

- 1 Stop the VisualGroups website in the Microsoft IIS-Manager.
- 2 Create a backup of the VisualGroups database. By default the name of the database is "VisualGroups".
- 3 Start the VisualGroups website in the Microsoft IIS-Manager.
The current database of your VisualGroups directory is backed up.

How to restore a VisualGroups environment

- 1 Stop the VisualGroups website in the Microsoft IIS-Manager.
- 2 Stop the "SwyxPLUS VisualGroups Reporting and Maintenance" service in the Windows Task Manager.
- 3 Restore the VisualGroups database backup you have created before (e.g. using Microsoft SQL Server Management Studio).
- 4 Start the VisualGroups website in the Microsoft IIS-Manager.
- 5 Start the "SwyxPLUS VisualGroups Reporting and Maintenance" service in the Windows Task Manager.

Your VisualGroups environment is restored to the creation date of the backup.

1.2.3 Changing VisualGroups storage directories

By default VisualGroups files are stored in the following directories which you can change as follows, if applicable:

File	Storage directory	Changing option
Installation files	<ul style="list-style-type: none"> For SwyxIt!, VisualGroups up to version 1.1.2.0: C:\Program Files (x86)\Swyx\SwyxPLUSVisualGroups For SwyxIt!, Visualgroups new installation version 1.2.0.0 or higher: C:\Program Files (x86)\Swyx\SwyxVisualGroups For Netphone, VisualGroups up to version 1.1.2.0: C:\Program Files (x86)\T-Com\SwyxPLUSVisualGroups For Netphone, VisualGroups new installation version 1.2.0.0 or higher: C:\Program Files (x86)\T-Com\SwyxVisualGroups 	During installation
Log file (trace files)	<p>For SwyxIt!: C:\Program-Data\Swyx\Traces</p> <p>Or for Netphone: C:\Program-Data\T-Com\Traces</p>	Via registry key, see <i>Storage directory</i> , page 7.
PDF files with reports (Reports are being sent via email)	<p>For SwyxIt!: C:\Windows\Service-Profiles\LocalService\AppData\Roaming\Swyx\VisualGroups\reporting\</p> <p>Or for Netphone: C:\Windows\ServiceProfiles\Local-Service\AppData\Roaming\T-Com\VisualGroups\reporting\</p>	Changing not possible
IIS log files	%System-Drive%\inetpub\logs\LogFiles	In IIS in the logging menu you can adjust the settings.

1.2.4 Changing the trace level for VisualGroups files

You can define the storage directory and the trace level for each VisualGroups component separately via Windows registry key:

- 1: Set by default, only serious errors
- 4: Significantly more information, useful for support purposes, e.g. the entire installation process is logged



The Windows service account requires read and write rights for the selected storage directory. You may have to adjust the rights via the security tab in the Windows folder settings.

There are the following components available for the <component name> placeholder:

Component name	Function
admin	Logging the web portal activity
ecr	Logging ECR activities
installer	Logging the installation activities
reporting	Reporting creation and sending of the logs
user	Logging the user related data on the server side



If there is no registry key you can create it yourself. Otherwise, the trace files are stored in the default directory.

Change	Registry key and value
Storage directory	Report name: Log file For SwyxIt!: HKLM\Software\WOW6432Node\Swyx\VisualGroups\<<Komponentenname>\CurrentVersion\Tracing Or for Netphone: HKLM\Software\WOW6432Node\T-Com\VisualGroups\<<name of the component>\CurrentVersion\Tracing Value: <Storage directory> and <File name> of the log file (must have the ending .log) Type: REG_SZ
Trace level	For SwyxIt!: HKLM\Software\WOW6432Node\Swyx\VisualGroups\<<Komponentenname>\CurrentVersion\Tracing Or for Netphone: HKLM\Software\WOW6432Node\T-Com\VisualGroups\<<name of the component>\CurrentVersion\Tracing Name: <component name> (s. table above) Value: „1“ or „4“ Type: REG_DWORD

1.3 Using VisualGroups together with SwyxWare groups

The assignment of users to queues or groups is independent of each other.

If users are assigned to VisualGroups queues (hereinafter referred to as **queues**) and SwyxWare groups (hereinafter referred to as **groups**) at the same time, interactions can occur.

If call signalling between group members or via configured relationships is configured for at least one of the groups, this affects all users as they can now receive call signalling. Calls to a member of the group are then signalled to all members via a Windows message window. A user in the group can pick up these calls.

If a user accepts a call signaled in this way, note the following effects:

Case A: A VisualGroups user picks up a call to his group

- The user cannot receive a queue call because he is already on the phone. This means that the user cannot be reached by the queue.
- This results in fewer calls appearing in the user's VisualGroups call statistics. See also 2.2.5 **Creat, edit and request regular reports**, page 12.
- The postprocessing times defined for the queues do not apply to direct calls.

Case B: A user of a group accepts calls to a queue

- The call is considered "Answered" in the VisualGroups call statistics and in the optional queue report.
- The call is considered "Missed" in the personal VisualGroups statistics of the originally called VisualGroups user and in the optional report with userspecific evaluation.
- In the optional report, the call acceptance by the accepting user of the group is displayed. See also **Userinformation in report**, page 13.



SwyxWare recognizes one line concept per user. Different phone numbers can be assigned to the lines and specific settings can be made for each user's line. There is no lince concept for queues. The call is delivered to a user, not to a line or an assigned phone number of this user. Therefore, no phone number is stored in the "Call Detail Records" of a queue call delivered in this way.



The post-processing time set for a user in SwyxWare is independent of the post-processing time set for the queue in VisualGroups. See **This is how you create and edit a queue**, page 10.

- The SwyxWare post-processing time blocks the user's **line** after hanging up for the specified time for further call delivery on this line.
- The VisualGroups post-processing time locks the user after hanging up for the assignment of queue calls for the specified time.

For further information on SwyxWare groups, see the groups chapter in the SwyxWare or SwyxIt! documentary.

1.4 Uninstalling

You can completely uninstall VisualGroups.

