# vitalpbx.com

SonataSuite



Measure the performance for your Call Center **queues and agents** 

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# Introduction

Sonata Suite is a group of applications that are integrated with VitalPBX, here is a list of the different applications available on the Sonata Suite:

- Switchboard
- Call Accounting System
- Recording Management System
- Call Center Reports (Stats)
- Dialer

# **Sonata Stats**

Sonata Stats is an application through which you can generate reports that portray all the activity within your Call Center in VitalPBX.

# 1.- Installation

Sonata Stats is designed for VitalPBX 3.0 and onward. To install Sonata Stats you will first need to go to the Add-ons module in VitalPBX, check online for the latest list of add-ons, and press the install button next to Sonata Stats. This process might take a couple of minutes. Once installed, we will move to the application by pressing the name for Sonata Stats on the add-on menu.

Now, we will see the configuration wizard to finalize the installation.

a.- Database Settings:

- **Database User**, MySQL user, if we are on the same serverm you can leave the root user without any pasword, else, you would need to create a MariaDB user to be able to access remotely.
- **Database Password**, If we are on the same server as the root user, typically, there is no password. If we are accessing remotely, we must create the username and password through MariaDB.

|                     |                          |  | Sona        | ataS                                      | Suite             |   |                  |
|---------------------|--------------------------|--|-------------|---|-------------------|---|------------------|
|                     | •                        |  |             |   | -0                |   |                  |
| Databa              | se Settings              | PBX Setting                                      | s           |   | Report Settings   | User Setup                                |                  |
| Provide us access t | to install the database. | Make the necessary settings to connect y our PBX |             | Establish basic settings for your reports |                   | Create the initial user of the applicatio |                  |
| Database Setti      | ings                     |  |             |   |                   |   |                  |
| Database User       | root                     |  | Database Pa | sword                                     | Database password |   | Ø                |
|                     |                          |  |             |   |                   |   | Next <b>&gt;</b> |

#### b.- PBX Settings:

- **Host**, if we have installed on the same server, it is recommended to input **'localhost'**, else you would need to input the host or remote IP Address.
- **Port**, if our server has a valid certificate and all the requests are redirected to https, you must configure the port 443 and turn on the **'Secure'** option. If we do not have HTTPS enabled, we input port 80. If you are going to access the server remotely, remember to open those ports on the firewall.
- App key, If Sonata Stats is on the same server as VitalPBX, it is not necessary to configure the App Key since we would obtain it automatically. If Sonata Stats is installed on a remote server different to where VitalPBX is, it is necessary to generate the App Key in VitalPBX. To do this, you would need to go to VitalPBX then Admin > Admin > Application Keys, and generate a new one, copy it, and paste it here.
- **Secure**, indicates that this is a secure connection with HTTPS, usually this option is selected when using port 443.

|   |  | S   | חכ     | ataSuil  | e   |  |
|---|--|---|--------|--|-----|--|
|   |  |   |        |  |     | 0  |
| Database Settings<br>Provide us access to install the database. |  | PBX Settings<br>Make the necessary settings to connect y<br>our PBX |        | Report Settings<br>Establish basic settings for your reports |     | User Setup<br>Create the initial user of the application |
| PBX Settings  | i  |   |        |  |     |  |
| Host:   | localhost                                |   | ✓      | Port:  | 443 |  |
| App Key:  | Enter app key                            | Ø   | С      | Secure:  |     |  |
|   | Required when the appli<br>PBX <b>()</b> | cation will be installed on a separate server fro                   | m your |  |     |  |
|   |  |   |        |  |     | <pre></pre>  |

#### c.- Report Settings:

- **Company Name**, Name of the company to be shown on the Report Headers when they are exported as a PDF file.
- **Timezone**, Timezone to use at the moment to evaluate the date and time.
- **PDF Paper Size**, the paper size to use on the reports that are exported as a PDF file.

|                        |                      | Sona   | ataSuite<br><sub>Stats</sub> |              |  |
|------------------------|----------------------|--|------------------------------|--------------|--|
|                        |                      | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~          |                              |              |  |
| Database               | Settings             | PBX Settings                                     | Report Setting               | gs           | User Setup                                 |
| Provide us access to i | nstall the database. | Make the necessary settings to connect y our PBX | Establish basic settings for | your reports | Create the initial user of the application |
| Report Settings        |                      |  |                              |              |  |
| Company Name:          | VitalPBX LLC         |  | Timezone:                    | America/N    | Aanagua 👻                                  |
| PDF Paper Size:        | Letter               | \$   |                              |              |  |
|                        |                      |  |                              |              | <pre>     Previous     Next &gt; </pre>    |

#### d.- User Setup

- Full Name, Full name of the administrator user in Sonata Stats.
- Admin User, Administrator username in Sonata Stats.
- **Password & Password Confirmation**, Administrator Password.

|                          |                    | <b>*</b>                        | )                   |         |                              |                 | (                  | •                       |
|--------------------------|--------------------|---------------------------------|---------------------|---------|------------------------------|-----------------|--------------------|-------------------------|
| Database Se              | ettings            | PBX Set                         | tings               |         | Report Settin                | gs              | Use                | r Setup                 |
| Provide us access to ins | tall the database. | Make the necessary se<br>our PE | ttings to coi<br>3X | nnect y | Establish basic settings for | your reports    | Create the initial | iser of the application |
| User Setup               |                    |                                 |                     |         |                              |                 |                    |                         |
| Full Name:               | Rodrigo C          | uadra                           |                     | ✓       | Admin User:                  | admin           |                    |                         |
| Password:                | •••••              | •                               | ~                   | Ø       | Password Confirmation:       | •••••           | •                  | ✓ ⊗                     |
|                          | The password is v  | alid                            |                     |         |                              | Passwords match |                    |                         |
|                          |                    |                                 |                     |         |                              |                 |                    | Create User             |
|                          |                    |                                 |                     |         |                              |                 |                    |                         |

e.- Enter the username and password previously created.

| ( | SonataSuit | <b>e</b><br>ts |
|---|------------|----------------|
| - | admin      |                |
| P |            | 8              |
|   | Login      |                |
|   |            |                |

# 2.- Navigation Menu



On the Navigation Menu, we got the following options.

- **Call Reports**, Here, we can see all the calls taking into account the queues and agents:
  - **Summary**, Shows the total of Answered Calls, Abandoned Calls, and the SLA (Service Level).
  - **Service Level**, Shows the Service Level in a graph form and more specific.
  - **By Agent**, Shows the detail of the calls by agent. How many calls were answered and not answered by each agent, average by call, and the duration of every call.
  - Lost Calls By Agent, Here, we show a list of the calls that were not answered by each agent and the different events for each call, for example, how much times did it spend ringing and if it was answered by another agent. It is important to notice that Lost Calls are not Abandoned Calls. Lost Calls did not necessarily left the queue.
  - **By Queue**, Shows a list of all the queues and the total of attended calls, abandoned calls, hold times, and more. You can see the detail for each call in the queue.
  - **Abandoned Calls**, Shows the detail of all the abandoned calls and the causes for the abandon. For example, the caller hung up, hold time timed out, and many other forms that the caller left the queue.
  - **Answered Calls Details**, Shows a list of all the attended calls and the events the ocurred for each call. These events are for example, the call

enters the queue, it connects with an agent, the call is ended by the agent.

- **Outgoing Calls Details**, Shows the detail of all the outgoing calls made by each agent.
- **Traffic**, Here, we show reports for the call distribution considering the hours, days, days of the week, and month:
  - **By Hour**, with this report we can evaluate the hours with the highest traffic on our Call Center. We can see a graph portraying this behavior.
  - **By Day**, Shows the total number of calls by day in a graph form, and also provides information such as, answered calls, abandoned calls, average call time, among many others.
  - **By Day Of Week**, Shows the total number of calls by the day of the week in graph form. As well as the answered calls, abandoned calls, average call time, among others.
  - **By Month**, Shows the total number of calls per month in graph form, as well as the answered calls, abandoned calls, and average per call, among others.
  - **Lost Calls By Hour,** Shows a summary of the lost calls by agent per hour.
- Agents, Here, we can obtain varied information from our agents:
  - **Session Details**, Session Detail per agent. Here, you can see how many times they logged into a queue, average session duration, pauses, average pause time, among others.
  - **Availability**, Shows the availability of each agent. Here, you can see how many agents are evaluated, how much time they were in conversation, pause time, on hold, and available.
  - **Pauses,** It shows detailed and summarized report of all the pauses of each agent in each queue.
  - **Session By Hour**, Shows the total time in session by hour for each agent.
  - **By Hour**, Here, we can see how many agents are available depending on the day and time. It also shows the list of agents that where available at those times.
- **User Management**, Here, we create the system users with their respective privileges.
  - **Roles**, Are privileges that will be assigned to the different users.
  - **Users**, Here, we create the users with the role previously created.
- **Reports**, Here, we configure some parameters used at the moment of generating the reports. Here, it is also possible to create automatic reports that are generated on specified date and time.
  - Shift, It is possible to create specific work shifts, for example, if we have three (3) shifts on our Call Center, and let's say one of them is from 08:00 to 17:00, we can create that shift and apply it to any of the reports we saw previously.
  - **Email Templates**, Since it is possible to create reports to be sent automatically by email, here, you would be able to create the templates for the email to send with each report.

- **Report Builder**, Here, we create the report that we wish to send through email automatically on a specified date and time.
- **Report Scheduler**, Here, we program the date, time, and repeat period to send the report built previously with the email template selected.
- Settings, On this section we configure various settings:
  - **Email Settings**, With this form you can configure the parameters needed for the email client to send the automatic reports.
  - **Report Settings**, With this form you can configure the general parameters for the reports, such as the report headers, company logo, among others.
  - **PBX Settings**, On this form you can configure the connection to the host from where we are going to obtain the information.

# **3.-** Report Parameters

Before we begin to generate reports, you must know the different options to apply at the moment of generating them.

### 3.1.- Queues

Here, we select the Queues to include on the generation of the report. By only clicking on the Queues field, a dialog will be shown from which you will be able to select the Queues to include on the report. If we desire to include all of the Queues, all you have to do is click on the **'add all'** option.

=

Queues

15 queues selected

| Select queues (15)      |              |                               | × |
|-------------------------|--------------|-------------------------------|---|
| Add all                 | Search queue | Remove all                    |   |
| 505 - DANGEROUS AUTO    | +            | 500 - SUPER AUTO              | • |
| 506 - DANGEROUS HOME    | +            | 501 - SUPER HEALTH            | • |
| 507 - DANGEROUS HEALTH  | +            | 502 - SUPER HOME              | • |
| 508 - THE OAK AUTO      | +            | 503 - SAFE AUTO               | • |
| 509 - BEER AUTO         | +            | 504 - SAFE HEALTH             | • |
| 510 - BEER HEALTH       | +            | 517 - INTERNATIONAL TECHNICAL | • |
| 511 - REMOTE ASSISTANCE | +            | 518 - INTERNATIONAL HEALTH    | • |
| 512 - REMOTE AUTO       | +            | 520 - UNITY INSURANCE         | • |
| 513 - FOREIGN AUTO      | +            | 521 - FOLLOW UP               | • |
| 514 - SUPPLIERS         | +            | 522 - EXTRA HOME              |   |
| 515 - ROBLE BREWERY     | +            | 523 - AIRPAK                  | • |
| 516 - EXTRA AUTO        | +            | 524 - FLEXY-AUTOS             | • |
|                         |              |                               | _ |

Close

### 3.2.- Agents

Here, you can select the Agents to be included on the report. Simply by clicking on the Agents field, you will be shown the following dialog through which you can select the Agents to include on the report.

Agents

| 14 a                     | agents selected | =                     |       |
|--------------------------|-----------------|-----------------------|-------|
| Select agents (14)       |                 |                       | ×     |
| Add all                  | Search agent    | Remove all            |       |
| Bette Davis - 2002       | •               | Gregory Peck - 2009   | •     |
| Leonardo DiCaprio - 2011 | +               | James Stewart - 2044  | •     |
| Cate Blanchett - 2012    | +               | Steve McQueen - 2045  | •     |
| Marilyn Monroe - 2042    | +               | Bruce Lee - 2046      | •     |
| Spencer Tracy - 2022     | +               | Shah Rukh Khan - 2027 | •     |
| Audrey Hepburn - 2021    | +               | Morgan Freeman - 2047 | •     |
| Kate Winslet - 2026      | +               | Judy Garland - 2048   | •     |
| Viola Davis - 2035       | +               | Grace Kelly - 2049    | •     |
| Sophia Loren - 2036      | +               | Johnny Depp - 2050    | •     |
| Cary Grant - 2038        | +               | Greta Garbo - 2051    | •     |
| Vivien Leigh - 2039      | +               | Juie Andrews - 2052   | •     |
| Laurence Olivier - 2043  | +               | Halle Berry - 2053    | •     |
|                          |                 | 1                     | Close |

### 3.3.- Date

Here, we configure the Date and Time Range to use to generate the reports, when clicking on the field, we will be shown a calendar with multiple options. **Date** 

**=** 2020-05-09 00:00 - 2020-05-09 23:59

We have some range templates that can facilitate the selection:

- **Today**, we evaluate the calls for the current day.
- **Yesterday**, we evaluate the calls for the day prior.
- **This week**, we evaluate the calls for the current week starting from Monday, or the day you have defined as your week start.
- Last week, we evaluate the calls for the week prior starting from Monday, or the day you have defined as your week start.
- **This month**, we evaluate the calls for the current month.
- Last month, we evaluate the calls for the month prior.
- **This year**, we evaluate the calls for the current year.

