

Flipper Schedules

Flipper Schedules can be used to automatically change or set the status of an adjustable toggle in the account at a specific time. This feature is helpful for scheduling time-sensitive events that require a toggle to be set to change routing. A good example is holiday routing. The Flipper Schedules can be located under **Account Preferences > Flipper Schedules**.



NOTE

For a flipper schedule to be created, an adjustable toggle must be present in the account. If you need to create an adjustable toggle, please check out our article [here](#).

To Create a New Flipper Schedule:

1. Click **Account Preferences > Flipper Schedules**
2. Click the **Create a new Flipper** link.
3. On the edit flipper page complete the following fields:

[Control Panel](#) → [Flipper List](#) → Edit Flipper

Edit Flipper

Description:

Active: ☐

Time Zone:

Notify Email:

Date:

Time:

Toggles:

test	-
test2	-
test3	-

[Remove this Flipper](#)

- i. **Dash (-)** : No Change
 - ii. **Turn On**: Set the toggle to On
 - iii. **Turn Off**: Set the toggle to Off
 - iv. **Alternate**: Set the toggle to the alternate state. If on, turn it off. If off turn it on.
- a. **Description**: Name the flipper.
 - b. **Active**: Click the check box to set the flipper to active.
 - c. **Time Zone**: Select from the drop-down list the correct time zone.
 - d. **Notify Email**: If you would like to receive a notification when the Flipper Schedule is complete, enter a valid email address. Multiple addresses can be entered with comma separations (Ex email1@mail.com,email2@mail.com).
 - e. **Date**: Enter the activation date for the flipper in the YEAR-MONTH-DAY notation (Ex. 2021-05-05).
 - f. **Time**: Enter the activation time in a 24-hour format *without* seconds (Ex. 13:00 for 1 PM).
 - g. **Toggles**: Use the drop-down next to each toggle to select an action:

4. Click **Submit**, to save the scheduler.

Deleting a Flipper Schedule

1. Click **Account Preferences > Flipper Schedules**.
2. From the list of Flippers, click on the one you wish to remove.
3. Click the **Remove this Flipper** link located at the bottom of the flipper options.

Related articles

- [Flipper Schedules](#)
- [Adjustable Toggles](#)