

TS-1027: How Do I Add A Site To The Site Pull Down?

Comm One LLC - Technical Support Documentation

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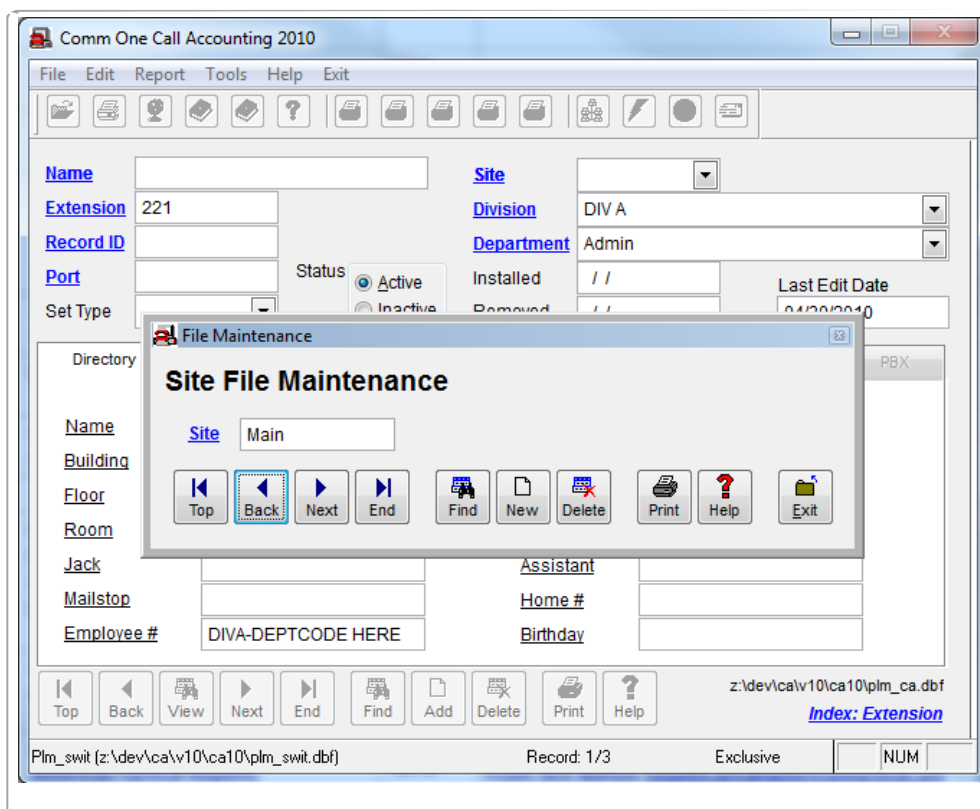
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*The information in this article applies to:
All Versions of Call Accounting*

ANSWER

The Site pull down menu is built under the EDIT menu. Here are the steps to maintain the Site pull down.

1. Start Call Accounting
2. At the main screen, select the EDIT menu.
3. Select the SITE FILE MAINTENANCE option.
4. On this screen you can ADD, DELETE or MODIFY site names. Any changes made will show up in the Site pull down on the main screen. If you delete a site, you will need to run the REINDEX from the TOOLS menu in order for the site to be removed.



See Also:

[TS-1026: How do I add a department to the department pull down?](#)

[TS-1027: How do I add a site to the site pull down?](#)

[TS-1028: How do I add a division to the division pull down?](#)

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