

Create and Edit Phone Books and Databases

Use this page when creating a new phone book or database or editing an existing phone book or database from **Configuration > Manage Phone Books and Databases**.

The form screenshots below are separated by block where the application exposes separate sections. Complete the required values, review routing or destination references, and save the record.

Add and edit form

The screenshot shows a form titled "Information" with a blue header. Below the header, there are four input fields: "Name:" (text input), "Items:" (dropdown menu), "Include local extensions:" (dropdown menu with "No" selected), and "Include short numbers:" (dropdown menu with "No" selected). At the bottom of the form are two buttons: a blue "Save" button and a red "Delete" button.

Manage Phone Books and Databases add/edit form.

Main fields

Field	Description
Name:	Display name used in lists and references.
Include local extensions:	Target or routing selection used when the object sends a call or message onward.
Include short numbers:	Dialed value, identifier, or matching value used by the PBX.

Saving and deleting

Task	How to do it
Create	Select the new action from the Manage Phone Books and Databases list, fill the required fields, and select Save.
Edit	Open the existing phone book or database, update the needed fields, and select Save.
Delete	Before deleting a phone book or database, check call-flow, destination, schedule, report, provisioning, or integration references. Use the row delete action or the form delete action when available, then confirm.

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