

Granite Adding and Removing lines from the MLHG- Admin



Log into the Admin Portal



Under "Groups" on the left hand side go to "Hunt Groups (MLHGs)" or click "Hunt Groups (MLHG)" under the "Groups" header on the admin home screen.

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All

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	Business Group Admin Portal			9787678						
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int Groups (MLHGs)	A Hunt Group (MLHG or Multi-Line Hunt Group) is a set of lines within a Business Group (members), so the group are passed to a non-busy member of the Hunt Group, or may be added to a queue if all mem									
884504 - Danvers, MA - MLHG	busy. Please contact us if you would like to	o set up a new Hunt Grou	ıp.							
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es	Move selected toSelect Department-	Move								
ers	Hunt Group Name	Number of Members	Service Level	Department						
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Adding and Removing lines from the MLHG- Admin



Business Group Admin Portal

Click the hyperlinked "**Hunt Group Name**" that you would like to edit.

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-03884504 - Danvers, MA - MLHG

Call Pickup Groups

Hunt Group 03884 03884504 - Danve	roup 03884504 - Danvers, MA - MLHG in Department: i04 - Danvers, MA						
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Telephone Number	Ext.	Name					
(978) 791 0934	0934	03884504 - Danvers, MA -	Pilot				

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Go to the "**Hunt Group Members"** tab.

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clienttraining@granitenet.com | 866.847.1500 | 🕞 Granite Telecommunications

Granite Adding and Removing lines from the MLHG- Admin

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To remove a line, select the box next to the number you would like to remove.

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Services		(970) 791 0938		U3004304 - Danvers, MA	Actions
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Then click "Remove Selected"

Adding and Removing lines Granite from the MLHG- Admin

That line will no longer show in the MLHG. To add a number. Click "Add Lines".

	Business Group A	dmin Portal				
Home Groups 	Hunt C 03884 Remove : Positic 1	Add Lines Select the line login/logout of Department:	884504 - D: to Hunt Group es by ticking the boxe f this Hunt Group and 03884504 - Dany	s and then click Add Se when you add a line, it ers, MA	elected. Lines are not allowe will immediately be logged	d to in. Add
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Granite Adding and Removing lines from the MLHG- Admin

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Music on Hold 🖸	5	(978) 767 8343		- 9787678343_AA	03884504 - Danvers, MA	Actions v		
? Help								
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Then Click "Add Selected"

That line will now appear in the MLHG.