**2020-08-01 00:00 - 2020-08-31 23:59** 

- Last year, we evaluate the calls for the year prior.
- **Custom**, We can also select a custom date and time range by selecting the days on the calendar.

| loday      | <  |    |      | Sep | 2020 |    |      | >  |
|------------|----|----|------|-----|------|----|------|----|
| Yesterday  | W  | Mo | Tu   | We  | Th   | Fr | Sa   | Su |
| This week  | 36 | 31 | 1    | 2   | 3    | 4  | 5    | 6  |
| Last week  | 37 | 7  | 8    | 9   | 10   | 11 | 12   | 13 |
| This month | 38 | 14 | 15   | 16  | 17   | 18 | 19   | 20 |
| Last month | 39 | 21 | 22   | 23  | 24   | 25 | 26   | 27 |
| This year  | 40 | 28 | 29   | 30  | 1    | 2  | 3    | 4  |
| Last year  | 41 | 5  | 6    | 7   | 8    | 9  | 10   | 11 |
|            | 00 | ~  | : 00 | ~   | 23   | ~  | : 59 |    |

#### Date

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### 3.4.- Shifts (Optional)

In Call Centers, is it by norm to have work shifts, for example:

- Shift 1: 08:00 AM through 04:00 PM
- Shift 2: 04:00 PM through 12:00 PM
- Shift 3: 12:00 PM through 08:00 AM

In Sonata Stats it is possible to create these shifts, so that they are taken into account at the moment of generating the report. If we do not select a shift, the 24 hours of the day will be taken into account.

### 3.5.- Filters

Some Reports will also possess an additional option to filter information. We can see than on these reports a button with three dots is added. When you press this button, some additional data will appear to configure on the filter. Each one of these inputs will be explained coming up.

### 3.6.- Time Interval

....

In some reports we find the Time Interval option. This parameter is used so that you can see the report with the selected interval.



### 3.7.- Max session allowed (hours)

A very important piece of information to take into account is that sometimes, the evaluated period does not include certain events. For example, the login of an agent to their queues, since they might have done so outside of the selected time frame. For this we got the **Max Session Allowed (hours)** parameter. Its default value is seven (7), this indicates that if the login/logout that completes the event is not found the maximum session time for the agent it would be of 7 hours. This tends to happen when we evaluate short periods lower than 24 hours.

### 3.8.- Max pause allowed (minutes)

In some occasions, orphan events may be found, for example, an **Un-Pause** event that would precede a **Pause** event, for these cases we would use the **Max Pause Allowed (minutes)**. This is the maximum amount of time for a pause to apply in the case of orphan events. The default value is 15 minutes.

### 3.9.- Export Data

All of the reports have the option to be exported in various formats, here are the available options:

- **PDF**, exports the report in PDF format using the predetermined parameters.
- Excel, exports the report in Excel format.
- CSV, exports the report in CSV format, this can be read by Excel or any other text editor.

# 4.- Settings

On this section we can configure the following parameters.

- Email Settings configure the email account to use.
- Report Settings, parameters to configure report formats and other features.
- **PBX Settings**, connection configuration to connect to the PBX.

### 4.1.- Email Settings

On this module, you can configure the parameters for the email account where you will send the emails with the automatic reports.

| Configuration Type | SMTP               | \$<br>Username | vitalpbx@gmail.com |
|--------------------|--------------------|----------------|--------------------|
| Password           | •••••              | From Name      | Sonata Stats       |
| From Email         | vitalpbx@gmail.com | Bcc Email      | bcc@vitalpbx.com   |
| Host               | smtp.gmail.com     | Port           | 587                |
| Smtp Secure        | TLS                | \$             |                    |
| end Email Test     | email              |                |                    |

The information needed to configure the account is the following:

- **Username**, Username to register to the email server.
- **Password,** Password for the email account to register on the email server.
- From Name, Name used to send the email.
- From Email, Email address from the email is sent.
- **Bcc Email**, If you desire to send a Blind Copy to another email address, you configure it here.
- Host, Address of the server we are registering to.
- **Port**, Port used to send the emails.
- Smtp Secure, Here we have two options, verify the one your server uses:
  - o SSL
  - o TLS
- Send Email Test, you can send a test email to verify that the account has been configured correctly, you must add the email you wish to send the test to and

then click on the envelope icon  $\square$  .

### 4.2.- Report Settings

On this module you can configure the general system parameters, like headers, logos, and others.

| Report Setting        | ţs        |                      |                 |    |                              |                |     |      |
|-----------------------|-----------|----------------------|-----------------|----|------------------------------|----------------|-----|------|
| Company Name:         |           | VitalPBX LLC         |                 |    | Timezone:                    | America/Managu | ıa  | \$   |
| PDF Paper Size:       |           | Letter               |                 | \$ | Week Starts On:              | Monday         |     | \$   |
| PDF Footer:           |           | PDF footer           |                 |    | Memory limit (MB) 🚺          | 300            |     |      |
| Company logo          |           |                      |                 |    |                              |                |     |      |
| Set your I            | Logo      |                      |                 |    |                              |                |     |      |
| Remove                | Change    |                      |                 |    |                              |                |     |      |
| Service Level Default | Filters   |                      |                 |    |                              |                |     |      |
| Initial Period:       | 10        | <ul> <li></li> </ul> | Interval:       | 10 |                              | Max Period:    | 120 | ~    |
| Call Wait Limit       | 0         |                      | Call Talk Limit | 0  |                              |                |     |      |
|                       |           |                      |                 |    |                              |                |     |      |
| Agent Session Defaul  | t Filters |                      |                 |    |                              |                |     |      |
| Max Session Allowed   | (Hours):  | 7                    |                 | \$ | Max Pause Allowed (Minutes): | 15             |     | \$   |
|                       |           |                      |                 |    |                              |                |     |      |
|                       |           |                      |                 |    |                              |                |     | Save |

The fields you can configure here are the following:

- **Company Name**, The name for the company to be shown on the report header for the reports that are exported as PDF.
- **Timezone**, The timezone to use when selecting the date and time for a report.
- **PDF Paper Size**, The size of the paper to use when the reports are exported to PDF.
- Week Starts On, Here, you can select the day where your week starts on. This is useful when we have to select reports using the **This Week or Last Week templates**.
- **PDF Footer**, The text that we wish to appear on the footer of the page when we export to PDF.
- Week Starts On, día en que se considera que comienza la semana, esto es muy útil para cuando al momento de seleccionar la fecha la opción de **This week** o Last week.
- Memory Limit (MB), this sets the maximum amount of memory in bytes that a script is allowed to allocate. This helps prevent poorly written scripts for eating up all available memory on a server. Note that to have no memory limit, set this directive to -1. Some processes require more memory resources (especially if you have a lot of data to process), increase memory if reporting delays.

• **Company Logo**, The company logo that will appear on the reports when they are exported to PDF.

We also have the ability to configure the defaults for the filters to apply on the reports, the options are:

- **Initial Period**, Initial period to get reports for SLA (Service Level). This parameter indicates the first piece of information to get.
- **Interval**, Time interval to the data for SLA (Service Level). Every one of this interval data shown.
- Max Period, Maximum period to show data for SLA (Service Level). All of the data obtained after this value will be indicated with a **'value+'**, if the value is 80 for example, it will be shown as 80+.

### 4.3.- PBX Settings

On this form, we configure the conection with the host where we are getting the information from.

| Host:    | localhost | ✓ Port: 443 | Secure: | D        |
|----------|-----------|-------------|---------|----------|
| Арр Кеу: | •••••     | •••••       | ~       | <b>N</b> |
|          |           |             |         | Savo     |

The option we have here are:

- **Host**, if the Sonata Stats is installed on the same server where VitalPBX is installed, we recommend using 'localhost.'
- **Port**, depending whether or not we are using HTTPS or not, we would choose the port we are going to use, usually 80 (HTTP) or 443 (HTTPS).
- **Secure**, indicates whether you are using a secure connection (HTTPS) or not, usually when using this option, you are using port 443.
- **App Key**, if Sonata Stats is on the same server as VitalPBX, it is not necessary to configure the APP key, since it is automatically generated. If Sonata Stats is installed on a server different to where VitalPBX is installed on, you would need to create the APP Key. You can do this from VitalPBX under Admin > Admin > Application Keys, create a new one, copy it and paste it on Sonata Stats.

# 5.- Reports Settings

In reports you can configure the following options.

- **Shifts**, create and edit shifts.
- Email Templates, create and edit email templates.
- **Report Builder**, create the profiles for the automatic reports.
- **Report Scheduler,** schedule the time, date, and intervals to send the automatic emails.

### 5.1.- Shifts

It is possible to create work shifts, for example, if our Call Center has three shifts and one of them is from 08:00 through 17:00, here we can create that shift so we can apply it to any of our reports.



To create a shift we will need to configure the following options:

- Shift Name, A name that will allow us to remember the shift.
- Set Shift Days And Hours, Select by pressing on the grid the hours and days to include on the shift.

### 5.2.- Email Templates

On this module, we can create the different templates to use when send the automatic emails. This template will be used when we configure the date and time to send the report by email on the **Report Scheduler.** 

| Title     | Title   | Subject subject  |  |
|-----------|---|------------------|--|
| Email Con | tent  | Preview template |  |
| в І       | Normal 🛊 Sans Serif 🛊 <u>A</u> 🚍 Insert tag 🜩 |                  |  |
| Write the | e content of your template here               |                  |  |

The options that you can use to configure the Email Template are:

- **Title**, The name to identify the template.
- **Subject**, The subject used so that the receiver can identify the email received.
- **Email Content**, Content for the email to send. Here, it is possible to add a number of variables. The available variables are:
  - {{\$user}}, it is substituted by the name of the sender.
  - {{\$to}}, it is substituted by the email address the email is sent to.
  - {{\$report\_name}}, it is substituted by the name of the report sent.
  - {{\$repeat\_mode}}, it is substituted by the repeat period.
  - {{\$stardate}}, it is substituted by the start date for the automatic emails.
  - {{\$link\_to\_report}}, it is substituted by the link to view the report online.

### 5.3.-Report Builder

This module allows you to create profiles of different reports to send automatically.

| Name    | Report builder name    | Report  | Select a report        | Shift  | Select a shift         |
|---------|------------------------|---------|------------------------|--------|------------------------|
|         | This field is required |         | This field is required |        |                        |
| Queues: | 0 queues selected      | Agents: | 0 agents selected      | Format | Select a format        |
|         |                        |         |                        |        | This field is required |
| Period: | Select a period 🗘      |         |                        |        |                        |
|         | This field is required |         |                        |        |                        |

The options you can configure so you build your report are the following:

- **Title**, Title of the report. This title will be used to identify this report at the moment of creating the **Report Schedule**.
- **Report**, type of report that we wish to send automatically.
- **Shift,** Used if you wish to apply a shift to the report, you selected the desired shift.
- **Queues**, Queues to include on the report.
- Agents, Agents to include on the report.
- **Format**, Format in which you want to send the report. This can be in PDF, Excel, or CSV.
- **Period**, Date range for the report. Here, it is very important to take into consideration when selecting any option that is not 'custom,' this date will be validated by the date the report is being sent on. When using the custom option, the start date and end date will be used the first time the report is sent, however, if the scheduling on the **Report Scheduler** in **repeat mode** we choose weekly, these dates will have a week added, and so on depending on the **repeat mode** we select.

### 5.4.- Report Scheduler

Here, we will schedule the date, time, and period through which a previously built report will be sent.

|               |                                     |             |       | •  | 10    | your-email@d | domain.com |
|---------------|-------------------------------------|-------------|-------|----|-------|--------------|------------|
|               |                                     |             |       |    |       |              |            |
| Start Date:   | vie., 24 de abr. de 2020 1 $\times$ | Repeat Mode | daily | \$ | Every | 1            | day        |
| mail Tomplato | Select an ameil tamplata            | Enabled     |       |    |       |              |            |

These are the options you have to configure for the automatic reports:

- **Description**, a brief description to identify the report schedule.
- **Report**, report to be sent, previously created in **Report Builder**.
- To, email to which we are going to send the report.
- Start Date, date and time we wish to start sending the reports.
- **Repeat Mode**, the interval in which we want to send the reports.
- **Every**, how often we wish to apply the **Repeat Mode**, for example, if we wish to send it weekly, but being every two weeks, here we can input 2.
- Weekdays, this option only appears if we have set the **Repeat Mode weekly**. Here, we select the days of the week we wish to perform the task.
- **Email Template**, we select a previously created email template.
- **Enabled**, Enable or disable the scheduled sending, This option is useful since it lets us stop the task without having the delete it completely.

# 6.- Users Management

When we enter to Sonata Stats for the first time, we use the admin user we created through the installation wizard. To create new users, it is necessary to go to Users Management > Users, but first we recommend for you to create the role with the permissions for this new user.

### 6.1.- Roles

Roles are permissions that a user will have. Each user can have one or more roles associated with them.

| 🎝 Edit Role        |                         | ≡                             |
|--------------------|-------------------------|-------------------------------|
| Role Name          | admin                   | ✓                             |
| Assign Permissions | 21 permissions selected | <u>م</u> ور<br>م              |
|                    |                         | Reset Update Role Delete Role |

The information to take into account when creating a role is:

- Role Name, short name to identify the role.
- Assign Permissions, permissions associated with this role.

### 6.2.- Users

On this form we will proceed to create the system users.

| 🏖 Create User          |                       |         | ٥            |
|------------------------|-----------------------|---------|--------------|
| Full Name:             | full name             | Email:  | email        |
| User Name:             | admin                 | Tenant: | Select one   |
| Password:              | The password is valid | Roles:  | Assign roles |
| Password Confirmation: | 8                     |         |              |
|                        |                       |         | Create User  |

The available options are as follows:

- Full Name, User's full name for descriptive purposes.
- **Email**, User Email.
- User Name, username required for the moment of login.
- **Tenant**, the tenant with which this user is associated with.
- **Roles**, the role created for this user.
- Password y Password Confirmation, password used to log in to the system.

