



CHAPTER 2

Uploading and Downloading Files

This chapter describes the procedures to upload files to Cisco Unified Communications Manager first node and download files to a local machine.

Use the following procedures:

- [Finding a File, page 2-1](#)
- [Downloading a File, page 2-2](#)
- [Uploading a File, page 2-3](#)
- [Deleting a File, page 2-3](#)

Finding a File

Use the following procedure to find files that you can download from the Cisco Unified Communications Manager server.

Procedure

- Step 1** Choose **Bulk Administration > Upload/Download Files**. The Find and List Files window displays.
- Step 2** From the first Find File where drop-down list box, choose one of the following options.
- Name
 - Type
- Step 3** From the second Find Job where drop-down list box, choose one of the following options.
- If you chose Name in [Step 2](#), choose one of the following options and continue with [Step 4](#).
 - begins with
 - contains
 - is exactly
 - ends with
 - is empty
 - is not empty
 - If you chose Type in [Step 2](#), continue with [Step 4](#).
- Step 4** Specify the appropriate search text, if applicable.



Tip To find all files that are registered in the database, click **Find** without entering any search text.

- Step 5** To further define your query and to add multiple filters, check the Search Within Results check box choose AND or OR from the drop-down box, and repeat steps 2 through 4.
- Step 6** If you chose Type in [Step 2](#), from the Select item or enter search text drop-down list box, choose one of the following options.
- Insert Files
 - Export Files
 - Report Files
 - Custom Files
 - Log Files
 - BAT Excel Template
- Step 7** Click **Find**.

A list of discovered files displays by

- File Name
- Function Type

If you chose Type in [Step 2](#), the list of discovered files displays by

- File Name
- Launch Date and Time

To download a file(s) that you chose, see [“Downloading a File” section on page 2-2](#).

Additional Topics

See the [“Related Topics” section on page 2-4](#).

Downloading a File

Use the following procedure to download a file from the Cisco Unified Communications Manager server.

Procedure

- Step 1** Find the files you want to download using the [“Finding a File” section on page 2-1](#).
- Step 2** Check the check boxes corresponding to the files that you want to download and click **Download Selected**.



Note You can download all the files by clicking **Select All** and then clicking **Download Selected**.



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

- Step 3** The File Download pop-up window displays. Click **Save**.
- Step 4** In the Save As pop-up window, choose the location you want to save the file to and click Save.
- Step 5** The Download Complete pop-up window displays. Click **Open** to open the downloaded file or click **Close** to open it at a later time.
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Additional Topics

See the [“Related Topics” section on page 2-4](#).

Uploading a File

Use the following procedure to upload a file to the Cisco Unified Communications Manager server.

Procedure

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- Step 1** Choose **Bulk Administration > Upload/Download Files**. The Find and List Files window displays.
- Step 2** Click **Add New**. The File Upload Configuration window displays.
- Step 3** In the File text box, enter the full path of the file you want to upload or click Browse and locate the file.
- Step 4** From the Select the Target drop-down list box, choose the target you want to use the file for.
- Step 5** From the Transaction Type drop-down list box, choose the transaction type the file defines.
- Step 6** If you want to overwrite an existing file with the same name, check the Overwrite File if it Exists check box.
- Step 7** Click **Save**. The status displays that the upload is successful.
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Additional Topics

See the [“Related Topics” section on page 2-4](#).

Deleting a File

Use the following procedure to delete files.

Procedure

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- Step 1** Find the files that you want to delete using the [“Finding a File” section on page 2-1](#).
- Step 2** In the Search Results area, check the check box corresponding to the files that you want to delete.
- Step 3** Click **Delete Selected**.



Note To delete all files displayed in the Search Results area, click **Select All** and **Delete Selected**.

- Step 4** To continue, click **OK**.

Step 5 The files are now deleted from the server.



Note If any files that you chose for deletion are being used to execute any jobs, then these file will not be deleted.



Note Do not delete the BAT.xlt file.

Additional Topics

See the [“Related Topics”](#) section on page 2-4.

Related Topics

- [Finding a File, page 2-1](#)
- [Downloading a File, page 2-2](#)
- [Uploading a File, page 2-3](#)
- [Deleting a File, page 2-3](#)