

ADDING A GROUP TO AN EXISTING GROUP OF GROUPS

Once you have created your new group of elements (extns for example), you need to remember to add it into your organisation structure.

In this case I want to add the group 'Special Project' to the 'All Departments' group of groups.

In the Reports > Create Group window select the bold name of the group of groups.

Click on the and use the boxes to filter those groups you want to see.

Group groupss by **None** | User | Type

Filter list

To create a completely new group, click on the and work through the instructions.

Create New Group

The entries below, show all the groups that are available. You can use and edit these groups or use them as a base to create a new group.

Group Name	Group of	User	Updated
All Departments	Groups	focom staff	11:47:28 Tue 16/08/2011
CC: 123-ABC-456	Extensions	focom staff	15:15:17 Mon 25/10/2010
CC: 234-BCD-567	Extensions	focom staff	15:15:53 Mon 25/10/2010
CC: 345-CDE-678	Extensions	focom staff	15:15:39 Mon 25/10/2010
CC: 456-DEF-789	Extensions	focom staff	15:15:02 Mon 25/10/2010
Company Extensions	Extensions	focom staff	13:07:50 Fri 06/05/2011
D: Admin	Extensions	focom staff	15:07:23 Mon 25/10/2010

Scroll the Items Available list to find the group you want to add to the group of groups.

Group All Departments

Items Available

View all groups ▾

- CC: 345-CDE-678
- CC: 456-DEF-789
- Company Extensions
- D: Admin
- D: Finance
- D: Personnel
- D: Sales
- D: Service
- group of Extensions
- Special Project**

Items Selected

- D: Admin
- D: Finance
- D: Personnel
- D: Sales
- D: Service

Group Name

Select the relevant group and click the (right arrow) to add the new group to the list of Items Selected.

Then click **[Update]**.

Group All Departments

Items Available

View all groups ▾

- CC: 345-CDE-678
- CC: 456-DEF-789
- Company Extensions
- D: Admin
- D: Finance
- D: Personnel
- D: Sales
- D: Service
- group of Extensions
- Special Project**

Items Selected

- D: Admin
- D: Finance
- D: Personnel
- D: Sales
- D: Service
- Special Project**

Group Name