

# **GENESYS**

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# Agent Workspace Agent's Guide

Videos: Using Workspace

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- Agent
- Supervisor

This collection of videos from the Genesys Vimeo channel demonstrates some of the most commonly used features of Agent Workspace.

#### **Related documentation:**

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#### **Important**

Some Agent Workspace features are available only for Genesys Multicloud CX users.

### Intro to Agent Workspace

Introduction to Agent Workspace 9

Link to video

An overview of how to use Workspace

Link to video

## Managing Your Status

How to change your ready/not ready status

Link to video

#### Dealing with Disconnections

How to handle a system disconnection

#### Interaction Toolbar

Interaction Toolbar

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How to switch to Pinned mode

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How to switch to Floating mode

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## Handling a Call

Basics of handling a voice call

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How to schedule a Callback for any interaction type

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Using Microsoft Teams to handle internal and external calls

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## Handling Email

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## Handling Workitems (Open Media)

Basics of handling a workitem (Open Media)

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## Using Standard Responses

Basics of using the Standard Responses tab

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Using standard response shortcuts

## Managing Contacts

Overview of the Contact Directory

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Finding a Contact in the Contact Directory

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Manual versus automatic contact assignment

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**Duplicate contacts** 

Link to video

Link to video

## Finding Interactions

How to find interactions in the Interaction Database:

My History

Basic My History search

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Advanced My History search

Link to video

Interaction Search

Basic Interaction history search

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Advanced interaction history search

**Contact History** 

Contact History tab

Link to video

Basic Contact history search

Link to video

Advanced Contact history search

Link to video

#### Workbins

Overview of workbins

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Finding interactions in workbins and interaction queues

Link to video

How to use My Team Workbins

Link to video

## Outbound Calling Campaigns

Outbound Campaign Overview

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Automatic record retrieval (Predictive and Progressive)

Link to video

Manual record retrieval (Preview)

Link to video

Semi-automatic record retrieval (Push-preview)

#### Semi-automatic record retrieval (Direct Push-Preview)

#### Link to video

#### What next?

- Navigating Agent Workspace
- Calls

# Top 5 topics

- 1. Getting Started
- 2. Navigating Agent Workspace
- 3. Calls
- 4. Contacts
- 5. Contact and interaction history