

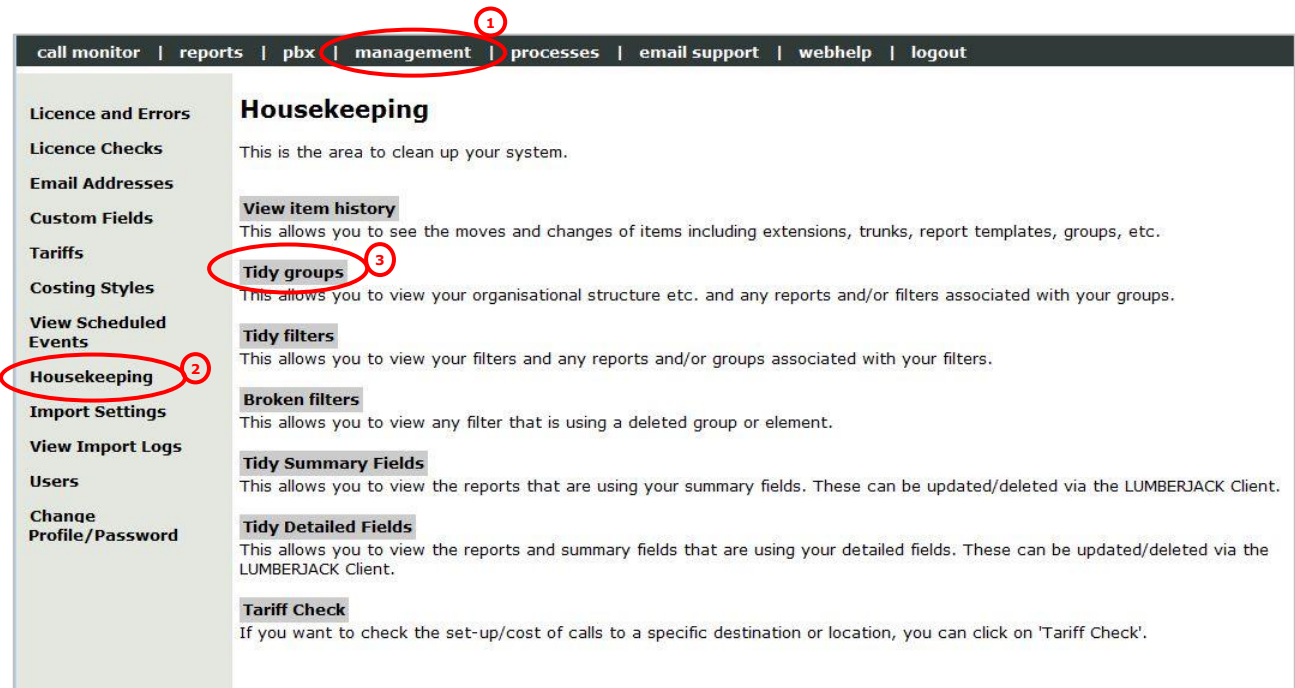


HOW TO TIDY GROUPS

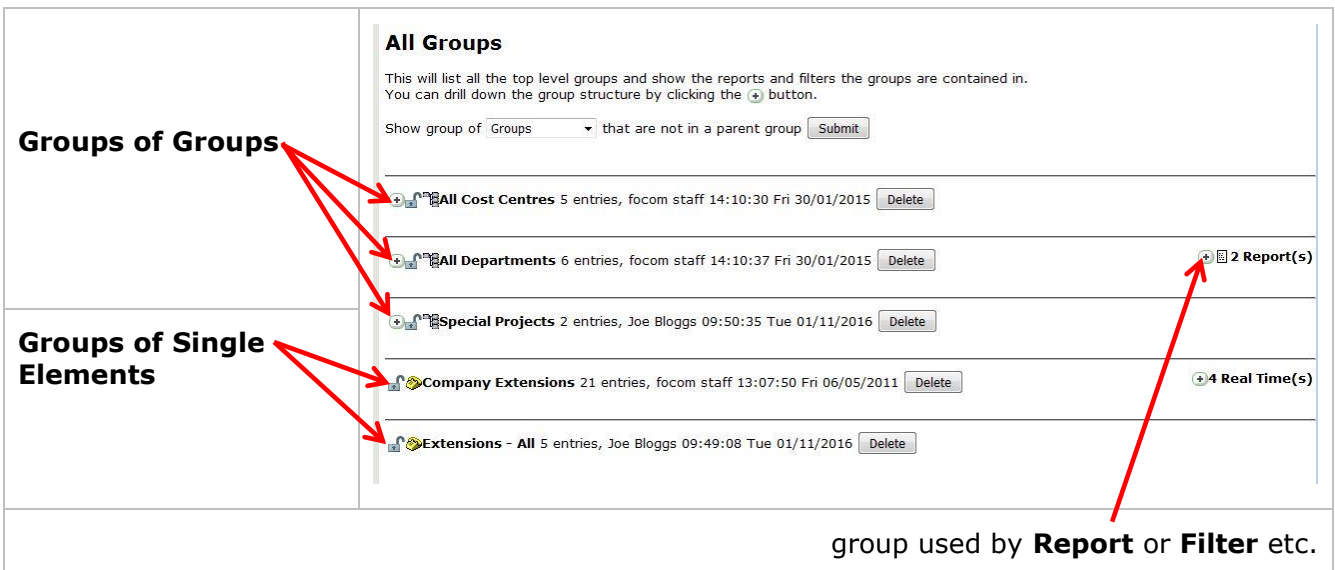
In LUMBERJACK, over time your list of Groups can become a little messy.

