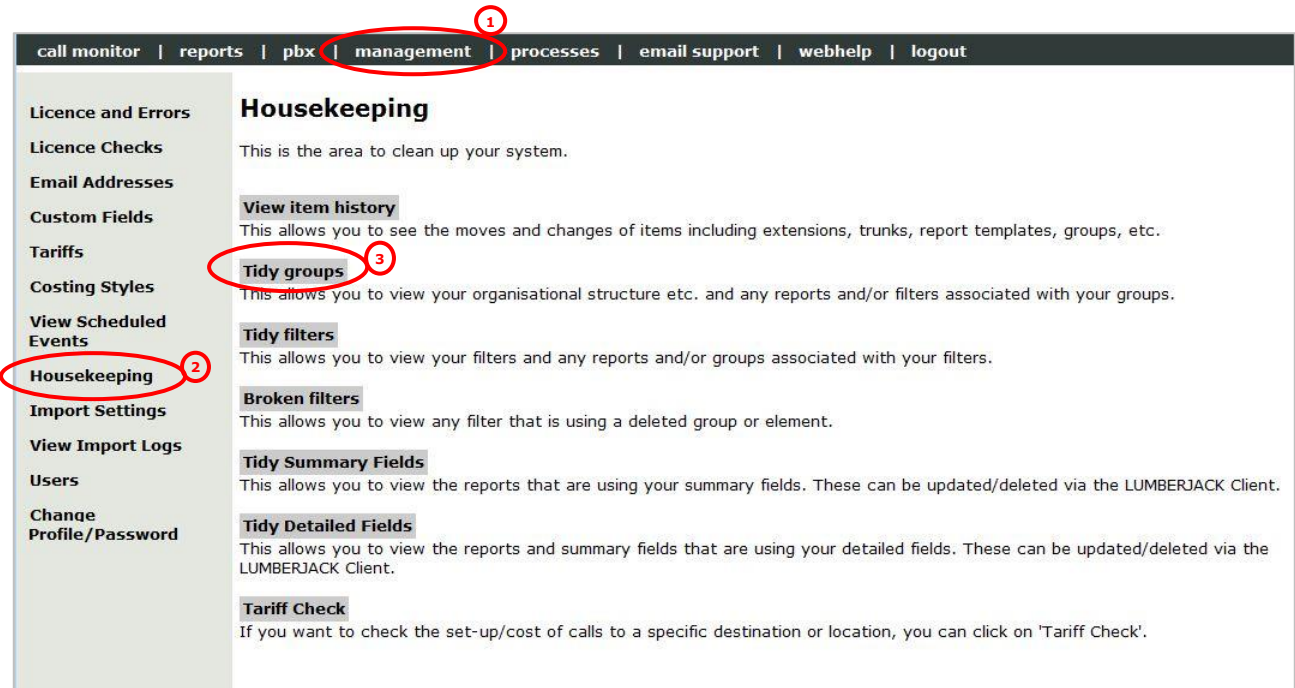


HOW TO TIDY GROUPS

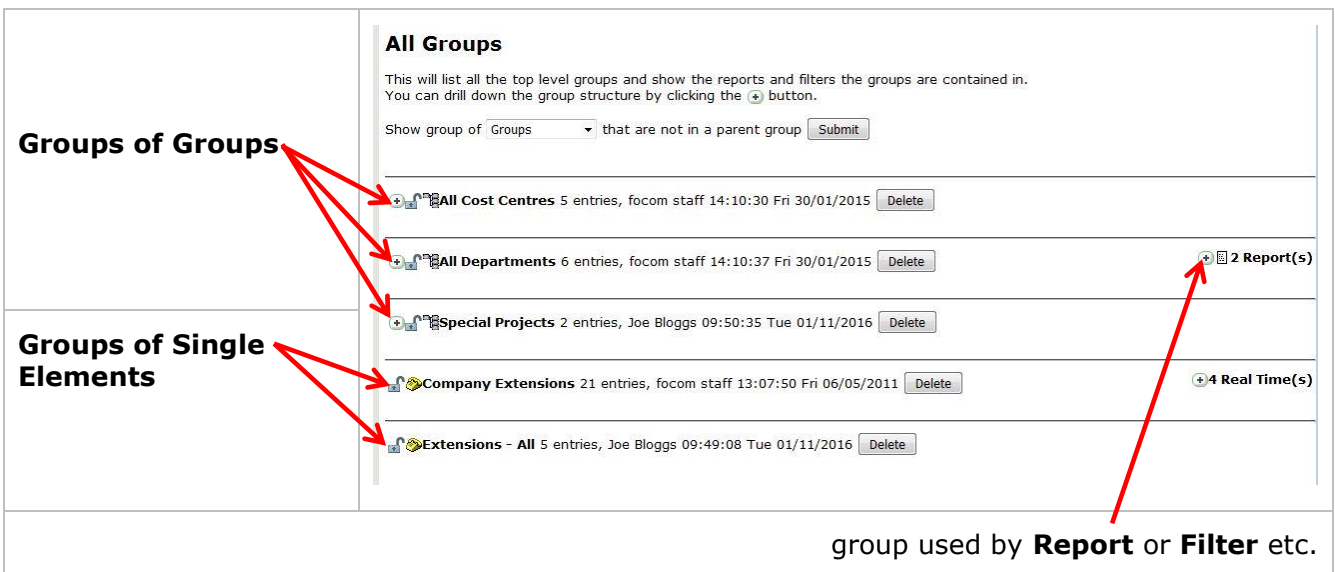
In LUMBERJACK, over time your list of Groups can become a little messy.

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.

