



Enghouse
Interactive

Optimise your Contact Centre
for Remote Working



Enghouse
Interactive

Introduction

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What Is This Webinar For?



The COVID-19 response is forcing businesses to move to remote operations



Operating a Remote Contact Centre successfully can be a new challenge



Enghouse want to help you to manage this effectively

If you have not yet transitioned to remote operation and need assistance, we can help: please let us know



1. It's Time to Make Adjustments

1. Customer Experience Adjustments
2. Agent Adjustments
3. Supervisor Adjustments
4. Administrator Adjustments

2. What Reports should you be looking at and Why?

1. Queue
2. Agent
3. Administration

3. Other Tools Available to You

1. Snapshot
2. Media Voice
3. Vidyo
4. Enghouse Training
5. Softphone Matrix Reference
6. We Are Here to Help



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It's Time to Make Adjustments

What Types of Adjustments to Consider?

Customer Experience
Adjustments



Agent Adjustments



Supervisor
Adjustments



Administrator
Adjustments





Maintain a Positive Customer Experience



Service Level

What can be
done to help
maintain
service levels?

- 1 Using Announcements to Set Expectations
- 2 Answer Common Questions in your Announcements
- 3 Reconsider Wrap Up's and After Call Worktime
- 4 How Are You Measuring Service Level
- 5 Call Blocking as a Mode
- 6 Offer Callback



Maintain a Positive Customer Experience



Consistent Messaging

Deliver a
consistent
message for
the life of the
interaction

- 1 Multimedia Queue Messages
- 2 Multimedia Templates
- 3 Send out Internal Memos
- 4 Quality Checking Customer Interactions



Helping Your Agents Adjust



Agents

**Adapting to
Their New
Workspace**

- 1** Create a Call Escalation Process
- 2** Tools for Team and Supervisor Engagement
- 3** Adapting to the New Workspace
- 4** Utilizing Break and Worktime Properly
- 5** Keep a Routine



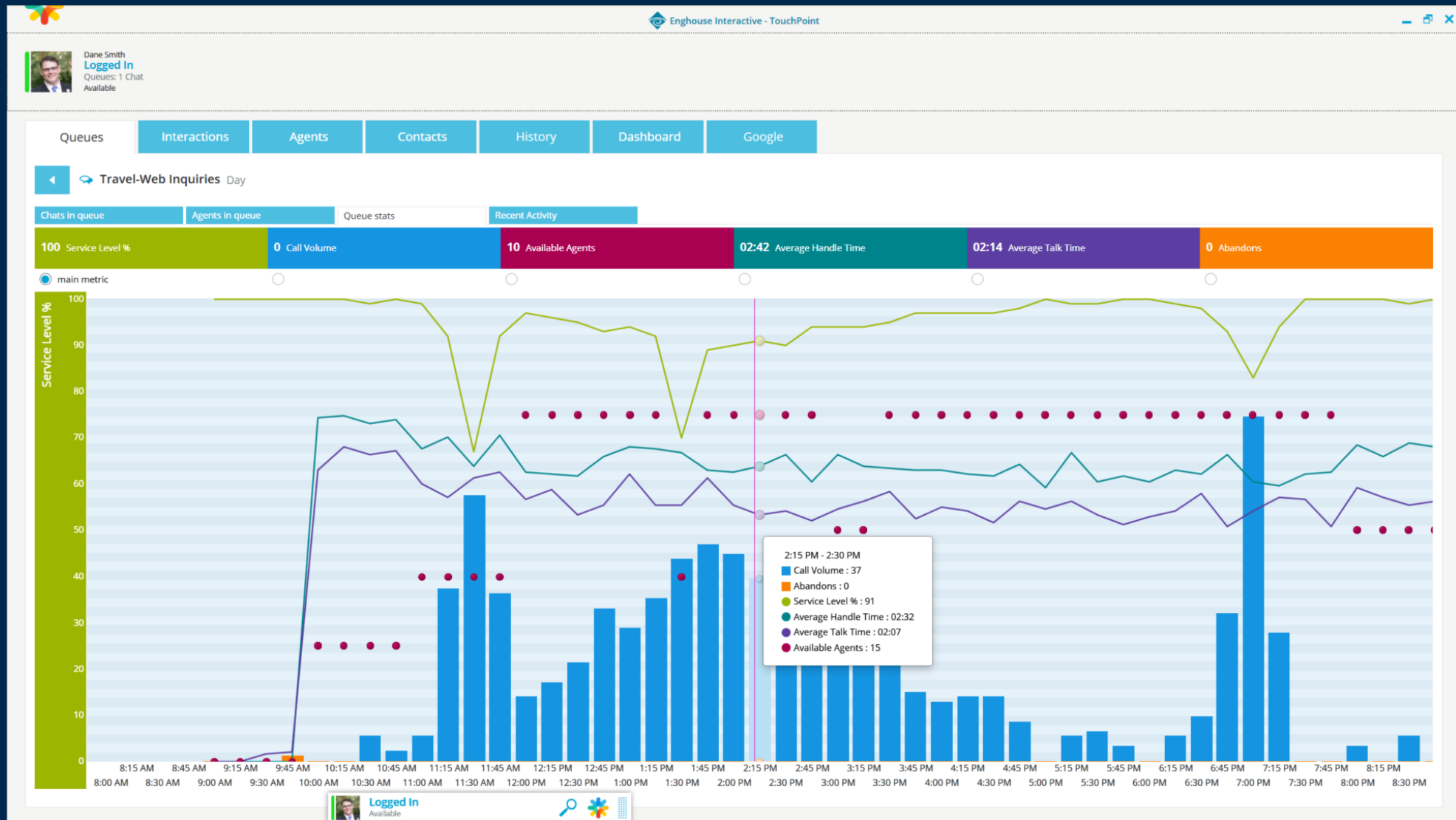
TouchPoint Settings and More



Supervisor

**Making
Yourself
Available to
Your Agents**

- 1 Managing your Agents
- 2 Keeping an Eye on the Queues
- 3 Team Visibility While Working Remotely
- 4 Taking Care of Yourself and Your Team





TouchPoint Settings and More



Supervisor

**Making
Yourself
Available to
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- 1 Managing your Agents
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Considerations for Better Remote Communications Centre Admin



Administration

Changes and
Settings to
Consider

- 1 Licenses, Do you Have Enough?
- 2 Confirm Agent Login Classes are Set to Auto Break
- 3 Changing in Call Messaging/Progress Announcements
- 4 Multimedia Templates
- 5 Security Considerations



Licenses, do you have Enough?

