Main page: Cisco Unified Presence, Release 7.x

Contents

Previous Topic

- Configuration and Maintenance of Cisco Unified Presence

Use the Bulk Administration Tool (BAT) in Cisco Unified Presence to configure multiple users in bulk:

- Update and export users
- Configure user profiles for Cisco Unified Personal Communicator users

- Assign desk phone control capability to Cisco Unified Presence users
- Assign users to any node in a subcluster

Related Topics

Cisco Unified Communications Manager Bulk Administration Guide

- How to Use BAT to Upload and Download Files in Bulk

- How to Use BAT to Update User Records in Bulk

- How to Use BAT to Export User Records In Bulk

How to Use BAT to Upload and Download Files in Bulk

- Finding Files

- Downloading Files

- Uploading Files

Finding Files

Procedure

1. Select **Bulk Administration > Upload/Download Files**.

2. Perform one of the following actions:

If you want to:	Action

Search for a file by filename	1. Select **Name** from the first Find File where list box.
	2. Select one of the following options:
	    · begins with
	    · contains
	    · is exactly
	    · ends with
	    · is empty
	3. Specify the appropriate search text, if applicable.
	4. To further define your query and to add multiple filters, check the Search Within Results check box, select AND or OR from the list box, and repeat Steps a through d.

	1. Select **Type** from the second Find Job where list box.

Search for a file by function type	2. From the Select item or Enter search text list box, select one of the following options: · Insert Files · Export Files · Report Files · Custom Files · Log Files · BAT Microsoft Excel Template
Search for all files that are registered in the database	Do not enter any search criteria.

3. Select Find.

Troubleshooting Tips

- If you chose Name in Step 2, a list of discovered files displays by Filename and Function Type.
- If you chose Type in Step 2, the list of discovered files displays by Filename and Launch Date and Time.
- To delete a file, check the files that you want to delete in the Search Results area, and select **Delete Selected**. If any files that you chose for deletion are being used to execute any jobs, these file are not deleted.

Related Topics

- How to Find and Delete Components in Cisco Unified Presence Administration
- Getting More Information

What To Do Next

Downloading Files OR Uploading Files

Downloading Files

Before You Begin

Find the files that you want to download.

Procedure

1. Check the files that you want to download.
2. Perform one of the following actions:
    1. Select **Download Selected**.
    2. Select **Select All** and then select **Download Selected**.
3. Select **Save** when the File Download popup window displays.
4. Do the following in the Save As popup window:

       1. Select the location to which you want to save the file.
       2. Select **Save**.
   5. Do the following in the Download Complete popup window displays:
       1. Select **Open** to open the downloaded file.
       2. Select **Close** to open the file at a later time.

Troubleshooting Tips

If you select more than one file at a time to download, the system will download the files to a common zip file.

Related Topics

- How to Find and Delete Components in Cisco Unified Presence Administration
- Getting More Information

Uploading Files

Before You Begin

Find the files that you want to upload.

Procedure

1. Select **Bulk Administration > Upload/Download Files**.
2. Select **Add New**.
3. Do the following in the File text box:
       1. Enter the full path of the file that you want to upload.
       2. Select **Browse** and locate the file.
4. Select the target for which you want to use the file from the Select the Target list box.
5. Select the transaction type that the file defines from the Transaction Type list box.
6. Check Overwrite File if it Exists if you want to overwrite an existing file with the same name.
7. Select **Save**.

Related Topics

- How to Find and Delete Components in Cisco Unified Presence Administration
- Getting More Information

How to Use BAT to Update User Records in Bulk

You can use BAT to update information about the users of Cisco Unified Personal Communicator and the desk phone control client applications.

- Prerequisites for Updating User Records
- Updating User Records for Cisco Unified Personal Communicator and Desk Phone Control Client Applications
- Updating User Records for Cisco Unified Presence Subclusters

Prerequisites for Updating User Records

To update a group of users in the Cisco Unified Presence directory, you must have a data file in comma-separated value (csv) format that contains the user names, controlled device names, and directory numbers. You can create the CSV data file by using one of these methods:

- BAT spreadsheet that is converted to CSV format
- Export utility that produces an export file of user data

If you are updating files that are generated with the export utility, insert the files in descending order based on the _MgrLevel# suffix, where # is 1 through 20. Insert the file with the _user suffix last to ensure that the user record for a manager exists prior to use of the User ID for a manager in the Manager User ID field.

