Call Pickup Group Deletions

This chapter provides information to delete call pickup groups by creating a query to locate the pickup group records you want to delete.

Delete Call Pickup Groups

You can use BAT to delete call pickup groups.

Procedure

Step 1 Choose **Bulk Administration** > **Call Pickup Group** > **Delete Call Pickup Groups**
The **Find and List Call Pickup Groups** window displays.

Step 2 In first Find **Call Pickup Groups where** drop-down list box, choose from the following options:

- Pickup Group Number
- Pickup Group Name
- Partition

Step 3 From the second **Find Call Pickup Groups where** drop-down list box, choose one of the following criteria:

- begins with
- contains
- is exactly
- ends with
- is empty
- is not empty

Step 4 Specify the appropriate search text, if applicable, and click **Find**.

To add multiple filters, check the Search Within Results check box and select, AND or OR. To further define your query, repeat Step 2, on page 1 through Step 4, on page 1.

Step 5 In the **Job Information** area, enter the Job description.

Step 6 Choose a delete method. Do one of the following:

a) Click **Run Immediately** to delete pickup groups immediately.

b) Click **Run Later** to delete pickup groups at a later time.

Step 7 Click **Submit** to create a job for deleting pickup groups.

Note If you do not enter any information in the query text box, the system creates a job for deleting all pickup group records.

Caution Confirm that you want to delete all the pickup groups displayed in the result set by browsing the entire set of results, before submitting a job for deleting call pickup groups.

Use the Job Scheduler option in the **Bulk Administration** main menu to schedule and/or activate this job.

Related Topics

BAT Log Files
Manage Scheduled Jobs