



## CHAPTER 20

# Exporting Users

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When you use Cisco Unified Communications Manager Bulk Administration (BAT) to export user records, the export utility sorts users according to the organizational hierarchy in the database. T

From the Exports Users Configuration window, if Default User Format is selected from the File Format drop-down list box, the export utility only exports the default user device profile that is associated with a user. You must insert the other user device profiles for that user separately by using Cisco Unified Communications Manager Administrator.

## Exporting User Records

When you export user records, some users might have a blank PIN because these user records were created prior to Cisco Unified Communications Manager 3.1. If this is the case, you must specify a default PIN before reinserting the user records in the BAT user interface.

Use this procedure to export User records from Cisco Unified Communications Manager.

### Procedure

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- Step 1** Choose **Bulk Administration > Users > Export Users**.  
The Export Users Query window displays.
- Step 2** In the first Find User where drop-down list box, choose a field to query from the following options:
- User ID
  - First Name
  - Middle Name
  - Last Name
  - Manager
  - Department
- Step 3** In the second drop-down list box, choose from the following options:
- begins with
  - contains
  - is exactly
  - ends with

- is empty
- is not empty

**Step 4** In the search field/list box, enter the value that you want to locate, such as a specific name or User ID.



**Note** To choose users from more than one department, enter multiple departments in this field. For example, to choose users from departments 12 and 34, enter 12, 34 in the third box instead of performing two operations.

**Step 5** You can click the Search Within Results check box and choose **AND** or **OR** to add multiple filters and repeat [Step 2](#) through [Step 4](#) to further define your query.

**Step 6** Click **Find**. The search results display.



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

**Step 7** Click **Next**.

**Step 8** Enter the export users file name in the File Name text box.

**Step 9** Choose file format from the File Format drop-down list box.

**Step 10** In the Job Information area, enter the Job description.

**Step 11** Click the Run Immediately radio button to export user records immediately or, click Run Later to export at a later time.

**Step 12** Click **Submit** to create a job for exporting user records.

**Step 13** 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.](#)

You can search and download the exported file using the Upload/Download Files option in the Bulk Administration menu. See [Chapter 2, “Uploading and Downloading Files.”](#)

#### Additional Information

See the [“Related Topics” section on page 20-2.](#)

## Related Topics

- [BAT Log Files, page 64-3](#)
- [Uploading and Downloading Files, page 2-1](#)