User Record Exports

When you use Unified Communications Manager Bulk Administration (BAT) to export user records, the export utility sorts users according to the organizational hierarchy in the database.

From the **Exports Users Configuration** window, if Default User Format is selected from the **File Format** drop-down list box. the export utility only exports the default user device profile that is associated with a user. You must insert the other user device profiles for that user separately by using Cisco Unified Communications Manager Administrator.

Export User Records

When you export user records using BAT, some users might have a blank PIN because these user records were created prior to Unified Communications Manager 3.1. If this is the case, you must specify a default PIN before reinserting the user records in the BAT user interface.

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Caution   The user ID, PKID, password, pin, and digest credentials columns in the exported file should not be modified under any circumstances.

Procedure

Step 1   Choose **Bulk Administration** > **Users** > **Export Users**.

The **Find and List Users to Export** window displays.

Step 2   In the first **Find User where** drop-down list, choose a field to query from the following options:

- User ID

- First Name

- Middle Name

- Last Name

- Manager

• Department

Step 3   In the second drop-down list, choose from the following options:

- begins with

- contains

- is exactly

- ends with

- is empty

- is not empty

Step 4   In the search field/list box, enter the value that you want to locate, such as a specific name or User ID.

> **Note**   To choose users from more than one department, enter multiple departments in this field. For example, to choose users from departments 12 and 34, enter 12, 34 in the third box instead of performing two operations.

Step 5   You can click the **Search Within Results** check box and choose AND or OR to add multiple filters and repeat Step 2, on page 1 through Step 4, on page 2 to further define your query.

Step 6   Click **Find**. The search results display.

> **Note**   To find all users that are registered in the database, click **Find** without entering any search text.

Step 7   Click **Next**.

Step 8   Enter the export users file name in the **File Name** text box.

Step 9   Choose file format from the **File Format** drop-down list.

Step 10   In the **Job Information** area, enter the Job description.

Step 11   Choose a method to export user records. Do one of the following:

a) Click **Run Immediately** to export user records immediately.

b) Click **Run Later** to export at a later time.

Step 12   To create a job for exporting user records, click **Submit**.

To schedule and/or activate this job, use the Job Scheduler option in the **Bulk Administration** main menu.

What to do next

You can search and download the exported file using the Upload/Download Files option in the Bulk Administration menu.

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Related Topics

BAT Log Files

Topics Related to User Record Exports

- BAT Log Files

- Upload and Download Files