

HOW TO SCHEDULE A RECAST

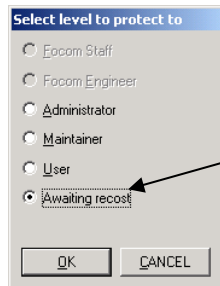
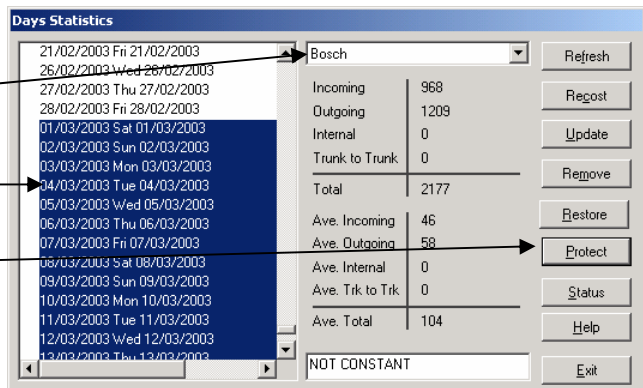
If something has been done on your LUMBERJACK system, such as a new tariff has been installed, or a new Access Code has been added, you may wish previously processed data to look at the new information. If you do you will need to run a Recost.

You should already have run a Recache for the new information to take effect; or in the case of an installed tariff, Focom Limited will have run the recache.

It is often best to set up a scheduled event to run the Recost, particularly if you have multiple switches.

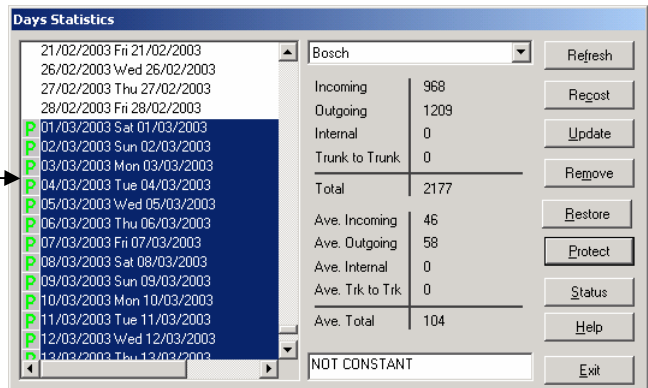
Go to System>Days Stored

1. Select the relevant PBX
2. Highlight all the days as far back as you want the Recost to apply
3. Click **[Protect]**



4. Select **Awaiting recost**, and click **[OK]**.

All days that are awaiting recost will show with the protection **P** next to them.



Repeat steps 1 – 4 for each PBX that you want to Recost then click **[Exit]**.

NOTE: IF ANY DAYS SELECTED FOR RECAST WERE ALREADY PROTECTED SO THAT THEY DIDN'T GET DELETED, THE PROTECTION WILL BE LOST AFTER THE RECAST. YOU WILL NEED TO RE-PROTECT THEM.

To create the scheduled event, go to Reports>Scheduler

Select **Recost all days marked** from the **Action this schedule element should perform** drop down

Type in the time and date you want the recost to start.

Type in a description for the event.

Click **[Add]**, then **[Exit]**.

