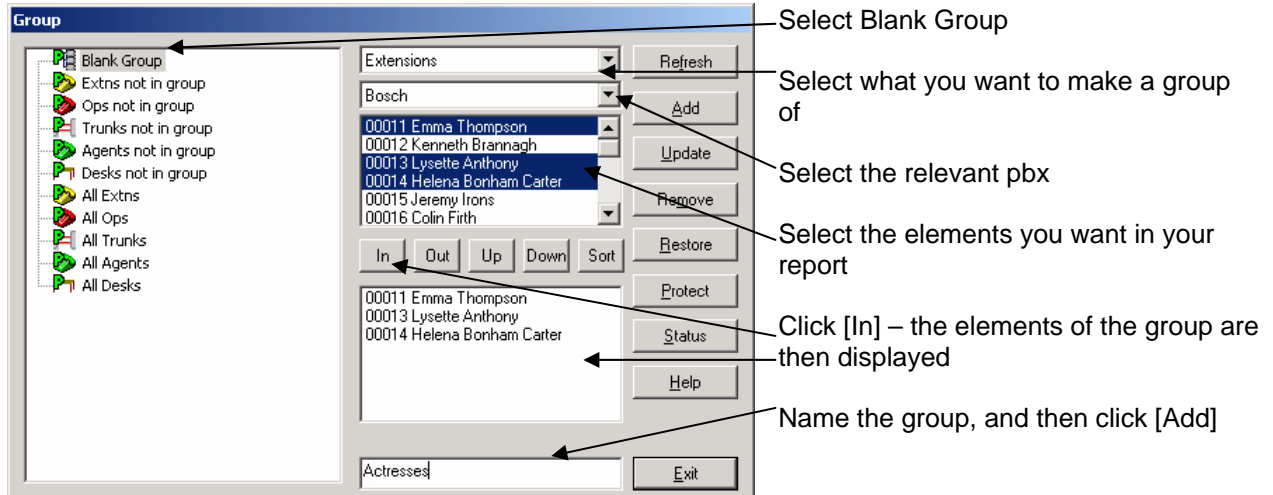


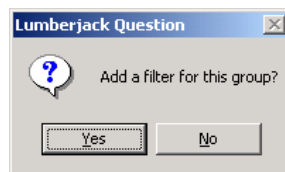
HOW TO CREATE A GROUP

You may want to group together extensions that are in one department or cost centre, or trunks that are all incoming, or from one provider (BT or WorldCom for example) etc.

To create a group you need to go to Report>Group (or click [G] from within the Report Setup window).



LUMBERJACK will then ask if you want to create a filter for the group.



Click [Yes]

It is always a good idea to have a filter of the group: the filter will allow you still only see calls related to the group of extensions but it will display the calls altogether and not separated out by each extension.

NOTE: while you can [Add] a group that has no elements in it – it is not advisable to run a report on an empty group – you will get the error message

