

# How to configure timeframes in NoMa

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## Overview

Schedule information including day of week, times and monthly occurrence. *Timeframes* are applied in the *Contacts*, *Holidays*, *Contactgroups* and *Notifications* tabs.

## Steps

1. Go to **Configuration > NoMa**.
2. Select the **Timeframes** tab.
3. Click the **Create** button on the right side of the screen, (select the pencil icon to edit an existing timeframe).
4. Enter the **timeframe directives** as described below.
5. Click **Create/Save**.

Table: Timeframes directives

Directive	Description
Name	Name of time frame.
Schedule Information	Sets time frame including day of week, from and to times with invert option (outside of <i>from</i> and <i>to</i> times), and choice of monthly occurrence.
Validity Information	Valid dates and time of time frame.

Figure: Timeframes tab

The screenshot shows the 'Update Timeframes 1' form in the GroundWork configuration interface. The 'Timeframes' tab is selected. The form contains the following sections:

- Timeframes Information:** Name field with value '24x7'.
- Schedule Information:** A table with columns for Day of week, from, to, Invert time, All, 1st, 2nd, 3rd, 4th, 5th, and Last occurrence in month. All days of the week are selected with 'Invert time' checked and 'All' selected in the monthly occurrence column.
- Validity Information:** Valid From field with value '2011-08-01 00:00:00' and Valid To field with value '2021-12-31 23:59:59'.

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.