How to uninstall VisualGroups

- 1 Uninstall „SwyxPLUS VisualGroups Reporting and Maintenance“.
- 2 Uninstall “SwyxPLUS VisualGroups”.

VisualGroups is uninstalled. All calls to a VisualGroups queue are forwarded to the defined number, if applicable.



To remove all VisualGroups files from your system, you have to manually delete the VisualGroups database from your SQL server, the VisualGroups queue user in the SwyxWare Administration and the directory of the PDF reports. Additionally, you have to delete the IIS log files of the VisualGroups web instance, if applicable, see *Changing VisualGroups storage directories*, page 5.

2 Configuring VisualGroups

This chapter describes the serversided configuration of VisualGroups. The use of the client is described in 3 *Using SwyxIt! with VisualGroups*, page 16.

2.1 Configuring initially

When the installation is completed, you can use the configuration wizard to configure VisualGroups initially.



For the initial configuration SwyxWare system administrator rights are required.



After 10 minutes of inactivity you will be logged off automatically of the web portal due to safety reasons.

How to configure VisualGroups initially

- 1 Open the Web Portal via the link in the installation wizard or in a web browser, *Further configuring*, page 10.



You can also open the web portal via the desktop shortcut that has been created during the installation.

The VisualGroups configuration wizard login page appears.

- 2 Click on "Next" to start the initial configuration.



If you cancel the initial configuration and start the configuration wizard at a later stage in an existing installation, all settings will be reset.

Your VisualGroups licenses are being checked.
An overview of your VisualGroups licenses appears:

- License: Your VisualGroups license
- Number of queues: Current number of your licensed queues

- 3 Click on "Next".

- 4 Enter names for the queues. The name appears in the users' SwyxIt! clients and in the VisualGroups reports.

- 5 Assign skins and users to your queues:

- Queue: From the dropdown list select the required queue.
- Skin: From the dropdown list select the VisualGroups skin you want to assign to the user.
- Available users: From the dropdown list select the group from which you want to assign users to the queue.
- User: Activate the checkbox in the line of the user you want to add or activate the checkbox in the "User" line to add all users in the list. Click on the "Arrow" symbol to assign the selected users to the queue.



You can enter a name into the search bar to search for a user.

- 6 Click on "Next".

- 7 Define the reporting settings:

- Interval: Activate the checkbox of the time interval in which you want to receive your usage reports.
- Day of Week: Activate the checkbox of the day of week on which you want to receive your usage reports.
- Language: From the dropdown list select the language in which you want to receive your usage reports.
- Reporting time: Enter the beginning and the end of the time span in which the usage reports shall be created (e.g. your office hours).
- Recipient: Enter the email address to which your usage reports shall be sent.

- 8 Click on "Next".

- 9 Validate your SMTP settings and enter your password for the authentication of SwyxServer at the SMTP server.

- 10 Click on "Next".

The web portal start page appears.

- 11 Click on "Finish" to finish the initial configuration.
The initial configuration is completed. You can use the web portal for further configurations.



After the initial configuration is completed, every SwyxWare administrator with a corresponding administration profile can use the web portal to configure VisualGroups, see *Further configuring*, page 10.

2.2 Further configuring

After the initial configuration of VisualGroups is completed, you can use the web portal for further configurations. To do so, enter the following address into your browser:

- IIS as a local service:
http://localhost/visualgroups/adminvg.aspx
- IIS as a separated service:
http://<computer name/IP address>/visualgroups/adminvg.aspx



Your licenses are being checked once a day and with every login to the web portal. If you do not have sufficient licenses for your queues, the queues which have been created last are being deactivated first (Last-In-First-Out-Principle).

Log in with your login data.

2.2.1 Creating, editing and deleting queues

When the initial configuration is completed, you can create additional queues via web portal and edit existing queues.



New licenses are being activated as soon as an administrator logs in to the web portal.



For creating queues Windows system administrator rights are required.



The separate creation of SwyxWare groups is not required for the use of VisualGroups.

This is how you create and edit a queue

- 1 In the menu select "Administration | Queues".
The list of your queues appears with the following information:
 - Wrap Up Time: Time span after a call in which a user does not receive a new call.
 - Music on hold: Select an Audio file from the dropdown list. The audio file is used for waiting callers in the queue.
You can edit the selectable audio files in the SwyxWare administration.



Callers waiting in the queue hear a position announcement in the configured language every 30 seconds.



You can configure custom music on hold by uploading an audio file to the global SwyxWare files directory and marking it as music on hold. The file can be selected when creating or editing a queue in the web portal.

- Maximum waiting time of callers after which they are forwarded to another number.
 - Assigned users.
- 2 Click on "Add" or activate the checkbox in the line of a queue and click on "Edit".
 - 3 Enter a name for the queue. The name appears in the users' SwyxIt! clients and in the VisualGroups reports.



You can also rename queues in the web portal.

- 4 Select a language for waiting calls and position announcements.
- 5 Enter the rework time after a call in which a user does not receive a new call.
- 6 Specify the ring duration (5 to 180 seconds) for a call delivery attempt to a few VisualGroups user in this group.
- 7 Activate the checkmark if you want that users can also define their criteria for automatic forwarding on their own.
See also 3.7 **Defining criteria for automatic forwarding**, page 20.
- 8 If applicable set the waiting time after which callers will be forwarded to another number than the queue number when no user has taken the call.
- 9 If applicable enter the number to which callers shall be forwarded if there is no available user.
- 10 From the dropdown list select the group from which you want to assign users to the queue.
- 11 Activate the checkbox in the line of the user you want to add or activate the checkbox in the "User name" line to add all users in the list.



You can enter a name into the search bar to search for a user.

- 12 Click on the "Arrow" symbol to assign the selected users to the queue.
- 13 Click on "Save".
A VisualGroups user for the queue has been created automatically in SwyxWare. You can now assign a number to the queue, *Assign queue to phone number*, page 12.

How to delete a queue

- 1 In the menu select "Administration | Queues".
The list of your queues appears.

