A Site Manager can do the following items limited to their site:

- Edit Users
- Add/Edit Call Queues
- Add/Edit Auto Attendants
- Edit Numbers (Assigned to users or queues in their site)
- Edit Devices (Assigned to users in their site)
  Site Managers can see the following limited to their site
- Call history
- Active Call info (live and historic stats)

*NOTE: To add a **Site Manager** you must have a site built and selected for that user when creating them. Once you have a **Site** assigned to the user during creation or editing, The **Site Manager** Scope will become available to select.*

Add a User

First Name	
Last Name	
Extension	Note: Cannot be changed
Department	
Site	Site Test
Email Address(es)	⊕
User's Scope	Site Manager ⌄

☑ Enable Voicemail
☑ Add Phone Extension
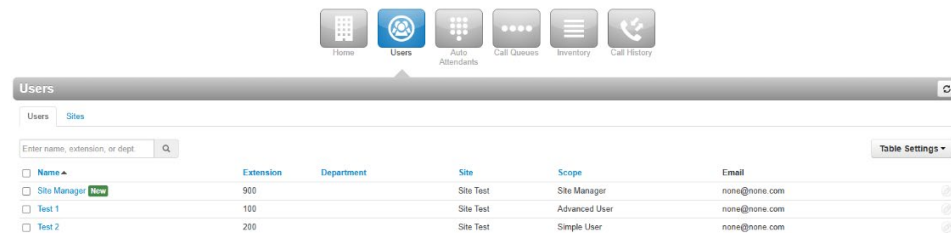
*To see how to create **Sites** and assign them to **Users, Auto Attendants**, and **Call Queues** see Sites.*
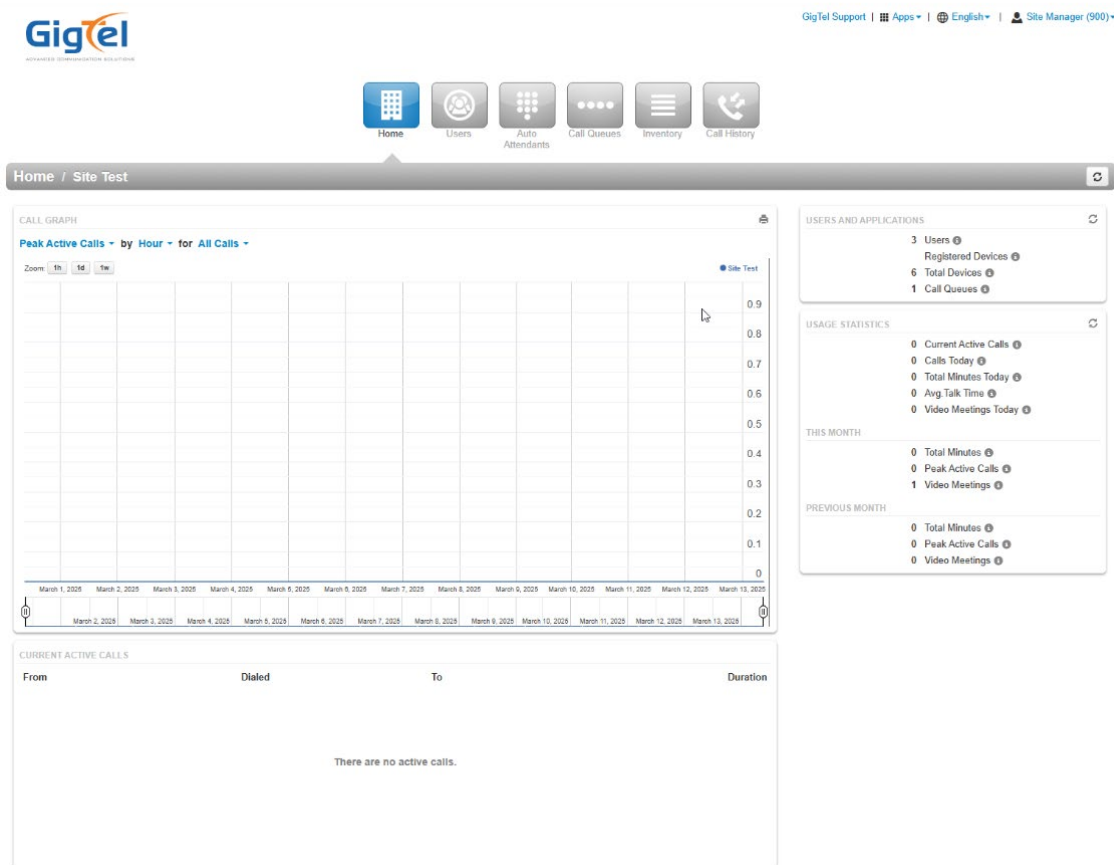
Users

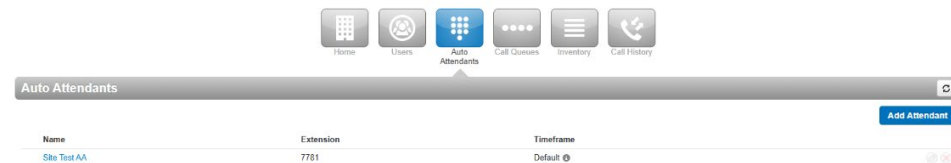Shows a list of users assigned to the **Site Managers** assigned **Site** including their own user
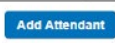
Auto Attendants

Shows a list of Auto Attendants assigned to the **Site Managers** assigned **Site**

Auto Attendants

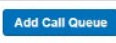Shows a list of Auto Attendants assigned to the **Site Managers** assigned **Site**

Call Queues

Shows a list of Call Queues assigned to the **Site Managers** assigned **Site**

Inventory

Shows a list of **Phone Numbers** (Has to have a User, Attendant, or Call Queue attached to Managers Site to show) **Phone Hardware** (Has to have a User assigned to Managers Site to show) and Emergency Numbers (Has to have a User assigned to Managers Site to show)