

HOW TO EXPORT A FULL LIST OF EXTENSIONS

CREATING AN EXPORT EXTENSIONS EVENT

Go to **Management>View Scheduled Events**.

Expand the **Create new Scheduled Event**.

Select **Export** and from the drop-down list select **Extensions**.

Then click **[Create]**.

Create New Scheduled Event

What do you want to create?

<input type="radio"/> Report to run	This allow for a report to be run in the background and either saved or emailed upon completion. Scheduled reports are executed in sequence and generated at the minimum priority.
<input type="radio"/> Recache the system	This allows the system to re-read the tariff costings and extension assignments. There is usually a reoccurring recache executed every night.
<input type="radio"/> Backup	This allows the system to create backups of the database for archiving. The backups are automatically compressed and encrypted and can used to restore the system or processed data.
<input type="radio"/> Restore	This allows the system to restore processed days from a backup.
<input type="radio"/> Recost Days	This allows the system to recalculate the costs across the marked days allowing tariff changes to me made retrospectively.
<input type="radio"/> Import	<input type="text" value="Tariffs"/> Use the selection to select they type of data you want to schedule for importing.
<input checked="" type="radio"/> Export	<input type="text" value="Extensions"/> Use the selection to select they type of data you want to schedule for exporting.
<input type="radio"/> Delete old data	This allows the removal of processed days information, allowing the system to maintain its size almost automatically.
<input type="radio"/> Delete old reports	This allows the removal of generated reports, allowing the system to maintain its size almost automatically.

Add/Update Scheduled Event

Scheduled Event	Export extensions : Enter name of new job	
Next Time to Run	<input type="text" value="Never"/>	<input type="button" value="Select Date"/> <input type="button" value="Disable"/>
Frequency to run	<input type="text" value="None"/>	
Exclude if day is	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
From PBX	<input type="text" value="PBX"/>	
Filename(s)	<input type="text" value="c:\exportPBXextns.txt"/>	
Save job as	<input type="text" value="Export Extensions - PBX"/>	
<input type="button" value="Back"/>		<input type="button" value="Add"/>

Frequency to run: ensure this is **None**.

From PBX: Select the relevant PBX.

Filenames(s): Enter a path and file name – the file MUST be a **.TXT** – the path is relative to the LUMBERJACK server

Save job as: enter an appropriate name for the event.

Click **[Add]**.

Once the event has been added the buttons in the band at the bottom of the window change and the event description now appears next to the event type at the top of the window. The open padlock indicates that the event has not been protected.

Scheduled Event Export extensions : Export Extensions - PBX

Next Time to Run

Frequency to run

Exclude if day is Mon Tue Wed Thu Fri Sat Sun

From PBX

Filename(s)

Save job as

RUNNING THE EXPORT EXTENSIONS EVENT

Once the event has been added you will find it under **Management>View Scheduled Events>Scheduled Events not currently used.**

Scheduled Events not currently used			
Schedule Name	Next Runtime	User	Updated
Entire System Backup	Never	focom staff	11:19:27 Tue 12/10/2010
Export Extensions	Never	focom staff	12:34:26 Thu 03/11/2011
Export Extensions - PBX	Never	focom staff	13:14:20 Thu 03/11/2011
Import Tariff	Never	focom staff	16:44:53 Fri 12/11/2010
Recache - as required	Never	focom staff	12:33:51 Thu 03/11/2011
Recost All Days Marked	Never	focom staff	12:01:11 Tue 30/07/2002

You can run the event in one of two ways:

You can either click **Never** against the event you want to run,

Scheduled Events not currently used			
Schedule Name	Next Runtime	User	Updated
Entire System Backup	Never	focom staff	11:19:27 Tue 12/10/2010
Export Extensions	Never	focom staff	12:34:26 Thu 03/11/2011
Export Extensions - PBX	Back date to run as Now	focom staff	13:14:20 Thu 03/11/2011
Import Tariff	Never	focom staff	16:44:53 Fri 12/11/2010
Recache - as required	Never	focom staff	12:33:51 Thu 03/11/2011
Recost All Days Marked	Never	focom staff	12:01:11 Tue 30/07/2002

Then click **Now**;

Scheduled Events not currently used			
Schedule Name	Next Runtime	User	Updated
Entire System Backup	Never	focom staff	11:19:27 Tue 12/10/2010
Export Extensions	Never	focom staff	12:34:26 Thu 03/11/2011
Export Extensions - PBX	✓ Now	focom staff	13:14:20 Thu 03/11/2011
Import Tariff	Never	focom staff	16:44:53 Fri 12/11/2010
Recache - as required	Never	focom staff	12:33:51 Thu 03/11/2011
Recost All Days Marked	Never	focom staff	12:01:11 Tue 30/07/2002

Or you can click on the name of the event you want – for example **Export Extensions – PBX**.

Scheduled Event: Export extensions : Export Extensions - PBX

Next Time to Run: Now [Select Date] [Disable]

Frequency to run: None

Exclude if day is: Mon Tue Wed Thu Fri Sat Sun

From PBX: PBX

Filename(s): c:\exportPBXextns.txt

Save job as: Export Extensions - PBX

[Back] [Delete] [Protect] [Update] [Add]

Change the **Next Time to Run** to **Now**; amend the **file name** if necessary; and then click **[Update]**.

Once you have clicked **[Update]** the **Next Time to Run** will change to show the current time and date.

Scheduled Event: Export extensions : Export Extensions - PBX

Next Time to Run: 10:38:32 Fri 04/11/2011 [Select Date] [Disable]

Frequency to run: None

Exclude if day is: Mon Tue Wed Thu Fri Sat Sun

From PBX: PBX

Filename(s): c:\exportPBXextns.txt

Save job as: Export Extensions - PBX

[Back] [Delete] [Protect] [Update] [Add]

You can then exit this screen by clicking **[Back]** or selecting any other menu option.

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 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 1st Description"**, **"Extn 2nd 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 1st Description:  Jamie Dodger
Extn 2nd 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; and Tariffs.

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