- 2 Activate the checkbox in the line of a queue and click on "Delete".
The queue is no longer available and is no longer recorded in the usage report.

2.2.2 Adding, editing and deleting users

You can add SwyxWare users to VisualGroups and assign queues and VisualGroups skin.



The synchronization with the SwyxWare Administration takes place with every login in the VisualGroups web portal.



If a user is assigned to several queues and these queues have different skin configuration, the skin "VisualGroups enhanced" will be selected automatically.



You can define for all users on the same SwyxServer the skin as system-wide standard. For further information see the SwyxWare documentation.

This is how you search and filter for users

- 1 In the menu select "Administration | Users".
- 2 In order to search for a user, enter a name in the search bar.
You can also switch the sort order to ascending or descending by clicking the arrow icon, and customize the sort order by clicking on column headers. The arrow symbol becomes visible when you move the mouse cursor over the column header.

How to add users

- 1 In the menu select "Administration | Users".
The list of all VisualGroups users appears with the following information:
 - Username
 - SwyxIt! Status information for a user
 - Time at which the user was last active and accepted a call

- Assigned Queues
- 2 Click on "Add".
 - Skin: From the dropdown list select the VisualGroups skin you want to assign to the user.
 - Available users: Select the entries from the user list and add them by clicking on the buttons.



You can enter a name into the search bar to search for a user.

- 3 Click on "Save".

How to edit users

- 1 In the menu select "Administration | Users".
The list of all VisualGroups users appears with the following information:
 - Username
 - Status information for a user
 - Time at which the user was last active and accepted a call
 - Assigned Queues
- 2 Activate the check mark in the line of the corresponding user and click on "Edit".
 - Skin: From the dropdown list select the VisualGroups skin you want to assign to the user.
 - Select the criteria from the dropdown list for the automatic forwarding of a user.
 - Queue: Activate the checkbox in the line of the queue you want to assign the user or activate the checkbox "Queue" in the headline to assign the user to all queues.
 - Click on the "Arrow" symbol to assign the user to the selected queue.
For further information see the Swyxlt! documentation, chapter "Swyxlt! with ".



You can enter a name into the search bar to search for a user.

- 3 Click on "Save".

How to delete a user

- 1 In the menu select "Administration | Users".
The list of all VisualGroups users appears.
- 2 Activate the checkbox in the line of the corresponding user and click on "Delete".
The user can no longer use VisualGroups and is no longer recorded in the usage report.

2.2.3 Assign queue to phone number

You have to assign a number to each user that was created for your queue.

For further information see the SwyxWare documentation, chapter "Numbers and Number Mappings".

2.2.4 Use own audio file for queue

If you have installed the SwyxECR option pack you can use own announcements for your queues. To do this, you must put a Call Routing rule with the desired announcement before the VisualGroups script.

For further information see the SwyxWare documentation, chapter "configuration of SwyxServer" See also the Swyx Extended Call Routing User Documentation.

2.2.5 Creat, edit and request regular reports

VisualGroups usage reports are created for a defined time period and sent to the given email address. You can create different types of user reports (daily, weekly, monthly) and define individual settings for each of these usage reports. You can also request reports on past periods and generate them on demand.



In some cases the start and end time of the logging time may differ from the defined time. The logging time is automatically extended if calls are detected outside the defined time.



Reports are created and sent via email within 30 minutes after the defined logging time.

How to create and edit reports on a regular basis

- 1 Select "Administration | Reporting | Reports" in the main menu of the web portal.
The list of your VisualGroups usage reports appears with following information:
 - Name of the report
 - Interval
 - Time when the last usage report was created
- 2 Click on "Add" or activate the checkbox in the line of the corresponding usage report and click on "Edit".
- 3 Additionally to the settings in the configuration wizard (*Define the reporting settings*; , page 9) you can edit the following settings:

Name	Description
Report name	Enter a name for the usage report.
Language	Select the language for the reports from the dropdown list.
Report type	Use this interval to specify the intervals at which usage reports are to be generated.
Execute on & Time of execution	Select a time for sending the regular reports.
Reporting time interval	Specify the interval at which data is summarized ("averaged") in the report. The shorter the interval, the more results are listed in a usage report.

Name	Description
Logging time	Enter the period to which you want to restrict reporting.
Recipient's email address (CC/BCC)	Enter the email address(es) to which the Carbon Copy or Blind Carbon Copy reports should be sent.
Userinformation in report	Click on the checkbox to show or hide user-specific information in the reports. This information includes the logon data of the users as well as their individual call acceptance statistics and evaluation.



When saving and processing personal data, observe the respective applicable legal data protection regulations.

- 4 By assigning the available queues, you can specify which queue(s) will be included in the report. You can assign the selected queue(s) using the arrow icons.



If you assign multiple queues, an additional report is sent with the total of all assigned queues.

- 5 In order to do this, select the checkbox for the desired queue(s) and
- 6 Click on "Save".
The report will be created according to your settings and sent to the specified email address(es).

This is how you request a report (resend reports)

- 1 Select "Administration | Reporting | Request a report" in the main menu of the web portal.
 - ✓ The request a report page will be shown.



The available time periods are eventually limited by the configured data protection settings.

- 2 Select the desired report from the "Report configurations" dropdown list.
- 3 Select the desired period of the report from the "Time frame" dropdown list.
- 4 Click on "Request".
 - ✓ The report is now in progress and will be delivered within 30 minutes.

How to delete a report

- 1 In the menu select "Reporting | Reports".
The list of your VisualGroups reports appears.
- 2 Activate the checkbox in the line of the corresponding usage report and click on "Delete".



The directory of where the reports can be deleted is described in the column *PDF files with reports*, page 6.

2.2.6 Editing SMTP server settings

You can edit your SMTP settings that are required for sending of VisualGroups reports.



If sending of emails with reports have failed, a new transmission attempt occurs in one hour. There is a maximum of 5 transmission attempts for every report.

- 1 In the menu select "Reporting | SMTP Server".
See *Validate your SMTP settings and enter your password for the authentication of SwyxServer at the SMTP server.*, page 9.