Communications Center Administrator - [Licenses]

File Edit Window Help

Language: English

Import/Register Licenses... Product Key: Z5Y7-UA0Z-THA

All Licenses

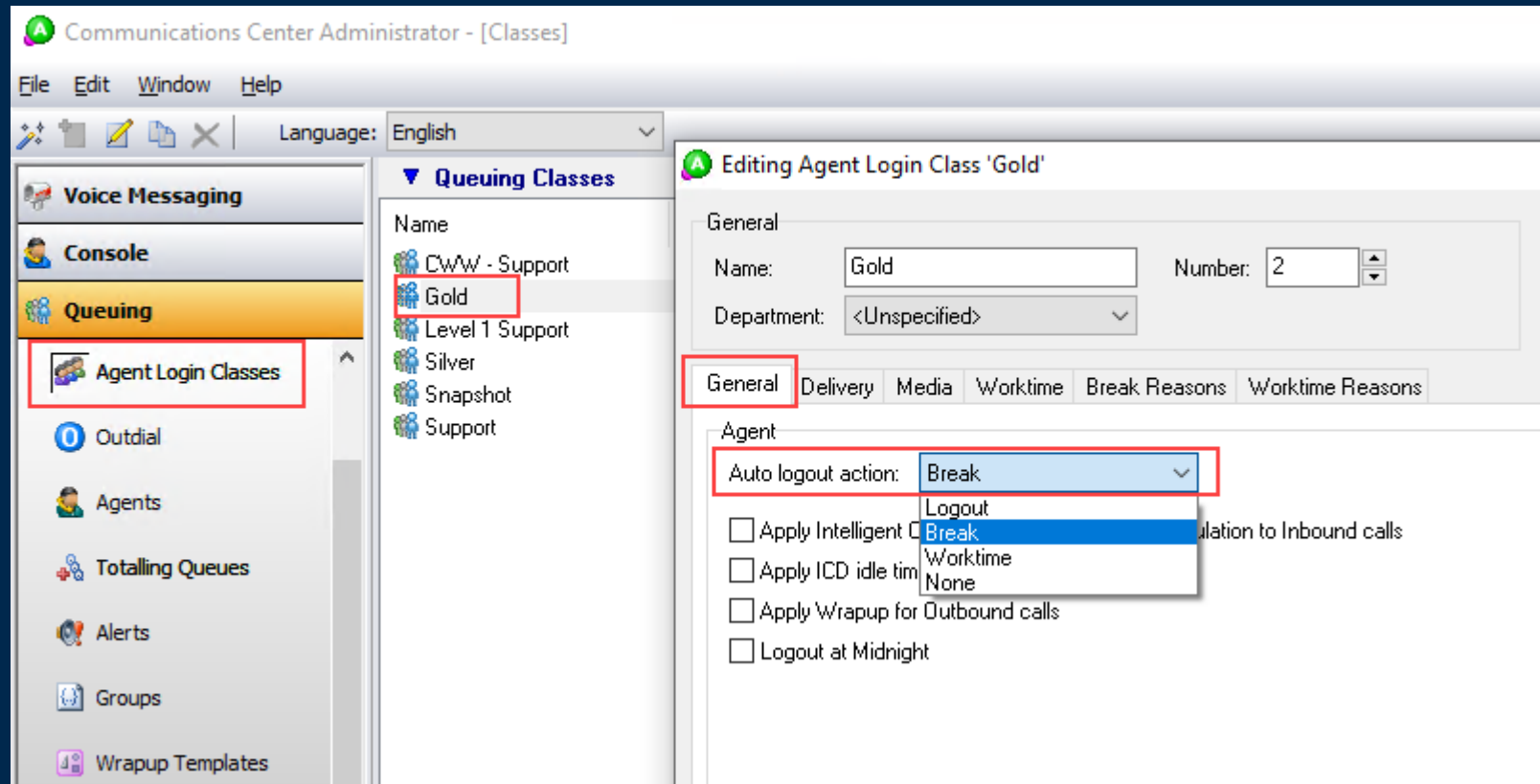
Description	Licenses	Units	Start Date
CT Control	25	User	
Custom Announce	999	Port	
Custom Reporting	1	Single	
Email Distribution Plug-in	1	Server	
EmailReview	1	Site License	
Enhanced Routing Plug-in	25	User	
FaxEmailConfirmation Plugin	1	units	
Gateway for Microsoft Lync	1	Site	
IVR	4	Port	
Microsoft Skype Interface	1	site	
Multimedia ALL	25	Agent	
OBSOLETE Agent Desktop	25	Agent	
OBSOLETE Console	25	User	
Outdial Queuing	25	Agent	
POP3 Email Queuing Plug-in	1	Site	
QMS Gateway	1	Recording S...	
Redundancy	1	Site	
SMS Gateway	1	Site License	
Snapshot	999	User	
Survey	1	Site	
TouchPoint Agent	25	units	
TouchPoint Console			
TouchPoint UC User			
UCUL (UC User License			
Unified Messaging for E:			

Licenses: 31/1

Import licenses...
View current licenses...
View current users...



