# HOW TO TIDY GROUPS

In LUMBERJACK, over time your list of Groups can become a little messy.

Tidying groups can be done in the LUMBERJACK Client software, but it is much more straightforward using the LUMBERJACK web interface. Please refer to the web version of this document.

If you decide to use the Client software please make sure, if your main group structure is imported into LUMBERJACK, that you DO NOT tidy those groups; only tidy groups that have been manually added.

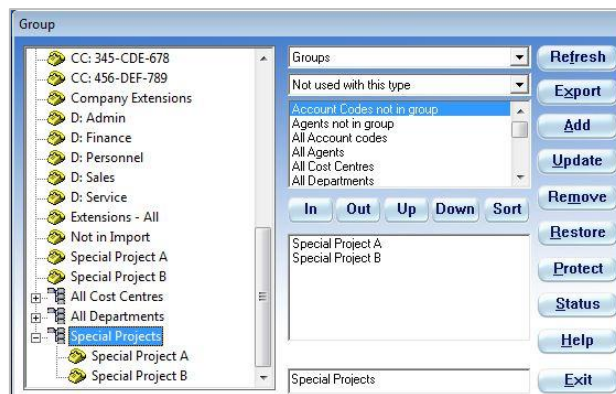Go to **Reports > Groups.**
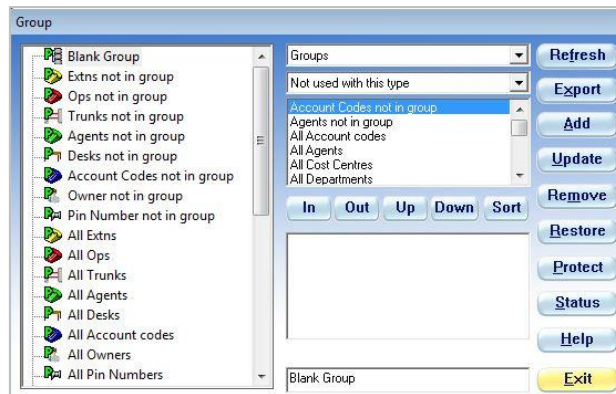
Scroll down the list on the left, past the protected System Groups, to your groups.
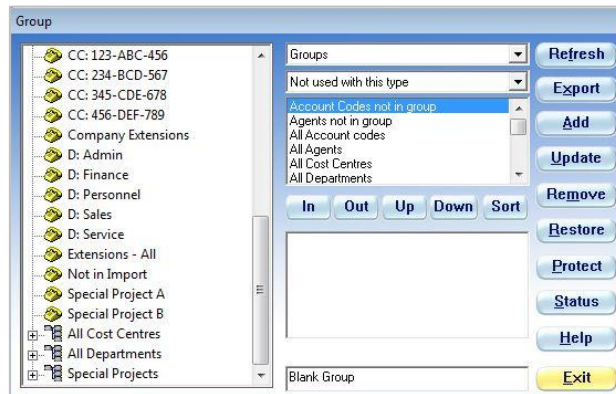
Of the groups listed on the left, the groups of extensions that start **CC:** or **D:** were imported, as were the two Groups of Groups, **All Cost Centres** and **All Departments**.

The only groups that were manually added are the Special Project ones.

You will see **Special Project A** and **Special Project B** both listed twice, once inside the parent group and once outside it, but there is only one of each group.

The downside of using the Client software to Tidy Groups is that you cannot easily see if a group is being used by a report or filter etc. So, if you do delete a group it could have an effect on reports etc.

To delete a group you can simply select it in the list on the left and click **[Remove]** on the right.
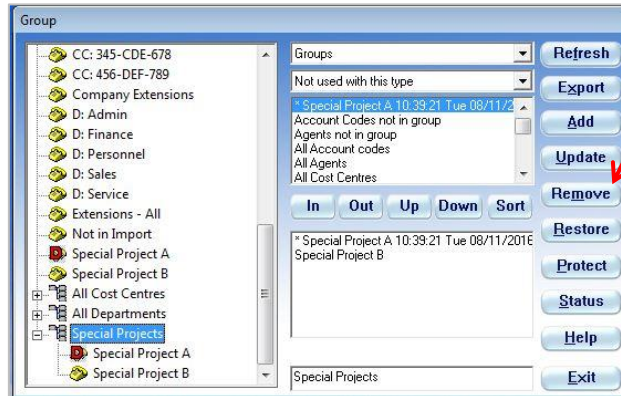
As you can see, above, **Special Project A** has been deleted. It is marked with a **D** and will be removed once you **[Exit]** the Group window. However, the **Special Project A** that is inside the **Special Project** group of groups is not removed – it is marked with the date and time it was deleted – it remains in the group of groups until you take it **[Out]**. This allows for historic reporting up to the moment the group was deleted.

As you can see below, there is now only one copy of **Special Project A**, shown inside the group of groups.
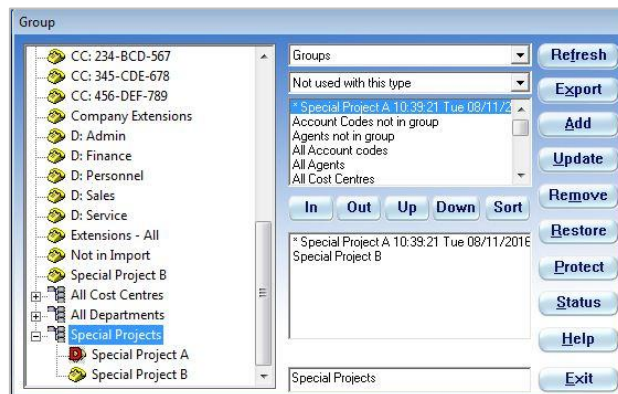
Provided that you can see a deleted group, somewhere in your list of groups, it can be fully restored. Simply select the deleted group in the list on the left and click **[Restore]** on the right. This will undelete the group and put a copy of the group back in the main list.