



## CHAPTER 30

# Deleting Managers/Assistants

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You can use Cisco Unified Communications Manager Bulk Administration (BAT) to delete a specific manager-assistant association from the Cisco Unified Communications Manager database. For example, the assistant with the user ID, *jmorgan*, is assigned to two managers with user IDs, *rcraig* and *dbaker*. If you want to change the manager-assistant association, so the assistant, *jmorgan* is only assigned to *rcraig*, you can delete the *jmorgan-dbaker* association by creating a CSV data file with the following entry:

### Example

```
jmorgan,dbaker
```

## Deleting Manager-Assistant Associations from Cisco Unified Communications Manager

If you want to delete a manager or an assistant from all manager-assistant associations, see the following sections:

- [Deleting Managers from Cisco Unified Communications Manager, page 31-1](#)
- [Deleting Manager-Assistant Associations from Cisco Unified Communications Manager, page 30-1](#)

To delete specific manager-assistant associations from Cisco Unified Communications Manager, use this procedure.

### Before You Begin

You must have a CSV data file that contains the user IDs for the specific managers and assistants associations that you want to delete. See [Chapter 28, “Working with Cisco Unified Communications Manager Assistant”](#).

### Procedure

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- Step 1** Choose **Bulk Administration > Managers/Assistants > Delete Managers/Assistants**. The Delete Managers/Assistants Configuration window displays.
  - Step 2** In the **File Name** field, choose the CSV file that you created for this type of bulk transaction.
  - Step 3** Choose the type of deletion:
    - **Delete associated assistants for one manager**
    - **Delete associated managers for one assistant**

- Step 4** In the Job Information area, enter the Job description.
- Step 5** To delete the managers/assistants immediately, click the **Run Immediately** radio button or, to delete the managers/assistants at a later time, click Run Late.
- Step 6** Click **Submit** to create a job for deleting the required managers/assistants associations.
- Step 7** To schedule and/or activate this job, use the Job Scheduler option in the Bulk Administration main menu.  
For more information on jobs, see the [Chapter 66, “Scheduling Jobs.”](#)  
For information on log files, see [“BAT Log Files” section on page 66-3.](#)
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**Additional Topics**

See the [“Related Topics” section on page 30-2.](#)

## Related Topics

- [Deleting Managers from Cisco Unified Communications Manager, page 31-1](#)
- [Deleting Assistants from Cisco Unified Communications Manager, page 32-1](#)