2.2.7 Setting the language of the user interface

To edit a skin, see chapter „Edit Skin“ or „The Use of Skins“ in the SwyxIt! documentation.

In the editor mode there are VisualGroups placeholders for the queues view (1, top right) and if available the statistics area (2, down right).

Page 4



- 1 Select the entry you want.
- 2 In the editor mode click on the tab "SwyxIt! Web Extension".
For Netphone click on the tab "Netphone Web Extension".
- 3 Select "loading skin" in the dropdown list.
- 4 Click right behind the parameter 'language='.

Event Handling

Event:

URL:

Related to line with same index

- 5 Replace the value following to the mark "=" with one of the following values.

Parameter	Value
[language=XX-xx]	'DE-de', 'EN-gb', 'FR-fr', 'IT-it', 'NL-nl'.



For the first change replace
 %{HKEY_LOCAL_MACHINE\SOFTWARE\Swyx\ClientSetup\Culture}
 with one of the following language parameters:

- 6 Close the window.
- 7 If necessary repeat the steps (1) to (6) to edit the other area.
- 8 Click on "File | Skin | Edit" to leave the edit mode. Save the skin to save the changes

2.2.8 Privacy settings

You can define in the web portal when data protection relevant data is to be deleted.

- 1 Select "Administration | Settings | Retention" in the main menu of the web portal.
 - ✓ The page for requesting reports will be shown.
- 2 You can set the storage duration in days for the following settings:

Name	Description
Caller information (Default 7 days)	Information of the queue caller: <ul style="list-style-type: none"> • Caller number • Caller name • Date and time

Name	Description
Mail information (Default 7 days)	Information regarding the email based dispatch of PDF reports: <ul style="list-style-type: none"> • Mail addresses for reporting. • Date and time
User information (Default 62 days)	Information of the queue users: <ul style="list-style-type: none"> • Swyx usernames • Call statistics • Date and time

- 3 Click on "Save".
 - ✓ The settings are now saved and will be applied automatically.

3 Using SwyxIt! with VisualGroups

This chapter describes the client sided usage of VisualGroups. This requires the server side installation as described in 1 *Installing VisualGroups*, page 4.

For requirements and instructions related to the custom installation of SwyxIt!, please refer to the SwyxIt! documentation, chapter „Installing and Uninstalling SwyxIt!“.

You can define criteria for the automatic forwarding of queue calls to your internal number but you can also answer calls manually.

Via settings symbol  you can display further settings.

Via filter symbol you can display or hide queues. Therefore, the information on the tabs depends on the selected queues. The filter symbol indicates if there is an active filter.

Filter symbol	Description
	No active filter; information on all queues is displayed
	Active filter; information on the selected queues is displayed

Selecting a VisualGroups skin

To be able to use options you may have to select one of the following skins in SwyxIt! under “Settings | User Profile | Skin“:



Probably your administrator has already assigned you the corresponding skin.

- “SwyxIt! 11 [5x VisualGroups Standard].cab” (excl. statistics)
- “SwyxIt! 11 [5x VisualGroups Enhanced].cab” (incl. statistics)



The selected skin is also available to you on other computers you log into with your Windows login data. The skin is loaded automatically there.

For further information please refer to the SwyxIt! documentation, chapter “The Use of Skins“.



Note for CTI pairing: VisualGroups is currently optimized for the use of SwyxPhone L6x. If a user uses other telephony devices assigned to him for answering calls, the call statistics may not be fully available.

3.1 Defining the settings for Windows Server

If you want to use on Windows Server 2016 or Windows Server 2019 you have to define the following settings:

- 1 Add the SwyxServer address you have configured in SwyxIt! to the security zone whitelist in the Browsers security settings.
- 2 Activate the “Initialize and script ActiveX controls not marked as safe for scripting” checkbox in the security zone’s extended settings.

3.2 User interface

VisualGroups is displayed on the right next to the SwyxIt! speed dials.

Name	Waiting time	Caller information
-	12:34:30	No waiting callers

Answered	Missed	Talk time	Callers waiting	Available users
1	1	0:03	0	2

Answered by me	Missed by me	My talk time	Waiting time	Service level
0	1	0:00	0:08	50%

The "Queues" tab

On this tab the following information on calls in the selected queues is displayed:



The bar under the tab is marked red when your Swyxt! presence status is set to "Away" or "Do Not Disturb".

- Name of the queue to which the call has been forwarded



For a better overview the queues have different colors.

- waiting time the caller has already had so far
- Name and number of the caller



The caller name is only displayed if the caller is a contact in your local phonebook.

Name	Waiting time	Caller information
Presales Team	0:02	+492311234567



An arrow between "Name" and "Waiting time" means that the call is forwarded to a user.

See also *Displaying or hiding queues*, page 19.

The "Criteria" tab

On this tab you can define if and, if applicable, how queue calls are automatically forwarded to your internal number.

Queue criteria	Criteria
No active quantity criterion	or Immediately (Default)

See also *Defining the waiting time until the automatic forwarding (time criterion)*, page 20.

See also *Defining the number of callers for automatic forwarding (Quantity criterion)*, page 21.

The "Users" tab

On this tab the following information on other internal subscriber is displayed:

- Report name
- Status

- Line state
 - idle or busy
 - Criteria
 - S> = Time criterion
 - #> = Quantity criterion
 - Not active = No "Available user" in statistics and reports, queue calls are not forwarded to the internal number
 - Passive = "Available user" in statistics and reports, queue calls are not forwarded to the internal number
- See also *Defining criteria for automatic forwarding*, page 20.

Name	Status	Line - Criteria
IT Helpdesk		
QTLS3066	Available	Idle - Immediately (Default)
QTLS3068	Available	Idle - S>=60 or #>=2
Presales Team		
QTLS3066	Available	Idle - Immediately (Default)
QTLS3068	Available	Idle - S>=60 or #>=2

The "Statistics" tab

On this tab the following information on the selected queues is displayed:



Statistics show information per day.

