



User Guide

3CX Holiday Importer

Version 15.5

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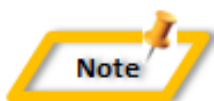
Introduction

Everybody knows there is always one task that never gets done on almost every 3CX install -- entering the holiday schedule. But now it's so easy, there's no excuse for not configuring holidays.

With a new FREE tool from VoIPTools, you can select National and Religious holidays from countries all around the world and import them directly into 3CX! And because 3CX Holiday Importer enables you to quickly import holidays through the year 2029, this may be the last time you have to touch the holiday schedule.

Prerequisites

- 3CX Version 12 – 15
- .Net framework 4.6.1
- VoIPTools Relay installed on the 3CX server



- *When installing SQL Server, we recommend you install it in “Mixed Mode” to include SQL Authentication, and install SQL Management Studio*
- *When installing IIS, be sure to install Basic Authentication, .Net Extensibility, and ASP.Net 4.X*

Installation

1

Download software

You can download 3CX Holiday Importer at <http://www.voiptools.com>. Your order confirmation email will include your free license key and a link to download the software.

2

Install Prerequisites

There are some prerequisites that must be installed prior to installing 3CX Holiday Importer.

3

Install 3CX Holiday Importer

This User Guide contains step-by-step instructions to successfully install 3CX Holiday Importer. Begin by extracting the installer from the downloaded zip file (Step 1 above), then run the setup program named **HolidayImporterInstaller.exe**

4

Register your License Key

You must [register](#) your license key to activate 3CX Holiday Importer. Your license key is included in your order confirmation email, and can also be found in your order history on our website.

Step by step Installation Procedure

The following section guides you through a detailed walk-through of the installation process.

Step 1: Download 3CX Holiday Importer

You can check for the software download link included in your order confirmation email. As an alternative, you can also find the link from your order history on our website.

Step 2: Extract the installer from the downloaded .zip file

The file you downloaded in the above step is a compressed .zip file.

1. Position the mouse on the zip file and right-click.
2. From the popup menu, select **Extract All** to extract the software.

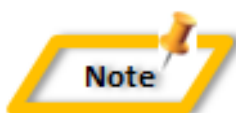
Step 3: Start the installation process

1. From the extracted folder, find the file **HolidayImporterInstaller.exe**

2. Double-click the file to start the VoIPTools Setup Wizard.
3. Click **Next** to continue.



Figure 1: VoIPTools 3CX Holiday Importer Setup Wizard



Special note for Multi-tenant installations:

1. If you are installing 3CX Holiday Importer on a 3CX Cloud (Multi-tenant) server, an additional screen will display with a combo box containing a list of all installed tenants. Select the correct tenant and continue.
2. If you are installing 3CX Holiday Importer on a separate server and pointing it to a 3CX Cloud server, you will need to tell the installer the name of the specific tenant desired. Start the installer from a command window and include an additional parameter: `tenantname=<your-tenant-name>`. Passing the tenant name to the installer will pre-fill the combo box with the correct tenant name.

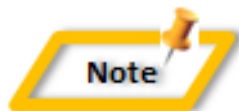
For example:

`3CXHolidayImporter.exe tenantname=the3CXtenantname`

Step 4: Download the VoIPTools 3CX Relay (if required)

3CX permits one 3rd party application to communicate with the 3CX server at a time. To overcome this limitation, VoIPTools created the 3CX Relay Service. The Relay is a lightweight application that is installed directly on the 3CX server. The Relay exposes the 3CX Call Control API (and other VoIPTools services) to all our applications, and manages requests and events between by VoIPTools products and 3CX. The Relay also makes it possible to install our VoIPTools products on a remote server (including over the internet).

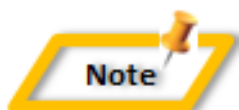
1. If you have not previously installed the Relay on your 3CX Server, you can download the Relay installer by clicking on the **Download Relay** button. The Relay must be installed directly on the 3CX server.
2. If you are installing 3CX Holiday Importer directly on the 3CX server, you can install the Relay simply by clicking the **Install/ Upgrade Relay** button and following the Relay install instructions.



If you have already installed the Relay, you need not install it again unless a newer version is required.

Step 5: Test Relay Settings

1. In the **Relay Services Host** field, enter “localhost” if installing 3CX Holiday Importer on the 3CX server. If 3CX resides on a different server, enter the IP address or FQDN of the 3CX server.
2. In the **Relay Services Port** field, enter the value as **8700**



The default port number is 8700 but will likely be different in a multi-tenant environment.

