

# Managing lines with BG Admin

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

Business Group Admin Portal

Henry Jackson

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- Call Pickup Groups

All Lines

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Lines in Department: View All

Move selected to: Select department Move

Download all Lines

<input type="checkbox"/> Telephone Number	Ext.	Name	Department	
<input type="text" value="Search for..."/>			<input type="text" value="in any field"/>	
<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	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.

🕒 Revision #2

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