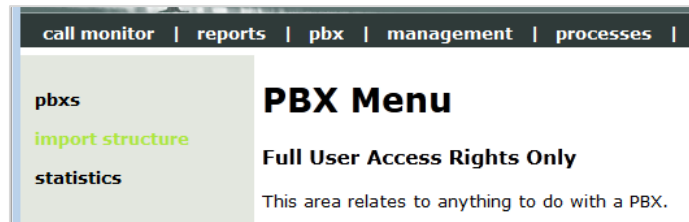


IMPORTING EXTENSIONS NOT USING THE SCHEDULER

In the LUMBERJACK web interface you have additional options for importing extensions. These options are found in the PBX menu under Import Structure



There are several options for importing:

SELECTING THE TYPE OF IMPORT

NAMES ONLY

This option will only import names against extension numbers. The file to be imported must be in the format described below and must be in **.CSV** or **.TXT** format.

Using the web interface allows you to decide to update names against extension number for individual or multiple PBXs. If you are importing the names for individual PBXs you can select the relevant PBX from the drop-down list.

Alternatively, if you are importing a file for multiple PBXs, you would need to ensure that you have included the relevant **"PBX Name"** against each extension within your import document and then you would select **Import File Specifies PBX** from the drop down list.

Import Structure	
Default PBX to import to	PBX
	Names Only
Type of import	<p>Format for Names Only is "Type","Number","Description","Description 2":["PBX Name"] e.g. E,6000,Primary Description,Secondary Description,My Pbx</p>
File to import	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Import"/>	

STANDARD STRUCTURE IMPORT

This option allows for an extension to be added to a single group and for that group to be added to a **Container Group** which is also known as a Group of Groups within LUMBERJACK. Enter an appropriate name for the **Container Group**.

As with **Names Only** whether you include the PBX name in your file will govern what you select for the **Default PBX to import to**. You have the option to select a single PBX or you can include the PBX name in your import file, this would allow you to import extensions for multiple PBXs.

Import Structure	
Default PBX to import to	Import file specifies PBX
	Standard Structure Import
Type of import	<p>Format for Standard Structure is "Type","Number","Description","Description 2","Group Name":["PBX Name"] e.g. E,6000,Primary Description,Secondary Description,My Group,My Pbx</p>
Container Group	Main Structure
File to import	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Import"/>	

Having selected the type of Import you want to run, and the relevant PBX selection, click **[Browse]** to select the file you want to import. Unlike using the Scheduler this file does not have to be on the LUMBERJACK server. Once the file is selected click **[Import]**.

USER DEFINED IMPORT FILE

If you have a more complex structure and want to use the **User Defined Import File** please email a copy of your structure file to support@focom.com. Support will then liaise with you about creating the control file.

If you require a user-defined structure, a copy of the structure will need to be emailed to **support**. Once the control file has been written by us, it is important that the format does not change.

Import Structure	
Default PBX to import to	Import file specifies PBX ▾
Type of import	User Defined Import File ▾
Control file	<input type="text"/> <input type="button" value="Browse.."/>
Container Group	Main Structure
File to import	<input type="text"/> <input type="button" value="Browse.."/>
<input type="button" value="Import"/>	