3. Click **Test Relay Settings** to confirm 3CX Holiday Importer can communicate with the Relay services running on the 3CX server.



Figure 2: Test VoIP 3CX Relay settings

4. If the 3CX Holiday Importer is successfully able to communicate with the Relay services that run on the 3CX server, a **Success** message box appears. Click **OK**.

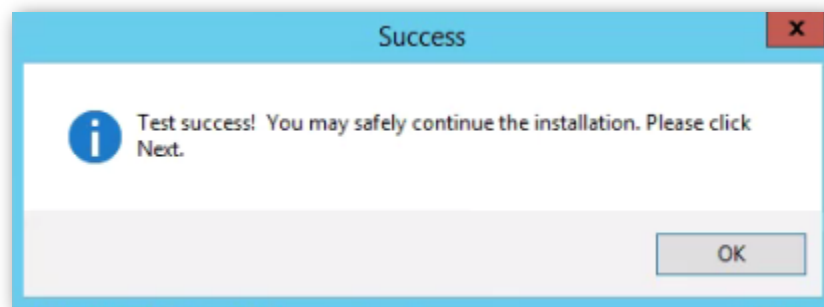


Figure 3: Relay Test Success message box

5. Click **Next** to continue the installation.

Step 6: Run Application

When the software installation completes, click **Run 3CX Holiday Importer** button.

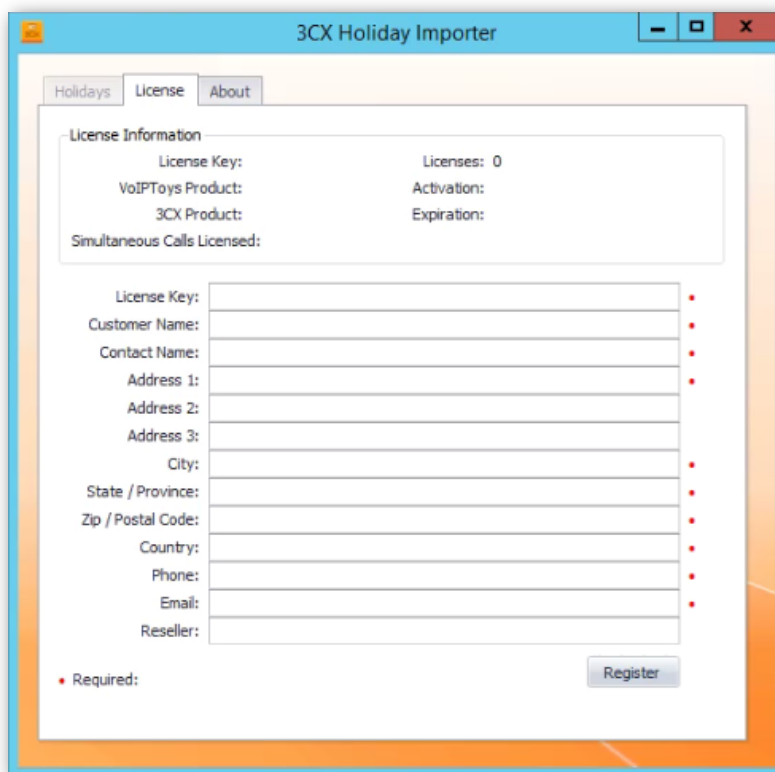


Figure 4: Run Application

Register License

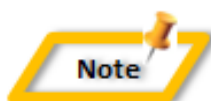
Registration is required to authorize your software. Registering also makes it possible for VoIPTools to provide a replacement key if your license key is ever lost. Also, it enables VoIPTools to notify you of any product updates.

1. On the **3CX Holiday Importer** configuration screen, in the **License** tab, enter your registration information in all the fields (Note the red dot denotes a required field).
2. Click **Register**.



The screenshot shows the '3CX Holiday Importer' application window with the 'License' tab selected. The 'License Information' section displays 'Licenses: 0', 'Activation:', and 'Expiration:'. Below this, there are several input fields, each with a red dot indicating it is required: License Key, Customer Name, Contact Name, Address 1, Address 2, Address 3, City, State / Province, Zip / Postal Code, Country, Phone, Email, and Reseller. A 'Register' button is located at the bottom right of the form.

Figure 5: 3CX Holiday Importer - Registration



The license key permits you to install the software on one computer.

Holidays tab

Holidays tab enables you to import holidays for a specific country for a specific year, add custom holidays and edit or delete existing holidays.