The LUMBERJACK web interface has great options that you can use to help you tidy your Groups. Not surprisingly, one is called **Tidy Groups** and is found under the **Management > Housekeeping** menu options.

However, if your main group structure is imported into LUMBERJACK, please DO NOT tidy those groups; only tidy groups that have been manually added.



You will see **Groups of Groups** and **Groups of Single Elements** (extensions; operators; trunks etc).



You will only see the individual groups of elements provided those groups are not in a Group of Groups.



To see the groups that a Group of Groups contains (and what, if anything, that group is used by), expand the Group of Groups. This can be done by clicking the **(+)** to the left of the name of the Group of Groups. The expanded group is shown below.

All Cost Centres 5 entries, focom staff 14:10:30 Fri 30/01/2015 <input type="button" value="Delete"/>	<input type="button" value="+"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> CC: 123-ABC-456 5 entries, focom staff 15:15:17 Mon 25/10/2010 <input type="button" value="Delete"/>	<input type="button" value="+"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> CC: 234-BCD-567 7 entries, focom staff 14:22:41 Fri 30/01/2015 <input type="button" value="Delete"/>	<input type="button" value="+"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> CC: 345-CDE-678 4 entries, focom staff 15:15:39 Mon 25/10/2010 <input type="button" value="Delete"/>	<input type="button" value="+"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> CC: 456-DEF-789 6 entries, focom staff 15:15:02 Mon 25/10/2010 <input type="button" value="Delete"/>	<input type="button" value="+"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> Not in Import 0 entries, focom staff 16:41:55 Thu 26/03/2015 <input type="button" value="Delete"/>	
<input type="checkbox"/> All Departments 6 entries, focom staff 14:10:37 Fri 30/01/2015 <input type="button" value="Delete"/>	<input type="button" value="+"/> <input type="button" value="2 Report(s)"/>
<input type="checkbox"/> Special Projects 2 entries, Joe Bloggs 09:50:35 Tue 01/11/2016 <input type="button" value="Delete"/>	
<input type="checkbox"/> Special Project A 4 entries, Joe Bloggs 09:49:57 Tue 01/11/2016 <input type="button" value="Delete"/>	<input type="button" value="+"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> Special Project B 5 entries, Joe Bloggs 09:49:45 Tue 01/11/2016 <input type="button" value="Delete"/>	<input type="button" value="+"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> Company Extensions 21 entries, focom staff 13:07:50 Fri 06/05/2011 <input type="button" value="Delete"/>	<input type="button" value="+"/> <input type="button" value="4 Real Time(s)"/>
<input type="checkbox"/> Extensions - All 21 entries, Joe Bloggs 10:34:02 Tue 01/11/2016 <input type="button" value="Delete"/>	

You can also expand the Reports / Real Times etc to see exactly what is using the Group.

All Cost Centres 5 entries, focom staff 14:10:30 Fri 30/01/2015 <input type="button" value="Delete"/>	<input type="button" value="-"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> CC: 123-ABC-456 5 entries, focom staff 15:15:17 Mon 25/10/2010 <input type="button" value="Delete"/>	Cost Report - CC: 123-ABC-456
<input type="checkbox"/> CC: 234-BCD-567 7 entries, focom staff 14:22:41 Fri 30/01/2015 <input type="button" value="Delete"/>	<input type="button" value="-"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> CC: 345-CDE-678 4 entries, focom staff 15:15:39 Mon 25/10/2010 <input type="button" value="Delete"/>	Cost Report - CC: 234-BCD-567
<input type="checkbox"/> CC: 456-DEF-789 6 entries, focom staff 15:15:02 Mon 25/10/2010 <input type="button" value="Delete"/>	<input type="button" value="-"/> <input type="button" value="1 Report(s)"/>
<input type="checkbox"/> Not in Import 0 entries, focom staff 16:41:55 Thu 26/03/2015 <input type="button" value="Delete"/>	Cost Report - CC: 345-CDE-678
	<input type="button" value="-"/> <input type="button" value="1 Report(s)"/>
	Cost Report - CC: 456-DEF-789
<input type="checkbox"/> All Departments 6 entries, focom staff 14:10:37 Fri 30/01/2015 <input type="button" value="Delete"/>	<input type="button" value="-"/> <input type="button" value="2 Report(s)"/>
	Monthly Departmental Report
	Summary Monthly Report

Before deleting a group you may want to check what the entries are. You can do this by clicking on the group name, as shown below.

