



# CHAPTER 17

## Inserting Users

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You can use Cisco Unified Communications Manager Bulk Administration (BAT) to add a group of users to the Cisco Unified Communications Manager directory.

### Inserting Users to Cisco Unified Communications Manager

To add a group of users to the Cisco Unified Communications Manager directory, use the following procedure.

#### Before You Begin

You must have a CSV data file that contains the user names, controlled device names, and directory numbers. You can create the CSV data file by using one of these methods:

- BAT spreadsheet that is converted to CSV format
- Export utility that produces an export file of user data

If you are inserting files that are generated with the export utility, insert the files in descending order based on the `_MgrLevel#` suffix, where # is 1 through 20. Insert the file with the `_user` suffix last to ensure that the user record for a manager exists prior to use of the User ID for a manager in the Manager User ID field.

#### Procedure

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- Step 1** Choose **Bulk Administration > Users > Insert Users**.
- The Insert Users Configuration page displays.
- Step 2** In the File Name field, choose the CSV data file that you created for this bulk transaction.
- Step 3** If the CSV data file was created by using the export utility, check the **File created with Export Users** check box.
- Step 4** Choose the user template you want to use for this insert from the User Template Name drop-down list box.



**Note** The User Device Profile, Controlled Device Name, and Directory Number should already exist in the Cisco Unified Communications Manager database.

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- Step 5** In the Job Information area, enter the Job description.

- Step 6** Click the Run Immediately radio button to insert the user records immediately or, click Run Later to insert the user records at a later time.
- Step 7** Click **Submit** to create a job for inserting the user records.
- Step 8** 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.](#)



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**Note** The field values that you enter in the CSV file for inserting users will override the values provided in the user template.

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**Note** When you are inserting users by using an exported BAT file, you might get errors stating “User ID already exists” for some users that were exported in more than one file. For example, a list of first line managers and a list of users might both include the same manager user ID.

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#### Additional Topics

See the [“Related Topics” section on page 17-2.](#)

## Related Topics

- [Creating a New BAT User Template, page 16-2](#)
- [Field Descriptions for a BAT User Template, page 16-4](#)
- [Inserting Users to Cisco Unified Communications Manager, page 17-1](#)