<div style="display: flex; justify-content: space-between; align-items: flex-start;"> [-] All Cost Centres 5 entries, focom staff 14:10:30 Fri 30/01/2015 Delete </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 5px;"> [+] CC: 123-ABC-456 5 entries, focom staff 15:15:17 Mon 25/10/2010 Delete [+] 1 Report(s) </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 5px;"> [+] CC: 234-BCD-567 7 entries, focom staff 14:22:41 Fri 30/01/2015 Delete [+] 1 Report(s) </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 5px;"> [+] CC: 345-CDE-678 4 entries, focom staff 15:15:39 Mon 25/10/2010 Delete [+] 1 Report(s) </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 5px;"> [+] CC: 456-DEF-789 6 entries, focom staff 15:15:02 Mon 25/10/2010 Delete [+] 1 Report(s) </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> [+] Not in Import 0 entries, focom staff 16:41:55 Thu 26/03/2015 Delete </div> </div>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> [+] All Departments 6 entries, focom staff 14:10:37 Fri 30/01/2015 Delete [+] 2 Report(s) </div>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> [-] Special Projects 2 entries, Joe Bloggs 09:50:35 Tue 01/11/2016 Delete </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 5px;"> [+] Special Project A 4 entries, Joe Bloggs 09:49:57 Tue 01/11/2016 Delete [+] 1 Report(s) </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> [+] Special Project B 5 entries, Joe Bloggs 09:49:45 Tue 01/11/2016 Delete [+] 1 Report(s) </div> </div>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> [+] Company Extensions 21 entries, focom staff 13:07:50 Fri 06/05/2011 Delete [+] 4 Real Time(s) </div>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> [+] Extensions - All 21 entries, Joe Bloggs 10:34:02 Tue 01/11/2016 Delete </div>

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

<div style="display: flex; justify-content: space-between; align-items: flex-start;"> [-] All Cost Centres 5 entries, focom staff 14:10:30 Fri 30/01/2015 Delete </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 5px;"> [+] CC: 123-ABC-456 5 entries, focom staff 15:15:17 Mon 25/10/2010 Delete <div style="text-align: right;"> [+] 1 Report(s) Cost Report - CC: 123-ABC-456 </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 5px;"> [+] CC: 234-BCD-567 7 entries, focom staff 14:22:41 Fri 30/01/2015 Delete <div style="text-align: right;"> [+] 1 Report(s) Cost Report - CC: 234-BCD-567 </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 5px;"> [+] CC: 345-CDE-678 4 entries, focom staff 15:15:39 Mon 25/10/2010 Delete <div style="text-align: right;"> [+] 1 Report(s) Cost Report - CC: 345-CDE-678 </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 5px;"> [+] CC: 456-DEF-789 6 entries, focom staff 15:15:02 Mon 25/10/2010 Delete <div style="text-align: right;"> [+] 1 Report(s) Cost Report - CC: 456-DEF-789 </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> [+] Not in Import 0 entries, focom staff 16:41:55 Thu 26/03/2015 Delete </div> </div>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> [+] All Departments 6 entries, focom staff 14:10:37 Fri 30/01/2015 Delete <div style="text-align: right;"> [+] 2 Report(s) Monthly Departmental Report Summary Monthly Report </div> </div>

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 Delete

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 ▼

Select

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

← ↑ →
↓

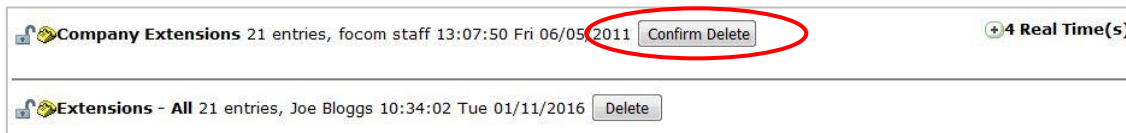
Group Name

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**.



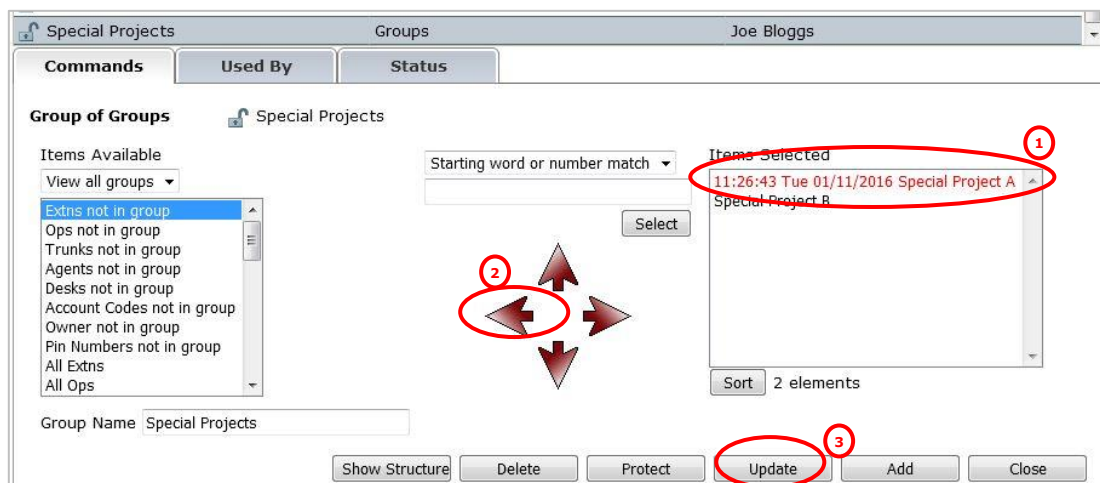
The group is finally removed once you leave the Tidy Group screen. However, should you decide to click **[Restore]** the group is marked accordingly and will not be removed.



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.