



# CHAPTER 19

## Delete Users

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You can delete a group of users from the Cisco Unified Communications Manager directory. You can locate existing user records by using one of these two methods:

- [Using Query to Delete Users, page 19-1](#)
- [Using a Custom File to Delete Users, page 19-2](#)

## Using Query to Delete Users

To delete users when you want to create a query filter to locate the user records, use the following procedure.

### Procedure

Use the following procedure to delete users by creating a query to locate the user records.

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**Step 1** Choose **Bulk Administration > Users > Delete Users > Query**.

The Delete Users Configuration window displays.

**Step 2** From the first Find User where drop-down list box, choose one of the following criteria:

- User ID
- First Name
- Middle Name
- Last Name
- Manager
- Department Name

From the second Find User where drop-down list box, choose one of the following criteria:

- begins with
- contains
- is exactly
- ends with
- is empty
- is not empty

**Step 3** Specify the appropriate search text, if applicable.



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

**Step 4** 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 and 3.

**Step 5** Click **Find**.

A list of discovered templates displays by:

- User ID
- First Name
- Middle Name
- Last Name
- Manager
- Department Name
- LDAP Sync Status

**Step 6** In the Job Information area, enter the Job description.

**Step 7** Click the Run Immediately radio button to delete user records immediately or, click Run Later to delete the user records at a later time.

**Step 8** Click **Submit** to create a job for deleting the user records.

**Step 9** Use the Job Scheduler option in the Bulk Administration main menu to schedule and activate this job.

For more information on jobs, see the [Chapter 63, “Scheduling Jobs.”](#)

For information on log files, see [“BAT Log Files” section on page 64-3.](#)

#### Additional Topics

See the [“Related Topics” section on page 19-3.](#)

## Using a Custom File to Delete Users

To locate and delete users, you can create a custom file of user IDs by using a text editor.

#### Before You Begin

1. Create a text file that lists each user ID that you want to delete on a separate line.
2. Upload the custom file with the first node of the Cisco Unified Communications Manager server. See [Chapter 2, “Uploading and Downloading Files.”](#)

To delete users by using a custom file, use the following procedure.

#### Procedure

**Step 1** Choose **Bulk Administration > Users > Delete Users > Custom File**.

The Find and List Users - Delete Users Based on Custom File window displays.

- Step 2** In Delete Users where drop-down list box, choose one of the following criteria:
- User ID
  - First Name
  - Middle Name
  - Last Name
  - Department
- Step 3** In the Custom file where drop-down list box, choose the filename for the custom file.
- Step 4** To check that the query includes the information that you need, click **Find**.
- Step 5** In the Job Information area, enter the Job description.
- Step 6** Click the Run Immediately radio button to delete user records immediately or, click Run Later to delete the user records at a later time.
- Step 7** Click **Submit** to create a job for deleting the user records.
- Step 8** 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 63, “Scheduling Jobs.”](#) For information on log files, see [“BAT Log Files” section on page 64-3.](#)
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#### Additional Topics

See the [“Related Topics” section on page 19-3.](#)

## Related Topics

- [Using Query to Delete Users, page 19-1](#)
- [Using a Custom File to Delete Users, page 19-2](#)