- Answered calls of all users assigned to the queues
- Your own/personal answered calls
- Missed calls of all users assigned to the queues
- Your own/personal missed calls
- Average talk time of all users assigned to the queues
- Your own average talk time
- Callers who are currently waiting
- Average waiting time of all callers



A call counts as missed queue call if it could not be forwarded to a user in the queue. If a user has not deactivated automatic forwarding and does not answer a call, the call counts as a "Missed by me" call for this user.



Missed calls are not part of the calculation of the average waiting time.

- Users with the "Available" status
- Service level (relation between answered and missed calls)

Statistics		Missed		16 May 2018 12:53	
All queues					
1 Answered	6 Missed	0:03 ∅ Talk time	0 Callers waiting	2 Available users	
0 Answered by me	4 Missed by me	0:00 My ∅ talk time	0:08 ∅ Waiting time	14% Service level	

The "Missed" tab

On this tab the following information on missed calls in the selected queues is displayed:

- Time when the call has been cancelled, e.g. when the callers dropped the call.
- Waiting time
- Caller name



The name is only displayed if the caller is a contact in your local phonebook.

- Caller number, see also *Tracking missed calls*, page 23.

Queues			Missed	Criteria	Users
Time	Waiting time	Caller information			
Presales Team					
12:42:08	00:00:05	+492311234567			
IT Helpdesk					
12:42:22	✓ 00:00:03	+492311234567			
12:33:25	00:00:27	+492311234567			

3.3 Displaying or hiding queues

By default calls, settings and statistics of all queues your administrator has assigned you to are displayed. You can, however, also display and hide queues.



Depending on your criteria, calls from queues which your administrator has assigned you to, are still forwarded to your internal number.

How to display or hide queues

- 1 Click on the filter symbol . The list of your queues appears.

Queues		Missed	Criteria	Users
All queues	✓			
Presales Team	✓			
IT Helpdesk	✓			

- 2 Activate the checkbox in the line of the appropriate queues.
- 3 Click on the "Queues" tab to leave the selection view. The calls in the selected queues are displayed.

Queues		Missed	Criteria	Users
Name	Waiting time	Caller information		
Presales Team	0:08	+492311234567		
IT Helpdesk	0:01	+492311234567		

3.4 Answering calls manually

Depending on your criteria, calls are forwarded to your internal number and displayed on a SwyxIt! line button. You can, however, also answer calls manually.

How to answer a call manually

- 1 Click on the "Queues" tab. The currently incoming calls in the selected queues are displayed.

Queues		Missed	Criteria	Users
Name	Waiting time	Caller information		
Presales Team	0:08	+492311234567		
IT Helpdesk	0:01	+492311234567		

- 2 Click on the line of the appropriate call. The call is going to be displayed on one of your line buttons within a few seconds.
- 3 Click on the line button or pick up the handset. You are connected to the caller.

3.5 Forwarding calls to other users

You can forward calls to other users, see SwyxIt! documentation, chapter „How do I transfer a call without Inquiry?“, and „How do I directly forward a call?“.

3.6 Deactivating automatic forwarding

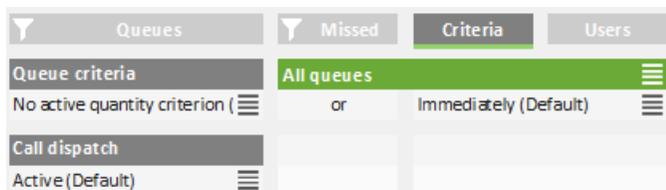
You can deactivate the automatic forwarding of calls to your internal number for single or all queues.

How to deactivate automatic forwarding

- 1 Click on the "Criteria" tab.
The list of your queues appears.



- 2 Click on the settings symbol  in the line of the appropriate queue.
Your criteria are displayed.



- 3 Click on the settings symbol  in the "Call dispatch" line.
- 4 Activate the checkbox in the "Not active" line.
- 5 Click on any tab to leave the selection view.
Calls are not forwarded to your internal number anymore.



You can still answer calls manually.



If you set both, the "No active time criterion" and the "No active quantity criterion" at the same time, automatic forwarding is also deactivated (passive mode).

3.7 Defining criteria for automatic forwarding

You can define if and, if applicable, how queue calls are automatically forwarded to your internal number.



Queue calls are only automatically forwarded to your internal number if you have set the "Available" status.



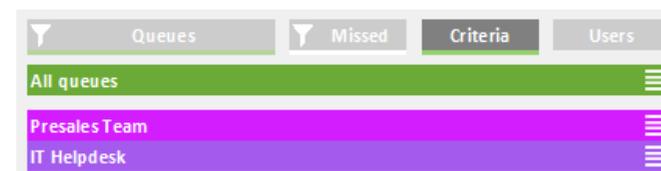
If all users of a queue have set both, the time criterion and the quantity criterion "Not active", calls are forwarded to a number the administrator may have defined. As long as there is at least one user in the queue who has set "No active time criterion" under call dispatch, calls are not forwarded to the number the administrator may have defined.

3.7.1 Defining the waiting time until the automatic forwarding (time criterion)

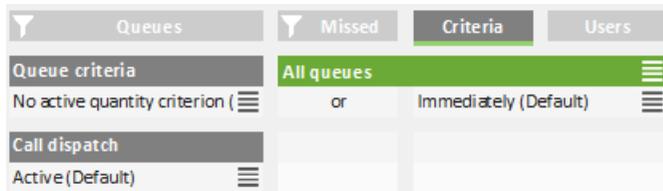
You can define a waiting time after which queue calls are automatically forwarded to your internal number.

How to define a waiting time until the automatic forwarding

- 1 Click on the "Criteria" tab.
The list of your queues appears.



- 2 Click on the settings symbol  in the line of the appropriate queue.
Your criteria are displayed.



- 3 Click on the settings symbol  in the line of your current time criterion.
- 4 Activate the checkbox in the line of the appropriate setting.
 - Immediately = The next queue call is forwarded to your number without delay (system default)
 - After n seconds = the next queue call is forwarded to your internal number after the selected time



If "No active time criterion" is set as queue criterion the user is in passive mode.