Confirm Agent Login Classes are Set to Auto Break



The screenshot displays the 'Communications Center Administrator - [Classes]' application. The left sidebar shows a navigation menu with 'Agent Login Classes' highlighted. The main area is titled 'Editing Agent Login Class 'Gold'' and features a 'General' tab. In the 'General' section, the 'Name' is 'Gold' and the 'Number' is '2'. The 'Agent' section shows the 'Auto logout action' dropdown menu set to 'Break'. Other options in the 'Agent' section include 'Apply Intelligent Call Distribution to Inbound calls', 'Apply ICD idle time', 'Apply Wrapup for Outbound calls', and 'Logout at Midnight', all of which are currently unchecked.



Changing in Call Messaging/Progress Announcements

Communications Center Administrator - [Progress]

File Edit Window Help

Language: English

Voice Messaging

Console

Queuing

Announce

- Announcements
- Reserved Prompts
- Progress**
- Positions
- Auto Attendants**
- IVR Prompts

Announce Group Name

- Operator Progress
- Progress Group**

Progress Announcements:

#	Intro	Outro
1	Level1Intro	Level1Outro
3	Level3Intro	Level3Outro
6	Level2Intro	Level2Outro

Positions:

#	Position
1	Position1
2	Position2
3	Position3
4	Position4
5	Position5

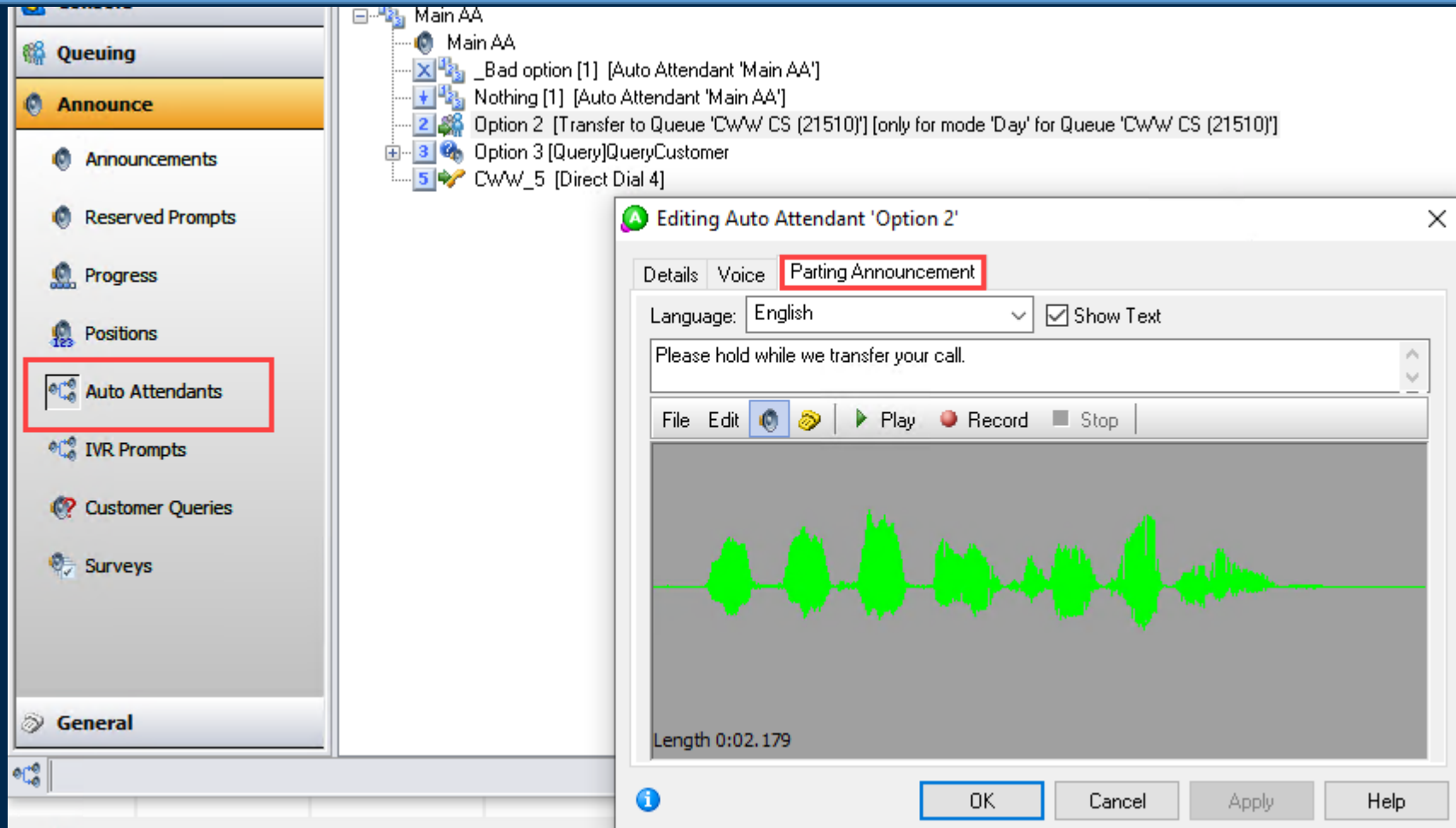
Add Intro... Add Outro... Edit... Delete Add... Edit...