# 7.- Reports

Sonata Stats has a variety of reports grouped under three categories:

- **Call Reports**, Here, we can see all of the calls taking into account the queues and agents:
  - **Summary**, Shows the total of Answered Calls, Abandoned Calls, and the SLA (Service Level).
  - **Service Level**, Shows the Service Level in a graph form and more specific.
  - **By Agent**, Shows the detail of the calls by agent. How many calls were answered and not answered by each agent, average by call, and the duration of every call.
  - **Lost Calls By Agent**, Here, we show a list of the calls that were not answered by each agent and the different events for each call, for example, how much times did it spend ringing and if it was answered by another agent. It is important to notice that Lost Calls are not Abandoned Calls. Lost Calls did not necessarily left the queue.
  - **By Queue**, Shows a list of all the queues and the total of attended calls, abandoned calls, hold times, and more. You can see the detail for each call in the queue.
  - **Abandoned Calls**, Shows the detail of all the abandoned calls and the causes for the abandon. For example, the caller hung up, hold time timed out, and many other forms that the caller left the queue.
  - **Answered Calls Details**, Shows a list of all the attended calls and the events the occurred for each call. These events are for example, the call enters the queue, it connects with an agent, the call is ended by the agent.
  - **Outgoing Calls Details**, Shows the detail of all the outgoing calls made by each agent.
- **Traffic**, Here, we show reports for the call distribution taking into account the hours, days, days of the week, and month:
  - **By Hour**, With this report we can evaluate the hours with the highest traffic on our Call Center. We can see a graph portraying this behavior.
  - **By Day**, Shows the total number of calls by day in a graph form, and also provides information such as, answered calls, abandoned calls, average call time, among many others.
  - **By Day Of Week**, Shows the total number of calls by the day of the week in graph form. As well as the answered calls, abandoned calls, average call time, among others.
  - **By Month**, Shows the total number of calls per month in graph form, as well as the answered calls, abandoned calls, and average per call, among others.
  - **Lost Calls By Hour,** Shows a summary of the lost calls by agent per hour.
- Agents, Here, we can obtain varied information from our agents:

- **Session Details**, Session Detail per agent. Here, you can see how many times they logged into a queue, average session duration, pauses, average pause time, among others.
- **Availability**, Shows the availability of each agent. Here, you can see how many agents are evaluated, how much time they were in conversation, pause time, on hold, and available.
- **Pauses,** It shows detailed and summarized report of all the pauses of each agent in each queue.
- **Session By Hour**, Shows the total time in session by hour for each agent.
- **By Hour**, Here, we can see how many agents are available depending on the day and time. It also shows the list of agents that where available at those times.

### 7.1.- Call Reports

Here, we will find summarized and detailed reports by calls, taking into account Queues and Agents.

### 7.1.1.- Dashboard



#### 7.1.2.- Summary

Summarized report where in one screen we can see the total number of Answered and Abandoned Calls, as well as the SLA (Service Level)

Here, you can see the selected Queues, and the total of Answered and Abandoned calls, as well as the disconnection causes.

Call Reports Summary

| Queues<br>Considered     | 500       501       502       503       504       505       506       507       508       509       510         511       512       513       514       515       516       517       518       520       521       522         523       524       525       526       527 |
|--------------------------|---|
| Total Calls<br>Processed | 2,407 answered / 173 abandoned  |
| Percent                  | 93.29% answered / 6.71% abandoned   |
| Disconnection<br>Causes  | 1,303 by Agent (54.13%) / 1,104 by Caller (45.87%)  |
|                          |   |

We can also see the Service Level in 10 second intervals. These intervals can be configured under Settings > Report Settings.

|                        |              |         | Call Type |
|------------------------|--------------|---------|-----------|
| Service Level          |              |         | AII 🗢     |
| Waiting Time (Seconds) | Number Calls | Delta 🌲 | Percent   |
| 10                     | 1960         | 0       | 75.97%    |
| 20                     | 2199         | + 239   | 85.23%    |
| 30                     | 2281         | + 82    | 88.41%    |
| 40                     | 2338         | + 57    | 90.62%    |
| 50                     | 2391         | + 53    | 92.67%    |
| 60                     | 2427         | + 36    | 94.07%    |
|                        |              |         |           |

Now, we see a summary of the Answered Calls, Average Call Time, Waiting Time, and additional information.



We can also see a summary of the abandoned calls with the information of average waiting time and other additional data.

| Abandoned Calls            |          |
|----------------------------|----------|
| Abandoned calls            | 173      |
| Average calls waiting time | 00:00:46 |
| Min waiting time           | 00:00:00 |
| Max waiting time           | 00:03:05 |
| Total waiting time         | 02:14:02 |

Abandoned calls

#### 7.1.3.- Service Level

In every Call Center, the Service Level (SLA) is one of the most important reports since a good SLA will guarantee us a good Customer Service. On this report it is possible to create filters to have specific parameters for the Service Level. The available options are the following:

| More filters          | × |
|-----------------------|---|
| SLA: initial period   |   |
| 2                     |   |
| SLA: max period       |   |
| 80                    |   |
| SLA: interval         |   |
| 2                     |   |
| Short Call Wait Limit |   |
| 0                     |   |
| Short Call Talk Limit |   |
| 0                     |   |
| Save                  | 9 |

- **SLA: initial period**, from which second we wish to show the SLA, traditionally, it is shown from the 10<sup>th</sup> second.
- **SLA: max period**, Up to which number of seconds you wish to measure the SLA, by default this is 90 seconds.
- **SLA: interval**, the interval to measure the SLA, meaning how often we wish to see information from the SLA. We recommend between 5 and 10 seconds.
- **Short Call Wait Limit**, the minimum Call Wait time to consider a call as valid. Many times the callers hang up the calls too fast and this could affect the statistics of our Call Center.
- **Short Call Talk Limit**, the Minimum Call Time to consider the call as valid. In some occasions, the calls hang up the call as soon as the agent answers. This could affect the statistics of our Call Center.

Below, you can see a graph where you can observe the Service Level (SLA) behavior over time.



#### 7.1.4.- By Agents

These are summarized and detailed reports for the answered and lost calls by agent. Below, you can see a graph reflecting this information.



You can also see a detailed table with the following information:

- Answered Calls, total number of calls answered by the agent.
- Answered Calls %, call percentage of the answered calls with respect to all of the selected agents.
- Avg Call Time, average duration of the answered calls.
- Lost Calls, total number of calls not answered by an agent.

• Lost Calls %, percentage of the calls not answered with respect to all the selected agents.

| Agent \$               | Answered calls $\Leftrightarrow$ | Answered calls % | Avg call time \$ | Lost calls 🔶 | Lost calls % | Total call time \$ |
|------------------------|----------------------------------|------------------|------------------|--------------|--------------|--------------------|
| + 2009 Gregory Peck    | 64                               | 2.66%            | 00:02:37         | 0            | 0.00%        | 02:47:42           |
| +2012 Cate Blanchett   | 132                              | 5.48%            | 00:02:37         | 4            | 2.70%        | 05:45:34           |
| +2022 Spencer Tracy    | 269                              | 11.18%           | 00:02:22         | 1            | 0.68%        | 10:38:33           |
| + 2027 Shah Rukh Khan  | 3                                | 0.12%            | 00:01:03         | 1            | 0.68%        | 00:03:11           |
| + 2035 Viola Davis     | 376                              | 15.62%           | 00:02:19         | 28           | 18.92%       | 14:32:09           |
| + 2036 Sophia Loren    | 225                              | 9.35%            | 00:02:03         | 0            | 0.00%        | 07:44:36           |
| +2038 Cary Grant       | 226                              | 9.39%            | 00:02:48         | 72           | 48.65%       | 10:35:22           |
| +2042 Marilyn Monroe   | 9                                | 0.37%            | 00:03:20         | 0            | 0.00%        | 00:30:07           |
| +2043 Laurence Olivier | 220                              | 9.14%            | 00:02:34         | 11           | 7.43%        | 09:26:58           |
| + 2044 James Stewart   | 134                              | 5.57%            | 00:02:24         | 7            | 4.73%        | 05:23:00           |
| +2049 Grace Kelly      | 147                              | 6.11%            | 00:02:47         | 7            | 4.73%        | 06:51:19           |
| + 2052 Juie Andrews    | 369                              | 15.33%           | 00:02:46         | 15           | 10.14%       | 17:03:42           |
| + 2053 Halle Berry     | 233                              | 9.68%            | 00:02:11         | 2            | 1.35%        | 08:32:04           |
| Total                  | 2407                             | 100.00 %         | 00:31:51         | 148          | 100.01 %     | 99:54:17           |

• **Total Call Time**, duration of all the answered calls.

It is possible to see Call Details for the calls by each agent, by pressing the plus (+) symbol that is in front of the agent number.

| 022 Spencer Tracy                        |                  | 34             | 10.76%      |           | 00:02:49     | 1                | 7.14%          | 01:36:14    |
|--|------------------|----------------|-------------|-----------|--------------|------------------|----------------|-------------|
|  |                  |                |             |           |              |                  | 📙 PDF 📘 E      | xcel 눱 CSV  |
| Total Records: 6 O All O Answered O Lost |                  |                |             |           |              |                  |                |             |
| Date 🔶                                   | Queue            | ÷              | Caller \$   | Hold time | ♦ Duration ♦ | Disconnection \$ | Event          | Position \$ |
| 2020-08-08 21:55:08                      | 517 - INTERNATIO | ONAL TECHNICAL | 50325376640 | 00:00:05  | 00:00:30     | Agent            | COMPLETEAGENT  | 1           |
| 2020-08-10 07:22:09                      | 501 - SUPER HEAL | ТН             | 86889418    | 00:00:06  | 00:00:30     | Caller           | COMPLETECALLER | 1           |
| 2020-08-10 10:22:03                      | 518 - INTERNATIO | ONAL HEALTH    | 50322187800 | 00:01:17  | 00:09:05     | Caller           | COMPLETECALLER | 1           |
| 2020-08-10 15:45:41                      | 501 - SUPER HEAL | ТН             | 22556900    | 00:00:13  | 00:03:27     | Agent            | COMPLETEAGENT  | 1           |
| 2020-08-12 16:40:30                      | 527 - FUNERAL BE | ER             | 89029250    | 00:00:07  | 00:01:45     | Agent            | COMPLETEAGENT  | 1           |
| 2020-08-14 17:26:18                      | 501 - SUPER HEAL | тн             | 87969332    | 00:00:15  | 00:06:11     | Caller           | COMPLETECALLER | 1           |

#### 7.1.5.- Lost Calls By Agents

On this report, we can see detailed information of calls not answered by an agent, with the following information:

- **Date**, date and time for the call.
- **Queue**, queue through which the call entered.
- **Agent**, the agent that did not answer the call. Here, we got to notice that even if the agent did not answer the call, the call could have been answered by another agent. See the note after the image below.
- **Caller**, number that called the Call Center.

| 148 lost calls      |                      |                      |          |
|---------------------|----------------------|----------------------|----------|
| Date                | Queue                | Agent                | Caller   |
| 2020-08-08 04:35:13 | 505 - DANGEROUS AUTO | 2038 - Cary Grant    | 86791806 |
| 2020-08-08 16:21:15 | 509 - BEER AUTO      | 2035 - Viola Davis   | 22558484 |
| 2020-08-08 16:57:12 | 510 - BEER HEALTH    | 2044 - James Stewart | 22558484 |
| 2020-08-08 16:57:43 | 509 - BEER AUTO      | 2049 - Grace Kelly   | 22558461 |
| 2020-08-08 17:18:07 | 514 - SUPPLIERS      | 2035 - Viola Davis   | 88458845 |
| 2020-08-08 18:27:49 | 509 - BEER AUTO      | 2035 - Viola Davis   | 22558484 |
| 2020-08-08 18:35:35 | 514 - SUPPLIERS      | 2035 - Viola Davis   | 76625142 |
| 2020-08-08 18:35:56 | 514 - SUPPLIERS      | 2035 - Viola Davis   | 76625142 |
| 2020-08-08 19:23:09 | 509 - BEER AUTO      | 2044 - James Stewart | 22558484 |
| 2020-08-08 19:51:54 | 500 - SUPER AUTO     | 2044 - James Stewart | 84456834 |
|                     | « < <u>1</u> 2 3     | 4 > »                |          |

If we observe well, each call has an icon on the last column. When you press this icon, we can investigate the whole trace of the call and where it ended. Given the possibility that in the end, it was answered by another agent or even the same agent. Below, you can see an example where agent 2044 did not answer the call, but the call was then answered by the agent 2036.

| 20 | 020-08-08 16:57:12                   | 510 - BEER H | EALTH                | 2044 - James Ste | wart           | 22558484 |
|----|--------------------------------------|--------------|----------------------|------------------|----------------|----------|
|    | Track Caller in the rest of the day. |              |                      |                  |                |          |
|    | Date                                 |              | Agent                |                  | Event          | Duration |
|    | 2020-08-08 16:57:12                  |              | -                    |                  | ENTERQUEUE     | 00:00:00 |
|    | 2020-08-08 16:57:12                  |              | 2044 - James Stewart |                  | RINGNOANSWER   | 00:00:00 |
|    | 2020-08-08 16:57:36                  |              | 2036 - Sophia Loren  |                  | CONNECT        | 00:00:24 |
|    | 2020-08-08 16:58:23                  |              | 2036 - Sophia Loren  |                  | COMPLETECALLER | 00:00:47 |

### 7.1.6.- By Queue

On the reports by Queue, we can get a summary of all the activity in each queue with the following information:

- **Queue**, Call Queue.
- Answered Calls, total number of calls answered by the agents.
- Abandoned Calls, total number of calls not tended by the agents and left the Queue.
- **Offered Calls**, total number of calls that entered the Queue.
- Max Callers, maximum position of a caller waiting in Queue, lower is better.
- **Answered %**, percentage of answered calls with respect to the calls that entered Queue.
- **Abandoned %**, percentage of calls not tended to with respect to the calls that entered Queue.
- Avg Calls Length, average duration of answered calls.
- Total Calls Length, total duration of answered calls.
- Avg Calls Wainting Time, average wait time.
- Total Waiting Time, sum of all wait times in a Queue.
- **Service Level**, Service Level with respect to the value entered when creating the Queue in VitalPBX.

|   | Queue                        | Answered calls | Abandoned calls | Offered calls | Max callers | Answered % | Abandoned % | Avg Call Length | Total Call Length | Avg Call Waiting Time | Total Waiting Time | SLA target | Service level |
|---|------------------------------|----------------|-----------------|---------------|-------------|------------|-------------|-----------------|-------------------|-----------------------|--------------------|------------|---------------|
|   | + 514 SUPPLIERS              | 973            | 74              | 1047          | 1           | 92.93%     | 7.07%       | 00:02:01        | 32:43:58          | 00:00:14              | 04:20:38           | 30         | 86.53%        |
|   | + 500 SUPER AUTO             | 275            | 25              | 300           | 1           | 91.67%     | 8.33%       | 00:02:34        | 11:47:40          | 00:00:14              | 01:13:41           | 30         | 83.67%        |
|   | + 509 BEER AUTO              | 767            | 50              | 817           | 1           | 93.88%     | 6.12%       | 00:02:49        | 36:08:43          | 00:00:13              | 03:09:31           | 30         | 86.78%        |
|   | + 505 DANGEROUS AUTO         | 156            | 9               | 165           | 1           | 94.55%     | 5.45%       | 00:02:53        | 07:32:16          | 00:00:14              | 00:39:16           | 30         | 84.85%        |
|   | + 502 SUPER HOME             | 6              | 0               | 6             | 1           | 100.00%    | 0.00%       | 00:03:58        | 00:23:50          | 00:00:08              | 00:00:49           | 30         | 100.00%       |
|   | +510 BEER HEALTH             | 123            | 8               | 131           | 1           | 93.89%     | 6.11%       | 00:02:59        | 06:08:46          | 00:00:21              | 00:47:27           | 30         | 77.86%        |
|   | +517 INTERNATIONAL TECHNICAL | 6              | 1               | 7             | 1           | 85.71%     | 14.29%      | 00:03:10        | 00:19:00          | 00:00:32              | 00:03:47           | 30         | 85.71%        |
|   | + 507 DANGEROUS HEALTH       | 66             | 5               | 71            | 1           | 92.96%     | 7.04%       | 00:02:49        | 03:06:22          | 00:00:27              | 00:32:26           | 30         | 78.87%        |
| ٩ | + 501 SUPER HEALTH           | 19             | 0               | 19            | 1           | 100.00%    | 0.00%       | 00:02:07        | 00:40:24          | 00:00:12              | 00:03:52           | 30         | 89.47%        |
|   | + 526 VALUE PHARMACY         | 1              | 0               | 1             | 1           | 100.00%    | 0.00%       | 00:06:16        | 00:06:16          | 00:00:07              | 00:00:07           | 30         | 100.00%       |
|   | + 527 FUNERAL BEER           | 5              | 0               | 5             | 1           | 100.00%    | 0.00%       | 00:02:09        | 00:10:47          | 00:00:13              | 00:01:09           | 30         | 80.00%        |
|   | + 525 TRAVEL INSURANCE       | 2              | 0               | 2             | 1           | 100.00%    | 0.00%       | 00:09:40        | 00:19:21          | 00:00:06              | 00:00:12           | 30         | 100.00%       |
|   | + 506 DANGEROUS HOME         | 5              | 1               | 6             | 1           | 83.33%     | 16.67%      | 00:03:08        | 00:15:43          | 00:00:16              | 00:01:40           | 30         | 83.33%        |
|   | +518 INTERNATIONAL HEALTH    | 2              | 0               | 2             | 1           | 100.00%    | 0.00%       | 00:05:31        | 00:11:02          | 00:00:41              | 00:01:22           | 30         | 50.00%        |
|   | + 508 THE OAK AUTO           | 1              | 0               | 1             | 1           | 100.00%    | 0.00%       | 00:00:09        | 00:00:09          | 00:00:04              | 00:00:04           | 30         | 100.00%       |
|   | Total                        | 2407           | 173             | 2580          | 1.0         | 93.29%     | 6.71%       | 00:52:13        | 99:54:17          | 00:04:02              | 10:56:01           |            | 85.80%        |

It is possible to see a call detail of the calls in each queue, by pressing the plus (+) symbol in front of the queue number.

|         |                       |                |                 |               |             |            |             |                 |                   |                       |                    | Filter Type t | o Search C    |
|---------|-----------------------|----------------|-----------------|---------------|-------------|------------|-------------|-----------------|-------------------|-----------------------|--------------------|---------------|---------------|
|         | Queue                 | Answered calls | Abandoned calls | Offered calls | Max callers | Answered % | Abandoned % | Avg Call Length | Total Call Length | Avg Call Waiting Time | Total Waiting Time | SLA target    | Service level |
|         | - 514 SUPPLIERS       | 973            | 74              | 1047          | 1           | 92.93%     | 7.07%       | 00:02:01        | 32:43:58          | 00:00:14              | 04:20:38           | 30            | 86.53%        |
|         |                       |                |                 |               |             |            |             |                 |                   |                       |                    | 📙 PDF 📘       | Excel 둴 CSV   |
|         | Total Records: 1047   |                |                 |               |             |            |             |                 |                   |                       | O All              | Answered      | Abandoned     |
|         | Date                  | Queue          | н               | old time      | Duration    | Position   | Disco       | nnection        | Event             | Ager                  | ıt                 | Call          | er            |
|         | + 2020-08-08 05:21:01 | 514 - SUPPLIEF | 85 0            | 0:00:09       | 00:02:27    | 1          | Calle       | r               | COMPLETECALLE     | R 2038                | - Cary Grant       | 823           | 10703         |
|         | + 2020-08-08 05:54:55 | 514 - SUPPLIEF | <b>8</b> 0      | 0:00:08       | 00:05:10    | 1          | Calle       | r               | COMPLETECALLE     | R 2038                | - Cary Grant       | 823           | 10703         |
|         | + 2020-08-08 06:08:26 | 514 - SUPPLIEF | <b>85</b> 0     | 0:00:09       | 00:02:52    | 1          | Agen        | t               | COMPLETEAGEN      | T 2038                | - Cary Grant       | 853           | 52513         |
| <u></u> | + 2020-08-08 06:15:03 | 514 - SUPPLIEF | 85 0            | 0:00:07       | 00:02:59    | 1          | Calle       | r               | COMPLETECALLE     | R 2038                | - Cary Grant       | 886           | 47514         |
|         | +2020-08-08 08:24:18  | 514 - SUPPLIER | 85 0            | 0:00:05       | 00:00:12    | 1          | Agen        | t               | COMPLETEAGEN      | T 2036                | - Sophia Loren     | 884           | 76929         |
|         | +2020-08-08 08:25:55  | 514 - SUPPLIEF | 85 0            | 0:00:05       | 00:02:23    | 1          | Agen        | t               | COMPLETEAGEN      | T 2044                | - James Stewart    | 582           | 71732         |
|         | +2020-08-08 08:28:58  | 514 - SUPPLIEF | 85 0            | 0:00:05       | 00:01:43    | 1          | Calle       | r               | COMPLETECALLE     | R 2044                | - James Stewart    | 888           | 37190         |
|         | +2020-08-08 08:29:20  | 514 - SUPPLIEF | 85 0            | 0:00:21       | 00:01:49    | 2          | Agen        | t               | COMPLETEAGEN      | T 2036                | 5 - Sophia Loren   | 877           | 18048         |
|         | + 2020-08-08 08:31:45 | 514 - SUPPLIEF | 85 0            | 0:00:05       | 00:00:16    | 1          | Agen        | t               | COMPLETEAGEN      | T 2044                | - James Stewart    | 889           | 33413         |
|         | + 2020-08-08 08:34:04 | 514 - SUPPLIEF | 8 0             | 0:00:04       | 00:00:59    | 1          | Agen        | t               | COMPLETEAGEN      | T 2044                | - James Stewart    | 884           | 76929         |
|         |                       |                |                 | « (           | 1           | 2          | 3           | 4               | э з               |                       |                    |               |               |

It is possible to see a detail of the events of each call by pressing the plus (+) symbol in front of the date.

| Date                  | Queue           |          | Duration   | Position  | Disconnection | Event          | Agent             | Caller   |  |
|-----------------------|-----------------|----------|------------|-----------|---------------|----------------|-------------------|----------|--|
| - 2020-08-08 05:21:01 | 514 - SUPPLIERS | 00:00:09 | 00:02:27 1 |           | Caller        | COMPLETECALLER | 2038 - Cary Grant | 82310703 |  |
| Call events           |                 |          |            |           |               |                |                   |          |  |
| Date                  |                 | Duration |            | Event     |               |                | Agent             |          |  |
| 2020-08-08 05:18:25   |                 | 00:00:00 |            | ENTERQUEU | E             |                | NONE              |          |  |
| 2020-08-08 05:18:34   |                 | 00:00:09 |            | CONNECT   |               |                | 2038 - Cary Grant |          |  |
| 2020-08-08 05:21:01   |                 | 00:02:27 | 00:02:27   |           | ALLER         |                | 2038 - Cary Grant |          |  |

### 7.1.7.- Abandoned Calls

This is a detailed report for the abandoned calls on the Queues and their respective cause. Below, you can see a graph, we got to take into account that the possible causes for abandoned calls are the following:

- **Caller Abandoned**, means that the caller did not want to continue waiting in Queue, and hung up.
- **Exit With Timeout**, means that the caller waited the maximum timeout time configured on the Queue, and Queue sent the call to its final destination.
- Exit With Key, means that the caller pressed a key to leave the Queue and take an alternative to their query. This happens when you configure an IVR with a message letting the caller know they can leave the Queue at any time to go elsewhere.
- **Exit With Empty**, means that when the caller entered Queue there were no agents available and their call was rejected.



Next, we will see a table with the details of the abandoned calls with the following information:

- Date, date and time of the abandoned call.
- **Queue**, Queue where the call was abandoned.
- **Caller**, caller's phone number.
- **Position**, caller's position when they abandoned the call.
- **Disconnection**, cause for abandon from the caller.
- Wait, time the caller was waiting on Queue.

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|                       |                        | Sort none |           | ♦ Asc ♦     | Per Page 10      | \$                  |
|-----------------------|------------------------|-----------|-----------|-------------|------------------|---------------------|
| Abandoned Calls (173) |                        |           |           |             |                  | 🖹 PDF 📘 Excel 📑 CSV |
| Date \$               | Queue                  | ¢         | Caller \$ | Position \$ | Disconnection \$ | Wait \$             |
| + 2020-08-08 08:49:00 | 509 - BEER AUTO        |           | 22558484  | 1           | Caller abandon   | 00:00:16            |
| + 2020-08-08 10:45:13 | 500 - SUPER AUTO       |           | 89441630  | 1           | Caller abandon   | 00:00:10            |
| + 2020-08-08 11:10:07 | 507 - DANGEROUS HEALTH |           | 81607866  | 1           | Caller abandon   | 00:00:38            |
| + 2020-08-08 11:19:05 | 509 - BEER AUTO        |           | 22558484  | 1           | Caller abandon   | 00:00:03            |
| + 2020-08-08 14:32:32 | 507 - DANGEROUS HEALTH |           | 88858250  | 1           | Caller abandon   | 00:01:19            |
| + 2020-08-08 15:42:40 | 509 - BEER AUTO        |           | 22558484  | 1           | Caller abandon   | 00:01:01            |
| + 2020-08-08 16:06:21 | 500 - SUPER AUTO       |           | 83536963  | 1           | Caller abandon   | 00:00:11            |
| + 2020-08-08 16:58:31 | 509 - BEER AUTO        |           | 22558461  | 1           | Caller abandon   | 00:01:17            |
| + 2020-08-08 18:02:20 | 505 - DANGEROUS AUTO   |           | 81183988  | 1           | Caller abandon   | 00:00:05            |
| + 2020-08-08 18:10:43 | 509 - BEER AUTO        |           | 22558484  | 2           | Caller abandon   | 00:00:50            |
| Sonata Stats - 2020   |                        |           |           |             |                  |                     |
|                       | c c                    | 1 2       | 3 4       | >           | 3                |                     |

It is possible to see the detail of the events for the abandoned calls by pressing the plus (+) symbol in front of the date.

| Date                  | * | Queue           |          | \$<br>Caller | \$  | Position | * | Disconnection  | *  | Wait     | ÷ |
|-----------------------|---|-----------------|----------|--------------|-----|----------|---|----------------|----|----------|---|
| - 2020-08-08 08:49:00 |   | 509 - BEER AUTO |          | 22558484     |     | 1        |   | Caller abandon |    | 00:00:16 | • |
| Call Events           |   |                 |          |              |     |          |   |                |    |          |   |
| Date                  |   |                 | Duration |              | Eve | nt       |   |                | Ag | ent      |   |
| 2020-08-08 08:48:44   |   |                 | 00:00:00 |              | ENT | ERQUEUE  |   |                | NC | DNE      |   |
| 2020-08-08 08:49:00   |   |                 | 00:00:16 |              | ABA | NDON     |   |                | NC | DNE      |   |
|                       |   |                 |          |              |     |          |   |                |    |          |   |