- 5 Click on any tab to leave the selection view.

3.7.2 Defining the number of callers for automatic forwarding (Quantity criterion)

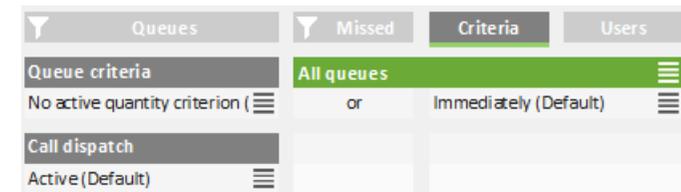
You can define the minimum number of callers that must be waiting in a queue until queue calls are forwarded to your internal number.

How to define the number of callers for automatic forwarding (quantity criterion)

- 1 Click on the "Criteria" tab.
The list of your queues appears.



- 2 Click on the settings symbol  in the line of the appropriate queue.
Your criteria are displayed.



- 3 Click on the settings symbol  in the line of your current quantity criterion.
- 4 Activate the checkbox in the line of the appropriate setting.
 - No active quantity criterion = Independent of the number of callers the next queue call is forwarded to your internal number
 - At least n waiting = The next queue call is forwarded to your internal number when the defined number of callers has been reached
- 5 Click on any tab to leave the selection view.

3.7.3 Defining the call dispatch

You can define if you want to be the first or last user in a queue to whom calls are forwarded or if you want to be displayed as an available user for the queue.

Example: As a team lead you only receive a call if no other user in the queue has answered it. As a receptionist you are the first user in the queue who receives a call before it is forwarded to other departments or supervisors.



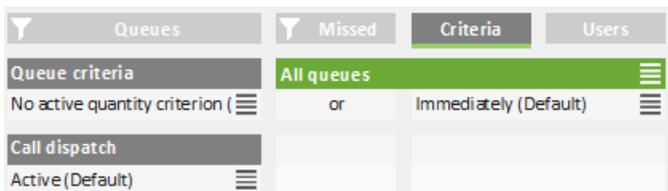
If you have set your call dispatch to "Not active" your other criteria are deactivated.

How to define the call dispatch

- 1 Click on the "Criteria" tab.
The list of your queues appears.



- Click on the settings symbol  in the line of the appropriate queue. Your criteria are displayed.



- Click on the settings symbol  in the "Call dispatch" line.
- Activate the checkbox in the line of the appropriate setting.
 - Active = The next queue call is forwarded to your internal number according to your other criteria
 - Receive calls first/last = You are the first or last user in the queue to whom calls are forwarded
 - Not active = Calls are not automatically forwarded to your internal number
- Click on any tab to leave the selection view.

Examples for the combination of time and caller dependent criteria and call dispatch:



In general, queue calls are forwarded according to the "longest inactive" principle, i.e. a queue call is forwarded to the internal number of the user who has had no forwarded call for the longest time.

Quantity criterion (Number of callers)	Time criterion (Waiting time)	Call distribution	Effect
No active quantity criterion	Immediately	Active	<ul style="list-style-type: none"> Activated by default The next queue call is forwarded to your internal number without delay "Available user" in statistics and reports
No active quantity criterion	Immediately	Receive calls first/last	<ul style="list-style-type: none"> The next queue call is forwarded to your internal number without delay You are the first or last user in the queue to whom calls are forwarded "Available user" in statistics and reports
No active quantity criterion	30 seconds	Active	<ul style="list-style-type: none"> The next queue call is forwarded to your internal number when the caller has already been waiting for 30 sec. "Available user" in statistics and reports
At least 2 waiting	No active quantity criterion	Active	<ul style="list-style-type: none"> The next queue call is forwarded to your internal number "Available user" in statistics and reports
At least 2 waiting	30 seconds	Active	<ul style="list-style-type: none"> The next queue call is forwarded to your internal number when at least 2 callers are waiting or the caller has already been waiting for 30 sec. "Available user" in statistics and reports

Quantity criterion (Number of callers)	Time criterion (Waiting time)	Call distribution	Effect
At least 3 waiting	60 seconds	Receive calls first/last	<ul style="list-style-type: none"> The next queue call is forwarded to your internal number when at least 3 callers are waiting or the caller has already been waiting for 60 sec. You are the first or last user in the queue to whom calls are forwarded "Available user" in statistics and reports
No active quantity criterion	No active time criterion	Active	<ul style="list-style-type: none"> Calls are not automatically forwarded to your internal number "Available user" in statistics and reports Users are displayed as "Passive" under the "Users" tab Calls are not forwarded to the number the administrator may have defined
Any	Any	Not active	<ul style="list-style-type: none"> Calls are not automatically forwarded to your internal number Not an "available user" in statistics and reports If there is no other active user in the queue, calls are forwarded to a number the administrator may have defined.

3.8 Tracking missed calls

You can track missed calls and call callers back at any time.

How to call back a caller after a missed call

- 1 Click on the "Missed" tab.
The list of all missed calls appears in the selected queues.

Time	Waiting time	Caller information
Presales Team		
12:42:08	00:00:05	+492311234567
IT Helpdesk		
12:42:22	00:00:03	+492311234567
12:33:25	00:00:27	+492311234567

- Click on the filter icon.
- The list of your queues appears.

Statistics	Missed	16 May 2018 12:44
All queues <input checked="" type="checkbox"/>		
Presales Team <input checked="" type="checkbox"/>		
IT Helpdesk <input checked="" type="checkbox"/>		

- 2 Activate the checkbox in the line of the appropriate queues.
- 3 Click on the "Missed" tab to display missed calls for the selected queues.
- 4 Click on a call to call the caller back.
You are connected to the caller.