Queues:

Queue	Type
-------	------



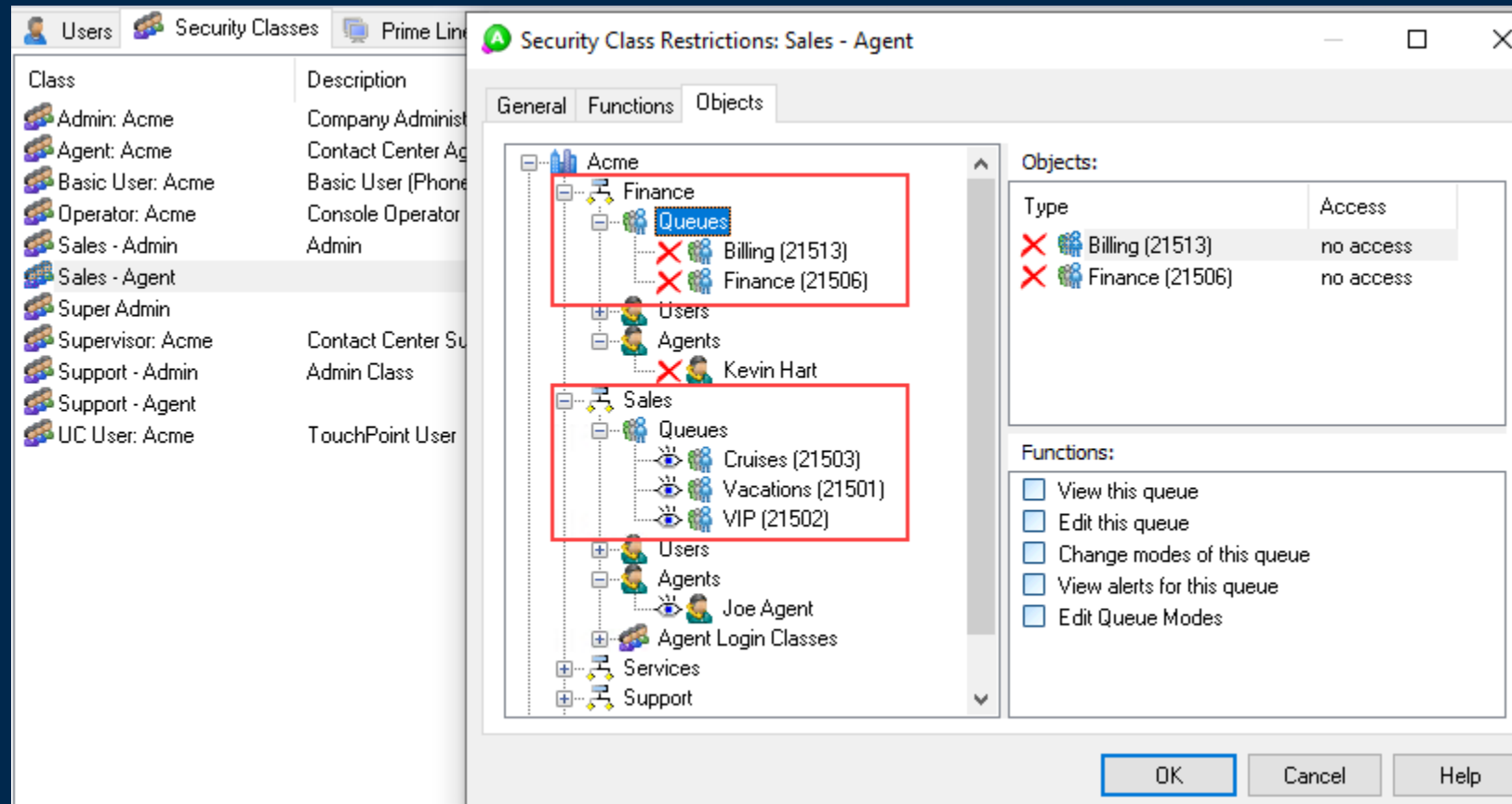
Changing in Call Messaging/Progress Announcements



The screenshot displays the Enghouse Interactive administration interface. On the left, a navigation pane lists various features, with 'Auto Attendants' highlighted by a red box. The main area shows a tree view of the 'Main AA' configuration, including options like '_Bad option [1]', 'Nothing [1]', 'Option 2', 'Option 3', and 'CWW_5'. A dialog box titled 'Editing Auto Attendant 'Option 2'' is open, showing the 'Parting Announcement' tab. The dialog includes a language dropdown set to 'English', a 'Show Text' checkbox, and a text field containing 'Please hold while we transfer your call.'. Below the text field is a playback control bar with 'File', 'Edit', 'Play', 'Record', and 'Stop' buttons. A green waveform visualization of the audio is shown in the center, with a length of 0:02.179. The dialog has 'OK', 'Cancel', 'Apply', and 'Help' buttons at the bottom.



Security Considerations



The screenshot displays the 'Security Class Restrictions: Sales - Agent' dialog box. The 'Objects' tab is active, showing a tree view of the system hierarchy. Two red boxes highlight the 'Queues' sub-items under 'Finance' and 'Sales'. The 'Finance' queue has 'Billing (21513)' and 'Finance (21506)' marked with red 'X' icons, indicating no access. The 'Sales' queue has 'Cruises (21503)', 'Vacations (21501)', and 'VIP (21502)' marked with eye icons, indicating access. The 'Users' sub-item under 'Sales' has 'Kevin Hart' marked with a red 'X' icon, indicating no access. The 'Functions' tab is also visible, showing a list of functions with checkboxes for 'View this queue', 'Edit this queue', 'Change modes of this queue', 'View alerts for this queue', and 'Edit Queue Modes'. The 'Access' column in the 'Objects' table shows 'no access' for the 'Billing (21513)' and 'Finance (21506)' objects.

Type	Access
✗ Billing (21513)	no access
✗ Finance (21506)	no access

Function	Access
<input type="checkbox"/> View this queue	
<input type="checkbox"/> Edit this queue	
<input type="checkbox"/> Change modes of this queue	
<input type="checkbox"/> View alerts for this queue	
<input type="checkbox"/> Edit Queue Modes	



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What Reports Should You Be Looking At and Why?



Is your contact Centre experiencing longer than normal wait times? What can this mean?

Wait Times

What Can Cause Long Wait Times?

