

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

Email Address(es) 

User's Scope

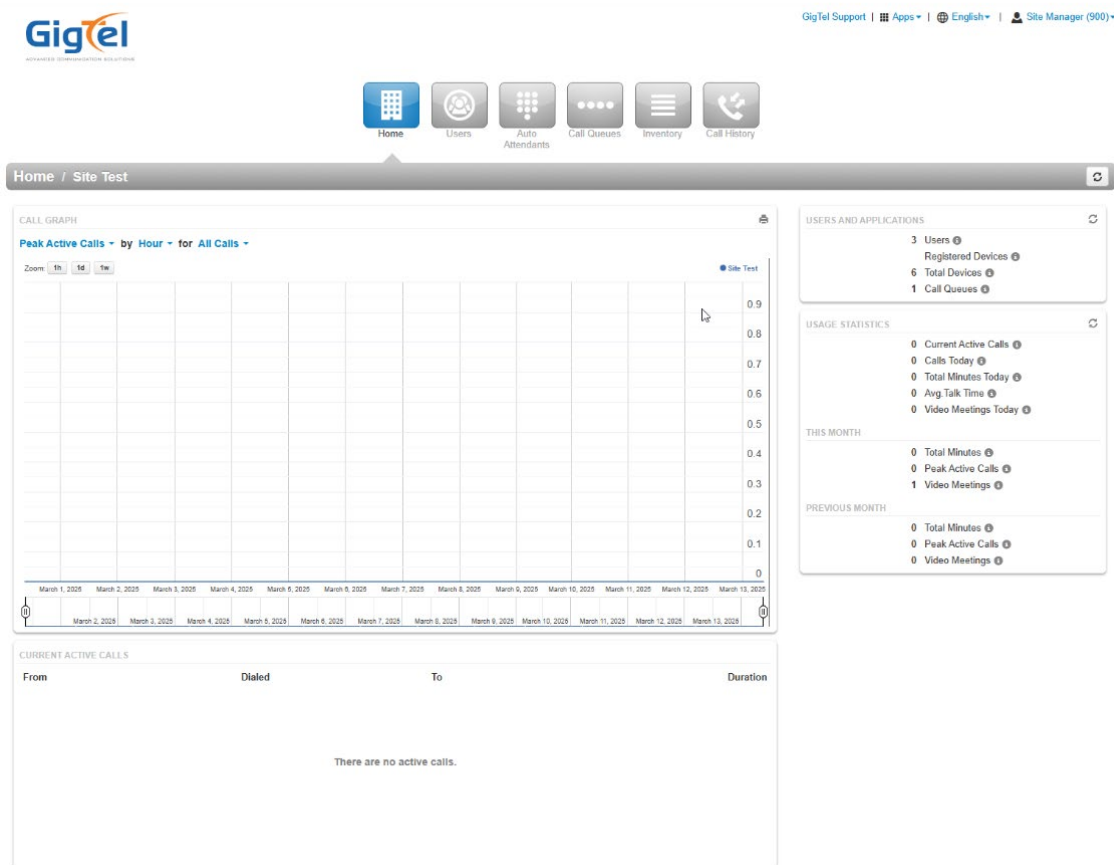
☒ Enable Voicemail

☒ Add Phone Extension



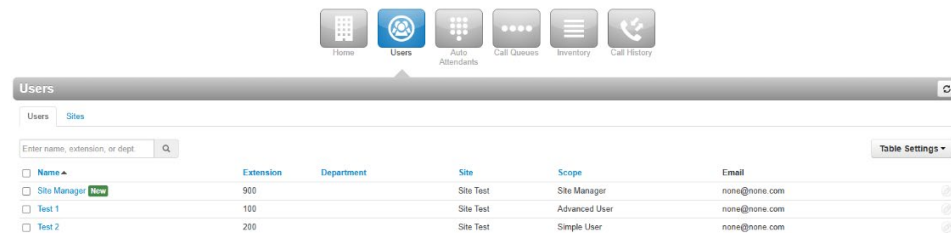
401 South 1st Street | Cameron, WI 54822
ExperienceMosaic.com | 715.458.5400

To see how to create **Sites** and assign them to **Users**, **Auto Attendants**, and **Call Queues** see [Sites](#).



Users

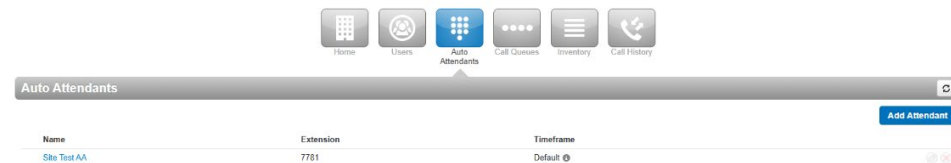
Shows a list of users assigned to the **Site Managers** assigned **Site** including their own user



Name	Extension	Department	Site	Scope	Email
<input type="checkbox"/> Site Manager Now	900		Site Test	Site Manager	none@none.com
<input type="checkbox"/> Test 1	100		Site Test	Advanced User	none@none.com
<input type="checkbox"/> Test 2	200		Site Test	Simple User	none@none.com

Auto Attendants








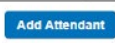




Shows a list of Auto Attendants assigned to the **Site Managers** assigned **Site**



Name	Extension	Timeframe
Site Test AA	7781	Default








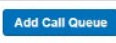



Auto Attendants

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

 Home  Users  Auto Attendants  Call Queues  Inventory  Call History		
Auto Attendants 		
		
Name	Extension	Timeframe
Site Test AA	7781	Default 
  		







Call Queues

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

 Home  Users  Auto Attendants  Call Queues  Inventory  Call History						
Call Queues 						
						
Name	Extension	Department	Site	Type	Callers in Queue	Agents (Available)
Site Test Que	6669		Site Test	Ring All	0	2 (0)
  						

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)



HomeUsersAuto AttendantsCall QueuesInventoryCall History

Inventory

Phone NumbersPhone HardwareEmergency Numbers (Legacy)

FiltersSite: Site Test

Phone Number ▲	Treatment	Destination	Notes
(226) 828-7625	User	900 (Site Manager)	POC