

# Disaster Recovery Configuration Guide

Disaster Recovery enables Groups, Sites and Users to divert their phone calls with the click of a button. It can be assigned at several levels in Uboss: [Group](#) > [Site](#) > [User/Service Assignment](#)

This offers a cascading hierarchy of DR overflows. For example, if the Manchester office activates all their calls can automatically DR divert to the Swindon office, with the exception of the Sales Queue which will divert to the Bristol Sales Queue. Individuals, can also setup a personal DR overflow, for example to their mobile. If no user/group service of Site DR is specified, when DR is activated it will take the Group level settings

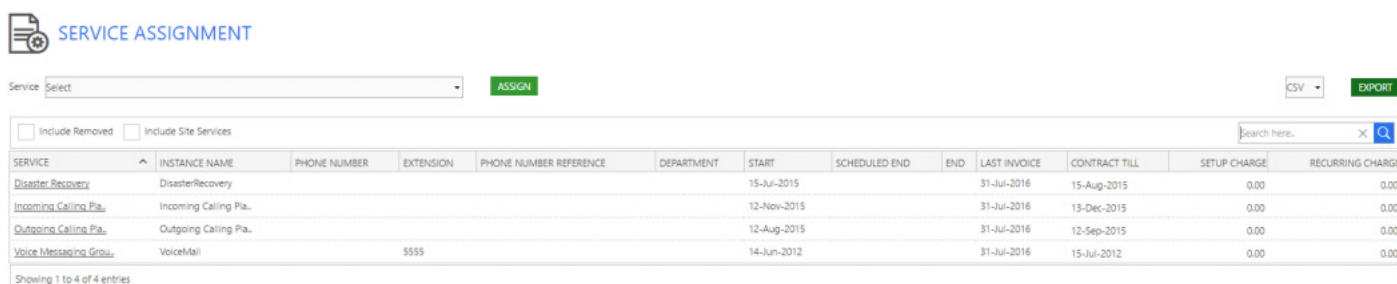
For a User Level to be activated Disaster Recovery needs to be assigned at the Group or Site level first. At the User Level you are able to assign personal Disaster Recovery numbers to Individual Users, Call Centres, Hunt Groups, Auto Attendants, Trunk Groups and Conference Bridge's only if the user has the disaster recovery service.

If you are going to implement a disaster recovery plan we would suggest that first you assign a number at the group level then filter down into the site level and the user level. This will ensure that everyone in the group will have a default number if the Disaster Recovery Activate button is pressed.

## ASSIGNING GROUP DISASTER RECOVERY

First of all Disaster Recovery needs to be assigned at the group level in Uboss

[Clients](#) > [Business](#) > [Assignments](#) > [Service Assignment](#) > [Disaster Recovery \(Drop Down\)](#) > [Assign](#)



SERVICE	INSTANCE NAME	PHONE NUMBER	EXTENSION	PHONE NUMBER REFERENCE	DEPARTMENT	START	SCHEDULED END	END	LAST INVOICE	CONTRACT TILL	SETUP CHARGE	RECURRING CHARGE
<b>Disaster Recovery</b>	DisasterRecovery					15-Jul-2015			31-Jul-2016	15-Aug-2015	0.00	0.00
Incoming Calling Pla.	Incoming Calling Pla.					12-Nov-2015			31-Jul-2016	13-Dec-2015	0.00	0.00
Outgoing Calling Pla.	Outgoing Calling Pla.					12-Aug-2015			31-Jul-2016	12-Sep-2015	0.00	0.00
Voice Messaging Grou.	VoiceMail		5555			14-Jun-2012			31-Jul-2016	15-Jul-2012	0.00	0.00

Once Disaster Recovery has been assigned to the group level select DR and then add the Instance Name and the phone number you want the calls to be diverted to if disaster recovery is activated. Now Disaster Recovery has been configured at a group level any user or site that has the services assigned will automatically be given the default group number. In this case it will be 012457863

GENERAL CURRENTLY NOT ACTIVATED CURRENTLY ACTIVATED

DISASTER RECOVERY

Instance Name: DisasterRecovery

Description: [Empty text area]

Forward To Number/SIP-URI: 0123457863

Charge Site: None

Charge Department: None

OVERRIDE TARIFF

Reseller FreeDays: 0

Reseller Setup Charge: 0.00

Reseller Recurring Charge: 0.00

Business FreeDays: 0

Business Setup Charge: 0.00

Business Recurring Charge: 0.00

CONTRACT TERMS

Start Date: 15-Jul-2015 End Date: 15-Aug-2015

SAVE DELETE CANCEL

## ASSIGNING SITE DISASTER RECOVERY

Once you have assigned Disaster Recovery to a group, it is a good idea to filter down to your Sites and override the number allocated at the group level. This can be done without Disaster Recovery being implemented at the Group Level, but we recommend to start with the group level, so you know that everyone in the business will have a default number if they have not been allocated their own personal one. The site needs to be assigned the DR Service before you can override the group default number.