- Lack of Agent Availability due to High Call Volume
- Are your Agents on Break, Worktime?
- Workforce Management Issues

Effects of Long Wait Times

- Abandons
- Low Service Levels
- Grumpy Callers > Agents Apologizing

Best Reports for Wait Times

Queue Performance

- Shows how many agents were available when each interaction was answered, abandoned or recovered

Queue Traffic Analysis

- View incremental breakdown of call volumes and wait times throughout the day to identify
- Great report for determining quiet and busy times for workforce management
 - Over/under staffing to meet your service level
 - Scheduling? Do you need to reconsider what hours and how many your staffing.

Queue Performance Report

For Queue(s) 'Call Queues (3)'

For the period (7/28/2015 - 7/28/2015), (0:00:00-23:59:59), Types '*, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, C, H, I, P, Q, R, T, V', Min Abnd 'Default', Detail 'All Details'

Arrival	Type	User ID	Agent	Caller	Calls	Ring	Talk	Total Talk	Wait	ACW	Wrapup Time	Prime Agents	Abnd	Abnd Rate	Target	AHT	ASA
(UTC-06:00)		8011															
0:42:21	H			+1 (817) 5551212					0:12								
0:45:00	H			+1 (817) 5551212					0:04								
7:00:09	2	1005	Tammy	+1 (832) 5551212			0:13			0:30	0:03	1				0:46	
7:00:13	2		2051	+1 (469) 5551212			2:23					2				2:23	
7:05:20	Q	1083	Maria	+1 (619) 5551212		0:04	10:14		0:21	0:30		2				10:44	0:04
7:13:38	Q	1092	Manuel	+1 (915) 5551212		0:15	1:53		0:32	0:14	0:25	4				2:32	0:15
7:15:48	R	1056	Tina	+1 (281) 5551212		0:15			0:36			4					
7:15:48	Q	1005	Tammy	+1 (281) 5551212		0:02	3:18		0:38	0:30	0:05	3				3:53	0:18
7:17:27	Q	1083	Maria	+1 (205) 5551212		0:07	5:59		0:25	0:30	0:05	3				6:34	0:09
7:25:06	Q	1005	Tammy	+1 (254) 5551212		0:01	4:22		0:19	2:30	0:04	2				6:56	0:02
7:25:11	Q	1083	Maria			0:02	5:22		0:28	0:30	0:06	2				5:58	0:02
7:37:42	R	1092	Manuel	+1 (832) 5551212		0:15			0:32			3					
7:37:42	Q	1005	Tammy	+1 (832) 5551212		0:05	2:20		0:39	5:00	0:06	2				7:26	0:23
7:38:12	Q	1083	Maria	+1 (336) 5551212		0:02	3:37		0:19	0:15	0:05	2				3:57	0:02
7:43:48	Q	1092	Manuel	+1 (210) 5551212		0:06			0:26	0:30	0:45	2				1:15	0:08
7:48:37	Q	1005	Tammy	+1 (512) 5551212		0:03	0:36		0:21	0:30	0:02	2				1:08	0:05
7:49:59	Q	1092	Manuel	+1 (210) 5551212		0:14	2:03		0:35	0:30	0:07	2				2:40	0:15
7:55:37	Q	1092	Manuel	+1 (832) 5551212		0:08	1:53		0:29	0:30	0:11	2				2:34	0:09
8:00:04	Q	1005	Tammy	+1 (210) 5551212		0:03	2:52		0:25	0:30	0:02	2				3:24	0:05
8:01:24	R	1129	Talanda	+1 (832) 5551212		0:15			0:32			4					
8:01:24	Q	1090	Kathy	+1 (832) 5551212		0:03	1:31		0:37	0:30	0:08	4				2:09	0:21
8:01:49	Q	1056	Tina	+1 (512) 5551212		0:11	1:02		0:27	0:30	0:10	4				1:42	0:11



Queue Performance: How many agents were available at that time?

Queue Traffic Analysis Report

Date	From	To	Calls	Ring	Talk	Total Talk	Wait	Max Wait	ACW	Abnd	Abnd Rate	AHT	ASA
English Queue (UTC-06:00)		8011											
03/22/2020	7:00:00	7:59:59	12	0:06	3:28	41:37	0:28	0:39	1:00			4:38	0:09
03/22/2020	8:00:00	8:59:59	80	0:04	4:37	4:41:32	2:07	6:00	0:33	8	10.00%	5:34	1:43
03/22/2020	9:00:00	9:59:59	157	0:04	3:22	8:02:18	0:51	3:44	0:37	7	4.46%	4:18	0:31
03/22/2020	10:00:00	10:59:59	164	0:05	4:06	9:58:36	1:02	3:07	0:30	12	7.32%	4:55	0:44
03/22/2020	11:00:00	11:59:59	175	0:04	3:31	7:29:45	1:54	4:42	0:27	21	12.00%	4:23	1:43
03/22/2020	12:00:00	12:59:59	146	0:03	4:18	7:14:39	1:57	4:50	0:28	20	13.70%	5:12	1:44
03/22/2020	13:00:00	13:59:59	136	0:05	3:43	7:11:51	1:13	3:44	0:32	13	9.56%	4:31	0:56
03/22/2020	14:00:00	14:59:59	149	0:05	3:25	7:58:23	0:38	3:28	0:38	8	5.37%	4:18	0:21
03/22/2020	15:00:00	15:59:59	139	0:05	3:25	7:13:52	0:39	3:26	0:39	9	6.47%	4:21	0:20
03/22/2020	16:00:00	16:59:59	126	0:04	3:36	7:04:00	0:48	2:11	0:30	8	6.35%	4:23	0:32
03/22/2020	17:00:00	17:59:59	34	0:05	3:41	1:39:40	0:32	1:03	0:26	1	2.94%	4:30	0:10
			1318	0:05	3:43	69:16:13	1:11	6:00	0:33	107	8.12%	4:35	0:51



Queue Traffic Analysis: When are your longest wait times happening?



