Off-peak Period Definition Wizard

To manage the available off-peak periods, select **Off-Peak Periods** on the **Tariff Management** screen.

The Off-Peak Period wizard provides users with a flexible tool for defining a new off-peak period. On a sequence of screens, the user may selec time interval, day of the week, day of the month, and month; multiple select is allowed. The following example illustrates the process of creating an off-peak period that starts at 6pm every day and lasts until 6am the next morning. Another off-peak interval is on weekends. We will also include some holidays, i.e. January 1st and December 24-26.

In the first screen, select 6pm in the **From** column, and 6am in the **Until** column. Now click the **Next** button. The two text areas on the right of the screen give the user a display of the current period definition. The top text area displays a verbal definition of the period – `From 6:00pm unt 6:00am`, and the bottom one contains this same information in a format that can be parsed by PortaBilling -- `hr{6pm-5am}`. This sets up the first period; in order to continue, skip the following screens by pressing the **Skip** or **Next** button until the "Period definition completed" message is displayed, then press the **Add** button to add another definition to this period. The wizard now returns to the first screen.

NOTE: PortaBilling® treats all formula elements as "inclusive". Thus, in the example above, 6pm to 6am will be represented as hr{6pm-5am}. This is perfectly correct, since 5am actually means "all of the 5th hour – 05:00:00 … 05:59:59".

Now for the weekends: pressing the **Skip** or **Next** button, go to the second screen and select *Weekend*, or, holding down the <Ctrl> key, select *Saturday* and *Sunday* from the list. Select the **Next** button and skip until the "Period definition completed" message is displayed. Press the **Add** button to add another definition to this period.

To include January 1st in the off-peak period definition, skip to the Day of Month screen, and select *1*. Click the **Next** button. Now select *Janua* click **Next**, skipping forward to the next screen. Follow the same steps to select the December 24-26 interval. Hold the <Ctrl> key down to sel multiple entries.

On the next screen, you can choose how the system will charge calls which overlap with your off-peak period, i.e. cover both peak and off-peak time. There are three options you can choose from:
- If the call starts in the off-peak period, it will be charged using off-peak rates (even if part of the call was made during peak time). This method is the easiest and most transparent for end-user authorization of outgoing calls.
- If the call finishes during the off-peak period, it will be charged using off-peak rates; it does not matter whether it starts within the off-peak period or not.
- Or, the off-peak rate will only be used if the call both started and finished during the off-peak period. In this case, any call which partly extends into the peak period will be charged at the peak rate.
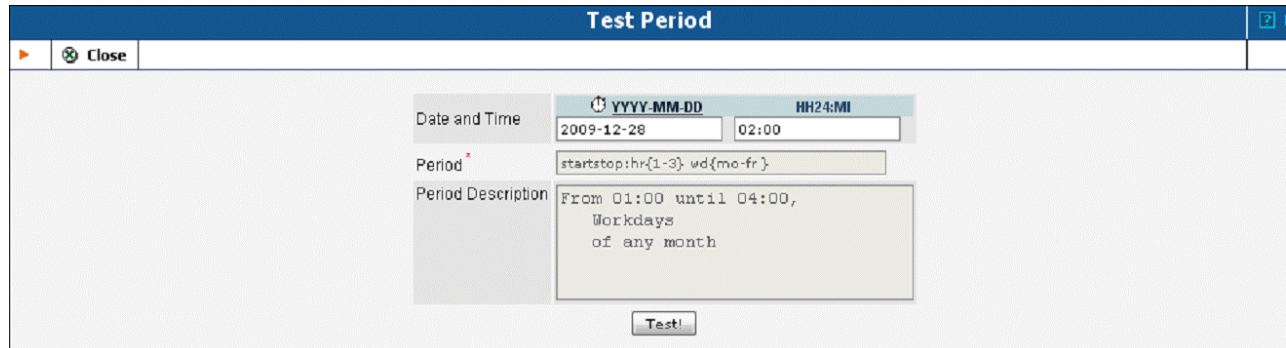
To evaluate your work, look at the top text area. The following text should be displayed:

```
From 6:00pm until 6:00am
    any day of any month
OR Sunday and Saturday
    of any month
OR 1
    of January
OR 24-26
    of December
```

If the definition is correct, click the **Finish** button.

Test the off-peak period

If you are unsure whether you have created a correct off-peak period definition, you may use the test utility to check if a specific moment in tim fits into the period or not. In order to run the off-peak period test, either click the ⟳ᵀᴱˢᵀ icon on the off-peak periods page, or use the **Test Perioc** button on the last page of the off-peak period wizard.

Test Period		?
▶	⊗ Close	

	⟳ YYYY-MM-DD	HH24:MI
Date and Time	2009-12-28	02:00
Period *	startstop:hr{1-3} wd{mo-fr}	

Period Description	From 01:00 until 04:00,
	    Workdays
	    of any month	

Test!

Now simply enter any time / date and click the Test button to check whether this moment fits into the off-peak period definition.