



# Gateway File Format

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This chapter provides information to use Cisco Unified Communications Manager Bulk Administration (BAT) to configure Cisco gateway file formats in the Cisco Unified Communications Manager database in batches.

- [Find Gateway File Format, on page 1](#)
- [Gateway File Format Configuration, on page 2](#)
- [Associate File Format with CSV Data File, on page 4](#)

## Find Gateway File Format

Use BAT to find a gateway file format.

### Procedure

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**Step 1** Choose **Bulk Administration > Gateways > Gateway File Format > Create File Format**. The **Gateway File Format Find and List** window displays.

**Step 2** Do one of the following:

- a) To find all records in the database, ensure the dialog box is empty; go to [Step 3, on page 1](#).
- b) To filter or search records:
  1. From the first drop-down list box, select a search parameter.
  2. From the second drop-down list box, choose a search pattern.
  3. Specify the appropriate search text, if applicable.

**Note** To add additional search criteria click the + button. When you add criteria, the system searches for a record that matches all criteria that you specify. To remove criteria, click the – button to remove the last added criteria or click the **Clear Filter** button to remove all added search criteria.

**Step 3** Click **Find**.

All or matching records display. You can change the number of items that display on each page by choosing a different value from the Rows per Page drop-down list box.

**Note** You can delete multiple records from the database by checking the check boxes next to the appropriate record and clicking **Delete Selected**. You can delete all configurable records for this selection by clicking **Select All** and then clicking **Delete Selected**.

**Step 4** From the list of records that display, click the link for the record you want to view.

**Tip** To reverse the sort order, click the up or down arrow, if available, in the list header.

The window displays the item that you choose.

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## Gateway File Format Configuration

You can use BAT to create, copy, modify, or delete a gateway file format.

### Related Topics

[Create Gateway File Format for CSV Data File](#), on page 2

[Copy Existing Gateway File Format](#), on page 3

[Modify Existing Gateway File Format](#), on page 3

[Delete File Format From CSV Data File](#), on page 4

[Topics Related to Gateway Configuration Settings](#)

## Create Gateway File Format for CSV Data File

You can create a gateway file format for the text-based CSV data file.

### Procedure

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**Step 1** Choose **Bulk Administration > Gateways > Gateway File Format > Create File Format**.

**Step 2** Click **Add New**.

The **Create Gateway File Format** window displays.

**Step 3** In the **Format Name** field, enter a name for this custom format.

**Step 4** Under **Device Fields**, choose the device field names that you want to define for each gateway. In the **Device Field** box, click a device field name and click the arrow to move the field to the **Selected Device Fields** box.

Gateway Name and Description are always selected.

**Tip** You can select several random field names in the list by holding down the **Ctrl** key, and then clicking the arrow to select them together. You can select a range of items by using the **Shift** key.

**Step 5** Click line field names in the **Line Field** box and click the arrow to move the fields to the **Selected Line Fields** box.

**Note** Make sure that you select **Directory Number** if you select Line for the file format.

**Tip** You can change the order of the items in the **Selected Line Fields** and **Selected Device Fields Order** boxes. Select an item and then use the up arrow to move the field closer to the beginning of the list or the down arrow to move it to the end of the list.

- Step 6** In the **IP Phone Lines Maximums** area, enter the maximum values for the **Maximum Number of Lines** field.
- Step 7** To save your custom file format, click **Save**. The name of the file format displays in the **File Format Names** list in the **Gateway File Format Find and List** window.
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## Copy Existing Gateway File Format

You can copy an existing gateway file format.

### Procedure

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- Step 1** Find the gateway file format you want to copy.
- Step 2** In the **Search Results** area, choose a file format that you want to copy. The **Gateway File Format Configuration** window displays.
- Step 3** To make a copy of the chosen file format, click **Copy**.
- Tip** To copy the file format, you can also click the corresponding Copy icon in the **Gateway File Format Find and List** window.
- Step 4** In the **Format Name** field, enter a new name for the copied format.
- Step 5** After making your changes, click **Save** to save the copied file format with changes in the list.
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### Related Topics

[Find Gateway File Format](#), on page 1

[Modify Existing Gateway File Format](#), on page 3

## Modify Existing Gateway File Format

Use BAT to modify an existing gateway file format. You can modify custom file formats only.

### Procedure

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- Step 1** Find the gateway file format that you want to modify.
- Step 2** In the **Search Results** area, choose a file format that you want to modify. The **Gateway File Format Configuration** window displays.
- Step 3** Modify the format using the following methods:
- To add new fields, choose them from the **Device Fields** or **Line Fields** box, then click the arrow to move the chosen fields into the **Selected Device Field** or **Selected Line Fields Order** box.
  - To remove fields, choose them from the **Selected Device Fields** or **Selected Line Fields Order** box, then click the arrow to move the selected fields into the **Device Field** or **Line Fields** box.
- Note** You cannot remove the required fields: Gateway Name and Description.

- c) To change the order of the fields, choose a field name in the **Selected Device Fields Order** or **Selected Line Fields Order** box and use the up or down arrow to change its location.

**Step 4** After making your changes, click **Save** to save the changes to the file format.

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#### Related Topics

[Find Gateway File Format](#), on page 1

## Delete File Format From CSV Data File

Use BAT to delete an existing file format for the CSV data file. You can delete only custom formats.

#### Procedure

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**Step 1** Find the gateway file format that you want to delete.

**Step 2** In the **Search Results** area, verify that this is the file(s) that you want to delete.

**Step 3** To remove the file format(s) from the list, click **Delete Selected**. A message asks you to confirm that you want to delete the file format(s). Click **OK** to continue.

**Note** Make sure to browse the entire list of displayed results before clicking **Delete Selected**.

The system removes the file format(s) name from the list.

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#### Related Topics

[Find Gateway File Format](#), on page 1

## Associate File Format with CSV Data File

You can add the file format with the text-based CSV data file.

When you used a text editor to create the CSV data file, you created a file format for entering values in the text-based file. You entered values in the text file in the order that the file format specified

After the CSV data file is completed, you need to associate the file format with the text-based CSV data file. After associating the file format with the CSV file, the names for each field display as the first record in the CSV data file. You can use this information to verify that you entered the values for each field in the correct order.

#### Procedure

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**Step 1** Choose **Bulk Administration > Gateways > Gateway File Format > Add File Format**. Add **Gateway File Format** window displays.

**Step 2** In the **File Name** field, choose the text-based CSV file that you created for this transaction.

**Step 3** In the **Format File Name** field, choose the file format that you created for this type of bulk transaction.

**Step 4** To create a job for associating the matching file format with the CSV data file, click **Submit**.

Use the Job Scheduler option in the **Bulk Administration** main menu to schedule and/or activate this job.

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**Related Topics**

[Manage Scheduled Jobs](#)