Extensions - All 21 entries, Joe Bloggs 10:34:02 Tue 01/11/2016

This steps you into the **Update / Add Group** screen. You can select [Delete] on this screen if you are sure you want to delete the group.

Group Extensions - All

Items Available: Select PBX to view

Starting word or number match

Items Selected:

- 6001 Jamie Dodger
- 6002 Krem Karomell
- 6003 Miss Moffat
- 6004 Candice Tor
- 6005 Dr Foster
- 6006 Vol O'Von
- 6007 Boy Blue
- 6008 Jack Horner
- 6009 Bo Peep
- 6010 Gary Baldi

Sort 21 elements

Group Name: Extensions - All

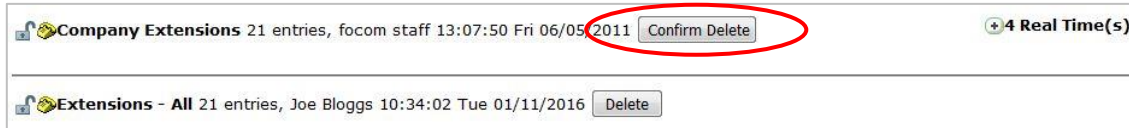
Buttons: Back, Show Structure, Delete, Protect, Update, Add



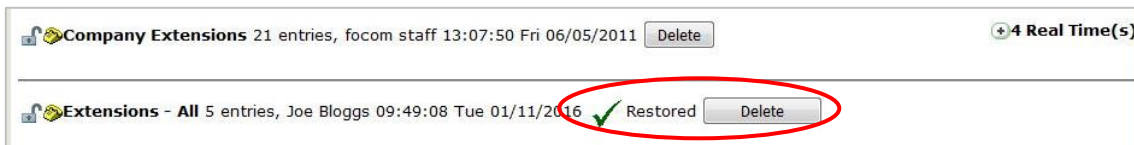
If you have decided not to check the entries and you are sure you want to delete a group click **[Delete]** for the group you want to remove. If the Group was not being used by anything, LUMBERJACK will mark it as **Deleted**, but you will also get you a **[Restore]** option in case you made a mistake.



However, if the group was being used by something, you will have to click **[Confirm Delete]** before LUMBERJACK marks it as **Deleted**.



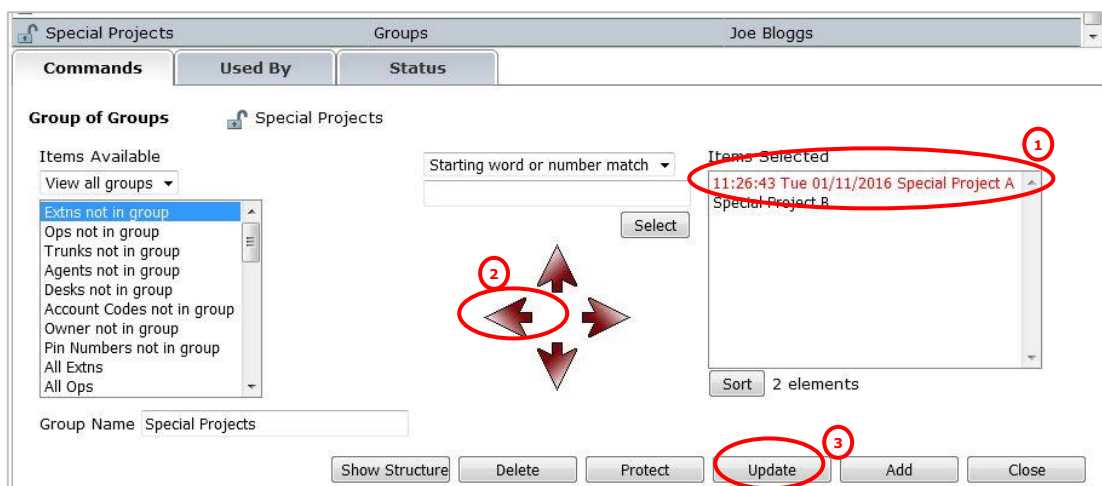
The group is finally removed once you leave the Tidy Group screen. However, should you decide to click **[Restore]** the group is marked accordingly and will not be removed.



If you delete a group that is within a Group of Groups, it is not removed from the Group.

For example, I deleted the group **Special Project A**, which was in the Group of Group: **Special Projects**.

As you can see, when you view the Group of Groups **Special Projects** in **Reports > Create Group**, both groups: **Special Project A** and **Special Project B** are both still in the parent group. However, the deleted group is shown in red and the time and date that the group was deleted is shown. This allows for historic reporting on the deleted group up to the time it was deleted.



If you do want to take the deleted group out of the parent group, select it in the list of **Items Selected** on the right, then click the left pointing arrow. Don't forget to click **[Update]** so LUMBERJACK remembers the change you have made before you leave this screen.