It is also possible to see if this call was answered later the same day by pressing the phone icon (I) that is to the right of each call.

| Abandoned Call Tracking |                        |               |   |                |                  |
|-------------------------|------------------------|---------------|---|----------------|------------------|
| Agent                   | Date                   | Event         |   | Duration       | Queue            |
| 2035 - Viola Davis      | 2020-08-08 10:50:03    | COMPLETEAGENT |   | 00:04:15       | 500 - SUPER AUTO |
|                         |                        |               |   |                |                  |
| +2020-08-08 11:10:07    | 507 - DANGEROUS HEALTH | 81607866      | 1 | Caller abandon | 00:00:38         |
| + 2020-08-08 11:19:05   | 509 - BEER AUTO        | 22558484      | 1 | Caller abandon | 00:00:03         |
| + 2020-08-08 14:32:32   | 507 - DANGEROUS HEALTH | 88858250      | 1 | Caller abandon | 00:01:19         |
| + 2020-08-08 15:42:40   | 509 - BEER AUTO        | 22558484      | 1 | Caller abandon | 00:01:01         |
| + 2020-08-08 16:06:21   | 500 - SUPER AUTO       | 83536963      | 1 | Caller abandon | 00:00:11         |
| +2020-08-08 16:58:31    | 509 - BEER AUTO        | 22558461      | 1 | Caller abandon | 00:01:17         |
| + 2020-08-08 18:02:20   | 505 - DANGEROUS AUTO   | 81183988      | 1 | Caller abandon | 00:00:05         |
| + 2020-08-08 18:10:43   | 509 - BEER AUTO        | 22558484      | 2 | Caller abandon | 00:00:50         |

#### 7.1.8.- Answered Calls Details

This is a detailed report of the calls entering each Queue, with the possibility of seeing all of the events related to the call with the following information:

- **Date**, date and time of the call.
- **Queue**, queue through which the call entered.
- **Caller**, caller's phone number.
- **Position**, caller's position when the call was tended to.
- **Disconnected By**, who released the call, the agent or the caller.
- Wait, wait time before the call was tended to.
- **Duration**, total call duration.
- Agent, agent that tended the call.

| Date                  | * | Queue \$             | Caller   | \$<br>Position | Disconnected by | ¢ | Wait     | Duration \$ | Agent              |
|-----------------------|---|----------------------|----------|----------------|-----------------|---|----------|-------------|--------------------|
| + 2020-08-08 04:40:39 |   | 505 - DANGEROUS AUTO | 86791806 | 1              | Caller          |   | 00:00:37 | 00:05:04    | 2038 - Cary Grant  |
| + 2020-08-08 04:47:11 |   | 500 - SUPER AUTO     | 86791806 | 1              | Caller          |   | 00:00:09 | 00:02:39    | 2038 - Cary Grant  |
| + 2020-08-08 05:21:01 |   | 514 - SUPPLIERS      | 82310703 | 1              | Caller          |   | 00:00:09 | 00:02:27    | 2038 - Cary Grant  |
| + 2020-08-08 05:54:55 |   | 514 - SUPPLIERS      | 82310703 | 1              | Caller          |   | 80:00:00 | 00:05:10    | 2038 - Cary Grant  |
| + 2020-08-08 06:08:26 |   | 514 - SUPPLIERS      | 85352513 | 1              | Agent           |   | 00:00:09 | 00:02:52    | 2038 - Cary Grant  |
| + 2020-08-08 06:15:03 |   | 514 - SUPPLIERS      | 88647514 | 1              | Caller          |   | 00:00:07 | 00:02:59    | 2038 - Cary Grant  |
| + 2020-08-08 07:06:39 |   | 500 - SUPER AUTO     | 89454141 | 1              | Agent           |   | 00:00:11 | 00:03:57    | 2035 - Viola Davis |
| + 2020-08-08 07:08:57 |   | 509 - BEER AUTO      | 22558484 | 1              | Caller          |   | 00:00:07 | 00:06:07    | 2049 - Grace Kelly |
| + 2020-08-08 07:23:03 |   | 509 - BEER AUTO      | 22558484 | 1              | Caller          |   | 00:00:06 | 00:01:37    | 2049 - Grace Kelly |
| + 2020-08-08 07:39:32 |   | 509 - BEER AUTO      | 22558484 | 1              | Agent           |   | 00:00:08 | 00:02:03    | 2035 - Viola Davis |

It is possible to see a detail of the events for each call by pressing the Plus (+) symbol located in front of the date.

| Date                  | * | Queue                | \$  | Caller   | \$<br>Position | *    | Disconnected by | \$<br>Wait 4 | F | Duration | *    | Agent             |
|-----------------------|---|----------------------|-----|----------|----------------|------|-----------------|--------------|---|----------|------|-------------------|
| - 2020-08-08 04:40:39 |   | 505 - DANGEROUS AUTO |     | 86791806 | 1              |      | Caller          | 00:00:37     |   | 00:05:04 |      | 2038 - Cary Grant |
| Call events           |   |                      |     |          |                |      |                 |              |   |          |      |                   |
| Date                  |   |                      | Du  | ration   | 1              | even | t               |              |   | Ag       | gent | t                 |
| 2020-08-08 04:34:58   |   |                      | 00: | 00:00    | 1              | INTI | ERQUEUE         |              |   | N        | ON   | E                 |
| 2020-08-08 04:35:13   |   |                      | 00: | 00:15    | 1              | RINC | GNOANSWER       |              |   | 20       | )38  | - Cary Grant      |
| 2020-08-08 04:35:35   |   |                      | 00: | 00:37    | (              | CON  | NECT            |              |   | 20       | )38  | - Cary Grant      |
| 2020-08-08 04:40:39   |   |                      | 00: | 05:04    | (              |      | IPLETECALLER    |              |   | 20       | )38  | - Cary Grant      |
|                       |   |                      |     |          |                |      |                 |              |   |          |      |                   |

### 7.1.9.- Outgoing Calls Details

Here, we can see a detailed report from all of the outgoing calls by the agents. The information we can see is the following:

- Date, date and time of the call.
- Agent, agent that made the call.
- **Destination**, number dialed by the agent.
- **Disposition**, type of disposition for the call.
- **Duration**, call duration.
- Wait Time, ring time before the call was answered.
- **Trunk**, trunk through which the call was made.

| Outgoing Calls (3675) |                        | Sort none    | :              | Asc \$         | Per Page 10 |              | \$       |
|-----------------------|------------------------|--------------|----------------|----------------|-------------|--------------|----------|
| Date 🔶                | Agent \$               | Extension \$ | Destination \$ | Disposition \$ | Duration \$ | Wait time \$ | Trunk \$ |
| 2020-08-07 18:04:02   | 2043 - Laurence Oliver | 2043         | 084315482      | ANSWERED       | 00:00:36    | 00:00:17     | 4        |
| 2020-08-07 18:04:59   | 2043 - Laurence Oliver | 2043         | 085552678      | ANSWERED       | 00:00:39    | 00:00:13     | 3        |
| 2020-08-07 18:07:15   | 2043 - Laurence Oliver | 2043         | 084315482      | ANSWERED       | 00:00:49    | 00:00:16     | 4        |
| 2020-08-07 18:13:07   | 2043 - Laurence Oliver | 2043         | 089881362      | ANSWERED       | 00:00:05    | 00:00:05     | 3        |
| 2020-08-07 18:13:19   | 2043 - Laurence Oliver | 2043         | 089881362      | ANSWERED       | 00:00:07    | 00:00:05     | 3        |
| 2020-08-07 18:13:32   | 2043 - Laurence Oliver | 2043         | 089881362      | ANSWERED       | 00:00:14    | 00:00:32     | 3        |
| 2020-08-07 18:14:20   | 2043 - Laurence Oliver | 2043         | 089881362      | ANSWERED       | 00:00:11    | 00:00:28     | 3        |
| 2020-08-07 18:15:05   | 2043 - Laurence Oliver | 2043         | 077325721      | ANSWERED       | 00:00:15    | 00:00:16     | 3        |
| 2020-08-07 18:21:12   | 2035 - Viola Davis     | 2035         | 018004040      | ANSWERED       | 00:00:14    | 00:00:00     | 1        |
| 2020-08-07 18:26:45   | 2009 - Gregory Peck    | 2009         | 086760256      | ANSWERED       | 00:02:44    | 00:00:15     | 3        |
| Sonata Stats - 2020   |                        |              |                |                |             |              |          |
|                       | « «                    | 1 2          | 3 4            |                | x           |              |          |

### 7.2.- Traffic

In Traffic Reports we can find reports that have to do with calls depending on their date, month, day of the week, or hour.

#### 7.2.1.- By Hour

On this report, we can observe in graph form the hours with peak time of traffic on the Call Center. This information is very useful, since it helps us take decisions to know how many agents we need depending on the time. It is also possible to divide this report in half hour increments.



We can also see a table below the graph with the following information:

- Hour, Hour to evaluate the information.
- Offered Calls, number of calls that entered Queue.
- Answered Calls, number of answered calls.
- Abandoned Calls, number of abandoned calls.
- Answered Calls %, percentage of calls answered on this time frame
- Avg Call Call Time, average call duration by call.

| Hour  | Offered calls \$ | Answered calls | Abandoned calls | Answered calls % | Avg call time | Min call time | Max call time |
|-------|------------------|----------------|-----------------|------------------|---------------|---------------|---------------|
| 00:00 | 12               | 12             | 0               | 100.00%          | 00:03:23      | 00:00:31      | 00:08:16      |
| 01:00 | 11               | 11             | 0               | 100.00%          | 00:02:02      | 00:00:17      | 00:05:22      |
| 02:00 | 4                | 4              | 0               | 100.00%          | 00:03:34      | 00:01:13      | 00:05:18      |
| 03:00 | 9                | 8              | 1               | 88.89%           | 00:01:11      | 00:00:11      | 00:02:28      |
| 04:00 | 5                | 5              | 0               | 100.00%          | 00:02:46      | 00:00:44      | 00:05:04      |
| 05:00 | 25               | 21             | 4               | 84.00%           | 00:02:21      | 00:00:14      | 00:06:37      |
| 06:00 | 34               | 33             | 1               | 97.06%           | 00:02:16      | 00:00:02      | 00:05:08      |
| 07:00 | 114              | 106            | 8               | 92.98%           | 00:02:15      | 00:00:01      | 00:06:07      |
| 08:00 | 207              | 193            | 14              | 93.24%           | 00:02:22      | 00:00:02      | 00:09:45      |
| 09:00 | 202              | 192            | 10              | 95.05%           | 00:02:40      | 00:00:00      | 00:17:46      |
| 10:00 | 180              | 172            | 8               | 95.56%           | 00:02:36      | 00:00:01      | 00:18:26      |

### 7.2.2.- Day

On this report we can get the calls offered (calls that entered the Queue), Answered Calls, and Abandoned calls totaled for the day.



We can also see a table below the graph with the following information:

- **Day**, Date to show the information from.
- **Offered Calls**, total number of calls that entered Queue.
- Answered Calls, total number of calls answered by the agents.
- Abandoned Calls, total number of calls not tended to, and left the Queue.
- Answered Calls %, percentage of calls answered with repect to the calls that entered Queue.
- Avg Call Time, average call time of answered calls.
- Min Call Time, minimum duration of the answered calls.
- Max Call Time, maximum duration of the answered calls.
- Avg Call Wait Time, average Call Wait Time for all the calls.
- Min Call Wait Time, minimum Call Wait Time for all the calls.
- Max Call Wait Time, maximum Call Wait Time for all the calls.
- Abandoned Calls %, percentage of the abandoned calls.
- Avg Abandoned Call Wait Time, average Call Wait Time duration of abandoned calls.
- Min Abandoned Call Wait Time, minimum Call Wait Time when a call is abandoned.
- Max Abandoned Call Wait Time, maximum Call Wait Time when a call is abandoned.

| Day        | Offered calls | Answered calls | Abandoned calls | Answered calls % | Avg call time | Min call time | Max call time | Avg call wait time | Min call wait time |
|------------|---------------|----------------|-----------------|------------------|---------------|---------------|---------------|--------------------|--------------------|
| 2020-08-06 | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
| 2020-08-07 | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
| 2020-08-08 | 379           | 364            | 15              | 96.04%           | 00:02:27      | 00:00:00      | 00:12:10      | 00:00:12           | 00:00:04           |
| 2020-08-09 | 193           | 181            | 12              | 93.78%           | 00:02:09      | 00:00:01      | 00:08:16      | 00:00:10           | 00:00:04           |
| 2020-08-10 | 437           | 406            | 31              | 92.91%           | 00:02:39      | 00:00:00      | 00:17:46      | 00:00:15           | 00:00:04           |
| 2020-08-11 | 404           | 370            | 34              | 91.58%           | 00:02:37      | 00:00:02      | 00:13:31      | 00:00:15           | 00:00:04           |
| 2020-08-12 | 413           | 375            | 38              | 90.80%           | 00:02:35      | 00:00:02      | 00:21:01      | 00:00:13           | 00:00:04           |
| 2020-08-13 | 411           | 389            | 22              | 94.65%           | 00:02:32      | 00:00:00      | 00:13:48      | 00:00:10           | 00:00:04           |

On every table where there is a lot of information to show, you will find a pair of arrows indicating there is more information to either side.

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### 7.2.3.- Day Of Week

On this report, we can get the offered calls (calls that entered the Queue), Answered Calls, and Abandoned Calls totaled by the day of the week.

This information is very important, since it helps us observe which day of the week there is more or less traffic, and so assign more or less agents.