Abandons: the most hated metric in the contact Centre!

Abandons

What Can Cause Abandons?

- Long Wait Times
- Impatient Callers (They may be on their break)
- Recovered Calls
- Not Setting Proper Caller Expectations

Are there GOOD Abandons? YES!

- Providing information in your Announcements
 - American Airlines

Best Reports for Abandons

Queue Traffic Analysis

- What hours of the day are most of your abandons happening?
- Use this report to compare the call volume against the Wait Time and Abandonment Rate across the intervals.

X-Second Report

- Assess queue performance based on an unacceptable wait time
- Run this report on abandoned calls to work out when callers are most likely to abandon - you can then use the information to adjust your service level or set your queue alerts.



X Seconds Report

Date	From	To	Calls	Maximum wait	00~10	11~20	21~30	31~45	46~60	>60
Nurse (UTC-05:00)										
03/22/2020	8:00	8:59	6	0:21	1	4	1		2	
03/22/2020	9:00	9:59	12	1:19	2	7	1	1	5	1
03/22/2020	10:00	10:59	6	5:14		3	1		1	2
03/22/2020	11:00	11:59	14	6:07		2	1	2	3	8
03/22/2020	12:00	12:59	9	1:51		6	1		7	2
03/22/2020	13:00	13:59	5	0:17		5			1	
03/22/2020	14:00	14:59	8	0:36		4	3	1	1	
03/22/2020	15:00	15:59	10	0:22	1	8	1		3	
03/22/2020	16:00	16:59	2	0:17		2			3	
03/22/2020	17:00	17:59	4	3:08		3			2	1
03/22/2020	18:00	18:59	8	0:22	2	5	1		1	
03/22/2020	19:00	19:59	2	0:21		1	1		2	
			86	6:07	6	50	11	4	31	14



X Seconds: When are call types trending?



Abandons

What Can You Address to Reduce Abandonment Rates?

Callback (Licensed feature)

- Offer Callback during Progress Announcements
- Force Callback
 - After callers have been waiting in the queue a certain period of time
 - Call Blocking Mode – If X number of calls are in the queue already, Call Blocking mode set to force callbacks

Playing the callers position in queue

- You are currently 5th in the queue

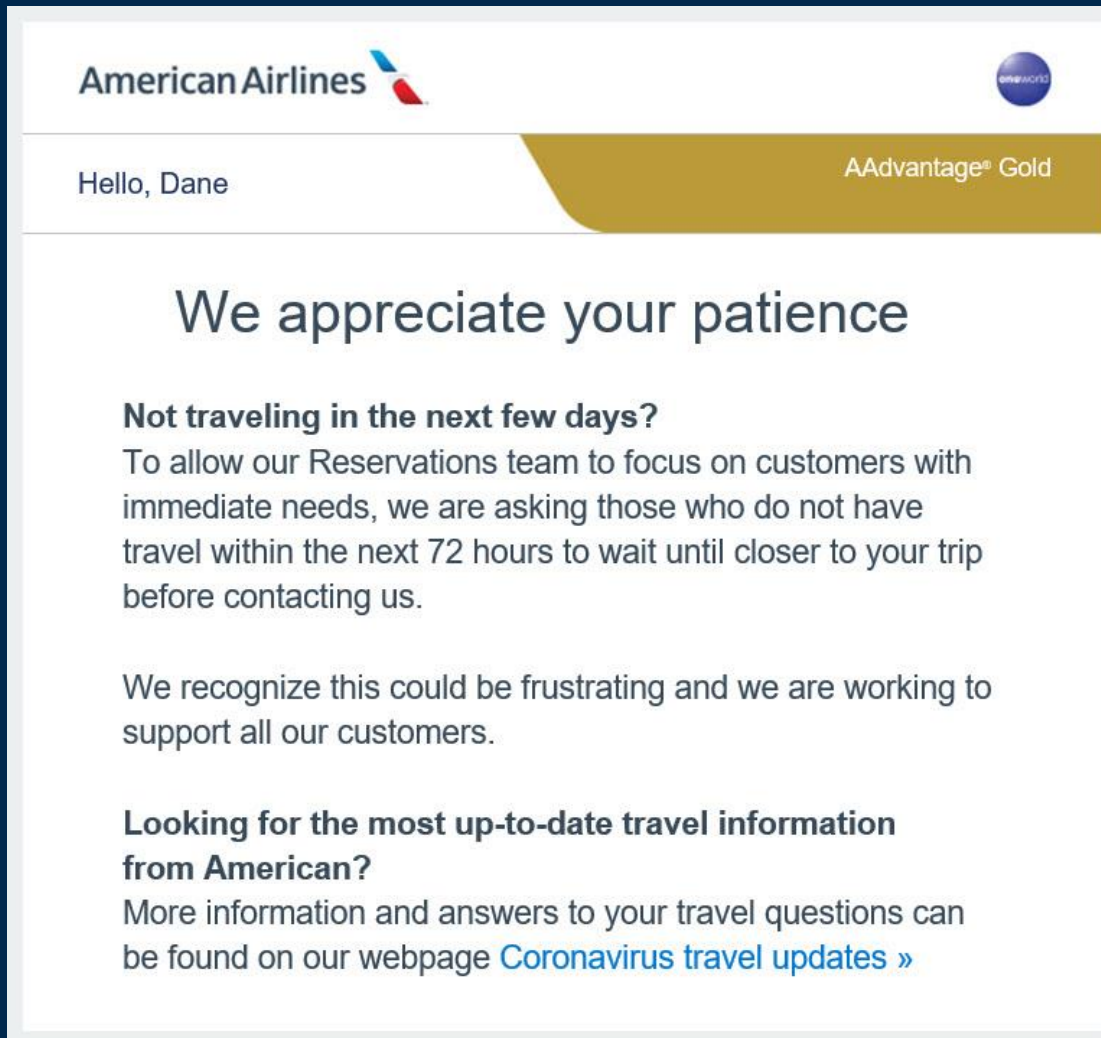
Changing when Progress Announcements are played

- Use X-Seconds Report to see when callers are abandoning then adjust progress announcements to keep them on the line

Adding backup agents to your queues for more coverage

Proactively sending out emails

- American Airlines email

A screenshot of an email from American Airlines. The header includes the American Airlines logo and the AAdvantage Gold logo. The main body of the email contains the following text:

We appreciate your patience

Not traveling in the next few days?
To allow our Reservations team to focus on customers with immediate needs, we are asking those who do not have travel within the next 72 hours to wait until closer to your trip before contacting us.

