



## Gateway File Format

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You can use Cisco Unified Communications Manager Bulk Administration (BAT) to configure Cisco gateway file formats in the Cisco Unified Communications Manager database in batches. The following topics provide information and procedures for these tasks:

- [Finding a Gateway File Format](#)
- [Configuring a Gateway File Format](#)

### Finding a Gateway File Format

Use the following procedure to find a gateway file format:

#### Procedure

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

The Gateway File Format Find and List window displays.

**Step 2** To find all records in the database, ensure the dialog box is empty; go to [Step 3](#).

To filter or search records:

- From the first drop-down list box, select a search parameter.
- From the second drop-down list box, choose a search pattern.
- 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.



**Note** 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.

#### Additional Information

See the [“Related Topics” section on page 44-45](#)

## Configuring a Gateway File Format

Use the following topics to create, copy, modify, or delete a gateway file format:

- [Creating a File Format, page 44-42](#)
- [Copying a File Format, page 44-43](#)
- [Modifying a File Format, page 44-43](#)
- [Deleting a File Format, page 44-44](#)

## Creating a File Format

To create your file format for the text-based CSV data file, use the following procedure.

#### Procedure

- Step 1** Choose **Bulk Administration > Gateways > Gateway File Format > Create File Format**.
- Step 2** Click **Add New**. The Gateway File Format Find and List 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.

**Additional Topics**

See the [“Related Topics” section on page 44-45](#).

## Copying a File Format

To copy an existing format, use the following procedure.

**Procedure**

- Step 1** Find the gateway file format you want to copy using [“Finding a Gateway File Format” section on page 44-41](#).
- 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**.

**Note**

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.

**Note**

You can modify the copied file using [“Modifying a File Format” section on page 44-43](#).

- Step 5** After making your changes, click **Save** to save the copied file format with changes in the list.


**Additional Topics**

See the [“Related Topics” section on page 44-45](#).

## Modifying a File Format

To modify an existing file format, use the following procedure. You can modify custom formats only.

**Procedure**

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- Step 1** Find the gateway file format that you want to modify by using [“Finding a Gateway File Format” section on page 44-41](#).
- 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 by using one of these methods:
- Add new fields by choosing them from the Device Fields or Line Fields box, then clicking the arrow to move the chosen fields into the Selected Device Field or Selected Line Fields Order box.
  - Remove fields by choosing them from the Selected Device Fields or Selected Line Fields Order box and then clicking 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.
- Change the order of the fields by choosing a field name in the Selected Device Fields Order or Selected Line Fields Order box and using 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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**Additional Topics**

See the [“Related Topics” section on page 44-45](#).

## Deleting a File Format

To delete an existing file format for the CSV data file, use the following procedure. You can delete only custom formats.

**Procedure**

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- Step 1** Find the gateway file format that you want to delete by using [“Finding a Gateway File Format” section on page 44-41](#).
- 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. The system removes the file format(s) name from the list.



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

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# Associating the File Format with the 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.

To add the file format with the text-based CSV data file, use the following procedure.

## Procedure

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- Step 1** Choose **Bulk Administration > Gateways > Gateway File Format > Add File Format**. Add 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 File Format 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**.
  - Step 5** Use the Job Scheduler option in the Bulk Administration main menu to schedule and/or activate this job. For more information on jobs, see the [Chapter 52, “Scheduling Jobs.”](#)
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## Additional Topics

See the [“Related Topics”](#) section on page 44-45.

## Related Topics

- [Finding a Gateway File Format, page 44-41](#)
- [Configuring a Gateway File Format, page 44-42](#)