Below the graph we can also see a table with information summarized by the day of the week with the following information:

- **Day**, day of the week to show information from.
- Offered Calls, total number of calls that entered Queue.
- Answered Calls, total number of calls answered by the agents.
- Abandoned Calls, total number of calls not tended to, and left the Queue.
- Answered Calls %, percentage of calls answered with repect to the calls that entered Queue.
- Avg Call Time, average call time of answered calls.
- Min Call Time, minimum duration of the answered calls.
- Max Call Time, maximum duration of the answered calls.
- Avg Call Wait Time, average Call Wait Time for all the calls.
- Min Call Wait Time, minimum Call Wait Time for all the calls.
- Max Call Wait Time, maximum Call Wait Time for all the calls.
- Abandoned Calls %, percentage of the abandoned calls.
- Avg Abandoned Call Wait Time, average Call Wait Time duration of abandoned calls.
- Min Abandoned Call Wait Time, minimum Call Wait Time when a call is abandoned.
- Max Abandoned Call Wait Time, maximum Call Wait Time when a call is abandoned.

|   | Day       | Offered calls | Answered calls | Abandoned calls | Answered calls % | Avg call time | Min call time | Max call time | Avg call wait time | Min call wait time |
|---|-----------|---------------|----------------|-----------------|------------------|---------------|---------------|---------------|--------------------|--------------------|
|   | Monday    | 437           | 406            | 31              | 92.91%           | 00:02:39      | 00:00:00      | 00:17:46      | 00:00:15           | 00:00:04           |
|   | Tuesday   | 404           | 370            | 34              | 91.58%           | 00:02:37      | 00:00:02      | 00:13:31      | 00:00:15           | 00:00:04           |
|   | Wednesday | 413           | 375            | 38              | 90.80%           | 00:02:35      | 00:00:02      | 00:21:01      | 00:00:13           | 00:00:04           |
| < | Thursday  | 411           | 389            | 22              | 94.65%           | 00:02:32      | 00:00:00      | 00:13:48      | 00:00:10           | 00:00:04           |
|   | Friday    | 343           | 322            | 21              | 93.88%           | 00:02:10      | 00:00:02      | 00:08:41      | 00:00:11           | 00:00:03           |
|   | Saturday  | 379           | 364            | 15              | 96.04%           | 00:02:27      | 00:00:00      | 00:12:10      | 00:00:12           | 00:00:04           |
|   | Sunday    | 193           | 181            | 12              | 93.78%           | 00:02:09      | 00:00:01      | 00:08:16      | 00:00:10           | 00:00:04           |
|   |           |               |                |                 |                  |               |               |               |                    |                    |

### 7.2.4.- Month

On this report, you will get the offered calls (calls that entered the Queue), Answered Calls, and Abandoned Calls totaled by month.



We will also see a table with the information summarized by day of the week with the following information:

- Month, month to show the information from.
- Offered Calls, total number of calls that entered Queue.
- Answered Calls, total number of calls answered by the agents.
- Abandoned Calls, total number of calls not tended to, and left the Queue.
- Answered Calls %, percentage of calls answered with repect to the calls that entered Queue.
- Avg Call Time, average call time of answered calls.
- Min Call Time, minimum duration of the answered calls.
- Max Call Time, maximum duration of the answered calls.
- Avg Call Wait Time, average Call Wait Time for all the calls.
- Min Call Wait Time, minimum Call Wait Time for all the calls.
- Max Call Wait Time, maximum Call Wait Time for all the calls.
- Abandoned Calls %, percentage of the abandoned calls.
- Avg Abandoned Call Wait Time, average Call Wait Time duration of abandoned calls.
- Min Abandoned Call Wait Time, minimum Call Wait Time when a call is abandoned.

• Max Abandoned Call Wait Time, maximum Call Wait Time when a call is abandoned.

|   | Month     | Offered calls | Answered calls | Abandoned calls | Answered calls % | Avg call time | Min call time | Max call time | Avg call wait time | Min call wait time |
|---|-----------|---------------|----------------|-----------------|------------------|---------------|---------------|---------------|--------------------|--------------------|
|   | January   | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
|   | February  | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
|   | March     | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
|   | April     | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
|   | May       | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
| 2 | June      | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
|   | July      | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
|   | August    | 2580          | 2407           | 173             | 93.29%           | 00:02:29      | 00:00:00      | 00:21:01      | 00:00:13           | 00:00:03           |
|   | September | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
|   | October   | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
|   | November  | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |
|   | December  | 0             | 0              | 0               | 0.00%            | 00:00:00      | 00:00:00      | 00:00:00      | 00:00:00           | 00:00:00           |

### 7.2.5.- Lost Call By Hour

On this report we can observe the total number of calls lost every hour or every 30 minutes. This report is very important to determine if we need to have more agents on a determined time.



### 7.3.- Agents

On agent reports, we can observe detailed information from each session for each agent, agent availability, sessions by hour, and agents registered by date and time.

A very important detail that you need to take into account, is that sometime the selected time does not include certain events, for example, the agent's registration on a Queue. For this we got the **Max Sessions Allowed (hours)** parameter, where the default value is seven (7). This will indicate us that if there is no **Login/Logout** that completes the event, the maximum session time will be of 7 hours. This usually happens when we select short periods of time less than 24 hours. In some occasions, orphan events might be found, for example, an Un-Pause without being preceded by a **Pause** event, for these cases there is the **Max Pause Allowed** (minutes).

### 7.3.1.- Session Details

On this report we can see a summary, with the ability to see details for the agent's sessions.

| Report Details            |                    |                    |                     |                   |
|---------------------------|--------------------|--------------------|---------------------|-------------------|
| Agent                     | Avg session time 🔶 | Min session time 🔶 | Max session time \$ | Avg pause time \$ |
| + 2009 - Gregory Peck     | 0d:8h:52m:19s      | 0d:2h:24m:17s      | 0d:11h:56m:41s      | 0d:0h:6m:29s      |
| + 2012 - Cate Blanchett   | 0d:8h:11m:55s      | 0d:2h:54m:18s      | 0d:11h:59m:9s       | 0d:0h:6m:28s      |
| + 2022 - Spencer Tracy    | 0d:19h:35m:59s     | 0d:0h:1m:43s       | 6d:11h:26m:58s      | 0d:0h:10m:36s     |
| + 2027 - Shah Rukh Khan   | 0d:0h:4m:37s       | 0d:0h:0m:29s       | 0d:0h:8m:46s        | 0d:0h:2m:7s       |
| + 2035 - Viola Davis      | 0d:3h:48m:21s      | 0d:0h:5m:0s        | 0d:11h:36m:48s      | 0d:0h:8m:18s      |
| + 2036 - Sophia Loren     | 0d:6h:21m:36s      | 0d:0h:5m:14s       | 0d:11h:55m:5s       | 0d:0h:6m:16s      |
| + 2038 - Cary Grant       | 0d:17h:25m:18s     | 0d:0h:10m:45s      | 6d:13h:17m:24s      | 0d:0h:10m:19s     |
| + 2042 - Marilyn Monroe   | 0d:0h:19m:36s      | 0d:0h:8m:1s        | 0d:0h:42m:46s       | 0d:0h:5m:36s      |
| + 2043 - Laurence Olivier | 0d:6h:57m:17s      | 0d:0h:1m:58s       | 0d:12h:0m:18s       | 0d:0h:7m:39s      |
| + 2044 - James Stewart    | 0d:9h:4m:34s       | 0d:5h:57m:27s      | 0d:14h:48m:51s      | 0d:0h:11m:24s     |
| + 2048 - Judy Garland     | 0d:0h:26m:36s      | 0d:0h:0m:41s       | 0d:1h:23m:19s       | 0d:0h:0m:0s       |
| + 2049 - Grace Kelly      | 0d:6h:20m:26s      | 0d:1h:0m:38s       | 0d:10h:52m:57s      | 0d:0h:14m:31s     |
| + 2052 - Juie Andrews     | 0d:10h:1m:33s      | 0d:4h:12m:0s       | 0d:12h:3m:30s       | 0d:0h:5m:58s      |
| + 2053 - Halle Berry      | 0d:12h:4m:43s      | 0d:12h:2m:10s      | 0d:12h:11m:9s       | 0d:0h:5m:25s      |

It is possible to see a detail of the events from each agent by clicking on the plus symbol (+) that is located in front of the agent number.

| Agent                  |             | ÷   | Avg session time |   | \$          | Min session t | time | e      | ¢ | Max session time |   | Å.          | Avg p | ause   | ime     | ÷ |
|------------------------|-------------|-----|------------------|---|-------------|---------------|------|--------|---|------------------|---|-------------|-------|--------|---------|---|
| - 2009 - Gregory Peck  |             |     | 0d:8h:52m:19s    |   |             | 0d:2h:24m:1   | 7s   |        |   | 0d:11h:56m:41s   |   |             | Od:0h | n:6m:2 | 9s      |   |
| Queue                  | Sessions \$ | Ses | ssions time 🔶    | A | Avg session | n 4           | þ.   | Pauses | ¢ | Pauses time      | ¢ | AVG pauses  |       | \$     | Pause % | ¢ |
| 500 - SUPER AUTO       | 4           | 1d: | :11h:29m:15s     | C | 0d:8h:52m   | :18s          |      | 10     |   | 0d:1h:4m:59s     |   | 0d:0h:6m:29 | s     |        | 3.05%   |   |
| 501 - SUPER HEALTH     | 4           | 1d: | :11h:29m:17s     | C | 0d:8h:52m   | :19s          |      | 10     |   | 0d:1h:4m:59s     |   | 0d:0h:6m:29 | s     |        | 3.05%   |   |
| 502 - SUPER HOME       | 4           | 1d: | :11h:29m:17s     | C | 0d:8h:52m   | :19s          |      | 10     |   | 0d:1h:4m:59s     |   | 0d:0h:6m:29 | s     |        | 3.05%   |   |
| 503 - SAFE AUTO        | 4           | 1d: | :11h:29m:17s     | C | 0d:8h:52m   | :19s          |      | 10     |   | 0d:1h:5m:0s      |   | 0d:0h:6m:30 | s     |        | 3.05%   |   |
| 504 - SAFE HEALTH      | 4           | 1d: | :11h:29m:17s     | C | 0d:8h:52m   | :19s          |      | 10     |   | 0d:1h:5m:0s      |   | 0d:0h:6m:30 | s     |        | 3.05%   |   |
| 505 - DANGEROUS AUTO   | 4           | 1d: | :11h:29m:17s     | C | 0d:8h:52m   | :19s          |      | 10     |   | 0d:1h:5m:0s      |   | 0d:0h:6m:30 | s     |        | 3.05%   |   |
| 506 - DANGEROUS HOME   | 4           | 1d: | :11h:29m:17s     | C | 0d:8h:52m   | :19s          |      | 10     |   | 0d:1h:5m:0s      |   | 0d:0h:6m:30 | s     |        | 3.05%   |   |
| 507 - DANGEROUS HEALTH | 4           | 1d: | :11h:29m:17s     | C | 0d:8h:52m   | :19s          |      | 10     |   | 0d:1h:5m:1s      |   | 0d:0h:6m:30 | s     |        | 3.05%   |   |
| 508 - THE OAK AUTO     | 4           | 1d: | :11h:29m:17s     | C | 0d:8h:52m   | :19s          |      | 10     |   | 0d:1h:5m:1s      |   | 0d:0h:6m:30 | s     |        | 3.05%   |   |
| 509 - BEER AUTO        | 4           | 1d: | :11h:29m:17s     | C | 0d:8h:52m   | :19s          |      | 10     |   | 0d:1h:5m:1s      |   | 0d:0h:6m:30 | s     |        | 3.05%   |   |
|                        |             | ¢   | ٤ 1              |   | 2           | 3             |      | >      |   | 3                |   |             |       |        |         |   |

The Possible events related to the agents are:

- **START SESSION**, starts session on the Queues.
- **END SESSION**, ends session on the Queues.
- **PAUSE**, changes status to paused. This event possesses information that will allow us to determine the pause reason.
- UNPAUSE, End of pause.

#### 7.3.2.- Agents Availability

On this report we can see the information about the agent's availability, as well as the different task times.

On the following table, we can see how many agents were tending calls on the selected time range, as well as the average duration of all of the calls by agent.

| Summary                     |               |
|-----------------------------|---------------|
| Agent sessions              |               |
| Numbers of agents evaluated | 14            |
| Average session time        | 0d:7h:49m:38s |
| Max session time            | 0d:0h:0m:0s   |
| Min session time            | Od:Oh:Om:Os   |

Up next, we show a table with the information about the time usage for each of the agents. The information you will see is the following.

- Agent, agent's name and number.
- Incoming Call Holdtime, total hold time.

