



## User Device Profile File Format

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When you use a text editor to create your CSV data file, you must use a file format to identify the device and line fields within the CSV data file. You have these options for the file format:

- Default User Device Profile—Contains a predetermined set of user device profile device and line fields.
- Simple User Device Profile—Contains basic device and line fields for user device profiles.
- Customized—Contains device and line fields that you choose and order yourself.

Before creating the CSV file in the text editor, you need to choose an existing file format or create a new file format. You can then enter the values as specified in the file format in the text-based CSV data file.

## Configuring User Device Profile File Formats

The following topics provide information about configuring file formats for CSV data files that are created by using a text editor.

- [Finding a UDP File Format, page 36-1](#)
- [Creating a UDP File Format, page 36-2](#)
- [Copying a File Format, page 36-3](#)
- [Modifying a File Format, page 36-4](#)
- [Deleting a File Format, page 36-4](#)

## Finding a UDP File Format

To find a user device profile file format, use the following procedure.

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- Step 1** Choose **Bulk Administration > User Device Profiles > UDP File Format > Create UDP File Format**. The UDP File Format Query window displays.
- Step 2** From the Find UDP File Format where Format Name 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 UDP templates that are registered in the database, click **Find** without entering any search text.

A list of discovered templates displays by name of the file format.

**Step 4** From the list of records, click the file format name that matches your search criteria. The UDP File Format Configuration window displays.

#### Additional Information

See the [“Related Topics” section on page 36-5](#)

## Creating a UDP File Format

To create your UDP file format for the text-based CSV data file, use the following procedure.

#### Procedure

- Step 1** Choose **Bulk Administration > User Device Profiles > Create a File Format**. The Update File Format Query window displays.
- Step 2** Click **Add new**. The Update File Format Configuration window displays.
- Step 3** In the UDP File Format Name field, enter a name for this customized format.
- Step 4** Under Device Fields, choose the device field names that you want to define for each user device profile. Click a device field name in the Device Field box and click the arrow to move the field to the Selected Device Fields Order box.

A CSV data file must include Device Profile Name, and Description; therefore, these fields always remain selected.



**Tip** You can select several random field names in the list by holding down the Ctrl key, then clicking the arrow to select them together. You can select a range of items by using the Shift key.

**Step 5** Click line field names in the Line Field box and click the arrow to move the fields to the Selected Line Fields Order box.



**Note** Directory Number is a mandatory field if you select line fields in the file format.

**Tip**

You can change the order of the items in the Selected Line Fields and Selected Device Fields boxes. Select an item and then use the up arrow to move the field closer to the beginning of the list or use the down arrow to move it to the end of the list.

**Step 6** Click intercom DN field names in the Intercom DN Field box and click the arrow to move the fields to the Selected Intercom DN Fields Order box.

**Step 7** Enter the maximum number of lines, speed dials, IP Phone Services, and IP Phone Service Parameters, you want to include in the CSV file, in their corresponding text boxes.

**Note**

You can enter zero for maximum number of speed dials, IP Phone Services, and IP Phone Service Parameters, if you do not want to include them in the CSV file. But, the maximum number of lines should not be zero if line fields are chosen in the file format.

**Step 8** To save your customized file format, click **Save**. The name of the file format displays in the UDP File Format Query window.

**Additional Topics**

See the [“Related Topics” section on page 36-5](#).

## Copying a File Format

To copy an existing format for the CSV data file, use the following procedure.

**Procedure**

**Step 1** Find the UDP File Format you want to copy by using the [“Finding a UDP File Format” section on page 36-1](#).

**Step 2** In the Search Results area, click the file format name that you want to copy. The File Format Configuration window displays.

**Step 3** To make a copy of the chosen file format, click **Copy**.

**Note**

You can also copy a file format by clicking the icon in the Copy column corresponding to the format you want to copy, in the UDP File Format Query window.

**Step 4** In the File Format Name field, enter a new name for the copied format.

**Step 5** Modify the copied format by using one of these methods:

- Add new fields by choosing them from the Device Fields, Line Fields or Intercom DN Fields box, and then clicking the arrow to move the chosen fields into the Selected Device Fields Order, Selected Line Fields Order, or Selected Intercome DN Order box.
- Remove chosen fields by choosing them from the Selected Device Fields Order, Selected Line Fields Order, or Selected Intercom DN Fields Order box, and then clicking the arrow to move the chosen fields into the Device Fields, Line Fields, or Intercom DN Fields box.

- Change the order of the fields by choosing a field name in the Selected Device Field Order, Selected Line Fields Order, or Selected Intercom DN Field Order box and using the up or down arrow to change its location.

**Step 6** After making your changes, click **Save** to save the copied file format with changes in the list.

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#### Additional Topics

See the [“Related Topics” section on page 36-5](#).

## Modifying a File Format

To modify an existing format for the CSV data file, use the following procedure.

#### Procedure

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- Step 1** Find the UDP File Format you want to update by using the [“Finding a UDP File Format” section on page 36-1](#).
- Step 2** In the Search result area, click the file format name that you want to modify. The File Format Configuration window displays.
- Step 3** Modify the copied format by using one of these methods:
- Add new fields by choosing them from the Device Fields, Line Fields, or Intercom DN Fields box, and then clicking the arrow to move the chosen fields into the Selected Device Field Order, Selected Line Fields Order, or Selected Intercom Fields Order box.
  - Remove the chosen fields by choosing them from the Selected Device Fields Order, Selected Line Fields Order, or Selected Intercom Fields Order box, and then clicking the arrow to move the chosen fields into the Device Field or Line Fields box.
  - Change the order of the fields by choosing a field name in the Selected Device Field or Selected Line Fields box and using the up or down arrow to change its location.
- Step 4** After making your changes, click **Save** to save the changes to the file format.
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#### Additional Topics

See the [“Related Topics” section on page 36-5](#).

## Deleting a File Format

To delete an existing file format for the CSV data file, use the following procedure.

#### Procedure

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- Step 1** Find the UDP File Format you want to delete by using the [“Finding a UDP File Format” section on page 36-1](#).
- Step 2** In the Search result area, click the file format name that you want to delete. The File Format Configuration window displays. Verify that you want to delete this file.

**Step 3** To remove the file format from the File Format Name list, click **Delete**. A message asks you to confirm that you want to delete the file format. Click **OK** to continue. The file format name is removed from the list.



**Note** You can also delete a file format by checking the corresponding check box and clicking **Delete**. You can delete all the file formats by clicking **Select All** and then clicking **Delete Selected**.

#### Additional Topics

See the [“Related Topics” section on page 36-5](#).

## Related Topics

- [Configuring User Device Profile File Formats, page 36-1](#)
- [Adding a File Format, page 37-1](#)