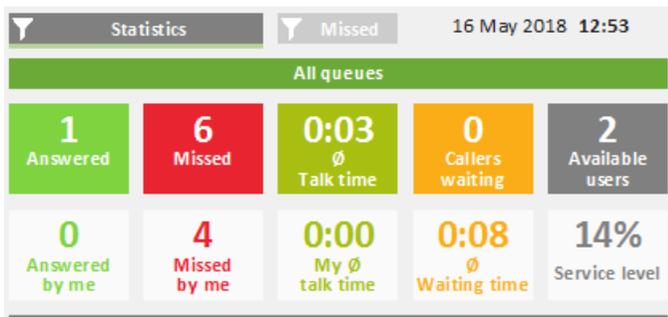
If you have called a caller back, a green checkmark appears between time and waiting time column. You can remove the check mark with a click .

3.9 Filter Statistics

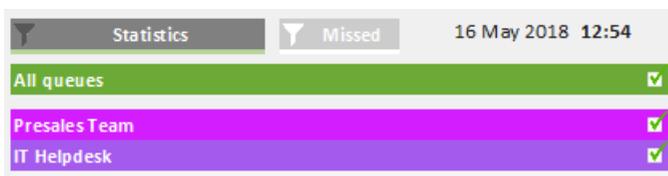
You can define for which queue you want to display statistics.

How to filter statistics

- 1 Click on the "Statistics" tab.
The statistics of the selected queues appear.



- 2 Click on the filter icon .
The list of your queues appears.



- 3 Activate the checkbox in the line of the appropriate queues.
- 4 Click on the "Statistics" tab to display the statistics for the selected queues.

3.10 Evaluate reports

VisualGroups reports are created as PDF files per queue. If you have more than one queue you receive an additional report with a summary of all queues.



For queues where no calls have been detected in the logging time, there will be no reports. The queues will, however, appear in the summary.

VisualGroups reports include the following reports:

Queues

- Total of all Calls
- Answered calls
- Missed calls
- Average talk time of all users
- Average waiting time of all callers
- Service level: Service level, relation between answered and missed calls (including missed calls due to forwarding).

Example:

A queue has a total of 10 calls and, 6 of them have been taken and 4 missed. 2 of the missed calls have been forwarded to a number defined by the Administrator ("Missed due to forwarding").

In this case the service level is 60%.



If in this period no calls have been received the service level is 100%.

- Redirection: Cause of the forwarding of calls to a number defined by the Administrator
- Accepted by forwarding: Amount of calls that have been forwarded to a number defined by the Administrator.



"Forwarding" and "Missed by forwarding" appear only if an appropriate number has been defined and calls have been forwarded in this specific time frame.
See also the SwyxWare Documentation for administrators.

- Impact of the forwarding on the service level in percent ("-" = negatively)



Calculation formula: $100\% * \text{Answered} / (\text{Answered} + \text{Missed})$

Users



The user information appear only if the user-specific information have not been deactivated in the report. See **Userinformation in report**, page 13.

- Answered calls (answered personally by the user + forwarded by other users)



For a call which has been forwarded to a user by another user two calls will appear in the report.

- Percentage of total of answered calls in the queue
- Missed calls



The number of your own missed calls can be higher than the total number of missed calls. If a call is forwarded to a user more than once, e.g. one time automatically by system and one time by another user, each failed forwarding attempt is counted as a missed call of the respective user. For a queue a call is only counted as missed if the call is not answered by a user within the defined maximum waiting time for callers.

- Percentage of total missed calls in the queue
- Average talk time
- Relative percentage of total talk time in the queue

Example 1:

A queue has a total of 40 calls and an average talk time of 2:00 min.

User A with an average talk time of 3:00 min has a value of +50% since 3:00 min are 1 min more than the total average of 2:00 min and 1 min is 50% of 2:00 min.

User B with an average talk time of 1:30 min has a value of -25% since 1:30 min are 30 sec less than 2:00 min and 30 sec is 25% of 2:00 min.

Example 2:

A queue has a total of 8 calls.

User A has 7 answered calls with an average talk time of 2:00 min.

User B has 1 answered call with an average talk time of 10:00 min.

The total average talk time in the queue is $(7 \times 2) + (1 \times 10) = 24 / 8 = 3:00$ min.

Answered calls, Missed calls and Average talk time

	Queue	Users
Answered calls	Total of calls which have been answered by all users of the queue	Both, automatically forwarded calls and calls forwarded by other users, which have been answered by the user
Missed calls	<ul style="list-style-type: none"> • no user has answered the call within the defined maximum waiting time • the caller dropped the call before a user could answer the call 	<ul style="list-style-type: none"> • the user has not answered the call within the defined time • the caller dropped the call before the user could answer the call
Average talk time	Average talk time of all users, calculated from the total talk time of all calls	Average talk time, calculated from all calls the user has answered, including calls forwarded by other users

4 Wallboards

Swyx VisualGroups wallboards enable realtime insights to queue statistics. You can create and edit various wallboards in the web portal. These allow you to visually merge multiple queues into one view.

4.1 Creating and editing wallboards



VisualGroups wallboards are only supported with the browsers Google Chrome, Mozilla Firefox and Safari.

- 1 Select "Administration | Wallboards" in the main menu of the web portal.
 - ✓ The list of your VisualGroups wallboards appears with following information:

Column	Description
Wallboard name	Name of the wallboard
Language	Language of the wallboard
Layout	Light and dark mode
URL	The URL will redirect you to the wallboard.

- 2 Click on "Add" or activate the checkbox in the line of the of the corresponding wallboard and click on "Edit".
- 3 You can define the following settings:

Parameter	Description
Name	Enter a name for the wallboard. The name is displayed in the web portal.
Display name	Enter the display name for the wallboard.

Parameter	Description
Language	Select the language to be displayed on the wallboard.
Layout	Select the layout in which the wallboard is to be displayed.
Refresh in seconds	Enter the refresh time in seconds. The wallboard updates the data at this interval.

Parameter	Description
Formula parameters	The following formula parameters define when the label is displayed in red ("Fail"). The values for the orange and green labels are automatically calculated and displayed during the configuration.
Waiting	The number of callers waiting in one or more queues.
Users busy	The number of users in the call.
Users available	The number of users that can currently accept a call.
Ø waitingtime	The average waiting time of a caller in seconds.
Service level	The percentage of accepted calls.
Missed	The number of unanswered calls.