- Incoming Call Talktime, total talk time.
- **On Pause**, total pause time.
- **Outgoing Call Holdtime**, total hold time (or total ring time) on outgoing calls.
- **Outgoing Call Talktime**, total conversation time for outgoing calls.
- **Productivity**, the time percentage that the agent was in conversation with respect to the time in session.
- Idle Time, total agent session time without the total pause time and time for incoming calls.
- **Time**, total time that the agent was logged in to the system. Session Time.
- **Time %**, time percentage that the agent was registered with respect to the other selected agents.

|   | ¢                             | AVG session<br>time | AVG pause $$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$ | AVG<br>incoming<br>call talktime | Min<br>incoming<br>call talktime | Max<br>incoming call ¢<br>talktime | AVG<br>incoming<br>call<br>holdtime ∲ | Min<br>incoming<br>call<br>holdtime ∲ | Max<br>incoming<br>call<br>holdtime | AVG<br>outgoing<br>call talktime | Min<br>outgoing<br>call talktime | Max<br>outgoing call<br>talktime |
|---|-------------------------------|---------------------|--|----------------------------------|----------------------------------|------------------------------------|---------------------------------------|---------------------------------------|-------------------------------------|----------------------------------|----------------------------------|----------------------------------|
|   | + 2038 - Cary<br>Grant        | 0d:17h:25m:18s      | 0d:0h:10m:19s                                    | 0d:0h:2m:5s                      | 0d:0h:0m:0s                      | 0d:0h:17m:30s                      | Od:0h:0m:0s                           | Od:0h:0m:0s                           | 0d:0h:0m:0s                         | 0d:0h:0m:47s                     | 0d:0h:0m:0s                      | 0d:0h:11m:0s                     |
|   | + 2035 - Viola<br>Davis       | 0d:3h:48m:21s       | 0d:0h:8m:18s                                     | 0d:0h:2m:7s                      | 0d:0h:0m:0s                      | 0d:0h:12m:10s                      | Od:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | 0d:0h:0m:40s                     | 0d:0h:0m:0s                      | 0d:0h:10m:40s                    |
|   | + 2022 - Spencer<br>Tracy     | 0d:19h:35m:59s      | 0d:0h:10m:36s                                    | 0d:0h:2m:20s                     | 0d:0h:0m:0s                      | 0d:0h:21m:1s                       | Od:0h:0m:0s                           | Od:0h:0m:0s                           | 0d:0h:0m:0s                         | 0d:0h:1m:4s                      | Od:Oh:Om:Os                      | 0d:0h:10m:19s                    |
|   | + 2036 - Sophia<br>Loren      | 0d:6h:21m:36s       | 0d:0h:6m:16s                                     | 0d:0h:2m:3s                      | 0d:0h:0m:0s                      | 0d:0h:17m:46s                      | 0d:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | Od:Oh:Om:51s                     | 0d:0h:0m:0s                      | 0d:0h:15m:33s                    |
|   | + 2044 - James<br>Stewart     | 0d:9h:4m:34s        | 0d:0h:11m:24s                                    | 0d:0h:2m:15s                     | 0d:0h:0m:0s                      | 0d:0h:8m:12s                       | Od:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | 0d:0h:1m:5s                      | Od:Oh:Om:Os                      | 0d:0h:8m:33s                     |
|   | + 2049 - Grace<br>Kelly       | 0d:6h:20m:26s       | 0d:0h:14m:31s                                    | 0d:0h:2m:38s                     | 0d:0h:0m:0s                      | 0d:0h:10m:20s                      | Od:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | Od:Oh:Om:49s                     | 0d:0h:0m:0s                      | 0d:0h:4m:59s                     |
| 3 | + 2052 - Juie<br>Andrews      | 0d:10h:1m:33s       | 0d:0h:5m:58s                                     | 0d:0h:2m:37s                     | 0d:0h:0m:0s                      | 0d:0h:18m:26s                      | Od:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | 0d:0h:1m:3s                      | 0d:0h:0m:0s                      | 0d:0h:10m:7s                     |
|   | + 2053 - Halle<br>Berry       | 0d:12h:4m:43s       | 0d:0h:5m:25s                                     | 0d:0h:2m:10s                     | 0d:0h:0m:0s                      | 0d:0h:13m:31s                      | Od:0h:0m:0s                           | Od:0h:0m:0s                           | 0d:0h:0m:0s                         | Od:Oh:Om:39s                     | 0d:0h:0m:0s                      | 0d:0h:5m:19s                     |
|   | + 2012 - Cate<br>Blanchett    | 0d:8h:11m:55s       | 0d:0h:6m:28s                                     | 0d:0h:2m:29s                     | 0d:0h:0m:0s                      | 0d:0h:8m:12s                       | Od:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | 0d:0h:0m:48s                     | 0d:0h:0m:0s                      | 0d:0h:6m:36s                     |
|   | + 2027 - Shah<br>Rukh<br>Khan | 0d:0h:4m:37s        | 0d:0h:2m:7s                                      | 0d:0h:0m:47s                     | 0d:0h:0m:0s                      | 0d:0h:1m:44s                       | 0d:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | Od:Oh:Om:29s                     | Od:Oh:Om:29s                     | 0d:0h:0m:29s                     |
|   | + 2048 - Judy<br>Garland      | 0d:0h:26m:36s       | 0d:0h:0m:0s                                      | 0d:0h:0m:0s                      | 0d:0h:0m:0s                      | 0d:0h:0m:0s                        | Od:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | 0d:0h:0m:46s                     | Od:Oh:Om:Os                      | 0d:0h:2m:44s                     |
|   | + 2009 - Gregory<br>Peck      | 0d:8h:52m:19s       | 0d:0h:6m:29s                                     | 0d:0h:2m:37s                     | 0d:0h:0m:14s                     | 0d:0h:13m:13s                      | Od:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | Od:Oh:Om:50s                     | Od:Oh:Om:Os                      | 0d:0h:7m:8s                      |
|   | + 2043 - Laurence<br>Olivier  | 0d:6h:57m:17s       | 0d:0h:7m:39s                                     | 0d:0h:2m:26s                     | 0d:0h:0m:0s                      | 0d:0h:12m:45s                      | 0d:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | 0d:0h:0m:43s                     | Od:0h:0m:0s                      | 0d:0h:11m:42s                    |
|   | + 2042 - Marilyn<br>Monroe    | 0d:0h:19m:36s       | 0d:0h:5m:36s                                     | 0d:0h:3m:0s                      | 0d:0h:0m:0s                      | 0d:0h:6m:59s                       | 0d:0h:0m:0s                           | 0d:0h:0m:0s                           | 0d:0h:0m:0s                         | 0d:0h:1m:28s                     | 0d:0h:0m:2s                      | 0d:0h:4m:7s                      |

#### 7.3.3.- Agents Pauses

It shows the causes of pauses by agents in each queue, their duration in detail and a summary.

#### Summary of Pauses by Agents.

| Agent \$                | Avg pause time | Frequent cause | Actions          |
|-------------------------|----------------|----------------|------------------|
| 2038 - Cary Grant       | 0d:0h:10m:19s  | WC             | Show Queues (22) |
| 2035 - Viola Davis      | 0d:0h:8m:18s   | WC             | Show Queues (22) |
| 2022 - Spencer Tracy    | 0d:0h:10m:36s  | Administrative | Show Queues (27) |
| 2036 - Sophia Loren     | 0d:0h:6m:16s   | WC             | Show Queues (27) |
| 2044 - James Stewart    | 0d:0h:11m:24s  | WC             | Show Queues (27) |
| 2049 - Grace Kelly      | 0d:0h:14m:31s  | WC             | Show Queues (22) |
| 2052 - Juie Andrews     | 0d:0h:5m:58s   | Administrative | Show Queues (22) |
| 2053 - Halle Berry      | 0d:0h:5m:25s   | WC             | Show Queues (27) |
| 2012 - Cate Blanchett   | 0d:0h:6m:28s   | WC             | Show Queues (27) |
| 2027 - Shah Rukh Khan   | 0d:0h:2m:7s    | WC             | Show Queues (2)  |
| 2009 - Gregory Peck     | 0d:0h:6m:29s   | WC             | Show Queues (27) |
| 2043 - Laurence Olivier | 0d:0h:7m:39s   | WC             | Show Queues (27) |
| 2042 - Marilyn Monroe   | 0d:0h:5m:36s   | Administrative | Show Queues (26) |
|                         | α (            | 1              | ,                |

#### Summary of pauses by Agents in each Queue



#### Details of each pause per agent in each queue.

| 2027 - Shah Rukh Khan |                |                | Od:0       | h:2m:7s        |                 | WC   |                  | Hi | de           |
|-----------------------|----------------|----------------|------------|----------------|-----------------|------|------------------|----|--------------|
| Queues                |                |                |            |                |                 |      |                  |    |              |
| Queue                 |                | Frequent cause |            | Avg pause time | e               | -    | Total pause time |    | ISES         |
| 514 - SUPPLIERS       |                | WC             | 0d:0h:2m:7 |                |                 |      | 0d:0h:2m:7s      | 1  | Hide         |
| Reasons               |                |                |            |                |                 |      |                  |    |              |
| Reason                | Queue          |                | Tota       | l pause time   |                 |      | Avg pause time   |    | Pauses       |
| WC                    | 514 - SUPPLIER | S              | 0d:0       | h:2m:7s        |                 |      | 0d:0h:2m:7s      |    | 1 Hide       |
| Details               |                |                |            |                |                 |      |                  |    |              |
| Reason                | Start time     |                |            |                | End time        |      |                  |    | Duration     |
| WC                    | 2020-08-:      | 10 09:02:48    |            |                | 2020-08-10 09:0 | 4:55 |                  |    | 0d:0h:2m:7s  |
|                       |                | K              |            | ¢              | 1               |      | > 29             |    |              |
| -                     |                |                |            |                |                 |      |                  |    |              |
| 524 - FLEXY-AUTOS     |                | WC             |            | 0d:0h:2m:7s    |                 | (    | 0d:0h:2m:7s      | 1  | Show Reasons |
|                       |                | «              |            | ¢              | 1               |      | ) 2              |    |              |

### 7.3.4.- Agents Session by Hour

On this report we sum up the total time that an agent was logged in at a time.

| Agent                 | Queue                |               |             |             |             |             | Hours/Session Dur | ation (HH:MM:SS) | l.           |             |
|-----------------------|----------------------|---------------|-------------|-------------|-------------|-------------|-------------------|------------------|--------------|-------------|
|                       |                      | 00:00         | 01:00       | 02:00       | 03:00       | 04:00       | 05:00             | 06:00            | 07:00        | 0           |
| 2038 - Cary Grant     |                      | Od:0h:0m:0s   | 0d:0h:0m:0s | Od:0h:0m:0s | 0d:0h:0m:0s | 0d:0h:0m:0s | 0d:0h:0m:0s       | Od:Oh:Om:Os      | Od:0h:0m:0s  | Od:0h:0m:0s |
| Total: 1d:17h:33m:27s | 30PER A010 - 500     | 12:00         | 13:00       | 14:00       | 15:00       | 16:00       | 17:00             | 18:00            | 19:00        | 2           |
|                       |                      | 0d:2h:34m:10s | 0d:5h:0m:0s | 0d:5h:0m:0s | 0d:5h:0m:0s | 0d:5h:0m:0s | 0d:4h:2m:14s      | 0d:4h:0m:0s      | 0d:3h:51m:0  | s Od:3h:5   |
|                       |                      | 00:00         | 01:00       | 02:00       | 03:00       | 04:00       | 05:00             | 06:00            | 07:00        | 08          |
| 2038 - Cary Grant     |                      | Od:0h:0m:0s   | Od:0h:0m:0s | Od:0h:0m:0s | 0d:0h:0m:0s | 0d:0h:0m:0s | 0d:0h:0m:0s       | 0d:0h:0m:0s      | 0d:0h:0m:0s  | Od:0h:0m:0s |
| Total: 1d:17h:31m:44s | SUPER HOME - 502     | 12:00         | 13:00       | 14:00       | 15:00       | 16:00       | 17:00             | 18:00            | 19:00        | 20          |
|                       |                      | 0d:2h:34m:8s  | 0d:5h:0m:0s | 0d:5h:0m:0s | Od:5h:0m:Os | 0d:5h:0m:0s | 0d:4h:0m:30s      | Od:4h:0m:0s      | Od:3h:51m:1s | 0d:3h:53    |
|                       |                      | 00:00         | 01:00       | 02:00       | 03:00       | 04:00       | 05:00             | 06:00            | 07:00        | 08          |
| 2038 - Cary Grant     | SAFE AUTO - 502      | Od:0h:0m:0s   | 0d:0h:0m:0s | 0d:0h:0m:0s | 0d:0h:0m:0s | 0d:0h:0m:0s | 0d:0h:0m:0s       | 0d:0h:0m:0s      | 0d:0h:0m:0s  | 0d:0h:0m:0s |
| Total: 1d:17h:31m:44s | SAFE A010 - 503      | 12:00         | 13:00       | 14:00       | 15:00       | 16:00       | 17:00             | 18:00            | 19:00        | 20          |
|                       |                      | 0d:2h:34m:8s  | 0d:5h:0m:0s | Od:5h:0m:Os | Od:5h:0m:Os | 0d:5h:0m:0s | 0d:4h:0m:30s      | Od:4h:0m:0s      | Od:3h:51m:1s | 0d:3h:53    |
|                       |                      | 00:00         | 01:00       | 02:00       | 03:00       | 04:00       | 05:00             | 06:00            | 07:00        | 0           |
| 2038 - Cary Grant     |                      | Od:0h:0m:0s   | 0d:0h:0m:0s | Od:0h:0m:0s | 0d:0h:0m:0s | 0d:0h:0m:0s | 0d:0h:0m:0s       | 0d:0h:0m:0s      | 0d:0h:0m:0s  | Od:0h:0m:0s |
| Total: 1d:18h:23m:52s | DANGEROUS AUTO - 505 | 12:00         | 13:00       | 14:00       | 15:00       | 16:00       | 17:00             | 18:00            | 19:00        | 2           |
|                       |                      | 0d:2h:34m:8s  | 0d:5h:0m:0s | 0d:5h:0m:0s | Od:5h:0m:0s | Od:5h:Om:Os | 0d:4h:52m:38s     | 0d:4h:0m:0s      | 0d:3h:51m:1  | s Od:3h:    |

### 7.3.5.- Agents By Hour

On this report we can observe the total number of agents logged in to the system by day and time with the possibility to get a list of the agents on a determined day and time.