Updating User Records for Cisco Unified Personal Communicator and Desk Phone Control Client Applications

Procedure

1. Select **Bulk Administration > CUPC/DeskPhone > Update**.
2. Select the CSV data file that you created for this bulk transaction in the File Name field.
3. Enter the job description in the Job Information area.
4. Perform one of the following actions:
    1. Select Run Immediately to insert the user records immediately.
    2. Select Run Later to insert the user records at a later time.
5. Select **Save** .

What To Do Next

Finding Jobs

Updating User Records for Cisco Unified Presence Subclusters

Procedure

1. Select **Bulk Administration > Subcluster > Update**.
2. Select the CSV data file that you created for this bulk transaction in the File Name field.
3. Perform one of the following actions:
   - ♦ Check Assign users to assign the users listed in your CSV data file to a subcluster or node.
   - ♦ Check Unassign users to unassign the users listed in your CSV data file from a subcluster or node.
4. Enter the job description in the Job Information area.
5. Perform one of the following actions:
   1. Select Run Immediately to insert the user records immediately.
   2. Select Run Later to insert the user records at a later time.
6. Select **Save** to create a job for inserting the user records.

Related Topics

- How to Find and Delete Components in Cisco Unified Presence Administration
- Getting More Information

What To Do Next

Scheduling Jobs

How to Use BAT to Export User Records In Bulk

You can use BAT to export the records of users of Cisco Unified Personal Communicator and the desk phone control client applications. The export utility sorts users according to the organizational hierarchy in the database.

- Exporting User Records for Cisco Unified Personal Communicator and Desk Phone Control Client Applications

- Exporting User Records for Cisco Unified Presence Subclusters

Exporting User Records for Cisco Unified Personal Communicator and Desk Phone Control Client Applications

Procedure

1. Select Bulk **Administration > CUPC/Deskphone > Export**.

2. Perform one of the following actions:

If you want to:	Action

Search for a specific value, for example, a name or User ID	1. Select the value that you want to locate in the Search field/List box. For example, select Desk Phone Control Enabled, and one of the following options:
	    · User ID
	    · First Name
	    · Middle Name
	    · Last Name
	    · Manager
	    · Department
	2. Select one of the following options:
	    · begins with
	    · contains
	    · is exactly
	    · ends with
	    · is empty
	3. Specify the appropriate search text, if applicable.
	4. To further define your query and to add multiple filters, check the Search Within Results check box, select AND or OR from the list box, and repeat steps 2 through 4.
	5. Select **Find**

Search for users from more than one department	1. Enter multiple departments, for example, to select users from departments 12 and 34, enter 12, 34 in the Search field/List box instead of performing two operations. 2. To further define your query and to add multiple filters, check the Search Within Results check box, select AND or OR from the list box, and repeat Steps 2 through 4. 3. Select **Find**
Search for all files that are registered in the database	Select **Find**.

3. Select **Next**.

4. Enter the export users file name in the File Name text box.

5. Enter the Job description in the Job Information area.

6. Perform one of the following actions:

      ◊ Select Run Immediately to export user records immediately.
      ◊ Select Run Later to export at a later time.

7. Select **Submit** to create a job for exporting user records.

Related Topics

- How to Find and Delete Components in Cisco Unified Presence Administration
- Getting More Information

What To Do Next

Finding Jobs

Exporting User Records for Cisco Unified Presence Subclusters

Procedure

1. Select **Bulk Administration > Subcluster > Export**.

2. Decide your export criteria

If you are searching for users who are:	Action
Unassigned to a Cisco Unified Presence subcluster or node	1. Check Unassigned users.
Assigned to a Cisco Unified Presence subcluster or node	1. Check Assigned users. 2. Do the following if applicable: · Select the node to which the users are assigned from the Assigned users by node list box. · Select the subcluster to which the users are assigned from the Assigned users by subcluster list box.

3. To find all records in the database, ensure that the dialog box is empty.

4. To filter or search records, perform one of the following actions:

    ◊ From the first list box, select a search parameter.
    ◊ From the second list box, select a search pattern.
    ◊ Specify the appropriate search text, if applicable.

5. Select **Find**.

6. Select **Next**.

7. Enter the export users file name in the File Name text box.

8. Select the file format from the File Format list box.

9. Enter the Job description in the Job Information area.

10. Perform one of the following actions:

    ◊ Select Run Immediately to export user records immediately,

        ◊ Select Run Later to export at a later time.
        ◊ Select **Submit** to create a job for exporting user records.

Related Topics

- How to Find and Delete Components in Cisco Unified Presence Administration
- Getting More Information

What To Do Next

Finding Jobs