


VIP List








The tab *VIP List* is only available to accounts with VIPList or Admin privilege (see [Privileges](#)). VIP numbers can be added or removed here. VIP callers are able to reach a group's manager even if they is not available to non-VIP callers.

Users with Admin privilege are able to edit VIP numbers for any manager in any group. Users who have the VIPList privilege but not the Admin privilege are only able to edit VIP numbers for groups they're member of.

Settings Groups **VIP List** Reports

 **VIP List** MA Group

Tijana Vlahović (1047)

Number	Description	User
★ 1076		Gil-dong Hong 
★ 1132	Project leader "Amatech"	Beatrice Gärtner 
★ +1509XXXXXXX	David Merrill (consultant Cavages Inc.)	External 
★ 1113		Frédérique Voclain 
★ 1071		Maria Rossi 
★ +617XXXXXXX	Annabelle Tomholt (Hendricks International)	External 
★ 0800XXXXXX	Support desk	External 

New Entry:

+ Add

The drop-down list in the top-left corner contains all managers. Selecting a manager will display the manager's VIP numbers.

To add a VIP number, enter the number in the Phone Number field enter the number. The Description field can be used to add a short text description for the entry. Click the Add button to add the number to the manager's VIP list. If the entered number is associated with a Callisto user, the user name will be displayed in the VIP list's User column, else the word *External* will be shown. With the search field in the top-right corner, VIP entries can be filtered by number or user name.