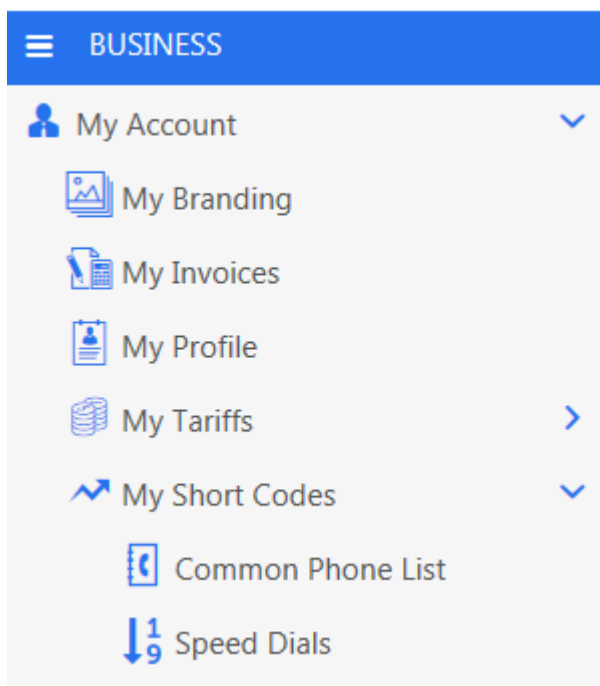


Common Phone List in Pescado OLA

Pescado OLA maintains a common phone list that is available to all users. It can be interrogated from the phone or from the Unity application.

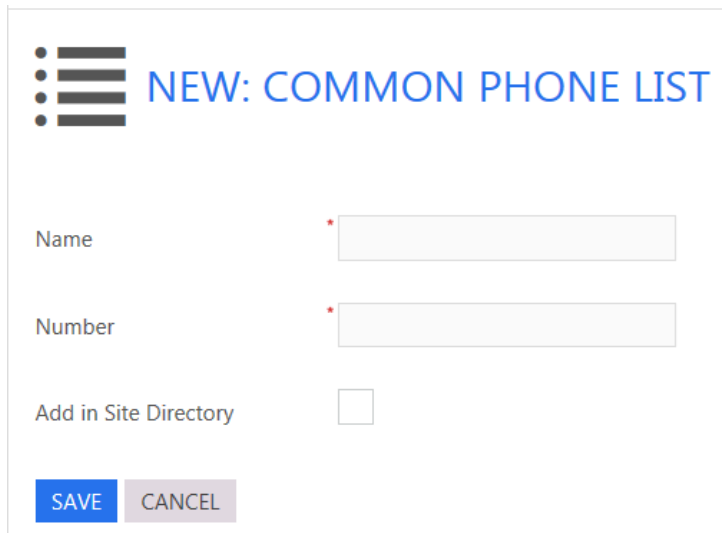
Once logged into UBOSS, on the left-hand side, choose My Account → My Short Codes → Common Phone List



This lists all contacts in the business (or business site) Common Phone List. User's extensions are not listed here but are always added automatically to the Common Phone List.

Adding a Contact

Click ADD NEW



The screenshot shows a form titled "NEW: COMMON PHONE LIST" with a hamburger menu icon on the left. The form contains three input fields: "Name" with a red asterisk, "Number" with a red asterisk, and "Add in Site Directory" with an unchecked checkbox. At the bottom, there are two buttons: "SAVE" (blue) and "CANCEL" (grey).

Enter a name and the phone number. Names cannot have any special characters – only letters, spaces and numbers are permitted. Numbers cannot have any spaces or non-numeric characters. International numbers should be prefixed 00 and the country code.

We also recommend ticking the box “Add in Site Directory” to add the number to both the business and site directories.

Click SAVE.

Change an Entry

Click the underlined name.

AAA Builders

01234567890

Enter the new name and/or number and click SAVE.

Delete an Entry

Put a tick in the box next to the entry, and click DELETE:

<input checked="" type="checkbox"/>	<u>AAA Builders</u>
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Adding multiple entries

You can add multiple entries using the IMPORT function. You need a CSV-formatted file containing just the Name and the Number (e.g. **AAA Builders, 01234567890**). In the event of duplicate contacts you can overwrite, skip or rename the entry.

**If you have any questions or need any assistance,
contact Pescado Hosted Support on
033 000 22 000 or hostedsupport@pescado.co.uk**