

# Managing lines with BG Admin

To manage the lines in your Department, click on the **All Lines** option on the left-hand sidebar.

The screenshot displays the Business Group Admin Portal interface. On the left is a teal sidebar with navigation options: Home, Groups (with sub-items Hunt Groups (MLHGAs) and Call Pickup Groups), All Lines (highlighted), Users, Attendants, Group Access, Phones, Services (with sub-items Departments, Short Codes, Account Codes, Extensions, Music on Hold, and Misc. Settings), Help, and Send Feedback. The main content area has a teal header with the user name 'Henry Jackson'. Below the header, there's a 'Lines in Department:' section with a 'View All' dropdown and a 'Move selected to:' section with a 'Select department' dropdown and a 'Move' button. A 'Download all Lines' button is located to the right. Below this is a table with columns: Telephone Number, Ext., Name, and Department. The table contains three rows of data, each with a checkbox, a telephone number, an extension, a name, a department name, and an 'Actions' link with a dropdown arrow.

<input type="checkbox"/>	Telephone Number	Ext.	Name	Department	Actions
<input type="checkbox"/>	01132991000	1000	Anna Smith	Support	Actions ▼
<input type="checkbox"/>	01132991001	1001	Santosh Patel	Accounts	Actions ▼
<input type="checkbox"/>	01132991002	1002	Henry Jackson Demo Business Group Admin	None	Actions ▼

This menu shows all the lines within the department(s) of which you are an administrator.

## Business Groups with more than 10,000 lines

Business Groups can support up to a maximum of 40,000 lines. Any Business Group that has more than 10,000 lines will be configured slightly differently as follows.

- If you are a BG Admin in a Business Group that is configured to support more than 10,000 lines, you should note the following:
- All lines must be in a specific Department. You will see a warning if there are any lines that are in the root Department, and will be prompted to move them to a sub-Department.
- If you are an administrator of the root Department for this Business Group, you will not see a list of all lines but will be prompted to select a Department (which could be the root Department).
- If you are an administrator for the entire Business Group, you will see all lines within the Business Group.

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