

## FAQ: 31048 HOW DO I EDIT THE DEPARTMENT POPUP BOX ON THE STATION FILE?

*The information in this article applies to:*  
Call Accounting Lite, Jr. & Pro

### QUESTION

How do I edit the department popup box that shows on the Station File ?

### ANSWER

When you edit a station record, you can select from the valid choices in the department popup box to add a department to each extension. Before a department will show up in the popup box, you must first have added it to the department file. The department file can be accessed from the MAIN MENU by selecting the EDIT menu option, and then selecting DEPARTMENT FILE.

Once you are in the DEPARTMENT FILE, you can add or edit the department codes as needed. Once you exit the department file, the department popup box will automatically updated for you.

Comm One Technical Support  
12723 Whisper Creek Cove  
Draper, UT 84020  
801-523-9797  
support@commone.com

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