Import Holidays

1. On the **3CX Holiday Importer** configuration screen, Click **Holidays** tab.
2. From the **Country Holidays** dropdown, select the country for which you want to import the holidays.
3. Click **Get Holidays** button to import the holidays of the selected country for the desired year.
4. Press the “Get Holidays” button to display a list of holidays.

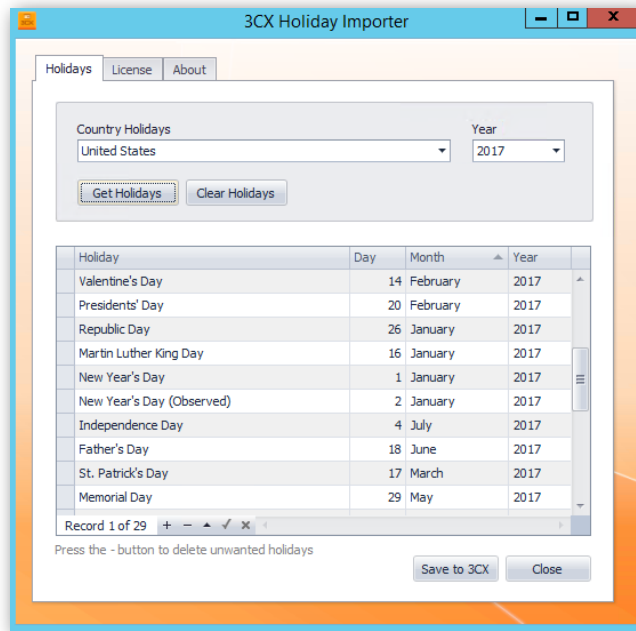
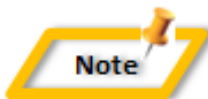
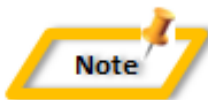


Figure 6: Import Holidays



You can edit the list of holidays prior to importing into 3CX.

5. Click **Save to 3CX** to import the holidays into 3CX.



Importing holidays replaces any existing holidays already configured in 3CX.

Add/ Edit/ Delete Holidays

You may wish to add custom holidays, or choose not to import all of the holidays displayed. 3CX Holiday Importer enables you to add your own holidays, edit existing holidays, or remove holidays prior to importing them into 3CX.

At the bottom of the grid you will see a list of controls for managing holiday records. Hovering over each control will display a tool-tip describing the function of each button. Using these buttons you can scroll through the list, add, edit, or delete holiday records.

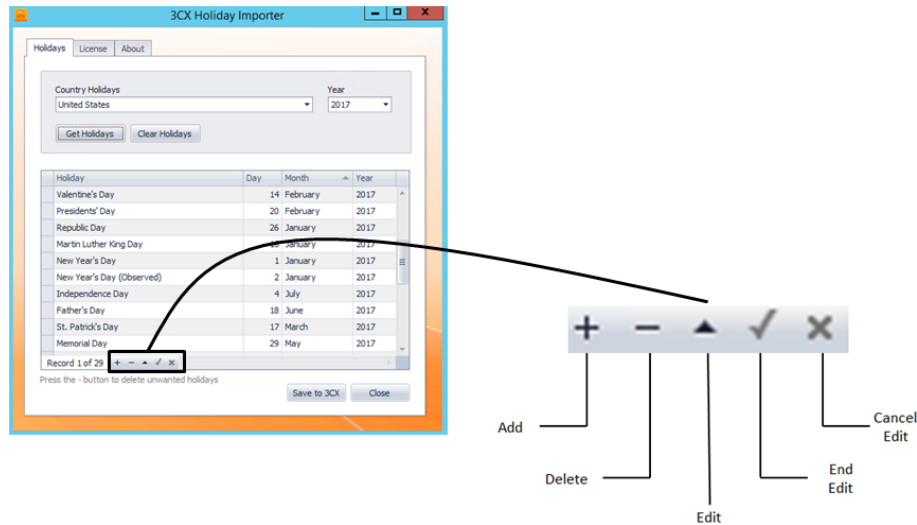


Figure 7: Holidays tab - Toolbar

Add Custom Holiday

To add your own holidays, simply scroll to the bottom of the list of holidays displayed. At the bottom you will see a blank row where you can add additional holidays.

1. Scroll to the bottom of the list of holidays displayed.
2. Click * beside the blank row and the symbol changes to ►
3. At the bottom of the grid, you will see + - ▲ ✓ ✕ **Toolbar** for managing holiday records.
4. Click + **Append** button to add a custom holiday.
5. In the **Holiday** field, enter the name of the holiday.
6. In the **Day** combo box, select or type the date for the holiday.
7. In the **Month** combo box, select or type the month for the holiday.
8. From the **Year** dropdown, select the year for the holiday.
9. Click **Save to 3CX** button to save the custom holiday to 3CX server.

