

HOW TO IMPORT EXTENSIONS USING THE SCHEDULER

Once you have exported your extensions, you can amend the file either in Wordpad and save it as a **.TXT**, or in a spreadsheet and save it as a **.CSV**.

Using the **Importing Extensions** event in the Scheduler will **Reassign** the extension if there is a name change (please see the **Update or Reassign** document for the implications of a Reassign); if the extension name has not changed the extension will be added to any new groups but it will not be removed from any old groups.

CREATING AN IMPORT EXTENSIONS EVENT

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

Expand the **Create New Scheduled Event**.

Click **Import** and select **Extensions** from the drop-down list.

Then click **[Create]**.

Create New Scheduled Event

What do you want to create?

- 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.
- 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.
- 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.
- Restore This allows the system to restore processed days from a backup.
- Recost Days This allows the system to recalculate the costs across the marked days allowing tariff changes to me made retrospectively.
- Import Extensions Use the selection to select they type of data you want to schedule for importing.
- Export Tariffs Use the selection to select they type of data you want to schedule for exporting.
- Delete old data This allows the removal of processed days information, allowing the system to maintain its size almost automatically.
- Delete old reports This allows the removal of generated reports, allowing the system to maintain its size almost automatically.

Create

Add/Update Scheduled Event

Scheduled Event Import extensions : Enter name of new job

Next Time to Run:

Frequency to run:

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

Filename(s):

Save job as:

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

Filename(s): Enter a path and file name – 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 🔓 Import extensions : Import Extensions - PBX

Next Time to Run

Frequency to run

Exclude if day is Mon Tue Wed Thu Fri Sat Sun

Filename(s)

Save job as

RUNNING THE IMPORT 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	10:38:54 Fri 04/11/2011
🔓 Import Extensions - PBX	Never	focom staff	12:40:16 Fri 04/11/2011
🔓 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

As with the export you can run the event in one of two ways:

If you have just created the event and know that the file name is correct then you can click on **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	Never	focom staff	10:38:54 Fri 04/11/2011
🔓 Import Extensions - PBX	Back date to run as Now	focom staff	12:40:16 Fri 04/11/2011
🔓 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	Never	focom staff	10:38:54 Fri 04/11/2011
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🔓 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

If you are not sure that the file name is correct it would be better to run the event by selecting the name of the event – for example **Import Extensions – PBX**.

Scheduled Event	Import extensions : Import Extensions - PBX		
Next Time to Run	Now	Select Date	Disable
Frequency to run	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		
Filename(s)	c:\exportPBXextns.txt		
Save job as	Import Extensions - PBX		
<input type="button" value="Back"/> <input type="button" value="Delete"/> <input type="button" value="Protect"/> <input type="button" value="Update"/> <input type="button" value="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	Import extensions : Import Extensions - PBX		
Next Time to Run	13:23:11 Fri 04/11/2011	Select Date	Disable
Frequency to run	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		
Filename(s)	c:\exportPBXextns.txt		
Save job as	Import Extensions - PBX		
<input type="button" value="Back"/> <input type="button" value="Delete"/> <input type="button" value="Protect"/> <input style="background-color: #add8e6;" type="button" value="Update"/> <input type="button" value="Add"/>			

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