Within the Uboss Portal you are able to override the group disaster recovery number in a site

[Clients](#) > [Business](#) > [Business Site](#) > [Assignments](#) > [Service Assignment](#) > [Disaster Recovery \(drop down\)](#) > [Assign](#)

SERVICE ASSIGNMENT

Service Select [Dropdown menu with 'Disaster Recovery' selected]

ASSIGN CSV EXPORT

PHONE NUMBER REFERENCE	DEPARTMENT	START	SCHEDULED END	END	LAST INVOICE	CONTRACT TILL	SETUP CHARGE	RECURRING CHARGE
		08-Mar-2016			31-Jul-2016	08-Apr-2016	0.00	0.00
		13-Jul-2015			31-Jul-2016	13-Aug-2015	0.00	4.50

Once Disaster Recovery has been assigned to the Site level select DR and then add the Instance Name and the phone number you want the calls within that site to be diverted to if disaster recovery is activated. Now Disaster Recovery has been configured at a Site level any user within that site that has the DR service assigned will automatically be given the default group number [This overrides the number allocated at the group level].

## ASSIGNING USER DISASTER RECOVERY

Disaster Recovery at a User Level allows the number allocated at the Group or Site level to be overridden. Each User can have a unique Disaster Recovery number, if one has not been assigned at the User Level then the number that has been given at the Group or Site level will be the default. User Level Disaster Recovery can only be assigned once either the Group or Site level has been completed. To assign this service to a User it needs to be assigned as a service before you can configure it. Once the service has been updated on the user's account, the service configuration tab will allow the user to override the default Group or Site redirect phone number.

A User can override their default Disaster Recovery number within the Uboss Provisioning Portal;

[Clients](#) > [Business](#) > [Business User](#) > [Assign Service](#) > [Service Configuration](#) > [Disaster Recovery](#) > [Forward to Number](#) > [Save](#)



### DISASTER RECOVERY USER

GENERAL

Forward To Number/SIP-URI

[SAVE](#) [CANCEL](#)

If Disaster Recovery has been activated, this user will have all their calls redirected to their desired 'Forward to Number', if no number is allocated at the user level then it will automatically be redirected to the site number

## ACTIVATE OR DEACTIVATE DISASTER RECOVERY

Disaster Recovery can only be activated or Deactivated at a group or site level. This is done within the Group Services Tab under Disaster Recovery. Two tabs are visible one to activate and one to deactivate. A prompt box will appear to double check you want to activate this feature.

[Clients](#) > [Client Business or Business Site](#) > [Assignments](#) > [Service Assignments](#) > [Disaster Recovery](#) > [Activate/ Deactivate](#)

When activated all users within the group or site will have their calls redirected to the number allocated at either the site or the group, or the user if the default number has been overridden. When viewing the Disaster Recovery service at the Site level, Uboss will show a summary of the sites to which DR has been assigned, as below:


Include Removed  Include Site Services

SERVICE	INSTANCE NAME	PHONE NUMBER	EXTENSION	PHONE NUMBER REFERENCE	SITE
<a href="#">Qudo-Disaster Recove..</a>	Disaster Recovery				DRD Demonstration Suite
<a href="#">Qudo-Disaster Recove..</a>	DR Group				Croydon Offices
<a href="#">Qudo-Disaster Recove..</a>	DR Group				
<a href="#">Qudo-Disaster Recove..</a>	SIP Trunk DR				DRD Demo SIP Trunk
<a href="#">Qudo-Disaster Recove..</a>	Backup DR				DRD Demonstration Suite

Showing 1 to 5 of 5 entries

Clicking into one of these sites will allow DR to be activated or Deactivated and also provides a summary of which services are in which DR state.

GENERAL    CURRENTLY NOT ACTIVATED    CURRENTLY ACTIVATED

 GENERAL

SITE	USER
Croydon Offices	Ed Thrussell
Croydon Offices	Steve Tutt
Croydon Offices	Bolts Sales
Croydon Offices	Avalle Support
Croydon Offices	Qudo Sales 2
Croydon Offices	Sales Hunt Group

**ACTIVATE**    CANCEL