



CHAPTER 16

User Template

You can use Cisco Unified Communications Manager Bulk Administration (BAT) user templates to define the common user attributes to add a group of new users.

Use these topics to work with BAT User Templates:

- [Finding a BAT User Template, page 16-1](#)
- [Creating a New BAT User Template, page 16-2](#)
- [Modifying BAT User Templates, page 16-3](#)
- [Copying a BAT User Template, page 16-3](#)
- [Deleting Templates, page 16-3](#)
- [Field Descriptions for a BAT User Template, page 16-4](#)

Finding a BAT User Template

Because you might have several user templates, Cisco Unified Communications Manager lets you locate specific user template on the basis of specific criteria. Use the following procedure to locate templates.



Note

During your work in a browser session, your find/list search preferences are stored in the cookies on the client machine. If you navigate to other menu items and return to this menu item, or if you close the browser and then reopen a new browser window, your Cisco Unified Communications Manager search preferences are retained until you modify your search.

Procedure

Step 1 Choose **Bulk Administration > Users > User Template**.

The Find and List User Templates window displays. Use the two drop-down list boxes to search for a template.

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

- User Template Name
- Department

From the second Find User Template 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, and click **Find**.



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

A list of discovered templates displays by:

- User Template
- Department

Step 4 From the list of records, click the user template that matches your search criteria.

The window displays the user template that you choose.

Additional Information

See the [“Related Topics” section on page 16-6](#)

Creating a New BAT User Template

Use this procedure to create a new user template.

Procedure

Step 1 Choose **Bulk Administration > Users > User Template**.

The Find and List User Templates window displays.

Step 2 Click **Add New**. The User Template Configuration window displays.

Step 3 Enter the user settings that this group of users have in common. See [“Field Descriptions for a BAT User Template” section on page 16-4](#).

Step 4 Click **Save**.

When the user template is added to the database, the status indicates that the transaction has completed.

Additional Information

See the [“Related Topics” section on page 16-6](#)

Modifying BAT User Templates

Use this procedure to view or modify an existing user template.

Procedure

- Step 1** Find the user template you want to modify, using the procedure in [“Finding a BAT User Template” section on page 16-1](#)
 - Step 2** In the User Template Configuration window, add, change, or remove settings in the template. See [“Table 16-1Field Descriptions for a User Template in BAT” section on page 16-4](#) for more information.
 - Step 3** After you modified the settings to update the template, click **Save**.
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Additional Information

See the [“Related Topics” section on page 16-6](#)

Copying a BAT User Template

You can copy the properties of a user template into a new user template when you want to change only a few fields.

Use the following procedure to copy an existing BAT phone template.

Procedure

- Step 1** Find the user template you want to copy, using the procedure in [“Finding a BAT User Template” section on page 16-1](#)
 - Step 2** In the User Template Configuration window, verify that this is the template that you want to copy and click **Copy**.

The template reproduces and creates a copy. The copy duplicates all the values that were specified in the original template.
 - Step 3** Update the fields as needed for the new template. See [“Table 16-1Field Descriptions for a User Template in BAT” section on page 16-4](#) for information.
 - Step 4** Click **Save**.
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Additional Topics

See the [“Related Topics” section on page 16-6](#).

Deleting Templates

You can delete BAT templates when you no longer require them. Use this procedure to delete a template.

Procedure

- Step 1** Find the user template you want to delete, using the procedure in [“Finding a BAT User Template”](#) section on page 16-1.
- Step 2** In the User Template Configuration window, verify that this is the template that you want to delete and click **Delete**.



Note You can also delete the user template from the Find and List User Templates window. check the check box next to the template you want to delete and click **Delete Selected**

A message displays that asks you to confirm the delete operation.

- Step 3** To delete the template, click **OK**. The template name disappears from the list of user templates list on the Find and List User Templates window.



Note If you submit a job with a particular user template, and if you delete the user template before the execution of the job, then the job also gets deleted. You have to resubmit the job by creating another user template.

Additional Topics

See the [“Related Topics”](#) section on page 16-6.