We recognize this could be frustrating and we are working to support all our customers.

Looking for the most up-to-date travel information from American?
More information and answers to your travel questions can be found on our webpage [Coronavirus travel updates](#) »

Proactively send emails and upload announcements to your website to reset customer expectations



Agent Reports

Addressing Agent Availability, Utilization and Occupancy

AGENT SUMMARY REPORT

- Agent Availability and Occupancy
- Great place to look at all of your agents in one report

What to watch for:

- Break/Worktime
- Total login time
- Requested Worktime
- Calls taken
- Recovered calls

AGENT PERFORMANCE REPORT

- Displays every interaction, including numbers or email addresses, that the agent dealt with in a day

What to watch for:

- Outbound calls with no number
- Direct calls from the same number
- Longer than normal calls
- Transferred calls
- Long ring times

AGENT ACTIVITY REPORT

- Timeline to identify what the agent was doing and for what amount of time

What to watch for:

- Times the agent logged in and out
- Breaks and Worktime, including recovered calls that caused auto logout “break” status

Agent Summary Report

Name	Shift	Total Login	Total Break	Net Login	Requested Worktime	Availability	Occupancy	Queue Calls	Queue Talk	Direct Calls	Direct Talk	Outb'nd Calls	Outb'nd Talk	Callback Calls	Callback Talk	Abnd	Un Ans	Recover	ACW	Wrapup Time	Total Calls	Total Talk
Anthony	9:00:00	9:46:34	1:08:09	8:38:25	45:16	96.00%	74.49%	14	18:29	3	3:51	11	5:49				1		0:51		29	5:34:19
Khristy	9:00:00	9:22:36	0:03	9:22:33	8:22:14	104.18%	99.14%	2	12:22	6	4:12	34	0:32				3		0:14		46	1:08:20
John	9:00:00	9:10:10	1:07:45	8:02:25	48:43	89.34%	60.87%	13	12:25	6	9:44	8	5:42						0:53		27	4:25:21
Julio	9:00:00	9:02:43	1:12:23	7:50:20	5:14:32	87.10%	86.01%	3	23:06	3	3:51	3	3:45				11	1	0:42		31	2:09:33
Hoang	9:00:00	8:52:37	1:09:15	7:43:22	1:48:21	85.81%	71.03%	11	17:36	2	3:48	16	2:17					1	6:55		30	3:57:56
Mike	9:00:00	10:15:59	35:25	9:40:34	8:21:31	107.51%	99.71%	2	20:48	6	6:07	1	6:10				3	1	0:47		33	3:27:48
Jon	9:00:00	9:47:20	1:23:01	8:24:19	6:47:54	93.39%	96.63%	1	1:06:47	3	18:28	6	3:11				6		1:00		36	3:25:08
		66:17:59	6:36:01	59:41:58	32:08:31	94.76%	84.80%	46	17:45	29	7:07	129	3:18				24	3	0:50		232	24:08:25



Agent Summary Report: A glance at all of your agents in one easy to read report

Agent Performance Report

Date	Arrival Type	Queue	Extension	Caller	Ring	Talk	Wait	ACW	Wrapup Time	Transfer Destination	Max Talk	AHT
Mayra												
7/28/2015	9:06:51 Q	English Queue	0660	+1 (970) 4851338	0:10	7:15	1:43	0:30	0:05			7:50
7/28/2015	9:14:52 1	English Queue	0660	+1 (907) 3069066		5:20	2:27	0:30	0:49			6:39
7/28/2015	9:22:16 Q	English Queue	0660	+1 (210) 8436770	0:02	1:49	0:24	0:30	0:45			3:04
7/28/2015	9:28:35 Q	English Queue	0660	+1 (580) 9248235	0:02	3:08	0:20	0:30	0:12			3:50
7/28/2015	9:48:50 Q	English Queue	0660	+1 (832) 7040297	0:05	2:34	4:42	0:30	0:08	ETT - ENG Queue		3:12
7/28/2015	9:38:43 Q	English Queue	0660	+1 (832) 6028386	0:04	1:29	0:21	0:30	0:45			2:44
7/28/2015	9:44:21 Q	English Queue	0660	+1 (361) 7726974	0:01	1:11	0:18	0:30	0:14			1:55
7/28/2015	9:48:13 Q	Spanish Queue	0660	+1 (361) 2718740	0:02	2:36	0:02	0:30	0:05			3:11
7/28/2015	9:53:35 Q	English Queue	0660	+1 (210) 5842705	0:02	0:55	0:20	0:30	0:45			2:10
7/28/2015	9:56:09 Q	English Queue	0660	+1 (903) 8413998	0:03	1:51	0:22	0:30	0:11			2:32



Agent Performance Report: Details of every interaction your agent dealt with



Voice Port Reporting

Voice Port Usage and Voice Port Exception Reports

Voice Port Usage:

- Breakdown of how the Announce ports are being used with a detailed record of all announcements that have played and the types of calls and actions that the announcements were related to.

Voice Port Exception:

- Shows all calls that experienced a delay in their announcement.
- Good indicator as to whether you need to increase the voice/announce ports on your PBX
- Skype for Business is the exception

What Uses Voice/Announce Ports?