| Day                         |                 |       |       |       |       |       | Agen  | ts By Hour |       |       |       |       |       |
|-----------------------------|-----------------|-------|-------|-------|-------|-------|-------|------------|-------|-------|-------|-------|-------|
|                             |                 | 00:00 | 01:00 | 02:00 | 03:00 | 04:00 | 05:00 | 06:00      | 07:00 | 08:00 | 09:00 | 10:00 | 11:00 |
| 2020-08-<br>Total (unique a | -08<br>agents): | 0     | 0     | 0     | 0     | 0     | 0     | 4          | 4     | 4     | 4     | 4     | 4     |
| 7                           | -0,-            | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00      | 19:00 | 20:00 | 21:00 | 22:00 | 23:00 |
|                             |                 | 4     | 4     | 4     | 4     | 4     | 4     | 6          | 3     | 3     | 3     | 2     | 2     |
|                             |                 | 00:00 | 01:00 | 02:00 | 03:00 | 04:00 | 05:00 | 06:00      | 07:00 | 08:00 | 09:00 | 10:00 | 11:00 |
| 2020-08-<br>Total (unique a | -09<br>agents): | 0     | 0     | 0     | 0     | 0     | 0     | 4          | 3     | 3     | 3     | 3     | 3     |
| 7                           | -0,-            | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00      | 19:00 | 20:00 | 21:00 | 22:00 | 23:00 |
|                             |                 | 3     | 3     | 3     | 3     | 3     | 3     | 5          | 2     | 2     | 2     | 2     | 2     |
|                             |                 | 00:00 | 01:00 | 02:00 | 03:00 | 04:00 | 05:00 | 06:00      | 07:00 | 08:00 | 09:00 | 10:00 | 11:00 |
| 2020-08-<br>Total (unique a | -10<br>agents): | 0     | 0     | 0     | 0     | 0     | 0     | 3          | 3     | 4     | 4     | 3     | 5     |
| 10                          | -0,-            | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | 18:00      | 19:00 | 20:00 | 21:00 | 22:00 | 23:00 |
|                             |                 | 6     | 5     | 5     | 6     | 4     | 4     | 7          | 4     | 5     | 3     | 2     | 2     |
|                             |                 | 00:00 | 01:00 | 02:00 | 03:00 | 04:00 | 05:00 | 06:00      | 07:00 | 08:00 | 09:00 | 10:00 | 11:00 |
|                             |                 |       |       |       |       |       | -     | -          |       |       | -     | -     |       |

When pressing one of the circles we get the list of agents that were registered at that time and day.

| Number of agents on 2020-0 | 08-08 at 12           |                     |                     | ×              |
|----------------------------|-----------------------|---------------------|---------------------|----------------|
| Agent                      | Queue                 | Start hour          | End hour            | Duration       |
| 2044 - James Stewart       | SUPER HOME - 502      | 2020-08-08 06:43:02 | 2020-08-08 21:31:53 | 0d:14h:48m:51s |
| 2049 - Grace Kelly         | REMOTE AUTO - 512     | 2020-08-08 06:53:14 | 2020-08-08 13:53:54 | 0d:7h:0m:40s   |
| 2044 - James Stewart       | DANGEROUS AUTO - 505  | 2020-08-08 06:43:02 | 2020-08-08 21:31:53 | 0d:14h:48m:51s |
| 2036 - Sophia Loren        | UNITY INSURANCE - 520 | 2020-08-08 06:33:23 | 2020-08-08 16:35:49 | 0d:10h:2m:26s  |
| 2036 - Sophia Loren        | SUPER AUTO - 500      | 2020-08-08 06:33:23 | 2020-08-08 16:35:49 | 0d:10h:2m:26s  |
| 2035 - Viola Davis         | EXTRA AUTO - 516      | 2020-08-08 07:08:54 | 2020-08-08 18:35:45 | 0d:11h:26m:51s |
| 2035 - Viola Davis         | ROBLE BREWERY - 515   | 2020-08-08 07:08:54 | 2020-08-08 18:35:45 | 0d:11h:26m:51s |
| 2036 - Sophia Loren        | EXTRA AUTO - 516      | 2020-08-08 06:33:23 | 2020-08-08 16:35:49 | 0d:10h:2m:26s  |
| 2049 - Grace Kelly         | SUPER AUTO - 500      | 2020-08-08 06:53:13 | 2020-08-08 13:53:54 | 0d:7h:0m:41s   |
| 2036 - Sophia Loren        | SAFE HEALTH - 504     | 2020-08-08 06:33:23 | 2020-08-08 16:35:49 | 0d:10h:2m:26s  |
| 2036 - Sophia Loren        | BEER HEALTH - 510     | 2020-08-08 06:33:23 | 2020-08-08 16:35:49 | 0d:10h:2m:26s  |
|                            |                       |                     |                     |                |

When pressing the circle under the date it will give us the total number of agents that logged in that day.

| mber of unique agents (6) on 2020-08-09 |                    |                |  |  |  |  |  |  |
|---|--------------------|----------------|--|--|--|--|--|--|
| Viola Davis                             | Halle Berry        | Sophia Loren   |  |  |  |  |  |  |
| 2035                                    | 2053               | 2036           |  |  |  |  |  |  |
| Spencer Tracy                           | Elieth Elena Arcia | Cate Blanchett |  |  |  |  |  |  |
| 2022                                    | 2052               | 2012           |  |  |  |  |  |  |

# A.- Formulas

#### Service Level

The Service Level in a call center is a key metric that measures how efficiently a call center responds to customer calls. It is generally calculated using the following formula:

Service Level = (Number of Calls Answered Within Time Threshold/Total Number of Calls Received) × 100

 $Service \ Level = \big( \tfrac{\text{Number of Calls Answered Within Time Threshold}}{\text{Total Number of Calls Received}} \big) \times 100$ 

Where:

- Number of Calls Answered Within Time Threshold: This is the number of calls that are answered or handled within a predefined time period. This period varies by organization, but it is commonly set at 20 or 30 seconds.
- **Total Number of Calls Received:** This is the total number of calls that come into the call center.

The service level is expressed as a percentage. For example, a service level of 80% in 20 seconds means that 80% of all incoming calls were answered within the first 20 seconds.

It's important for call centers to maintain a high service level, as it indicates a quick response to customer calls, which generally leads to higher customer satisfaction. However, it should also be balanced with other factors such as quality of service and operational efficiency.

#### Occupancy Level of a Call Center Agent

The occupancy rate (or occupancy level) of a Call Center Agent is a key performance indicator that measures how much time an agent spends handling calls compared to their available working time. It is calculated using the following formula:

Occupancy Rate = (Total Handle Time/Total Available Time) × 100

Occupancy Rate = 
$$\left(\frac{\text{Total Handle Time}}{\text{Total Available Time}}\right) \times 100$$

Where:

• **Total Handle Time:** This includes the total time the agent spends on calls plus the time spent on after-call work (ACW), such as updating records or sending emails related to the call.

• **Total Available Time:** This is the total scheduled working time for the agent, excluding breaks and other non-working periods.

The occupancy rate is typically expressed as a percentage. A higher percentage indicates that agents are actively engaged in call-related tasks for most of their available time. It's important to maintain a balanced occupancy rate to avoid agent burnout and ensure efficient time management. Too high an occupancy rate can lead to stress and reduced service quality, while too low a rate might indicate underutilization of resources.

### Abandonment Rate

The Abandonment Rate in a call center is a crucial metric that indicates the percentage of incoming calls that are ended by the caller before being connected to an agent. This metric is particularly important as it reflects customer experience and can indicate issues with call center efficiency. Here's a detailed explanation:

#### Abandonment Rate Formula:

Abandonment Rate = (Number of Abandoned Calls/Total Number of Incoming Calls) × 100

Abandonment Rate =  $\left(\frac{\text{Number of Abandoned Calls}}{\text{Total Number of Incoming Calls}}\right) \times 100$ 

Where:

- **Number of Abandoned Calls:** This refers to the total number of calls where the caller hangs up or disconnects the call before speaking to an agent.
- **Total Number of Incoming Calls:** This is the total number of calls received by the call center.

#### Key Points to Understand:

- **Indicator of Customer Satisfaction:** A high abandonment rate often indicates customer frustration due to long wait times or inefficient call handling processes.
- **Impact on Business:** Frequent call abandonment can lead to lost opportunities, dissatisfied customers, and a tarnished reputation for the business.
- Influence of Wait Time: Longer wait times usually result in higher abandonment rates. Monitoring and managing wait times is essential to reduce this rate.
- **Threshold Setting:** Some call centers set a specific threshold time, considering calls abandoned only if the caller hangs up after waiting longer than the threshold (e.g., 30 seconds).
- Excludes Short Calls: Quick hang-ups, often occurring within a few seconds (e.g., wrong number calls), are sometimes excluded from this calculation to avoid skewing the data.

- **Seasonal Variations:** Abandonment rates can vary during different times of the day or during peak seasons, indicating the need for adaptive staffing and resource allocation.
- **Improvement Strategies:** Reducing the abandonment rate can involve strategies like optimizing staffing levels, implementing callback options, or using interactive voice response (IVR) systems to manage call flow.

In summary, the abandonment rate is a vital metric in evaluating call center performance, highlighting areas for improvement in customer service and operational efficiency. Regular monitoring and analysis of this rate help in taking proactive measures to enhance the overall customer experience.

### Average Handling Time (AHT)

The Average Handling Time (AHT) is a critical metric in call centers that measures the average duration taken by an agent to handle a call. This includes not just the conversation time with the caller but also the wrap-up or after-call work associated with the call. Understanding AHT is essential for managing efficiency and ensuring good customer service. Here's a detailed explanation:

#### Average Handling Time Formula:

**AHT** = (Total Talk Time + Total Hold Time + Total After-Call Work Time)/Total Number of Calls Handled

 $\mathrm{AHT}=\frac{\mathrm{Total\ Talk\ Time\ +\ Total\ Hold\ Time\ +\ Total\ After\ Call\ Work\ Time\ }}{\mathrm{Total\ Number\ of\ Calls\ Handled}}$ 

Where:

- **Total Talk Time:** This is the cumulative time spent by agents talking to customers on calls.
- **Total Hold Time:** This includes any time during a call when a customer is put on hold.
- **Total After-Call Work Time:** This refers to the time spent by agents on work related to the call after the conversation has ended, such as updating customer records, sending follow-up emails, or entering data into a system.
- **Total Number of Calls Handled:** The total number of calls attended to by agents in a given period.

#### Key Aspects of AHT:

- **Efficiency Indicator:** AHT is an indicator of how efficiently agents handle calls. A lower AHT suggests that agents are resolving calls more quickly.
- **Impact on Customer Experience:** While a lower AHT may indicate efficiency, it's important not to compromise the quality of service. Rushing through calls can negatively impact customer satisfaction.
- **Training and Resource Allocation:** Understanding AHT can help identify training needs for agents and appropriate allocation of resources.

- **Balancing Quality and Quantity:** The goal is to find a balance where AHT is minimized without adversely affecting the quality of customer interactions.
- Influencing Factors: AHT can be influenced by the complexity of calls, the efficiency of call center systems, and the skill level of agents.
- **Use in Workforce Management:** AHT is used in workforce management to forecast staffing requirements and schedule agents.
- Varies by Industry: The standard for an acceptable AHT can vary significantly depending on the industry and the nature of the calls.

In summary, AHT is a vital metric that helps call centers gauge the efficiency and effectiveness of their agents in handling customer calls. It's a balancing act between ensuring quick resolution of calls and maintaining high-quality customer service. Regular monitoring and analysis of AHT can lead to strategies for improving both agent performance and customer satisfaction.

### Average Talk Time (ATT)

Average Talk Time (ATT) is an important metric in call centers that measures the average duration of conversation between an agent and a customer during a call. Unlike Average Handling Time (AHT), which includes after-call work and hold time, Average Talk Time strictly focuses on the actual talking period of the call. Here's a detailed explanation:

Average Talk Time Formula:

**ATT** = Total Talk Time / Total Number of Calls Handled

$$\mathrm{ATT} = rac{\mathrm{Total \ Talk \ Time}}{\mathrm{Total \ Number \ of \ Calls \ Handled}}$$

Where:

- **Total Talk Time:** This is the sum of the duration of all conversations between agents and customers. It only includes the time when both parties are actively engaged in conversation.
- **Total Number of Calls Handled:** The total number of calls attended to by agents during a specified time period.

#### Key Aspects of ATT:

- **Core Conversation Metric:** ATT measures the core time agents spend talking to customers, excluding other elements like hold time or after-call work.
- **Indicator of Call Complexity:** Longer ATT can indicate more complex calls or issues that require in-depth discussion and problem-solving.
- **Efficiency Analysis:** By analyzing ATT, call centers can assess whether conversations are being conducted efficiently or if there are opportunities to streamline discussions without compromising service quality.
- **Customer Satisfaction:** While shorter ATT might suggest efficiency, it's crucial not to rush calls to the point where customer satisfaction is compromised. Effective communication is key.

- **Training and Performance:** Understanding ATT can highlight areas where agents might need additional training, especially if there are significant variances in ATT among different agents.
- **Impact on Resource Planning:** Knowing the average talk time helps in workforce planning, ensuring that enough agents are available to handle calls without excessive waiting times for customers.
- Industry-Specific Benchmarks: The ideal ATT varies widely depending on the industry, the complexity of products or services, and the nature of customer queries.

In summary, Average Talk Time is a focused metric that provides insights into the actual time spent by agents in conversation with customers. It is a crucial component for assessing the efficiency of call handling and maintaining a balance between quick resolution and high-quality customer interactions. Monitoring and optimizing ATT is an ongoing process in the pursuit of excellent customer service and operational efficiency.

# **B.-** Technical Specification

| Name               | Sonata Stats                      |
|--------------------|-----------------------------------|
| Version            | 4.0.0-1                           |
| OS                 | Linux Debian 11                   |
| Compatibility      | VitalPBX 4.x                      |
| Database           | MariaDB 10x o superior            |
| Developed Language | PHP 8, HTML,                      |
| Necessary Memory   | 2 GB                              |
| Necessary HDD      | 250 MB                            |
| Packet Technology  | DEB                               |
| Dependency         | Already installed in VitalPBX 4.x |