Edit Holidays

To edit an existing holiday, simply click on the holiday to be edited and make the desired changes. You can cancel your edits by pressing the “X” button. To save your edits, click on the checkmark control, or click on a different record.

1. From the holiday list, select the holiday that you want to edit.
2. At the bottom of the grid and from the toolbar, click ▲ **Edit** button.
3. Observe that ✎ **Edit** symbol appears beside the holiday that you want to edit.
4. Make the required changes to the holiday.
5. From the toolbar, click ✓ **End Edit** button to end the modification.
6. Click **Save to 3CX** button to save the changes to 3CX server.
7. If you want to cancel the modification, click ✕ **Cancel Edit** button before you save the changes.

Delete Holidays

1. From the holiday list, select the holiday that you want to delete.
2. At the bottom of the grid and from the tool bar, click — **Delete** button to delete the holiday.
3. Click **Save to 3CX** button to save the changes to 3CX server.



This does not remove the holiday from the list of available holidays.

Clear Holiday List

If you want to start over, you can clear the displayed list of holidays and start over again by reimporting the desired holidays.

1. On the **3CX Holiday Importer** configuration screen, click **Holidays** tab.
2. Click **Clear Holidays** button. This will remove any displayed holidays.

Reoccurring Holidays

For those holidays that occur on the same day each year ('New Year's Day' for example), you can set a holiday to reoccur every year.

1. Create a holiday that reoccurs every year on the same day.
2. From the **Day** and **Month** dropdowns, select appropriate date and time.
3. From the **Year** dropdown, select **Each** option.

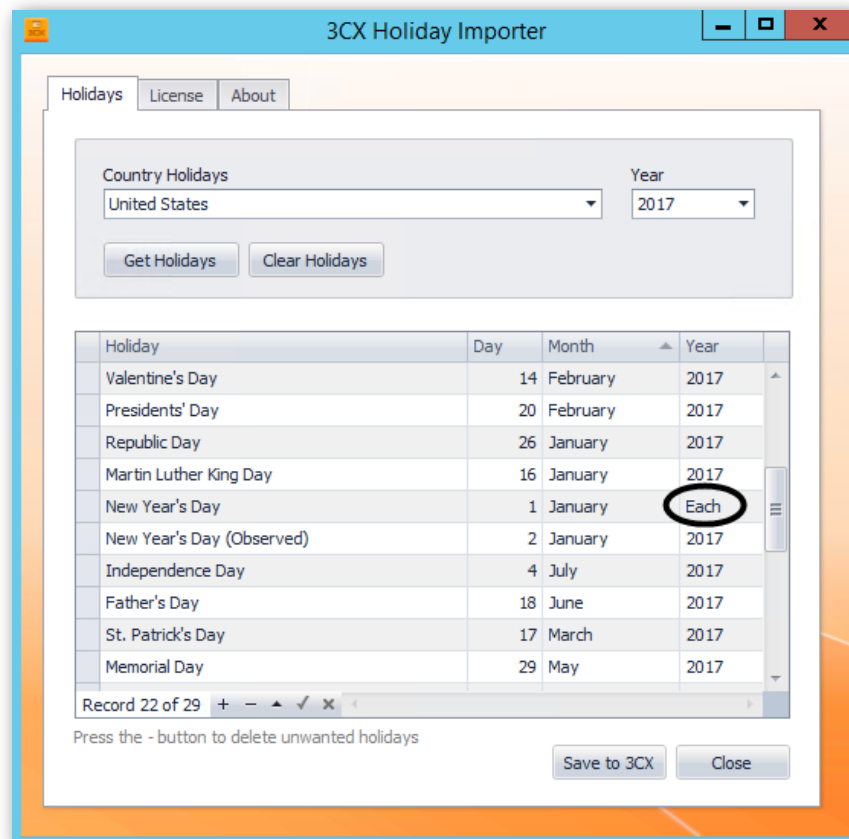


Figure 8: Reoccurring Holidays

Support

If you need support, would like to request an enhancement to 3CX Holiday Importer, or are interested in discussing a custom solution, you can contact us here:

Address: 2306 Shimmering Bay Lane
Cincinnati, OH 45244-2760

Hours: Monday – Friday
8:00 A.M. – 5:00 P.M. Central Standard Time

Phone: USA: +1 801-642-4655

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Email: info@VoIPTools.com

Web: <http://www.VoIPTools.com>