



Importing Configuration

To import configuration data to Cisco Unified Communications Manager using the Bulk Administration Menu, use the following procedure.

Procedure

Step 1 Choose **Bulk Administration > Import/Export> Import**.

The Import Configuration window displays.

Step 2 Select the .tar file name in the File Name field and click **Next**.



Note The File Name drop-down list box lists all uploaded .tar files. For information on uploading the .tar file, refer to [Chapter 2, “Uploading a File.”](#)

Step 3 The Import Configuration section lists all the components of the .tar file. Check the corresponding check boxes for the options that you want to import.

Step 4 To make BPS update the item if it exists, and insert if it does not, check the **Override the existing configuration** check box. Overriding the existing configuration is optional.



Note In case the files are modified, then the filename and the file format must not be changed during the update.

Step 5 You can click **Select All** to select all the options at once, and click **Clear All** to clear all selections.

Step 6 Choose to run the job immediately or later by selecting the corresponding radio button.

Step 7 To create a job for importing the selected data, click **Submit**.

A message in the Status section lets you know that the job was submitted successfully.

Step 8 To schedule and/or activate this job, use the Job Scheduler option in the Bulk Administration main menu.



Note You can use Override when you are running the same tar file with corrections, after a failed job-run.

Log Files

Multiple log files are created for a single import transaction. One for the overall transaction, and one each for the items selected for import. The log file name is prepended with the item name, to make it easier to identify the logs.

These files can be accessed from the Job Scheduler page.

Related Topics

- [Exporting Configuration, page 58-1](#)
- [Editing the .tar File, page 58-3](#)
- [Finding a File, page 2-1](#)
- [Downloading a File, page 2-2](#)
- [Uploading a File, page 2-3](#)
- [Deleting a File, page 2-3](#)