



HOW TO TIDY GROUPS

In LJ the only way to Tidy Groups is to reimport your structure.

If you still have the original CSV file you can make amendments to that and reimport it. If you don't have it, you can Export the list of extensions, make the amendments you want to the exported file, and then reimport it.

To delete a Group, simply move or delete all the extensions in the Group.

To move an extension from a group, in **PBX > Extensions**, select the current group name next to the extension you want to move.

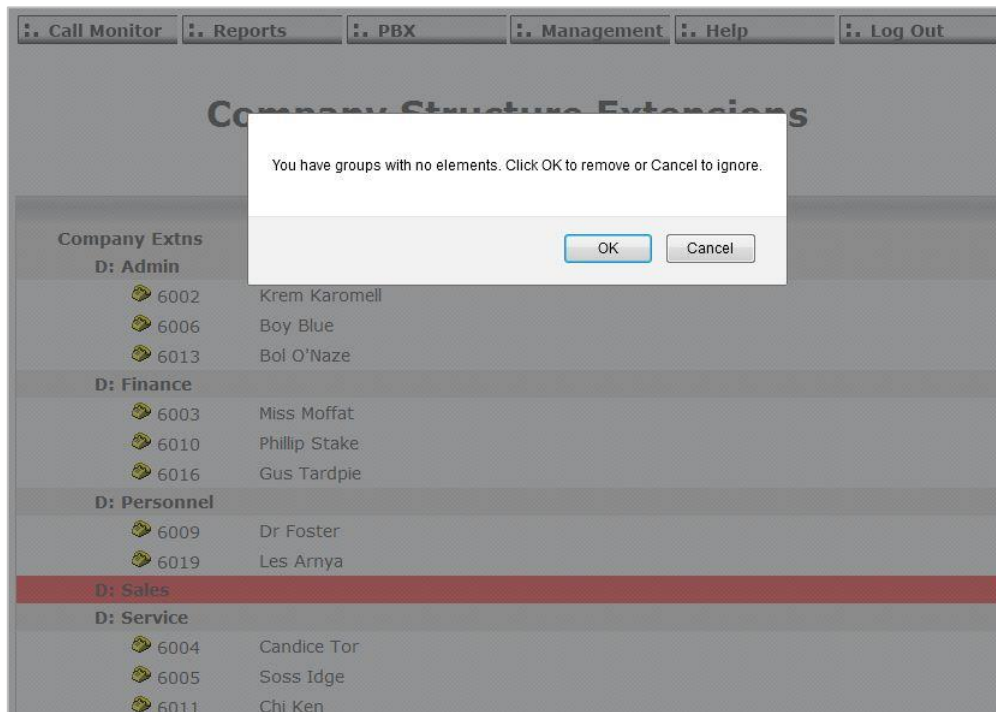
6002	Krem Karomell	D: Admin	Update
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Either: enter the name of the group you want the extension to move to; or delete the current name; and then click **[Update]**.

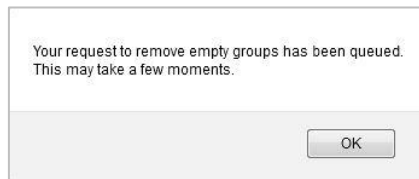
If you are removing all the extensions from a group, when you have finished click **View Structure**.



The following will appear:



Click **[OK]** to remove the group.



Refresh your browser window to see your amended structure.

Company Extns	
D: Admin	
6002	Krem Karomell
6006	Boy Blue
6013	Bol O'Naze
D: Finance	
6003	Miss Moffat
6010	Phillip Stake
6016	Gus Tardpie
D: Personnel	
6009	Dr Foster
6019	Les Arnya
D: Service	
6004	Candice Tor
6005	Soss Idge
6011	Chi Ken
6014	Willie Winkie
6015	Bo Peep
6017	Teresa Green

Make sure that when you next import your organisational structure that the group you have just "deleted" is no longer mentioned.

The detailed instructions of how to export the list of extensions and reimport them can be found in the **LJ > How To ... > Groups > Organisational Structure**, in www.focom.com/usergroup.