

## MOVE AND RENAME YOUR PHONES

Using the ‘Phones’ tab in the admin section, you can move and rename your phones.

### Rename phones

The labels for your phones match how they appear on your invoices.

Use the filter to search for the phone you want to move. You can search by phone number, phone label or by SIM number.

Edit the label for the phone number(s) you want to rename. Then select ‘Update’.

UsersStructures**Phones**ReportsSettings

Rename usernames/labels for your mobile numbers

Filters

Default: 

ACCOUNT

Show structure

Filter phones:

Most recent bill only

Phone	Label	Group
	16-12-22 - XR iCloud Rec	875
	24-9-24 -	875

If you have many changes to make, we suggest that you use the bulk download and upload tool as it will be easier to manage. Please see the [Manage your company structures user](#) guide for more information.

### Move phones

Select ‘Move phones’ to a move a phone to a new position in your company structure.

Move phonesService audit logStructure audit log

Save

Email to me

Print

Settings

Use the filter to search for the phone you want to move. You can search by phone number or phone label.

You can select more than one phone at a time if you are moving them to the same position in your structure. Once you’ve selected your phone(s), click ‘Move phone’.

Move phones

Assign a phone to a company structure position

Filters

Default: 

ACCOUNT

Show structure

Filter phones:

Most recent bill only

	Phone	Label	Group
<input type="checkbox"/>		12-05-22 - PORT TEST iPad EDO	978

Showing 61-61 of 61 rows

Move selected

Close

You can find the new position for the phone(s) using the select structure table. Use the expand arrows to find the correct part of your structure.

Then select ‘Move phone’ to confirm.

Select the target structure position

The selected phone will be moved to your chosen location

Select structure... → SIMON M TEST ACCOUNT → Digital

Current selection	Division	Cost centre
Default	Digital	345
SIMON M TEST ACCOUNT	IT	875
	Mobile	
	Service	
	Unallocated	36

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