

# Viewing and Modifying Call Pickup Groups

To view the details of a Call Pickup Group and to modify its settings, follow these steps:

1. Select that Call Pickup Group by clicking on its entry.
2. This takes you to the page for that Call Pickup Group.

## Managing Call Pick Up Group Members

The Members tab displays all the lines in this Call Pickup Group.

The screenshot shows the 'Business Group Admin Portal' interface. On the left is a navigation menu with options like Home, Groups, Hunt Groups (MLHGs), Call Pickup Groups, Office, All Lines, Users, Attendants, Group Access, and Phones. The main content area is titled 'Call Pickup Group Office in Department: None' and has two tabs: 'Members' (active) and 'Settings'. Below the tabs are buttons for 'Remove Selected' and 'Add Lines', and a form for 'Add single line:' with an 'Add' button. A table lists members with columns for Telephone Number, Ext., Name, and Department.

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

## Adding lines

To add lines to the Call Pickup Group perform one of the following two operations:

1. If you know the number, enter it in the text box on the top right and click Add.
2. If you don't know the number, click on Add Lines. To select one or more lines to add, use the checkboxes to the left of the lines and click Add Selected.

The screenshot shows the 'Add Lines to Call Pickup Group' dialog box. It includes a 'Department:' dropdown menu set to 'View All'. Below is a table with columns for Telephone Number, Extension, and Name. A search bar is present with a 'Search for...' field and a dropdown for 'in any field'. At the bottom are 'Add Selected' and 'Cancel' buttons.

Telephone Number	Extension	Name
<input type="checkbox"/> 01132991001	1001	Santosh Patel

## Removing Lines

To remove a line from the Call Pickup Group, follow these steps:

1. Select the line to remove by using the checkbox to the left of it.
2. Click on the Remove Selected

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