Field Descriptions for a BAT User Template

[Table 16-1](#) provides descriptions of all possible fields that display when you are adding a BAT user template. For related procedures, see the [“Related Topics”](#) section on page 16-6.

In the BAT user interface, field names that have an asterisk require an entry. Treat fields that do not have an asterisk as optional.

Table 16-1 *Field Descriptions for a User Template in BAT*

Field	Description
User Template Name	Enter a unique name, up to 30 alpha-numeric characters, for the user template.
Password	Enter the password, up to 20 characters, that the user needs to access the Cisco IP Phone Configuration window. You must specify the Password either in the CSV data file or by using the BAT user interface during user template addition. If you want to apply individual passwords for each user or groups of users, specify the password information in the CSV data file. If you want to use a default password for all users, provide the default password when you insert the users in BAT.
Confirm Password	Reenter the password for confirmation.

Table 16-1 Field Descriptions for a User Template in BAT

Field	Description
Default Password to User ID	Check this check box if you want to make the user ID as the default password for all users.
PIN	Enter the personal identification number (PIN) , up to 20 numerals, to be used for extension mobility. You must enter a PIN either in the CSV data file or by using the BAT user interface during user template addition. If you want to apply individual PINs for each user or groups of users, specify the PIN in the CSV data file. To use a default PIN that all users can use, provide default PIN when you insert the users in BAT.
Confirm PIN	Reenter the PIN for confirmation.
Default PIN to Telephone Number	Check this check box to make the telephone number as the default PIN.
Default Telephone Number to Primary Extension	Check this check box to make the telephone number as the primary extension.
Default Mail ID to User ID	Check this check box to default mail ID to user ID.
Manager User ID	Enter manager user ID, up to 30 characters, for the user of this phone.
Department	Enter the department number, up to 30 characters, for the user of this phone.
User Locale	Choose the language and country set that you want to associate with this user from the drop-down list box. Your choice determines which cultural-dependent attributes exist for this user and which language displays in the Cisco Unified Communications Manager user windows and phones.
Associated PC	This field, which is required for Cisco SoftPhone and Cisco Unified Communications Manager Attendant Console users, displays after the user is added.
Default Profile	Choose the default profile for this user from the default Profile Drop-down list box.
Presence Group	From the drop-down list box, choose the presence group that watches the status of the directory number, the presence entity. For information on the Presence feature, refer to <i>Cisco Unified Communications Manager Features and Services Guide</i> .

Table 16-1 Field Descriptions for a User Template in BAT

Field	Description
SUBSCRIBE Calling Search Space	<p>All calling search spaces that you configure in Cisco Unified Communications Manager Administration display in the SUBSCRIBE Calling Search Space drop-down list box.</p> <p>The SUBSCRIBE Calling Search Space determines how Cisco Unified Communications Manager routes the Presence subscription requests that come from the end user. To configure a calling search space specifically for this purpose, you configure a calling search space as you do all calling search spaces (Call Routing > Class Control > Calling Search Space).</p> <p>For information on how to configure a calling search space, see the <i>Cisco Unified Communications Manager Administration Guide</i>.</p>
Digest Credentials	<p>When you configure digest authentication for SIP phones, Cisco Unified Communications Manager challenges the identity of the phone every time the phone sends a SIP request to Cisco Unified Communications Manager. The digest credentials that you enter in this field get associated with the phone when you choose a digest user in the Phone Configuration window.</p> <p>Enter a string of alphanumeric characters.</p> <p>For more information on digest authentication, refer to the <i>Cisco Unified Communications Manager Security Guide</i>.</p>
Allow Control of Device from CTI	<p>Check this check box to allow CTI to control and monitor this device.</p> <p>If the associated directory number specifies a shared line, the check box should be enabled as long as at least one associated device specifies a combination of device type and protocol that CTI supports.</p>
User Group	<p>From the drop-down list box, choose the user group to which the user belongs.</p>

**Note**

To continue configuring the BAT phone template, go to the [“Creating a New BAT User Template”](#) section on page 16-2

Related Topics

- [Finding a BAT User Template, page 16-1](#)
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