



## Manager and Assistant Deletions

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This chapter provides information to use Unified Communications Manager Bulk Administration (BAT) to delete a specific manager-assistant association from the Unified Communications Manager database.

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# Delete Specific Manager-Assistant Associations From Cisco Unified Communications Manager

You can delete specific manager-assistant associations from Cisco Unified Communications Manager.

### Before you begin

You must have a CSV data file that contains the user IDs for the specific managers and assistants associations that you want to delete.

For example, the assistant with the user ID, `jmorgan`, is assigned to two managers with user IDs, `rcraig` and `dbaker`. If you want to change the manager-assistant association, so the assistant, `jmorgan` is only assigned to `rcraig`, you can delete the `jmorgan-dbaker` association by creating a CSV data file with the following entry:

```
jmorgan,dbaker
```

### Procedure

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- Step 1** Choose **Bulk Administration > Managers/Assistants > Delete Managers/Assistants**. The **Delete Managers/Assistants Configuration** window displays.
- Step 2** In the **File Name** field, choose the CSV file that you created for this type of bulk transaction.
- Step 3** Choose the type of deletion:
  - Delete associated assistants for one manager
  - Delete associated managers for one assistant
- Step 4** In the **Job Information** area, enter the Job description.
- Step 5** Choose a delete method. Do one of the following:
  - a) Click **Run Immediately** to delete the manager-assistant associations immediately.

b) Click **Run Later** to delete the manager-assistant associations at a later time.

**Step 6**

Click **Submit** to create a job for deleting the required manager-assistant associations.

Use the **Job Configuration** window to schedule and/or activate this job.

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