- Progress announcements
- Auto Attendant
- Mode level announcements
- Callback
- Voicemail



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Other Tools Available to You



What is Snapshot?

- Easy-to-use plug-in to your contact Centre management system
- Provides a real-time graphical overview of the performance status of contact Centre queues and agents

Total Calls

Calls	Abandons
89	13





Agent Status

Joe Admin	00:00	Phone State	2 00:00	2 00:00	2 00:00
Joe Agent	00:00	Phone State	2 00:00	2 00:00	2 00:00
Kevin Hart	00:00	Phone State	2 00:00	2 00:00	2 00:00
Lee-Ann Sterling	00:00	Phone State	2 00:00	2 00:00	2 00:00
Snapshot Agent	00:00	Phone State	2 00:00	2 00:00	2 00:00

Support

Queue	Callbacks	Wait Time
6	3	6:15

Sales

Queue	Callbacks	Wait Time
4	1	3:08

Stay connected and work collaboratively, sharing work during meetings.



Connect with customers and clients.



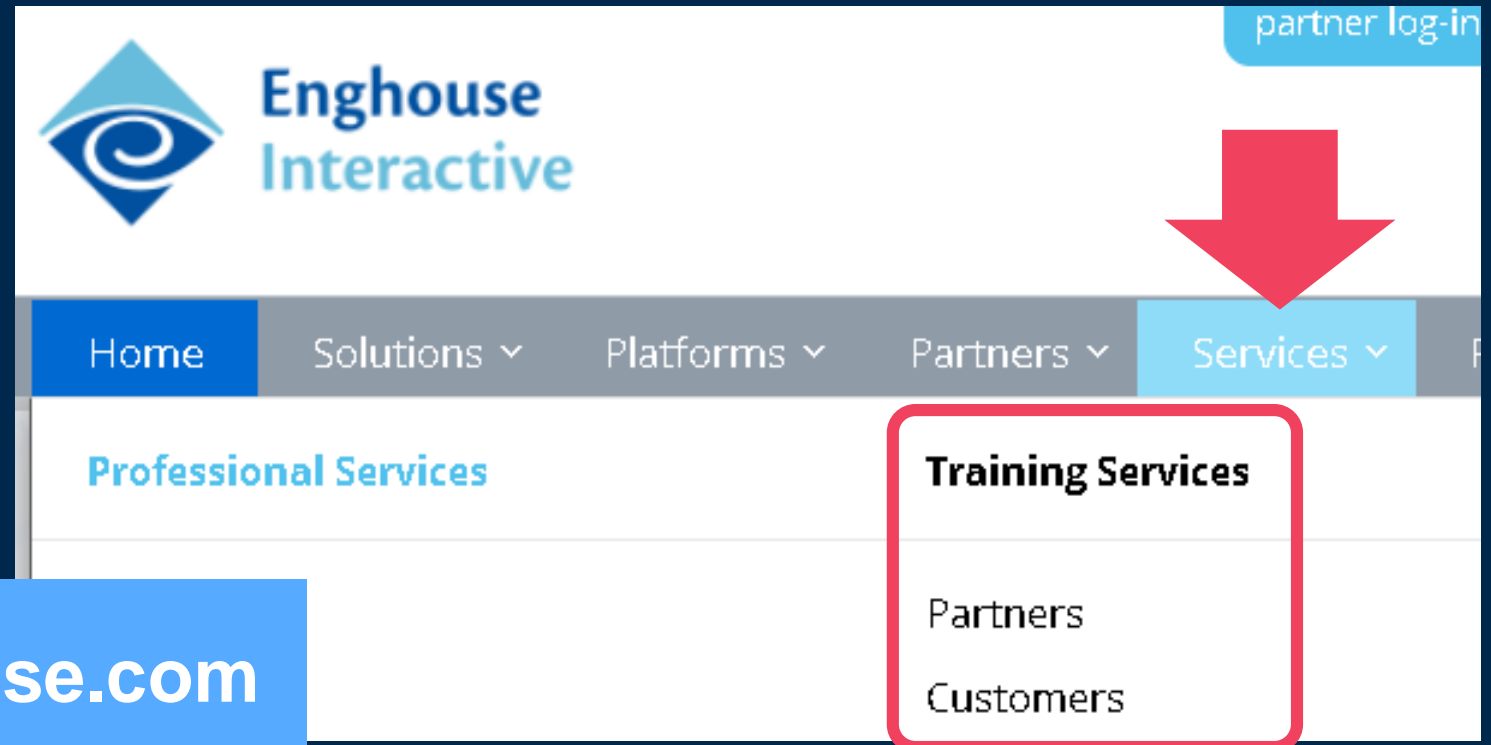
Enhouse is offering temporary licenses of our secure cloud-based communications platform at no cost to your organisation.

Enable agents through a VPN and softphone connected to the PBX.

PBX	Softphone	Requirements
ACM	Softphone: Avaya One-X Communicator Signaling: H 323, Tested Version 6.2.12.04-SP12	Communications Centre Requirements: Communications Centre 10.0 and above (Not tested on earlier versions)
IPOffice	Softphone: Avaya Communicator for Windows 2.0.3.40	PBX Requirements: IP Office 9.1 SP 4 and above Communications Centre Requirements: Communications Centre 9.1 and above
Cisco	Softphone: Cisco Communicator / Cisco Jabber	Alternative: Cisco Extend and Connect Communications Centre Requirements: Communications Centre 10.0 and above (probably works on earlier versions too, just not tested)
NEC 3C	Softphone: 3C UC Client	Note: No integration with Voicemail capabilities and rejecting calls is not supported.
NEC SV9100	Options still under investigation	
NEC SV9300/SV9500	Softphone: SP350	
Skype for Business	Softphone: Lync or Skype for Business Client	
Teams	Softphone: Teams Client	



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