



# HOW TO EXPORT A FULL LIST OF EXTENSIONS

## EXPORTING A LIST OF EXTENSIONS

You can use the Scheduler (Reports>Scheduler) to export a list of extensions for each PBX that you have installed.

If you don't have an "Export Extensions" event already set up you can create one.

### CREATING AN EXPORT EXTENSIONS EVENT

	<p>Select the event: <b>Export Extensions</b>.</p> <p>This can be "<b>never</b>" until you want to run the event.</p> <p>Select the relevant <b>PBX</b>.</p> <p>Enter a path and file name for the exported extension list: This <b>MUST</b> be a <b>.TXT</b> file The path is relative to the LUMBERJACK server.</p> <p>Enter a description for the event.</p> <p>Click <b>[Add]</b> to add the event.</p>
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### RUNNING THE EXPORT EXTENSIONS EVENT

When you are ready to run the event:

1. Go to **Reports>Scheduler**:
2. Select the event in the list on the left.
3. In the second box: change the **never** to **now**.
4. Ensure that the correct PBX is selected.
5. Amend the file name if necessary. LUMBERJACK will append the data if a file already exists, which can be very useful if you have multiple PBXs
6. Click **[Update]**.

### VIEWING THE EXPORTED LIST

Although the exported file is a .txt file, open it in Wordpad (not Notepad) – it will make more sense.

What you will see in the file is:-

The first line, for each PBX's export, will show "**P**" representing pbx followed by "**PBX Name**" – this line only appears at the beginning of the export.

After that, each line will start "**E**" for extension followed by: "**Extension No**", "**Extn 1<sup>st</sup> Description**", "**Extn 2<sup>nd</sup> Description**", "**group**", (how many "groups" will depend on how many groups the extension is in).

"E", "6001", "Jamie Dodger", "Sales", "CC: 123-ABC-456", "Company Extensions", "D: Sales", "Special Project"



This example shows:-

Extension No: 6011  
Extn 1<sup>st</sup> Description: Jamie Dodger  
Extn 2<sup>nd</sup> Description: Sales  
Group: CC: 123-ABC-456  
Group: Company Extensions  
Group: D: Sales  
Group: Special Project

This is an example of the exported file.

```
|** Export PBX PBX extensions by focom staff  
  
"P","PBX"  
"E","6001","Jamie Dodger","Sales","CC: 123-ABC-456","Company  
Extensions","D: Sales","Special Project"  
"E","6002","Krem Karomell","Admin","CC: 123-ABC-456","Company  
Extensions","D: Admin"  
"E","6003","Miss Moffat","Finance","CC: 123-ABC-456","Company  
Extensions","D: Finance","Special Project"  
"E","6004","Candice Tor","Service","CC: 123-ABC-456","Company  
Extensions","D: Service","group of Extensions"  
"E","6005","Dr Foster","Service","CC: 234-BCD-567","Company  
Extensions","D: Service"  
"E","6006","Vol O'Von","Admin","CC: 234-BCD-567","Company  
Extensions","D: Admin"  
"E","6007","Boy Blue","Sales","CC: 234-BCD-567","Company  
Extensions","D: Sales"  
"E","6008","Jack Horner","Sales","CC: 234-BCD-567","Company  
Extensions","D: Sales"  
"E","6009","Bo Peep","Personnel","CC: 456-DEF-789","Company  
Extensions","D: Personnel"
```

This event can also be setup for exporting other lists: Trunks; Account Codes; Agents; Desks; and Tariffs.

For information on how to import please see **How to Import Extensions**.