For examples and the calculation of threshold values see *Calculation of wallboard parameters and sample configurations.*, page 27.

- 4 You can assign queues to the wallboard by selecting the checkboxes of the desired queue and clicking the appropriate arrow.



The assigned queues are displayed in the wallboard. If you select more than one queue, the statistics are summarized respectively added.

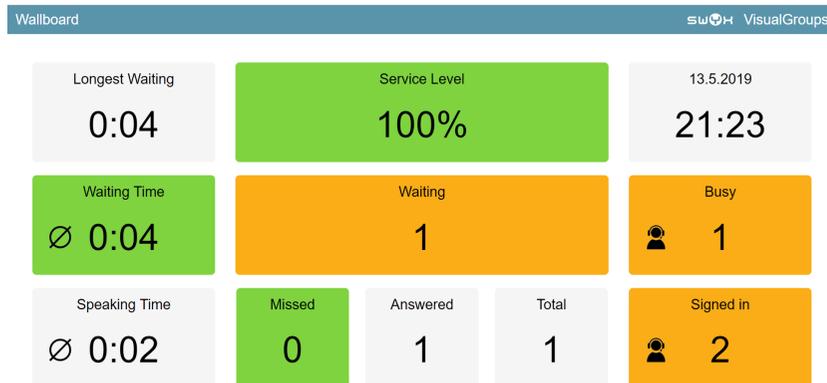
- 5 Click on "Save".
 - ✓ The wallboard is saved and a URL is created in the overview. The URL will redirect you to the wallboard display.

4.1.1 Displaying a wallboard

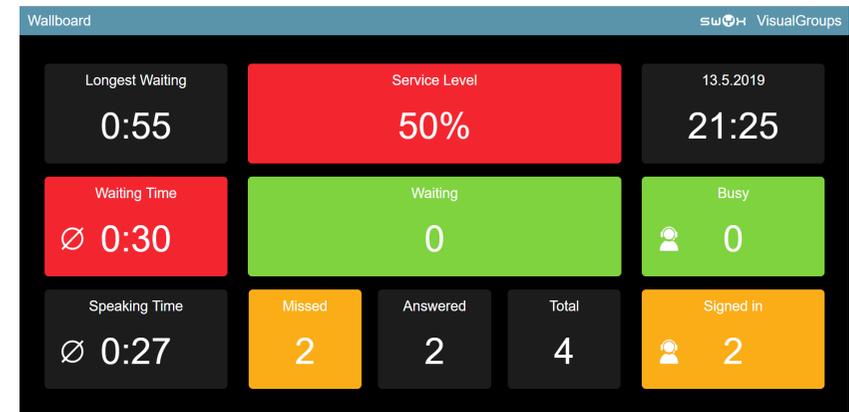
- 1 Select "Administration | Wallboards" in the main menu of the web portal.
 - ✓ The list of your VisualGroups wallboards appears.
- 2 Click on the URL in the line of the corresponding wallboard.
 - ✓ You will be redirected to the wallboard. The wallboard automatically updates itself according to the specified refresh time.



A change to the wallboard configuration is automatically applied when viewing the wallboard. The previous URL is retained.



VisualGroups example wallboard in light mode



VisualGroups example wallboard in dark mode

4.1.2 Deleting a wallboard

- 1 Select "Administration | Wallboards" in the main menu of the web portal.
 - ✓ The list of your VisualGroups wallboards appears.
- 2 Activate the checkbox in the line of the desired wallboard.
- 3 Click on "Delete".

4.2 Calculation of wallboard parameters and sample configurations.

In this chapter the calculation formulas of the wallboard parameters (thresholds) are shown for the three categories "Normal", "Warning" and "Fail". Additionally you'll find three sample configurations for orientation and quick setup.

- **Example 1:** Average threshold, average number of users
- **Example 2:** Low threshold, low number of users
- **Example 3:** High threshold, higher number of users

Name	Calculation	Ex. 1	Ex. 2	Ex. 3
Waiting		X = 5	X = 2	X = 10
	Normal: <X*0,5 (rounded up)	< 3	< 1	< 5
	Warning threshold: >=X*0,5 (rounded up)	>= 3	>= 1	>= 5
	Fail threshold >=X	>= 5	>= 2	>= 10
Users busy		X = 80%	X = 50%	X = 90%
	Normal: <X-20 (Users busy/available*100%)	< 60%	< 30%	< 70%
	Warning threshold: >=X-20	>= 60%	>= 30%	>= 70%
	Fail threshold >=80	>= 80%	>= 50%	>= 90%
Users available		X = 0	X = 5	X = 10
	Normal: >=X*1,3 (rounded, min. 1 higher)	> 1	> 7	> 13
	Warning threshold: <=X*1,3 (rounded, min. 1 higher)	= 1	<= 7	<= 13
	Fail threshold <=X	= 0	<= 5	<= 10
Ø waitingtime		X = 40	X = 20	X = 120
	Normal: <=X*0,75 (rounded up, in sec.)	< 30	< 15	< 90
	Warning threshold: >=X*0,75 (rounded up, in sec.)	>= 30	>= 15	>= 90
	Fail threshold >=X (in sec.)	>= 40	>= 20	>= 120

Name	Calculation	Ex. 1	Ex. 2	Ex. 3
Service level		X = 80%	X = 90%	X = 70%
	Normal: >((100-X)/2)+X (rounded up))	> 90%	> 95%	> 85%
	Warning threshold: <=((100-X)/2)+X (rounded up)	<= 90%	<= 95%	<= 85%
	Fail threshold <=X	<= 80%	<= 90%	<= 70%
Missed		X = 5	X = 2	X = 10
	Normal: <X*0,5 (rounded up)	< 3	< 1	< 5
	Warning threshold: >=X*0,5 (rounded up)	>= 3	>= 1	>= 5
	Fail threshold >=X	>= 5	>= 2	>= 10